



**Town of Watertown**  
**Community Preservation Committee**  
Administration Building  
149 Main Street  
Watertown, Massachusetts 02472  
Tel. (617) 972-6417  
Fax (617) 972-6595

**Minutes:** Monday, April 8, 2019, Philip Pane Meeting Room, 7:00 P.M.

**1. Call to Order**

The meeting was called to order by Gideon Schreiber, Senior Planner, in lieu of an elected chairperson of the Committee. Present were Jonathan Bockian, Jason Cohen, Robert Dirico, Dennis Duff, Allan Gallagher, Jason Cohen, Maria P. Rose, Susan Steele and Elodia Thomas. In addition to Committee members also present were Thomas Tracy, Town Auditor & Assistant Town Manager for Finance, Councilor Vincent Piccirilli, Leo Martin, and Bruce Coltin.

**2. Discussion on and Election of Officers**

Maria Rose nominated Jonathan Bockian. There was a discussion about the role of the chairperson which concluded without any agreement on the role other than convening meetings and proposing the meeting agendas.

Dennis Duff nominated Elodia Thomas since she is dedicated to the community, does research, is well prepared, collaborates with committees, departments and staff, represents our community thoughtfully and objectively, willing and able. Allen Gallagher seconded, and Thomas accepted the nomination.

Rose again nominated Bockian and identified his preparation and guidance, his background as a lawyer, has time to do the work, and the grassroots CPA group respect. Bockian accepted and looks forward to working together.

By a show of hands, the vote tied at four votes for each nominee. Schreiber asked if there were other options such as co-chairs, vice-chair, or interim committee member who would run the meeting. No member identified an option. Schreiber then requested the Committee to confirm that he would fill in as Chair to finish the meeting, which was confirmed. The committee agreed to postpone the vote until the next meeting.

**3. Scheduling and location of future Community Preservation Committee Meetings**

The members discussed options and decided on the third Thursdays of the month.

#### 4. Consideration of Rules of Procedure

Thomas volunteered to send some examples of some rules of procedure for further discussion. Schreiber identified that the Watertown Housing Partnership had adopted rules and would send a sample document that could be considered as a template.

#### 5. Record keeping and clerical support

Schreiber stated that there will administrative support for the time being from Community Development and Planning, the Manager's Office, and that there would be a person available to take minutes. Several members identified a desire to have a town email and others wanted to be sure that it could be automatically forwarded to personal emails. Schreiber said he would request that through IT.

#### 6. Fiscal Years 2019 and 2020 budget requests to Town Council - Thomas J. Tracy, Town Auditor & Assistant Town Manager for Finance

Mr. Tracy provided information regarding the budget process and procedures. He identified there was \$1.899 million in 2018 and that the Committee should look to the budget (below) so the CPC could review and vote on them.

- On a motion made and seconded it was voted unanimously (Vote 8-0) to request the Town Council to appropriate and transfer from the fiscal year 2019 Community Preservation Funds (T= \$2,367,395) the following funds: 10% to the affordable housing reserve (\$236,739), 10% to the historical preservation reserve (\$236,739), 10% to the open space/recreation reserve (\$236,739), and 70% to the undesignated fund balance (\$1,657,178).
- On a motion made and seconded it was voted unanimously (Vote 8-0) to request the Town Council to appropriate and transfer from the fiscal year 2020 Community Preservation Funds (T=\$2,481,400) the following funds: 5% (\$124,070) for the administrative expense of the Community Preservation Committee, 10% to the affordable housing reserve (\$248,140), 10% to the historical preservation reserve (\$248,140), 10% to the open space/recreation reserve (\$248,140), and 65% to the undesignated fund balance (\$1,612,910).

#### TOWN OF WATERTOWN CPA FUND AS OF 4/5/19

	FY 2018 6/30/2018	FY 2019 4/5/2019	
<b>Assets:</b>			
Cash	\$ 1,899,468.66	\$ 3,827,930.54	
CPA RE Tax FY 18 Receivable	\$ 26,572.12	\$ 5,790.17	

CPA RE Tax FY 19 Receivable	\$ (1,487.74)	\$ 538,865.24	
Tax Liens Receivable	\$ 6,303.74	\$ 4,696.05	
<b>Total Assets</b>	<b>\$ 1,930,856.78</b>	<b>\$ 4,377,282.00</b>	
<b>Liabilities:</b>			
Deferred Revenue - RE Tax	\$ 25,155.76	\$ 544,655.41	
Deferred Revenue - Tax Liens	\$ 6,303.74	\$ 4,696.05	
<b>Total Liabilities</b>	<b>\$ 31,459.50</b>	<b>\$ 549,351.46</b>	
<b>Fund Balance:</b>			
Open Space/Recreation Reserve	\$ 150,000	\$ 386,739.00	
Historic Preservation Reserve	\$ 150,000	\$ 386,739.00	
Affordable Housing Reserve	\$ 150,000	\$ 386,739.00	
Undesignated Fund Balance	\$ 1,449,397.28	\$ 2,667,713.54	
Revenue Control			
<b>Total Fund Balance</b>	<b>\$ 1,899,397.28</b>	<b>\$ 3,827,930.54</b>	
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 1,930,856.78</b>	<b>\$ 4,377,282.00</b>	
<b>Actual Revenue:</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>
CPA Surcharge	\$ 1,899,397.28	\$ 1,559,392.33	
State Revenue		\$ 367,395.00	
Interest Revenue			
Tax Liens		\$ 1,606.50	
I&P Liens		\$ 139.43	
<b>Total Actual Revenue</b>	<b>\$ 1,899,397.28</b>	<b>\$ 1,928,533.26</b>	
<b>Estimated Revenue:</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>
CPA Surcharge	\$ 1,500,000	\$ 2,000,000	\$ 2,250,000
State Revenue		\$ 367,395	\$ 231,400
Other			
<b>Total Estimated Revenue</b>	<b>\$ 1,500,000</b>	<b>\$ 2,367,395</b>	<b>\$ 2,481,400</b>
<b>Reserves:</b>			
10% Open Space/Recreation		\$ 236,739	\$ 248,140
10% Historic Preservation		\$ 236,739	\$ 248,140

10% Affordable Housing		\$ 236,739	\$ 248,140
5% Administrative Budget		--	\$ 124,070
70%/65% Undesignated		\$ 1,657,158	\$ 1,612,910
		\$ 2,367,395	\$ 2,481,400

**7. Discussion and consideration of upcoming Community Preservation Committee organizational tasks**

Thomas suggested that consultant options and procurement could be discussed. Steele suggested that work schedule and consultant services should be discussed. Thomas added Notify Me, Emails, doing work themselves, or getting a needs assessment which could cost \$15K +/- . Bockian added website content, community engagement plan which could include the website, needs assessment, etc. Rose mentioned that Newton has one-page blurb of each member and this could be done for Watertown. Steele identified that the procedural process could be started but others felt that should be discussed later. Bockian suggested looking at the Town’s plans and discussing.

Schreiber said he would send the Comp Plan memo and Rose said she would send example links and compile the one-pager info sheets.

**8. Date of Next Meeting**

The next meeting of the CPC will be held on Thursday, April 18, 2019, 7:00 P.M., Richard E. Mastrangelo Council Chamber, Administration Building, 149 Main Street

**9. Adjournment**

A motion was made to adjourn the meeting of the CPC, seconded and adopted unanimously on a voice vote; the meeting adjourned at 9:00 P.M.