



City Council Meeting
Tuesday, May 14, 2024 at 7:00 PM
Richard E. Mastrangelo Council Chamber
149 Main Street
Watertown, MA

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on May 14, 2024 at 7:00 P.M. Location: Richard E. Mastrangelo Council Chamber
- B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
- C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>
- D. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344
- E. Public may comment through email: vpiccirilli@watertown-ma.gov
- F. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>

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- 1. ROLL CALL
 - 2. PLEDGE OF ALLEGIANCE
 - 3. PUBLIC FORUM
 - 4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
 - A. Minutes from City Council Meeting April 23, 2024
 - B. Minutes from Special City Council Meeting April 30, 2024
 - 5. PRESIDENT'S REPORT
 - A. Announcement of Committee of the Whole Meetings on Tuesday, May 21st & Wednesday, May 29th to Discuss the Fiscal Year 2025 Budget
 - B. Council Clerk Evaluation
 - 6. PRESENTATION OF PETITIONS, PROCLAMATIONS, AND SIMILAR PAPERS AND MATTERS
 - A. National Public Works Week Proclamation
 - B. Burnham-Manning VFW Post 1105 Day Proclamation
 - C. Ranucci Square Dedication Proclamation

D. Former Chief Orangio Proclamation and Flagpole Dedication

7. PUBLIC HEARINGS

- A. Public Hearing and Vote on a Petition from Eversource for a Grant of Location in Arsenal Street to install and maintain approximately 45 linear feet of conduit from pole #5/13 to a new street light control cabinet. This work is necessary to provide electric service to a street light control cabinet in front of 550 Arsenal Street. The recommendations and conditions set out by the Department of Public Works shall be required upon approval of this application.
- B. Public Hearing and Vote on a Petition from Eversource for a Grant of Location in Arsenal Street to install and maintain approximately 25 linear feet of conduit from pole #5/5 to a new street light control cabinet. This work is necessary to provide electric service to a street light control cabinet in front of 570 Arsenal Street. The recommendations and conditions set out by the Department of Public Works shall be required upon approval of this application.
- C. Public Hearing and Vote on a Petition from Comcast for a Grant of Location in Elm Street to relocate service to 23 Elm Street from areal to underground. This work is necessary to provide telecommunications service to 23 Elm Street. The recommendations and conditions set out by the Department of Public Works shall be required upon approval of this application.
- D. Public Hearing and Vote on a Petition from Comcast for a Grant of Location in Main Street to install and maintain approximately 154 linear feet of 3-inch conduit in Main Street. This work is necessary to provide telecommunications service to 166 Main Street. The recommendations and conditions set out by the Department of Public Works shall be required upon approval of this application.
- E. Public Hearing and Vote on an Ordinance to Revise the City Code to Reflect Adoption of the Municipal Opt-In Specialized Stretch Energy Code
- F. Public Hearing and Vote on an Amendment to the FY24 Budget to fund the Police Association Collective Bargaining Agreement
- G. Public Hearing and Vote on an Amendment to the FY24 Budget to fund the Library Union Collective Bargaining Agreement

8. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS

- A. Resolution Authorizing a Transfer of Funds in the Amount of \$123,700 from the FY24 City Council Reserve to Various Library Department Accounts
- B. Resolution Authorizing a Transfer of Funds in the Amount of \$547,000 from the FY24 City Council Reserve to Various Police Department Accounts.
- C. Resolution Authorizing a Transfer of Funds in the Amount of \$80,000 from the FY24 City Council Reserve to the FY24 City Attorney - Litigation/Legal Services Account
- D. Resolution Authorizing a Transfer of Funds in the Amount of \$15,000 from the FY24 City Council Reserve to FY 24 City Manager Contracted Services Account
- E. Resolution Authorizing a Transfer of Funds in the Amount of \$542,428 from the FY24 Debt Retirement - Planned Debt Account to the FY24 Transfer to Capital Projects - IT Department Account
- F. Approval and Acceptance of Gifts of Funds Totaling \$475 from Greg Lichniak, Watertown Resident; Dr. Diane Ah-Kine', Gaze Optical ;and Tammy Mckenna,

- Events Coordinator to Offset Expenditures of the Watertown Pride 2024 Events
- G. First Reading of an Ordinance to Modify the Hours of Operation of City Buildings
9. REPORTS OF COMMITTEES
- A. Committee on Personnel and City Organization Report regarding its meeting on April 19, 2024 - Bays, Chair
- ACTION ITEM:
To recommend that the City Council approve the proposed change to a year-round short Friday/extended Tuesday schedule for employees in City Hall, Parker Annex, and the Senior Center.
- B. Committee on Public Safety Report regarding its meeting on May 7, 2024 - Airasian, Chair
- ACTION ITEM:
To recommend that the City Council confirm Robert Airasian for reappointment to the Traffic Commission for a term to expire May 15, 2026
10. NEW BUSINESS
11. COMMUNICATIONS FROM THE CITY MANAGER
- A. Request for Referral to Committee regarding the Reorganization Plan
- B. Consideration and Action regarding Withdrawal from Civil Service - Watertown Patrol Officers
- C. Request for Confirmation for Appointments and Reappointment to the Solid Waste & Recycling Advisory Committee
12. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
13. ANNOUNCEMENTS
14. PUBLIC FORUM
15. RECESS OR ADJOURNMENT

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

APRIL 23, 2024



Watertown City Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

CITY COUNCIL MEETING TUESDAY, APRIL 23, 2024, 6:00 P.M. RICHARD E. MASTRANGELO COUNCIL CHAMBER ADMINISTRATION BUILDING, 149 MAIN STREET

MINUTES

ACCESS INFORMATION:

- A. This meeting will be held on April 23, 2024 at 6:00 PM in the Richard E. Mastrangelo Council Chamber
- B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/?channel=3>
- C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>
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1. ROLL CALL

Council President Sideris called to order a regular meeting of the City Council at 6:00 p.m. in the Richard E. Mastrangelo Chamber, Administration Building. Those present were Councilors John M. Airasian, Caroline Bays, John G. Gannon, Nicole Gardner, Lisa J. Feltner, Emily Izzo (6:03 arrival), Anthony Palomba, Vice President Vincent J. Piccirilli, Jr., and Council President Mark S. Sideris. Also present were George Proakis City Manager, Mark Reich, City Attorney, and Brendan T. McCarthy, Council Clerk.

2. EXECUTIVE SESSION – 6:00 P.M.

- A. Executive Session pursuant to G.L. c. 30A, sec 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares – Collective Bargaining

Councilor Piccirilli moved to enter into Executive Session and Councilor Feltner seconded.

The motion passed unanimously in a Roll Call Vote (Izzo not present at time of Vote).

3. RETURN FROM EXECUTIVE SESSION 7:00 P.M.

4. PLEDGE OF ALLEGIANCE

5. PUBLIC FORUM

Cynthia Maloney – Resident – Remarked on the changes that have occurred in the Watertown over the past few years. She likened the construction of Arsenal Yards to Ukrainian lab spaces. She remarked on the discovery of an operating brothel in Arsenal Yards, asked if the Council was aware of the brothel when it began operating, and accused the Council of violating their oaths to the constitution – insinuating that they are not in fact working for the people of Watertown, but for nefarious private interests groups. She concluded by claiming that the time has come to alter or abolish this body of government and establish a new one as directed by the Declaration of Independence.

6. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS

- A. Minutes from City Council Meeting April 9, 2024

Councilor Piccirilli moved to accept the minutes as written and Councilor Feltner seconded.

The minutes were accepted unanimously in a Voice Vote.

7. PRESIDENTS REPORT

President Sideris reminded the public of the upcoming Special City Council Meeting on April 30th where City Manager Proakis will be presenting the FY25 Budget.

8. PUBLIC HEARINGS

- A. A. Public Hearing and Vote on a Proposed Loan Order that the sum of \$2,625,000.00 is appropriated to pay costs of the reconstruction of various streets and sidewalks as part of the Fiscal Year 2024 - 2028 Capital Improvement Program, including George Street, Bromfield Street, Mangano Court, Grandview Avenue, and Dwight Street, and including costs of the design, engineering, construction, construction administration services, installation of curbing, bicycle lanes, tree plantings and other appurtenant work, and further including the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

City Manager Proakis stated that efforts to build better streets and sidewalks are outlined in the 2024 – 2028 Capital Improvement Plan, and that this loan order accommodates highway reconstructions bonds for \$2,100,000 and sidewalk bonds for \$525,000 in the aforementioned locations. Full reconstruction efforts include the installation of curbing, bike lanes, tree planting in accordance with the 2024 Road Program.

Anonymous Individual – Asked what the process would be for residents to take action that don't approve of this plan.

President Sideris replied that this is the culmination of an ongoing process that included subcommittee meetings working in tandem with the DPW. He stated that this part of this year's installation of roads and sidewalks work as part of the 2024 – 2028 Capital Improvement Plan.

The anonymous individual remarked that there is no way for anyone who is against this measure to act now, and that their voices will be ignored.

President Sideris replied that if the individual is against it, now is the time to voice their opinion and the Council will consider their words.

Councilor Feltner asked for the individual to state her name for the record.

President Sideris asked for the individual to state her name for the record.

The anonymous individual refused and stated that they didn't have to identify who they were.

As the individual sat down, President Sideris determined it was best to continue on with the meeting.

Angeline Kounelis – 55 Keenan Street – Voiced that she hopes there will be consideration given to East Watertown street improvements in the near future as she didn't see any plans for road rehabilitation in the East End scheduled for this year.

Tyler Glode – City Engineer – Remarked that the City reviews and approves the streets on a utility base; they take into account what utility improvements have recently been made and to what level. Also, a five year moratorium of utility work occurs once there is street construction. According to these guidelines, a strong candidate for a street to be improved would be a street with a low pavement condition and utilities that are up to date. He concluded by saying that the streets that were selected to be improved this year demonstrate those qualities.

Councilor Piccirilli moved to approve the loan order and Councilor Feltner seconded.

The motion passed unanimously in a Roll Call Vote.

9. MOTIONS, ORDINANCES, ORDERS, AND RESOLUTIONS

- A. First Reading of an Ordinance to Revise the City Code to Reflect Adoption of the Municipal Opt-In Specialized Stretch Energy Code.

City Manager Proakis presented the First Reading reminding the Council that the Stretch Energy Code was already approved last spring, and while this rule is in place, it is appropriate to officially put it into record by ordinance.

- B. Order Accepting Amended Easement Along Arsenal Street in Connection with Corridor Improvements and Authorizing the City Manager to Execute the Acceptance of said Amended Easement

Assistant City Manager Magoon stated that an amendment to the Arsenal Street easement was necessary as obstructions were found during work in placing an electrical cabinet, so an additional location had to be established.

Councilor Piccirilli moved to accept the order with the amended easement and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

- C. Resolution Authorizing a Transfer of Funds in the Amount of \$446,450 From the City Council Reserve to Various WMEG and Teamsters Accounts

City Manager Proakis explained that the City has recently ratified the collective bargaining agreement WMEG and Teamsters Local 25 through June 2025. This proposed transfer of funds reflects the necessary funding for that agreement for FY 2023 and FY 2024.

Councilor Piccirilli moved to approve the transfer of funds and Councilor Feltner seconded.

The motion passed unanimously in a Roll Call Vote.

D. Resolution Authorizing the Transfer of Funds in the Amount of \$137,910 from the City Council Reserve to Various DPW Accounts

City Manager Proakis remarked that this request is very similar to the last request in that this transfer is necessary to facilitate the agreement for FY23 and FY24.

Councilor Piccirilli moved to approve the transfer of funds and Councilor Feltner seconded.

The motion passed unanimously in a Roll Call Vote.

E. Resolution Authorizing a Transfer of Funds in the Amount of \$40,000 from the Community Development and Planning Full Time Salary Account to the Commander's Mansion Account

City Manager Proakis remarked that the Commander's Mansion account exists for the purpose of managing the mansion and making it a successful operation for city events and private events. The Mansion has been slowly rising back to the pre pandemic activity level, so there has been a gap between revenue and operational cost. There are currently a few vacant positions in the Department of Community Development and Planning and so there are available funds that have not been spent yet in that account. The transfer is to help alleviate the Mansion's Account.

Councilor Piccirilli moved to accept the transfer of funds and Councilor Feltner seconded.

Councilor Feltner asked what percentage \$40,000 makes of lagging revenue.

Assistant City Manager Magoon responded that there wasn't a specific percentage. He continued to say that there is about \$175,000 to \$200,000 a year in terms of revenue expenditures, and that they've increased staff hours for taking on events. He concluded by stating that this figure should cover the gap.

The motion passed unanimously in a Roll Call Vote.

F. First Reading on an Amendment to the FY24 Budget to fund the Police Association Collective Bargaining Agreement

City Manager Proakis remarked that this First Reading is the first step in facilitating the funding of the collective bargaining agreement for the Police Association.

G. First Reading on an Amendment to the FY24 Budget to fund the Library Union Collective Bargaining Agreement

City Manager Proakis remarked that this First Reading is the first step in facilitating the funds of the collective bargaining agreement for the Library Union.

H. Discussion and Vote on Four Proposals from the Community Preservation Committee for Funding

Make Krackiewicz stated that he will be presenting the Community Preservation Committee's four recommendations for CPA funding for FY25. He noted that these are in addition to the six projects that were already approved.

**Below is a link to the full presentation and general bullet points from each proposed project. **

<https://watertownma.portal.civicclerk.com/event/5621/files/attachment/918>

Walker Pond

PROJECT TITLE:	Walker Pond Conceptual Design
PROJECT LOCATION:	Walker Pond, Parcel 807 1B 1A
APPLICANT/ORGANIZATION:	Department of Community Development & Planning
PROJECT MANAGER:	Steve Magoon
CPA CATEGORY:	Open Space and Outdoor Recreation
CPC RECOMMENDED FUNDING AMOUNT:	\$145,000
CPC RECOMMENDED FUNDING SOURCE:	Open Space and Outdoor Recreation

- Hire a Licensed Site Professional to ensure the proposed development will not disturb soils related to the wetland and pond area as the property has an Activity and Use Limitation (AUL) imposed by the Department of Environmental Protection.
- Perform a land/civil topographic, utilities, and boundary survey.
- Conduct an ecological study including wetland delineation; invasive species mapping; investigation of water quality; tree inventory; survey of wildlife specified in the consultant's (Normandeau Associates) proposal; and recommendations for further steps to improve pond health, terrestrial ecological function, and wildlife habitat.
- Conduct a community engagement process to secure input and review two to three conceptual designs.
- Create a final conceptual design plan and cost estimate.

Saltonstall Park Rehabilitation

PROJECT TITLE:	Saltonstall Park Rehabilitation
PROJECT LOCATION:	25 Whites Avenue
APPLICANT/ORGANIZATION:	Department of Public Works
PROJECT MANAGER:	Michael Cookson
CPA CATEGORY:	Outdoor Recreation
CPC RECOMMENDED FUNDING AMOUNT:	\$2,013,745
CPC RECOMMENDED FUNDING SOURCE:	Open Space/Outdoor Recreation Reserve

- reconfiguration of plaza stair and the inclusion of an accessible ramp
- addition of benches at the ends of the path bisecting the park
- installation of dark sky compliant pole and bollard lighting
- reduction of stairs and walls along Main Street
- new concrete seat wall with a granite cap
- planting of shade and flowering trees
- planting of flowering shrubs and non-invasive pollinator supporting plants, as well as other perennials, grasses, and groundcover plants
- fabrication and installation of permanent performance structure with a curvilinear canopy, flood lights, accent lights, and an electrical box

Brown House Engineering

PROJECT TITLE:	Browne House Structural Engineering
PROJECT LOCATION:	562 Main Street
APPLICANT/ORGANIZATION:	Historic New England
PROJECT MANAGER:	Jodi Black
CPA CATEGORY:	Historic Preservation
CPC RECOMMENDED FUNDING AMOUNT:	\$7,245
CPC RECOMMENDED FUNDING SOURCE:	Historic Preservation

- Structural study for repairs of posts and beams etc.

Scots Charitable Fence Restoration – Mt. Auburn Cemetery

PROJECT TITLE:	Scots Charitable Fence Restoration
PROJECT LOCATION:	Mt. Auburn Cemetery, Watertown
APPLICANT/ORGANIZATION:	Friends of Mt. Auburn Cemetery
PROJECT MANAGER:	Gus Fraser
CPA CATEGORY:	Historic Preservation
CPC RECOMMENDED FUNDING AMOUNT:	\$200,000
CPC RECOMMENDED FUNDING SOURCE:	Historic Preservation

- Fence restoration for section on Mt. Auburn Cemetery

Councilor Piccirilli moved to appropriate \$145,000 for the Walker Pond Conceptual Design Ecological Study from the CPA open space/outdoor recreation reserve and Councilor Feltner seconded.

Councilor Gardner asked for clarification on the timing of the study and community engagement.

Assistant City Manager Magoon replied that all the ecological analysis would occur before community engagement. He added that a lot of the analysis should be done in early spring, and seeing that the funds aren't already in place, some of the study might have to wait until next spring.

Councilor Gardner asked if anything would happen until next spring.

Mr. Magoon replied that they may be able to perform a portion of the study, but that it wouldn't be concluded until next spring.

Councilor Gardner asked when he thought the park would be open to the public.

Mr. Magoon replied that he hesitates to state a firm date, but that construction of a new park could take place after the conclusion of the studies, roughly putting an opening in 2026.

Councilor Gardner asked why they couldn't entertain public engagement before the conclusion of the study.

Make Krackiewicz replied that they want to be sure of how the wildlife and nature function in Walker Pond before entertaining what we can do in terms of building a park. He added that it could be that the health of the pond is so bad that they may need to dredge it before trying to get any sort of construction there.

Mr. Magoon added that they may be able to partake in some preliminary discussions and perform certain tests at the same time.

Councilor Gardner voiced her desire to try to have the park responsibly available in 2025 as opposed to 2026.

Councilor Izzo thanked the Committee for the work on this item, expressed her excitement for the project, but wanted more clarification on why the project would be pushed to 2025.

Mr. Magoon replied that there are some aspects that will begin before 2025, but because of the timing of proposals and approved funding, they are past the point where all pertinent studies that have to be completed can begin in this calendar year, and that the condition of the proposal that includes public interaction states that it cannot begin without a complete study.

Councilor Palomba asked for clarification on whether they plan to have conceptual designs drawn before/to present for community input.

Mr. Magoon replied that often it's helpful to present a few designs for the public for them

to remark and go off of as opposed to holding a public meeting with nothing in hand. He continued to say that it's certainly possible to have a platform where the public can share their ideas and opinions before an actual concept is drawn.

Councilor Gannon remarked that he is excited for this project and to usher Walker Pond as a jewel of the park system. He expressed concern with the likelihood of hazardous wastes at the location, which is a concern voiced from certain employees of Raytheon who oversaw the sight. He voiced his desire to see a more in depth and broader scope review of the health of the site.

Mr. Magoon replied that the administration agrees with the concern, and that the study will be a very in depth one of the entire site and the water itself.

The motion passed unanimously in a Roll Call Vote.

Councilor Piccirilli moved to approve the Saltonstall Park Rehabilitations consisting of \$1,478,561 from the open space/outdoor recreation reserve and \$535,184 from the undesignated reserve totaling \$2,013,745 and Councilor Feltner seconded.

Councilor Feltner asked for clarification on the "signature outdoor performance space" in terms of what kind of performances would occur, and what lighting and sound equipment it might include.

Make Krackiewicz replied that there will be a plethora of different performances that could take place, and that there will be some lighting and a pull down movie screen, but an electrical box will be installed that will be sufficient for acts to bring their own lights.

Mr. Magoon remarked that they decided not to put too much lighting on the structure itself, but there is plenty of power for acts to bring their own lighting and sound equipment.

The motion passed unanimously in a Roll Call Vote.

Councilor Piccirilli moved to approve the Brown House Structural Engineering Study which is an appropriation of \$7,250 from the Historic Preservation Reserve Fund and Councilor Feltner seconded.

Councilor Gardner asked if they can expect further requests from the Brown House going forward.

Make Krackiewicz replied that the house needs a lot of work, but that this particular request is straight forward, and if there are more requests for specific projects in the future, they will also be straight forward.

Councilor Feltner voiced her support of the study and remarked on the limited number of historical properties in Watertown.

The motion passed unanimously in a Roll Call Vote.

Councilor Piccirilli moved to appropriate \$200,000 from the Historic Preservation Reserve to facilitate the Scotts Charitable Society plot fence restoration and Councilor Feltner seconded.

Councilor Airasian thanked the Committee for the presentation, but that this item gave him some pause. He remarked that he reviewed the meeting in which this item was originally proposed, and that committee members and the public alike were unimpressed by Mt. Auburn Cemetery's presentation, labeling it, "confusing, dismissive, presumptuous, backwards, and disorganized". He recognized that the Committee moved the original ask from \$300,000 to \$200,000, but that ultimately the concern remains that it may be irresponsible to give considering the presentation and attitude of Mt Auburn Cemetery. He concluded by noting that there were dissenting votes from that meeting along with general public concern and stated that he doesn't think he could support this recommendation.

Councilor Feltner voiced concern with this recommendation. She asked what Watertown receives in pilot from Mt. Auburn Cemetery and remarked that while most people associate it with Cambridge, the vast majority of it lies in Watertown.

City Manager Proakis replied that he does not know the number off hand, but that pilots are typically modest amounts compared to taxes, and that it is a goal to increase those numbers.

Assistant Manager Magoon recalled the pilot to be \$60,000 annually, though he could not confirm that number.

Councilor Feltner stated that there is nothing on Mt. Auburn's website that associates itself with Watertown, while there is content that connects it to Cambridge. She asked if there was a CPA application put into Cambridge for this project.

Make Krackiewicz stated that he was not aware of them doing so, but that they had in the past for previous projects.

Councilor Feltner remarked that there are more needs in Watertown that directly benefit Watertown residents, found it disingenuous for funds to come from Watertown, and that she is hesitant to support this project.

Councilor Gannon echoed concern from other Councilors. He stated that he saw this as a regional CPA approach as opposed to Watertown funding it. He remarked that he would rather see the \$200,000 go into funding the Brown House as opposed to this, and concluded by saying he will vote no on the item.

Councilor Palomba noted that "Friends of Mt. Auburn Cemetery" are going to be putting up a lot of the funds and that many Watertown residents do use the grounds for their own enjoyment.

Councilor Gardner remarked that she is torn on the issue as she does use the cemetery as an amenity. She stated that it is a worthy project, but that she would like to see it jointly funded by both Cambridge and Watertown.

President Sideris remarked he also watched the meeting in which this issue was brought up and agreed with the concern of the public and his colleagues. He stated that there is nothing that the cemetery does for the City, and that they sold a property to BB&N 3 years ago for a sum north of \$40,000,000; "where did the \$40,000,000 go?". He concluded by saying that he appreciates the work that was done on the proposal, but that he couldn't

support it.

The motion failed 8 no (Gannon, Gardner, Izzo, Piccirilli, Airasian, Bays, Feltner, Sideris)
1 yes (Palomba).

10. REPORTS OF COMMITTEES

- A. Committee on Economic Development & Planning Report regarding its meeting on April 16, 2024 – Feltner, Chair

ACTION ITEM:

To recommend that the City Council confirm Jason Cohen for reappointment as a full member of the Planning Board to a term expiring February 15, 2027

ACTION ITEM:

To recommend that the City Council confirm Gregory Girard for reappointment as an alternate member of the Zoning Board of Appeals to a term expiring February 15, 2026

ACTION ITEM:

To recommend that the City Council confirm David Ferris for reappointment as a full member to the Zoning Board of Appeals to a term expiring February 15, 2029

Councilor Piccirilli moved to accept the report and Councilor Gannon seconded.

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve Action Item 1 and Councilor Gannon seconded.

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve Action Item 2 and Councilor Gannon seconded.

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve Action Item 3 and Councilor Gannon seconded.

The motion passed unanimously in a Voice Vote.

- B. Committee on Rules and Ordinances Report regarding its meeting on April 2, 2024 - Gannon, Chair

ACTION ITEM:

To recommend that the City Council Adopt Amended Council Rules with Supporting Referrals Chart and Definitions as described in committee

meetings and as attached herein to the Rules and Ordinances Committee Report.

ACTION ITEM:

To recommend that the City Council Refer to Rules and Ordinances as New Business to Review the Appointment Process and Ordinances for those Boards/Committees/Commissions that Do Not Currently Require Council Confirmations, and which Are Not Solely Controlled by Statute, such as the Bicycle & Pedestrian Committee, the Commission on Disability, the Historical Commission, and potentially others.

Councilor Piccirilli moved to accept the report and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve Action Item 1 and Councilor Feltner seconded.

President Sideris remarked that, should the City Hall hours change, the deadline for agenda items to be submitted will need to be edited.

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve Action Item 2 and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

- C. Committee on Public Works Report regarding its meeting from April 16, 2024 – Piccirilli, Chair

ACTION ITEM:

To recommend to the City Council to approve the appointment of Ms. Jill Ayers to the Conservation Commission to a term expiring February 15, 2025

Councilor Piccirilli moved to accept the report and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve Action Item 1 and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

11. NEW BUSINESS

There was no New Business.

12. COMMUNICATIONS FROM THE CITY MANAGER

City Manager Proakis announced the “Touch a Truck” event for all ages at the DPW on May 11th.

13. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS

There were no Requests for Information.

14. ANNOUNCEMENTS

Councilor Feltner announced a meet and greet with the City Manager for District B residents on April 29th.

Councilor Palomba announced a Committee on Climate and Energy meeting on May 2nd which will include an update on the implementation of the climate and energy plan as well as discussion on tree ordinances.

15. PUBLIC FORUM

Cynthia Maloney – Resident – Remarked dismay with cost of the Saltonstall renovation. She accused the Council of ignoring the public while they are tearing the town apart. She accused the Council of lying to the public and taking money from special interest groups to improve schools, roads, and installing surveillance cameras (baseless), and proclaimed that it was the same money that established the illegal brothel in Arsenal Yards.

Anonymous Individual – Remarked that the lights at the proposed stage in Saltonstall Park are most likely surveillance equipment that costs \$2,000,000.

President Sideris asked for the individual to identify themselves repeatedly. They refused repeatedly. President Sideris ruled them to be out of order and moved on with the meeting.

AnnMarie Cloonan – 14-16 Winthrop Street - Followed up on an issue with Hancock street with ongoing issues pertaining to traffic flows at the Hosmer School. While she has participated in Traffic Commission Meetings and School Committee Meetings, there has yet to be any real implementation of a workable traffic flow or any other solutions to the issue – which is disheartening.

16. RECESS OR ADJOURNMENT

Councilor Piccirilli made a motion to adjourn and Councilor Feltner seconded.

The motion was adopted unanimously in a Voice Vote.

The meeting adjourned at 8:34 p.m.

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above minutes were adopted by a vote of ___ for, ___ against, ___ present on May 14, 2024.

Mark S. Sideris, Council President
s:/BTM

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

City Council Meeting
Tuesday, April 23, 2024 at 6:00 PM
List of Documents

1. Proposed Loan Order Sidewalks and Streets – Item 8A
2. Specialized Stretch Energy Code Ordinance– Item 9A
3. Amended Arsenal Easement – Item 9B
4. Transfer of Funds FY24 City Council Reserve – Various WMEG – Item 9C
5. Transfer of Funds FY24 City Council Reserve – Various DPW – Item 9D
6. Transfer of Funds Community Development & Planning – Commander’s Mansion – Item 9E
7. FY2024 Budget Amendment – Police Association – Item 9F
8. FY2024 Budget Amendment – Library Union – Item 9G
9. Community Preservation Committee Presentation – Item 9H
10. Committee on Economic Development & Planning Report from April 16, 2024 – Item 10A
11. Committee on Rules and Ordinances Report from April 2, 2024 – Item 10B
12. Committee on Public Works Report from April 16, 2024 – Item 10C

**ADDENDUM TO THE
MINUTES OF THE APRIL 23,
2024 CITY COUNCIL
MEETING**



City Council Meeting

Tuesday, April 23, 2024 at 6:00 PM
Richard E. Mastrangelo Council Chamber

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on April 23, 2024 at 6:00 P.M. Location: Richard E. Mastrangelo Council Chamber
- B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
- C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>
- D. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344
- E. Public may comment through email: vpiccirilli@watertown-ma.gov
- F. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>

-
- 1. ROLL CALL
 - 2. EXECUTIVE SESSION - 6:00 P.M.
 - A. Executive Session pursuant to G.L. c. 30A, sec 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares - Collective Bargaining
 - 3. RETURN TO SESSION – 7:00 P.M.
 - 4. PLEDGE OF ALLEGIANCE
 - 5. PUBLIC FORUM
 - 6. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
 - A. Minutes from City Council Meeting April 9, 2024
 - 7. PRESIDENT'S REPORT
 - 8. PUBLIC HEARINGS
 - A. Public Hearing and Vote on a Proposed Loan Order that the sum of \$2,625,000.00 is appropriated to pay costs of the reconstruction of various streets and sidewalks as part of the Fiscal Year 2024 - 2028 Capital Improvement Program, including George Street, Bromfield Street, Mangano Court, Grandview Avenue, and Dwight Street, and including costs of the design, engineering, construction, construction administration

services, installation of curbing, bicycle lanes, tree plantings and other appurtenant work, and further including the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44,§7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

9. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS

- A. Ordinance to Revise the City Code to Reflect Adoption of the Municipal Opt-In Specialized Stretch Energy Code
- B. Order Accepting Amended Easement Along Arsenal Street in Connection with Corridor Improvements and Authorizing the City Manager to Execute the Acceptance of said Amended Easement
- C. Resolution Authorizing a Transfer of Funds in the Amount of \$446,450 From the City Council Reserve to Various WMEG and Teamsters Accounts
- D. Resolution Authorizing the Transfer of Funds in the Amount of \$137,910 from the City Council Reserve to Various DPW Accounts
- E. Resolution Authorizing a Transfer of Funds in the Amount of \$40,000 from the Community Development and Planning Full Time Salary Account to the Commanders Mansion Account
- F. First Reading on an Amendment to the FY24 Budget to fund the Police Association Collective Bargaining Agreement
- G. First Reading on an Amendment to the FY24 Budget to fund the Library Union Collective Bargaining Agreement
- H. Discussion and Vote on Four Proposals from the Community Preservation Committee for Funding

10. REPORTS OF COMMITTEES

- A. Committee on Economic Development & Planning Report regarding its meeting from April 16, 2024 - Feltner, Chair

ACTION ITEM:

To recommend that the City Council confirm Jason Cohen for reappointment as a full member of the Planning Board to a term expiring February 15, 2027

ACTION ITEM:

To recommend that the City Council confirm Gregory Girard for reappointment as an alternate member of the Zoning Board of Appeals to a term expiring February 15, 2026

ACTION ITEM:

To recommend that the City Council confirm David Ferris for reappointment as a full member to the Zoning Board of Appeals to a term expiring February 15, 2029

- B. Committee on Rules and Ordinances Report regarding its meeting on April 2, 2024 - Gannon, Chair

ACTION ITEM:

To recommend that the City Council Adopt Amended Council Rules with Supporting Referrals Chart and Definitions as described in committee meetings and as attached herein to the Rules and Ordinances Committee Report.

ACTION ITEM:

To recommend that the City Council Refer to Rules and Ordinances as New Business to Review the Appointment Process and Ordinances for those Boards/Committees/Commissions that Do Not Currently Require Council Confirmations, and which Are Not Solely Controlled by Statute, such as the Bicycle & Pedestrian Committee, the Commission on Disability, the Historical Commission, and potentially others.

- C. Committee on Public Works Report regarding its meeting on April 16, 2024 - Piccirilli, Chair

ACTION ITEM:

To recommend to the City Council to approve the appointment of Ms. Jill Ayers to the Conservation Commission to a term expiring February 15, 2025

11. NEW BUSINESS
12. COMMUNICATIONS FROM THE CITY MANAGER
13. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
14. ANNOUNCEMENTS
15. PUBLIC FORUM
16. RECESS OR ADJOURNMENT

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

CITY COUNCIL ATTENDANCE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X(6:03) </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to enter into Executive Session

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to accept meeting minutes from City Council Meeting April 9, 2024

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve the Loan Order of \$2,625,000 for Streets and Sidwalk Improvements as part of the Fiscal Year 2024- 2028 Capital Improvement Program



Watertown City Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

ORDER # 37

2024 - O - 37

ORDER TO APPROVE THE BORROWING OF FUNDS TO PAY COSTS OF THE RECONSTRUCTION OF VARIOUS STREETS AND SIDEWALKS AS PART OF FY2024-2028 CAPITAL IMPROVEMNET PROGRAM

ORDERED: That the sum of \$2,625,000.00 is appropriated to pay costs of the reconstruction of various streets and sidewalks as part of the Fiscal Year 2024 - 2028 Capital Improvement Program, including George Street, Bromfield Street, Mangano Court, Grandview Avenue, and Dwight Street, and including costs of the design, engineering, construction, construction administration services, installation of curbing, bicycle lanes, tree plantings and other appurtenant work, and further including the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor

BE IT FURTHER ORDERED: That a copy of said Order be forwarded to the City Auditor and City Treasurer/Collector


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above Order was adopted by a vote of 9 for, 0 against, and 0 present on April 23, 2024


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: April 4, 2024

RE: Agenda Item – Proposed Loan Order - Highway and Sidewalk Reconstruction

Attached please find correspondence from Gregory M. St. Louis, Superintendent of Public Works, Department of Public Works requesting that the necessary actions be taken to authorize the Treasurer to fund \$2,625,000.00 as outlined and approved in the Fiscal Year 2024 - 2028 Capital Improvement Program budget for Highway Reconstruction (Bonds) for \$2,100,000.00 (line 317) and \$525,000.00 (line 322) for Sidewalk Reconstruction (Bonds), for the total of \$2,625,000.00. This recommendation is in accordance with the City Council Committee on Public Works report that was reviewed and approved by the City Council on December 12, 2023.

I respectfully request the attached proposed Loan Order be placed on the April 9, 2024, City Council Agenda as a First Reading.

Thank you for your consideration in this matter.



CITY OF WATERTOWN
DEPARTMENT OF PUBLIC WORKS
124 ORCHARD STREET

Gregory M. St. Louis, PE
Superintendent

(P) 617-972-6420
(F) 617-972-6402

TO: Mr. George Proakis, City Manager
FROM: Mr. Greg St. Louis, Superintendent, Department of Public Works
DATE: April 3, 2024
RE: Loan Order Request: Highway & Sidewalk Reconstruction

The Department of Public Works respectfully requests that the necessary actions be taken to authorize the Treasurer to fund \$2,625,000.00 as outlined and approved in the Fiscal Year 2024 - 2028 Capital Improvement Program budget for Highway Reconstruction (Bonds) for \$2,100,000.00 (line 317) and \$525,000.00 (line 322) for Sidewalk Reconstruction (Bonds), for the total of \$2,625,000.00. This recommendation is in accordance with the City Council Committee on Public Works report that was reviewed and approved by the City Council on December 12, 2023.

The work will consist of the reconstruction of various streets and sidewalks which include George Street, Bromfield Street, Mangano Court, Grandview Avenue, and Dwight Street. These funds will be utilized for the design, engineering, construction and construction administration services associated with the full reconstruction efforts of the aforementioned roadways and sidewalk. Work will also include the installation of curbing, bicycle lanes, tree plantings and other appurtenant work, as appropriate.

This work is also in accordance with the 2024 Road Program presentation to the City Council Committee on Public Works provided on November 16, 2023. The 2024 Road Program presentation can be found on the DPW website:

<https://www.watertown-ma.gov/asset/e7545088-480e-4fc9-ad79-2cec78c9d396>

If borrowing is approved as outlined in the FY2024 Capital Improvement Plan, construction is anticipated to begin later this Spring.

We thank you in advance for your consideration.

CC: M. Langan
T. Tracy
T. Glode
M. Albano
M. Morrissey
K. McPhail



28 State Street
Boston, MA 02109-1775
p: 617-345-9000 f: 617-345-9020
hinckleyallen.com

Kris A. Moussette
(617) 378-4136
kmoussette@hinckleyallen.com

April 4, 2024

George J. Proakis
City Manager
Administration Building
149 Main Street
Watertown, Massachusetts 02472

RE: Draft Loan Order – Highway and Sidewalk Reconstruction Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of the reconstruction of various streets and sidewalks:

ORDERED: That the sum of \$2,625,000.00 is appropriated to pay costs of the reconstruction of various streets and sidewalks as part of the Fiscal Year 2024 - 2028 Capital Improvement Program, including George Street, Bromfield Street, Mangano Court, Grandview Avenue, and Dwight Street, and including costs of the design, engineering, construction, construction administration services, installation of curbing, bicycle lanes, tree plantings and other appurtenant work, and further including the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

The order must be published at least five days prior to the holding of a public hearing with respect to the order and its final passage and requires the affirmative vote of at least two-thirds of all members of the City Council, as in the case of any other loan order for bonds.

Please call me if there are any questions about the suggested proceedings.

Sincerely,

Kris A. Moussette



Boston Globe Media

Order Confirmation

Marilyn Pronvost
Watertown City Council
149 Main Street
Watertown, MA 02472

Thank you for placing your Legal Notice in The Boston Globe.

Your order information and a preview of your notice are displayed below for your review. If there are any changes or questions, please contact the Classified Department at 617-929-1314 or email legals@globe.com.

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Thank you,
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Account	3028420	Payment Type	Invoice
Publication	Boston Globe	Number of dates	1
First Run Date	04/19/2024	Last Run Date	04/19/2024
Payment Type	Invoice		

AD PREVIEW:

LEGAL NOTICE The City Council of the City of Watertown hereby gives notice of public hearings and votes on Tuesday, April 23, 2024 at 7:00 PM, in the Richard E. Mastrangelo Chamber, Administration Building, 149 Main Street, Watertown, MA on the proposed Order as follows: ORDERED: that the sum of \$2,625,000.00 is appropriated to pay costs of the reconstruction of various streets and sidewalks as part of the Fiscal Year 2024 - 2028 Capital Improvement Program, including George Street, Bromfield Street, Mangano Court, Grandview Avenue, and Dwight Street, and including costs of the design, engineering, construction, construction administration services, installation of curbing, bicycle lanes, tree plantings and other appurtenant work, and further including the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

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George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager

Date: April 18, 2024

RE: Agenda Item – An Ordinance to Revise the City Code to Reflect Adoption of the
Municipal Opt-In Specialized Stretch Energy Code.

Attached is draft ordinance formalizing prior acceptance by the City Council of the Specialized Stretch Energy Code. This ordinance references the prior vote taken on January 10, 2023 by the City Council and acts to replace the existing Stretch Energy Code as contained in the City's Code of Ordinances. The prior vote indicated that the Specialized Code would become effective six months after the vote, which would be consistent with the recommendation for adoption as of July 1, 2023, and that date is referenced in the ordinance. The ordinance is based upon the DOER model for such action.

Thank you for your consideration in this matter.



Watertown City Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

AN ORDINANCE TO REVISE THE CITY CODE TO REFLECT ADOPTION OF THE MUNICIPAL OPT-IN SPECIALIZED STRETCH ENERGY CODE.

ORDINANCE #

2024 – O –

WHEREAS, the City Council adopted the Municipal Opt-In Specialized Stretch Energy Code, as authorized by G.L. c.25A, §6(14), by vote on January 10, 2023; and

WHEREAS, Title XV, Chapter 150, §150.02 of the City's Code of Ordinances currently states that the Stretch Energy Code and not the Municipal Opt-In Specialized Stretch Energy Code applies in the City of Watertown; and

WHEREAS, the City Council desires to revise the Code of Ordinances to reflect the City Council's prior adoption of the Municipal Opt-In Specialized Stretch Energy Code.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that Title XV, Chapter 150, §150.02 of the Watertown Code of Ordinances, Building Regulations, is hereby amended by deleting said §150.02 in its entirety and replacing that section with the language as follows:

§ 150.02 Specialized Stretch Energy Code.

(A) The following definitions shall apply to this section:

- *International Energy Conservation Code ("IECC")*: The IECC is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three-year cycle. The baseline energy conservation requirements of the MA State Building Code are the IECC with Massachusetts amendments, as approved by the state Board of Building Regulations and Standards and published in state regulations as part of 780 CMR.
- *Specialized Stretch Energy Code*: Codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, the Specialized Stretch Energy Code adds residential and commercial appendices to the Massachusetts Stretch Energy Code, based on amendments to the respective net-zero appendices of the IECC to incorporate the energy efficiency of the Stretch Energy Code and further reduce the climate impacts of buildings built to this code, with the goal of achieving net-zero greenhouse gas emissions from the buildings sector no later than 2050. The Specialized Stretch Energy Code is authorized pursuant to G.L. c.25A, §6(14).

- *Stretch Energy Code*: Codified by the combination of 225 CMR 22 and 23, not including Appendices RC and CC, the Stretch Energy Code is a comprehensive set of amendments to the IECC seeking to achieve all lifecycle cost-effective energy efficiency in accordance with the state Green Communities Act of 2008, as well as to reduce the climate impacts of buildings built to this code.

(B) The purpose of 225 CMR 22.00 and 23.00 including Appendices RC and CC, also referred to as the Specialized Stretch Energy Code, is to provide a more energy efficient and low greenhouse gas emissions alternative to the Stretch Energy Code or the baseline Massachusetts Energy Code, applicable to the relevant sections of the building code for both new construction and existing buildings.

(C) The Specialized Stretch Energy Code shall take effect on July 10, 2023. The Specialized Stretch Energy Code applies to residential and commercial buildings.

The Specialized Stretch Energy Code, as codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including any future editions, amendments, or modifications, is herein incorporated by reference into this section. The Specialized Stretch Energy Code is enforceable by the Inspector of Buildings

Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of __ for, __ against, and __ present on_____.

Brendan T. McCarthy, Council Clerk

Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large
Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor
John G. Gannon,
Councilor At Large
Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large
Emily Izzo,
District D Councilor

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024**

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to accept an Amended Easement on Arsenal Street in Connection with Corridor Improvements



Watertown City Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

ORDER # 38

2024 - O - 38

An Order Accepting Amended Easement Along Arsenal Street in Connection with Corridor Improvements and Authorizing the City Manager to Execute the Acceptance of said Amended Easement

WHEREAS, significant public infrastructure improvements, including, but not limited to, traffic control, pedestrian/bicycle, bus shelter, lighting, street and safety facilities, are underway for that segment of Arsenal Street between Greenough Boulevard and Louise Street, requiring city and/or public access to portions of certain private properties along the corridor; and

WHEREAS, ARE-MA Region No. 75, LLC, a Delaware limited liability company ("ARE Grantor"), is the owner of certain real property commonly identified as 311 Arsenal Street, Watertown, Massachusetts, as described in that certain Quitclaim Deed recorded with the Registry in Book 73848, Page 56 (the "ARE Grantor Parcel"); and

WHEREAS, in connection with the Arsenal Street corridor improvements, ARE Grantor and the City entered into that certain Grant of Easement dated January 3, 2023, recorded with the Middlesex South Registry of Deeds in Book 81152, Page 409 (the "Grant of Easement"); and

WHEREAS, in connection with reconciliation of physical site conditions in performance of the Arsenal Street corridor improvements contemplated by the Easement Agreement, the City and ARE Grantor have agreed to increase the size and expand the use of the easement area labeled "Sidewalk Easement B6 13 +/- S.F." on the plan entitled "Easement B6 For 311 Arsenal St. ARE-MA Region No 75 LLC," dated March 8, 2024, to include placement of an electrical lighting load control equipment box and foundation in such enlarged easement area, as set forth in the First Amendment to Grant of Easement.

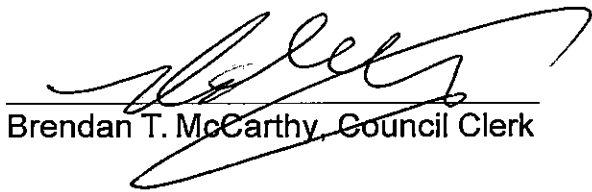
NOW THEREFORE BE IT ORDERED, that the City Council of the City of Watertown hereby accepts the Amended B6 Easement along Arsenal Street, on the terms and conditions as set forth in the First Amendment to Grant of Easement with ARE Grantor, conveying the said Easement to the City of Watertown;

AND BE IT FURTHER ORDERED, that the City Council hereby authorizes the

City Manager to execute the Acceptance to the First Amendment to Grant of Easement with ARE Grantor.


Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 9 for, 0 against, and 0 present on April 23, 2024.


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large
Nicole Gardner,
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Emily Izzo,
District D Councilor



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
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Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager

Date: April 18, 2024

RE: Agenda Item – An Order Accepting Amended Easement Along Arsenal Street in Connection with Corridor Improvements and Authorizing the City Manager to Execute the Acceptance of said Amended Easement

Attached are documents relating to an amended easement agreement needed for the Arsenal Street corridor work.

I respectfully request the attached Order be placed on the April 23, 2024 City Council Agenda.

Thank you for your consideration in this matter.

ORDER #

O-2024-

An Order Accepting Amended Easement Along Arsenal Street in Connection with Corridor Improvements and Authorizing the City Manager to Execute the Acceptance of said Amended Easement

WHEREAS, significant public infrastructure improvements, including, but not limited to, traffic control, pedestrian/bicycle, bus shelter, lighting, street and safety facilities, are underway for that segment of Arsenal Street between Greenough Boulevard and Louise Street, requiring city and/or public access to portions of certain private properties along the corridor; and

WHEREAS, ARE-MA Region No. 75, LLC, a Delaware limited liability company (“ARE Grantor”), is the owner of certain real property commonly identified as 311 Arsenal Street, Watertown, Massachusetts, as described in that certain Quitclaim Deed recorded with the Registry in Book 73848, Page 56 (the “ARE Grantor Parcel”); and

WHEREAS, in connection with the Arsenal Street corridor improvements, ARE Grantor and the City entered into that certain Grant of Easement dated January 3, 2023, recorded with the Middlesex South Registry of Deeds in Book 81152, Page 409 (the “Grant of Easement”); and

WHEREAS, in connection with reconciliation of physical site conditions in performance of the Arsenal Street corridor improvements contemplated by the Easement Agreement, the City and ARE Grantor have agreed to increase the size and expand the use of the easement area labeled “Sidewalk Easement B6 13 +/- S.F.” on the plan entitled “Easement B6 For 311 Arsenal St. ARE-MA Region No 75 LLC,” dated March 8, 2024, to include placement of an electrical lighting load control equipment box and foundation in such enlarged easement area, as set forth in the First Amendment to Grant of Easement.

NOW THEREFORE BE IT ORDERED, that the City Council of the City of Watertown hereby accepts the Amended B6 Easement along Arsenal Street, on the terms and conditions as set forth in the First Amendment to Grant of Easement with ARE Grantor, conveying the said Easement to the City of Watertown;

AND BE IT FURTHER ORDERED, that the City Council hereby authorizes the City Manager to execute the Acceptance to the First Amendment to Grant of Easement with ARE Grantor.

Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above Order was adopted by a vote of ___ for, ___ against and ___ present on _____, 2024.

Brendan McCarthy, Council Clerk

Mark S. Sideris, Council President

FIRST AMENDMENT TO GRANT OF EASEMENT

This FIRST AMENDMENT TO GRANT OF EASEMENT ("Amendment") is entered into as of the ____ day of _____, 2024, by and between **ARE-MA Region No. 75, LLC**, a Delaware limited liability company ("Grantor"), having a mailing address of 26 North Euclid Avenue, Pasadena, CA 91101, and the **City of Watertown**, a Massachusetts municipal corporation ("City"), having its usual place of business at 149 Main Street, Watertown, Massachusetts 02472.

WITNESSETH:

A. Grantor and Grantee entered into that certain Grant of Easement dated January 3, 2023, recorded with the Middlesex South Registry of Deeds in Book 81152, Page 409 (the "Easement Agreement"). All capitalized terms not defined herein shall have the meaning ascribed to them in the Easement Agreement

B. In connection with reconciliation of physical site conditions in performance of the public infrastructure project on Arsenal Street contemplated by the Easement Agreement, Grantor and Grantee have agreed to increase the size and expand the use of the easement area labeled on the Plan "Sidewalk Easement B6 13 +/- S.F." to include placement of

an electrical lighting load control equipment box and foundation in such enlarged easement area, as more particularly described herein.

NOW THEREFORE, for and in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor and the City hereby agree that the Easement Agreement is amended as follows:

1. Depiction and Description of Enlarged Easement B6. The depiction and labeling of “Sidewalk Easement B6 13 +/- S.F.” on the Plan is hereby replaced with the depiction and labeling of “Proposed 57 SF Highway Easement B6 for Sidewalk and Lighting Load Center” as depicted and labeled on the easement sketch plan attached to this Amendment as Exhibit A. The legal description of “Sidewalk Easement B6” attached to the Easement Agreement is replaced with the legal description of “Easement B6” attached to this Amendment as Exhibit B.

2. Revised Grant of Easement for Enlarged Easement B6. Clause 1(d) of the Easement Agreement is deleted, and in its stead, Grantor hereby grants to the City, subject to and together with the benefit of the terms of the Easement Agreement and limited to the extent of Grantor’s interest in such easement area, the perpetual non-exclusive right and easement, in common with the Grantor, to use “Proposed 57 SF Highway Easement B6 for Sidewalk and Lighting Load Center” as depicted and labeled on the easement sketch plan attached to this Amendment as Exhibit A, and as legally described in Exhibit B attached to this Amendment, for the purposes of (i) installing, operating, maintaining, inspecting, repairing, replacing and removing sidewalk, ramp and curbing, and together with the right to permit the general public to access and use the same, and (ii) installing, operating, maintaining, inspecting, repairing, replacing and removing an electrical lighting load control equipment box and foundation,

together with all fittings, equipment and other fixtures and appurtenances necessary or useful in connection therewith.

3. Bind and Inure. The rights created hereby shall run with the land and shall be binding upon and inure to the benefit of the parties, and their respective successors and assigns, including, in the case of the City, the public; provided, however, that the Grantor shall only be responsible hereunder for matters occurring and claims arising during its period of ownership of the Grantor Parcel. No partner, member, shareholder, trustee, beneficiary, director, officer, manager, or employee of Grantor, or any partner of Grantor, or any affiliate of Grantor, shall have any personal liability under this Grant. In addition, no party to this Grant shall have personal liability under this Grant. In the event any person obtains a judgment against Grantor in connection with this Grant, such person's sole recourse shall be to the estate and interest of Grantor in and to Grantor Parcel. No employee, official, agent or representative of the City shall have personal liability under this Grant. Notwithstanding anything to the contrary contained in this Grant, in the event of any breach of any term, condition, or obligation hereof, the sole remedy of any party shall be an action at law for money damages or a suit in equity for specific performance or other equitable relief, but no such breach shall operate as a forfeiture, reversion, or termination of any rights granted or arising hereunder.

4. Permitted Encumbrances. The easements and rights granted herein are subject to all restrictions, covenants, easements and other encumbrances of record, whether now or hereafter existing, to the extent in force and applicable, with the exception of monetary encumbrances, for which a subordination shall be obtained and recorded.

Without limiting the foregoing, the easements and rights granted herein are subject to all easements, restrictions and covenants contained in that certain Quitclaim Deed, dated August

20 1998, recorded with the Middlesex County (Southern District) Registry of Deeds at Book 29012, Page 420, from the United States of America, acting by and through the Secretary of the Army (the “Army”), to the Watertown Arsenal Development Corporation (“WADC”), with respect to the Grantor Parcel (the “Army Deed”), which Army Deed includes, without limitation, covenants in Part IV of the Army Deed associated with the Army’s obligations under the Federal Facility Agreement between the Army and the United States Environmental Protection Agency (“EPA”), and covenants in Part XI associated with certain historical resources at the Grantor Parcel.

Notice is hereby given that a Grant of Environmental Restriction and Easement, dated August 11, 1998, pursuant to Massachusetts General Laws Chapter 21E, has been recorded by the Army with the Middlesex County (Southern District) Registry of Deeds at Book 28978, Page 549, as amended by a First Amendment to Grant of Environmental Restriction and Easement, dated February 5, 1999, recorded at Book 29779, Page 359, as affected by a Subordination Agreement, dated March 16, 1999, recorded at Book 29957, Page 104, as further affected by a Subordination Agreement, dated March 24, 1999, recorded at Book 29985, Page 151, as further amended by a Second Amendment to Grant of Environmental Restriction and Easement, dated April 15, 1999, recorded at Book 30066, Page 116, as further affected by a Partial Release of Environmental Restriction and Easement, dated June 10, 1999, recorded at Book 30278, Page 511, as further amended by a Third Amendment to Grant of Environmental Restriction and Easement, dated June 7, 1999, recorded at Book 30278, Page 513, and further amended by a Fourth Amendment to Grant of Environmental Restriction and Easement, dated July 22, 2000, recorded at Book 31682, Page 99, as further amended by a Fifth Amendment to Grant of Environmental Restriction and Easement dated July 14, 2004, and recorded with said Registry of Deeds in Book

44119, Page 1; as affected by a plan entitled “Plan Showing Excavation Areas B, E, and G in Watertown, Massachusetts,” dated February 20, 2002, as revised on September 25, 2002, prepared by Dunn McKenzie, Inc., recorded as Plan No. 1348 of 2004; as further amended by a Sixth Amendment to Grant of Environmental Restriction and Easement dated March 21, 2005, and recorded with said Registry of Deeds in Book 45129, Page 1; as further affected by a plan entitled “Plan Showing Commercial Reuse Area in Watertown, Massachusetts,” dated October 25, 2004, as revised on March 16, 2005, prepared by Dunn McKenzie, Inc., recorded as Plan No. 523 of 2005; as further amended by a Seventh Amendment to Grant of Environmental Restriction and Easement dated August 9, 2006, and recorded with said Registry of Deeds in Book 48562, Page 187; and as further affected by a plan entitled “Plan Showing Commercial Reuse Area in Watertown, Massachusetts,” dated August 16, 2004, as revised on March 16, 2005 and February 10, 2006, prepared by Dunn McKenzie, Inc., recorded as Plan No. 1480 of 2006 (the “Grant of Environmental Restriction and Easement”). This restriction on the activities conducted on the Grantor Parcel and use limitations contained in the Grant of Environmental Restriction and Easement are hereby incorporated by reference and shall be independently enforceable by the Army under the Grant of Environmental Restriction and Easement and under the Army Deed as a Restrictive Covenant and equitable servitude.

Notice is hereby further given that three Notices of Activity and Use Limitations, pursuant to Massachusetts General Laws Chapter 21E, have been recorded with the Middlesex County (Southern District) Registry of Deeds, (1) dated August 11, 1998, recorded at Book 28959, Page 92; (2) dated August 11, 1998, recorded at Book 28959, Page 190, as amended by a First Amendment to Notice of Activity and Use Limitations, dated October 26, 1999, recorded at Book 30801, Page 319, as further amended by a Second Amendment to Notice of Activity and Use

Limitations, dated December 9, 2019, recorded at Book 73807, Page 226; and (3) dated February 4, 1999, recorded at Book 29766, Page 17, as amended by a First Amendment to Notice of Activity and Use Limitations, dated August 19th, 2004, recorded at Book 43589, Page 438, and as further amended by a Second Amendment to Notice of Activity and Use Limitation, dated February 28, 2005, recorded at Book 44737, Page 453 (the “Notices of AULs”). The restriction on activities conducted on the Grantor Parcel and use limitations contained in the Notices of AULs are hereby incorporated by reference and shall be independently enforceable by the Army under this Deed as a Restrictive Covenant and equitable servitude.

Notice is hereby given that the WADC reserved an easement and right of access on, over and through the Grantor Parcel for inspection in order to fulfill its obligations under the Army Deed, in the Quitclaim Deed from the WADC to Charles River Business Center Associates, LLC, dated December 1, 1998 and recorded with the Middlesex County (Southern District) Registry of Deeds at Book 29502, Page 92.

5. Easement Agreement Remains in Effect as so Amended. As amended by this Amendment, the Easement Agreement remains in in full force and effect and is ratified by Grantor and Grantee.

6. Counterparts. This Grant may be executed in several counterparts, each of which shall be deemed an original and all such counterparts shall constitute one and the same instrument. Several copies of this Grant may be executed and each shall be deemed an original.

[Signatures on the Following Pages]

EXECUTED as a sealed instrument as of the day and year first above written.

GRANTOR:

ARE-MA REGION NO. 75, LLC, a Delaware
limited liability company

By: _____,
_____, Authorized Signer
per M.G.L. c. 15C, § 66

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of _____, 2024, before me, the undersigned notary public,
_____ personally appeared, proved to me through satisfactory evidence of
identification, which was _____, to be the person whose
name is signed on the preceding or attached document, and acknowledged to me that he signed it
voluntarily for its stated purpose as Authorized Signer of ARE-MA Region No. 75, LLC, a
Delaware limited liability company, as the voluntary act of said limited liability company.

Notary Public

Print Name: _____

My Commission Expires: _____

[affix seal]

[City signatures on next page]

ACCEPTANCE OF AMENDMENT TO EASEMENT

On this ____ day of _____, 2024, the City of Watertown, acting by and through its City Manager pursuant to the vote taken by the City Council on _____, 2024, a certified copy of which is attached hereto as Exhibit C, hereby accepts the amended Easement contained in the foregoing First Amendment to Grant of Easement granted to the City by Grantor, which is recorded herewith.

CITY OF WATERTOWN

Name:

Title: City Manager

Hereunto duly authorized

Approved as to form by City Attorney:

Name:

Title: City Attorney

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of _____, 2024, before me, the undersigned notary public, personally appeared _____, the City Manager of the City of Watertown, proved to me through satisfactory evidence of identification which was _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of the City of Watertown.

Notary Public

My commission expires: _____

822193/WATR/0164

128895051v6

EXHIBIT A

EASEMENT SKETCH OF REVISED EASEMENT B6

(see attached)

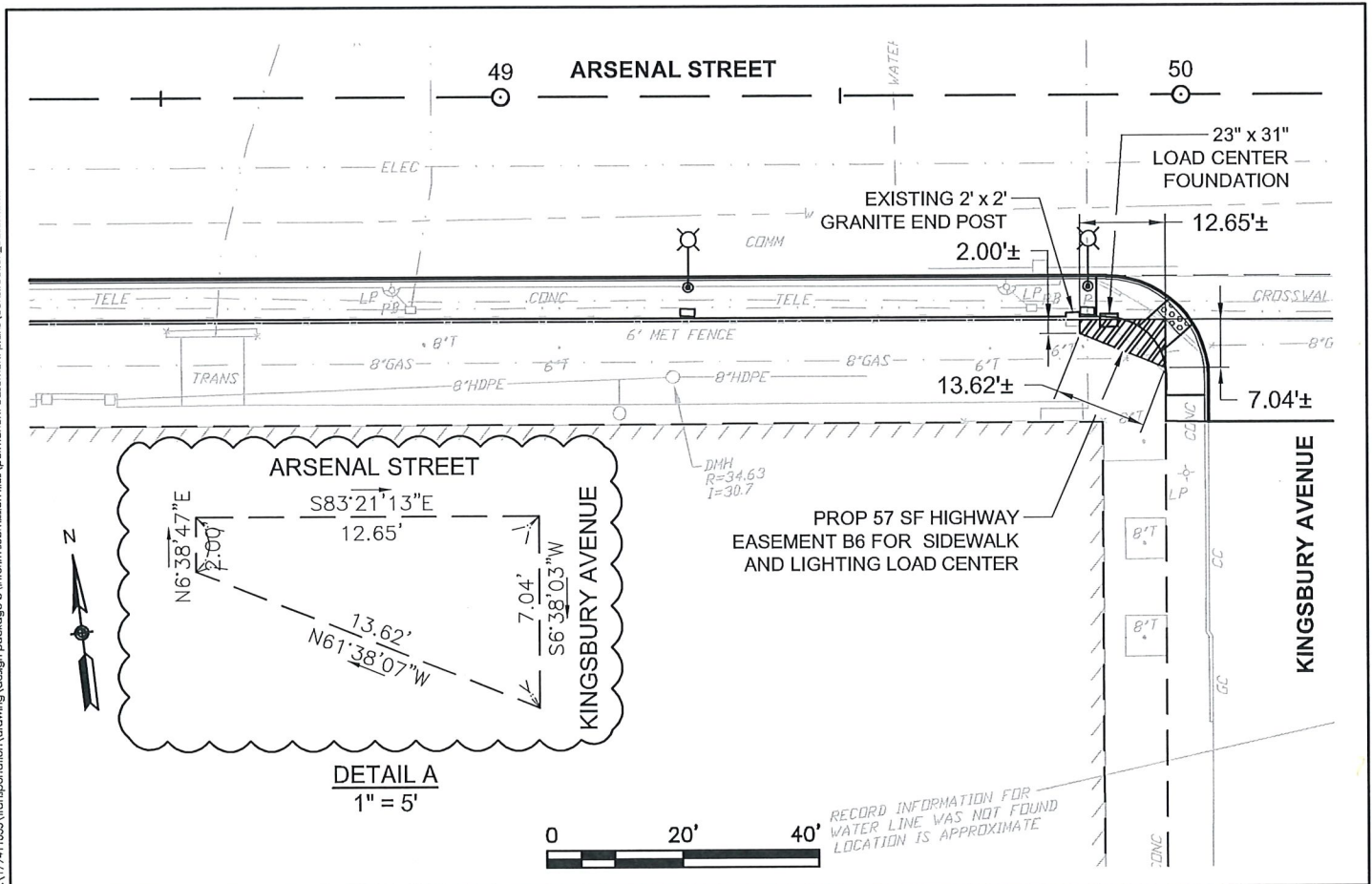
EXHIBIT B

LEGAL DESCRIPTION OF REVISED EASEMENT B6

(see attached)

u:\179411035\transportation\drawing\design package b\interim submission files\permanent easement plans\construction_easements

2024.03.15 11:41:55 AM



Stantec Consulting Services Inc.
45 Blue Sky Drive 3rd Floor
Burlington MA 01803-2756
Tel: (781) 221-1000
www.stantec.com

Notes

Client/Project

ARE, INC.
THE ARSENAL ON THE
CHARLES - PHASE II OFF SITE
IMPROVEMENTS

Project No.
179411035

Title

EASEMENT B6 FOR
311 ARSENAL ST.
ARE-MA REGION NO 75 LLC
WATERTOWN, MASS

Revision
0

Date
3/8/2024

Reference Sheet
-

Figure No.
1

Easement B6
Arsenal Street, Watertown, MA

A certain easement located in the Commonwealth of Massachusetts, County of Middlesex, City of Watertown, situated on the southerly sideline of Arsenal Street, and is shown as Easement B6 on "Easement Plan of Land in Watertown, MA," dated March 8, 2024 by Stantec Consulting Services Inc. to be recorded with the Middlesex South Registry of Deeds, more particularly bounded and described as follows:

Beginning at the most northwesterly corner thereof, said point being S83°21'13"E 1250.16' from the northwesterly corner of the parcel owned by ARE-MA Region No. 75 LLC at #311 Arsenal Street; thence running

S 83°21'13" E	12.65' by the southerly sideline of Arsenal Street to a point; thence turning and running
---------------	--

S 06°38'03" W	7.04' by the westerly sideline of Kingsbury Avenue to a point; thence turning and running
---------------	--

N 61°38'07" W	13.62' to a point; thence turning and running
---------------	---

N 06°38'47" E	2.00' to the POINT OF BEGINNING.
---------------	----------------------------------

Containing 57 square feet, more or less.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to authorize a Transfer of Funds in the Amount of \$446,450 from the FY24 City Council Reserves to Various WMEG and Teamster Accounts



Watertown City Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

RESOLUTION# 40

2024 – R – 40

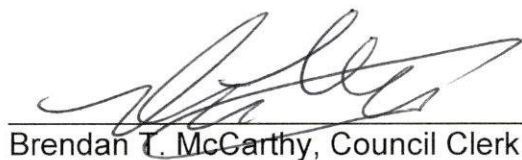
RESOLUTION APPROVING A TRANSFER OF FUNDS FROM FISCAL YEAR 2024 CITY COUNCIL RESERVE TO VARIOUS WMEG ACCOUNTS TO FUND THEIR COLLECTIVE BARGAINING AGREEMENT

BE IT RESOLVED: That the City Council of Watertown hereby approves the transfer of funds in the amount of \$446,450 from the Fiscal Year 2024 City Council Reserve to various Fiscal Year 2024 WMEG Accounts.

BE IT FURTHER RESOLVED: That a copy of said transfer is forwarded to the City Auditor and City Treasurer/Collector.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 9 for, 0 against, and 0 present on April 23, 2024.


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: April 18, 2024

RE: Agenda Item – Transfer of Funds Request

I respectfully request a transfer of funds be placed on the April 23, 2024 City Council Agenda in order to fund the first year (FY2023) and the second year (FY2024) of the three year collective bargaining agreement between the City and the Watertown Municipal Employees Group, Teamsters, Local 25 for the period July 1, 2022 to June 30, 2025.

Thank you for your consideration in this matter.

TRANSFER AMOUNT \$446,450

FROM:	FY 2024 CITY COUNCIL RESERVE 0111152-570780	\$	446,450
TO:	FY 2024 CITY AUDITOR FULL TIME SALARIES 0113551-510111	\$	9,400
	FY 2024 CITY AUDITOR OVERTIME 0113551-510130	\$	265
	FY 2024 CITY AUDITOR PRIOR YEAR FULL TIME SALARIES 0113551-511111	\$	4,095
	FY 2024 CITY AUDITOR PRIOR YEAR OVERTIME 0113551-511130	\$	260
	FY 2024 PURCHASING FULL TIME SALARIES 0113851-510111	\$	3,200
	FY 2024 PURCHASING PRIOR YEAR FULL TIME SALARIES 0113851-511111	\$	1,500
	FY 2024 CITY ASSESSOR'S FULL TIME SALARIES 0114151-510111	\$	6,520
	FY 2024 CITY ASSESSOR'S OVERTIME 0114151-510130	\$	110
	FY 2024 CITY ASSESSOR'S PRIOR YR. FULL TIME SALARIES 0114151-511111	\$	2,545
	FY 2024 TREASURER/COLLECTOR FULL TIME SALARIES 0114551-510111	\$	7,950
	FY 2024 TREASURER/COLLECTOR OVERTIME 0114551-510130	\$	170
	FY 2024 TREAS/COLLECTOR PRIOR YR. FULL TIME SALARIES 0114551-511111	\$	2,700
	FY 2024 INFORMATION TECHNOLOGY FULL TIME SALARIES 0115551-510111	\$	14,450
	FY 2024 IT PRIOR YEAR FULL TIME SALARIES 0115551-511111	\$	5,550
	FY 2024 CITY CLERK FULL TIME SALARIES 0116151-510111	\$	850
	FY 2024 CITY CLERK OVERTIME 0116151-510130	\$	65
	FY 2024 ELECTIONS FULL TIME SALARIES 0116251-510111	\$	2,512
	FY 2024 DEV. & PLANNING FULL TIME SALARIES 0118151-510111	\$	66,585

FY 2024 DEV. & PLANNING OVERTIME 0118151-510130	\$	2,625
FY 2024 DEV. & PLANNING PRIOR YEAR FULL TIME SALARIES 0118151-511111	\$	27,600
FY 2024 DEV. & PLANNING PRIOR YEAR OVERTIME 0118151-511130	\$	395
FY 2024 PARKING LOTS AND METERS FULL TIME SALARIES 0119351-510111	\$	6,525
FY 2024 PARKING LOTS AND METERS OVERTIME 0119351-510130	\$	75
FY 2024 P LOTS & METERS PRIOR YR. FULL TIME SALARIES 0119351-511111	\$	2,825
FY 2024 PUBLIC BUILDINGS FULL TIME SALARIES 0119551-510111	\$	7,780
FY 2024 PUBLIC BUILDINGS OVERTIME 0119551-510130	\$	1,000
FY 2024 PUBLIC BUILDINGS SHIFT DIFF. 0119551-510141	\$	2,080
FY 2024 PUBLIC BUILDINGS PRIOR YEAR FULL TIME SALARIES 0119551-511111	\$	3,125
FY 2024 PUBLIC BUILDINGS PRIOR YEAR OVERTIME 0119551-511130	\$	575
FY 2024 PUBLIC BUILDINGS PRIOR YEAR SHIFT DIFF. 0119551-511141	\$	1,040
FY 2024 POLICE FULL TIME SALARIES 0121051-510111	\$	44,650
FY 2024 POLICE SPECIALIST PAY 0121051-510122	\$	250
FY 2024 POLICE OVERTIME 0121051-510130	\$	6,675
FY 2024 POLICE SHIFT DIFFERENTIAL 0121051-510141	\$	13,000
FY 2024 POLICE HOLIDAY PAY 0121051-510142	\$	1,600
FY 2024 POLICE PRIOR YR. FULL TIME SALARIES 0121051-511111	\$	19,995
FY 2024 POLICE PRIOR YEAR SPECIALIST PAY 0121051-511122	\$	250
FY 2024 POLICE PRIOR YEAR OVERTIME 0121051-511130	\$	2,685

FY 2024 POLICE PRIOR YEAR SHIFT DIFFERENTIAL 0121051-511141	\$	5,020
FY 2024 FIRE FULL TIME SALARIES 0122051-510111	\$	6,650
FY 2024 FIRE PRIOR YEAR FULL TIME SALARIES 0122051-511111	\$	3,000
FY 2024 DPW FULL TIME SALARIES-ADMINISTRATION 0140151-510111	\$	7,000
FY 2024 DPW OVERTIME-ADMINISTRATION 0140151-510130	\$	6,500
FY 2024 DPW LICENSES CERTIFICATIONS-ADMINISTRATION 0140151-510145	\$	2,500
FY 2024 DPW PRIOR YR. FULL TIME SALARIES-ADMINISTRATION 0140151-511111	\$	3,200
FY 2024 DPW PRIOR YEAR OVERTIME-ADMINISTRATION 0140151-511130	\$	1,000
FY 2024 DPW FULL TIME SALARIES-CENTRAL MOTORS 0140551-510111	\$	5,250
FY 2024 DPW OVERTIME -CENTRAL MOTORS 0140551-510130	\$	2,625
FY 2024 DPW PRIOR YR FULL TIME SALARIES-CENT. MOTORS 0140551-511111	\$	2,400
FY 2024 DPW PRIOR YEAR OVERTIME -CENTRAL MOTORS 0140551-511130	\$	1,200
FY 2024 DPW FULL TIME SALARIES-HIGHWAY 0142251-510111	\$	5,475
FY 2024 DPW OVERTIME-HIGHWAY 0142251-510130	\$	1,275
FY 2024 DPW PRIOR YEAR FULL TIME SALARIES-HIGHWAY 0142251-511111	\$	2,550
FY 2024 DPW PRIOR YEAR OVERTIME-HIGHWAY 0142251-511130	\$	525
FY 2024 DPW FULL TIME SALARIES-TRAFFIC CONTROL 0149251-510111	\$	6,800
FY 2024 DPW OVERTIME-TRAFFIC CONTROL 0149251-510130	\$	1,350
FY 2024 DPW PRIOR YEAR FULL TIME SALARIES-TRAFFIC CONTR 0149251-511111	\$	3,000
FY 2024 DPW FULL TIME SALARIES-FORESTRY 0149451-510111	\$	4,900
FY 2024 DPW OVERTIME-FORESTRY 0149451-510130	\$	800

FY 2024 DPW PRIOR YEAR FULL TIME SALARIES-FORESTRY 0149451-511111	\$	2,050
FY 2024 DPW PRIOR YEAR OVERTIME-FORESTRY 0149451-511130	\$	215
FY 2024 DPW FULL TIME SALARIES-PARKS 0149551-510111	\$	5,300
FY 2024 DPW OVERTIME-PARKS 0149551-510130	\$	5,200
FY 2024 DPW PRIOR YEAR FULL TIME SALARIES-PARKS 0149551-511111	\$	2,425
FY 2024 DPW PRIOR YEAR OVERTIME-PARKS 0149551-511130	\$	2,000
FY 2024 HEALTH FULL TIME SALARIES 0151051-510111	\$	16,575
FY 2024 HEALTH PRIOR YEAR FULL TIME SALARIES 0151051-511111	\$	6,200
FY 2024 HEALTH OVERTIME 0151051-510130	\$	300
FY 2024 COUNCIL ON AGING FULL TIME SALARIES 0154151-510111	\$	7,550
FY 2024 COUNCIL ON AGING PRIOR YEAR FULL TIME SALARIES 0154151-511111	\$	4,100
FY 2024 LIBRARY FULL TIME SALARIES 0161051-510111	\$	12,950
FY 2024 LIBRARY OVERTIME 0161051-510130	\$	300
FY 2024 LIBRARY SHIFT DIFFERENTIAL 0161051-510141	\$	4,200
FY 2024 LIBRARY PRIOR YEAR FULL TIME SALARIES 0161051-511111	\$	5,725
FY 2024 LIBRARY PRIOR YEAR 0161051-511130	\$	425
FY 2024 LIBRARY PRIOR YEAR SHIFT DIFFERENTIAL 0161051-511141	\$	1,875
FY 2024 RECREATION FULL TIME SALARIES 0163051-510111	\$	6,600
FY 2024 RECREATION OVERTIME 0163051-510130	\$	350
FY 2024 RECREATION PRIOR YEAR FULL TIME SALARIES 0163051-511111	\$	4,150

FY 2024 RECREATION PRIOR YEAR OVERTIME 0163051-511130	\$	225
FY 2024 SKATING FULL TIME SALARIES 0163151-510111	\$	3,200
FY 2024 SKATING OVERTIME 0163151-510130	\$	130
FY 2024 SKATING PRIOR YEAR FULL TIME SALARIES 0163151-511111	\$	1,450
FY 2024 SKATING PRIOR YEAR OVERTIME 0163151-511130	\$	85
FY 2024 MEDICARE TAX 0191200-510178	\$	6,373

I hereby certify to the availability, authority of funding source, mathematical accuracy and appropriate fiscal year.

DATE

4/18/24

ACTING CITY AUDITOR

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to authorize a Transfer of Funds in the Amount of \$137,910 from the FY24 City Council Reserves to Various DPW Accounts



Watertown City Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

RESOLUTION# 41

2024 – R – 41

RESOLUTION APPROVING A TRANSFER OF FUNDS FROM FISCAL YEAR 2024 CITY COUNCIL RESERVE TO VARIOUS DPW ACCOUNTS TO FUND THEIR COLLECTIVE BARGAINING AGREEMENT

BE IT RESOLVED: That the City Council of Watertown hereby approves the transfer of funds in the amount of \$137,910 from the Fiscal Year 2024 City Council Reserve to various Fiscal Year 2024 DPW Accounts.

BE IT FURTHER RESOLVED: That a copy of said transfer is forwarded to the City Auditor and City Treasurer/Collector.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 9 for, 0 against, and 0 present on April 23, 2024.


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: April 18, 2024

RE: Agenda Item – Transfer of Funds Request

I respectfully request a transfer of funds be placed on the April 23, 2024 City Council Agenda in order to fund the first year (FY2023) and the second year (FY2024) of the three year collective bargaining agreement between the City and the Teamsters, Local 25 (DPW Unit) for the period July 1, 2022 to June 30, 2025.

I respectfully request the attached transfer be placed on the April 23, 2024 City Council Agenda.

Thank you for your consideration in this matter.

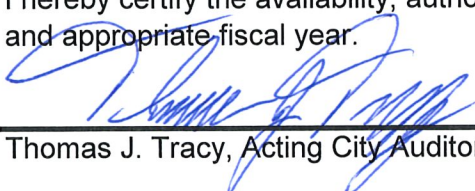
TRANSFER AMOUNT \$137,910

FROM FY 2024 CITY COUNCIL RESERVE 0111152-570780	\$ 137,910
TO: FY 2024 DPW ADMIN FULLTIME SALARIES 0140151-510111	\$ 429
FY 2024 DPW ADMIN ONE TIME PAYMENT 0140151-510195	\$ 9,748
PRIOR YEAR DPW ADMIN FULL TIME SALARIES 0140151-511111	\$ 108
FY 2024 DPW CENTRAL MOTORS FULL TIME SALARIES 0140551-510111	\$ 11,000
FY 2024 DPW CENTRAL MOTORS OVERTIME 0140551-510130	\$ 4,500
FY 2024 DPW CENT. MOTORS LICENSES/CERTIFICATIONS 0140551-510145	\$ 300
FY 2024 DPW CENTRAL MOTORS CLOTHING 0140551-510190	\$ 300
PRIOR YEAR DPW CENTRAL MOTORS FULL TIME SALARIES 0140551-511111	\$ 4,924
PRIOR YEAR DPW CENTRAL MOTORS OVERTIME 0140551-511130	\$ 2,025
PRIOR YEAR DPW CENT. MOTORS LICENSES/CERTIFICATIONS 0140551-511145	\$ 250
PRIOR YEAR DPW CENTRAL MOTORS CLOTHING 0140551-511190	\$ 150
FY 2024 DPW HIGHWAY FULL TIME SALARIES 0142251-510111	\$ 23,700
FY 2024 DPW HIGHWAY OVERTIME 0142251-510130	\$ 8,800
FY 2024 DPW HIGHWAY SHIFT DIFFERENTIAL 0142251-510141	\$ 2,160
FY 2024 DPW HIGHWAY LICENSES/CERTIFICATIONS 0142251-510145	\$ 200
FY 2024 DPW HIGHWAY CLOTHING 0142251-510190	\$ 700

PRIOR YEAR DPW HIGHWAY FULL TIME SALARIES 0142251-511111	\$ 11,271
PRIOR YEAR DPW HIGHWAY OVERTIME 0142251-511130	\$ 4,399
PRIOR YEAR DPW HIGHWAY SHIFT DIFFERENTIAL 0142251-511141	\$ 1,040
PRIOR YEAR DPW HIGHWAY LICENSES/CERTIFICATIONS 0142251-511145	\$ 100
PRIOR YEAR DPW HIGHWAY CLOTHING 0142251-511190	\$ 350
FY 2024 DPW CEMETERY FULL TIME SALARIES 0149151-510111	\$ 7,250
FY 2024 DPW CEMETERY OVERTIME 0149151-510130	\$ 2,100
FY 2024 DPW CEMETERY CLOTHING 0149151-510190	\$ 200
PRIOR YEAR DPW CEMETERY FULL TIME SALARIES 0149151-511111	\$ 3,238
PRIOR YEAR DPW CEMETERY OVERTIME 0149151-511130	\$ 1,059
PRIOR YEAR DPW CEMETERY CLOTHING 0149151-511190	\$ 100
FY 2024 DPW TRAFFIC CONTROL FULL TIME SALARIES 0149251-510111	\$ 3,050
FY 2024 DPW TRAFFIC CONTROL OVERTIME 0149251-510130	\$ 1,110
FY 2024 DPW TRAFFIC CONTROL CLOTHING 0149251-510190	\$ 100
PRIOR YEAR DPW TRAFFIC CONTROL FULL TIME SALARIES 0149251-511111	\$ 1,513
PRIOR YEAR DPW TRAFFIC CONTROL OVERTIME 0149251-511130	\$ 763
PRIOR YEAR DPW TRAFFIC CONTROL CLOTHING 0149251-511190	\$ 50
FY 2024 DPW FORESTRY FULL TIME SALARIES 0149451-510111	\$ 6,606

FY 2024 DPW FORESTRY OVERTIME 0149451-510130	\$ 610
FY 2024 DPW FORESTRY LICENSES/CERTIFICATIONS 0149451-510145	\$ 100
FY 2024 DPW FORESTRY CLOTHING 0149451-510190	\$ 200
PRIOR YEAR DPW FORESTRY FULL TIME SALARIES 0149451-511111	\$ 2,713
PRIOR YEAR DPW FORESTRY OVERTIME 0149451-511130	\$ 136
PRIOR YEAR DPW FORESTRY LICENSES/CERTIFICATIONS 0149451-511145	\$ 100
PRIOR YEAR DPW FORESTRY CLOTHING 0149451-511190	\$ 100
FY 2024 DPW PARKS FULL TIME SALARIES 0149551-510111	\$ 7,580
FY 2024 DPW PARKS OVERTIME 0149551-510130	\$ 3,500
FY 2024 DPW PARKS SHIFT DIFFERENTIAL 0149551-510141	\$ 225
FY 2024 DPW PARKS CLOTHING 0149551-510190	\$ 300
PRIOR YEAR DPW PARKS FULL TIME SALARIES 0149551-511111	\$ 4,133
PRIOR YEAR DPW PARKS OVERTIME 0149551-511130	\$ 1,554
PRIOR YEAR DPW PARKS SHIFT DIFFERENTIAL 0149551-511141	\$ 200
PRIOR YEAR DPW PARKS CLOTHING 0149551-511190	\$ 150
FY 2024 MEDICARE TAX 0191200-510178	\$ 2,716

I hereby certify the availability, authority of funding source, mathematical accuracy and appropriate fiscal year.


Thomas J. Tracy, Acting City Auditor


Date

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to authorize a Transfer of Funds in the Amount of \$40,000 from the Community Development and Planning Full Time Salary Account to the Commander's Mansion Account



Watertown City Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

RESOLUTION# 39

2024 – R – 39

RESOLUTION APPROVING A TRANSFER OF FUNDS FROM FISCAL YEAR 2024 DCDP FULL TIME SALARIES TO FISCAL YEAR 2024 COMMANDERS MANSION ACCOUNT

BE IT RESOLVED: That the City Council of Watertown hereby approves the transfer of funds in the amount of \$40,000 from the Fiscal Year 2024 DCDP Full Time Salaries Account to various Fiscal Year 2024 Commanders Mansion Account.

BE IT FURTHER RESOLVED: That a copy of said transfer is forwarded to the City Auditor and City Treasurer/Collector.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 9 for, 0 against, and 0 present on April 23, 2024.


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor



George J. Proakis
City Manager

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Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: April 18, 2024

RE: Agenda Item – Transfer of Funds Request

Enclosed please find correspondence from Steve Magoon, Assistant City Manager for Community Development & Planning regarding the need for additional funding of the Commander's Mansion Account for the remainder of the Fiscal Year.

Therefore, I respectfully request the attached transfer be placed on the April 23, 2024 City Council Agenda.

Thank you for your consideration in this matter.

Hand, JoAnna

From: Magoon, Steve
Sent: Wednesday, April 17, 2024 5:18 PM
To: Hand, JoAnna; Osmond, Marsha
Cc: Proakis, George; Tracy, Tom; Marchesano, Ingrid
Subject: Budget Transfer

I am asking to transfer \$40,000 from the Community Development and Planning Full Time Salary account to the Commanders Mansion account.

The staff of the Commanders mansion has been working very hard to bring back the event business to pre pandemic level. At the same time, we have tasked to staff with supporting a number of community events. So while our revenues have lagged, we have increased staff hours and their responsibilities. The result is a gap between the revenues generated and the operational costs of the Commanders Mansion.

While the Council and City Manager have approved a number of new positions for the Department to reflect the needs of the community, we have found it difficult to quickly fill some of these positions. The implementation of the Class and Compensation study will hopefully recharge our hiring efforts and help us to fill some positions. As a result, we have significant surplus in our full time salary account.

I would therefore respectfully request that the City Manager and City Council approve a budget amendment to move \$40,000 to offset this revenue shortfall.

Steve Magoon
Assistant City Manager for Community Development and Planning
Watertown Administration Building
149 Main Street
Watertown, MA 02472
Office 617 972-6417
Direct 617 715-8661
Cell 617 987-1136

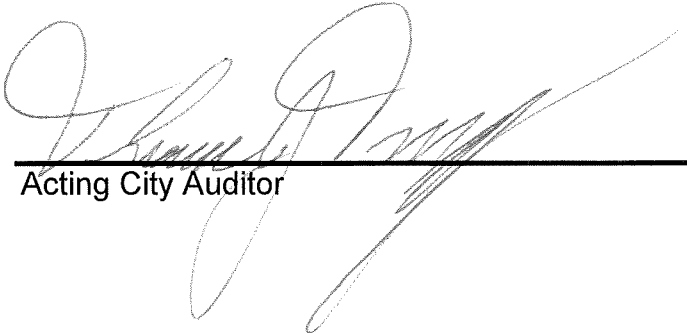
Transfer Amount \$40,000

FROM: FY 24 DCDP FULL TIME SALARIES \$ 40,000
0118151-510111

TO: FY24 Transfer To COMMANDERS MANSION \$ 40,000
0194000-590975

I hereby certify to the availability, authority of funding source, mathematical accuracy and appropriate fiscal year.

4/23/24
Date


Acting City Auditor



George J. Proakis
City Manager

CITY OF
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Office of the City Manager

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149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: April 19, 2024

RE: Proposed Amendment to the Fiscal Year 2024 Budget

I respectfully request your favorable consideration of the attached Proposed Amendment to the Fiscal Year 2024 Budget.

The Proposed Amendment is related to the Memorandum of Agreement Between the City of Watertown and Watertown Police Association for Successor Collective Bargaining Agreement.

I respectfully request this Amendment be placed on the April 23, 2024 City Council Agenda as a First Reading amending the Fiscal Year 2024 Budget.

Thank you for your favorable consideration in this matter.

**FISCAL YEAR 2024
BUDGET AMENDMENT**

REVENUE	INCREASE (DECREASE)	TO READ
OTHER FINANCING SOURCES - TRANSFER FROM COLLECTIVE BARGAINING STAB. 00100970-497100	\$ 170,000	\$ 810,550
TOTAL REVENUE ADJUSTMENT	<u>\$ 170,000</u>	

EXPENDITURES	INCREASE (DECREASE)	TO READ
CITY COUNCIL RESERVE 0111152-570780	\$ 170,000	\$ 4,866,385
TOTAL EXPENDITURE ADJUSTMENT	<u>\$ 170,000</u>	



George J. Proakis
City Manager

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Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: April 19, 2024

RE: Proposed Amendment to the Fiscal Year 2024 Budget

I respectfully request your favorable consideration of the attached Proposed Amendment to the Fiscal Year 2024 Budget.

The Proposed Amendment is related to the Memorandum of Agreement Between the City of Watertown and AFSCME, Council 93 (Library Union) for Successor Collective Bargaining Agreement.

I respectfully request this Amendment be placed on the April 23, 2024 City Council Agenda as a First Reading amending the Fiscal Year 2024 Budget.

Thank you for your favorable consideration in this matter.

**FISCAL YEAR 2024
BUDGET AMENDMENT**

REVENUE	INCREASE (DECREASE)	TO READ
OTHER FINANCING SOURCES - TRANSFER FROM COLLECTIVE BARGAINING STAB. 00100970-497100	\$ 50,000	\$ 690,550
TOTAL REVENUE ADJUSTMENT	<u>\$ 50,000</u>	

EXPENDITURES	INCREASE (DECREASE)	TO READ
CITY COUNCIL RESERVE 0111152-570780	\$ 50,000	\$ 4,746,385
TOTAL EXPENDITURE ADJUSTMENT	<u>\$ 50,000</u>	

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024**

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to appropriate funds of \$145,000 for the Walker Pond Conceptual Design Ecological Study

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to appropriate funds of \$2,013,745 for the Saltonstall Park Rehabilitation Project

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to appropriate funds of \$7,250 for the Brown House Structural Engineering Study

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024**

	YES	NO	PRESENT
JOHN M. AIRASIAN	_____	___X___	_____
CAROLINE BAYS	_____	___X___	_____
LISA J. FELTNER	_____	___X___	_____
JOHN G. GANNON	_____	___X___	_____
NICOLE GARDNER	_____	___X___	_____
EMILY IZZO	_____	___X___	_____
ANTHONY PALOMBA	___X___	_____	_____
VINCENT J. PICCIRILLI JR.	_____	___X___	_____
MARK S. SIDERIS, COUNCIL PRESIDENT	_____	___X___	_____

Motion to appropriate funds of \$200,000 for the restoration of the Scotts Charitable Society Plot Fence



FY 2024 CPA FUNDING RECOMMENDATION

Submitted to the City Council
by the Community Preservation Committee

April 8, 2024

TABLE OF CONTENTS

CPA FY 2024 PROJECT RECOMMENDATION SUMMARY	2
Walker Pond Conceptual Design.....	3
Saltonstall Park Rehabilitation	6
Browne House Structural Engineering.....	9
Scots Charitable Fence Restoration	11



CITY OF WATERTOWN

Community Preservation Committee

Mark Krackiewicz, Chair
 Jonathan Bockian, Vice Chair
 Bob DiRico
 Dennis J. Duff
 Allen Gallagher
 Abigail Hammett
 Jamie O'Connell
 Elodia Thomas
 Matthew Walter

Date: April 8, 2024

To: The Honorable City Council

At its March 28, 2024, meeting, the CPC voted to recommend to the City Council a total expenditure of \$2,365,995 in CPA funds for four (4) projects. The CPC determined that the recommended projects would meet the goals expressed in the Community Preservation Plan, provide a public benefit, address a need, are ready to commence, and demonstrate ability to leverage non-CPA funds, among other factors.

If approved by the City Council, private organizations must enter into a Grant Agreement with the City and City Departments must comply with the terms of a Memorandum of Agreement with the CPC. All entities are required to submit regular progress and budget reports. Additional specific conditions are listed as applicable to each project.

CPA FY 2024 PROJECT RECOMMENDATION SUMMARY					
CPA CATEGORY	NUMBER OF PROJECTS	TOTAL CATEGORY RESERVE AMOUNT	UNDESIGNATED RESERVE AMOUNT	CATEGORY RESERVE BALANCE	UNDESIGNATED RESERVE BALANCE *
Open Space/ Outdoor Recreation	2	\$1,623,561	\$535,184	\$0	\$14,227,510
Historic Preservation	2	\$207,250	\$0	\$1,434,832	*as of 12/28/23

OPEN SPACE/OUTDOOR RECREATION		
Walker Pond Conceptual Design and Ecological Study	Open Space/Outdoor Recreation Reserve	\$145,000
Saltonstall Park Rehabilitation	Open Space/Outdoor Recreation Reserve and Undesignated Reserve	\$2,013,745
TOTAL OPEN SPACE/OUTDOOR RECREATION FUNDING		\$2,158,745

HISTORIC PRESERVATION		
Browne House Structural Engineering Study	Historic Preservation Recreation Reserve	\$7,250
Scots Charitable Society Plot Fence Restoration	Historic Preservation Recreation Reserve	\$200,000
TOTAL HISTORIC PRESERVATION FUNDING		\$207,250

The following project summaries describe the project proposals recommended for CPA funding in FY 2024. Full project applications are posted on the City of Watertown website for review at: [CPA Project Applications | Watertown, MA - Official Website \(watertown-ma.gov\)](https://www.watertown-ma.gov/CPA-Project-Applications)

PROJECT TITLE:	Walker Pond Conceptual Design
PROJECT LOCATION:	Walker Pond, Parcel 807 1B 1A
APPLICANT/ORGANIZATION:	Department of Community Development & Planning
PROJECT MANAGER:	Steve Magoon
CPA CATEGORY:	Open Space and Outdoor Recreation
CPC RECOMMENDED FUNDING AMOUNT:	\$145,000
CPC RECOMMENDED FUNDING SOURCE:	Open Space and Outdoor Recreation

PROJECT DESCRIPTION

The Department of Community Development and Planning requests \$145,000 to develop a final conceptual design plan for the Walker Pond property. Walker Pond and the adjacent property, roughly seven acres in size, is in west Watertown. It includes the largest pond in the city, associated uplands, and a large, paved area used by a former owner, Raytheon. The purchase of Walker Pond fulfilled goals specified in the Open Space Plan and CPA 5-Year Plan 2021-2025 for acquisition of open space.

Warner Larson Landscape Architects will be the lead for organizing public input and developing conceptual designs; Normandeau Associates will be responsible for the ecological studies, while other firms will assist in regulatory and site conditions investigations, surveys, and cost estimating.

The design plan resulting from this project would guide the improvement of the Walker Pond property as a natural open space for passive and active recreation based on input from a community planning process. CPA funds would be used to:

- Hire a Licensed Site Professional to ensure the proposed development will not disturb soils related to the wetland and pond area as the property has an Activity and Use Limitation (AUL) imposed by the Department of Environmental Protection.
- Perform a land/civil topographic, utilities, and boundary survey.
- Conduct an ecological study including wetland delineation; invasive species mapping; investigation of water quality; tree inventory; survey of wildlife specified in the consultant's (Normandeau Associates) proposal; and recommendations for further steps to improve pond health, terrestrial ecological function, and wildlife habitat.
- Conduct a community engagement process to secure input and review two to three conceptual designs.
- Create a final conceptual design plan and cost estimate.



Aerial View of Walker Pond (Source: Nearmap GIS)

RECOMMENDED FUNDING

On February 15, 2024, by a vote of 8-0, the Community Preservation Committee recommended appropriation of \$145,000 from the CPA Open Space/Outdoor Reserve for the Walker Pond Conceptual Design and Ecological Study project in accordance with the terms and conditions of a Memorandum of Agreement and the overall purposes summarized in this document.

ALIGNMENT WITH COMMUNITY PRESERVATION PLAN 2021-2025

The Walker Pond Conceptual Design and Ecological Study project would align with the guiding principles and priorities outlined in the Community Preservation Plan as well as the following open space and outdoor recreation goals:

- Expand, preserve, and restore existing open space for improved benefit and use, particularly along...ponds.
- Preserve or restore wild and natural areas, native species, and wildlife habitats.
- Improve connectivity, access, safety, and function of recreational resources...that serve residents of all ages, interests, and needs.

PROJECT OUTCOME

The acquisition and improvement of Walker Pond was an impetus for enacting the Community Preservation Act in Watertown. This project provides the opportunity to engage in a public dialogue that would determine how to maintain the delicate balance between preserving this important natural resource/wildlife habitat area and improving the property for public enjoyment.



Western side of pond facing northwest.



Western side of Pond (photos taken by Katie Swan)

SPECIFIC FUNDING CONDITIONS

- Provide a revised timeline and budget.
- Provide additional information about the water quality analysis, including cost of external lab analysis and sampling locations in writing.
- Perform an extra round of sampling in July through September.
- Develop recommendations for further steps to address pond health, terrestrial ecological function, and wildlife habitat. Include how the wildlife, habitat, and plant communities discovered during the ecological study may inform the design plan, construction schedule, and public use or programming.
- Schedule public input after the ecological studies have been completed.

STANDARD FUNDING CONDITIONS

- Notification of Community Preservation Coordinator about key events of project implementation such as project kick-off events, initial site meetings with contractors, initial plan reviews, and site visits when construction milestones are reached.
- No disbursements of funds may occur until the project has received all necessary governmental and third-party approvals, the project budget has been approved by the CPC, and all other sources of funds have been committed, as necessary, to complete the project.
- Any CPA funds appropriated but not used for the stated purposes of this project must be returned to the Watertown Community Preservation Fund.
- Other conditions as deemed necessary and defined within the Agreement.

APPLICANT'S PROPOSED TIMELINE (to be revised)

Date	Task
May 2024	Kick-off Meeting
July/August 2024	Community Engagement – Plan Options
May-August	Ecological Study
September/October 2024	Community Surveys and Plan Revisions
November/December 2024	Conservation Commission and Planning Board Review

PROJECT BUDGET

Item	Total
Feasibility	
Warner Larson - Contractor Supervision and management of deliverable preparation and quality	15,000
VHB-Site constraints, regulatory requirements, and input on proposed site plans	7,500
Feldman Geospatial-topographic, utilities and property boundary survey	15,000
McPhail Associates-management of environmental limitations of site and subsurface explorations based on proposed plans	4,000
PM&C-cost estimations	1,500
Design Schematics	43,000
Ecological Study (Normandeau Associates)	55,000
TOTAL	\$145,000

The full proposal is available at: <https://content.civicplus.com/api/assets/69e9e797-d656-4836-96f5-0948e428ffc5?cache=1800>

PROJECT TITLE:	Saltonstall Park Rehabilitation
PROJECT LOCATION:	25 Whites Avenue
APPLICANT/ORGANIZATION:	Department of Public Works
PROJECT MANAGER:	Michael Cookson
CPA CATEGORY:	Outdoor Recreation
CPC RECOMMENDED FUNDING AMOUNT:	\$2,013,745
CPC RECOMMENDED FUNDING SOURCE:	Open Space/Outdoor Recreation Reserve

PROJECT DESCRIPTION

Saltonstall Park is a city park adjacent to City Hall where several events take place annually or seasonally, including Faire on the Square, the Summer Concert Series, and the Farmer's Market. The Department of Public Works requests \$2,013,745 to enhance the upper area of Saltonstall Park and beautify the park space. This project would involve planting the understory area of the established tree canopy, installing realigned pedestrian accessible walkways, adding a permanent covered performance structure, and improving the streetscape with new benches and lighting. Michael D'Angelo Landscape Architecture, the firm that designed and oversaw the CPA funded restoration of Irving Park, would oversee construction of Saltonstall Park.

The design plan was based on four public meetings at which alternative pathway configurations and four different performance structures were presented. In the end, a flash vote was used to select the preferred design for the performance structure. Design improvements call for:

- reconfiguration of plaza stair and the inclusion of an accessible ramp
- addition of benches at the ends of the path bisecting the park
- installation of dark sky compliant pole and bollard lighting
- reduction of stairs and walls along Main Street
- new concrete seat wall with a granite cap
- planting of shade and flowering trees
- planting of flowering shrubs and non-invasive pollinator supporting plants, as well as other perennials, grasses, and groundcover plants
- fabrication and installation of permanent performance structure with a curvilinear canopy, flood lights, accent lights, and an electrical box

RECOMMENDED FUNDING

On March 21, 2024, by a vote of 9-0, the Community Preservation Committee recommended appropriation of \$1,478,561 from the CPA Open Space/Outdoor Recreation Reserve and \$535,184 from the Undesignated Reserve for the Saltonstall Park Rehabilitation project in accordance with the terms and conditions of a Memorandum of Agreement and the overall purposes summarized in this document.

ALIGNMENT WITH COMMUNITY PRESERVATION PLAN 2021-2025

The Saltonstall Park project would align with the guiding principles and priorities outlined in the Community Preservation Plan as a highly visible space that would provide broad benefit for the community. The project would also align with following outdoor recreation goals:

- Improve access and function of a recreational resource that serves residents of all ages, interests, and needs.
- Upgrade parks to promote accessibility.

PROJECT OUTCOME

Watertown residents and visitors would benefit from the beautification of the park through an enhanced tree canopy, new understory plantings, better access and spacing for Farmer's Market stalls as well as Americans with Disability Act (ADA) compliant pathway upgrades.

These proposed enhancements would improve the experience for park visitors with better site lines and a signature outdoor performance space.



Saltonstall Park Site Improvements |
Watertown, MA



Performance Structure Rendering

SPECIFIC FUNDING CONDITIONS

- Department of Public Works in maintaining trees and shrubs shall employ naturalistic pruning and avoid shearing.
- Application procedures and approval criteria for use of the performance structure shall be posted on the City of Watertown website.
- Changes from the design due to cost, material availability, or other considerations shall be subject to review by the Community Preservation Committee before implementation.

STANDARD FUNDING CONDITIONS

- Notification of Community Preservation Coordinator about key events of project implementation such as project kick-off events, initial site meetings with contractors, initial plan reviews, and site visits when construction milestones are reached.
- No disbursements of funds may occur until the project has received all necessary governmental and third-party approvals, the project budget has been approved by the CPC, and all other sources of funds have been committed, as necessary, to complete the project.
- Any CPA funds appropriated but not used for the stated purposes of this project must be returned to the Watertown Community Preservation Fund.
- Other conditions as deemed necessary and defined within the Municipal Memorandum of Agreement.

APPLICANT'S PROPOSED TIMELINE

The applicant will submit a revised project timeline based on the scheduling of the public bidding process and anticipates a start date in the fall of 2024 and completion by the end of the spring of 2025.

PROJECT BUDGET

Item	Total
Construction Design/Oversight	50,545
Construction	1,486,000
Contingency (20% to Total Budget)	477,200
TOTAL REQUESTED	\$2,013,745
Non-CPA Funds Construction	900,000
Design	159,511
TOTAL PROJECT BUDGET	\$3,073,256

The full proposal is available at: <https://content.civicplus.com/api/assets/1525de63-910a-4136-8734-d38ba9114ad0?cache=1800>

PROJECT TITLE:	Browne House Structural Engineering
PROJECT LOCATION:	562 Main Street
APPLICANT/ORGANIZATION:	Historic New England
PROJECT MANAGER:	Jodi Black
CPA CATEGORY:	Historic Preservation
CPC RECOMMENDED FUNDING AMOUNT:	\$7,245
CPC RECOMMENDED FUNDING SOURCE:	Historic Preservation

PROJECT DESCRIPTION

Historic New England requests \$7,245 to develop construction drawings and specifications for structural repairs to the Browne House, which was built circa 1698. This house museum, owned and operated by Historic New England is listed on the National and State Register of Historic Places. The building features a rare seventeenth-century framing style in which beams are framed in a “transverse” or “crosswise” direction and not tied into posts or a chimney wall. Currently an attic-supporting beam on the second floor is cracked, and temporary posts are shoring up the building on all levels for stability while the crack is being monitored. Simpson Gumpertz & Heger, a nationally known firm specializing in issues of structural integrity, would assess three alternative repair solutions.

RECOMMENDED FUNDING

On March 21, 2024, by a vote of 9-0, the Community Preservation Committee recommended the appropriation of \$7,245 from the Historic Preservation Reserve for the project: The CPC recommends a grant to Historic New England in accordance with the terms and conditions of a CPA Grant Agreement (between the City of Watertown and Historic New England) and the overall purposes summarized in this document.

ALIGNMENT WITH COMMUNITY PRESERVATION PLAN 2021-2025

- Demonstrates support from Watertown Historical Commission.
- Demonstrates feasibility through project team expertise, an informed budget, and a realistic timeline.
- Supports the preservation of a privately-owned historic resource that demonstrates appropriate public benefit.
- Enhances public access to a historic resource.

PROJECT OUTCOME

This project would produce 100% construction documents and specifications, positioning Historic New England to execute repairs in accordance with the Secretary of Interior Standards for historic preservation and rehabilitation in a timely manner. Ultimately this project will lead to preservation of an irreplaceable historic resource.

Browne House c.1698



STANDARD FUNDING CONDITIONS

- Notification of Community Preservation Coordinator about key events of project implementation such as project kick-off events, initial site meetings with contractors, initial plan reviews, and site visits when construction milestones are reached.
- No disbursements of funds may occur until the project has received all necessary governmental and third-party approvals, the project budget has been approved by the CPC, and all other sources of funds have been committed, as necessary, to complete the project.
- Any CPA funds appropriated but not used for the stated purposes of this project must be returned to the Watertown Community Preservation Fund.
- Other conditions as deemed necessary and defined within the CPA Grant Agreement.



Support and crack monitor

APPLICANT'S PROPOSED TIMELINE

Task	
Notification of CPA funding decisions; grant contracts signed	June 1, 2024
Engage structural engineer	July 1, 2024
50% Construction Level documents for potential repair options	September 30, 2024
Evaluation of each solution and cost estimates	November 30, 2024
Selection of repair option with engineer	December 31, 2024
Engineer submits 100% Construction Documents	February 28, 2025
Final reporting and close-out of CPA grant	March 31, 2025

PROJECT BUDGET

Source	Item	Total
Historic New England	Engineering Services	7,250
CPA Request	Engineering Services	7,250
TOTAL PROJECT BUDGET		\$14,500

The full proposal is available at: [89c01499-6f08-4980-958b-a097df561339 \(civicplus.com\)](https://civicplus.com/89c01499-6f08-4980-958b-a097df561339)

PROJECT TITLE:	Scots Charitable Fence Restoration
PROJECT LOCATION:	Mt. Auburn Cemetery, Watertown
APPLICANT/ORGANIZATION:	Friends of Mt. Auburn Cemetery
PROJECT MANAGER:	Gus Fraser
CPA CATEGORY:	Historic Preservation
CPC RECOMMENDED FUNDING AMOUNT:	\$200,000
CPC RECOMMENDED FUNDING SOURCE:	Historic Preservation

PROJECT DESCRIPTION

The Friends of Mt Auburn Cemetery requested \$300,000 to restore the cast iron fencing supported by granite bases. Mt. Auburn Cemetery is owned and managed by the Proprietors of Mt. Auburn Cemetery. The property is on the National and State Register of Historic Places.

This project would restore the historic fence that encloses the Scots Charitable Society plot. The fence memorializes 200 Scottish immigrants of modest means and has no headstones or markers. As a part of the project, the ironwork must be dismantled, stripped of lead paint, restored, reassembled, and installed on new granite bases. Additionally, to honor the individuals buried within the plot, plants native to Scotland would be installed within and outside of the plot for horticultural interest.



Foster Architecture has assessed the fence and proposed the restoration described above. Gus Fraser, the Vice President of Preservation and Facilities would supervise the cast iron restoration contractor, Cassidy Bros. Forge and the stone masonry contractor, Phoenix Bay State Construction.

RECOMMENDED FUNDING

On March 21, 2024, by a vote of 7-2, the Community Preservation Committee recommended the appropriation of \$200,000 from the Historic Preservation Reserve for the project. The CPC recommends a grant to the Friends of Mt. Auburn

Cemetery in accordance with the terms and conditions of a CPA Grant Agreement (between the City of Watertown and Friends of Mt. Auburn Cemetery) and the overall purposes summarized in this document.

ALIGNMENT WITH COMMUNITY PRESERVATION PLAN 2021-2025

- Project would be publicly accessible.
- Demonstrates support from Watertown Historical Commission.
- Demonstrates feasibility through project team expertise, an informed budget, and a realistic timeline.

PROJECT OUTCOME

The property and fence are open to the public for viewing. As one of the very few remaining cast-iron fences remaining, preservation of this historic resource would prevent it from further deterioration. The proposed plantings would replace turf and eliminate the need for using power tools to mow and trim.

SPECIFIC FUNDING CONDITIONS

- Prior to the release of CPA funds: provide an updated project cost estimate or budget based on valid bids; and demonstrate the remaining total project budget is committed, evidenced by grant award letters, pledge cards, documentation of other donations, and/or cash on hand.

STANDARD FUNDING CONDITIONS

- Notification of Community Preservation Coordinator about key events of project implementation such as project kick-off events, initial site meetings with contractors, initial plan reviews, and site visits when construction milestones are reached.
- No disbursements of funds may occur until the project has received all necessary governmental and third-party approvals, the project budget has been approved by the CPC, and all other sources of funds have been committed, as necessary, to complete the project.
- Any CPA funds appropriated but not used for the stated purposes of this project must be returned to the Watertown Community Preservation Fund.
- Other conditions as deemed necessary and defined within the CPA Grant Agreement.

APPLICANT'S PROPOSED TIMELINE

The construction phase of the project is anticipated to be approximately 7 months. The start date is contingent on successful fundraising of non-CPA sources of funds. Once funding is secured, a project kick-off meeting will be held to finalize the schedule. Site preparation and fence removal are expected to take one month, while the offsite repairs and painting would take approximately 5 months and the last month of the schedule would involve the reinstallation of the fence.



*Scots Charitable Society Plot Fence
Deterioration of Base*

PROJECT BUDGET

Source	Item	Total
Friends of Mt. Auburn Cemetery	Preservation Design	28,200
	Landscape and Irrigation	24,976
	Fence Restoration and Masonry	529,601
CPA Funds	Fence Restoration	200,000
	TOTAL PROJECT BUDGET	\$782,700

The full proposal is available at: [87763297-0e5a-4327-b4c1-b85604f1f0ff \(civicplus.com\)](https://www.civicplus.com/projects/87763297-0e5a-4327-b4c1-b85604f1f0ff)

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to accept the Committee on Economic Development & Planning Report from April 16, 2024



Watertown City Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

Report of the Committee on Economic Development & Planning Meeting Date: April 16, 2024

The Committee convened on Tuesday April 16, 2024 at 5:45 pm in the City Council Office, as a hybrid meeting with remote participation by zoom. Present were Lisa Feltner, chair; John Gannon, vice chair; and Vincent Piccirilli, secretary. Gregory Girard participated by zoom.

The purpose of the meeting was to conduct Planning Board and Zoning Board of Appeals interviews.

Gregory Girard is seeking reappointment to the ZBA as an Alternate Member, having served since 2022. He has a degree in urban planning. He is happy to continue to serve on the ZBA, playing an important role in the responsible transitioning of Watertown to the future, applying both the rule and the spirit of the Zoning Ordinance to projects that come before them. He is very interested in traffic mitigation, as well as adding conditions to projects that are appropriate for Watertown. He also expressed interest in serving on ZBA as a full member.

Jason Cohen is seeking reappointment to the Planning Board, having served since 2018. He was a member of the ZBA for three years prior to that, and previously served as the Planning Board's appointee to the Community Preservation Committee. As an architect, he appreciates the opportunity to mold the city for the future, and to improve the quality of life. He tempers public input with his professional experience, and tries to balance the needs of all constituencies. He reiterated that the Board does listen to all voices, but cannot agree with everyone when reaching a decision. He feels each project is an opportunity to make a site better than what it was before, understanding that we can only shape the forces of development, we can't direct development.

David Ferris is seeking reappointment to the ZBA, having served since 2009. He is an architect specializing in multi-unit housing. He feels the ZBA has a large knowledge base, an excellent chair, and great staff support. He is happy with the Watertown Square study process and the good public input. He is concerned about becoming too reliant on lab development and what it means for the fabric of the city. He is concerned about the height and step-backs of buildings in relationship to the width of the road, particularly on a 2-lane road like Pleasant St. He also believes that the PSCD and RMUD districts would be better served by having the ZBA involved, although he understands the need to make the process less burdensome on developers to drive economic development. He expressed support for potentially having some kind of design review board for Watertown Square projects.

- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, to recommend that the City Council confirm Jason Cohen for reappointment as a full member of the Planning Board to a term expiring February 15, 2027. Voted 3-0.
- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, to recommend that the City Council confirm Gregory Girard for reappointment as an alternate member of the Zoning Board of Appeals to a term expiring February 15, 2026. Voted 3-0.
- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, to recommend that the City Council confirm David Ferris for reappointment as a full member to the Zoning Board of Appeals to a term expiring February 15, 2029. Voted 3-0.

The meeting adjourned at 7:18 pm.

Report prepared by Vincent Piccirilli

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve Action Item 1 from the Committee on Economic Development & Planning Report from April 16, 2024



Watertown City Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

RESOLUTION # 42

2024 - R - 42

RESOLUTION CONFIRMING THE REAPPOINTMENT OF JASON COHEN TO THE PLANNING BOARD

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of Jason Cohen as a Full Member of the Planning Board for a term to expire on February 15, 2027.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 9 for, 0 against, and 0 present on April 23, 2024


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve Action Item 2 from the Committee on Economic Development & Planning Report from April 16, 2024



Watertown City Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

RESOLUTION # 43

2024 – R - 43

RESOLUTION CONFIRMING THE REAPPOINTMENT OF GREGORY GIRARD TO THE ZONING BOARD OF APPEALS

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of Gregory Girard as an Alternate Member of the Zoning Board of Appeals for a term to expire on February 15, 2026.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 9 for, 0 against, and 0 present on April 23, 2024


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve Action Item 3 from the Committee on Economic Development & Planning Report from April 16, 2024



Watertown City Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

RESOLUTION # 44

2024 – R - 44

RESOLUTION CONFIRMING THE REAPPOINTMENT OF DAVID FERRIS TO THE ZONING BOARD OF APPEALS

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of David Ferris as a Full Member of the Zoning Board of Appeals for a term to expire on February 15, 2029.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 9 for, 0 against, and 0 present on April 23, 2024


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large
Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor
John G. Gannon,
Councilor At Large
Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large
Emily Izzo,
District D Councilor

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to accept the Committee on Rules and Ordinances Report from April 2, 2024



REPORT TO COUNCIL: Rules & Ordinances Committee Meeting

Minutes of Tuesday, April 2, 2024 at 6:30 p.m.

Louis P. Andrews Upper Conference Room, 3rd Floor
149 Main Street, Watertown, MA 02472

AGENDA: Continue Discussion of City Council Rules for the 2024-2025 Term.

Present: John Gannon, chair; John Airasian, vice chair; Lisa Feltner, secretary

Also present: President Sideris, Councilors Piccirilli and Gardner; Municipal Policy Analyst Doug Newton; Rita Colafella, and via Zoom were Councilors Palomba and Bays.

Chair Gannon convened this third meeting on the topic of Council Rules at 6:33 p.m; previous committee meetings were held on February 20 and March 5, 2024. Councilor Feltner moved to accept the draft minutes of March 5 with related attachments; seconded by Councilor Airasian; approved 3-0. The chair suggested we save discussion of proposed Definitions for later.

The committee discussed whether to create a new rule 8.8 that would also include a chart for referrals in order to support the newer City Charter section 3-2 (3A) which describes that the manager will meet with the council to discuss priorities for a department and desirable qualifications and qualities of candidates prior to posting and beginning searches for certain positions. It was noted that we have been following this Charter requirement in practice, but given the ongoing transition in our administrative reorganization, the lack of proposed chart text to accompany this proposed addition, and since Council doesn't make confirmations in these instances, the committee decided to instead record its interest in addressing this process and its inclusion under a future review of Council Rules.

The discussion continued with a review of referrals to City Council committees, using a new chart for completeness and to help clarify related matters per Rule 11 and related confirmations. **See attached proposed chart.** Some text changes were made to Rule 11.1 for clarity and better inclusion of currently appointed boards and newer Council committees. It was noted that this doesn't remove the power to send matters to which committees or to refer to joint committees. It was also recognized that whether to retain a standing committee on Education and School System Matters should be discussed in the future; no changes are proposed for this term. During the committee's review, it was also noted that there are some inconsistencies in appointments and their confirmation, due to how ordinances were written over time and as additional appointed boards were created. Therefore, the following action item for Council was proposed:

Action Item: Motion by Feltner to recommend City Council refer to Rules and Ordinances as New Business to review the appointment process and ordinances for those boards/committees/commissions that do not currently require Council Confirmation, and which are not solely controlled by state statute, such as the Bicycle & Pedestrian Committee, the Commission on Disability, the Historical Commission, and potentially others; seconded by Airasian; approved 3-0.

At 7:55 the discussion moved to consider adding a list of definitions to accompany Council Rules as proposed by Councilor Palomba. Chair Gannon read aloud an email received from the city attorney (below) who confirmed we may include these to help provide clarity of some terms in our rules. The committee proceeded to review each proposed definition (see amended list below). During a discussion of understanding differences between Public Forum and Public Hearing, the committee decided to correct text in the first sentence of both Rules 15.5 and 15.6.

At 8:35 the committee finished reviewing the proposed definitions, and Feltner made a Motion to adopt Definitions as amended to accompany updated Council Rules; seconded by Airasian; approved 3-0.

Chair Gannon moved the committee discussion to consider creating new rules for Individual Councilor Meetings referenced in Charter Section 2-10 (adopted November 2021). He read guidelines previously received by the manager suggesting these meetings should not be held between September 1st and election day in the second year of a term. It was noted that Councilors may try to avoid "bunching" and spread them through the year, but nine officials are each trying to fit them in within twelve months -or approx. eight months of the term's second year-

since we cannot hold joint meetings. Feltner suggested it would be helpful if the city or Council had a meeting reservation and/or space request calendar or process -the Library is one example- so we could have a better idea of availability for scheduling in general, but in the end, people have to do what works for them. The Charter lays out a basic framework and during its review, the public emphasized the desire for informal two-way discussions; the use of City buildings and resources are as a portion of Council duties regardless of the time of year and not as an individual running for elected office. It was also noted that there is very limited public space and few suitable locations available for community meetings, particularly in Districts A and B. It seems cost-prohibitive, \$5K or more, to rent private space (which must be ADA compliant) for this public conversation meeting with each Councilor, and the feeling was this is not the best use of tax dollars with a tally that would not be strongly supported by voters. Virtual/remote meetings are possible but without staff support. The committee decided to highlight these concerns in the minutes for future public consideration, including perhaps with the next Charter Review in 2026, and doesn't propose new rules for these meetings for this term.

Action Item: Motion by Feltner to Recommend City Council adopt amended Council Rules with supporting Referrals Chart and Definitions as described in committee meetings and as attached herein to the Rules and Ordinances report; seconded by Airasian; approved 3-0.

Motion to Adjourn at 9:02 p.m. by Feltner; seconded by Airasian; approved 3-0.

Respectfully submitted, Lisa Feltner

Encs: Email from City Attorney; amended City Council Rules with Definitions; Chart for Referrals to Committees; and accepted Minutes of March 5 (related attachments may be found with the posted March 5th meeting).

----- Forwarded message -----

From: **Mark R. Reich** <MReich@k-plaw.com>

Date: Wed, Mar 20, 2024 at 9:29 AM

Subject: RE: [Watertown] Rules & Ordinances Committee Seeking Opinion from KP Law

To: Mark Sideris <siderismark9@gmail.com>

Sir –

As we have discussed, and as indicated below, in my opinion the Rules and Ordinances Committee may establish definitions for the use of the City Council as part of the Council's rules. These definitions may be helpful in addressing matters not otherwise defined in the City Charter or Ordinances. However, it must be remembered that statutory definitions shall have precedence over these locally adopted definitions. For example, while the Council rules may include a definition for a "public hearing", that term may be otherwise defined in state law and that state law definition would be applicable when undertaking hearings required by statute. Therefore, caution should be exercised in broadly applying a definition beyond use in interpreting internal requirements.

Please contact me with any further questions.

Thank you.

Mark

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Amended at Rules & Ordinances Committee April 2, 2024 Meeting

CITY OF WATERTOWN, MASSACHUSETTS RULES OF THE CITY COUNCIL

Previously Approved by the City Council on July 12, 2022

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Rule 1. ORGANIZATION

- 1.1** The City Council shall meet for the purpose of organization on the first secular day of January following the municipal election and the members shall severally, before the City Clerk, take their respective oaths of office to perform faithfully the duties of such office, provided that any member-elect who shall not be present at such organizational meeting shall take said oath at the first regular or special meeting of the City Council which such Councilor-elect shall attend.
- 1.2** The City Council shall, by majority vote of all members elected, elect a Vice President and such other officers as it shall from time-to-time deem appropriate.

- 1.3 Seating of the Council at the organizational meeting or at its first regular meeting thereafter, the order of seating of the members shall be determined by drawing of lots, provided however that the President of the Council shall occupy the center seat and the Vice President of the Council shall occupy the seat to the immediate right of the President. Members shall draw for such purpose in order of seniority of service, provided however, that in the event that two or more members shall have similar seniority in service, then the member who shall be senior in both service and age shall have precedence.
- 1.4 As soon as practical after the start of each new term, the Rules and Ordinances Committee shall review the Council Rules per referral of the City Council and strive to make recommendation/s to the full Council by March 15.
- 1.5 Each new City Council that is seated following the November municipal election shall, as soon as practical, place on the agenda of a Council meeting a referral to the Personnel and City Organization Committee to review Council compensation and make a recommendation to the full Council pursuant to Section 2-3(a) of the Charter.

Rule 2. MEETINGS OF THE COUNCIL

- 2.1 Regular meetings of the City Council shall be held in the Richard E. Mastrangelo Chamber of the Watertown Administration Building or, if agreed upon by a majority of the members any other suitable location within the City of Watertown, at 7:00 p.m. of the second and fourth Tuesday of each month, provided however, that the members may, by two-thirds vote, agree to hold any regular meeting on such other date as may be convenient.
- 2.2 The City Council shall be required to meet only once during the months of July, August and December, said meeting to be held on the second Tuesday of said months, and may meet a second time upon prior approval by vote of the members.
- 2.3 In the event any holiday or primary or general election shall fall on the regular meeting date, the City Council shall meet on the business day next following.
- 2.4 No board, commission or committee of the City shall meet concurrently with the time of any regular or special meeting of the City Council, provided however that this rule may be waived by the Council President, and provided further that a copy of any waiver granted under this rule shall be filed with the City Clerk.
- 2.5 No agenda item at a regular meeting of the City Council, except Executive Session and Public Forum, may be brought forward for consideration after 10:30 p.m. A regular meeting of the City Council shall adjourn after action is taken on the agenda item being considered at 10:30 p.m. An adjourned meeting of the Council shall not and may not be reconvened.
- 2.6 Special meetings of the City Council shall be held at the call of the Council President, or at the call of any three or more members, with such call to be by written notice to each member or by email; any such notice shall contain a listing of the specific matters to be acted upon. Except in the case of emergency, of which the Council President shall be sole judge of the time set for such meeting, a copy of any such notice shall be delivered not less than forty-eight hours in advance of the time set for such

meeting, and a copy of any such notice to the members shall forthwith, be posted upon the City bulletin board and all other sites where meeting notices are regularly posted.

- 2.7** All special meetings of the City Council shall be held in the Richard E. Mastrangelo Chamber unless an emergency, of which the Council President shall be sole judge, shall require such meeting to be held elsewhere, in which case the nature of the emergency and the location of such special meeting shall be clearly stated in the notice required by these rules.
- 2.8** The City Manager or designee shall be expected to attend all regular and special meetings of the City Council, unless otherwise specified by the Council President.
- 2.9** Except as otherwise authorized or provided by General Law, all sessions of the City Council and every committee or subcommittee thereof shall be open to the public and the media.
- 2.10** At the discretion of the Council President, an executive session may be called. Executive sessions shall be convened as allowed under Massachusetts General Law. All matters discussed in an executive session shall remain confidential until a vote is taken by the Council to release the minutes of the meeting or report publicly said discussions.
- 2.11** The presence of five members shall constitute a quorum for the transaction of business. Except as provided by General Law, the City Charter or these rules, the affirmative approval of not fewer than five members shall be required to adopt any ordinance or appropriation order.
- 2.12** The minutes of regular and special meetings of the City Council shall consist of the proceedings of the Council's order of business, including motions and second, votes, and questions of order along with the decisions thereon; said minutes shall list those members of the Council or of the public speaking on a given issue and shall provide only in summary form the major points raised by speakers. The minutes shall also include:
- a) a copy of all items that were linked to the meeting agenda, including all items that were presented at the meeting;
 - b) a copy of all Committee reports presented during the meeting;
 - c) a copy of any statement presented by a member during a meeting which has been delivered in written form prior to the end of the meeting;
 - d) a copy of the tally sheets for each roll call vote of the Council indicating the vote of each member; and
 - e) a copy of any other written document submitted during the meeting by any person.
- 2.13** No subcommittee or committee of the City Council may schedule or hold any meeting before 5:00 p.m. during the week or at any time on weekend days. The only exception being when the City Council President has deemed the matter being discussed time sensitive and/or determines that the meeting time would not be a detriment to public discourse.

Rule 3. PRESIDING OFFICER

- 3.1** The President of the City Council, if present, shall preside at all meetings. In the absence of the President, the Vice President shall preside. In the absence of both the President and the Vice President, a temporary chair shall preside who shall be the senior member in length of service, provided however,

that in the event that two or more members shall have similar seniority in service, then the member who shall be senior in both service and age shall have precedence and serve during the absence of both the President and the Vice President.

- 3.2** It is the duty of the presiding officer to preserve the decorum and order of a council meeting. ~~He or she~~ **They** may speak to questions of order in preference to other members. ~~He or she~~ **They** shall decide all questions of order, subject to an appeal of the ~~entire~~ City Council, which appeal shall be seconded; and no other business shall be in order until the question on the appeal from the ruling of the chair shall be decided by the members by a call of the roll, and the ruling of the chair shall stand unless a majority of members shall vote to the contrary. The chair shall be permitted to vote on any question of appeal.
- 3.3** The presiding officer shall declare all votes or other action of the members and, if the result shall be in doubt, may call for a roll call vote. Such declarations by the presiding officer shall stand unless reversed by a call of the roll.

Rule 4. VOTING

- 4.1** All final votes of the City Council on matters involving appropriations, expenditures, transfers of monies and/or bonding, shall be taken by a call of the roll and the result of such call of the roll shall be entered into the records. Additionally, the roll shall be called upon any other pending matter at the request of any member. In the calling of the roll, the order in which the names of the members are called shall be rotated following each such call of the roll.
- 4.2** When a question is put by the presiding officer, every member shall be entitled to vote yes, no, or present.
- 4.3** Prior to any vote, the Council Clerk shall record and may be asked to read aloud the exact language of the measure or motion to be voted on.
- 4.4** Members shall not participate in the consideration of, nor vote on, any question, nor serve on any committee in which their private interest shall be immediately considered distinct from that of the City or the public.
- 4.5** Prior to the announcement of the result of a call of the roll by the presiding officer, any member may ask to have their name called again for the purpose of confirming their vote or being recorded differently.
- 4.6** Any use of Charter Privilege shall follow Charter Section 2-8(b) of the Watertown Home Rule Charter.
- 4.7** A member who invoked the Charter Privilege may present a motion to withdraw the Charter Privilege. The motion will be treated according to Rules of the Council. If the members vote in favor of the motion, the presiding officer shall place the original measure before the Council.

Rule 5. DEBATE

- 5.1** Every member, when about to speak, shall respectfully address the presiding officer and await recognition. Once recognized, such member shall avoid personalities and confine themselves to the question under debate.
- 5.2** No member shall speak more than twice to the same question without leave of the presiding officer, nor more than once until all other members desiring to do so shall have spoken. No member shall have or hold the floor for more than ten consecutive minutes of debate, unless such time shall be extended by the affirmative vote of two-thirds of the members.
- 5.3** Once stated or read by the presiding officer, a matter shall be deemed to be in the possession of the City Council and shall be disposed of by vote or other appropriate action, provided however, that the mover may withdraw the motion or other matter at any time prior to amendment or other action by the members.

Rule 6. PRECEDENCE OF MOTIONS

- 6.1** During consideration of any matter properly before the members, the presiding officer shall receive no motion except those listed herein, which motions shall have precedence in the order listed: To adjourn
To recess
To lay on the table
To take from the table
To move the previous question
To limit or extend the limits of debate
To postpone to a date and/or time certain
To refer
To amend
To postpone indefinitely
- 6.2** Following a vote of the City Council, it shall be in order for any member who shall have voted with the prevailing side to move reconsideration thereof at the same meeting at which said vote was taken, or to file with the Council Clerk not later than noon on the next business day following such meeting, a written motion for reconsideration. Following receipt of such a written motion for reconsideration, the Council Clerk shall place said motion on the calendar for the next regular or special meeting of the City Council, and cause the same to be included in the call thereof, and the Council Clerk shall also notify each member in writing of the filing of any such written motion for reconsideration. If any matter shall have been decided by a tie vote, the prevailing side shall be considered to be that side in whose favor the question was decided. Not more than one motion for reconsideration shall be entertained for any one vote, and no vote upon any motion to adjourn, to lay upon the table, to take from the table or to move the previous question shall be subject to reconsideration.

Rule 7. CLERK OF THE COUNCIL

- 7.1** The Council Clerk shall attend and keep records for all regular and special meetings of the City Council, shall record the names of member present, and shall have the care and custody of all records, documents, maps, plans, papers and other records and materials pertaining to the business of the City Council, including a compilation of voting records which can also be found in Council Minutes.

- 7.2 Matters to be placed on the agenda for the City Council, including but not limited to reports and communications from the City Manager and other city officials, boards, departments and commissions, and any ordinance, order, resolution, proclamation or other matter of business to be presented to the members for action at a regular meeting of the City Council shall be submitted to the Council Clerk not later than 5:00 p.m. on the Thursday preceding the regular meeting at which such matter is to be considered by the City Council, or not later than 5:00 p.m. on the Wednesday preceding the regular meeting when it follows a Monday holiday. With concurrence of the Council President, an item may be added to the Council agenda up to noon Friday, or up to noon Thursday preceding a Monday holiday. Items for placement on the agenda of upcoming Council meetings shall, in the absence of the Council Clerk, be submitted to the office of the City Manager. Every effort shall be made to have all matters that are submitted for placement on the agenda accompanied by materials sufficient to inform Council members of the nature and purpose of the agenda item.
- 7.3 If the timing of an event does not allow a proclamation to be submitted in accordance with Rule 7.2, any member shall notify the Council President and the Council Clerk as soon as possible. Any proclamation issued in this manner shall be subject to ratification by the City Council at its next meeting, at which time the proclamation shall be recorded in the minutes of the meeting.
- 7.4 Items submitted by members shall be placed on the agenda if they have a direct bearing on the business of the City Council, unless the Council President removes an item and informs the sponsoring member why such action was taken. In the instance that an item is removed from the agenda by the Council President, said item shall may be placed on the agenda of the subsequent meeting, at the request of the sponsoring member.
- 7.5 The agenda for each regular meeting of the City Council, together with copies of matters to be considered shall be delivered by the Council Clerk to the members not later than 5:00 p.m. on the Friday preceding such regular meeting.
- 7.6 The Council Clerk is authorized and directed by these rules to order and publish notice of hearings on petitions presented which require such public hearing by the City Council. Such petition/s and supporting materials, including signatures shall be forwarded to Council members prior to the public hearing.
- 7.7 The Council Clerk shall prepare the draft minutes of each regular City Council meeting and shall provide a copy to each member ideally no later than 5:00 p.m. on the Monday following the meeting, or by 5:00 p.m. on Tuesday following a Monday holiday, or by 5:00 p.m. on the third business day following a special meeting. If necessary, exceptions to this timetable may be made by the Council President.
1. The draft minutes shall include a copy of Council Clerk's summary of the meeting, including motions and seconds, votes, and major points raised by Council members and members of the public. The names of the public speakers will be included as possible.
 2. The Council Clerk shall note in the official minutes of all regular and special meetings of the City Council the names of all elected officials and invited guests as possible.
 3. Members shall provide the Council Clerk all agenda submissions in electronic form.

4. Members may propose corrections of factual errors/or additional comments. Corrections of factual errors shall identify the specific information in the draft minutes that is in error and, if approved by the Council, shall result in a change in the body of the minutes. Additional comments shall elaborate upon remarks and comments made by the member at the Council meeting if approved by the Council, shall be appended to the final minutes. Additional comments shall be limited to one page. Corrections or additions shall be delivered to the Council Clerk no later than 5:00 p.m. of the Thursday, or 5:00 p.m. on Wednesday when there is a Monday holiday preceding the next regular Council meeting. In the case of a special meeting, such submission deadline shall be at noon on the fifth business day following the day of delivery of the draft minutes. In voting on the acceptance of the minutes at the following City Council meeting, the City Council shall take a single vote on the draft minutes including corrections and additions, unless any single member requests separate votes.
5. In the event that a member submits a written request for a correction or addition on the publication of the agenda prior to a regular City Council meeting, the minutes shall be automatically laid on the Table at the City Council meeting, and not taken up until the subsequent Council meeting so as to allow members the opportunity to consider fully such corrections or additions prior to the vote for the acceptance of the minutes.
6. If a motion is made to table the draft minutes for the purpose of amending or modifying the minutes, and this motion is approved by the City Council, the councilor who made this motion shall provide to the Council Clerk such amendments/modifications in writing within 5 business days of the action to table the minutes. All amendments/modifications will be provided to the Council Clerk and included in materials forwarded to councilors for the next meeting of the City Council.
7. Other than typing errors, any correction or addition to the draft minutes must be approved by a majority vote of the City Council.
8. Upon acceptance of the draft minutes by a vote of the City Council, the Council Clerk shall revise the draft minutes to incorporate corrections and append additions accepted by the City Council, and shall file the final minutes with the City Clerk within one week of the City Council's vote of acceptance.
9. Typing errors, whether in the draft or final minutes, should be reported to the Council Clerk who will be responsible for correcting the errors. The correction of typing errors in the draft or final minutes will not require a Council vote.

7.8 The Council Clerk shall distribute all Council-related documents electronically. Paper copies of any Council-related document can be provided upon request.

7.9 Pursuant to release of Executive Session minutes, every three months the Council President shall consult with the City Attorney to determine whether the purpose of keeping Executive Session meeting minutes and accompanying material withheld from the public is still met. Once it has been agreed that

such records are no longer exempt from the Public Records Law, the City Council shall vote to release such minutes and other materials in the same manner as with meeting minutes of open meetings.

- 7.10** Requests for Information and questions raised by Council members and accompanying responses and answers will be posted to the Council web page within a 14-day period.

Rule 8. ORDER OF BUSINESS

- 8.1** The Order of Business for regular meetings of the City Council, which order shall not be departed from except by the affirmative vote of a majority of the members present, shall be as follows: Call of the Roll

- Pledge of Allegiance
- Public Forum
- Examination of records of previous meetings
- President's Report
- Presentations of petitions, proclamations, and similar papers and matters
- Motions for reconsideration
- Unfinished business from prior meetings
- Public Hearings
- Informational Presentations
- Motions, Ordinances, Order, and Resolutions
- Reports of Committees
- ~~New Business~~
- Communications from the City Manager
- Consideration of nomination for appointments
- Requests for Information/Review of List of Pending Matters
- Announcements
- Public Forum
- Recess or adjournment

- 8.2** The posted notice of the Agenda for the City Council shall state this order of business.

- 8.3** All matters and items of business appearing on the agenda of the City Council shall be taken up in the order in which they appear on said agenda, shall be subject to full and open debate, and shall be disposed of by vote or other action of the City Council prior to consideration of any other item of business. ~~The City Council President may alter the order of the Council Agenda.~~

- 8.4** ~~To comply with the Open Meeting Law, no item shall be brought up for a discussion or vote under New Business, unless it was not reasonably anticipated more than 48 hours before the meeting and is of a time-sensitive nature such that it would be detrimental to wait until it could be placed as a motion on the agenda of the next Council meeting.~~ *Re-number remaining rules if deleted.*

- 8.5** To comply with the Open Meeting Law, each Committee report on the agenda shall specify the action items, if any, that the City Council will be asked to vote on during the meeting.

8.6 No matter or item of business shall be referred to committee except for one or more of the following purposes:

- a) for study and report to a subsequent meeting;
- b) for the purpose of drafting an ordinance, order, or resolution;
- c) for the purpose of gathering information from persons with knowledge of or interest in matters of importance to the Council, or
- d) for any other purpose by an affirmative vote of the members.

8.7 Action by the City Council regarding appointments by the City Manager or other persons, which appointments shall require confirmation by the City Council, shall be received and automatically referred to the appropriate committee for hearing, review, and recommendation. If within thirty days of the City Council meeting where the appointment was presented, the committee takes no action to schedule a meeting for interviews; or if subsequent meetings are required and the committee takes no action to schedule subsequent meetings, then the Council Clerk shall automatically place a motion for a confirmation vote on the agenda of the next scheduled City Council meeting.

8.8 Each committee shall provide a report to the City Council on any meetings it held **ideally** within thirty days. The report will subsequently be included on the next regularly-scheduled City Council meeting agenda in compliance with all applicable Council rules.

8.9 A member who makes a request for information shall, no later than the next business day, provide a written summary of their request to the City Manager and a copy to the Council Clerk for inclusion in the minutes of the meeting when the request was made. A member who considers the response to their request for information to be inadequate or incomplete may repeat or supplement the request at one subsequent meeting. If, after the second request, the member feels that the response is inadequate or incomplete and wishes to request further information on the same or substantially the same matter, they must make a motion seeking a vote of the majority of the Council for their request.

8.10 No ordinance, order, resolution, or proclamation shall be received or acted upon unless submitted by a member of the City Council or the City Manager.

8.11 A petition or other matter which shall have been rejected by the members shall not be presented to the City Council for consideration in the same form or in a petition or other matter embodying substantially the same subject matter until the expiration of six months following said rejection, unless reintroduced shall have received prior approval in writing by not less than two-thirds of the entire City Council.

Rule 9. ENACTING STYLE

9.1 All laws enacted by the City Council shall be entitled ordinances and the enacting style shall be: "Be It Ordained by the Watertown City Council". All actions by which the City Council expresses its will shall be entitled orders and the enacting style shall be: "Be it Ordered by the Watertown City Council". In all actions by which the City Council expresses its opinions, principles, or purposes shall be entitled resolutions and the enacting style shall be: "Be it Resolved by the Watertown City Council". In all actions by which the City Council congratulates or thanks an individual(s) or organization(s), or marks a

holiday, occasion, or event shall be entitled proclamations and the enacting style shall be: “Be it Proclaimed by the Watertown City Council”.

- 9.2** All ordinances, orders, resolutions, and proclamations approved by the City Council, and other matters in the discretion of the Council, shall be signed by the Council President and the Council Clerk. Ordinances, orders, and resolutions shall also be signed after each meeting by an additional individual councilor (other than the Council President) on a rotating basis according to seniority. For proclamations, the additional councilor may be the sponsoring councilor. If no documents requiring signature are approved at a meeting, the councilor with signature responsibility at that meeting continues in that role until such time as a meeting requires their signature. If a councilor misses their turn in the rotation due to absence or other reason, the signature responsibility rotates to the next councilor.

Rule 10. ORDINANCES

- 10.1** Upon introduction, every proposed ordinance shall receive its first reading and shall then be referred for hearing and consideration to the Committee on Rules and Ordinances singly or jointly with such committee that shall be appropriate with such recommendation by a vote of the full Council.
- 10.2** Except in the instance of a special emergency involving the health and safety of the people or their property, no ordinance, loan order, borrowing or bond authorization shall be passed finally on the date of its first introduction. Any such emergency shall first be defined and declared in a preamble to the vote of the City Council, said preamble to be adopted upon a separate call of the roll and receive the affirmative votes of not less than two-thirds of all the members.
- 10.3** When a proposed ordinance is reported out of a committee, it is subject to debate and amendment by the City Council. The proposed ordinance shall be published in accordance with Section 2-8 (c) of the Watertown City Charter prior to a public hearing.
- 10.4** Every ordinance, or order involving a bond issue or other action pledging the credit of the City shall, before final action and passage by the City Council, be referred to the City Attorney or Bond Counsel, who shall forthwith examine same and advise the members regarding legality and notify the City Council of their findings in writing.

Rule 11. COMMITTEES -see new chart which aligns referrals to committees for confirmations

- 11.1** As soon as practicable following the organization of the City Council, the President shall appoint chairs, vice-chairs, secretaries, and members of the following standing committees:

Committee of the Whole: To consist of all members of the Council with the President as Chair, to deal with all matters referred to it by the Council.

Committee on Budget and Fiscal Oversight: To consist of three members of the Council, to consider matters pertaining to the City Budget and any other fiscal matters referred to it by the Council.

Committee on Climate and Energy: To consist of three members of the Council, to monitor and consider policy guidance on the implementation of the Watertown Climate and Energy Plan, and matters pertaining to the Environment and Energy Efficiency Committee.

Committee on Economic Development and Planning: To consist of three members of the Council, to consider matters pertaining to planning, development, redevelopment, zoning, land use, transportation networks, marketing, and promotion of current and prospective businesses in Watertown, and the Planning Board, Zoning Board of Appeals, Historic District Commission, Community Preservation Committee, Public Arts and Culture Committee.

Committee on Education and School System Matters: To consist of three members of the Council, to consider matters involving the School Department and education generally, and pertaining to the Watertown Cable Access Corp. Board.

Committee on Human Services: To consist of three members of the Council, to consider matters pertaining to Senior Services and the Council on Aging, Social Service programs, Veterans Services, Public Health, Affordable Housing, and the Board of Health, the Watertown Housing Authority, the Affordable Housing Trust, and the Human Rights Commission. and the Library

Committee on Parks and Recreation: To consist of three members of the Council, to consider matters pertaining to Parks, Recreation, the John A. Ryan Skating Arena, and the Conservation Commission. Community Preservation Committee.

Committee on Personnel and City Organization: To consist of three members of the Council, to consider matters involving City personnel, including Civil Service and proposals for organization or reorganization of the City's departments and agencies, and the Board of Assessors. and Licensing Board

Committee on Public Safety: To consist of three members of the Council, to consider matters pertaining to Emergency Management, Police, and Fire Civil Defense departments of the City, and the Traffic Commission.

Committee on Public Works: To consist of three members of the Council, to consider matters pertaining to the Department of Public Works, and the Stormwater Advisory Committee, and the Solid Waste & Recycling Advisory Committee. Conservation Commission.

Committee on Rules and Ordinances: To consist of three members of the Council, to consider the advisability and merit of proposed new ordinances or amendments to current ordinances, including the form and legality thereof; and all related legal matters, together with the City Attorney; and the Licensing Board.

Committee on State, Federal, and Regional Government: To consist of three members of the Council, to consider matters involving the Election Commission and City Clerk, and to serve as a liaison between the City and Federal Government and the Commonwealth of Massachusetts and its authorities, regional bodies, and political subdivisions.

- 11.2** City Council may from time to time establish other special or standing committees as it shall deem necessary or appropriate, which special or standing committees shall be appointed by the President as soon as practicable following the establishment thereof.
- 11.3** The terms of membership on committees shall be the same as the terms of the City Council.
- 11.4** Following the President's appointment of all committee members, the Council shall determine whether matters referred to committee but not acted upon by the prior Council shall be referred to a committee of the current Council. No matters referred to committee by a prior Council which have not been acted upon shall be taken up by a committee of the current Council unless referred by vote of the current Council. Referrals for matters that have been acted upon by a Council committee shall be considered ongoing.
- 11.5** Every committee to which a matter has been referred shall meet within a reasonable time to consider such matter. If the chair of the committee fails to call a meeting within 30 days of a referral, a majority of the committee may call a meeting. The Council may at any time vote to revoke a referral and take up a matter previously referred to committee or refer the matter to a different committee.
- 11.6** Each committee shall cause records to be kept of its proceedings.
- 11.7** It is the goal of the City Council to actively involve citizens in the work of city government through Council committees. All committees are encouraged to work with community and neighborhood groups and committees on issues that relate to these groups' mandates and interests.
- 11.8** If appropriate, City Council members shall make referral(s) to standing Committee(s) after first having communicated the essence of said referral(s) to the appropriate Department Head(s) or equivalent and received a response from said Department Head(s) or equivalent, regarding said referral. Referrals customarily made to Committee on an annual or otherwise regular basis, for example as required by City Charter, or deemed an emergency or time sensitive by the Council President, are exempt from this provision.

Rule 12. COMMUNICATIONS TO THE COUNCIL

- 12.1** The Council Clerk shall provide each member with a copy of all communications addressed to the City Council as a body or to the President or Clerk on matters of interest to the entire City Council, which would not in the course of regular business of the City Council be referred thereto for appropriate action.

Rule 13. ADMISSION WITHIN THE RAIL

- 13.1** No person shall approach the Council table in the Richard E. Mastrangelo Chamber or enter the Council Office, except upon permission of the President or other presiding officer.
- 13.2** No member of the City Council shall take the podium without the permission of the Council President or other presiding officer.

Rule 14. RECORDING OF MEETINGS

- 14.1 Except as otherwise authorized by General Law, any member or member of the public shall be permitted to make an audio or video recording of any regular or special meeting of the City Council, provided however, that such member or member of the public, shall have given notice of ~~his/her~~ **their** intent to make such a recording to the presiding officer prior to the start of any such meeting to be so recorded and that the presiding officer shall announce at the start of each meeting that it is being recorded.

Rule 15. PUBLIC PARTICIPATION

- 15.1 All members of the public are invited to speak at the first Public Forum at the beginning of a City Council meeting. A member of the public wishing to speak at the first Public Forum must place ~~his or her~~ **their** name on a list that the Council Clerk will make available at the meeting location prior to the scheduled start of the meeting. The presiding officer shall recognize speakers at the first Public Forum in the order in which their names appear on the list. All members of the public are also invited to speak at the second Public Forum at the end of a City Council meeting.
- 15.2 At the first Public Forum, a member of the public shall state ~~his or her~~ **their** name and address before making any remarks or asking any questions, shall limit ~~his or her~~ **their** remarks or questions to matters of City business or to items that are on the posted agenda for the meeting but are not scheduled for a public hearing, and shall speak for no more than two minutes.
- 15.3 At the second Public Forum, a member of the public shall state ~~his or her~~ **their** name and address before making any remarks or asking any questions and shall speak for no more than two minutes.
- 15.4 During any public forum, there shall be no direct reply to the speaker or comment from Council members. Should the topic be a policy matter, the City Council President shall provide a response, which shall also be provided to the full City Council and posted on the Council web page. Should the topic be an administrative matter, the City Manager shall provide a response, which shall also be provided to the full City Council and posted on the City website.
- 15.5 All members of the public are also invited to speak at any Public Hearing ~~and,~~ at the presiding officer's recognition ~~discretion,~~ **during or following the Council's discussion of** on the topic of the Public Hearing. The presiding officer shall recognize those wishing to speak in the order they raise their hand.
- 15.6 All members of the public recognized by the presiding officer to speak during a Public Hearing ~~or during or following the Council's discussion of~~ on the topic of the Public Hearing shall state ~~his or her~~ **their** name and address before making any remarks or asking any questions, shall limit ~~his or her~~ **their** remarks or questions to matter of the Public Hearing, and shall speak for no more than two minutes. ~~He or she~~ **They** may be recognized by the presiding officer to speak a second time on the topic of the Public Hearing for no more than two minutes but only after all other members of the public wishing to speak have spoken once.
- 15.7 Copies of Rule 15 shall be made available to the public at all meetings of the Council.

Rule 16. PARLIAMENTARY AUTHORITY

- 16.1** In all matters of parliamentary procedure not provided for in General Law, the City Charter, City bylaws, or ordinances, or these rules, the City Council shall be governed by “Robert’s Rules of Order, Newly Revised”.

Rule 17. AMENDMENT OR SUSPENSION OF THE RULES

- 17.1** In so far as these rules are not statutory in source or origin, the same may be amended, suspended or repealed at any meeting by two-thirds vote of all the members. In the event that action taken by the City Council shall be inconsistent with these rules, such action shall be deemed to have been taken in suspension thereof, provided however, that the members concur in such action.

Rule 18. DISPUTE RESOLUTION PROCESS

- 18.1** This dispute resolution process is intended to provide a framework to resolve disputes pertaining to work-related matters and the professional manner in which Councilors and employees of the City Council interact. Disputes may arise from a variety of issues. This process may be used to resolve disputes arising between Council employees as well as between Council employees and Councilors. This process is not intended for use in resolving disputes between Councilors. This process does not replace any rights that City Councilors or Council employees have under any applicable Federal or State Laws.

It is hoped that most disputes will be resolved fairly and amicably among the parties without having to utilize this formal process. It is further hoped that matters not resolved informally between the parties can be resolved working with the Council President.

The process consists of three steps as follows:

Step 1: Council President

To initiate the Dispute Resolution Process the employee(s) or Councilor(s) shall file a written complaint with the Council President outlining the matter under dispute. After receiving a complaint, the Council President must meet with both parties to the dispute within fifteen days (or by the date of the next regularly scheduled full City Council meeting, whichever is later) to attempt to resolve the matter. After meeting with the parties, the Council President must make a decision on the matter within seven days. If either party disagrees with the Council President’s decision, they may appeal the decision in writing within seven days. If the decision is not appealed within seven days, the decision is considered final.

Appeals involving the City Council employees, except the City Manager, must be made in writing to the Chair of the Personnel and City Organization Committee for an appeal hearing at Step 2. Appeals involving the City Manager must be made in writing to the Council President for an appeal hearing at Step 3.

The Dispute Resolution Process begins at Step 1 except in the following instances:

- (a) In the event that the Council President is a part to the dispute, the City Council employee(s), except the City Manager, must file their written complaint with the Chair of Personnel and City Organization Committee and proceed directly to Step 2.
- (b) In the case of a dispute between the Council President and the City Manager, the written complaint must be filed with the Vice President of the City Council for a hearing before the full City Council at Step 3.

Step 2: Personnel and City Organization Committee

Upon receipt of a complaint or appeal, the Chair of Personnel and City Organization Committee must schedule a hearing on the dispute within fifteen days (or by the date of the next regularly scheduled full City Council meeting, whichever is later). The hearing will be held in Executive Session unless the employee requests an open session in writing. After hearing the dispute, the Committee will meet in Executive Session to make their decision on the matter by simple majority. The Chair of Personnel and City Organization Committee must then issue the Committee's decision within seven days. If either party disagrees with the Personnel and City Organization Committee's decision, they may appeal the ruling in writing within seven days. If the decision is not appealed within seven days, the decision is considered final. Appeals must be filed in writing with the Council President (or Vice President if the Council President is a party to the dispute).

Step 3: Full City Council

Upon receipt of a complaint or appeal, the Council President (or Vice President if the Council President is a party to the dispute) must schedule a hearing on the dispute before the full City Council within fifteen days (or at the next regularly scheduled full City Council meeting, whichever is later). The hearing will be held in Executive Session unless the employee requests an open session in writing. After hearing the dispute, the Council will meet in Executive Session to make a decision on the dispute by simple majority. The Council President (or Vice President if the Council President is a party to the dispute) must then issue the City Council's decision on the matter within seven days. The decision of the full City Council shall be final.

Rule 19. SANCTIONS FOR VIOLATION OF RULES

- 19.1** The Council may, by a majority vote, approve a motion to sanction any member who, after being given a warning by the presiding officer, again violates the Rules of the Council or the City Charter. Sanctions that the Council may impose include a reprimand, censure, and loss of committee chair or membership. All proceedings and actions related to this motion shall be conducted in executive session and shall comply with provisions of the Massachusetts Open Meeting Law, including but not limited to the provision that the subject member shall be given written notice at least forty-eight hours prior to consideration of any such action by the Council. If the Council chooses to consider such action in open session or the subject member exercises their right under the Open Meeting Law to require that the action be considered in open session, the subject member may speak on their own behalf and may have counsel or a representative present to advise them. However, the counsel or representative may not speak in the meeting.

Definitions

Amended April 2, 2024 at the Council Rules and Ordinances Committee Meeting

Order – an enactment that expresses the will of the City Council and is adopted by a vote. The enacting style of an Order shall be: “Be it Ordered by the Watertown City Council”.

Ordinance – any City Council enactment that regulates or governs people and provides a penalty for its violation and is adopted by a vote. Ordinances have the effect of law. The enacting style of an Ordinance shall be: “Be It Ordained by the Watertown City Council”.

Proclamation – an enactment of the City Council only for the purpose of congratulating or thanking individuals or organizations for their accomplishments or contributions to the community or marking important holidays, occasions, or events and is adopted by a vote. The enacting style shall be: “Be it Proclaimed by the Watertown City Council”.

Public Forum – an opportunity for a member of the public to address the City Council for no longer than two minutes and limit his or her remarks or questions to matters of City business or to items that are on the posted agenda for the meeting but are not scheduled for a public hearing. The member of the public must give their name and address before speaking. Public Forum will take place at the beginning and the end of the City Council meeting.

Public Hearing – a discussion that takes place before action is taken by the City Council on a particular matter before it and during which members of the public are invited to speak. The member of the public must give his or her name, address and limit their comments and questions to the matter of the public hearing and speak for only two minutes. Upon the presiding officer’s discretion, a member of the public may speak during or following the Council’s discussion of the topic. A member of the public **can may be recognized by the presiding officer to speak** for a second time after all other members of the public wishing to speak have spoken once.

Request for Information – a formal action by a member of the City Council to the City Manager or Council President for administrative, operational, or financial information related to the City of Watertown.

Resolution – an enactment of the City Council that formally expresses its opinions, **principles, directives** or principles and is adopted by a vote. The enacting style shall be: Be it Resolved by the Watertown City Council. A resolution differs from an ordinance in that a resolution provides direction, while an ordinance permanently amends the code of the city and enforcement of that code.

Referrals Chart for Rules, aligned to related boards/commissions/committees per April 2, 2024

WATERTOWN COUNCIL COMMITTEE	BOARD/COMMITTEE/COMMISSION CONFIRMATIONS
<i>Budget & Fiscal Oversight:</i> City Budget and any other fiscal matters referred to it by City Council	
<i>Climate & Energy:</i> Monitor and consider policy guidance on the implementation of Watertown's Climate & Energy Plan (see "Resilient Watertown")	Environment & Energy Efficiency Committee
<i>Economic Development & Planning:</i> Planning, development, redevelopment, zoning, land use, transportation networks, marketing, and promotion of current and prospective businesses in Watertown	Planning Board; Zoning Board of Appeals; Historic District Commission; Community Preservation Committee; Public Arts & Culture Committee
<i>Education & School System Matters:</i> involving the School Department and education generally	Watertown Cable Access Corp. Board
<i>Human Services:</i> Senior Services, Council on Aging, Social Services, Veterans Services, Public Health, Affordable Housing	Board of Health; Watertown Housing Authority; Affordable Housing Trust; Human Rights Commission
<i>Parks & Recreation:</i> Recreation, Parks, and the John A. Ryan Skating Arena	Conservation Commission
<i>Personnel & City Organization:</i> involving City personnel, including Civil Service, and proposals for organization or reorganization of the city's departments and agencies	Board of Assessors
<i>Public Safety:</i> Police, Fire, Emergency Management	Traffic Commission
<i>Public Works:</i> Public Works	Solid Waste & Recycling Advisory Committee; Stormwater Advisory Committee
<i>Rules & Ordinances:</i> considers the advisability and merit of proposed new ordinances or amendments to current ordinances, including the form and legality thereof, and all related matters, together with the City Attorney	Licensing Board
<i>State, Federal, and Regional Government:</i> involving the Election Commission and City Clerk, and to serve as a liaison between the city and federal government and the Commonwealth of Massachusetts and its authorities, regional bodies, and political subdivisions	Election Commissioners

Minutes of Council Rules & Ordinances Committee Meeting
Tuesday, March 5, 2024 at 6:00 p.m. in Louis P. Andrews Conference Room, 3rd Floor

AGENDA: Continue Discussion of City Council Rules for the 2024-2025 Term.

Present: John Gannon, chair; Lisa Feltner, secretary; (John Airasian, vice chair was absent).

Also present: Municipal Policy Analyst Doug Newton; Councilors Palomba, Piccirilli, Bays, Gardner; Linda Scott, Clyde Younger; and via zoom: Councilor Izzo, Michael Albano, Rita Colafella, Joan Gumbleton, lucinda505's iPad, Carolyn Gritter, Josh Rosmarin.

Chair Gannon convened this second committee meeting on Council Rules at 6:03 p.m. and announced his intention adjourn about 7:30 due to the election. Councilor Feltner moved to accept the draft minutes of February 20th, approved 2-0. She then shared the City of Taunton website (with CivicPlus) as one example for requesting a proclamation or honorary citation <https://www.taunton-ma.gov/365/Request-a-Proclamation-Citation>. The committee agreed that the Council President and City Manager could work with staff to enhance our website to provide a public process and tool to request a Proclamation or honorary citation, rather than including a new rule for this.

At 6:14 Chair Gannon stated the committee had not finalized Council Rules yet, so he opened the floor to attendees to hear comments about Rule 15 Public Participation. Clyde Younger spoke to the recent Mass. SJC Barron v. Kolenda case involving Southborough; he feels a two-minute time limit for Public Forum conflicts with the constitutionally protected right to assemble and petition town leaders. The committee reflected that the SJC opinion addressed restricting the content of speech; we do have the ability to adopt time, place, and manner for public comment as “neutral” restrictions. It was also noted that it is commonplace for local government meetings to have only one public forum with a two-minute limit, although some may allow three minutes or offer none. Regular Watertown City Council agendas have two public forums and although the rules state a two-minute limit, the presiding chair (Council President) is empowered with flexibility. Also, Council Committee meetings are usually open to frequent public comment, at the discretion of the chair; other communities restrict or even prohibit public comments at their working committee meetings. Generally, the committee and most attendees felt the two-minute limit seems to work well as a standard, and the chair manages the clock and has discretion. Of course, public comment is also accepted during public hearing items. It was acknowledged that public forums can be affected by different things, such as the number of people who wish to speak, the ability of the speaker's main points to be heard and understood due to language or disability, connection issues, etc. and the President offers people the opportunity to speak more than once. Emails and written comments are read aloud at meetings as requested (within a two-minute timeframe) and they are attached to subsequent Council Minutes. Linda Scott submitted a resident petition with over 125 signatures requesting three minutes at both public forums for City Council meetings, and she expressed that public speakers are frequently nervous, may feel intimidated and are worried about feeling more pressured by seeing a new “countdown clock” and are often left feeling more frustrated than heard. Clyde Younger has also collected some signatures on the same concerns. Councilor Palomba favors changing Council Rules to automatically allowing three-minute comments at Council public forums. The committee did not propose changes to Rule 15.

At 6:52 Chair Gannon recognized Rita Colafella on zoom; she supports allowing two-minute comments during public forum as it is respectful of people's time and seems fair. Councilor Feltner read aloud some recently received emails and acknowledged that others would be attached to committee minutes. Via zoom, Joan Gumbleton referenced her email in support of allowing three-minutes during public forum as some people need more time than others to express their concerns. Chair Gannon shared that proposed new Definitions by Councilor Palomba are under review by the city attorney, but he has not heard back from KP yet; definitions were not discussed by the committee.

At 7:06 the committee moved to discuss Rule 8.7, as it is somewhat related in process with the latest change to Charter section 3-2 concerning appointments and the task of determining desirable qualifications for positions. Feltner suggested borrowing language from the Charter (see section 3-2, 3A); these appointments don't require Council confirmation. There was some concern about stipulating Council “take action” within 30 days, as this meeting calendar also needs to be coordinated with the manager concerning department heads or other employees under his supervision; time limits for action are not imposed by Charter for any confirmations. It was recognized that action as defined in Rule 8.7 reads “...action to schedule a meeting for interviews...” thus it doesn't mean you have to meet within 30 days but to start the process of responding to a referral. Gannon suggested analyst Doug Newton could work on draft language with Councilor Piccirilli for addressing process on appointments; Feltner will include her sample in meeting notes.

After discussing Rule 8.8 and the various reasons why committee minutes and reports to Council may take longer than 30 days, it was decided to insert “ideally”; this recognizes the desired goal of reporting on meetings held within 30 days, while acknowledging this may not always be attainable.

Councilor Feltner introduced a chart and summarized some proposed changes, to align each council committee with Request for Confirmation to the various city appointed committees, commission, and boards. The committee will continue discussion on Rules 8.7 -on, at the next meeting, TBD.

At 7:33 PM Feltner made a Motion to Adjourn, seconded by Gannon, accepted 2-0.

Respectfully submitted, Lisa Feltner

Attached: updated Rules chart as of Mar 6; draft Rules text as of Mar 6; proposed referral for confirmation chart; emails received; resident signature sheets (12) requesting change to Rule 15.

Emails received by Rules and Ordinances Committee for the March 5, 2024 Meeting

Carolyn Gritter <cagri@me.com>

To: Feltner, Lisa

Tue 3/5/2024 4:13 PM

Rule 15

Councilor Feltner:

I respectfully request to be recorded in favor of amending Rule 15 to allow members of the public to speak for three minutes instead of two minutes in Public Forum at the beginning and at the conclusion of City Council meetings.

Respectfully submitted,

Carolyn A. Gritter

20 Watertown St.

Joan Gumbleton gumbletonj@aol.com

To: Gannon, John; John Airasian; Feltner, Lisa

Tue 3/5/2024 3:07 PM

Comment on Rules and Regulation of Two-Minute Rule

Dear Councilors,

I can't attend the Rules and Ordinances Meeting tonight, but I do want to express my thoughts on the two-minute rule that is in existence for commenting at city meetings. I would like to see the time extended to three minutes.

As I have spoken on a number of issues in the last few years, most times I can conclude my comments within the two-minute rule. However, we have had some issues that require investigation of details that take more time to explain. By going through the presentation in too fast a manner, the key points can be missed by many people, especially those who are not familiar with the topic. (I can remember a time when Councilor Piccirilli read my comments for me and it was a challenge for him to keep it under two minutes.)

In some cases, people are not comfortable with public speaking and may not be as organized with their thoughts and may need a little more time. In other cases people attending the meeting aren't planning to speak but find themselves wanting to comment without prepared notes.

To be sure all of our residents feel comfortable with presenting their thoughts, increasing the time from two to three minutes would be extremely helpful without adding that much time to the meetings. It may actually shorten them if people don't have to come back at the end of the meetings with additional comments on the same subject. Some residents take less time and it probably balances out in the end.

Your consideration of extending the rule to three minutes would be truly appreciated. Perhaps people could be encouraged to try to keep their comments around the two-minute mark, but that if they needed three minutes, it would be allowed. Thank you.

Sincerely,

Joan Gumbleton

32 Falmouth Rd.

McCarthy, Brendan

To: **City Councilors**

Tue 3/5/2024 2:24 PM

Comments Submitted for Tonight's Rules and Ordinance Meeting

Clyde Younger 2 Minute Comments.pdf **408 KB**

FYI

Attached is a document prepared by Clyde Younger in anticipation for tonight's meeting regarding Council Rules - specifically the two minutes rule.

Thanks,

Brendan

March 4, 2024

Barron v. Kolenda

Justia Opinion Summary

The Supreme Judicial Court reversed the judgment of the superior court against Plaintiffs and directed the court to enter a judgment declaring the "public comment policy" of the town of Southborough unconstitutional, holding that the town's public comment policy violated rights protected by articles nineteen and sixteen of the Massachusetts Declaration of Rights.

At issue was the policy of the board of selectmen of Southborough that outlines the public comment portion of its meetings where town residents may address the board ("public comment policy"). Plaintiffs argued, among other claims, that the policy violated their constitutionally-protected right under article nineteen "to assemble, speak in a peaceable manner, and petition ... town leaders for redress." The Supreme Judicial Court reversed the superior court's decision rejecting the argument that the town's public comment policy was unconstitutional, in violation of articles nineteen and sixteen, holding that the town's civil restraints on the content of speech at a public comment session in a public meeting were forbidden under both articles nineteen and sixteen.

Ms Colafella made reference to this case cited above in her February 18, 2024 email. The email was read aloud by Councilor Feltner. Ms Colafella's argument in support of the continuance of the two-minute rule rested on Barron v. Kolenda. I quote a certain portion of her email that reads as follows: "Additionally, I strongly recommend this because of the Barron v. Kolenda case from Southborough in which the state Supreme Court decided that government officials can no longer request civil commentary from the public.

The Court did not say government officials can no longer request civil commentary from the public. The decision stated it cannot "RESTRICT" and apparently agreed with the plaintiffs that article nineteen constitutionally-protected the right to assemble, speak in a peaceable manner, and petitiontown leaders for redress.

At issue, as you address updating your policies, is whether all issues can be expressed in a cogent manner in two minutes. Cutting one's comments midstream is not in keeping or in conformance with conducting city business. Likewise, a twenty-five minute dissertation is not warranted. Even if you were to speak for twenty-five minutes, people would stop listening.

Karin Rosenthal <krosenthal45@gmail.com>

To: **City Councilors**

Mon 3/4/2024 11:48 PM

Please extend 2 minutes to 3!

Clyde Younger had it right:

"The old two minute rule was for simpler times. As we embark upon the bustle of a metropolis it is logical issues are more complex. Thus operating under old rules is nonsensical."

I support extending the old two minute rule to 3 minutes.

Thank you,
Karin Rosenthal
150 Irving Street

Joseph Levendusky <jlevendusky@earthlink.net>

To: **City Councilors**

Mon 3/4/2024 9:33 AM

Revise Two Minute Rule

Councillors—

I am writing in favor of raising the two minute limit to three minutes.

Doing so would be an important gesture toward proving the Council's respect for citizen's thoughts. It would be an affirmation of the values of democratic participation.

I believe that the impact in terms of lengthening meetings would be minor, as more folks would finish their comments in the first round.

Thank you for your consideration.

Joe

Joseph Levendusky

13 Templeton Parkway

Watertown, MA 02472

617.515.8597

jlevendusky@earthlink.net

Kathi Breen <kathi1229@hotmail.com>

To: **City Councilors**

Thu 2/29/2024 5:28 AM

I Support the 2-Minute Limit for Public Comments

Just want to let you know that.

Kathi Breen

186 Boylston St.

Watertown, MA

Christopher Tattrie <ctattrie@locusrobotics.com>

To: **City Councilors**

Mon 2/26/2024 11:49 AM

I support 2 minutes

The City Council has a lot of work to do and many issues to cover.

Victory Field Phase II, ADU's, Noise Ordinances, etc, etc..

Thanks,

Chris Tattrie

21 Theurer Park

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve Action Item 1 from the Committee on Rules and Ordinances Report from April 2, 2024

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024**

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve Action Item 2 from the Committee on Rules and Ordinances Report from April 2, 2024

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to accept the Committee on Public Works Report from April 16, 2024



**Watertown City Council
Committee on Public Works**

Councilor Piccirilli, Chair, Councilor Feltner, Vice Chair, Councilor Palomba, Secretary

Committee Report

April 16, 2024

The Committee on Public Works met on Tuesday, April 16, 2024 in the City Council Room at 5:00 PM to interview Ms. Jill Ayers for appointment to the Conservation Commission for a term ending February 15, 2025. All the members of the Committee were present as well as Ms. Ayers.

Councilor Piccirilli introduced the Committee members to Ms. Ayers. He gave a brief overview of the role of the Conservation Commission. He also reviewed the existing ponds, wetlands, and open space in Watertown that are overseen by the Commission. Ms. Ayers noted that she had spoken to a member of the Commission and attended one meeting before applying which gave her some idea of what the Commission's responsibilities are.

In response to the question of "Why do you want to serve on the Conservation Commission?", Ms. Ayers explained that she wanted to get more involved in Watertown and while at a visit to the Farmers' Market she saw material about the City needing volunteers to serve on various committees, boards, and commissions. The Conservation Commission was particularly interesting to her because she has always had an interest in the environment and felt working with like-minded people would be rewarding. She also noted her strong belief in giving back to her community and in making a difference as a volunteer. Presently she fosters animals and is a member of Sea Shepherds, a New England non-profit focused on education and advocacy around water resources.

Councilor Palomba made the following motion –

That the Committee recommend to the full City Council to approve the appointment of Ms. Jill Ayers to the Conservation Commission for a term ending February 15, 2025.

Councilor Feltner seconded the motion and it passed 3 -0.

Councilor Feltner made a motion to adjourn which was seconded by Councilor Palomba and passed 3 – 0. The meeting adjourned at 5:15 PM. The minutes were prepared by Councilor Palomba.

Vincent J. Piccirilli, Jr., Chair	Lisa J. Feltner, Vice Chair	Anthony Palomba, Secretary
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CITY COUNCIL ROLL CALL VOTE
MEETING DATE: APRIL 23, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve Action Item 1 from the Committee on Public Works Report from April 16, 2024



Watertown City Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

RESOLUTION # 45

2024 – R - 45

RESOLUTION CONFIRMING THE APPOINTMENT OF JILL AYERS TO THE CONSERVATION COMMISSION

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the appointment of Jill Ayres as a member of the Conservation Commission for a term to expire on February 15, 2025.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 9 for, 0 against, and 0 present on April 23, 2024


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

APRIL 30, 2024



Watertown City Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

SPECIAL CITY COUNCIL MEETING TUESDAY, APRIL 30, 2024, 6:00 P.M. RICHARD E. MASTRANGELO COUNCIL CHAMBER ADMINISTRATION BUILDING, 149 MAIN STREET

MINUTES

ACCESS INFORMATION:

- A. This meeting will be held on April 30, 2024 at 6:00 PM in the Richard E. Mastrangelo Council Chamber
- B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/?channel=3>
- C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>
- D. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344
- E. Public may comment through email: vpiccirilli@watertown-ma.gov
- F. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>

1. ROLL CALL

Council President Sideris called to order a regular meeting of the City Council at 6:00 p.m. in the Richard E. Mastrangelo Chamber, Administration Building. Those present were Councilors John M. Airasian, Caroline Bays, John G. Gannon, Nicole Gardner (Via Zoom), Lisa J. Feltner, Emily Izzo, Anthony Palomba, Vice President Vincent J. Piccirilli, Jr., and Council President Mark S. Sideris. Also present were George Proakis City Manager, Mark Reich, City Attorney, and Brendan T. McCarthy, Council Clerk.

2. COMMUNICATIONS FROM THE CITY MANAGER

A. Request for Confirmation of Appointment to the Conservation Commission

City Manager Proakis requested a referral to confirm Patrick Teller's appointment to the Conservation Commission for a term to expire February 15, 2027.

President Sideris stated that this referral will go to the Committee on Parks and Recreation.

B. Submission of the Fiscal Year 2025 Budget

City Manager Proakis presented the submission for the Fiscal Year 2025 Budget. Below is a link to the full presentation which can be found in documents on the City website along with a list of bullet points of the presentation.

<https://app.laserfiche.com/laserfiche/DocView.aspx?repo=r-5ece5628&customerid=873026477&id=86200#?openmode=PDF&lang=en-US>

CITY MANAGER LEADERSHIP FORMULA AND PRIORITIES

- Maintain the highest ethical standards
- Ensuring collaborative departments
- Providing ACE (accurate, courteous, and easy) customer service
- Find new and unique solutions to challenges
- Ensure annual costs of all operations are funded on an annual basis from current revenues
- Not defer maintenance and/or recognition of costs of capital equipment, facilities, and infrastructure to future year.
- Ensure sound financial management and fiscal stability
- Commitment to planning
- Climate mitigation and resiliency
- Building for the Future
- Continued fiscal stability

FY 2024 UPDATES

- Implementing completed Comprehensive Plan
- Continue with streets and sidewalks projects and Affordable Housing Trust
- Continue Watertown Square process
- Continuing work with implementing electric vehicles and public building energy upgrades
- Constituent Services/311 Service Center will go live in June
- City continues to fund OPEB with a 2031 target for full funding

BUDGET HEADLINES AND OVERVIEW

- City departments continue to provide highest level of services while utilizing taxpayer's dollars as efficiently as possible
- New growth in FY2025 is slowing as expected.
- There is still a substantial risk of financial headwinds based on current trends
- Submitted budget includes revenues and expenditures totaling \$203,975,00

- This is a 1.96% increase above the revised FY2024 budget
- Tax levy is \$165,245,042 which represents 81% of total revenue
- Changes to CDP are fully funded in the budget
- \$1.8 million for Watertown Square stabilization account is included
- \$1.125 million for the purchasing of land fund account is included
- \$2.1 million for the high school stabilization account is included – this will cover the remaining gap for current estimate of the high school while maintaining borrowing to not exceed \$150 million
- The budget includes dedicated resources to enhance grant acquisition
- The budget funds the City Council Reserve at \$3.5 million

ORGANIZATION OF GOVERNMENT

- Establishing the finance organization as individual departments under an Assistant City Manager – CFO
- Assessing, Procurement, and Treasurer/Collector remain separate departments
- Community Development & Planning will be reorganized to be divided into three division and four teams
 - Inspectional Services Division
 - Community Design Division
 - Planning & Zoning Division
 - Events Team
 - Wellness Team
 - Zoning & Code Enforcement Team
 - Sustainability Team
- Public Buildings will have four divisions one of which includes four teams
 - Administration & Finance Division
 - Construction & Capital Improvements Division
 - Energy & Systems Division
 - Maintenance and Operations Division
 - Trades & Maintenance Team
 - City Custodians Team
 - School Custodians Day Team
 - School Custodians Night Team

FY2025 FULL STAFF COUNTS

- 395 full-time positions
- 32 part-time positions
- Department heads submitted \$4,648,066 of “Additional Budget Requests” - \$960,00 of them will be funded in the budget

FY25 REVENUES

- Real and Personal Property Tax – 81.01%
- State Aid – 8.01%
- Local Receipts – 7.74%
- Other Financing Sources – 3.24%

FY25 EXPENDITURES

- Education – 29.27%
- Debt & Cap Projects – 17.79%

- Public Safety – 12.97%
- Insurance and Benefits – 10.74%
- Gen Government – 7.12%
- Pension and OPEB Costs – 4.94%
- Public Works – 4.02%
- Other Financing uses – 4.55%
- Waste Disposal – 2.82%
- Library – 2.09%
- State Assessments -1.56%
- Health and Human Services - .93%
- Snow and Ice Removal - .74%
- Recreation - .45%

EXPENDITURE HIGHLIGHTS

- Education expenses are 3.5% above FY2024 plus an additional \$105,000 for funding the universal pre-K program
- Debt and interest at \$33,848,601 include debt for streets and sidewalks as well as the new high school project
- OPEB and Building for the Future funds are increasing

FINANCIAL CHALLENGES FOR FY2026 AND BEYOND

- Public construction projects are seeing unprecedented cost escalation
- Interest rates are up
- New growth projections are declining into FY2027 and 2028. The tax split home-rule that gave residential taxes relief will only last three years before reexamining
- Collective bargaining agreements will end at the start of 2026

CLOSING THOUGHTS

- FY2025 is a solid budget that is independent from any potential future challenges in FY2026-FY2028
- The budget focuses on achieving the long-term goal of sound financial management and fiscal stability, while reflecting community values and implanting community goals.

3. RECESS OR ADJOURNMENT

Councilor Piccirilli made a motion to adjourn and Councilor Feltner seconded.

The motion was adopted unanimously in a Voice Vote.

The meeting adjourned at 7:18 p.m.

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above minutes were adopted by a vote of ___ for, ___ against, ___ present on May 14, 2024.

Mark S. Sideris, Council President
s:/BTM

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

Special City Council Meeting
Tuesday, April 30, 2024 at 6:00 PM
List of Documents

1. Request for Confirmation – Con Com Appointment – Item 2A
2. FY2025 Budget Submission – Item 2B

**ADDENDUM TO THE
MINUTES OF THE APRIL 30,
2024 SPECIAL CITY COUNCIL
MEETING**



Special City Council Meeting

Tuesday, April 30, 2024 at 6:00 PM
RICHARD E. MASTRANGELO COUNCIL CHAMBER

Agenda

Pursuant to the Call of the Council President and in accordance with Section 2.6 of the Rules and Procedures of the Watertown City Council, the members of the City Council of Watertown are hereby notified of a Special Meeting of the City Council.

ACCESS INFORMATION:

- A. This meeting will be held on April 30, 2024 at 6:00 P.M. Location: Richard E. Mastrangelo Council Chamber
- B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
- C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>
- D. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344
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- 1. ROLL CALL
 - 2. COMMUNICATIONS FROM THE CITY MANAGER
 - A. Request for Confirmation of Appointment to the Conservation Commission
 - B. Submission of the Fiscal Year 2025 Budget
 - 3. RECESS OR ADJOURNMENT

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large
Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John G. Gannon,
Councilor At Large
Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large
Emily Izzo,
District D Councilor

SPECIAL CITY COUNCIL ATTENDANCE
MEETING DATE: APRIL 30, 2024

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X(VIA ZOOM) </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465

To: Honorable City Council

From: George J. Proakis, City Manager

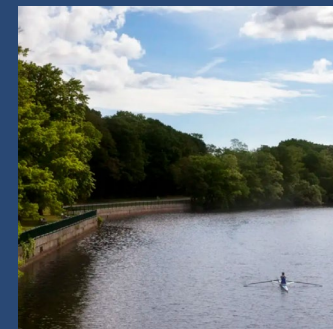
Date: April 25, 2024

RE: Request for Confirmation –Appointment to the Conservation Commission

Pursuant to the provisions of the Watertown Home Rule Charter and Town Council Ordinance 2007-46, An Ordinance on the Timing and Process of Appointments to Town Boards, Commissions and Committees, I am transmitting herewith a request for appointment to the Conservation Commission which requires Council confirmation.

- Patrick Towler - Appointment as a member of the Conservation Commission to a term expiring February 15, 2027.

Thank you for your anticipated cooperation in this matter.



City of Watertown 2024-2025 Annual Budget Presentation April 30, 2024

FY 2025 Budget (and Reorganization Plan)

Pursuant to the provisions of the Watertown Home Rule Charter, I herewith present the Submitted Budget for the Fiscal Year July 1, 2024 through June 30, 2025.

Pursuant to Section 6-2 of the Watertown Home Rule Charter, I am also presenting to you a minor Reorganization Plan.

FY 2025 Budget (and Reorganization Plan)

To see the budget, go to:

watertown-ma.gov/Manager

and click on the **Budget Documents FY 2025** link
in the blue box on the left side of the page.

FY 2024 → FY 2025 → FY 2026

The 2025 budget continues to serve as a transition budget:

- This year's Budget Book follows the same setup from FY 2024
- FY 2026 will include:
 - New online budget documents
 - Department management plan information
 - Performance management indicators

The Budget Book

- A. Budget Message Memo
- B. Reorganization Plan
- C. City Council FY 2025 Budget Policy Guidelines
- D. Annual Budget Overview
- E. Submitted General Fund Budget
- F. Submitted Enterprise Funds Budgets
- G. Capital Improvement Plan
- H. Enterprise Funds Capital Improvement Plan
- I. Bonded Debt Schedule
- J. City Council Conceptual Recommendations for the FY 2025-2029 CIP
- K. Background Information

The Budget Book

D. Annual Budget Overview:

- a. Revenue Charts
- b. Revenue Comparison
- c. Detail of Fees
- d. Expenditure Chart
- e. Expenditure Comparison
- f. Revenue Forecast
- g. Expenditure Forecast

G. Capital Improvement Plan:

- a. CIP Cover Memo
- b. FY 2025 CIP Funding Table
- c. FY 2025-2029 General Fund CIP
- d. FY 2025-2020 General Fund Debt Projection and Backup

H. Enterprise Funds CIP:

- a. FY 2025-2029 Enterprise CIP
- b. FY 2025-2029 Enterprise Debt Projection

K. Background Information:

- a. Budget Presentation Summary Sheets
- b. Historical Budget Summary
- c. FY 2024 Top Taxpayers
- d. Summary of Assessments & Tax Rates
- e. Fee Change Summary

The Budget Book

Information Technology

Overview:

The Information Technology (IT) Department maintains a secure and reliable network infrastructure while providing centralized technology services to support City operations. The FY25 IT Department budget reflects a continued commitment to improving service, communication, transparency, accessibility, equity, and security.

Significant level-service budget changes from FY24:

- Adjusts salary, longevity, overtime, and other personnel expenses as well as position titles consistent with the implementation of the classification and compensation study and negotiated collective bargaining agreements.
- Absorbs expenses formerly paid out of the Library budget as well as expenses previously budgeted as capital items, resulting in a significant increase in the contracted services line.
- Increases the communications-phone budget as follows: \$16,000 to consolidate cellphone payments in the IT Department; \$6,000 for an expanded phone system for the 311 Service Center; \$25,000 to support the City's relatively new VOIP telephone system; and absorbs \$96,750 from the Public Buildings communications-phone budget to consolidate telephone accounts and conduct a telecommunications audit.

Additional budget requests:

- Provides \$45,000 for full text transcription and summaries of all televised public meetings.
- Provides \$7,500 for printer and copier upgrades, including the purchase of print management software.
- Provides \$15,300 for integrated password manager software for 300 City users.

Capital budget items:

- Provides \$15,000 for additional equipment (an increase over the \$12,000 provided in line 67 in the FY25-FY29 CIP).
- Provides \$135,000 for replacing equipment (an increase over the \$125,000 provided in line 68 in the FY25-FY29 CIP).

CITY OF WATERTOWN
NEXT YEAR BUDGET COMPARISON REPORT

		FY 2023		FY 2024		FY 2025		FY 2025	
		ACTUAL		ORIGINAL BUDGET		REVISIED BUDGET		LEVEL ADDITIONAL	
								SERVICE FUNDING	
								REQUESTS	
								MANAGER	
								RECOMMENDS	
0115551	INFORMATION TECHNOLOGY PERSONNEL								
0115551	510111 FULL TIME SALARIES	\$	539,018	\$	548,681	\$	569,841	\$	617,495
0115551	510143 LONGEVITY	\$	2,950	\$	2,950	\$	4,025	\$	2,975
0115551	511111 PRIOR YEAR FULL TIME	\$	-	\$	-	\$	5,550	\$	-
TOTAL INFORMATION TECHNOLOGY PERSONNEL		\$	541,968	\$	551,631	\$	579,416	\$	620,470
0115552	INFORMATION TECHNOLOGY EXPENSES								
0115552	520244 COMPUTER MAINTENANCE	\$	503,762	\$	583,683	\$	583,683	\$	558,398
0115552	530303 CONTRACTED SERVICES	\$	229,248	\$	349,122	\$	349,122	\$	633,992
0115552	530341 COMMUNICATIONS-PHONE	\$	74,284	\$	79,000	\$	79,000	\$	222,750
0115552	530342 POSTAGE	\$	100	\$	100	\$	100	\$	-
0115552	540421 OFFICE SUPPLIES	\$	194	\$	200	\$	200	\$	-
0115552	540422 PRINTING AND FORMS	\$	4,000	\$	2,000	\$	2,000	\$	-
0115552	540424 INFO TECHNOLOGY SUPPL.	\$	34,568	\$	34,000	\$	34,000	\$	7,500
0115552	570787 STAFF DEVELOPMENT	\$	27,300	\$	25,500	\$	25,500	\$	-
TOTAL INFORMATION TECHNOLOGY EXPENSES		\$	873,457	\$	1,073,605	\$	1,073,605	\$	1,486,395
0115558	INFORMATION TECHNOLOGY CAPITAL								
0115558	580860 ADDITIONAL EQUIPMENT		16,400.00		15,000		15,000		-
0115558	580870 REPLACEMENT OF EQUIP.		150,150.88		140,013		140,013		-
TOTAL INFORMATION TECHNOLOGY CAPITAL		\$	166,551	\$	155,013	\$	155,013	\$	-
TOTAL INFORMATION TECHNOLOGY		\$	1,581,975	\$	1,780,249	\$	1,808,034	\$	2,256,865

The Budget Message Memo

- Leadership Strategy and Goals
- Financial Highlights
- Revenue
- Organization of Government
- Expenditures Overview
- Commitment to Schools, Pension and OPEB
- Capital Projects
- Education
- Water and Sewer Enterprise Funds
- Forecasts for Fiscal Year 2026 and Beyond
- Closing

The Budget Backup Documents

(to be posted online in mid-May)

- Department Budget Backup Information
- Compensation Worksheets
- Supplies & Services Expenditure Worksheet
- Additional Funding Requests
- Reference Information
- Current Procurement Projects
- KP Law Contract
- Preliminary Cherry Sheets
- Insurance and Employee Benefits Backup Information
- Pension and OPEB Financial Update
- High School Financing Update

Leadership Strategy and Goals

Watertown's Home Rule Charter

The guiding principles for civic and environmental stewardship in the Home Rule Charter highlight the need to prioritize safety & tranquility; health & well-being; education & excellence; creativity & innovation; equity & diversity; and accountability & transparency. The preamble notes that taken together, these principles yield “vibrant and welcoming neighborhoods, high-quality and inclusive schools, transparent and accountable municipal operations – including performance excellence, responsiveness, and collaboration – and thriving local businesses.”

City Manager's Leadership Formula

- Maintaining the highest ethical standards
- Ensuring collaborative departments
- Providing ACE (accurate, courteous, and easy) customer service
- Transparency in process and outcomes
- “Be abnormal” – finding new and unique solutions to the challenges of leading in local government

Continuing Priorities

- Provide the highest level of essential services possible with the most efficient utilization of resources.
- Ensure annual costs of all operations are funded on an annual basis from current revenues.
- Not defer maintenance and/or recognition of costs of capital equipment, facilities, and infrastructure to future years.
- Ensure sound financial management and fiscal stability.
- Present a budget based on sound business practices.

Strategic Priorities

- A Commitment to Planning
- Climate Mitigation and Resiliency
- Building for the Future
- Enhanced Organizational Effectiveness
- Continued Fiscal Stability

FY 2024 Updates

FY 2024 Updates

A Commitment to Planning

- The Comprehensive Plan is complete, and we are working on implementation steps.
- The Affordable Housing Trust is operating, with funding currently in place and forthcoming with the FY 2025 budget.
- Ongoing streets projects are continuing.
- The North Branch Library structural study is now complete.
- The Watertown Square planning process is underway.

FY 2024 Updates

Climate Mitigation & Resiliency

- Staff is actively identifying opportunities to purchase electric or plug-in hybrid vehicles.
- Work is underway to establish and implement our fleet electrification and public building energy upgrades.
- Proactive tree planting efforts and efforts to encourage homeowners to convert to solar and high efficiency heat pumps continue.
- The City's organics recycling program continues to divert material from the waste stream.
- The City continues to invest in stormwater infrastructure improvements.

FY 2024 Updates

Building for the Future

- Construction on the new elementary schools is complete, and the high school is underway.
- The organization is already benefiting from the acquisition of the Parker Annex as departments begin to relocate.
- Parks, street, and sidewalk projects continue in concert with the City's commitment to walkability and multimodal access.

FY 2024 Updates

Enhanced Organizational Effectiveness

- Key leadership staff were brought on board in FY24.
- The Constituent Services Director is playing a key leadership role in launching the City's new 311 Service Center this June.
- The completed classification and compensation study will be implemented with the FY 2025 budget.
- Hiring of the new senior planner positions for economic development and open space remains in progress.
- The Health & Human Services study is underway.

FY 2024 Updates

Continued Fiscal Stability

- The City continues to fund OPEB with a 2031 target for full funding.
- Additional funds support enhanced and accelerated work on parks projects.
- The City has begun designating funding to implement the Watertown Square plan.
- The City has developed a plan to address funding for the Watertown High School project while maintaining a \$150 million limit on total borrowing.

Budget Headlines

Budget Headlines

- City departments continue to provide the highest level of services while utilizing the taxpayers' dollars as efficiently as possible.
- Some minor adjustments to City organization will assist with our overall effectiveness.
- New growth in FY 2025 is slowing, as expected.
- There is still a substantial risk of financial headwinds based upon current trends.

FY 2025 Budget Overview

- Submitted budget includes revenues and expenditures totaling \$203,975,000.
- This is 1.96% above the revised FY 2024 budget.
- Total year-over-year budget increases (not including one-time budget items) is slowing.
- Tax levy is \$165,245,042, which represents 81% of total revenue.

A Note About Budget Policy Guidelines

- Budget Policy Guidelines are referenced in the relevant sections of the Budget Book.
- Budget Policy Guidelines are noted in this presentation with their relevant references in parentheses . . . for example (II.D).

Budget Program Highlights

Budget Highlights

A Commitment to Planning

- Changes to the Community Development & Planning (CDP) department are fully funded in this budget (II.B).
- The budget includes \$1.8 million for the Watertown Square stabilization account, allowing streetscape design to begin upon completion and approval of a plan for the square (II.B).
- The budget incorporates an additional \$1,125,000 for the fund that is dedicated to purchasing land (II.L).
- The budget includes an additional \$250,000 for the affordable housing trust fund (II.B).
- Provides \$17,000 to support the Watertown Cultural Council (II.P).

Budget Highlights

Climate Mitigation & Resiliency

- The budget creates a Sustainability Team in CDP, and adds 1.5 employees to the Sustainability Team to focus on our climate efforts (II.A).
- The City has recently added staff and resources in the Public Buildings department to allow the Assistant Director for Energy Management to focus more time on implementation of the City's Climate Plan (II.A).
- The budget also adds a part-time position in the DPW administration division to expand the City's recycling and waste reduction program (II.A).
- We will continue our investment in solar infrastructure, tree plantings, and transportation management goals to achieve climate targets (II.A).

Budget Highlights

Building for the Future

- The budget includes \$2.1 million for the high school stabilization account, to cover the remaining gap between the current funding sources for the high school and the current high school cost estimate, while maintaining borrowing not to exceed \$150 million (II.D).
- Budget continues the commitment to provide over \$30 million to the combined costs of High School Debt Service, Elementary School Debt Service, Pension, and Other Post-Employment Benefits (OPEB) accounts.

Budget Highlights

Enhanced Organizational Effectiveness

- The budget implements the Classification and Compensation Study, and all labor groups have ratified contracts for the period through the end of FY 2025 (II.G).
- The budget includes funds to establish a police cadet program, which – combined with changes in the collective bargaining agreement with the patrol unit – will advance police officer recruitment.
- The budget provides \$5,000 for expenses associated with the new Human Rights Commission (II.J).

Budget Highlights

Enhanced Organizational Effectiveness

- Includes \$44,000 to support the new Communications teams, to provide translation and interpretation services and additional capacity to update content on the City's website.
- Provides additional funding for employee wellness, recognition, and appreciation activities as well as staff training and professionalization (II.I).
- Funds full text transcription and summaries of all televised public meetings.
- Provides \$7,000 to support the new Transportation GoGo Program, which provides affordable and accessible transportation services to seniors.

Budget Highlights

Continued Fiscal Stability

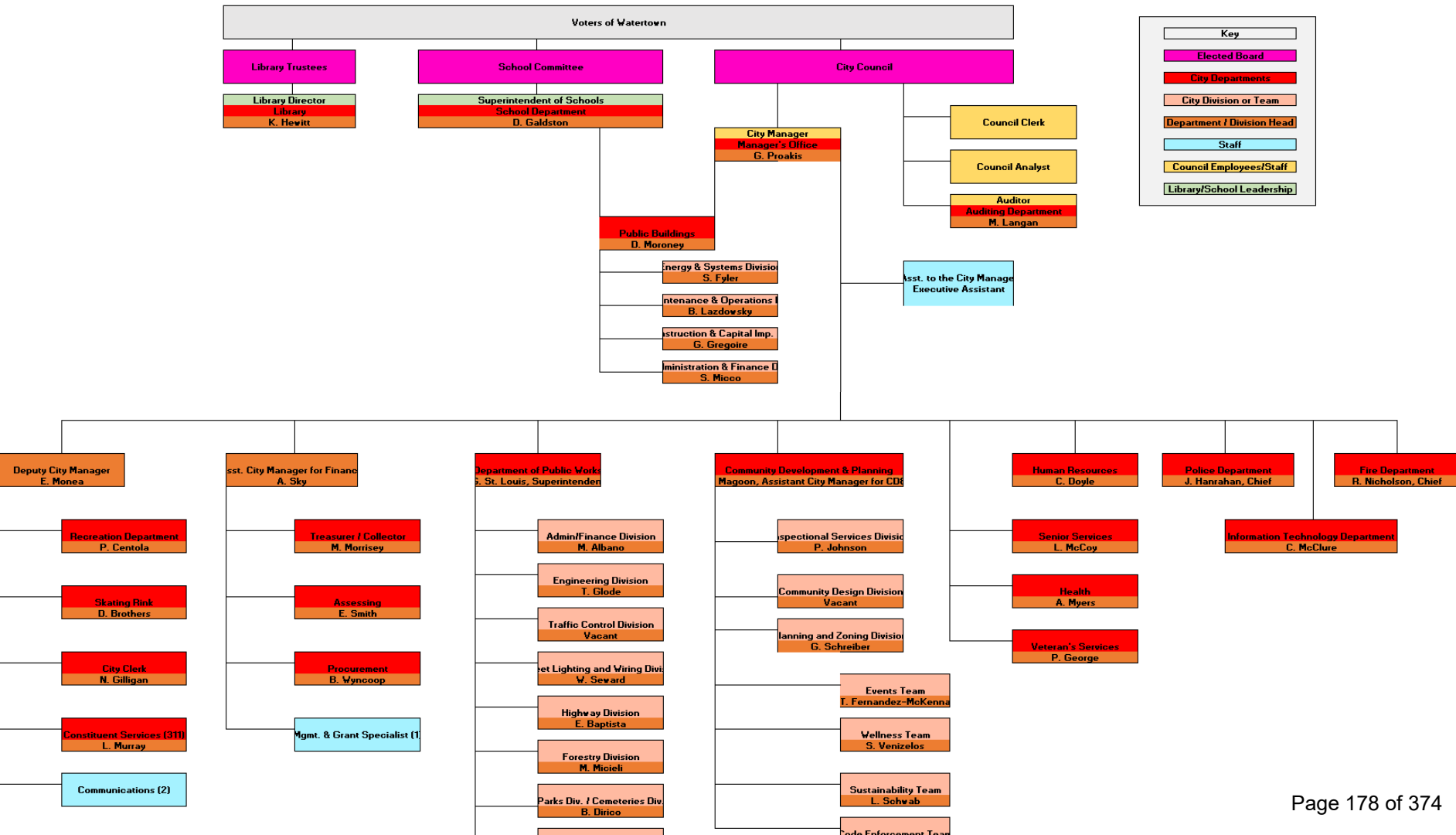
- The Fiscal Year 2025 budget includes dedicated resources to enhance grants acquisition and management. This focus will allow the City to have a centralized staff person that can seek out grant opportunities and work with staff to provide the best possible applications for these programs (I.C).
- The budget funds the City Council Reserve at \$3.5 million, which includes funding to implement the HHS study when it is complete (II.N).
- The budget strategy continues to ensure our pension is fully funded and OPEB is fully funded in early 2030s.

Budget Highlights

Some Changes in Budget Strategy

- Consolidates electricity and gas expenses from various departments into the Public Buildings department budget and increases the FY24 amounts by 3%.
- Consolidates building maintenance, building maintenance supplies, and custodial supplies into the Public Buildings department and provides modest increases to reflect increasing building needs.
- Transfers \$50,000 in pest control funding from DPW to the Health Department budget. DPW will continue to oversee pest control for construction projects, while general pest control needs will be addressed by the Health Department.

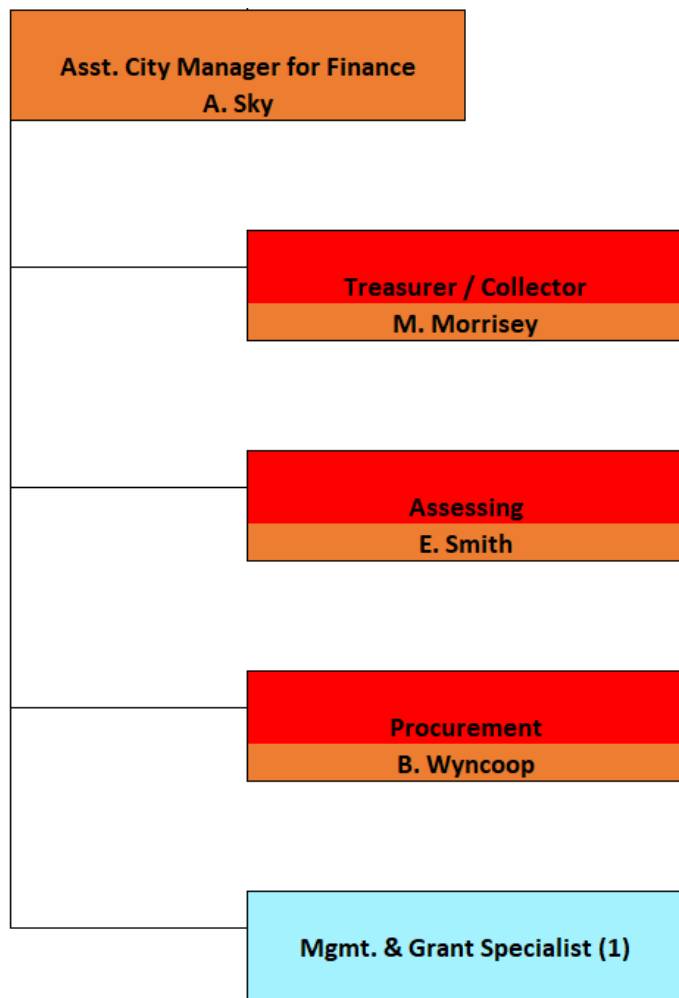
Organization of Government



Organizational Structure

Changes in FY 2025 are minor adjustments to the organizational plan approved by the City Council in FY 2024:

- Establishment of finance organizations as individual departments under an Assistant City Manager
- Reorganization of CDP into Divisions and Teams as previewed in early April
- Reorganization of Public Buildings into Divisions and Teams

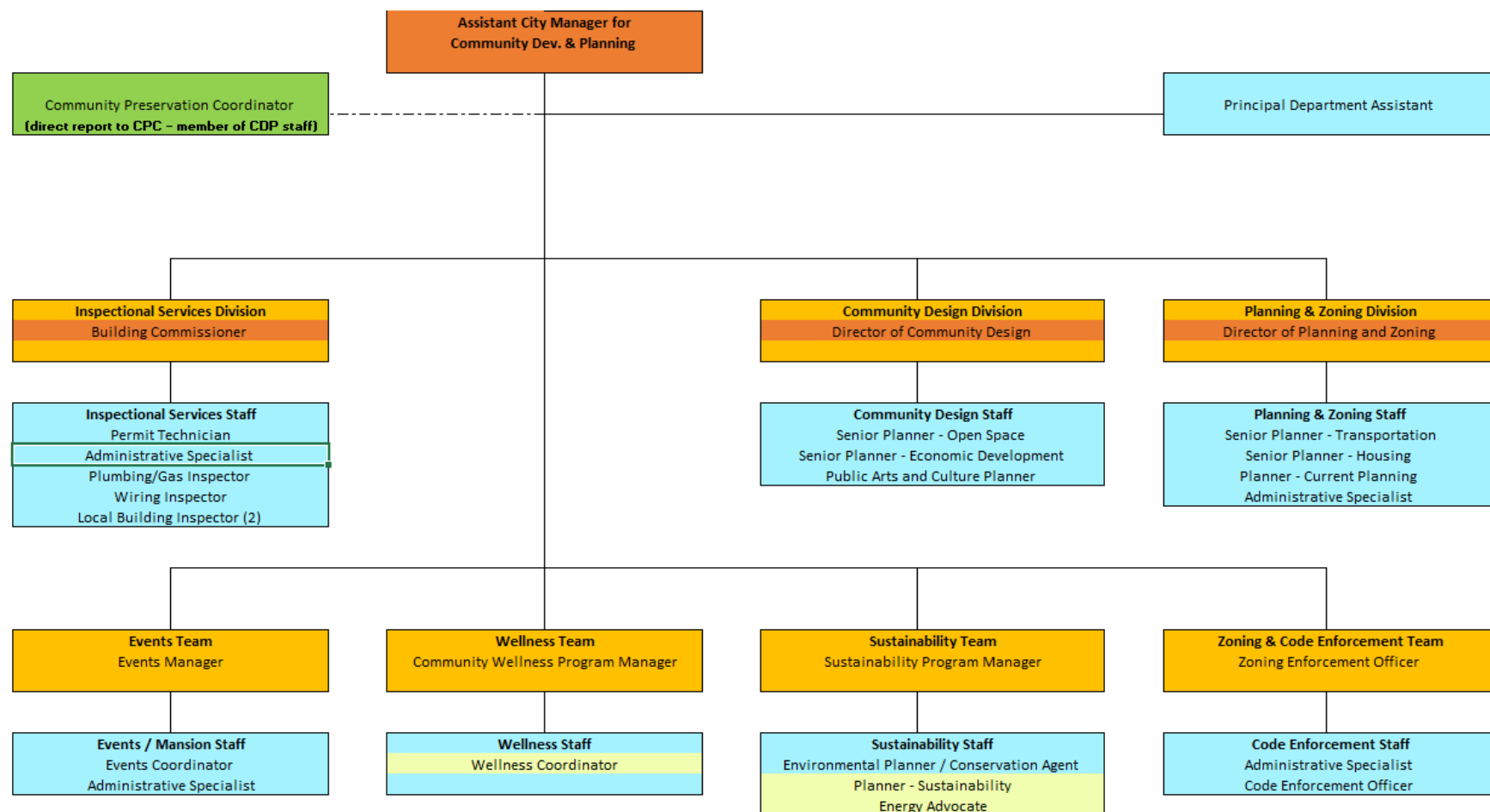


Organizational Structure: Finance

Changes in FY 2025 are minor adjustments to the organizational plan approved by the City Council in FY 2024:

- CFO becomes Assistant City Manager for Finance
- Assessing, Procurement, and Treasurer/Collector remain separate departments

Community Development and Planning - Proposed Amended Organization



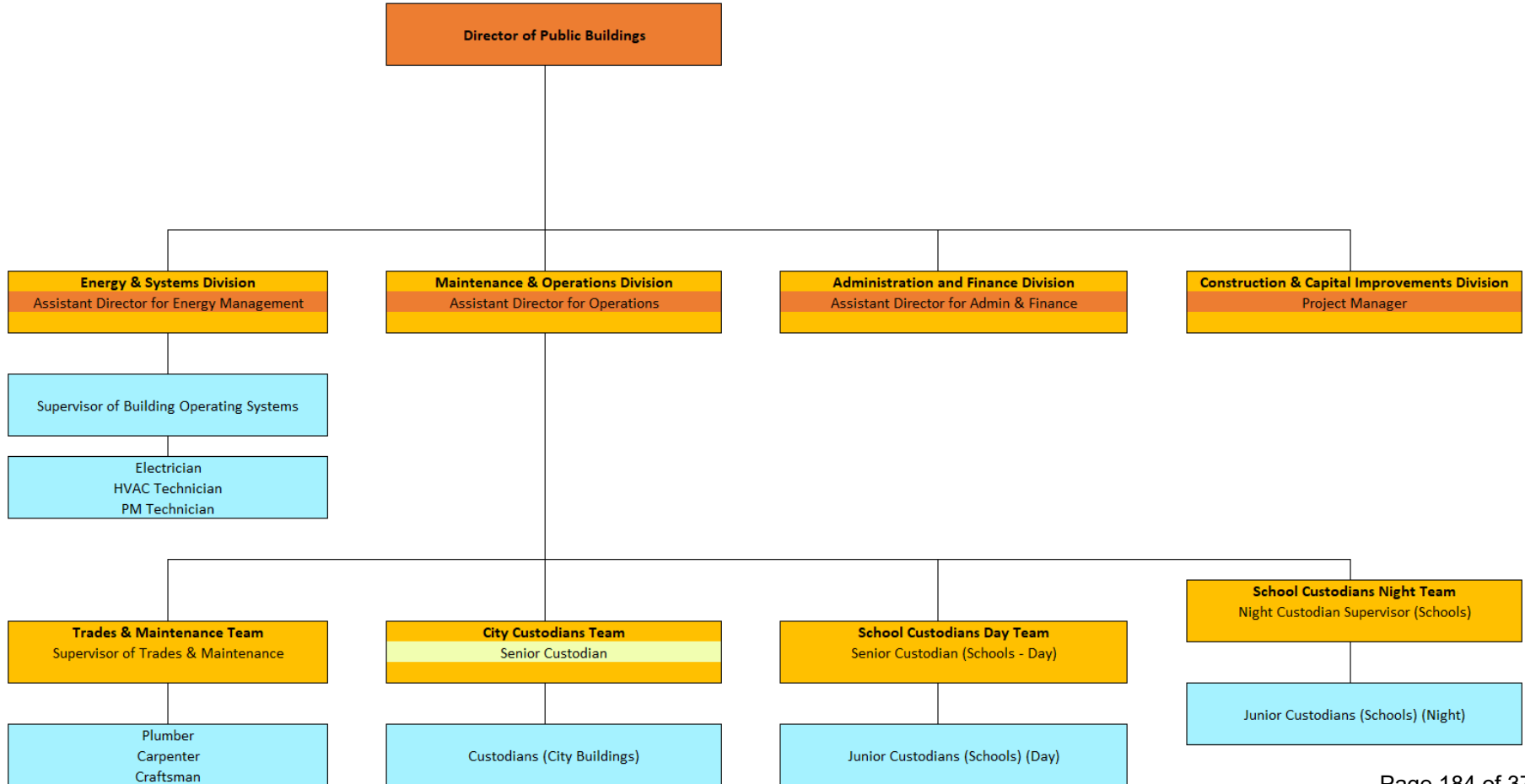
Organizational Structure: Community Development & Planning

Community Development & Planning will be reorganized, to be divided into three divisions and four teams, as follows:

- Inspectional Services Division
- Community Design Division
- Planning & Zoning Division

- Events Team
- Wellness Team
- Zoning & Code Enforcement Team
- Sustainability Team

Public Buildings - Proposed Amended Organization



Organizational Structure: Public Buildings

Public Buildings will have four divisions, one of which includes four teams:

- Administration & Finance Division
- Construction & Capital Improvements Division
- Energy & Systems Division
- Maintenance and Operations Division
 - Trades & Maintenance Team
 - City Custodians Team
 - School Custodians Day Team
 - School Custodians Night Team

Organizational Structure: Health & Human Services

Changes to health and human services departments may be recommended in the forthcoming Health and Human Services Study

Organizational Structure: Administrative Code

The Collins Center at UMass Boston is working with the City Administration to create a complete “Administrative Code” that will include city departments and appointed boards and commissions, clearly placed in one location in our code.

The Collins Center scope also includes a review of our “Personnel Ordinance.”

Drafts should be available for discussion with a City Council committee in the coming months.

Staff Adjustments since July 1, 2023:

Human Resources (II.I)

- Addition of two positions in the HR Department:
 - Assistant Director
 - HR Information Systems Administrator

Staff Adjustments since July 1, 2023:

Public Buildings (II.A)

- Converted vacant “Supervisor of Custodians” position to “Assistant Director for Operations” to better reflect duties and responsibilities
- Converted vacant “Administrative Assistant” position to “Assistant Director for Administration & Finance” to better reflect duties and responsibilities
- Created 2 new positions:
 - Supervisor of Trades & Maintenance
 - Supervisor of Building Operating Systems

Staff Adjustments since July 1, 2023:

Community Development & Planning (II.B)

- Eliminate “Planning Director” position proposed in FY24 budget
- Create Director of Planning & Zoning to run the new Planning & Zoning Division
- Assistant Planning Director incumbent promoted to new Director of Planning & Zoning role; Assistant Planning Director position reclassified as Planner for Current Planning
- Create a Director of Community Design to run the new Community Design Division (one additional position)
- Reclassify the Senior Environmental Planner as Sustainability Program Manager running the Sustainability Team

New Staff Positions – Proposed*

- Management & Grants Specialist, reporting to Assistant City Manager for Finance (City Manager)
- Sustainability Planner in the Sustainability Team (Community Development & Planning)
- Part-Time Recycling Coordinator (Public Works)
- Assistant Supervisor for Access Services (Library)
- Cadet Program – up to 4 part-time positions (Police)

This results in three new full-time positions and up to five new part-time positions

*In addition to Council approval, personnel-related proposals may require approval from relevant unions.

Proposed Changes to Positions*

- Convert one Financial Specialist position in Treasurer/Collector's Office to Principal Department Assistant
- Convert one Custodian to Senior Custodian with supervisory oversight (Public Buildings)
- Funding for the Events Manager position shifted from Commander's Mansion Revolving Fund to General Fund (Community Development & Planning)
- Convert a Library part-time Circulation Assistant to a part-time Cataloger

*In addition to Council approval, personnel-related proposals may require approval from relevant unions.

Conversions from Part-Time to Full-Time*

- Energy Advocate with partial funding from the general fund and partial grant funding (Sustainability Team - Community Development & Planning)
- Wellness Coordinator (Wellness Team - Community Development & Planning)
- Parking Enforcement Officer (Parking Lots & Meters)
- Food Pantry Coordinator (Senior Services)

*In addition to Council approval, personnel-related proposals may require approval from relevant unions.

FY 2025 Full Staff Counts

FY 2025 proposed budget staff counts:

- 395 full-time positions
- 32 part-time positions

Additional Budget Requests

Not funded

Our department heads submitted \$4,648,066 of “Additional Budget Requests” through the FY 2025 budget process.

The budget funds \$960,000 of these requests (20%).

Unfunded requests included 31 proposed new positions in city government.

Additional Budget Requests

**Not funded:
Second Ambulance**

One of the items that was not funded:

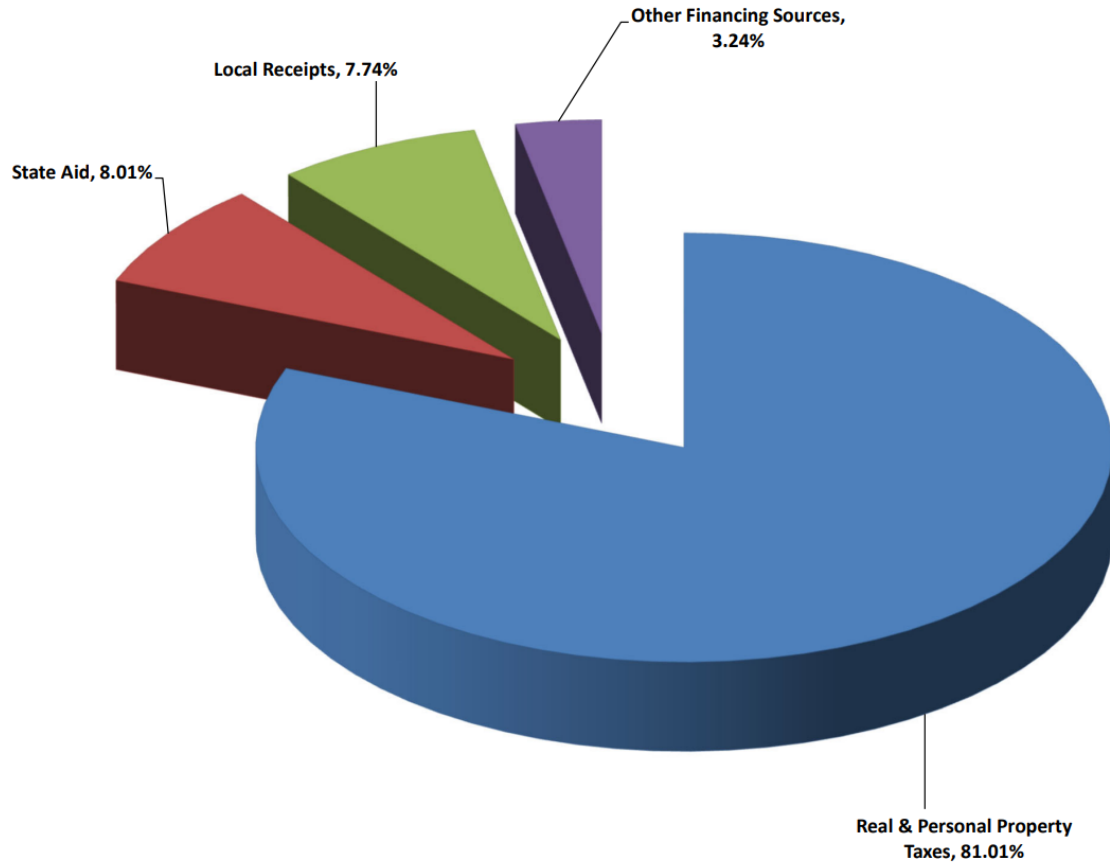
A second City ambulance operated by our fire department and supported by additional full-time staff.

The ambulance would allow us to recover some but not all of the program costs through insurance and fees, so the program expansion would likely have a net annual cost to the City in the \$400,000 range.

There are some concerns that response times are growing for the private back-up provider to our City ambulance service. Our finance and management team respectfully request a comprehensive discussion with your Honorable Council to determine next steps.

Budget Overview

**CITY OF WATERTOWN
FISCAL YEAR 2025
REVENUES**



**CITY OF WATERTOWN
FY 2025 REVENUE BUDGET & COMPARISON**

	FY 2024 REVISED BUDGET	FY 2025 PROPOSED BUDGET	BUDGET CHANGE INCR./((DECR.)	% CHANGE
REAL & PERSONAL PROPERTY TAXES	\$157,286,627	\$165,245,042	\$7,958,416	5.06%
STATE AID	\$16,064,530	\$16,333,616	\$269,086	1.68%
LOCAL RECEIPTS:				
MOTOR VEHICLE EXCISE	\$4,500,000	\$4,600,000	\$100,000	2.22%
MEALS EXCISE	\$800,000	\$850,000	\$50,000	6.25%
HOTEL EXCISE	\$1,125,000	\$1,250,000	\$125,000	11.11%
CANNABIS EXCISE	\$475,000	\$475,000	\$0	0.00%
OPIOID SETTLEMENT	\$60,000	\$0	(\$60,000)	-100.00%
PENALTIES & INTEREST	\$250,000	\$250,000	\$0	0.00%
PILOT	\$87,628	\$88,168	\$540	0.62%
COMMERCIAL TRASH	\$20,000	\$20,000	\$0	0.00%
FEES	\$4,477,000	\$4,597,000	\$120,000	2.68%
RENTALS	\$752,215	\$526,644	(\$225,571)	-29.99%
DEPARTMENTAL REVENUE - CEMETERY	\$100,000	\$100,000	\$0	0.00%
DEPARTMENTAL REVENUE - RECREATION	\$420,000	\$420,000	\$0	0.00%
LICENSES & PERMITS	\$225,000	\$225,000	\$0	0.00%
FINES & FORFEITS	\$350,000	\$350,000	\$0	0.00%
INVESTMENT INCOME	\$1,500,000	\$2,000,000	\$500,000	33.33%
SALE OF PROPERTY	\$5,000	\$5,000	\$0	0.00%
GRANT/EMPLOYEE REIMBURSEMENTS	\$27,749	\$32,129	\$4,380	15.78%
TOTAL LOCAL RECEIPTS	\$15,174,592	\$15,788,941	\$614,349	4.05%
OTHER FINANCING SOURCES:				
TRANSFER FROM SALE OF LOTS FUND	\$20,000	\$20,000	\$0	0.00%
TRANSFER FROM PARKING METER FUND	\$250,000	\$250,000	\$0	0.00%
TRANSFER FROM CEMETARY PERPETUAL CARE FUND	\$10,000	\$10,000	\$0	0.00%
TRANSFER FROM CAPITAL PROJECT STABILIZATION FD	\$500,000	\$500,000	\$0	0.00%
TRANSFER FROM ESCO CAPITAL PROJ. STAB. FD.	\$494,438	\$493,225	(\$1,213)	-0.25%
TRANSFER FROM COLLECTIVE BARG. STAB. FUND	\$640,550	\$0	(\$640,550)	-100.00%
TRANSFER FROM WATER FUND	\$1,423,464	\$1,615,298	\$191,834	13.48%
TRANSFER FROM SEWER FUND	\$1,494,512	\$1,718,878	\$224,366	15.01%
UTILIZATION OF FREE CASH	\$5,688,029	\$2,000,000	(\$3,688,029)	-64.84%
UTILIZATION OF OVERLAY SURPLUS	\$1,000,000	\$0	(\$1,000,000)	0.00%
TOTAL OTHER FINANCING SOURCES	\$11,520,993	\$6,607,401	(\$4,913,592)	-42.65%
TOTALS	\$200,046,742	\$203,975,000	\$3,928,259	1.96%

DETAIL OF REVENUE FOR CERTAIN CATEGORIES

FEEES

	FY 2024 CURRENT BUDGET	FY 2025 PROPOSED BUDGET
DPW FEES/WHITE GOODS	\$ 15,000	\$ 15,000
TREASURER'S OTHER RECEIPTS	\$ 5,000	\$ 5,000
COSTS	\$ 50,000	\$ 50,000
POLICE INSURANCE REPORTS	\$ 3,500	\$ 3,500
POLICE OTHER FEES	\$ 3,500	\$ 3,500
FIRE OTHER FEES	\$ 75,000	\$ 80,000
AMBULANCE FEES	\$ 1,250,000	\$ 1,350,000
OTHER LICENSING BOARD FEES	\$ 40,000	\$ 40,000
DPW OTHER FEES	\$ 5,000	\$ 5,000
INSPECTION FEES	\$ 2,750,000	\$ 2,750,000
TOWN CLERK FEES	\$ 60,000	\$ 60,000
WETLANDS ORDINANCE	\$ 3,000	\$ 3,000
LIEN CERTIFICATE FEES	\$ 35,000	\$ 25,000
POLICE EXTRA DETAIL SURCHARGE	\$ 100,000	\$ 125,000
REGISTRY CLEARING FEES	\$ 70,000	\$ 70,000
ADVERTISING BUS SHELTERS	\$ -	\$ -
COUNCIL ON AGING DONATIONS	\$ 12,000	\$ 12,000
TOTAL FEES	\$ 4,477,000	\$ 4,597,000

RENTALS

BRIGHAM HOUSE	\$ 149,178	\$ 146,656
COOLIDGE APARTMENTS	\$ 78,037	\$ 79,988
PARKER ANNEX	\$ 525,000	\$ 300,000
TOTAL RENTALS	\$ 752,215	\$ 526,644

LICENSES AND PERMITS

LIQUOR LICENSES	\$ 118,000	\$ 118,000
HEALTH LICENSES	\$ 90,000	\$ 90,000
POLICE FIREARMS LICENSES	\$ 2,000	\$ 2,000
DPW PERMITS	\$ 13,000	\$ 13,000
CEMETERY BURIAL PERMITS	\$ 2,000	\$ 2,000
TOTAL LICENSES & PERMITS	\$ 225,000	\$ 225,000

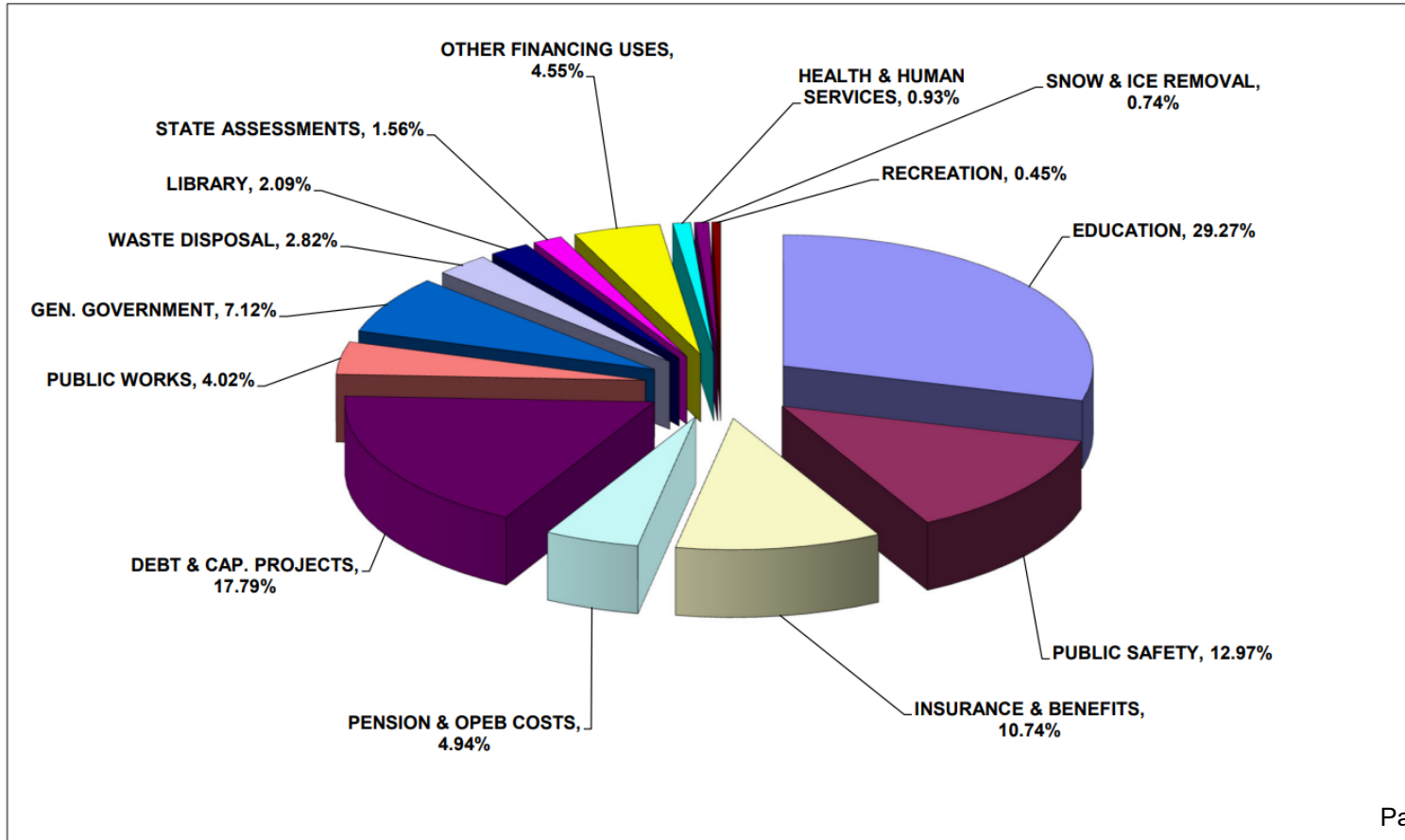
FINES AND FORFEITS

PARKING	\$ 295,000	\$ 295,000
POLICE	\$ 50,000	\$ 50,000
CODE ENFORCEMENT FINES	\$ 5,000	\$ 5,000
LIBRARY	\$ -	\$ -
TOTAL FINES & FORFEITS	\$ 350,000	\$ 350,000

Revenue Highlights

- New growth at \$4,000,000
- Total tax levy at \$165,245,042
- State aid using the Ways and Means figure is \$16,333,616
- Reduction in rents of \$225,571 due to ending of some leases at Parker Annex
- Increase in investment income of \$500,000 due to higher interest rates
- Most fee and license revenue is flat, with general fee income up \$120,000

CITY OF WATERTOWN FISCAL YEAR 2025 EXPENDITURES



**CITY OF WATERTOWN
FY 2025 EXPENDITURE BUDGET & COMPARISON**

	FY 2024 REVISED BUDGET	FY 2025 PROPOSED BUDGET	BUDGET CHANGE INCR./((DECR.))
GENERAL GOVERNMENT			
CITY COUNCIL	\$273,668	\$293,268	\$19,600
CITY MANAGER	\$896,105	\$1,263,706	\$367,601
CITY AUDITOR	\$624,218	\$668,145	\$43,927
PROCUREMENT	\$487,322	\$607,924	\$120,602
CITY ASSESSOR	\$522,260	\$585,377	\$63,117
TREASURER/COLLECTOR	\$513,195	\$633,321	\$120,126
CITY ATTORNEY	\$250,000	\$275,000	\$25,000
HUMAN RESOURCES	\$474,446	\$634,135	\$159,689
INFORMATION TECHNOLOGY	\$1,808,034	\$2,324,665	\$516,631
CITY CLERK	\$273,957	\$350,315	\$76,358
ELECTIONS	\$245,505	\$210,223	(\$35,283)
COMM. DEV. & PLANNING	\$2,255,308	\$2,866,308	\$611,000
CONSTITUENT SERVICES	\$164,290	\$212,186	\$47,896
PARKING LOTS & METERS	\$373,125	\$344,503	(\$28,622)
PUBLIC BUILDINGS	\$1,739,991	\$3,186,843	\$1,446,852
TOTAL GENERAL GOVERNMENT	\$10,901,424	\$14,455,918	\$3,554,494
PUBLIC SAFETY			
POLICE	\$11,183,331	\$12,629,320	\$1,445,989
FIRE	\$13,686,143	\$13,766,375	\$80,232
EMERGENCY MANAGEMENT	\$56,755	\$61,912	\$5,157
TOTAL PUBLIC SAFETY	\$24,926,229	\$26,457,608	\$1,531,379
PUBLIC WORKS	\$7,779,328	\$8,144,947	\$365,619
SNOW AND ICE REMOVAL	\$1,500,000	\$1,500,000	\$0
WASTE DISPOSAL	\$5,476,705	\$5,751,607	\$274,902
HEALTH & HUMAN SERVICES			
HEALTH	\$987,109	\$1,065,259	\$78,150
SENIOR SERVICES	\$478,464	\$553,078	\$74,614
VETERANS	\$247,993	\$261,579	\$13,586
TOTAL HEALTH & HUMAN SERVICES	\$1,713,566	\$1,879,917	\$166,351
LIBRARY	\$3,709,220	\$4,265,649	\$556,429
RECREATION			
RECREATION DEPT.	\$508,943	\$579,829	\$70,886
JOHN A. RYAN SKATING ARENA	\$519,658	\$345,360	(\$174,298)
TOTAL RECREATION	\$1,028,601	\$925,189	(\$103,412)
EDUCATION	\$57,583,829	\$59,704,263	\$2,120,434
TOTAL DEPARTMENTAL EXPENDITURES	\$114,618,902	\$123,085,098	\$8,466,196

**CITY OF WATERTOWN
FY 2025 EXPENDITURE BUDGET & COMPARISON**

	FY 2024 REVISED BUDGET	FY 2025 PROPOSED BUDGET	BUDGET CHANGE INCR./(DECR.)
STATE & COUNTY CHARGES	\$3,375,115	\$3,178,445	(\$196,670)
INSURANCE & EMPLOY. BENEFITS	\$23,815,238	\$21,915,060	(\$1,900,178)
PENSION & OPEB COSTS			
PENSION	\$1,150,000	\$1,150,000	\$0
OTHER POST EMPLOYMENT BENEFITS (OPEB)	\$9,080,432	\$8,932,717	(\$147,715)
TOTAL PENSION & OPEB COSTS	\$10,230,432	\$10,082,717	(\$147,715)
DEBT AND INTEREST			
PERMANENT DEBT/INTEREST	\$7,150,056	\$6,346,826	(\$803,230)
ESCO - PERMANENT DEBT/INTEREST	\$494,438	\$493,225	(\$1,213)
THREE ELEM. SCHOOL - PERMENENT DEBT/INTEREST	\$11,662,830	\$16,233,750	\$4,570,920
NEW HIGH SCHOOL PROJECT - AUTHORIZED/UNISSUED	\$4,706,738	\$4,683,533	(\$23,205)
STREET & SIDEWALK - AUTH./UNISSUED & PLANNED	\$4,459,125	\$1,745,750	(\$2,713,375)
OTHER DEBT - AUTHORIZED/UNISSUED & PLANNED	\$3,731,541	\$4,340,517	\$608,976
COST OF CERTIFYING BONDS	\$5,000	\$5,000	\$0
TOTAL DEBT AND INTEREST	\$32,209,728	\$33,848,601	\$1,638,873
CAPITAL PROJECTS			
CITY CAPITAL PROJECTS	\$695,000	\$845,000	\$150,000
SCHOOL CAPITAL PROJECTS	\$390,000	\$240,000	(\$150,000)
STREET AND SIDEWALK IMPROVEMENTS	\$ 1,290,400	\$ 1,355,000	\$64,600
TOTAL CAPITAL PROJECTS	\$2,375,400	\$2,440,000	\$64,600
TOTAL EXPENDITURES	\$186,624,815	\$194,549,921	\$7,925,106
OTHER FINANCING USES			
COUNCIL RESERVE	\$4,112,025	\$3,500,000	(\$612,025)
TRANSFER TO ENTERPRISE	\$320,465	\$330,079	\$9,614
TRANS. TO ACQUISITION LAND/OPEN SPACE STAB.	\$1,250,000	\$1,250,000	\$0
TRANS. TO NEW HIGH SCHOOL STABILIZATION	\$3,000,000	\$2,100,000	(\$900,000)
TRANS. TO AFFORDABLE HOUSING TRUST	\$250,000	\$250,000	\$0
TRANS. TO CAPITAL PROJECT STABILIZATION	\$1,800,000		(\$1,800,000)
TRANS. TO WATERTOWN SQUARE STABILIZATION	\$1,800,000	\$1,800,000	\$0
MISCELLANEOUS	\$757,937	\$195,000	(\$562,937)
TOTAL OTHER FINANCING USES	\$13,290,427	\$9,425,079	(\$3,865,348)
TOTAL EXPENDITURES & OTHER FINANCING USES	\$199,915,242	\$203,975,000	\$4,059,758

Expenditure Highlights

- Education expenses at \$59,704,263 are 3.5% above FY 2024 plus an additional \$105,000 for funding the universal pre-K program
- Insurance and employee benefits are down \$1,900,178
- Debt and interest at \$33,848,601 include debt for streets and sidewalks as well as the new high school project
- Capital projects funded directly in the budget at \$2,440,000. All the “TR” lines in the CIP for FY 2025 are funded through either this line or individual budget capital lines
- Council Reserve at \$3,500,000
- Acquisition of Land Stabilization fund at \$1,250,000
- Affordable Housing Trust funded annually with \$250,000
- High School Stabilization funded at \$2,100,000

Expenditure Highlights

Pension / OPEB /
Building for the Future

Pension:	\$1,150,000
OPEB	\$8,932,717
Current School Debt:	\$16,233,750
Authorized School Debt	\$4,683,533
Total:	\$31,000,000

High School Stabilization	\$2,100,000
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In FY 2026 and 2027, we seek to reach a total of \$33 million to these commitments. In FY 2028, we seek to reach a total of \$34.8 million.

School project debt is projected at \$24.2 million in FY 2026.

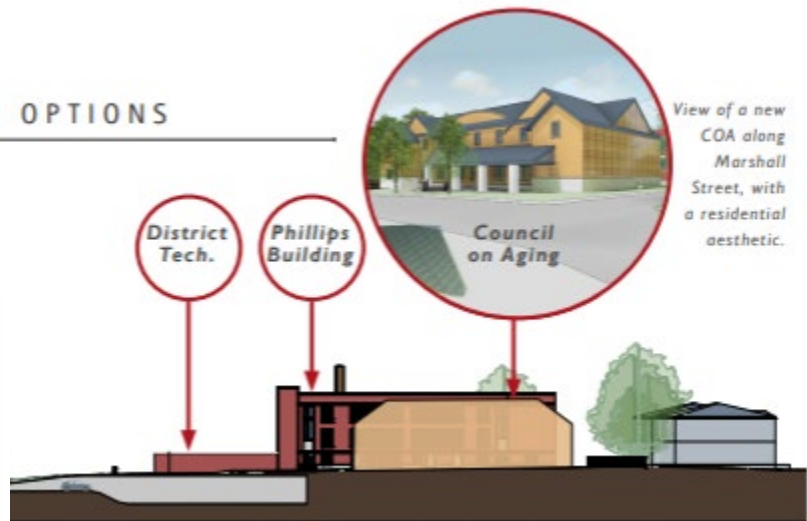
Additional capacity allows us to potentially expand the “Building for the Future” program beyond FY26.

MASTER PLAN OPTIONS

OPTION A



Final Site Plan with new COA, renovated Phillips, parking above and below ground, and open space.



REVENUE FORECAST

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
TAXES:					
Prior Year Adjusted Levy Limit	\$ 144,133,269	\$ 158,336,627	\$ 166,295,042	\$ 173,452,418	\$ 180,788,729
Prior Year Amended Growth					
Sub-total	\$ 144,133,269	\$ 158,336,627	\$ 166,295,042	\$ 173,452,418	\$ 180,788,729
Add 2.5%	\$ 3,603,332	\$ 3,958,416	\$ 4,157,376	\$ 4,336,310	\$ 4,519,718
New Growth	\$ 10,600,026	\$ 4,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
Adjusted Levy Limit	\$ 158,336,627	\$ 166,295,042	\$ 173,452,418	\$ 180,788,729	\$ 188,308,447
Overlay	\$ (1,050,000)	\$ (1,050,000)	\$ (1,050,000)	\$ (1,050,000)	\$ (1,050,000)
NET LEVY LIMIT	\$ 157,286,627	\$ 165,245,042	\$ 172,402,418	\$ 179,738,729	\$ 187,258,447
STATE AID:					
Cherry Sheet Receipts	\$ 16,064,530	\$ 16,333,616	\$ 16,333,616	\$ 16,333,616	\$ 16,333,616
TOTAL STATE AID	\$ 16,064,530	\$ 16,333,616	\$ 16,333,616	\$ 16,333,616	\$ 16,333,616
LOCAL RECEIPTS:					
Motor Vehicle Excise	\$ 4,500,000	\$ 4,600,000	\$ 4,725,000	\$ 4,725,000	\$ 4,725,000
Meals Excise	\$ 800,000	\$ 850,000	\$ 900,000	\$ 950,000	\$ 1,000,000
Hotel Excise	\$ 1,125,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000
Cannabis Excise	\$ 475,000	\$ 475,000	\$ 475,000	\$ 475,000	\$ 475,000
Opioid Settlement	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Penalties & Interest	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
PILOT	\$ 87,628	\$ 88,168	\$ 88,708	\$ 89,248	\$ 89,783
Commercial Trash	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Fees	\$ 4,477,000	\$ 4,597,000	\$ 4,597,000	\$ 4,597,000	\$ 4,597,000
Rentals	\$ 752,215	\$ 526,644	\$ 526,644	\$ 526,644	\$ 526,644
DR-Cemetery	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
DR-Recreation	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000
Licenses & Permits	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
Fines & Forfeits	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Investment Income	\$ 1,500,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Sale of Town Property	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Grant/Employee Reimbursements	\$ 27,749	\$ 32,129	\$ 32,129	\$ 32,129	\$ 32,129
TOTAL LOCAL RECEIPTS	\$ 15,174,592	\$ 15,788,941	\$ 15,964,481	\$ 16,015,021	\$ 16,065,556
OTHER FINANCING SOURCES:					
Transfer from Sale of Lots Fund	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Transfer from Parking Meter Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Transfer from Cemetery Perpetual Care Fund	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Transfer from Capital Projects Stabilization Fund	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -
Transfer from Collective Bargaining Stabilization Fd	\$ 640,550	\$ -	\$ -	\$ -	\$ -
Transfer from ESCO Capital Project Stab. Fd.	\$ 494,438	\$ 493,225	\$ 492,125	\$ 485,950	\$ 484,400
Transfer from Water Fund	\$ 1,423,464	\$ 1,615,298	\$ 1,615,298	\$ 1,615,298	\$ 1,615,298
Transfer from Sewer Fund	\$ 1,494,512	\$ 1,718,878	\$ 1,718,878	\$ 1,718,878	\$ 1,718,878
Utilization of Free Cash	\$ 5,688,029	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Utilization of Overlay Surplus	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER FINANCING SOURCES	\$ 11,520,993	\$ 6,607,401	\$ 6,606,301	\$ 6,600,126	\$ 6,098,576
TOTAL REVENUES	\$ 200,046,742	\$ 203,975,000	\$ 211,306,816	\$ 218,687,492	\$ 225,756,196

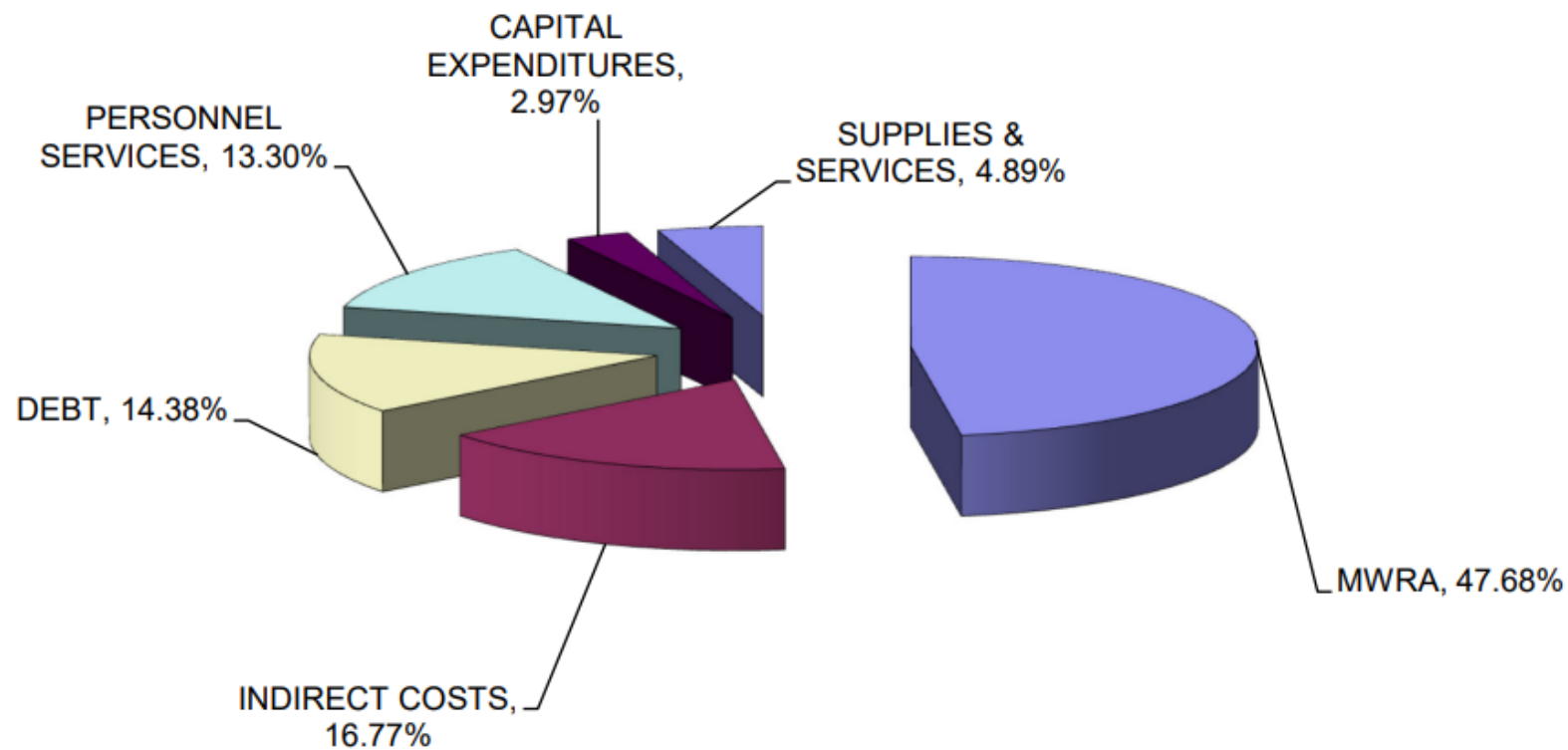
Financial Challenges for FY 2026 and beyond

- Public construction projects are seeing unprecedented cost escalation – we need to keep the High School Project within its budget.
- Interest rates are up – and therefore borrowing is becoming more expensive.
- New growth projections are declining into FY 2027 and 2028. The ‘tax split’ home-rule, that gave us relief from higher residential taxes, still caps commercial tax as a percentage of the overall levy, and only lasts for three fiscal years before needing to be re-approved by the legislature.
- Our collective bargaining agreements will reach the end of their terms at the start of FY 2026.

EXPENDITURE FORECAST

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
DEPARTMENTAL EXPENDITURES:					
General Government	\$ 10,897,424	\$ 14,455,918	\$ 14,817,316	\$ 15,187,749	\$ 15,567,443
Public Safety	\$ 24,926,229	\$ 26,457,608	\$ 27,119,048	\$ 27,797,024	\$ 28,491,949
Public Works	\$ 7,914,828	\$ 8,144,947	\$ 8,348,571	\$ 8,557,285	\$ 8,771,217
Snow & Ice Removal	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Waste Disposal	\$ 5,476,705	\$ 5,751,607	\$ 6,039,187	\$ 6,341,147	\$ 6,658,204
Health & Human Services	\$ 1,713,566	\$ 1,879,917	\$ 1,926,915	\$ 1,975,087	\$ 2,024,465
Library	\$ 3,709,220	\$ 4,265,649	\$ 4,372,291	\$ 4,481,598	\$ 4,593,638
Recreation	\$ 1,028,601	\$ 925,189	\$ 948,319	\$ 972,027	\$ 996,328
Education	\$ 57,583,829	\$ 59,704,263	\$ 61,793,912	\$ 63,956,699	\$ 66,195,184
TOTALS	\$ 114,750,402	\$ 123,085,098	\$ 126,865,558	\$ 130,768,617	\$ 134,798,428
STATE ASSESSMENTS	\$ 3,375,115	\$ 3,178,445	\$ 3,273,184	\$ 3,361,740	\$ 3,452,694
PENSION & OPEB COSTS:					
Pension	\$ 1,150,000	\$ 1,150,000	\$ 1,150,000	\$ 1,150,000	\$ 1,150,000
OPEB	\$ 9,080,432	\$ 8,932,717	\$ 7,575,736	\$ 9,999,920	\$ 10,624,105
TOTALS	\$ 10,230,432	\$ 10,082,717	\$ 8,725,736	\$ 11,149,920	\$ 11,774,105
INSURANCE & EMPLOYEE BENEFITS	\$ 23,815,238	\$ 21,915,060	\$ 23,416,261	\$ 25,084,049	\$ 26,875,131
DEBT AND INTEREST:					
Permanent Debt/Interest	\$ 7,150,056	\$ 6,346,826	\$ 4,658,551	\$ 4,105,400	\$ 3,385,003
ESCO - Permanent Debt/Interest	\$ 494,438	\$ 493,225	\$ 492,125	\$ 485,950	\$ 484,400
Three Elem. School & High School Proj. - Permanent Debt/Interest	\$ 11,662,830	\$ 16,233,750	\$ 15,763,750	\$ 15,304,250	\$ 14,844,750
New High School Project - Authorized/Unissued	\$ 4,706,738	\$ 4,683,533	\$ 8,510,514	\$ 8,345,830	\$ 8,181,145
Street & Sidewalk - Auth/Unissued & Planned	\$ 4,459,125	\$ 1,745,750	\$ 3,019,350	\$ 4,446,025	\$ 6,287,850
Other Debt - Authorized/Unissued & Planned	\$ 3,731,541	\$ 4,340,517	\$ 5,992,539	\$ 6,230,887	\$ 9,668,172
Cost of Certifying Bonds	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
TOTALS	\$ 32,209,728	\$ 33,848,601	\$ 38,441,829	\$ 40,923,342	\$ 42,856,320
CAPITAL PROJECTS:					
City Capital Projects	\$ 695,000	\$ 845,000	\$ 695,000	\$ 695,000	\$ 695,000
School Capital Projects	\$ 390,000	\$ 240,000	\$ 385,000	\$ 305,000	\$ 380,000
Street & Sidewalk Improvements	\$ 1,290,400	\$ 1,355,000	\$ 1,354,884	\$ 1,422,628	\$ 1,493,759
TOTALS	\$ 2,375,400	\$ 2,440,000	\$ 2,434,884	\$ 2,422,628	\$ 2,568,759
TOTAL EXPENDITURES	\$ 186,756,315	\$ 194,549,921	\$ 203,157,451	\$ 213,710,296	\$ 222,325,437
OTHER FINANCING USES & MISC:					
Town Council Reserve	\$ 4,112,025	\$ 3,500,000	\$ 3,650,000	\$ 3,800,000	\$ 3,950,000
Transfers to Enterprise Funds	\$ 320,465	\$ 330,079	\$ 339,981	\$ 350,181	\$ 360,686
Transfer to Acquisition Land/Open Sp. Stabilization	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000
Transfer to New High School Stabilization Fund	\$ 3,000,000	\$ 2,100,000	\$ -	\$ -	\$ -
Transfer to Unfunded Pension Stabilization Fund	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Transfer to SPED Stabilization Fund	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000
Transfer to Affordable Housing Trust	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Transfer to Capital Project Stabilization Fund	\$ 1,800,000	\$ -	\$ -	\$ -	\$ -
Transfer to Watertown Square Stabilization Fund	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ -	\$ -
Miscellaneous	\$ 757,937	\$ 195,000	\$ 195,000	\$ 195,000	\$ 195,000
TOTAL OTHER FINANCING USES	\$ 13,290,427	\$ 9,425,079	\$ 8,734,981	\$ 7,095,181	\$ 7,255,686
TOTAL EXP. & OTH. FIN. USES	\$ 200,046,742	\$ 203,975,000	\$ 211,892,433	\$ 220,805,477	\$ 229,581,123
TOTAL REVENUES	\$ 200,046,742	\$ 203,975,000	\$ 211,306,816	\$ 218,687,492	\$ 225,756,196
SURPLUS/(DEFICIT)	\$ (0)	\$ 0	\$ (585,617)	\$ (2,117,985)	\$ (3,824,927)
PRIOR YEAR BALANCE BUDGET ASSUMPTION	\$ (0)	\$ 0	\$ (0)	\$ 585,617	\$ 2,117,985
REMAINING SURPLUS/(DEFICIT)	\$ (0)	\$ (0)	\$ (585,618)	\$ (1,532,367)	\$ (1,706,942)
	\$ 18,215,560	\$ 15,371,318	\$ 16,602,446	\$ 19,666,890	\$ 22,399,184

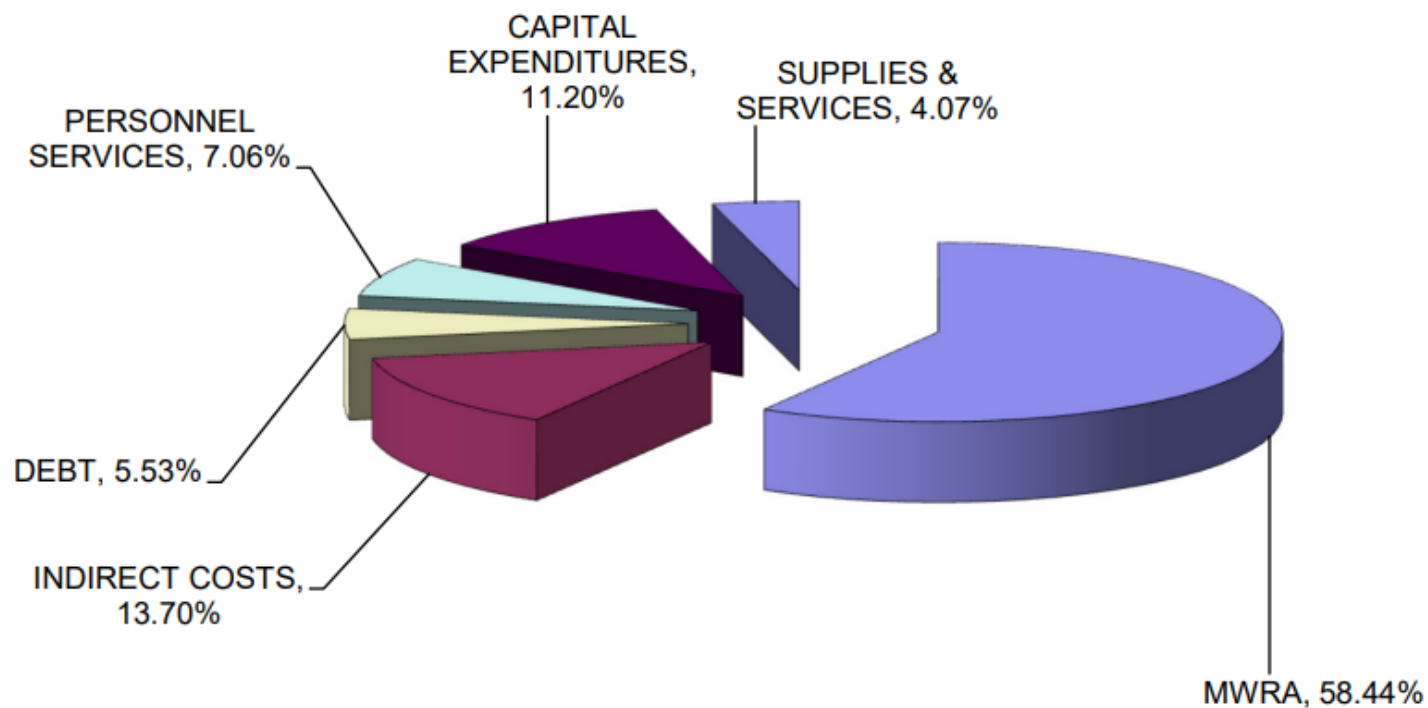
FISCAL YEAR 2025 WATER ENTERPRISE FUND



FY 2025 WATER ENTERPRISE FUND

	FY 2023 EXP. & ENC.	FY 2024 ORIGINAL BUDGET	FY 2024 REVISED BUDGET	FY 2025 LEVEL SERVICE BUDGET	FY 2025 ADDITIONAL FUNDING REQUESTS	MANAGER RECOMMENDS
<u>600051 WATER PERSONNEL</u>						
510111 FULL TIME SALARIES	\$ 736,968	\$ 807,581	\$ 807,581	\$ 971,448	\$ -	\$ 971,448
510112 PART TIME SALARIES	\$ 7,328	\$ 11,520	\$ 11,520	\$ 11,520		\$ 11,520
510130 OVERTIME	\$ 279,239	\$ 240,000	\$ 240,000	\$ 270,000		\$ 270,000
510141 SHIFT DIFFERENTIAL	\$ 1,338	\$ 1,670	\$ 1,670	\$ 2,088		\$ 2,088
510143 LONGEVITY	\$ 19,496	\$ 16,250	\$ 16,250	\$ 12,375		\$ 12,375
510145 DPW LICENSES/CERTIFICATIONS	\$ 6,000	\$ 5,000	\$ 5,000	\$ 5,000		\$ 5,000
510190 CLOTHING ALLOWANCE	\$ 6,011	\$ 6,400	\$ 6,400	\$ 6,800		\$ 6,800
510192 MEALS ALLOWANCE	\$ -	\$ 2,000	\$ 2,000	\$ 2,000		\$ 2,000
511111 PRIOR YEAR FULL TIME SALARIES						
TOTAL WATER PERSONNEL	\$ 1,056,380	\$ 1,090,421	\$ 1,090,421	\$ 1,281,231	\$ -	\$ 1,281,231
<u>600052 WATER EXPENSES</u>						
520244 COMPUTER MAINTENANCE	\$ 12,542	\$ 16,600	\$ 16,600	\$ 16,600		\$ 16,600
520272 STREET REPAIR SERVICES	\$ 143,140	\$ 85,500	\$ 85,500	\$ 88,075		\$ 88,075
520273 SIDEWALK REPAIR SERVICES	\$ 72,718	\$ 33,000	\$ 33,000	\$ 36,300		\$ 36,300
530303 CONTRACTED SERVICES	\$ 48,054	\$ 50,000	\$ 50,000	\$ 50,000		\$ 50,000
540422 PRINTING & FORMS	\$ 21,918	\$ 23,000	\$ 23,000	\$ 23,000		\$ 23,000
540432 TOOLS	\$ 10,236	\$ 17,500	\$ 17,500	\$ 17,500		\$ 17,500
550531 WATER MATERIALS & SUPPLIES	\$ 171,647	\$ 200,000	\$ 200,000	\$ 200,000		\$ 200,000
560671 MWRA ASSESSMENTS	\$ 4,147,401	\$ 4,200,455	\$ 4,200,455	\$ 4,592,938		\$ 4,592,938
570780 RESERVE FUND	\$ -	\$ 25,000	\$ 25,000	\$ 40,000		\$ 40,000
TOTAL WATER EXPENSES	\$ 4,627,655	\$ 4,651,055	\$ 4,651,055	\$ 5,064,413	\$ -	\$ 5,064,413
<u>600058 WATER CAPITAL</u>						
580840 IMPROVEMENTS	\$ 61,203	\$ 200,000	\$ 200,000	\$ 250,000		\$ 250,000
580870 REPLACEMENT OF EQUIPMENT	\$ 42,778	\$ 36,000	\$ 36,000	\$ 36,000		\$ 36,000
TOTAL WATER CAPITAL	\$ 103,981	\$ 236,000	\$ 236,000	\$ 286,000	\$ -	\$ 286,000
<u>600059 WATER OTHER FINANCING USES</u>						
590910 RETIREMENT OF DEBT PRINCIPAL	\$ 1,051,800	\$ 1,341,300	\$ 1,341,300	\$ 1,203,800		\$ 1,203,800
590915 INTEREST ON LONG TERM DEBT	\$ 219,810	\$ 208,593	\$ 208,593	\$ 182,660		\$ 182,660
596100 TRANSFER TO GENERAL FUND	\$ 1,511,731	\$ 1,423,464	\$ 1,423,464	\$ 1,615,298		\$ 1,615,298
TOTAL WATER OTHER FINANC USES	\$ 2,783,341	\$ 2,973,357	\$ 2,973,357	\$ 3,001,758	\$ -	\$ 3,001,758
TOTAL WATER	\$ 8,571,357	\$ 8,950,833	\$ 8,950,833	\$ 9,633,402	\$ -	\$ 9,633,402

FISCAL YEAR 2025 SEWER ENTERPRISE FUND



FY 2025 SEWER ENTERPRISE FUND

	FY 2023 EXP. & ENC.	FY 2024 ORIGINAL BUDGET	FY 2024 REVISED BUDGET	FY 2025 LEVEL SERVICE BUDGET	FY 2025 ADDITIONAL FUNDING REQUESTS	MANAGER RECOMMENDS
<u>610051 SEWER PERSONNEL</u>						
510111 FULL TIME SALARIES	\$ 431,664	\$ 596,671	\$ 596,671	\$ 686,264	\$ -	\$ 686,264
510130 OVERTIME	\$ 174,332	\$ 158,000	\$ 158,000	\$ 177,750		\$ 177,750
510141 SHIFT DIFFERENTIAL	\$ 4,525	\$ 8,352	\$ 8,352	\$ 7,308		\$ 7,308
510143 LONGEVITY	\$ 10,890	\$ 6,525	\$ 6,525	\$ 5,375		\$ 5,375
510145 LICENSES/CERTIFICATIONS	\$ -	\$ 3,000	\$ 3,000	\$ 3,000		\$ 3,000
510190 CLOTHING ALLOWANCE	\$ 3,400	\$ 4,000	\$ 4,000	\$ 4,000		\$ 4,000
510192 MEALS ALLOWANCE	\$ -	\$ 2,000	\$ 2,000	\$ 2,000		\$ 2,000
TOTAL SEWER PERSONNEL	\$ 624,811	\$ 778,548	\$ 778,548	\$ 885,697	\$ -	\$ 885,697
<u>610052 SEWER EXPENSES</u>						
520271 RENTAL OF EQUIPMENT	\$ 18,793	\$ 35,000	\$ 35,000	\$ 35,000		\$ 35,000
520272 STREET REPAIR SERVICES	\$ 9,211	\$ 67,500	\$ 67,500	\$ 67,500		\$ 67,500
520273 SIDEWALK REPAIR SERVICES	\$ 53,968	\$ 35,000	\$ 35,000	\$ 35,000		\$ 35,000
530303 CONTRACTED SERVICES	\$ 252,850	\$ 225,000	\$ 225,000	\$ 225,000		\$ 225,000
540432 TOOLS	\$ 3,443	\$ 8,500	\$ 8,500	\$ 8,500		\$ 8,500
550534 SEWER MATERIALS & SUPPLIES	\$ 58,759	\$ 110,000	\$ 110,000	\$ 110,000		\$ 110,000
560671 MWRA ASSESSMENTS	\$ 6,800,255	\$ 7,130,880	\$ 7,130,880	\$ 7,332,350		\$ 7,332,350
570780 RESERVE FUND	\$ -	\$ 20,000	\$ 20,000	\$ 30,000		\$ 30,000
TOTAL SEWER EXPENSES	\$ 7,197,279	\$ 7,631,880	\$ 7,631,880	\$ 7,843,350	\$ -	\$ 7,843,350
<u>610058 SEWER CAPITAL</u>						
580840 IMPROVEMENTS	\$ 501,031	\$ 1,100,000	\$ 1,100,000	\$ 1,150,000		\$ 1,150,000
580860 ADDITIONAL EQUIPMENT	\$ 237,584	\$ 175,000	\$ 175,000	\$ 175,000		\$ 175,000
580870 REPLACEMENT OF EQUIPMENT	\$ 32,647	\$ 80,000	\$ 80,000	\$ 80,000		\$ 80,000
TOTAL SEWER CAPITAL	\$ 771,263	\$ 1,355,000	\$ 1,355,000	\$ 1,405,000	\$ -	\$ 1,405,000
<u>610059 SEWER OTHER FINANCING USES</u>						
590910 RETIREMENT OF DEBT PRINCIPAL	\$ 278,890	\$ 451,900	\$ 451,900	\$ 545,000		\$ 545,000
590915 INTEREST ON LONG TERM DEBT	\$ 21,363	\$ 100,248	\$ 100,248	\$ 148,775		\$ 148,775
596100 TRANSFER TO GENERAL FUND	\$ 1,397,994	\$ 1,494,512	\$ 1,494,512	\$ 1,718,878		\$ 1,718,878
TOTAL SEWER OTHER FINANCING USES	\$ 1,698,247	\$ 2,046,660	\$ 2,046,660	\$ 2,412,653	\$ -	\$ 2,412,653
TOTAL SEWER	\$ 10,291,599	\$ 11,812,088	\$ 11,812,088	\$ 12,546,700	\$ -	\$ 12,546,700

Budget Team:

- Megan Langan
- Steve Magoon
- Emily Monea
- Melissa Morrissey
- Ari Sky
- Tom Tracy

A thank you
to the
“Budget Team”

Closing Thoughts

- The goal of the administration and all of the City departments is to provide the highest level of services to the residents of Watertown while utilizing the taxpayers' dollars as efficiently as possible.
- The budget focuses on achieving the long-term goal of sound financial management and fiscal stability, while reflecting community values and implementing community goals and policy priorities as illustrated in the charter preamble, the Council's Budget Policy Guidelines, the Council's CIP conceptual recommendations, the forthcoming comprehensive plan, and the City Manager's leadership strategy.



Thank You

Town of Watertown

EMPLOYEE PERFORMANCE REVIEW – COUNCIL CLERK

Reviewer:

Date:

EVALUATION

(1) Unsatisfactory (2) = Marginal (3) = Meets Requirements (4) = Exceeds Expectations (5) = Exceptional

Demonstrates Required Job Skills And Knowledge

Has The Ability To Learn And Use New Skills

Uses Resources Available In An Effective Manner

Responds Effectively To Assigned Responsibilities

Meets Attendance Requirements

Listens To Direction From Councilors

Takes Responsibility For Actions

Honors Commitments

Demonstrates Problem Solving Skills

Offers Constructive Suggestions For Improvement

Generates Creative Ideas And Solutions

Meets Challenges Head On

ADDITIONAL COMMENTS (Use reverse if necessary):

GOALS FOR THE COMING YEAR



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

National Public Works Week Proclamation

WHEREAS: Public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of City of Watertown; and,

WHEREAS: These infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS: It is in the public interest for the citizens, civic leaders and children in Town of Watertown to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS: The year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

NOW THEREFORE BE IT PROCLAIMED: That the City Council of City of Watertown, hereby designates the week May 19 – 25, 2024 as National Public Works Week; and urges all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Watertown to be affixed on this 14th day of May 2024.

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large
Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor
John G. Gannon,
Councilor At Large
Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large
Emily Izzo,
District D Councilor



Watertown City Council

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Burnham-Manning VFW Post 1105 Day Proclamation

WHEREAS: The Burnham-Manning Veterans of Foreign Wars (VFW) Post 1105 was installed on May 14, 1924, and

WHEREAS: The mission of the VFW is: *“To foster camaraderie among United States veterans of overseas conflicts. To serve our veterans, the military and our communities. To advocate on behalf of all veterans”*, and,

WHEREAS: Watertown VFW Post 1105 has consistently been involved with the community, to include: providing scholarships through the Voice of Democracy and Patriot Pen essay contests; nominating a Watertown Middle School Teacher for the VFW Teacher of the Year Award in Massachusetts; and various other community-based initiatives in Watertown, and

WHEREAS: VFW Post 1105 has made significant investments in support of the VA in Bedford with a new trolley; a new work van for Project New Hope in Worcester; costs to train and provide a service animal to a Veteran free of charge; as well as financial support to Wild Hearts Therapeutic Equestrian Programs in West Bridgewater, demonstrating VFW Post 1105’s commitment to supporting all Veterans, and

WHEREAS: Watertown VFW Post 1105 was recognized for their members committing over 350 hours of community service, and

WHEREAS: Watertown VFW Post 1105 was recognized by the State Commander of the VFW, Michael Raymond, as the VFW Post of the Year in Massachusetts

NOW THEREFORE BE IT PROCLAIMED: That the City Council of the City of Watertown names May 14th as Burnham-Manning VFW Post 1105 Day in honor of their 100th anniversary, and welcomes the public to celebrate at their centennial ceremony on May 24th, 2024.

IN WITNESS WHEREOF,

I have hereunto set our hand and caused the
Great Seal of the City of Watertown
to be affixed on this 14th day of
May 2024

ELECTED OFFICIALS

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Council President

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Nicole Gardner,
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PRIVATE VINCENT RANUCCI, KIA, MEMORIAL SQUARE PROCLAMATION

Whereas: Vincent Ranucci was lovingly raised along with his 8 siblings: Francis, Anthony, Thomas, Theresa, Joseph, Catherine, Lorraine, and Ireane; by Guiseppe and Mary Ranucci, who made their home on Nichols Avenue in Watertown Massachusetts; and,

Whereas: The Ranucci children attended Watertown schools, were active in the community and, like many sons and daughters of Watertown, Vincent was called to service in defense of the United States of America during World War II; and,

Whereas: The oldest Ranucci child, Vincent, joined the Army in June of 1942, and deployed overseas in the European Theatre of the War; and,

Whereas: On February 2, 1944, The President of the United States of America pursuant to authority vested in him by Congress awarded the Purple Heart, established by General George Washington at Newburgh, New York, August 7, 1782 posthumously to Private Vincent Ranucci, for military merit and for wounds received in action resulting in his death; and,

Whereas: Private Ranucci is buried in Plot G, Row 9, Grave 14 of the Siciliy-Rome American Cemetery in Nettuno, Italy.

NOW THEREFORE BE IT PROCLAIMED: That the City Council of the City of Watertown hereby honors and recognizes Private Vincent Ranucci for his ultimate sacrifice for this country, by naming the intersection of Nichols Avenue and Bigelow Avenue in his honor "Private Vincent Ranucci Memorial Square."

IN WITNESS WHEREOF, I have
hereunto set our hand and caused the
Great Seal of the City of Watertown
to be affixed on this 14th day of
May 2024

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PROCLAMATION HONORING FORMER FIRE CHIEF ORANGIO AND DEDICATING FIRE STATION THREE'S FLAGPOLE IN HIS NAME

WHEREAS: Mario A. Orangio was born in Watertown on May 19, 1966, the youngest of three children of Pasqualina and Albert Orangio; and,

WHEREAS: Mario graduated from Watertown High School in 1984, where he met Sandra Robak. They married in 1990 and soon after became the proud parents of three daughters: Katlyn, Jaclyn, and Jocelyn; and,

WHEREAS: Mario A. Orangio was appointed to the Watertown Fire Department in August of 1989, and rose through the ranks to be appointed Lieutenant in 1997, and Captain in 2001. In February of 2004, at the age of 37, he was appointed Fire Chief with the distinction of being the youngest Fire Chief in the history of the Watertown Fire Department; and,

WHEREAS: Chief Orangio worked tirelessly as Fire Chief for 13 years, providing leadership to the men and women of the Watertown Fire Department, serving the citizens and visitors of Watertown with professionalism and dedication; and,

WHEREAS: In 2012, Chief Orangio became the President of the Fire Chief's Association of Massachusetts, and in 2014 was appointed by the Governor of Massachusetts to the Massachusetts Fire Training Council, where he was named as Chair. In these positions he positively impacted the fire service as a whole; and,

WHEREAS: Chief Orangio was a fierce proponent of fire-based EMS service and had a goal of upgrading Watertown's ambulance service to the Advanced Life Support level. This goal came to fruition in February of 2017; and,

WHEREAS: Chief Orangio became ill with occupational cancer of the pancreas, which caused his untimely death on November 7, 2017, just three weeks after his retirement from the Watertown Fire Department; and,

WHEREAS: Chief Orangio is remembered as a strong fire service leader, a loyal friend, and devoted family man. He was respected by his peers, members of the Watertown Fire Department, and the Watertown community; and,

THEREFORE, BE IT PROCLAIMED: that the City Council of the City of Watertown is proud to honor the request of the Watertown Fire Department – Chief Ryan A. Nicholson and all the Firefighters- to dedicate the flagpole located at Station Three to Chief Mario A. Orangio and to memorialize his dedicated service to the citizens of Watertown.

IN WITNESS WHEREOF,

I have hereunto set our hand and
Caused the Great Seal of the
City of Watertown to be affixed
On this 14th day of May 2024

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NOTICE OF PUBLIC HEARING – EVERSOURCE

**Grant of Location: Arsenal Street
WO # 16131738**

April 30, 2024

Dear Abutters:

The City Council of the City of Watertown will hold a public meeting on Tuesday, May 14, 2024 at 7:00 p.m. in the Richard E. Mastrangelo Council Chamber, 149 Main St., Watertown, MA along with remote opportunities for participation with public access provided as follows:

ACCESS INFORMATION:

- A. The meeting will be televised through WCATV (Watertown Cable Access Television):
<http://vodwcatv.org/CablecastPublicSite/?channel=3>
- B. The Public may join the virtual meeting online:
<https://watertownma.zoom.us/j/92991331344>
- C. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344 #
- D. Public may also comment through email: vpiccirilli@watertown-ma.gov

On a petition from Eversource for consideration of a Grant of Location for the following installations:

Arsenal Street – Install and maintain approximately 45 linear feet of conduit from pole #5/13 to a new street light control cabinet.

This work is necessary to provide electric service to a street light control cabinet in front of 550 Arsenal Street. Upon completion of our review, we are submitting the following recommendations and conditions for consideration by the City Council should the Grant of Location be approved for this application. A photo of the location of the proposed work is presented attached to this document.

Standard Conditions

1. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times or an appropriate alternative path provided.
2. Please be aware that there may be utility infrastructure that is not shown on the plan and may be encountered in the field. If a conflict occurs between the proposed installation and existing City-Owned and/or private utility infrastructure, The City Engineer shall be contacted directly to discuss an appropriate resolution.
3. It is the sole responsibility of the Applicant, and their Contractor, to ensure that and City-Owned and or private utilities, if located within the limits of work should be properly marked and protected during construction activities.
The City of Watertown is not a member of Dig Safe and must be notified separately.
4. The proposed scope of work requires a DPW Street Opening Permit through the Watertown DPW prior to the start of construction.
5. All disturbances to curbing, grass strips, sidewalks, walkways, and roadway surfaces shall be repaired in kind to the satisfaction of the City of Watertown DPW. If any existing sidewalk is proposed to be removed and replaced in full width, the restoration must be completed in accordance with all current ADA, MAAB and City of Watertown standards.
6. All work within the Right of Way shall require the Contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be implemented in adherence to all applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual of Uniform Traffic Control Devices.
7. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices such as silt fence or straw wattles. It will be the sole responsibility of the Contractor to remove any sediment that enters the City drainage system as a result of the proposed work.
8. Equipment, staging, and stockpiles shall not be located in a manner so as to interfere with intersection sightlines and shall be kept in a neat and orderly fashion.
9. Public shade trees within and adjacent to the proposed work zone must be protected. The Contractor shall install individual tree protection on any public shade tree that may be impacted and the Contractor shall not stockpile material or equipment within the drip zone of a public shade tree.
10. Contractor shall coordinate with City Health Department on rodent control requirements.
11. An as-built survey shall be performed upon completion of the work and provided to the Department of Public Works.

Please feel free to contact Joanne Callender at 781-314-5054 for any technical questions you may have.

Your participation is not necessary, if you choose not to object to the above petition.

Sincerely,

Watertown City Council

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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Councilor At Large

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Emily Izzo,
District D Councilor



CITY OF WATERTOWN
DEPARTMENT OF PUBLIC WORKS
124 ORCHARD STREET
WATERTOWN MA 02472

Gregory M. St. Louis, PE
Superintendent of Public Works

(P) 617-972-6420
(F) 617-972-6402

TYPE: Grant of Location
DATE: April 29, 2024
APPLICANT: Eversource
WORK ORDER: WO# 16131738
LOCATION: Arsenal Street

The City of Watertown Department of Public Works has reviewed the attached petition by Eversource for consideration of a Grant of Location for the following installations:

- **Arsenal Street – Install and maintain approximately 45 linear feet of conduit from pole #5/13 to a new street light control cabinet.**

This work is necessary to provide electric service to a street light control cabinet in front of 550 Arsenal Street. Upon completion of our review, we are submitting the following recommendations and conditions for consideration by the City Council should the Grant of Location be approved for this application. A photo of the location of the proposed work is presented attached to this document.

Standard Conditions

1. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times or an appropriate alternative path provided.
2. Please be aware that there may be utility infrastructure that is not shown on the plan and may be encountered in the field. If a conflict occurs between the proposed installation and existing City-Owned and/or private utility infrastructure, The City Engineer shall be contacted directly to discuss an appropriate resolution.
3. It is the sole responsibility of the Applicant, and their Contractor, to ensure that and City-Owned and or private utilities, if located within the limits of work should be properly marked and protected during construction activities. **The City of Watertown is not a member of Dig Safe and must be notified separately.**
4. The proposed scope of work requires a DPW Street Opening Permit through the Watertown DPW prior to the start of construction.
5. All disturbances to curbing, grass strips, sidewalks, walkways, and roadway surfaces shall be repaired in kind to the satisfaction of the City of Watertown DPW. If any existing sidewalk is proposed to be removed and replaced in full width, the restoration must be completed in accordance with all current ADA, MAAB and City of Watertown standards.
6. All work within the Right of Way shall require the Contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be implemented in adherence to all applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual of Uniform Traffic Control Devices.
7. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices such as silt fence or straw wattles. It will be the sole responsibility of the Contractor to remove any sediment that enters the City drainage system as a result of the proposed work.
8. Equipment, staging, and stockpiles shall not be located in a manner so as to interfere with intersection sightlines and shall be kept in a neat and orderly fashion.
9. Public shade trees within and adjacent to the proposed work zone must be protected. The Contractor shall install individual tree protection on any public shade tree that may be impacted and the Contractor shall not stockpile material or equipment within the drip zone of a public shade tree.
10. Contractor shall coordinate with City Health Department on rodent control requirements.
11. An as-built survey shall be performed upon completion of the work and provided to the Department of Public Works.



View of utility pole #13 facing 550 Arsenal Street where conduit is proposed to be installed.



View of proposed street light control cabinet facing 550 Arsenal Street where service is proposed.



View of Arsenal Street from utility pole #13 facing west.



View of Arsenal Street from the proposed street light control cabinet facing east.

March 14, 2024

City Council
City Hall
149 Main Street
Watertown, MA 02472

RE: Arsenal Street
Watertown, MA
W.O.# 16131738

Dear Members of the Council:

The enclosed petition and plan are being presented by the NSTAR Electric Company d/b/a EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 45 feet of conduit in Arsenal Street.

The reason for this work is to provide service for a street light control cabinet.

If you have any further questions, please contact Joanne Callender at 781-314-5054. Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M. Schifone, Supervisor
Rights and Permits

RMS/HC
Attachments

**PETITION OF NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY FOR
LOCATION FOR CONDUITS
AND MANHOLES**

To the **City Council** of the City of **WATERTOWN** Massachusetts:

Respectfully represents **NSTAR ELECTRIC Company d/b/a Eversource Energy** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the council may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **K. Rice, dated February 17, 2024**, and filed herewith, under the following public way or ways of said City:

**NSTAR ELECTRIC COMPANY
d/b/a EVERSOURCE ENERGY**

**Arsenal Street - Westerly from pole 5/13, approximately 676 feet west
of Elm Street, install approximately 45 feet of conduit.**

WO#16131738

BY *Richard M. Schifone*
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 14th day of March 2024

City of **WATERTOWN** Massachusetts

Received and filed _____ 2024

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
City of WATERTOWN

WHEREAS, **NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the City thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said City:

Arsenal Street - Westerly from pole 5/13, approximately 676 feet west of Elm Street, install approximately 45 feet of conduit.

WO#16131738

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **K. Rice, dated February 17, 2024,** on the file with said petition.
2. Said company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. All work shall be done to the satisfaction of the city council or such officer or officers as it may appoint to supervise the work.

1		
2		City Council
3		the City of
4		WATERTOWN
5		

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the council to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2024 at _____ in said City.

1		
2		City Council
3		the City of
4		WATERTOWN
5		

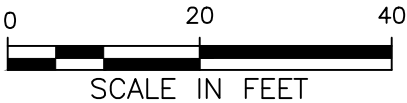
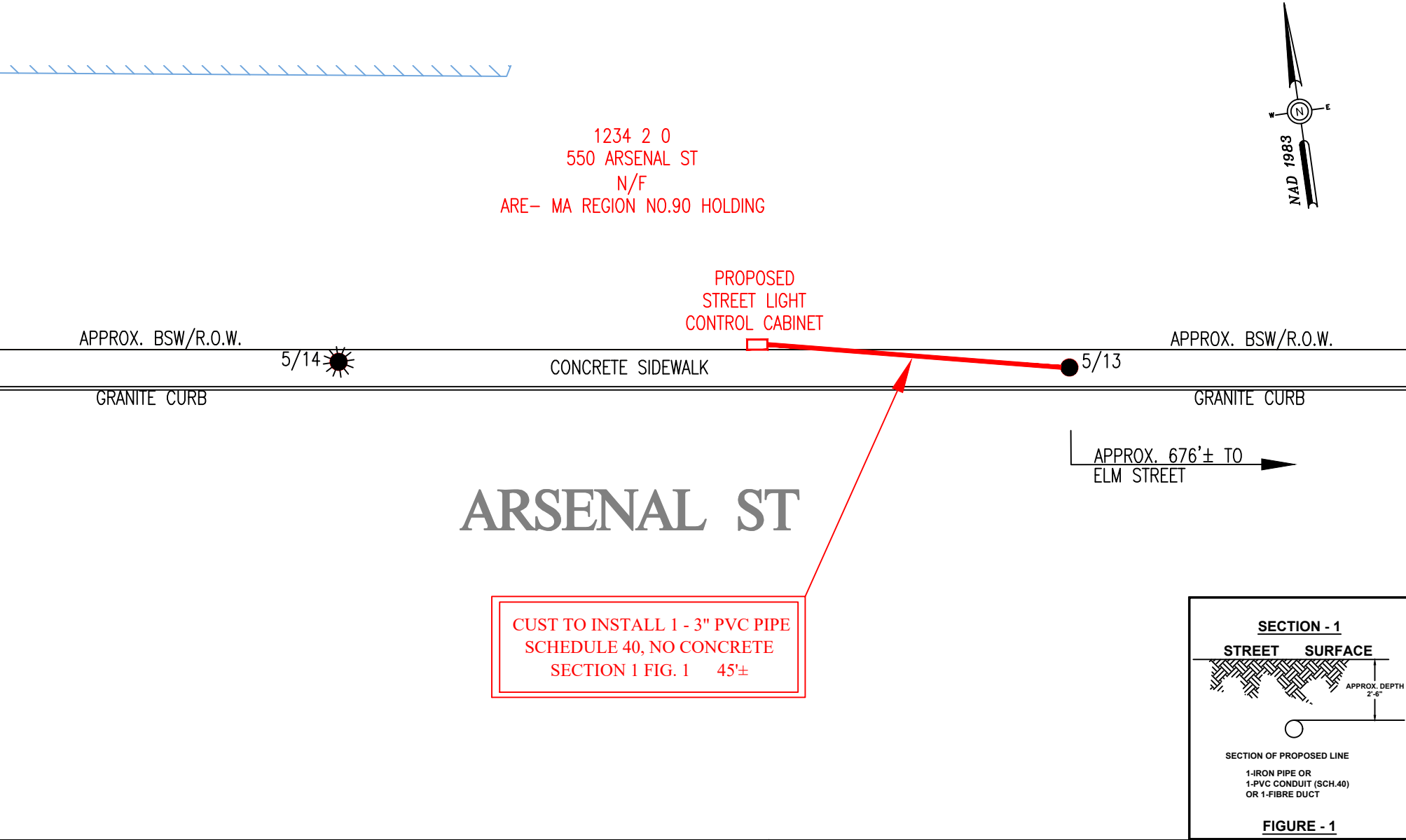
CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **City Council** of the City of **WATERTOWN**, Massachusetts, duly adopted on the _____ day of _____, 2024 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the City of **WATERTOWN**, Massachusetts

WO#16131738
ARSENAL ST
WATERTOWN, MA

1234 2 0
550 ARSENAL ST
N/F
ARE- MA REGION NO.90 HOLDING
P O BOX 847
CARLSBAD, CA 92018



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

C#	NSTAR ELECTRIC d/b/a EVERSOURCE 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Ward #	
Work Order # 16131738	
Surveyed by: N/A	Plan of #550 ARSENAL ST
Research by: GR	WATERTOWN
Plotted by: GR	Showing PROPOSED CUSTOMER CONDUIT LOCATION
Proposed Structures: GR	
Approved: K RICE	Scale 1"=20' Date FEBRUARY 17, 2024
P#	SHEET 1 of 1



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

NOTICE OF PUBLIC HEARING – EVERSOURCE

**Grant of Location: Arsenal Street
WO # 16130515**

April 30, 2024

Dear Abutters:

The City Council of the City of Watertown will hold a public meeting on Tuesday, May 14, 2024 at 7:00 p.m. in the Richard E. Mastrangelo Council Chamber, 149 Main St., Watertown, MA along with remote opportunities for participation with public access provided as follows:

ACCESS INFORMATION:

- A. The meeting will be televised through WCATV (Watertown Cable Access Television):
<http://vodwcatv.org/CablecastPublicSite/?channel=3>
- B. The Public may join the virtual meeting online:
<https://watertownma.zoom.us/j/92991331344>
- C. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344 #
- D. Public may also comment through email: vpiccirilli@watertown-ma.gov

On a petition from Eversource for consideration of a Grant of Location for the following installations:

Arsenal Street – Install and maintain approximately 25 linear feet of conduit from pole #5/5 to a new street light control cabinet.

This work is necessary to provide electric service to a street light control cabinet in front of 570 Arsenal Street. Upon completion of our review, we are submitting the following recommendations and conditions for consideration by the City Council should the Grant of Location be approved for this application. A photo of the location of the proposed work is presented attached to this document.

Standard Conditions

1. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times or an appropriate alternative path provided.
2. Please be aware that there may be utility infrastructure that is not shown on the plan and may be encountered in the field. If a conflict occurs between the proposed installation and existing City-Owned and/or private utility infrastructure, The City Engineer shall be contacted directly to discuss an appropriate resolution.
3. It is the sole responsibility of the Applicant, and their Contractor, to ensure that and City-Owned and or private utilities, if located within the limits of work should be properly marked and protected during construction activities.
The City of Watertown is not a member of Dig Safe and must be notified separately.
4. The proposed scope of work requires a DPW Street Opening Permit through the Watertown DPW prior to the start of construction.
5. All disturbances to curbing, grass strips, sidewalks, walkways, and roadway surfaces shall be repaired in kind to the satisfaction of the City of Watertown DPW. If any existing sidewalk is proposed to be removed and replaced in full width, the restoration must be completed in accordance with all current ADA, MAAB and City of Watertown standards.
6. All work within the Right of Way shall require the Contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be implemented in adherence to all applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual of Uniform Traffic Control Devices.
7. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices such as silt fence or straw wattles. It will be the sole responsibility of the Contractor to remove any sediment that enters the City drainage system as a result of the proposed work.
8. Equipment, staging, and stockpiles shall not be located in a manner so as to interfere with intersection sightlines and shall be kept in a neat and orderly fashion.
9. Public shade trees within and adjacent to the proposed work zone must be protected. The Contractor shall install individual tree protection on any public shade tree that may be impacted and the Contractor shall not stockpile material or equipment within the drip zone of a public shade tree.
10. Contractor shall coordinate with City Health Department on rodent control requirements.
11. An as-built survey shall be performed upon completion of the work and provided to the Department of Public Works.

Please feel free to contact Joanne Callender at 781-314-5054 for any technical questions you may have.

Your participation is not necessary, if you choose not to object to the above petition.

Sincerely,

Watertown City Council

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor



CITY OF WATERTOWN
DEPARTMENT OF PUBLIC WORKS
124 ORCHARD STREET
WATERTOWN MA 02472

Gregory M. St. Louis, PE
Superintendent of Public Works

(P) 617-972-6420
(F) 617-972-6402

TYPE: Grant of Location
DATE: April 29, 2024
APPLICANT: Eversource
WORK ORDER: WO# 16130515
LOCATION: Arsenal Street

The City of Watertown Department of Public Works has reviewed the attached petition by Eversource for consideration of a Grant of Location for the following installations:

- **Arsenal Street – Install and maintain approximately 25 linear feet of conduit from pole #5/5 to a new street light control cabinet.**

This work is necessary to provide electric service to a street light control cabinet in front of 570 Arsenal Street. Upon completion of our review, we are submitting the following recommendations and conditions for consideration by the City Council should the Grant of Location be approved for this application. A photo of the location of the proposed work is presented attached to this document.

Standard Conditions

1. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times or an appropriate alternative path provided.
2. Please be aware that there may be utility infrastructure that is not shown on the plan and may be encountered in the field. If a conflict occurs between the proposed installation and existing City-Owned and/or private utility infrastructure, The City Engineer shall be contacted directly to discuss an appropriate resolution.
3. It is the sole responsibility of the Applicant, and their Contractor, to ensure that and City-Owned and or private utilities, if located within the limits of work should be properly marked and protected during construction activities. **The City of Watertown is not a member of Dig Safe and must be notified separately.**
4. The proposed scope of work requires a DPW Street Opening Permit through the Watertown DPW prior to the start of construction.
5. All disturbances to curbing, grass strips, sidewalks, walkways, and roadway surfaces shall be repaired in kind to the satisfaction of the City of Watertown DPW. If any existing sidewalk is proposed to be removed and replaced in full width, the restoration must be completed in accordance with all current ADA, MAAB and City of Watertown standards.
6. All work within the Right of Way shall require the Contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be implemented in adherence to all applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual of Uniform Traffic Control Devices.
7. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices such as silt fence or straw wattles. It will be the sole responsibility of the Contractor to remove any sediment that enters the City drainage system as a result of the proposed work.
8. Equipment, staging, and stockpiles shall not be located in a manner so as to interfere with intersection sightlines and shall be kept in a neat and orderly fashion.
9. Public shade trees within and adjacent to the proposed work zone must be protected. The Contractor shall install individual tree protection on any public shade tree that may be impacted and the Contractor shall not stockpile material or equipment within the drip zone of a public shade tree.
10. Contractor shall coordinate with City Health Department on rodent control requirements.
11. An as-built survey shall be performed upon completion of the work and provided to the Department of Public Works.



View of utility pole #5/5 where conduit is proposed to be installed facing 570 Arsenal Street.



View of proposed street light control cabinet where service is proposed facing 570 Arsenal Street.



View of Arsenal Street from utility pole #5/5 facing east.



View of Arsenal Street from proposed street light control cabinet facing west.

March 14, 2024

City Council
City Hall
149 Main Street
Watertown, MA 02472

RE: Arsenal Street
Watertown, MA
W.O.# 16130515

Dear Members of the Council:

The enclosed petition and plan are being presented by the NSTAR Electric Company d/b/a EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 25 feet of conduit in Arsenal Street.

The reason for this work is to provide service for a street light control cabinet.

If you have any further questions, please contact Joanne Callender at 781-314-5054. Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M. Schifone, Supervisor
Rights and Permits

RMS/HC
Attachments

**PETITION OF NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY FOR
LOCATION FOR CONDUITS
AND MANHOLES**

To the **City Council** of the City of **WATERTOWN** Massachusetts:

Respectfully represents **NSTAR ELECTRIC Company d/b/a Eversource Energy** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the council may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **K. Rice, dated February 17, 2024**, and filed herewith, under the following public way or ways of said City:

**NSTAR ELECTRIC COMPANY
d/b/a EVERSOURCE ENERGY**

Arsenal Street - Easterly from pole 5/5, approximately 180 feet east of Elm Street, install approximately 25 feet of conduit.

WO#16130515

BY *Richard M. Schifone*
Richard M. Schifone, Supervisor
Rights & Permits

Dated this 14th day of March 2024

City of **WATERTOWN** Massachusetts

Received and filed _____ 2024

**ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
City of WATERTOWN**

WHEREAS, **NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the City thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said City:

Arsenal Street - Easterly from pole 5/5, approximately 180 feet east of Elm Street, install approximately 25 feet of conduit.

WO#16130515

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **K. Rice, dated February 17, 2024,** on the file with said petition.
2. Said company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. All work shall be done to the satisfaction of the city council or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	
3	_____	
4	_____	
5	_____	

City Council
the City of
WATERTOWN

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the council to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2024 at _____ in said City.

1	_____	
2	_____	
3	_____	
4	_____	
5	_____	

City Council
the City of
WATERTOWN

CERTIFICATE

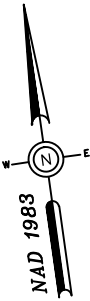
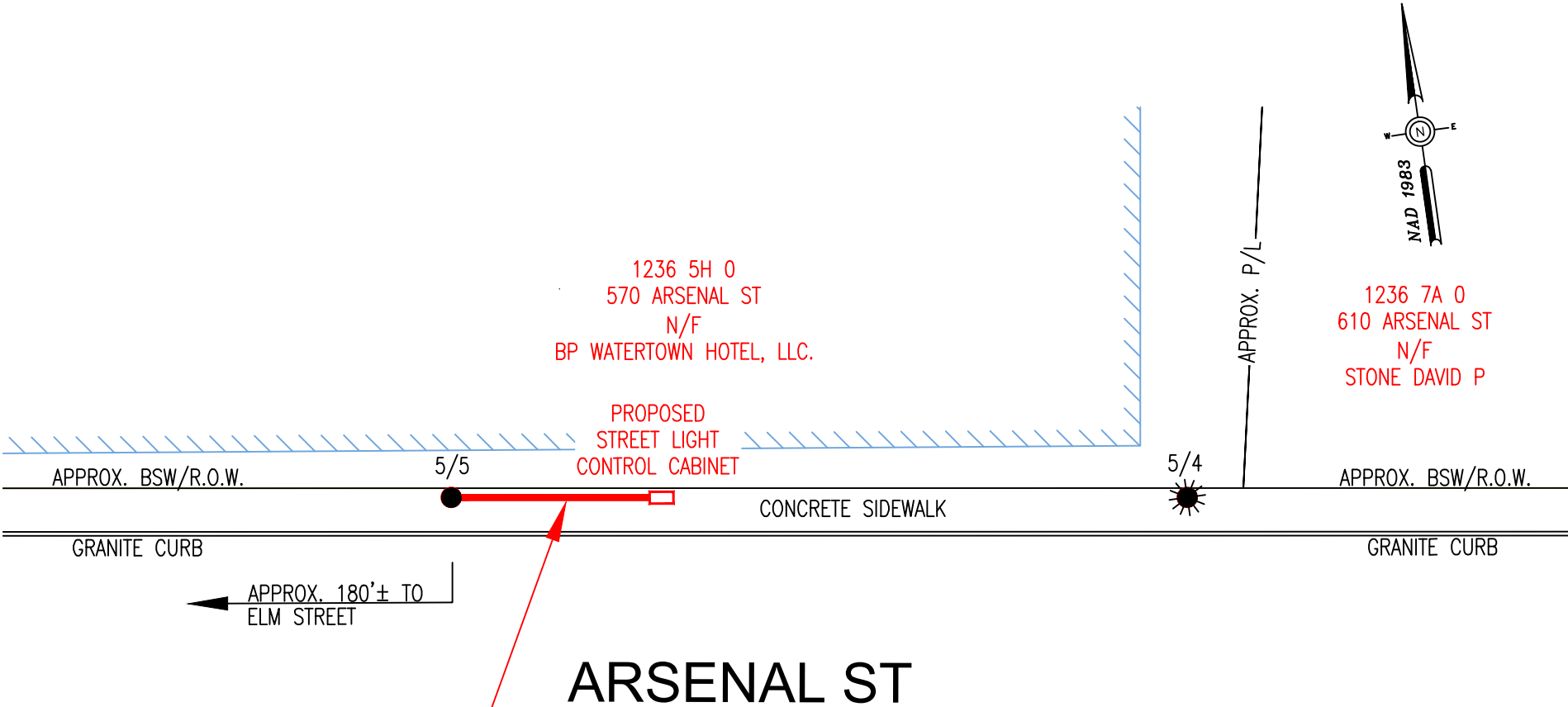
I hereby certify that the foregoing are true copies of the Order of the **City Council** of the City of **WATERTOWN**, Massachusetts, duly adopted on the _____ day of _____, 2024 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the City of **WATERTOWN**, Massachusetts

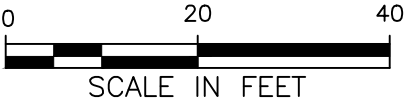
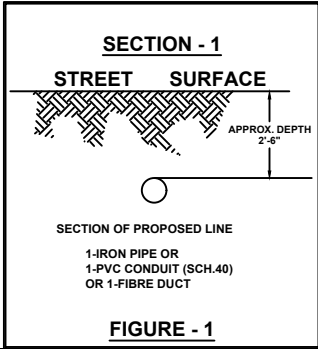
WO#16130515
ARSENAL ST
WATERTOWN, MA

1236 5H 0
570 ARSENAL ST
N/F
BP WATERTOWN HOTEL, LLC.
13215 BEE CAVE PKW
AUSTIN, TX 78738

1236 7A 0
610 ARSENAL ST
N/F
STONE DAVID P
610 ARSENAL ST
WATERTOWN, MA 02472



CUST TO INSTALL 1 - 3" PVC PIPE
SCHEDULE 40, NO CONCRETE
SECTION 1 FIG. 1 25'±



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

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MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

C#	NSTAR EVERSOURCE ELECTRIC d/b/a 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
Ward #		
Work Order # 16130515	Plan of ARSENAL ST	
Surveyed by: N/A	WATERTOWN	
Research by: GR	Showing PROPOSED CUSTOMER CONDUIT LOCATION	
Plotted by: GR		
Proposed Structures: GR		
Approved: K RICE	Scale 1"=20'	Date FEBRUARY 17, 2024
P#	SHEET 1 of 1	



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

NOTICE OF PUBLIC HEARING – COMCAST

Grant of Location: Elm Street

April 30, 2024

Dear Abutters:

The City Council of the City of Watertown will hold a public meeting on Tuesday, May 14, 2024 at 7:00 p.m. in the Richard E. Mastrangelo Council Chamber, 149 Main St., Watertown, MA along with remote opportunities for participation with public access provided as follows:

ACCESS INFORMATION:

- A. The meeting will be televised through WCATV (Watertown Cable Access Television):
<http://vodwcatv.org/CablecastPublicSite/?channel=3>
- B. The Public may join the virtual meeting online:
<https://watertownma.zoom.us/j/92991331344>
- C. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344 #
- D. Public may also comment through email: vpiccirilli@watertown-ma.gov

On a petition from Eversource for consideration of a Grant of Location for the following installations:

Elm Street – Relocate service to 23 Elm Street from aerial to underground.

This work is necessary to provide telecommunications service to 23 Elm Street. Upon completion of our review, we are submitting the following recommendations and conditions for consideration by the City Council should the Grant of Location be approved for this application. A photo of the location of the proposed work is presented attached to this document.

Standard Conditions

1. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times or an appropriate alternative path provided.

2. Please be aware that there may be utility infrastructure that is not shown on the plan and may be encountered in the field. If a conflict occurs between the proposed installation and existing City-Owned and/or private utility infrastructure, The City Engineer shall be contacted directly to discuss an appropriate resolution.
3. It is the sole responsibility of the Applicant, and their Contractor, to ensure that and City-Owned and or private utilities, if located within the limits of work should be properly marked and protected during construction activities.
The City of Watertown is not a member of Dig Safe and must be notified separately.
4. The proposed scope of work requires a DPW Street Opening Permit through the Watertown DPW prior to the start of construction.
5. All disturbances to curbing, grass strips, sidewalks, walkways, and roadway surfaces shall be repaired in kind to the satisfaction of the City of Watertown DPW. If any existing sidewalk is proposed to be removed and replaced in full width, the restoration must be completed in accordance with all current ADA, MAAB and City of Watertown standards.
6. All work within the Right of Way shall require the Contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be implemented in adherence to all applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual of Uniform Traffic Control Devices.
7. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices such as silt fence or straw wattles. It will be the sole responsibility of the Contractor to remove any sediment that enters the City drainage system as a result of the proposed work.
8. Equipment, staging, and stockpiles shall not be located in a manner so as to interfere with intersection sightlines and shall be kept in a neat and orderly fashion.
9. Public shade trees within and adjacent to the proposed work zone must be protected. The Contractor shall install individual tree protection on any public shade tree that may be impacted and the Contractor shall not stockpile material or equipment within the drip zone of a public shade tree.
10. Contractor shall coordinate with City Health Department on rodent control requirements.
11. An as-built survey shall be performed upon completion of the work and provided to the Department of Public Works.

Your participation is not necessary, if you choose not to object to the above petition.

Sincerely,

Watertown City Council

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor



CITY OF WATERTOWN
DEPARTMENT OF PUBLIC WORKS
124 ORCHARD STREET
WATERTOWN MA 02472

Gregory M. St. Louis, PE
Superintendent of Public Works

(P) 617-972-6420
(F) 617-972-6402

TYPE: Grant of Location
DATE: March 27, 2024
APPLICANT: Comcast
WORK ORDER: WO#
LOCATION: Elm Street

The City of Watertown Department of Public Works has reviewed the attached petition by Comcast for consideration of a Grant of Location for the following installations:

- **Elm Street – Relocate service to 23 Elm Street from aerial to underground.**

This work is necessary to provide telecommunications service to 23 Elm Street. Upon completion of our review, we are submitting the following recommendations and conditions for consideration by the City Council should the Grant of Location be approved for this application. A photo of the location of the proposed work is presented attached to this document.

Standard Conditions

1. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times or an appropriate alternative path provided.
2. Please be aware that there may be utility infrastructure that is not shown on the plan and may be encountered in the field. If a conflict occurs between the proposed installation and existing City-Owned and/or private utility infrastructure, The City Engineer shall be contacted directly to discuss an appropriate resolution.
3. It is the sole responsibility of the Applicant, and their Contractor, to ensure that and City-Owned and or private utilities, if located within the limits of work should be properly marked and protected during construction activities. **The City of Watertown is not a member of Dig Safe and must be notified separately.**
4. The proposed scope of work requires a DPW Street Opening Permit through the Watertown DPW prior to the start of construction.
5. All disturbances to curbing, grass strips, sidewalks, walkways, and roadway surfaces shall be repaired in kind to the satisfaction of the City of Watertown DPW. If any existing sidewalk is proposed to be removed and replaced in full width, the restoration must be completed in accordance with all current ADA, MAAB and City of Watertown standards.
6. All work within the Right of Way shall require the Contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be implemented in adherence to all applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual of Uniform Traffic Control Devices.
7. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices such as silt fence or straw wattles. It will be the sole responsibility of the Contractor to remove any sediment that enters the City drainage system as a result of the proposed work.
8. Equipment, staging, and stockpiles shall not be located in a manner so as to interfere with intersection sightlines and shall be kept in a neat and orderly fashion.
9. Public shade trees within and adjacent to the proposed work zone must be protected. The Contractor shall install individual tree protection on any public shade tree that may be impacted and the Contractor shall not stockpile material or equipment within the drip zone of a public shade tree.
10. Contractor shall coordinate with City Health Department on rodent control requirements.
11. An as-built survey shall be performed upon completion of the work and provided to the Department of Public Works.



View of Elm Street facing eastward toward Arsenal Street where new conduit is proposed.



View of Elm Street facing westward away from Arsenal Street where new conduit is proposed.



View of existing UP#4-1X to be removed facing the building at 23 Elm Street.



View of UP#4 to provide 3-phase temporary service facing the Arsenal Mall parking lot.

CITY OF WATERTOWN MASSACHUSETTS

PETITION for GRANT OF LOCATION

To the Petitioner:

City of Watertown Ordinance Section 23-52 requires that each petition for grant of location be submitted to the Public Works Department for a preliminary review. The comments of the Public Works Commissioner will be part of the record submitted to the City Council. Upon filing with the City Council, the petition will be scheduled for a public hearing before the Public Facilities Committee of City Council. **The petitioner is responsible for insuring that the petition is complete and all required materials are in order for review.** Attached please find the City Engineer's Standard Requirements for Plans and the Department of Public Works Permit Processing brochure.

Grant of Location Process:

1. Applicant submits completed Petition Form and required materials to the City Council
2. Public Works Department conducts preliminary review and gives written comments to the applicant
3. Engineering Division files Petition Form with comments with the Clerk of the City Council
4. City Council schedules petition for a public hearing before the Public Facilities Committee of the City Council
5. Public Facilities Committee recommendations are forwarded to the City Council for a final decision

I. IDENTIFICATION (Please Type or Print Clearly)

Company Name Comcast Of Massachusetts

Address 440 Myles Standish BLVD Taunton MA

Phone Number 774 644 9104

Fax Number _____

Contact Person Manuel Furtado

Title Project Coordinator

Signature Manuel Furtado Date 10/27/23

Person filing application

If a telecommunications company, indicate how certified by the Department of Telecommunications and Energy: Utilities CO

II. DESCRIPTION OF PROJECT: to be completed by petitioner

- A. Write here or attach a description of the project including, location, proposed time frame for completion, type of materials to be used, benefit provided to the City, project mitigation plan as applicable, street reconstruction plan including timetable for completion.

Comcast Corporation intends to Relocate Service to 23 Elm Street Currently owned by Elm Street Properties Owners LLC. from aerial to underground to keep with the new relocation completed by Electrical Utilities. Please review detailed drawings as to pathway and SOW

- B. Include or attach a sketch to provide a visual description of the project. If plans are attached, provide:

Title of Plan ___23 Elm Street SOW _____ Date of plan 10/27/23

III. PUBLIC WORKS DEPARTMENT REVIEW

Date received by Public Works Department _____

Check One:

Minor Project

☐

Major Project

☐

Lateral

☐

(Refer to City Engineer Standard Requirements for Plans for definition of minor and major project)

Plans Submitted:

Certified Plot Plan

☐

Stamped Plans

☐

DATE AND COMMENTS:

RECOMMENDATIONS:

V. RECOMMENDATION TO PUBLIC FACILITIES COMMITTEE:

Commissioner, Public Works

Date



Proposed Path



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

NOTICE OF PUBLIC HEARING – COMCAST

Grant of Location: Main Street

April 30, 2024

Dear Abutters:

The City Council of the City of Watertown will hold a public meeting on Tuesday, May 14, 2024 at 7:00 p.m. in the Richard E. Mastrangelo Council Chamber, 149 Main St., Watertown, MA along with remote opportunities for participation with public access provided as follows:

ACCESS INFORMATION:

- A. The meeting will be televised through WCATV (Watertown Cable Access Television):
<http://vodwcatv.org/CablecastPublicSite/?channel=3>
- B. The Public may join the virtual meeting online:
<https://watertownma.zoom.us/j/92991331344>
- C. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344 #
- D. Public may also comment through email: vpiccirilli@watertown-ma.gov

On a petition from Eversource for consideration of a Grant of Location for the following installations:

- **Main Street – Install and maintain approximately 154 linear feet of 3-inch conduit in Main Street.**

This work is necessary to provide telecommunications service to 166 Main Street. Upon completion of our review, we are submitting the following recommendations and conditions for consideration by the City Council should the Grant of Location be approved for this application. A photo of the location of the proposed work is presented attached to this document.

Standard Conditions

1. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times or an appropriate alternative path provided.
2. Please be aware that there may be utility infrastructure that is not shown on the plan and may be encountered in the field. If a conflict occurs between the proposed

installation and existing City-Owned and/or private utility infrastructure, The City Engineer shall be contacted directly to discuss an appropriate resolution.

3. It is the sole responsibility of the Applicant, and their Contractor, to ensure that and City-Owned and or private utilities, if located within the limits of work should be properly marked and protected during construction activities.

The City of Watertown is not a member of Dig Safe and must be notified separately.

4. The proposed scope of work requires a DPW Street Opening Permit through the Watertown DPW prior to the start of construction.

5. All disturbances to curbing, grass strips, sidewalks, walkways, and roadway surfaces shall be repaired in kind to the satisfaction of the City of Watertown DPW. If any existing sidewalk is proposed to be removed and replaced in full width, the restoration must be completed in accordance with all current ADA, MAAB and City of Watertown standards.

6. All work within the Right of Way shall require the Contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be implemented in adherence to all applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual of Uniform Traffic Control Devices.

7. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices such as silt fence or straw wattles. It will be the sole responsibility of the Contractor to remove any sediment that enters the City drainage system as a result of the proposed work.

8. Equipment, staging, and stockpiles shall not be located in a manner so as to interfere with intersection sightlines and shall be kept in a neat and orderly fashion.

9. Public shade trees within and adjacent to the proposed work zone must be protected. The Contractor shall install individual tree protection on any public shade tree that may be impacted and the Contractor shall not stockpile material or equipment within the drip zone of a public shade tree.

10. Contractor shall coordinate with City Health Department on rodent control requirements.

11. An as-built survey shall be performed upon completion of the work and provided to the Department of Public Works.

Your participation is not necessary, if you choose not to object to the above petition.

Sincerely,

Watertown City Council

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor



CITY OF WATERTOWN
DEPARTMENT OF PUBLIC WORKS
124 ORCHARD STREET
WATERTOWN MA 02472

Gregory M. St. Louis, PE
Superintendent of Public Works

(P) 617-972-6420
(F) 617-972-6402

TYPE: Grant of Location
DATE: March 27, 2024
APPLICANT: Comcast
WORK ORDER: WO#
LOCATION: Main Street

The City of Watertown Department of Public Works has reviewed the attached petition by Comcast for consideration of a Grant of Location for the following installations:

- **Main Street – Install and maintain approximately 154 linear feet of 3-inch conduit in Main Street.**

This work is necessary to provide telecommunications service to 166 Main Street. Upon completion of our review, we are submitting the following recommendations and conditions for consideration by the City Council should the Grant of Location be approved for this application. A photo of the location of the proposed work is presented attached to this document.

Standard Conditions

1. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times or an appropriate alternative path provided.
2. Please be aware that there may be utility infrastructure that is not shown on the plan and may be encountered in the field. If a conflict occurs between the proposed installation and existing City-Owned and/or private utility infrastructure, The City Engineer shall be contacted directly to discuss an appropriate resolution.
3. It is the sole responsibility of the Applicant, and their Contractor, to ensure that and City-Owned and or private utilities, if located within the limits of work should be properly marked and protected during construction activities. **The City of Watertown is not a member of Dig Safe and must be notified separately.**
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10. Contractor shall coordinate with City Health Department on rodent control requirements.
11. An as-built survey shall be performed upon completion of the work and provided to the Department of Public Works.



View of Main Street from point of pickup at the property line of 166 Main Street facing northwest.



View of Main Street from MH14667 facing southeast.



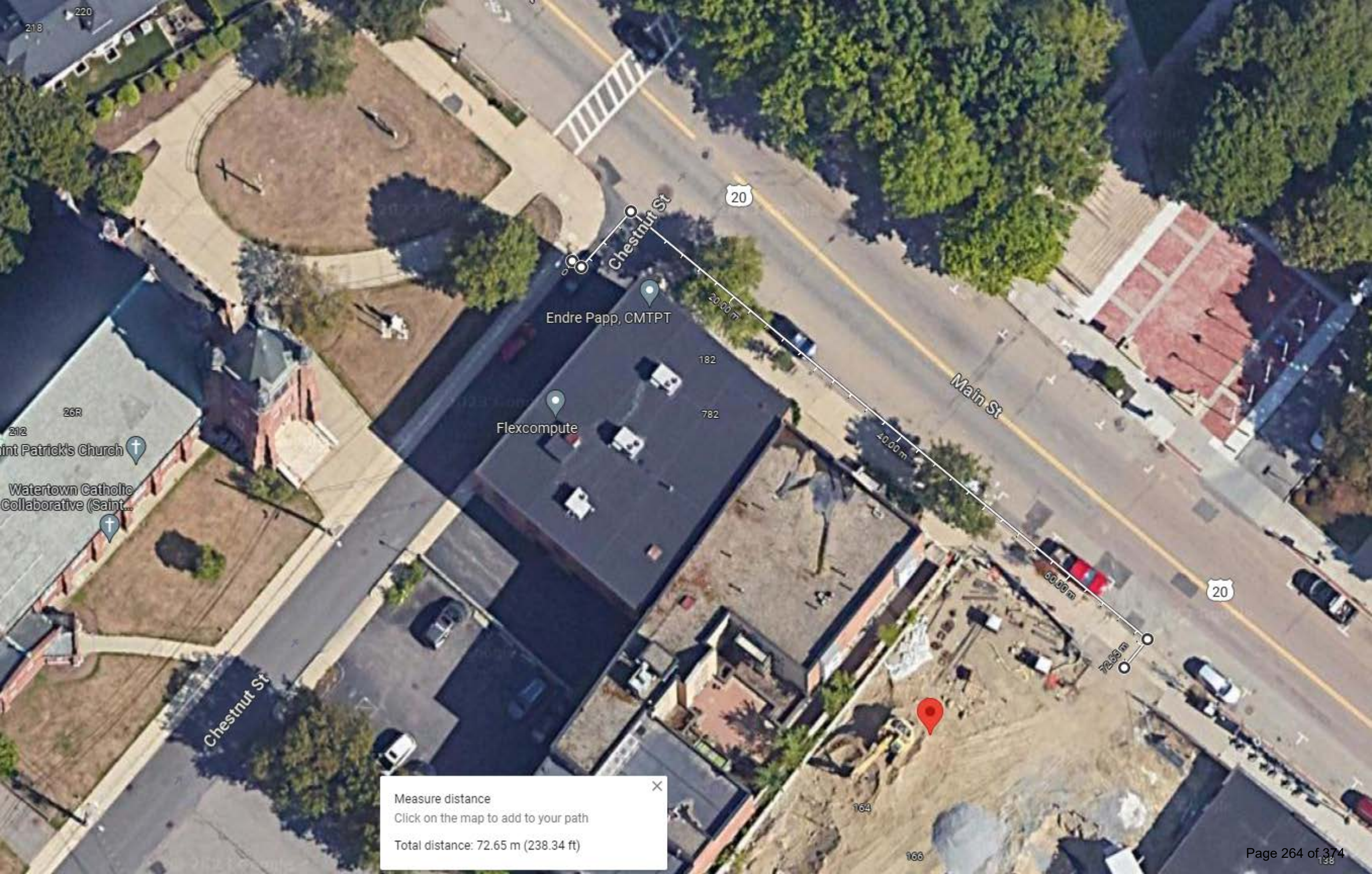
View of Main Street from MH14667 facing north.



View of the intersection of Main Street and Chestnut Street from MH10696 facing northeast where service will be pulled from.



View of Main Street from the intersection of Main Street and Chestnut Street facing northeast.



Measure distance ×
Click on the map to add to your path
Total distance: 72.65 m (238.34 ft)

CITY OF WATERTOWN MASSACHUSETTS

PETITION for GRANT OF LOCATION

To the Petitioner:

City of Watertown Ordinance Section 23-52 requires that each petition for grant of location be submitted to the Public Works Department for a preliminary review. The comments of the Public Works Commissioner will be part of the record submitted to the City Council. Upon filing with the City Council, the petition will be scheduled for a public hearing before the Public Facilities Committee of City Council. **The petitioner is responsible for insuring that the petition is complete and all required materials are in order for review.** Attached please find the City Engineer's Standard Requirements for Plans and the Department of Public Works Permit Processing brochure.

Grant of Location Process:

1. Applicant submits completed Petition Form and required materials to the City Council
2. Public Works Department conducts preliminary review and gives written comments to the applicant
3. Engineering Division files Petition Form with comments with the Clerk of the City Council
4. City Council schedules petition for a public hearing before the Public Facilities Committee of the City Council
5. Public Facilities Committee recommendations are forwarded to the City Council for a final decision

I. IDENTIFICATION (Please Type or Print Clearly)

Company Name Comcast Of Massachusetts

Address 440 Myles Standish BLVD Taunton MA

Phone Number 774 644 9104

Fax Number _____

Contact Person Manuel Furtado

Title Project Coordinator

Signature Manuel Furtado Date 10/27/23

Person filing application

If a telecommunications company, indicate how certified by the Department of Telecommunications and Energy: Utilities CO

II. DESCRIPTION OF PROJECT: to be completed by petitioner

- A. Write here or attach a description of the project including, location, proposed time frame for completion, type of materials to be used, benefit provided to the City, project mitigation plan as applicable, street reconstruction plan including timetable for completion.

Comcast Corporation intends to Service 166 Main St new Multi Dwelling Building with Underground Utilities as shown on Attachements

- B. Include or attach a sketch to provide a visual description of the project. If plans are attached, provide:

Title of Plan ___166 Main Street SOW _____ Date of plan 10/27/23

III. PUBLIC WORKS DEPARTMENT REVIEW

Date received by Public Works Department _____

Check One:

Minor Project

☐

Major Project

☐

Lateral

☐

(Refer to City Engineer Standard Requirements for Plans for definition of minor and major project)

Plans Submitted:

Certified Plot Plan

☐

Stamped Plans

☐

DATE AND COMMENTS:

RECOMMENDATIONS:

V. RECOMMENDATION TO PUBLIC FACILITIES COMMITTEE:

Commissioner, Public Works

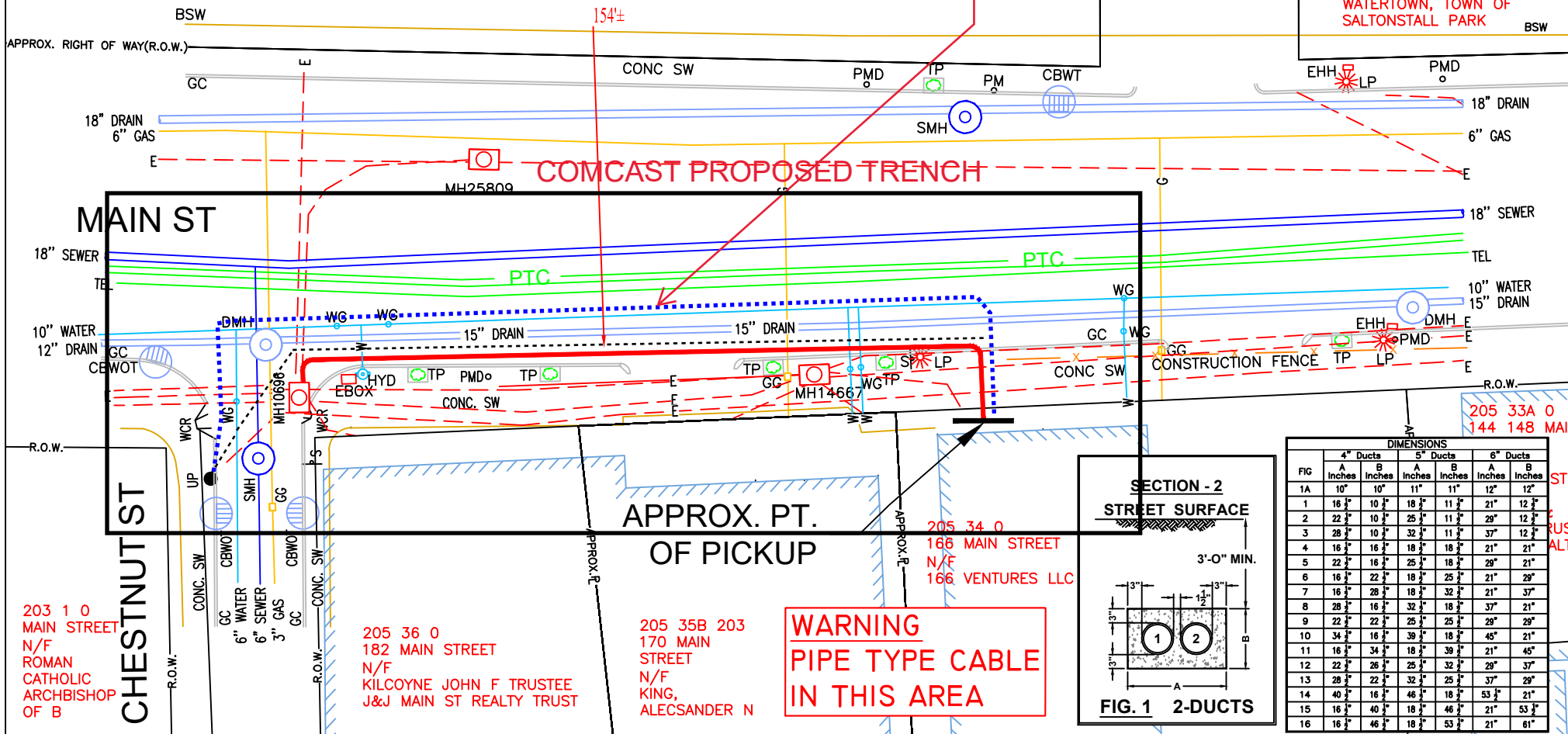
Date

321 1 B
MAIN STREET
N/F
WATERTOWN, TOWN OF
SALTONSTALL PARK

INSTALL 2 - 4" PVC PIPES
TYPE EB IN CONCRETE
SECTION 2 FIG. 1

INSTALL 1X3" SCH40
Conduit for COMCAST

321 1 B
MAIN STREET
N/F
WATERTOWN, TOWN OF
SALTONSTALL PARK



SECTION - 2
STREET SURFACE

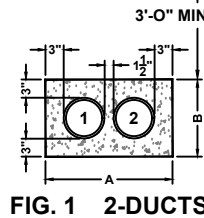
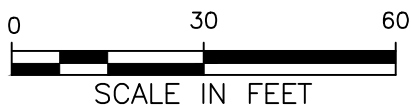


FIG	4" Ducts				5" Ducts				6" Ducts			
	A Inches	B Inches	A Inches	B Inches	A Inches	B Inches	A Inches	B Inches	A Inches	B Inches	A Inches	B Inches
1A	10"	10"	11"	11"	12"	12"	13"	13"	14"	14"	15"	15"
1	16"	10"	18"	11"	21"	12"	24"	13"	27"	14"	30"	15"
2	22"	10"	25"	11"	29"	12"	32"	13"	35"	14"	38"	15"
3	28"	10"	32"	11"	37"	12"	40"	13"	43"	14"	46"	15"
4	16"	16"	18"	18"	21"	21"	24"	24"	27"	27"	30"	30"
5	22"	16"	25"	18"	29"	21"	32"	24"	35"	27"	38"	30"
6	16"	22"	18"	25"	21"	29"	24"	32"	27"	35"	30"	38"
7	16"	28"	18"	32"	21"	37"	24"	40"	27"	43"	30"	46"
8	28"	16"	32"	18"	37"	21"	40"	24"	43"	27"	46"	30"
9	22"	22"	25"	25"	29"	29"	32"	32"	35"	35"	38"	38"
10	34"	16"	39"	18"	45"	21"	48"	24"	51"	27"	54"	30"
11	16"	34"	18"	39"	21"	45"	24"	48"	27"	51"	30"	54"
12	22"	26"	25"	32"	29"	37"	32"	40"	35"	43"	38"	46"
13	28"	22"	32"	25"	37"	29"	40"	32"	43"	35"	46"	38"
14	40"	16"	46"	18"	53"	21"	56"	24"	59"	27"	62"	30"
15	16"	40"	18"	46"	21"	53"	24"	56"	27"	59"	30"	62"
16	16"	46"	18"	53"	21"	61"	24"	64"	27"	67"	30"	70"



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

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MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

C# 86-23

Ward #

Work Order # 11120000

Surveyed by: LM/JC/VT

Research by: GR

Plotted by: SJ

Proposed Structures: SJ

Approved: T THIBAUT

P#

NSTAR EVERSOURCE
ELECTRIC
d/b/a

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of MAIN STREET

WATERTOWN

Showing PROPOSED CONDUIT LOCATION

Scale 1"=30'

Date APRIL 12, 2023

SHEET 1 of 1



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager

Date: April 18, 2024

RE: Agenda Item – An Ordinance to Revise the City Code to Reflect Adoption of the
Municipal Opt-In Specialized Stretch Energy Code.

Attached is draft ordinance formalizing prior acceptance by the City Council of the Specialized Stretch Energy Code. This ordinance references the prior vote taken on January 10, 2023 by the City Council and acts to replace the existing Stretch Energy Code as contained in the City's Code of Ordinances. The prior vote indicated that the Specialized Code would become effective six months after the vote, which would be consistent with the recommendation for adoption as of July 1, 2023, and that date is referenced in the ordinance. The ordinance is based upon the DOER model for such action.

Thank you for your consideration in this matter.



Watertown City Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

AN ORDINANCE TO REVISE THE CITY CODE TO REFLECT ADOPTION OF THE MUNICIPAL OPT-IN SPECIALIZED STRETCH ENERGY CODE.

ORDINANCE #

2024 – O –

WHEREAS, the City Council adopted the Municipal Opt-In Specialized Stretch Energy Code, as authorized by G.L. c.25A, §6(14), by vote on January 10, 2023; and

WHEREAS, Title XV, Chapter 150, §150.02 of the City's Code of Ordinances currently states that the Stretch Energy Code and not the Municipal Opt-In Specialized Stretch Energy Code applies in the City of Watertown; and

WHEREAS, the City Council desires to revise the Code of Ordinances to reflect the City Council's prior adoption of the Municipal Opt-In Specialized Stretch Energy Code.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that Title XV, Chapter 150, §150.02 of the Watertown Code of Ordinances, Building Regulations, is hereby amended by deleting said §150.02 in its entirety and replacing that section with the language as follows:

§ 150.02 Specialized Stretch Energy Code.

(A) The following definitions shall apply to this section:

- *International Energy Conservation Code ("IECC")*: The IECC is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three-year cycle. The baseline energy conservation requirements of the MA State Building Code are the IECC with Massachusetts amendments, as approved by the state Board of Building Regulations and Standards and published in state regulations as part of 780 CMR.
- *Specialized Stretch Energy Code*: Codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, the Specialized Stretch Energy Code adds residential and commercial appendices to the Massachusetts Stretch Energy Code, based on amendments to the respective net-zero appendices of the IECC to incorporate the energy efficiency of the Stretch Energy Code and further reduce the climate impacts of buildings built to this code, with the goal of achieving net-zero greenhouse gas emissions from the buildings sector no later than 2050. The Specialized Stretch Energy Code is authorized pursuant to G.L. c.25A, §6(14).

- *Stretch Energy Code*: Codified by the combination of 225 CMR 22 and 23, not including Appendices RC and CC, the Stretch Energy Code is a comprehensive set of amendments to the IECC seeking to achieve all lifecycle cost-effective energy efficiency in accordance with the state Green Communities Act of 2008, as well as to reduce the climate impacts of buildings built to this code.

(B) The purpose of 225 CMR 22.00 and 23.00 including Appendices RC and CC, also referred to as the Specialized Stretch Energy Code, is to provide a more energy efficient and low greenhouse gas emissions alternative to the Stretch Energy Code or the baseline Massachusetts Energy Code, applicable to the relevant sections of the building code for both new construction and existing buildings.

(C) The Specialized Stretch Energy Code shall take effect on July 10, 2023. The Specialized Stretch Energy Code applies to residential and commercial buildings.

The Specialized Stretch Energy Code, as codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including any future editions, amendments, or modifications, is herein incorporated by reference into this section. The Specialized Stretch Energy Code is enforceable by the Inspector of Buildings

Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of __ for, __ against, and __ present on_____.

Brendan T. McCarthy, Council Clerk

Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large
Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor
John G. Gannon,
Councilor At Large
Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large
Emily Izzo,
District D Councilor

Order Confirmation

Marilyn Pronvost
Watertown City Council
149 Main Street
Watertown, MA 02472

Thank you for placing your Legal Notice in The Boston Globe.

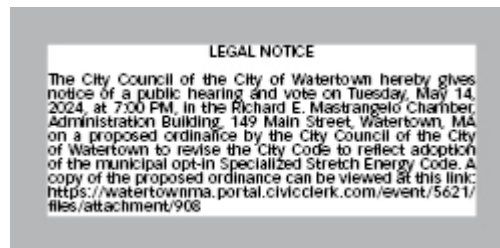
Your order information and a preview of your notice are displayed below for your review. If there are any changes or questions, please contact the Classified Department at 617-929-1314 or email legals@globe.com.

Any and all proposed edits, revisions, and/or other changes to the notice must be communicated to us in writing prior to the deadline specified in the Advertising Specs + Deadlines page located at <https://www.bostonglobemedia.com/specs-deadlines>.

Thank you,
Boston Globe Classified Sales

617-929-1314
Monday - Friday 9:30 am - 4:30 pm
legals@globe.com

Order Number	732755	Order Price	\$304.67
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	04/27/2024	Last Run Date	04/27/2024
Payment Type			

AD PREVIEW:

The Boston Globe | Classified Advertising Proof | Printed on: Apr 26 2024



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: April 19, 2024

RE: Proposed Amendment to the Fiscal Year 2024 Budget

I respectfully request your favorable consideration of the attached Proposed Amendment to the Fiscal Year 2024 Budget.

The Proposed Amendment is related to the Memorandum of Agreement Between the City of Watertown and Watertown Police Association for Successor Collective Bargaining Agreement.

I respectfully request this Amendment be placed on the April 23, 2024 City Council Agenda as a First Reading amending the Fiscal Year 2024 Budget.

Thank you for your favorable consideration in this matter.

FISCAL YEAR 2024 BUDGET AMENDMENT

REVENUE	INCREASE (DECREASE)	TO READ
OTHER FINANCING SOURCES - TRANSFER FROM COLLECTIVE BARGAINING STAB. 00100970-497100	\$ 170,000	\$ 810,550
TOTAL REVENUE ADJUSTMENT	<u>\$ 170,000</u>	

EXPENDITURES	INCREASE (DECREASE)	TO READ
CITY COUNCIL RESERVE 0111152-570780	\$ 170,000	\$ 4,866,385
TOTAL EXPENDITURE ADJUSTMENT	<u>\$ 170,000</u>	

Order Confirmation

Marilyn Pronvost
Watertown City Council
149 Main Street
Watertown, MA 02472

Thank you for placing your advertisement in The Boston Globe.

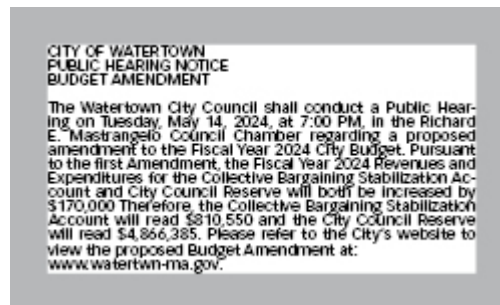
Your order information and a preview of your advertisement are displayed below for your review. If there are any changes or questions, please contact the Classified Department at 617-929-1500 or email jobs@globe.com.

Any and all proposed edits, revisions, and/or other changes to the advertisement must be communicated to us in writing prior to the deadline specified in the Advertising Specs + Deadlines page located at <https://www.bostonglobemedia.com/specs-deadlines>.

Thank you,
Boston Globe Classified Sales

617-929-1500
Monday - Friday 9:30 am - 4:30 pm
jobs@globe.com

Order Number	732752	Order Price	\$405.59
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	04/27/2024	Last Run Date	04/27/2024
Payment Type			

AD PREVIEW:


The Boston Globe | Classified Advertising Proof | Printed on: Apr 26 2024



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: April 19, 2024

RE: Proposed Amendment to the Fiscal Year 2024 Budget

I respectfully request your favorable consideration of the attached Proposed Amendment to the Fiscal Year 2024 Budget.

The Proposed Amendment is related to the Memorandum of Agreement Between the City of Watertown and AFSCME, Council 93 (Library Union) for Successor Collective Bargaining Agreement.

I respectfully request this Amendment be placed on the April 23, 2024 City Council Agenda as a First Reading amending the Fiscal Year 2024 Budget.

Thank you for your favorable consideration in this matter.

FISCAL YEAR 2024 BUDGET AMENDMENT

REVENUE	INCREASE (DECREASE)	TO READ
OTHER FINANCING SOURCES - TRANSFER FROM COLLECTIVE BARGAINING STAB. 00100970-497100	\$ 50,000	\$ 690,550
TOTAL REVENUE ADJUSTMENT	<u>\$ 50,000</u>	

EXPENDITURES	INCREASE (DECREASE)	TO READ
CITY COUNCIL RESERVE 0111152-570780	\$ 50,000	\$ 4,746,385
TOTAL EXPENDITURE ADJUSTMENT	<u>\$ 50,000</u>	

Order Confirmation

Marilyn Pronvost
Watertown City Council
149 Main Street
Watertown, MA 02472

Thank you for placing your Legal Notice in The Boston Globe.

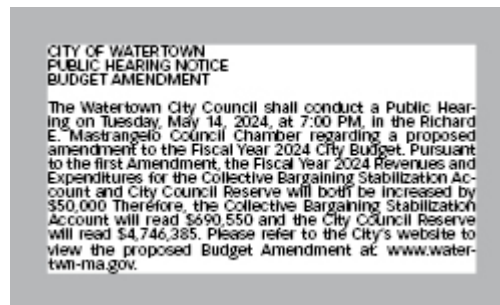
Your order information and a preview of your notice are displayed below for your review. If there are any changes or questions, please contact the Classified Department at 617-929-1314 or email legals@globe.com.

Any and all proposed edits, revisions, and/or other changes to the notice must be communicated to us in writing prior to the deadline specified in the Advertising Specs + Deadlines page located at <https://www.bostonglobemedia.com/specs-deadlines>.

Thank you,
Boston Globe Classified Sales

617-929-1314
Monday - Friday 9:30 am - 4:30 pm
legals@globe.com

Order Number	732754	Order Price	\$405.59
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	04/27/2024	Last Run Date	04/27/2024
Payment Type			

AD PREVIEW:


The Boston Globe | Classified Advertising Proof | Printed on: Apr 26 2024



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council
From: George J. Proakis, City Manager 
Date: May 2, 2024
RE: Agenda Item – Transfer of Funds Request

I respectfully request a transfer of funds be placed on the City Council Agenda in order to fund the first year (FY2023) and the second year (FY2024) of the three-year collective bargaining agreement between the City of Watertown and the Library, AFSCME, Council 93 (Library Union) for the period July 1, 2022 to June 30, 2025.

I respectfully request the attached transfer be placed on the May 14, 2024, City Council Agenda.

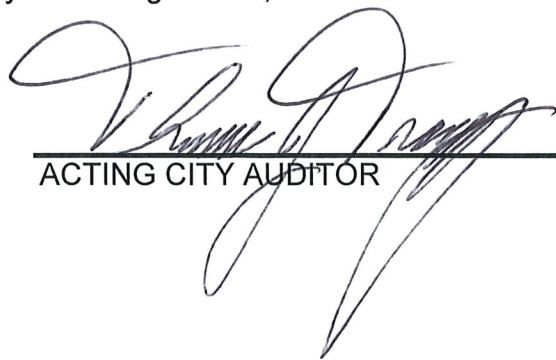
Thank you for your favorable consideration in this matter.

TRANSFER AMOUNT \$123,700

FROM:	FY 24 CITY COUNCIL RESERVE 0111152-570780	\$ 123,700
TO:	LIBRARY PRIOR YEARS FULL TIME SALARIES 0161051-511111	\$ 29,000
	FY 24 LIBRARY FULL TIME SALARIES 0161051-510111	\$ 68,000
	LIBRARY PRIOR YEARS PART TIME SALARIES 0161051-511112	\$ 7,100
	FY 24 LIBRARY PART TIME SALARIES 0161051-510112	\$ 15,800
	LIBRARY PRIOR YEARS OVERTIME 0161051-511130	\$ 1,400
	FY 24 LIBRARY OVERTIME 0161051-510130	\$ 600
	FY 24 MEDICARE TAX 0191200-510178	\$ 1,800

I hereby certify to the availability, authority of funding source, mathematical accuracy and appropriate fiscal year.

5/2/24
DATE



ACTING CITY AUDITOR



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: May 2, 2024

RE: Agenda Item – Transfer of Funds Request

I respectfully request a transfer of funds be placed on the City Council Agenda in order to fund the first year (FY2023) and the second year (FY2024) of the three-year collective bargaining agreement between the City of Watertown and the Watertown Police Association for the period July 1, 2022 to June 30, 2025.

I respectfully request the attached transfer be placed on the May 14, 2024, City Council Agenda.

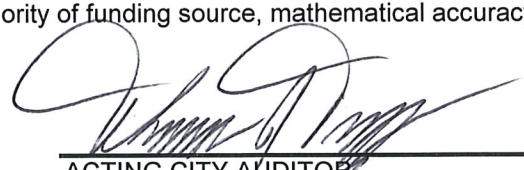
Thank you for your favorable consideration in this matter.

TRANSFER AMOUNT \$547,000

FROM: FY 2024 CITY COUNCIL RESERVE 0111152-570780	\$ 547,000
TO: POLICE PRIOR YEARS FULL TIME SALARIES 0121051-511111	\$ 90,000
FY 2024 POLICE FULL TIME SALARIES 0121051-510111	\$ 182,000
POLICE PRIOR YEARS SPECIALIST PAY 0121051-511122	\$ 500
FY 2024 POLICE SPECIALIST PAY 0121051-510122	\$ 2,800
POLICE PRIOR YEARS OVERTIME 0121051-511130	\$ 15,000
FY 2024 POLICE OVERTIME 0121051-510130	\$ 50,000
POLICE PRIOR YEARS SHIFT DIFFERENTIAL 0121051-511141	\$ 8,000
FY 2024 POLICE SHIFT DIFFERENTIAL 0121051-510141	\$ 23,000
POLICE PRIOR YEARS HOLIDAY 0121051-511142	\$ 13,000
FY 2024 POLICE HOLIDAY 0121051-510142	\$ 24,000
POLICE PRIOR YEARS LONGEVITY 0121051-511143	\$ 3,700
FY 2024 POLICE LONGEVITY 0121051-510143	\$ 3,700
POLICE PRIOR YEARS DEFIB COMPENSATION 0121051-511144	\$ 2,500
FY 2024 POLICE DEFIB COMPENSATION 0121051-510144	\$ 5,000
POLICE PRIOR YEARS CAREER INCENTIVE 0121051-511191	\$ 46,000
FY 2024 POLICE CAREER INCENTIVE 0121051-510191	\$ 70,000
FY 2024 MEDICARE TAX 0191200-510178	\$ 7,800

I hereby certify to the availability, authority of funding source, mathematical accuracy
and appropriate fiscal year.

5/12/24
DATE


ACTING CITY AUDITOR



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council
From: George J. Proakis, City Manager 
Date: May 6, 2024
RE: Agenda Item – Transfer of Funds Request

Attached please find a spreadsheet listing expenditures of \$244,516.97 for the first nine months of the current fiscal year from the City Attorney Litigation and Technical Support Account. All of the services for the expenditures listed in the attached spreadsheet were provided by KP Law. This proposed transfer of funds request to the City Attorney Litigation/Legal Services Fund is necessary to sufficiently fund services for the remainder of Fiscal Year 2024.

Therefore, I respectfully request a transfer of funds be placed on the May 14, 2024 City Council Agenda.

Thank you for your consideration in this matter.

	General Legal	General School	General Labor	By pass, grievances	Collective bargaining	Litigation Matters	Licensing Board	City Council	Misc. Disburs.	Total
July	\$7,122.50	\$1,494.50	\$5,218.50		\$4,165.00	\$1,911.00	\$1,911.00	\$98.00	\$330.36	\$22,250.86
August	\$25,559.50		\$4,067.00		\$5,120.50	\$1,960.00	\$1,739.50	\$833.00	\$6,350.31	\$45,629.81
September	\$2,015.00		\$2,156.00		\$3,283.00	\$2,768.50	\$588.00	\$2,695.00	\$462.58	\$13,968.08
October	\$9,980.50		\$2,695.00		\$5,488.00	\$1,470.00	\$2,271.00	\$1,372.00	\$85.48	\$23,361.98
November	\$5,978.00		\$3,858.75		\$9,138.50	\$2,902.50	\$2,009.00	\$759.50	\$610.45	\$25,256.70
December	\$3,135.00		\$4,336.50		\$9,408.00	\$2,646.00	\$1,764.00	\$49.00	\$549.61	\$21,888.11
January	\$5,397.00		\$7,546.00		\$10,118.50	\$2,254.00	\$2,352.00	\$1,739.50	\$35.35	\$29,442.35
February	\$9,140.50		\$6,100.50		\$6,811.00	\$833.00	\$2,303.00	\$294.00	\$300.35	\$25,782.35
March	\$10,668.50		\$4,875.50		\$14,920.50	\$3,430.00	\$1,445.50	\$539.00	\$1,058.23	\$36,936.73
April										\$0.00
May										\$0.00
June										\$0.00
Totals	\$78,996.50	\$1,494.50	\$40,853.75	\$0.00	\$68,453.00	\$20,175.00	\$16,383.00	\$8,379.00	\$9,782.72	\$244,516.97

TRANSFER AMOUNT \$80,000

FROM: FY 24 CITY COUNCIL RESERVE
0111152-570780

\$ 80,000

TO: FY 24 CITY ATTORNEY - LITIGATION/LEGAL SERVICES
0115152-530309

\$ 80,000

I hereby certify to the availability, authority of funding source, mathematical accuracy and appropriate fiscal year.

DATE _____

ACTING CITY AUDITOR



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
Citymgr@watertown-ma.gov

To: Honorable City Council

From: George Proakis, City Manager 

Date: May 8, 2024

RE: Agenda Item - Transfer of Funds Request

I respectfully request the attached transfer be considered at the May 14, 2024 City Council meeting. The need for an additional appropriation is to pay for the annual membership fee for the operation of the Metropolitan Mayors Coalition for Fiscal Year 2024.

Thank you for your consideration in this matter.

TRANSFER AMOUNT \$15,000

FROM: FY 24 CITY COUNCIL RESERVE
0111152-570780

\$ 15,000

TO: FY 24 CITY MANAGER - CONTRACTED SERVICES
0112352-530303

\$ 15,000

I hereby certify to the availability, authority of funding source, mathematical accuracy and appropriate fiscal year.

DATE _____

ACTING CITY AUDITOR



Bill To:
George Proakis
City Hall
149 Main Street
Watertown, MA 02472

INVOICE

MAPC Project #: Metropolitan Mayors Coalition
Invoice #: M1880 - Watertown
Date: March 27, 2024
Terms: Due Upon Receipt

Description	Amount
Annual membership fee for the operation of the Metropolitan Mayors Coalition which includes Arlington, Boston, Braintree, Brookline, Cambridge, Chelsea, Everett, Malden, Medford, Melrose, Newton, Quincy, Revere, Somerville, Watertown and Winthrop. This covers the period from July 1, 2023 through June 30, 2024.	\$15,000
TOTAL:	15,000.00

For questions, please contact **Leah Robins** at 617-933-0710 or lrobbins@mapc.org.

Please make all checks payable to **Metropolitan Area Planning Council** and include the **MAPC project number M1880**.

Mail payment to:
Metropolitan Area Planning Council
Accounts Receivable
60 Temple Place
Boston, MA 02111



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: May 7, 2024

RE: Agenda Item – Transfer of Funds Request

Attached please find correspondence from Christopher McClure, Chief Information Officer regarding Fiscal Year 2024 Capital Improvement Program - Information Technology funding request.

I respectfully request the attached transfer be placed on the May 14, 2024 City Council Agenda.

Thank you for your consideration in this matter.

Transfer Amount \$542,428

From: FY 2024 Debt Retirement - Planned Debt \$ 542,428
0171000-590927

To: FY 2024 Transfer To Capital Projects - IT Dept. \$ 542,428
0193059-596511

I hereby certify to the availability, authority of funding source, mathematical accuracy and appropriate fiscal year.

5/8/24
Date



Acting City Auditor

Hand, JoAnna

From: McClure, Christopher
Sent: Tuesday, May 7, 2024 12:40 PM
To: Proakis, George
Cc: Hand, JoAnna
Subject: IT Department FY24 Capital Funding Transfer Request
Attachments: InTune Device Management.pdf; Switch-WiFi Cabling.pdf; Library IDF.pdf; Lower Hearing Room Hybrid AV.pdf; Document Management Phase 4.pdf; Permitting Phase 3.pdf; Tyler Content Manager.pdf; Utility Billing Migration.pdf

Narrative:

The IT Department Capital Plan for Fiscal Year 2024 includes \$400,000 for Infrastructure and Cybersecurity. \$261,568 was funded for a comprehensive cybersecurity, continuity, and disaster recovery project in September 2023 leaving \$138,432 unfunded.

We are requesting that **\$134,498.02** be funded to complete:

- Intune Device Management Implementation: **\$29,839.00**.
This allows for advanced policy and device deployment management for all city user devices.
- Wi-Fi/Switching Cabling for additional sites: **\$32,438.26**
New wifi/switching is complete at City Hall, DPW, and Fire Headquarters.
The equipment has arrived to complete: Commander's Mansion, Victory Field, Skating Rink, Senior Center, Fire 2, and Fire 3.
This additional cabling is required to complete these sites.
- Library IDF: **\$16,798.76**
Switch and UPS for new second floor data closet at the library to facilitate future video security and other plans.
- Lower Hearing Room Hybrid: **\$55,422.00**
Upgrade lower hearing room hybrid AV capabilities.

The IT Department Capital Plan for Fiscal Year 2024 includes \$200,000 for document management and scanning.

We are requesting that **\$198,978.00** be funded to complete phase 4 in the document plan:

- Map and Plan Indexed Shelving System
- Building Department Scanning
- Assessor's Department Scanning
- Health Department Scanning
- Audit Department Scanning

The IT Department Capital Plan for Fiscal Year 2024 includes \$150,000 for permitting and transparency.

We are requesting that **\$121,500.00** be funded to complete phase 3 in the permitting plan:

- DPW Permits
- Recreation Permits
- Remaining Data Conversion for Phase 1 and 2
- Additional Resource, Reporting, and Transparency Dashboards

The IT Department Capital Plan for Fiscal Year 2024 includes \$150,000 for Financial System improvements.

We are requesting that **\$86,950.00** funded to complete:

- Tyler Content Manager document Management and Advanced Automated Workflows: \$45,550.00
- Utility Billing Upgrade: \$41,400.00

Total remaining FY24 Capital request: **\$541,926.02**

Thank you.

Christopher McClure

Chief Information Officer

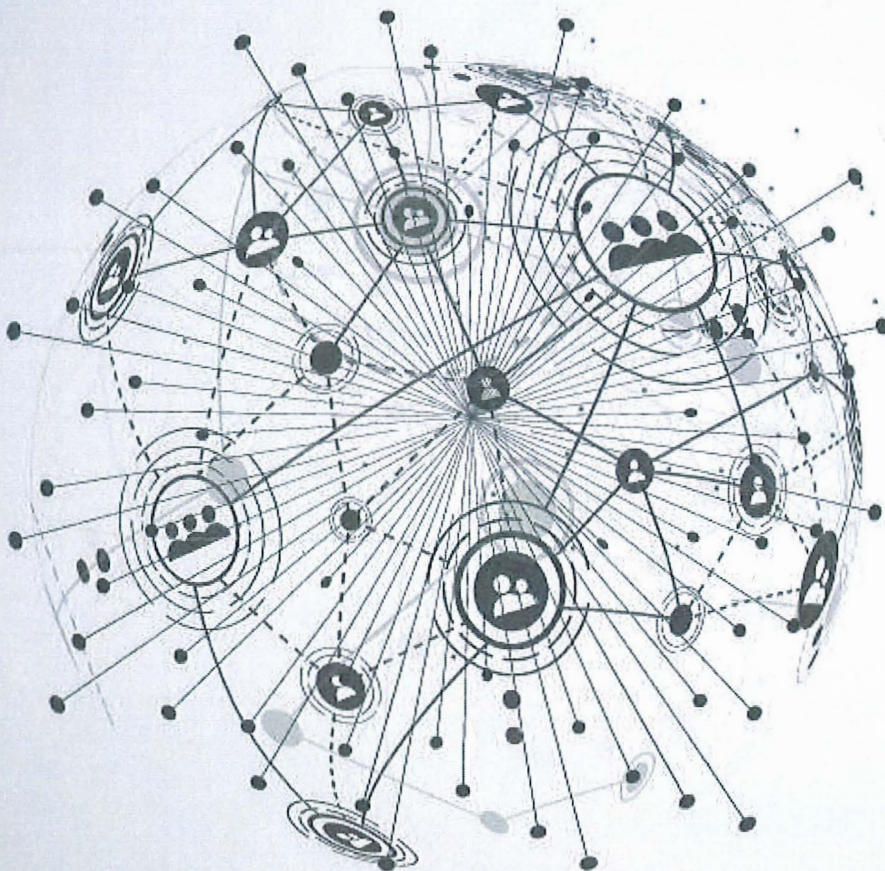
City of Watertown, MA

617-715-8631

cmcclure@watertown-ma.gov

watertown-ma.gov

We have prepared a quote for you



Intune - City Wide Deployment

Quote # 011316
Version 1
Opportunity: 11351

Prepared for:
City Of Watertown

Chris McClure
cmclure@watertown-ma.gov

Prepared by:
Hub Technical Services LLC

Lori Shea
lori@hubtech.com



44 Norfolk Avenue
South Easton, MA 02375
www.hubtech.com
508-238-9887



State Contract ITC 73

Project Overview:

The City of Watertown has requested a statement of work from HUB Tech to configure and deploy Intune to the town users and devices. The City of Watertown would like to take advantage of BitLocker encryption and saving the recovery keys to Entra. Microsoft Intune and Endpoint Manager will allow COW to migrate their local administrator password management from the local active directory to Intune. HUB Tech will work with the COW IT Team and setup policies to deploy town wide and department specific policies for Microsoft Edge favorites. HUB will work with COW IT to create Win32 application deployments. HUB Tech will document and perform a knowledge transfer with the client. At the end of the project the client should be comfortable creating application packages, deploying them through Azure/Intune and managing Windows Devices through Intune.

Project Objectives

- Migrate BitLocker recovery key storage from the on prem AD to Intune.
- Migrate LAPs from the on prem AD to Windows LAPs with Intune.
- Deploy Policies for City domain Windows, MacOS, iOS and Android devices.
- Assing Intune licensing to the entire City.

Scope of Work

1. Pre-Implementation Planning

- The basic infrastructure of Intune has been developed.
- Work with COW IT to gather a list of settings they would like moved to Entra/Intune.
- Get a list of departments COW IT would like to start with.

2. Intune policy configuration for endpoint encryption and Windows LAPs

- Create endpoint encryption policies for the City users.
- Assign these policies to all computers in each domain.
- Convert recovery key back from on prem AD to Entra.
- If computers are already encrypted no changes will be made and only the recovery key will be backed up to Entra.
- Create a policy to move LAPs from AD to Intune Windows LAPs.

3. Create policies to deploy favorites to all City computers.

- Create a town wide favorites folder for Microsoft Edge.
- Working with COW IT to develop policies to deploy favorites to each of the different departments.



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4. Migration of group policies to Intune.

- Export existing GPOs that could be moved to Intune to deploy these policies to computers even when not connected to the City networks.
- Run the GPO analyzer to check the validity of moving the GPO to Intune.
- Apply the Intune policy to the same group of users through Intune

5. MDM configuration.

- Create device policies for City owned Android and iOS devices.
- The policies to include:
 - Require PIN
 - Require encryption.
 - Deploy Office applications.
 - Lock down applications to only communicate with policy managed applications. BYOD only.
 - Configured compliance policies to keep the OS up to date.
 - Deploy Office 365 mobile applications.
 - Provide instructions on how to install the company portal application on town owned and personal devices.
 - Allow remote wiping of devices.
 - Mobile device compliance requires an OS no older than 18 months.
- Documentation will be written and provided to the COW IT team on how to deploy the Intune Company Portal applications to devices.

6. Win32 Application deployment.

- Convert applications that are supported to Intune deployment packages to be deployed to new workstations.
- Provide documentation on how to convert applications and how to deploy applications using Intune.

7. Deployment of Windows and MDM policies to City devices.

- Deployment of global policies will be deployed to a small set of users to ensure functionality and then later deployed to the entire organization.

8. Provide support for policies and settings setup during the project and for the roll out to the City devices.

- Deployment of global policies will be deployed to a small set of users to ensure functionality and then later deployed to the entire organization.
- Verify BitLocker recovery keys have been successfully moved to Entra.
- Verify LAPs has been successfully moved to Intune.

Project Deliverables:

- Endpoint encryption policy to deploy BitLocker to machines and backup the encryption key to Entra ID.
 - Different policies will be set up for the Town and Safety devices.



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- Migrate Existing BitLocker recovery keys to Entra ID.
- Configure policy for Windows Local Admin Passwords to be stored in Entra Id/Intune.
- Migrate On Prem LAPs to Windows LAPs.
- Migrate GPOs that can be run through Intune to Intune. ** Some GPOs may not be compatible with Intune and will only run on prem. **
- Create policy for town wide favorites and department specific favorites for Edge.
- Setup MDM for town/safety owned iOS and Android devices.
- Successfully deploy full application list to the test machines for the following applications:
 - Office 365 Suite such as Word, Excel, Teams and OneDrive
- Knowledge transfer and documentation to walk client through setup process of Intune to make sure they are comfortable with the process.

Assumptions:

- The client is responsible for any licensing or subscription costs.
- The list of favorites to be added for the town and individual departments to be created by COW IT.
- All the Windows computers are members of the Watertown or Safety domains, for hybrid join.
- The client is responsible for installing the company portal app on devices using the provided instructions.
- Microsoft Intune will only work on the latest Windows 10/11, MacOS, Android and iOS operating system.
- Custom application deployments dependent on Win32 content tool support.
- Windows computers that are not members of the domain will need to have the company portal application installed to receive Intune policies.
- HUB Tech will need full access to the 365/Azure portal and remote access.
- All work will be done remotely by HUB Tech.

Project Services

Product Details	Qty
Project Management Services	1
Project Management Services	
Project Labor Services	1
Labor Services - Installation, Configuration, & Project Management	

Subtotal: \$29,839.00



44 Norfolk Avenue
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****Optional** Add-Ons - HUB Care Infrastructure Services**

Description	Qty
• 20% off standard HUB Care Monthly Service rates for first year (reflected below) • Billing continues in perpetuity after initial 12 months • No additional onboarding fee for components included in this project proposal <i>**Promotion only available for clients who are new to HUB Care Managed Services</i>	



44 Norfolk Avenue
South Easton, MA 02375
www.hubtech.com
508-238-9887



Intune - City Wide Deployment

Quote Information:

Quote #: 011316

Version: 1

Delivery Date: 03/18/2024

Expiration Date: 04/15/2024

Prepared for:

City Of Watertown

149 Main Street

Watertown, MA 02472

Chris McClure

16177158631

cmclure@watertown-ma.gov

Prepared by:

Hub Technical Services LLC

Lori Shea

(508) 238-9887 x 4202

lori@hubtech.com

Quote Summary

Description	Amount
Project Services	\$29,839.00
Total: \$29,839.00	

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Hub Technical Services LLC

City Of Watertown

Signature: _____

Name: Lori Shea

Title: Sales Account Manager

Date: 03/18/2024

Signature: _____

Name: Chris McClure

Date: _____



44 Norfolk Avenue
South Easton, MA 02375
www.hubtech.com
508-238-9887



Terms & Conditions

Statement of Confidentiality

The contents of this document have been developed by HUB Technical Services, LLC. HUB Technical Services, LLC considers the contents of this document to be proprietary and business confidential information where applicable by law. This information is to be used only in the performance of its intended use. This document may not be released to another vendor, business partner or contractor without prior written consent from HUB Technical Services, LLC. Additionally, no portion of this document may be communicated, reproduced, copied or distributed without the prior consent of the client and HUB Technical Services, LLC.

Quotation Terms

Tax, Freight, Insurance, Delivery, Setup Fees, Cabling and Cabling Services are not included unless specified above. All prices are subject to change without notice. Supply subject to availability.

Terms, Conditions, and Procedures

Change of Scope Procedures

Should the Client require additional services as a result or adjunct to this project, it will be considered a Change of Scope and will result in additional hours and charges. A Change of Scope agreement form must be signed in order for any additional work to be performed. Upon receipt of a purchase order for the Change of Scope, HUB Technical Services will begin work. The service rate is based on installation during the hours of 8:30 AM-5:30 PM; Monday through Friday.

General Terms

This proposal is for a fixed price project. Any deviation from the Scope of Work defined in this proposal will result in a change order which may change the price of the project. HUB technical Services, LLC will monitor the progress of the project and notify the Client of any deviations for discussion and approval before implementation. Client will be invoiced as per Project Milestones.

Payment Terms

Payment is due within thirty (30) days of original invoice date. Tangible products are invoiced on the initial shipment date; services are invoiced as they are performed or at the milestones defined above or in the project plan if applicable. All invoices will include the description of the item and the work being billed. Complete payment in full is due for each invoice within thirty (30) days of invoice date. Payments that are past due will result in a finance charge of one percent {1%} per month on an unpaid balance (twelve percent {12%} per year) or the maximum allowed by law. Tax, Freight, Insurance, Delivery, Setup Fees, Storage, Cabling, and Cabling Services Not Included. Fixed priced projects are invoiced in full and are not eligible for labor rebate.

Terms of Sales for Professional Services

Client will designate primary contact(s) for scheduling installations. Normal service delivery hours are 8:30AM-5:30PM; Monday through Friday. After hours and weekend service will be billed at a higher rate. Travel charges will apply beyond 50 mile radius of Hub Tech's main office. Rates are subject to change with a fifteen-day written notice. Support contracts, support services and related replacement parts may be subject to sales, use or other applicable local taxes and is based on the location to which the parts or services are delivered. Unless otherwise noted, HUB Technical Services, LLC prices does not include taxes. The Client acknowledges it has the responsibility to pay all taxes if applicable.

Warranty: 30 days from date of final signoff by client.

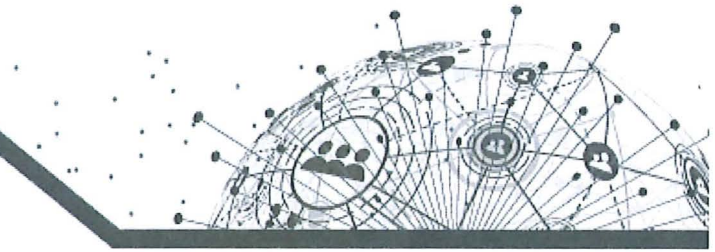
Non-Solicit: Should the Client hire any HUB Technical Services employee during the period of this contract or within 12 months of the expiration of the contract, then the Client shall pay HUB Technical Services an amount equivalent to 26 weeks of the employee's salary to recompense HUB Technical Services for its loss.

Delays which occur due to software application related issues will constitute a "Change of Scope" and will be subject to additional labor hours.

Terms of Sales for Tangible Products



44 Norfolk Avenue
South Easton, MA 02375
www.hubtech.com
508-238-9887



Client is responsible for the receipt and safeguarding of all equipment delivered. Client is responsible for judging suitability and appropriateness for any particular purpose. Products, pricing and availability are subject to change without notice. Client understands that HUB Technical Services, LLC is not the manufacturer of the products specified in this proposal and the only warranties offered are those of the manufacturer. All products are sold with the manufacturer's warranty and are covered by their terms. All warranty claims must be submitted directly to the manufacturer. HUB Technical Services, LLC reserves the right to bill and Client agrees to pay for all time spent troubleshooting or repairing equipment under warranty. HUB Technical Services, LLC does not assure compatibility with any existing equipment. HUB Technical Services, LLC shall not be held responsible for any lost time due to DOA, defective or malfunctioning equipment provided by HUB Technical Services, LLC or by others. Product prices do not include set up, installation, configuration or training, unless specifically noted. A quote for these services will be provided upon request. Product totals exclude sales tax and shipping charges which be billed separately. Tax, Freight, Insurance, Delivery, Setup Fees, Storage, Cabling, and Cabling Services Not included unless otherwise stated.

Warranty and Disclaimer

Warranty: HUB Technical Services, LLC warrants that the services or equipment provided comply with the statements made within this SOW and for a period of thirty (30) days from the date of signoff.

Limitation of Liability: Notwithstanding any provision contained herein to the contrary, except in case of bodily injury or death where, and then only to the extent that applicable law requires such liability, the maximum liability of HUB Technical Services, LLC to the client, or to any party whatsoever arising out of or in connection with any sale, use, or other application of any product or service delivered to the client hereunder, whether such liability arises from a claim based upon contract, warranty, tort, or otherwise, shall not under any circumstance exceed the actual amount paid by the client for the product or service giving rise to such liability.

Disclaimer of Liability: Except in case of bodily injury or death where, and then only to the extent that, applicable law requires such liability, HUB Technical Services, LLC shall not be liable for any of the client's loss of profits (even if they arise as a direct or immediate consequence of the event that generated the damages). Loss of business, loss of use or loss of data, interruption of business, nor for indirect, special, incidental or consequential damages of any kind whether under this agreement or otherwise, even if HUB Technical Services, LLC has been advised of the possibility of such loss and notwithstanding any failure of essential purpose of any limited remedy, in no case will HUB Technical Services, LLC be liable for any representation or warranty made by client, or any agent of the client.

Service provider indemnity: Client agrees to defend, indemnify and hold harmless HUB Technical Services, LLC from and against any and all damages, liabilities, costs, expenses (including reasonable attorney's fees, expert fees and other legal expenses) in connection with any suit, claim or action by any third party against the client or HUB Technical Services, LLC as a result of the actual or alleged negligence, misrepresentation, error or omission on the part of the client or its representatives relating to or concerning the products or support services provided by HUB Technical Services, LLC.

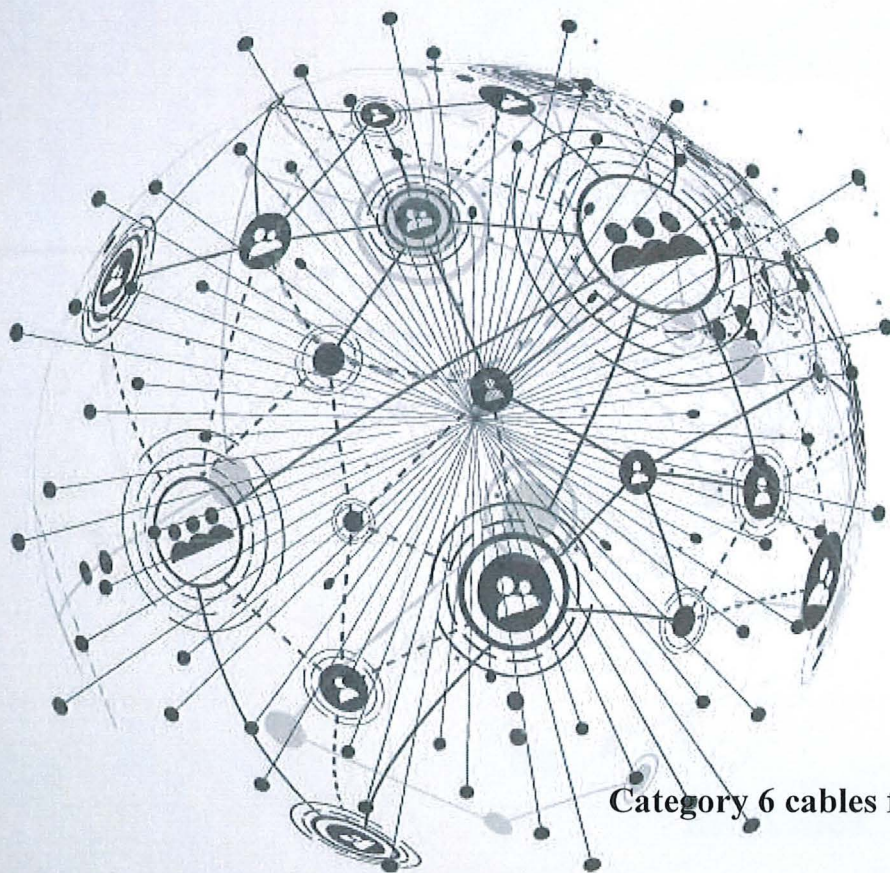
Returns

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You may return most tangible products only if we are able to return them to our supplier within ten (10) days of your product's shipping date; please refer to the specific details below. All returns require a HUB Technical Return Merchandise Authorization Number (RMA#). We are not responsible for receiving, tracking or crediting any item returned to us without a clearly identifiable RMA# on the packing slip. Many non-discontinued, unopened products may be returned within 10 days of the product's shipping date. Manufacturer return policies vary greatly based on the specific product type. Items must be in original packaging, sealed in as-new condition with the packing slip. Opened computer systems, software, laser printers, inkjet printers and networking equipment are not returnable. Defective merchandise can be returned for repair only to HUB Technical Services, directly to the manufacturer or any authorized service center in your area. In order to return an item, please call 508-238-9887 and contact to our Service Department to obtain a Return Merchandise Authorization Number (RMA#) prior to shipping your product. No returns of any type will be accepted without an RMA#. For faster service, please have the following information available when calling requesting an RMA#: Client name, invoice number or Purchase Order number, serial number and nature of the problem.

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We have prepared a quote for you



Category 6 cables for Wireless Access Points City Wide

Quote # 011249
Version 1
Opportunity: 11400

Prepared for:
City Of Watertown

Chris McClure
cmcclure@watertown-ma.gov

Prepared by:
Hub Technical Services LLC

Lori Shea
lori@hubtech.com



44 Norfolk Avenue
South Easton, MA 02375
www.hubtech.com
508-238-9887



State Contract OFF 50

Scope Of Work

- Furnish and install (42) Category 6 cables for wireless access point as per the walk through.
- Furnish and install 50' conduit Furnish and install liquitight for outdoor location two spots required.
- Test and certify cables.

Fire Orchard St- 7 Access Points

- Site was not walked during site review with Hub.
- Hub has sent Marked up Floor Plans for this site.

Fire 3rd Sub Station- 7 Access Points.

- Site Reviewed with Hub. No Floorplans.
- All Cabling to 2nd floor switch/limited space
- AP Locations:
- Hallway outside Bunk Room, Kitchen, Breakroom/Tv room, Apparatus bay front, Apparatus bay rear, Gym,
- Work area in basement.

Senior Center- 4 Access Points

- Reviewed with Hub- Floorplan provided onsite.
- IDF on 2nd floor in HVAC area- very tight and limited access to current cable pathways due to HVAC.
- 15Ft drop ceilings.
- AP locations per Floorplans: 2 at Front of building 2 at rear.

Skating Rink: 8 Access points

- SOW has 4 listed but 8 locations reviewed while onsite. (additional 4 gets K&M to SOW total of 54)
- Reviewed with Hub- Floorplans provided while onsite.
- While onsite- K&M to Review the Phone cabling completed prior.
- Switch is located at 2nd Floor office.
- AP Locations: Assistant Directors Office, Director Office, Snack bar, Left Stands x2, Right Stands x2, Locker room #3-4.
- **CP Requested:** Cages for Right Stand/locker room Aps

Victory Press Box- 1 Access point

- Reviewed with Hub- No Floorplans.
- Indoor AP cabled to local switch.
- **CP Requested:** Adding Rack Shelf for Hub switch. Currently only AV Racks that can not be touched.

Victory Watertown- 2 Access Points.

- Reviewed with Hub, only 2 locations confirmed- No Floorplans.
- AP Locations: Snack Shack, Coaches Office



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- **CP Requested:** 9u Enclosed wall mount rack, relocate Router from Snack shack to new rack in attic.

Commanders Mansion- 10 Access Points

- Reviewed with HUB- Floorplans provided while onsite.
- Historic site- they did not want APs in ceiling and do not want any Holes made.
- Hard ceiling, most walls have custom wallpaper/ horsehair plaster.
- Switch is located on 3rd floor with a chase to the attic.
- 2 Exterior locations, no Conduit allowed.
- Anything here will need to be approved to City prior to completing.
- Possible Desktop APs?

Furnish and Install

- (1) Category 6 cable for wireless access point in DPW
- (2) Category 6 cable for wireless access point in Mansion
- (2) Category 6 cable for wireless access point in Cemetery

Project Services

Product Details	Qty
Project Management Services	1
Project Management Services	
Subtotal: \$2,730.00	

Fire Orchard St- 7 Access Points

Product Details	Qty
Services - Labor	1
Labor Services - Installation & Configuration	
Subtotal: \$4,473.60	

Fire 3rd Sub Station- 7 Access Points

Product Details	Qty
Services - Labor	1
Labor Services - Installation & Configuration	
Subtotal: \$4,411.10	



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Senior Center- 4 Access Points

Product Details	Qty
Services - Labor	1
Labor Services - Installation & Configuration	

Subtotal: \$2,646.08

Skating Rink: 4 Access points

Product Details	Qty
Services - Labor	1
Labor Services - Installation & Configuration	

Subtotal: \$5,090.26

Victory Press Box- 1 Access point

Product Details	Qty
Services - Labor	1
Labor Services - Installation & Configuration	

Subtotal: \$787.30

Victory Watertown- 2 Access Points

Product Details	Qty
Services - Labor	1
Labor Services - Installation & Configuration	

Subtotal: \$2,421.48

Commanders Mansion- 10 Access Points

Product Details	Qty
Services - Labor	1
Labor Services - Installation & Configuration	

Subtotal: \$6,448.00



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****Optional** Add-Ons - HUB Care Infrastructure Services**

Description	Qty
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DPW

Product Details	Qty
Services - Labor	1
Labor Services - Installation & Configuration	
Subtotal: \$737.36	

Commanders Mansion

Product Details	Qty
Services - Labor	1
Labor Services - Installation & Configuration	
Subtotal: \$1,346.54	

Cemetery

Product Details	Qty
Services - Labor	1
Labor Services - Installation & Configuration	
Subtotal: \$1,346.54	



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Category 6 cables for Wireless Access Points City Wide

Quote Information:

Quote #: 011249

Version: 1

Delivery Date: 04/03/2024

Expiration Date: 05/31/2024

Prepared for:

City Of Watertown

149 Main Street

Watertown, MA 02472

Chris McClure

16177158631

cmcclure@watertown-ma.gov

Prepared by:

Hub Technical Services LLC

Lori Shea

(508) 238-9887 x 4202

lori@hubtech.com

Quote Summary

Description	Amount
Project Services	\$2,730.00
Fire Orchard St- 7 Access Points	\$4,473.60
Fire 3rd Sub Station- 7 Access Points	\$4,411.10
Senior Center- 4 Access Points	\$2,646.08
Skating Rink: 4 Access points	\$5,090.26
Victory Press Box- 1 Access point	\$787.30
Victory Watertown- 2 Access Points	\$2,421.48
Commanders Mansion- 10 Access Points	\$6,448.00
DPW	\$737.36
Commanders Mansion	\$1,346.54
Cemetary	\$1,346.54
Total:	\$32,438.26

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Hub Technical Services LLC

City Of Watertown

Signature: _____

Name: Lori Shea

Title: Sales Account Manager

Date: 04/03/2024

Signature: _____

Name: Chris McClure

Date: _____



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Terms & Conditions

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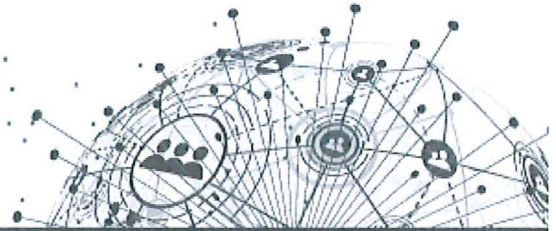
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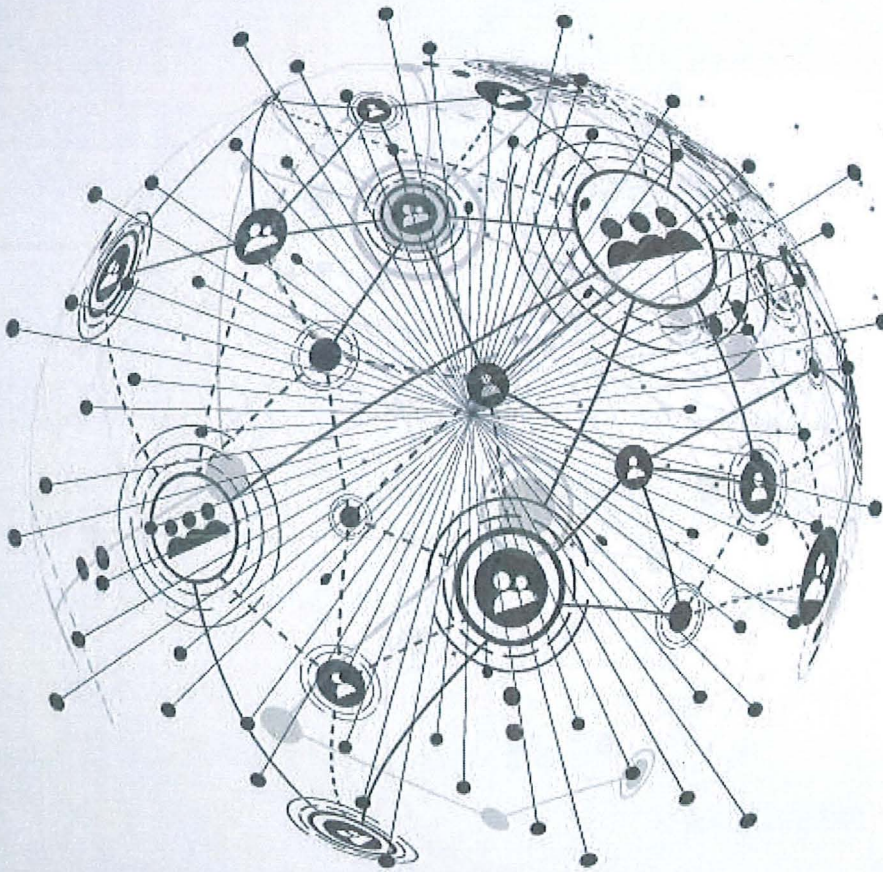
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We have prepared a quote for you



Library IDF Network Equipment

Quote # 011583
Version 1
Opportunity: 11623

Prepared for:
City Of Watertown

Chris McClure
cmcclure@watertown-ma.gov

Prepared by:
Hub Technical Services LLC

Lori Shea
lori@hubtech.com



44 Norfolk Avenue
South Easton, MA 02375
www.hubtech.com
508-238-9887



State Contract ITC 73

Project Overview:

This project involves the installation of a new Aruba 6200 series network switch and an APC UPS Lithium Ion at the new Library IDF. The Aruba 6200 series switch will have two options, and the selected option will be connected via redundant 10 gigabit fiber back to the MDF (Main Distribution Frame). All networking equipment will be covered by a 3-year support plan.

Option 1: Aruba 6200F Series Switch with 1 Gigabit Ethernet Ports

Install a new Aruba 6200F series network switch with the following specifications:

- 48x 1 gigabit ethernet and 4 SFP+ ports
- Fixed Single Power Supply
- Layer 3 capabilities
- Support for virtual stacking
- 3-year Aruba hardware replacement and software support

Option 2: Aruba 6200M Series Switch with Smart Rate Ports

Install a new Aruba 6200 series network switch with the following specifications:

- 36 1 gigabit ethernet ports and 12 Smart-Rate 1/2.5/5 gigabit ethernet ports for wireless access points and 4 SFP+ ports.
- Ports optimized for Aruba Access Points
- Redundant removable modular power supplies
- Layer 3 capabilities
- Support for virtual stacking
- 3-year Aruba hardware replacement and software support

Common Requirements for Both Options:

Install an APC UPS Lithium Ion with the following specifications:

- 3000VA - Rack-mountable form factor
- Network management capabilities with temperature sensor
- Lithium Ion Batteries have 9-10 year life expectancy



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Networking Switching Configuration:

- Establish redundant 10 Gigabit fiber connections from the new Aruba 6200 series switch to the MDF.
- Configure the new Aruba 6200 series switch according to the existing network standards and best practices.
- Perform comprehensive testing and verification of the new network infrastructure.

Hardware

Description	Price	Qty	Ext. Price
JL727B HPE Aruba Networking CX 6200F 48G Class4 PoE 4SFP+ 370W Switch	\$5,541.05	1	\$5,541.05
H74R2E Aruba 3Y FC NBD Exch 6200F 48G CL4 4SFP+ 370W SVC [for JL727B]	\$1,384.56	1	\$1,384.56
J9151E HPE Aruba Networking 10G SFP+ LC LR 10km SMF Transceiver	\$1,432.20	2	\$2,864.40
SMTL3000RM2 UCNC APC by Schneider Electric Smart-UPS, Lithium-Ion, 3000VA, 120V with SmartConnect Port and Network Card - 2U Rack-mountable - 2 Hour Recharge - 120 V Input - 120 V AC Output - Sine Wave - 2 x NEMA 5-20R, 6 x NEMA 5-15R - 8 x Battery/Surge Outlet	\$3,819.43	1	\$3,819.43
AP9563 APC Basic Rack 2.4kVA PDU - 10 x NEMA 5-20R - 2.4kVA - 1U 19" Rack-mountable	\$184.32	1	\$184.32

Subtotal: \$13,793.76

Project Services

Product Details	Qty
Project Management Services	1
Project Management Services	
Project Labor Services	1
Labor Services - Installation, Configuration, & Project Management	

Subtotal: \$2,730.00



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****Optional** Add-Ons - HUB Care Infrastructure Services**

Description	Qty
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Library IDF Network Equipment

Quote Information:

Quote #: 011583

Version: 1

Delivery Date: 05/06/2024

Expiration Date: 06/03/2024

Prepared for:

City Of Watertown

123 Main Street

Watertown, MA 02472

Chris McClure

16177158631

cmcclure@watertown-ma.gov

Prepared by:

Hub Technical Services LLC

Lori Shea

(508) 238-9887 x 4202

lori@hubtech.com

Quote Summary

Description	Amount
Hardware	\$13,793.76
Project Services	\$2,730.00
Subtotal:	\$16,523.76
Shipping:	\$275.00
Total:	\$16,798.76

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Hub Technical Services LLC

City Of Watertown

Signature: _____

Name: Lori Shea

Title: Sales Account Manager

Date: 05/06/2024

Signature: _____

Name: Chris McClure

Date: _____



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Returns

HUB Technical Services, LLC Return Policy is as follows: No returns without an RMA#.

You may return most tangible products only if we are able to return them to our supplier within ten (10) days of your product's shipping date; please refer to the specific details below. All returns require a HUB Technical Return Merchandise Authorization Number (RMA#). We are not responsible for receiving, tracking or crediting any item returned to us without a clearly identifiable RMA# on the packing slip. Many non-discontinued, unopened products may be returned within 10 days of the product's shipping date. Manufacturer return policies vary greatly based on the specific product type. Items must be in original packaging, sealed in as-new condition with the packing slip. Opened computer systems, software, laser printers, inkjet printers and networking equipment are not returnable. Defective merchandise can be returned for repair only to HUB Technical Services, directly to the manufacturer or any authorized service center in your area. In order to return an item, please call 508-238-9887 and contact to our Service Department to obtain a Return Merchandise Authorization Number (RMA#) prior to shipping your product. No returns of any type will be accepted without an RMA#. For faster service, please have the following information available when calling requesting an RMA#: Client name, invoice number or Purchase Order number, serial number and nature of the problem.

HUB Tech, HUB Tech Services and HUB Technical Services are all protected trademarks of HUB Technical Services, LLC



We have prepared a quote for you

**Watertown City Hall Basement Meeting Room AV
Upgrade**

Quote # 003451
Version 1

Prepared for:

City of Watertown

Main

Christopher McClure
cmclure@watertown-ma.gov

48 Leona Drive
Middleboro, MA 02346
www.ockers.com
(508) 586-4642



Wednesday, March 20, 2024

City of Watertown
Christopher McClure
149 Main Street
Watertown, MA 02472
cmclure@watertown-ma.gov

Proposal prepared under Massachusetts State Contract OFF-50

Gary Pink
Account Executive/Systems Engineer
Middleboro HQ

Hardware

Description		Price	Qty	Ext. Price
BIGTV-86	BIGTV - 86" 4K COMMERCIAL DISPLAY, 1 VGA, 2 HDMI,	\$2,999.00	2	\$5,998.00
TVULTRA86-G4	TOUCHVIEW 86 INCH ULTRA INTERACTIVE PANEL GEN 4-with USB HID, AGG, 40 Points of Touch Ultra HD	\$4,399.00	1	\$4,399.00
TV-I5-PCMODULE-G4	TOUCHVIEW i5 PC Module No Operating System, GEN4, Intel® Core™ i5-1255U 4.4GHz, 16GB DDR4 , 256GB SSD , Ultra HD, for use with TOUCHVIEW INTERACTIVE	\$789.00	1	\$789.00
FQC-10529	Microsoft Windows 11 Pro 64-bit - License - 1 License - OEM - DVD-ROM - PC	\$159.00	1	\$159.00
XTM1U	Chief Fusion X-Large Adjustable Display Wall Mount - For Displays 55-100" - Height Adjustable - 1 Display(s) Supported - 55" to 100" Screen Support - 250 lb Load Capacity	\$364.00	3	\$1,092.00
3ML04AA#ABL	HP Wireless Keyboard And Mouse 300 - USB Wireless 2.40 GHz Keyboard - Black - USB Wireless Mouse - 1600 dpi - Black - Internet Key, Email, Search Hot Key(s) - Symmetrical - AAA	\$49.00	1	\$49.00
60-1741-53	Extron - DTP2 T 201 D - HDMI 4K/60 Wallplate Tx, White – 330 feet (100 m)	\$920.00	1	\$920.00
60-1631-63	Extron - DTP2 R 211 - HDMI 4K/60 DTP2 Receiver with Audio De-Embedding	\$704.00	4	\$2,816.00
60-1631-62	Extron - DTP2 T 211 - HDMI 4K/60 DTP2 Transmitter with Audio Embedding	\$696.00	3	\$2,088.00
60-190-01	Extron Universal Rack Shelf Kit for 9.5" Deep Products	\$139.20	1	\$139.20
60-1608-01	Extron - DA4 HD 4K PLUS - Four Output 4K/60 HDMI Distribution Amplifier	\$1,024.00	1	\$1,024.00
MXA920W-S	Ceiling Array Microphone, Square, White, 24 inch	\$3,938.75	1	\$3,938.75
MXA710W-2FT	LINEAR ARRAY MIC, WHITE, 2 FT	\$2,126.25	1	\$2,126.25
80-0134	Symetrix Radius NX 12x8	\$3,208.00	1	\$3,208.00
XPA1UB	Chief Fusion Ultrawide X-Large Height Adjustable Mobile TV Cart - For Displays 55-100" - Black - 300 lb Capacity - 4 Casters - 44" Width x 14" Depth x 75" Height - Black - For 1 Devices	\$1,930.70	1	\$1,930.70
FCA813	Chief Shelves Series Low-Profile Shelf for 62"-100" AV Displays - Black - Adjustable Height - 100" Screen Support - 2 lb Load Capacity	\$151.00	1	\$151.00

Hardware

Description		Price	Qty	Ext. Price
FHB5077	Chief Fusion Mounting Adapter for Flat Panel Display - Black - 500 x 500	\$58.00	1	\$58.00
PF000611	Powersoft Mezzo 602 A 300w/channel amplifier	\$990.40	1	\$990.40
CONTROL 26CT	Control 26C with Transformer. For use on a 70.7V or 100V Distributed Line, Switchable Taps at 60W, 30W and 15W (Plus 7.5W at 70.7V only), No SonicGuard. Priced as Each, Packed as Pairs. Master Pack Quantity: 4 Pieces.	\$157.10	10	\$1,571.00
GSM4230P-100NAS	Netgear M4250-26G4F-PoE+ AV Line Managed Switch - 24 Ports - Manageable - 3 Layer Supported - Modular - 4 SFP Slots - 35.80 W Power Consumption - 300 W PoE Budget - Optical Fiber, Twisted Pair - PoE Ports - 1U High - Rack-mountable, Table Top - Lifetime L	\$1,147.25	1	\$1,147.25
KT000365	Powersoft Level Volume Control	\$47.75	1	\$47.75
UTAP	AJA SDI to USB3 Encoder	\$411.75	1	\$411.75
DAC-70	Datavideo Up Down Cross Converter - Functions: Signal Conversion, Audio Embedding - 1920 x 1080 - VGA - USB - 1 Pack - Rack-mountable	\$535.00	2	\$1,070.00
PT-WEBCAM-80-v2	PTZOptics Webcam - 2.1 Megapixel - 30 fps -	\$87.50	1	\$87.50
ADPUSBCAU2X2	Audinate ADP-USBC-AU-2X2 Dante AVIO USB-C IO Adapter - 2x2 Audio Channels	\$182.75	1	\$182.75
DWR-16-22PD	MIDDLE ATLANTIC - 16SP/22D WALLRACK W/PLEXI	\$942.40	1	\$942.40
UTR1	Middle Atlantic 1RU Rack Mounted Shelf - Small Device Mounting Shelf - 10in Depth - 19" 1U	\$47.25	3	\$141.75
PD-815SC	MIDDLE ATLANTIC - SLIM PWR STRP,8OUT,15A,W/	\$152.20	1	\$152.20
PD-915R	Middle Atlantic 9-Outlets Power Strip - NEMA 5-15P - 9 x NEMA 5-15R - 9 ft Cord - 15 A Current - 120 V AC Voltage - Rack-mountable - Black Anodized	\$176.00	1	\$176.00
TH-43CQ2U	42-INCH 4K UHD 400CD/M2 ATSC/NTSC/QAM TUNER	\$797.75	1	\$797.75
MTM1U	Chief Fusion Medium Micro-Adjustable Tilt TV Wall Mount - For Displays 32-65" - Black - Height Adjustable - 1 Display(s) Supported - 32" to 65" Screen Support - 125 lb Load Capacity	\$196.00	1	\$196.00
CONVBDC/SDI/HDMI03G/PS	Blackmagic Design CONVBDC/SDI/HDMI03G/PS Micro Converter - BiDirectional SDI/HDMI 3G with Power Supply	\$89.00	4	\$356.00

Hardware

Description		Price	Qty	Ext. Price
USB3-AM-CM-003	Connectronics USB3-AM-CM-003 USB-C Male to USB-A Male USB 3.1 Cable - 3 Foot	\$9.80	4	\$39.20
WP2X4-CA	My Custom Shop WP2X4-CA 2-Gang Clear Anodized Aluminum Wall Plate with 4 D Series Style Cutouts	\$36.40	1	\$36.40
Misc-Materials	Cables connectors and parts	\$1,280.00	1	\$1,280.00

Subtotal: \$40,512.00

Services

Description		Price	Qty	Ext. Price
LABOR-AV	Ockers Classroom Audio Visual Installation Labor Ockers Classroom Audio Visual Installation Labor	\$125.00	1	\$125.00
LABOR-BROADCAST	Ockers Broadcast Installation Labor	\$13,500.00	1	\$13,500.00

Subtotal: \$13,625.00

Watertown City Hall Basement Meeting Room AV Upgrade

Prepared by:

Ockers Company



Gary Pink
7813498823
Fax 508-584-9180
gpink@ockers.com

Prepared for:

City of Watertown

149 Main Street
Watertown, MA 02472
Christopher McClure
(617) 715-8631
cmcclure@watertown-ma.gov

Quote Information:

Quote #: 003451

Version: 1
Delivery Date: 03/20/2024
Expiration Date: 04/26/2024

Quote Summary

Description	Amount
Hardware	\$40,512.00
Services	\$13,625.00
Subtotal:	\$54,137.00
Shipping:	\$1,285.00
Total:	\$55,422.00

Terms and Conditions

This quote is valid for thirty (30) days from the date of issue. Any payments not made within thirty (30) days of the date of the invoice shall be subject to a late payment charge of 1 ½% per month (compounded) on the unpaid balance of any amount then passed due. All products quoted are subject to availability.

Terms for Purchases are NET30 Days from date of invoice. All Services will be invoiced separately and are payable on receipt of Invoice. Any payments not made within thirty (30) days of the date of the invoice shall be subject to a late payment charge of 1½% per month (compounded) on the unpaid balance of any amount then passed due.

Binding Effect of Document:

This document when signed by the client and accepted by the Company shall constitute a binding contract for services described.

Suspension or Cancellation for Non- Payment:

The Company may forthwith suspend or cancel SAAS service upon a written notice if any payment is overdue, in addition to any other right or remedy it may have.

Assignability of Agreement:

Neither this agreement nor the Company's SAAS service are transferable without the Company's written consent.

Returns are allowed for 30 days. Non-defective returns must be unopened, and factory sealed. All merchandise must be returned with original packing, accessories, and instructions. A valid RMA number must be obtained from Ockers Company before a return is allowed. Note - Some manufacturers have special returns policies which may supersede the above.

Custom Orders are not Returnable.

Returns over the 30 days will be subject to the acceptance by the distributor or manufacturer and may require a restocking fee.

Ockers at its discretion may invoice product prior to delivery to client via a Bill and Hold (Transfer of Property) document if required. All stored product will be fully insured. This may occur via a Standard invoice or via a Bill and Hold

Customer responsible for any permit fee costs that may be required. Fees are determined by local municipality and will be billed accordingly.

** For EANS Purchases - Customer is responsible for payment of products and services if EANS order is not approved by the state.

Please email Purchase Order to confirm the order. Thank you.

48 Leona Drive
Middleboro, MA 02346
www.ockers.com
(508) 586-4642



Ockers Company

City of Watertown

Signature: _____

Name: Gary Pink

Title: Account Executive/Systems Engineer

Date: 03/20/2024

Signature: _____

Name: Christopher McClure

Date: _____



KING INFORMATION SYSTEMS, INC.

6 Merchant St Unit 6, Sharon, MA 02067 (781) 762-6477 FAX (781) 769-1236

April 3, 2024

City of Watertown, MA
149 Main Street
Watertown, MA, 02472

Attn: Christopher McClure
Chief Information Officer

Dear Chris:

Per our conversation, please consider this letter as a summary and the estimated costs for the next phase of projects that need to be completed. Included in this proposal is the reorganization of the maps and plans from the old police station and in the city hall building. Also included is scanning of the Building Department, Board of Health, Assessors, and selected files of the Audit Department. We will also microfilm select files that are being scanned by King Information Systems. Below, we have provided detail by project step and department of what to expect in terms of cost and if any "pre-prep" is required.

Map and Plan Indexed Shelving System.

Per our conversation and walkthrough, the third-floor hallway of city hall has been selected for the installation of the indexed map/plan system. Please note that prior to our installation of the shelving below, all of the existing, empty file cabinets will need to be removed. We have not included the removal of the cabinets in our estimate.

All of the following locations of map/plan files will be consolidated into a central database that is an indexed filing system for all the maps/plans on 14 sections of archive shelving.

City Hall: 3rd Floor Storage, City Hall: 3rd Floor Vault
City Hall: 3rd Floor File Room, City Hall: Building Dept
City Hall: CDP Department
Old Police 1: Area 1, Old Police 2: Area 2, Old Police 3: Area 3
Old Police 4: Area 4, Old Police 5: Area 5

The costs to implement our recommendations are as follows:

1. Equipment – 14 sections of archive steel shelving, cost \$638.00 each delivered and installed. Total for shelving - \$8,932.00.
2. Supplies – Map depth boxes, clips, and labels - \$2,500.00, plus shipping.
3. Database – includes all data entry (MS Access) - \$1,500.00.
4. Labor – Archives supervisor for (10) days at \$772.00 per day and one staff person for (30) days at \$640.00 per day. Total cost for labor - \$26,920.00, plus expenses.

The total estimated cost is \$41,000.00, including expenses.

The next project is the digitization of departmental records. Based on our conversations, the order in which the records are to be scanned is as follows:

- A) Building Department
- B) Assessor's Department
- C) Health Department
- D) Audit Department

Building Department Scanning.

The Building Department records to be scanned include Permit Cards, Certificate and Permit files, and older Permit Files. **Not** chosen for scanning at this time are the Pending Files which may not have completed documentation and the Bound Permit Books which will require extensive preparation including removing of bindings and stitching. There are an estimated 85,000 pages of scanning for the Building Department.

The total estimated costs for the Building Department are:

Building prep 8 days = \$8,496.00 Scanning = \$12,750.00 Subtotal = \$21,246.00

Assessor's Department Scanning.

The Assessor's Department records to be scanned include Property, Condo, ABC, exemption, personal property tax, and abatements. There are an estimated 200,000 pages of scanning for the Assessor's department.

The total estimated costs for the Assessor's Department are:

Assessor's prep 17 days = \$18,054.00 Scanning = \$30,000.00 Subtotal = \$48,054.00

Board of Health Department Scanning.

The Board of Health Department records to be scanned include the 10 separate file categories as identified in our master report on Pages 102 through 110. The only files excluded at this time are Personnel, Funeral/Burial and the "hodgepodge" records as further identification is required. There are an estimated 125,000 pages of scanning for the Board of Health.

The total estimated costs for Health Department are:

BOH prep 12 days = \$12,744.00 Scanning = \$18,750.00 Subtotal = \$31,494.00

Audit Department Scanning.

The Audit Department is only scanning the Benefit/Retiree files. The A/P-Audit related files will be addressed in a separate proposal for a shelving-based filing system. There are an estimated 75,000 pages of scanning for the Audit department.

The total estimated costs for the Audit Department are:

Audit prep 7 days = \$7,434.00 Scanning = \$11,250.00 Subtotal = \$18,684.00

Other Costs associate with this phase

The other costs for this phase of the project are the microfilm backup for selected permanent land records and other records identified for back up. Also included below are the transportations costs associated with moving files from the old police station, and boxing and picking up files for scanning. They are estimated below:

- 1) Microfilm backup estimated cost (including shredding): \$31,000.00
- 2) Transportation/Boxing Cost estimate for projects: \$7,500.00

Summary totals by line item and area:

1. Maps and Plans System:	Line-Item amount: \$41,000.00
2. Building Department Scanning:	Line-Item amount: \$21,246.00
3. BOH Scanning:	Line-Item amount: \$31,494.00
4. Assessor's Department Scanning:	Line-Item amount: \$48,054.00
5. Audit Department Scanning:	Line-Item amount: \$18,684.00
6. Microfilm Backup:	Line-Item amount: \$31,000.00
7. Transportation and boxing:	Line-Item amount: \$ 7,500.00

Total for all line-items 1 through 7 above: \$198,978.00

Chris, this addresses all the topics that we discussed and provides you with a plan to move forward upon your approval. Please let us know when to schedule. If you require any additional information, please do not hesitate to contact us.

Very truly yours,
KING INFORMATION SYSTEMS, INC.



Lindsay J. Eisan Jr.
Account Representative

LJE/cb
cc: Patricia M. Tigue
President



OpenGov Inc.
660 3rd Street, Suite 100
San Francisco, CA 94107
United States

Order Number: Q015173
Created On: April 26, 2024
Quote Expiration Date: May 30, 2024
Services Start Date: May 26, 2024

Prepared By: Dominique Paoella
Email: dpaoella@opengov.com
Contract Term: Professional Services

Customer Information

Customer: City of Watertown, MA
Bill To/Ship To: 149 Main St
Watertown, MA US

Contact Name: Christopher McClure
Email: it@watertown-ma.gov
Phone: 617-972-6463

Order Details

Billing Frequency: Upfront

Payment Terms: Net 30

PROFESSIONAL SERVICES:

Product / Service	Start Date	Total Amount
Professional Services Deployment - Prepaid	May 26, 2024	\$121,500.00
Services Total Amount		\$121,500.00

Order Form Legal Terms

Welcome to OpenGov!

This Order Form incorporates the OpenGov Master Services Agreement ("MSA") attached here or available at <https://opengov.com/terms-of-service/master-services-agreement/>. The "Agreement" between OpenGov and the entity identified above ("Customer") consists of the Order Form, MSA, and, if Professional Services are purchased, the Statement of Work. Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, 30 days from receipt of the invoice. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by the Agreement. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the Agreement to the exclusion of all other terms.

City of Watertown, MA	OpenGov, Inc.
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:



Statement of Work

City of Watertown, MA

Creation Date: 3/21/2024
Document Number: PS-05226
Version Number: 2
Created by: Dean Simpson

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1. Overview and Approach

1.1. Agreement

This Statement of Work ("SOW") identifies services that OpenGov, Inc. ("OpenGov" or "we") will perform for City of Watertown, MA ("Customer" or "you") pursuant to that order for Professional Services entered into between OpenGov and the Customer ("Order Form") which references the Master Services Agreement or other applicable agreement entered into by the parties (the "Agreement").

- Customer acknowledges and agrees that this Statement of Work is subject to the confidentiality obligations set forth in the Agreement between OpenGov and Customer.
- The Deliverables listed in [Appendix B](#) are the single source of the truth of the deliverables to be provided.
- Customer's use of the Professional Services is governed by the Agreement and not this SOW.
- Upon execution of the Order Form or other documentation referencing the SOW, this SOW shall be incorporated by reference into the Agreement.
- In the event of any inconsistency or conflict between the terms and conditions of this SOW and the Agreement, the terms and conditions of this SOW shall govern with respect to the subject matter of this SOW only. Unless otherwise defined herein, capitalized terms used in this SOW shall have the meaning defined in the Agreement.
- This SOW may not be modified or amended except in a written agreement signed by a duly authorized representative of each party.
- OpenGov will be deployed as is, Customer has access to all functionality available in the current release.

2. Statement of Work

This SOW is limited to the Implementation of the OpenGov Permitting & Licensing as defined in the OpenGov Responsibilities section of this document ([Section 2.5](#)). Any additional services or support will be considered out of scope.

2.1. Project Scope

Under this project, OpenGov will deliver cloud based Permitting & Licensing solutions to help the Customer power a more effective and accountable government. OpenGov's estimated charges and schedule are based on performance of the activities listed in the "OpenGov Responsibilities" section below. Deviations that arise during the project will be managed through the procedure described in [Appendix A-2: Change Order Process](#), and may result in adjustments to the Project Scope, Estimated Schedule, Charges and other terms. These adjustments may include charges on a time-and-materials or fixed-fee basis using OpenGov's standard rates in effect from time to time for any resulting additional work or waiting time.

2.2. Facilities and Hours of Coverage

OpenGov will:

- A. Perform the work under this SOW remotely, except for any project-related activity which OpenGov determines would be best performed at your facility in order to complete its responsibilities under this SOW.
- B. Provide the Services under this SOW during normal business hours, 8:30am to 6:00pm local time, Monday through Friday, except holidays.
- C. Use personnel and resources located across the United States, and may also include OpenGov-trained staffing contractors to support the delivery of services.

2.3. Key Assumptions

The SOW and OpenGov estimates are based on the following key assumptions. Deviations that arise during the proposed project will be managed through the [Appendix A-2: Change Order Process](#), and may result in adjustments to the Project Scope, Estimated Schedule, Charges, and other terms.

General:

- A. Individual software modules are configured based on discussions between OpenGov and Customer.
- B. All training, working sessions, and configuration is completed remotely, unless otherwise specified in appendix
- C. Customer will gather and provide all applicable Prerequisite Data Checklist items prior to the first project working session being held.
- D. Customer's source data will be provided in accordance with [Appendix C: Technical Requirements](#).
- E. Customer will validate and sign off on each deliverable in [Appendix B: Deliverables](#).
- F. Go Live date will be agreed and signed off between the Customer and OpenGov project manager during project planning.
- G. Customer will sign off on the Solution Acceptance prior to Go Live.
- H. The project plan assumes one Go-Live event and cutover unless otherwise specified in [Appendix B: Deliverables](#).
- I. OpenGov best practice is to not exceed tested limits of the product.

Data and Document Migrations:

- J. Migrations are completed using flat files provided and mapped by the Customer, unless otherwise specified in [Appendix B: Deliverables](#).
- K. Customer configured Record Types are expected to comply with the Project Plan's Go Live and cutover to ensure the migration encompasses all records from the legacy system.
- L. Customer shall complete the OpenGov provided data templates with three (3) weeks of request.
- M. Customer shall validate data deliverables within three (3) weeks of request
- N. During implementation, OpenGov will provide up to two (2) format changes for each integration file, allowing for necessary edits to be made during the testing and validation process.

2.4. Exclusions

- A. Implementation of any custom modification or integration developed by OpenGov; your internal staff; or any third-party is not included in the scope of this project unless specifically listed in Appendix B.
- B. Any service items discussed during demonstrations; conference calls; or other events are not included in the scope of this project unless specifically listed in Appendix B.
- C. Historical data migration does not:
 - i. Exceed 250,000 records unless otherwise specified in Appendix B: Deliverables.
 - ii. Include database backup files unless otherwise specified in Appendix B: Deliverables.
 - iii. Include cleansing of corrupt data, creation or linking of applicant accounts, integration of historical fees and payments into workflow or financial reports, logs of permit changes, migration of data into the workflow, permit attachments, import of contractor database, or hierarchical relationships between records.
- D. Document Migration does not exceed 1TB unless otherwise specified in Appendix B: Deliverables.

2.5. OpenGov Responsibilities

2.5.1. Activity 1 – Project Management

OpenGov will provide project management for the OpenGov responsibilities in this SOW. The purpose of this activity is to provide direction to the OpenGov project personnel and to provide a framework for project planning, communications, reporting, procedural and contractual activity. This activity is composed of the following tasks:

Planning

OpenGov will:

- A. Review the SOW, contract and project plan with Customer's Project Manager and key stakeholders to ensure alignment and agreed upon timelines;
- B. Coordinate a go live planning and data workshop to plan data integrations and migrations;
- C. Maintain project communications through your Project Manager;
- D. Establish documentation and procedural standards for deliverable Materials; and
- E. Assist your Project Manager to prepare and maintain the project plan for the performance of this SOW which will include the activities, tasks, assignments, and project milestones.

Project Tracking and Reporting

OpenGov will:

- A. Review project tasks, schedules, and resources and make changes or additions, as appropriate. Measure and evaluate progress against the project plan with your Project Manager;
- B. Work with your Project Manager to address and resolve deviations from the project plan;
- C. Conduct regularly scheduled project status meetings; and
- D. Administer the Appendix A-2: Change Order Process with your Project Manager.

Completion Criteria:

This is an on-going activity which will be considered complete at the end of the Services

Deliverable Materials:

- Planning and Data Workshop
- Project Plan and Timeline
- Weekly Status Reports
- Go Live Checklist
- Risk, Action, Issues and Decisions Register (RAID)
- Project Charter

2.5.2. Activity 2 – Initialization

OpenGov will provide the following:

- A. Customer Entity configuration
- B. System Administrators creation
- C. Solution Blueprint creation
- D. Data Validation strategy

Completion Criteria:

This activity will be considered complete when:

- Customer Entity is created
- System Administrators have access to Customer Entity
- Solution Blueprint is presented to Customer

Deliverable Materials:

- Solution Blueprint
- Sign-off of Initial Draft Solution Blueprint

2.5.3. Activity 3 – OpenGov Use Cases

Use cases:

OpenGov will provide the following:

Community Development: Code Enforcement; Public Works: Right-of-Way Permits, Waste/Water Management, etc; Parks and Recreation

Completion Criteria:

This activity will be considered complete when:

- Deliverables are configured/completed

Deliverable Materials:

- Formal sign off document

2.5.4. Activity 4 – Training

Training will be provided in instructor-led virtual sessions unless otherwise specified in Appendix B. For any instructor-led virtual sessions, the class size is recommended to be 10, for class sizes larger than 10 it may be necessary to have more than one instructor.

Completion Criteria:

- Training is provided

Deliverable Materials:

- Formal sign off document

2.6. Your Responsibilities

The completion of the proposed scope of work depends on the full commitment and participation of your management and personnel. The responsibilities listed in this section are in addition to those responsibilities specified in the Agreement and are to be provided at no charge to OpenGov. OpenGov's performance is predicated upon the following responsibilities being managed and fulfilled by you. Delays in performance of these responsibilities may result in delay of the completion of the project and will be handled in accordance with Appendix A-2: Change Order Process.

2.6.1. Your Project Manager

Prior to the start of this project, you will designate a person called your Project Manager who will be the focal point for OpenGov communications relative to this project and will have the authority to act on behalf of you in all matters regarding this project.

Your Project Manager's responsibilities include the following:

- A. Manage your personnel and responsibilities for this project (for example: ensure personnel complete any self-paced training sessions, configuration, validation or user acceptance testing);
- B. Serve as the interface between OpenGov and all your departments participating in the project;
- C. Administer the Appendix A-2: Change Order Process with the Project Manager;
- D. Participate in project status meetings;
- E. Obtain and provide information, data, and decisions within five (5) business days of OpenGov's request unless you and OpenGov agree in writing to a different response time;

- F. Resolve deviations from the estimated schedule, which may be caused by you;
- G. Help resolve project issues and escalate issues within your organization, as necessary; and
- H. Create, with OpenGov's assistance, the project plan for the performance of this SOW which will include the activities, tasks, assignments, milestones, estimates, and duration.

2.7. Completion Criteria

OpenGov will have fulfilled its obligations under this SOW when any of the following first occurs:

- A. OpenGov accomplishes the activities set forth in "OpenGov responsibilities" section and delivers the Materials listed, if any; or
- B. The End Date, as agreed upon between the Customer and OpenGov during project planning, is reached.

2.8. Estimated Schedule

OpenGov will schedule resources for this project upon signature of the order form. Unless specifically noted, the OpenGov assigned project manager will work with Customer Project Manager to develop the project schedule for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by the Customer.

The Services are currently estimated to start within two (2) weeks but no later than four (4) weeks from signatures, unless otherwise agreed upon between the Customer and OpenGov, and have an estimated end date of nine (9) months after kick-off ("Estimated End Date"). The End Date will be agreed between Customer and OpenGov during project planning.

2.9. Illustrative Project Timelines

The typical project timelines are for illustrative purposes only and may not reflect your use cases.

Permitting & Licensing Illustrative Timeline		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
Data Framework									
Historical Data Migration									
Document Migration									
	Requirements and Discovery								
	Initiate*								
	Configure*								
	Validation^								
Permitting & Licensing Suite	Go-Live								
Reporting & Transparency									
*Timeline is dependent on the number of service areas and record types.									
^Validation includes data integration and migration									
	OpenGov Configuration								
	Customer Validation								
	Go Live Event								

2.10. Travel Expenses

There is no travel expected in this project. Should travel be requested, Customer shall reimburse OpenGov for reasonable out-of-pocket expenses OpenGov incurs providing Professional Services. Reasonable expenses include, but are not limited to, travel, lodging, and meals. Expenses are billed based on actual costs incurred.

2.11. Offer Expiration Date

This offer will expire on June 21, 2024 unless extended by OpenGov in writing.

Appendix A: Engagement Charter

A-1: Communication and Escalation Procedure

Active engagement throughout the implementation process is the foundation of a successful deployment. To help assess progress, address questions, and minimize risk during the course of deployment both parties agree to the following:

- **Regular communication** aligned to the agreed upon project plan and timing.
 - OpenGov expects our customers to raise questions or concerns as soon as they arise. OpenGov will do the same, in order to be able to address items when known.
- **Executive involvement**
 - Executives may be called upon to clarify expectations and/or resolve confusion.
 - Executives may be needed to steer strategic items to maximize the value through the deployment.
- **Escalation Process:**
 - OpenGov and Customer agree to raise concerns and follow the escalation process, resource responsibility, and documentation in the event an escalation is needed to support issues raised
 - Identification of an issue impeding deployment progress, outcome or capturing the value proposition, that is not acceptable.
 - Customer or OpenGov Project Manager summarizes the problem statement and impasse.
 - Customer and OpenGov Project Managers jointly will outline solution, acceptance or schedule Executive review.
 - Resolution will be documented and signed off following Executive review.
- **Phase Sign-Off**
 - OpenGov requests sign-offs at various stages during the implementation of the project. Once the Customer has signed-off, any additional changes requested by Customer on that stage will require a paid change order for additional hours for OpenGov to complete the requested changes.

A-2: Change Order Process

This SOW and related efforts are based on the information provided and gathered by OpenGov. Customers acknowledge that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing or email, by both Customer and OpenGov, and documented as such via a:

- **Change Order** - Work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date and be paid for by Customer. Changes might include:
 - Timeline for completion
 - Sign off process
 - Cost of change and Invoice timing
 - Amending the SOW to correct an error.

- o Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov.
- o Change in type of OpenGov resources to support the SOW.

A-3: Deliverable Materials Acceptance Procedure

Deliverable Materials as defined herein will be reviewed and accepted in accordance with the following procedure:

- The deliverable material will be submitted to your Project Manager.
- Your Project Manager will have decision authority to approve/reject all project Criteria, Phase Acceptance and Engagement Acceptance.
- Within five (5) business days of receipt, your Project Manager will either accept the deliverable Material or provide OpenGov's Project Manager a written list of requested revisions. If OpenGov receives no response from your Project Manager within five (5) business days, then the deliverable Material will be deemed accepted. The process will repeat for the requested revisions until acceptance.
- All acceptance milestones and associated review periods will be tracked on the project plan.
- Both OpenGov and Customer recognize that failure to complete tasks and respond to open issues may have a negative impact on the project.
- For any tasks not yet complete, OpenGov and/or Customer will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the project.
- Any conflict arising from the deliverable Materials Acceptance Procedure will be addressed as specified in the Escalation Procedure set forth in Appendix A-1: Communication and Escalation Procedure . As set forth in the "Customer Delays" provision of the Agreement, if there are extended delays (greater than 10 business days) in Customer's response for requested information or deliverable; OpenGov may opt to put the project on an "On Hold" status. After the Customer has fulfilled its obligations, Professional Services can be resumed and the project will be taken off the "On-Hold" status.
- Putting a project "on Hold" may have several ramifications including, but not restricted, to the following:
 - o Professional Services to the customer could be stopped;
 - o Delay to any agreed timelines; or
 - o Not having the same Professional Services team assigned.

Appendix B: Deliverables

B-1: Data Deliverables

Autofill Integration

- OpenGov will:
 - Provide up to five (5) Autofills, using source data from OpenGov or provided by the Customer.
- Customer will:
 - Provide the source data, if applicable.
 - Agree upon specifications prior to upload.

Data Migration

OpenGov will:

- Perform historic data migration from PeopleGIS using flat files provided by and mapped by the customer.
- Set up historical record types, historical data will be migrated prior to the initial data load.
- Provide a report of unmatched locations
- Provide instructions for customer validation of data migration.

Customer will:

- Sign off on data load.

Document Migration

OpenGov will:

- Migrate documents attached to either migrated permits or locations provided through a Master Address Table (MAT) integration

B-2: Record Type Deliverables

OpenGov will configure the following standard record type drafts of Customer's record types in the Permitting & Licensing system including Form, Workflow, Output Document and Fees:

Public Works Service Area

Seventeen (17) record types from the following list:

- Trench Permit
- Address Request Form
- Certificate of Occupancy
- Backflow Device Design Data and Plumbing Plan
- Construction Permit
- Irrigation Meter
- Service Application/Frozen Meter
- Street and Sidewalk Permit
- Stormwater and Erosion and Sediment Control Permit
- Use of Hydrant
- Utility Excavation Permit
- Water/Sewer Change Form
- Driveway Permit

- Final Meter Read Process
- General Service Application/Sewer
- General Service Application/Water
- Site Plan Approval

Code Service Area

Two (2) record types from the following list:

- Code Complaint
- Code Violation

Parks and Recreation Service Area

Five (5) record types from the following list:

- Picnic Facility Permit Application
- Field/Court/Track/Outdoor Rink Permit Application
- Application for Employment
- Disclosure by Municipal Employee of Financial Interest in a Municipal Contract
- Block Reservations Permit

Customer will:

- Attend working sessions to validate, review, and iterate upon draft records.
- Test all configured record types

B-3: Training Deliverables

OpenGov will:

Administrator Training

- Provide up to twenty (20) hours of Permitting & Licensing system administrator training to enable system administrators on the following topics:
 - Setting up the public portal
 - Employee app settings
 - Creating and editing record types
 - Managing Forms
 - Editing Documents
 - Creating Workflows
 - Setting up Inspections
- Provide up to eight (8) hours of Reporting & Transparency administrator training, to enable system administrators on the following topics:
 - Download and upload data to Reporting & Transparency
 - How to create reports and dashboards

End User Training

- Provide up to ten (10) hours of end-user trainings designed for Plan Review, Inspectors, Finance Staff, etc. to cover the following topics:
 - Navigation of the system
 - Manage inbox and tasks
 - Take payments
 - Conduct inspections
 - Create records

Customer will:

- Identify the relevant participants to attend each training session.

Appendix C: Technical Requirements

Current application forms, workflows, fee structures, and output documents

- PDF, Word, .csv, .xls, .xlsx with headers

Autofills using Customer source data

- Flat file, .csv, .xls, .xlsx, .txt with headers

Historical Data

- Flat file, .csv, .xlsx with headers
- Record type and status mapping using OpenGov template

Historical Documents

- Flat file, .csv, .xlsx with headers
- One row per document. All rows must be tied back to the MAT's unique ID field and have a file path or publicly accessible URL.



Quoted By: Susan Sturgis
 Quote Expiration: 05/19/24
 Quote Name: Town of Watertown-ERP-TCM

Sales Quotation For:
 City of Watertown
 149 Main St
 Watertown MA 02472-4410

Tyler License Fees and Related Services

Description	Qty	License	Hours	Module Total	Year One Maintenance
Content Management					
Content Manager Core includes Onboarding	1	\$ 30,000.00	48	\$ 30,000.00	\$ 5,400.00
		<i>Sub-Total</i>		\$ 30,000.00	\$ 5,400.00
		<i>Less Discount</i>		\$ 0.00	\$ 5,400.00
	TOTAL	\$ 30,000.00	48	\$ 30,000.00	\$ 0.00

Tyler Annual Services

Description	QTY	Imp. Hours	Annual Fee
Recurring Services			
System Management Services Contract	1	0	\$ 1,350.00
	TOTAL:	0	\$ 1,350.00

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
2023-439894-K2Z5T3					

CONFIDENTIAL

Page 1

Content Manager Enterprise Forms GoDocs Upgrade	1	\$ 3,000.00	\$ 0.00	\$ 3,000.00	\$ 0.00
Project Management	8	\$ 200.00	\$ 0.00	\$ 1,600.00	\$ 0.00
Remote Implementation	48	\$ 200.00	\$ 0.00	\$ 9,600.00	\$ 0.00
TOTAL				\$ 14,200.00	\$ 0.00

Summary	One Time Fees	Recurring Fees
Total Tyler License Fees	\$ 30,000.00	\$ 0.00
Total SaaS	\$ 0.00	\$ 0.00
Total Tyler Services	\$ 14,200.00	\$ 1,350.00
Total Third-Party Hardware, Software, Services	\$ 0.00	\$ 0.00
Summary Total	\$ 44,200.00	\$ 1,350.00
Contract Total	\$ 45,550.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these

factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.

Tyler's System Management Services is calculated at 25% of the Enterprise ERP annual maintenance. There is a \$2,500 minimum annual fee. Systems Management Services are invoiced when you sign this sales quotation and are provided in accordance with the terms of service for Tyler Systems Management found here: <https://www.tylertech.com/terms/tyler-systems-management-terms-of-service>.

In the event Client acquires from Tyler any edition of Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Content Manager software with non-Tyler applications, Client must purchase or upgrade to Content Manager Enterprise Edition.

First year maintenance waived.



Quoted By: Susan Sturgis
 Quote Expiration: 07/31/24
 Quote Name: Town of Watertown - ERP - UBCIS Migration

Sales Quotation For:
 City of Watertown
 149 Main St
 Watertown MA 02472-4410

Tyler License Fees and Related Services

Description	Qty	License	Hours	Module Total	Year One Maintenance
Revenue Management					
Utility Billing CIS	1	\$ 14,571.00	152	\$ 0.00	\$ 5,805.00
<i>Sub-Total</i>		\$ 14,571.00		\$ 0.00	\$ 5,805.00
<i>Less Discount</i>		<i>\$ 14,571.00</i>			<i>\$ 5,805.00</i>
TOTAL		\$ 0.00	152	\$ 0.00	\$ 0.00

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Forms UBCIS Forms Upgrade	1	\$ 3,000.00	\$ 0.00	\$ 3,000.00	\$ 0.00
Project Management	20	\$ 200.00	\$ 0.00	\$ 4,000.00	\$ 0.00
Utility Billing CIS History Clean-up	1	\$ 1,000.00	\$ 0.00	\$ 1,000.00	\$ 0.00
Utility Billing CIS Migration	1	\$ 2,000.00	\$ 0.00	\$ 2,000.00	\$ 0.00
Utility Billing CIS Rate Consolidation	1	\$ 1,000.00	\$ 0.00	\$ 1,000.00	\$ 0.00
Remote Implementation	152	\$ 200.00	\$ 0.00	\$ 30,400.00	\$ 0.00
TOTAL				\$ 41,400.00	\$ 0.00

2022-369599-C7C4C1

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Summary	One Time Fees	Recurring Fees
Total Tyler License Fees	\$ 0.00	\$ 0.00
Total SaaS	\$ 0.00	\$ 0.00
Total Tyler Services	\$ 41,400.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 0.00	\$ 0.00
Summary Total	\$ 41,400.00	\$ 0.00
Contract Total	\$ 41,400.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____

Date: _____

Print Name: _____

P.O.#: _____

All Primary values quoted in US Dollars

Tyler License Fee Discount Detail (Excludes Optional Products)

Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
-------------	---------	------------------	-------------	-------------------	-------------------------	--------------------

2022-369599-C7C4C1

Revenue Management						
Utility Billing CIS	\$ 14,571.00	\$ 14,571.00	\$ 0.00	\$ 5,805.00	\$ 5,805.00	\$ 0.00
TOTAL	\$ 14,571.00	\$ 14,571.00	\$ 0.00	\$ 5,805.00	\$ 5,805.00	\$ 0.00

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

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- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
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Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

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Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

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Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.

Utility billing library includes: standard Utility bill, standard UB receipt, standard UB delinquent notice, standard door hanger and standard final utility bill.

Utility Billing CIS replaces Utility Billing Legacy in annual maintenance.



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager

Date: May 2, 2024

RE: Agenda Item – Approval and Acceptance of Gifts of Funds and Expenditures

I am pleased to inform you that we received generous donations totaling \$475.00 to offset expenditures related to the Watertown Pride 2024 events that take place in June 2024. The Watertown Pride events lineup includes the June 2nd Loud Proud Island-Bound Parade and Festival at Saltonstall Park and on June 23rd Topsy Tea Party at the Commander's Mansion.

The donations are as follows:

- Greg Lichniak, Watertown Resident \$150.00
- Dr. Diane Ah-Kiné, Gaze Optical \$200.00
- Tammy McKenna, Events Manager \$125.00

Pursuant to Massachusetts General Laws Chapter 44, Section 53A, any expenditure of gifts of funds needs the approval and acceptance of the City Manager and City Council.

I respectfully request the attached Resolution approving this gifts of funds and expenditures be placed on the May 14, 2024, City Council Agenda.

Thank you for your consideration and action on this matter.

Resolution #

R – 2024 -

Resolution approving the Acceptance and Expenditure of Gifts of Funds

WHEREAS: From time to time, this community is the beneficiary of a gift donated towards improving the quality and spirit of its inhabitants' lives; and

WHEREAS: Generous donations from Greg Lichniak, Watertown Resident, Dr. Diane Ah-Kiné of Gaze Optical, and Tammy McKenna, Events Manager, totaling \$475.00 to offset expenditures related to the Watertown Pride 2024 event on June 2nd Loud Proud Island-Bound Parade and Festival at Saltonstall Park and on June 23rd Topsy Tea Party at the Commander's Mansion.

NOW THEREFORE BE IT RESOLVED: That the City Council of Watertown, hereby accepts and appropriates, pursuant to Massachusetts General Laws Chapter 44, Section 53A, monetary gifts totaling \$475 received to offset expenditures related to the Watertown Pride 2024 Events.

Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of ____ for, ____ against and ____ present on May 14, 2024.

Brendan McCarthy, Council Clerk

Mark S. Sideris, Council President

Osmond, Marsha

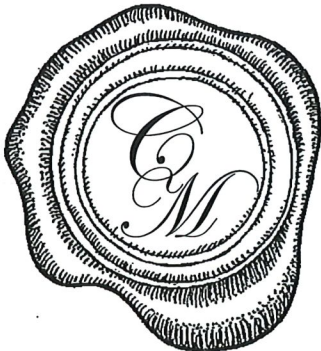
From: Fernandez-McKenna, Tammy
Sent: Wednesday, April 3, 2024 12:59 PM
To: Osmond, Marsha; Hand, JoAnna
Cc: Magoon, Steve
Subject: Council acknowledgment

Let me know if this works – thanks

We would like to thank and acknowledge Greg Lichniak, a local Watertown resident. He has graciously donated \$150.00 to be added to the Watertown Pride 2024 fund.

This will go towards both the June 2nd kick-off Loud Proud Island-Bound parade & festival at Saltonstall Park and the Tippy Tea Party on June 23rd at the Commander's Mansion.

Tammy F. McKenna
Events Manager, City of Watertown
& Commander's Mansion



Commander's Mansion
City of Watertown
440 Talcott Avenue | Watertown, MA | 02472
617.926.7755 | info@commandersmansion.com
www.commandersmansion.com

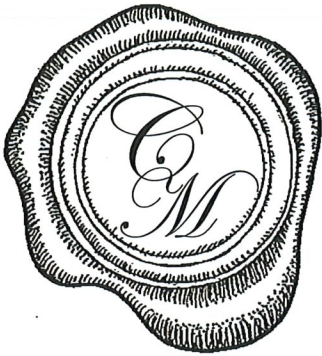
Follow us on [Instagram](#) & [Facebook](#) Websites: [Watertown Pride](#) & [Faire on the Square](#)

Osmond, Marsha

From: Fernandez-McKenna, Tammy
Sent: Wednesday, May 1, 2024 5:31 PM
To: Magoon, Steve
Cc: Osmond, Marsha; Hand, JoAnna
Subject: council/acceptance

Thank you Dr. Diane Ah-Kiné of [Gaze Optical](#), (a local Watertown business, located on Arsenal St.) for your generous sponsorship of \$200.00 for one of the drag performances for the Topsy Tea Party on June 23rd at the Commander's Mansion!

Tammy F. McKenna
Events Manager, City of Watertown
& Commander's Mansion



Commander's Mansion
City of Watertown
440 Talcott Avenue | Watertown, MA | 02472
617.926.7755 | info@commandersmansion.com
www.commandersmansion.com

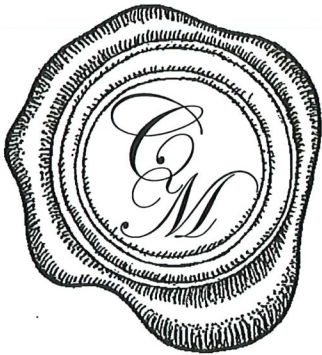
Follow us on [Instagram](#) & [Facebook](#) Websites: [Watertown Pride](#) & [Faire on the Square](#)

Osmond, Marsha

From: Fernandez-McKenna, Tammy
Sent: Thursday, May 2, 2024 10:38 AM
To: Magoon, Steve
Cc: Osmond, Marsha; Hand, JoAnna
Subject: council/acceptance

Tammy McKenna, the City Event's Manager has purchased branded banners to hang through the City to promote the Pride kick-off event on June 2nd. A value of \$125.00 (\$126.15) – this purchase helps to get the word out throughout the City in a fun visible way, and can be reused next year by changing the date decal!

Tammy F. McKenna
Events Manager, City of Watertown
& Commander's Mansion



Commander's Mansion
City of Watertown
440 Talcott Avenue | Watertown, MA | 02472
617.926.7755 | info@commandersmansion.com
www.commandersmansion.com

Follow us on [Instagram](#) & [Facebook](#) Websites: [Watertown Pride](#) & [Faire on the Square](#)



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager

Date: May 6, 2024

RE: Agenda Item – Hours of Operation of City Buildings

As a follow up to an item that I introduced during the Communications from the City Manager at the March 12, 2024 City Council Meeting regarding City Hall, Parker Annex and Senior Center modified hours of operation, attached please find a draft ordinance for your review.

The Committee on Personnel and City Organization met on Thursday, April 18th regarding the above mentioned matter. At that meeting, the Committee voted to recommend the City Council approve the proposed change to a year round short Friday / extended Tuesday schedule for employees in City Hall, Parker Annex, and the Senior Center.

If the Honorable City Council adopts the Committee on Personnel and City Organization recommendation, I respectfully request a First Reading on Proposed Ordinance to Modify Hours of Operation of City Buildings be placed on the May 14, 2024 City Council Agenda.

Thank you for your consideration and favorable action on this matter.

ORDINANCE #

2024-O-

AN ORDINANCE TO MODIFY HOURS OF OPERATION OF CITY BUILDINGS

WHEREAS, the provisions of Chapter 30, § 30.03 of the City of Watertown Code of Ordinances addresses the hours of operation for all offices in the Administration Building; and,

WHEREAS, the City Council has regularly authorized temporary modified summer hours for the operation of the Administration Building; and

WHEREAS, the City Manager seeks to standardize operating hours for the Administration Building and as well as the City-owned Parker Annex and Senior Center buildings for the benefit of both City personnel and the public.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that Chapter 30, § 30.03 of the City of Watertown Code of Ordinances is amended by deleting the language contained in this section in its entirety and replacing it with the following language:

(A) The City buildings known as the City Hall Administration Building, the Parker Annex, and the Senior Center, including all offices contained therein, as used for City and public business, shall be open to the public for the transaction of business on the following schedule:

Monday, Wednesday, Thursday 8:30 AM to 5:00 PM
Tuesday 8:30 AM to 7:00 PM
Friday 8:30 AM to 12:30 PM
Saturdays, Sundays and legal holidays - closed

(B) The City Manager, after reasonable notice to the public, may by appropriate order direct that the listed City-owned buildings be closed on any day preceding or following a legal holiday or on any other day when, in their judgement, it is deemed expedient, necessary, or advisable.

(C) The Building Inspector's Office located within the Administration Building shall continue to be open for the transaction of business beginning at 7:30 a.m. until 5:00 p.m. or 7:00 p.m., when all offices in the Administration Building are open. This Subsection (C) can be rescinded at the discretion of the City Manager.

Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above Ordinance was adopted by a vote of ___ for, ___ against, and ___ present on May __, 2024.

Brendan McCarthy, Council Clerk

Mark S. Sideris, Council President



Watertown City Council

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

Report of the Committee on Personnel and City Organization

Meeting Date: April 18, 2024

The Committee convened on Thursday, April 19, at 6 pm in the Richard E. Mastrangelo Council Chambers, with remote participation by Zoom.

Present were Councilors Caroline Bays, chair; John Gannon, vice chair; and Nicole Gardner, secretary. Staff present were City Manager George Proakis and HR Director Colleen Doyle. Also present were Councilor Vinnie Piccirilli in person and Council President Mark Sideris by zoom.

Chair Bays called the meeting to order at 6:05. pm. The purposes of the meeting were

1. To consider the proposed changes in hours of operation in City Hall, the Parker Annex, and the Senior Center, and
2. To discuss accessibility and accommodations for volunteer residents serving on City Boards, Commissions and Committees.

Discussion of proposed change in hours of operation

Chair Bays began by asking the Manager to discuss the proposed change of hours (Attachment A).

Mr Proakis and Ms. Doyle shared the following points over the course of the discussion:

The City is proposing that the Council approve a permanent change in hours for employees working in City Hall, the Parker Annex, and the Senior Center as follows:

- Monday, Wednesday and Thursday: 8:30am to 5pm
- Tuesday: an extended day, 8:30am to 7pm
- Fridays: a shortened day, 8:30am to 12:30pm

Note: all employees will continue to work the same number of hours each week, and the hours open to the community per week would change from 42.5 to 40 per week.

In evaluating this proposed change, the Administration conducted research on what neighboring and comparable municipalities are doing. 12 of the 18 already have year-round half Fridays. 10 of the 18 are open to the public 40 hours per week or less.

The City also tracked the number of visitors to the Treasurer/Collector and Assessors offices on Fridays between 12:30 pm and 5 pm for the last 5 weeks. These are the biggest “drop-in” customer service offices. For four weeks, the average number of visitors across both offices was 9. On one Friday, when Excise bills were due on the Friday and Water/Sewer bills were due the following Monday, there were a total of 70 visitors.

The Watertown Municipal Employees Union originally requested that the City move to a year round schedule of half day Fridays and extended Tuesdays, for reasons of employee work life balance, and because it gives employees the opportunity to run errands that must be done during the traditional work week without having to take time off.

The Administration and the Union are aligned on benefits that would come from this proposed change.

The Administration sees this as a powerful and needed recruitment and retention tool, at a time when it is increasingly difficult to recruit and retain staff to municipal roles. In addition, the City has had a long and successful history of closing early on Friday afternoons and staying open late on Tuesday nights during the summer months. Residents who work during the traditional work week benefit from this kind of schedule, because they would be able to visit City offices on Tuesday evenings year round instead of only in the summer.

Regarding concerns around customer service during peak workload days, such as during elections or when tax bills are due, the Manager said that appropriate adjustments would be made in scheduling to be sure residents and businesses had the access they need.

If approved by the City Council, the next steps would be to

- Map out what this would mean for each affected employee,
- Formalize an agreement with the union,

- Develop and implement a robust communication plan, so that residents and businesses are aware of the change prior to implementation, and
- Implement, ideally by Memorial Day

The members of the PCO Committee and councilors in attendance expressed support for the proposal.

Discussion of accessibility and accommodations for volunteer residents serving on City Boards, Commissions and Committees.

The discussion began by reviewing suggestions from a resident on ways that the City could improve accessibility and accommodations. The potential barriers to participation fell into three broad categories:

- Reimbursing certain out of pocket costs such as child care or transportation, which could broaden the pool of candidates by enabling parents of young children, for example, to serve their community without having to pay to do so
- Ensuring access to written information and oral communications in meetings for persons who may need translation (including ASL), which could broaden the pool of candidates by enabling people who may not be fluent in English or who access information through ASL interpreters, to serve their community
- Supporting members with help, such training or mentoring, as needed

The Manager noted that the Charter Preamble names “equity and diversity” as a guiding principle. He commended the Resident Advisory Committee, created during the last Charter Review, for making steady progress at nominating more diverse candidates for the City’s 24 Boards, Commissions, and Committees.

During the discussion of how the City might reimburse certain expenses, it was recognized that there could be people with highly valuable skills and lived experiences who currently are unable to volunteer given the financial burden that serving would create. The costs of childcare per meeting are significantly higher than the costs of transportation, and so the Committee honed in on that idea. Councilor Gannon noted that the City of Brookline is also looking into this for childcare, and is now seeking legal counsel on how this might be implemented. Councilor Gardner noted that the earliest budget cycle for which new policy guidelines can be provided is FY2026, so we have time to research and carefully evaluate this.

After discussion the Committee agreed on the following:

1. It would like to see research by the Council Analyst into municipalities in the Commonwealth or elsewhere in the US that currently reimburse childcare. If any are found, the Committee would like to understand who is doing it, what was the reason it was put in place and when did that happen, how the program works operationally, what impacts positive or negative have been observed, and so on.
2. It will follow what Brookline learns and does in this area, before developing any proposal for the City Council to consider.
3. The Committee will reconvene on this idea over the course of the next year as information becomes available.

During the discussion of ensuring access to information, it was noted that all materials on the City website are accessible to persons using screen reader technology and, through online translation apps, to people not fluent in English. As for access during meetings, the Manager said that should the highest qualified person for an appointment require ASL or a language translator, the City would find a way to do that. It is worth noting that Watertown faces particular challenges here, given the number of languages spoken. It was agreed after Committee discussion that there is no further action needed in this area.

During the discussion of coaching, training, mentoring and so on, the Manager Proakis noted that board staff already do onboarding as new members are appointed. Experienced members will often spend time with new members, answering questions and helping them get familiar with how the Committee works. In addition, the City recently provided training on Ethics and Open Meeting Law to all members of Boards Commissions and Committees, for the first time. This training was recorded and is publicly available to anyone interested in learning more. The Administration will repeat the training every 2 years, to ensure all volunteers have the training they need. The Committee saw no further action needed in this area.

→ **Action Item:** Councilor Gardner made a motion, seconded by Councilor Gannon, that the PCO recommend the City Council approve the proposed change to a year round short Friday / extended Tuesday schedule for employees in City Hall, Parker Annex, and the Senior Center. The motion was approved unanimously.

The meeting adjourned at 7:04pm.

Report prepared by Nicole Gardner

ELECTED OFFICIALS

Caroline Bays,
Chair

John G. Gannon,
Vice Chair

Nicole Gardner,
Secretary



George J. Proakis
City Manager

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Office of the City Manager

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Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager

Date: May 6, 2024

RE: Agenda Item – Hours of Operation of City Buildings

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2024-O-

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Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above Ordinance was adopted by a vote of ___ for, ___ against, and ___ present on May __, 2024.

Brendan McCarthy, Council Clerk

Mark S. Sideris, Council President



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ELECTED OFFICIALS:

Mark S. Sideris,
Council President

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

Report of the Committee on Public Safety Meeting Date: May 7, 2024

The Committee convened on Tuesday May 7, 2024 at 5:30 pm in the City Council Office. Present were John Airasian, chair; Emily Izzo, vice chair; and Vincent Piccirilli, secretary. The purpose of the meeting was to conduct an interview for the Traffic Commission.

Robert Airasian is seeking reappointment to Traffic Commission, having served since 2022. As a life-long resident, and a real estate agent who works in Watertown, he has a deep understanding of Watertown and its traffic issues. The biggest problem right now is complaints about all the different road projects going on at the same time, and lack of notification about the work. This is especially true with traffic pattern changes from developer mitigation projects, which sometimes happen years after the projects were originally approved and publicized. He also said the Commission's Wednesday afternoon meeting times was good for staff, but often not too convenient for residents, but they do try to schedule evening meetings when there is an issue with lots of public interest.

➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Izzo, to recommend that the City Council confirm Robert Airasian for reappointment to the Traffic Commission for a term to expire May 15, 2026. Voted 3-0.

Note: For the record, Councilor Airasian disclosed that Robert Airasian is his brother, and that stated there was no conflict of interest, as the position on the Traffic Commission is that of an unpaid volunteer.

The meeting adjourned at 5:44 pm.

Report prepared by Vincent Piccirilli



George J. Proakis
City Manager

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citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager

Date: May 6, 2024

RE: Administrative Reorganization Plan

Attached please find excerpt pages from the Fiscal Year 2025 Budget that was submitted on April 30, 2024.

I will bring this up under Communications from the City Manager at the May 14, 2024 City Council Meeting and respectfully request the matter be referred to Committee for further review and consideration.



George J. Proakis
City Manager

CITY OF WATERTOWN

Office of the City Manager

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov

TO: Honorable City Council

FROM: George Proakis, City Manager

DATE: April 30, 2024

SUBJECT: FY 2025 ORGANZATIONAL CHANGES – EXPLANITORY MESSAGE

Pursuant to the provisions of Article 6, Section 6-2 of the City of Watertown Home Rule Charter, I herewith present the attached Administrative Reorganization Plan for the administrative reorganization of City departments by administrative code. This Administrative Reorganization Plan shall be subject to the referral, public hearing, report, and approval process as specified in Section 6-2 of the Home Rule Charter as further explained below.

1. Reorganization Plan by Administrative Code – City Charter Process

As noted above, this Administrative Reorganization Plan is being submitted pursuant to Article 6, Section 6-2 of the City of Watertown Home Rule Charter. This provision of the Charter authorizes the City Manager to “from time to time prepare and submit to the city council reorganization plans which may, unless prohibited by general law or the charter, reorganize, consolidate, or abolish any existing city agency in whole or in part, establish new city agencies, and prescribe the functions of any city agency.”

The process for consideration of such a reorganization by administrative code is as follows:

- A. The City Manager may submit a reorganization plan to the City Council with an explanatory note
- B. Upon receipt of the plan by the City Council, City Council shall refer plan to an appropriate standing committee for study and report.
- C. Within thirty days of such referral a public hearing on the plan would be held either before the standing committee or the full City Council.
- D. Within fourteen days following conclusion of the public hearing, a report of the standing committee would be filed, either approving or disapproving the plan.
- E. Upon the ninetieth day following City Council receipt of the plan (unless the plan itself specifies a later date) the plan becomes effective unless disapproved by the City Council.
- F. A reorganization plan submitted by administrative code may not be amended by the City Council but shall either be approved or disapproved in the form as submitted.

2. Explanatory Note

Article 3, Section 3-2 of the City of Watertown Home Rule Charter designates the City Manager as the City's chief administrative officer. The powers and duties of the City Manager include administration of all officers appointed by the City Manager and their respective agencies. The City Manager is also responsible for the coordination of activities of all agencies under his control with the activities of all other City agencies, whether elected or appointed by other elected officials. This Administrative Reorganization Plan is submitted pursuant to and in fulfillment of the duties and responsibilities of the City Manager and in the interest of improving the effectiveness of the City's administration. This plan is hereby offered to the City Council for action in accordance with Article 6, Section 6-2 of the City's Home Rule Charter.

3. Reorganization Plan

Included with this Explanatory Message is the proposed Administrative Reorganization Plan submitted to the City Council by the City Manager pursuant to Article 6, Section 6-2 of the City's Home Rule Charter. With the honorable City Council's approval of the organizational changes contained in the Administrative Reorganization Plan pursuant to the Charter procedures outlined above, and in accordance with the FY 25 budget submission, the City Departments will operate with the following organizational changes:

Assistant City Manager for Finance

The position noted in the FY 2024 organizational chart as Chief Financial Officer will be known as the Assistant City Manager for Finance. The Assistant City Manager for Finance will be a part of the City Manager's office, and will supervise direct staff, including but not limited to the Management & Grant Analyst, and will also become the direct supervisor of:

- City Treasurer / Collector
- Chief Assessor
- Procurement Director

The Treasury Department, Assessing Department and Procurement Departments will be city departments (not divisions), as initially planned in the FY 2024 budget and administrative ordinance.

Community Development & Planning

Community Development & Planning will be reorganized, to be divided into three divisions and four teams, as follows

- Inspectional Services Division
- Community Design Division
- Planning & Zoning Division
- Events Team
- Wellness Team
- Zoning & Code Enforcement Team
- Sustainability Team

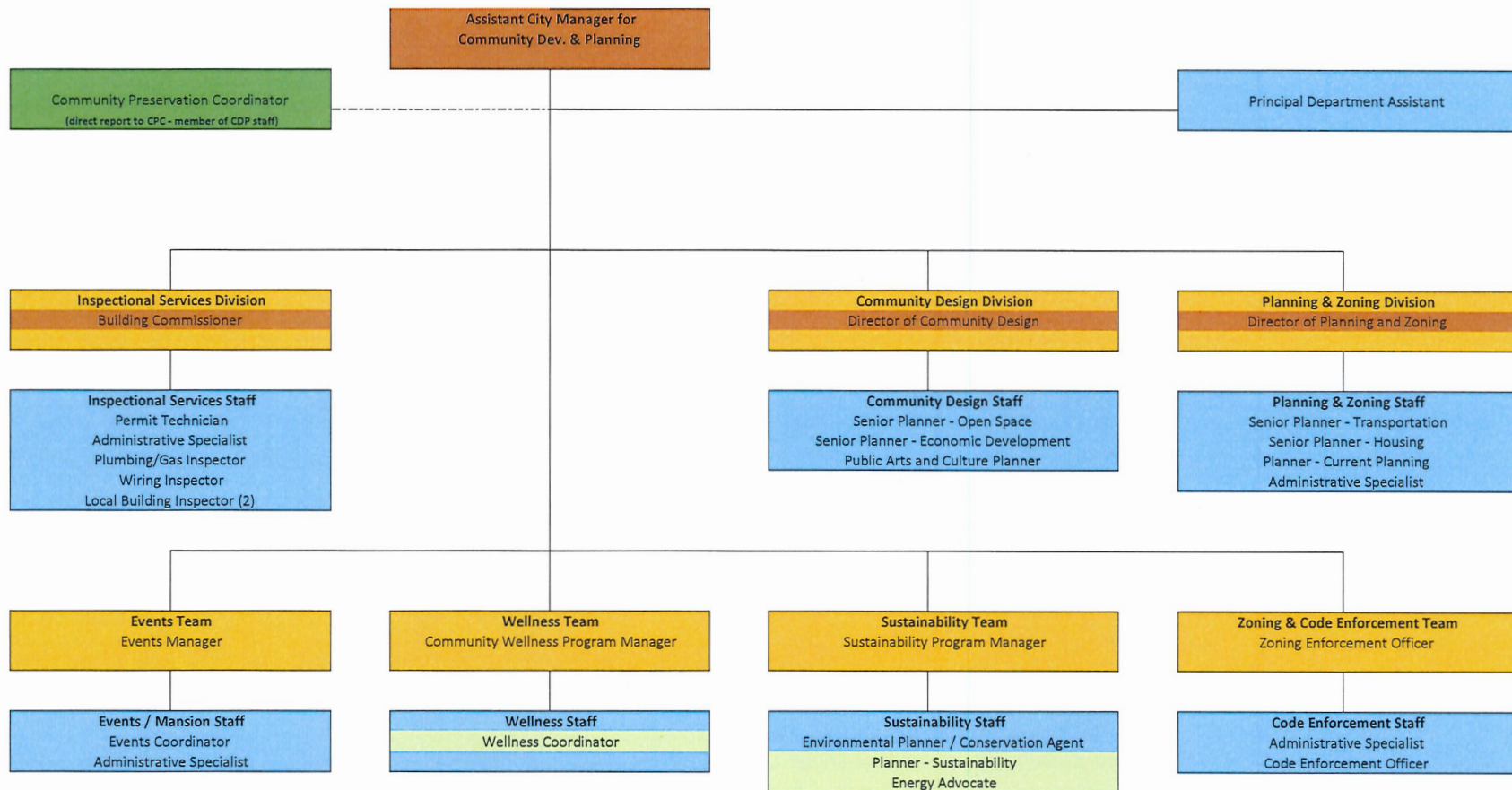
Public Buildings

Public Buildings will have four divisions, one of which includes four teams:

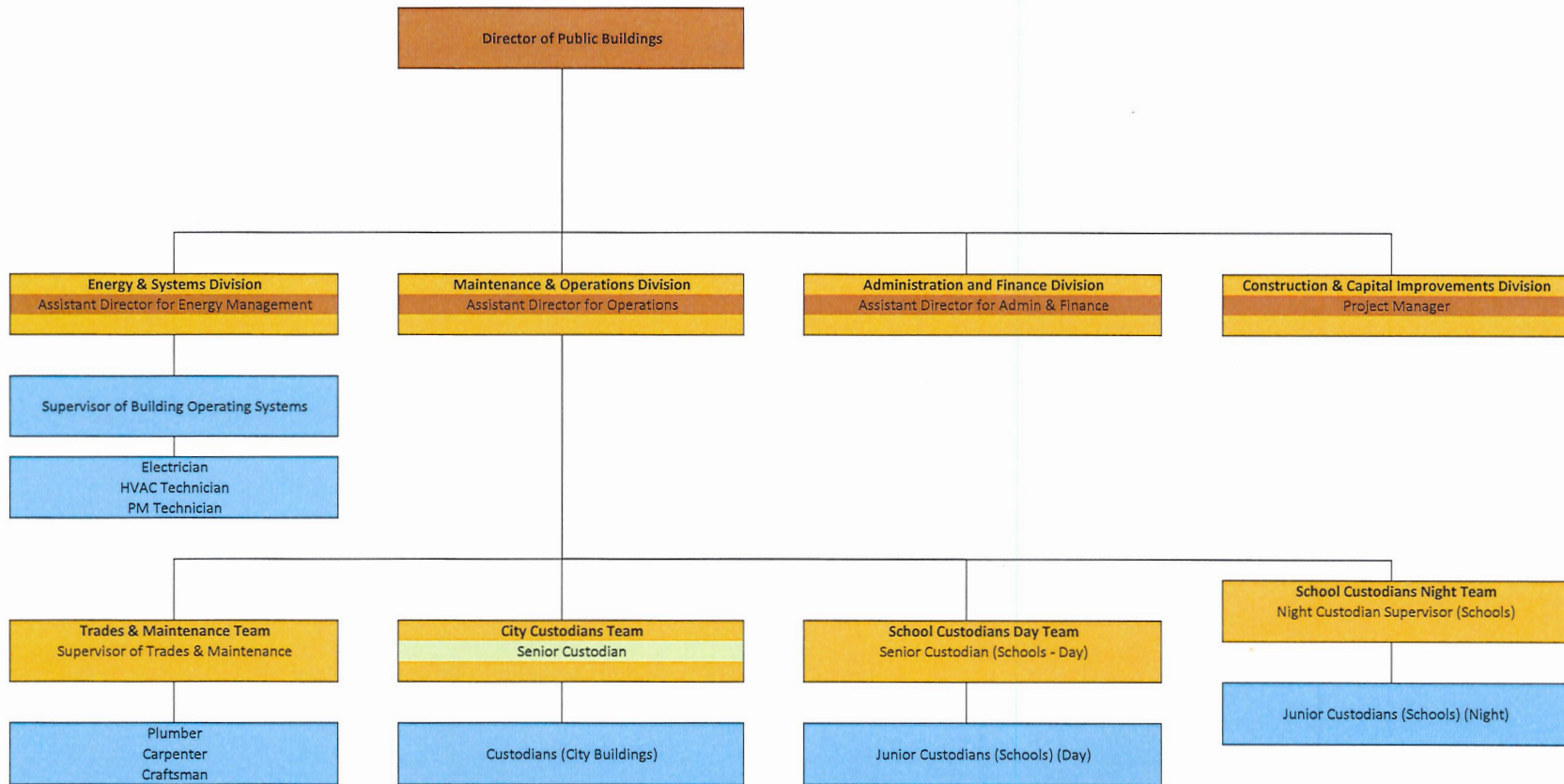
- Administration & Finance Division
- Construction & Capital Improvements Division
- Energy & Systems Division
- Maintenance and Operations Division, with the following teams: Trades & Maintenance Team; City Custodians Team; School Custodians Day Team; School Custodians Night Team

All other organization of departments will remain as established in the FY 2024 Organizational Message.

Community Development and Planning - Proposed Amended Organization



Public Buildings - Proposed Amended Organization





George J. Proakis
City Manager

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To: Honorable City Council

From: George J. Proakis, City Manager

Date: May 8, 2024

RE: Withdrawal from Civil Service

Attached please find correspondence from Justin M. Hanrahan, Chief of Police proposing that the City of Watertown consider removing the Watertown Police Department from Civil Service. This would only revoke acceptance for new hires into the rank of patrol officer. Existing patrol officers would still retain their existing Civil Service rights.

I will bring this up under Communications from the City Manager at the May 14, 2024 City Council Meeting.



WATERTOWN POLICE DEPARTMENT

JUSTIN M. HANRAHAN
CHIEF OF POLICE

MEMORANDUM

TO: GEORGE PROAKIS, CITY MANAGER

FROM: JUSTIN M. HANRAHAN, CHIEF OF POLICE 

DATE: MAY 8th, 2024

SUBJECT: CIVIL SERVICE REVOCATION – Watertown Patrol Officers

Like many police departments across the country, we have encountered challenges in recruiting and hiring highly qualified police officer candidates. The interest in the police profession has significantly declined in recent years, primarily due to the impact of the social justice movement and heightened scrutiny of police conduct, as well as competition from the private sector, which offers potential candidates enticing alternatives such as competitive salaries, flexible schedules, and work-from-home options. This competition further diminishes the pool of potential candidates for law enforcement positions.

The current structure of the Massachusetts Civil Service System, although initially established with noble intentions, has become outdated and no longer serves the best interests of our community. The rigid rules and procedures imposed by the civil service system were originally designed to prevent nepotism, favoritism, and corruption in the hiring and promotion of public employees. However, in today's policing environment, with the significant lack of interest in the police profession, concerns regarding unfair hiring practices have largely dissipated. These concerns can be effectively addressed through rigorous background checks, transparent hiring processes, and strict adherence to professional standards and ethics.

One of the most significant challenges we face as a result of our affiliation with the civil service system is the slow and cumbersome hiring process it entails. The extensive bureaucracy and red tape associated with civil service procedures often result in delays in filling vacant positions. These delays not only hinder our ability to maintain adequate staffing levels but also impede our capacity to respond promptly to the evolving needs and demands of our community.

Furthermore, the civil service system imposes restrictions on our ability to recruit highly qualified candidates who are already POST certified and have law enforcement work experience. The civil service system prevents our ability to bring in lateral transfers from departments that are not within the civil service system. Each year, more and more municipalities are leaving the civil service system. Today, most police departments in Massachusetts are

non-civil service. This translates into the fact that we cannot recruit trained and experienced officers from the majority of Massachusetts police departments; we are limited to the diminishing number of those departments within the civil service system who are facing the same challenges and are very unlikely to authorize one of their officers to transfer out (authorization to transfer from the current civil service department is a requirement within the civil service system).

Under the civil service system, it typically takes more than a year to hire and train a police officer from the day of the civil service entrance examination until the employee is cleared for solo duty. Expanding our ability to recruit and hire candidates who are already academy trained and have experience will significantly reduce the prolonged process from applicant to sworn officer. It will also allow us to expand our candidate pool and select from a more diverse group of candidates.

Given these concerns, I respectfully request your assistance in placing this request before the Honorable City Council for its review and action. By making this change, we will regain local control over our hiring processes, allowing us to implement more streamlined and efficient procedures tailored to the specific needs of Watertown. This will enable us to attract and retain top talent, enhance our operational flexibility, and ultimately improve the quality of service we provide to the residents and visitors of Watertown.

I am confident that this proposed change will yield significant benefits for our police department and our community as a whole. Please contact me with any questions and I thank you for your attention to this matter.

JMH:jp

Proposed City Council Motion for Civil Service
as developed by KP Law

Pursuant to the provisions of G.L. c. 4, Section 4B, I move that the City of Watertown revoke its prior acceptance of G.L. c. 31, the Civil Service Law, for all positions of the rank of patrol officer within the Police Department.



George J. Proakis
City Manager

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To: Honorable City Council

From: George J. Proakis, City Manager

Date: May 9, 2024

RE: Request for Confirmation – Appointments and Reappointment to the Solid Waste & Recycling Advisory Committee

Pursuant to the provisions of the Watertown Home Rule Charter and Town Council Ordinance 2007-46, An Ordinance on the Timing and Process of Appointments to Town Boards, Commissions and Committees, I am transmitting herewith a request for appointments and reappointment to the Solid Waste & Recycling Advisory Committee which requires Council confirmation.

- Judy Fallows – Reappointment as a member of the Solid Waste & Recycling Advisory Committee to a term expiring May 15, 2027
- Lise Paul – Appointment as a member of the Solid Waste & Recycling Advisory Committee to a term expiring May 15, 2027
- Andrew Thompson – Appointment as a member of the Solid Waste & Recycling Advisory Committee to a term expiring May 15, 2027

Thank you for your anticipated cooperation in this matter.