Town of Watertown
Community Preservation Committee
Administration Building
149 Main Street
Watertown, Massachusetts 02472
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Meeting Minutes: Thursday, November 19, 2020, Remote Zoom Meeting, 6:30 PM

Committee Members Present: Elodia Thomas, Chair; Jason Cohen; Jon Bockian; Mark Kraczkiewicz; Dennis Duff; Allen Gallagher; Bob DiRico; Maria Rose and Susan Steele.

Others Present: Lanae Handy, CPC Coordinator; Larry Field, Community Development and Planning; Leo Martin, Conservation Commission; Stephen Kennedy, Michele Waldman, Jessica Grimsby

1. **Call to Order**

   Elodia Thomas called the meeting to order at 6:31 PM and announced information about the Governor's order to suspend some provisions of public meeting law, allowing remote meetings. Lanae Handy called the roll and all committee members were present, except Susan Steele who joined later.

   Note that Maria Rose left the meeting at 6:58 PM and Susan joined the meeting at 7:22 PM.

2. **Acceptance of 10-29-20 Meeting Minutes**

   Elodia initiated a discussion about two changes to the minutes. Mark Kraczkiewicz made a correction to the first sentence on page three, striking the words neither and nor for the phrase to read "The CPC does not initiate projects…" Elodia also noted Michelle Waldman was missing from the Others Present list.

   Motion: Allen made a motion to accept the minutes with the two corrections and Maria Rose seconded the motion.

   Vote: Elodia Thomas, Jason Cohen, Jon Bockian, Mark Kraczkiewicz, Dennis Duff, Allen Gallagher, Bob DiRico, and Maria Rose voted to accept the minutes with the two corrections.

3. **Review and Discussion of the CPA Draft Plan Sections - Revised 11-2020**

   Elodia talked about the first section of the plan. As Jon had the most extensive comments, she suggested going through Jon's list as a group and also gave some context about how she approached the section.

The following changes were agreed upon: add "the recorded history of Watertown began 400 years ago"; insert language "convenient place to live, work, and shop"; do not insert "downtown" before "6 miles west of Boston" because it is standard to measure from the capital; according to Susan it's fine not to mention the Browne house because it is not accessible; make change, "below the standard set by the NRPA, is a longstanding concern…"; insert "municipal legislative bodies" in place of "Councils"; make the distinction between maintenance and capital improvements by adding in parentheses "for which CPA funds may be used" after "capital improvement."; and under the CPA in Watertown section, delete the paragraph about two exemptions and replace with a sentence referring residents to contact the Assessor about CPA tax surcharge exemption.

There was discussion about the Who Can Apply paragraph. Jon suggested including individuals or if not, then using language making it clear the list was not exhaustive. Dennis recommended making the change "what groups may apply" and Jon agreed.

An open conversation about the timeline ensued to determine if a compressed application round could take place before the end of the fiscal year. Elodia and Lanae noted the tight deadline to get the materials completed and designed by Marcia for a public hearing. Mark considered it best to leave the language about a compressed schedule in FY2021 in the document for now and if that becomes impossible timing-wise, the paragraph could be removed.

The committee also discussed off-cycle application language. Jon asked to include the word emergency. After further discussion, Susan advised looking at other communities to see what language they used. She volunteered to research off-cycle application language.

In the section that refers to community engagement activities, Jon thought there needed to be a statement about the demographics of the community referred to in the section. Bob didn't think the demographics should be included in the plan if it's in the appendix. Jason asked whether it would be written as statistics or a qualitative description. Jon thought it was important to state the demographics of the individuals for each engagement activity. Dennis stated it was fine as written. Allen proposed the language "all engagement summaries including the demographics of participants and respondents are available in appendices…" with exact titles and in bolded text.

During the conversation about the Values Statement, Jon thought there was a different draft agreed upon. Elodia remarked she had many drafts of the statement and she also took into consideration the values statement was commented upon on Bang the Table. She had rewritten the statement to best reflect what she had heard in CPC meetings. Susan, Dennis, Jason, and Bob stated they liked the statement as written. The statement will be kept as written.

For next steps, Elodia will clean up the document and the draft materials discussed will be attached to the minutes. Before the document goes public, Elodia will include the most updated financial information from Tom Tracy. Additionally, the application manual will be simplified in the design and layout by Marcia Ciro.

Elodia asked if it made sense to meet again in December or delay until early January given the upcoming Thanksgiving and December holidays. Dennis and Bob thought the committee should not meet in December and should wait until January to meet. Mark raised concerns about the delay. He thought it shouldn't take that long to produce the other chapters since the housing chapter is only 5 pages and the other sections would be probably of similar length.

Leo Martin interjected that although he had drafted the open space/recreation chapter and that Susan had just drafted the historic chapter, the time-consuming task was making sure they whole document is written in one voice and with consistency.

Motion: Dennis made a motion to meet in early January rather than the 3rd week of December. Susan seconded the motion.

Vote: Jason, Bob, Dennis, Allen, Susan, and Elodia voted affirmatively and Jon and Mark abstained.

4. **Temporary Adjustment of Meeting Time**

   Elodia asked what committee members thought about meeting at 6:30 PM. Jon and Mark preferred 7PM. Lanae will check with Helen to ensure the earlier meeting time is possible. Dennis suggested putting 6:30-9PM on the Town Calendar as a placeholder until the meeting time is confirmed.

5. **Adjournment**

   Motion: Dennis made a motion to adjourn and Jason seconded.

   Vote: Jon, Jason, Bob, Dennis, Allen, Mark, Susan and Elodia voted to adjourn. The meeting adjourned at 8:44 PM.

Attachments
[Draft Introductory Section of CP Plan 11/2020]