



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 Kraczkiewicz
Allen Gallagher
Maria Rose
Susan Steele

Minutes: Thursday, May 16, 2019, Richard E. Mastrangelo Council Chamber, 7:00 p.m.

Committee Members Present: Bob DiRico, Jason Cohen, Dennis J. Duff, Allen Gallagher, Mark Kraczkiewicz, Maria Rose, Susan Steele. **Absent:** Jon Bockian

Others Present: Tom Tracy, Asst. Town Manager & Town Auditor, Vincent Piccirilli, VP and District C Town Councilor, Lisa Feltner, District B Councilor, and David Stokes.

The meeting was convened at 7:00 by Elodia Thomas, Chair. The first item on the agenda was to review and approve minutes of the committee's prior meetings.

- Allen Gallagher made a motion to approve the minutes of the February 21, 2019 meeting. Dennis Duff seconded the motion. All were in favor.
- Allen Gallagher made a motion to approve the minutes of the March 20, 2019 meeting. Dennis Duff seconded the motion. All were in favor.

Allen Gallagher made a motion to approve the minutes of the April 18, 2019 meeting. Dennis Duff seconded the motion. Jason Cohen commented that this meeting was one he had been unable to attend due to a planned vacation and he took issue with some of the wording under the "Call to order" section.

Jason Cohen felt the paragraph misrepresented those who were not able to make it due to prior arrangements. Gideon Schreiber, Senior Planner, Community Development and Planning suggested simply striking the words "that everyone knew of the meeting date and should be available" from the paragraph. Jason Cohen, Elodia Thomas and Dennis Duff voted in favor of this amendment.

- Allen Gallagher made a motion to approve the minutes of the April 18, 2019 meeting with the exclusion that was agreed upon. Dennis Duff seconded the motion. All were in favor.

Elodia Thomas noted that committee member Jonathan Bockian submitted his comments regarding the April 8th meeting minutes. Being that he was absent from the meeting, she

asked the committee whether they would like to discuss his revisions or defer the approval until he was able to attend the next meeting.

Allen Gallagher made a motion to approve the minutes of April 8, 2019 with revisions submitted by Jonathan Bockian. Maria Rose seconded the motion. Gideon Schreiber summarized the edits, noting that Jonathan Bockian was merely suggesting the committee include more specific and detailed language about the adoption of the budget. Tom Tracy, Town Auditor/Assistant Town Manager for Finance stated he also agreed with some of the language that Jonathan had suggested and commented that it might even be useful to expand the Fiscal Years 2019 and 2020 budget requests further by writing out the full dollar amounts that correspond with the percentage amounts noted for both years.

Gideon Schreiber also stated that in Jonathan Bockian's edits he suggested simplifying the minutes not to include full discussions, rather just notes that discussions took place. Maria Rose and Jason Cohen agreed that summaries and conclusions would be better. Elodia Thomas suggested that the new note taker present the committee with a sample of both verbose and summarized minutes for this meeting and the committee could then discuss what would be the most comfortable style moving forward.

- Allen Gallagher a motion to approve the minutes of the April 8, 2019 meeting with the addition of Jonathan Bockian's edits and the added dollar amounts. Maria Rose seconded the motion. All were in favor.

The committee discussed some informational updates including having a group photo taken, email setup for committee members, and edits to committee member bios for the website.

The next item on the agenda was the review and approval of a letter to the Watertown community. Elodia Thomas stated that she gotten together with Susan Steele and their discussion evolved into a letter to the community. Elodia wrote an initial letter, got a copy back from John Bockian with his edits, then Dennis Duff and Mark Kraczkiewicz also made some edits to the letter as well. Mark Kraczkiewicz suggested skipping the discussion on the letter and moving to the next agenda item which could help the committee determine what would actually be stated in the letter.

The next item on the agenda was a discussion on what the committee can do regarding consultation and staffing (RFP vs RFQ). To clarify, Elodia Thomas stated that she had been told a Request for Proposal (RFP) or Request for Qualifications (RFQ) cannot be used if the contract is to be for an amount less than \$50,000. Jason Cohen asked for some clarification. Tom Tracy noted that in an IFB or an Invitation for Bid process, the town must choose the lowest bid, whereas for an RFP and RFQ the quality of responses as well as the cost can be considered in awarding a contract.

Elodia Thomas stated that if the committee is to be hiring a consultant to develop their plan, it could fall into the IFB category, but it would depend on the defined scope of work and what they would need a consultant to do. The committee would need to discuss their expectations. She suggested that the committee may want to hire a consultant to help develop the plan and also bring on a staff person who will work with the committee to help them refine the final plan as most consultants won't stick around for that once the plan is in motion.

Mark Krackiewicz suggested that it may be faster to do a shorter plan that would not require hiring a consulting firm and that the committee could pull together one from the existing documents and then also work on an application process. Maria Rose added that she feels the committee is a bit delayed with the money already being collected from taxes. She believes the IFB process is lengthy. Elodia Thomas stated that the point of having a strong plan is that the consultant is getting fresh eyes on the community and that this would be an advantage to the process.

Gideon Schreiber added that a community process is going to take time. He suggested that the committee should look at what other people have done in other towns and decide whether they are going down the consulting path or staffing path.

Jason Cohen stated that he would like to have a better understanding of the duration of the process. Mr. Schreiber stated that there are specific requirements for the process. The town of Hanson for example has a simple expedited process but still it would take about 6-months.

Elodia Thomas stated that she believes the consultant would be critical and could help set the groundwork and educate the committee on what other things are going on in other communities and bring creative ideas to the table.

Gideon Schreiber stated that the agenda item is essentially for the committee to discuss the scope of services and what they envision. He suggested they think about getting the consultant on because they will support the committee and support the process. He noted that the town does have staff available that could compile the scopes from various different towns, so the committee could begin to start focusing on what they specifically want. He suggested that any potential consultant would really need to see the scope - that is the key part of it. The rest of it is done by the town.

Elodia Thomas agreed that it was a great idea for Gideon to put together a list that would allow the committee to prioritize the key things they would like. Bob DiRico asked Gideon whether he could have something prepared for the next meeting for the committee to review. Gideon stated that that they could do that for the next meeting if asked by the committee.

Elodia Thomas suggested that the committee move forward and ask Gideon to start putting together both a job description and an invitation for bid that the committee could review.

- Dennis Duff motioned that the committee ask Gideon to evolve job descriptions and proposals for the IFB before the next meeting to give the committee enough time to review his work to be prepared to discuss and move on. Susan Steele seconded. All were in favor.

Jason Cohen asked Gideon if the planning board has a proactive role to get involved with the CPC? Gideon replied that the planning board has the ability to add other items to the agenda. He stated that members of the committee could request to the chair of that board that there be a CPC-related item added to the agenda. Jason Cohen added that it may be a good idea to ask Gideon to put it on the next planning board agenda to help promote the committee's efforts.

With no comments from the community - Elodia Thomas noted that for the next meeting's the committee would be taking up the job description and scope of work issues. Dennis Duff added rules and regulations. Elodia suggested that Dennis Duff and Allen Gallagher should get together to discuss something to present to the committee. Maria Rose added the discussion of the community letter. Elodia said she would add that as well. Maria Rose also suggested a discussion at the next meeting of the potential outlets for the letter.

Dennis Duff moved to adjourn. Maria Rose seconded. All were in favor. The meeting adjourned at 8:55 PM.

The next Committee meeting is scheduled for May 16, 7:00 p.m., in the Town Council Chamber.