



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 an Act Relative to extending suspension of certain provisions of the Open Meeting Law, G. L. c. 30A, § 20. This meeting has only opportunities for remote participation.

COMMUNITY PRESERVATION COMMITTEE MEETING

THURSDAY, MARCH 30, 2023 AT 7:00 PM

AGENDA

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. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID:
- D. Public may comment prior to the meeting via email: lhandy@watertown-ma.gov

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- 1. Call to Order
 - 2. Acceptance of CPC Minutes
 - A. Draft 2023-2-7 and 2023-2-16 Minutes
 - 3. Committee Discussion - FY 2023 CPA Applications Deliberation
 - A. Old Burying Ground and Common Street Cemeteries Rehabilitation and Preservation Plan
 - B. Commander's Mansion - Cultural Landscape Report
 - C. Edmund Fowle House Gutters Replacement
 - D. 103 Nichols Ave Group Home

4. Adjournment



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Minutes of CPC Meeting Tuesday, February 7, 2023, at 7:00 PM, held remotely via Zoom.

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

Others Present: Lanae Handy, Community Preservation Coordinator; Elizabeth Helfer, Community Development and Planning (applicant); Joyce Kelly, Historical Society of Watertown (applicant); Todd Rivers, Historical Society of Watertown (applicant); Emily Izzo, City Council; Tammy McKenna, Commander's Mansion; Marilynne Roach, Historical Society of Watertown; Tia Tilson, Watertown Community Foundation; Margie Wayne; Linda Scott; and Steve Steadman.

1. Call to Order

Mark Krackiewicz called the meeting to order at 7:04 PM and noted the meeting was being held via Zoom as allowed by the extension of the Governor's order waiving certain provisions of Open Meeting Laws.

2. FY 2023 CPA Project Presentations

A. Commander's Mansion Cultural Landscape Report and Exterior Assessment

Liz Helfer presented an overview of the project proposed by the Department of Community Development and Planning. Her presentation also included a description of the:

- project team
- process for obtaining quotes
- components of a cultural landscape report and
- items to address in planned exterior assessment.

Liz's presentation outlined the elements related to the first phase of the project as well as possible sources of funding for subsequent phases. The first phase would feature recommendations for a preservation treatment plan and rehabilitation along with recommendations for potential uses for the historic site. After the presentation the committee followed up with comments and questions. Matt Walter was comfortable with there being one bidder due to the high caliber of the firm. Jamie O'Connell asked about the report addressing accessibility and climate resiliency since those components were not explicitly stated in the scope of work proposed. Elodia Thomas inquired about the \$13,000

for a survey given the documentation she assumes already exists. Jon Bockian suggested that Elmore Design provide more details under item 4 as well as more information about the goals, timetables, and deliverables for the project. Mark emphasized the importance of placing the Commander's Mansion landscape recommendations in context with bordering properties. Elodia was also concerned about whether this project was geared toward the expansion of accessibility for the public and potential future public uses or toward expansion of the space as a private party venue. She raised that the applicant made assumptions about city departments having the capacity to implement project components and perform recommended maintenance and wondered about that capacity.

B. Old Burying Ground and Common Street Cemeteries Preservation Plan

Joyce Kelly presented that the Historical Society of Watertown and the City proposed a project to preserve and rehabilitate the cemeteries. The application was in the open space and historic preservation categories. Many items would be addressed by the cemeteries historic preservation plan, including fencing, gates, tombs, gravestones, access, soils, vegetation, trees as well as recommendations for future maintenance. Joyce would have Bob DiRico review the recommended maintenance plan to ensure it could be implemented by DPW. Also, she investigated the cost of ground penetrating radar to analyze the boundaries between the cemeteries and neighboring properties. She reported the cost would be \$1850 per day and an additional \$350 for the report. Mark asked if any CPC members disagreed with adding GPR analysis to the project. None did, but Jon asked about whether it would involve entering the neighboring property. It would.

When asked about ADA accessibility, Joyce stated the Common Street Cemetery had one path that would be rehabilitated into permeable pavement and the Old Burying Ground Cemetery had never had paths. Regarding the arborist, the consensus was to stick with the proposed arborist to make coordination with the landscape architect easier, as pointed out by Dennis J. Duff, and to provide a second opinion. Jamie asked if there were recommendations to remove hazard or dying trees, would the plan call for new trees to be planted.

C. Edmund Fowle House Museum Gutters Replacement

Todd Rivers of the Historical Society of Watertown provided background on the history of the Fowle House including its historical significance and the restoration work performed on the house in the past. He outlined the project to replace existing wood gutters with fiberglass molded gutters to provide the same appearance and meet historical standards. Todd noted the new gutters would catch more storm water and the existing downspouts would have the capacity to drain the greater volumes of water. Additionally, he adjusted his budget to include a 10% contingency.

Dennis asked where the water would drain to prevent moisture from entering the cellar. Todd pointed out there were splash rocks to push water 3 feet away from the house. Jon asked why the HSW had not applied to MHC to use the CPA funds as matching funds. Joyce replied the application was due in two weeks and she wanted to apply to MHC for the second phase of the cemeteries project. Jon noted the CPC had the discretion to consider an application off-cycle if driven by an external deadline such as a grant application deadline. Mark pointed out CPA could be viewed as funding of last resort for a small non-profit with limited resources and reliant on volunteers to raise funds.

D. Edmund Fowle House Museum Climate Control Installation

Todd presented a second application for the installation of a climate and humidity control

system to preserve the artifacts and interior structures of the Fowle House. He noted the system would be installed using the existing gas forced hot air furnace with the only air exchange being from the first and second floors. In addition, the filters would be electrostatic rather than fiberglass and as a result non-clogging.

Todd added the climate control system would preserve artifacts and internal structures from damage and loss. There would be two units installed using existing ductwork. According to the vendor, the current system is in excellent condition and can accept the climate control units. TTC replaced the system in the Spellman Stamp Museum and has experience with other museum properties.

Todd stated that the Historical Society of Watertown could not participate in federal rebate programs, however the HSW would apply to Mass Save and refund the rebate to the CPA Fund. He further stated if the CPC denied funding the project, it would be postponed for years. Dennis asked if any materials needed to be restored or repaired. Joyce pointed out documents were protected in acid free archival boxes, though one of the dresses in the house easily rips and newspapers are disintegrating. Dennis asked where the condensers would be placed and Todd replied they would be behind the house where they would not be seen from the street.

Elodia noted the three estimates were for three different proposals. The option presented in the application from TTC specifies a heat pump and a new furnace. She questioned adding the new system onto an older furnace.

Todd confirmed the wrong quote was attached. Committee members questioned whether three new quotes were needed or simply a new quote from TTC and whether the CPC was asking the HSW to replace the existing furnace. The CPC discussed the need for more information and homework on the part of the applicant. As a result of the discussion, the applicant was asked to provide a quote for what would be sensible in the long run for the organization and a new budget based on that.

3. Acceptance of 2023-1-19-CPC Minutes

Mark asked if there were other requested changes to the minutes other than his and Jon's requests that follow. On page 2, second bullet, change to "Question of whether the design addresses accessibility and FCF design standards."

On p. 3, under Commander's Mansion, 3rd paragraph, sentence beginning, "He wanted to see more information about the experience or track record of the selected consultants' track records and..." strike the second mention of "track records."

Motion: Jon moved to accept the 2023-1-19 CPC Minutes with the requested changes and Jason seconded the motion.

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

4. Adjournment

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

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

Adjournment: 9:14PM



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Minutes of CPC Meeting Thursday, February 16, 2023, at 7:00 PM, held remotely via Zoom.

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; Megan Langan, Dept. of Public Works; Michael D'Angelo, Michael D'Angelo Landscape Architects (MDLA); Chris Golden, MDLA; John Seger, Seger Architects; Michael Lara, Watertown Housing Authority (WHA), Olivia Field, WHA; Kristin Monti, WHA; Carsten Snow, Cambridge Housing Authority (CHA); Stefan Wolkenhauer, CHA; Tim Clinton, Fuss & O'Neill; Wendy Tram, Fuss & O'Neill; John Mucciarone, ZED Architects; Anthony Palomba, City Council; Christine Rogers, CPC Housing Consultant; Joyce Kelly, Historical Society of Watertown; Cliff Cook, Watertown Housing Trust; Janet Buck, Planning Board; MJ Munroe; Tom Beggan; Anthony D.; Jacky Van Leeuwen; Brian Costello; and Frank Galligan.

1. Call to Order

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

2. Committee Discussion:

A. DPW Extension Request - Saltonstall Park Application

Mike D'Angelo stated the project team held their first public meeting in November and there were many comments to be addressed. The applicant requested more time to incorporate changes and gather more input. There will be another public meeting at the end of the month. The applicant anticipates making a presentation to the CPC in May. Mark stated the request in effect asked for the CPC to review the updated application off-cycle. He solicited the thoughts of CPC members. Dennis J. Duff asked if the upcoming community meeting was only being hosted by Zoom.

Elodia Thomas had no objection to the granting the extension due to strong city support of the project. She would like to see projects done correctly. Elodia hoped the

applicant's attempt to respond to comments and develop an accurate budget by going to bid in April would prevent the CPC from needing to return to the City Council for a budget increase. Jon Bockian agreed with Elodia about DPW providing an accurate budget and was glad they were seeking additional community input. He worried about setting a precedent and wondered about the rationale for the extension. Jason Cohen supported Jon's view about setting a precedent.

According to Bob DiRico, the project began as a simple landscaping project and transformed into a larger and more complex project. He said the DPW had one well attended public meeting, however the second meeting had limited attendance. Bob knew they would need to obtain more public input. He cited the difficulty in getting cost estimates to prevent returning to the City Council to request a budget increase. Bob hoped to have real numbers for a presentation in May and avoid missing another construction season.

Mark asked if there was an external deadline associated with the economic development funds. Jamie O'Connell asked if the project could be put out bid with the understanding that CPC recommendation and City Council approval would be required to release the funding. She thought there was a limited amount of time to spend the funding from the State.

Elodia said the time sensitivity stemmed from all the activities that take place during the summer. She noted it would be a major coup for Watertown to have a park completed so quickly in a prominent location. Dennis would also rather grant an extension to avoid the situation that occurred at Irving Park

Jon spoke about the need for additional public comment before the committee's deliberation. Mark said seemingly the project is high priority and the external deadline came from the need to complete construction before the next summer season.

Motion: Dennis moved to approve the request for delaying the DPW presentation until May and Elodia seconded the motion.

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

3. FY 2023 Project Presentation

A. 103 Nichols Avenue Project Application

Michael Lara presented that the home on 103 Nichols Ave. would be deeply affordable to 100% of residents and comply with accessibility requirements. He requested \$175,000 in funding for project design to the stage of 100% complete construction drawings. Michael would not be seeking reimbursement for funds expended. Beaverbrook STEP would provide \$50,000 to the project if the CPC granted funding. Michael stated an open house was held in March of 2022 and meetings would be held for design review if CPA funding was granted. He assured the design would comply with storage requirements and there was an additional kitchen on the second floor to assist with individual life plans. Michael further pointed out the design was changed to comply with dimensional requirements.

Tim Clinton from Fuss & O'Neill spoke about how a closer look at soil gas was taken to avoid vapor intrusion into indoor spaces of the home's occupants and to nearby residents.

A passive venting system would be installed to direct vapors to the roof, which would be simple and cost effective in new construction.

Mark inquired about the sequence of predevelopment work and if environmental testing would begin early whether there would be time for a 3rd-party review. He also asked if more probes would be done. Carsten Snow responded that the schedule would allow for that review and that Fuss & O'Neill were confident in the remediation performed.

Elodia commented that the venting costs were considered prohibitive when the first environmental assessment was performed, and lenders would require an environmental assessment report no older than one year. Tim responded specific to Phase 1 assessments that after 6 months an update was required and after 1 year it must be redone. Elodia emphasized that the lender selects the environmental firm.

Bob asked why vents would be installed internally and whether ground water was contaminated. Tim responded the vent design was internal for aesthetic concerns and that there was some petroleum in the ground water.

Dennis wondered about the cumulative affects of the vapors especially with all of the lab development. Tim couldn't speak to the lab discharges, but stated there wouldn't be large levels of vapors vented.

Elodia asked for a breakdown of people served by community out of the over 200 individuals served by Beaverbrook STEP and how many from Watertown needed housing. She also asked why there were two kitchens and dining areas and would residents be able to age in place. Michael did not have answers about tenant selection and offered to add a lift as an alternate additional item if it would not be cost prohibitive. Further Elodia questioned the \$10,000 for operating expenses for new construction and what CHA was providing. She offered that WHA should look at putting 10 units in the Willow Park redevelopment. Elodia suggested requesting seed money from CPA for this bigger project while providing 103 Nichols as an open space amenity. Michael responded that rents are limited and the funds were for preventative maintenance. He also said CHA has expertise in the legal and environmental aspects of development. Michael added that he was glad the CPC was thinking big, but the Willow Park project was more than 3-5 years out.

Jamie asked if there were any limitations on the use of the yard and Tim replied that the contamination had been cleared to the water table.

Christine Rogers commented that the schedule was still aggressive She had not yet done a thorough analysis of the proforma to determine if the project would be financeable and operable.

The committee would compose a list of items need for deliberation, including further analysis from Christine.

Community members in attendance expressed support for the project. Janet Buck stated she had experience with this type of development and all of her concerns were addressed. Jacky Van Leeuwen supported the project and was shocked that it would only serve 5 individuals. Councilor Palomba supported the project and thought the team made a better presentation because of the CPC's questions. As the project had been

extensively vetted, he thought it would be a nice way to start using CPC funds for affordable housing.

Jason pointed out that the project may not be perfect, but more was being made of the environmental conditions and venting. He added the WHA owns the land and the project had other sources of funding. Mark asked for those comments to be saved for deliberation at the next meeting.

Dennis questioned whether former Watertown residents who had been placed in other communities could be moved to the home and if the CPC would be committed to funding construction if it recommended funding for predevelopment. He thought there were better sites to build on.

Mark closed by noting next month the CPC would deliberate and members should think about conditions to be placed on projects they wanted to recommend.

4. Adjournment

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

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

Adjournment: 9:09PM



Project: Preservation Plan for the Old Burying Ground (1642) and the Common Street Cemetery (1754)
Location: Watertown, MA
Date: February 9, 2023

		RDLA		Ivan Myers	Tree Spec.	Subtotal by Task
		Landscape Arch.		Stone Cons.	Arborist	
		Ray Dunetz, Principal, LA	Project LA	Ivan Myers	Barbara Keene Briggs	
		200	150	200	150	
2023 HOURLY RATES		200	150	200	150	
Task 1: Kickoff Meeting/Research	COST	\$2,500		\$0	\$0	\$2,500
	HRs	3.5	12	0	0	
Kickoff Meeting/Site Walk		1.5				
Meeting Notes		1				
Collect & Review Relevant Materials		0.5	4			
Historical Development Narrative		0.5	8			
Task 2: Assessment	COST	\$10,650		\$8,000	\$3,600	\$22,250
	HRs	7.5	61	40	24	
Complete a Detailed Survey of Existing Conditions		1.5	20	16	8	
Prepare Assessment Plan		3	20	8	8	
Prepare Narrative Outlining Assessment		3	21	16	8	
Task 3: Recommendations	COST	\$39,800		\$8,000	\$3,750	\$51,550
	HRs	25	232	40	25	
Draft Prioritized Recommendations		25	232	40	25	
Task 4: Cost Estimate	COST	\$2,825		\$800	\$375	\$4,000
	HRs	0.5	18	4	2.5	
Cost Estimate		0.5	18	4	2.5	
Task 5: Maintenance Plan	COST	\$2,900		\$400	\$300	\$3,600
	HRs	1	18	2	2	
Maintenance Plan		1	18	2	2	
Task 6: Final Report	COST	\$4,700		\$800	\$600	\$6,100
	HRs	1	30	4	4	
Update Final Report based on Comments		1	30	4	4	
Grand Total						\$90,000

Old Burying Ground on Arlington St

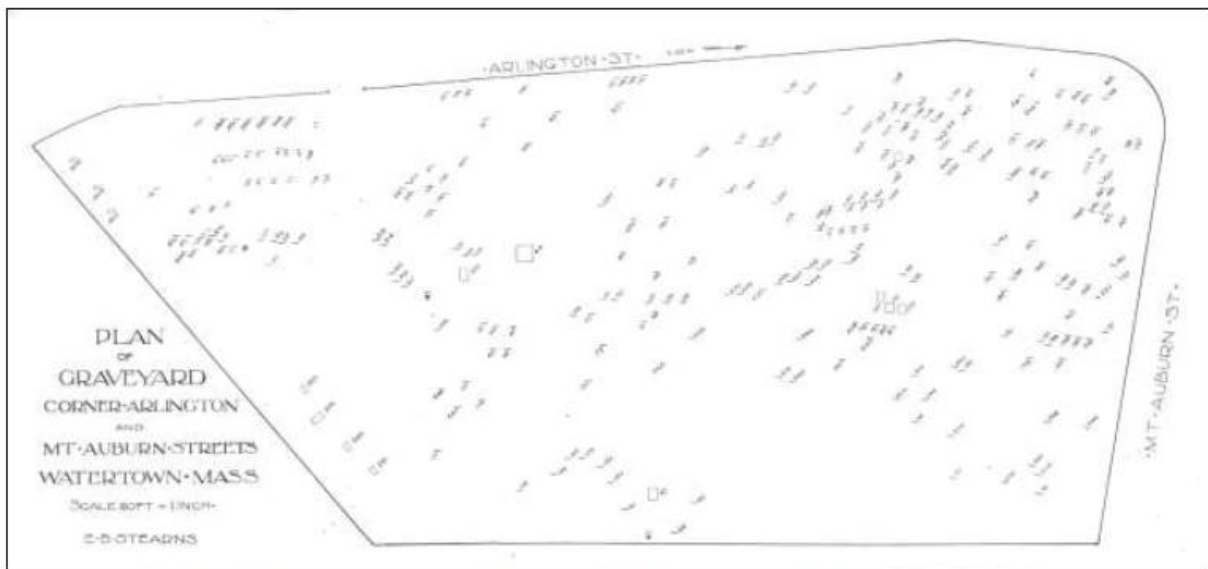
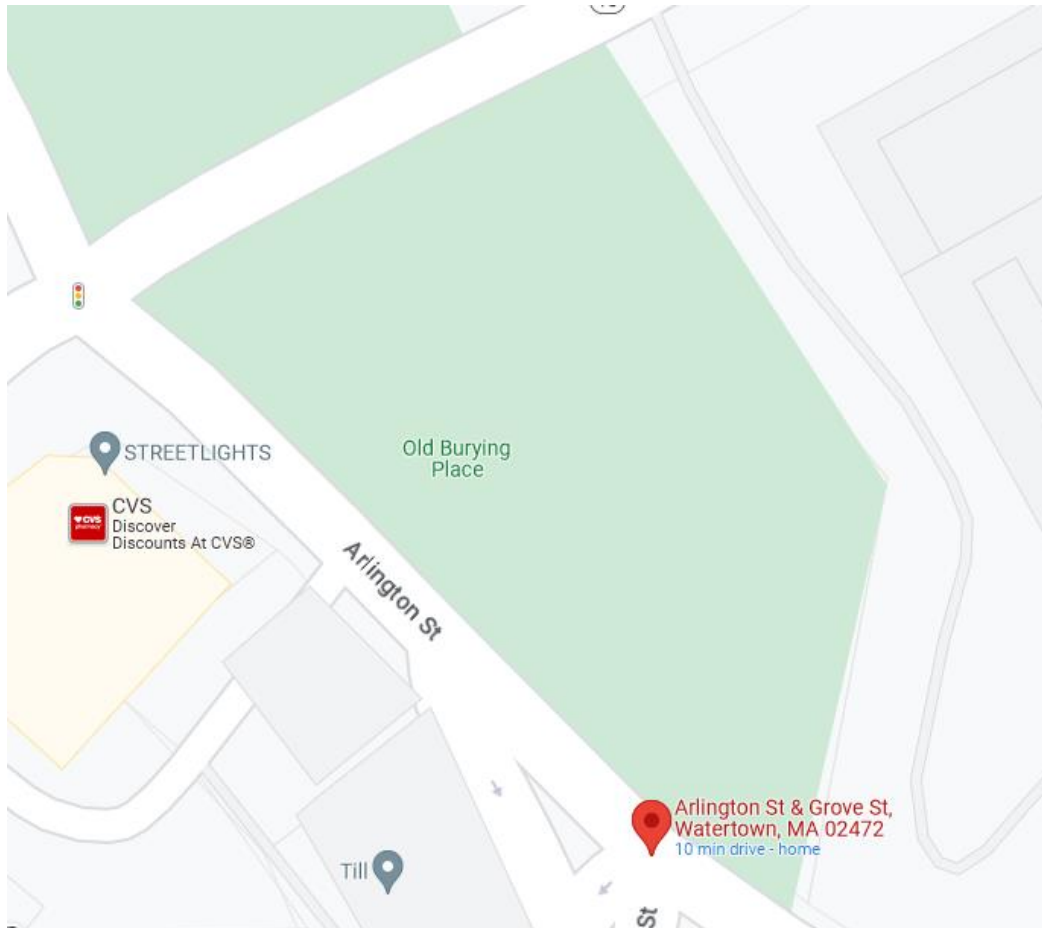


Figure 5. 1900 Plan of Graveyard Corner Arlington and Mt Auburn Street Watertown, Mass, E. B. Stearns.

Hillside tombs are on the left of this map, where the words "Plan of Graveyard" appear. The hill is about 6 feet higher than the rest of the cemetery.

Contour Map below

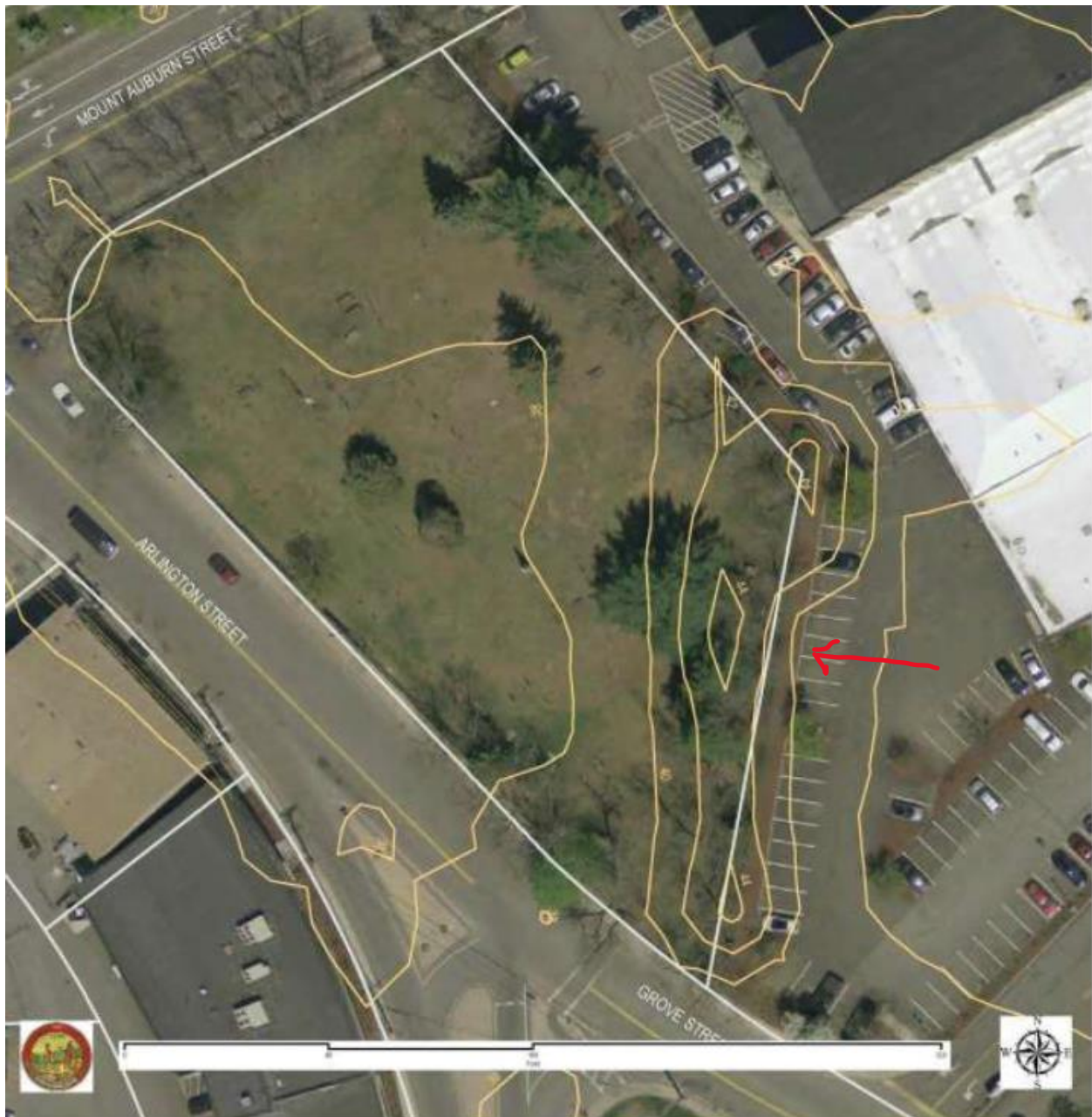
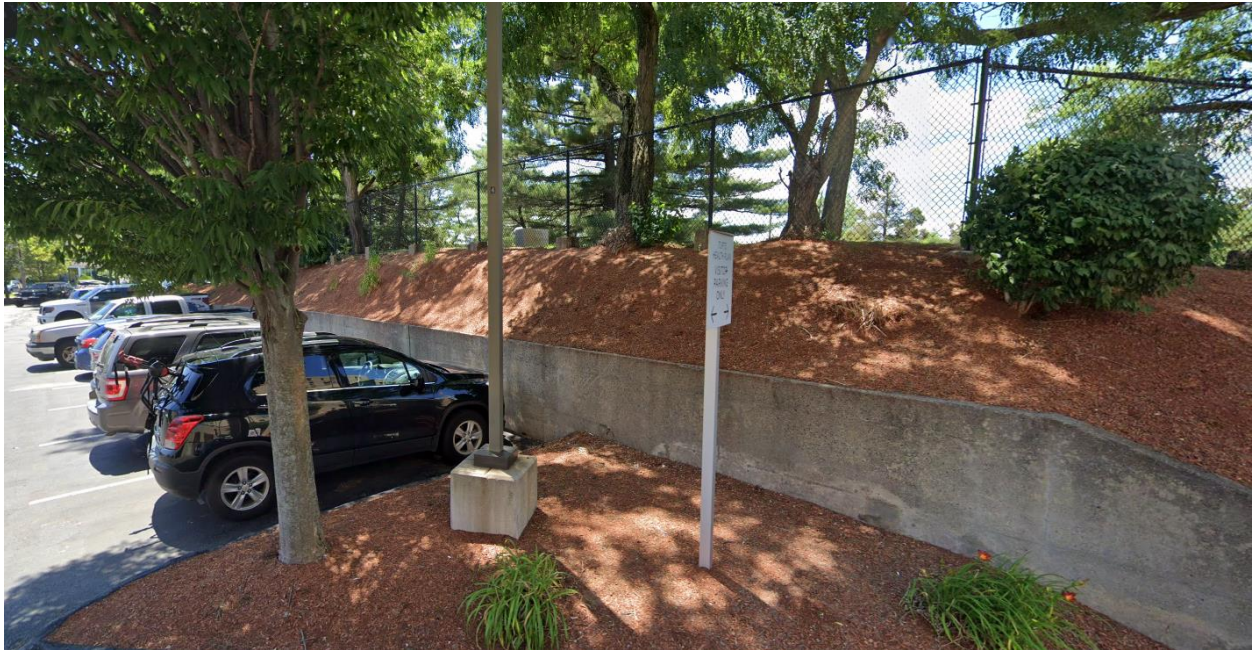


Figure 1. Old Burying Ground Contour Map (prepared by Gideon Schreiber, AICP, City of Watertown, April 2019).

The hillside tombs are along this boundary of the cemetery where the red arrow is.

Below is a view of the hill where the tombs are, taken from Tufts parking lot. The hill is too steep on this side of the fence to use the ground penetrating radar device. But ground penetrating radar on the cemetery side is doable.



Common Street Cemetery

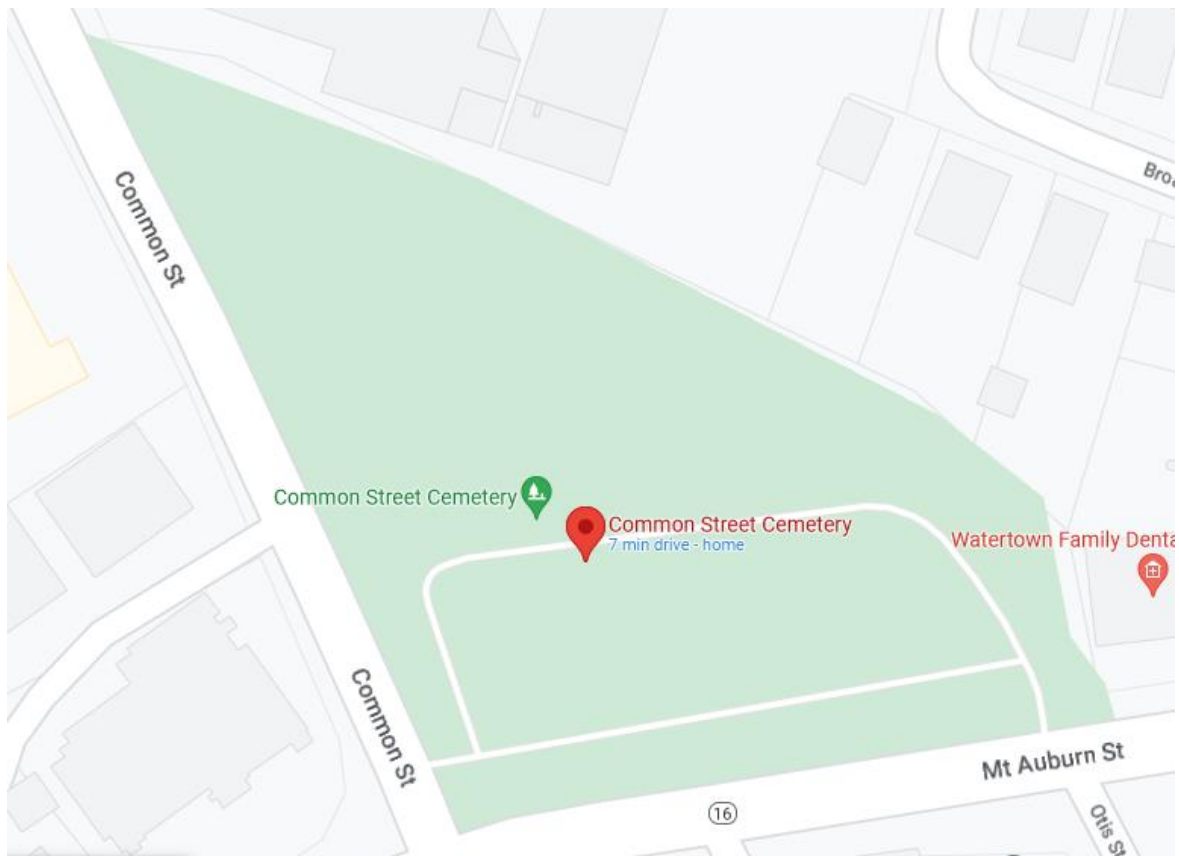




Figure 1. 1900 "Plan of Cemetery at Corner of Mt. Auburn & Common Sts."



The boundary by the houses (see numbers 4, 5, 17 and 25) has ground two to three feet lower than the ground in the cemetery.

Section P is a narrow section that runs the length of the northeastern boundary from the northwest to the southeast corners of the cemetery. This is the lowest section of the cemetery and was partially infilled and levelled with a retaining wall in the early-20th century to create additional space. Section P contains late-19th and 20th century marble gravemarkers and 20th century granite gravemarkers.

Headstones are about 2 feet away from the fence. Burials are in front of the stone. It is unlikely that there are any bodies on the other side of the fence – see below.



In the photo above, there is a 2 to 3 foot drop between the cemetery side of the fence and the privately owned property on the other side of the fence.



This view is the section adjacent to the high school and there will be no problem using ground penetrating radar here on either side. Both properties are owned by the city.

Ground Penetrating Radar
Service Agreement603-429-4417
bobperry@topographix.com

Cemetery Two Cemeteries in Watertown, MA Date 03/07/2023
Contact Name Joyce Kelly (Historic Society of Watertown) Job # 1-WatertowntMA
Address 28 Marshall Street Terms: Agreement
City Watertown, State MA Zip 02472 Phone 781-899-7239

Description of area: Area : Two Cemetery Locations (Old Burying Place and Common Street Cemetery)

Equipment to be used: GSSI SIR SYSTEM-3000 with 400MHz antenna.

Ground Penetrating Radar (Exploratory Scanning)

Number of days scheduled: 2 (additional time requires client approval)

Project: To scan perimeter areas along the back side of both cemeteries.

\$ 3,850 - Dedicated GPR Services: . Exploratory two cemetery perimeter areas

\$ 350 - GPR Report

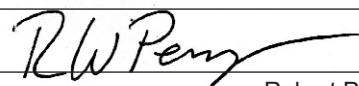
\$ 390 -Travel: 6 hours: \$65 per/hr.

\$ 4,590

Retainer: \$1,000. Balance payment is due upon completion of the project and will include any additional charges for services not indicated above.

Agreement: The client acknowledges that the use of ground penetrating radar technology is not error-free and there are limitations on its use to locate buried human remains or embedded objects in the ground and shall have sole responsibility for the use of the information obtained, including reliance on data to determine the location of digging operations or other penetration of the location, area or structure to which the Ground Penetrating Radar Services are applied. TOPOGRAPHIX LLC may rely on statements and plans of the Client representatives (including on-site employees or employees of representatives of the contractors or subcontractors working for the Client) as to the characteristics of the soil content, structure, or location to be tested using Ground Penetrating Radar.

Agreement: TOPOGRAPHIX[®] LLC makes no warranty, express or implied, that the Ground Penetrating Radar Service will be error-free or provide all information necessary for the Client to take any action (or refrain from action) based on the results. TOPOGRAPHIX LLC shall not be liable to the customer for any damages due to its performance or failure to perform the services. Any survey report provided by TOPOGRAPHIX LLC is based upon TOPOGRAPHIX LLC interpretation of the data collected and is intended solely for illustration and information purposes. TOPOGRAPHIX LLC is not responsible for any loss or damage caused arising out of the use of or reliance on the data collected or the report generated. END.

Client Signature _____ Date _____
TOPOGRAPHIX LLC  _____ Date 03/07/2023
Robert Perry/ Manager

Commander's Mansion Cultural Landscape Report Project - Answers to CPC Questions

- Why was the Elmore Design Collaborative chosen when they had the higher quote?
 - Elmore Design Collaborative was the only company what was able to provide a quote that encompassed the entire scope of the project: Exterior Assessment and Cultural Landscape Report. The quote from KZLA includes only the Cultural Landscape Report and assumes that a base plan and topographic survey will be provided by the city, which it will not; when asked to expand the scope to include all components of the project, they were unable to do so, or to provide a partner to fulfill the requirements of the project. Therefore, they were deemed unsuitable to complete the project.
- Please provide a scope of work and more detailed budget with hours or how Elmore Design Collaborative arrived at its lump sum fee in writing.
See following pages.
- Will the report include an assessment of ecological values and function and relation to Watertown Climate Resiliency Plan?
Yes, the report will consider strategies and values from the Climate Resiliency Plan when evaluating and making recommendations.
- Will the report include a discussion of the types of uses and events that are hosted at the Mansion and how they affect public access?
Yes, the report will include current uses of the property and how the public currently accesses the property.
- Please explain non-CPA sources of funds.
\$8600 is a numerical estimate that accounts for in-kind contributions of staff time to this project. This is derived from an approximate 2 hours a week from myself, with contributions from other members of the Department of Community Development & Planning.
- As part of the development of this plan will Mass Historical Commission matching funds be sought or will you investigate and/or apply for other sources of funds?
No additional or matching funds are being sought for this assessment phase of the project. Mass Historical Commission Funds and other grant foundations have been bookmarked as potential funding sources to implement the recommendations outlined in the report and exterior assessment that is the objective of this project.
- For clarification, the CPC asked about the contributions from corporations and businesses for implementation of projects that may result from the plan and not for the planning phase. Also, will the plan address pathway connectivity within the site and to connect to Arsenal Park, Arsenal Yards, and Charles River Parklands?
The plan can address a pathway/enhanced connections, as long as we ask for it.
- Does the Mansion have an active "Friends" organization that could contribute to the project?
What is the possibility of the friends group obtaining funding from surrounding corporations and businesses?
The Mansion has a friends group that is currently inactive. There is limited capacity to get the group functioning in the timeframe necessary for this project, however, there is opportunity for the friends group to contribute to future phases of work on the Mansion.
- Why isn't the interior being addressed at the same time the exterior assessment is planned?
The scope of the current project is already broad. An exterior assessment was deemed the timelier and more necessary component as the first phase of a several-phase project to address the mansion and grounds. The interior will not be forgotten.
- The quotes are not dated. Will they still be valid by the time the contracts are signed?
YES

Elmore Design Collaborative, LLC Scope of Work (see highlighted question):

I. Project Initiation

- A. Attend kick-off meeting, meet key staff members, tour the grounds, the building and the archives, and collect and review pertinent project related materials. JGWA team members should be included in this kick-off meeting.
- B. Collect and review archival materials that are readily available.
- C. Discuss sources and locations of off-site Municipal archives that should be investigated.
- D. Discuss and confirm project schedule and deliverables.
- E. Prepare preliminary statement of goals, objectives and requirements

II. Land Survey

- A. Guerriere & Halnon, Inc. (G&H) will prepare a detailed survey of the property. The survey will field located visible features for the property including the wooded slope down to and including the ornamental iron fence along North Beacon Street. The work will be on the Massachusetts Coordinate system NAD 83 horizontal datum and the NAVD88 vertical datum. The final AutoCAD map will include the property and control points. The major trees and pedestrian path on and below the wood slope will be documented.
- B. We will field verify this map and have G&H come back out if needed. This map becomes a valuable resource and will be used throughout the project including assessment of existing conditions and for treatment recommendations. It also will document how the landscape looked when the survey was prepared – a valuable resource in the future.

III. Archival Research

- A. We will investigate the existing known archives that include the following:
 - a. Commander's Mansion (basement and attic)
 - b. Municipal Offices
 - c. National Archives – Waltham branch
 - d. Olmsted Archives (Frederick Law Olmsted National Historic Site in Brookline, MA and Library of Congress in Washington, DC)
 - e. Others to be determined

IV. Landscape Research, Assessment (*Inventory, Analysis and Evaluation*) and Documentation of all visible features on the site

- A. Review historic maps, aerial photographs, insurance maps, etc. and develop a clear understanding of the growth and changes to the property over time.
- B. Establish a timeline of property transactions, if possible
- C. Review any previous studies, reports, plans, and written and photographic collections to gain an understanding of the property, people and changes to the landscape.
- D. Inventory and photographically document all character-defining landscape features including spatial organization, land patterns and context, topography, vegetation, views and viewsheds, circulation and accessibility considerations, and site features, furnishings, and objects.
- E. Analyze and evaluate the landscape's existing conditions in relationship with the guidelines prepared by *The Secretary of the Interior's Standards and Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscapes* by the U.S. Department of the Interior, National Park Services, 1996.
 - 1. Pay particular attention to the character-defining landscape features
 - 2. Pay particular attention to the different zones, their uses, purposes, relationships, access and arrival sequence, and how they are perceived for use and their maintenance/care as landscapes and/or gardens
 - 3. Analysis will define the condition of each feature – good, fair or poor.
 - 4. Evaluation will provide general guidelines for treatment based on preservation strategies according to the *Secretary's Guidelines*:

- A. Areas for **preservation**, where existing form, integrity and materials of the landscape will be sustained
- B. Areas for **rehabilitation**, where features will be repaired or altered to make their use compatible with the site's historic value and current use
- C. Areas for **restoration**, where features will be returned to their original form; and
- D. Areas for **reconstruction**, where features no longer exist will be reconstructed.
- F. Prepare a written assessment of the landscape and its character-defining features and embellish with photographs and other pertinent images.
- G. Prepare assessment maps for every landscape feature broken down into individual categories. These maps illustrate where each feature is in the landscape and its relationship to every other feature.
- H. ***Prepare a Chronological Development of the landscape with documented dates, the occurrence, and a proper citation. This becomes a valuable resource over time and can be amended when new information becomes known.***
- J. Prepare a written history of the property based on archival and primary sources
- K. Prepare Period Plans if sufficient documentation is available.
- L. Prepare an Analysis of Historic Significance and Integrity. The significance of a historic landscape is based on research and understanding of the archival resources, written and graphic, that documents the property. Significance usually includes a combination of integrity and association with a historic figure(s) or event(s). Integrity is a measure that evaluates the authenticity of the extant features within the landscape.

V. Treatment Recommendations and Restoration Priorities

- A. Prepare treatment recommendations that describe the preservation strategy for the long-term management of the landscape and its individual character-defining landscape features. These recommendations are based on significance, existing condition and use.
- B. Prepare a list of restoration priorities from urgent and immediate to short-term and long-term. This list is developed with the help of Staff and is based on safety first, the findings of the report, followed by need and desire.

VI. Report Preparation

The report will be developed and will follow the standards established as noted above. It will be embellished with lots of photographs and maps to support each topic being discussed. Citations and proper credits will be noted throughout.

Draft – a draft digital copy/ies of the report will be submitted for review and comment

Final – the final digital copy/ies of the CLR will include all comments.

VII. Meetings

On-site and on-line meetings are desired and expected for input throughout the development of this CLR. The actual number of meetings has not been determined, though too few and too many is not good. We will work together to find the appropriate number and format of meetings.

VIII. Additional Services

Additional services are proposed at this time.

*** represents my additions to a typical CLR – See Items H, above.

IX. Fee Structure

EDC's Fee - We propose to undertake the scope of work outlined above for a fixed fee of Forty-Seven Thousand Five Hundred dollars (\$47,500), which includes expenses.



Design Collaborative, LLC

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- Preservation Planning
- Site Planning & Design

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e. TElmore@Elmore-Design.com
www.elmore-design.com

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Enterprise

February 16, 2023

sent via email

Ms. Elizabeth (Liz) Helfer
Public Arts & Culture Planner
Community Development & Planning
149 Main Street
Watertown, MA 02472

Dear Liz,

I spoke with Jack Waite and Chelle Jenkins this morning about the two items that the Community Preservation Committee would like included in our scope of work.

1. Resilient Watertown Plan – yes, all of our assessment and recommendations, where appropriate, will be in line with the Plan and that there will not be any additional cost associated with this work.

2. Milestones: we recommend and will commit to online presentations and meetings at critical points in our work as well as quarterly to share our findings and to show you what has been completed and where we are going next.

For the Building Assessment – Jack suggested that they would be ready for a meeting/presentation/discussion right after they complete their multiple days of onsite building investigations. He recommended this because their experience shows that the Client wants to know their findings from the field-work before any report is written. Afterwards, their office would company this office with quarterly meetings/presentations/discussions.

For the landscape – The surveyor will get started immediately and should be done within 4-6 weeks. While that is happening, this office will begin our multi-pronged archival research starting with the files in the Mansion. Once the survey is completed, we will begin our site assessment. Our experience tells us that research will be ongoing for the duration and we'll be happy to share our findings with you with short meetings or at larger quarterly meetings.

I/we are comfortable to commit to quarterly milestones, and more frequent meetings where appropriate, and that all work will be completed within one year.

I hope this addresses the Committee's requests and concerns. Please let me know if you or they have any questions.

Sincerely,

Thomas J. Elmore, ASLA, LEED AP
Principal/Founder

Maine Licensed Landscape
Architect, also licensed in
Connecticut, Massachusetts,
New Jersey, New York, Rhode
Island, and Virginia

103 Nichols Avenue

DDS Charles River West Area office responded to some of the questions from last Thursday's meeting (via email).

- *Is there more data that DDS has regarding the waitlist of the target population? Specifically, this region? What is the waitlist for accessible units – and how many live or work in Watertown?*
- **This question is a bit difficult to respond to, as it is a moving target. We have a number of people who have been prioritized for residential placement who currently live with family or independently with less than 24 hour supports, many of whom require accessible accommodations. We look first at people who reside in the 5 towns our office covers (Watertown, Belmont, Waltham, Cambridge, Somerville). If for some reason, our office didn't have a person to refer to a vacancy, we would potentially discuss it with one of the 3 office that make up the DDS Metro Region to determine if they might have an individual who fits the profile of the vacancy in question. Given that accessible units are in such demand, it is extremely likely that the referral would come from our office.**
- *What happens when someone on the 2nd floor needs an accessible unit? Is there an ability to move/transfer them to an accessible unit?*
- **We have sometimes been able to relocate people to an accessible unit when issues arise, but our overall lack of accessible housing impacts our ability to do so in as timely a manner as we would like. There are currently a significant number of individuals who would benefit from increased accessibility.**
- *Are there people who have been displaced out of Watertown that would be eligible to return and be housed at 103 Nichols Ave?*
- **There are people who have had to move out of Watertown who might potentially be able to move to Nichols Av. We would assess their needs, wishes, and satisfaction with their current home to determine whether a move might make sense, and measure that vs other individuals who are need and plan accordingly.**
- *What is the approach to residents aging in place in a group home setting such as this?*
The intention for anyone residing in this type of home would be for them to age in place, and provide additional supports as needed. While there are circumstances at times which can make this challenging, maintaining people in their own home is always our primary goal.

Responses from DDS Metro Regional Office (Roberta Lewonis, Community Systems Director)

DDS has shared with Michael Lara, Director of Housing Authority, that the Charles River West Area Office has a number of people who have been prioritized for residential placement who currently live with family or independently with less than 24 hour supports, many of whom require accessible accommodations. The Charles River West office looks first at people who reside in the five towns the office covers (Watertown, Belmont, Waltham, Cambridge, Somerville). If for some reason, the office didn't have a person to refer to a vacancy, staff would potentially discuss it with one of the three area office that make up the DDS Metro Region to determine if they might have an individual who fits the profile of the identified vacancy. Given that accessible units are in high demand, it is extremely likely that the referral would come from the Charles River West Area Office. There are people who have had to move out of Watertown due to an immediate need for placement who might potentially be able to move to Nichols Ave. DDS would assess their needs, wishes, and satisfaction with their current home to determine whether a move might make sense.

Responses from BeaverbrookSTEP (phone conversation with Virginia Connolly, Executive Director)

How many residents of Watertown are prioritized on the resident placement list? Will there be Watertown residents to meet the local preference requirement placed on the project?

BeaverbrookSTEP serves over 80 Watertown residents through day programs and in family homes or more independent settings. Given the highest number of people served come from Watertown and accessible homes are highly desirable they could make referrals and the West Area Office handles placements.

Why are there two kitchens?

It's a great feature we have in several homes we operate. Residents congregate on the first floor for shared meals. The second kitchen can be used by residents who are employed for preparing lunches or getting cold drinks or snack at night.

Have you used stair/chair lifts or tube (pneumatic vacuum) elevators in homes you operate?

We have used them, but they are not considered accessible for fires or emergency evacuation. The residents must be able to self-preserve.

In a follow-up email about the percentage of people served by BeaverbrookSTEP by community. Ms.

In attempting to determine if there are individuals available for local preference, I asked for percentages of people listed by community that BeaverbrookSTEP could refer for residential placement. (via a follow-up email)

There are many providers of service in the Watertown catchment area; we are one of them. In Watertown, we support approximately 60 individuals in their homes, and 25 individuals in day services.

103 Nichols Avenue

Pre-development Scope for Group Home

Watertown Community Preservation Committee

February 16, 2023



Watertown Housing Authority

Michael Lara

Executive Director

Development Consultant

Cambridge Housing Authority

Margaret Moran

Deputy Executive Director of Development

Carsten Snow-Eikelberg

Deputy Director for Planning

Feasibility Design Architect

ZeroEnergy Design

John Mucciarone

Senior Project Manager

Supportive Services

Beaverbrook STEP

Virginia Connolly

CEO & Executive Director

Environmental Due Diligence

Fuss & O'Neill

Wendy Tram, EIT

Environmental Engineer

Tim Clinton, LSP

Project Manager

Agenda

- Watertown Housing Authority
- 103 Nichols Avenue Site History
- Group Home Proposal
 - Feasibility Study
 - Permitted Use – Reasonable Accommodation
 - Environmental Review
 - Funding Request
 - Schedule
- Local Need for Supportive Housing
- Beaverbrook STEP Partnership

Watertown Housing Authority

Incorporated in 1945

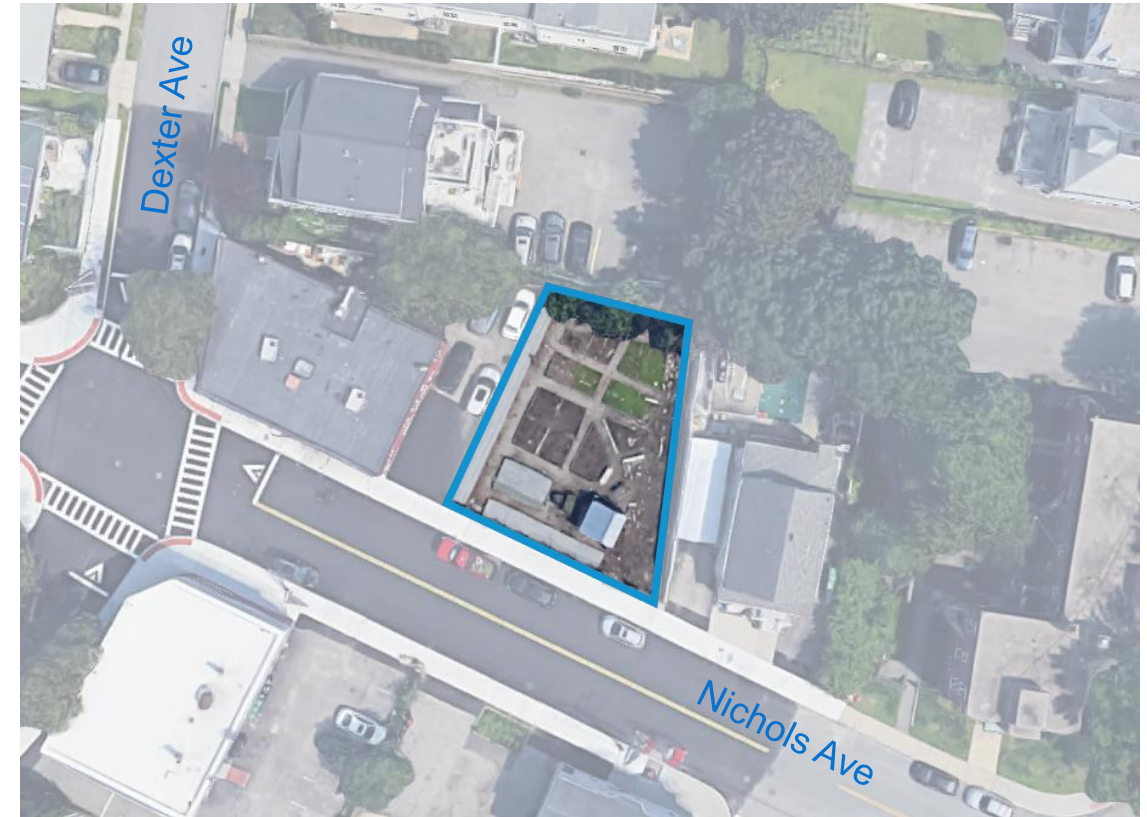
Programs

- Federal Public Housing
 - 50 units converted to Section 8 owned & operated by WHA nonprofit affiliate
- State Public Housing
 - 240 units of family housing
 - 276 units of elderly housing
 - 23 units of special needs housing*
- Voucher Program
 - 210 vouchers to support residents in the private market

Watertown's State Public Housing Waitlist has over **30,000** individuals (27,000 families) for WHA's 526 state units.

103 Nichols Ave

- Purchased by WHA in 1982 to develop special needs state-aided public housing.
- In the 1980s, DHCD informed WHA that development funds were no longer available.
- After 1990 remediation, MassDEP concluded site was no longer actively contaminated and closed file.
- In 2021, DHCD advised WHA to develop on existing parcels. Group home would honor original intention and add urgently needed supportive housing in Watertown.



103 Nichols Ave: Group Home Proposal

Addresses Community Preservation Plan & Watertown Housing Plan Goals

1. 100% deeply affordable, five-unit group home.
2. Takes advantage of existing land already owned by WHA.
3. Operated in partnership with a supportive service provider, Beaverbrook STEP.
4. Compliant with accessibility requirements and seeks to integrate universal design principles.¹
5. Leverages CPA funding with external funding from Beaverbrook STEP.¹

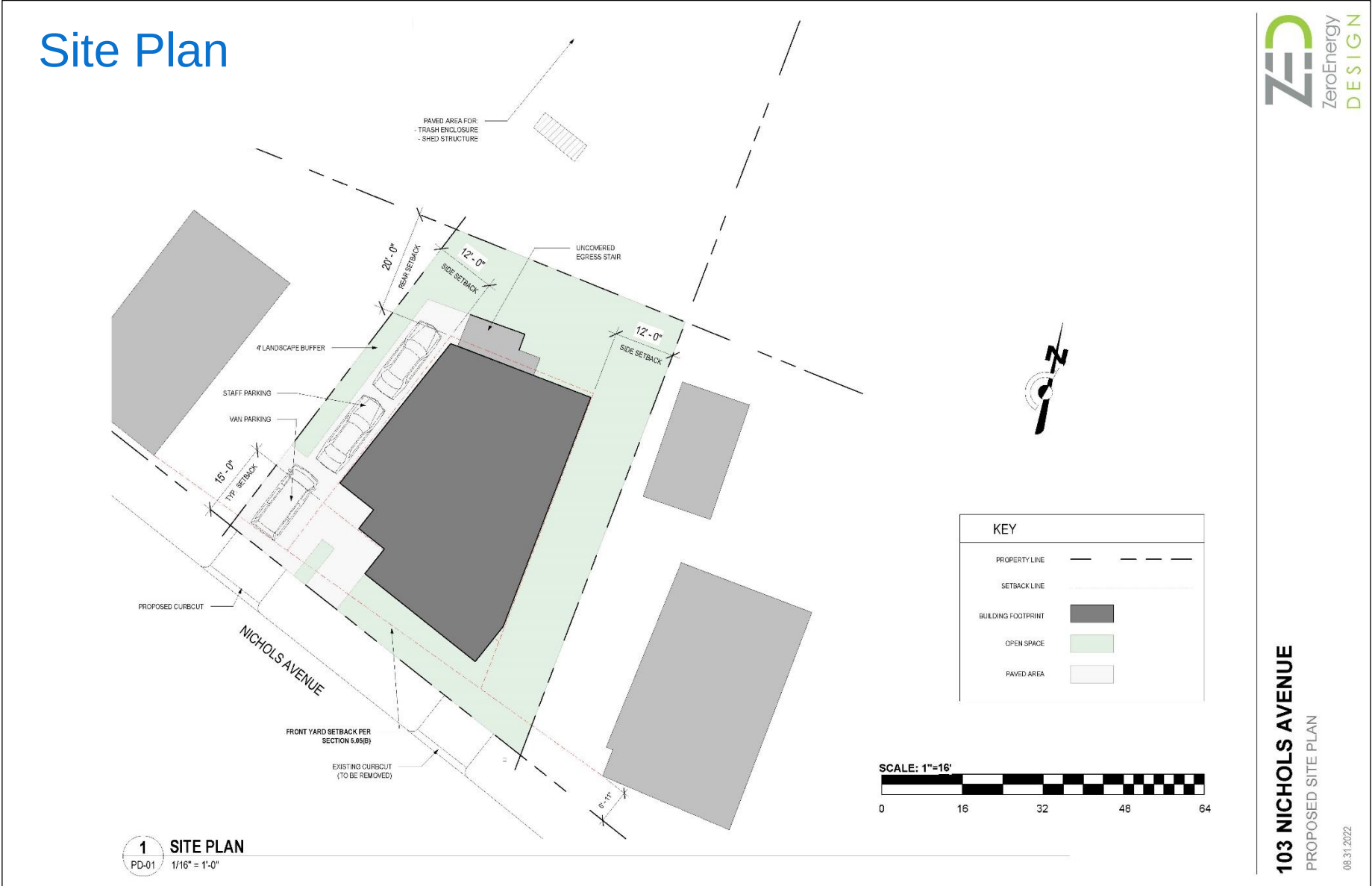
¹ Watertown Community Preservation Committee; Community Preservation Act 5-Year Plan 2021-2025; Guiding Principles and Priorities Pg. 14

103 Nichols Ave: Group Home Proposal

Completed To Date

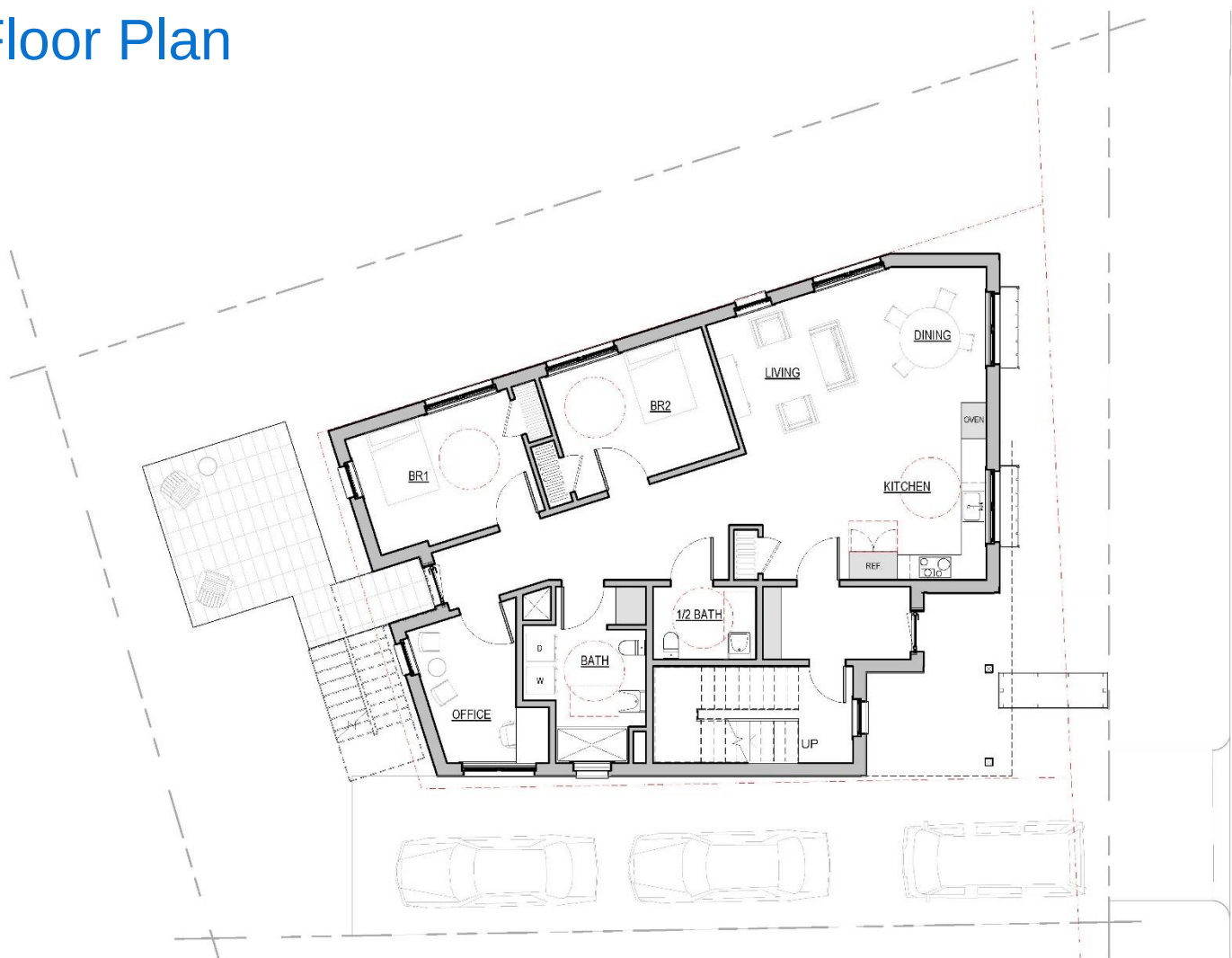
- **Design Feasibility Study** to confirm ability to meet programmatic requirements for group home on site.
- **Zoning Accommodation** letter received from City
- **Environmental Review**, including Full Phase 1 Environmental Site Assessment and additional soil testing
- **Letters of Support**
 - Watertown Commission on Disability
 - Watertown Housing Trust
 - MA Department of Developmental Services
 - MA Facilities Consolidation Funds*
 - Beaverbrook STEP
- **Commitment from Beaverbrook STEP and DDS** to provide services for residents
- **Open House in March 2022 at Watertown Public Library**

Feasibility Study



Feasibility Study

1st Floor Plan



1 LEVEL 1
PD-02 1/8" = 1'-0"

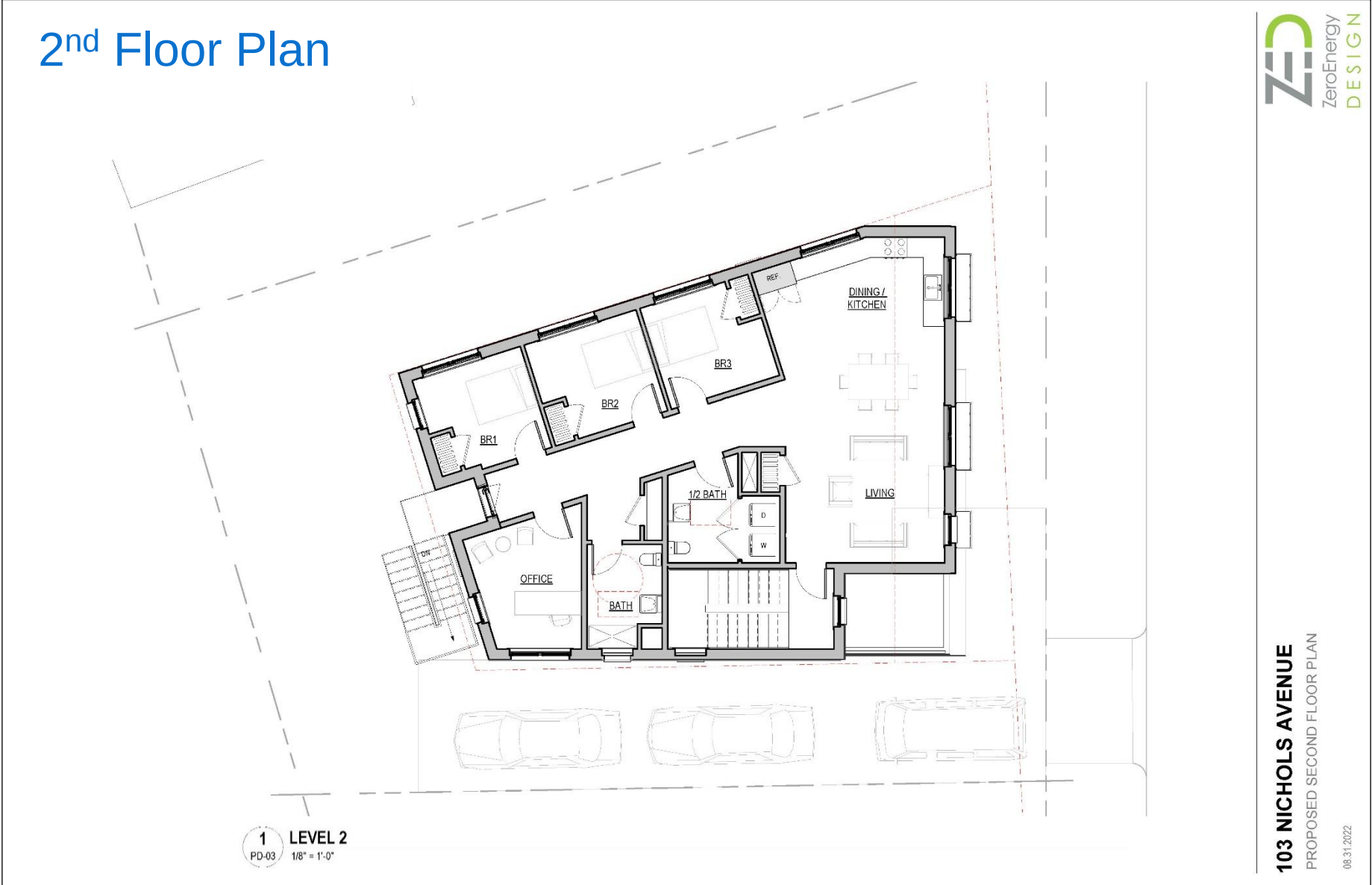


103 NICHOLS AVENUE
PROPOSED FIRST FLOOR PLAN

08.31.2022

Feasibility Study

2nd Floor Plan



Feasibility Study

Perspective



103 NICHOLS AVENUE
RENDERING
08.31.2022

Feasibility Study

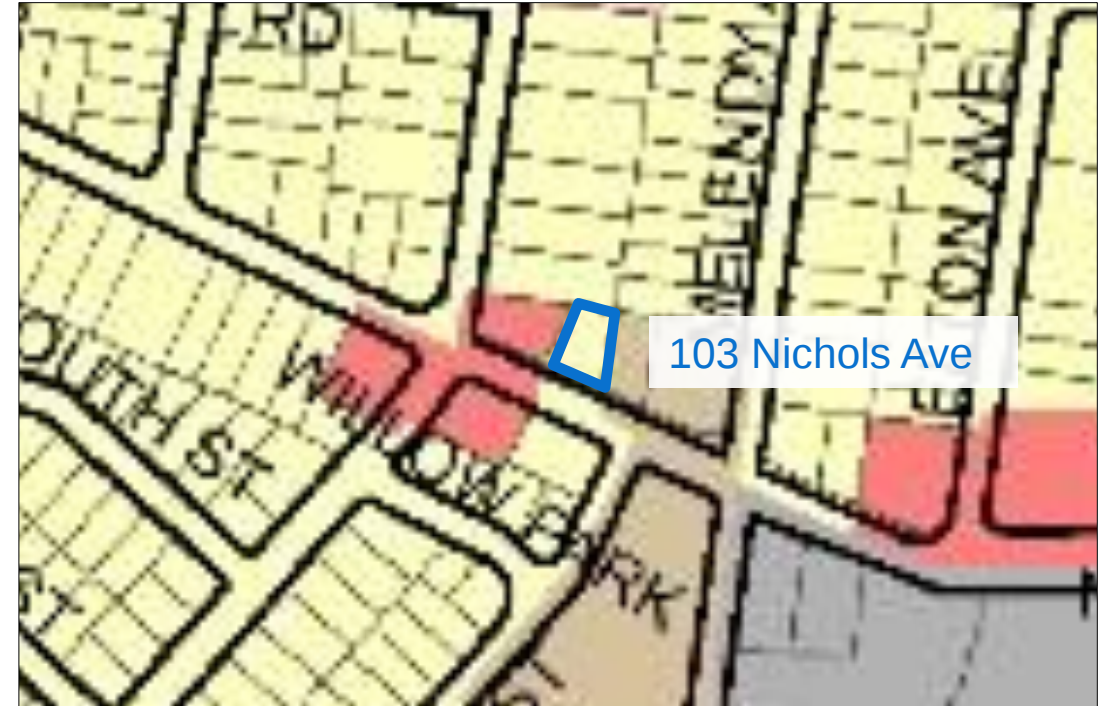
Perspective



103 NICHOLS AVENUE
RENDERING
08.31.2022

Zoning Accommodation Relief

- Zoned for “Two Family” housing
- Watertown Zoning Enforcement Office letter provides reasonable accommodation to waive requirement limiting occupants to family members.
- Formal zoning approval of five-unit group home will require WHA to apply for accommodation after completion of pre-development scope.
- WHA can expect to receive zoning approval assuming compliance with dimensional requirements.



Environmental Review – F&O

Phase 1 ESA Report, Conducted by Fuss & O'Neill in 2022

- Full remediation of site in 1990 from previous use as gas station.
- Removal of underground storage tanks, removal of 200 cubic yards of contaminated soil, follow-up soil testing conducted to groundwater level.
- MassDEP no longer considered site to be actively contaminated and closed file.
- Phase 1 report concluded that 1990 remediation was conducted thoroughly.
- No local, state, or federal regulations requires any further remediation.

Environmental Review

Phase 1 ESA Report, Conducted by Fuss & O'Neill

- Recommendations:
 - Ample precedent exists for transformation of previously contaminated and remediated sites for housing development- site is appropriate for residential use.
 - Standard and enhanced construction practices would mitigate any minor risk:
 - Exterior chemical-resistant vapor barriers
 - Passive ventilation systems
 - Slab-on-grade foundation

Pre-Development Funding Request

Scope for CPA Funds

- Full design scope for group home resulting in 100% construction documents
- Designer selection process to hire architect per M.G.L. c. 7C, §§ 44-58
- Not seeking reimbursement for expended funds

Additional partner funding to cover:

- Further environmental testing to confirm appropriateness of site for development
- Legal due diligence and development consultant

Pre-Development Project Budget

Pre-Development Sources		Pre-Development Uses	
Beaverbrook STEP	\$50,000	Administrative Soft Costs	\$20,000
CPA Funds Requested	\$175,000	Environmental	\$30,000
		Update Phase I ESA/Phase II ESA -	\$15,000
		Additional Soil Testing -	\$5,000
		Soil Vapor Testing -	\$5,000
		3 rd Party Environmental Review -	\$5,000
		Architecture and Engineering- Pre-Development	\$175,000
		Geotechnical Analysis-	\$7,500
		Civil Engineer-	\$7,500
		Schematic Design 50%-	\$45,000
		Schematic Design 100%-	\$45,000
		Reimbursables, additional renderings, etc-	\$15,000
		60% CDs-	\$25,000
		90% CDs-	\$15,000
		100% CDs and Bidding-	\$15,000
Total:	\$225,000	Total	\$225,000

Schedule

Submitted with Application

ITEM	START	Months	END
PREDEVELOPMENT PHASE			
Project Approval	May 2023		
Designer Selection Process	Jun 1, 2023	2	Jul 31, 2023
Identify Financing*	Jun 1, 2023	6	Dec 1, 2023
Environmental Testing	Jun 1, 2023	2	Jul 31, 2023
Legal Due Diligence*	Jun 1, 2023	12	May 31, 2024
Schematic Design	Aug 1, 2023	2	Sep 30, 2023
Prepare & Submit Zoning App	Sep 1, 2023	1.5	Oct 15, 2023
Design Development*	Oct 1, 2023	2	Nov 30, 2023
Zoning Approval	Oct 1, 2023	2	Nov 30, 2023
60% Construction Docs & Estimate	Dec 1, 2023	2	Jan 31, 2024
90% Construction Docs & Estimate	Feb 1, 2024	1	Feb 28, 2024
100% Construction Docs & Estimate	Mar 1, 2024	1	Mar 31, 2024

*These will be ongoing throughout predevelopment, so are not shown as milestones in new schedule.

Revised per Comments

ITEM	START	Months	END
PREDEVELOPMENT PHASE			
Project Approval	May 2023		
Designer Selection Process	Jun 1, 2023	3	Aug 31, 2023
Environmental Testing	Jun 1, 2023	2	Jul 31, 2023
Schematic Design	Sep 1, 2023	3	Nov 30, 2023
FCF Preliminary Application & Design Review	Sep 15, 2023	2	Nov 15, 2023
Submit PNF Application to MHC	Oct 2, 2023	3	Dec 31, 2023
Community/ Neighborhood Meeting	Oct 9, 2023	0	Oct 9, 2023
Apply for 2nd Round of Local Funds	Oct 15, 2023	3.5	Jan 31, 2024
Submit Full FCF Application	Dec 1, 2023	2	Feb 28, 2024
60% Construction Docs & Estimate	Dec 1, 2023	2	Jan 31, 2024
Apply for Building Permit and Zoning Reasonable Accommodation Request	Dec 1, 2023	2	Jan 31, 2024
Community/ Neighborhood Meeting	Dec 15, 2023	0	Dec 15, 2023
90% Construction Docs & Estimate	Feb 1, 2024	1	Feb 28, 2024
FCF Firm Commitment Letter	Feb 28, 2024	2	April 30, 2024
100% Construction Docs & Estimate	Mar 1, 2024	1	Mar 31, 2024

Local Need for Supportive Housing

- Supportive services can be critical for adults with intellectual and developmental disabilities.
- Access to affordable supportive housing services is extremely limited.
- DDS has insufficient capital dollars to acquire its own real estate for creating new housing or to modernize new homes to be fully accessible.
- Very few sites exist to create housing within the inner ring suburbs of Boston.
- Currently, an individual in Watertown could be placed as far as Amherst or Wrentham for permanent housing through DMH or DDS.

Beaverbrook STEP Partnership

Overview

- Located in Watertown
- Mission and philosophy focus on empowering individuals to make their own personal choices and decisions about their lives in order to achieve full community inclusion.
- Nearly fifty years in operation since 1973.
- Extensive experience providing community living and housing support services as well as 24-hour support throughout Greater Boston.
 - Assistance with housekeeping, budgeting, meal preparation, medical needs, community and interpersonal relationships, self-advocacy, academics, employment and more.

Beaverbrook STEP Partnership

103 Nichols Ave

- Current scope
 - Provide insights regarding physical needs and operation of group home.
- Post-construction (next phase of development)
 - Service provider for residents
 - Resident-placement in coordination with DDS and DMH to comply with fair housing and DHCD rules.
 - Local preference can reserve up to 70% (3 of 5 units) for Watertown residents during initial lease-up; then placement is open to MA waitlist.
 - Routine and preventative maintenance with focus on interior spaces

Maintenance Plan

Service Provider (Beaverbrook STEP)	Routine Maintenance	Maintenance and cleaning activities performed on regular basis.	Cleaning floors, windows, walls, bathrooms; Replace light bulbs; Care of exterior grounds such as raking, mowing, trash and snow removal
	Preventive Maintenance (interior focus)	Checking and monitoring building systems and components with interior focus. Goal to identify needs before repairs become major.	Baths: caulking, checking operation; Kitchen: checking operation; Exterior: check damage to sidewalk, roof, driveway, siding; Test fire extinguishers and sprinklers, CO2 alarms, etc.
Watertown Housing Authority	Preventive Maintenance (exterior focus)	Checking and monitoring building systems and components with exterior focus.	Painting of exterior and interior; Regular service of mechanical systems; Repair driveway sidewalk, roof leaks; Clear gutters; Semi-annual inspection of fire and life safety.
	Minor Repairs	Minor repairs: Correction of malfunctioning or damaged building equipment or components.	Repair windows, doors, screens, gouged walls; Replace damaged siding; Repair plumbing, electrical outlets, switches; Patch holes in paving.
	Major Systems Repairs	Replacement of building systems or structural components.	Schedule replacement of major appliances and toilets; Rehab of bathrooms and kitchens, floors, electrical, plumbing, HVAC, fire and life safety.
	Emergency Repairs	Necessary when condition poses immediate health and safety hazard to residents and staff in home.	Replacement of failed boilers, hot water heaters, AC, toilets, tubs, plumbing, electric, fire and life safety, and other major appliances.

Beaverbrook STEP Partnership



What A New Group Home at 103 Nichols Ave Means

- Urgently needed supportive housing
- Housing is a fundamental right, especially for populations that cannot advocate for themselves
- There is a shortage of land, lenders, labor and materials fueling the nation's housing crisis. We have a unique opportunity at 103 Nichols
- Development requires 1) land acquisition, 2) operating funds, and 3) design/construction financing: we have 2 of the 3
- The WHA applauds the CPC's thoroughness when spending public funds
- Watertown's first 100% affordable housing, new construction project in decades
- Last comment: why a group home at 103 Nichols Ave?

Thank you!



To: City of Watertown, CPA Committee
From: Christine Rogers, Development Consultant
Re: 103 Nichols CPA Supplemental Application Review
Date: March 11, 2023

Project Summary:

Watertown Housing Authority is requesting \$175,000 of CPA funds for predevelopment work to create a 5-unit FCF/DDS group home on the site of a vacant, WHA owned property. Development consulting support to be provided by Cambridge Housing Authority, property will be developed and operated in conjunction with Beaverbrook STEP.

Updated Review Comments as of March 11, 2023 noted below in blue.

Supplemental Information Received After Application Deadline Includes:

- **February 16, 2023 CPA Presentation PowerPoint**
 - **Architectural Contract with ZED dated October 7, 2021 and Addendum Dated September 1, 2022**
 - **Intergovernmental Agreement between WHA and CHA dated March 17, 2020**
 - **Preliminary Zoning Analysis**
 - **Operating Proforma**
 - **Beaverbrook STEP Letter of Support Dated February 6, 2023**
 - **Willow Park Presentation to WAHT January 2023**
- Overall Financing Plan:
- Application Indicates:
 - o Very high-level predevelopment budget.
 - o Did not provide project development sources and uses or operating proforma
 - Reviewer Comments:
 - o Additional detail required to evaluate full project feasibility (sources & uses and operating proforma) **See detailed analysis below. The information provided is detailed enough to demonstrate project feasibility given the early stages of development.**
 - o Typically, design would not advance to 100% without financing commitments and design review comments from funders, particularly around the FCF certification. **Revised schedule allows for FCF review at Schematic and prior to 60% CD's. This is reasonable.**
 - o Better understanding of the legal and environmental deliverables would be helpful, what are the specific outcomes or reports that will be commissioned? **Supplemental information indicates \$225,000 with \$175,000 in CPA to bring A&E to 100% CD and bidding. Noted this pricing may change as design services are bid and the architect is selected. The \$50,000 in Beaverbrook step will be used for administrative soft costs (\$20k) which is not a particularly clear line item, this may be developer fee or development consultant. The budget also allows \$30,000 for**

environmental, updated phase 1, additional soils testing and third party review. This is a relatively robust environmental budget for a small site that has been fully remediated. Some geotech foundations/ footings analysis is also recommended as it will be helpful in information the design prior to construction bid process.

- ZEB has been architect of record for predevelopment, will there be an RFP or Chapter 149 bid process for architect selection to move the project forward? Unclear from narrative, though two months is allowed in the detailed schedule. **Supplemental information provided; design services will be competitively bid. Revised schedule allows for 3 months. This seems reasonable.**
- Are these new expenses or is applicant seeking reimbursement for cost expended to date? Prior (2021) application notes \$100k in predevelopment expenses to date. What is the source of the additional \$50k in predevelopment funds? Has it been committed? If not, what are the impacts to the project? **Supplemental information provided, these are new expenses, not reimbursable. The \$50k is from Beaverbrook STEP, letter provided. This fully addresses the outstanding questions.**
- Additional detail needed on deliverables and timing. For example, you would not want to advance the drawings past 50% if there is an intractable legal or environmental issue. The schedule also does not seem to account for the iterative process with the DHCD/FCF/DDS design review, eg. 36" vs/ 42" doors, as required by FCF but not currently allowed for in circulation drawings. Prior application noted total soft costs (including architectural and legal) for entire development at \$186k, current application has \$175 for architectural only. **Revised timeline provided addressing timing of design development and funder review. This additional detail is helpful and reasonable.**

Development Budget:

- **Total Development Cost Approx. \$2m, or \$400k/ unit, this is within DHCD allowable limits but on the low side based on recent development experience.**
- **Soft costs are on the low side of reasonable. Did not see building permit or builders risk in the development budget.**
- **Construction costs at \$460/ sf, reasonable to low given supply chain and COVID impacts. However, unlike a typical 5-unit project the number of kitchens and baths (where much of the construction expenses are derived from) are limited given the two-family structure, which may reduce construction costs.**
- **Sources also include CPA Predevelopment \$175k (the subject of this application) and Development funds \$866k (future request).**
- **Assumes a small bank loan. The cost of issuance on a small loan may outweigh the benefit, however, based on current projected rental income, the property can not support much debt. (\$30,000-35,000-legal for bank attorney if its a MassDocs closing and there are many state funding related documents to review.)**

Operating Statement Review:

- Notes \$450/ monthly rent per unit, annual income \$27k. There are no operating subsidies reflected.
- 5% vacancy, within industry standards, although 3% for subsidized units is more typical.
- Assumes small first mortgage \$107k at 5% interest rate. Given recent market volatility and current rates, this interest rate seems low.
- Operating expenses per unit at \$2k/ annual is low. . Typically operating costs are \$8-10k/ unit, however, this may a unique feature of the group home structure. This may also assume property is tax exempt, however, the low operating costs merits further understanding into property operating feasibility prior to additional funding application.
- Supportive services are not included in property operating budget which is typical, but service budget should be provided with full development/ operating budget.
- Replacement reserves at \$1,500 per unit per year is high, typically \$300- \$500 per unit per year.
- The 20-year operating proforma shows DSC starting at 1.25 declining to 1.0 in year 20. This is reasonable.
- 2% income and 3% expense trending are within industry standards.

Development Timeline:

- Application Indicates:
 - o 6 months from Schematic Design to Construction Drawings
 - o 3 months from 100% Drawing Set to construction start
 - o 12 months from construction start to construction completion
- Reviewer Comments:
 - o This is a very aggressive schedule, particularly when accounting for:
 - Predevelopment: Architect selection, FCF and public funder design review
 - Preconstruction: Chapter 149 public bid process for General Contractor
 - Construction: Construction supply chain issues
 - o **More detailed development timeline provided with Project Presentation with more additional detail on the milestones, community process, and design review with funders. The schedule is slightly modified, albeit still somewhat optimistic.**

Development Team:

- Application Indicates:
 - o Strong Development Consultant in Cambridge Housing Authority (CHA)
 - o No legal representative Identified in current application (was included in prior)
 - o **April 13, 2020 Engagement Letter with Klein Hornig provided for repositioning portfolio but notes it may cover "Other Matters". Klein Hornig has ample affordable, DHCD, FCF and Housing Authority experience.**
- Reviewer Comments:
 - o \$5,000 fee to CHA as part of the predevelopment budget, however, no documentation on partnership details, roles, responsibilities, deliverables
 - o **Intergovernmental Agreement (dated March 17, 2020, executed 7/2020) is broad reaching and not specific to this project but addresses CHA role in assisting WHA**

in modernizing and expanding their portfolio. One-year term, may be extended up to 4 additional one-year periods, maximum 5 years. (Note: Assuming construction start late 2024, the contract may expire during the project development timeline)

Project Feasibility:

- Site Control
 - Project is owned by WHA, will be transferred to their 501c3.
 - Reviewer Notes: Deed restriction issues noted in prior application, have these been resolved? **(NOTE: This is still unaddressed/ unresolved)**
- Zoning
 - Letter from zoning officer provided indicated Single Family zoning will be waived.
 - Reviewer Notes: Additional supporting documentation would be helpful, zoning table showing what relief is requested, letter or draft zoning opinion from attorney.
 - **Supplemental Review Notes: Zoning Table based on preliminary feasibility provided. Noted small variance for dimensional relief will be required from BZA for minimum lots size (53sf) and minimum front yard setback. Zoning table notes project will have 3 parking spot. Site plan provided in presentation shows these as a driveway (tandem) which is challenging for accessibility and functionality. One spot should be van accessible as well. Zoning relief will need to be updated as the design advances.**
- Environmental
 - Fuss & O'Neil March 2022 Phase 1 ESA provided, indicates one REC and one HREC, which have been remediated/ and or closed with a permanent solution.
 - Does not include recommendation for Phase 2 ESA or further environmental testing.
 - Recommended installation of Vapor Barrier during construction, would be typical construction detail along with Passive Radon system.
 - Phase 1 will need to be updated within 6-months of closing
 - Reviewer Notes: unclear what the "Environmental budget" line item is for, it could include Soil Characterization, Foundation and Footing Analysis but additional detail is needed on deliverable. **Supplemental Review: The revised budget also includes \$30,000 for environmental work, which includes an updated Phase 1 report, additional soils and vapor testing and third party review. This is a relatively robust environmental budget for a small site that has been fully remediated. Some Geotechnical or foundations and footings analysis is also recommended as it will help to inform the design prior to construction bid process.**
- Design
 - Preliminary design only, will need to be certified by CEDAC and FCF.
 - **Supplemental Review: Architectural Contract and Addendum with ZED for preliminary design only, further design services anticipated to be competitively bid. Design work to date represents approximately \$22k in work based on contract review.**

- Historic
 - o No documentation provided, typically a Mass Historic Commission PNF would document no adverse effects. **Supplemental information reflects MHC PNF submission is projected for October 2023. This is reasonable as no MHC issues should be anticipated; however, this is a worthwhile piece of due diligence to complete as it will be required for funding applications.**

Community Support:

- Reviewer notes: Letters provided from local organization, however, there is no commitment of additional local resources.
- Review notes: Predevelopment schedule does include any benchmarks on community outreach, meetings, etc. to abutters and residents. **Supplemental information revised schedule notes two community meetings, one in October 2023 prior to additional CPA application and FCF application and 2nd community meeting in December 2023. This seems reasonable.**
- **Presentation provided of adjacent Willow Park potential redevelopment. While this project is being considered by the same developer, the timeline for this large-scale development and the current initial feasibility / conceptual study means the Willow Park project will be moving at a very different (slower) timeline than the 5- unit proposed Nichols Home.**