



City Council Meeting
Tuesday, July 9, 2024 at 7:00 PM
Richard E. Mastrangelo Council Chamber
149 Main St
Watertown, MA

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on July 9, 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 June 25, 2024
 - 5. PRESIDENT'S REPORT
 - A. Welcome "Raider" and companion Officer Ann Margaryan, Waterown Police Department
 - 6. PUBLIC HEARINGS
 - A. Public Hearing and Vote on a Proposed Loan Order that the sum of \$2,000,000 is appropriated to pay costs of the connector roads/longer street projects to reconstruct Morse Street, as more fully described in the City's Fiscal Year 2024 through 2028 Capital Improvement Plan, including construction, construction administration services and construction contingency costs associated with this project and 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.
- B. Public Hearing and Vote on a Proposed Order Establishing Water and Sewer Rates and Charges for Fiscal Year 2025
7. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
- A. Consideration and Approval of Exemptions of Interests of Existing City Employees in Contracts with the City Including Summer, Winter, Holiday, and After-School Program Employment Positions in Response to Disclosures Filed with the City Clerk by Prospective Employees and Certification by the Recreation Director that No Employee of that Department is Available to Perform those Services as part of their Regular Duties in Accordance with G.L. c. 268A, sec 20(b)
- B. First Reading on a proposed loan order, ORDERED: That the sum of \$500,000 is appropriated to pay costs of purchasing a new ambulance for the Fire Department, including 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.
- C. First Reading on a proposed loan order, ORDERED: That the sum of \$885,000 is appropriated to pay costs of purchasing a fire engine for the Fire Department, including 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
- D. Resolution Authorizing a Transfer of Funds in the Amount of \$54,000 from Fiscal Year 2024 Fire Office Equipment Maintenance Account & the Fiscal Year 2024 Waterways Improvement Expenditure Account to the Fiscal Year 2024 Fire Department Replacement of Equipment Account & the Fiscal Year 2024 Transfer to Capital Project - Fire Department Equipment Account
- E. Resolution Authorizing a Transfer of Funds in the Amount of \$368,000 from Various Fiscal Year 2024 Electricity and Gas Accounts to the Fiscal Year 2024 ESCO Capital Project Stabilization Fund Account
- F. Resolution Authorizing a Transfer of Funds in the Amount of \$1,500,000 from the Fiscal Year 2024 Authorized/Unissued Debt Account and Fiscal Year 2024 Planned Debt Account to the Fiscal Year 2024 Transfer to Capital Projects Stabilization Fund Account
- G. Resolution Authorizing a Transfer of Funds in the Amount of \$500,000 From the Fiscal Year 2024 Planned Debt Account to the Fiscal Year 2024 Transfer to Acquisition of Land/Open Space Stabilization Fund Account
- H. Resolution Authorizing a Transfer of Funds in the Amount of \$700,000 From Fiscal Year 2024 City Health Insurance Account and Fiscal Year 2024 School Health Insurance Account to the Fiscal Year 2024 OPEB Trust Fund Account
8. REPORTS OF COMMITTEES
- A. Committee on Personnel and City Organization Report regarding its meeting on June 25, 2024 - Bays, Chair

ACTION ITEM:

To recommend that the City Council approve the use of the current evaluation form for the 2024 review of the City Clerk

9. COMMUNICATIONS FROM THE CITY MANAGER
 - A. Request for Referral to Committee regarding the Chief Information Officer Search
10. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
11. ANNOUNCEMENTS
12. PUBLIC FORUM
13. 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

JUNE 25, 2024



Watertown City Council

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

CITY COUNCIL MEETING TUESDAY, JUNE 25, 2024, 7:00 P.M. RICHARD E. MASTRANGELO COUNCIL CHAMBER ADMINISTRATION BUILDING, 149 MAIN STREET

MINUTES

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1. ROLL CALL

Council President Sideris called to order a regular meeting of the City Council at 7:00 p.m. in the Richard E. Mastrangelo Chamber, Administration Building. Those present were Councilors John M. Airasian, Caroline Bays, Lisa J. Feltner, Nicole Gardner, 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. Councilor John G. Gannon was absent.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC FORUM

Deborah Peterson – 9 Westland Road – Expressed gratitude for the City Manager bringing the Municipal Decarbonization Roadmap and Zero Emission First Vehicle Policy to Council as they will now make the community eligible to being a climate leader community.

4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS

A. Minutes from City Council Meeting June 11, 2024

Councilor Piccirilli moved to adopt the minutes from City Council Meeting June 11, 2024 and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

5. PRESIDENTS REPORT

A. Acceptance of a framed poster.

President Sideris remarked that this poster was created by local artist Kari Percival and was part of the recent Herring Run.

Charles River Watershed Association Representative – Presented the poster to commemorate the Herring Run celebration in Watertown and to serve as a token of appreciation with respect to the City's steadfast commitment and collaboration to advance climate resiliency.

6. PUBLIC HEARINGS

A. Public Hearing and Vote on a Proposed Ordinance Amending the Membership, Leadership, and Responsibilities of the Traffic Commission.

City Manager Proakis presented the proposed ordinance stating that it accomplishes three things. It increases the number of members of the community to 4 members, it will allow the Commission to elect the Chair, and it clarifies that it allows the ability for the staff members – secretary and liaison – to be two different individuals as opposed to one person which it currently is.

Dennis Holland – 29 Nyack Street – Remarked that there were some comments left out of the Committee on Public Safety Meeting regarding this topic. He stated his multiple credentials of licenses in commercial driver's license commercial equipment use, and he urged the Council to add individuals to this Commission who also have professional

credentials. He concluded by saying that the goal is public safety, and he assumes they will keep professionals on the Commission.

Angie Kounelis – 53-55 Keenan St – Stated that she believes the Council and Committee have come a long way with this item. She is pleased with the outcome, and hopes it moves forward.

Councilor Piccirilli read the following email:

Dear City Councilors -

As a Watertown resident who walks, bikes, takes transit, and drives, I am writing to express my support for the ordinance Amending the Membership, Leadership, and Responsibilities of the Traffic Commission. In particular, I support the provision to add four resident members representing a broad range of road users.

However, I think this ordinance could be made stronger by having a designated seat for someone with professional and/or lived experience related to walking and biking, in addition to three general resident seats. Driving is the default perspective in our community and on the Traffic Commission. I am concerned that by not having a designated seat focused on pedestrians and cyclists, their needs and concerns will be lost. Someone focused on the needs of people walking and biking would bring new perspectives to the commission, identifying issues related to traffic signal timing, intersection design, bike lane placement, curb cuts, and more, that would not be readily apparent to someone who primarily drives for transportation.

It is critical that we make Watertown's streets and sidewalks safer for all people. I am devastated to hear about recent bicyclist fatalities in Cambridge, and am dreading the day when we have a similar tragedy in Watertown. We should do everything we can do now to make our roads safer for everyone. Ensuring that the Traffic Commission includes a representative focused on bicycle and pedestrian safety is a good step in this direction.

Thank you,
Amy Plovnick
29 Ashland Street

Councilor Piccirilli moved to approve the ordinance and Councilor Feltner seconded.

Councilor Palomba remarked that he believes the Traffic Commission to be very influential by requesting signs and crosswalks etc., and that he is glad that there are expanding it to include more residents.

The motion passed unanimously in a Roll Call Vote.

- B. Public Hearing and Vote on a Proposed Loan Order that the sum of \$945,000 is appropriated to pay costs of HVAC improvements for the first floor and basement levels of the Watertown Middle School as part of the Fiscal Year 2023 Capital Improvement Program, 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 presented the loan order and remarked that a substantial amount of this project will be funded by the Esser 3 funds.

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

The motion passed unanimously in a Roll Call Vote.

7. MOTIONS, ORDINANCES, ORDERS, AND RESOLUTIONS

A. First Reading on a Proposed Order Establishing Water and Sewer Rates and Charges for Fiscal Year 2025

City Manager Proakis presented the water and sewer rates for FY25. He acknowledged previous discussions on hopefully mitigating increases to these rates, and potentially using ARPA funds, which is what they plan to do. The proposed rates represent a 3.5% increase which is significantly below other communities' increases.

B. First Reading on a Proposed Loan Order that the sum of \$2,000,000 is appropriated to pay costs of the connector roads/longer street projects to reconstruct Morse Street, as more fully described in the City's Fiscal Year 2024 through 2028 Capital Improvement Plan, including construction, construction administration services and construction contingency costs associated with this project and 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 remarked that they have received bids and are ready to go forward with borrowing funds for this project.

C. Motion Resolution Approving the Fiscal Year 2025 Retiree Health Insurance Appropriation and Authorization of Expenditures from the OPEB Trust Fund

City Auditor Langan presented the annual proposed appropriation of the OPEB Trust Fund as part of the annual budgeting process, and that a similar resolution will need to be adopted every year.

Councilor Piccirilli moved to approve the resolution and Councilor Feltner seconded.

The motion passed unanimously in a Roll Call Vote.

- D. Resolution Authorizing a Transfer of Funds in the Amount of \$730,000 from the Fiscal Year 2024 Authorized/Unissued Debt Account and an Amount of \$1,000,000 from the Fiscal Year 2024 Planned Debt Account to the Fiscal Year 2024 Transfer to Capital Projects - Public Buildings Account

City Manager Proakis stated that this represents a strategy of conservative budgeting that allows the City to be prepared for needed borrowing, but it is also an opportunity to possibly have funds to reallocate if they weren't otherwise needed. This transfer provides an opportunity to move forward with several capital projects including the HVAC design and construction project in the Councils Chambers and the library, the library retro commissioning study, and improvements to the Parker Building.

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

Councilor Feltner asked for more information about the library retro commissioning study.

Director of Public Building Denise Maroney replied that the study is looking at all the mechanical, electrical, plumbing, and envelop issues with the building and devising a way to address those issues. There has not been such a study since the library was built.

The motion passed unanimously in a Roll Call Vote.

- E. Resolution Authorizing a Transfer of Funds in the Amount of \$1,000,000 from the Fiscal Year 2024 Authorized/Unissued Debt Account and an Amount of \$1,160,000 from the Fiscal year 2024 Planned Debt Account to the Fiscal Year Transfer to Capital Projects/City Account

City Manager Proakis remarked that this item is like the previous one in terms of strategy. This transfer could translate into projects like park and street projects.

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

Councilor Gardner remarked that she will be supporting the transfer, but asked if it was possible to look at these funds during the course of the year instead of at the end of the fiscal year, so that they may have a better understanding of what funds may be available and where they could go.

The motion passed unanimously in a Roll Call Vote.

- F. Resolution Establishing the Fiscal Year 2025 Expenditure Limits for Revolving Funds

City Manager Proakis stated that this is a requirement under the Municipal Modernization Act, and that it establishes the caps of total funding that could be available in a revolving fund.

Councilor Piccirilli moved to approve the resolution and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

- G. Consideration and Approval of Exemptions of Interests of Existing City Employees in Contracts with the City Including Summer, Winter, Holiday, and After-School Program Employment Positions in Response to Disclosures Filed with the City Clerk by Prospective Employees and Certification by the Recreation Director that No Employee of that Department is Available to Perform those Services as part of their Regular Duties in Accordance with G.L. c. 268A, sec 20(b)

City Manager Proakis remarked that this is a common item in which city employees take on an additional position for the City like summer recreation programs. There must be an employee disclosure document and a Council vote to approve these exemptions.

Councilor Piccirilli moved to approve the exemptions of interest and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

8. REPORTS OF COMMITTEES

- A. Committee on Personnel and City Organization Report regarding its meeting on June 11, 2024 - Bays, Chair

Councilor Bays presented the report.

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

The motion passed unanimously in a Voice Vote.

- B. Committee on Public Works Report regarding its meeting on June 17, 2024 - Piccirilli, Chair

ACTION ITEM:

To recommend that the City Council approve the appointment of Warren Tolman to the Stormwater Advisory Committee to a term expiring July 15, 2026

Councilor Piccirilli presented the report.

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

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve the action item and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

9. COMMUNITCATIONS FROM THE CITY MANAGER

A. Municipal Decarbonization Roadmap

City Manager Proakis remarked that Massachusetts has created a category called climate leader communities which distinguishes communities that reduce emissions, electrify nonelectric energy uses, and maximize efficiency of buildings and transportation. Climate leader communities position their municipalities well regarding state grants and other programs. He stated that he sees Watertown as a climate leader, and that we should be officially considered one. In order to obtain that title, the community needs to adopt 6 policies, and while Watertown has adopted four of those policies, the City already follows most of the requirements for all 6. Adopting the Municipal Decarbonization Roadmap and Zero Emissions First Vehicle Policy officially allows Watertown to apply for that status.

Councilor Piccirilli moved to endorse the Municipal Decarbonization Roadmap and Councilor Feltner seconded.

Councilor Palomba asked what the difference is between net neutrality and net zero energy efficiency in buildings.

Energy Manager Silas Fyler replied that net zero is a building that uses no more energy than it produces on-site, and net neutrality is a building that may have to purchase green energy from another source.

The motion passed unanimously in a Voice Vote.

B. Zero Emissions First Vehicle Policy

City Manager Proakis stated that this item's purpose is very similar to the last item. He remarked that there are many circumstances where a battery electric vehicle can be substantially more efficient for municipal uses, particularly in a smaller city like Watertown where milage is limited. The priority in choosing which type of vehicle to purchase would be fully electric, then plug in hybrid, hybrid, and finally traditional combustion engines. He noted certain departments that could switch to electric vehicles include building inspectors, parking enforcement, and the planning team.

Councilor Piccirilli moved to endorse the Zero Emissions First Vehicle Policy and Councilor Feltner seconded.

Councilor Palomba asked what "adequate purchasing competition" meant as written in the report.

Energy Manager Fyler responded that he would have to get back to the Councilor with that information.

Councilor Feltner requested that the documents become updated with appropriate hyperlinks.

The motion passed unanimously in a Voice Vote.

City Manager Proakis announced the beginning of the summer concert series in addition to the ongoing farmer's market. He also announced the upcoming Watertown Square Meeting, and that City Hall and other City buildings will be closed for Independence Day.

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

There were no Requests for Information.

11. ANNOUNCEMENTS

Councilor Palomba announced that there is a valuable list of responses to questions voiced from the previous Watertown Square Meeting that is listed on the website for viewing.

12. PUBLIC FORUM

Ernesta Kretchkevich – 77 Riverside Street – Thank the City Manager and Sila Fyler for presenting the Decarbonization Roadmap and the Zero Emission First Vehicle Policies to the City Council. She expressed that she was proud that Watertown is taking such steps to become a climate leader in the state and looks forward to the appropriate certification.

13. 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 7:54 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 July 9, 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, June 25, 2024 at 7:00 PM
List of Documents

1. Traffic Commission Ordinance – Item 6A
2. Middle School HVAC Loan Order – Item 6B
3. Proposed Order for Water and Sewer rates – Item 7A
4. Proposed Loan Order for Morse Street – Item 7B
5. FY25 Retiree Health Insurance/OPEB Appropriation – Item 7C
6. Transfer of Funds Authoriszed/Unissued Debt & Planned Debt to Capital Projects Buildings Account – Item 7D
7. Transfer of Funds – Authorized/Unissued Debt & Planned Debt to Capital Projects City Account – Item 7E
8. Fiscal Year 2025 Revolving Funds Limits – Item 7F
9. Ethics Exemptions – 20(b) – Item 7G
10. Committee on Personnel and City Organization Report – Item 8A
11. Committee on Public Works report – Item 8B
12. Municipal Decarbonization Roadmap – Item 9A
13. Zero Emission First Vehicle Policy – Item 9B
14. Amy Plovnick Email

ADDENDUM TO THE MINUTES OF THE JUNE 25, 2024 CITY COUNCIL MEETING



City Council Meeting
Tuesday, June 25, 2024 at 7:00 PM
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149 Main Street
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Agenda

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 - 5. PRESIDENT'S REPORT
 - A. Acceptance of a framed poster
 - 6. PUBLIC HEARINGS
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 - B. Public Hearing and Vote on a Proposed Loan Order that the sum of \$945,000 is appropriated to pay costs of HVAC improvements for the first floor and basement levels of the Watertown Middle School as part of the Fiscal Year 2023 Capital Improvement Program, 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.

7. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS

- A. First Reading on a Proposed Order Establishing Water and Sewer Rates and Charges for Fiscal Year 2025
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- C. Resolution Approving the Fiscal Year 2025 Retiree Health Insurance Appropriation and Authorization of Expenditures from the OPEB Trust Fund
- D. Resolution Authorizing a Transfer of Funds in the Amount of \$730,000 from the Fiscal Year 2024 Authorized/Unissued Debt Account and an Amount of \$1,000,000 from the Fiscal Year 2024 Planned Debt Account to the Fiscal Year 2024 Transfer to Capital Projects - Public Buildings Account
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- A. Committee on Personnel and City Organization Report regarding its meeting on June 11, 2024 - Bays, Chair
- B. Committee on Public Works Report regarding its meeting on June 17, 2024 - Piccirilli, Chair

ACTION ITEM:

To recommend that the City Council approve the appointment of Warren Tolman to the Stormwater Advisory Committee to a term expiring July 15, 2026

9. COMMUNICATIONS FROM THE CITY MANAGER

- A. Municipal Decarbonization Roadmap
- B. Zero Emission First Vehicle Policy

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

11. ANNOUNCEMENTS
12. PUBLIC FORUM
13. RECESS OR ADJOURNMENT

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John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

CITY COUNCIL ATTENDANCE
MEETING DATE: JUNE 25, 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> </u>	<u> X </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>

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JUNE 25, 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> </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 adopt the minutes from June 11, 2024 City Council Meeting

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JUNE 25, 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> </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 gift of a poster from the annual Herring Run

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JUNE 25, 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> </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 Traffic Commission Ordinance



Watertown City Council

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

ORDINANCE # 82

2024 – O – 82

AN ORDINANCE AMENDING THE MEMBERSHIP, LEADERSHIP AND RESPONSIBILITIES OF THE TRAFFIC COMMISSION

WHEREAS, the City seeks to further define and clarify the membership, leadership, and responsibilities of the Traffic Commission.

NOW THEREFORE BE IT ORDAINED by the City Council of City of Watertown that Title VII, Chapter 70, §§70.02, 70.04, and 70.05 of the Watertown Code of Ordinances, relative to the membership, officers and duties and responsibilities of the Traffic Commission, are hereby amended by deleting said §§70.02, 70.04, and 70.05 in their entirety and replacing those sections with the language as follows:

§ 70.02 Membership.

The Traffic Commission shall be composed of members as follows:

- (A) The Chief of the Police Department or their designee;
- (B) The Chief of the Fire Department or their designee;
- (C) The Superintendent of Public Works;
- (D) The City Engineer;
- (E) The Director of the Department of Community Development & Planning or their designee;
- (F) Four residents of the City, representing a broad range of road users including pedestrians, transit users, bicyclists, motorists, and commercial users appointed by the City Manager and confirmed by the City Council for staggered terms of two years each.

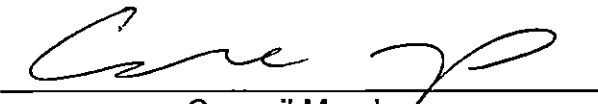
§ 70.04 Officers.

- (A) *Chair*. The Traffic Commission shall select one of its members to serve as the chair of the Commission.
- (B) *Secretary*. The City Manager shall designate a staff person to serve as the secretary of the Commission in a non-voting capacity. The Secretary shall arrange meetings, supply records, obtain data, prepare reports and attend to the other duties as shall be decided by the Commission.

(C) *Police Liaison.* The Police Chief shall designate a staff person to serve as a liaison to the Commission in a non-voting capacity. The staff liaison shall provide recommendations to the Commission based upon best practices in community policing.

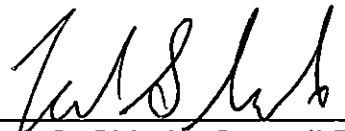
§ 70.05. Duties and Responsibilities.

The Traffic Commission shall suggest and advise the City Manager in ways and means to regulate traffic in the City with a view towards implementing the City's comprehensive plan and complete streets strategies, reducing crashes, addressing traffic congestion, and increasing safety for motor vehicle drivers and passengers, pedestrians, bicyclists and users of alternative modes of transportation. The Commission shall study and make recommendations on road design projects and any proposed addition or deletion of crosswalks, stop signs, traffic signals, signage, parking meters or parking spaces, as well as on any proposed traffic calming measures or traffic directional changes.


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 8 for, 0 against, and 0 present on June 25, 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
Nicole Gardner,
District A Councilor

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

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



CITY OF WATERTOWN

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

AN ORDINANCE AMENDING THE MEMBERSHIP, LEADERSHIP AND RESPONSIBILITIES OF THE TRAFFIC COMMISSION.

ORDINANCE #

2024 – O –

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- (B) The Chief of the Fire Department or their designee;
- (C) The Superintendent of Public Works;
- (D) The City Engineer;
- (E) The Director of the Department of Community Development & Planning or their designee;
- (F) Four residents of the City, representing a broad range of road users including pedestrians, transit users, bicyclists, motorists, and commercial users appointed by the City Manager and confirmed by the City Council for staggered terms of two years each.

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- (C) *Police Liaison*. The Police Chief shall designate a staff person to serve as a liaison to the Commission in a non-voting capacity. The staff liaison shall provide recommendations to the Commission based upon best practices in community policing.

§ 70.05. Duties and Responsibilities.

The Traffic Commission shall suggest and advise the City Manager in ways and means to regulate traffic in the City with a view towards implementing the City's comprehensive plan and complete streets strategies, reducing crashes, addressing traffic congestion, and increasing safety for motor vehicle drivers and passengers, pedestrians, bicyclists and users of alternative modes of transportation. The Commission shall study and make recommendations on road design projects and any proposed addition or deletion of crosswalks, stop signs, traffic signals, signage, parking meters or parking spaces, as well as on any proposed traffic calming measures or traffic directional changes.

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 and ____ against on _____, 2024.

Mark S. Sideris, Council President

Brendan McCarthy, Council Clerk

898059.3/WATR/0103

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.

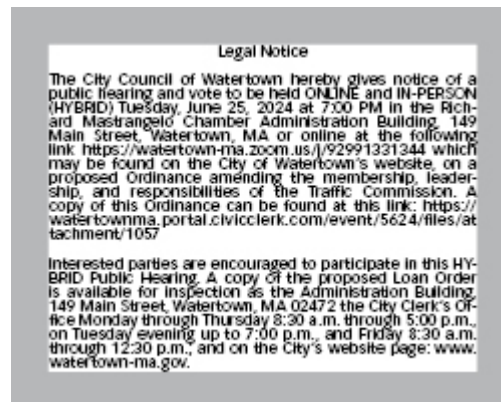
Any and all proposed edits, revisions, and/or other changes to the notice must be communicated to us in writing prior to the deadline specified in the Advertising Specs + Deadlines page located at <https://www.bostonglobemedia.com/specs-deadlines>.

Thank you,
Boston Globe Classified Sales

617-929-1314
Monday - Friday 9:30 am - 4:30 pm
legals@globe.com

Order Number	735126	Order Price	\$582.15
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	06/15/2024	Last Run Date	06/15/2024
Payment Type			

AD PREVIEW:



The Boston Globe | Classified Advertising Proof | Printed on: Jun 14 2024

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JUNE 25, 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> </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 for the Middle School HVAC upgrades



Watertown City Council

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

ORDER # 83

2024 – O - 83

ORDER TO APPROVE THE BORROWING OF FUNDS TO PAY COSTS FOR THE MIDDLE SCHOOL HVAC SYSTEM IMPROVEMENTS

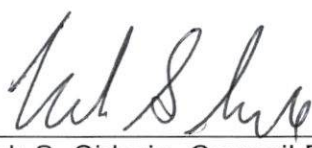
ORDERED: That the sum of \$945,000 is appropriated to pay costs of HVAC improvements for the first floor and basement levels of the Watertown Middle School as part of the Fiscal Year 2023 Capital Improvement Program, including the payment of all costs incidental and related thereto; and that to meet 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 8 for, 0 against, and 0 present on June 25, 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: June 6, 2024

RE: Agenda Item – Proposed Loan Order

Attached please find correspondence from Denise Moroney, Director of Public Buildings requesting that the necessary actions be taken to authorize the Treasurer to fund \$945,000 for the Watertown Middle School HVAC Improvements for First Floor and Basement levels.

I respectfully request the attached proposed Loan Order be placed on the June 11, 2024 City Council Agenda as a First Reading.

Thank you for your consideration in this matter.



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

Chelsea A. Tryder
(617) 378-4190
ctryder@hinckleyallen.com

June 7, 2024

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

RE: Draft Loan Order – Middle School HVAC

Dear George:

As requested, I suggest the following form of loan order in connection with the Middle School HVAC project:

ORDERED: That the sum of \$945,000 is appropriated to pay costs of HVAC improvements for the first floor and basement levels of the Watertown Middle School as part of the Fiscal Year 2023 Capital Improvement Program, 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,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



CITY OF WATERTOWN
Department of Public Buildings

Denise Moroney
Director of Public Buildings
124 Watertown Street, Suite 3F - Watertown, MA - 02472
Phone: 617- 686-3184
dmoroney@watertown-ma.gov

June 6, 2024

George Proakis
City Manager
City of Watertown
149 Main Street
Watertown, MA 02472

Dear Mr. Proakis

In order for the Department of Public Buildings staff to complete capital projects in the limited Summer vacation period, we need to have funding approved and in place no later than July 1, 2024 so that purchase orders can be created for the vendors to place orders for materials starting July 1, 2024. We are requesting the Middle School HVAC project loan funds be submitted for approval to the City Council with a first reading on 6/11/24 and a second reading on 6/25/24. We are continuing with the phased approach for the installation of air conditioning systems which will serve to improve temperature control in the building while also improve fresh air ventilation throughout the Middle School for students and staff. We are seeking approval for the next phase focusing on the first and ground floor classrooms.

A total loan order request for \$945,000 is required from the FY23 CIP in order for us to proceed with the project. Enterprise Equipment was the low bidder at \$2,022,700 for the project. The project is being funded with \$945,000 in borrowing funds from the FY23 CIP along with the balance being covered by the School's ESSER3 funds. Please see the attached recommendation letter dated May 20, 2024 from Gienapp Architects in support of moving forward with Enterprise Equipment based on our direct experience with them on prior phases of this project as well as the positive references they received.

Thank you,
Denise Moroney
Director of Public Buildings

May 20, 2024

Town of Watertown
149 Main St
Watertown, MA 02472

**RE: Watertown Middle School Ground and First Floor HVAC Upgrade
Contractor Certification and Reference Review**

Dear Brian Wyncoop:

Gienapp Architects has reviewed the low bidder on the Watertown Middle School Ground and First Floor HVAC Upgrade project. The lowest bid received was by Enterprise Equipment Co. Inc., of Weymouth, MA.

Gienapp Architects has worked with Enterprise in the recent past and found them capable of good to great work. The references we reached out to gave reviews that reported similar experiences working with Enterprise. Also, their DCAMM evaluation lists 36 projects with an average score of 98 out of 100. Based on our findings, we find them to be acceptable to perform the renovation project at the Watertown Middle School.

The bid amount submitted by Enterprise Equipment was \$1,328,300 for the base bid and \$694,400 for the work of Alternate #1 for a total construction cost of \$2,022,700 if Alternate #1 is selected. We recommend securing a 10% contingency for project related costs, the following:

Base Bid:	\$1,328,300
Alternate #1:	<u>\$694,400</u>
Total Bid Amount:	\$2,022,700
10% Project Contingency:	<u>\$202,300</u>
Total Funding Required:	\$2,225,000
*GA Construction Admin Fee:	<u>\$73,000</u>
<i>Total with GA Fee:</i>	<i>\$2,298,000</i>

*Gienapp Architects Fee was previously submitted and approved on 10/11/23 as part of GA's fee proposal dated 9/26/23.

Should any further information become available, it will be forwarded to you as soon as possible.

Sincerely,



Nicholas Bottari
Gienapp Architects, LLC
cc: Imelda Barnhurst

GA Proj #: 614.30





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,
Boston Globe Classified Sales

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Monday - Friday 9:30 am - 4:30 pm
legals@globe.com

Order Number	735127	Order Price	\$758.78
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	06/15/2024	Last Run Date	06/15/2024
Payment Type			

AD PREVIEW:

Legal Notice The City Council of Watertown hereby gives notice of a public hearing and vote to be held ONLINE and IN-PERSON (HYBRID) Tuesday, June 25, 2024 at 7:00 PM in the Richard Mastrangelo Chamber Administration Building, 149 Main Street, Watertown, MA or online at the following link: https://watertown-ma.zoom.us/j/92991331344 which may be found on the City of Watertown's website, on a proposed Loan Order as follows: Ordered: That the sum of \$945,000 is appropriated to pay costs of HVAC improvements for the first floor and basement levels of the Watertown Middle School as part of the Fiscal Year 2023 Capital Improvement Program, 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. Interested parties are encouraged to participate in this HYBRID Public Hearing. A copy of the proposed Loan Order is available for inspection as the Administration Building, 149 Main Street, Watertown, MA 02472 in the City Clerk's Office Monday through Thursday 8:30 a.m. through 5:00 p.m., on Tuesday evening up to 7:00 p.m., and Friday 8:30 a.m. through 12:30 p.m., and on the City's website page: www.watertown-ma.gov.
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The Boston Globe | Classified Advertising Proof | Printed on: Jun 14 2024

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JUNE 25, 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> </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 FY25 Retiree Health Insurance Appropriation and Authorization
Expenditures from the OPEB Trust Fund



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

RESOLUTION # 84

2024 – R - 84

A RESOLUTION APPROVING THE FISCAL YEAR 2025 RETIREE HEALTH INSURANCE APPROPRIATION AND AUTHORIZATION OF EXPENDITURES FROM THE OPEB TRUST FUND

WHEREAS, the City has established an Other Post-Employment Benefits (OPEB) Trust Fund in accordance with the provisions of G.L. c. 32B, s. 20; and

WHEREAS, monies contained within the OPEB Trust Fund are to be used solely for the purposes of funding non-pension post-employment benefits, i.e., the City's costs for health insurance for retired employees and their dependents; and

WHEREAS, pursuant to G.L. c. 32B, s. 20(h), the estimated amount necessary to be appropriated from the OPEB Trust Fund to fund the Fiscal Year 2025 annual budget for retiree health insurance to be \$4,535,000; and

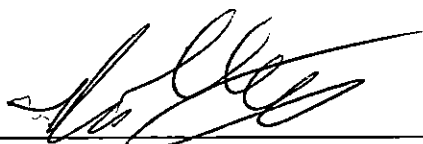
WHEREAS, the Treasurer, as Trustee of the OPEB Trust Fund, has certified that this amount will be available for appropriation from the OPEB Trust Fund; and

WHEREAS, G.L. c. 32B, s. 20 authorizes expenditures from the OPEB Trust Fund by 2/3rds vote of the City Council;

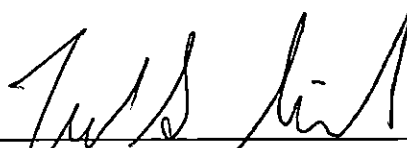
NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Watertown hereby approves the appropriation of \$4,535,000 from the OPEB Trust Fund to fund the estimated Fiscal Year 2025 cost for retiree health insurance (said amount having been already included in the City's annual operating budget), by 2/3rd vote.


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 8 for, 0 against, and 0 present on June 25, 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 OF WATERTOWN

Auditor

Administration Building
149 Main Street
Watertown, MA 02472-4410

Megan Langan
City Auditor

Telephone: (617) 972-6460
Facsimile: (617) 972-6563

TO: Honorable City Council

FROM: Megan Langan, City Auditor *ML*

DATE: June 12, 2024

RE: Proposed Resolution – Authorization of the Fiscal Year 2025 Retiree Health Insurance and Related Expenditures from the OPEB Trust Fund

As you are aware, The Honorable City Council adopted G.L. c., 32B, s. 20; at its meeting on January 22, 2019, which established the Other Post Employment Benefits (OPEB) Trust Fund.

As was mentioned during the Fiscal Year 2020 Insurance and Employee Benefits budget discussion at the Saturday, May 18, 2019 budget hearing, one of the requirements of G.L. c. 32B, s. 20; is that the health insurance premiums for the City's retirees must be paid from the OPEB Trust Fund and must be authorized by a two-thirds vote of the City Council.

The attached resolution is being proposed for City Council's consideration as part of the process in adopting the Fiscal Year 2025 Budget. As mentioned during the FY21 budget process, a similar resolution will need to be updated every year and voted upon as part of the City's Annual Budget process. The attached resolution has been updated from the resolution that the City Council adopted for the FY 2024 Budget.

I respectfully request your approval of this proposed resolution.

Cc: Mark R. Reich, KP Law
All Department Heads

RESOLUTION #

R-2024-

**A RESOLUTION APPROVING THE FISCAL YEAR 2025 RETIREE HEALTH INSURANCE
APPROPRIATION AND AUTHORIZATION OF EXPENDITURES FROM THE OPEB TRUST FUND**

WHEREAS, the City has established an Other Post-Employment Benefits (OPEB) Trust Fund in accordance with the provisions of G.L. c. 32B, s. 20; and

WHEREAS, monies contained within the OPEB Trust Fund are to be used solely for the purposes of funding non-pension post-employment benefits, i.e., the City's costs for health insurance for retired employees and their dependents; and

WHEREAS, pursuant to G.L. c. 32B, s. 20(h), the estimated amount necessary to be appropriated from the OPEB Trust Fund to fund the Fiscal Year 2025 annual budget for retiree health insurance to be \$4,535,000; and

WHEREAS, the Treasurer, as Trustee of the OPEB Trust Fund, has certified that this amount will be available for appropriation from the OPEB Trust Fund; and

WHEREAS, G.L. c. 32B, s. 20 authorizes expenditures from the OPEB Trust Fund by 2/3rds vote of the City Council;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Watertown hereby approves the appropriation of \$4,535,000 from the OPEB Trust Fund to fund the estimated Fiscal Year 2025 cost for retiree health insurance (said amount having been already included in the City's annual operating budget), by 2/3rd vote.

Council Member

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above Resolution was adopted by a vote of ____ for, ____ against and ____ present on June 25, 2024.

Brendan McCarthy, Council Clerk

Mark S. Sideris, Council President

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JUNE 25, 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> </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 Transfer of Funds in the amount of \$1,730,000 from the FY24 Authorized/Unissued Debt and & Planned Debt Accounts to the FY24 Transfer to Capital Projects – Public Buildings Account



Watertown City Council

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

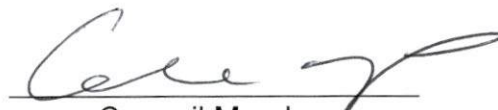
RESOLUTION# 85

2024 – R – 85

**RESOLUTION APPROVING A TRANSFER OF FUNDS FROM FISCAL YEAR 2024
AUTHORIZED/UNISSUED DEBT ACCOUNT AND FISCAL YEAR 2024 PLANNED DEBT
ACCOUNT TO THE FISCAL YEAR 2024 TRANSFER TO CAPITAL PROJECTS –
PUBLIC BUILDINGS ACCOUNT**

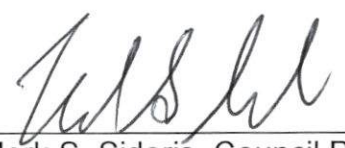
BE IT RESOLVED: That the City Council of Watertown hereby approves the transfer of funds in the amount of \$730,000 from the Fiscal Year 2024 Authorized/Unissued Debt Account and funds in the amount of \$1,000,000 from the Fiscal Year 2024 Planned Debt Account to the Fiscal Year 2024 Transfer to Capital Projects – Public Buildings 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 8 for, 0 against, and 0 present on June 25, 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



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: Steven Magoon, Acting City Manager 

Date: June 18, 2024

RE: Agenda Item – Transfer of Funds Request

Attached please find email correspondence regarding Fiscal Year 2024 Capital Improvement Program – Department of Public Buildings funding requests. As indicated in the correspondence, there are eight projects as follows:

- Council Chamber HVAC design and construction
- City Hall Building envelope repair design & construction
- HVAC Study
- Library Retrocomisioning Study
- Parker Building Masonry Façade & Fire Escape improvements
- Parker Building Generator & Electrical Service Upgrade
- Library Design Controls
- City Hall Upgrade Fire Alarm System

I respectfully request the attached transfer be placed on the June 25, 2024 City Council Agenda.

Thank you for your consideration in this matter.

TRANSFER AMOUNT: \$ 1,730,000

FROM: FY 2024 AUTHORIZED/UNISSED DEBT \$ 730,000
0171000-590926

FY 2024 PLANNED DEBT \$ 1,000,000
0171000-590927

TO: FY 2024 TRANSFER TO CAPITAL PROJECTS - PUBLIC BUILDING \$ 1,730,000
0193059-596509

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

6/18/24
DATE

Megan J. Jorgensen
CITY AUDITOR

Hand, JoAnna

From: Langan, Megan
Sent: Thursday, June 20, 2024 8:47 AM
To: Hand, JoAnna
Subject: FW: DPB Funding requests

Hi JoAnna,

The Public Building projects are outlined in the below email.

Thanks,
Megan

From: Moroney, Denise <dmoroney@watertown-ma.gov>
Sent: Friday, June 14, 2024 12:09 PM
To: Langan, Megan <mlangan@watertown-ma.gov>
Cc: Proakis, George <gproakis@watertown-ma.gov>; Sky, Ari <asky@watertown-ma.gov>; Morrissey, Melissa <mmorrissey@watertown-ma.gov>
Subject: RE: DPB Funding requests

Yes this looks good to me. We can ask for the funds for the Parker 2nd floor renovations and the sprinkler install together as a loan order after it goes out to bid.

Thanks
Denise

From: Langan, Megan <mlangan@watertown-ma.gov>
Sent: Thursday, June 13, 2024 12:15 PM
To: Moroney, Denise <dmoroney@watertown-ma.gov>
Cc: Proakis, George <gproakis@watertown-ma.gov>; Sky, Ari <asky@watertown-ma.gov>; Morrissey, Melissa <mmorrissey@watertown-ma.gov>
Subject: RE: DPB Funding requests

Hi Denise,

Ari, Melissa, and I met this afternoon to discuss the availability of funds to be utilized for year end transfers. We have come up with the following in relation to DPB projects. Please let me know if you are comfortable with these projects/amounts:

Project	Transfer Amount		Comments
Council Chamber HVAC design and construction	\$770,000.00		We understand that we may need to do a lot of construction once design is completed and
City Hall Building envelope repair design & construction	\$540,000.00		
HVAC Study	\$50,000.00		
Library Retrocomisioning Study	\$75,000.00		
Parker Building Masonry Façade & Fire Escape improvements	\$125,000.00		
Parker Building Generator & Electrical Service Upgrade	\$400,000.00	*	Will not be transferred as a project spec the transfer to the City Capital Project S

Library Design Controls	\$120,000.00		
City Hall Upgrade Fire Alarm System	\$50,000.00		
Total Transfer Amount	\$2,130,000		

If you have any questions or concerns, please do not hesitate to reach out.

Thank you,
Megan

From: Moroney, Denise <dmoroney@watertown-ma.gov>
Sent: Thursday, June 13, 2024 10:14 AM
To: Sky, Ari <asky@watertown-ma.gov>
Cc: Langan, Megan <mlangan@watertown-ma.gov>; Proakis, George <gproakis@watertown-ma.gov>
Subject: DPB Funding requests

Hi Ari –

As we discussed this morning, Dept of Public Buildings will need funding for several design projects for capital projects. If there are FY24 year end funds available, we would like to move forward with the following projects:

\$120,000 City Hall – Design for HVAC replacement for City Council Chambers
\$ 40,000 City Hall – Design for Exterior Masonry and Metal Repairs
\$ 50,000 City Hall – Fire Alarm Panel and Device Upgrade/Replacement

\$ 50,000 Library/City Hall - Geothermal Feasibility Study
\$120,000 Library BMS Controls Redesign/Replacement
\$ 75,000 Library Retro commissioning Study

In addition to the above funds, we are requesting a portion of the \$200,000 in the transfers account for on call architect services to be used for the Parker 2nd floor Renovations.

Although we did not discuss this earlier today, we will also need design funds to get started with the Commanders Mansion elevator upgrades/replacement.

Thank you,
Denise

Denise Moroney
Director of Public Buildings
City of Watertown
124 Watertown Street, Suite 3F
Watertown, MA 02472
Cell: 617-686-3184

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JUNE 25, 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> </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 Transfer of Funds in the amount of \$2,160,000 from the FY24 Authorized/Unissued Debt and & Planned Debt Accounts to the FY24 Transfer to Capital Projects – City Account



Watertown City Council

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

RESOLUTION# 86

2024 – R – 86

**RESOLUTION APPROVING A TRANSFER OF FUNDS FROM FISCAL YEAR 2024
AUTHORIZED/UNISSUED DEBT ACCOUNT AND FISCAL YEAR 2024 PLANNED DEBT
ACCOUNT TO THE FISCAL YEAR 2024 TRANSFER TO CAPITAL PROJECTS – CITY
ACCOUNT**

BE IT RESOLVED: That the City Council of Watertown hereby approves the transfer of funds in the amount of \$1,000,000 from the Fiscal Year 2024 Authorized/Unissued Debt Account and funds in the amount of \$1,160,000 from the Fiscal Year 2024 Planned Debt Account to the Fiscal Year 2024 Transfer to Capital Projects –City 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 8 for, 0 against, and 0 present on June 25, 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



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: Steven Magoon, Acting City Manager 

Date: June 18, 2024

RE: Agenda Item – Transfer of Funds Request

Attached please find a Transfer of Funds request in the amount of \$2,160,000 to the Capital Projects/City Fund from various Fiscal Year 2024 accounts. This proposed Transfer of Funds to the Capital Project Stabilization Fund will support ongoing capital projects included in the five-year General Fund Capital Improvement Program which totals \$210,682,500 for Fiscal Year 2025-2029.

I respectfully request the attached transfer be placed on the June 25, 2024 City Council Agenda.

Thank you for your consideration in this matter.

TRANSFER AMOUNT: \$ 2,160,000

FROM: FY 2024 AUTHORIZED/UNISSUED DEBT \$ 1,000,000
0171000-590926

FY 2024 PLANNED DEBT \$ 1,160,000
0171000-590927

TO: FY 2024 TRANSFER TO CAPITAL PROJECTS/CITY \$ 2,160,000
0193059-596502

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

6/18/24
DATE

Wesley Taylor
CITY AUDITOR

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JUNE 25, 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> </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 FY25 Expenditure Limits for Revolving Funds



Watertown City Council

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

RESOLUTION# 87

2024 – R – 87

A RESOLUTION ESTABLISHING FISCAL YEAR 2025 EXPENDITURE LIMITS FOR REVOLVING FUNDS

WHEREAS, revolving funds are established pursuant to the provisions of G.L. c.44, §53E ½ for the purpose of managing fees and revenues received by the City for specific programs, allowing such fees and revenues to be expended for those programs without the need for further appropriation; and

WHEREAS, traditionally, City revolving funds have been subject to annual reauthorization; and

WHEREAS, the Municipal Modernization Act, Chapter 218 of the Acts of 2016, includes revisions to the provisions of G.L. c.44, §53E ½, requiring that revolving funds be established by ordinance and eliminating the per board and total limitations on the size of these funds; and

WHEREAS, the Honorable City Council previously adopted Ordinance 2017-47 which established eight revolving funds of the City;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that the Watertown Code of Ordinances, Title III, Administration, Chapter 32, Finances, Section 08F, Authorized Revolving Funds, is hereby amended by inserting a new Section 32.08.F therein as follows:

REVOLVING FUND PROGRAM OR PURPOSE	DEPARTMENT RECEIPTS TO BE CREDITED TO FUND	REPRESENTATIVE OR BOARD ENTITY AUTHORIZED TO SPEND
<i>Commander's Mansion</i> to pay costs associated with rental and use of the Commander's Mansion	Fees and receipts from rentals and use	Director of Community Development and Planning

<i>Organized Crime Drug Enforcement Task Force</i> to pay costs associated with the operation and equipping of the crime task force	Fees and receipts for task force rental and operations	City Manager
<i>Senior Center</i> to pay costs associated with programs and activities provided at or by the Senior Center	Fees and receipts for program participation	Senior Center Director
<i>Library Copier</i> to pay costs of copier maintenance, materials, and equipping	Fees from copier usage	Library Director
<i>Faire on the Square/Other City Events</i> to pay costs associated with Faire and other City event activities	Fees and receipts received from Faire and other City event participants	Director of Community Development and Planning
<i>Farmer's Market</i> to pay costs associated with the operation of the Farmer's Market	Fees and receipts from participation in the Farmer's Market	Director of Community Development and Planning
<i>Animal Control</i> to pay costs associated with the operation of the Animal Control Program	Fees and receipts from the Animal Control Program	Director of Public Health
<i>Public Arts</i> to pay costs associated with the operation of Public Arts and Culture Watertown	Fees and receipts from public art creation	Director of Community Development and Planning

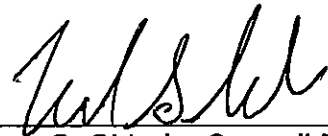
AND BE IT FURTHER RESOLVED by the City Council of the City of Watertown that the following fiscal year spending limits for such revolving funds are hereby established:

Authorized Revolving Funds	Fiscal Year Expenditure Limit
Commander's Mansion	\$290,000
Organized Crime Drug Enforcement Task Force	\$1,000,000
Senior Center	\$35,000
Library Copier	\$25,000
Faire on the Square	\$50,000
Farmers' Market	\$50,000
Animal Control	\$20,000
Public Arts	\$60,000


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 8 for, 0 against, and 0 present on June 25, 2024.


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

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Council President

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Vice President &
District C Councilor

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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



Megan Langan
City Auditor

CITY OF
WATERTOWN
Office of the City Auditor

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6460
www.watertown-ma.gov
mlangan@watertown-ma.gov

TO: Honorable City Council

FROM: Megan Langan, City Auditor 

DATE: June 18, 2024

RE: Proposed Resolution – Fiscal Year 2025 53 E1/2 Revolving Funds Expenditure Limits

As you are aware, the Honorable City Council adopted the attached Ordinance 2017 -47 at its meeting on June 27, 2017. The Municipal Modernization Act, Chapter 218 of the Acts of 2016 requires that revolving funds established pursuant to G.L. c.44, Sec. 53E1/2 be established by ordinance, which was completed by the adoption of ordinance 2017-47.

As you are aware, prior to the passage of the Municipal Modernization Act, the City would annually vote via resolution a spending cap for 53 E1/2 revolving funds.

Despite the Municipal Modernization Act, the annual expenditure limit for the 53 E1/2 revolving funds still needs to be re-authorized by the City Council via resolution. Please see the attached proposed resolution for Fiscal Year 2025.

For your information and review, attached is a spreadsheet outlining 4 years of revenue and expenditure activity for the 53 E1/2 revolving funds. Additionally, the proposed Fiscal Year 2025 Expenditure Limit for the revolving funds are indicated on the spreadsheet.

I respectfully request your approval of the proposed resolution establishing the Fiscal Year 2025 Expenditure Limits on the eight revolving funds.

cc: George J. Proakis, City Manager
Mark R. Reich, KP Law
All Department Heads

**CITY OF WATERTOWN
53 E 1/2 REVOLVING FUNDS
AS OF JUNE 18, 2024**

	COMMANDER'S MANSION REVOLVING FUND		ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCE REVOLVING FUND		SENIOR CENTER REVOLVING FUND		LIBRARY COPIER REVOLVING FUND		FAIRE ON THE SQUARE/ CITY EVENTS REVOLVING FUND		FARMER'S MARKET REVOLVING FUND		ANIMAL CONTROL REVOLVING FUND		PUBLIC ARTS REVOLVING FUND	
FY 2021 REVENUE	\$	211,308.00	\$	1,626,083.76	\$	5,523.00	\$	519.77	\$	10,000.00	\$	16,069.50	\$	15,483.50	\$	-
FY 2022 REVENUE	\$	242,170.95	\$	865,755.15	\$	4,090.00	\$	10,547.77	\$	23,090.00	\$	24,129.00	\$	16,065.00	\$	15,000.00
FY 2023 REVENUE	\$	252,433.53	\$	342,724.69	\$	11,456.42	\$	11,463.01	\$	30,165.00	\$	38,042.50	\$	16,045.00	\$	28,098.00
YTD FY 2024 REVENUE	\$	208,820.06	\$	83,072.27	\$	8,615.00	\$	14,705.35	\$	42,305.00	\$	64,829.00	\$	16,330.00	\$	58,292.75
FY 2021 EXPENDITURES	\$	156,801.10	\$	1,556,214.39	\$	832.22	\$	6,315.88	\$	801.00	\$	20,073.56	\$	4,144.15	\$	-
FY 2022 EXPENDITURES	\$	243,978.38	\$	563,661.66	\$	9,244.42	\$	10,355.54	\$	31,774.60	\$	25,058.81	\$	6,724.10	\$	-
FY 2023 EXPENDITURES	\$	271,347.75	\$	355,303.76	\$	11,646.70	\$	16,869.90	\$	26,843.90	\$	36,144.10	\$	13,400.72	\$	32,843.82
YTD FY 2024 EXPENDITURES	\$	222,255.34	\$	56,096.11	\$	12,175.91	\$	15,408.32	\$	22,866.37	\$	31,017.69	\$	13,470.16	\$	40,964.17
CURRENT CASH BALANCE	\$	44,056.82	\$	541,999.70	\$	15,489.88	\$	1,960.65	\$	23,379.24	\$	46,184.48	\$	46,519.80	\$	27,810.20
FY 24 AUTH. EXPEND. LIMIT	\$	290,000.00	\$	1,000,000.00	\$	35,000.00	\$	25,000.00	\$	35,000.00	\$	46,000.00	\$	17,500.00		
PROPOSED FY 25 EXPEND. LIMIT	\$	290,000.00	\$	1,000,000.00	\$	35,000.00	\$	25,000.00	\$	50,000.00	\$	50,000.00	\$	20,000.00	\$	60,000.00

RESOLUTION #

R-2024-

A RESOLUTION ESTABLISHING FISCAL YEAR 2025 EXPENDITURE LIMITS FOR REVOLVING FUNDS

WHEREAS, revolving funds are established pursuant to the provisions of G.L. c.44, §53E ½ for the purpose of managing fees and revenues received by the City for specific programs, allowing such fees and revenues to be expended for those programs without the need for further appropriation; and

WHEREAS, traditionally, City revolving funds have been subject to annual reauthorization; and

WHEREAS, the Municipal Modernization Act, Chapter 218 of the Acts of 2016, includes revisions to the provisions of G.L. c.44, §53E ½, requiring that revolving funds be established by ordinance and eliminating the per board and total limitations on the size of these funds; and

WHEREAS, the Honorable City Council previously adopted Ordinance 2017-47 which established eight revolving funds of the City;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that the Watertown Code of Ordinances, Title III, Administration, Chapter 32, Finances, Section 08F, Authorized Revolving Funds, is hereby amended by inserting a new Section 32.08.F therein as follows:

REVOLVING FUND PROGRAM OR PURPOSE	DEPARTMENT RECEIPTS TO BE CREDITED TO FUND	REPRESENTATIVE OR BOARD ENTITY AUTHORIZED TO SPEND
<i>Commander's Mansion</i> to pay costs associated with rental and use of the Commander's Mansion	Fees and receipts from rentals and use	Director of Community Development and Planning
<i>Organized Crime Drug Enforcement Task Force</i> to pay costs associated with the operation and equipping of the crime task force	Fees and receipts for task force rental and operations	City Manager
<i>Senior Center</i> to pay costs associated with programs and activities provided at or by the Senior Center	Fees and receipts for program participation	Senior Center Director
<i>Library Copier</i> to pay costs of copier maintenance, materials, and equipping	Fees from copier usage	Library Director

<i>Faire on the Square/Other City Events</i> to pay costs associated with Faire and other City event activities	Fees and receipts received from Faire and other City event participants	Director of Community Development and Planning
<i>Farmers' Market</i> to pay costs associated with the operation of the Farmer's Market	Fees and receipts from participation in the Farmer's Market	Director of Community Development and Planning
<i>Animal Control</i> to pay costs associated with the operation of the Animal Control Program	Fees and receipts from the Animal Control Program	Director of Public Health
<i>Public Arts</i> to pay costs associated with the operation of Public Arts and Culture in Watertown	Fees and receipts from public art creation	Director of Community Development and Planning

AND BE IT FURTHER RESOLVED by the City Council of the City of Watertown that the following fiscal year spending limits for such revolving funds are hereby established:

Authorized Revolving Funds	Fiscal Year Expenditure Limit
Commander's Mansion	\$290,000
Organized Crime Drug Enforcement Task Force	\$1,000,000
Senior Center	\$35,000
Library Copier	\$25,000
Faire on the Square	\$50,000
Farmers' Market	\$50,000
Animal Control	\$20,000
Public Arts	\$60,000

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 June 25, 2024.

Brendan McCarthy, Council Clerk

Mark S. Sideris, Council President

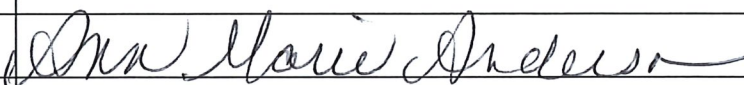
CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JUNE 25, 2024

	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> </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 Exemptions of Interest (20(b))			

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Ann Marie Anderson
Title/ Position	Food service
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Watertown Public Schools
Agency Address	30 Common St. Watertown, MA 02472
Office phone:	617-926-7700
Office e-mail:	amanda.owens@watertown.k12.ma.us (HR Director)
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee. ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2. Write an X	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee. ☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract. My financial interest in a municipal contract is:

beside your financial interest.	☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	City of Watertown Recreation Department 149 Main St. Watertown, MA 02472
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. I have been offered a second position with the City of Watertown in the Recreation Department as a Pequotsette Kitchen Staff. This second position is seasonal for the summer and will not interfere with my full-time position with the School Department.
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. I currently work full-time for the School Department and will hold a temporary paid position with the City's Recreation Department.

Date when you acquired a financial interest	June 24, 2024
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. n/a
Date when your immediate family acquired a financial interest	n/a
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ The services will be provided outside my normal working hours as a municipal employee. ☒ The services are not required as part of my regular duties as a municipal employee. ☐ For these services, I will be compensated for not more than 500 hours during a calendar year. Hours for full-time position and part-time summer position will not conflict
Employee signature:	
Date:	6/20/24

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

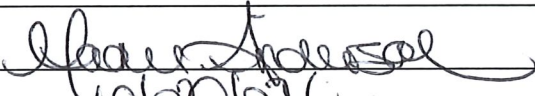
	INFORMATION ABOUT APPROVING BODY
Name:	City Council
Title/ Position	
Agency Address:	149 Main Street, Watertown MA 02472
Office Phone:	617-972-6470
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Naomi Anderson
Title/ Position	Food service
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Watertown Public Schools
Agency Address	30 Common St. Watertown, MA 02472
Office phone:	617-926-7700
Office e-mail:	amanda.owens@watertown.k12.ma.us (HR Director)
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee . ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2. Write an X	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee . ☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract. My financial interest in a municipal contract is:

beside your financial interest.	☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
FINANCIAL INTEREST IN A MUNICIPAL CONTRACT	
Name and address of municipal agency that made the contract	City of Watertown Recreation Department 149 Main St. Watertown, MA 02472
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. I have been offered a second position with the City of Watertown in the Recreation Department as a Pequotette Office Manager. This second position is seasonal for the summer and will not interfere with my full-time position with the School Department.
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. I currently work full-time for the School Department and will hold a temporary paid position with the City's Recreation Department.

Date when you acquired a financial interest	June 24, 2024
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. n/a
Date when your immediate family acquired a financial interest	n/a
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ X_ The services will be provided outside my normal working hours as a municipal employee. ☒ X_ The services are not required as part of my regular duties as a municipal employee. ☐ For these services, I will be compensated for not more than 500 hours during a calendar year. Hours for full-time position and part-time summer position will not conflict
Employee signature:	
Date:	10/20/24

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

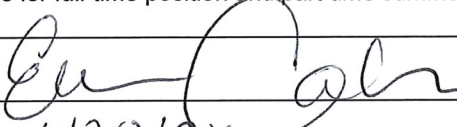
	INFORMATION ABOUT APPROVING BODY
Name:	City Council
Title/ Position	
Agency Address:	149 Main Street, Watertown MA 02472
Office Phone:	617-972-6470
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Edward Cafua
Title/ Position	Teacher
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Watertown Public Schools
Agency Address	30 Common St. Watertown, MA 02472
Office phone:	617-926-7700
Office e-mail:	amanda.owens@watertown.k12.ma.us (HR Director)
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee . ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2. Write an X	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee . ☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract. My financial interest in a municipal contract is:

beside your financial interest.	☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	City of Watertown Recreation Department 149 Main St. Watertown, MA 02472
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. I have been offered a second position with the City of Watertown in the Recreation Department as a Pequosette Associate Director. This second position is seasonal for the summer and will not interfere with my full-time position with the School Department.
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. I currently work full-time for the School Department and will hold a temporary paid position with the City's Recreation Department.

Date when you acquired a financial interest	June 24, 2024
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. n/a
Date when your immediate family acquired a financial interest	n/a
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ The services will be provided outside my normal working hours as a municipal employee. ☒ The services are not required as part of my regular duties as a municipal employee. ☐ For these services, I will be compensated for not more than 500 hours during a calendar year. Hours for full-time position and part-time summer position will not conflict
Employee signature:	
Date:	6/20/24

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

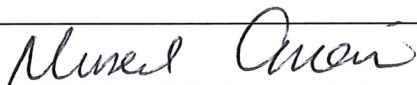
	INFORMATION ABOUT APPROVING BODY
Name:	City Council
Title/ Position	
Agency Address:	149 Main Street, Watertown MA 02472
Office Phone:	617-972-6470
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Nursel Cinar
Title/ Position	Food service
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Watertown Public Schools
Agency Address	30 Common St. Watertown, MA 02472
Office phone:	617-926-7700
Office e-mail:	amanda.owens@watertown.k12.ma.us (HR Director)
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee . ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2. Write an X	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee . ☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract. My financial interest in a municipal contract is:

beside your financial interest.	☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	City of Watertown Recreation Department 149 Main St. Watertown, MA 02472
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. I have been offered a second position with the City of Watertown in the Recreation Department as a Pequosette Kitchen Staff. This second position is seasonal for the summer and will not interfere with my full-time position with the School Department.
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. I currently work full-time for the School Department and will hold a temporary paid position with the City's Recreation Department.

Date when you acquired a financial interest	June 24, 2024
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. n/a
Date when your immediate family acquired a financial interest	n/a
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ The services will be provided outside my normal working hours as a municipal employee. ☒ The services are not required as part of my regular duties as a municipal employee. ☐ For these services, I will be compensated for not more than 500 hours during a calendar year. Hours for full-time position and part-time summer position will not conflict
Employee signature:	
Date:	06/20/24

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

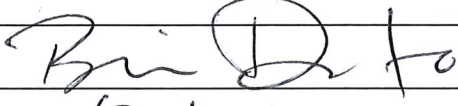
	INFORMATION ABOUT APPROVING BODY
Name:	City Council
Title/ Position	
Agency Address:	149 Main Street, Watertown MA 02472
Office Phone:	617-972-6470
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Brian Donato
Title/ Position	Teacher
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Watertown Public Schools
Agency Address	30 Common St. Watertown, MA 02472
Office phone:	617-926-7700
Office e-mail:	amanda.owens@watertown.k12.ma.us (HR Director)
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee . ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2. Write an X	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee . ☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract. My financial interest in a municipal contract is:

beside your financial interest.	☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	City of Watertown Recreation Department 149 Main St. Watertown, MA 02472
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. I have been offered a second position with the City of Watertown in the Recreation Department as a Pequotette Director. This second position is seasonal for the summer and will not interfere with my full-time position with the School Department.
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest In the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. I currently work full-time for the School Department and will hold a temporary paid position with the City's Recreation Department.

Date when you acquired a financial interest	June 24, 2024
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. n/a
Date when your immediate family acquired a financial interest	n/a
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ X_ The services will be provided outside my normal working hours as a municipal employee. ☒ X_ The services are not required as part of my regular duties as a municipal employee. ☐ For these services, I will be compensated for not more than 500 hours during a calendar year. Hours for full-time position and part-time summer position will not conflict
Employee signature:	
Date:	6/20/24

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	City Council
Title/ Position	
Agency Address:	149 Main Street, Watertown MA 02472
Office Phone:	617-972-6470
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Eric Furtado
Title/ Position	Instructional Assistant
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Watertown Public Schools
Agency Address	30 Common St. Watertown, MA 02472
Office phone:	617-926-7700
Office e-mail:	amanda.owens@watertown.k12.ma.us (HR Director)
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee . ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2. Write an X	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee . ☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract. My financial interest in a municipal contract is:

beside your financial interest.	☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	City of Watertown Recreation Department 149 Main St. Watertown, MA 02472
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. I have been offered a second position with the City of Watertown in the Recreation Department as a Pequotsette Extended Day. This second position is seasonal for the summer and will not interfere with my full-time position with the School Department.
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. I currently work full-time for the School Department and will hold a temporary paid position with the City's Recreation Department.

Date when you acquired a financial interest	June 24, 2024
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. n/a
Date when your immediate family acquired a financial interest	n/a
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ X_ The services will be provided outside my normal working hours as a municipal employee. ☒ X_ The services are not required as part of my regular duties as a municipal employee. ☐ For these services, I will be compensated for not more than 500 hours during a calendar year. Hours for full-time position and part-time summer position will not conflict
Employee signature:	
Date:	6/20/24

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

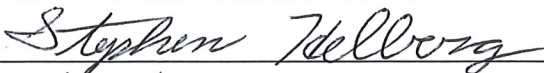
	INFORMATION ABOUT APPROVING BODY
Name:	City Council
Title/ Position	
Agency Address:	149 Main Street, Watertown MA 02472
Office Phone:	617-972-6470
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Stephen Helberg
Title/ Position	Instructional Assistant
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Watertown Public Schools
Agency Address	30 Common St. Watertown, MA 02472
Office phone:	617-926-7700
Office e-mail:	amanda.owens@watertown.k12.ma.us (HR Director)
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee . ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2. Write an X	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee . ☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract. My financial interest in a municipal contract is:

beside your financial interest.	☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	City of Watertown Recreation Department 149 Main St. Watertown, MA 02472
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. I have been offered a second position with the City of Watertown in the Recreation Department as a Pequotsette Associate Director. This second position is seasonal for the summer and will not interfere with my full-time position with the School Department.
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest In the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. I currently work full-time for the School Department and will hold a temporary paid position with the City's Recreation Department.

Date when you acquired a financial interest	June 24, 2024
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. n/a
Date when your immediate family acquired a financial interest	n/a
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ X_ The services will be provided outside my normal working hours as a municipal employee. ☒ X_ The services are not required as part of my regular duties as a municipal employee. ☐ For these services, I will be compensated for not more than 500 hours during a calendar year. Hours for full-time position and part-time summer position will not conflict
Employee signature:	
Date:	6/20/24

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	City Council
Title/ Position	
Agency Address:	149 Main Street, Watertown MA 02472
Office Phone:	617-972-6470
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Michelle Laracy
Title/ Position	School Nurse
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Watertown Public Schools
Agency Address	30 Common St. Watertown, MA 02472
Office phone:	617-926-7700
Office e-mail:	amanda.owens@watertown.k12.ma.us (HR Director)
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee. ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2. Write an X	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee. ☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract. My financial interest in a municipal contract is:

beside your financial interest.	☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	City of Watertown Recreation Department 149 Main St. Watertown, MA 02472
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. I have been offered a second position with the City of Watertown in the Recreation Department as a Pequotsette Nurse. This second position is seasonal for the summer and will not interfere with my full-time position with the School Department.
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest In the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. I currently work full-time for the School Department and will hold a temporary paid position with the City's Recreation Department.

Date when you acquired a financial interest	June 24, 2024
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. n/a
Date when your immediate family acquired a financial interest	n/a
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ X_ The services will be provided outside my normal working hours as a municipal employee. ☒ X_ The services are not required as part of my regular duties as a municipal employee. ☐ For these services, I will be compensated for not more than 500 hours during a calendar year. Hours for full-time position and part-time summer position will not conflict
Employee signature:	
Date:	6/20/24

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

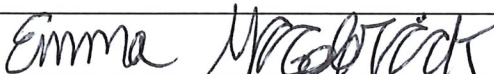
	INFORMATION ABOUT APPROVING BODY
Name:	City Council
Title/ Position	
Agency Address:	149 Main Street, Watertown MA 02472
Office Phone:	617-972-6470
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Emma McGoldrick
Title/ Position	Instructional Assistant
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Watertown Public Schools
Agency Address	30 Common St. Watertown, MA 02472
Office phone:	617-926-7700
Office e-mail:	amanda.owens@watertown.k12.ma.us (HR Director)
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee . ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2. Write an X	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee . ☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract. My financial interest in a municipal contract is:

beside your financial interest.	☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
FINANCIAL INTEREST IN A MUNICIPAL CONTRACT	
Name and address of municipal agency that made the contract	City of Watertown Recreation Department 149 Main St. Watertown, MA 02472
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. I have been offered a second position with the City of Watertown in the Recreation Department as a Pequotsette Senior Counselor. This second position is seasonal for the summer and will not interfere with my full-time position with the School Department.
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest In the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. I currently work full-time for the School Department and will hold a temporary paid position with the City's Recreation Department.

Date when you acquired a financial interest	June 24, 2024
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. n/a
Date when your immediate family acquired a financial interest	n/a
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ X_ The services will be provided outside my normal working hours as a municipal employee. ☒ X_ The services are not required as part of my regular duties as a municipal employee. ☐ For these services, I will be compensated for not more than 500 hours during a calendar year. Hours for full-time position and part-time summer position will not conflict
Employee signature:	
Date:	6/20/24

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	City Council
Title/ Position	
Agency Address:	149 Main Street, Watertown MA 02472
Office Phone:	617-972-6470
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Jennifer Thermenos
Title/ Position	School Nurse
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Watertown Public Schools
Agency Address	30 Common St. Watertown, MA 02472
Office phone:	617-926-7700
Office e-mail:	amanda.owens@watertown.k12.ma.us (HR Director)
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee. ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2. Write an X	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee. ☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract. My financial interest in a municipal contract is:

beside your financial interest.	☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	City of Watertown Recreation Department 149 Main St. Watertown, MA 02472
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. I have been offered a second position with the City of Watertown in the Recreation Department as a Pequotsette Nurse. This second position is seasonal for the summer and will not interfere with my full-time position with the School Department.
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. I currently work full-time for the School Department and will hold a temporary paid position with the City's Recreation Department.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

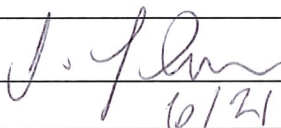
CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	City Council
Title/ Position	
Agency Address:	149 Main Street, Watertown MA 02472
Office Phone:	617-972-6470
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

Date when you acquired a financial interest	June 24, 2024
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. n/a
Date when your immediate family acquired a financial interest	n/a
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ X_ The services will be provided outside my normal working hours as a municipal employee. ☒ X_ The services are not required as part of my regular duties as a municipal employee. ☐ For these services, I will be compensated for not more than 500 hours during a calendar year. Hours for full-time position and part-time summer position will not conflict
Employee signature:	
Date:	6/21/24

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JUNE 25, 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> </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 Personnel and City Organization Report from its meeting on June 11, 2024



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: June 11, 2024

The Committee convened on Tuesday, June 11, at 6 pm in the Third Floor Conference Room, with remote participation by Zoom.

Present were Councilors Caroline Bays, chair; John Gannon, vice chair; and Nicole Gardner, secretary. Also present were Council President Mark Sideris, Councilor Vinnie Piccirilli, Manager George Proakis, Deputy City Manager Emily Monea, staff members Tyler Cote, Jeanne Ostroff, Laura Murray, Chief Ryan Nicholson, Denise Moroney, and Doug Newton. Joining by zoom were Councilor Lisa Feltner, staff members Patrick George, Lisa Spellman, and residents Angeline Kounellis, and Elodia Thomas.

The Chair called the meeting to order at 5:31pm. The purpose of the meeting was to discuss the development of a City logo.

Chair Bays opened the meeting by explaining that a City Seal and City logo serve very different purposes. City Seals are used to certify official city documents and records, such as a proclamation, a water bill, a business certificate, a contract, minutes of a meeting. Logos are used to communicate a brand, for example when promoting a program, identifying a department, on websites and social media, for “skinning” a vehicle, for clothing, and so on.

Next, the Manager gave a presentation on the work of the Administration thus far. Attachment 1. He made the following key points:

- The Administration is developing a cohesive and easily recognizable brand for Watertown, which reflects the City’s 4 core values: innovative, optimistic, accessibility and resiliency.
- As part of this broader strategic effort, they are working with a highly qualified designer to develop a logo, which is a simple graphic symbol used to identify programs, initiatives, marketing, communications, etc. It includes an image, color scheme, font, usage guide, and so on.
- Currently departments have a variety of logos that are unrelated to each other and do not communicate “Watertown” to the resident or visitor.

- The logo would be used consistently across all departments while enabling departments and programs to be differentiated.
- He also noted that implementation would be managed in a cost effective way. Physical branding would occur over time. For example, business cards would not be replaced with the new logo until they ran out and a car would not be repainted until it was needed. Things that are free to change such as on a website or social media would happen immediately.

Councilor Piccirilli noted that the City Council had previously approved a “bridging cultures logo” specifically for wayfinding signs and asked whether that logo should be considered. The Manager explained that none of the wayfinding signs have yet been purchased, and that the color schemes are consistent. The team considered using that design, however it would not allow for branding by departments or programs.

Council President Sideris said that he feels consistency is most important, and that the wayfinding signs should be put on hold until the logo is decided upon.

Councilor Feltner said she feels it is important that we continue to use the Seal on letterhead, business cards, or any official business with the town. She wants more discussion and clarity on when the Seal will be used vs. the logo.

Elodia Thomas said she felt the logo had been sprung on the community and asked why. The Manager explained that a draft had been developed in order to give the Council and community something to respond to. She also noted that she would like to see the words “City of Watertown MA” on vehicles, for example, for clarity.

Angie Kounelis asked that her letter to the Council be read into the minutes, and Mr. Newton read the letter out in the meeting. Attachment 2. She said she feels it is very important for the City to continue to use the Seal, and a simplified version of the Seal rather than an avant garde and generic logo.

Councilor Gannon asked whether the Fire vehicles would be rebranded. The Manager said he would work with the Public Safety departments to determine this – it is too early to know yet.

Councilor Gannon asked why the Seal would not work as a logo. Mr. Proakis explained that the highly detailed Seal cannot be scaled or simplified in a way that captures its elements. Many other municipalities have this same challenge and it is a reason they are moving toward a logo for branding while protecting and preserving the Seal for official documents.

Councilor Gannon said he would like to see more public engagement and a survey and that he personally does not like the image, which he thinks looks like a life preserver.

Manager Proakis said that the City currently does not have the budget or staffing capacity to engage in an extensive community engagement process, which could run to a 6 figure budget.

Councilor Gardner said that based on her professional experience, developing a logo or brand by committee or votes doesn't work, because aesthetics vary so broadly. For that reason, while it might be helpful to have some reach out to the community, she would not support an extensive slow and costly process. Personally she likes the logo and that it evokes the river, which Watertown's most timeless and iconic attribute. She asked for the following be shared with the Committee

- The "bridging cultures" logo
- A proposed comprehensive listing of where the Seal would be used and where the logo would be used
- The proposed implementation plan

Councilor Bays said the process should have started by the Council making a formal decision on whether the City should create a logo. Councilor Gannon made that motion that the Committee determine that the City create a logo, which was seconded by Councilor Gardner, and which passed unanimously.

Councilor Bays felt it important to get some community input on design options.

Councilor Gardner made a motion, seconded by Councilor Gannon, that the PCO ask the Manager to come back with a proposal on how to get community feedback on logo options. The motion passed unanimously.

The meeting adjourned at 6:19 pm. Report prepared by Nicole Gardner

ELECTED OFFICIALS

Caroline Bays,
Chair

John G. Gannon,
Vice Chair

Nicole Gardner,
Secretary

SUBMISSION TO COMMITTEE ON PERSONNEL AND CITY ORGANIZATION FOR MEETING ON
TUESDAY, 06/11/2024 AT 5:30 P.M.

Dear Councilors Bays, Gannon and Gardner:

Following within this email communication; are my thoughts as sent to the City Council on 03/16/2024. Still unanswered are the questions that I posed. I respectfully ask of the Committee, that all my queries receive a response.

I, along with many residents, disapprove of attempts to "brand" the City of Watertown with an avant-garde commercial rendering. The marvels of technology allow for easy transfer of the City Seal to all documents and surfaces. I have been reminded that the City created a simplified (line art) version of the City Seal that appears on the high density polyethylene trash and recycling totes, (image attached).

In my opinion, the City Seal exudes respect for the City and its people. Whether the Seal is affixed to City letterhead, business cards, vehicles or emblazoned on a trash receptacle. A generic "Logo" could be any business entity.

A municipality of the people honors its history, expressed as: "In Pace Condita" (founded in peace). I considered it an honor and privilege to serve under the City Seal of Watertown.

Best,

Angie

Angeline Maria B. Kounelis

Retired District A, East End, City Councilor

Landline: 617-926-2352

Mobile: 617-538-9252

Sent from my Smartphone - Apologies for brevity and/or typos

Committee on Personnel and City Organization

June 11, 2024

Developing a brand for Watertown

Watertown set out to develop a cohesive, easily recognizable brand for the City in 2023.

Working with a graphic designer with extensive municipal government experience, we strove to develop a brand strategy that includes a logo, a color palette, fonts, and other design elements that allow the City to present itself in a consistent way to the public while also giving departments and programs the flexibility to portray their own unique identities.

Importantly, this brand is meant to exist in tandem with our City Seal, which will continue to be used for official purposes.

Example of a municipal branding strategy

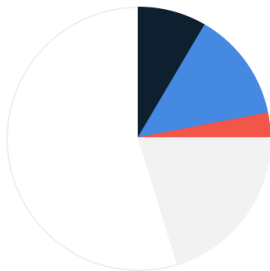
COLOR

The mix of reds, whites, and blues of the color palette are contrasted with a modern gray. This reflects the progressive nature of the City, while paying homage to its iconic past. The primary color of the site is white. The use of white space is a grounding mechanism for clearly delivered content. The primary colors are the bursts that direct the eye to important notifications and moments of functionality. The supporting colors are there when your design needs some variation in order to work.

COLOR RELATIONSHIPS

The primary color of the site is white. If we zoomed out of the site you would see white spaces as the grounding mechanism for clearly delivered content.

The primary colors are the bursts that direct the eye to important notifications and moments of functionality. Use the blues strongly and purposefully, and use the red sparingly. Use the light gray liberally with white, while still keeping white dominant.



TYPOGRAPHY

There are two typefaces that make up Boston.gov's typographic language. They have been chosen for their contrast, as well as their boldness. Lora and Montserrat are both [Google Web Fonts](#).

MONTSEERRAT

With its design inspired by urban streets and the posters found there, Montserrat is bold, strong, and official. Yet, it has a few small quirks that give it a friendliness and warmth that you don't usually find in such sturdy sans-serifs. Use it for navigation, buttons, and primary headers.

Always use it in UPPERCASE bold. [Download it](#).

Montserrat Bold

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

BRAND STRATEGY

CONFIDENT

Make strong statements, not questions. People come looking for answers so having a strong point of view is crucial. Be direct and get to the point quickly. Don't use the subjunctive. The words "if, maybe, but, may, could" don't live in our vocabulary. The fewer adjectives, the shorter the sentences, and the less fluff the better. If you're about to add a comma, think if a punchy full stop wouldn't be better.

HELPFUL

We are here to serve — to make things easier and simpler for our citizens. Anything we say or any information we give, should be useful, easy to understand, and relevant to that individual.

Watertown's current visual public presentation

- The City's current visual presentation of itself is inconsistent.
- A few departments use department-specific logos, while many use the City seal or no symbolic identification at all. Often departments use a mix of these three methods depending on the work product.
- There is no consistency in colors, fonts, or styles used across departments (and sometimes within departments).



For comparison: some of our recent promotions



Brand strategy – in progress



Brand strategy:

The purpose of the rebrand is to reflect the City's core values and present a consistently clean image

Innovative – Our logo represents new creative, yet consistent, ideas and processes.

Optimistic – Our Brand embodies a hopeful and confident future.

Accessibility – Our brand strategy is made for everyone. Whether written information or visual guides, the City of Watertown finds it critical for its residents to not only access the information they need, but the resources available to them.

Resiliency – To align with our initiatives of the Climate and Energy plans. Our branding mirrors the values of perseverance and rising to each new challenge.



311



A logo is one element of a brand strategy



A logo is one element of a brand strategy



What is a logo?

A logo is a graphic symbol that is used to identify City programs, initiatives, marketing and promotional materials, and more.

Logos are often part of a broader branding strategy and are intended to be relatively simple and flexible in design. They can also be adapted for individual departments and programs.



WATERTOWN
MASSACHUSETTS



WATERTOWN
MASSACHUSETTS



Department sub-branding – illustrative & not final



WATERTOWN
CITY CLERK



WATERTOWN
HEALTH



WATERTOWN
EMERGENCY MANAGEMENT



WATERTOWN
RECREATION



WATERTOWN
311 DEPARTMENT



WATERTOWN
PUBLIC BUILDINGS

What is a seal?

A seal is the most formal and authoritative symbol of a municipality and is used to certify official documents and records. The City Clerk is the official custodian of Watertown's seal.

A seal often represents a municipality's history and founding, and they are often intricate in design. Seals are used in contexts that require authenticity and official recognition, such as legally binding documentation, government-issued certificates, and proclamations.



We are not proposing
to change the seal or
its use for official
documents and
records.



CITY OF WATERTOWN
Massachusetts
2024-000
Office of the City Clerk

BUSINESS CERTIFICATE - D/B/A

Original Issue Date: 01/26/2024 New or Renewal: New
Original Expiration: 01/26/2028 Renewal Expiration: N/A

The undersigned hereby declares a business as described below under the following title and address, and further acknowledges compliance with all local Zoning, Inspectional Services and/or State requirements:

ABC Corporation dba XYZ Cafe
(Name of Business)
123 Main Street
(Address of Business)
Sample Business
(Description of Business)

OWNER SIGNATURE(S):

(1) _____ (2) _____
(3) _____ (4) _____

Printed Owner Name (s): _____ Residence: _____

1) Owner Info _____ 978 Main Street Watertown, MA 02472
2) _____
3) _____
Notes _____

CITY CLERK or DESIGNEE

On this date then personally appeared the above-named person(s) who proved to me through satisfactory evidence of identification the person(s) whose name(s) is/are signed on the preceding documented who swore or affirmed to me that the contents of this document are truthful and accurate to the best of their knowledge and belief.

Noelle Gilligan City Clerk
City Clerk / Designee Printed Name Title



City Council Meeting
Tuesday, June 11, 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 June 11, 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://vod.wcatv.org/CablecastPublicSite/watch-now/?site=3>
- C. The Public may join the virtual meeting online: <https://watertown.ma.zoom.us/j/92591331344>
- D. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4456 (Toll Free) and enter Webinar ID: 529 9133 1344
- E. Public may comment through email: jpicci@watertown.ma.gov
- F. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>

- 1. ROLL CALL
- 2. PLEDGE OF ALLEGIANCE
- 3. PUBLIC FORUM
- 4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
 - A. Minutes from City Council Meeting May 28, 2024
- 5. PRESIDENT'S REPORT



CITY OF WATERTOWN
Office of the City Clerk
Administration Building
149 Main Street
Watertown, Massachusetts 02472

Noelle Gilligan
City Clerk/Chief Election Officer

Telephone (617) 715-8686
Fax (617) 972-6595

VOTER REGISTRATION CERTIFICATE

We certify that _____

is a registered voter at _____

as of the date of this certificate.

At least three registrars' names must be signed or stamped below.

(Today's Date: Month, Day, Year)

REGISTRARS OF VOTERS OR
ELECTION COMMISSIONERS

(City or Town)

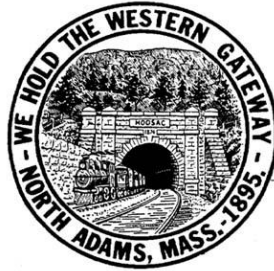


City of Watertown
Watertown, MA

WATER & SEWER BILL
Customer Copy
Keep this portion for your records

Customer				Service Address			
RESIDENT NAME				123 ABC ROAD			
Bill Number	Account Number			Bill Date		Due Date	
000000000	0000000			04/12/2024		06/13/2024	
Description	ERT Number	Current Read Date	Previous Read Date	Current Meter Reading	Previous Meter Reading	Read Code	Usage Charge
5/8" WATER METER	1735015	03/01/2024	12/01/2023	223015	220736	OTHER READ	2279 133.93
SEWER CHARGE		03/01/2024	12/01/2023	223015	220736		252.29

Many communities use both seals and logos – for different purposes



CITY OF KNOXVILLE



CITY OF KNOXVILLE

Alternative logo options considered



We are excited to continue advancing our brand strategy and hope to include the logo as part of that effort.



New City Hall, Parker Annex & Senior Center Building Hours

WATERTOWN MASSACHUSETTS

Most City departments' hours are changing

Starting June 3, 2024

New Hours

Monday	8:30 AM - 5:00 PM
Tuesday	8:30 AM - 7:00 PM
Wednesday	8:30 AM - 5:00 PM
Thursday	8:30 AM - 5:00 PM
Friday	8:30 AM - 12:30 PM

DPW & Inspection Services on different schedules

These are new permanent hours!

Email: 311@watertown-ma.gov Call: 311 Visit: www.watertown-ma.gov

WATERTOWN MASSACHUSETTS

Month, Day, Year

Doc:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wis enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Duis autem vel eum iure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan.

Nam liber tempor cum soluta nobis eleifend option congue nihil imperdiet doming id quod mazim placerat facer possit assum. Typi non habent claritatem insulam; ut etiam legendis in in qui facit notum claritatem. Investigaciones demonstraverunt lectores legere me lius quod i legunt neque.

Sincerely,

YOUR NAME

City Hall - 147 Main Street - Watertown - MA - 02472 - 617-972-6465



City of Watertown, MA
George Proakis
City Manager | City Manager
gproakis@watertown-ma.gov
617-972-6465

watertown-ma.gov

City of Watertown, MA
George Proakis (he/him/his)
City Manager
617-972-6465

watertown-ma.gov

City of Watertown, MA
Laura Murray (she/her)
Director | Constituent Services
617-972-6465

watertown-ma.gov

Thank you



CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JUNE 25, 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> </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 its meeting on June 17, 2024

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JUNE 25, 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> </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 action item from the Committee on Public Works Report from its meeting on June 17, 2024



Watertown City Council

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

RESOLUTION # 88

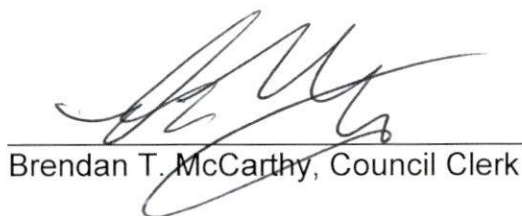
2024 – R - 88

RESOLUTION CONFIRMING THE APPOINTMENT OF WARREN TOLMAN TO THE STORMWATER ADVISORY COMMITTEE

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 Warren Tolman member of the Stormwater Advisory Committee for a term to expire on July 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 8 for, 0 against, and 0 present on June 25, 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



Watertown City Council

Committee on Public Works

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

Meeting on June 17, 2024, 5:30 PM, City Council Office

Committee Report

City Council Meeting June 25, 2024

The Committee on Public Works met in the City Council Office on Monday, June 17 to interview Warren Tolman for appointment to the Stormwater Advisory Committee to a term expiring July 15, 2026. Present were Councilor Piccirilli, Chair, Councilor Feltner, Vice Chair, and Councilor Palomba, Secretary. The meeting began at 5:10 PM.

The Committee recognized that Mr. Tolman has extensive public service having served in the

Massachusetts Legislature as a Representative and as a Senator. When asked why he wants to serve on the Stormwater Advisory Committee, Mr. Tolman responded that he has always been interested in managing stormwater and as the Chair of the MWRA Subcommittee on Operations during his tenure in the Legislature he played a key role in addressing inflow and infiltration issues. His efforts in tandem with the MWRA resulted in a reduction of waste and a significant savings to residents. He would like to work with the other members of the SAC to continue to address Watertown's stormwater issues and the ongoing implementation of the Stormwater Ordinance. He is particularly concerned about climate change and the need to mitigate the impact of powerful storms. He believes his knowledge of public policy and how government works will be an added benefit to the Committee.

At various times during the meeting Councilors Piccirilli and Feltner shared their institutional knowledge about stormwater issues and how the City is addressing them. Mr. Tolman appreciated the information and said that he looks forward to learning more from the present members of the SAC and the staff at the Department of Public Works, as well as investigating best practices from other cities and towns in the Commonwealth.

Action Item:

Councilor Palomba the follow motion, seconded by Councilor Feltner.

The Committee on Public Works recommends that the City Council approve the appointment of Warren Tolman to the Stormwater Advisory Committee to a term expiring July 15, 2026.

The motion passed 3 – 0.

Councilor Feltner made a motion to adjourn which was seconded by Councilor Palomba

and passed.

The meeting ended at 5:40 PM and the minutes were prepared by Councilor Palomba

ELECTED OFFICIALS

Vincent J. Piccirilli Jr.,
Chair

Lisa J. Feltner,
Vice Chair

Anthony Palomba,
Secretary

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JUNE 25, 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> </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 endorse the Municipal Decarbonization Roadmap Policy



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: Steven Magoon, Acting City Manager 

Date: June 18, 2024

RE: Municipal Decarbonization Roadmap

As a follow-up to the June 11, 2024 City Council Meeting, attached please find correspondence from Silas Fyler, Energy Manager regarding the subject.

City Manager George Proakis will bring this up under Communications from the City Manager at the June 25, 2024 City Council Meeting.

Hand, JoAnna

From: Silas Fyler <silas.fyler@watertown.k12.ma.us>
Sent: Tuesday, June 18, 2024 5:08 PM
To: Hand, JoAnna
Subject: Zero over time and Zero Emission Vehicle documents
Attachments: Watertown Decarbonization Roadmap v1.1.docx; Watertown Zero Emission First Policy v1.0.docx

Silas Fyler
Energy Manager
Department of Public Buildings
Watertown, MA

When writing or responding, please remember that any email sent or received by an employee of the Watertown Public Schools is subject to the Massachusetts Public Records Law, M.G.L. c.66. This email message (including any attachments) is for the sole use of the intended recipient(s) and may contain confidential information covered under the Family Educational Rights & Privacy Act (FERPA) and/or other student records laws. If you are not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you are not authorized to read, retain, print, copy, disseminate or otherwise use this email (or any attachments) or any part thereof. If you have received this email (and any attachments) in error, please contact the sender and delete all copies from your system.

DRAFT

Watertown

Municipal Decarbonization Roadmap

For 2024

V1.1

6/19/24

Executive Summary

Narrative Summary of the City

The City of Watertown, population of 35,000, in eastern Massachusetts is located on the Charles River, just west of Boston. One of the four earliest Massachusetts Bay settlements, it was founded by a group led by Sir Richard Saltonstall and was incorporated as a town in 1630; it was the first inland farming town. The city claims to be the “cradle of the town meeting,” as the first board of selectmen was elected there in August 1634. The Watertown Arsenal (established in 1816) was a major manufactory of heavy ordnance until it was closed in the late 1960s. The economy is now diversified, with some light manufactures that include electronic equipment and medical instruments. There are over 2 million square feet of lab office space. The Perkins School for the Blind (founded in Boston in 1829) moved to Watertown in 1912. Watertown boasts one of the largest Armenian Diaspora communities in the country.

Watertown officials, employees, volunteers, and residents are proud of the City's work and policies on sustainability and climate change, recycling and composting, and strives to support our local history, parks, Farmers' Market, and art scene. Watertown has shown its commitment to these goals by opening two net zero, LEED Gold + elementary schools, building one of the first LEED 4.1 Platinum Net Zero High School in the country, a LEED Silver Ordinance, and a Solar Ordinance. Watertown is actively working on a Building Emission Reduction and Disclosure Ordinance, a Tree Ordinance and has joined Mass Save Community First. Watertown was the first in the State to adopt the Specialized Stretch Code.

To further our commitment to sustainability, Watertown has created a Climate and Energy Plan with a Building Goal of “By 2050, Watertown’s buildings are efficient, resilient and carbon neutral.” The strategy to get accomplish this is BE4.3 “Upgrade major existing municipal facilities to achieve net zero energy performance.”

To achieve this goal, Watertown is developing this roadmap to eliminate the use of onsite fossil fuels by municipal operations by 2050. For our buildings we will be using a “Zero Over Time” (ZOT) approach to electrify our buildings as highlighted in the Rocky Mountain Institute’s Guide Best Practices for Achieving Zero Over Time for Building Portfolios that uses triggering events, such as the end of life of HVAC equipment, building renovation, roof replacement, projects in the community’s capital improvement plan, etc. A zero-over-time approach focuses on cost-effective energy efficiency and renewable energy by prioritizing projects that pay back quickly in the short term, while aligning larger energy efficiency projects with major building life-cycle events, like equipment upgrades. The ZOT approach sets building portfolios on a financially viable path to achieve net zero energy by 2050. ZOT can be achieved by following six steps: setting goals, establishing a baseline, planning efficiency projects, analyzing renewable energy and energy storage opportunities, implementing projects, and tracking progress.

The roadmap will include interventions that reduce the use of fossil fuels onsite by utilizing information to identify when the interventions will take place. The city will transition its fleet over time to all electric vehicles whenever possible following the Zero Emission Vehicle (ZEV) policy. The roadmap will set interim goals for the calendar years of 2030 and 2040 and will be evaluated every three years.

Municipal Green House Gas Emission (GHG) Baseline

The city’s decarbonization roadmap addresses emissions from municipal operations such as use of onsite fossil fuels by municipal buildings and vehicles. To properly evaluate and track Watertown’s emission reduction plan a baseline year of 2022 will be used. The greenhouse gas emission baseline will be calculated in Metric Tons of CO2 Equivalent (MTCO2e). The city will be using the Department of Energy Resources (DOER)’s MassEnergyInsight (MEI) program for its data collection and calculation.

Municipal Building and Vehicle Emissions Baselines

Below in Table 1 is the summary of GHG amount by Municipal Buildings, School Buildings, Parks, Street Lights and Vehicles. Of note in this data in Fiscal Year (FY) 2022 the city was still using the old Hosmer School, the old Lowell School, and the old High School. The city had not yet purchased the Parker Annex. By 2024 Hosmer and Lowell were rebuilt, Parker Annex was purchased, the High School was closed, and a temporary High School was opened in Moxley for the high school students. It is expected the city will open the new High School in 2026 and close the Moxley school. The Vehicle GHG’s are based on gasoline and diesel purchased for the fleet pumps.

Table 1 - 2022 GHG Baseline Data (from MEI)

Department	Facility	MTCO2e	Lbs/Sq Ft
Municipal Buildings	Commanders Mansion	47.2	6.7
	DPW	430.3	19.3
	East Fire Station #2	32.5	13.6
	Free Public Library	206.9	10.4
	John A Ryan Skating Arena	265.7	18.9
	Main Fire Station #1	58.9	9.3
	Moxley Field House	11.3	19
	New Police Station	233.1	12.7
	North Branch Library	0	0
	North Fire Station #3	32.3	12.4
	Police Station	6.5	1.1
	Ridgelawn Cemetery Bldg.	14.3	7
	Senior Center	18.8	7.8
	Town Hall Admin. Building	112.8	7.8
	Victory Field House	27	16.5
	Sub Total	1,497.70	
Parks	Casey Park	1.5	
	Fillippello Park	2.3	
	Victory Field	39.6	
	Sub Total	43.4	
School Department	Hosmer ES	232	3.9
	James Russell Lowell ES	209.7	5.5
	New Cuniff	190.1	5.8
	New Hosmer	172.2	3.3
	Phillips School (Bus. Off)	213.2	17.2
	Watertown HS	806.2	10.8
	Watertown MS	393.1	6.5
	Sub Total	2,216.60	
Traffic & Streetlights	Traffic and Streetlights	86	
	Sub Total	86	
Vehicles	Vehicles - Diesel	580.5	
	Vehicles - Gasoline	264.9	
	Sub Total	845.4	
Total		4,689.10	
% Reduction From Baseline		0%	

Municipal Building Energy Use Baseline

As we electrify our buildings and power them with 100% clean energy, it may be tempting to discount conservation efforts to reduce GHGs. The fact is that it will be extremely difficult to produce or purchase all the clean energy we need if we do not find ways to make our buildings more efficient. Because of this, for building energy reductions we will also be tracking reductions in Energy Use Intensity (EUI). EUI is total energy consumed by the building in one year by the total gross floor area of the building. Weather Normalized EUI can be viewed as an indicator of the energy efficiency of a building's design and/or operations without having to consider the external factors such as outside air temperature variations.

Table 2 - Weather Normalized EUI for Fiscal Year 2022

Administration	Parker	
	Phillips School (Bus. Off)	143.8
	Town Hall Admin. Building	60.5
Indoor Recreation	John A Ryan Skating Arena	146.4
Library	Free Public Library	72.4
	North Branch Library	0.1
Other	Commanders Mansion	54.8
	Moxley Field House	171.6
	Ridgelawn Cemetery Bldg.	53.0
	Senior Center	60.4
	Victory Field House	129.3
Public Safety	East Fire Station #2	107.4
	Main Fire Station #1	72.6
	New Police Station	95.0
	North Fire Station #3	99.2
	Police Station	6.8
Public Works	DPW	164.9
School	Cunniff ES	
	Hosmer ES	42.2
	James Russell Lowell ES	48.6
	New Cunniff	36.9
	New Hosmer	24.2
	Watertown HS	88.7
	Watertown MS	52.0
Total		1,730.7

Municipal Vehicle Baseline

While the Vehicle GHG amounts in Table 1 will show the reduction in GHG's, it does not convey the use versus function of the municipal fleet. To really track and evaluate the reduction status of vehicles in Watertown you must look at the fleet vehicle types and counts. As discussed above, Watertown will adopt the **Zero-Emission-Vehicle First** policy that will require all passenger vehicle sales and most medium and heavy-duty vehicle sales to be electric by 2035. Watertown's municipal decarbonization roadmap will include plans for replacing

vehicles powered by gasoline and diesel with zero-emission vehicles upon retirement. Vehicles will be broken down into Battery Only Electric Vehicles (BEV), Heavy Duty Battery Only Electric Vehicles (Heavy BEV), Hybrid Electric Vehicles (HEV), Plugin Hybrid Electric Vehicles (PHEV), Gasoline Engines, Diesel Engines and Other vehicles without motorized engines such as trailers.

Table 3 - Vehicle Counts by Type

Type	2022	
	Counts	% of Total
BEV	4	2%
Heavy BEV	0	0%
Diesel	50	25%
Gasoline	98	49%
HEV	10	5%
PHEV	1	1%
No Engine	35	18%
Total	198	

Municipal GHG Reduction Goals

To meet our GHG reduction targets, Watertown must eliminate fossil fuel use in both new and existing buildings. With new construction, we have an opportunity not only to reduce our emissions, but also, to build highly efficient, dynamic, and healthier buildings. Electric systems are more efficient, and the more energy efficient a building is, the less power (and money) it will need to operate over time. Plus, eliminating fossil fuel powered appliances improves air quality and can enhance comfort.

To guide the elimination of onsite fossil fuels by municipal operations by 2050, this roadmap will set interim goals for calendar years for 2027, 2030 and 2040. Using the data from Tables 1-3 above, the city's goals for emission reduction by 2050 is shown in Table 4 below.

Table 4 - Emission Reduction Goals

Targets	2022	2027	2030	2040	2050
Reduce emissions from onsite fossil fuels via electrification	0%	-20%	-35%	-60%	-100%
Zero emission vehicles in light-duty fleet adoption (% of fleet)	2%	5%	20%	75%	100%
Zero emission vehicles in heavy-duty fleet adoption (% of fleet)	0%	0%	20%	50%	100%
Energy Use Intensity reduction (Weather Normalized)	1730.7	-20%	-25%	-25%	-30%
Total Emissions Reduction Goals (% of 2022 emissions)	0%	>15%	>35%	>65%	>95%

How to Meet Our Goals

For our buildings we will be using a “Zero Over Time” approach that uses triggering events, such as the end of life of HVAC equipment, building renovation, roof replacement, projects in the community’s capital improvement plan, etc. Each of this triggering events will be reviewed for actions to further the GHG reduction goals. The guiding principles when triggering events happens are:

For existing buildings:

- I. All comprehensive energy projects and building renovations where electrical, heating, cooking, ventilation, or air conditioning infrastructure are included in the project scope, shall include the following:
 - a. Include as a design option an alternative to fossil fuels for thermal energy that includes low- or zero carbon fuels or alternative electricity technologies.
 - b. When such options are not practicable, projects shall ensure that steps are taken to develop and incorporate plans to facilitate the future transition to low or zero carbon fuels.
 - c. Evaluate building envelope upgrades and implement said upgrades where technically and fiscally feasible.
 - d. Establish and adhere to a low target energy use intensity for overall building or site performance.
 - e. Where appropriate, design and install renewable energy and energy storage, while building the infrastructure necessary to support future renewable energy and storage installations.
 - f. Maximize resilient design to protect critical infrastructure and continued operation when modeled for long-term climate impacts.

For new construction or substantial renovation:

- II. To maximize the potential greenhouse gas emissions reductions, new construction, and substantial renovations, where possible and when cost-effective, shall include the following:
 - a. Strive to achieve zero net energy, where sufficient renewable energy is generated onsite to offset the building’s annualized energy consumption.
 - b. Implement energy storage wherever possible, especially when paired with onsite renewables.
 - c. Prioritize sites that provide access to public transportation and alternative modes of transportation.
 - d. Evaluate and implement strategies to reduce embodied carbon contained in building materials.

For municipal and school fleets:

- III. Adopt the Zero-Emission-Vehicle First policy as described above.

Understanding Facilities Conditions

It is critical to have a clear understanding of the energy baseline, as it relates to facility conditions. The conditions plus the capital planning efforts need to align to determine GHG goals. The Public Buildings Department reviewed a portion of the city’s facilities by physically walking the buildings, talking to stake

holders and reviewing associated work orders. The resulting review can be seen in Appendix A. During the review several conditions came up that will need further study before adding them to the detailed triggering events and actions. A broad cross view of the ZOT triggering events can be seen in Appendix B.

Summary of Triggering Events for 2027 to 2030

Starting in 2024 and through 2030 Watertown will apply ZOT policies for building upgrade triggering events. By 2027 the new High School will be online and occupied. Both Moxley and the Old Police Station will be removed from the portfolio. It is hoped that by 2030 the City Hall, Library, Parker Annex, Main Fire Station and the Senior Center are either in the design process or completed to be either net zero buildings or have significant portions of the HVAC system replaced with non-fossil fuels systems such that they are all electric buildings.

City Hall

2027 – Replace fan coil units and air handling units. Consider full replacement of air handling system such as VRFs, ERVs, Gound / Air Heat pumps. Perform weatherization. Consider full removal of gas Hot Water Boilers

2027 – 2028 - upgrade lighting to LED. Consider light occupancy and light harvesting

Parker

2027-2029 – replace RTUs with electric heating and cooling air source heat pumps. Perform weatherization.

Community Development

2028 - 2029 - improve walkability and public transportation infrastructure at Watertown Square

Main Fire Station

2027 – Two new staff vehicles. Consider BEVs as replacement

2027 – HVAC replacement. Consider all electric heating and cooling heat pumps. Perform weatherization.

2027 – Fire Engine truck replacement

2028 – Compressor Replacement

2029 – Replacement of kitchen equipment to all electric.

Library

2027 - Deep Energy Retrofit to all electric building. Perform weatherization beforehand.

Police Headquarters

2027 – 2029 - replace three cruisers each year. Consider BEVs as replacements if can meet requirements

DPW

2027-2029 – Continue installing new EV Chargers for both public and the city fleet

Vehicles

- 2027 – 2029 – replace one vehicle each year for inspectors. Consider BEVs as replacement
- 2027 – 2029 – replace four small trucks. Consider BEVs as replacement.
- 2027 – replace heavy duty truck and street sweeper.
- 2028 – replace a backhoe, dump truck and loader.
- 2029 – replace dump truck plow
- 2027 – 2029 – replace two snow dump trucks

Parks

- 2027 – replace a backhoe and a dump truck
- 2029 – replace a pickup truck. Consider BEVs as replacement

Middle School

- 2027 – Add EV chargers to building for staff and community.

Phillips

- 2027 – Roof repairs / replacement. Consider upgrading insulation, PV and HVAC replacements designs. Perform weatherization.
- 2029 – add solar PVs, HVAC replacement

Moxley

- 2027 - Closing of the Moxley High School

Old Police Station

- 2029 – Closing of Id Police Station

Senior Center

- 2028 - Replace Existing Senior Center. Work to create a net zero building with PV.

Rink

- 2027 – Replace heating hot water boilers. Consider both air and ground heat pumps. Perform weatherization.

Streets

- 2027 – 2029 – adding / replacement of streetlights with LEDs

Commanders Mansion

- 2027 – HVAC Replacement. AHU 1,3, 5. Replace heating systems with electric heat and cooling heat pumps. Perform weatherization.

Summary of Triggering Events for 2030 to 2040

Continuing from 2030 to 2040 Watertown will apply ZOT policies for building upgrade triggering events. It is hoped that by 2040 the Commanders Mansion, East End Fire Station, Ryan Skating Rink, Police Head Quarters, DPW, and Victory Field House are either in the design process or completed to be either net zero buildings or have significant portions of the HVAC system replaced with non-fossil fuels systems such that they are all electric buildings.

Vehicles

2030 – 2040 - Watertown will continue purchasing / replacing vehicles following the ZEV policy. Updates to potentially new BEV available vehicles for different class vehicles will be considered.

East End Fire Station

Replacement of Building. Consider a net zero building with PV.

Middle School

Replace DHW system with heat pump system.
Replace Unit Vents with Fresh Air AHU in classrooms

Police Headquarters

HVAC fossil fuel replacement and recommission existing ground source heat pump system.
Consider all electric heating and cooling heat pumps. Perform weatherization. Add PV and BESS to parking lot. Upgrade kitchen to all electric.

Lowell Elementary

Replace Boilers with Ground Source Heat Pumps for hydronic systems
Replace RTU for kitchen with Ground Source Heat Pump

DPW

Replace Boilers with Ground Source Heat Pumps for hydronic systems.
Replace roof top units with either ground or air source heat pumps systems

Ryan Skating Rink

Replace rink ice chiller system.
Replace dehumidification system.

Commanders Mansion

HVAC replacement AHU 2,4. Replace all heating systems with electric heat and cooling heat pumps.
Convert kitchen to all electric.

Victory Field House

HVAC replacement. Replace all heating systems with electric heat and cooling heat pumps.

Summary of Triggering Events for 2040 to 2050

Continuing from 2040 to 2050 Watertown will apply ZOT policies for building upgrade triggering events. It is hoped that by 2050 the North End Fire Station, Multi Service Center, Lowell Elementary and the Middle School are completed to be either net zero buildings or have significant portions of the HVAC system replaced with non-fossil fuels systems such that they are all electric.

Vehicles

2040 – 2050 - Watertown will continue purchasing / replacing vehicles following the ZEV policy. Updates to potentially new BEV available vehicles for different class vehicles will be considered.

North Fire Station

HVAC replacement. Consider all electric heating and cooling heat pumps. Perform weatherization beforehand. Convert kitchen to all electric. Replace DHW system with heat pump system.

Mutli Service Center

HVAC replacement. Replace all heating systems with electric heat and cooling heat pumps.

Hosmer Field House

HVAC replacement.

Middle School

Replace the rest of Air Handling units with electric heat and cooling heat pumps.
Convert kitchen to all electric. End of gas boilers

Lowell Elementary

Replace gas fired kitchen equipment with all electric equipment.

Ryan Skating Rink

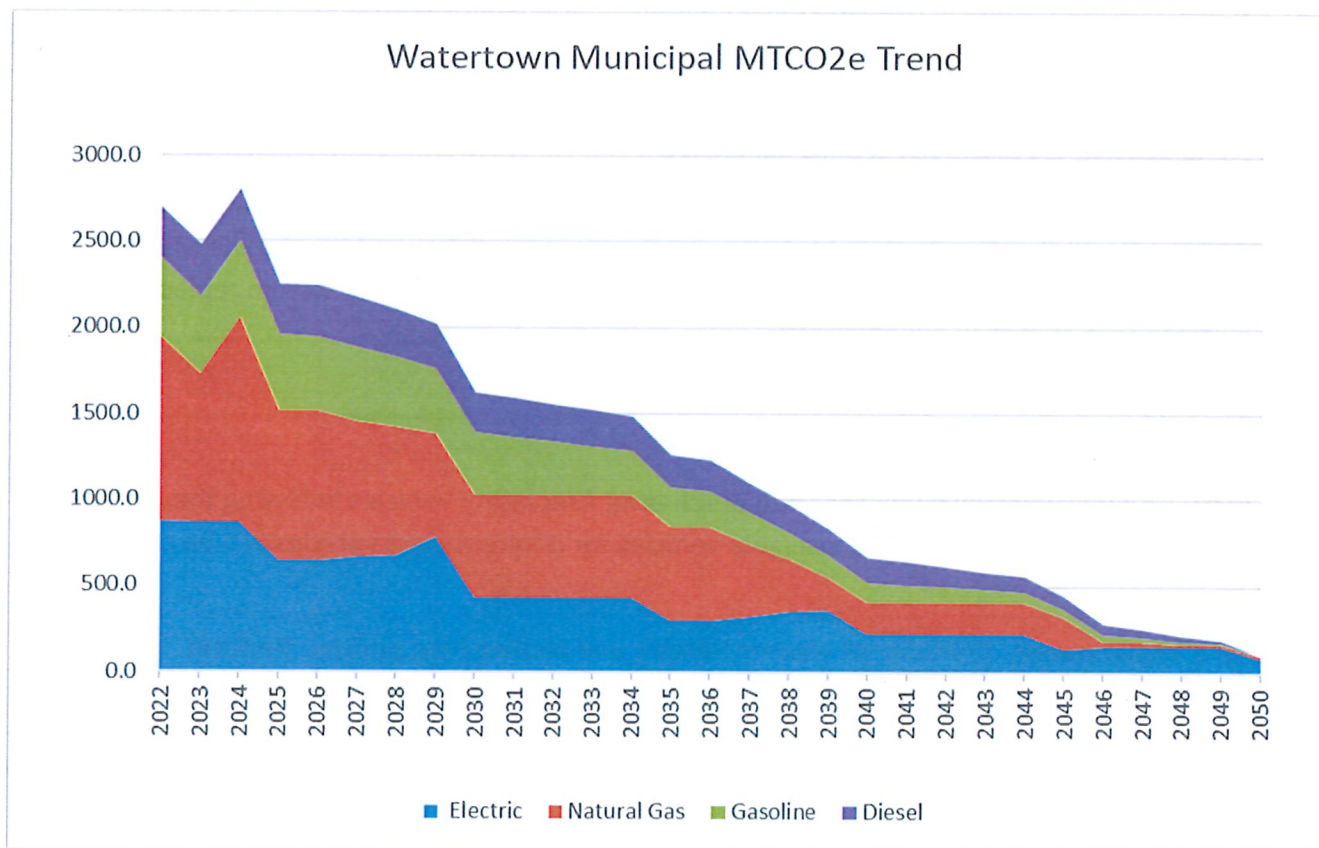
Replace Infra-red heaters stand heaters with all electric heaters.

Main Public Library

Replace DHW system.

Overall GHG Reduction

Using the study buildings reviewed in appendix A, plus the Zero Emission Vehicle policy and applying our actions for the triggering events, the overall reductions in GHGs from 2022 to 2050 can be shown as:



This chart shows that as we convert our fossil fuels equipment to electric systems, and the electric grid reduces its GHG emissions to near zero, the city will meet its 2050 goal of net neutrality. For the buildings that we reviewed, the triggering events and subsequent actions as it relates to energy transition can be seen in Appendix C.

Management Plan for Implementation, Monitoring and Oversight

To meet our goals, the Watertown Department of Public Buildings will oversee advocating, planning, implementing, and monitoring of building upgrades. Whenever possible the projects will be coordinated with the public utilities to get the best energy and GHG outcomes for the projects. Responsibilities will fall on the administration, the project management team, the energy management team, and the custodial staff to identify, plan and implement the upgrades.

As part of this process the city is pushing forwards with installing Building Management Systems (BMS) to monitor and perform trend analysis on the building systems. The city will continue to use Workflow Management Systems for tracking equipment reactive and preventative maintenance.

Update Roadmap Every 3 Years

Recognizing the rapid development of clean energy technologies and the ever-changing needs of the City of Watertown, the city will update this roadmap every three years.

Appendix A - Building Reviews

Overview

Physical

Most of the buildings are in fair to good shape with only a few elements in poor condition, which is likely due to the care the City has put into maintaining the buildings. However, some buildings are in better shape than others. Some of the better condition buildings include the newer buildings such as Cunniff Elementary, Hosmer Elementary, and Lowell Elementary. This also includes some existing buildings such as Commanders Mansion, the Public Library, and the Police Station. Some of the buildings in the poorest shape include the East Fire Station, Phillips Administration, Rink, DPW and the Middle School.

Efficiency

The other way to look at buildings is to compare the EUI for building types to the State Median EUI found in MEI. Note that a high EUI is more of a reflection of how a building is used than an evaluation of a building. This is why we need to compare the EUIs against similar functioning buildings within the State. Even this can be misleading as building types compared between different cities / towns may not have the same activity. Table 5 lists the EUI comparison of the buildings to the State Median EUI by building type.

Table 5 - Comparison of Buildings EUI to State Median

Building Type	Building	2022			2023		
		EUI	State Median	Difference	EUI	State Median	Difference
Administration	Parker		62.3		52.4	58.7	-6.3
	Phillips School (Bus. Off)	143.8	62.3	81.5	143.2	58.7	84.5
	Town Hall Admin. Building	60.5	62.3	-1.8	51.4	58.7	-7.3
Indoor Recreation	John A Ryan Skating Arena	146.4	57	89.4	133.2	59.1	74.1
Library	Free Public Library	72.4	61.1	11.3	80.5	61.3	19.2
	North Branch Library	0.1			0.1		
Other	Commanders Mansion	54.8	44.7	10.1	51.0	40.7	10.3
	Moxley Field House	171.6	44.7	126.9	272.9	40.7	232.2
	Ridgelawn Cemetery Bldg.	53.0	44.7	8.3	34.2	40.7	-6.5
	Senior Center	60.4	44.7	15.7	66.3	40.7	25.6
	Victory Field House	129.3	44.7	84.6	132.5	40.7	91.8
Public Safety	East Fire Station #2	107.4	80	27.4	106.5	76.2	30.3
	Main Fire Station #1	72.6	80	-7.4	70.4	76.2	-5.8
	New Police Station	95.0	80	15.0	98.4	76.2	22.2
	North Fire Station #3	99.2	80	19.2	100.1	76.2	23.9
	Police Station	6.8			7.4		
Public Works	DPW	164.9	62.4	102.5	128.6	58.3	70.3
School	Cunniff ES						
	Hosmer ES	42.2	67.5	-25.3		63.9	
	James Russell Lowell ES	48.6	67.5	-18.9		63.9	
	New Cunniff	36.9	67.5	-30.6	28.2	63.9	-35.7
	New Hosmer	24.2	67.5	-43.3	26.4	63.9	-37.5
	Watertown HS	88.7	67.5	21.2	90.3	63.9	26.4
	Watertown MS	52.0	67.5	-15.5	49.0	63.9	-14.9
Grand Total		78.7			82.1		

Buildings with a high difference marked in yellow are outside the reasonable energy use intensity and should be focused on for review and potentially energy efficiency programs.

Building Summaries

Detail summaries of each building were performed by both physically walking the building, talking to stake holders and reviewing work orders associated with the buildings. Narratives were broken down by System Categories and mechanical equipment by condition qualifiers.

System Category

During the building review we broke down the narrative items to note into seven system categories.

General	Overall general grade for the building.
Access	Accessibility items (521 CMR Architectural Access Board). Examples include insufficient handrail heights, insufficient door clearances, and missing door levers.
Elevator	The elevators were not evaluated as part of this assessment other than obvious issues such as the floor of the elevator not lining up with the floor elevation.
Envelope	Items that are part of the building envelope. Examples include exterior masonry, windows, and roofs.
Interior	Items that are part of the interior of the building. Examples include flooring, ceilings, and paint.
MEP/FP	Items that are part of the building's system (mechanical, electrical, plumbing, and fire protection). Examples include plumbing fixtures, boilers, and lighting.
Site	Items that are part of the building's property. Examples include sidewalks, parking lots, and curbs

Building Equipment List and Conditions

For each building we collected a summary of equipment with its age, make, count, and condition. Conditions were awarded based on observation, history of associated work orders, and age of the equipment. Conditions can be described as:

Excellent	Equipment is less than 5 years and performing without issues
Good	Equipment is performing without issues
Fair	Equipment is performing but with needed repairs
Poor	Equipment is not consistently performing and needs repairs
Fail	Equipment is not working or barely working

Watertown Buildings Stock

For the purposes of this review, we only included detailed buildings reviews for those buildings that are marked in blue. This represents over 80% of the square footage of all buildings.

BUILDING	USE	ADDRESS	SQFT	YEAR BUILT	FLOORS
City Hall	Administration	149 Main Street	31,792	1931	4 (3 + Basement)
East End Fire Station	Fire	564 Mt Auburn St	5,280	1912/2002	3 (2 + Basement)
Main Fire Station	Fire	99 Main Street	13,902	1991	3 (2+ Basement)
North Fire Station	Fire	270 Orchard St	5,732	1951/2002	3 (2+ Basement)
Public Library	Library	123 Main St	44,000	1900/2006	2
Commanders Mansion	Other	440 Talcott Ave	15,525	1865/1998	4 (2 + Basement + Attic)
Ryan Skate Arena	Recreation	1 Paramount Pl	30,920	1971	2 (1 + Partial 2nd Floor)
Multi-Service Center	Social Services	127 N. Beacon St	5,106	1900	4 (3 + Basement)
Ridgelawn Cemetery	Cemetery	Stuart St	4,525	1946	1
Police Headquarters	Police	552 Main St	40,464	2010	3 (2 + Basement)
Cunniff Elementary	School	246 Warren St	80,001	2021	3
Hosmer Elementary	School	1 Concord Rd	145,575	2022	3
Lowell Elementary	School	175 Orchard St	94,000	1927/1996/2023	3 (2 + Basement)
Middle School	School	68 Waverly Av	133,410	1922/1998	3
Phillips School	Administration	30 Common St	27,332	1937/2001	3
Public Works	DPW	124 Orchard St	49,235	1939/2005	2
Senior Center	Senior Services	Marshall St	5,300	1993	2 (1 + Attic)
North Branch Library	Storage	267 Orchard Street	4,489	1914	2 (1 + Basement)
Parker Annex	Administration	124 Watertown Street	38,774	1914/1986	3
Hosmer Field House	Recreation	341 Mt Auburn	775	2022	1
Moxley Field House	Recreation	Westminster Ave	1,313	1990	1
Moxley High School	School	27 Westminster Ave	75,000	2023	2
Old Police Station	Vacant	36 John Whooley Wy	13,467	1933	3 (2 + Basement)
Victory Field House	Recreation	100 Marion Rd	1,990	3612	3 (1 + Basement + Attic)

Buildings

Waterton City Hall

Narrative

The Watertown City Hall was originally built in 1931 and has been renovated several times since the original construction. The building has four floors: three floors and a basement. The third floor appears to be newer than the rest of the building and was also one of the most recent renovations. From the street, there is a stair that leads to the first-floor main lobby, and there are two direct entrances into the basement including one handicapped accessible entrance on the west side.

The exterior of the building is red brick with cast stone accents. The exterior of the third floor is both copper panels and clapboard, some of which is visible from the side and rear parking lots and rear playing field. There is both EPDM roofing where the roof is flat and asphalt shingle roofing where sloped. The interior of the building is carpet, VCT, ceramic tile, and marble on the floor; buff brick, gypsum board, plaster, and wood paneling for the walls; and plaster and suspended ceiling tiles for the ceiling.

The existing plumbing systems appear to be partially renovated. Most of the sanitary piping is original with partially replaced sections. The building's roof storm drainage system serves only as a primary storm drainage. Scuppers were observed and are functioning as an emergency overflow feature. The domestic water system piping has been upgraded to copper with some small sections left from the original galvanized piping at the basement. The domestic hot water system consists of a high efficiency instantaneous indirect water heater equipped with a high efficiency condensing boiler. Water closets, urinals, lavatories, service sinks, and associated flush valves and faucets have been partially replaced.

The building is heated by three gas fire Viessman Condensing Boilers of varying age. A single loop hydronic system is managed by two main circulator pumps. Building is cooled by a rooftop chiller air source heat pump using the same single loop hydronic system. Room temperature is maintained by fan coil units, one air handling unit and two unit vents. The Building Management System consists of an older version of Metasys with a district controller managed by the school department.

Currently the building is not provided with an automatic sprinkler system. Any renovation over 7,500 sq. ft., or any renovation cost of 33% or more of the building's assessed value would trigger the requirements for the installation of an automatic sprinkler system.

Items of note

1. General
 - a. Overall, the building appears to be in good shape and is well maintained.
2. Access
 - a. There are many items that do not satisfy the current accessibility Codes but were likely acceptable at the time of the last major renovation and may have been awarded variances. These include, but are not limited to, missing handrails, missing handrail extensions, insufficient

door clearances, and drinking fountains. These will need to be addressed if construction costs over a 36-month period exceed 30% of the building's value.

3. Elevator

- a. No issues were readily visible during the assessment.

4. Envelope

- a. The oldest sections of the third floor are clad in copper panels, which are dented and damaged. In a few locations, it appears that water is getting through the damage and into the wall causing damage to the interior of the building.
- b. The asphalt shingles are starting to show wear, which is likely part of the reason for the continued roof leaks in the building. If a complete shingle replacement project is undesirable, selective replacement should be done within the next 8 to 10 years.
- c. To extend the life of the EPDM roof, it should be refurbished over the next 10 years.
- d. The basement, first floor, and second floor windows are +/- 20 years old, and many of the windows are hard to open. Some are also difficult to reach due to a built-out area hiding electrical and tel/data. These windows should be replaced, and if there is a major electrical renovation project, it may be beneficial to reconfigure these electrical chases.
- e. There is limited cast stone and brick damage. Some of the cast stone, especially around lintels (doors and windows), has spalled and is crumbling. The brick at the parapet and underneath windowsills have efflorescence, so the flashing and mortar should be checked and fixed, and the masonry should be cleaned.

5. Interior

- a. There are a few locations on the lower levels with water stained ceiling tiles. Due to their location, the water is likely from above-ceiling equipment and/or piping. This should be confirmed and fixed, and then the tiles should be replaced.
- b. Rearrangement of interior office spaces is ongoing as some departments are moving to the Parker Annex. During this transition, the finishes such as carpets are scheduled for replacement.

6. MEP/FP

- a. Exhaust fans should be replaced.
- b. Fan coil units to be replaced.
- c. As mentioned above, the building is not currently sprinkled. Per the Code, if the building is greater than 7,500 sq. ft. and a renovation is greater than 7,500 sq. ft. or more than 33% of the building's assessed value, the building is required to have sprinklers. Based on the observed issues and the building's current value, this requirement will likely be triggered.
- d. The exterior lighting and emergency and exit lighting are in good condition.
- e. The fire alarm should be upgraded in 2 to 4 years.

7. Site

- a. Some of the concrete walkways around the site have cracked or settled unevenly. These should be replaced.
- b. Parking lot behind building is deteriorating and should be redone in the next 3-5yrs.

Summary of City Hall Equipment

Description	Count	Date Purchased	Type	Brand	Fuel	Condition
Air Handling Unit	1	1995			Hydronic / Electric	Fair
BMS	1	2006		Metasys		Fair
Boiler 1	1	2017	Condensing Boiler	Viessman	Gas	Good
Boiler 2	1	2017	Condensing Boiler	Viessman	Gas	Good
Boiler 3	1	2023	Condensing Boiler	Viessman	Gas	Excellent
Chiller	1	2022		Trane	Electric	Excellent
Cold Water Pump	1	2023			Electric	Excellent
Exhaust Fans	6	1995			Electric	Poor
Fan Coil Units	67	1992			Hydronic / Electric	Poor
Generator	1	2018			Oil	Good
Main Circulator Pumps	2	2017		Baldor	Electric	Good
Mini Split	1	2020		Fujitsu	Electric	Good
Mini Split	1	2020		Mitsubishi	Electric	Good
Unit Ventilators	2	1992			Hydronic / Electric	Fair
Water Heater	1	2016			Gas	Fair
Elevator	1					Good
Roof	1	1995				Fair

Commanders Mansion

Narrative

The building was originally constructed as the Arsenal's Commander's Mansion in 1865 and consists of two floors, an attic, and a basement. The building was mostly preserved as an historic building; however, there are a few modern upgrades such as the heating and cooling system and a small catering kitchen.

The interior is plaster, wallpaper, and possibly some painted gypsum at the more recently renovated areas such as the public toilet rooms located on the first floor. The exterior of the building is brick with copper roofing over the porches and either slate or shingles on the main roof.

The plumbing systems were partially upgraded and updated, and the plumbing fixtures are in a fair condition. The hot water heater is a commercial-grade, conventional type. The commercial kitchen appears to be equipped with old used equipment.

Currently the building is not provided with an automatic sprinkler system. Further code review will be required in order to establish if automatic sprinkler system would be required.

Items of Note

1. General
 - a. Overall, the building appears to be in fair to good shape.
2. Access
 - a. Many elements in the building are not accessible per current Codes; however, since the building is historic, variances may have been awarded. This should be confirmed before any significant work is completed.
3. Elevator
 - a. The elevator is in need of repair. When at the first floor, the elevator's floor is about 2-1/2" below the first-floor level. This may have been subsequently resolved post walk through.
4. Envelope
 - a. There are a few small items that could be addressed as maintenance items such as a couple of broken windowpanes and paint peeling at the wood trim, doors, and stairs.
5. Interior
 - a. Minor finish repairs should be done in the near future (within 10 years), but otherwise, the building appears to be in good shape.
 - b. The offices on the west side (rear) of the second floor appear to be in the worst condition but are still in fair to good shape. The finishes are starting to show wear and should be refreshed.
 - c. The front stairs continues up past the second floor to the attic. Once at the top level (the attic), only the stair landing is finished space. The remainder of the floor is either unfinished or filled

with HVAC ductwork and equipment. This area appears to be maintained but has some issues such as the ceiling paint peeling. Since there is little need for the public to access this area, it is less urgent to repair this minor damage.

6. MEP/FP

- a. The plumbing faucets should be serviced and repaired.
- b. The commercial kitchen should be upgraded and have CO detection included.
- c. The hot water boilers and pumps should be replaced in 5-10 years
- d. The air handling units and air cooled condensing units should be replaced in 10-12 years.
- e. Both exterior and interior lighting are in need of upgrading in 0-1 years and 2-4 years respectively. This is mostly recommended because of the inefficient lighting used in the building, which include incandescent light bulbs. Even though they are an older technology, incandescent lights would not have been historically accurate to the building's original construction, so replacement should not be harmful to the building's aesthetics.
- f. As mentioned above, the building is not currently sprinklered. Per the Code, if the building is greater than 7,500 sq. ft. and a renovation is greater than 7,500 sq. ft. or more than 33% of the building's assessed value, the building is required to have sprinklers.

7. Site

- a. No issues noted.

Summary of Commanders Mansion Equipment

Description	Count	Date Purchased	Brand	Fuel	Condition
AHU 1	1	11/20/1998	Magic Air	Hydronic / Electric	Fair
AHU 2	1	2017	Advance Dist Product	Hydronic / Electric	Fair
AHU 3	1	11/20/1998	Magic Air	Hydronic / Electric	Fair
AHU 4	1	2017	Advance Dist Product	Hydronic / Electric	Fair
AHU 5	1	11/4/1998	Magic Air	Hydronic / Electric	Fair
AHU 6	1	11/4/1998	Magic Air	Hydronic / Electric	Fair
Boiler 1	1	3/20/1999	Burnham	Gas	Fair
Condensor 1	1	11/1/1998	Trane	Electric	Fair
Condensor 2	1	2017	York	Electric	Fair
Condensor 3	1	11/1/1998	Trane	Electric	Fail
Condensor 4	1	2017	York	Electric	Fair
Condensor 5	1	11/1/1998	Trane	Electric	Fair
Condensor 6	1	11/1/1998	Trane	Electric	Fair
Exhaust Fans	7	1998		Electric	Good
Main Circulator Pumps	2	1998	Bell Cosett	Electric	Good
Water Heater	1	4/1/2020	Rheem	Gas	Fair
Elevator	1				Poor
Roof	1		Slate / Copper		good

Kitchen Equip					
Fridge	1		Turbo Air	Electric	Good
Fridge	1		True	Electric	Good
Freezer	1		Frigidaire	Electric	Good
Dish Washer	1		Hobart	Electric	Good
Gas Stove	1		US Range	Gas	Good
Warmer	1		Duke E Series	Electric	Good

Public Works

Narrative

The DPW building was originally constructed in 1941 and had a major renovation and addition in 2005. The building has two floors; however, the original building and the addition do not align. There are also many connected garages and a central courtyard used for storage of DPW vehicles and equipment.

The exterior of the building is masonry (stone and brick), metal accents, and EIFS. The roofing is standing seam metal roofing where sloped and EPDM where flat. The interior is: gypsum walls; VCT, carpet, and sheet vinyl flooring; and suspended ceilings in the office areas. The garages are painted masonry walls, exposed concrete floors, and exposed structure as the ceilings.

The plumbing systems have been upgraded/replaced during the most recent renovation in 2005, and appear to be in a good condition. The main storm drain piping in the basement has some corrosion present at the joints. The underground ejector sump appears to be from the original building construction and new pumps with control panel and alarm were installed during the last major renovation in 2005. The building's plumbing fixtures are in good operating condition. The domestic hot water heater has failed and will be replaced in 2024. The garage areas are provided with tempered water serving personal safety equipment.

The garage areas are equipped with a compressor and compressed air distribution system, currently in a good operation condition. The building is currently fully sprinklered throughout. The systems are functional and appear to be in good visual condition.

At the site, there are also a gas, sand, and oil interceptor and underground fuel storage tank with remote monitoring. The systems and associated equipment will require additional information and professional inspection services to determine the condition and life expectancy.

Items of Note

1. General

- a. Overall, the building appears to be in fair shape. The building appears to be heavily used, especially during extreme weather conditions which result in extraordinary wear on the inside.

2. Access

- a. There are a few accessibility issues, which were likely acceptable at the time of construction. These include but are not limited to: missing handrail extensions and toilet clearances. Should renovation costs exceed 30% of the building's value, these items will need to be addressed.

3. Elevator

- a. No issues were readily visible during the assessment. A more thorough investigation should be performed to confirm this.

4. Envelope

- a. There are roof leaks evident on the second floor. This should be repaired and the ceiling damage fixed. Note this is planned for 2024.

- b. There are a few cracks in the masonry in the garage. These should be repaired.
- c. EIFS around the building, especially near the front entrance, has algae growth suggesting water is getting into the EIFS and is not able to get out. The flashing around the windows and at reveals should be reviewed and corrected.
- d. At the Main Entrance, there is ashlar stone below the EIFS that also has algae growth. It is not clear if this is run-off algae from the EIFS or if it is an independent issue. This should be investigated.

5. Interior

- a. Especially in areas with furniture without wheels (i.e. first floor break room), the VCT is worn under the furniture.

6. MEP/FP

- a. The overhead storm piping in the basement should be repaired.
- b. Roof top units will need to be replaced in 3 years.
- c. Exhaust fans should be replaced in 3 years.
- d. The exterior lighting and emergency/exit lighting should be replaced in 1-2 years.
- e. The fire alarm should be upgraded in 2-4 years.
- f. Detail review of radiant heat in garages is needed

7. Site

- a. No items noted

Summary of Department of Public Works Equipment

Description	Count	Date Purchased	Brand	Fuel	Condition
Boiler 1	1		pk storm	Gas	Excellent
Boiler 2	1		pk storm	Gas	Excellent
Heat Main Pump 1	1		Baldor	Electric	Good
Heat Main Pump 2	1		Baldor	Electric	Good
Heat Main Pump 3	1		Century	Electric	Good
Heat Main Pump 4	1		Century	Electric	Good
Heat Main Pump 5	1		Century	Electric	Good
Heat Main Pump 6	1		Century	Electric	Good
Exhaust Fans	17			Electric	Fair
Cabinet Unit Heat	4			Electric	Good
Fan Coil	4			Hydronic / electric	Good
Convectors	20			Hydronic	Good
AHU 1	1		York	Gas / Electric	Poor
AHU 2	1		York	Gas / Electric	Poor
AHU 3	1		York	Gas / Electric	Poor
Emergency Showers	3			Water	Fair
AHU - Heat Only	9		Modine	Gas	Fair
Air Compressor1			IR	Electric	Good
Air Compressor2			Ingersoll-Rand	Electric	Fair
Air Compressor3			Ingersoll-Rand	Electric	Fair
Water Heater	1		PVI	Gas	Fail
Radiant Heaters	9		Ipex Radiant Systems	Hydronic	Fail
BMS		2023	Niagara		Excellent
Vehicle Air Vacuums	6		Plymovent	Electric	Good
Roof					Poor
Gasoline Pump	1		Veeder-Root	Electric	Good
Diesel Pump	1		Veeder-Root	Electric	Good
Elevator	1			Electric	Fair
EV Chargers	6		Chargepoint	Electric	Excellent

Garage Doors Motors	18			Electric	Good
Water Fountain	3				Good
Generator	1		Generac	Diesel	Good
Mini Split Indoor	2		Mitsubishi	Electric	Good
Mini Split Outdoor	2		Mitsubishi	Electric	Good
Washer	1		GE	Hydronic / Electric	Good
Dryer	1		GE	Electric	Good

Senior Center

Narrative

The Watertown Senior Center is a one-story addition to the existing Phillips School. It was built in 1993, and most of the construction appears to be from that time. The entrance to the building, from the shared parking lot with the Phillips School, has a canopy and slopes down to the entrance. Both: the canopy and the brick paving show signs of deterioration. The building has a reception area and a hall with 3 sky lights, a common sitting space, a residential kitchen, a kitchenette, and a dividable activity room.

The exterior of the building is a wood clad material and asphalt shingle roof. The interior of the building is painted gypsum board, carpet, VCT, and suspended ceiling tiles.

The building's plumbing systems are original and still in good working condition. The water heater appears to be around 17 years old. The thermostatic mixing valve has visual corrosion.

Currently the building is not provided with an automatic sprinkler system. Further code review will be required in order to establish if an automatic sprinkler system would be required.

It does not appear as if the Assessor's Office has determined the building's value independent from the Phillips School. This should be confirmed since it will have an impact on the Code implications for each. The work identified in this report is minimal due to the good condition of the building; however, it may be enough to trigger Code requirements.

Items of Note

1. General

- a. Overall, the building appears to be in good shape. The interior finishes only show minor wear and tear.

2. Access

- a. There are only minor accessibility items, which were likely acceptable at the time of construction.

3. Envelope

- a. The canopy covering the main entrance appears to have two problems: 1) despite the presence of anti-bird spikes, birds like to sit on the top of sconces and various structural elements and 2) some of the trim and soffit board appear to have water damage. Both the birds and the water have caused damage to the trim, soffits, and lighting. This should be repaired.
- b. The brick paving to the entrance of the building slopes down, and during the winter, it was reported this can be very slippery. There is a nearby drain in an adjacent landscaped area; however, it likely easily gets covered by snow which allows the water to pool. This should get regraded and possibly the drain should be relocated where it cannot be covered.
- c. The roof appears to be original to the building, and therefore is likely $\pm$ 25 years. Based on aerial photos, there appears to be algae growth on the shingles and some deterioration of the fascia trim. Inside the public areas of the building, there is evidence of a leak where the main north

dormer intersects the main roof. The roof should be repaired soon and replaced within the next ten years.

- d. The wood fascia boards are starting to show signs of deterioration. This should get repaired.
- e. The rear door to the porch has issues. It has deteriorated at the bottom, and it scrapes against the threshold severely enough that many are unable to close the door without assistance. This should be reviewed and corrected.

4. Interior

- a. The suspended ceilings under the HVAC equipment have water damage. At the time of the assessment, it was reported that the HVAC unit had been fixed, so this damage was not indicative of a current leak. The damaged ceiling tiles should be replaced.

5. MEP/FP

- a. The outside gas piping should be cleaned and coated with primer and paint.
- b. The thermostatic mixing valve should be replaced.
- c. Due to the age of the building, there are several items that should be replaced in the 5-7-year range, including: the water heater, plumbing fixtures, air handling units, air cooled condensing units, exhaust fans and the lighting.
- d. As mentioned above, the building is only currently not sprinklered. Per the Code, if the building is greater than 7,500 sq. ft. and a renovation is greater than 7,500 sq. ft. or more than 33% of the building's assessed value, the building is required to have sprinklers.
- e. The fire alarm should be upgraded in 2-4 years.

6. Site

- a. No items noted except as noted above at the entrance.

Summary of Department of Senior Center Equipment

Description	Count	Date Purchased	Brand	Fuel	Condition
Air Handling Unit 2	1	1993		Hydronic / Electric	Fair
Air Handling Unit 3	1	2021	Carrier	Gas / Electric	Good
BMS	1	2006	Metasys		
Boiler 1	1	1993	Viessman	Gas	Good
Convactor	5			Hydronic	Fair
Condensing Unit 2	1	1993	Weatermaster	Electric	Poor
Condensing Unit 3	1	2008	Trane	Electric	Good
DHW Heater	1	2021	Ruud	Gas	Good
Main Pump	1	2022	Bell Gossett	Electric	Excellent
Exhaust Fans	1	1993		Electric	Good
Roof		1993			Fair

Kitchen					
Dishwasher	1			GE	
Refridgerator	1	2018		GE	

Narrative

Cunniff Elementary was completely reconstructed in 2022 as a net zero, ultra efficient, LEED Gold building with three floors and PV array systems. The site includes four EV Chargers, an educational garden area, and several play areas.

The building exterior is composed of natural wood-faced panels, aluminum composite metal panels, and veneer stone. The claddings are mounted on a rainscreen attachment system and 2-inches of mineral wool insulation. The roofing membrane is PVC with entry canopies and roof overhangs soffited in the same natural wood-faced panels. Curtainwalls and storefront windows with operable vents contribute to the natural daylight and ventilation within the schools. Interior finishes include linoleum flooring, rigid vinyl wall cladding, felt acoustic panels, vinyl wall graphics, wood and acoustic tile ceilings, and exposed structural steel that has been painted and integrated into the interior design.

Items of Note

1. General
 - a. Overall, the building is new and is in excellent shape.
2. Access
 - a. No Issues
3. Elevator
 - a. No issues were readily visible during the assessment.
4. Envelope
 - a. No issues were readily visible during the assessment.
5. Interior
 - a. Scuffing of the paint in hallways and stairwells
6. MEP/FP
 - a. Building design is with ERVs providing fresh air on demand with VRF systems providing final conditioned temperature.
7. Site
 - a. No issues were readily visible during the assessment.

Summary of Cunniff Elementary Equipment

Description	Count	Date Purchased	Brand	Fuel	Condition
AHU Condensing Units	2	2021	Daikins	Electric	Excellent
Air Handling Unit	2	2021	Daikin	Electric	Excellent
BMS	1	2021	Niagara		Excellent
Electric Cabinet Heater	10	2021		Electric	Excellent
Electric Duct Heater	2	2021		Electric	Excellent
Electric Unit Heater	7	2021		Electric	Excellent
Elevator	1	2021	Otis	Electric	Excellent
ERVs	5	2021	Greenheck	Electric	Excellent
EV Chargers	3	2021		Electric	Excellent
Exhaust Fans	12	2021	Greenheck	Electric	Excellent
Fan Coil Unit	2	2021		Electric	Excellent
Gym Floor	1	2021			Excellent
Kiln	1	2021		Electric	Excellent
LG RTU Mini	8	2021	LGs	Electric	Excellent
LG RTU VRF	5	2021	LGs	Electric	Excellent
Mini Splits	9	2021	LGs	Electric	Excellent
Roof	1	2021			Excellent
VRF Cassettes	80	2021	LGs	Electric	Excellent
Walk in Freezer	1	2021		Electric	Excellent
Walk in Fridge	1	2021		Electric	Excellent
Water Fountains	3	2021		Electric	Excellent
Water Heater	2	2021		Electric	Excellent

Kitchen Equip					
Cold Food Well	1	2021	Wells	Electric	Excellent
Convection Oven	1	2021	Blodgett	Electric	Excellent
Milk Cooler	1	2021	True Manufacturing	Electric	Excellent
Mobile Hot food Counter	1	2021	Versa	Electric	Excellent
Range Oven	1	2021	Vulcan	Electric	Excellent
Refrigerator	1	2021	Continental	Electric	Excellent

Steamer	1	2021	Accutemp Products	Electric	Excellent
WareWasher	1	2021	Champion	Electric	Excellent

PV Arrays					
Arrays	3	2021	Mission	Electric	Excellent
Inverters	5	2021	SMA America	Electric	Excellent

Hosmer Elementary School

Narrative

Hosmer Elementary was completely reconstructed in 2023 as a net zero, ultra efficient, LEED Gold building with three floors and PV array systems. The site includes six EV Chargers, an educational garden area, and several play areas.

The building exterior is composed of natural wood-faced panels, aluminum composite metal panels, and veneer stone. The claddings are mounted on a rainscreen attachment system and 2-inches of mineral wool insulation. The roofing membrane is PVC with entry canopies and roof overhangs soffited in the same natural wood-faced panels. Curtainwalls and storefront windows with operable vents contribute to the natural daylight and ventilation within the schools. Interior finishes include linoleum flooring, rigid vinyl wall cladding, felt acoustic panels, vinyl wall graphics, wood and acoustic tile ceilings, and exposed structural steel that has been painted and integrated into the interior design.

Items of Note

1. General

- a. Overall, the building is new and is in excellent shape.

2. Access

- a. No Issues

3. Elevator

- a. No issues were readily visible during the assessment.

4. Envelope

- a. No issues were readily visible during the assessment.

5. Interior

- a. Scuffing of the paint in hallways and stairwells

6. MEP/FP

- a. Building design is with ERVs providing fresh air on demand with VRF systems providing final conditioned temperature.
- b. ERV 2a on review has melted system components and is shutdown
- c. A number of ERVs are in alarm on Low Pressure and need review

7. Site

- a. No issues were readily visible during the assessment.

Summary of Hosmer Elementary Equipment

Description	Count	Date Purchased	Brand	Fuel	Condition
BMS	1	2022	Niagara		Excellent
Electric Cabinet Heater	18	2022		Electric	Excellent
Generator	1	2022	CAT	Diesel	Excellent
Electric Unit Heater	4	2022		Electric	Excellent
Elevator	2	2022	Otis	Electric	Excellent
ERVs	11	2022	Greenheck	Electric	Excellent
EV Chargers	6	2022		Electric	Excellent
Exhaust Fans	11	2022	Greenheck	Electric	Excellent
Fan Coil Unit	2	2022		Electric	Excellent
Gym Floor	1	2022			Excellent
Kiln	1	2022		Electric	Excellent
LG RTU Mini	7	2022	LGs	Electric	Excellent
LG RTU VRF	10	2022	LGs	Electric	Excellent
Mini Splits	10	2022	LGs	Electric	Excellent
Roof	1	2022			Excellent
VRF Cassettes	156	2022	LGs	Electric	Excellent
Walk in Freezer	1	2022		Electric	Excellent
Walk in Fridge	1	2022		Electric	Excellent
Water Fountains	9	2022		Electric	Excellent
Water Heater	2	2022		Electric	Excellent

Kitchen Equip					
Cold Food Well	1	2022	Hatco	Electric	Excellent
Hot Food Well	1	2022	APW Wyott	Electric	Excellent
Convection Oven	1	2022	Blodgett	Electric	Excellent
Milk Cooler	1	2022	True Manufacturing	Electric	Excellent
Range Oven	1	2022	Vulcan	Electric	Excellent
Refrigerator	1	2022	Continental	Electric	Excellent
Steamer	1	2022	Accutemp Products	Electric	Excellent
WareWasher	1	2022	Champion	Electric	Excellent

Holding Cabinet Humidified	1	2022	F.W.E	Electric	Excellent
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PV Arrays					
Arrays	8	2022	Mission	Electric	Excellent
Inverters	5	2022	SMA America	Electric	Excellent

Lowell Elementary School

Narrative

The Lowell Elementary School was originally constructed in 1927, and an addition was added in 1996. In 2023 the building was completely renovated. This included a new additional wing, new unit vents, Fan coil units, air handling units, a chiller, flooring and interior surfaces, kitchen, and fire systems. Only the boilers and elevator were kept from the original building. The building is in a new condition and will only require 'typical' maintenance.

The building exterior is composed of red brick with PVC trims and GFRP details. The 2023 addition is a brick cavity wall with 2-3-inches of rigid insulation. The primary window type is aluminum, with the larger openings being curtainwall. The prominent roof is asphaltic fiberglass shingles. At low-slope locations, the roofing membrane is PVC. Interior finishes include carpet, linoleum flooring, wood wainscoting, wood and acoustic tile ceilings, vinyl wall graphics, and wood cubbies for school storage.

The building has a fully upgraded automatic sprinkler system.

Items of Note

1. General
 - a. Overall, the building is in a new condition.
2. Access
 - a. There no accessibility issues.
3. Elevator
 - a. While elevator is from before the rebuild, no issues were readily visible during the assessment. A more thorough investigation should be performed to confirm this.
4. Envelope
 - a. The building exterior was completely repaired with upgraded GFRP trim.
5. Interior
 - a. The interior surfaces are all new.
6. MEP/FP
 - a. All HVAC systems were replaced with new systems except for the two original boilers.
 - b. The fire alarm system is new.
7. Site
 - a. No site issues.

Summary of Lowell Elementary Equipment

Description	Count	Date Purchased	Brand	Fuel	Condition
BMS	1	2023	Niagara		Excellent
Boiler 1	1	2013	Viessman	Gas	Good
Boiler 2	1	2013	Viessman	Gas	Good
Cold Water Pump	2	2023		Electric	Excellent
Electric Unit Heater	2	2023		Electric	Excellent
Elevator	1	1996		Electric	Good
EV Chargers	1	2023	Blink	Electric	Excellent
Exhaust Fans	23	2023	Greenheck	Electric	Excellent
Fan Coil Unit	39	2023	Daikin	Hydronic / Electric	Excellent
Hot Water Pump	2	2023		Electric	Excellent
Hot Water Convectors	22	2023		Hydronic	Excellent
Gym Floor	2	2023			Excellent
Kiln	1	2023		Electric	Excellent
RTU Mini	5	2023	Daikin	Electric	Excellent
Makeup Air Unit	1	2023	Daikin	Gas / Electric	Excellent
Mini Splits	5	2023	Daikin	Electric	Excellent
Roof	1	2023			Excellent
RTUs	5	2023	Daikin	Hydronic / Electric	Excellent
Unit Vents	54	2023	Daikin	Hydronic / Electric	Excellent
Walk in Freezer	1	2023	Bailey	Electric	Excellent
Walk in Fridge	1	2023	Bailey	Electric	Excellent
Water Fountains	7	2023		Electric	Excellent
Water Heater	2	2023		Electric	Excellent

Kitchen Equip					
Cold Food Well	1	2023	Hatco		Excellent
Hot Food Well	1	2023	Hatco	Electric	
Convection Oven	1	2023	Blodgett	Gas	Excellent
Milk Cooler	1	2023	True Manufacturing	Electric	Excellent
Range Burners	1	2023	Vulcan	Gas	Excellent
Refrigerator	1	2023	Continental	Electric	Excellent

Steamer	1	2023	Accutemp Products	Gas	Excellent
WareWasher	1	2023	Champion	Electric	Excellent
Holding Cabinet Humidified	1	2023	FEW	Electric	Excellent

PV Arrays					
Arrays	1	2023	JA Solar	Electric	Excellent
Inverters	2	2023	Solaredge	Electric	Excellent

Middle School

Narrative

Based on comments from the custodian, the building consists of an original portion built circa 1920s and two additions including one that occurred within the last 17 to 27 years. Previous studies indicated one addition was built between 1999 and 2000. In 2021 the boilers were replaced with high condensing boilers. In 2023 the top floor was updated with VRF air conditioning. In 2023 the lower section of the original building was renovated to be used as swing space classrooms and café for High School students.

The original portion of the building faces Bemis St. with the additions built to the north. The addition(s) include a new main entrance, which faces Waverley Ave.

The original building is three floors and the addition(s) ranges from one to three floors. The floors in the addition do not align with the floors in the original building; they are approximately half a floor different. Consequently, plans of the building may be misleading. Also, when the addition(s) was constructed, it created several duplicate spaces including gyms and locker rooms.

The exterior of the building is red brick with pre-cast concrete and unglazed buff brick accents.

The roof is mechanically fastened EPDM on the original portion, ballasted EPDM on most of the addition, and PVC on the cafeteria. Interior wall finishes include: painted masonry, painted gypsum board, structural glazed tile, ceramic tile, and brick. Ceiling finishes include: gypsum board and suspended ceiling tiles. Flooring finishes include: VCT, carpet, laminate, ceramic tile, and rubber tile.

The plumbing systems appear to be renovated at the last major renovation in 1998. The building's roof storm drainage system serves only as a primary storm drainage; scuppers were not observed. Acid waste vents through the roof appear to be deteriorated and are very brittle. An upgrade to the domestic hot water system included a high-efficiency, instantaneous, indirect water heater equipped with high-efficiency condensing boiler. The building's science/laboratory rooms are equipped with combination emergency eye/face/shower equipment, with a dedicated neutralization drainage system and tempered water system. The emergency fixture thermostatic mixing valve appears to be damaged. Neutralization system basins were scattered throughout the building with no clear indication of the last service date. The plumbing fixtures are mixed and some would need to be replaced. A fully functional commercial kitchen appears to have fairly new and properly operating plumbing fixtures.

Currently the building is provided with a partial automatic sprinkler system. Any renovation over 7,500 sq. ft., or any renovation cost of 33% or more of the building's assessed value would trigger the requirements for the installation of a complete automatic sprinkler system.

Items of Note

1. General
 - a. Overall, the building is in fair condition with some items in poor condition.

2. Access

- a. There are several accessibility items throughout the building. Some were conditions that were likely acceptable at the time of the last major renovation, but some are the result of wear and tear in the building. Examples of the latter include missing grab bars.

3. Elevator

- a. Building is equipped with two elevators. No issues were readily visible during the assessment. A more thorough investigation should be performed to confirm this.

4. Envelope

- a. There are several areas in the building showing water damage. This includes the following items:
 - i. Damaged ceiling tiles (all floors).
 - ii. Damaged walls below and next to windows.
- b. It should be noted that not all areas with water damage are likely from the windows and sealants. In fact, some areas are clearly from leaking equipment or water from ductwork. All areas should be investigated first to determine the cause of the water.
- c. There are many minor items throughout the building that should be addressed. Examples are included below.
 - i. Weather damaged exterior doors and door frames.
 - ii. Damaged metal soffits at the main entrance.
- d. The roof will need to be replaced in 1-5 years
- e. A number of areas of the building will need repointing

5. Interior

- a. Ceiling tiles throughout the building show evidence of water damage regardless of the floor or location in the room. It is unclear what has caused this; however, as noted above, there are major issues with the windows, which could be part of the problem.
- b. The finishes throughout the building are showing signs of wear and tear. In addition to maintenance painting, the finishes should be upgraded. This includes flooring, walls, ceilings, and cabinet finishes.

6. MEP/FP

- a. Roof top unit for auditorium, gyms and front offices should be replaced in 1-3 years.
- b. Unit ventilators should be replaced in 1-5 years.
- c. Exhaust fans to be replaced in 1-3 years.
- d. As mentioned above, the building is only partly sprinklered. Per the Code, if the building is greater than 7,500 sq. ft. and a renovation is greater than 7,500 sq. ft. or more than 33% of the building's assessed value, the building is required to have sprinklers.
- e. Many of the rooms are missing either the speakers or clocks.
- f. The lighting and the fire alarm should be upgraded.

7. Site

- a. Both the granite steps (east side of original building) and pre-cast stone steps (other entrances at original building) have damage. These should be repaired.

Summary of Middle School Equipment

Description	Count	Date Purchased	Brand	Fuel	Condition
BMS	1	2023	Niagara		Excellent
BMS	1	2006	Metasys		Good
Main Boilers	5	2022	Viessman	Gas	Excellent
DHW Boiler	1			Gas	Fair
Library AHU Compressors	1	2023		Electric	Excellent
Library AHU	1	2023		Hydronic / Electric	Excellent
Kitchen AHU Compressors	1	2021		Electric	Excellent
Kitchen AHU	1	2021		Hydronic / Electric	Excellent
Cafe AHU Compressors	1	2021		Electric	Excellent
Cafe AHU	1	2021		Hydronic / Electric	Excellent
AHU Gym 1	1	1998	AAEON	Gas	Poor
AHU Gym 2	1		Sterling	Gas	Poor
AHU Old Gym 3	1	1998		Hydronic / Electric	Fair
AHU Auditorium	1			Gas / Electric	Fair
Cassettes top floor	27	2023	Daikin	Electric	Excellent
Cassettes Café	3	2021	Mitsubishi	Electric	Excellent
Cassettes Bottom Flr	6	2023	Mitsubishi	Electric	Excellent
Mini Split Teachers L	1	2023	Daikin	Electric	Excellent
Elevator	2			Electric	Fair
Exhaust Fans	32		Greenheck	Electric	Poor
Exhaust Fan Laser Engraver	1	2023		Electric	Excellent
Exhaust Fan Kitchen Hood	1	2023		Electric	Excellent
Exhaust Fan Dish Rm	1	2023		Electric	Excellent
Fan Coil Unit	5			Hydronic / Electric	Poor
Hot Water Pump	2	2021	Baldor	Electric	Excellent
Hot Water Convectors	10			Hydronic	Good
Gym Floor	1				Good
Kiln				Electric	
Mini Split HP Bottom Flr	4	2023	Daikin	Electric	Excellent

VRF Heat Pump	3	2023	Daikin	Electric	Excellent
Mini HP Teachers L	1	2023		Electric	Excellent
Mini HP Offices	3	2023	American Standard	Electric	Poor
Roof		1998			Poor
Unit Vents	80			Hydronic / Electric	Poor
Walk in Freezer	1	2023	Bailey	Electric	Excellent
Walk in Fridge	1	2023	Bailey	Electric	Excellent
Walk in Freezer	1				Fair
Water Fountains	11			Electric	Good
Compressor	1		Emglo		Fair

Kitchen Equip					
Cold Food Well	2		Hatco		Good
Hot Food Well	3		Hatco	Electric	Good
Convection Oven	3		Blodgett	Gas	Good
Range Burners	1		Vulcan	Gas	Good
Refrigerator	6		Continental	Electric	Good
Steamer	1		Market Forge	Gas	Fair
WareWasher	1	2023	Champion	Electric	Excellent
Holding Cabinet Humidified	2		FEW	Electric	Good
Heater Proofer	1		Winholt		Good
Ice Machine	1		Hoshizaki		Good
Cooler	3		TRUE		Good
Kettle	1		Market Forge	Gas	Good
Milk Cooler	1		Powers		Good

STEM Programs					
Stove	5		Fridgedare		Good
Refridgerator	2		Atosa		Good
Washer	2				Good
Dryer	1				Good
Dust Collector	1		BELFAB		Good
Table Saw	1		Saw Stop		Good

Plainner	1		Northfield		Good
Lathe			PowerMatic		Good
Band Saw	2		Laguna		Good
Compressor	1				Good
Plainner	1		Cantek		Good
Drill Press	2		Voyager		Good
Lathe	1		Baleigh		Good
Rotatary Sander	1		Baleigh		Good
Radial Arm Saw	1		Original		Good
Joiner	2		Powermatic		Good
Laser Cutter	1		Fusion Pro		Good

Moxley High School

Narrative

Moxley High School is a temporary classroom building to house the high school students while the new high school is rebuilt. The building is made of stacked prefab units leased to the city. The High School students walk next door to the Middle School for meals and several classes. HVAC is handled individually within each classroom. Once the new High School is completed in 2026 this building will be removed. Because of the short timeframe for this building and the fact that it is leased, no evaluation was considered.

Narrative

This three-floor building is mostly used as administrative offices for the Watertown Public Schools. Various offices are located on the second and third floors including, but not limited to: the business office, the superintendent's office, and SPED Department. A portion of the basement houses the Watertown Community Access Channel, and the school Information Technology office.

The three-story original building appears to be from the 1920s with a 1950s addition. The senior center, built approximately 26 years ago, is attached to the 1950s addition and shares the gym space in the basement. In 2023 a refurbishment of the basement floor was done.

The exterior is brick and concrete, which mostly appears to be in fair condition except as noted below. The interior offices were constructed within the last 10 to 20 years. The roofs are flat and appears to be white PVC approximately 13-17 years old.

The existing plumbing systems appear to be partially renovated. Most of the sanitary piping is original with partially replaced sections. The building's roof storm drainage system serves only as a primary storm drainage; scuppers were observed and are functioning as an emergency overflow. The domestic water system piping has been upgraded to copper with some small sections left from the original galvanized piping at the basement. The natural gas upgrade has converted the building's heating and domestic water heating systems to natural gas. An upgrade to the domestic hot water system replaced the existing hot water storage tank with a high-efficiency instantaneous indirect water heater equipped with high-efficiency condensing boiler. Water closets, urinals, lavatories, service sinks and associated flush valves and faucets have been partially replaced.

During 2023 the building was updated fully with an automatic sprinkler system.

Items of Note

1. General
 - a. Overall, the building is in fair condition for its use.
2. Access
 - a. There are many areas that do not satisfy current Accessibility Codes, such as missing handrail extensions and protruding drinking fountains. Should these areas be renovated or should construction costs exceed 30% of the building's value over the course of 36 months, these items will need to be brought up to current Codes.
3. Elevator
 - a. No issues were readily visible during the assessment. A more thorough investigation should be performed to confirm this.
4. Envelope
 - a. The parapet on the west elevation has severe mortar deterioration which needs to be addressed.

- b. The stone at one of the former entrances facing Common Street appears to have been covered with some kind of coating, which is currently cracking.
- c. Sealant at lintels and flashing above the stone belt course has deteriorated and is causing damage to the lintels and stains on the stone.
- d. The paint on the exterior wood trim has peeled off. It was unclear during the assessment if the wood is in acceptable condition or if it is damaged. This should be checked and, if necessary, replaced.
- e. There is evidence that ivy used to grow on the north and east face of the 1950s addition. It looks like it was cut off some time ago, and the masonry appears to be in fair condition.
- f. The metal roofing and panels at the roof top penthouses are corroding and deteriorating. They should be replaced.
- g. The metal windows appear to be 20+ years old, and due to the poor condition of several of them, they should be replaced in 1-5 years.

5. Interior

- a. One of the bathrooms located in the 1950's addition shows significant cracking in the CMU walls. This should be investigated and fixed.
- b. Since most of the interior offices were completed within the last 20 to 25 years, they appear to be in fair condition. However, it is probably time to refresh the finishes (e.g. carpet, paint).
- c. There are many areas in the building where the floor finish shows stains and other damage from former equipment or furniture. Although not urgent and mostly in building areas not visited by the public, these finishes should be replaced.
- d. It appears one of the pipes that passes through the ceiling of the first-floor women's toilet room leaked at one point. The portion of the piping that penetrates the ceiling appears to be of a more recent vintage than the rest of the pipe. However, the opening made in the ceiling to provide access to the pipe was not closed and some of the water damaged plaster still remains. The damage plaster should be removed, and the hole patched.
- e. The building has had many small renovations over the years, which has resulted in some aesthetically unappealing areas. Examples include: a hole in the wall made to connect a dryer vent to a building vent; partitions with portions painted slightly different colors; light fixture housings located in inaccessible locations; doors with holes at the former hardware; and missing floor tiles where fixtures were removed.

6. MEP/FP

- a. One of the steam boilers water control system has many deteriorated pipe and will need to be replaced before boiler can be used again.
- b. Banging is heard in the steam piping system and presume failure of the steam traps. These should be replaced throughout the building
- c. The BMS control system is fragmented across many different and non-communicating systems. It's almost impossible to control the heating of the building.
- d. A number of the offices were cooled by individual min splits but a few still existed on window air conditioning. Rooms on the first floor were handled by a VRF system.

- e. Grilles on top of radiator covers are damaged in many locations. Although it does not affect the function of the radiator, replacing them would help aesthetically.
- f. The remaining old plumbing fixtures should be replaced.
- g. The sump pumps in the basement and in the crawl, space should be replaced.
- h. It is recommended that the service sinks include a dedicated backflow preventer for the chemical dispensers.
- i. The outside wall hydrants should be replaced.
- j. Thermostatic mixing valves should be added to all public lavatories to limit the delivery temperature to the maximum allowed per code.
- k. The boilers should be replaced in 1-3 years, and the rooftop units should be replaced in 1-3 years. The terminal equipment should also be upgraded.
- l. The interior lighting should be replaced in 2-4 years, and the fire alarm should be upgraded in 5-7 years.

7. Site

- a. Parking lots need resurfacing.
- b. Need signage.

Summary of Phillips School Administration Equipment

Description	Count	Date Purchased	Brand	Fuel	Condition
BMS	1	2006	Metasys		Fair
BMS	1	2023	Niagara		Excellent
Air Compressor	1		Speedair	Electric	Good
Boiler 1	1	1937	Smith / steam	Gas	Fail
Boiler 2	1	2001	Smith / steam	Gas	Fair
Condensate Pump 1	1	2001		Electric	Fair
Condensate Pump 2	1	2001		Electric	Fair
Condensate Pump 3	1	2001		Electric	Fair
Condensate Pump 4	1	2001		Electric	Fair
Cassettes	22	2023	Mitsubishi	Electric	Excellent
AHU 1	1			Steam / Electric	Fair
AHU 2	1			Steam / Electric	Fair
AHU 3	1			Steam / Electric	Fair
AHU 4	1			Steam / Electric	Fair
AHU 5	1			Steam / Electric	Fair
Electric Unit Heater	1	2023		Electric	Excellent
Elevator	1			Electric	Good
ERV-1	1	2023	Mitsubishi	Electric	Good
ERV-2	1	2023	Greenheck	Electric	Fail
Exhaust Fans	6		Greenheck	Electric	Good
Gym Floor	1				
RTU Mini	6	2019	Daikin	Electric	Good
Mini Splits	10	2019	Daikin	Electric	Good
Roof	1				
Unit Vents	2		Daikin	Steam / Electric	Fair
Water Fountains	6			Electric	Good
Window AC	10			Electric	Good
Water Heater	1			Electric	Good

Main Public Library

Narrative

The Watertown Main Public Library was originally constructed in 1884. Several additions and renovations occurred with the latest one in 2006, which included the demolition and rebuilding of substantial portions of the previous additions. The original library is still visible from both the exterior and a few interior rooms.

The exterior of the building is: red brick, cast stone, and metal panel for the walls; and slate and white EPDM for the roof. The interior of the building has: carpet, VCT, limited hardwood, ceramic tiles, and aggregated concrete for the flooring; gypsum board, painted masonry, ceramic tiles, metal panels, and exposed brick for the walls; and suspended tile ceilings, gypsum board, and painted exposed structure for the ceilings. There are wood windows in the older portion, aluminum (or possibly, fiberglass) windows and aluminum storefront windows in the newer areas.

The plumbing systems for the building were completely upgraded during the last renovation in 2006. All plumbing fixtures are in good working condition. The building is currently fully sprinklered.

Items of Note

1. General

- a. Overall, the building is in good condition, which is expected since the most recent major renovation was 2006. The HVAC systems are showing their age though.

2. Access

- a. There are minor issues regarding inaccessibility in the building.
- b. There are places in the Teen Room where the stacks are too close to other objects. The distance required is 3'-0" minimum, and they are currently at 2'-11". This could be readily addressed by moving some of the stacks or other objects.
- c. Entrance to the Local History Room is not compliant. There are double doors with doorknobs, which are not allowed. These doors may have received a variance because they are historical nature of the area.

3. Elevator

- a. No issues were readily visible during the assessment. A more thorough investigation should be performed to confirm this.

4. Envelope

- a. There is major masonry damage at the wing walls in front of the building. There is substantial evidence that water is getting into the wall causing efflorescence, algae growth, and mortar damage. The wing walls are not attached to the building (although they are directly adjacent) and do not appear to be over underground spaces, so their damage is isolated. It was reported this condition has existed since they were constructed.
- b. Some of the masonry on the original building appears to be stained or has algae growth. It is not clear if this is new damage or previous damage that was simply not cleaned up during the

2006 renovation. Some locations appear to be active, such as the CMU wall under the former front entrance. This should be investigated, fixed, and cleaned.

- c. Some of the original building's exterior masonry wall is now part of interior spaces and was left exposed as an aesthetic feature. There are water stains and dirt on parts of the masonry, which do not appear to be from active issues.
- d. Window damage is limited: One window is cracked, one window's seal is broken, and the paint at the original building's wood window is peeling. These should be fixed.
- e. The library entrance doors are problematic. There's a set at the front and back of the building which connect to the main corridor and circulation desk. Each set consists of two doors: one exterior and one inner vestibule door. The doors appear to be a satisfactory distance apart in terms of accessibility, but due to the speed of the sliding elements, both doors tend to be open at the same time when a patron enters or leaves, which allows outside air into the building. When both sets of doors are open, it was reported the circulation desk area gets gusty. These should be reviewed to determine if there are ways to reduce or eliminate this problem.

5. Interior

- a. The most severe issue appears to be worn finishes, which is not unexpected. The most damaged is the carpeting, whose style, color, and pattern do not hide stains and wear. The finishes should probably be refreshed.
- b. The wall paint is damaged, most of which appears to have been caused by book carts. It may be beneficial to install chair rails where book carts are used the most to limit damage. The cost estimate for this work only assumes repainting the building.
- c. The gypsum board enclosed beams in the front and rear vestibules are showing signs of water damage. It was unclear if this is from an active leak or if from condensation or humidity. This should be investigated and fixed.
- d. The plaster ceiling in the Local History Room in the original building has water damage, suggesting a roof leak. The leak should be fixed and the plaster patched and repaired.
- e. There is water damage on a ceiling tile in the open office space behind the main circulation desk. Due to the location, it is likely from leaking equipment. The equipment should be fixed and the ceiling tile replaced.

6. MEP/FP

- a. Most of the major HVAC and plumbing equipment appears to be fine, but due to their age, will likely need upgrades in 3 years. This includes the pumps, RTUs, boilers, chiller, VAVs, fan coils, and fans.
- b. It was reported the boiler leaked during shoulder months.
- c. The interior and exterior lighting should be improved in 1 to 3 years.

7. Site

- a. At two locations around the building, there is concrete damage where handrails or guardrails attach to concrete foundations.
- b. Backup of ground drains by east side door has required sand bags to prevent building flooding
- c. Backup of ground drain by west door has been reported backs up as well.

Summary of Main Library Equipment

Description	Count	Date Purchased	Brand	Fuel	Condition
AHU-1	1	2006		Gas / Electric	Poor
AHU-2	1	2006		Gas / Electric	Fair
AHU-3	1	2006		Gas / Electric	Fair
AHU-4	1	2006		Gas / Electric	Fair
AHU-5	1	2006		Gas / Electric	Poor
BMS	1	2006	Facilities Explorer		
Boiler 1	1			Gas	Fair
Chiller	1	2006		Electric	Fair
Chiller Pump 1	1			Electric	Good
Chiller Pump 2	1			Electric	Good
DHW Heater	1	2023		Gas	Excellent
Elevator	1			Electric	Fair
Exhaust Fans	6			Electric	Good
Fan Coil Units	13	2006		Hydronic / Electric	Good
Fire Pressure Pump	1	2006		Electric	Good
Generator	1			Electric	Good
Humidifier	1	2019		Electric	Good
Main Pump 1	1	2006		Electric	Poor
Main Pump 2	1	2006		Electric	Fair
Mini Splits	1	2006		Electric	Good
Roof		2006			
RTU Mini	1			Electric	Good
VAV Coils	40	2006		Hydronic	Fair
Water Fountains	2			Electric	Good

John A. Ryan Skating Arena

Narrative

The John A. Ryan Skate Arena was originally constructed in 1971 and is a bent frame metal building with masonry and metal panel exterior walls. The ceiling is covered with a low-e insulation at the underside of the roof, which reportedly made a significant, positive impact on the HVAC system. The interior is mostly one floor with later construction adding a few second-floor offices. The concrete flooring is nearly completely covered by rubber sports tiles, likely used to protect the floor from ice skates.

The plumbing systems appear to have been updated and in good working condition. The domestic hot water equipment appears to be old and ready for replacement. The Zamboni is currently utilizing the domestic hot water system to fill its tank which depletes the system and interferes with the rest of the fixtures.

Currently the building is not provided with an automatic sprinkler system. Any renovation over 7,500 sq. ft., or any renovation cost of 33% or more of the building's assessed value would trigger the requirements for the installation of an automatic sprinkler system.

Items of Note

1. General
 - a. Overall, the building appears to be in good, but slightly dated, shape.
2. Access
 - a. Many areas of the building lack accessibility. This includes, but is not limited to: seating for spectators, team locker room toilet rooms, access to second floor offices, door knobs, and ticket and concession counters.
3. Envelope
 - a. The metal panels at the exterior are rusting and have cracks. These could be repaired to gain a few years in the short term and replaced later.
 - b. A window in the skate shop is inoperable and appears to be stuck slightly open. This should be fixed.
4. Interior
 - a. There is insulation along the exterior wall with a fabric covering with holes in it. It is not clear what is causing the holes, but typically in this type of building, the fabric begins to deteriorate and falls apart. This should be patched if not completely replaced. If another, more resilient option is available, it may be beneficial to install that.
 - b. There are a few maintenance items that should be addressed including, but not limited to: breaks in the insulation on the roof.
 - c. The finishes are in fair condition, but likely needs to be refreshed within the next several years.
5. MEP/FP

- a. The ice equipment appears to be +/- 25 years old. It reportedly still works but will likely require replacement in the next 3 to 6 years.
- b. The building does not have automatic sprinklers. Depending on the amount of renovation, the Code may require sprinklers to be installed.
- c. Air handling units and ERV should be replaced in 5-10 years.
- d. Gas space heaters should be replaced in the next 5-10 years.
- e. As mentioned above, the building is not currently sprinklered. Per the Code, if the building is greater than 7,500 sq. ft. and a renovation is greater than 7,500 sq. ft. or more than 33% of the building's assessed value, the building is required to have sprinklers.
- f. Open bussing on the main switchboard should be corrected.
- g. One half of the panels have surpassed their expected life.
- h. The majority of the light fixtures outside the rink lights are beyond their expected life.

6. Site

- a. The paving in the parking lot to the west of the building has cracks and appears to have a low area, which collects water. This is likely to be hazardous in winter months.

Summary of Rink Equipment

Description	Count	Date Purchased	Brand	Fuel	Condition
Air Handling Unit	1	2005	Greenheck	Hydronic	Good
Boiler 1	1	2020	Viessman	Gas	Good
Boiler 2	1	2015	Viessman	Gas	Good
Boiler 3	1	2015	Viessman	Gas	Excellent
Exhaust Fans	2	1971		Electric	Poor
Chiller	1	1971	Cimco / Ammonia	Electric	Fair
Cooling Tower	1	2019	Evapco		Good
Tower Circulation	1	2019	Baldor		Good
Main Circulator Pumps	2	1971	Weg	Electric	Fair
Dehumifier	1	2015	Cimco		Good
Radiant Heat	4	2020	Re-Verber-Ray	Gas	Good
Water Heater 1	1	2002		Gas	Fail
Water Heater 2	1	2002		Gas	Fair
Roof Insulation		2016			Good
Roof		2014			Fair

Appendix B

To understand the triggering events that cause major changes to the buildings as it relates to other buildings life cycles the following chart allows a very broad view of those triggering events. Table B1 and B2 below show the definition of the triggering event actions.

B1 - Triggering Event Icons

Trigger Event	Icon
New Building Entering Portfolio	— 🔑 —
Lease Turnover or Renewal	— 👤 —
Major Equipment Replacement	— 🏢 —
Building Leaving Portfolio	— 📌 —
New Construction or Major Renovation Project	— 🏗️ —
Regular Energy Checkups	— ⚡ —
None	— —

B2 – Trigger Event Actions

Description: This key lists the six types of trigger events and net zero actions to consider performing alongside that trigger event. Trigger events are building life-cycle events that could enable a deep retrofit.

Trigger Event Types	Net Zero Actions to Consider
New Building Entering Portfolio	• Standardize property condition report to include energy audit and functional performance tests • Evaluate all "actions to consider" for lease turnover and major equipment replacement trigger events
Lease Turnover or Renewal	• Green lease language • Adjust energy chart based on lease structure • Plug load budget • Tenant energy feedback • Low/no-cost ECMs • HVAC reconfiguration or envelope upgrades
Major Equipment Replacement	• Replace major HVAC or water heating equipment • Add roof and insulation • High-performance windows • Replace fossil fuel gensets with electric and thermal storage • Fuel switching from gas to electric
Building Leaving Portfolio	• Include energy information in statement of value • Standardize property conditions report to include energy audit and functional performance tests • Provide energy one-page summary to agents and prospective buyers
New Construction or Major Renovation Project	• Design all new construction to net-zero energy (or NZE-ready) • Consider systems like ground source heat pumps • Design roofs to handle on-site solar PV
Regular Energy Checkups	• Continuously: Tenant engagement; Commissioning • Every three years: Assess new utility rates; Reconsider solar PV and energy storage • Review building equipment condition and work order history • Review exterior building conditions

B3 – Building Trigger Events – 2024 to 2034

Use	Trigger Event	TriggerRange	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Admin	City Hall	Major Equipment Replacement		– 𠂆 –			– 𠂆 –						
Admin	Parker	Major Equipment Replacement			– 𠂆 –		– 𠂆 –	– 𠂆 –	– 𠂆 –				
Cemetery	Ridgelawn Cemetery	Major Equipment Replacement		– 𠂆 –									
DPW	Public Works	Major Equipment Replacement		– 𠂆 –									
Fire	East End Fire Station	New Building Entering Portfolio											
Fire	East End Fire Station	Building Leaving Portfolio											
Fire	Main Fire Station	Major Equipment Replacement		– 𠂆 –			– 𠂆 –						
Fire	North Fire Station	Major Equipment Replacement											
Library	Main Library	Major Equipment Replacement					– 𠂆 –						
Other	Commanders Mansion	Major Equipment Replacement				– 𠂆 –							
Police	Old Police Station	Building Leaving Portfolio			– 𠂆 –								
Police	Police Headquarters	Major Equipment Replacement		– 𠂆 –								– 𠂆 –	
Rec	Hosmer Field House	Major Equipment Replacement											
Rec	Moxley Field House	Major Equipment Replacement									– 𠂆 –		
Rec	Rink	Major Equipment Replacement					– 𠂆 –						
Rec	Victory Field House	Major Equipment Replacement									– 𠂆 –		
School	Cunniff	Major Equipment Replacement											
School	Lowell Elementary	Major Equipment Replacement											
School	Middle School	Major Equipment Replacement		– 𠂆 –									
School	Moxley High School	New Building Entering Portfolio	– 𠂆 –										
School	Hosmer Elementary	Major Equipment Replacement											
School	Moxley High School	Building Leaving Portfolio				– 𠂆 –							
School	New High School	New Building Entering Portfolio			– 𠂆 –								
School	New High School	Major Equipment Replacement											
School	Old High School	Building Leaving Portfolio	– 𠂆 –										
School	Phillips	Major Equipment Replacement				– 𠂆 –		– 𠂆 –					
Senior	Senior Center	New Building Entering Portfolio								– 𠂆 –			
Senior	Senior Center	Building Leaving Portfolio						– 𠂆 –					
Senior	Senior Center	Major Equipment Replacement											
Social	Multi Service Center	Major Equipment Replacement											
	All Buildings	Regular Energy Checkups		– ⚡ –			– ⚡ –			– ⚡ –			– ⚡ –

B3 – Building Trigger Events – 2035 to 2050

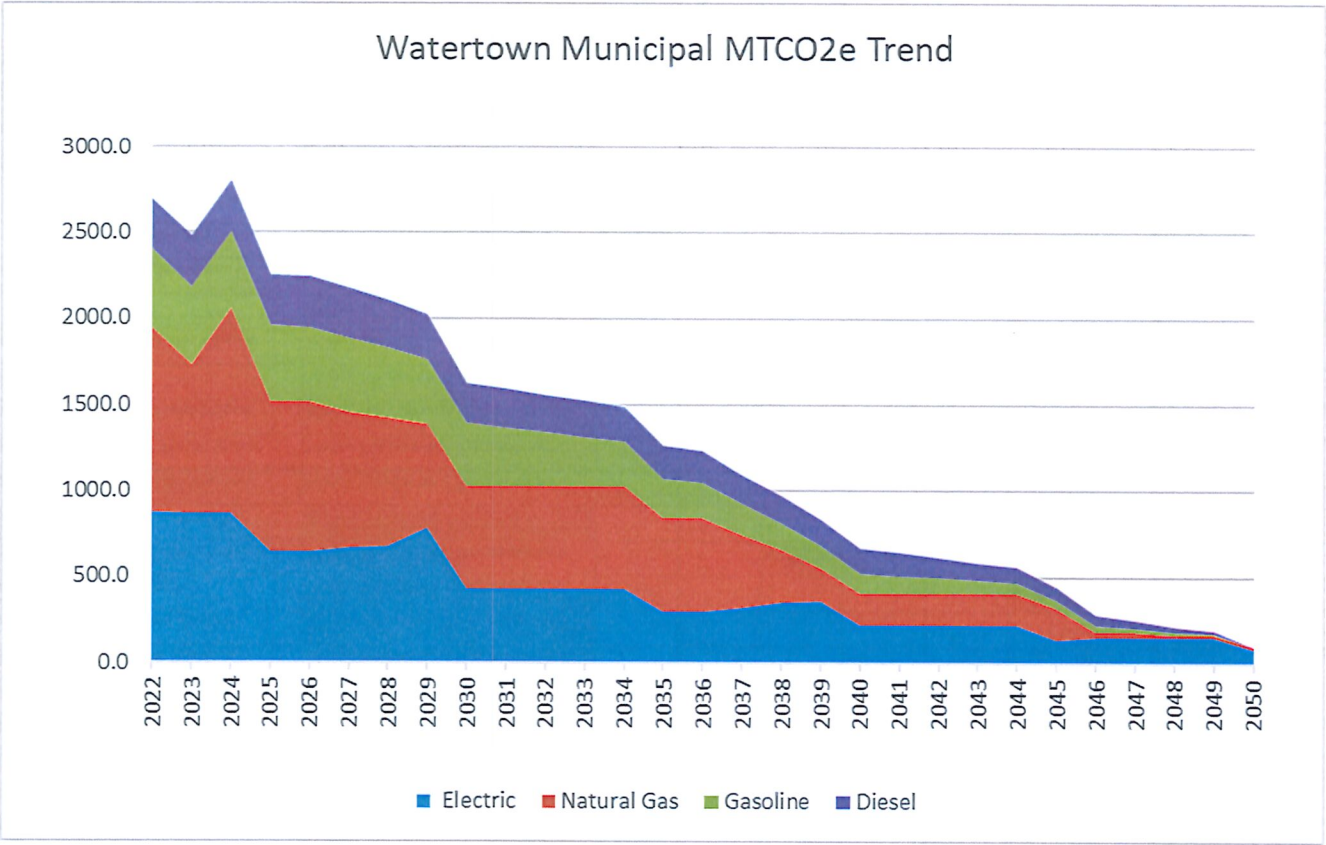
Use	Trigger Event	TriggerRange	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050
Admin	City Hall	Major Equipment Replacement														- 鋼 -		
Admin	Parker	Major Equipment Replacement															- 鋼 -	
Cemetery	Ridgelawn Cemetery	Major Equipment Replacement																
DPW	Public Works	Major Equipment Replacement				- 鋼 -												
Fire	East End Fire Station	New Building Entering Portfolio	- 鋼 -															
Fire	East End Fire Station	Building Leaving Portfolio	- 鋼 -															
Fire	Main Fire Station	Major Equipment Replacement														- 鋼 -		
Fire	North Fire Station	Major Equipment Replacement								- 鋼 -								
Library	Main Library	Major Equipment Replacement						- 鋼 -								- 鋼 -		
Other	Commanders Mansion	Major Equipment Replacement			- 鋼 -										- 鋼 -			
Police	Old Police Station	Building Leaving Portfolio																
Police	Police Headquarters	Major Equipment Replacement											- 鋼 -					
Rec	Hosmer Field House	Major Equipment Replacement										- 鋼 -						
Rec	Moxley Field House	Major Equipment Replacement																
Rec	Rink	Major Equipment Replacement		- 鋼 -												- 鋼 -		
Rec	Victory Field House	Major Equipment Replacement																
School	Cunniff	Major Equipment Replacement									- 鋼 -							
School	Lowell Elementary	Major Equipment Replacement					- 鋼 -							- 鋼 -				
School	Middle School	Major Equipment Replacement	- 鋼 -											- 鋼 -				
School	Moxley High School	New Building Entering Portfolio																
School	Hosmer Elementary	Major Equipment Replacement								- 鋼 -								
School	Moxley High School	Building Leaving Portfolio																
School	New High School	New Building Entering Portfolio																
School	New High School	Major Equipment Replacement													- 鋼 -			
School	Old High School	Building Leaving Portfolio																
School	Phillips	Major Equipment Replacement															- 鋼 -	
Senior	Senior Center	New Building Entering Portfolio																
Senior	Senior Center	Building Leaving Portfolio																
Senior	Senior Center	Major Equipment Replacement															- 鋼 -	
Social	Multi Service Center	Major Equipment Replacement									- 鋼 -							
	All Buildings	Regular Energy Checkups			- 鋼 -			- 鋼 -			- 鋼 -			- 鋼 -			- 鋼 -	

Appendix C

Overall Results for City of Watertown Municipal GHG Reduction Goals

The chart and table below show the estimated resulting GHG reductions for the study buildings plus the city owned vehicles if we follow the actions of Zero Over Time and Zero Emission Vehicles policies. Note this is done without consideration of fiscal needs of the city outside the scope of this roadmap. Following the summary chart and table below are the detailed evaluations for each of the study buildings as it relates to the triggering events and resulting Energy Conservation Measures (ECMs). This data was then used to evaluate the buildings' GHG reduction goals as expressed in MTCO₂e. Following the buildings is the estimated City Owned Vehicle GHG reductions goals as we apply ZEV.

Summary Chart of GHG Reductions



Summary Table of GHG Reductions

Year	MTCO2e			
	Electric	Natural Gas	Gasoline	Diesel
2021	601.1	1170.4		
2022	875.4	1073.1	453.5	295.2
2023	865.6	866.0	450.3	295.2
2024	865.5	1196.4	443.8	295.2
2025	646.7	870.0	440.6	295.2
2026	647.3	865.4	434.1	295.2
2027	665.8	788.3	430.8	287.8
2028	670.7	753.3	404.9	273.1
2029	782.5	600.0	382.3	258.3
2030	427.1	600.0	362.8	236.2
2031	427.1	600.0	336.9	228.8
2032	427.1	600.0	311.0	217.7
2033	427.1	600.0	285.1	210.3
2034	427.1	600.0	259.2	199.3
2035	298.7	542.7	233.2	191.9
2036	298.7	542.7	207.3	180.8
2037	324.6	417.7	181.4	173.4
2038	352.2	303.3	155.5	162.4
2039	359.6	194.2	129.6	155.0
2040	221.8	185.4	113.4	147.6
2041	221.8	185.4	100.4	132.9
2042	221.8	185.4	87.5	118.1
2043	221.8	185.4	74.5	103.3
2044	221.8	185.4	61.5	88.6
2045	135.4	185.4	48.6	73.8
2046	150.5	34.8	35.6	59.0
2047	150.3	34.8	22.7	44.3
2048	153.2	18.4	16.2	29.5
2049	153.2	18.4	6.5	14.8
2050	82.4	18.4	0.0	0.0

City Hall

Summary of Trigger Events and ECMs

Trigger Events

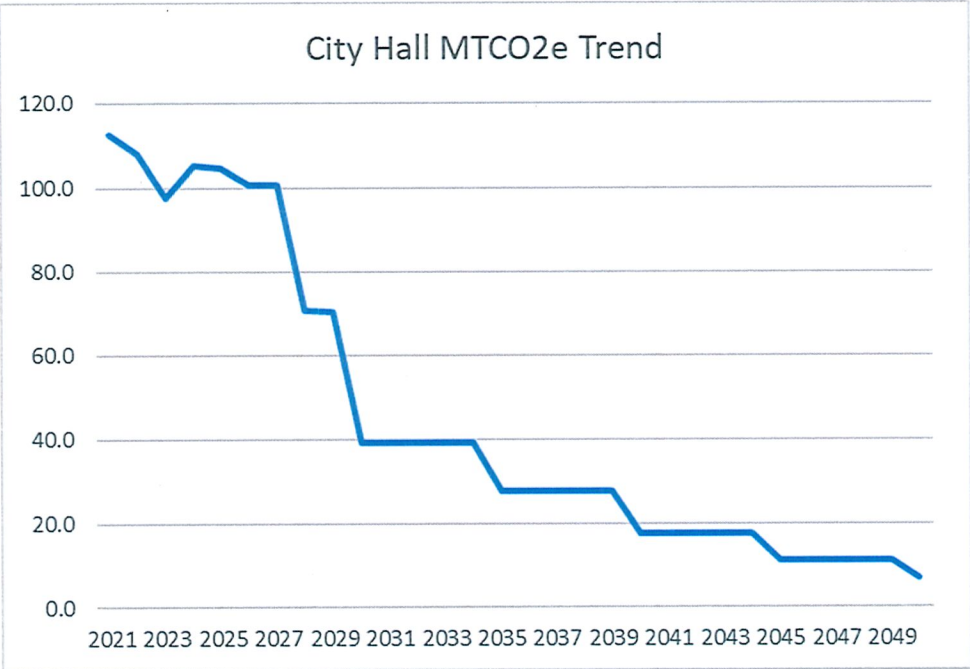
Year	Description								
2026	Replace DHW with Electric hybrid heat pump								
2028	Replace fan coil units and air handling units.						71016		
2028	Consider full replacement of air handling system such as VRFs, ERVs, Gound / Air Heat pumps.								
2028	Perform weatherization.								
2029	Upgrade lighting to LED. Consider light occupancy and light harvesting								

ECMs for Triggering Events

System	ECM	Year	Base Case		Post Case		Net Change	
			Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)
HVAC	Perform weatherization of envelope	2028	32830	21598	0	52795	-32830	31197
HVAC	Replace of Fan coil units with updated units	2028	65659	43197	0	103413	-65659	60216
HVAC	Replace AHU with ERV	2028	131318	86394	0	17417	-131318	-68977
HVAC	Update BMS to Niagara and individual unit controls	2028	131318	86394	0	206826	-131318	120433
HVAC	Replace boilers with ground source heat pump	2028	295466	194385	0	122463	-295466	-71923
DHW	Replace gas DHW with electric hybrid heat pump	2026	86394	0	0	8440	-86394	8440
Lighting	Replace T8 fluorescent with LED and occ controls	2029	0	60769	0	58946	0	-1823
							-742984	77563

Results of City Hall GHG Reduction Goals

2024 Data is based on average for the previous three years					
Year	Electric (kWh)	Natural Gas (Therms)	MTCO2e Electric	MTCO2e Gas	MTCO2e Total
2021	258480	9326	62.9	49.6	112.5
2022	267840	8140	64.7	43.3	108.0
2023	274080	6024	65.7	32.0	97.7
2024	266800	7830	63.4	41.6	105.1
2025	266800	7830	62.9	41.6	104.6
2026	269274	6966	63.5	37.1	100.6
2027	269274	6966	63.5	37.1	100.6
2028	290067	400	68.4	2.1	70.6
2029	289533	400	68.3	2.1	70.4
2030	289533	400	37.0	2.1	39.1
2031	289533	400	37.0	2.1	39.1
2032	289533	400	37.0	2.1	39.1
2033	289533	400	37.0	2.1	39.1
2034	289533	400	37.0	2.1	39.1
2035	289533	400	25.4	2.1	27.5
2036	289533	400	25.4	2.1	27.5
2037	289533	400	25.4	2.1	27.5
2038	289533	400	25.4	2.1	27.5
2039	289533	400	25.4	2.1	27.5
2040	289533	400	15.4	2.1	17.5
2041	289533	400	15.4	2.1	17.5
2042	289533	400	15.4	2.1	17.5
2043	289533	400	15.4	2.1	17.5
2044	289533	400	15.4	2.1	17.5
2045	289533	400	9.2	2.1	11.3
2046	289533	400	9.2	2.1	11.3
2047	289533	400	9.2	2.1	11.3
2048	289533	400	9.2	2.1	11.3
2049	289533	400	9.2	2.1	11.3
2050	289533	400	4.7	2.1	6.8

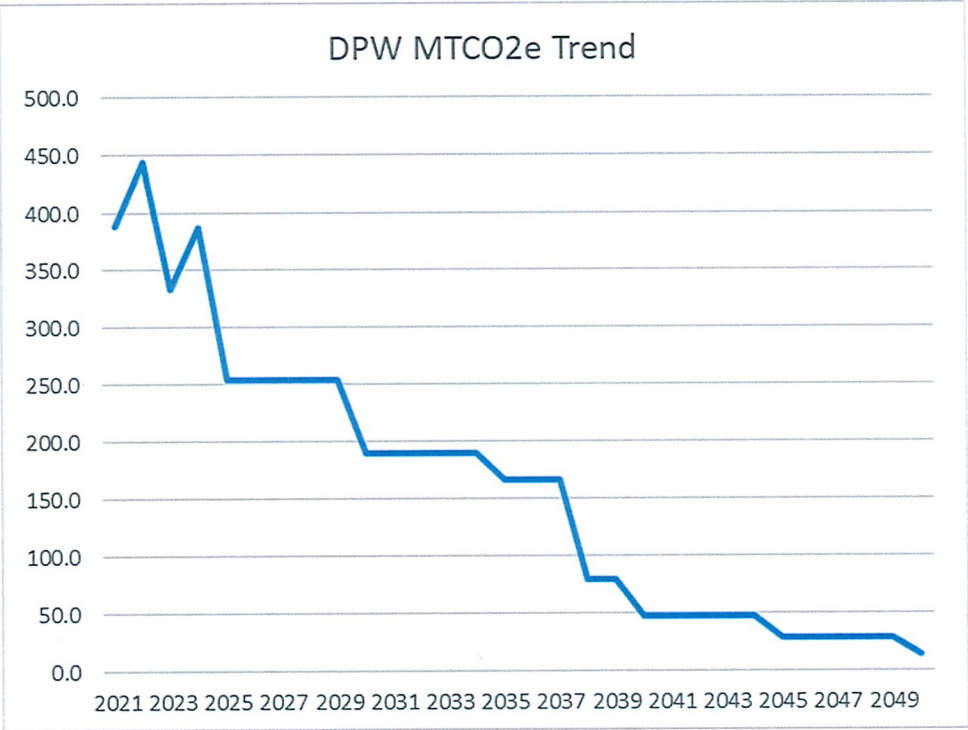


Summary of Trigger Events and ECMs

Tigger Events									
Year	Description								
	2025	Upgrade lighting to LED. Consider light occupancy and light harvesting							
	2025	Add PV to the building plus a canopy							
	2025	New roof with insulation							
	2038	Replace Boilers with Ground Source Heat Pumps and AHU with heat pumps							
ECMs for Triggering Events									
System	ECM	Year	Base Case		Post Case		Net Change		
			Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)	
HVAC	Replace membrane roof with new and 1 inch insulation	2025	165495.762	39404	0	202851	-165496	163447	
HVAC	Replace Office AHU with New heat pump units	2025	992975	236423	0	491759	-992975	255336	
HVAC	Replace gas boilers with Ground Source Heat Pumps	2038	1158470	275826	0	358574	-1158470	82748	
HVAC	Replace garage roof AHU (heat only) with new units	2038	992975	236423	0	1229397	-992975	992975	
Lighting	Replace T8 fluorescent with LED and occ controls	2025	0	788075	0	764433	0	-23642	
PV	Add PV to the building plus a canopy	2025	0	1417451	0	573939	0	-843511	
							-3309915	627352	

Results of DPW GHG Reduction Goals

2024 Data is based on average for the previous three years					
Year	Electric (kWh)	Natural Gas (Therms)	MTCO2e Electric	MTCO2e Gas	MTCO2e Total
2021	413958	54199.0	100.8	288.3	389.1
2022	415431	64633.0	100.4	343.8	444.2
2023	398143	44752.0	95.4	238.0	333.5
2024	409177	54528	97.3	290.0	387.3
2025	593044	21429	139.9	114.0	253.9
2026	593044	21429	139.9	114.0	253.9
2027	593044	21429	139.9	114.0	253.9
2028	593044	21429	139.9	114.0	253.9
2029	593044	21429	139.9	114.0	253.9
2030	593044	21429	75.7	114.0	189.7
2031	593044	21429	75.7	114.0	189.7
2032	593044	21429	75.7	114.0	189.7
2033	593044	21429	75.7	114.0	189.7
2034	593044	21429	75.7	114.0	189.7
2035	593044	21429	52.0	114.0	165.9
2036	593044	21429	52.0	114.0	165.9
2037	593044	21429	52.0	114.0	165.9
2038	908320	-86	79.6	-0.5	79.1
2039	908320	-86	79.6	-0.5	79.1
2040	908320	-86	48.2	-0.5	47.8
2041	908320	-86	48.2	-0.5	47.8
2042	908320	-86	48.2	-0.5	47.8
2043	908320	-86	48.2	-0.5	47.8
2044	908320	-86	48.2	-0.5	47.8
2045	908320	-86	28.8	-0.5	28.3
2046	908320	-86	28.8	-0.5	28.3
2047	908320	-86	28.8	-0.5	28.3
2048	908320	-86	28.8	-0.5	28.3
2049	908320	-86	28.8	-0.5	28.3
2050	908320	-86	14.8	-0.5	14.4



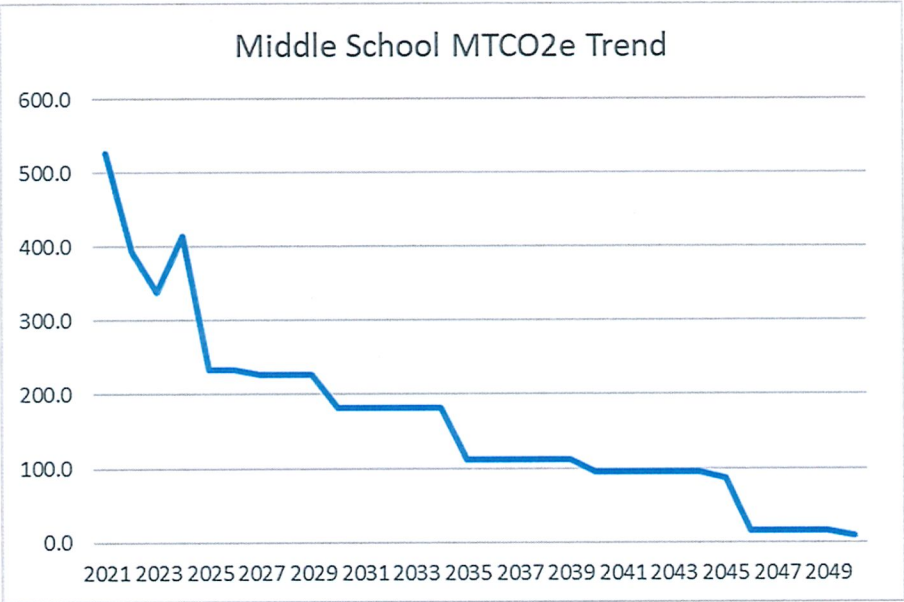
Middle School

Summary of Trigger Events and ECMs

Tigger Events									
Year	Description								
2024	Upgrade lighting to LED. Consider light occupancy and light harvesting								
2025	Install new roof with PV								
2027	Moxley High School Closing - reduction in kitchen and open doors								
2035	Replace DHW system with a heat pump system								
2035	Replace Unit Vents with AHU systems								
2046	Replace the rest of Air Handling units with electric heat and cooling heat pumps								
2046	Convert kitchen to all electric.								
		Base Case		Post Case		Net Change			
ECMs for Triggering Events		Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)		
HVAC	Replace membrane roof with new and 1 inch insulation	2025	269143	134572	0	399678	-269143	265106	
HVAC	Replace Unit Vents with demand control ERVs	2035	672858	336429	0	80743	-672858	-255686	
HVAC	Perform weatherization of building	2035	403715	201857	0	587405	-403715	385548	
HVAC	Replace 5 AHU with all electric ERV heat pumps	2046	1345716	672858	0	807430	-1345716	134572	
HVAC	Decommision boilers	2046	0	0	0	0	0	0	
Refrigeration	Replace all appliances with Energy Star rated electric	2047	0	336429	0	319608	0	-16821	
Cooking	Moxley High School Closing - 40% reduction in kitchen use	2027	336429	0	201857	0	-134572	0	
Lighting	Replace T8 fluorescent with LED and occ controls	2024	0	807430	0	783207	0	-24223	
Solar PV	Add PV to the building plus a canopy	2025	0	1970880	0	1053479		-917402	
							-2826004	-428907	

Results of Middle School GHG Reduction Goals

2024 Data is based on average for the previous three years						
Year	Electric (kWh)	Natural Gas (Therms)	MTCO2e Electric	MTCO2e Gas	MTCO2e Total	
2021	492264	76243	119.9	405.5	525.4	
2022	577632	47577	139.6	253.1	392.6	
2023	567960	37797	136.1	201.0	337.2	
2024	538853	53872	128.1	286.5	414.7	
2025	413147	25612	97.5	136.2	233.7	
2026	413147	25612	97.5	136.2	233.7	
2027	413147	24267	97.5	129.1	226.5	
2028	413147	24267	97.5	129.1	226.5	
2029	413147	24267	97.5	129.1	226.5	
2030	413147	24267	52.8	129.1	181.8	
2031	413147	24267	52.8	129.1	181.8	
2032	413147	24267	52.8	129.1	181.8	
2033	413147	24267	52.8	129.1	181.8	
2034	413147	24267	52.8	129.1	181.8	
2035	451208	13501	39.5	71.8	111.3	
2036	451208	13501	39.5	71.8	111.3	
2037	451208	13501	39.5	71.8	111.3	
2038	451208	13501	39.5	71.8	111.3	
2039	451208	13501	39.5	71.8	111.3	
2040	451208	13501	24.0	71.8	95.8	
2041	451208	13501	24.0	71.8	95.8	
2042	451208	13501	24.0	71.8	95.8	
2043	451208	13501	24.0	71.8	95.8	
2044	451208	13501	24.0	71.8	95.8	
2045	451208	13501	14.3	71.8	86.1	
2046	490648	44	15.6	0.2	15.8	
2047	485718	44	15.4	0.2	15.6	
2048	485718	44	15.4	0.2	15.6	
2049	485718	44	15.4	0.2	15.6	
2050	485718	44	7.9	0.2	8.1	



Skating Rink

Summary of Trigger Events and ECMs

Trigger Events

Year	Description								
2024	Replace DHW heating system with heat pump								
2027	Replace boilers with heat pumps								
2037	Replace the Ice Chiller System. Add VFDs								
2037	Replace dehumidification system.								
2048	Replace Infra-red stand heaters with all electric heaters.								

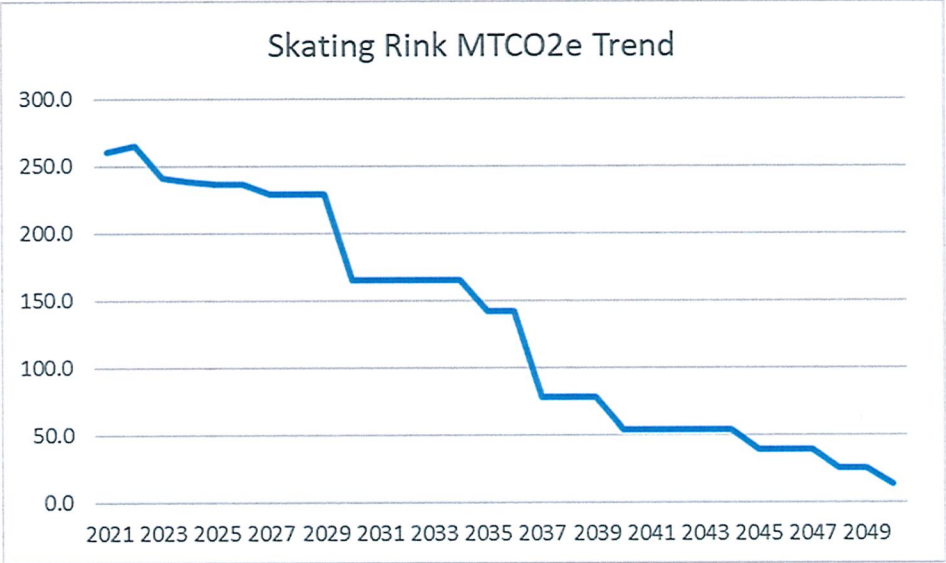
ECMs for Triggering Events

System	ECM	Year	Base Case		Post Case		Net Change	
			Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)
HVAC	Replace 3 hot water boilers with air source heat pumps	2027	309776	0	0	123910	-309776	123910
HVAC	Replace AHU with New ERV heat pump units	2037	542107	0	0	43369	-542107	43369
HVAC	Replace dehumidification system.	2037	0	663805	0	597424	0	-66380
HVAC	Replace Infra-red stand heaters with all electric heaters.	2048	309776	0	0	309776	-309776	309776
DHW	Replace gas DHW with electric hybrid heat pump (double size)	2024	531044	0	0	177015	-531044	177015
Refrigeration	Replace the Ice Chiller System. Add VFDs	2037	0	885073	0	796566	0	-88507
							-1692702	499181

Results of Skating Rink GHG Reduction Goals

2024 Data is based on average for the previous three years

Year	Electric (kWh)	Natural Gas (Therms)	MTCO2e Electric	MTCO2e Gas	MTCO2e Total
2021	528592	24806	128.7	131.9	260.7
2022	497176	27290	120.1	145.2	265.3
2023	471280	23995	113.0	127.6	240.6
2024	550896	20053	131.0	106.7	237.7
2025	550896	20053	130.0	106.7	236.6
2026	550896	20053	130.0	106.7	236.6
2027	587212	16955	138.5	90.2	228.7
2028	587212	16955	138.5	90.2	228.7
2029	587212	16955	138.5	90.2	228.7
2030	587212	16955	75.0	90.2	165.2
2031	587212	16955	75.0	90.2	165.2
2032	587212	16955	75.0	90.2	165.2
2033	587212	16955	75.0	90.2	165.2
2034	587212	16955	75.0	90.2	165.2
2035	587212	16955	51.4	90.2	141.6
2036	587212	16955	51.4	90.2	141.6
2037	697198	3126	61.1	16.6	77.7
2038	697198	3126	61.1	16.6	77.7
2039	697198	3126	61.1	16.6	77.7
2040	697198	3126	37.0	16.6	53.6
2041	697198	3126	37.0	16.6	53.6
2042	697198	3126	37.0	16.6	53.6
2043	697198	3126	37.0	16.6	53.6
2044	697198	3126	37.0	16.6	53.6
2045	697198	3126	22.1	16.6	38.7
2046	697198	3126	22.1	16.6	38.7
2047	697198	3126	22.1	16.6	38.7
2048	787988	28	25.0	0.2	25.1
2049	787988	28	25.0	0.2	25.1
2050	787988	28	12.8	0.2	13.0



Main Library

Summary of Trigger Events and ECMs

Trigger Events

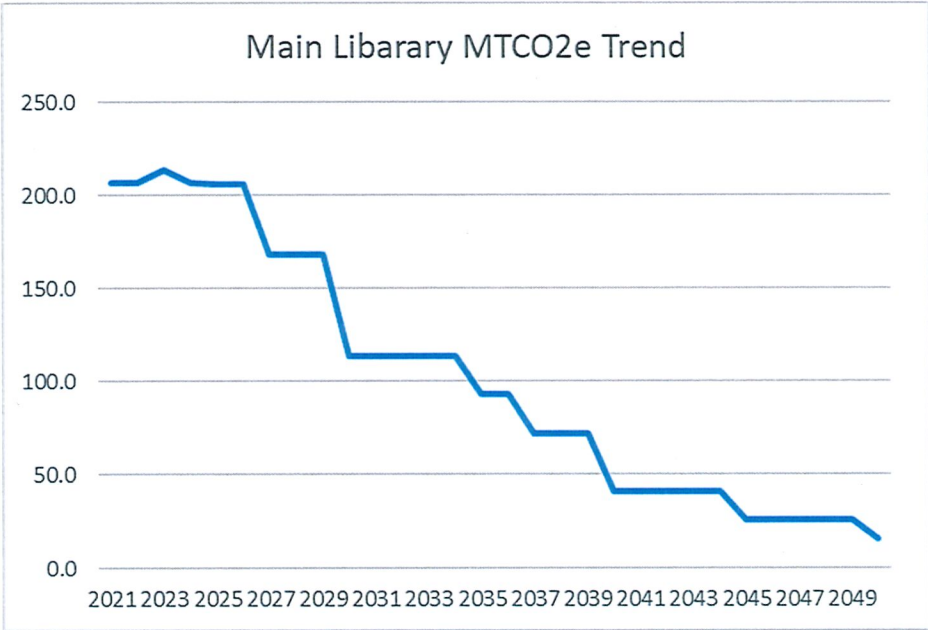
Year	Description
2027	Deep Energy Retrofit to all electric buildings via ground source heat pump
2040	Replace DHW system with heat pump

ECMs for Triggering Events

System	ECM	Year	Base Case		Post Case		Net Change	
			Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)
HVAC	Weatherization of building	2027	131649	98737	0	230387	-131649	131650
HVAC	Replace all AHU with ground source heat pumps AHU	2027	526597	394948	0	230386	-526597	-164562
HVAC	Replace all VAV boxes with VRF system and demand control	2037	460772	345579	0	201588	-460772	-143991
HVAC	Replace BMS with Niagara	2037	197474	148105	0	328300	-197474	180195
HVAC	Replace Chiller	2037	0	0	0	511095	0	511095
DHW	Replace gas DHW with electric hybrid heat pump	2040	164562		0	54854	-164562	54854
							-1481054	569241

Results of Main Library GHG Reduction Goals

2024 Data is based on average for the previous three years						
Year	Electric (kWh)	Natural Gas (Therms)	MTCO2e Electric	MTCO2e Gas	MTCO2e Total	
2021	491640	16289	119.7	86.6	206.4	
2022	520320	15159	125.7	80.6	206.3	
2023	546720	15476	131.0	82.3	213.4	
2024	519560	15641	123.6	83.2	206.7	
2025	519560	15641	122.6	83.2	205.8	
2026	519560	15641	122.6	83.2	205.8	
2027	509914	9059	120.3	48.2	168.5	
2028	509914	9059	120.3	48.2	168.5	
2029	509914	9059	120.3	48.2	168.5	
2030	509914	9059	65.1	48.2	113.3	
2031	509914	9059	65.1	48.2	113.3	
2032	509914	9059	65.1	48.2	113.3	
2033	509914	9059	65.1	48.2	113.3	
2034	509914	9059	65.1	48.2	113.3	
2035	509914	9059	44.7	48.2	92.9	
2036	509914	9059	44.7	48.2	92.9	
2037	670318	2476	58.7	13.2	71.9	
2038	670318	2476	58.7	13.2	71.9	
2039	670318	2476	58.7	13.2	71.9	
2040	686395	831	36.4	4.4	40.9	
2041	686395	831	36.4	4.4	40.9	
2042	686395	831	36.4	4.4	40.9	
2043	686395	831	36.4	4.4	40.9	
2044	686395	831	36.4	4.4	40.9	
2045	686395	831	21.8	4.4	26.2	
2046	686395	831	21.8	4.4	26.2	
2047	686395	831	21.8	4.4	26.2	
2048	686395	831	21.8	4.4	26.2	
2049	686395	831	21.8	4.4	26.2	
2050	686395	831	11.2	4.4	15.6	



Commanders Mansion

Summary of Trigger Events and ECMs

Trigger Events

Year	Description
2027	Replace AHU 1,3, 5. Replace heating systems with electric heat and cooling heat pumps.
2037	Replace AHU 2,4. Replace all heating systems with electric heat and cooling heat pumps. End hot water boiler use.
2037	Convert Kitchen to all Electric
2037	Replace DHW with heat pump system

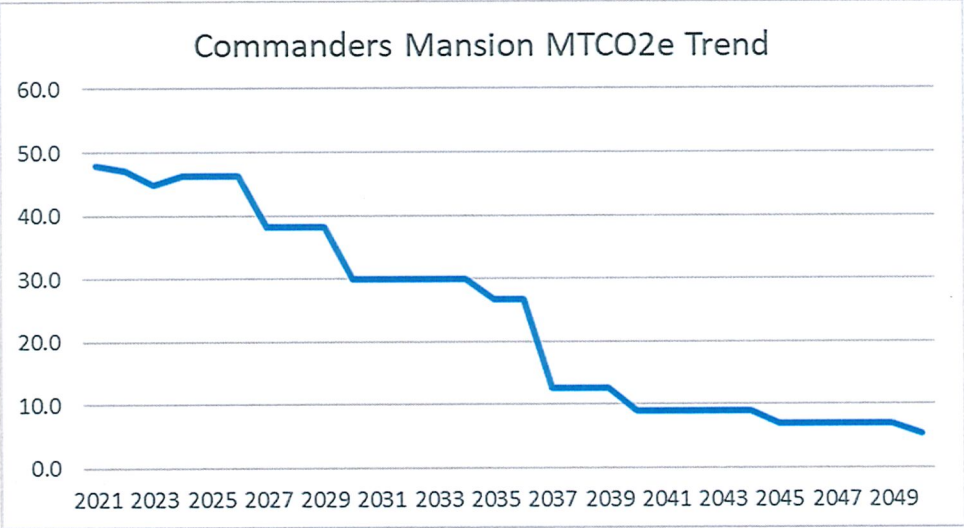
ECMs for Triggering Events

System	ECM	Year	Base Case		Post Case		Net Change	
			Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)
HVAC	Weatherization of building	2027	41208	20604	0	59958	-41208	39354
HVAC	Replace AHU 1,3, 5. with electric Heating / cooling	2027	185438	92719	0	111263	-185438	18544
HVAC	Replace AHU 2,4 with electric Heating / cooling	2037	185438	92719	0	111263	-185438	18544
Cooking	Convert kitchen to all electric (just stove)	2037	41208		0	41208	-41208	41208
DHW	Replace gas DHW with electric hybrid heat pump	2037	82417		0	27472	-82417	27472
							-535709	145122

Results of Commanders Mansion GHG Reduction Goals

2024 Data is based on average for the previous three years

Year	Electric (kWh)	Natural Gas (Therms)	MTCO2e Electric	MTCO2e Gas	MTCO2e Total
2021	66960	5932	16.3	31.6	47.9
2022	54680	6376	13.2	33.9	47.1
2023	58880	5764	14.1	30.7	44.8
2024	60173	6024	14.3	32.0	46.4
2025	60173	6024	14.2	32.0	46.2
2026	60173	6024	14.2	32.0	46.2
2027	77142	3758	18.2	20.0	38.2
2028	77142	3758	18.2	20.0	38.2
2029	77142	3758	18.2	20.0	38.2
2030	77142	3758	9.9	20.0	29.8
2031	77142	3758	9.9	20.0	29.8
2032	77142	3758	9.9	20.0	29.8
2033	77142	3758	9.9	20.0	29.8
2034	77142	3758	9.9	20.0	29.8
2035	77142	3758	6.8	20.0	26.7
2036	77142	3758	6.8	20.0	26.7
2037	102706	667	9.0	3.5	12.5
2038	102706	667	9.0	3.5	12.5
2039	102706	667	9.0	3.5	12.5
2040	102706	667	5.5	3.5	9.0
2041	102706	667	5.5	3.5	9.0
2042	102706	667	5.5	3.5	9.0
2043	102706	667	5.5	3.5	9.0
2044	102706	667	5.5	3.5	9.0
2045	102706	667	3.3	3.5	6.8
2046	102706	667	3.3	3.5	6.8
2047	102706	667	3.3	3.5	6.8
2048	102706	667	3.3	3.5	6.8
2049	102706	667	3.3	3.5	6.8
2050	102706	667	1.7	3.5	5.2



Phillips Administration

Summary of Trigger Events and ECMs

Trigger Events

Year	Description								
2027	Roof Repair / Replacement								
2029	Replace Heat and Cooling System with VRF and all electric AHU								
2037	Replace DHW with heat pump system								

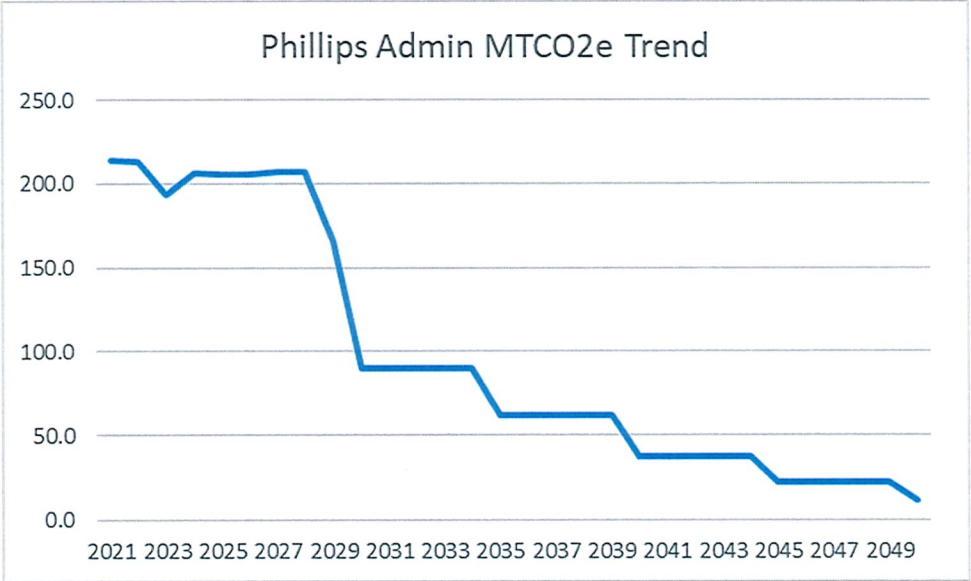
ECMs for Triggering Events

System	ECM	Year	Base Case		Post Case		Net Change	
			Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)
HVAC	Replace membrane roof with new and 1 inch insulation	2027	60475	8639	0	69116	-60475	60476
HVAC	Weatherize Building	2027	60475	8639	0	67041	-60475	58402
HVAC	Replace steam system with VRF	2029	604755	86394	0	276459	-604755	190066
HVAC	Add ERVs for demand control heating and cooling heat pumps	2029	423328	60475	0	38704	-423328	-21771
HVAC	Replace BMS with Niagara	2029	60475	8639	0	65659	-60475	57020
HVAC	All Gas Equipment Replaced - Resolve est. kBtus (see note)	2029	1795000			1795000	-1795000	1795000
PV	Add PV to the building (approx 11500 sqft)	2029	0	0	0	-401012	0	-401012
							-3004509	1738180
Note	Steam system is running poorly and not running at estimated efficiency. This causes formulas to under estimate the energy use related to the boilers. ECM added to realign the gas usage saving							

Results of Phillips GHG Reduction Goals

2024 Data is based on average for the previous three years

Year	Electric (kWh)	Natural	MTCO2e Electric	MTCO2e	MTCO2e Total
		Gas (Therms)		Gas (Therms)	
2021	185672	31685	45.2	168.5	213.7
2022	199064	31012	48.1	165.0	213.0
2023	198256	27439	47.5	145.9	193.5
2024	194331	30045	46.2	159.8	206.0
2025	194331	30045	45.8	159.8	205.7
2026	194331	30045	45.8	159.8	205.7
2027	229172	28836	54.1	153.4	207.4
2028	229172	28836	54.1	153.4	207.4
2029	703762	0	166.0	0.0	166.0
2030	703762	0	89.9	0.0	89.9
2031	703762	0	89.9	0.0	89.9
2032	703762	0	89.9	0.0	89.9
2033	703762	0	89.9	0.0	89.9
2034	703762	0	89.9	0.0	89.9
2035	703762	0	61.6	0.0	61.7
2036	703762	0	61.6	0.0	61.7
2037	703762	0	61.6	0.0	61.7
2038	703762	0	61.6	0.0	61.7
2039	703762	0	61.6	0.0	61.7
2040	703762	0	37.4	0.0	37.4
2041	703762	0	37.4	0.0	37.4
2042	703762	0	37.4	0.0	37.4
2043	703762	0	37.4	0.0	37.4
2044	703762	0	37.4	0.0	37.4
2045	703762	0	22.3	0.0	22.3
2046	703762	0	22.3	0.0	22.3
2047	703762	0	22.3	0.0	22.3
2048	703762	0	22.3	0.0	22.3
2049	703762	0	22.3	0.0	22.3
2050	703762	0	11.5	0.0	11.5



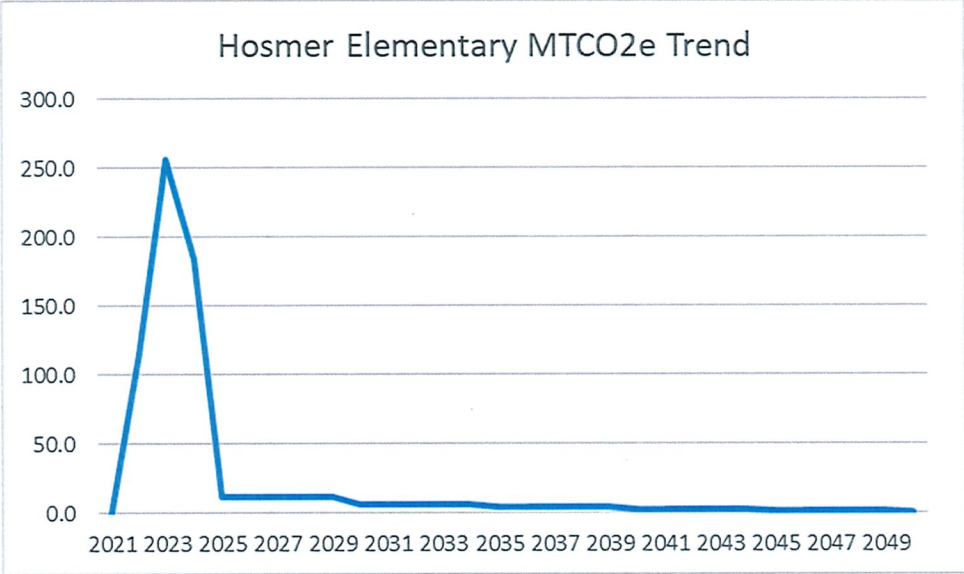
Hosmer Elementary

Summary of Trigger Events and ECMs

Tigger Events									
Year	Description								
2025	Solar PV turned on - covers 100% of electricity use								
ECMs for Triggering Events									
			Base Case		Post Case		Net Change		
System	ECM	Year	Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)	
Solar PV	Active PV System	2025		1630117		-837714		-2467831	
							0	-2467831	

Results of Hosmer GHG Reduction Goals

Year	Electric (kWh)	Natural Gas (Therms)	MTCO2e Electric	MTCO2e Gas (Therms)	MTCO2e Total
2021		0	0.0	0.0	0.0
2022	477760	0	115.4	0.0	115.4
2023	1068720	0	256.2	0.0	256.2
2024	773240	0	183.9	0.0	183.9
2025	49960	0	11.8	0.0	11.8
2026	49960	0	11.8	0.0	11.8
2027	49960	0	11.8	0.0	11.8
2028	49960	0	11.8	0.0	11.8
2029	49960	0	11.8	0.0	11.8
2030	49960	0	6.4	0.0	6.4
2031	49960	0	6.4	0.0	6.4
2032	49960	0	6.4	0.0	6.4
2033	49960	0	6.4	0.0	6.4
2034	49960	0	6.4	0.0	6.4
2035	49960	0	4.4	0.0	4.4
2036	49960	0	4.4	0.0	4.4
2037	49960	0	4.4	0.0	4.4
2038	49960	0	4.4	0.0	4.4
2039	49960	0	4.4	0.0	4.4
2040	49960	0	2.7	0.0	2.7
2041	49960	0	2.7	0.0	2.7
2042	49960	0	2.7	0.0	2.7
2043	49960	0	2.7	0.0	2.7
2044	49960	0	2.7	0.0	2.7
2045	49960	0	1.6	0.0	1.6
2046	49960	0	1.6	0.0	1.6
2047	49960	0	1.6	0.0	1.6
2048	49960	0	1.6	0.0	1.6
2049	49960	0	1.6	0.0	1.6
2050	49960	0	0.8	0.0	0.8



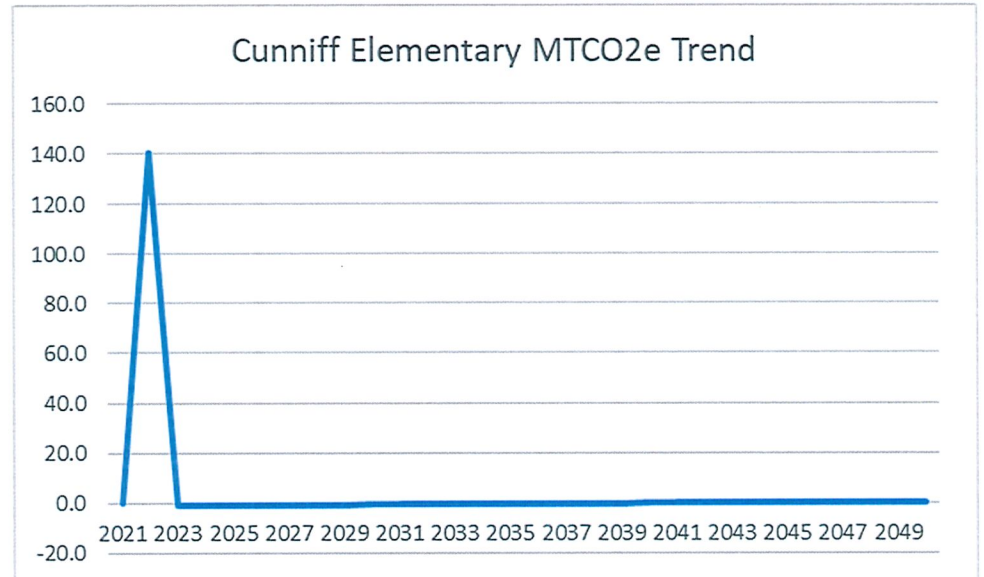
Cunniff Elementary

Summary of Trigger Events and ECMs

Tigger Events								
Year	Description							
2023	Activate PV arrays							
ECMs for Triggering Events								
			Base Case		Post Case		Net Change	
System	ECM	Year	Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)
Solar PV	Active PV System	2023		1985910		-15119		-2001029
							0	-2001029

Results of Cunniff GHG Reduction Goals

Year	Electric (kWh)	Natural Gas (Therms)	MTCO2e Electric	MTCO2e Gas (Therms)	MTCO2e Total
2021		0	0.0	0.0	0.0
2022	582,037	0	140.6	0.0	140.6
2023	-4431	0	-1.1	0.0	-1.1
2024	-4431	0	-1.1	0.0	-1.1
2025	-4431	0	-1.0	0.0	-1.0
2026	-4431	0	-1.0	0.0	-1.0
2027	-4431	0	-1.0	0.0	-1.0
2028	-4431	0	-1.0	0.0	-1.0
2029	-4431	0	-1.0	0.0	-1.0
2030	-4431	0	-0.6	0.0	-0.6
2031	-4431	0	-0.6	0.0	-0.6
2032	-4431	0	-0.6	0.0	-0.6
2033	-4431	0	-0.6	0.0	-0.6
2034	-4431	0	-0.6	0.0	-0.6
2035	-4431	0	-0.4	0.0	-0.4
2036	-4431	0	-0.4	0.0	-0.4
2037	-4431	0	-0.4	0.0	-0.4
2038	-4431	0	-0.4	0.0	-0.4
2039	-4431	0	-0.4	0.0	-0.4
2040	-4431	0	-0.2	0.0	-0.2
2041	-4431	0	-0.2	0.0	-0.2
2042	-4431	0	-0.2	0.0	-0.2
2043	-4431	0	-0.2	0.0	-0.2
2044	-4431	0	-0.2	0.0	-0.2
2045	-4431	0	-0.1	0.0	-0.1
2046	-4431	0	-0.1	0.0	-0.1
2047	-4431	0	-0.1	0.0	-0.1
2048	-4431	0	-0.1	0.0	-0.1
2049	-4431	0	-0.1	0.0	-0.1
2050	-4431	0	-0.1	0.0	-0.1



Senior Center

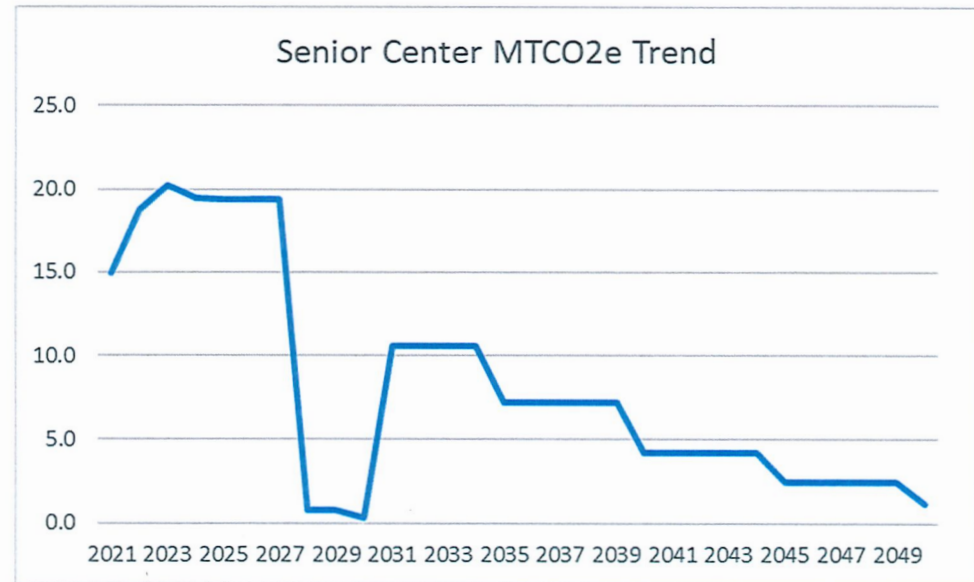
Summary of Trigger Events and ECMs

Tigger Events									
Year	Description								
2028	Shut down exisiting Senior Center								
2031	Open New Net Zero Senior Center with EUI 25 (est double in size)								
ECMs for Triggering Events									
System	ECM	Year	Base Case		Post Case		Net Change		
			Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)	
Building	Shutdown Senior Center	2028	180200	130257	0	0	-180200	-130257	
Building	Open New Net Zero Senior Center with EUI 25 (est double in size)	2031				275000	0	275000	
							-180200	144743	

Results of Senior Center GHG Reduction Goals

2024 Data is based on average for the previous three years

Year	Electric (kWh)	Natural Gas (Therms)	MTCO2e Electric	MTCO2e Gas (Therms)	MTCO2e Total
2021	27024.0	1569.0	6.6	8.3	14.9
2022	38176.0	1802.0	9.2	9.6	18.8
2023	42649.0	1888.0	10.2	10.0	20.3
2024	42649	1753	10.1	9.3	19.5
2025	42649	1753	10.1	9.3	19.4
2026	42649	1753	10.1	9.3	19.4
2027	42649	1753	10.1	9.3	19.4
2028	4473	-49	1.1	-0.3	0.8
2029	4473	-49	1.1	-0.3	0.8
2030	4473	-49	0.6	-0.3	0.3
2031	85071	-49	10.9	-0.3	10.6
2032	85071	-49	10.9	-0.3	10.6
2033	85071	-49	10.9	-0.3	10.6
2034	85071	-49	10.9	-0.3	10.6
2035	85071	-49	7.5	-0.3	7.2
2036	85071	-49	7.5	-0.3	7.2
2037	85071	-49	7.5	-0.3	7.2
2038	85071	-49	7.5	-0.3	7.2
2039	85071	-49	7.5	-0.3	7.2
2040	85071	-49	4.5	-0.3	4.3
2041	85071	-49	4.5	-0.3	4.3
2042	85071	-49	4.5	-0.3	4.3
2043	85071	-49	4.5	-0.3	4.3
2044	85071	-49	4.5	-0.3	4.3
2045	85071	-49	2.7	-0.3	2.4
2046	85071	-49	2.7	-0.3	2.4
2047	85071	-49	2.7	-0.3	2.4
2048	85071	-49	2.7	-0.3	2.4
2049	85071	-49	2.7	-0.3	2.4
2050	85071	-49	1.4	-0.3	1.1



Lowell Elementary

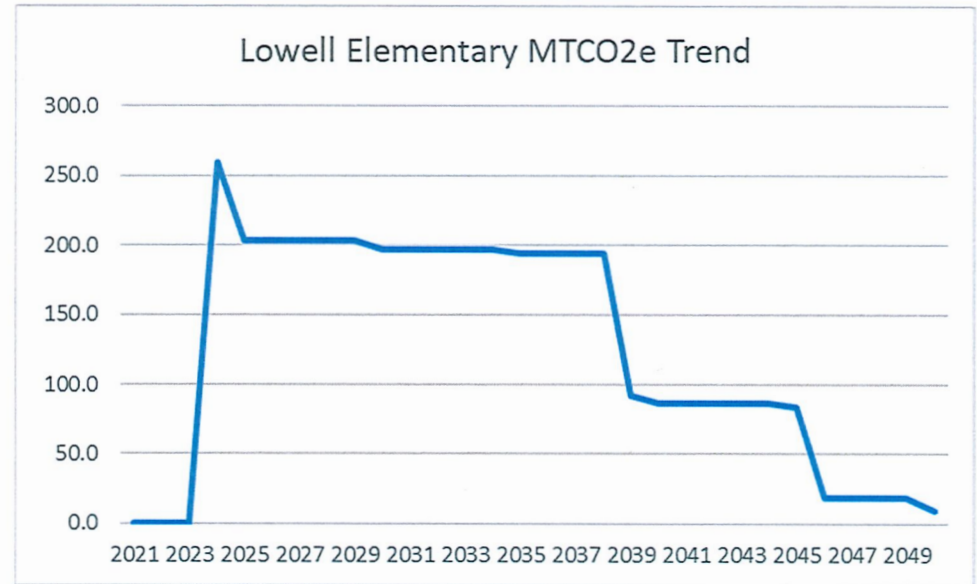
Summary of Trigger Events and ECMs

Tigger Events									
Year	Description								
2025	Activate PV								
2039	Replace Boilers with ground source heat pumps								
2039	Replace Kitchen AHU with Heat pump (ground source?)								
2046	Replace kitchen equipment with all electric								
ECMs for Triggering Events									
System	ECM	Year	Base Case		Post Case		Net Change		
			Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)	Gas (KBtu)	Electric (KBtu)	
HVAC	Replace Boilers with ground source heat pumps	2039	1435672	0	0	358918	-1435672	358918	
HVAC	Replace Kitchen AHU with Heat pump (ground source?)	2039	615288	300807	0	229024	-615288	-71784	
Kitchen	Replace Kitchen Equipment with all electric	2046	136731	0	0	136731	-136731	136731	
PV	Activate PV Arrays	2025	0	1021689	0	224649	0	-797040	
							-2187691	-373175	

Results of Lowell Elementary GHG Reduction Goals

2024 Data is based on average for the previous three years

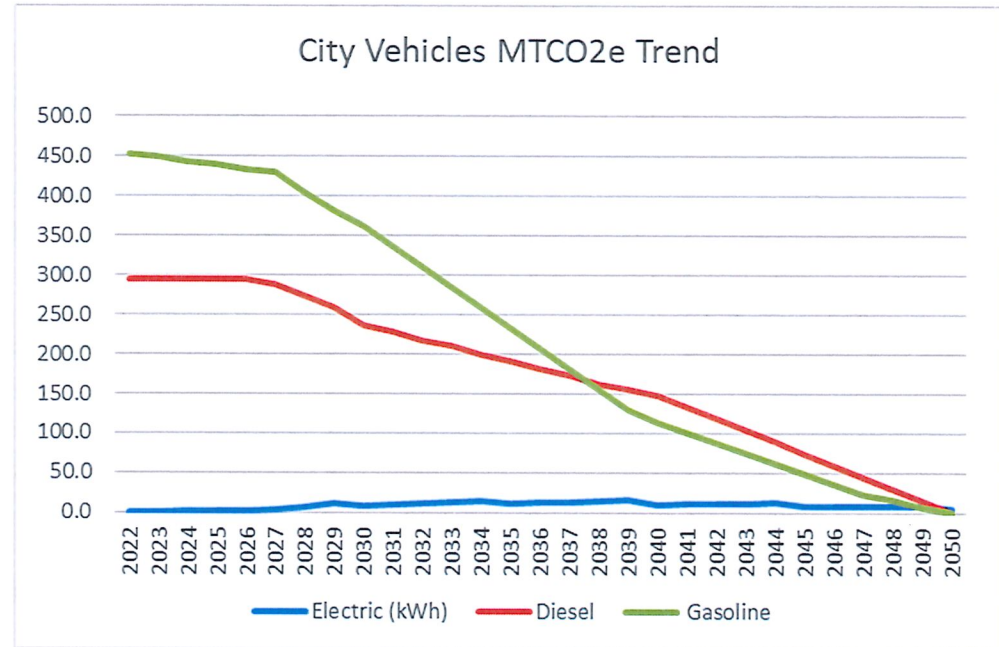
Year	Electric (kWh)	Natural Gas (Therms)	MTCO2e Electric	MTCO2e Gas	MTCO2e Total
2021	0	0	0.0	0.0	0.0
2022	0	0	0.0	0.0	0.0
2023	0	0	0.0	0.0	0.0
2024	299440	35360	71.2	188.1	259.3
2025	65841	35360	15.5	188.1	203.6
2026	65841	35360	15.5	188.1	203.6
2027	65841	35360	15.5	188.1	203.6
2028	65841	35360	15.5	188.1	203.6
2029	65841	35360	15.5	188.1	203.6
2030	65841	35360	8.4	188.1	196.5
2031	65841	35360	8.4	188.1	196.5
2032	65841	35360	8.4	188.1	196.5
2033	65841	35360	8.4	188.1	196.5
2034	65841	35360	8.4	188.1	196.5
2035	65841	35360	5.8	188.1	193.8
2036	65841	35360	5.8	188.1	193.8
2037	65841	35360	5.8	188.1	193.8
2038	65841	35360	5.8	188.1	193.8
2039	149995	14850	13.1	79.0	92.1
2040	149995	14850	8.0	79.0	87.0
2041	149995	14850	8.0	79.0	87.0
2042	149995	14850	8.0	79.0	87.0
2043	149995	14850	8.0	79.0	87.0
2044	149995	14850	8.0	79.0	87.0
2045	149995	14850	4.8	79.0	83.7
2046	190069	13483	6.0	71.7	77.7
2047	190069	13483	6.0	71.7	77.7
2048	190069	13483	6.0	71.7	77.7
2049	190069	13483	6.0	71.7	77.7
2050	190069	13483	3.1	71.7	74.8



City Owned Vehicles

Summary of Vehicle GHG Reduction Goals

Year	MTCO2e			
	Electric (kWh)	Diesel	Gasoline	Total
2021				
2022	1.0	295.2	453.5	749.7
2023	1.3	295.2	450.3	746.8
2024	1.9	295.2	443.8	740.9
2025	2.2	295.2	440.6	738.0
2026	2.8	295.2	434.1	732.1
2027	3.8	287.8	430.8	722.5
2028	7.5	273.1	404.9	685.6
2029	11.0	258.3	382.3	651.6
2030	8.0	236.2	362.8	607.0
2031	9.7	228.8	336.9	575.4
2032	11.6	217.7	311.0	540.3
2033	13.3	210.3	285.1	508.7
2034	15.2	199.3	259.2	473.6
2035	11.6	191.9	233.2	436.7
2036	12.8	180.8	207.3	401.0
2037	14.0	173.4	181.4	368.9
2038	15.3	162.4	155.5	333.2
2039	16.5	155.0	129.6	301.0
2040	10.5	147.6	113.4	271.5
2041	11.0	132.9	100.4	244.3
2042	11.6	118.1	87.5	217.2
2043	12.2	103.3	74.5	190.0
2044	12.7	88.6	61.5	162.9
2045	7.9	73.8	48.6	130.3
2046	8.3	59.0	35.6	103.0
2047	8.6	44.3	22.7	75.6
2048	8.9	29.5	16.2	54.6
2049	9.2	14.8	6.5	30.4
2050	4.8	0.0	0.0	4.8



CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JUNE 25, 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> </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 endorse the Zero Emission First Vehicle Policy



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: Steven Magoon, Acting City Manager 

Date: June 18, 2024

RE: Zero Emission First Vehicle Policy

As a follow-up to the June 11, 2024 City Council Meeting, attached please find correspondence from Silas Fyler, Energy Manager regarding the subject.

City Manager George Proakis will bring this up under Communications from the City Manager at the June 25, 2024 City Council Meeting.

Hand, JoAnna

From: Silas Fyler <silas.fyler@watertown.k12.ma.us>
Sent: Tuesday, June 18, 2024 5:08 PM
To: Hand, JoAnna
Subject: Zero over time and Zero Emission Vehicle documents
Attachments: Watertown Decarbonization Roadmap v1.1.docx; Watertown Zero Emission First Policy v1.0.docx

Silas Fyler
Energy Manager
Department of Public Buildings
Watertown, MA

When writing or responding, please remember that any email sent or received by an employee of the Watertown Public Schools is subject to the Massachusetts Public Records Law, M.G.L. c.66. This email message (including any attachments) is for the sole use of the intended recipient(s) and may contain confidential information covered under the Family Educational Rights & Privacy Act (FERPA) and/or other student records laws. If you are not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you are not authorized to read, retain, print, copy, disseminate or otherwise use this email (or any attachments) or any part thereof. If you have received this email (and any attachments) in error, please contact the sender and delete all copies from your system.

City of Watertown

Zero Emission First Vehicle Policy

Effective 7/1/2024

Definitions

- a) **Acquisition** - In the context of this guideline, acquisition refers to the purchase or lease of on-road vehicles (whether used or new) by and for the City of Watertown either to replace an existing fleet vehicle or to expand a fleet.
- b) **Alternative fuel vehicles (AFVs)** - Dedicated, flexible fuel, or dual-fuel vehicles designed to operate on at least one alternative fuel (such as electricity, biodiesel, propane, or natural gas) to reduce carbon emissions.
- c) **Battery electric vehicle (BEV)** – An electric vehicle that draws propulsion energy solely from an on-board electrical energy storage device during operation that is charged from an external source of electricity.
- d) **Electric vehicle supply equipment (EVSE) or electric vehicle charging station** – An electric component assembly or cluster of component assemblies designed specifically to charge batteries within electric vehicles by permitting the transfer of electric energy to a battery or other storage device in an electric vehicle.
- e) **Exempt vehicles** - Vehicles that are exempt from the Green Communities [Fuel Efficient Vehicle Policy](#) include off-road vehicles, motorcycles and heavy-duty vehicles with a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds. Examples include fire engines, ambulances, and some public works vehicles.
- f) **Fleet vehicles** - In the context of this guideline, refers to on road vehicle assets owned or leased and operated by the City of Watertown through all of its departments including the school department.
- g) **Fuel-cell electric vehicle (FCEV or FCV)** - An electric vehicle that draws propulsion energy solely from an on-board energy storage device during operation, where energy stored as hydrogen is converted to electricity by a fuel cell, that is

recharged from an external source of hydrogen.

- h) **Fuel Efficient Vehicle (FEV) Policy** - Issued by the Department of Energy Resources (DOER) to fulfill the requirements of the Green Communities Act. The [FEV Policy](#) requires designated Green Communities to acquire fuel-efficient vehicles; applies to all light-duty vehicle acquisitions with a gross vehicle weight rating (GVWR) of 8,500 pounds or less.
 - i) **Gross vehicle weight rating (GVWR)** - The maximum safe operating weight of a vehicle, as specified by the manufacturer, including passenger and cargo loads.
 - j) **Heavy-duty vehicle** – A vehicle with a manufacturer’s Gross Vehicle Weight Rating (GVWR) of more than 8,500 pounds.
 - k) **Hybrid electric vehicle (HEV)** - Powered by an internal combustion engine and a small electric motor that uses energy stored in a battery. Under light load, for instance during initial acceleration, only electricity is consumed. The vehicle is typically fueled with gasoline to operate the internal combustion engine, and the battery is charged through the engine and regenerative braking, not by plugging in.
 - l) **Light-duty vehicle**– A vehicle with a GVWR of less than 8,500 pounds.
 - m) **Plug-in hybrid electric vehicle (PHEV)** – An electric vehicle with an on-board electrical energy storage device that can be recharged from an external source of electricity and that also has the capability to run on another fuel.
 - n) **Zero emission vehicle (ZEV)** – Zero emission vehicles include battery electric vehicles, plug-in hybrid electric vehicles, and fuel-cell electric vehicles; if the most recent definition of ZEVs per the Massachusetts Zero Emission Vehicle Commission diverges from this scope, the Commission definition shall take precedence.
-

Purpose

The purpose of the Zero-Emission First Vehicle Policy is to set standards and guidelines for the purchase, operation, and maintenance of the City of Watertown fleet vehicles that will advance the economic, energy, and climate sustainability of municipal operations by achieving long-term reductions in energy costs, energy consumption, and greenhouse gas (GHG) emissions. The primary objectives of this policy are to:

- Accelerate the adoption of emissions-reduction technologies and the transition of the fleet to all electric or other environmentally advantageous vehicles
- Minimize the long-term environmental and financial impacts of fleet vehicles
- Optimize the composition of the fleet to achieve maximum fuel efficiency
- Advance the installation of electric charging infrastructure across municipal facilities

- Prioritize the utilization of grants, rebates, and incentives to support the acquisition of vehicles and technologies that will improve efficiency and reduce GHG emissions.

This policy shall not require a department to take any action which conflicts with local, state, or federal requirements nor mandate the procurement of products that do not perform adequately for their intended use, exclude adequate purchasing competition, or require the purchase of vehicles that are not commercially available or practicable.

Applicability

This policy applies to all divisions and departments of the City of Watertown. It applies to road-worthy passenger vehicles, pick up and utility trucks, and SUVs. It does not apply to specialized equipment or off-road vehicles.

Guidelines Vehicle Procurement

Electric-first procurement

Vehicle procurement should be prioritized as follows:

1. Battery-electric vehicle (BEV)
2. Plug-in hybrid vehicle (PHEV)
3. Hybrid electric vehicle (HEV) or other alternative fuel vehicle (AFV)
4. Standard vehicle operated by an internal combustion engine fueled by fossil fuels

The fleet policy is electric-first, meaning that electric vehicles shall be prioritized when the City of Watertown purchases or leases light-duty vehicles for its operations, followed by plug-in hybrid vehicles, then hybrid electric or other alternative fuel vehicle.

Fuel-efficient requirements for standard vehicles

If it is determined that a ZEV does not meet operational needs, the purchased or leased vehicle must be the most fuel-efficient class, drive train, and model available that will fulfill the intended municipal function. When determining the most fuel-efficient vehicle for a given class, the municipality will utilize the fuel efficiency limits contained in the most [recent guidance for the Fuel-Efficient Vehicle Policy](#) established by DOER's Green Communities Division.

- I. These limits are based on the most recently published U.S. Environmental Protection Agency combined city and highway MPG ratings (see www.fueleconomy.gov). The EPA maintains a [database](#) on vehicle fuel efficiency

that is updated throughout the year as new models are released.

Inventory

The City of Watertown is utilizing MEI and maintains the full municipal fleet within the database. The City will review Vehicle Inventory on an annual basis along with this policy to plan for new acquisitions as part of planning for the new fiscal year budget.

Zero-Emission First Replacement Plan

All vehicles shall be replaced following the electric-first hierarchy as indicated by this policy. Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department to another unless the recycled replacement is more efficient than the vehicle it is replacing. In addition, when considering vehicle replacement, the function of the vehicle will be reviewed for potential replacement with a more fuel-efficient vehicle, including a zero-emission non-exempt vehicle.

Questions / Enforcement

All other inquiries should be directed to the Assistant Director for Energy Management responsible for fleet management and/or guide to fleet procurement. This policy is enforced by the City Manager and/or his/her designee(s).

Dear City Councilors -

As a Watertown resident who walks, bikes, takes transit, and drives, I am writing to express my support for the ordinance Amending the Membership, Leadership, and Responsibilities of the Traffic Commission. In particular, I support the provision to add four resident members representing a broad range of road users.

However, I think this ordinance could be made stronger by having a designated seat for someone with professional and/or lived experience related to walking and biking, in addition to three general resident seats. Driving is the default perspective in our community and on the Traffic Commission. I am concerned that by not having a designated seat focused on pedestrians and cyclists, their needs and concerns will be lost. Someone focused on the needs of people walking and biking would bring new perspectives to the commission, identifying issues related to traffic signal timing, intersection design, bike lane placement, curb cuts, and more, that would not be readily apparent to someone who primarily drives for transportation.

It is critical that we make Watertown's streets and sidewalks safer for all people. I am devastated to hear about recent bicyclist fatalities [in Cambridge](#), and am dreading the day when we have a similar tragedy in Watertown. We should do everything we can do now to make our roads safer for everyone. Ensuring that the Traffic Commission includes a representative focused on bicycle and pedestrian safety is a good step in this direction.

Thank you,
Amy Plovnick
29 Ashland Street



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: Steven Magoon, Acting City Manager 

Date: June 18, 2024

RE: Agenda Item – Proposed Loan Order

Attached please find correspondence from Gregory M. St. Louis, Superintendent of Public Works and Michael Albano, Director of Admin & Finance requesting that the necessary actions be taken to authorize the Treasurer to borrow \$2,000,000 as outlined and approved in the Capital Improvement Program (CIP) budget through the Long Street and Connector reconstruction project.

I respectfully request the attached proposed Loan Order be placed on the June 25, 2024 City Council Agenda as a First Reading.

Thank you for your consideration in this matter.



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

Chelsea A. Tryder
(617) 378-4190
ctryder@hinckleyallen.com

June 20, 2024

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

RE: Draft Loan Order – Morse Street Reconstruction Bonds

Dear George:

As requested, I suggest the following form of loan order in connection with the Long Street and Connector Reconstruction project:

ORDERED: That the sum of \$2,000,000 is appropriated to pay costs of the connector roads/longer street projects to reconstruct Morse Street, as more fully described in the City's Fiscal Year 2024 through 2028 Capital Improvement Plan, including construction, construction administration services and construction contingency costs associated with this project and 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,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



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. Gregory St. Louis, Superintendent of Public Works
Mr. Michael Albano, Director of Admin & Finance

DATE: June 6, 2024

RE: Public Works Dept. – Morse Street Funding Request

The Department of Public Works respectfully requests that the necessary actions be taken to authorize the Treasurer to borrow the \$2,000,000 as outlined and approved in the Capital Improvement Program (CIP) budget through the Long Street and Connector reconstruction project.

These funds will be utilized for the construction, construction administration services and potential construction contingency costs associated with this project. As outlined below, the \$2,600,000 will be utilized from CIP authorization and other street and sidewalk capital funds available as follows:

Item	Amount	Remarks
Funding Request	\$2,000,000.00	FY24 Conceptual Recommendation 9
Construction Bid Amount	\$2,082,208.00	A.R. Belli INC.
Construction Administration/ Construction Services	\$320,000.00	Bobrek Engineering & Const. during construction
Construction Contingency	\$197,792.00	Remaining Value (9.5%)

On June 5, 2024 five bids were received and opened by the Purchasing Office. The lowest and most eligible bid was from A. R. Belli INC. in the amount of \$2,082,208.00. Construction Administration services, to be performed by Bobrek Engineering & Construction in the amount to \$320,000.00. The remaining \$197,792.00 is being

recommended to be carried for contingency (9.5%), to cover any potential unexpected and unforeseen conditions which may result as this project moves forward.

Work on this project includes full reconstruction of the roadway from Galen to Watertown Street including pavement, sidewalks, line painting and landscaping in accordance with best practices.

Thank you in advance for your consideration of this request.

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	735768	Order Price	\$809.20
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	06/29/2024	Last Run Date	06/29/2024
Payment Type			

AD PREVIEW:

Legal Notice The City Council of Watertown hereby gives notice of a public hearing and vote to be held ONLINE and IN-PERSON (HYBRID) Tuesday, July 9, 2024 at 7:00 PM in the Richard Mastrangelo Chamber Administration Building, 149 Main Street, Watertown, MA, or online at the following link: https://watertown-ma.zoom.us/j/92991321344 which may be found on the City of Watertown's website, on a proposed Loan Order as follows: Ordered: That the sum of \$2,000,000 is appropriated to pay costs of the connector roads/longer street projects to reconstruct Morse Street, as more fully described in the City's Fiscal Year 2024 through 2028 Capital Improvement Plan, including construction, construction administration services and construction contingency costs associated with this project and 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 thereof Interested parties are encouraged to participate in this HYBRID Public Hearing. A copy of the proposed Loan Order is available for inspection as the Administration Building, 149 Main Street, Watertown, MA 02472 in the City Clerk's Office Monday through Thursday 8:30 a.m. through 5:00 p.m., on Tuesday evening up to 7:00 p.m., and Friday 8:30 a.m. through 12:30 p.m., and on the City's website page: www.watertown-ma.gov.
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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: Steven Magoon, Acting City Manager 

Date: June 18, 2024

RE: Fiscal Year 2025 Water & Sewer Rates

Attached please find correspondence from Gregory M. St. Louis, Superintendent of Public Works summarizing the Water and Sewer Rate Study Analysis performed for the City of Watertown. As stated in the report, this Study was performed to provide the City with recommended water and sewer rate changes that will generate sufficient revenue to fund the purchase of water and sewerage treatment from the Massachusetts Water Resource Authority ("MWRA"), operational costs, indirect costs, debt service costs, and short-term and long-term capital improvements and will ensure the water fund and sewer fund continue to maintain healthy retained earnings.

I respectfully request a First Reading on an Order establishing water and sewer rates and charges for Fiscal Year 2025 be considered at the June 25, 2024 City Council meeting. The Public Hearing and consideration of rate schedules and fees designed to raise sufficient revenues to support the Fiscal Year 2025 operational services provided to customers of the City's Water/Sewer System would be scheduled for the July 9, 2024 City Council Meeting.

Thank you for your consideration in this matter.



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

Gregory M. St. Louis, PE

(P) 617-972-6420
Superintendent of Public Works

(F) 617-972-6402

TO: George J. Proakis – City Manager

FROM: Gregory St. Louis, PE – Superintendent of Public Works
Michael Albano, CPA – Director of Administration and Finance

SUBJECT: FY25 Water and Sewer Rates

DATES: June 19, 2024

The Department of Public Works is pleased to present the following memorandum summarizing the Water and Sewer Rates Analysis performed for the City of Watertown (“City”). This analysis was performed to provide the City with recommended water and sewer rate changes that will generate sufficient revenue to fund the purchase of water and sewerage treatment from the Massachusetts Water Resource Authority (“MWRA”), operational costs, indirect costs, debt service costs, and short-term and long-term capital improvements and will ensure the water fund and sewer fund continue to maintain healthy retained earnings.

Background

The City of Watertown consists of primarily urban commercial and residential development with a population of approximately 35,000, according to the 2020 U.S. Census. The Water and Sewer Department through its Department of Public Works (“DPW”), provides services to approximately 9,500 commercial, residential, industrial, and institutional accounts.

The Water and Sewer Division is responsible for providing its users with drinking water and sewage collection and conveyance in a cost-effective and environmentally friendly manner that meets EPA and DEP standards.

Water Utility

The City is a member community of the Massachusetts Water Resource Authority (“MWRA”), and the MWRA supplies water to the City, with an average daily demand of 2.6 million gallons per day per the Water System Analysis and Capital Improvement Plan dated March 9, 2015. The water is then conveyed to its residents through the City’s 82 miles of water distribution mains. The Department Public Works utilizes Grant funding, MWRA incentive programs, and local enterprise funds to work to rehabilitate the water system by removing eligible lead services, replacing cast iron water mains, locating and addressing leaks. We are approximately 50% through our long-awaited meter replacement program with goals of substantial completion by January 2025. These improvements ensure that we track, deliver, and furnish high quality water to our residents.

Sewer Utility

The City's sewer system consists of approximately 82 miles of the sewer with an average daily flow of 3 million gallons per day per the Sewer Collection System Capital Improvement Plan dated December 2017, which transports the wastewater to the MWRA interceptors. The Department of Public Works utilizes grant funding, MWRA incentive programs, and local enterprise funds to address inflow and infiltration issues or "I/I" throughout the City. Eliminating these illicit sources of water helps lower our treatment costs, prevent backups, and improve downstream water quality in our environment.

ARPA

This past winter, the City chose to fund Capital Improvement Projects in the Water and Sewer Division with American Rescue Plan Act (ARPA) funds. The Department of public work received \$2.0 Million dollars for Cottage Street Water Main Replacement, \$369,000 for Lead Service Replacement, \$369,000 for Stormwater Infiltration, and \$2.5 Million dollars for the Phase 4 I/I project. Utilizing ARPA funds for CIP work allows the City the flexibility of not utilizing enterprise funds or retained earnings to pay for these projects.

Existing Rate Structure and Charges

The City's water and sewer rates are based on a multi-tier rate structure in which the rate per 100 cubic feet (Ccf) of water increases with consumption. All 9,500 plus residential, commercial, and irrigation accounts are billed quarterly (every three months) which are staggered across each quarter according to the billing cycle.

The City currently has an inclining, four-tier structure for non-irrigation water consumption and sewer flow and a flat fee for irrigation water consumption, as well as meter and fire protection charges. Table 1 shows the current water and sewer rates for Fiscal Year 2024. Tables 2 and 3 detail current meter and fire service charges, respectively.

Table 1 – FY 2024 Water and Sewer Rates (Effective July 1, 2023)			
Tier	Consumption	Water Rate (per 100 cubic feet)	Sewer Rate (per 100 cubic feet)
1	0-2,500 cu ft	\$5.49	\$11.07
2	2,501 - 5,000 cu ft	\$8.55	\$14.45
3	5,001 - 25,000 cu ft	\$11.56	\$16.14
4	Over 25,000 cu ft	\$15.08	\$19.76
Irrigation	All	\$15.08	N/A

Table 2 – FY 2024 Meter Service Charges (Effective July 1, 2023)	
Meter Size (inches)	Rates/quarter
5/8	\$8.81
3/4	\$9.38
1	\$11.08
1 1/4	\$13.34
1 1/2	\$13.34
2	\$19.46
3	\$64.84
4	\$81.64
6	\$120.85

Table 3 – FY 2024 Fire Service Charges (Effective July 1, 2023)	
Service Size (inches)	Rates
2	\$12.85
3	\$44.99
4	\$89.98
6	\$263.50
8	\$559.13
10	\$1,009.01

Comparison to Neighboring Communities

When considering rate changes, comparing the City's rates and tiers to neighboring communities' rates and tiers provides helpful information on how communities measure up. Table 4 below compares water rates by tier and base charges and Table 5 compares sewer rates by tier and base charges. The average customer's bill, based on an industry-standard 2,800 cubic feet of usage, is also included in the tables. Each community in the tables is a member of the MWRA.

Table 4 – Water Rates / Tiers Comparison to Neighboring Communities						
Community	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Average Usage Bill
Watertown	0-2,500	2,501-5,000	5,001- 25,000	> 25,000		2,800 Ccf
FY24	\$5.49	\$8.55	\$11.56	\$15.08		\$171.71
Lexington	0-4,000	4,001-8,000	Over 8,000			
FY23	\$4.79	\$7.18	\$9.48			\$134.12
FY24	\$5.06	\$7.59	\$10.02			\$141.68
Waltham	0-2,100	2,101-4,500	4,501-12,000	> 12,000		
FY23	\$3.07	\$4.15	\$8.90	\$12.14		\$93.52
FY24	\$3.07	\$4.15	\$8.90	\$12.14		\$93.52
Needham	0-600	601-2,700	2,701-4,200	Over 4,200		
FY23	\$3.24	\$3.46	\$4.35	\$5.34		\$111.45
FY24	\$3.30	\$3.53	\$4.43	\$5.44		\$113.36
Brookline	0-1,800	Over 1,800				
FY23	\$3.14	\$7.85				\$170.75
FY24	\$3.25	\$8.12				\$176.68
Belmont	0-3,000	>3,000				
FY22	\$6.62	\$7.59				\$206.21
FY23	\$6.62	\$7.59				\$206.21
FY24	\$6.91	\$7.92				\$213.34
Arlington	0-1,500	1,600-3,000	> 3,000			
FY24	\$8.17	\$8.75	\$10.61			\$253.68
FY25	\$8.42	\$9.02	\$10.93			\$261.48
Newton	0-1,000	1,001-2,500	2,501-6,000	Over 6,000		
FY24	\$7.62	\$8.81	\$10.13	\$12.63		\$238.74

Data is per quarter. Tiers are in cubic feet. Rates per 100 cubic feet. Average bill is for usage of 2,800 cubic feet with 5/8" meter where available.

Community	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Average Usage Bill
Watertown	0-2,500	2,501-5,000	5,001- 25,000	> 25,000		2,800 Ccf

Community	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Average Usage Bill
FY24	\$11.07	\$14.45	\$16.14	\$19.76		\$320.10
Lexington	0-4,000	4,001-8,000	Over 8,000			
FY23	\$9.30	\$15.19	\$24.16			\$260.40
FY24	\$9.73	\$15.89	\$25.27			\$272.44
Waltham	0-2,100	2,101-4,500	4,501-12,000	> 12,000		
FY23	\$5.46	\$7.63	\$16.26	\$21.51		\$168.07
FY24	\$5.46	\$7.63	\$16.26	\$21.51		\$168.07
Needham	0-600	601-2,700	2,701-4,200	Over 4,200		
FY23	\$9.53	\$10.52	\$11.35	\$12.38		\$301.45
FY24	\$9.82	\$10.84	\$11.69	\$12.75		\$310.25
Brookline	0-1,800	Over 1,800				
FY24	\$9.39	\$9.39				\$298.65
FY25	\$9.72	\$9.72				\$309.14
Belmont	Flat					
FY22	\$12.91					\$379.72
FY23	\$12.91					\$379.72
FY24	\$13.98					\$409.44
Arlington	0-1,500	1,600-3,000	> 3,000			
FY24	\$9.60	\$10.23	\$12.40			\$276.99
FY25	\$9.90	\$10.55	\$12.79			\$285.65
Newton	0-1,000	1,001-2,500	2,501-6,000	Over 6,000		
FY24	\$11.84	\$13.85	\$14.88	\$17.11		\$370.79

Data is per quarter. Tiers are in cubic feet. Rates per 100 cubic feet. Average bill is for usage of 2,800 cubic feet with 5/8" meter where available.

Existing Expenses and Revenues

As a reminder, in FY 2024 water rate increase of 5.5% and a sewer increase of 6.0%. This rate adjustment was the first year following a substantial overhaul of the existing tier structure in FY 2023. Our work has paid off and even despite a wet summer, the City garnered additional revenue working to stabilize our enterprise fund retained earnings.

The City's MWRA water assessment was projected using the MWRA's methodology to calculate the City's assessment using its average flow share and the expected annual increase in MWRA's water expenses. The City's MWRA sewer assessment was projected using a conservative annual increase of 4%, which is slightly above the City's annual increase. Capital outlay expenses for FY 2025 were held steady using the FY 2025 budgeted amount, and then increased by \$50,000 annually in line with the City's CIP. The remaining expenditures, including salaries, indirect costs, and other expenses, were increased annually based on the amounts in the FY 2025 budgets. The resulting total projected expenditures for FY 2025 are \$9,633,402 for water and \$12,546,700 for sewer.

The MWRA's FY 2023 water and sewer assessments were \$4,592,938 for water and \$7,332,350 for sewer. The MWRA's assessment is the most significant expense for the Water Enterprise Fund and the Sewer Enterprise Fund. The City plans to invest in capital improvements via its regularly maintained capital improvement plans ("CIPs") and via additional capital improvements over the next five years. Included in the water projections presented, in addition to the funding of the CIP, is funding for capital improvements of \$1.0 million per year from FY 2027 to FY 2029. Included in the sewer projections presented, in addition to the funding of the CIP, is funding for sewer capital improvements of \$1.0 million per year from FY 2027 to FY 2029. Funding of these capital improvements is presumed to be via long-term debt from FY 2027 through FY 2037 and are in addition to the City's use of available MWRA grant and loan funding and approved ARPA funds.

The Water Enterprise Fund and the Sewer Enterprise Fund are experiencing budgetary shortfalls because revenue recovered from rates is insufficient to cover expenditures. The City should strongly consider rate action for FY 2024 and beyond to ensure sufficient revenue is realized from rates.

Rates and Charges

Each of the following options for updated rates and charges included in this memorandum are designed to ensure retained earnings are not depleted from FY 2025 to FY 2029 below 20%, and to target healthy retained earnings in the future over a five-year period. The recommended retained earnings balance is between 10% and 25%.

Since the analysis conducted was a five-year look-ahead, rates are presented for the next five fiscal years, including FY 2025. Annual rate adjustments will help the City achieve its goals of covering actual costs of services, maintaining healthy retained earnings, investing in capital improvements, and ensuring long-term fiscal stability.

Increases to rates are presented in Table 9 below:

Table 9 – Proposed Increases					
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Water	3.5%	4.8%	4.8%	4.8%	4.8%
Sewer	3.5%	4.8%	4.8%	4.8%	4.8%

Tables 10 and 11 below and on the following pages present the current rates and charges and proposed FY 2025 rates and charges along with the differences between them. The increases to the meter service and private fire protection charges are not the same as the increases to rates. Table 12 below presents the quarterly bill impact for sample users.

Table 10 – Current and Proposed Meter Service Charges				
Meter Charge	FY 2023	FY 2024	Difference	
Meter Size	Current \$	Proposed \$	\$	%
5/8"	8.81	9.12	0.31	3.5%
3/4"	9.38	9.71	0.33	3.5%
1"	11.08	11.47	0.39	3.5%
1 1/4"	13.34	13.81	0.47	3.5%
1 1/2"	13.34	13.81	0.47	3.5%
2"	19.46	20.14	0.68	3.5%
3"	64.84	67.11	2.27	3.5%
4"	81.64	84.50	2.86	3.5%
6"	120.85	125.08	4.23	3.5%

Table 11 – Volumetric Rates (per 100 cubic feet)					
Tier	Volume	FY 2024	FY 2025	Difference	
Water	(cu. Ft)	Current \$	Proposed \$	\$	%
1	0-2,500	5.49	5.68	0.19	3.5%
2	2,501-5,000	8.55	8.85	0.30	3.5%
3	5,001-25,000	11.56	11.96	0.40	3.5%
4	Over 25,000	15.08	15.61	0.53	3.5%
Irrigation	Flat	15.08	15.61	0.53	3.5%

Sewer					
1	0-2,500	11.07	11.46	0.39	3.5%
2	2,501-5,000	14.45	14.96	0.51	3.5%
3	5,001-25,000	16.14	16.70	0.56	3.5%
4	Over 25,000	19.76	20.45	0.69	3.5%
Combined					
1	0-2,500	16.55	17.14	0.58	3.5%
2	2,501-5,000	22.99	23.81	0.81	3.5%
3	5,001-25,000	27.71	28.67	0.97	3.5%
4	Over 25,000	34.83	36.06	1.22	3.5%
Irrigation	Flat	15.08	15.61	0.53	3.5%
Private Fire Protection					
2"		12.85	13.30	0.45	3.5%
3"		44.99	46.56	1.57	3.5%
4"		89.98	93.13	3.15	3.5%
6"		263.50	272.72	9.22	3.5%
8"		559.13	578.70	19.57	3.5%
10"		1,009.01	1,044.33	35.32	3.5%

Table 12 – Bill Impacts for Sample Users (quarterly)									
Meter	Consumption	FY 2024 \$			FY 2025 \$			Difference	
Size	(cu. ft)	Water	Sewer	Total	Water	Sewer	Total	\$	%
5/8"	2,800	171.71	320.10	491.81	177.72	331.30	509.02	17.21	3.5%
5/8"	4,000	274.31	493.50	767.81	283.91	510.77	794.68	26.87	3.5%
1"	14,482	1,458.20	2,168.39	3,626.59	1,509.24	2,244.28	3,753.52	126.93	3.5%
1"	23,112	2,455.83	3,561.28	6,017.11	2,541.79	3,685.92	6,227.71	210.60	3.5%
4"	39,255	4,894.29	6,682.79	11,577.08	5,065.59	6,916.69	11,982.28	405.20	3.5%

The information presented includes the additional funding of \$1.0 million in water capital projects in FY 2027 through FY 2029 and the additional funding of \$1.0 million in sewer capital projects in FY 2027 through FY 2029. It also includes a direct ARPA funding as discussed above in 2025 and 2026. This funding is in addition to what is in the City-maintained water and sewer CIPs.

Recommendations

It is important to the City that the proposed rate increases are mitigated as much as possible, given the current environment. It is also imperative for the City to continue to fund its water and sewer capital improvement plans. The projections in this memorandum include the full funding of the CIPs, as well as funding of additional capital improvements.

The projections provided in the memorandum are based on many assumptions and each community varies widely in its infrastructure and long-term goals. We recommend that the water and sewer analyses conducted for the City are reviewed and updated each year.

Thank you for your consideration.

MEMORANDUM

TO: Gregory St. Louis, Superintendent of Public Works (City of Watertown), Michael Albano, Director of Administration and Finance of Public Works (City of Watertown)

FROM: Matthew Abrahams (The Abrahams Group), David Elmer, PE (Weston & Sampson)

DATE: June 20, 2024

SUBJECT: FY 2025 Water and Sewer Rate Study

We are pleased to present the following memorandum summarizing the Water and Sewer Rate Study Analysis performed for the City of Watertown ("City") by The Abrahams Group. This Study was performed to provide the City with recommended water and sewer rate changes that will generate sufficient revenue to fund the purchase of water and sewerage treatment from the Massachusetts Water Resource Authority ("MWRA"), operational costs, indirect costs, debt service costs, and short-term and long-term capital improvements and will ensure the water fund and sewer fund continue to maintain healthy retained earnings.

Rate options were discussed with City staff and reviewed with the City Manager. Based on that review, City staff is recommending one water rate option and one sewer rate option. This memorandum contains those rate recommendations which fully support the City's final FY 2025 water and sewer budgets.

Background

The City of Watertown consists of primarily urban commercial and residential development with a population of approximately 35,000, according to the 2020 U.S. Census. The City's Water and Sewer Department, through the City's Department of Public Works ("DPW"), provides services to approximately 9,500 commercial, residential, industrial, and institutional accounts.

The Water and Sewer Department is responsible for providing its customers with drinking water and sewerage collection and conveyance in a cost-effective and environmentally friendly manner that meets EPA and DEP standards.

Water Utility

The City is a member community of the MWRA. The MWRA supplies water to the City, with an average daily demand of 2.52 million gallons per day, per the MWRA's Community Water Use data from

December 2023. The water is then conveyed to the City's residents through the City's 82 miles of water distribution mains.

Sewer Utility

The City's sewer system consists of approximately 82 miles of sewer mains that transport wastewater to the MWRA's interceptors. The City transports an average daily flow of 3.85 million gallons per day, per the MWRA's Sewer Flow Report for the calendar years of 2021, 2022, and 2023.

Existing Rate Structure and Charges

The City's water and sewer rates are based on a multi-tier rate structure in which the rate per 100 cubic feet of water increases with consumption. All 9,500 plus residential, commercial, and irrigation accounts are billed quarterly (every three months) which are staggered across each quarter according to the billing cycle.

The City currently has an inclining, four-tier structure for non-irrigation water consumption and sewer flow and a flat fee for irrigation water consumption, as well as meter and fire protection charges. Table 1 shows the current water and sewer rates for fiscal year 2024. Tables 2 and 3 detail current meter and fire service charges, respectively.

Table 1 – FY 2024 Water and Sewer Rates (Effective July 1, 2023)			
Tier	Consumption	Water Rate (per 100 cubic feet)	Sewer Rate (per 100 cubic feet)
1	0-2,500 cu ft	\$5.49	\$11.07
2	2,501-5,000 cu ft	\$8.55	\$14.45
3	5,001-25,000 cu ft	\$11.56	\$16.14
4	Over 25,000 cu ft	\$15.08	\$19.76
Irrigation	All	\$15.08	N/A

Table 2 – FY 2024 Meter Service Charges (Effective July 1, 2023)

Meter Size (inches)	Rates/quarter
5/8	\$8.81
3/4	\$9.38
1	\$11.08
1 1/4	\$13.34
1 1/2	\$13.34
2	\$19.46
3	\$64.84
4	\$81.64
6	\$120.85

Table 3 – FY 2024 Fire Service Charges (Effective July 1, 2023)

Service Size (inches)	Rates
2	\$12.85
3	\$44.99
4	\$89.98
6	\$263.50
8	\$559.13
10	\$1,009.01

Comparison to Neighboring Communities

When considering rate and/or tier changes, comparing the City's rates and tiers to neighboring communities' rates and tiers provides helpful information on how communities measure up. Table 4 below compares water rates by tier and base charges and Table 5 compares sewer rates by tier and base charges. The average customer's bill, based on an industry-standard 2,800 cubic feet of usage, is also included in the tables. Each community in the tables is a member of the MWRA.

Table 4 – Water Rates/Tiers Comparison to Neighboring Communities

Community	Tiers					Base	Rates					Average Bill
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5		Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	
Watertown	0-2,500	2,500-5,000	5,001-25,000	Over 25,000		\$8.81	\$5.49	\$8.55	\$11.56	\$15.08		\$171.71
Waltham	0-2,100	2,100-4,500	4,500-12,000	Over 12,000			\$3.07	\$4.15	\$8.90	\$12.14		\$93.52
Needham	0-600	600-2,700	2,700-4,200	Over 4,200		\$15.00	\$3.30	\$3.53	\$4.43	\$5.44		\$113.36
Lexington	0-4,000	4,000-8,000	Over 8,000				\$5.06	\$7.59	\$10.02			\$141.68
Brookline	0-1,800	Over 1,800				\$36.98	\$3.25	\$8.12				\$176.68
Belmont	0-3,000	Over 3,000				\$19.86	\$6.91	\$7.92				\$213.34
Arlington	0-1,500	1,500-3,000	Over 3,000			\$17.92	\$8.42	\$9.02	\$10.93			\$261.48
Newton	0-1,000	1,000-2,500	2,500-6,000	Over 6,000			\$7.62	\$8.81	\$10.13	\$12.63		\$238.74

Data is per quarter. Tiers are in cubic feet. Rates per 100 cubic feet. Average bill is for usage of 2,800 cubic feet with 5/8" meter.

Table 5 – Sewer Rates/Tiers Comparison to Neighboring Communities

Community	Tiers					Base	Rates					Average Bill
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5		Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	
Watertown	0-2,500	2,500-5,000	5,001-25,000	Over 25,000			\$11.07	\$14.45	\$16.14	\$19.76		\$320.10
Waltham	0-2,100	2,100-4,500	4,500-12,000	Over 12,000			\$5.46	\$7.63	\$16.26	\$21.51		\$168.07
Needham	0-600	600-2,700	2,700-4,200	Over 4,200		\$12.00	\$9.82	\$10.84	\$11.69	\$12.75		\$310.25
Lexington	0-4,000	4,000-8,000	Over 8,000				\$9.73	\$15.89	\$25.27			\$272.44
Brookline	Flat Rate					\$36.98	\$9.72					\$309.14
Belmont	Flat Rate					\$18.00	\$13.98					\$409.44
Arlington	0-1,500	1,500-3,000	Over 3,000				\$9.90	\$10.55	\$12.79			\$285.65
Newton	0-1,000	1,000-2,500	2,500-6,000	Over 6,000			\$11.84	\$13.85	\$14.88	\$17.11		\$370.79

Data is per quarter. Tiers are in cubic feet. Rates per 100 cubic feet. Average bill is for usage of 2,800 cubic feet with 5/8" meter.

Existing Expenses and Revenues

With the addition of a fourth tier to the water and sewer rate structures for FY 2023, rate increases between 5.25% and 6.50% for rates in the tiers for FY 2023, and increased consumption due to a dry summer in 2022, FY 2023 ended in surplus for both the water and sewer funds. The water fund's surplus in FY 2023 was \$542,529 and the sewer fund's surplus in FY 2023 was \$1,911,656. The financial results of FY 2023 for both funds contributed to healthy retained earnings balances at the time of the most recent certification, which was as of July 1, 2023. The latest certification for water was \$2,434,098, or 28.4%, of water fund expenses in FY 2023, and the latest certification for sewer was \$2,104,693, or 15.4%, of sewer fund expenses in FY 2023.

Projections for FY 2024 show that the water fund should end with a surplus similar to FY 2023's. The 5.5% rate increase has helped offset decreased consumption for FY 2024, due in large part to the wet summer of 2023. Total fund expenses are projected to increase 4.4% over FY 2023's, which includes a \$53,000, or 1.3%, increase to the City's MWRA water assessment and a \$278,000, or 21.9%, increase to long-term debt. The water fund's projected surplus for FY 2024 is \$519,912. Any surplus should further enhance the retained earnings balance. The sewer fund should end with a surplus for FY 2024, but not as large as FY 2023's. The 6.0% rate increase has helped offset decreased sewer flow for FY 2024. Total fund expenses are projected to increase 14.8% over FY 2023's, which includes a \$331,000, or 4.9%, increase to the City's MWRA sewer assessment, a \$584,000, or 75.7%, increase in capital outlay, and a \$252,000, or 83.9%, increase to long-term debt. The sewer fund's projected surplus for FY 2024 is \$949,865. Any surplus should further enhance the retained earnings balance.

The City's FY 2025 water and sewer budgets were integrated into this study. The FY 2025 water budget is \$9,633,402, a 7.6% increase over FY 2024's water budget, and the FY 2025 sewer budget is \$12,546,700, a 6.2% increase over FY 2024's sewer budget. The MWRA's preliminary FY 2025 water assessment is \$4,592,938, a 9.3% increase over the FY 2024 assessment. This increase is unusual as the water assessment increased 3.4% on average the five prior years and calendar year 2023, on which the FY 2025 water assessment is based, included a wet summer. The MWRA's preliminary FY 2025 sewer assessment is \$7,332,350, an increase of 4.7% over the FY 2024 assessment. The sewer assessment increased 1.8% on average the five prior years. The MWRA's assessment is the single largest expense for the Water Enterprise Fund and the Sewer Enterprise Fund.

The City plans to invest in infrastructure improvements via its regularly maintained capital improvement plans ("CIPs") over the next five years. Included in the water projections presented, in addition to the funding of the CIP, is funding for capital improvements of \$1 million per year from FY 2026 to FY 2029. Included in the sewer projections presented, in addition to the funding of the CIP, is funding for sewer capital improvements of \$1 million per year from FY 2026 to FY 2029. Funding of these capital improvements would be via long-term debt and are in addition to the City's use of available MWRA grant and loan funding.

Baseline Analysis

Without any changes in revenue (i.e., no rate adjustments), as presented in the baseline financial analysis, total projected water revenues for FY 2025 are \$9,162,263 and projected expenditures are \$9,633,402, leaving a deficit of over \$470,000 for FY 2025. In addition, the revenue total does not include liens, which is revenue from prior years that the City has already identified as revenue in those years.

Without any changes in revenue (i.e., no rate adjustments), as presented in the baseline financial analysis, total projected sewer revenues for FY 2025 are \$12,133,616 and projected expenditures are \$12,546,700, leaving a deficit of over \$413,000 for FY 2025. In addition, the revenue total does not

include liens, which is revenue from prior years that the City has already identified as revenue in those years.

The Water Enterprise Fund and the Sewer Enterprise Fund are experiencing budgetary shortfalls because revenue recovered from rates is insufficient to cover expenditures. The City should strongly consider rate action for FY 2025 and beyond to ensure sufficient revenue is realized from rates. Any deficit at the conclusion of a fiscal year would presumably be covered by available retained earnings. While healthy retained earnings balances in both funds would allow for this, the consistent use of retained earnings over time will lower the retained earnings balances from their current healthy level.

Recommended Option for Rates and Charges

The recommended option for updated rates and charges included in this memorandum is designed to ensure retained earnings are not depleted from FY 2025 to FY 2029 and to target healthy retained earnings of 20% of total expenditures by the end of the five-year period. The recommended retained earnings balance is between 10% and 25%.

Since the analysis conducted was a five-year look-ahead, rates are presented for the next five fiscal years, including FY 2025. This option will help the City achieve its goals of covering actual costs of services, maintaining healthy retained earnings, investing in capital improvements, and ensuring long-term fiscal stability.

Recommended Option

The Recommended Option is designed to change rates and charges only, without changes to the City's rate structure. This is consistent with how the City has changed rates and charges in the recent past, except for the recent addition of the fourth tier in the rate structure, which was implemented for FY 2023.

Increases to rates are presented in Table 6 below:

Table 6 – Proposed Increases					
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Water	3.5%	4.8%	4.8%	4.8%	4.8%
Sewer	3.5%	4.8%	4.8%	4.8%	4.8%

Tables 7 and 8 below and on the next page present the current rates and charges and proposed FY 2025 rates and charges along with the differences between them. The increases to the meter service and private fire protection charges are the same as the increases to rates. Table 9 on the next page presents the quarterly bill impact for sample customers.

Table 7 – Current and Proposed Meter Service Charges				
Meter Charge	FY 2024	FY 2025	Difference	
Meter Size	Current	Proposed	\$	%
5/8"	\$8.81	\$9.12	\$0.31	3.5%
3/4"	\$9.38	\$9.71	\$0.33	3.5%
1"	\$11.08	\$11.47	\$0.39	3.5%
1 1/4"	\$13.34	\$13.81	\$0.47	3.5%
1 1/2"	\$13.34	\$13.81	\$0.47	3.5%
2"	\$19.46	\$20.14	\$0.68	3.5%
3"	\$64.84	\$67.11	\$2.27	3.5%
4"	\$81.64	\$84.50	\$2.86	3.5%
6"	\$120.85	\$125.08	\$4.23	3.5%

Table 8 – Volumetric Rates (per 100 cubic feet)					
Tier	Volume	FY 2024	FY 2025	Difference	
Water	(cu. Ft)	Current	Proposed	\$	%
1	0-2,500	\$5.49	\$5.68	\$0.19	3.5%
2	2,501-5,000	\$8.55	\$8.85	\$0.30	3.5%
3	5,001-25,000	\$11.56	\$11.96	\$0.40	3.5%
4	Over 25,000	\$15.08	\$15.61	\$0.53	3.5%
Irrigation		\$15.08	\$15.61	\$0.53	3.5%
Sewer					
1	0-2,500	\$11.07	\$11.46	\$0.39	3.5%
2	2,501-5,000	\$14.45	\$14.96	\$0.51	3.5%
3	5,001-25,000	\$16.14	\$16.70	\$0.56	3.5%
4	Over 25,000	\$19.76	\$20.45	\$0.69	3.5%
Combined					
1	0-2,500	\$16.55	\$17.14	\$0.58	3.5%
2	2,501-5,000	\$22.99	\$23.81	\$0.81	3.5%
3	5,001-25,000	\$27.71	\$28.67	\$0.96	3.5%
4	Over 25,000	\$34.83	\$36.06	\$1.22	3.5%
Irrigation		\$15.08	\$15.61	\$0.53	3.5%
Private Fire Protection					
2"		\$12.85	\$13.30	\$0.45	3.5%
3"		\$44.99	\$46.56	\$1.57	3.5%
4"		\$89.98	\$93.13	\$3.15	3.5%
6"		\$263.50	\$272.72	\$9.22	3.5%
8"		\$559.13	\$578.70	\$19.57	3.5%
10"		\$1,009.01	\$1,044.33	\$35.32	3.5%

Table 9 – Bill Impacts for Sample Customers (quarterly)

Meter	Consumption	FY 2024			FY 2025			Difference	
Size	(cu. ft)	Water	Sewer	Total	Water	Sewer	Total	\$	%
5/8"	1,000	\$63.71	\$110.70	\$174.41	\$65.94	\$114.57	\$180.51	\$6.10	3.5%
5/8"	2,500	\$146.06	\$276.75	\$422.81	\$151.17	\$286.44	\$437.61	\$14.80	3.5%
5/8"	5,000	\$359.81	\$638.00	\$997.81	\$372.40	\$660.33	\$1,032.73	\$34.92	3.5%
5/8"	15,000	\$1,515.81	\$2,252.00	\$3,767.81	\$1,568.86	\$2,330.82	\$3,899.68	\$131.87	3.5%
1"	25,000	\$2,674.08	\$3,866.00	\$6,540.08	\$2,767.67	\$4,001.31	\$6,768.98	\$228.90	3.5%
4"	75,000	\$10,284.64	\$13,746.00	\$24,030.64	\$10,644.60	\$14,227.11	\$24,871.71	\$841.07	3.5%

The information presented for the Recommended Option includes the additional funding of \$1 million in water capital projects per year and the additional funding of \$1 million in sewer capital projects per year, starting in FY 2026. This funding is in addition to what is in the City-maintained water and sewer CIPs.

Conclusion

It is important to the City that the proposed rate increases are mitigated as much as possible, given the current environment. With the recent authorizations to fund water and sewer capital projects using available ARPA funds, in the amounts of about \$2.4 million for water and \$2.9 million for sewer, the City was able to mitigate the recommendation rate increase for FY 2025. What would have likely been a 5.0% recommended FY 2025 rate increase for water is now a 3.5% recommended increase and what would have likely been a 5.5% recommended FY 2025 rate increase for sewer is now a 3.5% recommended increase.

It is important for the City to continue to fund its water and sewer capital improvement plans. The projections in this memorandum include the full funding of the CIPs, as well as funding of additional capital improvements as described.

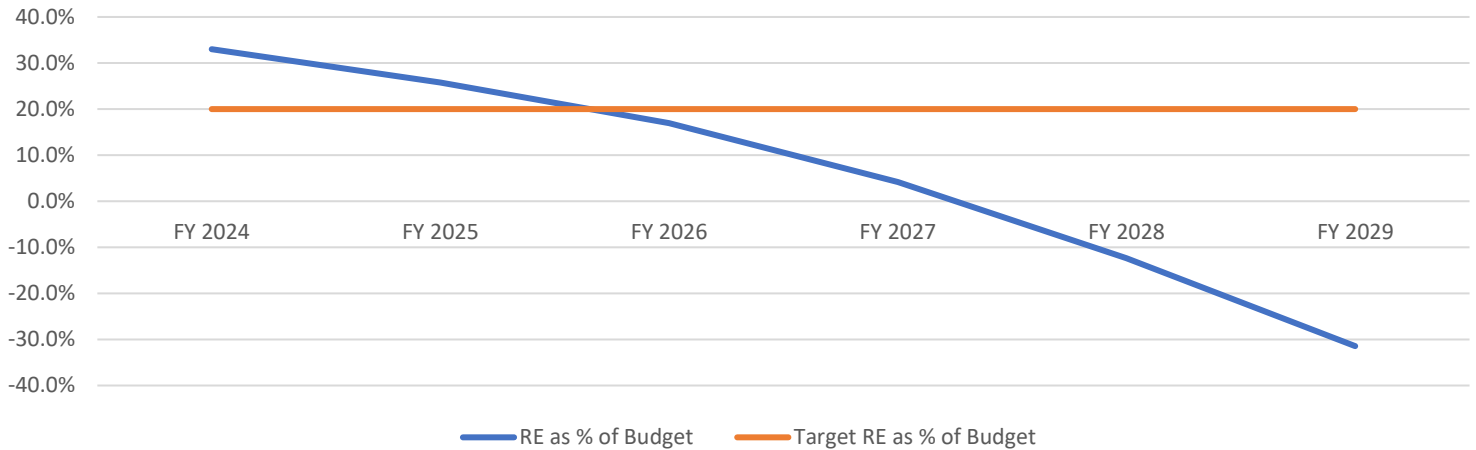
The projections provided in the memorandum are based on many assumptions. We recommend that the water and sewer analyses conducted for the City are reviewed and updated each year. Assumptions, like, for example, planned expenditures and anticipated revenues, change year to year and it is important to capture those changes to ensure that the rate plans presented are based on the most accurate information available at the time.

If, in future years, retained earnings projections show balances lower than those acceptable to the industry, the City can look at its planned expenses to see if any can be adjusted for a given year. This review should include any planned debt as the City can choose to push out planned debt a year or two, if necessary.

Target Retained Earnings as % of Budget:	20.0%
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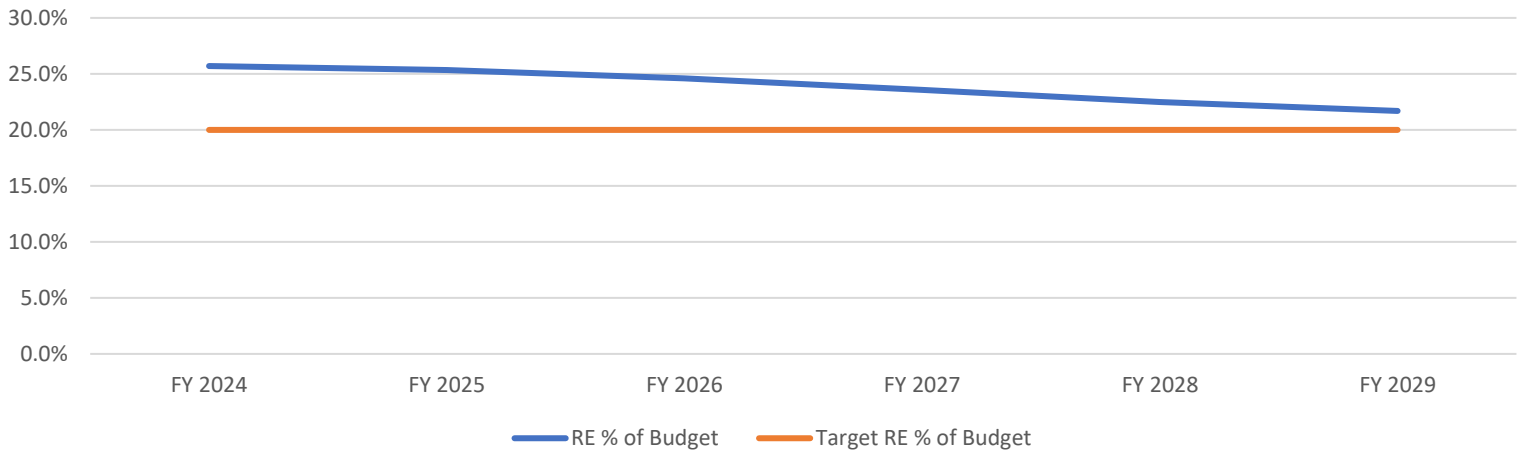
Baseline	FY 2024 PROJECTED	FY 2025 PROJECTED	FY 2026 PROJECTED	FY 2027 PROJECTED	FY 2028 PROJECTED	FY 2029 PROJECTED
Surplus/Deficit	\$ 519,912	\$ (471,139)	\$ (793,701)	\$ (1,252,426)	\$ (1,790,780)	\$ (2,228,393)
Projected Retained Earnings	\$ 2,954,010	\$ 2,482,871	\$ 1,689,170	\$ 436,744	\$ (1,354,036)	\$ (3,582,429)
RE as % of Budget	33.0%	25.8%	17.0%	4.2%	-12.4%	-31.5%
Target RE as % of Budget	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%

Retained Earnings Projections - Baseline Scenario



Rate Changes:	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
	5.50%	3.50%	4.80%	4.80%	4.80%	4.80%
Rate Impact	FY 2024 PROJECTED	FY 2025 PROJECTED	FY 2026 PROJECTED	FY 2027 PROJECTED	FY 2028 PROJECTED	FY 2029 PROJECTED
Surplus/Deficit	\$ -	\$ 7,383	\$ 7,383	\$ 7,383	\$ 7,383	\$ 7,382
Projected Retained Earnings	\$ 2,434,098	\$ 2,441,481	\$ 2,448,864	\$ 2,456,247	\$ 2,463,630	\$ 2,471,012
RE % of Budget	25.7%	25.3%	24.6%	23.6%	22.5%	21.7%
Target RE % of Budget	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%

Retained Earnings Projections - with Rate Changes



Service Charge

Meter Size	Current	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
5/8"	\$ 8.81	\$ 9.12	\$ 9.56	\$ 10.01	\$ 10.50	\$ 11.00
3/4"	\$ 9.38	\$ 9.71	\$ 10.17	\$ 10.66	\$ 11.17	\$ 11.71
1"	\$ 11.08	\$ 11.47	\$ 12.02	\$ 12.60	\$ 13.20	\$ 13.83
1 1/2"	\$ 13.34	\$ 13.81	\$ 14.47	\$ 15.16	\$ 15.89	\$ 16.65
2"	\$ 19.46	\$ 20.14	\$ 21.11	\$ 22.12	\$ 23.18	\$ 24.30
3"	\$ 64.84	\$ 67.11	\$ 70.33	\$ 73.71	\$ 77.24	\$ 80.95
4"	\$ 81.64	\$ 84.50	\$ 88.55	\$ 92.80	\$ 97.26	\$ 101.93
6"	\$ 120.85	\$ 125.08	\$ 131.08	\$ 137.38	\$ 143.97	\$ 150.88

Rates (per 100 cf of usage)

1st Step (0 - 2,500 cf)

2nd Step (2,501 - 5,000 cf)

3rd Step (5,001 - 25,000 cf)

4th Step (over 25,001)

	Current	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
1st Step (0 - 2,500 cf)	\$ 5.49	\$ 5.68	\$ 5.95	\$ 6.24	\$ 6.54	\$ 6.85
2nd Step (2,501 - 5,000 cf)	\$ 8.55	\$ 8.85	\$ 9.27	\$ 9.72	\$ 10.19	\$ 10.67
3rd Step (5,001 - 25,000 cf)	\$ 11.56	\$ 11.96	\$ 12.54	\$ 13.14	\$ 13.77	\$ 14.43
4th Step (over 25,001)	\$ 15.08	\$ 15.61	\$ 16.36	\$ 17.14	\$ 17.96	\$ 18.83

User Impact (per Bill) - Water Bills Only

User Impact (per Bill) - Water Bills Only			New Bills				
User Type	Usage	Current Bill	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Low-End User (5/8" meter)	1,000	\$ 63.71	\$ 65.94	\$ 69.10	\$ 72.42	\$ 75.90	\$ 79.54
High Tier 1 User (5/8" meter)	2,500	\$ 146.06	\$ 151.17	\$ 158.43	\$ 166.03	\$ 174.00	\$ 182.35
High Tier 2 User (5/8" meter)	5,000	\$ 359.81	\$ 372.40	\$ 390.28	\$ 409.01	\$ 428.64	\$ 449.22
Mid Tier 2 User (5/8" meter)	15,000	\$ 1,515.81	\$ 1,568.86	\$ 1,644.17	\$ 1,723.09	\$ 1,805.80	\$ 1,892.48
High Tier 2 User (1" meter)	25,000	\$ 2,674.08	\$ 2,767.67	\$ 2,900.52	\$ 3,039.75	\$ 3,185.65	\$ 3,338.57
Large User (4" meter)	75,000	\$ 10,284.64	\$ 10,644.60	\$ 11,155.54	\$ 11,691.01	\$ 12,252.18	\$ 12,840.28

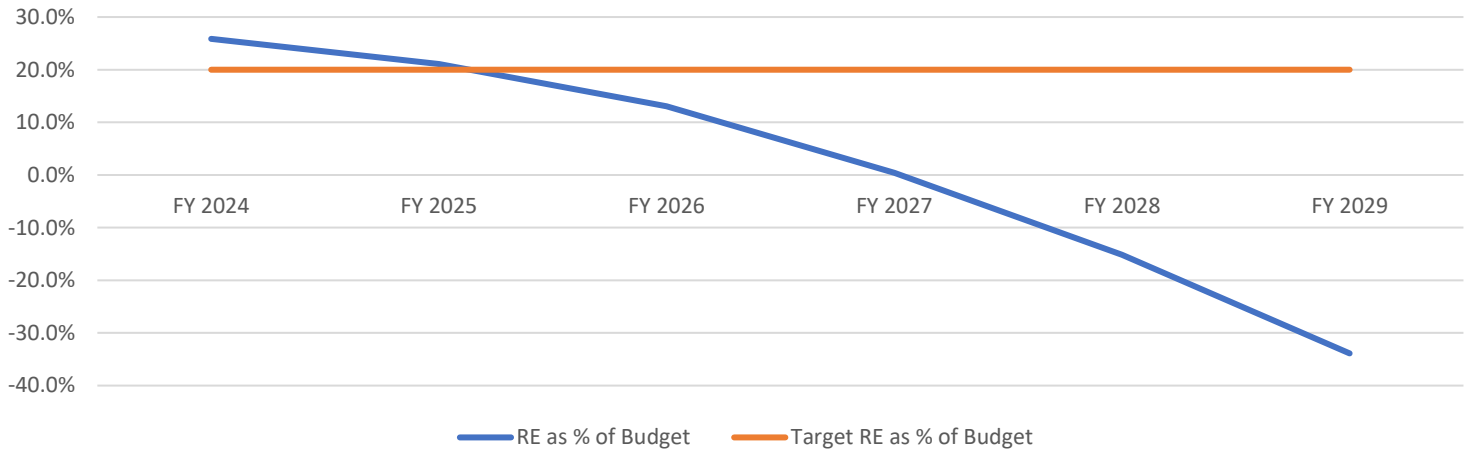
Description	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGETED	FY 2024 PROJECTED	FY 2025 BUDGETED	FY 2025 PROJECTED	FY 2026 PROJECTED	FY 2027 PROJECTED	FY 2028 PROJECTED	FY 2029 PROJECTED	COMMENTS
Revenues and Other Sources														
TAX LIENS REDEEMED	\$ 9,237	\$ 6,608	\$ 4,605	\$ 7,498	\$ 6,813		\$ 1,938		\$ 6,952	\$ 6,952	\$ 6,952	\$ 6,952	\$ 6,952	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
INT AND PEN ON LIENS/WATER	\$ 5,514	\$ 7,825	\$ 8,323	\$ 3,594	\$ 3,987		\$ 2,688		\$ 5,848	\$ 5,848	\$ 5,848	\$ 5,848	\$ 5,848	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
INT AND PEN WATER CHARGES	\$ 48,088	\$ 46,155	\$ 49,699	\$ 43,905	\$ 57,217		\$ 43,769		\$ 49,013	\$ 49,013	\$ 49,013	\$ 49,013	\$ 49,013	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
WATER UTILITY USAGE CHARGES	\$ 6,433,951	\$ 6,629,005	\$ 7,148,519	\$ 7,304,812	\$ 8,410,930		\$ 8,694,670		\$ 8,694,670	\$ 8,694,670	\$ 8,694,670	\$ 8,694,670	\$ 8,694,670	FY24 is YTD amount through early June 2024; assume level going forward
MUNICIPAL WATER CHARGES	\$ 204,859	\$ 195,000	\$ 160,000	\$ 185,675	\$ 171,810		\$ 157,686		\$ 171,810	\$ 171,810	\$ 171,810	\$ 171,810	\$ 171,810	FY24 YTD (as of early June 2024); FY25 and on is the FY23 actual amount
WATER LIENS	\$ 276,192	\$ 235,517	\$ 190,168	\$ 234,594	\$ 256,455		\$ 326,277		\$ -	\$ -	\$ -	\$ -	\$ -	FY24 YTD (as of early June 2024); zeroed out FY25-FY29 to exclude from rev req't
WATER/OTHER UTILITY CHARGES	\$ 75,281	\$ 113,359	\$ 408,882	\$ 68,287	\$ 119,824		\$ 158,328		\$ 157,127	\$ 157,127	\$ 157,127	\$ 157,127	\$ 157,127	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
WATER TEST CHARGES	\$ 68,884	\$ 71,850	\$ 74,458	\$ 77,255	\$ 85,537		\$ 83,984		\$ 75,597	\$ 75,597	\$ 75,597	\$ 75,597	\$ 75,597	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
SALE OF PROP/FINAL READS	\$ 11,510	\$ 117,633	\$ 3,890	\$ -	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	Assume none for now
WATER/INTEREST INCOME	\$ 13,626	\$ 9,819	\$ 9,349	\$ 1,177	\$ 1,314		\$ 1,404		\$ 1,246	\$ 1,246	\$ 1,246	\$ 1,246	\$ 1,246	FY24 YTD (as of early June 2024); FY25-FY29, two-year average FY22-FY23
Sub Total	\$ 7,147,142	\$ 7,432,772	\$ 8,057,893	\$ 7,926,796	\$ 9,113,886	\$ 8,950,833	\$ 9,470,745	\$ 9,633,402	\$ 9,162,263	\$ 9,162,263	\$ 9,162,263	\$ 9,162,263	\$ 9,162,263	
Retained Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Retained earnings may fund Transfer to Capital Projects line
Total Revenues and Other Sources	\$ 7,147,142	\$ 7,432,772	\$ 8,057,893	\$ 7,926,796	\$ 9,113,886	\$ 8,950,833	\$ 9,470,745	\$ 9,633,402	\$ 9,162,263	\$ 9,162,263	\$ 9,162,263	\$ 9,162,263	\$ 9,162,263	
Expenditures and Other Uses														
Salaries and Wages	\$ 922,855	\$ 898,466	\$ 861,865	\$ 999,818	\$ 1,056,380	\$ 1,090,421	\$ 1,090,421	\$ 1,281,231	\$ 1,281,231	\$ 1,313,262	\$ 1,346,093	\$ 1,379,746	\$ 1,414,239	FY24 and FY25 from Budget; FY26 on 2.5% yearly incr
MWRA Assessment	\$ 3,696,371	\$ 3,897,384	\$ 3,935,832	\$ 4,184,354	\$ 4,147,401	\$ 4,200,455	\$ 4,202,656	\$ 4,592,938	\$ 4,592,938	\$ 4,723,511	\$ 4,907,728	\$ 5,099,130	\$ 5,297,996	FY24 and FY25 from budget; projections FY26 and on based on 1.46% flow share
Other Expenses	\$ 316,766	\$ 330,698	\$ 361,066	\$ 358,695	\$ 480,254	\$ 450,600	\$ 448,399	\$ 471,475	\$ 471,475	\$ 485,619	\$ 500,188	\$ 515,193	\$ 530,649	FY24 and FY25 from Budget; FY26 on 3.0% yearly incr
Capital Outlay	\$ 235,417	\$ 231,446	\$ 235,199	\$ 219,757	\$ 103,981	\$ 236,000	\$ 236,000	\$ 286,000	\$ 286,000	\$ 336,000	\$ 386,000	\$ 436,000	\$ 486,000	FY24 and FY25 from budget; \$50k increase FY26 and on
Long Term Debt	\$ 604,715	\$ 676,446	\$ 542,013	\$ 645,750	\$ 1,271,610	\$ 1,549,893	\$ 1,549,893	\$ 1,386,460	\$ 1,386,460	\$ 1,433,815	\$ 1,461,010	\$ 1,557,895	\$ 1,543,740	FY24 on, from Planned Debt schedule with CIP
Projected New Debt (tied to capital plan below)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 200,000	\$ 300,000	Anticipated debt tied to additional water projects; See New Debt Summary tab
Prior Year Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Only FY17 impact shown
Prior Year Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Only FY17 impact shown
Sub Total	\$ 5,776,124	\$ 6,034,439	\$ 5,935,975	\$ 6,408,373	\$ 7,059,626	\$ 7,527,369	\$ 7,527,369	\$ 8,018,104	\$ 8,018,104	\$ 8,292,207	\$ 8,701,019	\$ 9,187,964	\$ 9,572,624	
Indirect Costs	\$ 1,648,500	\$ 1,631,808	\$ 1,588,520	\$ 1,553,006	\$ 1,511,731	\$ 1,423,464	\$ 1,423,464	\$ 1,615,298	\$ 1,615,298	\$ 1,663,757	\$ 1,713,670	\$ 1,765,080	\$ 1,818,032	FY24 and FY25 from Budget; FY26 on 3.0% yearly incr
Transfer to Capital Projects	\$ 250,000	\$ 500,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Typically, alternate \$250K/\$500K annually, but not including due to add'l capital
Total Expenditures and Other Uses	\$ 7,674,624	\$ 8,166,247	\$ 7,774,495	\$ 7,961,379	\$ 8,571,357	\$ 8,950,833	\$ 8,950,833	\$ 9,633,402	\$ 9,633,402	\$ 9,955,964	\$ 10,414,689	\$ 10,953,043	\$ 11,390,656	
Excess (Deficiency) of Revenues and Available Funds > Expenditures and Other Uses	\$ (527,482)	\$ (733,475)	\$ 283,398	\$ (34,583)	\$ 542,529	\$ -	\$ 519,912	\$ -	\$ (471,139)	\$ (793,701)	\$ (1,252,426)	\$ (1,790,780)	\$ (2,228,393)	
Retained Earnings Summary														
Proj. Certified Retained Earnings as of July 1, 2023					\$ 2,434,098									
Available Retained Earnings Start of FY						\$ 2,434,098		\$ 2,954,010	\$ 2,482,871	\$ 1,689,170	\$ 436,744	\$ (1,354,036)		
Close Prior Year Reserves						\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Establish New Year's Reserves (for Expenditures Only)						\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		
Current Year Surplus/(Deficit)						\$ 519,912		\$ (471,139)	\$ (793,701)	\$ (1,252,426)	\$ (1,790,780)	\$ (2,228,393)		
Projected Retained Earnings Balance						\$ 2,954,010		\$ 2,482,871	\$ 1,689,170	\$ 436,744	\$ (1,354,036)	\$ (3,582,429)		
Projected Retained Earnings Balance as % of Budget					28.4%		33.0%		25.8%	17.0%	4.2%	-12.4%	-31.5%	

Description	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGETED	FY 2024 PROJECTED	FY 2025 BUDGETED	FY 2025 PROJECTED	FY 2026 PROJECTED	FY 2027 PROJECTED	FY 2028 PROJECTED	FY 2029 PROJECTED	COMMENTS
Revenues and Other Sources									3.50%	4.80%	4.80%	4.80%	4.80%	
TAX LIENS REDEEMED	\$ 9,237	\$ 6,608	\$ 4,605	\$ 7,498	\$ 6,813	\$ -	\$ 1,938	\$ -	\$ 6,952	\$ 6,952	\$ 6,952	\$ 6,952	\$ 6,952	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
INT AND PEN ON LIENS/WATER	\$ 5,514	\$ 7,825	\$ 8,323	\$ 3,594	\$ 3,987	\$ -	\$ 2,688	\$ -	\$ 5,848	\$ 5,848	\$ 5,848	\$ 5,848	\$ 5,848	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
INT AND PEN WATER CHARGES	\$ 48,088	\$ 46,155	\$ 49,699	\$ 43,905	\$ 57,217	\$ -	\$ 43,769	\$ -	\$ 49,013	\$ 49,013	\$ 49,013	\$ 49,013	\$ 49,013	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
WATER UTILITY USAGE CHARGES	\$ 6,433,951	\$ 6,629,005	\$ 7,148,519	\$ 7,304,812	\$ 8,410,930	\$ -	\$ 8,694,670	\$ -	\$ 8,998,984	\$ 9,430,935	\$ 9,883,620	\$ 10,358,034	\$ 10,855,219	FY24 is YTD amount through early June 2024; assume level going forward + rate change
MUNICIPAL WATER CHARGES	\$ 204,859	\$ 195,000	\$ 160,000	\$ 185,675	\$ 171,810	\$ -	\$ 157,686	\$ -	\$ 171,810	\$ 171,810	\$ 171,810	\$ 171,810	\$ 171,810	FY24 YTD (as of early June 2024); FY25 and on is the FY23 actual amount
WATER LIENS	\$ 276,192	\$ 235,517	\$ 190,168	\$ 234,594	\$ 256,455	\$ -	\$ 326,277	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FY24 YTD (as of early June 2024); zeroed out FY25-FY29 to exclude from rev req't
WATER/OTHER UTILITY CHARGES	\$ 75,281	\$ 113,359	\$ 408,882	\$ 68,287	\$ 119,824	\$ -	\$ 158,328	\$ -	\$ 157,127	\$ 157,127	\$ 157,127	\$ 157,127	\$ 157,127	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
WATER TEST CHARGES	\$ 68,884	\$ 71,850	\$ 74,458	\$ 77,255	\$ 85,537	\$ -	\$ 83,984	\$ -	\$ 75,597	\$ 75,597	\$ 75,597	\$ 75,597	\$ 75,597	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
SALE OF PROP/FINAL READS	\$ 11,510	\$ 117,633	\$ 3,890	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Assume none for now
WATER/INTEREST INCOME	\$ 13,626	\$ 9,819	\$ 9,349	\$ 1,177	\$ 1,314	\$ -	\$ 1,404	\$ -	\$ 1,246	\$ 1,246	\$ 1,246	\$ 1,246	\$ 1,246	FY24 YTD (as of early June 2024); FY25-FY29, two-year average FY22-FY23
Sub Total	\$ 7,147,142	\$ 7,432,772	\$ 8,057,893	\$ 7,926,796	\$ 9,113,886	\$ 8,950,833	\$ 9,470,745	\$ 9,633,402	\$ 9,466,577	\$ 9,898,528	\$ 10,351,213	\$ 10,825,627	\$ 11,322,812	
Retained Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174,208	\$ 64,819	\$ 70,859	\$ 134,800	\$ 75,226	Retained earnings may fund Transfer to Capital Projects line
Total Revenues and Other Sources	\$ 7,147,142	\$ 7,432,772	\$ 8,057,893	\$ 7,926,796	\$ 9,113,886	\$ 8,950,833	\$ 9,470,745	\$ 9,633,402	\$ 9,640,785	\$ 9,963,347	\$ 10,422,072	\$ 10,960,427	\$ 11,398,038	
Expenditures and Other Uses														
Salaries and Wages	\$ 922,855	\$ 898,466	\$ 861,865	\$ 999,818	\$ 1,056,380	\$ 1,090,421	\$ 1,090,421	\$ 1,281,231	\$ 1,281,231	\$ 1,313,262	\$ 1,346,093	\$ 1,379,746	\$ 1,414,239	FY24 and FY25 from Budget; FY26 on 2.5% yearly incr
MWRA Assessment	\$ 3,696,371	\$ 3,897,384	\$ 3,935,832	\$ 4,184,354	\$ 4,147,401	\$ 4,200,455	\$ 4,202,656	\$ 4,592,938	\$ 4,592,938	\$ 4,723,511	\$ 4,907,728	\$ 5,099,130	\$ 5,297,996	FY24 and FY25 from budget; projections FY26 and on based on 1.46% flow share
Other Expenses	\$ 316,766	\$ 330,698	\$ 361,066	\$ 358,695	\$ 480,254	\$ 450,600	\$ 448,399	\$ 471,475	\$ 471,475	\$ 485,619	\$ 500,188	\$ 515,193	\$ 530,649	FY24 and FY25 from Budget; FY26 on 3.0% yearly incr
Capital Outlay	\$ 235,417	\$ 231,446	\$ 235,199	\$ 219,757	\$ 103,981	\$ 236,000	\$ 236,000	\$ 286,000	\$ 286,000	\$ 336,000	\$ 386,000	\$ 436,000	\$ 486,000	FY24 and FY25 from budget; \$50k increase FY26 and on
Long Term Debt	\$ 604,715	\$ 676,446	\$ 542,013	\$ 645,750	\$ 1,271,610	\$ 1,549,893	\$ 1,549,893	\$ 1,386,460	\$ 1,386,460	\$ 1,433,815	\$ 1,461,010	\$ 1,557,895	\$ 1,543,740	FY24 on, from Planned Debt schedule with CIP
Projected New Debt (tied to capital plan below)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 200,000	\$ 300,000	Anticipated debt tied to additional water projects; See New Debt Summary tab
Prior Year Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Only FY17 impact shown
Prior Year Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Only FY17 impact shown
Sub Total	\$ 5,776,124	\$ 6,034,439	\$ 5,935,975	\$ 6,408,373	\$ 7,059,626	\$ 7,527,369	\$ 7,527,369	\$ 8,018,104	\$ 8,018,104	\$ 8,292,207	\$ 8,701,019	\$ 9,187,964	\$ 9,572,624	
Indirect Costs	\$ 1,648,500	\$ 1,631,808	\$ 1,588,520	\$ 1,553,006	\$ 1,511,731	\$ 1,423,464	\$ 1,423,464	\$ 1,615,298	\$ 1,615,298	\$ 1,663,757	\$ 1,713,670	\$ 1,765,080	\$ 1,818,032	FY24 and FY25 from Budget; FY26 on 3.0% yearly incr
Transfer to Capital Projects	\$ 250,000	\$ 500,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 519,912	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Typically, alternate \$250K/\$500K annually, but not including due to add'l capital
Total Expenditures and Other Uses	\$ 7,674,624	\$ 8,166,247	\$ 7,774,495	\$ 7,961,379	\$ 8,571,357	\$ 8,950,833	\$ 9,470,745	\$ 9,633,402	\$ 9,633,402	\$ 9,955,964	\$ 10,414,689	\$ 10,953,043	\$ 11,390,656	
Excess (Deficiency) of Revenues and Available Funds > Expenditures and Other Uses	\$ (527,482)	\$ (733,475)	\$ 283,398	\$ (34,583)	\$ 542,529	\$ -	\$ -	\$ -	\$ 7,383	\$ 7,383	\$ 7,383	\$ 7,383	\$ 7,382	
Retained Earnings Summary														
Proj. Certified Retained Earnings as of July 1, 2023					\$ 2,434,098									
Available Retained Earnings Start of FY							\$ 2,434,098		\$ 2,434,098	\$ 2,441,481	\$ 2,448,864	\$ 2,456,247	\$ 2,463,630	
Close Prior Year Reserves							\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Establish New Year's Reserves (for Expenditures Only)							\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Current Year Surplus/(Deficit)							\$ -		\$ 7,383	\$ 7,383	\$ 7,383	\$ 7,383	\$ 7,382	
Projected Retained Earnings Balance							\$ 2,434,098		\$ 2,441,481	\$ 2,448,864	\$ 2,456,247	\$ 2,463,630	\$ 2,471,012	
Projected Retained Earnings Balance as % of Budget					28.4%		25.7%		25.3%	24.6%	23.6%	22.5%	21.7%	

Target Retained Earnings as % of Budget:	20.0%
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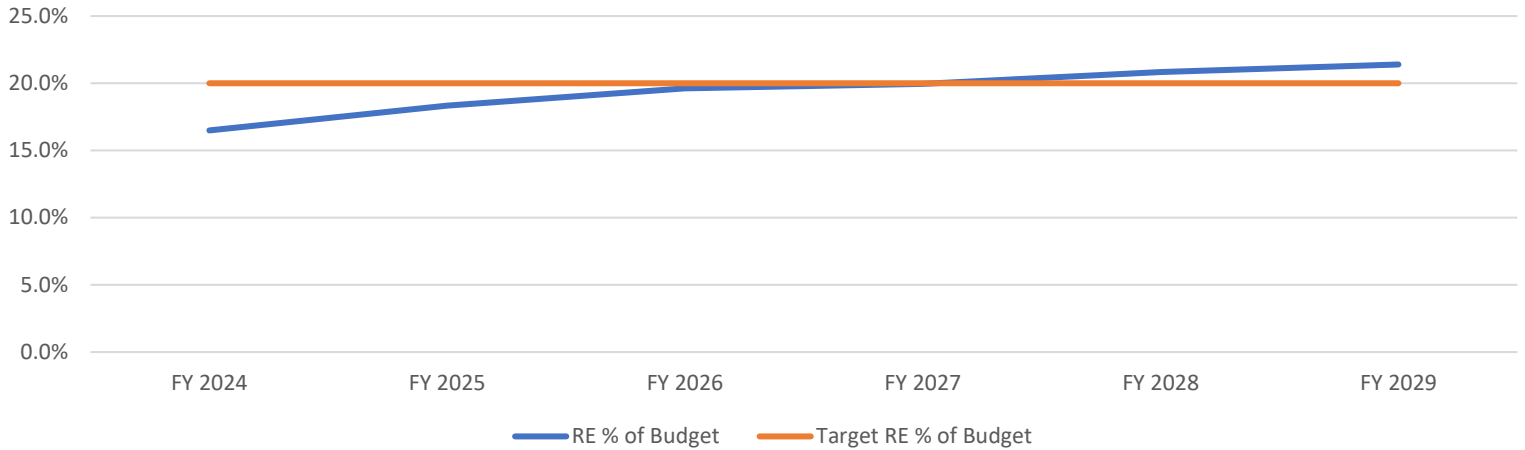
Baseline	FY 2024 PROJECTED	FY 2025 PROJECTED	FY 2026 PROJECTED	FY 2027 PROJECTED	FY 2028 PROJECTED	FY 2029 PROJECTED
Surplus/Deficit	\$ 949,865	\$ (413,084)	\$ (937,644)	\$ (1,643,827)	\$ (2,233,523)	\$ (2,932,000)
Projected Retained Earnings	\$ 3,054,558	\$ 2,641,474	\$ 1,703,830	\$ 60,003	\$ (2,173,520)	\$ (5,105,520)
RE as % of Budget	25.9%	21.1%	13.0%	0.4%	-15.1%	-33.9%
Target RE as % of Budget	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%

Retained Earnings Projections - Baseline Scenario



Rate Changes:	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
	6.00%	3.50%	4.80%	4.80%	4.80%	4.80%
Rate Impact	FY 2024 PROJECTED	FY 2025 PROJECTED	FY 2026 PROJECTED	FY 2027 PROJECTED	FY 2028 PROJECTED	FY 2029 PROJECTED
Surplus/Deficit	\$ -	\$ 195,605	\$ 265,383	\$ 182,066	\$ 245,134	\$ 230,753
Projected Retained Earnings	\$ 2,104,693	\$ 2,300,298	\$ 2,565,681	\$ 2,747,747	\$ 2,992,881	\$ 3,223,634
RE % of Budget	16.5%	18.3%	19.6%	19.9%	20.8%	21.4%
Target RE % of Budget	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%

Retained Earnings Projections - with Rate Changes



Rates (per 100 cf of usage)

	Current	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
1st Step (0 - 2,500 cf)	\$ 11.07	\$ 11.46	\$ 12.01	\$ 12.58	\$ 13.19	\$ 13.82
2nd Step (2,501 - 5,000 cf)	\$ 14.45	\$ 14.96	\$ 15.67	\$ 16.43	\$ 17.21	\$ 18.04
3rd Step (5,001 - 25,000 cf)	\$ 16.14	\$ 16.70	\$ 17.51	\$ 18.35	\$ 19.23	\$ 20.15
4th Step (over 25,001)	\$ 19.76	\$ 20.45	\$ 21.43	\$ 22.46	\$ 23.54	\$ 24.67

User Impact (per Bill) - Sewer Bills Only

User Impact (per Bill) - Sewer Bills Only			New Bills				
User Type	Usage	Current Bill	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Low-End User	1,000	\$ 110.70	\$ 114.57	\$ 120.07	\$ 125.84	\$ 131.88	\$ 138.21
High Tier 1 User	2,500	\$ 276.75	\$ 286.44	\$ 300.19	\$ 314.59	\$ 329.69	\$ 345.52
Low Tier 2 User	5,000	\$ 638.00	\$ 660.33	\$ 692.03	\$ 725.24	\$ 760.05	\$ 796.54
Mid Tier 2 User	15,000	\$ 2,252.00	\$ 2,330.82	\$ 2,442.70	\$ 2,559.95	\$ 2,682.83	\$ 2,811.60
High Tier 2 User	25,000	\$ 3,866.00	\$ 4,001.31	\$ 4,193.37	\$ 4,394.65	\$ 4,605.60	\$ 4,826.67
Large User	75,000	\$ 13,746.00	\$ 14,227.11	\$ 14,910.01	\$ 15,625.69	\$ 16,375.73	\$ 17,161.76

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Description	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGETED	PROJECTED	BUDGETED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	COMMENTS
Revenues and Other Sources														
TAX LIENS REDEEMED	\$ 10,362	\$ 7,051	\$ 7,742	\$ 12,202	\$ 9,969		\$ 2,741		\$ 9,465	\$ 9,465	\$ 9,465	\$ 9,465	\$ 9,465	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
INT AND PEN ON LIENS/SEWER	\$ 6,917	\$ 10,473	\$ 12,874	\$ 5,233	\$ 6,191		\$ 3,964		\$ 8,338	\$ 8,338	\$ 8,338	\$ 8,338	\$ 8,338	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
INT AND PEN ON SEWER CHARGES	\$ 55,550	\$ 68,446	\$ 80,888	\$ 70,772	\$ 88,187		\$ 69,115		\$ 72,769	\$ 72,769	\$ 72,769	\$ 72,769	\$ 72,769	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
SEWER UTILITY USAGE CHARGES	\$ 8,976,555	\$ 9,491,657	\$ 10,304,173	\$ 10,519,436	\$ 11,557,328		\$ 11,963,321		\$ 11,963,321	\$ 11,963,321	\$ 11,963,321	\$ 11,963,321	\$ 11,963,321	FY24 is YTD amount through early June 2024; assume level going forward
MUNICIPAL SEWER CHARGES	\$ 95,434	\$ 98,604	\$ 86,068	\$ 85,000	\$ 77,190		\$ 82,663		\$ 77,190	\$ 77,190	\$ 77,190	\$ 77,190	\$ 77,190	FY24 YTD (as of early June 2024); FY25 and on is the FY23 actual amount
SEWER LIENS	\$ 444,656	\$ 396,735	\$ 327,560	\$ 383,618	\$ 461,044		\$ 638,335		\$ -	\$ -	\$ -	\$ -	\$ -	FY24 YTD (as of early June 2024); zeroed out FY25-FY29 to exclude from rev req't
SEWER/OTHER UTILITY CHARGES	\$ 960	\$ 655	\$ 630	\$ 1,170	\$ 1,705		\$ 240		\$ 1,024	\$ 1,024	\$ 1,024	\$ 1,024	\$ 1,024	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
SEWER/INTEREST INCOME	\$ 19,932	\$ 16,333	\$ 14,855	\$ 1,378	\$ 1,641		\$ 1,575		\$ 1,510	\$ 1,510	\$ 1,510	\$ 1,510	\$ 1,510	FY24 YTD (as of early June 2024); FY25-FY29, two-year average FY22-FY23
Sub Total	\$ 9,610,365	\$ 10,089,954	\$ 10,834,789	\$ 11,078,809	\$ 12,203,256	\$ 11,812,088	\$ 12,761,953	\$ 12,546,700	\$ 12,133,616	\$ 12,133,616	\$ 12,133,616	\$ 12,133,616	\$ 12,133,616	
Retained Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Retained earnings may fund Transfer to Capital Projects line, but none for now
Total Revenues and Other Sources	\$ 9,610,365	\$ 10,089,954	\$ 10,834,789	\$ 11,078,809	\$ 12,203,256	\$ 11,812,088	\$ 12,761,953	\$ 12,546,700	\$ 12,133,616	\$ 12,133,616	\$ 12,133,616	\$ 12,133,616	\$ 12,133,616	
Expenditures and Other Uses														
Salaries and Wages	\$ 458,509	\$ 500,413	\$ 498,991	\$ 547,601	\$ 624,811	\$ 778,548	\$ 778,548	\$ 885,697	\$ 885,697	\$ 907,839	\$ 930,535	\$ 953,799	\$ 977,644	FY24 and FY25 from Budget; FY26 on 2.5% yearly incr
MWRA Assessment	\$ 6,357,733	\$ 6,718,261	\$ 6,648,177	\$ 6,806,903	\$ 6,800,255	\$ 7,130,880	\$ 7,004,552	\$ 7,332,350	\$ 7,332,350	\$ 7,552,321	\$ 7,778,890	\$ 8,012,257	\$ 8,252,625	FY24 actual and FY25 preliminary; increase 3.0% yearly (1.8% average last 5 years)
Other Expenses	\$ 456,850	\$ 433,787	\$ 460,569	\$ 796,940	\$ 397,024	\$ 501,000	\$ 627,328	\$ 511,000	\$ 511,000	\$ 526,330	\$ 542,120	\$ 558,383	\$ 575,135	FY24 and FY25 from Budget; FY26 on 3.0% yearly incr
Capital Outlay	\$ 1,052,916	\$ 1,050,791	\$ 1,053,285	\$ 3,648,133	\$ 771,263	\$ 1,355,000	\$ 1,355,000	\$ 1,405,000	\$ 1,405,000	\$ 1,455,000	\$ 1,505,000	\$ 1,555,000	\$ 1,605,000	FY24 and FY25 from budget; \$50k increase FY26 and on
Long Term Debt	\$ 366,194	\$ 395,515	\$ 411,053	\$ 369,578	\$ 300,253	\$ 552,148	\$ 552,148	\$ 693,775	\$ 693,775	\$ 859,325	\$ 1,097,340	\$ 1,209,435	\$ 1,420,600	FY24 on, from Planned Debt schedule with CIP
Projected New Debt (sewer/stormwater add'l cap.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 200,000	\$ 300,000	Anticipated debt tied to additional sewer projects; See New Debt Summary tab
Prior Year Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Only FY17 impact shown
Prior Year Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Only FY17 and FY18 impact shown
Sub Total	\$ 8,692,203	\$ 9,098,767	\$ 9,072,074	\$ 12,169,154	\$ 8,893,606	\$ 10,317,576	\$ 10,317,576	\$ 10,827,822	\$ 10,827,822	\$ 11,300,815	\$ 11,953,885	\$ 12,488,874	\$ 13,131,003	
Indirect Costs	\$ 1,524,642	\$ 1,534,390	\$ 1,491,802	\$ 1,507,448	\$ 1,397,994	\$ 1,494,512	\$ 1,494,512	\$ 1,718,878	\$ 1,718,878	\$ 1,770,444	\$ 1,823,558	\$ 1,878,264	\$ 1,934,612	FY24 and FY25 from Budget; FY26 on 3.0% yearly incr
Transfer to Capital Projects	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FY22 from budget; typically, \$250K per year, but not including due to add'l capital
Total Expenditures and Other Uses	\$ 10,466,845	\$ 10,633,157	\$ 10,563,876	\$ 13,676,602	\$ 10,291,600	\$ 11,812,088	\$ 11,812,088	\$ 12,546,700	\$ 12,546,700	\$ 13,071,259	\$ 13,777,443	\$ 14,367,139	\$ 15,065,616	
Excess (Deficiency) of Revenues and Available Funds > Expenditures and Other Uses	\$ (856,480)	\$ (543,203)	\$ 270,913	\$ (2,597,792)	\$ 1,911,656	\$ -	\$ 949,865	\$ -	\$ (413,084)	\$ (937,644)	\$ (1,643,827)	\$ (2,233,523)	\$ (2,932,000)	
Retained Earnings Summary														
Certified Retained Earnings as of July 1, 2023					\$ 2,104,693									
Available Retained Earnings Start of FY							\$ 2,104,693		\$ 3,054,558	\$ 2,641,474	\$ 1,703,830	\$ 60,003	\$ (2,173,520)	
Close Prior Year Reserves							\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Establish New Year's Reserves (for Expenditures Only)							\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Current Year Surplus/(Deficit)							\$ 949,865		\$ (413,084)	\$ (937,644)	\$ (1,643,827)	\$ (2,233,523)	\$ (2,932,000)	
Projected Retained Earnings Balance							\$ 3,054,558		\$ 2,641,474	\$ 1,703,830	\$ 60,003	\$ (2,173,520)	\$ (5,105,520)	
Projected Retained Earnings Balance as % of Budget					15.4%		25.9%		21.1%	13.0%	0.4%	-15.1%	-33.9%	

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Description	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGETED	PROJECTED	BUDGETED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	COMMENTS
Revenues and Other Sources									3.50%	4.80%	4.80%	4.80%	4.80%	
TAX LIENS REDEEMED	\$ 10,362	\$ 7,051	\$ 7,742	\$ 12,202	\$ 9,969	\$ -	\$ 2,741	\$ -	\$ 9,465	\$ 9,465	\$ 9,465	\$ 9,465	\$ 9,465	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
INT AND PEN ON LIENS/SEWER	\$ 6,917	\$ 10,473	\$ 12,874	\$ 5,233	\$ 6,191	\$ -	\$ 3,964	\$ -	\$ 8,338	\$ 8,338	\$ 8,338	\$ 8,338	\$ 8,338	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
INT AND PEN ON SEWER CHARGES	\$ 55,550	\$ 68,446	\$ 80,888	\$ 70,772	\$ 88,187	\$ -	\$ 69,115	\$ -	\$ 72,769	\$ 72,769	\$ 72,769	\$ 72,769	\$ 72,769	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
SEWER UTILITY USAGE CHARGES	\$ 8,976,555	\$ 9,491,657	\$ 10,304,173	\$ 10,519,436	\$ 11,557,328	\$ -	\$ 11,963,321	\$ -	\$ 12,382,037	\$ 12,976,375	\$ 13,599,241	\$ 14,252,004	\$ 14,936,100	FY24 is YTD amount through early June 2024; assume level going forward + rate changes
MUNICIPAL SEWER CHARGES	\$ 95,434	\$ 98,604	\$ 86,068	\$ 85,000	\$ 77,190	\$ -	\$ 82,663	\$ -	\$ 77,190	\$ 77,190	\$ 77,190	\$ 77,190	\$ 77,190	FY24 YTD (as of early June 2024); FY25 and on is the FY23 actual amount
SEWER LIENS	\$ 444,656	\$ 396,735	\$ 327,560	\$ 383,618	\$ 461,044	\$ -	\$ 638,335	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FY24 YTD (as of early June 2024); zeroed out FY25-FY29 to exclude from rev req't
SEWER/OTHER UTILITY CHARGES	\$ 960	\$ 655	\$ 630	\$ 1,170	\$ 1,705	\$ -	\$ 240	\$ -	\$ 1,024	\$ 1,024	\$ 1,024	\$ 1,024	\$ 1,024	FY24 YTD (as of early June 2024); FY25-FY29, five-year average FY19-FY23
SEWER/INTEREST INCOME	\$ 19,932	\$ 16,333	\$ 14,855	\$ 1,378	\$ 1,641	\$ -	\$ 1,575	\$ -	\$ 1,510	\$ 1,510	\$ 1,510	\$ 1,510	\$ 1,510	FY24 YTD (as of early June 2024); FY25-FY29, two-year average FY22-FY23
Sub Total	\$ 9,610,365	\$ 10,089,954	\$ 10,834,789	\$ 11,078,809	\$ 12,203,256	\$ 11,812,088	\$ 12,761,953	\$ 12,546,700	\$ 12,552,332	\$ 13,146,670	\$ 13,769,536	\$ 14,422,299	\$ 15,106,395	
Retained Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,973	\$ 189,973	\$ 189,973	\$ 189,973	\$ 189,973	Retained earnings may fund Transfer to Capital Projects line, but none for now
Total Revenues and Other Sources	\$ 9,610,365	\$ 10,089,954	\$ 10,834,789	\$ 11,078,809	\$ 12,203,256	\$ 11,812,088	\$ 12,761,953	\$ 12,546,700	\$ 12,742,305	\$ 13,336,643	\$ 13,959,509	\$ 14,612,272	\$ 15,296,368	
Expenditures and Other Uses														
Salaries and Wages	\$ 458,509	\$ 500,413	\$ 498,991	\$ 547,601	\$ 624,811	\$ 778,548	\$ 778,548	\$ 885,697	\$ 885,697	\$ 907,839	\$ 930,535	\$ 953,799	\$ 977,644	FY24 and FY25 from Budget; FY26 on 2.5% yearly incr
MWRA Assessment	\$ 6,357,733	\$ 6,718,261	\$ 6,648,177	\$ 6,806,903	\$ 6,800,255	\$ 7,130,880	\$ 7,004,552	\$ 7,332,350	\$ 7,332,350	\$ 7,552,321	\$ 7,778,890	\$ 8,012,257	\$ 8,252,625	FY24 actual and FY25 preliminary; increase 3.0% yearly (1.8% average last 5 years)
Other Expenses	\$ 456,850	\$ 433,787	\$ 460,569	\$ 796,940	\$ 397,024	\$ 501,000	\$ 627,328	\$ 511,000	\$ 511,000	\$ 526,330	\$ 542,120	\$ 558,383	\$ 575,135	FY24 and FY25 from Budget; FY26 on 3.0% yearly incr
Capital Outlay	\$ 1,052,916	\$ 1,050,791	\$ 1,053,285	\$ 3,648,133	\$ 771,263	\$ 1,355,000	\$ 1,355,000	\$ 1,405,000	\$ 1,405,000	\$ 1,455,000	\$ 1,505,000	\$ 1,555,000	\$ 1,605,000	FY24 and FY25 from budget; \$50K increase FY26 and on
Long Term Debt	\$ 366,194	\$ 395,515	\$ 411,053	\$ 369,578	\$ 300,253	\$ 552,148	\$ 552,148	\$ 693,775	\$ 693,775	\$ 859,325	\$ 1,097,340	\$ 1,209,435	\$ 1,420,600	FY24 on, from Planned Debt schedule with CIP
Projected New Debt (sewer/stormwater add'l cap.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 200,000	\$ 300,000	Anticipated debt tied to additional sewer projects; See New Debt Summary tab
Projected New Debt (stormwater capital plan below)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Anticipated debt tied to additional stormwater projects as shown below
Prior Year Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Only FY17 impact shown
Prior Year Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Only FY17 and FY18 impact shown
New Long Term Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Ignoring since new debt provided by Town in schedule on Existing Debt row
Short Term Debt (Related to New Debt Service)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Assuming none for now
Sub Total	\$ 8,692,203	\$ 9,098,767	\$ 9,072,074	\$ 12,169,154	\$ 8,893,606	\$ 10,317,576	\$ 10,317,576	\$ 10,827,822	\$ 10,827,822	\$ 11,300,815	\$ 11,953,885	\$ 12,488,874	\$ 13,131,003	
Indirect Costs	\$ 1,524,642	\$ 1,534,390	\$ 1,491,802	\$ 1,507,448	\$ 1,397,994	\$ 1,494,512	\$ 1,494,512	\$ 1,718,878	\$ 1,718,878	\$ 1,770,444	\$ 1,823,558	\$ 1,878,264	\$ 1,934,612	FY24 and FY25 from Budget; FY26 on 3.0% yearly incr
Transfer to Capital Projects	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 949,865	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	FY22 from budget; typically, \$250K per year, but not including due to add'l capital
Total Expenditures and Other Uses	\$ 10,466,845	\$ 10,633,157	\$ 10,563,876	\$ 13,676,602	\$ 10,291,600	\$ 11,812,088	\$ 12,761,953	\$ 12,546,700	\$ 12,546,700	\$ 13,071,259	\$ 13,777,443	\$ 14,367,139	\$ 15,065,616	
Excess (Deficiency) of Revenues and														
Available Funds > Expenditures and Other Uses	\$ (856,480)	\$ (543,203)	\$ 270,913	\$ (2,597,792)	\$ 1,911,656	\$ -	\$ -	\$ -	\$ 195,605	\$ 265,383	\$ 182,066	\$ 245,134	\$ 230,753	
Retained Earnings Summary														
Certified Retained Earnings as of July 1, 2023					\$ 2,104,693									
Available Retained Earnings Start of FY							\$ 2,104,693		\$ 2,104,693	\$ 2,300,298	\$ 2,565,681	\$ 2,747,747	\$ 2,992,881	
Close Prior Year Reserves							\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Establish New Year's Reserves (for Expenditures Only)							\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
Current Year Surplus/(Deficit)							\$ -		\$ 195,605	\$ 265,383	\$ 182,066	\$ 245,134	\$ 230,753	
Projected Retained Earnings Balance							\$ 2,104,693		\$ 2,300,298	\$ 2,565,681	\$ 2,747,747	\$ 2,992,881	\$ 3,223,634	
Projected Retained Earnings Balance as % of Budget					15.4%		16.5%		18.3%	19.6%	19.9%	20.8%	21.4%	

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	735766	Order Price	\$203.75
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	06/29/2024	Last Run Date	06/29/2024
Payment Type			

AD PREVIEW:

CITY OF WATERTOWN
PUBLIC HEARING NOTICE
FISCAL YEAR 2025 WATER / SEWER RATES
A Public Hearing will be held by the Watertown City Council on Tuesday, July 9, 2024, at 7:00 PM, in the Richard E. Mastrangelo Council Chamber. Please refer to the City's website page to view the proposed Water/Sewer rates at: www.watertown-ma.gov.

The Boston Globe | Classified Advertising Proof | Printed on: Jun 27 2024

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

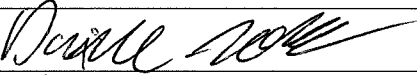
	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Daniel MacDonald
Title/ Position	Recreation Junior Program Staff
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	City of Watertown DPW
Agency Address	124 Orchard Street Watertown, MA 02473
Office phone:	617-972-6443
Office e-mail:	cdoyle@watertown-ma.gov (HR Director)
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	6/18/24
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee. ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2. Write an X	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee. ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract. My financial interest in a municipal contract is:

beside your financial interest.	☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	City of Watertown Recreation Department 149 Main St. Watertown, MA 02472
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☐ My Municipal Agency is not the contracting agency. ☐ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☐ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. I have been offered a second position with the City of Watertown in the Recreation Department as a Junior Program Staff
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. I currently work a temporary part-time position for the DPW and will hold a temporary paid position with the City's Recreation Department.
Date when you acquired a financial interest	June 24, 2024

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	David MacDonald
Title/ Position	Program Staff
Municipal Agency:	Town of Watertown
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	6/29/24

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	City Council
Title/ Position	Program Staff
Agency Address:	149 Main Street, Watertown MA 02472
Office Phone:	617-972-6470
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval. 
Date:	6/29/24

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. n/a
Date when your immediate family acquired a financial interest	n/a
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ X The services will be provided outside my normal working hours as a municipal employee. ☒ X The services are not required as part of my regular duties as a municipal employee. ☐ For these services, I will be compensated for not more than 500 hours during a calendar year. Hours for full-time position and part-time summer position will not conflict
Employee signature:	
Date:	01/29/24

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Demet Ergul Gunes
Title/ Position	Food Service
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Watertown Public Schools
Agency Address	30 Common St. Watertown, MA 02472
Office phone:	617-926-7700
Office e-mail:	amanda.owens@watertown.k12.ma.us (HR Director)
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	
BOX # 1	ELECTED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am an elected municipal employee.
Write an X beside your financial interest.	☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE
Select either STATEMENT #1 or STATEMENT #2.	I am a non-elected municipal employee.
Write an X	☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract. My financial interest in a municipal contract is:

beside your financial interest.	☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
	FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
Name and address of municipal agency that made the contract	City of Watertown Recreation Department 149 Main St. Watertown, MA 02472
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. I have been offered a second position with the City of Watertown in the Recreation Department as a Pequosette Kitchen Staff. This second position is seasonal for the summer and will not interfere with my full-time position with the School Department.
FILL IN THIS BOX OR THE BOX ABOVE	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. I currently work full-time for the School Department and will hold a temporary paid position with the City's Recreation Department.

Date when you acquired a financial interest	June 24, 2024
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. n/a
Date when your immediate family acquired a financial interest	n/a
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ The services will be provided outside my normal working hours as a municipal employee. ☒ The services are not required as part of my regular duties as a municipal employee. ☐ For these services, I will be compensated for not more than 500 hours during a calendar year. Hours for full-time position and part-time summer position will not conflict
Employee signature:	
Date:	06.20.24

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	City Council
Title/ Position	
Agency Address:	149 Main Street, Watertown MA 02472
Office Phone:	617-972-6470
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.



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: July 2, 2024

RE: Agenda Item – Proposed Loan Order

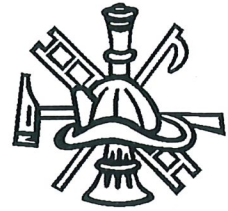
Attached please find correspondence from Fire Chief Ryan A. Nicholson, Fire Department requesting that the necessary actions be taken to authorize the City Treasurer to borrow \$500,000 for the replacement of the 2016 “Ambulance 2” due to its age and increased costs of maintaining its serviceability.

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

Thank you for your consideration in this matter.



WATERTOWN FIRE DEPARTMENT
OFFICE OF CHIEF OF DEPARTMENT
Fire Department Headquarters, 99 Main Street
Watertown, Massachusetts 02472-4410
Tel. (617) 972-6512 • Fax (617) 972-6575
www.fire.watertown-ma.gov



RYAN A. NICHOLSON
Chief of Department

Memorandum

To: Mr. George Proakis, City Manager
From: Chief Ryan A. Nicholson
Date: June 21, 2024
Subject: Ambulance replacement for a 2016 Ford Ambulance

As you are aware, the FY25 budget includes \$500,000 for the replacement of our 2016 "Ambulance 2". I recommend that we move forward with this replacement at this time. We have been working closely with the vendor to create the specifications for this ambulance. The vendor has been holding our position in a queue and requires a signed agreement and purchase order at this time in order to move forward with our order. Due to the age of the current ambulance and the increased costs of maintaining its serviceability it would be beneficial to move forward with replacement as planned.

Thank you for your attention to this request and please let me know if I can provide any further information.

TYPE I

*Dependable support.
Excellent ride quality.*

403

603

453

623

457



Widely recognized as the "workhorse" of the Fire/EMS world, Horton's Type I ambulance offers all the added benefits of a truck chassis. Applicable for both large city fleets and small rural areas, Type I vehicles provide dependable support and optional rugged four-wheel drive power.



FORD



RAM

Horton Type I ambulances come standard with all of the features you know and trust to be one of the safest and highest-quality ambulance on the market:

- Superior construction, able to withstand a 90,000 pound load test
- More than 40 years of dynamic crash testing
- VI-Tech mounting to isolate vibration and noise
- Eight layers of insulation and sound suppression in the floor alone
- The most capable electrical system in the industry, Intelliplex i4G™
- HOPS for rollover protection
- Lowest cost of ownership*

*factoring in purchase price, maintenance costs, operating costs, uptime, life expectancy and resale value

Model	Chassis	Length	Width	Headroom
403	Ford Chevy Gas*	138"	96"	68"
453	Ford	146"	96"	72"
457	Ford RAM	157"	96"	72"
603**	Ford RAM	167"	96"	72"
623**	Ford RAM	173"	96"	72"

* Pending payload requirements

** Pending payload requirements, the 603 and 623 may also be mounted on an International 4300, TerraStar, Freightliner or Kenworth chassis



hortonambulance.com

info@hortonambulance.com

800.282.5113



DEPARTMENTS WITH HARSH WINTERS OR OFF-ROAD CALLS CAN CHOOSE A TYPE I AMBULANCE WITH FOUR-WHEEL DRIVE.

OPTIONAL CRASH BARRIER CONFIGURATION PROVIDES A TRUE SAFETY BARRIER AT THE HEAD OF THE SQUAD BENCH.



WITH A VARIETY OF LAYOUT OPTIONS TO SUIT ANY DEPARTMENT NEEDS, TYPE I IS THE MOST VERSATILE OF AMBULANCE OFFERINGS.

GREENWOOD EMERGENCY VEHICLES, LLC

530 John Dietsch Boulevard
North Attleboro, Massachusetts 02763
(508) 695-7138

MAPC/FCAM FIRE APPARATUS PROPOSAL

FEBRUARY 12, 2024

THIS PROPOSAL HAS BEEN PREPARED FOR:

**TOWN OF WATERTOWN, MA FIRE DEPARTMENT
99 MAIN STREET
WATERTOWN, MA 02472**

WE HEREBY PROPOSE TO FURNISH TO YOU, SUBJECT TO PROPER EXECUTION OF THE ATTACHED AGREEMENT BY YOU AND BY AN OFFICER OF THIS COMPANY, THE FOLLOWING VEHICLE AND EQUIPMENT TO BE BUILT IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS:

QUANTITY: ONE (1)
MODEL: E-ONE HIGH END CUSTOM PUMPER
PRICE: *\$ 794,406.00

DELIVERY WILL BE **F.O.B. WATERTOWN, MA** AFTER RECEIPT AND PROPER EXECUTION OF THE ATTACHED AGREEMENT BY BOTH PARTIES. VEHICLE WILL BE COMPLETED AT THE FACTORY **APPROXIMATELY 420-450 DAYS** AFTER RECEIPT OF SIGNED CONTRACT.

THIS PROPOSAL SHALL EXPIRE UNLESS ACCEPTED WITHIN **SIXTY (60)** DAYS AND MAY BE EXTENDED, IN WRITING, AT THE DISCRETION OF THE COMPANY.

THE UNDERSIGNED CERTIFIES UNDER PENALTIES OF PERJURY THAT THIS BID OR PROPOSAL HAS BEEN MADE AND SUBMITTED IN GOOD FAITH AND WITHOUT COLLUSION OR FRAUD WITH ANY OTHER PERSON. AS USED IN THIS CERTIFICATION, THE WORD "PERSON" SHALL MEAN ANY NATURAL PERSON, BUSINESS, PARTNERSHIP, CORPORATION, UNION, COMMITTEE, CLUB OR OTHER ORGANIZATION, ENTITY OR GROUP OF INDIVIDUALS.

GREENWOOD EMERGENCY VEHICLES, LLC



**MARK MACDONALD
PRESIDENT**

GREENWOOD EMERGENCY VEHICLES, LLC

**530 John Dietsch Boulevard
North Attleboro, Massachusetts 02763
(508) 695-7138**

MAPC/FCAMAMBULANCE PROPOSAL

DATE: 1 JULY 2024

THIS PROPOSAL HAS BEEN PREPARED FOR:

WATERTOWN FIRE DEPARTMENT
99 MAIN STREET
WATERTOWN, MASSACHUSETTS 02472

WE HEREBY PROPOSE TO FURNISH TO YOU, SUBJECT TO PROPER EXECUTION OF THE ATTACHED AGREEMENT BY YOU AND BY AN OFFICER OF THIS COMPANY, THE FOLLOWING VEHICLE AND EQUIPMENT TO BE BUILT IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS:

QUANTITY: ONE (1)

MODEL: 2024 FORD F-550 4X4/HORTON MODEL 623 EMERGENCY MEDICAL VEHICLE (HORTON PRODUCTION NUMBER 21545).

PRICE: \$416,111.00 (PRICE INCLUDES TRADE-IN ALLOWANCE, STRYKER POWER-LOAD AND STRYKER POWER-PRO2 COT).

DELIVERY WILL BE F.O.B. WATERTOWN FIRE DEPARTMENT AND WILL BE MADE APPROXIMATELY 365-400 DAYS AFTER RECEIPT AND PROPER EXECUTION OF THE ATTACHED AGREEMENT BY BOTH PARTIES.

THIS PROPOSAL SHALL EXPIRE UNLESS ACCEPTED WITHIN THIRTY (30) DAYS AND MAY BE EXTENDED, IN WRITING, AT THE DISCRETION OF THE COMPANY.

THE UNDERSIGNED CERTIFIES UNDER PENALTIES OF PERJURY THAT THIS BID OR PROPOSAL HAS BEEN MADE AND SUBMITTED IN GOOD FAITH AND WITHOUT COLLUSION OR FRAUD WITH ANY OTHER PERSON. AS USED IN THIS CERTIFICATION, THE WORD "PERSON" SHALL MEAN ANY NATURAL PERSON, BUSINESS, PARTNERSHIP, CORPORATION, UNION, COMMITTEE, CLUB OR OTHER ORGANIZATION, ENTITY OR GROUP OF INDIVIDUALS.

GREENWOOD EMERGENCY VEHICLES, LLC


KEITH H. JACKSON



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

Chelsea A. Tryder
(617) 378-4190
ctryder@hinckleyallen.com

July 2, 2024

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

RE: Draft Loan Order – Fire Engine and Ambulance Bonds

Dear George:

As requested, I suggest the following forms of loan order to approve the borrowing of funds to pay costs of purchasing a new fire engine and ambulance for the Fire Department:

ORDERED: That the sum of \$885,000 is appropriated to pay costs of purchasing a fire engine for the Fire Department, including 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.

ORDERED: That the sum of \$500,000 is appropriated to pay costs of purchasing a new ambulance for the Fire Department, including 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,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



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: July 2, 2024

RE: Agenda Item – Proposed Loan Order

Attached please find correspondence from Fire Chief Ryan A. Nicholson, Fire Department requesting that the necessary actions be taken to authorize the City Treasurer to borrow \$885,000 for the replacement of the 2011 “Engine 1” due to its age and increased costs of maintaining its serviceability.

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

Thank you for your consideration in this matter.



WATERTOWN FIRE DEPARTMENT

OFFICE OF CHIEF OF DEPARTMENT

Fire Department Headquarters, 99 Main Street

Watertown, Massachusetts 02472-4410

Tel. (617) 972-6512 • Fax (617) 972-6575

www.fire.watertown-ma.gov



RYAN A. NICHOLSON

Chief of Department

Memorandum

To: Mr. George Proakis, City Manager

From: Chief Ryan A. Nicholson

Date: June 21, 2024

Subject: Engine replacement for a 2011 Engine

As you are aware, the FY25 budget includes \$885,000 for the replacement of 2011 "Engine 1". I recommend that we move forward with this replacement at this time. We have been working closely with the vendor to create the specifications for this engine. The vendor has been holding our position in a queue and requires a signed agreement and purchase order at this time in order to move forward with our order. Due to the age of the current engine and the increased costs of maintaining its serviceability it would be beneficial to move forward with replacement as planned.

Thank you for your attention to this request and please let me know if I can provide any further information.



WE INNOVATE EVERY DAY.
e-one.com

CUSTOM PUMPERS



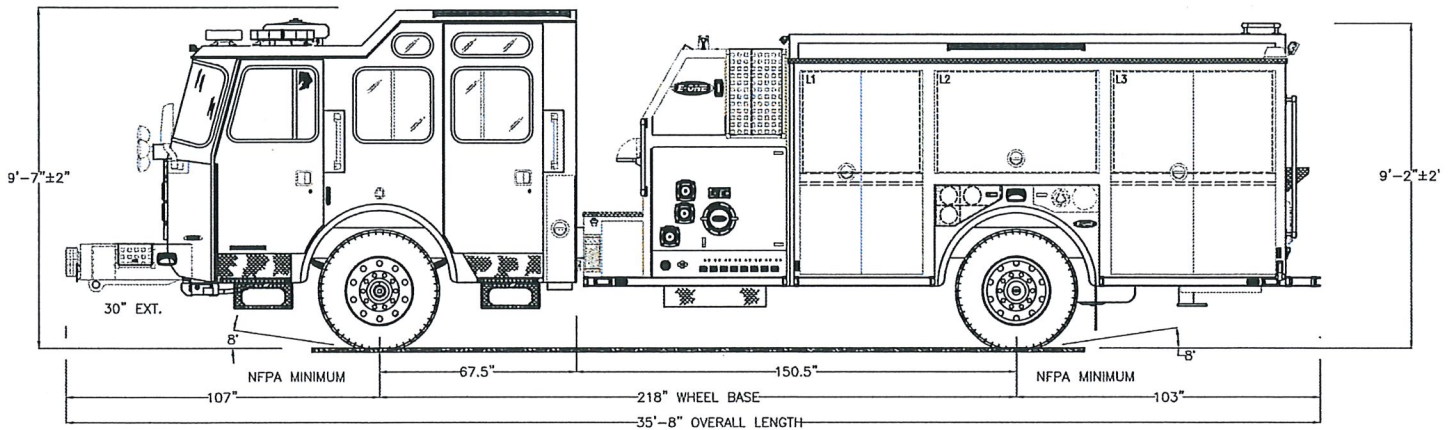
VERSATILE. DURABLE.

E-ONE® pumpers and rescue pumpers are the most versatile, durable pumpers on the market. Offering both 3/16" extruded aluminum and stainless steel bodies, tank sizes up to 1530 gallons and available on three of the industry's strongest chassis, E-ONE pumpers will meet unique needs while exceeding expectations.

With a wide variety of internal storage options to keep fire suppression and rescue equipment organized and protected from the elements, E-ONE pumpers allow you to fight fires and respond to all the emergencies in between. And at E-ONE, safety is never secondary. Which is why our roll cage cab design, CrewGuard and ABS are standard with available options such as airbags and G4 electronic stability control.

OUR VEHICLES CONNECT AND PROTECT
PEOPLE AROUND THE WORLD EVERY DAY.





CHASSIS

- Typhoon® or Cyclone® chassis
- Medium, long and extended length 4-door cabs available
- Optional vista roof in three heights
- Wheelbase as low as 170"
- Seating for up to 10
- Up to 600 HP Engine
- Standard safety features such as roll cage cab, CrewGuard & ABS brakes
- Optional safety features such as airbags & G4 (electronic stability control)
- Galvanized frame

BODY

- Body available in 3/16" extruded aluminum or stainless steel
- Optional low hose bed and a variety of speed lays for easy access from the ground
- Pumper options include: 1/2, 3/4 or full-height driver side and/or officer side compartments; enhanced-extended rear and side compartments for up to 23 cu. ft. of additional compartment space; top or side mounted pump controls with stainless or Zolotone™ pump panel; and up to six NFPA ladder/equipment storage options
- Rescue pumper options include: full-height, full-depth driver side and/or officer side compartments; enhanced-extended rear compartments rooftop compartments; and ladder storage options such as electric dropdown racks, hydraulic overhead racks, high capacity two arm ladder racks or enclosed tunnel storage

- Options: hinged or roll-up doors, hydraulic or engine driven generator, adjustable shelves, roll-out trays, tool boards, SCBA storage, aluminum or vinyl hose bed covers

FIRE PACKAGE

- Hale®, Waterous®, or Darley® pumps up to 2000 GPM
- Side-Mount or Top-Mount pump controls
- 530 to 1530 gallon tank capacity; integral foam cells available
- Optional foam systems, direct injection, CAFS and around the pump (ATP)
- Customizable discharge and preconnects to meet departments needs
- Side, front or rear intakes

ELECTRICAL

- Multiplex electrical system provides increased feature capability and improved diagnostics
- Single or dual color vista display available
- Whelen® optical and audible warning packages standard, others optional
- Fixed and pole mounted scene lighting
- 12-V and 125-V outlets



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July 2, 2024

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

RE: Draft Loan Order – Fire Engine and Ambulance Bonds

Dear George:

As requested, I suggest the following forms of loan order to approve the borrowing of funds to pay costs of purchasing a new fire engine and ambulance for the Fire Department:

ORDERED: That the sum of \$885,000 is appropriated to pay costs of purchasing a fire engine for the Fire Department, including 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.

ORDERED: That the sum of \$500,000 is appropriated to pay costs of purchasing a new ambulance for the Fire Department, including 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,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



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: July 3, 2024

RE: Agenda Item – Transfer of Funds Request

Attached please find a Transfer of Funds request from Megan Langan, City Auditor in the amount of \$54,000 to purchase a fire/rescue boat to replace the Fire Department's current 2000 "Marine 1."

I respectfully request the attached transfer be placed on the July 9, 2024, City Council Agenda.

Thank you for your consideration in this matter.



CITY OF WATERTOWN

Auditor

Administration Building
149 Main Street
Watertown, MA 02472-4410

Megan Langan
City Auditor

Telephone: (617) 972-6460
Facsimile: (617) 972-6563

TO: GEORGE PROAKIS, CITY MANAGER
FROM: MEGAN LANGAN, CITY AUDITOR
DATE: JULY 2, 2024
RE: ACCOUNT TRANSFER – FIRE DEPT. FY24

The Auditor's office along with the Fire Department has identified monies to purchase a fire/rescue boat to replace the Fire Department's current 2000 "Marine 1". At this time, I am requesting a transfer of funding in the amount of \$5,700 from the FY24 Fire Office Equipment Maintenance account – 0122052-520240 to the FY24 Transfer to Capital Projects – Fire Department Equipment account 0193059-596510 and \$48,300 from the FY24 Waterways Improvements Expenses account – 37175-570000 to the Fire Department Equipment Capital account – 55915-580000.

The following funds have also been identified to cover the remaining balance necessary to cover the total purchase price of the new boat:

Fire Department Equipment	55915 – 580000	\$4,129
---------------------------	----------------	---------

I am requesting your assistance in placing this transfer request before the Honorable City Council for its review and action. Please contact me with any questions, and I thank you for your attention to this matter.

Cc: Ryan Nicholson, Fire Chief
Ari Sky, CFO

TRANSFER AMOUNT: \$ 54,000

FROM:	FY 2024 FIRE OFFICE EQUIPMENT MAINTENANCE 0122052-520240	\$ 5,700
	FY 2024 WATERWAYS IMPROVEMENT EXP. 37175-570000	\$ 48,300
TO:	FY 2024 FIRE REPLACEMENT OF EQUIPMENT 55915-580000	\$ 48,300
	FY2024 TRANSFER TO CAP PROJECT - FIRE DEPT EQUIPMENT 0193059-596510	\$ 5,700

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

July 2, 2024
DATE

Wesley Zenger
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: July 3, 2024

RE: Agenda Item – Transfer of Funds Request

Attached please find a Transfer of Funds request from Megan Langan, City Auditor in the amount of \$368,000 to the Fiscal Year 2024 Transfer to ESCO Capital Project Stabilization Fund from various departmental Electricity and Gas accounts.

I respectfully request the attached transfer be placed on the July 9, 2024 City Council Agenda.

Thank you for your consideration in this matter.



CITY OF WATERTOWN

Auditor

Administration Building
149 Main Street
Watertown, MA 02472-4410

Megan Langan
City Auditor

Telephone: (617) 972-6460
Facsimile: (617) 972-6563

TO: GEORGE PROAKIS, CITY MANAGER

FROM: MEGAN LANGAN, CITY AUDITOR

DATE: JULY 2, 2024

RE: AGENDA ITEM – TRANSFER OF FUNDS REQUEST

Attached please find a Transfer of Funds request in the amount of \$368,000 to the Fiscal Year 2024 ESCO Capital Project Stabilization Fund from various departmental Electricity and Gas accounts. The ESCO Capital Project Stabilization Fund was established to place rebates, grants, and funds from departmental energy savings. This energy stabilization fund will be used to pay the debt service on the energy efficiency projects incurred under the ESCO agreement.

I respectfully request the attached transfer be placed on July 9, 2024, City Council Agenda.

Thank you for your consideration in this matter.

Cc: Ari Sky, Assistant City Manager for Finance / CFO

TRANSFER AMOUNT \$368,000

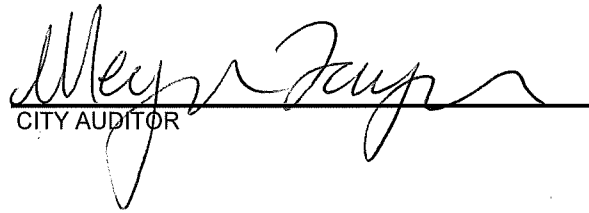
FROM: FY 24 POLICE ELECTRICITY 0121052-520211	\$ 9,000
FY 24 POLICE GAS 0121052-520213	\$ 19,000
FY 24 FIRE ELECTRICITY 0122052-520211	\$ 13,000
FY 24 FIRE GAS 0122052-520213	\$ 19,000
FY 24 DPW ADMIN ELECTRICITY 0140152-520211	\$ 43,000
FY 24 DPW ADMIN GAS 0140152-520213	\$ 90,000
FY 24 LIBRARY ELECTRICITY 0161052-520211	\$ 62,000
FY 24 LIBRARY GAS 0161052-520213	\$ 15,000
FY 24 SKATING RINK ELECTRICITY 0163152-520211	\$ 60,000
FY 24 SKATING RINK GAS 0163152-520213	\$ 3,000
FY 24 SCHOOL VICTORY FIELD LIGHTS 0194000-590977	\$ 35,000
 TO: FY 24 TRANSFER TO ESCO CAP. PROJECT STAB FUND 0194000-596805	 \$ 368,000

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

DATE

July 2, 2024

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: July 3, 2024

RE: Agenda Item – Transfer of Funds Request

Attached please find a Transfer of Funds request from Megan Langan, City Auditor in the amount of \$1,500,000 to the Fiscal Year 2024 Transfer to the Capital Projects Stabilization Fund.

I respectfully request the attached transfer be placed on the July 9, 2024, City Council Agenda.

Thank you for your consideration in this matter.



CITY OF WATERTOWN

Auditor

Administration Building
149 Main Street
Watertown, MA 02472-4410

Megan Langan
City Auditor

Telephone: (617) 972-6460
Facsimile: (617) 972-6563

TO: GEORGE PROAKIS, CITY MANAGER

FROM: MEGAN LANGAN, CITY AUDITOR

DATE: JULY 2, 2024

RE: AGENDA ITEM – TRANSFER OF FUNDS REQUEST

Per your request, please find attached a Transfer of Funds request for the Capital Project Stabilization Fund for \$1,500,000 for Fiscal Year 2024.

As you are aware, as indicated in the attached Revenue Forecast, transfers of \$500,000 annually from the Capital Projects Stabilization Fund began in Fiscal Year 2006 and will continue through Fiscal Year 2027. To continue the annual transfer of \$500,000 beyond Fiscal Year 2027, we will look for opportunities to make transfers to this Stabilization Fund in an effort to support capital projects included in the five-year General Fund Capital Improvement Program which totals \$216,280,500 for Fiscal Year 2025 – 2029.

Therefore, in order to continue the annual transfer of \$500,000 from the Capital Projects Stabilization Fund through Fiscal Year 2030 to support capital projects, I respectfully request the attached transfer be placed on the July 9, 2024, City Council Agenda.

Thank you for your consideration in this matter.

Cc: Ari Sky, Assistant City Manager for Finance / CFO

TRANSFER AMOUNT: \$ 1,500,000

FROM: FY 2024 AUTHORIZED/UNISSUED DEBT \$ 500,000
0171000-590926

FY 2024 PLANNED DEBT \$ 1,000,000
0171000-590927

TO: FY 2024 TRANSFER TO CAPITAL PROJECTS STABILIZATION \$ 1,500,000
0194000-596802

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

July 2, 2024
DATE


CITY AUDITOR



George J. Proakis
City Manager

CITY OF
WATERTOWN
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: July 3, 2024

RE: Agenda Item – Transfer of Funds Request

Attached please find a Transfer of Funds request from Megan Langan, City Auditor in the amount of \$500,000 to the Fiscal Year 2024 Transfer to the Acquisition of Land/Open Space Stabilization Fund.

I respectfully request the attached transfer be placed on the July 9, 2024, City Council Agenda.

Thank you for your consideration in this matter.



CITY OF WATERTOWN

Auditor

Administration Building
149 Main Street
Watertown, MA 02472-4410

Megan Langan
City Auditor

Telephone: (617) 972-6460
Facsimile: (617) 972-6563

TO: GEORGE PROAKIS, CITY MANAGER

FROM: MEGAN LANGAN, CITY AUDITOR

DATE: JULY 2, 2024

RE: AGENDA ITEM – TRANSFER OF FUNDS REQUEST

Per your request, please find attached a Transfer of Funds request for the Acquisition of Land/Open Space Stabilization Fund for \$500,000 for Fiscal Year 2024.

The Transfer of Funds request will assist the implementation of the Honorable City Council's Budget Policy Guideline II.L; "Continue working to identify additional acquisition of land for open space and recreation, using the Acquisition of Land/Open Space Stabilization Fund, and including proposals submitted to the Community Preservation Committee." This action will also continue the process of replenishing this account to cover costs and continue discussions on acquisition of land for open space and/or recreational use.

I respectfully request the attached transfer be placed on the July 9, 2024 City Council Agenda.

Thak you for your consideration in this matter.

Cc: Steve Magoon, Assistant City Manager for Community Development & Planning
Ari Sky, Assistant City Manager for Finance / CFO

TRANSFER AMOUNT: \$ 500,000

FROM: FY 2024 PLANNED DEBT
0171000-590927

\$ 500,000

TO: FY 2024 TRANSFER TO ACQ. LAND.OPEN SPACE STABILIZATION
0194000-596808

\$ 500,000

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

July 2, 2024
DATE

Meyer Torgu
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: July 3, 2024

RE: Agenda Item – Transfer of Funds Request

Attached please find a Transfer of Funds request from Megan Langan, City Auditor in the amount of \$700,000 to the Fiscal Year 2024 Transfer to OPEB Trust Fund from various Insurance & Employee Benefits accounts.

I respectfully request the attached transfer be placed on the July 9, 2024 City Council Agenda.

Thank you for your consideration in this matter.



CITY OF WATERTOWN

Auditor

Administration Building
149 Main Street
Watertown, MA 02472-4410

Megan Langan
City Auditor

Telephone: (617) 972-6460
Facsimile: (617) 972-6563

TO: GEORGE PROAKIS, CITY MANAGER

FROM: MEGAN LANGAN, CITY AUDITOR

DATE: JULY 2, 2024

RE: AGENDA ITEM – TRANSFER OF FUNDS REQUEST

Attached please find a Transfer of Funds request in the amount of \$700,000 to the Fiscal Year 2024 Transfer to OPEB Trust Fund from various Insurance & Employee Benefits accounts.

The OPEB Trust Fund was established to enable the City to achieve long-term financial stability, meet the City's obligations to its employees and retirees, and to maintain favorable bond ratings. While the City is on target to fully fund OPEB by Fiscal Year 2031, the City is committed to continuing to look for opportunities to make transfers to this fund in an effort to achieve a fully funded status.

I respectfully request the attached transfer be placed on July 9, 2024, City Council Agenda.

Thank you for your consideration in this matter.

Cc: Ari Sky, Assistant City Manager for Finance / CFO

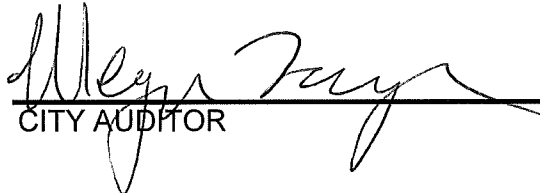
TRANSFER AMOUNT: \$ 700,000

FROM:	FY 2024 CITY HEALTH INSUANCE	\$ 550,000
	0191200-510180	
	FY24 SCHOOL HEALTH INSURANCE	\$ 150,000
	0191200-510181	

TO:	FY 2024 TRANSFER TO OPEB TRUST FUND	\$ 700,000
	0191159-590972	

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

July 2, 2024
DATE


CITY AUDITOR



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: June 25, 2024

The Committee convened on Tuesday, June 25, at 6:15 pm in the City Council Office.

Present were Councilors Caroline Bays, chair and Nicole Gardner, secretary.

The Chair called the meeting to order at 6:19pm. The purpose of the meeting was to discuss the process the Council will use to review the City Clerk for this year.

The meeting began with a review of the current form and a discussion of whether there is an opportunity to strengthen the review process for all employees reviewed by the City Council (the Clerk, the Analyst, the Auditor, and the Manager).

The Committee concluded that a review of the performance management process for Council staff is warranted, and that in the meantime, it makes sense for the Council to use the existing form to evaluate the Clerk.

→ **Action Item:** Councilor Gardner made a motion, seconded by Councilor Bays, to recommend that the City Council approve the use of the current evaluation form for the 2024 review of the City Clerk. The motion was approved unanimously.

The PCO requests a referral be made regarding the performance management process used to evaluate Council staff, with the goal of the PCO making recommendations to the City Council on how to strengthen the process going forward.

The meeting adjourned at 6:38 pm.

Report prepared by Nicole Gardner

ELECTED OFFICIALS

Caroline Bays,
Chair

John G. Gannon,
Vice Chair

Nicole Gardner,
Secretary

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