

Blue Ribbon Committee Meeting Minutes

July 10, 2024

1. Swearing In

The meeting began at 6:30 PM. City Clerk Noelle Gilligan administered the oath to each of the seven members of the Blue Ribbon Committee. All members took and signed the oath and were sworn in as members of the Blue Ribbon Committee.

2. Roll Call

Municipal Policy Analyst Doug Newton called the roll for the Committee. Present were Committee Members Jack Bartley, Linda Scott, Marcy Murningham, Christine Cole, Sarah Baker, Jimmy Mello, and Susan Falkoff as well as Municipal Policy Analyst Doug Newton. Resident Elodia Thomas and Councilor Vinnie Piccirilli were also present in the audience.

Council President Mark Sideris then spoke to the Committee. He mentioned the role of Municipal Policy Analyst Doug Newton as staff support as well as past research that has been done on the subject of Council salaries. This includes research from Councilor Lisa Feltner which has been sent to the Committee. President Sideris thanked the Committee for their service and expressed that he hopes they enjoy their time. Committee Member Linda Scott asked President Sideris if the Committee is expected to issue a recommendation for future Councils or just the upcoming term. President Sideris answered that it is up to the Committee. Committee Member Jimmy Mello asked if the Committee can consider School Committee salaries as well, which President Sideris said can be considered by the Committee but is not directly related to Council salaries. Committee Member Marcy Murningham raised the issue of performance based pay for Councilors. President Sideris replied that the Committee may discuss that but suggested a performance based approach may not be best as elected officials answer to the voting public every two years.

Each Committee member introduced themselves to the group. Linda Scott expressed concern that she is seeing a lack of responsiveness in government. She has lived in Watertown since 1977 and has served as a teacher in Boston. Marcy Murningham told the group that her father served as a mayor and that her life has been spent looking at values in public life, particularly how government and civil society can uphold and enrich public life. She has lived in Watertown for 23 years and co-founded a group called Watertown Forward which helped citizens engage directly in the recent charter review process. Jimmy Mello has lived in Watertown for his entire life and has been active as a town meeting member, planning board member, as well as in several campaigns. He is now a member of the Watertown Housing Authority. Susan Falkoff served as a City Councilor for seven terms and was Chair of the Personnel and Town Organization Committee, which handled issues similar to the one at hand in this Committee. She is a former social worker who has worked in the Boston school system and recently had a practice in Watertown. She has lived in Watertown for 50 years. Jack Bartley has lived in Watertown for 68 years. He is a former town meeting member, legislative aide, legal counsel to the Speaker of the Massachusetts House, and State Representative. He co-chaired a campaign which oversaw renovation of several schools at an efficient cost and served on the School Committee for two terms. He is currently a lobbyist on Beacon Hill with a focus on healthcare advocacy, construction, and other topics. Sarah Baker grew up in Arlington and has worked in China, Afghanistan, and South Asia running microfinance companies. She is

the Founder and COO of Silverside Detectors, which makes nuclear weapon detectors. She manages all hiring and compensation reviews at her company and feels that this Committee aligns with her skillset. She has lived in Watertown with her husband and two young children for two years. Christine Cole has lived in Watertown for roughly twelve years. She is also the daughter of a mayor and has spent the last 40 years of her career in city, county and state government in the criminal justice space. She has also been a hiring manager in nonprofit organizations. She ran a program on criminal justice at the Harvard Kennedy School for nearly a decade and now works for herself across the country on police reform.

Municipal Policy Analyst Doug Newton then gave a brief presentation to the Committee introducing himself and explaining his role on the Committee. He explained that he is available to provide research and guidance to the Committee but that nothing he provides should ever be taken as an opinion nor as guidance from the Council. He also gave a brief overview of the current salaries of City Councilors and the history of research done into the matter, which includes research he has done and provided to the Committee.

3. Discussion of Selecting a Chair

Jack Bartley was elected Chair of the Committee unanimously. He conveyed that he understands the role of Chair and that he comes in with a clean slate and is happy to be a facilitator for the Committee. He said the Committee will have discussions about how to incorporate public input and will follow all applicable rules.

4. Discussion Amongst Committee Members

Sarah Baker expressed that she would like to have available the salaries for city and town managers as well as deputies for comparable municipalities. She would like to consider two to three universal roles relative to the manager and councilor salaries in those communities. She also expressed that the Committee could consider how councilor salaries vary based on an industrial property tax base versus a primarily residential tax base. Linda Scott said that they should consider the work of City Council Committees and would like to know more about how the workload varies between them. Marcy Murningham suggested that the Committee consider the overall demands and strain on one's time that the role of City Councilor takes. Susan Falkoff suggested that additional information on each city and town in the research done by Doug Newton be added. Each member of the Committee agreed that they would like to review the compensation study that had been conducted and is now being implemented relative to city staff in Watertown. The Committee also agreed that they would like to see a history of raises since the 1990s. In terms of continued research into other cities and towns, the Committee agreed to stay within Massachusetts. Christine Cole conveyed the need for the Committee to stay within its assigned scope and not dive too deep into an issue that is outside of its boundaries. Jack Bartley expressed interest in interviewing City Councilors with a focus not on the specific individuals currently serving but on what the job itself entails. He also suggested using a chart or whiteboard to track the discussions as they take place in future meetings. Susan Falkoff expressed opposition to this idea and it was put aside. Council President Sideris and Councilor Piccirilli confirmed that the work of a Councilor can vary depending on the individual Councilor as well as the issues of the day.

The Committee also considered what exactly it will provide as a deliverable. They were advised by Doug Newton that it must consist of a number but that the Committee may add context beyond that if they would like. Councilor Vinnie Piccirilli then spoke to the Committee and provided further suggestions as to

the deliverable. He also provided additional context on increases since the 1990s and the compensation study. He suggested that what Councilors are paid today essentially amounts to a 2.5% increase per year since 1990. The Committee then considered future meetings, and Jack Bartley suggested that they take place roughly once per month. He advised that he will be rigid about staying within the Committee's allotted time in each meeting. Linda Scott suggested that more meetings could be added as the Committee considers how much time is necessary.

Resident Elodia Thomas then spoke to the Committee. She suggested that the Committee continue having its meetings in the Lower Conference Room as it lends itself to easier conversations between members. She also suggested that the Committee consider the level of staff support received by the Watertown City Council as compared to others. She concluded by asking if Councilors receive a stipend for matters such as attending events or paying living expenses.

The meeting adjourned at 8:30 PM.

Town of Watertown
Town Council Committee on Personnel and Town Organization
Report of the Meeting of March 23, 2016

A meeting of the Personnel and Town Organization committee was held in the Town Council Office on Wednesday, March 23, 2016 at 7:30pm for the purpose of continuing the discussions on Town Council salaries and preparation of committee meeting minutes.

Members in Attendance: Councilor Susan Falkoff, Chair; Councilor Angeline Kounelis, Secretary, and Councilor Michael Dattoli, Vice-Chair. Also in attendance were Councilors Vincent Piccirilli, Ken Woodland, and Lisa Feltner.

The committee discussed current salaries for elected officials in area municipalities with similar forms of government. It was noted that Cambridge should also be added to the list (see attached). Excluding Cambridge, salaries range from \$14,000 to volunteer (unpaid) positions.

Councilor Falkoff noted that Watertown has not increased Council salaries since 1999. There was a discussion around what current salaries would be if a 2% raise were applied year-over-year (roughly \$7,000).

Members discussed that the scope of the Council's work has changed, as there were not frequent committee meetings occurring at the same level ten to fifteen years ago. Also, in regard to the Council President salary, it was noted that this should include Council pay plus School Committee stipend.

Councilor Dattoli made a motion to refer to the Town Council a recommendation that Councilor salaries be amended to \$7,500 per annum. Councilor Kounelis seconded and the motion carried unanimously.

Councilor Dattoli made a motion to refer to the Town Council a recommendation that the Council President salary be amended to \$10,500 per annum, which includes School Committee compensation. Councilor Kounelis seconded and the motion carried unanimously.

Regarding meeting minutes, there was a discussion around the City of Waltham and City of Newton policies and procedures for preparing committee meeting minutes (see attached). One option for Watertown might be to record audio and have minutes later transcribed by a clerk. It was agreed that not every Councilor has the skills or technology to record meeting minutes and that people should have options available.

Councilor Kounelis made a motion to recommend to the Town Council that an option be available for committee members that choose not to take their own minutes. If the council approves the idea of alternate ways to do minutes, the committee will re-convene and discuss alternatives. Councilor Dattoli seconded and the motion carried unanimously.

The meeting adjourned at 8:20 pm.

Minutes prepared by Councilor Dattoli.

MEMORANDUM

TO: Budget & Fiscal Oversight Committee
FROM: Angeline B. Kounelis, District "A" Councilor
RE: Town Council Committee Minutes
DATE: November 26, 2012

Herein please find my recommendation for implementation of policy and procedure for the following:

The designation of a person(s), other than the three Town Councilors appointed to serve on a Town Council Committee, who shall attend the committee meetings of and prepare the minutes of the standing Town Council Committees.

Below is a survey of how other communities with a city form of government address the issue of minutes. Of the five cities surveyed, City Councilors were not responsible for the preparation of committee minutes. All committees meet after the close of City Hall business hours. Most Councils have structured the committee meetings for a specific day of the week or prior to a City Council meeting.

CITY OF NEWTON 24 Aldermen @ \$9750/ea per yr., pop 85,146
The office of City Clerk/Clerk of Aldermen has been restructured to include non-union personnel who are responsible for the committee minutes. Compensatory (comp) time is used in lieu of monetary compensation.

CITY OF WALTHAM 7 Councilors @ \$16320/ea per yr., pop 60,632
Department Heads receive a stipend between \$3500 - \$7000 to attend and be responsible for the minutes. A union staff member of the City Clerk's/Council Clerk's office also has duties for specific meetings.

CITY OF MEDFORD 7 Councilors @ \$27529.32/ea per yr., inc. exp. pop 56,173
City Clerk/Council Clerk is responsible for all minutes. Union personnel can perform after hours administrative duties by special C.C. ordinance.

CITY OF WOBURN 9 Aldermen @ \$9000/ea per yr., pop 38,120
Minutes are prepared by the Clerk of the Committees who works within the City Clerk's/Council Clerk's office for \$45,245/yr.

CITY OF CHELSEA 11 Councilors @ \$8000/ea per yr., pop 35,177
Two administrative positions, one is half-time to the City Mgr/Council, the second handles all Council minutes at \$461.44/wk for 20 hours.

cc: Honorable Town Council
Michael J. Driscoll, Town Manager
John E. Flynn, Town Clerk
Mark R. Reich, Esq., Kopelman and Paige, P.C.

COMPARISON OF CITIES WITH WATERTOWN'S FORM OF GOVERNMENT

TOWN	POP.	SALARY	MEETINGS PER MONTH	COMMITTEE MINUTES	#MEMBERS
BARNSTABLE	45,193	\$8K, VP \$10K, Pres 12K	2	Council admin	13
CHELSEA	35,177	\$14,000	2	City Clerk	11
FRANKLIN	31,635	Volunteer	2	Yes	9
PALMER	12,140	\$1200	1	Yes	7
RANDOLPH	32,112	Volunteer	2	Yes	9
WATERTOWN	31,195	\$5000	2	Yes	9
SOUTHBRIDGE	16,719	Volunteer	2	Yes	9
WINTHROP	17,497	\$2600 (Pres \$5200)	2	Yes, or record for clerk	9

Form of Government and Population information is taken from this website:

https://en.wikipedia.org/wiki/List_of_municipalities_in_Massachusetts#List_of_municipalities (sgf)

Meetings per month, committee minutes & # members provided by Gayle Shattuck

Cities in **red** have populations most comparable to Watertown

Community	Town Council or Selectmen Salary	FY16	Take own Subcommittee minutes Yes/No	Two Meetings/Month	# of members
Braintree	\$7,500 (President); \$5,000 (Councilors)	Y	No	2 meetings per month (1 in July 1 in August)	9
Weymouth	\$9,500 (President), \$7,500 (Councilors)	Y	No, independent contractor	2 meetings per month	11
Franklin	volunteers		Yes	2 meetings per month (1 in summer)	9
Palmer	\$1,200 stipend	Y	Yes	1 meeting per month on website	7
Arlington	\$3,000 (Selectmen), \$3,500 (BOS Chair)	Y	No, they have staff	2 regularly-scheduled on average	5
Lexington	volunteers		N/A (5 selectmen)	2 regularly-scheduled, more if needed	5
Belmont	\$4,500 (Selectmen), \$5,000 (BOS Chair)	Y	N/A (3 selectmen)	2 regularly-scheduled, more if needed	3
Newton	\$9,750		No, they have staff	2 regularly-scheduled	6
Watertown	\$6,500 (President), \$5,000 (Councilors)	Y	Yes	2 regularly-scheduled	9
Waltham	\$18,038 (President), \$17,538 (Councilors)	Y	No, most subcommittees have clerks	2 regularly-scheduled (1 in summer)	15
Chelsea	\$14,000	Y	No, Clerk to the City Council takes minutes	2 regulary-scheduled except July and August	11
Cambridge	\$77,934	Y	No, City Clerk or Deputy City Clerk	1 meeting per month plus subcommittee meetings	7
Winthrop	\$5,200 (President); \$2,600 (Councilors)	y	Yes or recorded for clerk to type	2 Meetings per Month plus Subcommittee Meetings	9
Randolph	volunteers	Y	Yes	2 meetings per month	9
Barnstable	\$12,000 (President) \$10,000 (Vice President) \$8,000 (Councilors)	y	Council Administrator takes subcommittee minutes. Town Clerk records T.C. meetings	2 regularly-scheduled (1 in summer)	13
Southbridge	volunteers	Y	Yes chair of subcom. Takes minutes	2 regularly-scheduled	9
NOTE:					
Newton City Council meets as a body of 24 twice a month. Each Councilor serves on two committees which meet two or three times a month depending on the committee.					
Each councilor will have four or five official meetings a month.					



Town Council

TOWN OF WATERTOWN

ADMINISTRATION BUILDING • WATERTOWN, MA 02472-4410
(617)972-6470 • FAX (617)972-6485

Ordinance # 28

O-99-28

AN ORDINANCE SETTING THE SALARY OF MEMBERS OF THE TOWN COUNCIL

Now be it ordained that the Ordinances of the City known as the Town of Watertown are hereby amended by adding a new Chapter XXIV as follows:

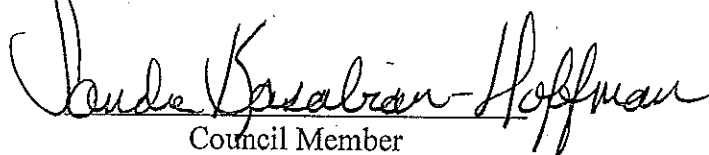
CHAPTER XXIV. TOWN COUNCIL SALARIES.

WHEREAS, Section 2-4 of the Home Rule Charter of the City known as the Town of Watertown permits the provision of an annual salary for members of the Town Council by ordinance;

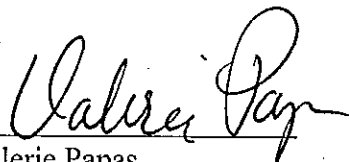
NOW THEREFORE BE IT ORDAINED, that, effective the first secular day of January, 2000, the salary of the members of the Town Council shall be as follows:

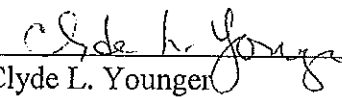
- (1) the salary of Councillors shall be \$5,000.00 per annum;
- (2) the salary of the Council President shall be \$6,500.00 per annum.

BE IT FURTHER ORDAINED, that a copy of this Ordinance shall be forwarded to the Town Treasurer and Town Auditor forthwith.


Council Member

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above Ordinance was adopted by a vote of 9 for 0 against and 0 present on April 27, _____, 1999.


Valerie Papas
Council Clerk


Clyde L. Younger
Council President

Increasing yearly at 2%

Increasing yearly at 2.5%

Calendar Year	Increasing yearly at 2%		Increasing yearly at 2.5%	
	Town Councilor	Town Council President	Town Councilor	Town Council President
2000	\$ 5,000.00	\$ 6,500.00	\$ 5,000.00	\$ 6,500.00
2001	\$ 5,100.00	\$ 6,630.00	\$ 5,125.00	\$ 6,662.50
2002	\$ 5,202.00	\$ 6,762.60	\$ 5,253.13	\$ 6,829.06
2003	\$ 5,306.04	\$ 6,897.85	\$ 5,384.45	\$ 6,999.79
2004	\$ 5,412.16	\$ 7,035.81	\$ 5,519.06	\$ 7,174.78
2005	\$ 5,520.40	\$ 7,176.53	\$ 5,657.04	\$ 7,354.15
2006	\$ 5,630.81	\$ 7,320.06	\$ 5,798.47	\$ 7,538.01
2007	\$ 5,743.43	\$ 7,466.46	\$ 5,943.43	\$ 7,726.46
2008	\$ 5,858.30	\$ 7,615.79	\$ 6,092.01	\$ 7,919.62
2009	\$ 5,975.46	\$ 7,768.10	\$ 6,244.31	\$ 8,117.61
2010	\$ 6,094.97	\$ 7,923.46	\$ 6,400.42	\$ 8,320.55
2011	\$ 6,216.87	\$ 8,081.93	\$ 6,560.43	\$ 8,528.56
2012	\$ 6,341.21	\$ 8,243.57	\$ 6,724.44	\$ 8,741.78
2013	\$ 6,468.03	\$ 8,408.44	\$ 6,892.56	\$ 8,960.32
2014	\$ 6,597.39	\$ 8,576.61	\$ 7,064.87	\$ 9,184.33
2015	\$ 6,729.34	\$ 8,748.14	\$ 7,241.49	\$ 9,413.94
2016	\$ 6,863.93	\$ 8,923.11	\$ 7,422.53	\$ 9,649.29
2017	\$ 7,001.21	\$ 9,101.57	\$ 7,608.09	\$ 9,890.52
2018	\$ 7,141.23	\$ 9,283.60	\$ 7,798.29	\$ 10,137.78



Watertown Town Council

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

ORDINANCE # 35

O-2016- 35

AN ORDINANCE ESTABLISHING TOWN COUNCIL SALARIES

WHEREAS, Section 2-3 of the Town of Watertown Home Rule Charter provides that the Town Council may, by ordinance, provide an annual salary for its members.

NOW THEREFORE BE IT ORDAINED by the Town Council of the City Known as the Town of Watertown that the Council hereby establishes the Town Council Salary as follows:

Effective January 2, 2018, the salaries of the Town Council shall be established as follows:


Councilor - \$7,500 per annum.

Council President - \$10,500 per annum

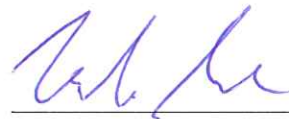


Council Member

I hereby certify that at a regular meeting of the Town 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 14, 2016.



Marilyn W. Pronovost, Council Clerk



Mark S. Sideris, Council President

Committee on Personnel and Town Organization Meeting Minutes

Meeting July 30, 2018; Report August 14, 2018

Chairman Bays called the Committee on Personnel and Town Organization to order on Monday, July 30 at 7:15 PM in the Louis P Andrews Conference Room. Present at the meeting were Councilors Caroline Bays (Chair) Susan Falkoff (Vice Chair), Angeline Kounelis (Secretary), Council President Mark Sideris, Councilor Anthony Donato and Councilor Kenneth Woodland.

Town Council Clerk Evaluation and Salary Adjustment

President Sideris presented background information and a copy of the latest Council Clerk evaluation (attached). Ms. Pronovost, the Council Clerk, began work on January 20, 2016 at a salary of \$22.89/hour. She has received no raise since that time. The raise for Town Hall Associates was 2.25% for FY 17 (Ms. Pronovost worked only for half of that FY) and 2.0% for FY 18 and FY 19. He also noted that, in his opinion, she has done a stellar job in her role.

Councilor Falkoff made a motion to ask the council to approve a 2.0 raise for year FY18 and a 2.0 raise for FY 19. Councilor Kounelis seconded and the motion passed unanimously.

Since the proposed raise is not merit-based, it is not necessary to do an evaluation of the clerk at this time.

Town Auditor Evaluation and Salary Adjustment

President Sideris presented the most recent auditor evaluation (attached) and some information about auditor salaries in neighboring towns. Councilor Woodland noted that many Massachusetts towns have auditors who are close to retirement and they have been proving hard to replace. Mr. Tracy's current salary is \$126,862 which includes a \$15,000 stipend for being the Assistant Town Manager for Finance and a \$4000 stipend for being a member of the Retirement Board. President Sideris noted that the retiring and the new School Business Directors are receiving more than this amount. He has not received a raise for years FY 18 or FY 19. Other non-union personnel were granted raises of 2.0-3.53% for FY 18, at the discretion of the Town Manager based on performance measures.

After discussion, Councilor Falkoff made a motion to ask the Council to evaluate the Town Auditor using the most recently-used form. (This form will be voted on by the committee at a brief meeting that will take place before the next Town Council meeting) and decide on an appropriate raise after the evaluations are completed. Councilor Kounelis seconded and the motion carried 3-0.

Town Council Salary

Councilor Kounelis provided the comparative salary information that the Council had reviewed before raising the salary from \$5000 to \$7500 for the current term. President Sideris noted that the job was so much more time-consuming now that it used to be that he has wondered if the current salary, even though recently raised, is fair. Former Councilor Aaron Dushku had written the committee to argue for a

raise. He estimated that he had spent 10-15 hours on Council business and he provided the following table that suggested a fair range of \$13,000-\$19,000/year:

hours/week	10	15
dollars/hour	\$ 25	\$ 25
dollars/week	\$ 250	\$ 375
annual salary	\$ 13,000	\$ 19,500

Councilor Woodland calculated that if we spent 20 hours per week on Council business, at minimum wage, that would give us an annual salary of \$11,400.

Councilor Falkoff made a motion, seconded by Councilor Kounelis, to ask the Town Council to ask the Personnel Director to provide us with updated salary information for

- The 13 communities with our form of government, noting the 4 other cities with demographics similar to ours
- Communities that about Watertown,

And to include:

- The number of meetings per month
- The number of councilors or selectmen
- The town population
- The town's annual budget

The motion carried unanimously. The committee will reconvene when this information is available.

The meeting adjourned at approximately 8:30 PM.

Note that the three Action Items resulting from this meeting are noted in Boldface.

Respectfully Submitted,

Susan Falkoff, Vice chair

Town of Watertown

EMPLOYEE PERFORMANCE REVIEW – COUNCIL CLERK

EMPLOYEE INFORMATION

Reviewer: _____

Date: _____

GOALS FOR COMING YEAR

1.

2.

3.

EVALUATION

	(1) Unsatisfactory	(2) = Marginal	(3) = Meets Requirements	(4) = Exceeds Expectations	(5) = Exceptional
Demonstrates Required Job Skills And Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has The Ability To Learn And Use New Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses Resources Available In An Effective Manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds Effectively To Assigned Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets Attendance Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listens To Direction From Councilors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes Responsibility For Actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honors Commitments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Problem Solving Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offers Constructive Suggestions For Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Generates Creative Ideas And Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets Challenges Head On	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Innovative Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Town Auditor: Management Performance Evaluation

Watertown, MA

Date:

Evaluator:

Rating Scale

- 5 Excellent
- 4 Very good/superior
- 3 Good/Above average
- 2 Satisfactory
- 1 Needs improvement
- N/A Do not have sufficient information to assess

	5	4	3	2	1	N/A
Leadership Consider leadership effectiveness including roles in working with Council and its Subcommittees on financial and budgeting issues, decision-making, and developing and managing the department						
Quality of Work and Service to Town Assess depth and completeness of the Town Auditor's knowledge of work to be done as it relates to the overall Town financial and budget needs and the established standards and policy guidelines. Assess ability to handle issues and resolve problems efficiently and effectively.						
Productivity Consider the contributions of the Auditor's department to the Town as a whole; and the Town Auditor's role in assisting the department and overall Town staff in working more efficiently and productively.						
Initiative and Creativity Consider willingness to carry out unanticipated tasks. Also consider record of developing and implementing successful new ideas, new solutions, new procedures, or new programs designed to meet Town needs. Consider willingness to go "above and beyond" effort on behalf of the Town.						
Adaptability Consider flexibility in responding to changes in Town's priorities, and ability to maintain effective performance under changing conditions. Evaluate ability to oversee multiple responsibilities and activities.						
Communication Evaluate personal interaction with Council and its subcommittees, other Town staff, supervisor, other Town departments. Consider ability to convey ideas persuasively, either informally or in a prepared presentation. Assess timeliness, appropriateness and clarity of communication with Council.						
Cooperation Consider overall working relationships with Council and its Subcommittees. Evaluate cooperation and support offered to the Council.						

Additional comments (Use reverse if necessary):

Goals for the coming year:

Community	Town Council or Selectmen Salary	FY16	Take own Subcommittee minutes Yes/No	Two Meetings/Month	# of members
Braintree	\$7,500 (President); \$5,000 (Councilors)	Y	No	2 meetings per month (1 in July 1 in August)	9
Weymouth	\$9,500 (President), \$7,500 (Councilors)	Y	No, independent contractor	2 meetings per month	11
Franklin	volunteers		Yes	2 meetings per month (1 in summer)	9
Palmer	\$1,200 stipend	Y	Yes	1 meeting per month on website	7
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Barnstable	\$12,000 (President) \$10,000 (Vice President) \$8,000 (Councilors)	y	Council Administrator takes subcommittee minutes. Town Clerk records T.C. meetings	2 regularly-scheduled (1 in summer)	13
Southbridge	volunteers	Y	Yes chair of subcom. Takes minutes	2 regularly-scheduled	9
NOTE:					
Newton City Council meets as a body of 24 twice a month. Each Councilor serves on two committees which meet two or three times a month depending on the committee.					
Each councilor will have four or five official meetings a month.					

Committee on Personnel and Town Organization

Meeting Date: November 26, 2018

Read: January 22, 2019

The Committee met in the Town Council Office on November 26, 2018 at 7:15 pm. Attending were Caroline Bays, Chair, Susan Falkoff, Vice Chair, and Angeline Kounelis, Secretary. Also attending: Town Council President Mark Sideris, Councilors Anthony Donato and Kenneth Woodland, and resident Elodia Thomas.

I. The committee first discussed whether to increase **Town Council salaries**. The committee reviewed data on salaries from other communities and there was a lively discussion of pros and cons that included the following points:

- Other communities are currently considering raising salaries (Bays)
- Former Councilor Dushku sent a memo suggesting that salaries be raised to professional full-time salary levels (Bays)
- Changing the job to full-time would require a charter change (Sideris)
- The Council has voted down a raise on some occasions and the successful vote to raise salaries was recent (Kounelis)
- If the Councilors were paid at minimum wage for 20 hours/week, the salary would be \$11,000. Towns with volunteer government have trouble finding qualified people. (Woodland)
- We have volunteer Boards. If the Councilors get a raise, maybe Board members should too (Kounelis)
- We do have trouble attracting good people for the Boards (Sideris)
- No matter if it is \$5,000 or \$27,000, the pay is still part-time and so an individual needs another source of income. (Kounelis)
- What if the salary went up every year via a Cost of Living Increase instead of setting a fixed amount? (Bays)
- Since the Charter mandates the Town Council set a salary, a COLA-type system would require a charter change but it would save the trouble of repeating this conversation. We are close to the next Charter Review (Sideris)
- It would be hard for me, as a first-time councilor, to vote yes on a raise (Donato)

Councilor Falkoff made a motion, seconded by Councilor Kounelis, to defer the issue of Council compensation until the next Charter Review. The motion carried 3-0.

II. The Committee next took up the issue of the **Town Auditor's salary**. Councilor Kounelis noted that the Committee had voted to discuss this after the Councilors had completed evaluations on the auditor's job performance. President Sideris said there had been miscommunication about the evaluation and the form would go out ASAP. The committee will reconvene once the evaluations have been compiled and presented.

The meeting adjourned at 7:50 pm.

Respectfully submitted, Susan Falkoff

Buys Handout

4/13/22

Cities inside 495	County	Form of Government		Founded	Population	Budget	Salary	Notes
Winthrop	City[4]	Suffolk	Council-manager	8.3	2	1852	19,316 36 million	\$2,600
Amesbury	City	Essex	Mayor-council	13.7	12.3	1668	17,366 69 million	3,000
Framingham	City	Middlesex	Mayor-council	26.5	25	1700	72,362 307 million	5,000 president -7,500
Malden	City	Middlesex	Mayor-council	5.1	5	1649	66,263 188 million	5,000
Melrose	City	Middlesex	Mayor-council	4.8	4.7	1850	29,817 91 million	5,000
Randolph	City[4]	Norfolk	Council-manager	10.5	10.1	1793	34,984 33 million	5,000
Braintree	City[4]	Norfolk	Mayor-council	14.6	13.8	1640	39,143 145 million	7,500
Watertown	City[4]	Middlesex	Council-manager	4.1	4	1630	35,329 160 million	7,500
Newburyport	City	Essex	Mayor-council	10.7	8.3	1764	18,289 75 million	9,000 president - 11,000
Methuen	City[4]	Essex	Mayor-council	23	22.2	1725	53,039 170 million	10,000 chair - 15,000
Taunton †	City	Bristol	Mayor-council	48.4	46.7	1639	59,408 162 million	10,000
Weymouth	City[4]	Norfolk	Mayor-council	21.6	16.8	1635	57,437 183.6 million	10,000 president - 11,000
Marlborough	City	Middlesex	Mayor-council	22.1	20.9	1660	41,793 173 million	10,664
Peabody	City	Essex	Mayor-council	16.8	16.2	1868	54,481 163 million	11,016
Woburn	City	Middlesex	Mayor-aldermen	12.9	12.7	1642	40,876 160 million	11,150.00
Beverly	City	Essex	Mayor-council	22.6	15.1	1668	42,670 144 million	11,733
Chelsea	City	Suffolk	Council-manager	2.5	2.2	1739	40,787 249 million	14,000
Salem †	City	Essex	Mayor-council	18.3	8.3	1626	44,480 662 million	14,000
Revere	City	Suffolk	Mayor-council	10.1	5.7	1846	62,186 241 million	14650 and 5000 stipend
Lawrence †	City	Essex	Mayor-council	7.4	6.9	1847	89,143 103 million	15,000
Haverhill	City	Essex	Mayor-council	35.7	33	1641	67,787 216 million	15,000 president gets 18,000
Newton	City	Middlesex	Mayor-council[7]	18.2	17.8	1688	88,923 462 million	15,500
Brockton †	City	Plymouth	Mayor-council	21.5	21.3	1821	105,643 439 million	16,662
Waltham	City	Middlesex	Mayor-council	13.8	12.7	1738	65,218 299 million	22,554
Lowell †	City	Middlesex	Mayor-manager-	14.5	13.6	1826	115,554 464 million	25,000 2016
Lynn	City	Essex	Mayor-council	13.5	10.7	1629	101,253 407 million	25,000
Somerville	City	Middlesex	Mayor-council	4.2	4.1	1842	81,045 286 million	25,000
Everett	City	Middlesex	Mayor-council	3.7	3.4	1870	49,075 260 million	25,500 has a legislative aid - 54,000
Medford	City	Middlesex	Mayor-council	8.7	8.1	1630	59,659 191 million	29,360 president - 32,000/vp 30,000
Quincy	City	Norfolk	Mayor-council	26.9	16.6	1792	101,636 346 million	35,000
Cambridge †	City	Middlesex	Mayor-manager-	7.1	6.4	1636	118,403 748 million	83,404
Boston †	City	Suffolk	Mayor-council	89.6	48.3	1630	675,647 3,760 million	103,500
Bridgewater	City[4]	Plymouth	Council-manager	28.2	27.5	1656	28,633 66 million	0?



Watertown City Council

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

ELECTED OFFICIALS:

Committee on Personnel and City Organization

Monday, February 7, 2022

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

The Committee on Personnel and City Organization held a public meeting on Monday, February 7, 2022, at 6:00pm.

Committee Chair Bays called the meeting to order at 6:05pm. Attendees included John Gannon, Committee Vice Chair, City Council President Mark Sideris, and City Councilors Tony Palomba and Vinnie Piccirilli. The purpose of the meeting was to initiate a discussion on creating the position of City Council analyst.

As part of the City election vote last November, voters adopted changes to the City Charter. Section 2-7(c) of the amended City Charter provides for the appointment of a council analyst.

Section 2-7(c) of the City Charter reads as follows: (c) Analyst – The city council, by the affirmative vote of at least five members, shall appoint a council analyst, who may serve in a full-time or part-time capacity, for a term of three years. The analyst shall provide assistance with legislative oversight and research, and shall not be involved in the day-to-day administrative detail of the operations of the city. The analyst shall make periodic reports to the council, with such frequency as the council by ordinance, by rule, or by other vote may direct, but not less frequently than quarterly. All officials of the city shall cooperate with the analyst in the performance of this oversight function. The analyst shall have such other powers and duties as may be provided by charter, by ordinance, or by vote of the council.

Attendees discussed their individual visions for the duties of the position. Attendees decided that it would be advisable to send out a survey to all councilors seeking each councilor's feedback on job responsibilities they envision for the position, a description of day-to-day work projects to be assigned to the analyst; legislative responsibilities; communication with the council, constituents and city colleagues; involvement with the budget; qualifications; prior work experience; organizational and interpersonal skills needed; the work environment; and supervision and hours worked per week. Chair Bays stated that she would prepare such a survey and send it to councilors. Once the surveys are returned, Chair Bays stated that she would compile and synthesize the results for discussion at a future meeting.

Councilor Gannon made a motion to adjourn,, which was seconded by Chair Bays. The vote was 2-0.

The meeting adjourned at 7:15pm.

Respectfully submitted,
John Gannon, Committee Vice Chair



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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 Personnel and City Organization Committee

Report of the Meeting of April 13, 2022

The Committee convened on Thursday, April 13, 2022 at 7:00 pm in the Phillip Paine Lower Hearing Room. Present were Councilors Caroline Bays, Chair, John Gannon, Vice-Chair, and Nicole Gardner, Secretary.

Also in attendance were Councilors Palomba and Piccirilli. Councilor Feltner sent a note as she was unable to attend in person; her comments on both matters were reviewed during the meeting and are attached.

The purpose of the meeting was to continue the discussion regarding the creation of the City Council Municipal Policy Analyst, and to discuss and recommend City Council Compensation.

Chair Bays called the meeting to order at 6:06 pm.

Discussion of the City Council Municipal Policy Analyst position

Chair Bays provided a draft job posting for the role, based on the discussion at the PCO's March 14th meeting. The Councilors present reviewed the draft job posting and, after some minor edits, agreed to bring the job description to the full City Council, with a recommendation that the Council accept it and approve it for posting.

--> ACTION ITEM: Councilor Gannon made a motion, seconded by Councilor Gardner, to recommend that the City Council accept the job posting for the Municipal Policy Analyst position, and agree to have it published. Voted unanimously 3-0.

Assuming the City Council accepts the recommendation to accept and publish the job posting; the Committee proposes the following administrative process:

1. Chair Bays will work with the Personnel Office to post the job
 - a. in all usual places used by the City such as Zip Recruiter or Indeed,
 - b. in The Beacon, The State House News Service, and the Master List,
 - c. in those places identified by Community Paradigm during the City Manager search as effective channels to reach diverse talent pools, and
 - d. At Massachusetts universities with graduate programs in public policy or related fields, including but not limited to Suffolk, Northeastern, BU, Brandeis, and the Kennedy School

2. Applicants will be required to get their cover letters and resumes in by one month from the date of the posting; this will be indicated on the posting
3. The PCO will serve as the Screening Committee, working in Executive Session, and will select finalists to present to the full City Council for interviews
4. The PCO will develop a list of interview questions; all Councilors are invited to submit suggested questions to Councilor Bays by May 30.
5. The finalists will be interviewed in open session

--> ACTION ITEM: Councilor Gannon made a motion, seconded by Councilor Gardner, to recommend that the City Council approve that the PCO Committee serve as the Screening Committee, and agree to the process proposed above. Voted unanimously 3-0.

Discussion of the City Councilor Compensation

Chair Bays began the discussion by handing out benchmarks of compensation for cities located inside of Route 495 and similar to Watertown based on population and annual budget.

After some discussion of the data, it was agreed that further review was required, and that the Committee would then reconvene. In particular:

1. Councilor Gannon volunteered to check the salary data to be sure it is up to date, and to also check on health benefits received, to ensure apples to apples comparisons.
2. Once the data is up to date, Councilor Gardner will graph it.
3. Chair Bays will ask all Councilors to provide her their best estimate of average hours worked per week, in their capacity as a Councilor, including preparing for and attending Council and Committee meetings, preparing for and attending City Board, Commission & Committee meetings, reading to stay current, providing constituent services, preparing communications, and so on.

The Committee began discussing how an appropriate compensation level might be determined. Given the current data, Watertown appears to be behind most other municipalities our size.

Chair Bays proposed as a point of principle that the Councilors should make – at least – the minimum hourly wage in Massachusetts; all agreed that minimum wage should be the floor. There was also a discussion of the fact that the current minimum wage is not considered a living wage. The committee will continue the discussion once we have more certainty on how other municipalities are compensating their Councilors.

Councilor Piccirilli recommended that, as a matter of good governance, the City Council put in place a standing referral to the PCO to review City Council compensation at the start of every new term. The Committee like this proposal and will revisit it at our next meeting.

At 7:51 pm the Committee voted unanimously to adjourn.

Report respectfully prepared by Nicole Gardner

List of Attachments:

1. Email from Councilor Feltner
2. Municipal Policy Analyst Job Posting

Hi Caroline et al,

A quick email to summarize interest in analyst position, and Council compensation, since I can't make it to the meeting tonight in person, for the Personnel & City Organization Committee meeting.

Re: new Analyst position for Council support

-I would advise for flexibility in allowing work to be done remotely as needed, especially given need to attract talent in this position (not usual for most municipalities) and evolving workplace (family work balance), and the requirement to be able to attend evening meetings; it also potentially helps remove some barriers persons with disabilities. There is also the issue of balancing physical space needs. Of course I support local, in person work responsibilities.

-I would support a min. of 1 year related work experience vs. 2 years+.

-To clarify, I don't see this as a "constituent services" position and agree with the draft language under "Explicitly excluded". I do think it's best policy to include, as in current draft "capable of developing collaborative and collegial working relationships across all diverse stakeholders" this advisory position to City Council.

-It's unclear what things made it into the job description based on the minutes, from the preferred skills and other attributes listed in the "combined feedback" and other suggestions, and unanswered questions from last night's Council meeting. But thanks to everyone's efforts on this to date.

Re: Council compensation

-I would hope tonight is a starting point for discussion and that we would be given an opportunity to weigh in on factors other than the "data sheet" that was attached to the Agenda. It could be helpful to hear and learn from some previous-serving councilors' perspectives as well.

-A few reasons for more discussion, beyond say population+budget, and for shared information include ten. of any new implementation being 4 yrs away, realistically probably not going to be re-visited again soon, issues such as growth and impact on town/council business, comparison and level of Council support/s, dynamics of our form of government. Perhaps I'm looking further out than others, while we're at it.

-Of course councilors dedicate varying amounts of time to this service, but I think there should be a more general awareness of bare minimums along with the range of realistic hours and duties that are devoted. And in the spirit of transparency, folks should be aware of what "compensation" means -access to what benefits. I've tracked much of my time and would like to share this in the near future as possible.

I hope this message makes it to you all in time for deliberations tonight, even as I appreciate talking with you a bit earlier today.

Thanks much, Lisa

*Lisa J. Feltner, Watertown Councilor District B
Direct (617) 926-5344; or Council Clerk Office (617) 927-6470*

Job Posting - Municipal Policy Analyst City of Watertown

The City of Watertown is searching for a full-time Municipal Policy Analyst to provide professional research and policy analysis to the City Council.

Responsibilities:

Research - Conduct primary and secondary research in support of City Council Committees or the City Council In Its Entirety, for the purpose of developing ordinances or policies for Watertown, including research on rules and ordinances used by other municipalities, municipal public policy, regulations, best practices and emerging practices.

Analysis - Analyze, document and present findings to the relevant Committee or the full City Council.

Drafting legislation - Prepare draft language for ordinances and resolutions, under the direction of an appropriate Committee Chair as designated by the City Council President.

Communicating with the City Council - Attend City Council and Committee meetings as directed, and keep Committee Chairs up to date on projects they are working on.

Communicating with others - Develop collegial working relationships with City Administration employees and Watertown Boards, Committees & Commissions. They will be expected to develop relationships with relevant professional organizations such Metropolitan Area Planning Council and Massachusetts Municipal Association, and with peer staff in other municipalities.

Budget - Support the Budget & Fiscal Oversight Committee by researching, reviewing, and assisting in drafting the Capital Improvement Program recommendations, and in compiling, researching, and assisting in drafting the Budget Policy Guideline recommendations.

Direct Report - Work collaboratively and closely with the City Council President or designee; report to the City Council President or designee.

Qualifications:

Experience in primary and secondary research, data analysis and interpretation, and data visualization

Strong verbal and written communication skills, including crafting compelling and data driven narratives

Good working knowledge of standard computer programs and productivity tools used in business, i.e. word processing, spreadsheets, slide writing, cloud-based file management

Strong organizational skills and self-management skills; a high degree of initiative

Capable of developing collaborative and collegial working relationships

Must be available to occasionally attend evening Committee or City Council meetings as needed

A Bachelor's degree, a Master's degree a plus

A minimum of 2 years of relevant experience, such as working on legislation, policy and programs at a municipal, state or federal level, familiarity with municipal budgeting processes, or familiarity with municipal, state or federal law

Available to work in office on a daily basis

Benefits:

Full-time position, but with flexible hours and paid vacation.

Confidential non-union position, salary of \$65,000-\$75,000 (commensurate with experience) and with a full benefits package

The analyst will have a six-month probationary period followed by a review, and assuming a full time appointment, will then receive annual reviews

The City of Watertown is an Equal Opportunity / Affirmative Action employer.



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Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

Committee on Personnel and City Organization Meeting November 15, 2022

The Committee convened at 6:30 pm on Tuesday, November 15, 2022 in the Phillip Pane Lower Conference Room, Ground Floor.

Councilors Caroline Bays, Chair, John Gannon, Vice-Chair, and Nicole Gardner, Secretary. Also in attendance were City Council President Mark Sideris, and Councilors Lisa Feltner and Vinnie Piccirilli.

The purpose of this meeting was to discuss potential amendments to City Council Salaries.

Chair Bays called the meeting to order at 6:35 pm and opened the meeting by reminding all present that this was the second meeting of the PCO on this topic.

For context, the salary history for City Councilors is

- From January 1999 through December 2018, salaries were \$5,000, with no adjustment over 19 years
- In January 2019 salaries were raised to \$7,500, where they have remained until present, with no adjustment over 4 years

Chair Bays referred us to an updated chart of councilor salaries in comparative cities, and a graphic of the data. The councilors discussed the data presented and agreed that there were no specific implications or conclusions that could be drawn from the research. Deeper research and analysis is needed, such as the value of pension and medical benefits, and the number of Council meetings per year. In addition it is hard to draw conclusions based on the different political realities in each municipality.

Councilor Feltner shared that she tracks full council meetings, City Council Committee meetings, and some resident board and commission meetings in her calendar. She estimates that for those meetings alone she averages around 120 meetings per year, and 260 hours per year. This estimate substantially underestimates the true hours worked per year, because it excludes time spent on:

- District development project meetings,
- Time spent on creating minutes/reports,
- Meeting prep and research,

- Constituent services in meetings or communications,
 - Neighbor or community group meetings
 - Time with Watertown staff or other officials,
 - Communications such as newsletter, updating web page, etc.
 - Other public meetings or time devoted to many topics, such as: Comprehensive Plan, RMUD, Arsenal Yards, MassDOT Arsenal Corridor, AOTC-AthenaHealth, iCube, Watertown Square Improvements, School Assessments, Airplane Noise, Charter Review Committee, School Building Committee, Complete Streets, Mount Auburn Street redesign, Community Preservation, Bicycle-Pedestrian Plan, Climate-Energy-Resilient Watertown, our MVP Greening, Mass. Municipal Association, MBTA or other state agencies, our capital improvement projects such as Victory Field, Arsenal Park, Filippello Park and lighting
- Councilor Feltner's write up of her research is attached to these minutes.

Chair Bays presented an analysis, attached, showing what councilor salaries would be if they were paid minimum wage per hour, across three estimates of hours worked per year. The estimated annual salary ranges \$13,800 to \$17,250 per year. Refer to the second ta

Council President Sideris opposed such a big leap in salary, saying it was untenable. Instead, he suggested amending the Councilor Salary Policy to include an automatic annual COLA of 2.5%, to take effect in January 2023.

Councilor Gardner expressed a concern that we need information on what the proper salary should be, in fairness to those who will serve as councilors in the future. She noted that last year the Charter Review Committee was concerned that the Council compensation was too low for two reasons:

- The increased workload, complexity, and scope of the role compared to prior years
- The need to ensure that people are compensated fairly, so that the role can be served for any citizen in Watertown, without undue hardship, not only those with significant savings or high salaries, or who aren't facing expenses such as college for their kids.

Councilor Piccirilli suggested that we could take a first step toward reaching appropriate compensation by applying an annual COLA of 2.5% to the 2018 salary of \$7500 and use that to calculate the salary for January 2024.

The Committee calculated that the 2024 and 2025 salaries that would result from this approach would be:

- For Councilors: \$8,700 in 2024, and \$8,900 in 2025.
- For the Council President: \$12,000 in 2024 and \$12,500 in 2025.

Chair Bays suggested we could use the COLA approach as a stop gap measure for 2024 and 2025, and that we should create a Blue Ribbon Resident Committee to

review this matter in greater depth and come back with a recommendation to the PCO and ultimately the Council. Other councilors liked this approach.

The Councilors discussed whether a Blue-Ribbon Resident Committee could be selected and convened in time for them to be able to do an in-depth review of councilor compensation in comparable municipalities and come back with a recommendation to the Council for deliberation and decision making by June 2023. There was a consensus that time was too tight.

--> **Action Item:** Councilor Gardner made a motion, seconded by Councilor Gannon, to recommend that the City Council amend the salary for City Councilors to \$8,700, effective January 1, 2024, and \$8,900 effective January 1 2025. Approved 3-0

--> **Action Item:** Councilor Gardner made a motion, seconded by Councilor Gannon, to recommend that the City Council amend the salary for the Council President to \$12,000, effective January 1, 2024, and \$12,500 effective January 1, 2025. Approved 3-0

--> **Action Item:** Councilor Gardner made a motion, seconded by Councilor Gannon, that the City Council recommend that the next seated City Council create a Blue-Ribbon Resident Committee whose purpose will be to study compensation and salary structure for the roles of Council and Council President and make recommendations to the City Council. Approved 3-0

At 7:36 p.m. Councilor Gardner made a motion to adjourn, seconded by Councilor Gannon. Approved unanimously.

Report prepared by Nicole Gardner

Attachments:

Comparatives for Council Salaries

Bubble Chart of Salaries for Selected Municipalities

Councilor Feltner Email

Councilor Bays Estimates of Salary at Minimum Wage

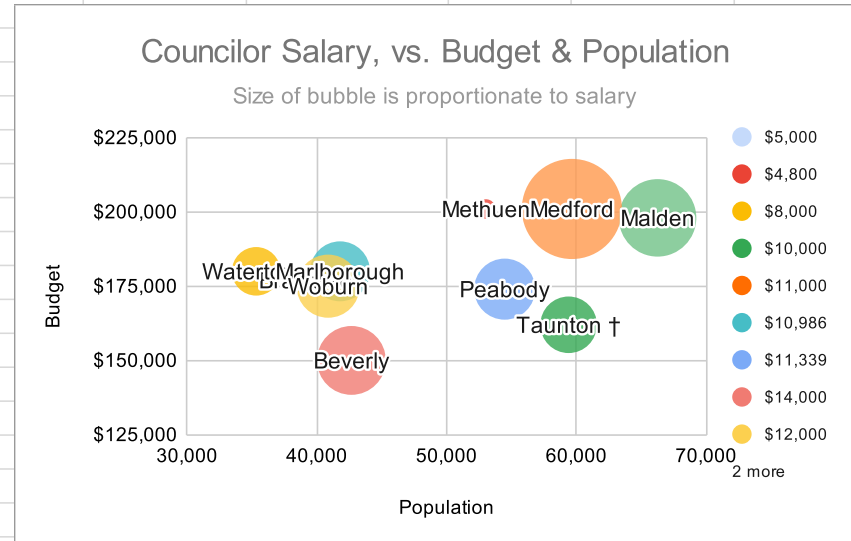
Ordinance setting Town Councilor Salaries Effective January 2, 2018

Compensation Calculations			
These were prepared by Councilor Bays			
20 hours per week for 42 weeks		$20 \times 42 = 840$	20 hours a week except July August
10 hours a week for 8 weeks		$10 \times 8 = 80$	and assumes a 2 week vacation
		\$13,800	assumes \$15/hour effective Jan 1 2023
25 hours per week for 42 weeks		$25 \times 42 = 1050$	25 hours a week except July August
12.5 hours per week for 8 weeks		$12.5 \times 8 = 100$	
		17250	
25 hours per week for 36 weeks		$25 \times 36 = 900$	25 hours a week but has a longer range of times off
10 hours per week for 14 weeks		$10 \times 14 = 140$	
		15600	

City	Population	Budget '23	Salary	Council President	Health Ins option	County	Form of Government	Area in Square miles
Braintree	39,143	\$177,000	\$5,000	\$7,500		City[4] Norfolk	Mayor-council	14.6
Methuen	53,039	\$201,000	\$4,800	\$6,000	y	City[4] Essex	Mayor-council	23
Watertown	35,329	\$180,000	\$8,000	\$2,500	y	City[4] Middlesex	Council-manager	4.1
Taunton †	59,408	\$162,000	\$10,000			City Bristol	Mayor-council	48.4
Weymouth	57,437	\$264,000	\$11,000	\$12,000		City[4] Norfolk	Mayor-council	21.6
Marlborough	41,793	\$180,000	\$10,986			City Middlesex	Mayor-council	22.1
Peabody	54,481	\$174,000	\$11,339			City Essex	Mayor-council	16.8
Beverly	42,670	\$150,000	\$14,000	\$15,000		City Essex	Mayor-council	22.6
Woburn	40,876	\$175,000	\$12,000	\$14,000		City Middlesex	Mayor-aldermen	12.9
Malden	66,263	\$198,000	\$17,500			City Middlesex	Mayor-council	5.1
Medford	59,659	\$201,000	\$29,360	\$32,500.00		City Middlesex	Mayor-council	8.7

Methuen 2020 effort to raise the salary to \$10,000 failed.

Beverly's current salary is \$11,733.



Hi Nicole,

If you would be so kind as to include some of my shared information at PCO committee mtg re: Council compensation. I think it would be helpful to have in the records for future consideration on this matter by others.

Best, and thanks! Lisa

I started logging time devoted to Council, because the topic of having some data along with a better understanding of how much commitment may be required to serve was frequently on residents' minds, along with town council compensation, shortly after I was first elected. Below is a limited snapshot of my individual participation from 2016-2021. I've been averaging over 120 mtgs and 260 hrs/yr, which just includes full council, council committees, and some local board/commissions/committees participation. I assigned 3hrs to full council mtgs, and 2hrs to the council committees and local board mtgs.

Personally, I also wanted to check on our assumed busy vs. quiet periods. FYI, I found that August is the least scheduled in all years, with a rather steady flow of commitments in other months. Of course, this is just my experience, based on assigned committees, issues, level of interest, etc. so I focused on what I consider "basic" and required meetings (I did not count council executive sessions separately).

In terms of basic salary or annual compensation, here's what I found and verbally shared with the PCO committee:

Starting with 1980 salary of \$4626, a yearly 2.5% increase (not including President):
to 1994 would be \$6537, when council was raised to \$4500;
In 2010 it would have equaled \$9,705, when council was raised to \$5000;
In 2018 it would have been \$11,824, when council was raised to \$7500.
In 2024 it would be \$13,713 (2025 \$14,055) based on the original 1980 base compensation.

At the Nov 15 meeting, we calculated that a 2.5% increase on current \$7500 starting from January 2018, would realize \$8698 in 2024 or \$8915 in 2025; and based on the current \$10,500 for Council Pres, a 2.5% increase would come to \$12,177 in 2024 or \$12,481 in 2025.

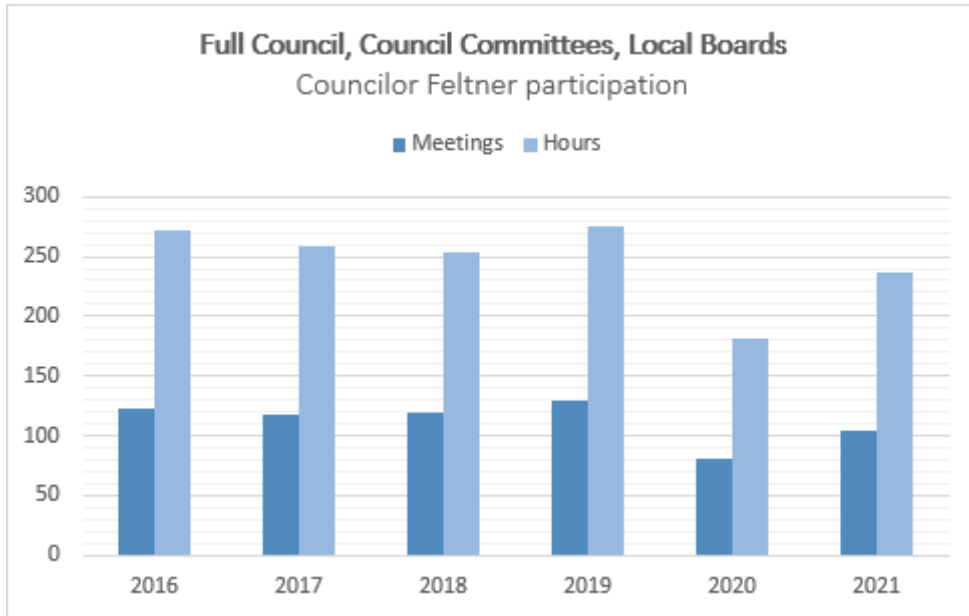
Please note that my tally:

Does not include District development project meetings, or time spent on creating minutes/reports, or meeting prep and research. Does not include constituent services in meetings or communications, nor neighbor or community groups.

Does not include meeting time with Watertown staff or other officials, or evaluations.

Does not include other public meetings or time devoted to many topics, such as: Comp. Plan, RMUD, Arsenal Yards, MassDOT Arsenal Corridor, AOTC-AthenaHealth, iCube, Watertown Square Improvements, School Assessments, Airplane Noise, Charter Review Committee, School Building Committee, Complete Streets, Mount Auburn Street redesign, Community Preservation, Bicycle-Pedestrian Plan, Climate-Energy-Resilient Watertown, our MVP Greening,

Mass. Municipal Association, MBTA or other state agencies, our capital improvement projects such as Victory Field, Arsenal Park, Filippello Park and lighting...



Council Salary	Calendar Year
\$7,500	2018
\$7,688	2019
\$7,880	2020
\$8,077	2021
\$8,279	2022
\$8,486	2023
\$8,698	2024
\$8,915	2025

President Salary	Calendar Year
\$10,500	2018
\$10,763	2019
\$11,032	2020
\$11,307	2021
\$11,590	2022
\$11,880	2023
\$12,177	2024
\$12,481	2025

Comment
Current Council Salary established 1/2/18
2.5% increase
2.5% increase
2.5% increase
2.5% increase
2.5% increase
2.5% increase - Propose \$8,700 effective 1/1/24
2.5% increase - Propose \$8,900 effective 1/1/25

Comment
Current Council Salary established 1/2/18
2.5% increase
2.5% increase
2.5% increase
2.5% increase
2.5% increase
2.5% increase - Propose \$12,000 effective 1/1/24
2.5% increase - Propose \$12,500 effective 1/1/25



Watertown Town Council

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

ORDINANCE # 35

O-2016- 35

AN ORDINANCE ESTABLISHING TOWN COUNCIL SALARIES

WHEREAS, Section 2-3 of the Town of Watertown Home Rule Charter provides that the Town Council may, by ordinance, provide an annual salary for its members.

NOW THEREFORE BE IT ORDAINED by the Town Council of the City Known as the Town of Watertown that the Council hereby establishes the Town Council Salary as follows:

Effective January 2, 2018, the salaries of the Town Council shall be established as follows:


Councilor - \$7,500 per annum.

Council President - \$10,500 per annum

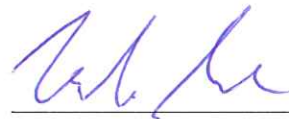


Council Member

I hereby certify that at a regular meeting of the Town 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 14, 2016.



Marilyn W. Pronovost, Council Clerk



Mark S. Sideris, Council President



Watertown City Council

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

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

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

John M. Airasian
Councilor At Large

Caroline Bays
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

ORDINANCE # 26

O-2023- 26

AN ORDINANCE ESTABLISHING CITY COUNCIL SALARIES

WHEREAS, Section 2-3(a) of the City of Watertown Home Rule Charter provides that the City Council may, by ordinance, provide an annual salary for its members.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that the Council hereby establishes the City Council Salaries as follows:

Effective January 1, 2024, the salaries of the City Council shall be established as follows:

Councilor - \$8,700 per annum.

Council President - \$12,000 per annum

AND BE IT FURTHER ORDAINED as follows:

Effective January 1, 2025, the salaries of the City Council shall be established as follows:

Councilor - \$8,900 per annum.

Council President - \$12,500 per annum

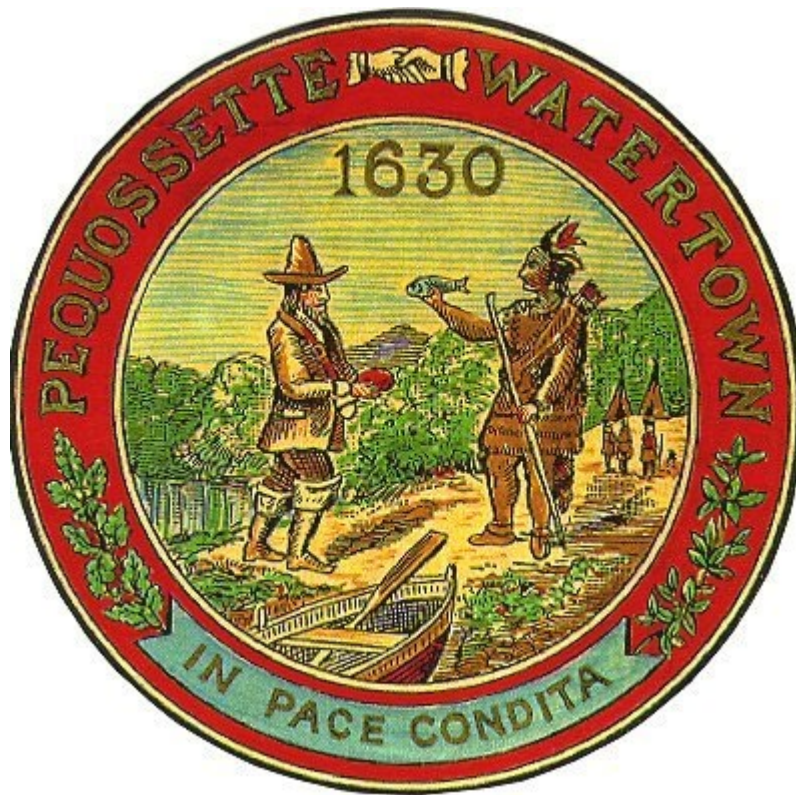

Council Member

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 9 for, 0 against and 0 present on May 23, 2023.


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

Blue Ribbon Committee Introductory Presentation



Doug Newton

Municipal Policy Analyst

dnewton@watertown-ma.gov

617-972-6486 ext. 12108 (w)

857-262-2546 (c)

My Role

- ▶ Municipal Policy Analyst
 - ▶ Staff contact for Blue Ribbon Committee
- ▶ Support for the Committee's work
- ▶ Highly invested in the Committee's success, not at all invested in the final recommendation
- ▶ Gathering data, organizing meetings with experts, conducting research

The Committee's Role

- ▶ The people decide Councilors' pay. Examine whether to adjust the council's salary.
- ▶ Set own schedule, though I can assist and facilitate.
- ▶ Deliberate amongst yourselves, though can also seek the opinions of others.
- ▶ Make official recommendation to the Council by December 10, 2024 Council meeting.

Current Situation

- ▶ Current salary is \$8,700 per year for Councilors and \$12,000 for the Council President. Scheduled increase to \$8,900 for Councilors and \$12,500 for the Council President in January 2025.
 - ▶ Approved in January 2023 along with the formation of what would become this Blue Ribbon Committee
- ▶ Key topics in Council Salary Considerations:
 - ▶ Roles and responsibilities of councilors and how they vary/change.
 - ▶ Comparisons between cities
 - ▶ Pros and cons of a higher or lower salary
 - ▶ To link to inflation/cost of living or not

Past Research

- ▶ Conducted a study of cities with council forms of government and populations between 30k and 50k.
 - ▶ Some council-manager, others council-mayor
 - ▶ Considered budget size
 - ▶ Examined those who have recently adjusted council salary
 - ▶ Also considered composition/selection of this committee
 - ▶ Starting point, potentially helpful information. Not exhaustive, not in any way limiting.

Findings

- ▶ Watertown Council salary slightly below average relative to city budget size, slightly above average relative to city population size
 - ▶ Spreadsheets attached, graph in memorandum
- ▶ Did not consider:
 - ▶ Varying responsibilities of councilors by city; evolving responsibilities over time
 - ▶ Limited consideration of pros and cons of higher/lower salaries, whether or not to link to inflation/cost of living.

Public Records & Open Meeting Law

- ▶ The Committee is subject to the Open Meeting Law.
 - ▶ Presentation from City Attorney Mark Reich
 - ▶ Avoid reply-all emails
 - ▶ Meetings must be posted 48 hours in advance and open to public
- ▶ All communications with myself, councilors, city staff subject to public records law.

I am here to help!

- ▶ Never hesitate to reach out to me with any questions or concerns
- ▶ Members of the public may do the same
- ▶ dnewton@watertown-ma.gov
- ▶ 617-972-6486 ext. 12108 or 857-262-2546