



Town of Watertown Community Preservation Committee

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COMMITTEE MEMBERS

Elodia Thomas, Chair
Jonathan Bockian
Jason Cohen
Bob DiRico
Dennis J. Duff
Mark Krackiewicz
Allen Gallagher
Maria Rose
Susan Steele

Minutes: Thursday, August 15, 2019, Richard E. Mastrangelo Council Chamber, 7:00 PM

Committee Members Present: Elodia Thomas, Chair, Jonathan Bockian, Jason Cohen, Bob DiRico, Mark Krackiewicz, Allen Gallagher, Maria Rose. Absent: Dennis J. Duff and Susan Steele.

Others Present: Steve Magoon, Assistant Town Manager & Director of DCD&P, Vinnie Piccirilli, VP Town Council & District C Councilor, and Lisa Feltner, District B Town Councilor.

1. Acceptance of Minutes:

Elodia Thomas, Committee Chair, called the Interim Meeting of the Community Preservation Committee to order at 7:00 p.m. The first item on the agenda was to review and discuss the July 8, 2019 minutes. Allen Gallagher made a motion to accept the minutes. Jon Bockian seconded the motion. Next, the minutes from the July 20, 2019 meeting minutes were discussed. The date typo was immediately noted and corrected from July 20 to July 18. Elodia Thomas proposed several other corrections. Allen Gallagher made a motion to accept the July 18, 2019 minutes, with corrections. All were in favor and the minutes were accepted.

2. Information Updates:

- Town email addresses for CPC members are available.
- Elodia Thomas reviewed her July 19, 2019 meeting with Tom Tracy regarding the CPC Budget, as well as the "CPA Fund Activity" (as of August 13, 2019) handout. Jon Bockian asked about the "personnel" line item. Elodia Thomas explained that that line item is for note-takers.

3. Discuss and vote on joining the Community Preservation Committee:

There was a brief discussion about the Town of Watertown Community Preservation Committee (CPC) joining the Massachusetts Community Preservation Coalition. The cost

to join was stated to be \$4,350.00. Maria Rose made a motion to join the state coalition. Allen Gallagher seconded the motion. All were in favor.

4. Discuss process and questions for consultant interviews on September 19, 2019:

There was extensive discussion about the process of, and questions for, consultant interviews to be conducted on September 19, 2019. Elodia Thomas explained the agenda for the interviews - 10-minute intro by consultant, then Q&A. Only four members, Mark Krackiewicz, Susan Steele, Dennis Duff, and Elodia Thomas submitted interview questions. Elodia Thomas stated that her biggest concern with the questions submitted was that they were compound questions. The questions compiled were presented, one-by-one, by Elodia Thomas. Discussion ensued regarding each question and which CPC committee member would ask the question. Elodia Thomas stressed that she would like to give everybody the opportunity to ask a question, but wants preparation, structure, and consistency for this interview process. After much discussion about the structuring of the questions and which committee member would ask which questions, Steve Magoon suggested that the committee should focus on narrowing down the questions and that any committee member could read/ask any question, that they did not have to be assigned. The committee agreed with Steve Magoon's suggestion and agreed to keep questions 1, 2, 3, 4, eliminate 5, 6, 7, keep 8, 9, 10, 11, 12, eliminate 13, 14, 15, and move 16 to the last question, if time allowed. With regard to specific applicants, the committee agreed to eliminate #1 and keep #5 for Goldson questions, and hold #2, keep #3, and merge #4 and #5 for COG questions. Lastly, Elodia Thomas asked if the committee felt that anything was missing from the questions. Jason Cohen and Maria Rose said they thought the questions were good. Maria Rose suggested to Elodia Thomas that she should ask the committee for help with all the committee work and offered to rework list of questions. Elodia Thomas said she has asked for help at every meeting.

5. Discuss Mark Krackiewicz's request for community tours:

Mark Krackiewicz expressed his desire to see the committee be involved in community tours, site tours, and curated study tours, in an attempt to become more familiar with sites, history, parks, open spaces, etc. Elodia Thomas asked Steve Magoon if he had any experience with such tours during the town's comprehensive planning process. Steve Magoon responded that he did not recall any such activities. He added that conversations with town experts would be a good idea but was not sure that tours would be a good idea, at least logistically. Maria Rose asked Mark Krackiewicz if his objective is to get the committee more educated. Mark Krackiewicz replied that that is one objective, but another is to get other constituents involved. Maria Rose agreed that it could be a good way for committee members to get to know each other. Steve Magoon cautioned about how such an event would be structured (i.e., not favoring a particular group or site). Lisa Feltner echoed Steve Magoon's comment but added that there's value in committee members getting to know the town better. Jon Bockian commented that he likes the idea of making abstractions more concrete but acknowledged implementation questions. Maria Rose suggested letting each board represented on the committee suggest top sites to visit/learn about. Maria Rose also emphasized that the committee does not want to give the impression that they are scoping out potential

projects. Vinnie Piccirilli commented that he liked the idea and strongly recommended doing it. To avoid violating open meeting law, Vinnie Piccirilli suggested posting it as an educational site visit/tour. Elodia Thomas asked if it would be possible for committee members who serve on relevant boards (e.g., Maria Rose on the conservation committee) to go back to their committees and produce a plan. Jon Bockian posed the question of waiting until the consultant is chosen before implementing community tours. Elodia Thomas and Lisa Feltner agreed that it would be more advantageous when the consultant is on board. Allen Gallagher commented that he can see the value in learning more about the town but noted that site visits will be done when viable projects are determined. Jon Bockian asked if it made sense to ask Mark Krackiewicz to try to work on more specifics/implementation of his idea, keeping in mind the concerns that have been raised during discussion. Jon Bockian further suggested not deciding anything tonight, but to work on more details. Elodia Thomas suggested that Mark Krackiewicz flesh out his idea a bit, and Maria Rose offered to work with Mark Krackiewicz to that end.

6. Authority/Board/Commission Updates:

Jason Cohen gave an update of the CPC at the planning board meeting and said that planning board members seemed intrigued. Maria Rose reported on the CPC to the conservation commission. Allen Gallagher had no update from the housing authority.

7. Community Comments:

There were no community comments.

8. New Business/Suggestions:

There was no new business.

9. Adjournment:

Jon Bockian made a motion to adjourn. Allen Gallagher seconded the motion.

The meeting was adjourned at 8:47 p.m.

Attachments: 1.) Town of Watertown CPA Fund Activity as of August 13, 2019
2.) Town of Watertown Year-to-Date Budget Report CPA

Meeting minutes transcribed by Anne Korte

TOWN OF WATERTOWN

CPA FUND ACTIVITY

AS OF AUGUST 13, 2019

	FY 2018	FY 2019	YTD FY 2020
BEGINNING CASH BALANCE	\$ -	\$ 1,899,397.28	\$ 4,359,092.52
ACTUAL REVENUE:			
CPA SURCHARGE	\$ 1,899,397.28	\$ 2,080,870.63	\$ 525,184.12
STATE REVENUE		\$ 367,395.00	
INTEREST REVENUE		\$ 11,429.61	
TOTAL ACTUAL REVENUE	\$ 1,899,397.28	\$ 2,459,695.24	\$ 525,184.12
ACTUAL EXPENDITURES:			
PERSONNEL			\$ 227.13
PURCHASED SERVICES			
SUPPLIES			
OTHER			
TOTAL ACTUAL EXPENDITURES	\$ -	\$ -	\$ 227.13
ENDING CASH BALANCE	\$ 1,899,397.28	\$ 4,359,092.52	\$ 4,884,049.51

- 1) FY 2019 INTEREST REVENUE IS THROUGH 3/31/19
- 2) CPA SURCHARGE INCLUDES LIEN ACTIVITY
- 3) AMOUNTS ARE SUBJECT TO CHANGE VIA EXTERNAL AUDIT

ESTIMATED REVENUE:	FY 2018	FY 2019	FY 2020
CPA SURCHARGE	\$ 1,500,000	\$ 2,000,000	\$ 2,250,000
STATE REVENUE		\$ 367,395	\$ 231,400
TOTAL ESTIMATED REVENUE	\$ 1,500,000	\$ 2,367,395	\$ 2,481,400

SPECIFIC RESERVES	FY 2018	FY 2019	FY 2020	TOTAL
10% OPEN SPACE/RECREATION RESERVE	\$ 150,000	\$ 236,739	\$ 248,140	\$ 634,879
10% HISTORIC PRESERVATION RESERVE	\$ 150,000	\$ 236,739	\$ 248,140	\$ 634,879
10% AFFORDABLE HOUSING RESERVE	\$ 150,000	\$ 236,739	\$ 248,140	\$ 634,879

TOWN OF WATERTOWN

YEAR-TO-DATE BUDGET REPORT

FY 20 PER 12 CY

FOR 2020 12

ACCOUNTS FOR:	ORIGINAL	TRANSFERS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
4000 COMMUNITY PRESERVATION ACT FD	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
40005 COMMUNITY PRESERVATION ACT FD							
510000 PERSONAL SERVICES							
40005 510000 PERSONAL SERVICES	0	50,000	50,000	227.13	.00	49,772.87	.5%
TOTAL PERSONAL SERVICES	0	50,000	50,000	227.13	.00	49,772.87	.5%
520000 PURCHASED SERVICES							
40005 520000 PURCHASED SERVICES	0	70,000	70,000	.00	.00	70,000.00	.0%
TOTAL PURCHASED SERVICES	0	70,000	70,000	.00	.00	70,000.00	.0%
540000 SUPPLIES							
40005 540000 SUPPLIES	0	3,000	3,000	.00	.00	3,000.00	.0%
TOTAL SUPPLIES	0	3,000	3,000	.00	.00	3,000.00	.0%
570000 OTHER EXPENDITURES							
40005 570000 OTHER EXPENDITURES	0	1,070	1,070	.00	.00	1,070.00	.0%
TOTAL OTHER EXPENDITURES	0	1,070	1,070	.00	.00	1,070.00	.0%
TOTAL COMMUNITY PRESERVATION ACT FD	0	124,070	124,070	227.13	.00	123,842.87	.2%
TOTAL COMMUNITY PRESERVATION ACT FD	0	124,070	124,070	227.13	.00	123,842.87	.2%
TOTAL EXPENSES	0	124,070	124,070	227.13	.00	123,842.87	