



City of Watertown

Community Preservation Committee

Administration Building
149 Main Street
Watertown, Massachusetts 02472

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

COMMUNITY PRESERVATION COMMITTEE MEETING THURSDAY, MAY 18, 2023 AT 7:00 PM

AGENDA

Pursuant to Chapter 2 of the Acts of 2023, the meeting will be conducted with remote opportunities for participation. Remote participation and access methods include:

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: 91525442843
- D. Public may comment prior to meeting via email: Lanae.Handy@watertown-ma.gov

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- 1. Call to Order
 - 2. Acceptance of Minutes
 - A. Draft 2023-4-20-CPC-Minutes
 - 3. FY 2024 CPA Budget
 - A. Vote on FY24 CPA Budget Allocation
 - 4. Committee Discussion
 - A. Draft FY2023 CPA Annual Program Report
 - B. CPA Annual Public Hearing Agenda and Format
 - 5. Statutory Committee Member Reports
 - 6. Election of Committee Chairs
 - 7. Adjournment



CITY OF WATERTOWN

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Vice Chair Jonathan
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Minutes of CPC Meeting Thursday, April 20, 2023, at 7:00 PM, held remotely via Zoom.

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

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

1. Call to Order

Mark Krackiewicz called the meeting to order at 7:02 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. Acceptance of 2023-3-30 and 2023-4-10 CPC Minutes

Mark asked if there were changes requested to the minutes other than those submitted by Elodia Thomas for the 3/30/23 minutes. There were none, though Allen Gallagher objected to the words dodged and avoided.

Motion: Jason Cohen moved to accept the 2023-3-30 CPC Minutes with the changes proposed by Elodia and Matthew Walter seconded the motion.

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

Motion: Jason Cohen moved to accept the 2023-4-10 CPC Minutes and Matthew Walter seconded the motion.

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

3. Deadline for Presenter or Agenda Item Materials

Mark opened the committee discussion by asking for the thoughts of members on this agenda item. Elodia proposed the item because applicants and presenters were submitting materials just prior to CPC meetings, which did not allow CPC members the time needed to review them. She suggested a deadline of Wednesday, a week before the CPC meeting to allow Lanae time to review and distribute materials to the committee members before the weekend. Elodia also recommended producing a simple

checklist of what was requested and what was submitted. Jason and Jamie O'Connell agreed with the idea.

Motion: Elodia moved that all materials be due on Wednesday of the week prior to the CPC meeting and to define a checklist of expected materials to be submitted. Dennis seconded the motion.

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

4. Coordinator Update

Lanae presented an update on the two FY 2022 CPA projects that were funded. She mentioned the progress reports emailed by Bob DiRico and stated that \$95,577 had been expended on Irving Park construction with another \$5,030 invoiced to be retained until the project is completed.

Lanae commented on the progress of the City Hall paintings project. She noted, Louise Orsini, the conservator, would be testing a nanogel product designed to clean fine art without manual swabbing. If successful, the product may be more efficient and get the task done more quickly. So far only \$2,903 of funding was spent on deinstallation and transport of the paintings. Lanae said she would report on the projects more formally with a detailed accounting once the first project reports were received.

Based on the low turnout for the application workshops, Lanae proposed holding CPA Clinic Hours throughout June and early July. She would allot about 1.5 hours on several dates for those with ideas who needed to be connected to municipal departments as co-applicants, for potential applicants to flesh out project ideas or for those with well-developed projects to get answers to specific questions. Lanae suggested making it a requirement to speak with her before submitting a project eligibility form. She will post last year's application workshop and Powerpoint presentation on the CPC webpage too. Lanae will also send an email notification and get information to City Councilors for their newsletters as well as other city department newsletters.

5. Committee Discussion on Annual CPA Public Hearing

Mark asked for ideas on how to prepare for and conduct the annual public hearing. Elodia thought the survey from last year had good questions and gathered important information. She proposed that as more projects are funded, the CPC should develop an attractive color-coded presentation of the projects with their status and financial information for insertion in the annual report.

Matt wondered whether the CPC should conduct a survey every year and suggested doing one every other year. Dennis and Elodia thought it stimulated community members to think about CPA. Others were concerned about low response when distributing a survey every year.

Mark recommended listing the pipeline of potential CPA projects cited in city plans and documents as well as pending projects such as Saltonstall Park. He mentioned the Open Space, Comprehensive, and Capital Improvement Plans. Mark emphasized the CPA funds should not supplant city funds or be used for maintenance; however, CPA funds could be used to develop a destination playground.

Elodia cautioned that the Comprehensive Plan had not been approved. She was concerned about putting forth items that had not be officially adopted.

Other ideas for the hearing included:

- Have the hearing in-person as a hybrid event in the Council Chamber
- Market on the CPA WCA-TV with a call-in session.
- Highlight funded projects and that some of the resulting plans would lead to capital projects.
- Continue to educate the public to fight misinformation.
- Personally invite all statutory board and commission members to the hearing.
- Do a “Stump the CPC” Q&A segment.
- Market the CPA and engage the public with committee member baseball caps (“Ask me about CPA”) or yard signs in committee member yard (“What do you want to know about CPA?”)
- Take a poll of the audience.
- Have project applicants or project beneficiaries provide testimony.
- Have Dan Hogan create a short video on the Irving Park Project.

The topic of project applications came up and Jason thought the Charles River had untapped potential for projects. Elodia mentioned the difficulties with DCR and cited Cannalunga Park as an example. Dennis presumed the City owns the riverbank and that DCR has an easement.

Regarding project applicant testimony, Joyce Kelly agreed to contact her team about participating in the public hearing. Lanae would contact Bob DiRico and Liz Helfer about participating on a panel with Joyce. The project awardees would discuss how to conceptualize a project and successfully bring it to realization.

Jason lamented the slow progress in approving projects as cash reserves grow. Elodia pointed out that based on the experience of other communities it takes 3 to 5 years to build the program. Mark mentioned the possibility of Saltonstall coming through soon, as well as opportunities at Walker Pond, results of central business district planning and the potential of the Police Station.

Before the meeting adjourned, Elodia stated that she was thinking about writing a minority statement about the 103 Nichols Ave. project as a guide for future projects. Mark asked that she not undercut the CPC’s decision-making and respect the majority decision. Jason and Jamie said it was Elodia’s prerogative as a Watertown citizen to do so, but there was no precedent set by other city bodies for this. Elodia described her statement as a way to inform the public. Jon mentioned he had considered writing an article for the Watertown News when he was the lone dissenter on the needs and resources in the first report. He decided against it because it probably would not look good.

6. Adjournment

Motion: Dennis J. Duff moved to adjourn, and Matt Walter seconded the motion.

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

Adjournment: The meeting adjourned at 8:31PM.

FY 2024 Watertown CPA Budget Allocation

The Community Preservation Committee requests the City Council appropriate and transfer FY 2024 CPA funds which total \$4,000,000 to the following: 5% totaling **\$200,000** for the administrative expenses of the Community Preservation Committee; 10% to the community housing reserve totaling **\$400,000**; 10% to the historical preservation reserve totaling, **\$400,000**, 10% to the open space/recreation reserve totaling, **\$400,000**, and 65% to the undesignated fund balance totaling, **\$2,180,640**, and **\$419,360** for FY 2023 reserve expenditures.



FY 2023 Community Preservation Act

DRAFT Annual Program Report

Watertown-ma.gov/cpa

Introduction

The Watertown Community Preservation Committee (CPC) is pleased to report on the year featuring its second application cycle in 2022/2023. This report identifies new needs, priorities, and opportunities as part of the Annual Needs Study required by law. Additionally, it provides a financial statement of CPA funds, describes projects recommended for funding to the City Council in FY2023, and presents the FY 2024 application schedule. Each year, the CPC will report such changes and updates to its program to inform the public.

Community Preservation Committee 2022/2023

Mark Krackiewicz, Chair

Jason D. Cohen, Vice-Chair

Jonathan M. Bockian

Bob DiRico

Dennis J. Duff

Allen Gallagher

Jamie O'Connell

Elodia Thomas

Matthew Walter

Lanae Handy, Community Preservation Coordinator – lhandy@watertown-ma.gov

CPA Fund Activity as of May_____, 2023

	FY 2019	FY 2020	FY 2021	FY 2022	YTD FY 2023
BEGINNING CASH BALANCE	\$1,899,397.28	\$4,362,055.08	\$7,000,176.82	\$10,114,856.71	TBD \$
ACTUAL REVENUE					
CPA SURCHARGE	\$2,080,870.63	\$2,163,099.54	\$2,511,802.87	\$2,386,310.29	TBD \$
STATE MATCH	367,395.00	\$498,767.00	\$625,041.00	\$1,041,504.00	TBD \$
INTEREST INCOME	14,392.17	\$23,474.26	\$34,927.16	\$6,013.95	TBD \$
ANNUAL FUND REVENUE	\$2,462,657.80	2,685,340.80	\$3,171,771.03	\$3,433,828.24	TBD \$
ADMINISTRATIVE EXPENDITURES		47,219.06	\$57,091.14	\$50,785.72	TBD \$
ENDING CASH BALANCE	\$4,362,055.08	\$7,000,176.824	\$10,114,856.71	\$13,497,899.23	\$13,494,997.89

CPA Budgeted Reserves

SPECIFIC RESERVES	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	TOTAL*
10% OPEN SPACE/RECREATION	\$236,739	248,140	\$260,000	\$305,121	\$370,000	\$1,156,000.00
10% HISTORIC PRESERVATION	\$236,739	\$248,140	\$260,000	\$305,121	\$370,000	\$1,537,000.00
10% AFFORDABLE HOUSING	\$236,739	\$248,140	\$260,000	\$305,121	\$370,000	\$1,570,000.00
5% ANNUAL ADMINISTRATIVE BUDGET		\$124,070	\$130,000	\$152,561	\$185,000	
ANNUAL BUDGETED RESERVE 65%	\$1,657,178,	\$1,612,910,178	\$1,690,000	\$1,983,287	\$2,405,000	\$12,302,889.23

CPA Fund Activity as per City Auditor

*Specific reserve totals include \$150,000 carryover from FY2018, and budgeted reserve total includes \$1,500,000 carryover from 2018.

FY 2023 - Funded CPA Projects

This year, the CPC completed its second application cycle and recommended four projects to the City Council. All four projects were approved by the Council for CPA funding and are described below.

Historic Preservation:

Rehabilitation and Preservation of the Old Burying Ground and Common Street Cemetery

The Department of Community Development and Planning and Historical Society of Watertown (as co-applicant and project manager) were granted \$94,590 to develop plans for the rehabilitation and preservation of the Old Burying Ground and Common Street Cemetery. Both cemeteries are found on the National Register of Historic Sites. This project would produce masterplans for the two cemeteries, addressing: landscape character; circulation; walls/fencing; gravestones; soil; lawns; other vegetation and trees; as well as a plan for future maintenance. The project would establish priorities and estimate costs for the rehabilitation of historic resources located on the sites.

Commander's Mansion Cultural Landscape Report and Building Exterior Assessment

The Department of Community Development and Planning was granted \$102,470 to develop a Cultural Landscape Report for and perform an assessment of the Commander's Mansion building exterior. The site is on the National and Massachusetts Register of Historic Places, having a preservation restriction held by Massachusetts Historic Commission. The Cultural Landscape Report will guide the restoration and preservation priorities on this property. Under the supervision of an architectural firm with extensive historic preservation experience, the project team will conduct archival research, perform analysis and assessment of the landscape and building exterior, and make treatment recommendations, as well as proposals for public accessibility and use.

Edmund Fowle House Museum Gutter Replacement

The Historical Society of Watertown was granted \$47,300 to replace the gutters at the Edmund Fowle House Museum. This historic resource is on the National and Massachusetts Register of Historic Places. All work being done must be approved by the Massachusetts Historical Commission, which holds a preservation restriction on the property. In addition to replacement of wooden gutters with fiberglass gutters that have an average 50-year lifespan, rotting fascia boards will be replaced with new cedar boards.

Community Housing:

103 Nichols Avenue Group Home

The Watertown Housing Authority was granted \$175,000 for pre-development and initial development funds to construct a 5-bedroom, affordable and accessible group home. The home will be affordable at 60% Area Median Income for individuals with developmental disabilities. CPA funds will be used for engineering fees and architectural design to produce construction and bidding documents.

Pending and Deferred Project Proposals

Edmund Fowle House Museum Climate Control System

The Historical Society of Watertown had applied during the 2023 funding cycle for installation of a modern climate control system for the Edmund Fowle House to moderate temperatures and humidity in keeping with preservation needs of the interior and the artifacts housed in the historic house museum. During the application review several questions about the proposed system were raised, and the Historical Society withdrew its application with the intent of filing a revised one during an upcoming cycle.

Saltonstall Park Rehabilitation

The Watertown Department of Public Works (DPW) applied during the 2023 funding cycle to rehabilitate Saltonstall Park. The DPW has engaged the landscape firm of MDLA and Seger Architects to develop plans to improve accessibility to and within Saltonstall Park and upgrade landscaping and other features, notably installation of a shade structure to serve as a stage for outdoor performances. The Massachusetts Economic Development Act has earmarked \$900,000 for this project, and additional financing will be needed from the CPA. To date, a series of public meetings have been held to review alternative designs, both for the proposed park layout improvements and different pavilion designs. In addition, displays of the alternative designs were exhibited in the Watertown Library and a flash vote was held to solicit comments and gain feedback on preferences. Once a design option is settled upon and cost estimates and bids firmed, an application for CPA funding is expected to be made.

Annual Needs Study

The CPC is inviting members of City Boards, Commissions and Committees to the CPA Annual Public Hearing and is requesting them to identify changes in Watertown's needs, resources, opportunities, and priorities since the Community Preservation Act 5-year Plan 2021-2025 was adopted on June 3, 2021. The sections below briefly describe, by CPA funding category, developments that have taken place in the past year or so that impact upon current needs. Of particular note, were the processes to update the Watertown Comprehensive and Open Space Plans, acquisition of Walker Pond, and the establishment of the Watertown Affordable Housing Trust.

Open Space/Outdoor Recreation

In December of 2022, the City purchased the 6.67 acre Walker Pond site to preserve it as open space for Watertown residents. Neither environmental assessments nor conceptual or use plans have been prepared for this open space. As the City develops plans for the site, it is expected that CPA funds will be called upon to finance various improvements. It should be noted that open space restoration activities cannot be funded using CPA funds, unless the site in question was purchased using CPA financing. Open space acquired with non-CPA funds may be preserved from harm or destruction or rehabilitated for outdoor recreation, including passive or active recreation.

In 2022 and 2023, the Department of Community Development and Planning oversaw the preparation of an updated Open Space Plan. In its draft form, it cites CPA funds as a possible source for financing several recommended actions, including:

- Acquisition of locations for pocket parks, small parks with seating, tot lots, community gardens with priorities for neighborhoods identified in the City's Equity Based Community Greening Program;
- Increase of publicly accessible open spaces and recreational amenities Public/private partnerships;
- Development of conservation restriction easements, which could build public access and connections between open space and recreational resources;
- Increase of public access and expansion of protected open space around Walker Pond, including through working with abutters and acquisition;
- Targeting properties that increase public access to Sawins and Williams Ponds after remediated, either through property acquisition, easements, or other mechanisms; and
- Improvements and upgrades to City recreation areas and playgrounds, including ADA accessibility.

It should be noted that CPA funds cannot be used to supplant what would ordinarily be funded routinely as part of maintenance by municipal governments. While replacement of ordinary playground equipment would be eligible for CPA financing, the Community Preservation Committee would prioritize applications for innovative, destination type playground projects and associated creative landscape improvements.

Community Housing

On November 23, 2021, the City Council authorized the creation of a Watertown Affordable Housing Trust, and the Trust was formally established, and members began serving in September of 2022. It has some city budget resources of its own and will be receiving finances from linkage fees that Watertown will start to levy on new commercial developments. The Trust has promoted itself to non-profit developers of affordable housing and is currently creating an inventory of potential sites in Watertown for the construction of multifamily affordable housing. The Trust and the Community Preservation Committee have established a working relationship, and coordination is assured at the staff and Committee Chair levels. Both bodies have committed to keeping each other informed of prospective affordable housing projects and to consult and to coordinate on financing requests received.

The city's new comprehensive plan, in its draft form, describes the pressures of demand for housing and affordability, those stemming from the growing job base within Watertown, and this despite a 15% increase in housing since 2000, a larger increase than the state average and many neighboring communities. The draft plan champions the use of CPA funds and linkage fees to leverage funding for affordable housing and urges the city to consider offering underserved or surplus city owned land at low or no cost for affordable housing development.

Completion of the CPA funded plans for a group home at 103 Nichols Avenue will likely lead to an application for CPA funding for construction; the project is also programmed to apply for co-financing from the state's Facilities Consolidation Fund.

2023 CPA Income Limits TO BE UPDATED

Household Size	Moderate-Income (<100%)	Low-Income (<80%)
One Person	\$	\$
Two Person	\$	\$
Three Person	\$	\$
Four Person	\$	\$

Historic Preservation

In 2023, the CPA funded two projects that will result in plans and recommendations for preservation and restoration work at the Commander's Mansion and grounds and at the old Burying Ground and Common Street cemetery. For the Commander's Mansion property, this work may include restoration to exterior masonry and grille work at the mansion, repair/restoration of fences, the grape arbor, pathways, and other historic landscape features. In the cemeteries, needs for crypt and tomb restoration, tree work, and gravestone rehabilitation are likely to be highlighted.

In its draft form the city's comprehensive plan recommends that CPA funds be sought to inventory historic assets and to develop a city-wide historic preservation plan to assess needs and set priorities. While use of historic preservation reserve funds must be connected to specific historic resources, the CPC may choose to fund inventories of historic assets or a historic preservation plan using administrative funds if the work is necessary for the CPC to assess the city's historic preservation needs and opportunities.

Application Process Schedule (Read Application Manual and Application Instructions: [watertown-ma.gov/cpa](https://www.watertown-ma.gov/cpa))

June/July	CPA Application Clinic Hours
July	Project Eligibility Form Due
July	Eligibility Notification
October	CPA Funding Application Due
October/January	CPC Application Review and Project Presentations
February/March	CPC Deliberates and Votes on Funding Recommendations
March/April	CPC Recommendations submitted to City Council for Approval
May/June	Grant Agreements Executed

Community Preservation Program - Allowable Spending Purposes

Project Eligibility & Terms ¹	Open Space	Recreation	Community Housing	Historic Preservation
For further information go to: watertown-ma.gov/CPC	Land to protect: - existing and future well fields • aquifers and recharge areas • watershed land • agricultural land • grasslands - fields • forest land • fresh and salt marshes and other wetlands • ocean, river, stream, lake and pond frontage • beaches, dunes, and other coastal lands • lands to protect scenic vistas • land for wildlife or nature preserve • land for recreational use	Land for active or passive recreational use including but not limited to: community gardens • trails • noncommercial youth and adult sports • use as a park, play-ground, or athletic field. <i>Shall not include horse or dog racing, artificial turf, or the use of land for a stadium, gymnasium, or similar structure.</i>	Housing for low- and moderate-income individuals and families, including low- or moderate-income seniors age 60+: - Moderate Income is less than 100%, of US HUD Area Wide Median (AMI). - Low Income is less than 80% of AMI.	Buildings, structures, vessels, real property, documents, or artifacts listed on the State Register of Historic Places or determined by the Historic Commission to be significant in the history, archeology, architecture, or culture of Watertown.
ACQUIRE <i>Obtain by gift, purchase, devise, grant, rental, purchase, lease or otherwise.</i> ²	YES	YES	YES	YES
CREATE <i>To bring into being or cause to exist.</i> ³	YES	YES	YES	NO
PRESERVE <i>Protection of personal or real property from injury, harm, or destruction.</i>	YES	YES	YES	YES
REHABILITATE/ RESTORE <i>Capital improvements, or the making of extraordinary repairs for the purpose of making [a resource] functional for its intended use including but not limited to improvements to comply with ADA, MAAB⁴, and other federal, state, local regulations, or access codes or federal standards for historic properties.</i>	YES If acquired or created using CPA funds	YES	YES If acquired or created using CPA funds	YES
SUPPORT <i>Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to an entity that owns, operates, or manages such housing for the purpose of making housing affordable.</i>	NO	NO	YES	NO

¹ This chart is adapted from versions created by the Department of Revenue and the Community Preservation Coalition: communitypreservation.org/allowable-uses

² Specifications for eminent domain can be found in MGL c.44B §.5(e)

³ Seideman vs. City of Newton, 452 Mass. 472 (2008)

⁴ ADA – Americans with Disabilities Act; MAAB – Massachusetts Architectural Access Board

Not fundable: Sidewalk repair, public art, maintenance, walking tour maps, historical signage, anti-litter campaigns, and food co-ops.