



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

Committee Members
Elodia Thomas, Chair
Jonathan Bockian
Jason Cohen
Bob DiRico
Dennis J. Duff
Mark Krackiewicz
Allen Gallagher
Maria Rose
Susan Steele

Meeting Minutes: Thursday, August 20, 2020, Remote Zoom Meeting 7:00 PM

Committee Members Present: Elodia Thomas, Chair; Jon Bockian, Jason Cohen, Dennis Duff, Mark Krackiewicz, Maria Rose, and Susan Steele.

Others Present: Lanae Handy, Community Preservation Coordinator; Leo Martin, Conservation Commission Chair; Larry Field, Senior Planner, Department of Community Planning and Development; and Deborah Peterson.

1. Call to Order

Elodia Thomas, Chair, called the meeting to order at 7:01 PM and read Governor Baker's order allowing for remote meetings.

2. Acceptance of 7-28-20 Meeting Minutes

Motion: Jon moved to accept the 7-28-20 meeting minutes. Dennis seconded and there were neither comments nor discussion. All voted in favor of accepting the minutes.

3. First Draft of the Community Preservation Plan - Review and Discussion

Elodia asked committee members for global impressions of the draft Community Preservation Plan and application manual.

Overall Impressions

Susan was distressed about the quality of the plan and thought it didn't reflect well on the committee and the Watertown community. Susan's background with architectural firms performing marketing and business development led her to the following critique: poor and unclear writing, poor organization, and terrible graphics. Due to these issues, the plan does not capture and hold the reader's attention. When asked by Elodia about specific concerns regarding the historic resource sheets, Susan observed Goldson didn't incorporate her comments.

Elodia acknowledged the wonderful job Susan did taking photos for the resource sheets and the plan in general.

Jon agreed the writing and clarity could be improved and that the plan needed logical reordering in the introduction. He said the application manual includes materials interpreting the guiding principles and goals statement the CPC approved at its last meeting that the committee should take care to discuss and vote on these interpretations before the manual is published. Maria concurred that the plan does not reflect polish when compared to other plans. She found the layout and colors in the graphics especially troubling and noted that they broke most of the graphic design rules as far as being appealing to the eye.

Jason agreed with Susan that to grab and keep a reader's attention, the plan must be well organized. He found that the margins and alignment were very inconsistent. Jason also found the graphics to be muddled with poor color contrast, varied font sizes and types.

In the application manual he noted the writing style was too informal and lacked professionalism. Jason was sorry to say that the plan "doesn't cut the mustard.". Mark who has a background producing economic development strategies and environmental reports found the plan lacks some fundamental elements. He noted the absence of identification of problems, analysis of data, and, from that, recommendations for priorities or programs. Only in the open space section was there even a bit of a problem statement and analysis about the dearth of open space in Watertown; other sections showed little analysis or logical conclusions. The housing section suffered from confusing masses of demographic and other data and failed to put together a rational narrative.

Dennis agreed with what everyone else contributed, and added open space should be first when ordering the CPA categories because it was unanimously mentioned as a priority in the survey and at the public forum. He thought the photos were too small and that there were misstatements in the housing section.

Lanae spoke about the purposes the plan should serve. She stated it should be a marketing and public education document for the Watertown CPA Program. Lanae also declared the plan and application manual needs to market the program to potential applicants and inform them about the CPA program and process. Finally, she noted the finished product would be the foundational plan for the CPA program and serve as a reference document that could be built upon. She doesn't think the draft serves those purposes adequately. In the essence of efficiency she recommends that the committee form two subcommittees—one for the plan and one for the manual—to edit and re-write the documents. Lanae would work with both subcommittees.

The written comments about the draft submitted by committee members are appended to these minutes.

Next Steps

There were two courses of action discussed in proposing next steps. One proposed by Jon was to proceed with making some use of the plan and give Goldson feedback and comments. Maria would also give Goldson a second chance. Leo Martin remarked the consultants should fix the document on their own time or not bill for the fix because the draft was so inadequate.

Jason would like to hear whether Goldson thinks the draft plan is a good and/or the best they can do. He believes it's fair to give Goldson another chance to address the committee's concerns if they are willing and can do so in a reasonable amount of time.

Following the second course of action, how practical would it be for subcommittees to produce a better result in a timely manner? Mark would be willing to help with re-writing though concerned about maintaining the timeline to accept proposals by late fall. He was especially interested in meeting with Larry Field and working on the housing section. Maria would be happy to take on discrete tasks after Labor Day. Jason offered to review a draft of the reworked documents. Susan pledged to take on a portion of the work.

Other practical considerations include procuring graphic design services because as many members recognized they are not graphic design professionals.

Committee members agreed that they shouldn't vote on terminating the consultants without giving them a chance to improve their work. The committee directed Lanae to call Jenn Goldson about attending Tuesday's meeting and sending a link of the meeting video along written comments to her in advance. Elodia pointed out that as Mark raised earlier, the timeline is going to have to slip because of this hiccup

Larry Field Introduction

Elodia indicated the new senior planner, Larry Field was in attendance and spoke a little about the work being done on rental assistance by the Watertown Housing Partnership. Larry described his background working as Deputy Director of MA Smart Growth Alliance and his previous position at the MA Executive Office of Housing and Economic Development. He appreciated the opportunity to listen and hear perspectives on the draft and learn more about the committee's aspirations and standards. In Watertown, he will be focusing on housing issues and project review.

4. Adjournment

Motion: Dennis moved to adjourn at 8:36 PM. Maria seconded the motion.

Vote: All voted in favor.

Committee Comments to Draft CPA Plan

Note on Credits: should be smaller - unobtrusive

Cover	Use current logo and graphics
pp i + ii + 1-3	Put Acknowledgements + Acronyms/Definitions @ end
P4 - Intro	¶1 Our committee is not an “oversight entity” ¶2 My re-write of first paragraph – longer but works if ¶1 is chart
P4 - Intro	“Watertown Community” ¶2 stats should be a chart in a general information section, not intro
P4 - Photos	Pick 4: parks/open space, recreation, historic, community housing Better one for housing
P5 - CPA Overview	Text duplicates chart - Use chart. Provide link to Coalition for further details
P7 - CPA Overview	Need much much better + more detailed-informative graphic about process
P9-10 - Planning Process	Delete entirely – too verbose + all about Goldson See my bulleted list + suggestion of graphic schedule + Examples: Attached: <u>Hingham</u> application flowchart + <u>New Bedford</u> Project Evaluation Criteria
P 11	Values statement needs rewrite: “Watertown residents want...” statement is so broad as to be inaccurate Photos: Have no idea what green house is + maybe I can get better photo of River-from-bridge
P 12	<u>Hingham</u> Decision Guidelines (attached) - couldn’t be more clear <u>Somerville</u> – 11 Considerations + Application Checklist
P 24-25	I will send – again – my re-work of the Historic Preservation “Flyer” I have vetted this with my historic experts and we don’t want content changed! I am disappointed in the revised format... loses the elegance of the original layout. The project text font is too large – images too small. Also BTW – Recreation is just awful layout!
P44-127	These 83 pages do NOT belong in the Plan. They can exist in a separate addendum binder.

P4- ¶3 – Proposed Watertown Intro

Move last to first paragraph + some **rewrite** of Goldson's text in last paragraph... definitely **eliminate** "that capture its authenticity"

¶

P4- New Proposed Paragraph... I think it is important to give overview upfront

The Community Preservation Act (CPA) is a Massachusetts state law (M.G.L. c. 44B) that enables adopting communities to create an annual funding source focused on three civic elements that enhance and contribute to community character: open space/outdoor recreation, historic preservation, and community housing. It gives citizens a strong voice in shaping the future of their communities.

The Commonwealth provides "matching" funds each year -- in addition to those raised locally by a surcharge on local property taxes. The percentage of the state match varies from year to year, depending on two factors: the amount of fees paid at Registries of Deeds throughout the state, and the number of communities that have adopted the CPA. As of November of 2019, 176 cities and towns (50% of the Commonwealth's municipalities) have adopted the Community Preservation Act

Every year, Watertown is required to spend at least 10% of its annual CPA revenues on each category. The remaining percentage can be used towards any of the three funding categories. Proposals for project funding are reviewed through a public application process.

INCLUDE circle graphic on P5

In the next few months.... We will be soliciting **proposals ...BLAH BLAH**

Through FY20, the **Town** has appropriated/reserved a total of \$207.3 million for CPA projects, including \$166 million for affordable housing initiatives. To date, the City has allocated \$52.7 million in state matching funds, \$128.2 million from local surcharges, and \$26.4 million from the CPA Fund Balance.

P4- The Watertown Community

All STATS - Rework PARAGRAPH as **GRAPHIC** with brief intro – put later in report

P7- Authorizing Entities ???!

Unacceptable and sophomoric graphics and text – no really useful information

Good Graphic samples attached: Hingham application flowchart + Decision Guidelines and NBedford Project Evaluation Criteria

P9-10 – CPA PLANNING PROCESS TO DATE... add graphic schedule??

In November, 2018, Watertown residents voted to adopt the CPA. By April 2019, the Community Preservation Committee had been selected and a chairperson elected. Meeting monthly through the end of the year, six key initiatives were accomplished:

- A website and informational materials were developed
- Research into best practices and potential consultants was initiated
- Lanae Handy was hired as Watertown's Community Preservation Coordinator
- Goldson consultants were retained to expedite the CPC planning process
- Three stakeholder Focus groups and a community-wide online survey were organized to gather community input, from Town leaders/stakeholders and officials.
- And, in January 2020, 140 citizens attended our first Public Forum hear about CPC opportunities, ask questions and give input. USE PHOTOS
- Forum was followed up with a community-wide survey completed by close to 450 people
- More??

FYI - WATERTOWN 2015 COMPREHENSIVE PLAN 2025 VISION

We should incorporate these in our plan... yes?

1. **Community that Respects and Appreciates its Natural Features**
Stronger relationship w/ Charles River Reservation – enhance connections to river – more waterfront activities – preservation + respect of ecology and natural habitat
2. **Destination and Context Sensitive Design Community**
Achieve balance among design/preservation and re-development
3. **Innovative Leader in Economic Development**
Support diverse, successful + environmentally conscious employment centers, in balance with neighborhood character and existing development
4. **Proactively Maintain/Develop Infrastructure + Public Services**
Schools, Library, Parks, Recreation Facilities, Cultural Assets
5. **Celebrate Our Unique Neighborhoods + Historic/Cultural Heritage and Diversity with Distinctive Local Shops, Restaurants, Art Venues, Parks and Plazas**
Make Watertown known for its eclectic mix of local venues and amenities
6. **Incorporate Welcoming, Attractive Streetscapes and Gateways**
Well-designed pedestrian-oriented bicycle-friendly, tree-lined streets
7. **Known or State-of-the-Art Sustainable Practices for Public and Private Sectors**
Invest in smart infrastructure and program choices

Promote Active, Healthy Lifestyle Choices

Provide access to social services, nutritious/affordable food, and places to be physically active

Jon Bockian

You'll see in the matrix I say that the order of the CP Plan text pages 5-9 seems sort of illogical to me and therefore hard to follow, so I propose rearranging things. I've attached a PDF mock-up (cut & paste) of how I'd re-organize that text. (The matrix includes an explanation of how the draft text is re-ordered, but it's impossible to follow; seeing my proposed reordering is easier, makes more sense.)

Maria Rose

General

1. The content is generally good and incorporates the feedback received from the Public. It just needs some polishing and it might be nice (but not required) to weave in parts of other Town Planning documents, specifically the Comprehensive Plan.

2. The Resource pages need a good bit more fine tuning. Community Housing is way too busy and the excessive use of red ink fatigues my eyes and looks unappealing. I scanned in some notes for this one. In general, I suggest that each resource page have the same overall look and feel (most do). The use of color is fine, if limited and used judiciously. Perhaps color can be limited to the top left box (or two), then use mostly black ink or eliminate the color shading. Since photos are repeated from the Plan text and used again on the Resources Pages, maybe eliminate a few; make the ones that remain stand out more?
3. It's probably stylistic, but do others like that the photos go beyond the margins (nearly to the paper edge). Some photos are dark and could likely be tweaked in photo editing software? Some are grainy and may not be of high enough resolution to include. Just a thought.
4. The use of different colored text for EVERY chapter title and headings seems distracting and unnecessary. Suggest making them all the same color, maybe green. The Values Statement is undervalued by the orange colored text in a pale-yellow box. Text is great!

Specific comments

5. Pg. 2 add a space above the definition for Family Household
6. Pg. 12. Bold sentence #1: delete "collectively". Bold sentence #2: add "to" at the end.
7. Pg. 13 3rd sentence: suggest "quickly" be changed to "rapidly" or "steadily". Okay as is.
8. Pg. 15: Hate the red ink and red shading. It's almost subliminal that affordable housing is a 'red mark'.
9. Pg. 21 under 3. The first sentence is too verbose. Maybe try: "There are several privately owned, historically significant properties in Watertown that the Town may wish to preserve in perpetuity should the current ownership change."
10. Pg. 22 under 5. Suggest deleting "numerous and diversified" in the last sentence. We have no idea the # of HP projects that we will support.
11. Historic Preservation Resource bottom of first page: Common Street Cemetery header is used twice. The bottom one should likely say "Aetna Mills" instead. Pg. 2 of HP Resource sheet: Arsenal is mis-spelled under the text for Watertown Arsenal.
12. Open Space Resource page: The photo for Walker Pond is not actually Walker Pond. Please replace. I am working on getting a still photo from David Sprogis who posted this interesting video:

<https://www.youtube.com/watch?v=hW0d1yWvDWU> if not, I will get one elsewhere.

13. Suggest replacing the Mt. Auburn cemetery photo with a scenic vista photo either from the cemetery or one standing from a vista look-out along the Charles. I can take the pic.

Jason

Here are my comments on the Draft Plan:

- Community Housing Page (p.17): there seems to be an error in the "Race & Ethnicity" section where it says that 78% of the population identifies as white, and below it says that this is higher than the Middlesex average, which is also 78%
- p.21: in the last sentence under item 4, I suggest replacing "*added ramps or railings*" with "*adding accessible routes to and through buildings and outdoor sites*"

Here are my comments on the Application Manual:

- p.1: Second-person singular ("you") seems inappropriate - suggest using "*one*" or "*the applicant*" instead?
- p.1: Second paragraph under "Annual Application Cycle": the term "*a bit tricky*" seems too informal. Also suggest removing the words "*you*", and add a missing "*of*" in the last sentence
- p.2: first sentence in "Exceptions...." section: suggest replacing "*extreme*" with "*extenuating*"
- p.3: As a general comment, should we consider adding language that acknowledges the potential uncertainty around specific dates due to COVID-19?
- p.4: first paragraph under Step 5: suggest replacing the term "*entities*" with "*individuals*"
- p.4: suggest adding "*from the applicant*" to the end of the last sentence on the page
- p.5: Step 6: Again, is second-person appropriate?
- p.5: Step 6, second paragraph: we are assessing applications, not applicants
- p.6: Step 9, second paragraph: suggest replacing "*project manager should*" with "*project manager must*"

- p.6: Step 9, second paragraph: suggest replacing "*must get CPC approval*" with "*must request and receive CPC approval*"
- p.6: Step 10: Legal question - should the CPC / town require lien waivers from subcontractors before making payments to the general contractor?

Evaluation Matrix Form:

- Answer to note at bottom: much as we appreciate the concept of environmental sustainability, I think that pragmatically the answer is the latter 2
- G.P. 2.c.1: under Excellent, suggest adding "*a thorough and detailed project schedule has been included*"
- G.P. 2.c.1: under Poor, suggest replacing the second option (i.e. after "-OR-") with "*or a satisfactory project schedule*"
- G.P. 2.c.2: under Excellent, suggest adding "*professional cost estimate is preferred*"
- G.P. 2.c.3: under Poor, suggest replacing "*insufficient*" with "*unfeasible*"
- G.P. 2.c.4: under Excellent, suggest replacing "*or plan*" with "*for such plan*" at the end of the cell
- G.P. 2.c.4: under Poor, suggest deleting the work "*completely*"

Step 6 - CPC recommendation process.

Add the following: The CPC may recommend a phased approach to funding a project, with a first phase encompassing a feasibility study, design competition, legal or ecological assessments, or other technical studies. Later phases would be funded sequentially upon receipt of a renewed application. These applications could be reviewed apart from the normal timetable.

CPA Funding Application.

Add to the Information about the project, the following entry: Source, qualifications and experience of relevant expertise, such as engineering, architecture, landscape design, ecology, historic restoration, community housing administration, and/or legal work.

Overall Impressions.

The plan lacks an analytical basis for many of the goal statements. The closest it comes to any analysis is the reporting on Watertown's Open Space Plan and the application of the ALS standard to Watertown. The plan could benefit from citations of some possible project ideas in each of the subject area sections, or, maybe project ideas or concepts from other towns that might be replicated in Watertown.

Community Housing.

Pg 13. It is not at all clear to me that an update to Watertown's housing production plan will be drafted; hence we may never gain a more "precise understanding of housing need." The third sentence's assertion: "made apparent by recent increases ..." is not determinative. It could just as well be (though I doubt it) that folk are earning more and able to afford higher prices and that decreases in households earning less than \$100,000 simply shows everyone is getting better off! The meaning and import of the last sentence in the paragraph is unclear ("With the creation of new housing, the community will need to think strategically about how to provide a wide variety of housing.")

The needs and resources pages have lots of demographic information, but none of it is truly helpful in identifying what the specific needs for community housing are: one bedroom units, family units, low income, moderate income, etc., etc.

Since so much of Watertown's housing is rental, it would be helpful to have some analysis that looks at the question whether in the long run it makes better economic sense for the town to finance building community housing that would be rented out vs. providing long-term rental assistance to private landowners furnishing rental housing to low and moderate income residents.

On the first page of the housing needs and resources page under race and ethnicity, the statement "this is higher than Middlesex County 78 percent white" is not accurate, given that Watertown's population is also 78% white. On the second page, the data on changing housing stock could cause confusion; it might be best simply to note that 1,539 new units were permitted and leave it at that.

Historic Preservation.

The map showing the age of buildings is quite interesting, but the color coding needs to provide much more contrast if it is to be easily read. The same holds true for the level of protection map.

Open Space/Outdoor Recreation.

While there are some truly natural areas in Watertown, it is hard to think of them as "natural preserves" but rather as areas which residents access for passive recreation: walking or biking along pathways through or by them. Somehow the open space and outdoor recreation sections do not really capture this reality and the priority to expand, preserve, and improve such passive recreational venues.

Both sections need to highlight the need for improvements that incorporate innovative design of amenities and the addition of professionally designed landscaping to make our parks and pathways more alluring through plantings that provide successive stages of bloom and seasonal interest.

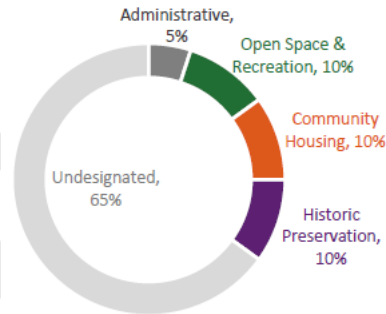
Preliminary Application.

Add a box to the Project Eligibility Form stating: If desired, attach any other readily available material, such as site plans, photos, conceptual designs, backgrounds of relevant expertise to be employed, etc. Absence of such material would in no way prejudice review of the proposal.

CPA Eligibility

Minimum Fund Allocation per State Law

~~Community Preservation Trust Fund.~~ At least 10 percent of annual revenue must be spent or allocated in each of three⁸ categories: a) open space and recreation, b) community housing, and c) historic preservation. Up to five percent of annual revenue can be spent on administrative costs. The remaining 65 percent can be spent in any of the three CPA-eligible funding categories.



Open Space: CPA funds can be used to acquire, create, and preserve open space and natural resources; or to rehabilitate open space or natural resources acquired or created through CPA.

Recreation: CPA funds can be used to acquire, create, preserve, and rehabilitate land and outdoor facilities for recreational use.

Community Housing: CPA funds can be used to acquire, create, preserve, or support community housing for households with incomes at or below 100 percent of the Area Median Income (AMI);⁹ or to rehabilitate community housing acquired or created through CPA.

Historic Preservation: CPA funds can be used to acquire, preserve, restore, or rehabilitate historic resources that are listed on the State Register or determined to be locally significant by the Historical Commission.

CPA funding cannot be used for regular maintenance or to supplant other government funding sources.

Administrative Funds: The CPC may use administrative funds to support operations, record keeping, grant management or clerical support. Admin funds can also support projects that require additional information or professional and technical support, including but not limited to feasibility studies, condition assessments, historic evaluations/surveys, appraisals, etc. Administrative funds are allocated in the annual budget with any unspent funds recycling back into the undesignated reserve. Their expenditure does not require approval by Town Council.

⁸ For funding purposes, open space and recreation are grouped together.

⁹ Watertown is part of the Boston-Cambridge-Quincy MA-NH Metro Fair Market Rent (FMR) Area, determined annually by the Department of Housing and Urban Development (HUD). For FY2020, the AMI for this region was \$119,000.

CPA Overview

The Community Preservation Act (CPA) is a state law – MGL c. 44B, enacted in 2000 and signed by Governor Paul Cellucci. The Act creates an opportunity for communities to raise and set aside funds for community preservation projects. Eligible projects fall into four topical categories:

- Open/green space conservation
- Passive and active outdoor recreation
- Historic preservation
- Community housing

As of June 2020, 177 communities in Massachusetts have adopted the CPA – 50 percent of the state's municipalities.

CPA is funded annually through a combination of a local property tax surcharge (between one and three percent) and a variable state contribution from the Community Preservation Trust Fund. ~~At least 10~~

In addition to studying the community preservation needs, resources, and possibilities of the community, the five-to-nine-member Community Preservation Committee (CPC), as stipulated by MGL c. 44B,¹³ makes funding recommendations to the Town Council.

By statute, the CPC must include one member from each of the following entities, in addition to up to four at-large members:

- Conservation Commission
- Historical Commission
- Housing Authority
- Planning Board
- Recreation or Park Commissioners

The Watertown CPC is currently a full nine-member committee. Current information about CPC members can be found on the municipal CPC webpage: <https://www.watertown-ma.gov/952/Community-Preservation-Committee>.

The CPC holds regular open public meetings and is also required to hold one or more public hearing(s) each year to solicit input from the community on local needs and possibilities.

Watertown has hired a Community Preservation Coordinator to assist with oversight and administration of its local CPA program.

The CPC does not initiate or manage projects. The CPC's role is limited to reviewing applications and recommending funding allocations to the Town Council for consideration. It is the responsibility of the applicant and other relevant project entities to initiate and oversee projects funded through CPA.

Proposed Re-Ordering of CP Plan text, pages 5-9

Definitions ¹⁰	Open Space	Recreation	Community Housing	Historic Preservation
Acquisition Obtain by gift, purchase, devise, grant, rental, purchase, lease or otherwise. ¹¹	Yes	Yes	Yes	Yes
Creation To bring into being or cause to exist. ¹²	Yes	Yes	Yes	No
Preservation Protection of personal or real property from injury, harm or destruction.	Yes	Yes	Yes	Yes
Rehabilitation Capital improvements, or the making of extraordinary repairs for the purpose of making [a resource] functional for its intended use including but not limited to improvements to comply with ADA and other federal, state, or local building or access codes.	If acquired or created using CPA funds	Yes	If acquired or created using CPA funds	Yes
Support Including but not limited to programs that provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing or to an entity that owns, operates, or manages such housing, for the purpose of making housing affordable.	No	No	Yes	No

Watertown's CPA Fund

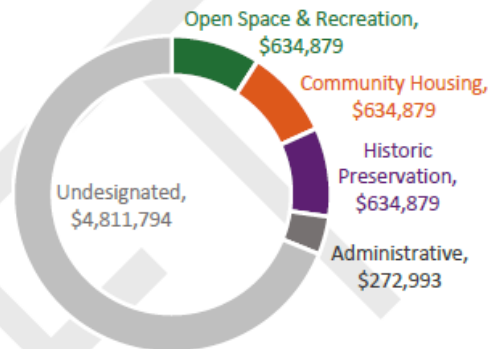
When Watertown adopted CPA, the community set the local property tax surcharge at 2 percent, which generates approximately \$2,000,000 annually for the community's CPA Fund.¹⁴ In addition, Watertown has received a state share between 19 and 23 percent of the local revenue over the last two years (between \$300,000 and \$500,000).¹⁵ The local CPA fund also accrues interest on unexpended funds – a cumulative total of about \$31,000 currently.

As of May 2020, Watertown's CPA Fund totaled \$6,989,424, after expenses. There is about \$630,000 in each categorical reserve, about \$270,000 for administration, and just under \$5,000,000 in the undesignated fund.

Based on CPA revenue over the last three years, Watertown anticipates that the Fund will collect an additional XXX over the next five years (FY2021-FY2025). Annual revenue from both local and state sources is flexible and subject to change.

Annually, the Town will calculate their anticipated revenue for the upcoming Fiscal Year and application cycle – in addition to reporting existing reserve and undesignated fund balances.

Per CPA legislation and under the CPC's recommendation, Watertown may also issue general obligation bonds against future CPA revenues by a 2/3 vote of Town Council. The Town can only bond against the local share of CPA revenue – the property tax surcharge projection.



Watertown's CPA Application Process

In open public meetings, the CPC will consider each application requesting CPA funds based on the merits of the project, completeness of the application, and level of funding availability. With public input, the CPC has carefully developed the goals and guiding principles in this plan, and an evaluation matrix in the *Application Manual* to aid in their deliberation of funding requests.

Through a successful vote, the CPC will send funding recommendations to Town Council. Recommendations can be affirmed, rejected, or affirmatively reduced by the Town Council, but cannot be increased. Town Council is bound to act only upon an affirmative recommendation from the CPC and cannot consider requests that do not receive a CPC recommendation.

Proposed Re-Ordering of CP Plan text, pages 5-9

The CPC will consider funding applications on an annual basis, with application materials due in the fall/winter (November-January). The CPC will hold an application workshop every September or October to provide information and guidance for interested applicants. A simple eligibility form is due in November, followed by a full funding application due at the end of January. The full application includes details about the project's timeline, budget and cost estimates, project management and maintenance plan, and other essential information to inform the CPC's consideration and to ensure compliance with all laws, regulations, and best practices.

October XX Application Workshop
1st Thursday in November Step 1 Eligibility Form Due
January 31 Step 2 Full Funding Application Due
February/March Project Presentations to CPC
April CPC Vote for Funding Recommendations
May/June Town Council Vote on Funding Recommendations
July Initiate Projects

The CPC will provide one or more opportunities, during regularly scheduled meetings, for funding applicants to discuss their projects with the CPC and the public. The CPC will vote on funding recommendations in April and Town Council will vote on those recommendations in May or June. Award letters and grant agreements will be distributed in July, formally initiating CPA-funded projects for each cycle.

For more information about the application process, please refer to the *Watertown CPA Application Manual*.

¹⁴ Calculations are based on revenue from Fiscal Years 2018 through 2020; information provided by the Watertown Town Auditor 5/28/20

¹⁵ For more information about how the state share is calculated, visit the Community Preservation Coalition website.