

Date: January 27, 2009

From: Joseph T. Maguire, Chairman  
Community Preservation Committee (CPC)

Cc: William W. Durkee Jr.  
CPA Program Manager

Subject: Minutes of January 27, 2009 CPC/CPA Public Meeting

A. Called to Order 7:00PM - Chairman.

B. Roll Call - Clerk

Present: Joseph Salvo (Clerk of the CPC), Joseph T. Maguire, Scott Hovsepian, Carl Zinnell (absent), Richard Pizzi, Jr.

C. Minutes of CPC Meetings.

1. CPC December 9 Public Meeting. A motion was made by Scott Hovsepian, second by Joseph Salvo, to approve the December 9 minutes, and passed unanimously.

D. New Business

1. Announcements – Chairman.

a. For informational purposes, the next Round of Applications will be after September, likely in October, without a current date certain. There could be additional CPC Meetings in the interim if urgent matters arise.

b. Budget FY 2010. Information was received today. The process will be the same as for FY 09. The CPA is not considered in the Council review like the other City Departments as CPA funds are retroactive and the CPC needs only a spending plan. Any CPC Member ideas for the FY 2010 spending plan should be given to the Chairman for consideration.

c. Correspondence was received from the American Legion Post requesting withdrawal of their Application for funds for the fire suppression system within the Samuel D. Warren Elementary School. The letter dated January 2, 2009 was read noting that the Application was sent to the CPC on February 27, 2008, and the funds were no longer needed. They thanked the CPC for their efforts. The Chairman suggested a Motion to the Council that the Legion be allowed to withdraw without prejudice. The Motion was made by Scott Hovsepian, second by Richard Pizzi Jr., and passed unanimously.

2. Open Application Period – 4<sup>th</sup> Round Matters – Chairman

a. Application for the Restoration of St. Mary Rectory – Windows. Program Manager. Since the two Applications from churches were the first to come before the CPC, a review was made of the acceptability of the use of CPA funds for churches. The Coalition of CPA Communities noted that there have been more than two dozen acceptable church projects approved to date. They also provided written guidance

to assist in vetting church Applications which was distributed to the CPC at this time. The Chairman noted that the Applications were related to the outsides of the churches. This Application appears to be suitable for Historical Preservation, Restoration and Rehabilitation of the designated Rectory windows.

Father Michael Nolan, Pastor of St. Mary's was joined by Mark Cleary, owner of Cleary & Son, restorers of historic windows, located in Waltham. Thanks were given to the CPC for hearing the Application. Father Nolan said the request was for funds to restore the windows of the historic Rectory at 133 School St. The Rectory was first occupied 6/23/1883. It is the finest example of Second Empire/Mansard style architecture in Waltham. This project was initiated to continue the good condition of the building as it is in a very visible site. St. Mary wants to remain being a good neighbor in a fragile area of the City. Due to its historical nature, restoration rather than replacement was chosen to retain the historical style of the building. This restoration should continue the look and expected energy savings "for the next 100 years". Energy costs are critical to the ability of the Parish to protect the building. Such savings also allow the public benefits of the church to continue such as the Immigration Center which provides help with taxes, health insurance, and translations. Many people come for food contributions. The St. Vincent de Paul Society provides many Christmas toys to children in the City. The church and the Rectory were part of the Historic Tours of History Week last year. None of the sectarian work of the church is done in the Rectory, and all of the services noted are non-sectarian. This is the 175<sup>th</sup> anniversary of the Church in Waltham which has tried to be a good neighbor over all of these years. The choice of a local company for the work assists the local economy of the City.

The Chairman requested that the contractor describe the scope of the work. Per Mr. Cleary, the first phase is to install storm windows on the outside. The inside windows will be removed, taken apart, put back together, painted, and weather stripping added for energy efficiency. It is hoped the restored windows will last for "100 plus" years.

Per Member Joseph Salvo. What is the age of those windows? They are not the originals? Per Mr. Cleary, the first floor has original windows and they still work fairly well. The second and third floor windows have been modified within the past 30 years. The original balance systems were removed and replaced with a newer style which are already failing. Since the frames are intact even without the original liners, the original weights and balances will be restored.

Per the Program Manager, the approximate cost of the project is \$75,000 with the CPA requested to grant \$65,000. It may be of interest for the CPC to visit the window replacement contractor to learn more about the process for this and other CPA projects.

Per Chairman Maguire. There will be a site view and you will be notified of the date and time. The window restorer will be visited individually.

b. Application of St. Charles Borromeo Church – Exterior Restoration -

Father Rodney Kopp, Pastor, St. Charles Parish, Hall St., Waltham. The request is for partial funding for preservation and restoration of the parts of the Church building visible from the outside. The Parish is prepared to fund the restoration of the interior of the building. The Church was built in 1915. The Parish is celebrating its 100<sup>th</sup> anniversary of its founding in 1909, after separating from St. Mary's Parish. The Church is Renaissance Romanesque Revival in its architectural style. It is registered in the State and National Registers of Historic Places. The Church is significant in Waltham historical terms in its architecture, ethnic heritage, and religion. The Indiana limestone trimmings and carvings are "hand done". The Church was designed by Waltham resident James Monaghan. It is patterned after the Cathedral Church in Milan where St. Charles Borromeo was Archbishop. The memo provided to the CPC from the Waltham Historical Commission details the construction of the building. The specific work needed is the roof of the Chapel and the Spanish tile roof of the Church. The entire Chapel roof will be removed to ensure it will be waterproof. Some tiles are missing. Tiles are not "very hospitable" to the weather here but the roof has been in place a long time. Moisture entering the building rather than specific leaks are a problem. Clark Chase and Construction Collaborative, a local firm, have been very helpful to determine the best way to do what work needs to be done. Father Kopp's letter of December 12 details the work. Phase One will be the exterior work, including dismantling, waterproofing and replacing the roof of the Chapel; and rebuilding and replacing the rails, balusters and brick pillars over the North and South entrances to the Church. There are hazards and a safety issues. Some of the corbels and modillions are separating from the building and could come down. Phase two will be the rehab of the interior, including replacing water damaged plaster and ceiling in the Chapel and Sacristy in the Church. Painting of the main ceiling, cornices, and walls, and inspection of the main roof and six flat roofs will be done. Three pine trees taller than the Church will be taken down at the Parish expense. The Parish itself has been significant in the City for many years. Personally, Father Kopp was in the Parish 5 years in the '70's as a Seminarian and now 12 years as Pastor. The Parish has significant outreach through its St. Vincent de Paul Society, and weekly AA meetings,. Father Kopp has served as Chaplain to the Police Department for 31 years. He also serves as pastor for Hurley House, a Recovery program for men suffering from alcohol and substance abuse. Historically the church has been "the anchor" on the South Side ever since the Watch Factory built housing for its employees there in the end of the 19<sup>th</sup> and early parts of the 20th century. During the Depression the Church provided for substantial numbers of those in the Parish and hope to continue those services today. The parish provides home shelter and visitation services. The Church serves as church of the Waltham Haitian Catholic community. For the CPA project, according to the rules of the Archdiocese, competitive bidding and qualified contractors are required, and work will be done according to the Secretary of the Interior Standards.

Per Chairman Maguire. Thank you. There will be a site view and you will be notified of the date and time.

Program Manager. A book was loaned to the Committee from the Historical Commission (WHC) showing the 70<sup>th</sup> Birthday of the Church since its construction in 1909. Some of the details of its construction are shown and are fascinating. Without knowledge of the

Manager and in the belief there is no conflict of interest, his mother and sister do appear as sponsors on the last page. There is also a picture of a chandelier on page 5 which looks like those in the CPA project at the Library. The project is about \$277,000 of which \$160,000 is requested as a CPA grant. Mr. Bennett of the WHC is in attendance if there are any questions in Carl Zinnell's absence about any of the three new Applications.

c. Application of the Charles River Museum of Industry and Innovation (CRMII) – Exterior and Interior Preservation

As no one appeared on behalf of the CRMII a Motion was made by Joseph Salvo, second by Scott Hovsepien to table the Application and passed unanimously.

E. Old Business

1. Time Sensitive Matters.

a. Housing - WATCH 462-472 Main St. – Program Manager. Considerable correspondence was received after the closing period for Applications, including three letters and a Notice from the Mayor from the Department of Housing and Community Development (DCHD) acknowledging eligibility of the property for DHCD funding for the WATCH project. The DCHD will accept comments until some date in February. In the past WATCH has presented the same type of qualification letter from DHCD after they looked at a site. In addition, WATCH left their Executive Summary and analysis of the information requested by the CPC on the project impacts on schools, traffic, fire and police. Copies were distributed at the Meeting.

Per Chairman Maguire, a lot of this information was only distributed today although some of it was received Friday. There should be a rule that there be a deadline on accepting correspondence as it is impossible to read and digest it on short notice. He requested the Manager cite the letters in summary without repeating common details.

Program Manager.

a1. Leland Home, David Volovick, Administrator. A 39 bed rehabilitation and nursing care center on Newton St. It has administered "gold standard" care to seniors in Waltham since 1892. He wrote in support of the WATCH Application. Although the staff and residents miss Sal's they believe affordable housing there will strengthen the community from commercial and residential perspectives and complement the Leland housing.

a2. Law Office of Alice B. Taylor @ 40 Crescent St, from both Alice and John Taylor. They support WATCH and New Atlantic's project which would meet an expressed need for affordable housing. They live in the Ellison park neighborhood (#81) and believe it would benefit the area. As former buyers who walked to Sal's and the California Convenience store, the new project would be an attractive and functional use. It is an excellent location for housing centrally located to transportation and shopping. Their prior time in Denmark leads them to believe a mixed use development brings a "sense of community". Poor uses of the site would be either "all retail" or "all condominiums". Downtown empty storefronts indicate another "strip mall" is not needed. There are too many "garage forward" condo's looking like "row houses with gaping mouths". It is unreasonable to think home ownership should be our primary goal when

thinking of affordable housing when the recent mortgage crisis is considered. Such a mixed use development would bridge the residential Warrendale area and the Commercial downtown area.

a3. Leo Keightley (address unknown). His Email supports the WATCH project for “high quality affordable homes for local people”. (He responded to an Email request for his address as 731 South St.)

WATCH. Erica Schwartz – Executive Director; with Steven LaFerriere, Director of Housing Development. Per Erica they will present new data only and hope for a positive recommendation this night in order to go forward to the City Council. In an overview she noted the \$1.2 million of CPA funds will leverage about \$8 million of additional funds which would be brought into the City. It will make a beautiful gateway into the downtown. They will meet a deep and demonstrable need for affordable housing mainly for Waltham residents. By developing a vacant lot it would increase tax revenues even during this terrible economy. They would prevent a less desirable development such as “fast food” which was proposed in this neighborhood in the past and was “unwanted”. By donating land along Newton St. traffic improvements could be made as desired by the City Council. This development would serve as a model for its energy efficiency, sustainability, and smart growth near transportation and shopping. WATCH has been in Waltham since 1988, with a Board of mainly Waltham residents. The Board Chairperson, Diane Hannon, former retirement director for Brandeis Community Services is present. The community members from Waltham drive the desire for affordable housing and have a track record of collaboration with the community. New Atlantic is a Boston based developer that partners with non-profits in very similar size, scale and funding sources to this project. They also believe in a community focused model to work with local residents on design issues. After the one large local residents meeting a local design review committee including some of those residents was set up a who are also in attendance.

In answer to previous questions, the need for affordable housing was reviewed and is clearly demonstrated in Waltham’s Community Development Plan which was passed unanimously by the City Council in 2007. Statistics from that Plan show that 46% of Waltham households, over 10,000 households, qualify for affordable housing according to State law. There are over 5000 families on the Housing Authority waiting list. And just to meet the State’s goal of 10% of housing to be affordable, there needs to be 1100 new units built! The gap between households with insufficient income compared to the costs for their housing is 9000 units. These families live under financial stress and must choose between housing or other critical needs, and some are overcrowded or in substandard units to cope. This project meets some of the stated recommendations of the Plan such as to use local resources to leverage other sources of assistance, use the comprehensive permit process, proactively seek potential properties, and that the City help non-profits to acquire properties, all for affordable housing.

Steve Laferriere. The WATCH design review committee is working toward another residents meeting in February. Some drawings with draft changes are available if wanted.



The original design was for 34 units and 45 parking places, but with the community input, proposed changes are 32 units, about 55 parking places, more green space, a play area, hiding trash collection behind “everything” and moving the entrance further away from Newton St. To meet existing zoning, roof lines were lowered to more mansard than gabled architecture. They are keeping the attractive porches. There will be a full time property manager on location. The loan housing tax credit which is the prime driving force for affordable rental housing projects has strict rules for tenant selection and upkeep which make for great neighbors. Maximum tenant incomes, tenant screening, and property turnover reviews among other regulations help make desirable units.

In answer to other CPC questions, they first looked at school impacts as the largest potential problem. Using data found, it is estimated there would be 16 school age children in the development. Fair Housing laws allow up to 70% of the residents to be Walthamites. As that is the plan, it is likely that 11 of the 16 students would already be Waltham residents. The 5 new students would cost the City \$23,000 according to the 2007 School Budget, which is less than the amount of the taxes to come from the property.

Police and fire data are not as definitive. The neighborhood is moderately dense and has mixed commercial uses which lead to the assumption that there are already police patrols which would need only incremental added patrols. Fire protection would not differ from any other ordinary use of the property. The extra medical emergency costs would not be different than any expected use either.

Steve extended his apology that the new studies which were available at the end of the previous week did not reach them until today. The studies showed that the fiscal impact would be slightly positive. The traffic studies presented show that there will be added traffic but it is mitigated by the proposed new lane on Newton St. and would be less than a commercial development such as for a strip mall, fast food, or restaurant.

In conclusion the demands on the CPA funds are great and the work of the CPC is commended. In light of the requirement that 10% of CPA funds be used for affordable housing, unlike projects such as the Housing Authority rehabilitation and support of existing affordable housing, the WATCH Jackson St. and this development are the first ones to create such units. This type of unit is not new to the nation and can be compared to the new Waverly Woods project in Belmont which is on Trapelo Rd. and has 40 units using the same tax credit financing, with occupancy available in January. Trolley Square in Cambridge has won a lot of awards for its efficient and sustainable design on Mass. Ave also with 40 units. Cambridge used almost \$4 million of CPA funds, about twice as much as this WATCH project is requesting.

Member Richard Pizzi. Is the development done by a “friendly 40B”, not by right? What can be built there by right? Per Steve, there are four parcels with two zones. Three are Business A, one is Residential A3. The B Zone allows mixed uses and the A3 one house. Per Mr. Pizzi, therefore at some point WATCH would have to go before the City Council? Per Steve, WATCH will go before the Zoning Board, not the Council. Per Mr.

Pizzi, there is no current specific plan? Per Steve, correct. WATCH is working with the community to develop the plan. WATCH has taken the first steps to use the 40B process. Although the State has said the property is suitable for the original design, WATCH is committed to having neighborhood agreement before going ahead. The “friendly” part is the cooperation with the neighborhood and the City before going to the Board. WATCH goes ahead with an excited neighborhood, not a threat. Per Mr. Pizzi, he is uncertain whether the CPC can go ahead without a definitive plan? Per Steve, the CPC could state that a range of 30-34 units would be acceptable as WATCH will not go ahead at less than that number.

Member Joseph Salvo. Did WATCH have a meeting with abutters? Per Steve, in December the project meeting was advertised just for the abutters from Barton and Townsend St., across Main St. into Ellison Park, Harrison, Pleasant and a couple of others in the area. WATCH and Representative Koutoujian sent letters and WATCH also sent flyers. About 70 people attended. Everyone was later invited to join a design review committee now having 8 people. One from the Main-Townsend area, three from Ellison Park, one each Harris and Pleasant and one from GardenCrest represent the local area. Their goal is to address the difficult issues and hopefully design an acceptable facility for the next meeting. Per Erica, the changes are design-aesthetic not the heart of the project such as remaining 100 % affordable. Steve offered the latest architectural drawings but cautioned they were drafts and not the final version. Erica later gave the current draft plans to the Program Manager and they were distributed to the Members present.

Member Salvo asked for the number of bedrooms. Per Steve, the original plans sought 4-1 bedroom, 14-2's, and 16-3's. It was revised to 6-1's, 14-2's, and 12-3's. Per Erica the number of bedrooms is detailed in the Executive Summary page as Schools. This was distributed as that number is used as the basis for determining the number of children in the project. Per Mr. Salvo, 16 children attending Waltham schools? Per Steve, yes, it is based on the average number of students per bedroom and the demographics in the City of Waltham. Per Mr. Salvo, does that mean 1 child per every other bedroom? Per Steve and Erica, yes. Per Mr. Salvo, then how are all of the other bedrooms used? Per Steve, although it calculates to more than one person per bedroom, not all of them are children. For example in a 2-bedroom unit, there could be two adults.

Per Chairman Maguire, past computations of students using “square feet per person”, and the housing codes, assuming 2 persons in the first bedroom and one student in each additional bedroom, there would be 38 children. Using the estimate of 70% Waltham students, without a guarantee of that number, would mean there would be substantially more based on this methodology of calculating the number. The 30 % of outside Waltham students would move into Waltham to live in those buildings. Per Steve, the Fair Housing law allows a minimum of 70% but the remaining 30% could also be from Waltham. Per Mr. Maguire, the new units occupied by Walthamites will then mean that there will be new residents from outside the City moving into the previous Walthamites homes. The State cost/child is \$15,000 and the Waltham portion is how much? Per Steve, without knowing now the exact amount of the State portion, it was removed from the calculation. Per Mr. Maguire, the impact is 38 new students in the system. There was just

a huge school building program completed which for the first time in his 50 years in Waltham now provides first class facilities for every student. Now we add the impact of 38 new students with unknown repercussions. This is just a discussion of the element of space without the complications of curriculum. Per Erica, certainly the impact of a student influx is potentially significant but the need for affordable housing is already significant. WATCH came before the CPC as it appeared that creation of affordable housing was one of its roles. Per Chairman Maguire, the legislative Master Plan is a compilation of information without goals, scopes or neighborhood delineation which are part of a legitimate Master Plan. Per Erica, that's true. Per Chairman Maguire, further, the Master Plan cites the MAPC (Metropolitan Area Planning Council). Per Steve, the CPC/CPA Application refers to that Master Plan as a source for all Applicants and therefore was used. As to the 38 student estimate, that could be a maximum and deserves consideration. In fact there has been a decline in the number of students in the Waltham School System over the past 5-6 years, which would help to counter any increase.

Chairman Maguire asked whether there were any abutters from the area who would like to present their views. A show of hands resulted in about 16 present in favor and none opposed.

Program Manager Durkee noted that correspondence received indicating that the CPC did have the authority to spend CPA funds for this project only confirmed what was believed to be true.

A Motion was made by Scott Hovsepien to table the Application until the next meeting, second by Richard Pizzi Jr., and passed unanimously.

Member Pizzi questioned whether information regarding the 40B process in the City was obtained. Manager Durkee noted that the percentage of affordable housing units was less than the 10% State and legislative Master Plan goals, but the amount of land occupied by such housing was within the required amount to avoid triggering unfriendly 40b applications. Steve said the City has declared that Waltham meets the 1.5% of land devoted to affordable housing goal. However, even without the goals, the 40b "comprehensive permit" process can be used to avoid some of the red tape to expedite building affordable housing. Per Chairman Maguire, it is possible to obtain input from the Housing Division of the Planning Department to assist with the vetting of this Application.

Per Member Salvo, he requested that WATCH make the CPC aware of any community meetings. Per Steve, the design review Board will meet the next day, then a residents meeting will be announced for February. He will send the announcement to the Program Manager. Per Member Salvo he would even attend the design review meetings if he was aware of them. He also stated that despite the frustration of the presenters, there was a lot of information to consider, and the CPC was trying to make the best decision for the City.

Member Pizzi asked that the Program Manager clarify that a 40b Application does not go before the City Council. For example the Indian Ridge 40b went to the City Council, not



to the Board of Appeals. Per the Manager, it is believed that the developer did go before the Council for a special permit but the 40B alternative was the threat if the Council didn't comply with the developers plan. Further the 40B developer does go only before the Board of Survey and Planning and the Board of Appeals. The Chairman further believes that the objection of abutters would require that the development go before the Council. In the case of 462 Main St. there is an issue of Residence A-3 which is a zoning problem. Member Pizzi thinks the process should be to have a developer go before any Boards for permits then come to the CPA for funding with a specific plan in place. In agreement, the Manager believes that a specific plan will be needed before any Agreement which would be accepted by the Law Department. Per the Chairman the questions and process will be vetted through the Law Department and the DOR to have a written answer for all of the CPC.

b. Updates (b1) WATCH – 2 Jackson St. Long Term Debt Committee (LTDC). Program Manager Durkee. The Recommendation received a lot of questions and comments at the LTDC last week. Questions raised were sent to the Law Department by the LTDC and have not been answered to our knowledge. Chairman Maguire will represent the CPC at the LTDC meeting next week. Councillor Waddick was noted in the newspaper as having raised the issue of whether CPA funds could be spent on this project as acquisition of property for affordable housing is expressly forbidden in the CPA unless the municipality is the owner of the land. The LTDC Meeting minutes were distributed to the CPC tonight. Councillor Waddick at first stated the Application was “illegal”. This is correct if other sections of the CPA do not supersede that one. In the next CPA section it is stated that the legislative body, the City Council, can delegate the management of that property for the purpose of affordable housing. That information was sent to the Council and is in the information for tonight's meeting to help the Council understand their role. The Chairman noted that all Applications are researched, with the Coalition, DOR and the Waltham Law Department in order for each of them to be vetted before they come before the CPC. Any notion that all Applications are cavalierly accepted and voted favorably is untrue, and fails to recognize the hard work each receives.

(b2) 131-151 Moody St. (LTDC). The practice of the Council Committees which have two Committees meeting at the same time by their Rules, and the LTDC Chair able to pick the time of that Meeting, resulted in three Committees with overlapping members coming in and out last week. In addition, Councillor Rourke exchanged places on the Finance committee with Councillor O'Brien and neither of them attended the LTDC. This Recommendation was not addressed as Councillor Collura was trying to hold her own Committee meeting at the same time.

(b3) 385 Trapelo Rd. This project went from the LTDC to the Council where it lost on a 6-5 vote. There is a question whether that Recommendation is “dead” or may be able to continue. Interested parties are trying to find a group which would acquire the property and enter a new Application with additional funding sources. This may lead to an appraisal which can help describe the current property value and the historical value of the house.

2. Announcements – Program Manager Durkee

2a. CPA Funds Draft Spreadsheet. The updated spreadsheet was not completed due to other priorities.

2b. Status of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Round, Time Sensitive, and Lot #1 Applications.

2b1. Paine Estate- Fire Suppression. The Recommendation was approved and the Appropriation Order for \$115,000 is in hand.

2b2. Waltham Historical Society – 92 Felton St. The Society has an alternative location under study. They asked that their Application remain on the table until they have reviewed the new site.

2c. An Act to Sustain Community Development was filed in the Massachusetts Senate by Senator Creem of Newton. It is a Coalition effort to get all of the members to agree on one Bill. It was crafted between the competing interests to create a Bill which can succeed in the future. The key for the Waltham CPC is that this Bill would stabilize the State matching funds at 74% by using general revenue funds if the CPA Fund from the Registries were insufficient. At present the Matching Funds have been drifting down toward the minimum mandated 25%. As the economy declined this CPC received a 35% Match for the previous year and based on the first three months of this FY, it would be about 30% next Fall. If the Legislature supports the Bill it could create a different outlook for the CPC and CPA if it does come before the voters again. The Coalition requested that all of the supporters of this Bill ask their legislators to support the Creem Bill. Per the Chairman, the CPC acts as a Department of the City under the CPA statute. To lobby for such a Bill is fine if done personally but completely out of bounds if done as a body. Because the Coalition is technically a PAC, A City entity cannot take a political position. Otherwise as appointed officials the CPC Members oaths to comply with State statutes could create possible conflicts of interest and other similar issues. The Chairman believes we can agree with the principles expressed in the Bill but a Motion to act as the CPC would be out of order.

3. Site Views. The CPC agreed to meet at St. Mary's Rectory to look at the windows at 3PM on Monday, February 9, then to proceed to St. Charles at about 3:30 PM. The Manager had a previous commitment and would not attend. The Motion was made by Scott Hovsepian, second by Richard Pizzi Jr. and passed unanimously. The Manager is to notify the two Applicants and other interested parties.

F. For the Good of the Committee. Next meeting. Chairman. To be determined.

G. Adjourn. A Motion was made by Richard Pizzi Jr., second by Scott Hovsepian to adjourn, and passed unanimously at about 9:00 PM.

Joseph T. Maguire, Chairman  
For the Community Preservation Committee