Community Preservation Committee Meeting

Thursday, April 18, 2024 at 7:00 PM
Remote Participation Only

Agenda

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

ACCESS INFORMATION:

A. This meeting will be held on April 18, 2024, at 7PM. Location: Remote Participation Only

B. The meeting will be recorded by WCATV (Watertown Cable Access Television) for viewing on demand: https://wcatv.org

C. The Public may join the virtual meeting online: https://watertown-ma.zoom.us/j/91525442843

D. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 915 2544 2843

E. Public may comment via email prior to the meeting: lhandy@watertown-ma.gov

F. Please Visit the Community Preservation Committee Website here: https://www.watertown-ma.gov/352/Community-Preservation-Committee

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1. Call to Order
2. Acceptance of Minutes
   A. 2024-3-21-CPC Minutes
   B. 2024-3-28-CPC Minutes
3. Coordinator Update
4. Committee Discussion
   A. Proposed FY24 Application Schedule
   B. Meeting Options - Remote-Only, In-Person, Alternate (between the two)
   C. Public Hearing Planning
5. Adjourn

Mark Kraczkiewicz, Chair
Jonathan Bockian, Vice Chair
Bob DiRico
Dennis J. Duff
Allen Gallagher
Abigail Hammett
Jamie O'Connell
Elodia Thomas
Matthew Walter

CITY OF WATERTOWN
Community Preservation Committee

Draft Minutes of CPC Meeting Thursday, March 21, 2024, at 7PM, held remotely via Zoom.

Committee Members Present: Mark Kraczkiewicz, Chair; Jon Bockian, Vice; Bob DiRico; Allen Gallagher; Dennis J. Duff; Abigail Hammett; Elodia Thomas; Jamie O'Connell; and Matt Walter.

Others Present: Lanae Handy, Community Preservation Coordinator; Michael Albano, Department of Public Works; Leo Martin, Conservation Commission; Anthony Palomba, City Council; Joyce Kelly, Historical Society of Watertown; Michele Waldman; Linda Scott; Sarah Scott; and Jamie Gordon.

1. **Call to Order**

   Mark Kraczkiewicz called the meeting to order at 7:02PM noting the Governor's executive order to extend the suspension of certain open meeting law provisions.

2. **Committee Discussion**

   A. **Saltonstall Park**

   Mark called for a motion to recommend funding the project.

   Motion: Jon Bockian moved to recommend $2,013,745 in funding to the Department of Public Works for the Saltonstall Park project subject to the standard conditions. Matt Walter seconded the motion.

   Mark amended the motion to include the following specific conditions:

   1. In the maintenance of the trees and shrubs employ naturalistic pruning and avoid shearing.
   2. For the performance pavilion, post the schedule and application process for use on the city website.
   3. If there are significant changes to the cost, design, or materials, the CPC shall have the opportunity to review the changes before they are implemented.

   Discussion: Elodia Thomas added that Lanae should be included in key meetings and receive updates (This is a standard condition). Jamie O'Connell wanted to include obtaining input from Trees for Watertown because they had not provided a letter of support. Committee members were hesitant to condition the award on input from a non-municipal entity.

Jon asked if any work had begun in Saltonstall Park within the scope of the CPA project. Bob DiRico responded that the work being performed was outside the scope of the project.

He also informed the Committee that Adam Squatrito, a new project manager, would be overseeing the CPA project and construction would begin after the Faire on the Square.

Abigail Hammett pointed out that she agreed with some of Elodia's comments about the design regarding the mounts for a too-small, 10ft screen as well as the orientation of benches along Main Street. She suggested backless benches and Elodia noted those were not ADA compliant. Abigail then suggested benches with backs situated in the middle. Bob believed the design team took the feedback about bench orientation into account.

Jon and Matt accepted Mark's amendment to the original motion.

Vote: Matt Walter, Elodia Thomas, Jon Bockian, Jamie O'Connell, Mark Kraczkiewicz, Abigail Hammett, Dennis J. Duff, Allen Gallagher, and Bob DiRico voted in favor.

B. Browne House Structural Engineering

Mark called for a motion.

Motion: Dennis J. Duff moved to recommend award Historic New England a grant of $7,250 for the Browne House Structural Engineering project. Jamie seconded the motion.

Elodia would like to see the broken window fixed and the broken limbs cleaned up on the property.

Vote: Bob DiRico, Jamie O'Connell, Elodia Thomas, Allen Gallagher, Abigail Hammett, Dennis Duff, Mark Kraczkiewicz, Matt Walter, and Jon Bockian voted in favor.

C. Scots Charitable Society Plot Fence Restoration

Motion: Matt Walter made a motion to recommend awarding the Friends of Mt. Auburn Cemetery $300,000 for the Scots Charitable Society fence restoration. Jon Bockian seconded the motion.

Discussion: Dennis asked if the Scots Charitable Society was the same organization that purchased the Lexington History Museum property. Jamie thought the fence restoration was a good project but was confused about the funding structure. She did not know how the Friends of Mt. Auburn (FMAC) knew they needed $300,000 in CPA funds at this stage in their fundraising. Matt responded that they came up with an amount they deemed reasonable. Jon had the impression the Friends of Mt. Auburn determined an amount they were confident they could raise and would condition the release of CPA funds on FMAC securing the entire budget.

Bob thought it was a good project though the presentation made clear funds raised in excess of the project budget would not be returned to the CPA fund. He found it to be a big ask given the assessment project in progress to restore the city's severely neglected cemeteries. Bob did not think contributing that amount to a private cemetery made sense. He said it was disturbing that the Mt. Auburn Cemetery staff didn't respond to the CPC's request for evidence of fundraising to date. Elodia agreed.

Elodia reminded committee members that when the CPA Plan was written the goals focused on municipal property. She pointed out that FMAC raised about $2 million per year. They paid $30,000 in Payments in Lieu of Taxes (PILOT). Elodia thought the project was inappropriate given the needs of the cemeteries and Commander's Mansion projects as well as decreased state matching funds.

Jamie thought there was a lot of money in the CPA fund so the CPC wouldn't be overcommitting, though she found Mt. Auburn's presentation presumptuous.

Abigail asked when the next application cycle begins and if less funding were approved could the applicant request more later. Mark said that was possible. He agreed FMAC made a big ask given their confidence in their fundraising ability. Mark would entertain a motion to approve a lesser amount.

Motion: Jamie moved to amend the original motion to $50,000 in funding for the Scots Charitable Society Fence project and permit FMAC to come back within one year to request more. Bob seconded the motion.

Jon asked if an additional request would be off cycle without a new application. He would permit that within a year and if later, FMAC would have to complete a full application process.

Lanae thought the fundraising campaign should be presented to the CPC because what Jamie and Jon described would give the FMAC a disincentive to raise more funds to replace the decrease from the original request.

Matt thought Mt. Auburn Cemetery was worthy of more and concerns about ensuring that fundraising occurs were reasonable. Mark agreed the CPC should recommend some funding though $300,000 was too much and he thought $100,000-150,000 was reasonable. Matt insisted the award should be $200,000 or more.

Dennis stated the CPC sets parameters on projects and if the CPC denied funding the project, he was sure Mt. Auburn Cemetery would still be able to implement the project.

Michele Waldman said from the perspective of the average resident this project was reverse-Robin Hood. She stated, "Mt. Auburn raises a lot of money, and they don't need CPA funds."

Leo Martin thought $300,000 was too much for the taxpayers to contribute to an ornamental fence that they wouldn't provide much benefit.

All previous motions were withdrawn.

Motion: Jon moved to recommend $200,000 in funding to the Friends of Mt. Auburn Cemetery for the fence restoration project subject to the standard conditions and that CPA funds would not be released until the entire project budget had been raised.

Matt seconded the motion.

Vote: Abigail Hammett, Allen Gallagher, Jon Bockian, Matt Walter, Bob DiRico, Mark Kraczkiewicz, and Jamie O'Connell voted in favor. Elodia Thomas and Dennis Duff voted against.

3. **Approval of CPC Minutes**

   A. **2024-1-18 CPC Minutes**

   Motion: Jon Bockian made a motion to accept the minutes as corrected. Also, Allan Gallagher confirmed he left the meeting early at 9:20PM. Jamie O'Connell seconded the motion.

   Vote: Jon Bockian, Elodia Thomas, Jamie O'Connell, Mark Kraczkiewicz, Dennis J. Duff, and Bob DiRico voted in favor.

   B. **2024-2-1 CPC Minutes**

   Motion: Jon Bockian moved to approve the minutes as amended and Jamie O'Connell seconded the motion.

   Vote: Matt Walter, Dennis J. Duff, Jon Bockian, Elodia Thomas, Jamie O'Connell, Mark Kraczkiewicz, and Bob DiRico voted in favor. Allan Gallagher voted present.

Dennis asked to put discussion of returning to in-person meetings on the agenda. Mark said that item would be put on the agenda of an upcoming meeting.

4. **Adjourn**

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

   Vote: Jamie O'Connell, Abigail Hammett, Allen Gallagher, Bob DiRico, Jon Bockian, Mark Kraczkiewicz, Elodia Thomas, Matt Walter, and Dennis J. Duff voted in favor.

   Adjournment: 8:32PM

CITY OF WATERTOWN
Community Preservation Committee

Draft Minutes of CPC Meeting Thursday, March 28, 2024, at 7 PM, held remotely via Zoom.

Committee Members Present: Mark Kraczkiewicz, Chair; Jon Bockian, Vice; Bob DiRico; Allen Gallagher; Dennis J. Duff; Elodia Thomas; Jamie O'Connell; and Matt Walter.
Absent: Abigail Hammett

Others Present: Lanae Handy, Community Preservation Coordinator; Joyce Kelly, Historical Society of Watertown; Margie Wayne; Joan Gumbleton; and Linda Scott.

1. **Call to Order**

   Mark Kraczkiewicz called the meeting to order at 7:03 PM noting the Governor's executive order to extend the suspension of certain open meeting law provisions.

2. **Acceptance of Minutes**

   A. **2024-2-15-Draft-CPC-Minutes**

      Motion: Allen Gallagher moved to approve the 2024-2-15 CPC Minutes as written and Elodia Thomas seconded the motion.

      Vote: Mark Kraczkiewicz, Elodia Thomas, Jamie O'Connell, Dennis Duff, Allen Gallagher, Jon Bockian, and Matt Walter voted in favor. Bob DiRico was not present for the 2-15-24 meeting.

3. **Committee Discussion**

   A. **Approval of CPA FY2024 Funding Recommendation**

      Mark asked for suggested changes to the Funding Recommendation document.

      Mark and Jamie provided written recommendations for the Walker Pond project. Mark read them and the proposed written changes are attached to these minutes. Jamie added the following phrase to two of Mark's suggested edits. On page 3, 3rd bulleted sentence, after pond health, add, "terrestrial ecological function, and wildlife habitat." On page 5, 5th bulleted sentence, after pond health, add "terrestrial ecological function, and wildlife habitat."

Elodia agreed with Mark about better delineation when new project sections begin. She suggested removing the bold on the left column of the table that defines the beginning of a new project. Elodia added some line on the Browne House and Scots Fence projects were dropped down.

Elodia commented that a community member suggested providing a graph of the 10 ecological tasks and a timeline of when they should be performed. She said Steve also committed to covering the cost of some of the ecological studies that needed to occur before CPA funding was appropriated by the City Council. Elodia didn't know if Lanae had received a response. Jamie pointed out that the vernal pool study may need to be done very soon. She proposed the condition that the public input process should begin after ecological studies that would the impact design had been completed.

Dennis emphasized there should be enough information available to the public so they could provide informed input.

Mark suggested language for the condition "Provide a revised timeline integrating the conceptual design with the ecological studies for CPC review."

Elodia suggested posting what the studies reveal on the CPC web page to engage the community interest. Jamie was concerned that the consultant needed to collect data, analyze it and submit a final report. Therefore, they may not want to release results preliminarily.

Jon proposed scheduling public input after ecological studies have been completed through adding to an existing bullet point. Jamie and Lanae found that to be too long and thought a separate condition would be best.

Lanae stated any studies that would occur in early spring before funding would be available would be done next year. Jamie and Elodia based their understanding of when ecological tasks would begin on the February 15, 2024, meeting. Jamie remarked that was why a revised timeline was necessary and to specify which costs Steve could cover. Either he could pay for early studies and perform them now or wait until next year and delay the public input process.

Matt stated that the timeline was up to Steve and either Steve would cover the cost of some ecological tasks or wait until next year to begin the public input process.

Motion: Allen made a motion to include the wording suggested by Jon Bockian suggested and all the other changes recorded by Lanae. Dennis seconded the motion.

Vote: Matt Walter, Jon Bockian, Bob DiRico, Elodia Thomas, Jamie O'Connell, Dennis J. Duff, and Mark Kraczkiewicz.

Mark stated his recommended conditions for the Saltonstall Park project that are attached to these minutes.

Motion: Matt moved to adopt Mark's conditions for the Saltonstall Park project and Jon Bockian seconded the motion.

Vote: Jon Bockian, Bob DiRico, Jamie O'Connell, Mark Kraczkiewicz, Elodia Thomas, Allen Gallagher, and Dennis J. Duff.

Mark commented on Lanae's proposed condition for the Friends of Mt. Auburn Cemetery to provide evidence of raising the entire project budget. He proposed the following language to replace a specific budget figure, "Prior to the release of CPC funds, provide a revised project budget based on a valid bid…"

Matt added that the condition should not specify all the funds must be raised and that FMAC should be able to use their own funds as well. Lanae recommended including “cash in hand” as the end of the condition.

Motion: Jon moved to the use Mark’s revised language with “cash in hand” to the end of the condition. Jamie seconded the motion.

Vote: Matt Walter, Jamie O’Connell, Mark Kraczkiewicz, Elodia Thomas, Allen Gallagher, and Bob DiRico voted in favor. Dennis J. Duff voted against.

4. **Adjourn**

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

Vote: Jamie O’Connell, Allen Gallagher, Jon Bockian, Elodia Thomas, Bob DiRico, Mark Kraczkiewicz, Matt Walter, and Dennis J. Duff voted in favor.

Adjournment: 8:01 PM

Attachments

1. Draft FY2024 CPA Funding Recommendation
2. Proposed Changes to FY2024 CPA Funding Recommendation

WATERTOWN COMMUNITY PRESERVATION COMMITTEE

FY 2025 Proposed CPA Application Schedule

FY 2025 Application Round Open	Project Eligibility Forms Accepted on a Rolling Basis
CPA Application Clinic Hours	June 12, 17, 24 July 8, 10, 17, 2024
Project Eligibility Form Due	July 22, 2024
Applicant Notifications	August 19, 2024
CPA Funding Application Due	October 14, 2024
CPC Application Review	October through November 2024
CPC Application Evaluation	November 21, 2024
Applicant Presentations	January - February 2025
CPC Deliberation and Vote	February - March 2025
City Council Vote on Funding Recommendations	April 2025
Award Letters and Grant Agreements Executed	May - June 2025
Funding Award Payments Commence	June - July 2025

Revised 1/26/2024

Proposed 2024 Community Preservation Committee Calendar

(Consideration of Regular CPC Meetings in August and December)

January 18	Regular CPC Meeting – CPA Project Presentations
February 1	Extra Meeting - CPA Project Presentations
February 15	Regular CPC Meeting - CPC Deliberation FY 2024 Projects Funding Recommendations and Conditions
March 21	Approval of FY 2023 CPA Funding Recommendation to City Council
April 18	Regular CPC Meeting
May 16	Regular CPC Meeting
June 20 June 27	Regular CPC Meeting CPA Annual Public Hearing
July 18	Regular CPC Meeting
July 29	Project Eligibility Form Deadline
August 15	No meeting? Regular CPC Meeting - Review of Project Eligibility Forms/Comments for Applicants?
September 19	Regular CPC Meeting Review of Project Eligibility Forms/Comments for Applicants?
October 14 or November 18	CPA Funding Application Deadline
November 21	Regular CPC Meeting – CPA Application Review/Questions for Applicants
December 19	No Meeting
January – February or March 2025	Project Presentations by CPA Applicants

2024-4-18-CPC Agenda Attachment