



# Watertown City Council

**Committee of the Budget and Fiscal Oversight  
Meeting  
Thursday, October 24, 2024 at 5:00 PM  
Louis P. Andrews Upper Conference Room - Third  
Floor**

## Agenda

Pursuant to Chapter 2 of the Acts of 2023, the meeting and public hearing will be conducted with remote opportunities for participation. Remote participation and access methods include:

### **ACCESS INFORMATION:**

- A. This meeting will be held on October 24, 2024 at 5:00 P.M. Location: Louis P. Andrews Conference Room
- 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/86148538260>
- D. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 861 4853 8260
- E. Public may comment through email: [ngardner@watertown-ma.gov](mailto:ngardner@watertown-ma.gov)
- F. Please Visit the Committee of the Budget and Fiscal Oversight Webpage here: [https://watertownma.portal.civicclerk.com/?category\\_id=82](https://watertownma.portal.civicclerk.com/?category_id=82)

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1. Call to Order
  2. Discussion
    - A. Review status of ARPA project grants, and make recommendations as needed.
  3. Adjournment

### **ELECTED OFFICIALS**

Vincent J. Piccirilli, Jr.,  
Chair

Emily Izzo,  
Vice Chair

Nicole Gardner,  
Secretary



Vincent Piccirilli <vincent.piccirilli@gmail.com>

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## ARPA Update

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**McCarthy, Brendan** <bmccarthy@watertown-ma.gov>  
To: City Councilors <citycouncilors@watertown-ma.gov>

Tue, Sep 10, 2024 at 6:47 PM

Hello,

Attached is an ARPA update provided by City Auditor Langan.

Thanks,

Brendan

When writing or responding, please remember that any email sent or received by an employee of the City of Watertown is subject to the Massachusetts Public Records Law (M.G.L. c. 66).

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 **ARPA Project Status Update.pdf**  
551K




# 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: MARK SIDERIS, CITY COUNCIL PRESIDENT  
FROM: MEGAN LANGAN, CITY AUDITOR   
DATE: September 9, 2024  
RE: ARPA PROJECT STATUS UPDATE

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Per your request, please find a detailed summary of the status of the eighteen approved ARPA Projects.

To date, \$4,222,255.00 of the total \$10,742,413.00 has been expended by the City. The eighteen approved projects, fall into one of three categories; a subrecipient agreement with the City (1), a beneficiary agreement with the City (7) and City run projects (10).

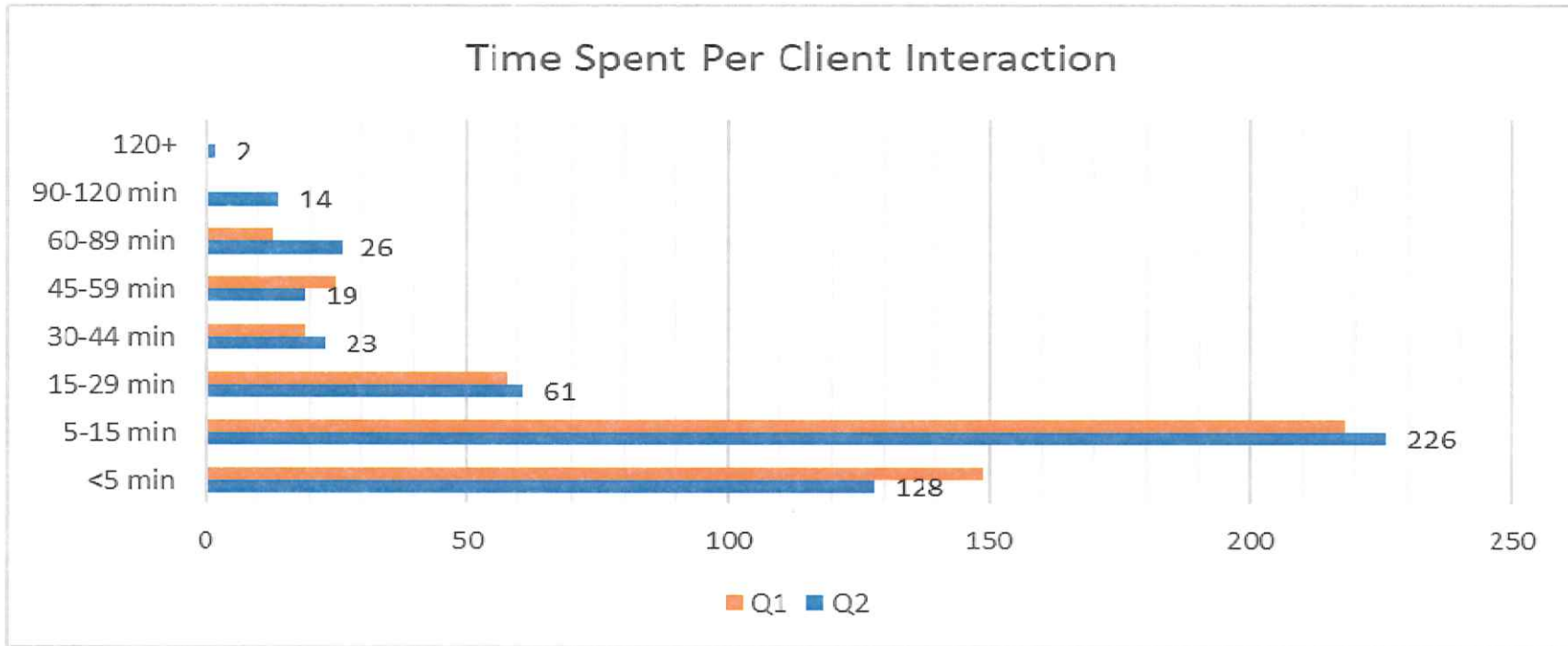
Attached please find 2 spreadsheets. The first contains a breakdown of the beneficiary & subrecipient agreement projects, and the second contains a breakdown of the City run projects. Each spreadsheet details the project name, approved funding, total balance expended to date and project status for your reference.

Thank you for your consideration in this matter.

Cc: George Proakis, City Manager  
Ari Sky, Assistant City Manager for Finance / CFO

Beneficiary Subrecipient Projects

Number	Proposed Project Name	Approved Spending	Total Expended	Total Remaining	Status of Project
ARPA-07	Social Services Resource Specialist Program Expansion - Wayside Youth	\$ 317,578.00	\$ 317,578.00	\$ -	<p>Check cut by the City on 5/3/24.</p> <p>Per Laura Kurman, Wayside Youth increased staffing to 2 full-time SSRS staff. One part-time staff joined the SSRS team in April and another in June, with English, Spanish, and Portuguese language capacity.</p> <p>Since the expansion of staffing in Quarter 2, more time was able to be spent with each client whose needs require more intensive and ongoing intervention than in Quarter 1. SSRS Staff are now able to spend over an hour with some clients in order to more efficiently move toward sustainable solutions; something that was very limited in the past. Attached Please find a graphic detailing the time spent per client interaction.</p> <p>In addition, staff have been able to attend more outreach events, such as speaking at Project Literacy and tabling at a Community College fair at Watertown Housing Authority. Outreach events allow SSRS to connect with new clients in the community and share about the services available.</p> <p>They are on track to expend the ARPA funding by the end of 2026.</p>
ARPA-09	Elevator Modernization for Affordable Senior Housing - Marshall Place	\$ 84,428.00	\$ 84,428.00	\$ -	<p>Check was cut by the City on 08/30/2024.</p> <p>Per discussion with Lee-DePietro, Marshall Place has gone out to bid on the project and are currently in the process of confirming the pricing with the vendor. Ms. DepPietro will forward a copy of the executed contract with the selected vendor once it has been executed.</p> <p>They are on track to expend the ARPA funding by the end of 2026.</p>
ARPA-10	Watertown Cares - Right Turn and Watertown Cares	\$ 258,550.00	\$ 258,550.00	\$ -	<p>Check cut by the City 3/8/2024.</p> <p>Per conversation with Cynthia Wachs, CEO of Right Turn, an email update will be forthcoming tomorrow morning 9/10/24 with total dollars spent to date.</p> <p>Watertown Cares has expressed concern with the ability of Right Turn to hit the benchmarks as outlined in their proposal.</p>
ARPA-11	McSherry Gardens Improvements - WHA	\$ 1,621,760.00	\$ 1,621,760.00	\$ -	<p>Check cut by the City 5/31/24.</p> <p>An email requesting a project status update was sent by the City Auditor department on 9/3/24. Additional information will be provided to Council upon receipt of information.</p>
ARPA-12	Hybrid Capability for City Buildings - WCATV	\$ 82,328.00	\$ 82,328.00	\$ -	<p>Check was cut by the City on 5/07/2024.</p> <p>Per discussion with Adrea Santopietro, WCATV has spent \$50,651.25 of their total received funds on equipment items that are in stock at their vendor's warehouse. They have not yet received the carts as there are several equipment items still on backorder, however they are on track to expend all ARPA funding by the end of 2026.</p>
ARPA-21	Sustaining Watertown Community Fridge - Community Fridge	\$ 60,000.00	\$ 60,000.00	\$ -	<p>Check cut 3/28/2024</p> <p>Per conversation with Nancy Dutton, the ARPA funds have been being used by volunteers to keep the fridge stocked with food from local grocery stores. The Community Fridge is on track to expend all ARPA funds by the end of 2026.</p>
ARPA-25	Watertown Direct Assistance Program - Metro West	\$ 233,750.00	\$ 233,750.00	\$ -	<p>Check was cut by the City on 8/30/2024.</p> <p>Metro West is on track to fully expend the ARPA funds by the end of 2026.</p>
ARPA-26	Expansion of Childcare Programming - BGC	\$ 1,563,861.00	\$ 1,563,861.00	\$ -	<p>Check was cut by the City on 6/7/24</p> <p>Per conversation with Gary Beatty, Executive Director of WBGC, the WBGC has in place a signed contract with the General Contractor for the New Foundations project and work on the first phase of the project (installation of the fire suppression system on the upper level of our building) is starting the week of September 9, 2024. Work on the lower level of the building is scheduled to commence early November 2024 and they anticipate that the entire project will be completed with all ARPA funding expended by the end of Summer 2025.</p>
<b>TOTAL</b>		<b>\$ 4,222,255.00</b>	<b>\$ 4,222,255.00</b>	<b>\$ -</b>	



City Run Projects

Number	Proposed Project Name	Approved Spending	Total Expended	Total Remaining	Status of Project
ARPA-02	Additional Private Workspace - Library	\$ 18,000.00	\$ -	\$ 18,000.00	Please see attached memo from Kim Hewitt, Library Director
ARPA-03	Cultural District Matching Funds - OCDP	\$ 10,000.00	\$ -	\$ 10,000.00	Per discussion with Liz Heifer, Public Arts & Culture Planner, The Watertown Square Cultural District Partnership will be discussing proposals from vendors to develop a standalone website for the cultural district at their meeting on 9/9. They will be voting to select a vendor at their October meeting. Once a vendor is selected, the funds will be encumbered with a purchase order and considered obligated under the ARPA guidelines. The Cultural District maintains a goal of developing the initial website infrastructure by the new year.
ARPA-14	Sewer Phase 4 Rehabilitation - DPW	\$ 2,500,000.00	\$ -	\$ 2,500,000.00	Per discussion with Brian Wyncoop, Purchasing Agent, RFP will be advancing this month.  Per discussion with Michael D'Ortenzio Jr., KP Law, the United States Treasury released updated guidance that now allows for interagency agreements (IAA) which will constitute an obligation. I have requested that he draft an IAA to be executed, which will allow for the contracts with the vendor to finalize after 2024 if necessary. Mr. D'Ortenzio stated the draft will be available by Friday, 9/13/24. Once received I will work with Mr. Proakis and Mr. St. Louis to have executed the week of 9/16/24.
ARPA-15	Cottaga Street Water Main Resident Engineering and Construction Services - DPW	\$ 2,000,000.00	\$ -	\$ 2,000,000.00	Per discussion with Brian Wyncoop, Purchasing Agent, RFP will be advancing this month.  Per discussion with Michael D'Ortenzio Jr., KP Law, the United States Treasury released updated guidance that now allows for interagency agreements (IAA) which will constitute an obligation. I have requested that he draft an IAA to be executed, which will allow for the contracts with the vendor to finalize after 2024 if necessary. Mr. D'Ortenzio stated the draft will be available by Friday, 9/13/24. Once received I will work with Mr. Proakis and Mr. St. Louis to have executed the week of 9/16/24.
ARPA-16	Stormwater Tree Trenches - DPW	\$ 368,829.00	\$ -	\$ 368,829.00	Per discussion with Brian Wyncoop, Purchasing Agent, RFP will be advancing this month as a portion of the on-call road contractor contract.  Per discussion with Michael D'Ortenzio Jr., KP Law, the United States Treasury released updated guidance that now allows for interagency agreements (IAA) which will constitute an obligation. I have requested that he draft an IAA to be executed, which will allow for the contracts with the vendor to finalize after 2024 if necessary. Mr. D'Ortenzio stated the draft will be available by Friday, 9/13/24. Once received I will work with Mr. Proakis and Mr. St. Louis to have executed the week of 9/16/24.
ARPA-17	Lead Gooseneck Removal - DPW	\$ 368,829.00	\$ -	\$ 368,829.00	Per discussion with Brian Wyncoop, Purchasing Agent, RFP will be advancing this month.  Per discussion with Michael D'Ortenzio Jr., KP Law, the United States Treasury released updated guidance that now allows for interagency agreements (IAA) which will constitute an obligation. I have requested that he draft an IAA to be executed, which will allow for the contracts with the vendor to finalize after 2024 if necessary. Mr. D'Ortenzio stated the draft will be available by Friday, 9/13/24. Once received I will work with Mr. Proakis and Mr. St. Louis to have executed the week of 9/16/24.
ARPA-18	Watertown Food Pantry - COA	\$ 152,000.00	\$ -	\$ 152,000.00	Per discussion with Steve Magoon, Assistant City Manager, a meeting is scheduled to be held with A13 Design on Thursday 9/12/24.  Per discussion with Michael D'Ortenzio Jr., KP Law, the United States Treasury released updated guidance that now allows for interagency agreements (IAA) which will constitute an obligation. I have requested that he draft an IAA to be executed, which will allow for the contracts with the vendor to finalize after 2024 if necessary. Mr. D'Ortenzio stated the draft will be available by Friday, 9/13/24. Once received I will work with Mr. Proakis and Ms. McCoy to have executed the week of 9/16/24.

City Run Projects

ARPA-20	Watertown Farmers' Market Food Assistance Program - CDP	\$ 35,000.00	\$ 12,734.00	\$ 22,266.00	<p>\$12,734 have been expended thus far in FY25 on SNAP reimbursements for the Farmer's Market.</p> <p>Per discussion with Michael D'Ortenzio Jr., KP Law, the United States Treasury released updated guidance that now allows for interagency agreements (IAA) which will constitute an obligation. I have requested that he draft an IAA to be executed, which will allow for the City to obligate the remaining funds to ourselves to be spent in future year's Farmer's Markets. Mr. D'Ortenzio stated this will be available by Friday, 9/13/24. Once received I will work with Mr. Proakis and Mr. Magoon to have executed the week of 9/16/24.</p>
ARPA-24	PV Array for Watertown High School - SBC	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	<p>Per discussion with Christy Murphy, DPM for WHS project, adult for PV Array has been approved by the SBC, and the funds are obligated and on track to be fully expended by the end of 2026.</p>
ARPA-32	Study for City supported Local Transit - Multiple	\$ 67,500.00	\$ -	\$ 67,500.00	<p>Per discussion with Steve Magoon, he has provided the RFP to Purchasing and believes the project to be on track to be obligated by December.</p> <p>Per discussion with Michael D'Ortenzio Jr., KP Law, the United States Treasury released updated guidance that now allows for interagency agreements (IAA) which will constitute an obligation. I have requested that he draft an IAA to be executed, which will allow for the contracts with the vendor to finalize after 2024 if necessary. Mr. D'Ortenzio stated the draft will be available by Friday, 9/13/24. Once received I will work with Mr. Proakis and Mr. Magoon to have executed the week of 9/16/24.</p>
<b>TOTAL</b>		<b>\$ 6,520,158.00</b>	<b>\$ 12,734.00</b>	<b>\$ 6,507,424.00</b>	

TO: Watertown City Council  
FROM: Kim Hewitt, Library Director  
DATE: August 27, 2024  
RE: ARPA Funded Study Room Project Update

To the Honorable Council, this memo serves to inform you that the Library will be move forward with plans for a new study room using ARPA funding awarded to us by this body. The construction style of study room will change from a built-out room (which requires an architect, moving HVAC and fire suppression systems) to a modular style (custom built cubicle walls and doors that allow us to keep our ceiling as is) in the same area as described in the grant request. This will allow us to stay within the approved time frame and grant award allotment. This change fulfills the same intention and need as the original request described. The Board of Library Trustees has approved the Library's efforts to move forward with a change in the construction materials for this study room build. Thank you for your support in creating this highly sought space in the library.

Respectfully,

Kim Hewitt, Library Director