



# Community Preservation Committee

Date: February 28, 2010

**CITY of  
WALTHAM  
COMMUNITY  
PRESERVATION  
COMMITTEE**

Joseph Maguire  
Chairman

~~M. Justin Barrett~~  
Vice Chairman

Joseph Salvo  
Clerk

Scott A. Hovsepian

Carl Zinnell

William W. Durkee, Jr.  
CPA Program Manager

From: Ellie Muter, Community Preservation Committee Intern

Cc: Joseph T. Maquire, Chairman  
Community Preservation Committee (CPC)  
William W. Durkee, Jr., Community Preservation Act Program Manager

Subject: Minutes of February 23, 2010 CPC/CPA Public Meeting

A. CPA Manager Durkee noted the presence of a quorum and reported the absence of Chairman Joseph Maguire and Vice-Chairman M. Justin Barrett. He further noted the presence of Ellie Muter, the CPC intern. He stated that the Meeting should be opened by the Clerk, and a Chairman elected by the Members.

B. Called to Order 7:00PM – Clerk Joseph Salvo stood in as Chairman and stated that the election of officers pro-tem should proceed. A Motion was made by CPC Member Scott Hovsepian to elect Joseph Salvo Chairman pro-tem for this Meeting, second by member Carl Zinnell, and passed unanimously by the Members present. A Motion was then made by CPC Member Joseph Salvo to elect Carl Zinnell Clerk pro-tem for this Meeting, second by Scott Hovsepian, and passed unanimously by the Members present.

C. Roll Call-Clerk pro-tem, Mr. Zinnell. Present: Joseph Salvo, Scott Hovsepian and Carl Zinnell. Absent: Joseph Maguire and M. Justin Barrett.

Program Manager William Durkee Jr. and intern Ellie Muter were also in attendance.

D. Minutes: (Clerk)

Minutes of December 15, 2009 CPC Meeting. A Motion to approve the minutes was made by Member Zinnell, second by Scott Hovsepian, and passed unanimously by the Members present.

E. New Business –

1. Announcements (Chairman ) None

2. Law Department Opinion Op. #264/2009 (in each Member's Meeting packet)

a. Motion to rescind \$7500 Recommendation for Fernald title exam. Chairman Salvo read his Motion. Member Hovsepian made the motion to move it as read, Member Zinnell second, and it passed unanimously by the vote of the Members present.

b. Motion to act on \$7500 Recommendation for Fernald title exam. Chairman Salvo read his motion. Member Hovsepian made the motion to move it as read, Member Zinnell second, and it passed unanimously by the vote of the Members present.

c. Motion to rescind \$4700 Recommendation for Environmental Study. Chairman Salvo read his Motion. Member Hovsepian made the motion to move it as read, Member Zinnell second, and it passed unanimously by the vote of the Members present.

d. Motion to act on \$4700 Recommendation for Environmental Study. Chairman Salvo read his motion. Member Hovsepian made the motion to move it as read, Member Zinnell second, and it passed unanimously by the vote of the Members present.

3. Rescind CPA \$3,000,000 "Good Faith Deposit" of May 20 2008. Chairman Salvo read his motion. Member Hovsepian made the motion to move it as read, Member Zinnell second, and it passed unanimously by the vote of the Members present.

4. WATCH Hearing for "2 Jackson Street- Rentals" Application for \$400,000 (in each Member's Meeting packet). Chairman pro-tem Salvo noted he would read a motion for Recommendation, then open the public hearing to anyone wanting to speak to the issue.

William W. Durkee, CPC Program Manager explained that this CPA project proposal differs from the prior 2 Jackson Street CPA project proposal (5/13/08) only in the fact that the units will now be rental units instead of owner occupied units. This change is due to a scarcity of State funds for owner occupied affordable housing. There is no change to any of the architectural elements. WATCH is requesting funds from the Department of Housing and Community Development (DHCD). There is an urgency to the WATCH request for approval which would be bolstered by CPC approval of this request for funds.

Steve Laferriere, Director of Housing Development for WATCH said that the site was a former factory in a residential neighborhood. Architecturally it is identical to the project which has been brought to the CPC twice before. The DHCD stopped funding requests for home ownership affordable housing late in 2008. There is a new program to build "smaller", less than 30 unit rental developments. There are limited DHCD funds available and a long list of applicants which would make the CPC approval a big assist. WATCH owns and manages 10 units of affordable housing and manages another 6. In this development, WATCH will be the owner and manager. The rents are dependent on formulas based on the income of the occupants. Of the six units, 3 will be for persons of 60% or less of the area median income, 2 at 50%, and one at 30% intended for an handicapped

person. The principle lender requires that a \$50,000 cash reserve be established and maintained for unexpected contingencies. WATCH has a property manager on their staff. A community meeting was held February 11. The few neighbors in attendance voiced enthusiastic approval as the neighbors had done for the previous applications. Ward 5 Councillor Marchese and State Representative and neighbor Peter Koutoujian also attended the meeting. A high quality, well managed facility is envisioned. Mr. LaFerriere additionally mentioned the past and growing need for affordable rental housing in Waltham. A vote of CPC approval would help when WATCH files its Application with the DHCD on February 25.

Upon hearing no other speakers from the public, and no questions from the CPC, Chairman Salvo asked for a motion from the CPC. Member Hovsepian made the Motion to move Chairman Salvo's motion as read, Member Zinnell second, and it passed unanimously by the vote of the Members present.

#### F. Old Business

Appropriations and Agreements. Chairman Salvo read "With the advice of the Law Department, after each Appropriation, a request will be made to the Law Department to draft an Agreement for each Applicant unless Applicants wish to provide their own Agreement for approval". Manager Durkee explained that the Law Department recently advised the CPC that each City and non-City Applicant either had to provide its own Agreement after a Council Appropriation, or the CPC, not the Council, had to formally request that the Law Department draft such an Agreement. The Law Department recommended that the CPC have a template for both City and non-City Appropriations. Such a non-City request has now been made.

#### G. Announcements/Correspondence (Manager Durkee)

1. Councillors request to update previous projects. Councillors have recently asked to renew previous efforts to approve projects they espoused.

2. New Applications. In addition to the Trinity Church and City Hall roof, the First Parish Episcopal Church, and Conservation Commission (Berry Farm) have asked for Application Forms.

3. CPC Quarterly Reports. Although required by every CPC Recommendation, Council Appropriation and Agreement, only the City Clerk filed such a report as of the previous quarter. Monthly financial statements from the Auditor do show any spending. Member Hovsepian questioned whether projects received a "completion Certificate", citing the Orange St. project as an example. Manager Durkee noted that no projects have been declared closed to date and many do take longer to close than to complete. The Law Department and others have to agree on the close. A list of School Building projects is now

circulating. The LTDC was asked to determine whether the CPA terrazzo floor could include the CPA Agreement and be closed.

4. The former Waltham Daily News Tribune Reporter Richard Conn has left for a new reporter job in Nashville at the Tennessean.

5. CPC Budget (Spending Plan) as a City Department. The Auditor's Department has requested that the draft of the CPC Budget be returned by March 12, or 16 days from the February 23. Each CPC Member should review the needs of its CPA category for funds and propose whatever would assist those Applicants. Although the CPA Budget does not require new taxes as does the City Budget for 2011, it is desirable to have the CPC Budget (Spending Plan) before the Council as requested, March 12.

#### H. FOR THE GOOD OF THE COMMITTEE

I. ADJOURN. The motion was made by Mr. Salvo to adjourn, second by Member Zinnell, and passed unanimously by the vote of the Members present at 7:22 PM.