CITY OF WATERTOWN
AFFORDABLE HOUSING TRUST
Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617 972 6417
Fax: 617 972 6484
www.watertown-ma.gov

Minutes of Watertown Affordable Housing Trust Meeting
June 26, 2023 6:30PM, Hybrid Participation

Members in Attendance
Cliff Cook, Jill Hyde, David Leon, Helen Oliver (remote), and George Proakis. Non-members present in person: Larry Field (staff), Alisa Gardner-Todreas, and Councilor Palomba. Non-members present remotely: Jacky VanLeeuwen, Josh Rosmarin, Jamie Gordon, and Elodia Thomas. As Cliff was not in attendance until 6:15 PM, Vice Chair Hyde presided during this time.

I. Minutes of May 22, 2023 meeting
The minutes of the May 22, 2023 meeting were unanimously accepted, with one change. The minutes will be revised so that the comment about a 25-year capital plan for Quimby Condos is not attributed to a particular member.

II. Other Business
This item was taken out of order. Larry reported briefly on three items:

- Three of the trustees (David, Jill and Leo) were given initial one-year terms. The citizen advisory committee recommended that these trustees be re-appointed without an interview;this recommendation is before the city council on June 27. George added that the committee first made the recommendation to him and that he accepted it, given that the three trustees had less than one year before the initial terms expired.
- The final draft of the Comprehensive Plan is complete and will be considered by the Economic Development & Planning Committee on July 10.
- The 104 Main Street project will be considered again by the Zoning Board on June 28. The first reading of the zoning petition to reduce the maximum floor area ratio in the Central Business District will be on June 27 and the public hearing at the city council is scheduled for July 11.

III. Site identification and possible “on call” consulting contracts
Larry summarized the initial stage of the site inventory process. Cliff entered at this point of the meeting. The initial stage of the site inventory process yielded 19 properties. Larry said he had consulted with Cliff and Zoe to further narrow that number, identifying a very small number of properties worth further consideration at this time. Those properties would be discussed in executive session if the trustees voted to do so.

Larry said there were multiple responses to the Request for Quotes for on call consultants (architect and licensed site professional for environmental issues). Each selected consultant would sign a three-year contract for no more than $50,000 and be paid on a per site basis. The Trust can pick more than one in each category.

Larry recommended selecting RODE Architects and Arrowstreet as architects, and selecting Weston & Sampson as LSP. Larry said his recommendation is based on the submissions, consulting with Cliff on both categories, and consulting with Leo on architects and Zoe on LSPs. He said all the competing firms were top notch and the per site fees were relatively close. The main differences were in "stipulations and exclusions" and how each articulated their proposed work. Larry said there was value in having two architects because of the potential need to move quickly, but less so for the LSP because the deliverables are more standard and more readily done on short notice. Larry asked that the trustees authorize he and Cliff to finalize the scope with each firm and to ask the city's procurement officer to complete the contracts.

George asked what other firms submitted proposals. Larry said Thoughtcraft Architects, VHB and McPhail Associates. Jill asked whether the contract language would come from the city or the consultant. Larry said the city has a standard contract. George said the city generally uses its form but would consider a consultant's language on a particular provision if it made sense. David moved that Cliff and Larry be authorized to work with the selected firms and the city's procurement officer to finalize the architect and LSP on call contracts. Zoe seconded the motion. The vote passed unanimously.

IV. **Update: Housing Priorities for ARPA funding**

Larry said the Budget and Fiscal Oversight Committee has not scheduled a date to consider the ARPA submissions.

V. **Vote to go into Executive Session**

Larry noted that all agenda items have been concluded, except for going into executive session to discuss potential sites for affordable housing development. Tony Palomba asked if the sites were on the record and Larry said no. Tony asked if the criteria used in the site inventory were available; Larry said they had been discussed at a prior meeting and he would share them with the councilor.

Cliff proposed that the Trust go into executive session pursuant to the provisions of G.L. c.30A, §21(a)(6) to consider the purchase, exchange, lease or value of real property where an open meeting may have a detrimental effect on the negotiating position of the public body. David moved that the Trust go into executive session (as stated in the agenda, not to reconvene) and Jill seconded the motion. The motion passed unanimously. Before going into executive session at 6:36 PM, it was explained that Helen would participate remotely using a new Zoom link and Helen confirmed that no one else would be able to hear.