



City Council Meeting

Tuesday, November 12, 2024 at 6:15 PM
Richard E. Mastrangelo Council Chamber

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on November 12, 2024 at 6:15 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. EXECUTIVE SESSION - 6:15 P.M.
 - A. Executive Session Pursuant to G.L. c. 30A, sec. 3 to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares - Right Turn Addiction Services (American Rescue Plan Act (ARPA) Grant Recipient)
- 3. RETURN FROM EXECUTIVE SESSION 7:00 P.M.
- 4. PLEDGE OF ALLEGIANCE
- 5. PUBLIC FORUM
- 6. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
 - A. Minutes from City Council Meeting October 22, 2024
- 7. PRESIDENT'S REPORT
 - A. Composite Fiscal Year 2024 City Manager Review
- 8. PUBLIC HEARINGS
 - A. Public Hearing and Vote on a Proposed Ordinance Amending the Council Clerk's Salary
 - B. Public Hearing and Vote on a Proposed Amendment to the Fiscal Year 2025 Budget

9. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS

- A. Fiscal Year 2024 Audit Request
- B. First Reading on a Proposed Ordinance Establishing the Memorialization Committee
- C. An Order Relative to Acquiring a Multi-Use Path Easement by Eminent Domain at 357-359 Main Street and Authorizing the City Manager to Execute an Order of Taking on Behalf of the City

10. REPORTS OF COMMITTEES

- A. Committee on Public Works Report regarding its meeting on October 7, 2024 - Piccirilli, Chair
- B. Committee of the Budget & Fiscal Oversight Report regarding its meeting on October 24, 2024 - Piccirilli - Chair

ACTION ITEM:

To recommend that the City Council vote to continue the Watertown Cares Program #10, with Wayside Youth & Family Support Network as the alternative service provider

- C. Committee on Economic Development & Planning Report regarding its meeting on September 30, 2024 - Feltner, Chair

ACTION ITEM:

To recommend that the City Council requests the Administration to develop suggested updates to the TDM Regulations for further discussion by the Committee

ACTION ITEM:

To recommend that the City Council requests the Administration, in conjunction with the Watertown TMA, to explore options to open the Arsenal St shuttles to the public, with a cost/benefit analysis, for further discussion by the Committee

11. NEW BUSINESS

- A. Request for Referral to Committee regarding Food and Beverage Single Use Items

12. COMMUNICATIONS FROM THE CITY MANAGER

- A. Request for Confirmation of Appointment to the Human Rights Commission
- B. ARPA Bid Update
- C. Updates on the Cost/Benefits of a Second Ambulance for the Watertown Fire Department
- D. Manager's Goals for Fiscal Year 2025

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

14. ANNOUNCEMENTS

15. PUBLIC FORUM

16. RECESS OR ADJOURNMENT

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

OCTOBER 22, 2024



Watertown City Council

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

CITY COUNCIL MEETING TUESDAY, OCTOBER 22, 2024, 6:30 P.M. RICHARD E. MASTRANGELO COUNCIL CHAMBER ADMINISTRATION BUILDING, 149 MAIN STREET

MINUTES

ACCESS INFORMATION:

- A. This meeting will be held on October 22, 2024 at 6:30 PM in the Richard E. Mastrangelo Council Chamber
- B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/?channel=3>
- C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>
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1. ROLL CALL

Council President Sideris called to order a regular meeting of the City Council at 6:30 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. (arrived at 6:45), and Council President Mark S. Sideris. Also present were George Proakis City Manager, Mark Reich, City Attorney, Brendan T. McCarthy, Council Clerk, and Doug Newton, Municipal Policy Analyst.

2. EXECUTIVE SESSION – 6:15 P.M.

- A. Pursuant to G.L. c. 20A, §21(a)(2) to discuss strategy sessions in preparation for negotiations with non-union personnel as an open meeting may have a detrimental effect on the City's negotiating position and the Chair so declares - Salary adjustment for Council Clerk

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

The motion passed unanimously in a Roll Call Vote.

3. RETURN TO SESSION – 7:00 P.M.

4. PLEDGE OF ALLEGIANCE

5. PUBLIC FORUM

Peter Centola – 25 Thurston Road – Shared a list of concerns (attached) he maintains after receiving a response from the City Manager's regarding those questions and concerns that he deemed unsatisfactory. He raised concern with a lack of posting for the Assistant Director of Recreation position, which he believes highlights a lack of respect. He labeled the process of filling the roles of Director and Asst. Director as a disaster. He made recommendations for naming the auditorium and gym for the new High School as well as other roads.

6. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS

- A. Minutes from City Council Meeting October 8, 2024

Councilor Piccirilli moved to approve the minutes from City Council Meeting October 8, 2024 and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

7. PRESIDENT'S REPORT

- A. Proposed Resolution regarding the Fiscal Year 2026 Budget Process

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

The motion passed unanimously in a Voice Vote.

8. PRESENTATION OF PETITIONS, PROCLAMATIONS, AND SIMILAR PAPERS AND MATTERS

A. Proclamation in Recognition of National First Responders Day

President Sideris noted the fittingness of this proclamation recognizing the heroics displayed by the Watertown Police and Fire Department in saving a resident's life at a recent fire. He presented the proclamation.

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

The motion passed unanimously in a Voice Vote.

9. PUBLIC HEARINGS

There were no Public Hearings

10. MOTIONS, ORDINANCES, ORDERS, AND RESOLUTIONS

A. First Reading on a Proposed Amendment to the Fiscal Year 2025 Budget

President Sideris suggested to move this item to after the City Manager's budget presentation and City Manager Proakis agreed.

B. First Reading on a proposed Ordinance amending the Council Clerk's salary

President Sideris remarked that the Council Clerk preformed very well in his evaluations, that a change to the Clerk's salary must be done through ordinance, so the public hearing and vote to facilitate the change will occur at the next meeting.

11. REPORTS OF COMMITTEES

A. Committee on State, Federal, & Regional Government Report regarding its meeting on October 15, 2024 - Gardner, Chair

ACTION ITEM:

To recommend that the City Council confirm Christopher Dunn for reappointment to the Board of Election Commissioners for a term to expire on April 1, 2028

ACTION ITEM:

To recommend that the City Council confirm Adam Brewster for reappointment to the Board of Election Commissioners for a term to expire April 1, 2027

Councilor Gardner read 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 first action item and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

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

The motion passed unanimously in a Voice Vote.

B. Committee on Education and School System Matters Report regarding its meeting on October 8, 2024 - Izzo, Chair

ACTION ITEM: To recommend that the City Council approve the reappointment of George Skuse to the WCAC Board of Directors for a term expiring September 15, 2027

ACTION ITEM: To recommend that the City Council approve the reappointment of James O'Conner to the WCAC Board of Directors for a term expiring September 15, 2027

ACTION ITEM: To recommend that the City Council approve the reappointment of Chris Mackenzie to the WCAC Board of Directors for a term expiring September 15, 2027

Councilor Izzo read 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 items and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

C. Committee on Climate and Energy Report regarding its meetings on September 24, 2024 & October 7, 2024 - Palomba, Chair

ACTION ITEM: To recommend that the City Council approve the reappointment of Jeanne Trubek to the WE3C for a term expiring November 15, 2027

ACTION ITEM: To recommend that the City Council approve the reappointment of Silas Fyler to the WE3C for a term expiring November 15, 2027

ACTION ITEM: To recommend that the City Council approve the appointment of Bruce Gellerman to the WE3C for a term expiring November 15, 2025

Councilor Palomba read 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 first and second action items and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

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

The motion passed unanimously in a Voice Vote.

12. NEW BUSINESS

There was no New Business.

13. COMMUNICATIONS FROM THE CITY MANAGER

A. Request for Confirmation of Reappointments to the Public Arts & Culture Committee

City Manager Proakis requested the reappointments of Archy LaSalle, Barbra Epstein, and Jason Wilson to the Public Arts & Culture Committee.

President Sideris stated that these reappointments are referred to the Committee on Economic Development and Planning.

B. Preliminary Budget Overview for Fiscal Year 2026

City Manager Proakis presented his Preliminary Budget Overview for Fiscal Year 2026 linked here: <https://portal.laserfiche.com/Portal/DocView.aspx?id=90745&repo=r-5ece5628>

Key points included:

- General Strategic Priorities include continued fiscal stability, climate mitigation and resiliency, a commitment to planning, enhanced organizational effectiveness, building for the future
- Actual FY24 receipts/revenue significantly exceeded what was in the budget mostly due to fees from developments (not expected to continue to grow at same pace)

and investment income.

- Actual FY24 expenses came in below budget (mostly because of vacant positions in budget) but expected debt should grow for the next few years to pay loans of construction for the new schools.
- In FY24, employment has risen, unemployment has dropped, residential sales volume is down, residential median sales price has stabilized, but has doubled over the decade, permit fee revenue has risen from FY23 but is significantly lower than FY22, total property valuation is at \$11.9 billion, and total valuation - relative share has favored residential due to growth in commercial sector.
- FY25 maintains fully funded pension and OPEB commitments.
- Since 2010, energy use for city operations is down 44% and greenhouse gas emission from city operations is down 40%.
- FY25 has demonstrated a continued commitment to planning with regard to environmental goals, community connectivity and design, housing trust improvements.
- FY25 marks improvements in filled vacant positions (from 12.5% vacancy to 4% in a single year) which will help meet community goals.
- Next generation challenges for building for the future include big ticket items like the Senior Center, East End Fire Station, DPW Staging Area, Watertown Square Plan Implementation, but a new item that needs to be considered is the Watertown Middle School
- A priority will be to responsibly budget in order to avoid a Proposition 2 ½ override, a budget override that Watertown has only enacted in 1995 while other communities have had to use many times.
- The Senior Center will probably be best solved by an on-site resolution where a new building and parking lot switch locations along with the combination of the recreation center.
- East End Fire Station has significant historical value, but the size and layout is outdated and doesn't hold typical fire engines.
- DPW Staging Area needs to be addressed as it's an issue that affects other work that needs to be done in town.
- Watertown Square Area Plan includes intersection and infrastructure work, Library expansion, and potentially a parking garage.
- Watertown Middle School is the last school in Watertown that has not been rebuilt or undergone significant recent renovations.
 - A new school would cost in excess of \$130 million and likely would force a Prop 2 ½ override
 - A substantial upgrade to the school is possible while avoiding an override, but we must have a temporary space for students for 15-18 months (could possibly use the modulars that are being used for the high school students), the project incorporates existing areas of the school that have been recently upgraded, the project includes work already recommended in the capital plan
 - Possible estimates and options for the Watertown Middle School are as follows

- Tear down and rebuild: \$132 million
 - Base repair and code upgrades: \$76.7 million
 - Complete renovation: \$127.8 million
 - Renovate 1922 / upgrade remaining areas: \$120.7 million
 - Replace 1922 / upgrade remaining areas: \$84.8 million
- FY25 budget amendments include increases in revenue and a few one-time expenditure adjustments
 - Free Cash estimated to be certified by years end is \$43,500,000, which would be a record for Watertown
 - FY26 revenue forecast includes real estate and personal property taxes to increase 2.5% per year
 - FY26 funding for optional tax exemption for homeowners at 100% over the statutory level included in the overlay adjustment
 - FY26 Majority of local receipts are projects to remain constant or increase 2.5% annually
 - FY26 Motor Vehicle Excise is projected at to increase by \$125,000 from \$4.6 million
 - FY26 considerations for continued fiscal stability including ensuring continued full pension, address capital plan needs and next capital planning challenges, maintain strong reserves, ensure that the commercial/residential tax split remains at 50%/50%
 - FY26 to continue with 3.5% increase to Education Funding as well as an additional \$100K to aid with pre-k programs

City Manager asked to forward the FY25 Budget Amendment for a public hearing at the next meeting, and also asked that the FY26 Preliminary Budget Overview be referred to the Committee of the Whole.

President Sideris granted those requests with an emphasis on talking the Watertown Middle School project.

City Manager Proakis announced the little forest planting event, the Veteran's Day Breakfast, trick or treat at City Hall, Wicked Watertown, the last farmers market of the season, a Victory Field meeting, and Watertown Square Zoning meetings. He then mentioned ongoing discussion and polling concerning a new proposed Watertown logo that received mixed results.

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

There were no Requests for Information.

13. ANNOUNCEMENTS

Councilor Gardner announced notice that the eastern most part of Mt. Auburn Street will undergo milling and paving until November 1st, a Disability Awareness event at the

Library, and that nominations for the annual Unity Awards are being received.

Councilor Piccirilli remarked that the next step for the budget process is an upcoming BFO meeting.

President Sideris announced that early voting for the general election has already started, as well as the upcoming Watertown Square Zoning Meeting.

14. PUBLIC FORUM

There were no participants in Public Forum.

15. RECESS OR ADJOURNMENT

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

The motion was adopted unanimously in a Voice Vote.

The meeting adjourned at 8:54 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 November 12, 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, October 24, 2024 at 6:30 PM
Richard E. Mastrangelo Council Chamber
Administration Building, 149 Main Street
List of Documents

1. Fiscal Year 2024 Budget Process – Item 7A
2. National First Responders Day – Item 8A
3. Committee on State, Federal, & Regional Government Report 10-23-24 – Item 11A
4. Committee on Education and School System Matters Report 10-8-24 – Item 11B
5. Committee on Climate and Energy Report 9-24-24 – Item 11C
6. Request for Confirmation – PACC – Item 13A
7. Preliminary Budget Overview for FY26 – Item 13B
8. Amendment to FY25 Budget
9. Email from Peter Centola

**ADDENDUM TO THE
MINUTES OF THE OCTOBER
22, 2024 CITY COUNCIL
MEETING**



City Council Meeting

Tuesday, October 22, 2024 at 6:30 PM
Richard E. Mastrangelo Council Chamber

Agenda

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- 1. ROLL CALL
- 2. EXECUTIVE SESSION
 - A. Pursuant to G.L. c. 20A, §21(a)(2) to discuss strategy sessions in preparation for negotiations with non-union personnel as an open meeting may have a detrimental effect on the City's negotiating position and the Chair so declares - Salary adjustment for Council Clerk
- 3. RETURN FROM EXECUTIVE SESSION 7:00 P.M.
- 4. PLEDGE OF ALLEGIANCE
- 5. PUBLIC FORUM
- 6. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
 - A. Minutes from City Council Meeting October 8, 2024
- 7. PRESIDENT'S REPORT
 - A. Proposed Resolution regarding the Fiscal Year 2026 Budget Process
- 8. PRESENTATION OF PETITIONS, PROCLAMATIONS, AND SIMILAR PAPERS AND MATTERS
 - A. Proclamation in Recognition of National First Responders Day
- 9. PUBLIC HEARINGS

10. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS

- A. First Reading on a Proposed Amendment to the Fiscal Year 2025 Budget
- B. First Reading on a proposed Ordinance amending the Council Clerk's salary

11. REPORTS OF COMMITTEES

- A. Committee on State, Federal, & Regional Government Report regarding its meeting on October 15, 2024 - Gardner, Chair

ACTION ITEM:

To recommend that the City Council confirm Christopher Dunn for reappointment to the Board of Election Commissioners for a term to expire on April 1, 2028

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- B. Committee on Education and School System Matters Report regarding its meeting on October 8, 2024 - Izzo, Chair

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ACTION ITEM: To recommend that the City Council approve the reappointment of Chris Mackenzie to the WCAC Board of Directors for a term expiring September 15, 2027

- C. Committee on Climate and Energy Report regarding its meetings on September 24, 2024 & October 7, 2024 - Palomba, Chair

ACTION ITEM: To recommend that the City Council approve the reappointment of Jeanne Trubek to the WE3C for a term expiring November 15, 2027

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ACTION ITEM: To recommend that the City Council approve the appointment of Bruce Gellerman to the WE3C for a term expiring November 15, 2025

12. NEW BUSINESS

13. COMMUNICATIONS FROM THE CITY MANAGER

- A. Request for Confirmation of Reappointments to the Public Arts & Culture Committee
- B. Preliminary Budget Overview for Fiscal Year 2026

14. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
15. ANNOUNCEMENTS
16. PUBLIC FORUM
17. RECESS OR ADJOURNMENT

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

CITY COUNCIL ATTENDANCE
MEETING DATE: OCTOBER 22, 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.	X (arrived@6:45)	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: OCTOBER 22, 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> </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to enter into Executive Session

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: OCTOBER 22, 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 minutes from City Council Meeting October 8, 2024

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: OCTOBER 22, 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 proposed FY26 Budget Process



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: October 7, 2024

RE: Proposed Resolution – Fiscal Year 2026 Budget Process

WHEREAS: Article 5 of the Watertown Home Rule Charter sets out a process for the development and adoption of the annual operating budget and capital improvement program; and

WHEREAS: The City Council wishes to establish a timeline, consistent with the Charter, by which it will provide policy guidance to the City Manager on the development of the budget and capital improvement program; and

WHEREAS: Such a timeline will also give city residents notice of their opportunity to offer input on these important financial matters;

NOW THEREFORE BE IT RESOLVED: That the City Council of the City of Watertown establishes the following timeline for the development of the Fiscal Year 2026 operating budget and capital improvement program:

1. The Fiscal Year 2026 Preliminary Budget Overview will be presented to the City Council by October 22, 2024.
2. The City Council will adopt its Fiscal Year 2026 Budget Policy Guidelines by November 25, 2024.
3. The proposed Fiscal Year 2026-2030 Capital Improvement Program will be presented to the City Council by January 21, 2025.
4. The City Council will adopt its conceptual recommendations on the Fiscal Year 2026-2030 Capital Improvement Program by February 25, 2025, subject to the availability of funds.



Watertown City Council

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

RESOLUTION# 118

2024 - R - 118

RESOLUTION ESTABLISHING THE FISCAL YEAR 2026 BUDGET TIMELINE

WHEREAS: Article 5 of the Watertown Home Rule Charter sets out a process for the development and adoption of the annual operating budget and capital improvement program; and

WHEREAS: The City Council wishes to establish a timeline, consistent with the Charter, by which it will provide policy guidance to the City Manager on the development of the budget and capital improvement program; and

WHEREAS: Such a timeline will also give city residents notice of their opportunity to offer input on these important financial matters;

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4. The City Council will adopt its conceptual recommendations on the Fiscal Year 2026-2030 Capital Improvement Program by February 25, 2025, subject to the availability of funds.

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 October 22, 2024

Brendan T. McCarthy, Council Clerk

Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

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

John M. Airasian,
Councilor At Large

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

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: OCTOBER 22, 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 Proclamation in Recognition of National First Responders Day



Watertown City Council

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

Proclamation in Recognition of National First Responders Day

Whereas, National First Responders Day is a moment to recognize the heroic contributions of those who protect and serve our community; and

Whereas, the City of Watertown acknowledges the unwavering dedication and bravery of our first responders, including firefighters, law enforcement officers, paramedics, and emergency medical personnel; and

Whereas, these individuals demonstrate extraordinary commitment, often placing their own safety at risk, to ensure the well-being and security of our residents; and

Whereas, the first responders of Watertown exemplify the highest standards of professionalism and service, deserving our deepest gratitude and respect;

NOW THEREFORE BE IT PROCLAIMED: That the City Council of the City of Watertown hereby proclaims October 28th as National First Responders Day in honor of the sacrifices and contributions of all first responders.

Let us show our appreciation and support for these essential community members who protect and enrich our lives every day.

IN WITNESS WHEREOF,

I have hereunto set our hand and
Caused the Great Seal of the
City of Watertown to be affixed
On this 22nd day of October 2024

Mark S. Sideris, City Council President



CITY COUNCIL ROLL CALL VOTE
MEETING DATE: OCTOBER 22, 2024

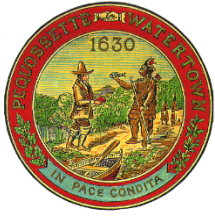
	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<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 State, Federal, & Regional Government Report from its meeting on 10/15/24

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: OCTOBER 22, 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 items from the Committee on State, Federal, & Regional Government Report from its meeting on 10/15/24



Watertown City Council

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

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

Report of the Committee on State, Federal and Regional Government Meeting Date: October 15th 2024

The Committee convened on Tuesday October 15th, 2024 at 5:30pm in the City Council Office. Present were Nicole Gardner, Chair; Anthony Palomba, Vice Chair; and Emily Izzo, Secretary. The purpose of the meeting was to conduct reappointment interviews for the Board of Election Commissioners.

Christopher Dunn

Mr. Dunn has been an election commissioner for twelve years. He explained the committee has a good working relationship. He described how the citizens of Watertown believe in the integrity of the election results. Mr. Dunn grew up in Watertown, and remembers when multiple candidates would run in both parties there would be both Republican and Democratic candidates running for state office making for more competitive races. Mr. Dunn recently took a class at UMASS on polling and one topic was how polarizing politics can be. An observation he had was the challenge of introducing and assembling new technology if everything is not clearly marked, especially for older volunteers. He finds it refreshing working with Watertown's City Clerk Noelle Gilligan, and he feels like he can call her any time and she will respond. He also discussed how Noelle has done a great job with recruiting poll workers and many of the volunteers are getting younger and are willing to take a day off work to volunteer. He admires how she has advanced in the position since she began working in Watertown several years ago.

⇒ **Action Item** Councilor Palomba made a motion, seconded by Councilor Izzo, to recommend that the City Council confirm Christopher Dunn for reappointment to the Board of Election Commissioners for a Term to Expire on April 1, 2028. Voted 3-0.

Adam Brewster

Mr. Brewster has been an election commissioner for about six years. He believes the four members work well together. He feels prepared for Election Day, they put in many hours on the day of the election and try and prepare as much as possible and anticipate any issues that could arise. Having a fantastic and communicative clerk in Noelle Gilligan has been extremely helpful. Hiring new

staff that has experience in other municipalities has been a great way to see how they can serve the voters better, and how we can make improvements. He discussed how the amount of ballot questions does not necessarily make an election more complex and does not mean there is a higher chance we will be audited which has not happened since he has been a commissioner. He noticed how the average age of the poll workers has become younger, and there are roles for all ages when it comes to being a volunteer. He keeps serving as a commissioner because it's an important job, it's vital to have people not working in City Hall being part of the process and aware of the process.

⇒ **Action Item** Councilor Palomba made a motion, seconded by Councilor Izzo, to recommend that the City Council confirm Adam Brewster for reappointment to the Board of Election Commissioners for a Term to Expire on April 1, 2027. Voted 3-0.

The meeting adjourned at 6:04pm.

Report prepared by Emily Izzo.



Watertown City Council

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

RESOLUTION # 119

2024 – R - 119

RESOLUTION CONFIRMING THE REAPPOINTMENT OF CHRISTOPHER DUNN TO THE BOARD OF ELECTION COMMISSIONERS

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of Christopher Dunn to the Board of Election Commissioners for a term to expire on April 1, 2028.



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 October 22, 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

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

RESOLUTION # 120

2024 – R - 120

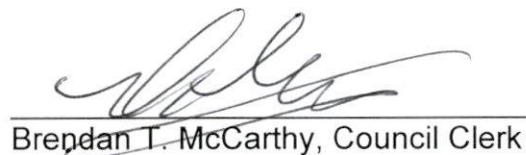
RESOLUTION CONFIRMING THE REAPPOINTMENT OF ADAM BREWSTER TO THE BOARD OF ELECTION COMMISSIONERS

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of Adam Brewster to the Board of Election Commissioners for a term to expire on April 1, 2027.



Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 8 for, 0 against, and 0 present on October 22, 2024



Brendan T. McCarthy, Council Clerk



Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: OCTOBER 22, 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 Education and School System Matters Report from its meeting on 10/8/24

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: OCTOBER 22, 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 items from the Committee on Education and School System
Matters Report from its meeting on 10/8/24



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

Committee on Education and School System Matters

The Committee on Education and School System Matters convened on October 8, 2024, at 5pm in the City Council office. The purpose of the meeting was to conduct interviews with 3 candidates for reappointment for Watertown Cable Access (WCAC) Board of Directors. Present were Emily Izzo, chair; Nicole Gardner, vice chair; John Airasian, secretary.

George Skuse – Mr. Skuse is happy to see the new studio up and running and feels this will allow WCAC to continue to provide high quality programming, information and transparency to the community. He is proud of WCAC being able to provide increased resolution for video on demand. Some concerns he has with the future of WCAC is continued “cord cutting” which decreases the funds WCAC receives and trying to find solutions to cover rent at the new studio has been challenging. Overall, he is very proud of all the information and transparency WCAC provides the community and feels the Board, the staff and volunteers work very hard to make sure it continues.

James O'Connor – Mr. O'Connor has had a great experience on the board. Although there have been many challenges and changes since he first was appointed, he feels WCAC is in a good place to provide the information the community desires. He has been elected Treasurer and dealing with financial challenges which include less revenue from subscribers and paying rent in the new space. He enjoys working with staff and other board members and believes the Executive Director is doing great work with low staff turnover and great retention.

Chris Mackenzie – Mr. Mackenzie has served on the Board since 2016. He currently serves as President and is grateful that the Board has been full for the last several years. He feels things have been running well and they have been able to work together through several challenges over the last few years. Some of the challenges mentioned were getting the staff to grow into the new space which he feels they are doing nicely. Financial challenges facing WCAC continue to mount with less subscribers and added costs in the new space. He is optimistic that this group will find ways to deal with challenges.

Action Item: Councilor Gardner made a motion seconded by Councilor Airasian to recommend the City Council approve the reappointment of George Skuse to WCAC Board of Directors for a term expiring September 15, 2027. The motion passed 3-0

Action Item: Councilor Gardner made a motion second by Councilor Airasian to

recommend the City Council approve the reappointment of James O'Connor to WCAC Board of Directors for a term expiring September 15, 2027. The motion passed 3-0

Action Item: Councilor Gardner made a motion second by Councilor Airasian to recommend the City Council approve the reappointment of Chris Mackenzie to WCAC Board of Directors for a term expiring September 15, 2027. The motion passed 3-0

Meeting Adjourned at 5:50. Minutes by John Airasian

ELECTED OFFICIALS

Emily Izzo,
Chair

Nicole Gardner,
Vice Chair

John M. Airasian,
Secretary



Watertown City Council

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

RESOLUTION # 121

2024 – R - 121

RESOLUTION CONFIRMING THE REAPPOINTMENT OF GEORGE SKUSE TO THE WATERTOWN CABLE ACCESS CORPORATION BOARD OF DIRECTORS

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of George Skuse to the Watertown Cable Access Corporation Board of Directors for a term to expire on September 15, 2027.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 9 for, 0 against, and 0 present on October 22, 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

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

RESOLUTION # 122

2024 – R - 122

RESOLUTION CONFIRMING THE REAPPOINTMENT OF JAMES O'CONNER TO THE WATERTOWN CABLE ACCESS CORPORATION BOARD OF DIRECTORS

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of James O'Conner to the Watertown Cable Access Corporation Board of Directors for a term to expire on September 15, 2027.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 8 for, 0 against, and 0 present on October 22, 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

Administration Building
149 Main Street
Watertown, MA 02472
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RESOLUTION # 123

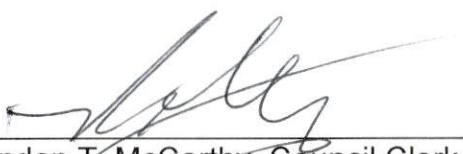
2024 - R - 123

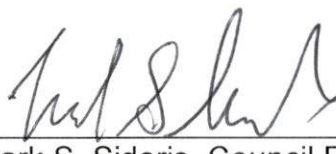
RESOLUTION CONFIRMING THE REAPPOINTMENT OF CHRIS MACKENZIE TO THE WATERTOWN CABLE ACCESS CORPORATION BOARD OF DIRECTORS

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of Chris Mackenzie to the Watertown Cable Access Corporation Board of Directors for a term to expire on September 15, 2027.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 8 for, 0 against, and 0 present on October 22, 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 COUNCIL ROLL CALL VOTE
MEETING DATE: OCTOBER 22, 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 Climate and Energy Report from its meeting on 9/24/24 and 10/7/24

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: OCTOBER 22, 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 items from the Committee on Climate and Energy Report from its meeting on 9/24/24 and 10/7/24



Watertown City Council

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

Climate and Energy Committee Report

The Climate and Energy committee convened on Tuesday September 24, 2024, at 5:30 pm in the City Council office. The purpose of the meeting was to interview Jeanne Trubek and Silas Fyler for reappointment to the Environment and Energy Efficiency Committee (WE3C). Present at the meeting were Tony Palomba, chair; Caroline Bays, vice chair; and John Airasian, secretary.

Jeanne Trubek was interviewed first and asked what her role is and how the committee has been progressing. She stated her role has been to serve as co-chair and feels she has been a senior anchor for the committee since she has been involved for the past 6 years. The committee continues to be busy with several initiatives and her focus has been on transportation. She is pleased to see Watertown continuing to take climate change seriously. She is very excited to see the Whaddah Hoppah move forward and believes regional transit needs to be established through neighboring cities and towns.

Sylas Fyler was asked what the most rewarding aspect of serving on WE3C and he stated he is very impressed with the people, the work ethic and a common desire to get things accomplished. Mr. Fyler spoke briefly on BERDO saying that it is currently in the hands of city staff and believes there will be some more back and forth moving forward, so he could not give a solid timeline on when it would reach council. When asked about what accomplishments he would like to see in the next 2 years, Mr Fyler would like to continue supporting Resilient Watertown and its goals.

Action Item: Councilor Bays made a motion seconded by Councilor Airasian to recommend the City Council approve the reappointment of Jeanne Trubek to WE3C for a term expiring November 15, 2027. The motion passed 3-0

Action item: Councilor Bays made a motion seconded by Councilor Airasian to recommend the City Council approve the reappointment of Sylas Fyler to WE3C for a term expiring November 15, 2027. The motion passed 3-0

The meeting adjourned at 6pm. Minutes by John Airasian

Climate and Energy Committee Report

The Climate and Energy committee convened on Monday October 7, 2024, at 5:30 pm in the City Council office. The purpose of the meeting was to interview Bruce Gellerman for appointment to the Environment and Energy Efficiency Committee (WE3C). Present at the meeting were Tony Palomba, chair; Caroline Bays, vice chair; and John Airasian, secretary.

Mr. Gellerman was drawn to the WE3C as he has a background of over 30 years of experience with climate science. He has worked for NPR and WBUR which included reporting from Chernobyl as well as covering climate talks at the UN. He currently teaches at Simmons College and believes climate is the defining issue of our time. Some things he believes he can help with or accomplish; Mr. Gellerman wants to make sure he understands the ambitions of the committee and the city. He went on to mention, making transitions when it comes to traffic, beautification, tree planting etc. An area of particular interest to him is bike and mobility issues.

Action item: Councilor Bays made a motion seconded by Councilor Airasian to recommend the City Council approve the appointment of Bruce Gellerman to WE3C for a term expiring November 15, 2025. The motion passed 3-0.

Meeting adjourned at 5:45
Minutes by John Airasian

ELECTED OFFICIALS

Anthony Palomba,
Chair

Caroline Bays,
Vice Chair

John M. Airasian,
Secretary



Watertown City Council

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

RESOLUTION # 124

2024 – R - 124

RESOLUTION CONFIRMING THE REAPPOINTMENT OF JEANNE TRUBEK TO THE WATERTOWN ENVIRONMENT AND ENERGY EFFICIENCY 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 reappointment of Jeanne Trubek to the Watertown Environment and Energy Efficiency Committee for a term to expire on November 15, 2027.



Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 8 for, 0 against, and 0 present on October 22, 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

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RESOLUTION # 125

2024 – R - 125

RESOLUTION CONFIRMING THE REAPPOINTMENT OF SILAS FYLER TO THE WATERTOWN ENVIRONMENT AND ENERGY EFFICIENCY 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 reappointment of Silas Fyler to the Watertown Environment and Energy Efficiency Committee for a term to expire on November 15, 2027.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 8 for, 0 against, and 0 present on October 22, 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

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

RESOLUTION # 126

2024 – R - 126

RESOLUTION CONFIRMING THE APPOINTMENT OF BRUCE GELLERMAN TO THE WATERTOWN ENVIRONMENT AND ENERGY EFFICIENCY 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 Bruce Gellerman to the Watertown Environment and Energy Efficiency Committee for a term to expire on November 15, 2025.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 9 for, 0 against, and 0 present on October 22, 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: George J. Proakis, City Manager 

Date: October 16, 2024

RE: Request for Confirmation – Reappointments to the Public Arts & Culture Committee

Pursuant to the provisions of the Watertown Home Rule Charter and Town Council Ordinance 2007-46, An Ordinance on the Timing and Process of Appointments to Town Boards, Commissions, and Committees, I hereby submit a request for the reappointments to the Public Arts & Culture Committee, which requires Council confirmation.

- Archy LaSalle - Reappointment as a member of the Public Arts & Culture Committee to a term expiring November 15, 2027
- Barbara Epstein - Reappointment as a member of the Public Arts & Culture Committee to a term expiring November 15, 2027
- Jason Wilson - Reappointment as a member of the Public Arts & Culture Committee to a term expiring November 15, 2027

Thank you for your anticipated consideration in this matter.



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council
From: George Proakis, City Manager 
Date: October 22, 2024
RE: Proposed Amendment to the Fiscal Year 2025 Budget

Please find, for your review and consideration, a Proposed Amendment to the Fiscal Year 2025 Budget. The Proposed Amendment is related to the following:

- New Growth number updated from the adoption of the Fiscal Year 2025 Budget.
- Receipt of actual Fiscal Year 2025 Cherry Sheet Estimated Receipts and Charges (Attachment I).

I respectfully request this Amendment be placed on the October 22, 2024 City Council Agenda as a First Reading amending the Fiscal Year 2025 Budget.

Thank you for your favorable consideration in this matter.

FISCAL YEAR 2025 BUDGET AMENDMENT

REVENUE	INCREASE (DECREASE)	TO READ
REAL ESTATE AND PROPERTY TAXES	\$ 2,280,875	\$ 167,525,917
STATE AID	\$ 264,048	\$ 16,597,664
INVESTMENT INCOME	\$ 760,000	\$ 2,760,000
TOTAL REVENUE ADJUSTMENT	<u>\$ 3,304,923</u>	

EXPENDITURES	INCREASE (DECREASE)	TO READ
SCHOOL CHOICE ASSESSMENT 0182056-560629	\$ (27,239)	\$ 261,148
PARK SURCHARGES 0182056-560646	\$ 2,460	\$ 56,280
TR TO CITY CAP PROJ - IT DEPARTMENT 0193059-596511	\$ 350,000	\$ 750,000
TR TO CITY CAP PROJ - PUBLIC BUILDINGS 0193059-596509	\$ 400,000	\$ 400,000
MIDDLE SCHOOL FEASIBILITY STUDY 0194000-530349	\$ 400,000	\$ 400,000
TRANSFR TO WATERTOWN SQUARE STABILIZATION FUND 0194000-596810	\$ 1,300,000	\$ 3,100,000
TRANSFR TO CAPITAL PROJECT STABILIZATION FUND 0194000-596802	\$ 879,702	\$ 879,702
TOTAL EXPENDITURE ADJUSTMENT	<u>\$ 3,304,923</u>	

Members of the City Council,

Thank you for entertaining my queries design for your city manager and his team.

I hope to attend tonight's meeting to present in person some of my responses. I understand that I would not be able to present all my thoughts in the allotted two minutes, thus I am responding in writing as a public record. I am hopeful there will be more specific answers as the ones presented were very vague, non committal and did not give me any information that I was aware of previously.

I have responded below in red.

Thank you for your time and energy

Dear Councilors,

In response to Mr. Centola's request in the public comment period of the last city council meeting, please note the following comments:

- status of the assistant director of recreation position.

This is pending in HR

As of today, October 22, 2024, I am not aware of any posting of the Assistant Director of Recreation.

This is unacceptable and demonstrates a lack of respect for the recreation department, Ernie Thebado Director, and highlights the lack of appreciation and understanding of the multiple and critical mission / responsibilities of the position and department.

The entire process has been a disaster starting with the delay in posting the Directors position, hiring Ernie (who most certainly was the best and most deserving candidate) and now there is no Assistant Director and no firm time frame of when there will be one.

Other than "pending in HR", can the city manager or designee articulate what is the issue and the action plan moving forward with a firm timeframe? The recreation department cannot fulfill its mission without a full component of its full-time staff.

- status of the renovation of the Casey multi-purpose boards to make them quieter.

We are awaiting a date from the contractor to install them

Is there a date for installation? This was certainly a high priority item as identified by the sub-committee

- status of the pickleball court renovation at Filippello Park.

Next step is a final design, which is being coordinated by the open space planner

Will there be another meeting to review and discuss the final plan and when will this be. It would be awesome if the court could be open by April 1, 2025 and certainly doable.

- status of the block Linear path extension adjacent Nardone / D'Amico property.

Pending in legal, awaiting completion of a final easement agreement

Why was the path constructed without permits and approval / discussion from Nardone / D'Amico owners and no public input / discussion from my understanding.

What did the project cost? How much is the city paying in litigation expenses?

- status of meeting for Victory phase II and III meeting.

Phase II meeting is forthcoming,

Phase II is a summer 2026 project, per the capital plan.

Is there a date for the meeting or detail plans to review in advance?

This project hosted a comprehensive public meeting in fall 2014 and is now 8 years behind schedule.

Phase III needs to be designed if not constructed in conjunction with Phase II.

The field house provides inequitable treatment of its core users and the lack of a working elevator is problematic per ADA guidelines.

- status of trimming / cutting of trees to allow light to shine on the fields / courts at Filippello Park Fields, Victory Courts, Moxley Courts and Casey Courts.

This item is complete for this season.

I visited each site to review this information and the problem still exists

Can the tree warden send us the dates when this work was completed?

- status of the committee which would create a policy for naming of parks, fields ect.

This is under development by the City Manager's office.

Time frame for this draft policy to be presented to the City Council?

- status of Saltonstall tot lot.

This item is on the capital plan for FY 2029.

This date is not acceptable, as this playground is in the worst shape of any playground in Watertown and was scheduled to be completed with the light renovation in 2024.

- status of plans for a combination senior center, recreation center and veterans facility.

This is in review by the Manager's Office with updates coming soon.

Is there any additional information in regard to this opportunity and much needed facility?

- status of the plan to place aed's in our recreation facilities.

This is on the capital plan beginning in FY 2026.

This is a potentially lifesaving improvement and considering the recent examples of how and AED saved lives in recreational, athletic facilities, I would hope this time frame can be shortened.

- status of the Casey field renovation.

This is on the capital plan for FY 2029.

This date is unacceptable as well. The completion of Casey Park has been in the capital plan for close to 10 years

There was an excellent plan that was presented in multiple public meetings, and the only push back was for the bathroom and batting tunnel.

- status of the meeting for Lowell, How and Sullivan Parks.

This meeting will be held on October 9th at 4pm in the Library.

Thank you for having the meeting.

When available, updated time frames and design would be appreciated.

The status of Bemis Park and Arsenal Park would be appreciated.

Thanks,

George

I sent this as well, but did not get a response.

In terms of naming of the high school auditorium, gym, Marion road and the park at 552 Main Street

- New High School Auditorium: Michael Driscoll I will no defer keeping the name of the auditorium the same, but would support renaming a street around the City Hall after Mr. Driscoll.
- New High School Gym: Thomas Sullivan (I will no defer keeping the name of the gym the same, but maybe have a plaque for Mr. Sullivan
- Marian Road: Coach Donahue Way or Path
- 552 Main Street Park: Brown School Park or Playground

Thank you for your consideration - of course formal names will be utilized
Please be happy to share with the school committee please

Here are additional requests for information

- status of the Lowell Park renovation
- status of camera installation at Victory Field (Stadium) and Moxley Courts
- what is the timeframe for completion of Arsenal Park
- who initiates new athletic and recreational facility improvement since the previous model was eradicated.

As a resident of Thurston Road, I am not in favor of adjusting the Charles River Road entrance and exit to the square.

It would be appreciated if these and the requests below could be answered within a reasonable time frame.

In addition to being responded to, it would be appreciated if some changes in plans could be considered.

Regards,

Peter Centola
Thurston Road

From: Peter Centola <prcentola@gmail.com>

Sent: Tuesday, September 24, 2024 7:29 PM

To: City Councilors <citycouncilors@watertown-ma.gov>

Cc: Peter Centola <prcentola@gmail.com>; Watertown News <watertownmanews@gmail.com>; Dan

Hogan <danh@wcatv.org>

Subject: Peter Centola - request for information - September 24 2024 - open forum

City Council Members,

I hope each of you are well.

I would like to thank those of you who reached out to me, wishing me well and thanking me when I retired.

Here is a listing of status update request of the City Manager that I identified in these evening's Open Forum.

It would be appreciated if the City Manager and his leadership team send an response when possible.

- status of the assistant director of recreation position.
- status of the renovation of the Casey multi-purpose boards to make them quieter.
- status of the pickleball court renovation at Filippello Park.
- status of the block Linear path extension adjacent Nardone / D'Amico property.
- status of meeting for Victory phase II and III meeting.
- status of trimming / cutting of trees to allow light to shine on the fields / courts at Filippello Park Fields, Victory Courts, Moxley Courts and Casey Courts.
- status of the committee which would create a policy for naming of parks, fields ect.
- status of Saltonstall tot lot.
- status of plans for a combination senior center, recreation center and veterans facility.
- status of the plan to place aed's in our recreation facilities.
- status of the Casey field renovation.
- status of the meeting for Lowell, How and Sullivan Parks.

I am very fond on the Faire on the Square, but I felt it should have been cancelled this year because of the rain on Friday and Saturday.

Unfortunately because it was held, Saltonstall Field is closed for at least the remainder of the year.

Thank you for your time and consideration.

Peter

Peter Centola
Thurston Road
617-312-9007

prcentola@gmail.com

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).



Watertown City Council

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

ORDINANCE #

2024 – O –

AN ORDINANCE ESTABLISHING THE CLERK OF THE CITY COUNCIL SALARY

WHEREAS, Section 2-7(e) of the City of Watertown Home Rule Charter provides that the City Council may, by ordinance, provide a salary for the Clerk of the Council.

NOW THEREFORE BE IT ORDAINED, that the City Council of the City of Watertown that the Council hereby establishes the Clerk of the Council Salary as follows:
Effective July 1, 2024 (Fiscal Year 2025) the salary for the Clerk of the Council shall be set at \$30.00 per hour.

Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above Ordinance was adopted by a vote of ___ for, ___ against, and ___ present on November 12, 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

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

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

Order Number	741779	Order Price	\$506.51
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	10/31/2024	Last Run Date	10/31/2024
Payment Type			

AD PREVIEW:

The City Council of the City of Watertown hereby gives notice of a public hearing and vote to be held online and in-person Tuesday, November 12, 2024, at 7:00 PM, in the Richard E. Mastrangelo Chamber, Administration Building, 149 Main Street, Watertown, MA or online at the following link <https://watertown-ma.zoom.us/j/82991331344> which may be found on the City of Watertown's website, on a proposed ordinance as follows:

WHEREAS, Section 2-7(a) of the City of Watertown Home Rule Charter provides that the City Council may, by ordinance, provide a salary for the Clerk of the Council.

NOW THEREFORE BE IT ORDAINED, by the City Council of the City of Watertown that the Council hereby establishes the Clerk of the Council Salary as follows: Effective July 1, 2024 (Fiscal Year 2025) the salary for the Clerk of the Council shall be set at \$30.00 per hour.

A copy of the proposed Ordinance is available for inspection at the Administration Building, 149 Main Street, Watertown, MA 02472 in the City Council Office, Monday through Friday, 10:00 am to 2:00 pm, and at the City Clerk's Office, Monday through Thursday, 8:30 am through 5:00 pm.



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council
From: George Proakis, City Manager 
Date: October 22, 2024
RE: Proposed Amendment to the Fiscal Year 2025 Budget

Please find, for your review and consideration, a Proposed Amendment to the Fiscal Year 2025 Budget. The Proposed Amendment is related to the following:

- New Growth number updated from the adoption of the Fiscal Year 2025 Budget.
- Receipt of actual Fiscal Year 2025 Cherry Sheet Estimated Receipts and Charges (Attachment I).

I respectfully request this Amendment be placed on the October 22, 2024 City Council Agenda as a First Reading amending the Fiscal Year 2025 Budget.

Thank you for your favorable consideration in this matter.

FISCAL YEAR 2025 BUDGET AMENDMENT

REVENUE	INCREASE (DECREASE)	TO READ
REAL ESTATE AND PROPERTY TAXES	\$ 2,280,875	\$ 167,525,917
STATE AID	\$ 264,048	\$ 16,597,664
INVESTMENT INCOME	\$ 760,000	\$ 2,760,000
TOTAL REVENUE ADJUSTMENT	<u>\$ 3,304,923</u>	

EXPENDITURES	INCREASE (DECREASE)	TO READ
SCHOOL CHOICE ASSESSMENT 0182056-560629	\$ (27,239)	\$ 261,148
PARK SURCHARGES 0182056-560646	\$ 2,460	\$ 56,280
TR TO CITY CAP PROJ - IT DEPARTMENT 0193059-596511	\$ 350,000	\$ 750,000
TR TO CITY CAP PROJ - PUBLIC BUILDINGS 0193059-596509	\$ 400,000	\$ 400,000
MIDDLE SCHOOL FEASIBILITY STUDY 0194000-530349	\$ 400,000	\$ 400,000
TRANSFR TO WATERTOWN SQUARE STABILIZATION FUND 0194000-596810	\$ 1,300,000	\$ 3,100,000
TRANSFR TO CAPITAL PROJECT STABILIZATION FUND 0194000-596802	\$ 879,702	\$ 879,702
TOTAL EXPENDITURE ADJUSTMENT	<u>\$ 3,304,923</u>	

Order Confirmation

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

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

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

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

Thank you,
Boston Globe Classified Sales

617-929-1314
Monday - Friday 9:30 am - 4:30 pm
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Order Number	741778	Order Price	\$735.07
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	10/31/2024	Last Run Date	10/31/2024
Payment Type			

AD PREVIEW:

CITY OF WATERTOWN PUBLIC HEARING NOTICE BUDGET AMENDMENT

The Watertown City Council shall conduct a Public Hearing and vote to be held online and in-person Tuesday, November 12, 2024, at 7:00 PM, in the Richard E. Matherangelo Council Chamber, MA or online at the following link <https://watertown-ma.zoom.us/j/82981331344> which may be found on the City of Watertown's website, on a proposed amendment to the Fiscal Year 2025 City Budget. Pursuant to the first Amendment, the Fiscal Year 2025 Revenues and Expenditures will be adjusted as follows:

REVENUE	INCREASE (DECREASE)	TO READ
Real Estate Property Taxes	\$2,280,875	\$187,525,917
State Aid	\$264,048	\$16,597,664
Investment Income	\$760,000	\$2,760,000
TOTAL REVENUE ADJUSTMENT	\$3,305,923	
EXPENDITURES	INCREASE (DECREASE)	TO READ
School Choice Assessment	\$(27,239)	\$261,148
Park Surcharges	\$2,460	\$56,280
TR to City Cap Proj - IT Dept	\$350,000	\$750,000
TR to City Cap Proj - Public Buildings	\$400,000	\$400,000
Middle School Feasibility Study	\$400,000	\$400,000
Transfer to Watertown Square	\$1,500,000	\$3,100,000
Stabilization Fund		
Transfer to Cap Proj Stabilization Fund	\$879,702	\$879,702
TOTAL EXPENDITURE ADJUSTMENT	\$3,304,923	

Please refer to the City's website to view the proposed Budget Amendment at: www.watertown-ma.gov

The Boston Globe | Classified Advertising Proof | Printed on: Oct 29 2024



CITY OF WATERTOWN

Auditor

Administration Building
149 Main Street
Watertown, MA 02472-4410

Megan E. Langan
City Auditor

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

TO: Honorable City Council

FROM: Megan E. Langan, City Auditor

DATE: October 24, 2024

RE: Confirmation of Audit Firm

As you may be aware, the City Council needs to confirm the outside independent audit firm each year. As such, I respectfully request that you confirm Marcum LLP to conduct the Fiscal Year 2024 Audit.

At the completion of this audit, it would be my intention to issue a Request for Proposals (RFP) for the Fiscal Year 2025 Audit.

After discussions with Council President Sideris as well as Budget and Fiscal Oversight (BFO) Chair Piccirilli, and in order to complete the Fiscal Year 2024 Audit by March 2025, the recommended course of action is to request the City Council's confirmation to have Marcum LLP conduct the Fiscal Year 2024 Audit. Additionally, a RFP for Audit Services for Fiscal Year 2025 through Fiscal Year 2027 will be issued within the first quarter of calendar year 2025.

Thank you for your consideration of this request.

cc: George J. Proakis, City Manager



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: November 7, 2024

RE: Agenda Item – First Reading on Proposed an Ordinance Establishing the Memorialization Committee

As you are aware, the City Council is endeavoring to implement a formalized process for the naming of public spaces and the installation of memorial objects. By establishing a permanent Memorialization Committee, the Council aims to ensure that the names and installations reflect the diverse contributions of individuals to our community. This initiative is designed to create a unified and inclusive method to honor and commemorate those who have positively impacted the City.

I respectfully request that the attached ordinance be included on the agenda for the Honorable City Council's November 12, 2024, meeting as a First Reading.

Thank you for your consideration in the matter.



Watertown City Council

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

ORDINANCE #

O-2024-

AN ORDINANCE ESTABLISHING THE MEMORIALIZATION COMMITTEE

WHEREAS, the City Council seeks to create a uniform process for the naming of public spaces, streets, squares, intersection, and City buildings under the City Manager's jurisdiction as well as for the installation of memorial objects in public spaces; and

WHEREAS, in undertaking this process, the City Council seeks to establish a permanent committee to undertake the review of and make recommendations on proposals for such namings and installations; and

WHEREAS, a Memorialization Committee established for this purpose may make recommendations to the City Council for the naming of these spaces and installation of these objects based on established policies and procedures, including consideration of the contribution honored individuals have made to the City as well as their representation of the broad diversity of those who have contributed to the City.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that the Watertown Code of Ordinances is hereby amended by adding new Subchapter III of Chapter 38, entitled Memorialization Committee, as follows:

§38.09 Establishment

There is hereby established a Memorialization Committee (the "Committee"), consisting of five voting members.

§38.10 Purpose

Upon referral to the Committee by the City Manager or the City Council of a matter involving memorialization, the Committee shall be responsible for making recommendations to the City Council for the naming of public spaces, streets, squares, intersections, and City buildings under the City Manager's jurisdiction. The Committee shall also make recommendations to the City Council regarding the installation of memorial objects in public spaces. The Committee shall not make recommendations for veteran memorials and dedications, which are processed through the Veteran's Services Department and approved by the City Council. Recommendations made by the Committee shall not be binding and shall be subject to consideration by the City Council in their discretion.

§38.11 Membership and Term

- (1) Composition. The composition of the Committee and the appointment authority for the Committee members shall be as follows:
 - a. City Manager or their designee
 - b. Representative member of the City Council as designated by the City Council President
 - c. Three residents of Watertown appointed by the City Manager, subject to City Council confirmation
- (2) Term. The appointed resident members first appointed shall have staggered terms, with one initially serving a one-year term and the remaining two each serving a two-year term. Thereafter, all appointments and reappointments for resident members shall be for a period of two years. Resident members may be reappointed for additional terms.
- (3) Vacancy. Any vacancy in membership shall be filled for the remainder of the unexpired term in the same manner as the original appointment.
- (4) Qualifications. Resident members appointed by the City Manager shall, when possible, have relevant experience and knowledge related to Watertown's diversity and local history.
- (5) Any resident member who ceases to be a resident of Watertown shall promptly provide written notification of their change in residence to the Committee chair and to the City Clerk. The Committee member may serve as a hold-over until a successor is appointed.

§38.12 Meetings and Officers

- (1) Meetings. The Committee shall meet as necessary. Notice of all meetings shall comply with the provisions of the Open Meeting Law, M.G.L. c. 30A, §§ 18 through 25, as may be amended. A majority of the members of the Committee shall constitute a quorum. The committee shall keep a written record of its proceedings.
- (2) Officers. At the first meeting of the Committee, and annually thereafter, the Committee shall elect one of its members to serve as chairperson and may elect such other officers, adopt procedural rules and regulations, and establish such subcommittees as it deems appropriate.

§38.13 Process

- (1) The Committee shall adopt policies and procedures for making recommendations to the City Council for the naming of spaces and installation of memorial objects in public spaces.
- (2) To the extent the Committee recommends naming public spaces in honor of specific individuals, the Committee shall consider the following:
 - a. The public interest to be served by honoring the individual.
 - b. The leadership role or distinguished service of the individual, considering the quality of contribution along with the length of service.
 - c. The association the individual has with the proposed naming location.
- (3) The Committee shall seek to honor those who represent the broad diversity of individuals who have contributed to the City.
- (4) The Committee may recommend that the requestors for the installation of memorial objects in public spaces pay a reasonable fee to cover associated costs of the purchase, installation, and maintenance of the object.

AND FURTHER, by amending the Watertown Code of Ordinances, Subchapter I of Section 38, Naming of Squares or Intersections for Non-Veterans, as follows, with the bold language inserted and the strike-through language deleted:

§38.01 Authority of ~~Town~~ **City** Council

The ~~Town~~ **City** Council shall have sole authority for the naming of squares or intersections in the public right-of-way under the control of the ~~Town~~ **City** of Watertown.

(A) The ~~Town~~ **City** Council understands that said naming may have long-lasting effects and will span future generations, whose perceptions and values might change.

(B) The ~~Town~~ **City** Council intends to be cautious exercising the policy to avoid over-naming squares or intersections.

§38.02 Purpose and scope

The ~~Town~~ **City** Council believes that the naming of squares or intersections is a matter of substantial or significant public interest and deserves careful consideration.

(A) The ~~Town~~ **City** Council, therefore, creates this policy to establish a systematic, consistent and transparent approach for naming squares or intersections in Watertown.

(B) This policy is for non-veterans only, as there is a separate policy for naming of squares or intersections for veterans processed through the Veterans Service Officer.

§38.03 Process

Any Watertown resident may propose in writing that a square or intersection be named for a notable non-veteran with specific ties to Watertown.

(A) The proposal shall be submitted to the ~~Town~~ **City** Council President, and ~~must include documentation to support the rationale for the naming, including a broad level of community backing~~ **who shall refer it to the Memorialization Committee for review.**

~~(B) The Town Council President, upon determining the proposal is complete, shall place it on a Town Council agenda for a vote of referral to the Public Works Committee for review and recommendation.~~

~~(C) The Department of Public Works shall review the proposal and provide the Public Works Committee an analysis as to the appropriateness of signage at the location, taking into account matters such as traffic conditions, sightlines, and planned road construction projects.~~

~~(DB) The Public Works Memorialization Committee shall review the proposal and the Department of Public Works analysis, and, following its adopted policies and procedures, develop a recommendation for the Town City Council.~~

(C) The Memorialization Committee shall provide its recommendations to the City Council President, who may then place the resolution on a City Council agenda for consideration.

(ED) The ~~Town~~ **City** Council ~~will~~ may consider and vote on a resolution to name a square or intersection ~~per~~ taking into consideration the ~~Public Works Committee~~ **Memorialization Committee's** recommendation.

§38.04 Criteria

In deciding the appropriateness of any naming proposal, the Town Council shall consider the following:

(A) The public interest to be served by honoring the individual.

(B) The leadership role or distinguished service of the individual, considering the quality of contribution along with the length of service.

(C) The association the individual has with the proposed naming location.

§38.054 Review

The ~~Town~~ **City** Council shall have sole authority to remove the naming of any square or intersection if, with the passage of time, it determines the public interest is no longer being served.

AND FURTHER, that this Ordinance shall take effect upon passage.

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

_____.

Brendan T. McCarthy, Council Clerk

Mark S. Sideris, Council President

Mark S. Sideris,
Council President

Caroline Bars,
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: November 7, 2024

RE: Agenda Item – An Order Relative to Acquiring a Multi-Use Path Easement by Eminent Domain at 357-359 Main Street and Authorizing the City Manager to Execute an Order of Taking on Behalf of the City

Attached please find correspondence from Katherine L. Klein, Esquire, KP Law, P.C. regarding the conveyance to the City of Watertown of a multi-use path easement upon property located at 357-359 Main Street.

I respectfully request that the attached Order be included on the City Council Agenda for November 12, 2024.

Thank you for your consideration in this matter.

November 7, 2024

Katharine Lord Klein
kklein@k-plaw.com

BY ELECTRONIC MAIL ONLY (GProakis@watertown-ma.gov)

Mr. George Proakis, City Manager
Watertown Administration Building
149 Main Street
Watertown, MA 02472

Re: 357-359 Main Street (D'Amico Dental)

Dear Mr. Proakis:

I am writing to you regarding the conveyance to the City of Watertown of a multi-use path easement upon property located at 357-359 Main Street.

CDA, LLC is the owner of the property at 357-359 Main Street. The City has reached an agreement with the property owner whereby the City will obtain an easement for a multi-use path, as described in an Order of Taking and shown on a plan entitled "Easement Plan of Land Main Street," dated October 1, 2024, prepared by McKenzie Engineering Group, both of which are enclosed herewith. The City will pay the amount of \$37,400.00 for the easement. CDA, LLC has signed a Waiver of Appraisal and Damages.

You may recall that there are multiple mortgages outstanding on the CDA, LLC property. Accordingly, we determined to proceed with a "friendly" taking, so we would not need to obtain subordinations from the mortgagees.

The Department of Community Development and Planning has reviewed the Order of Taking, and approves the same.

I recommend that the City Council vote to approve the enclosed Order of Taking and authorize the City Manager to execute the document. I have provided a proposed Order.

Please contact Mark Reich or me with any questions regarding this matter.

Very truly yours,



Katharine Lord Klein

KLK/caa
Enc.

cc: Department of Community Development and Planning (SMagoon@watertown-ma.gov)
949641/WATR/0018

City Council
CITY OF WATERTOWN

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

ORDER #

O-2024-

An Order Relative to Acquiring a Multi-Use Path Easement by Eminent Domain at 357-359 Main Street and Authorizing the City Manager to Execute an Order of Taking on Behalf of the City

WHEREAS, the City is developing a multi-use path, a portion of which traverses property of CDA, LLC, which property is located at 357-359 Main Street, Watertown; and

WHEREAS, CDA, LLC has agreed to the taking of a multi-use path easement by the City, and has executed a Waiver of Appraisal and Damages, releasing the City from conducting an appraisal and agreeing to the payment of \$37,400.00 as compensation for said easement.

NOW THEREFORE BE IT ORDERED: That the City Council agrees to acquire a multi-use path easement by eminent domain upon property of CDA, LLC located at 357-359 Main Street in exchange for the payment of \$37,400.00.

AND FURTHER, that the City Council hereby authorizes the City Manager to execute an Order of Taking on behalf of the City.

Council Member

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

Brendan McCarthy, Council Clerk

Mark S. Sideris, Council President

Council Member

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

Brendan McCarthy, Council Clerk

Mark S. Sideris, Council President

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS.

CITY OF WATERTOWN

ORDER OF TAKING

At a regularly convened meeting of the City Council of the City of Watertown (the “City”) held on the ____ day of November, 2024, it was voted and ordered as follows:

The City Council of the City of Watertown, duly elected, qualified, and acting as such, on behalf of the City and by virtue of and in accordance with the authority of a vote of the City Council, a certified copy of which is attached hereto and incorporated herein, the provisions of Chapter 79 and any and every other power and authority hereunto enabling it in any way, hereby takes, an easement for a multi-use path, in, on and under a portion of land located at 357-359 Main Street, Watertown, Massachusetts, and shown more particularly on a plan entitled “Easement Plan of Land Main Street Watertown, Massachusetts,” dated October 1, 2024, prepared by McKenzie Engineering Group (the “Multi-Use Path Easement Area”), recorded with the Southern Middlesex Registry of Deeds herewith in Plan Book ____, Plan ____ (the “Plan”), as set forth more particularly in Section 2, below

1. Owner Parcel. CDA, LLC (the “Owner”), is the owner of a certain parcel of land, with improvements thereon, containing approximately 0.33 acres located at 357-359 Main Street, in the City of Watertown, Middlesex County, Massachusetts, more particularly described in that certain Quitclaim Deed recorded with the Southern Middlesex Registry of Deeds in Book 41204, Page 49 (the “Owner Parcel”).

2. Multi-Use Path Easement. The City hereby takes a perpetual non-exclusive right and easement, for the benefit of the City and the public, in common with the Owner, to use the Multi-Use Path Easement Area for all purposes for which multi-use paths are lawfully used in the City of Watertown, including, without limitation, access by pedestrians on foot or by a mobility device (as that term is defined hereinafter) or by bicyclists on bicycles, together with the attendant customary uses (the “Path Right”). The term “mobility device,” as used in this instrument, means a wheelchair, crutch, cane, walker, or other device that functions similarly to allow an injured or disabled person increased mobility for travel. Notwithstanding the foregoing, the Path Right shall not be deemed to include any rights for horses or other load bearing animals or motor vehicles, motorcycles, or other motorized transportation devices to pass or repass on, across or over the Multi-Use Path Easement Area. Additionally, the Path Right shall not be deemed to include a right to park bicycles or motor vehicles, motorcycles, or other motorized or non-motorized transportation devices within the Multi-Use Path Easement Area at any time. Further, the City and/or any member of the public shall not place within the Multi-Use Path Easement Area any obstructions (except for temporary obstructions necessary in connection with the maintenance, repair or replacement of the Multi-Use Path Easement Area). The City shall be responsible for maintenance, repair and replacement, and the City’s rights hereunder

expressly shall be deemed to include the right to enter upon the Multi-Use Path Easement Area for the purpose of performing such maintenance, repair and replacement, and shall further include the right to pave the Multi-Use Path Easement Area. The easement further includes, for the benefit of the City, its employees, agents, contractors and representatives, but not the general public, in common with the Owner, the perpetual non-exclusive right and easement to access, construct, install, inspect, repair, replace, operate and maintain a paved multi-use path, a retaining wall for the purpose of providing support and stability to the multi-use path and related facilities, a light pole, and related appurtenances, within the Multi-Use Path Easement Area. The City's exercise of the Path Right shall not interfere with Owner's use of the Owner Parcel, except to the extent consistent with the City's exercise of its rights hereunder.

3. Release. The Multi-Use Path Easement Area shall be used for recreational purposes and be free of charge or fee and to the fullest extent permitted by law, the Path Right constitutes an "interest in land" under Massachusetts General Laws Chapter 21, Section 17C (or such other state or local law that hereafter affords the same or similar protections), and the Owner, and those claiming by, through or under the Owner, shall be afforded all of the rights, protections, privileges and benefits granted thereunder, and, as such, the Owner and all those claiming by, through or under Owner, shall not be liable for personal injuries or property damage sustained by members of the public in connection with the rights granted hereunder including, without limitation, a minor or any person on the Multi-Use Path Easement Area.

4. Performance of Work. The City, at its sole cost and expense, shall construct the multi-use path within the Multi-Use Path Easement Area, and shall maintain, repair, and replace the Multi-Use Path Easement Area, including keeping the same free of snow and ice consistent with the City's Snow and Ice Removal Regulations, and subject to appropriation of funds. Owner shall have no responsibility for keeping the multi-use path in sound and safe repair, providing security services in the Multi-Use Path Easement Area, or maintaining, repairing or replacing the multi-use path. If the City shall fail to perform any of its maintenance or upkeep obligations within the Multi-Use Path Easement Area, then the Owner shall have the right (but not the obligation) to perform such maintenance or upkeep directly. In the event the City has previously approved the scope and cost of the work to be performed within the Multi-Use Path Easement by the Owner, the City shall reimburse the Owner for such expense. Whenever any construction, maintenance or replacement work is to be performed by the City within the Multi-Use Path Easement Area pursuant to the Path Right, such work (i) shall not be undertaken until the City shall have procured all authorizations and all consents for any activity proposed to be performed from the Owner (which consent shall not be unreasonably withheld, conditioned or delayed) and all other parties having rights in the Multi-Use Path Easement Area, if and to the extent such consents are required, (ii) shall be performed in a safe, diligent and workmanlike manner and in compliance with all applicable laws, ordinances, orders, rules, and regulations, and (iii) shall be performed to the extent practicable in a manner that causes the minimum of interference with the use and enjoyment of the Owner Parcel.

5. Restoration. To the extent that the exercise of the City's rights under this Order of Taking involves construction or other work within the Multi-Use Path Easement Area, the City shall, at its sole cost and expense, promptly restore said land or area to the condition said land or area was in immediately prior to such exercise (including any landscaping or similar improvements) to the extent consistent with the City's exercise of its rights hereunder. If the

City, or any person claiming by, through, or under the City causes any damage to the Owner Parcel, the City shall promptly restore the same, at its sole cost and expense, to the condition the Owner Parcel was in prior to such damage, consistent with the rights hereunder.

6. Rights; Public Utilities. This taking includes the right of the City to remove any buildings, structures, objects, utilities and/or vegetation (including trees and shrubs) now or hereafter located within the Multi-Use Path Easement Area whenever their removal shall be necessary or convenient to exercise the rights taken hereunder and/or for the purposes set forth herein. Utilities and related facilities located within the Multi-Use Path Easement Area that are owned by private utility companies and easements held by private utility companies are not taken.

7. Owner; Damages. The Owner Parcel is owned or supposed to be owned and/or formerly owned by the party listed in Schedule A. Damages are awarded to the Owner as set forth at Schedule A. Betterments are not to be assessed under this taking.

[Signature Page Follows]

IN WITNESS WHEREOF, I, the duly appointed City Manager of the City of Watertown, authorized by the City Council to execute this Order of Taking, have hereunto set my hand and seal on this ____ day of November, 2024.

CITY OF WATERTOWN

By: _____
George Proakis, City Manager
Duly Authorized

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

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

Notary Public
My Commission Expires:

SCHEDULE A

OWNER

Owner: CDA, LLC

Interest Acquired: Permanent Multi-Use Path Easement (632± S.F.)

Property Address: 357-359 Main Street, Watertown, Massachusetts

Owner Address: 359 Main Street, Watertown, MA 02472

Deed: Southern Middlesex Registry of Deeds, Book 41204, Page 49

Compensation: \$37,400.00

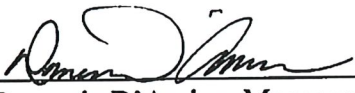
CITY OF WATERTOWN, MASSACHUSETTS

Waiver of Appraisal and Damages

CDA, LLC, having an address of 359 Main Street, Watertown, Massachusetts 02472 (the "Owner"), being the owner of a parcel of land located at 357-359 Main Street, Watertown, Massachusetts, and described more particularly in a deed recorded with the Middlesex South District Registry of Deeds in Book 41204, Page 49 and, in consideration of the sum of Thirty-Seven Thousand Four Hundred and 00/100 Dollars (\$37,400.00) paid, hereby acknowledges that such consideration is full compensation for all damages sustained by the Owner on account of an eminent domain taking to be made by the City of Watertown (the "City") of a permanent multi-use path easement, as shown on a plan entitled "Easement Plan of Land Main Street Watertown, Massachusetts," dated October 1, 2024, prepared by McKenzie Engineering Group, pursuant to an Order of Taking to be recorded and the Owner, for itself and its successors and assigns, hereby waives, releases and forever discharges the City and its successors and assigns from all debt, demands, actions, reckonings, bonds, covenants, contracts, agreements, promises, damages, liabilities, and any and all other claims of every kind, nature and description whatsoever, both in law and equity, from or in consequence of said taking, consents to said taking and waives all rights to an appraisal and damages for said taking under G.L. c. 79 in excess of the foregoing damages, that is \$37,400.00.

Executed under seal on this 7 day November, 2024.

CDA, LLC

By: 
Domenic D'Amico, Manager

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this ____ day of November, 2024, before me, the undersigned Notary Public, personally appeared Domenic D'Amico, Manager, who proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose on behalf of CDA, LLC.

Notary Public
My Commission Expires:



Watertown City Council

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

Committee on Public Works

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

Meeting on October 7, 2024, 6:00 PM, City Council Chambers

Committee Report

City Council Meeting November 12, 2024

The Committee on Public Works met in the City Council Chambers on Monday, October 7, 2024. Present were Councilor Piccirilli, Chair, Councilor Feltner, Vice Chair, and Councilor Palomba, Secretary. Also present were City Manager George Proakis and Deputy City Manager Emily Monea. Joining on Zoom was Bernie Lynch of Community Paradigm Associates, Michael Albano, Director of Administration and Finance at the Department of Public Works, and residents Dean Martino and Amy Plovnick.

The purpose of the meeting was to discuss the qualifications and qualities for a new Department of Public Works Superintendent with the City Manager.

City Manager Proakis noted that Superintendent Greg St. Louis resigned at the end of September and soon after the City enlisted the services of Community Paradigm Associates (CPA) to help find a qualified candidate. CPA developed a Position Statement for a Director of Public Works (attached) and has begun to circulate it. He noted that his goal is to have CPA create the broadest pool of candidates as possible.

Mr. Lynch noted that candidates for a director of public works fall into three general categories. They are – individuals with engineering experience, those whose strength is understanding the day-to-day operations of a public works department, and those who possess strong management and leadership skills. While it is desirable, it is his experience that is very rare to find a candidate who has these three qualities. It was also noted at one point in the meeting that the present Department of Public Works has a budget of \$37 million including the Water and Sewer Enterprise funds, and is the department with the second largest number of employees excluding the School Department.

Each of the Committee members had an opportunity to share what qualifications and qualities our new Director of Public Works should possess. **Below is a summary of their key points. For their complete statements please watch the**

recording of the meeting on WCATV.

Councilor Feltner asked why the Position Statement did not require the candidate to be an engineer. She also felt the director should be accessible and be present at DPW projects that occur in the City. At the same time they should understand how the department, with its many divisions and staff, interacts with other departments that may have overlapping responsibilities and goals. She noted that the director should be able to manage the department and maintaining strong internal communication. Councilor Feltner would like to see the new director be aware of the importance of accessibility in all department projects.

Councilor Piccirilli felt that it is important that the director have technical skills and a background in public works as well as financial skills and the ability to supervise staff and work productive with union employees. He felt the ability to oversee large projects such as water and sewer projects and major road and sidewalk reconstruction projects was important. However, if he had to select one of the three basic skills outlined earlier he would favor the director having management and leadership skills given the size of DPW's operating and capital budgets and the number of personnel in the department.

Councilor Palomba felt that the director should see concern about the environment, particularly the role the department can play in mitigating climate change, as a priority. He also felt that the new director should view their department as one of many city departments and place a premium on working cooperatively with them. Finally, he noted the director should instill in all employees that robust community engagement and excellent customer service are required on a consistent basis.

Additional comments that can be inferred from the Councilors' presentations include that:

- the director must recognize the importance of being a team player vis-à-vis their colleagues and the value of working cooperatively with and responsive to the members of the City Council.
- they need to represent the best interests of the residents and the City when interacting with companies the City contracts with to perform services and with representatives of the Commonwealth and their contractors operating in the City.
- they make it a priority for the department to actively participate in the implementation of the City's major plans and studies such as the Climate and Energy Plan, the Watertown Square Area Plan, and the Comprehensive Plan.

Additional comments from resident Dean Martino include that:

- the director must place a priority on residents' quality of life.
- they are aware of the day-to-day operations performed by department staff and evaluate the work.
- they follow-up on concerns that residents may have, especially about concerns that have a direct impact on their lives such as uncollected trash.

Resident Ms. Plovnik, who submitted an email which is attached, advocated for a director that placed a priority on maintaining our streets to benefit all road users

including those who walk and bike. She emphasized the need for the director to take seriously the goal of the Climate and Energy Plan to reduce personal vehicular travel miles by 50% and that this will require more residents to walk, bike and take transit. She felt the director needs to put in place a plan that reflects these needs when designing our streets and include protected bike lanes, traffic calming measures, and shorter crosswalks for pedestrians.

There were no action items at the meeting. Councilor Palomba made a motion to adjourn which was seconded by Councilor Feltner and passed 3-0. The meeting adjourned at approximately 7:20 PM and the minutes were written by Councilor Palomba.

ELECTED OFFICIALS

Vincent J. Piccirilli, Jr.,
Chair

Lisa J. Feltner
Vice Chair

Anthony Palomba,
Secretary

Watertown, MA – Director of Public Works



Position Statement

Watertown, MA (35,329 pop.), is a thriving community that provides a suburban-like setting with urban amenities. Located just six miles from Boston, the City is a hidden gem offering many of the benefits of a smaller town with access to the economic, cultural, and educational resources of a big city. Cultural destinations like the Arsenal Center for the Arts and the Armenian Museum of America are complemented by welcoming neighborhoods, a good school system, international food offerings, coffee shops, and fresh green grocers. The City, which has a diverse population including the second-largest Armenian population in the country, celebrates and supports the rich and varied cultures within the community. Watertown is a City in transition as it has been experiencing demographic and socio-economic changes in recent years.



Watertown is well managed and well situated for continued success. It has an AAA rating and an FY25 total budget of \$204 million. The City's challenges include managing its growth, maintaining its superior financial stability, continuing to build a strong team of municipal department heads as retirements occur, maintaining the City's relative affordability, and moving to the forefront on social issues, including diversity, inclusion, and anti-racism efforts. Watertown recognizes that climate change impacts community health, local natural resources, and infrastructure and is diligently working to mitigate the impacts and to enhance climate resiliency.

This is an exciting opportunity for a highly qualified Public Works leader to join a high-functioning and collaborative team in a City that is known for developing and completing innovative projects. The position of Director of Public Works will oversee the divisions of Administration, Fleet, Highway, Forestry, Parks, Cemetery, Street Lighting & Wiring, Traffic Control, Engineering, Water & Sewer, Snow Removal, and Waste Disposal. Watertown is seeking an experienced and dynamic public works professional with superior management, communication, and technical skills to serve as Director of Public Works. Preferred candidates should have a bachelor's degree (master's is a plus) in civil engineering, public administration, or a related field and at least seven years of progressively responsible experience in municipal government with at least five years in a public works or public works adjacent department, or an equivalent combination of education, training, and experience. Candidates must be innovative, proactive, and a proven leader.

Annual Salary: \$150K +/-, DOQ. The successful candidate will also receive an excellent benefit package including health and retirement plans. Health insurance 80% City paid premium. Watertown is an Affirmative Action/Equal Opportunity Employer.



COMMUNITY PARADIGM ASSOCIATES, LLC

Department of Public Works

Watertown is an innovative and active community that seeks out projects and completes them, and the [Department of Public Works](#) is a significant part of these efforts, as demonstrated with its close collaborations with the Massachusetts Water Resources Authority in upgrading the City's sewers. Watertown is implementing innovations in stormwater efforts, including installing [tree trenches](#), with state and federal grants. The City is highly successful in seeking and receiving funds from a variety of programs, such as MassWorks.

The City is soon to undertake engineering design for the future of Watertown Square, including new pedestrian amenities, complete streets strategies, reconstruction of the intersection, reduced travel lanes, and additional bicycle infrastructure. Currently underway is a full reconstruction of Mt. Auburn Street, a TIP project that will cost more than \$20 million and is being done in coordination with the Commonwealth and its contractors.

Watertown is considered a leader in 'complete streets,' and has a commitment to complete streets projects annually. The City strives to ensure it meets the needs of all users of its streets and sidewalks, thus providing commuting, exercise and recreational opportunities for both pedestrians and bicyclists. Watertown has allocated over \$70 million in its Capital Improvement Program to reconstruction of streets, sidewalks, and implementation of complete streets strategies over the next five years. The City is making it a point to install curbs on streets and throughout the community as it improves its infrastructure. Additionally, it has allocated \$12 million FY2025-2029 capital plan for upgrades to the DPW's own infrastructure and DPW vehicles. The City has more than \$750,000 annually in Chapter 90 funds.

Director of Public Works Position & Staffing

The Director of Public Works oversees the public works divisions of Administration, Fleet, Highway, Forestry, Parks, Cemetery, Street Lighting & Wiring, Traffic Control, Engineering, Water & Sewer, Snow Removal, and Waste Disposal. In FY24, Watertown re-aligned the Public Works' divisions, added staff (including new engineering positions), and adjusted salaries through its 2023 Classification and Compensation study, which assisted in filling vacancies as the City seeks to fully staff the department. The changes are intended to provide proper leadership and management structures and clear division of responsibilities to enhance the department's operational efficiency and grow its capacity for meeting Watertown's growing needs. The DPW staff has won awards for the City's trash/recycling programs that are focused on reducing overall waste, providing municipal compost, and maintaining stability in the trash and recycling program and budget.

The Director oversees the Public Works department's 60 staff positions and General Fund budgets totaling \$15.4 million as well as overseeing Water and Sewer Enterprise Fund budgets totaling \$22.2 million and various capital projects. The Director is also a member of the Emergency Management Team and Traffic Commission.

The Director works under the policy direction of the City Manager and is responsible for improving service delivery and customer service; asset management and preventive maintenance; work order, resource, and staff management; and the development of standardized policies and procedures. The Director is also responsible for planning and implementing public works capital projects, collaborating with the Community Development & Planning Department on open space and major roadway projects, and effectively managing major contractors. The Director is responsible for meeting all regulatory requirements including, but not limited to, those resulting from MassDEP's 2030 Solid Waste Management Plan and the City's NPDES Municipal Separate Storm Sewer Systems (MS4) permit.



Government

Watertown recently completed a charter review process in which a revised [Home Rule Charter](#) was adopted with a number of modifications including a revised preamble, creation of a Community Engagement Specialist, and creation of a Human Rights Commission. It retained its Council-Manager form of government but redesignated itself to be known as the City of Watertown. The nine-member City Council serves as the legislative and policy-making body of Watertown. The Council appoints the City Manager as the Chief Administrative Officer of the City. The Director of Public Works reports to the City Manager.

Finances

Watertown has an FY25 total budget of approximately \$204 million and a Standard and Poor's rating of AAA with a stable outlook. The City is in exceptionally strong and stable financial condition. Watertown has a fully funded Retirement System (as of July 2021) and a long-range funding plan has been created for addressing the unfunded OPEB liability which is scheduled to be fully funded in 2031. Additionally, it has a Building for the Future plan, which is a comprehensive, forward-looking initiative to address operational, and capacity improvements for all city and school facilities.

Education

The [Watertown Public Schools](#) provides an excellent education and currently serves approximately 2,600 students. It has a preschool, three elementary schools, a middle school, and a high school. Watertown's student body is diverse, reflecting the ever-changing demographics of the community and the country. Watertown schools are working to address climate resiliency in various ways, including via two new elementary schools that are Net-Zero due to energy efficiency efforts and solar deployment.

Economic and Community Development

Watertown is transitioning into a post-industrial community with a mix of cultural, racial, educational, and economic diversity. There has been considerable investment in Watertown from biotechnology and life science industries as well as in the retail and restaurant sectors in recent years. The City benefits from its location, bordering Soldiers Field Road and the Massachusetts Turnpike, which are major arteries into downtown Boston. A variety of housing types and innovative reuse of old industrial sites along the river and former rail corridor provides flexible options for a mix of business and residential uses. In addition to having a key location, Watertown is a well-maintained community, with a relatively new DPW facility, a popular public library, recently constructed police station, three well-maintained fire stations, and upgraded recreation fields. The City is thriving, which is apparent via its vibrant downtown, squares, and mixed-use developments.

Open Space, Recreation, and Climate Resiliency

Watertown has beautiful open space along the Charles River, in the reservation owned and managed by the Massachusetts Department of Conservation and Recreation. The City is also home to the multi-use [Arsenal Park](#), Filippello Park, the Whitney Hill Conservation Area, the [John A. Ryan Arena](#) (skating rink), and 10 playgrounds. The City's [Open Space and Recreation Plan](#) identifies Watertown's open space and recreation resources and ensures the resources are not lost due to pressures of development or uncoordinated individual actions. The City is committed to equity, communication, and innovation while reducing greenhouse gas emissions and enabling all residents to thrive in the face of climate change. Watertown is a leader in making high efficiency buildings the norm and powering them with clean energy. Watertown has three municipal solar installations, and two new elementary schools will be Net-Zero via energy efficiency and aggressive rooftop and canopy solar deployment.

Important Links:

- [City of Watertown](#)
- [Home Rule Charter](#)
- [City Code](#)
- [Department of Public Works](#)
- [Annual Town Reports](#)
- [FY25 Annual Budget](#)
- [FY25 Capital Improvement Program](#)
- [Watertown Comprehensive Plan](#)
- [Arsenal Park Master Plan](#)
- [Economic Development Report](#)
- [Watertown Square Area Plan](#)
- [Complete Streets Policy](#)
- [Resilient Watertown Climate and Energy Plan](#)





The Ideal Candidate

- Bachelor's degree (master's is a plus) in civil engineering, public administration, or a related field.
- At least seven years of progressively responsible experience in municipal government, at least five of which should be in a public works or public works adjacent department; or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- At least five years of supervisory experience.
- Ability to establish and maintain effective working relationships.
- Superior management and leadership skills.
- Skill in developing policies and procedures to accomplish goals and objectives.
- Proficient communication and organizational skills.
- Ability to work both independently and as a team leader.
- Skill in utilizing office computer software systems, such as Microsoft Office and other applications.
- A valid Massachusetts driver's license with good driving history.
- Registration as a Professional Engineer in the Commonwealth of Massachusetts is not required but is a plus.
- Massachusetts Certified Public Purchasing Official (MCPPO) Certification is not required but is a plus.

How To Apply

Position is open until filled. For a guaranteed review of application materials, send cover letter and résumé via email, in a single PDF, by November 8, 2024, 3:00 p.m. EST to:

Apply@communityparadigm.com

Subject: Watertown Director of Public Works

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
Blynch@communityparadigm.com
978-621-6733

The City of Watertown, Mass., is an Affirmative Action/Equal Opportunity Employer.



Input on hiring new DPW Superintendent

Amy Plovnick <amyplovnick@gmail.com>

Sun, Oct 6, 2024 at 9:21 PM

To: apalomba@watertown-ma.gov, "Piccirilli, Vincent J" <vpiccirilli@watertown-ma.gov>, Lisa Feltner <lfeltner@watertown-ma.gov>

Dear Councilors -

I would like to provide comments on the agenda item "Discussion of Qualifications and Qualities for a new DPW Superintendent with the City Manager" for the October 7 meeting of the Committee on Public Works. Please read these comments into the record of the meeting.

I would like to urge the city to hire a DPW Superintendent who can oversee the design and maintenance of our streets to benefit all road users, including those who walk and bike. Our country is facing an unacceptably high level of roadway fatalities, and fatalities for cyclists and pedestrians are rising at a higher rate than that of motorists. This is true close to home as well, tragically illustrated by the three cyclist fatalities so far this year in neighboring Cambridge.

To meet the Watertown Climate Plan's goal to reduce personal vehicular travel miles by 50%, more residents will need to walk, bike, and take transit for everyday trips. To ensure that people are comfortable and safe outside of their cars, it is critical that we design our roads with safety for pedestrians and cyclists at the forefront. This means protected bike lanes on all major roads, traffic calming to reduce vehicle speeds, and shortened crossing distances for pedestrians at intersections. It also means focusing on creating a bicycle network, as laid out in the Watertown Bicycle & Pedestrian Plan, rather than continuing the city's current piecemeal approach.

The DPW has a unique role in the design of our streets, and to move Watertown forward we need a leader who prioritizes safety and has experience designing transportation infrastructure that serves all residents, not just those who drive. This is especially critical as we implement the Watertown Square Plan's ambitious and necessary street redesign proposals.

Thank you,

Amy Plovnick
29 Ashland Street

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).

To unsubscribe from this group and stop receiving emails from it, send an email to apalomba+unsubscribe@watertownconnect.com.



Watertown City Council

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

Report of the Committee on Budget and Fiscal Oversight

Meeting Date: October 24, 2024

The Committee convened on Thursday, October 24, at 5pm in the Third Floor Conference Room, with remote participation by Zoom.

Present were Councilors Vinnie Piccirilli, chair; Emily Izzo, vice chair; Nicole Gardner, secretary; and City Auditor Megan Langan. Also present were Councilors Tony Palomba, Caroline Bays, and John Gannon, Captain Dan Unsworth, DPW Director of Finance & Admin Mike Albano, and David Stokes.

The Chair called the meeting to order at 5:04pm. The purpose of the meeting was to review the status of ARPA project grants, and make recommendations as needed.

The Chair began the meeting by referring to a recent update from the City Auditor on the status of all ARPA projects (**Attachment #1 - ARPA Project Status Update, Sept 9, 2024**). There are concerns only regarding Project #10, a Watertown Cares program for public health, with Right Turn as the service provider.

Chair Piccirilli discussed a memo from the City Auditor which outlines the situation (**Attachment #2 - ARPA 10 Project Status Update, Oct 23, 2024**).

- \$258,550 in ARPA funds were appropriated to this 3 year project on March 8, 2024.
- The check was cashed on March 11th.
- Concerns have been raised by members of Watertown Cares regarding the ability of Right Turn to meet the project benchmarks.
- KP Law has advised that the City is within their rights to request the funds back in total, due to breach of agreement, and has provided a notice of default for violation of the Agreement. Once the notice is issued, Right Turn will have a 15 day period to resolve the issue, or the City may terminate the agreement and seek recoupment of the ARPA funds in court, at Right Turn's Cost.
(**Attachment #3 - ARPA Metro West Right Turn Notice of Breach Memo and Letter**)
- Assuming Right Turn is unable to fulfill its obligations, the City Council would then have until December 31, 2024, to vote to re-appropriate the funds.

Based on the concerns expressed by members of Watertown Cares and the lack of

communication from Right Turn on this matter, the City Auditor advised the BFO that Letter of Default should be issued as soon as possible and requested guidance.

After a brief discussion, Councilor Gardner made a motion, seconded by Councilor Izzo, that the Budget Fiscal Oversight Committee endorse the Auditor's recommendation and authorize her to instruct KP Law send Right Turn the notice letter as quickly as possible. The motion was approved unanimously.

The Committee then discussed how the funds might be re-appropriated, should that come to pass. The Chair explained that the City Council could continue appropriating the funds to Project #10 but with a different service provider, to an existing ARPA project, or to a new project.

Chair Piccirilli referred to a memo from Captain Dan Unsworth, a member of Watertown Cares, which recommended that the City recover the money in full. They respectfully request that Wayside Youth & Family Support Network be considered for service provider should the City Council vote to continue appropriating the funds to Project #10. They are known in our community, have received awards for excellence, and have the skilled clinicians needed to fulfill the project in the timeline required. **(Attachment #4 - Wayside ARPA letter, Oct 24, 2024)**

Councilor Gardner asked whether there was any change in the need for the services this project was to provide. Captain Unsworth explained that while opioid overdoses had declined recently, there are still many unmet needs for both substance use disorder services and mental health services in Watertown.

Councilor Palomba said that while the current situation is disappointing to Watertown Cares, they recommend continuing this program. Councilor Gannon also spoke in favor of continuing with Project #10.

Councilor Piccirilli spoke of Wayside's long standing reputation for excellence within Watertown.

→ **Action Item:** Councilor Gardner made a motion, seconded by Councilor Izzo, to recommend that the City Council vote to continue the Watertown Cares Program #10, with Wayside Youth & Family Support Network as the alternative service provider. The motion was approved unanimously.

The meeting adjourned at 5:37 pm.
Report prepared by Nicole Gardner

ELECTED OFFICIALS

Vincent J. Piccirilli, Jr.,
Chair

Emily Izzo,
Vice Chair

Nicole Gardner,
Secretary



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

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).

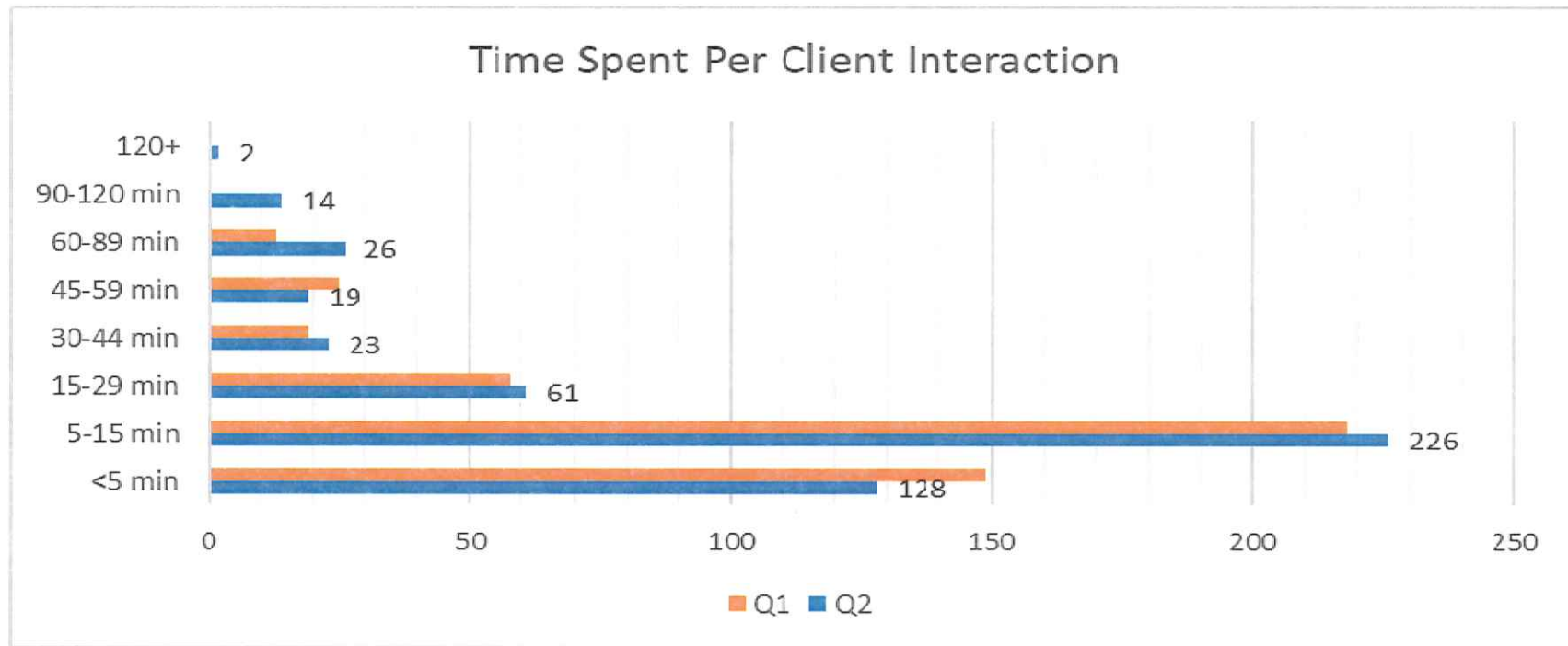
Attached please find 2 spreadsheets. The first contains a breakdown of the beneficiary & subrecipient agreement projects, and the second contains a breakdown of the City run projects. Each spreadsheet details the project name, approved funding, total balance expended to date and project status for your 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	\$ -	Check cut by the City on 5/3/24. 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. 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. 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. They are on track to expend the ARPA funding by the end of 2026.
ARPA-09	Elevator Modernization for Affordable Senior Housing - Marshall Place	\$ 84,428.00	\$ 84,428.00	\$ -	Check was cut by the City on 08/30/2024. 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. Depietro will forward a copy of the executed contract with the selected vendor once it has been executed. They are on track to expend the ARPA funding by the end of 2026.
ARPA-10	Watertown Cares - Right Turn and Watertown Cares	\$ 258,550.00	\$ 258,550.00	\$ -	Check cut by the City 3/8/2024. 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. Watertown Cares has expressed concern with the ability of Right Turn to hit the benchmarks as outlined in their proposal.
ARPA-11	McSherry Gardens Improvements - WHA	\$ 1,621,760.00	\$ 1,621,760.00	\$ -	Check cut by the City 5/31/24. 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.
ARPA-12	Hybrid Capability for City Buildings - WCATV	\$ 82,328.00	\$ 82,328.00	\$ -	Check was cut by the City on 5/07/2024. 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.
ARPA-21	Sustaining Watertown Community Fridge - Community Fridge	\$ 60,000.00	\$ 60,000.00	\$ -	Check cut 3/28/2024 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.
ARPA-25	Watertown Direct Assistance Program - Metro West	\$ 233,750.00	\$ 233,750.00	\$ -	Check was cut by the City on 8/30/2024. Metro West is on track to fully expend the ARPA funds by the end of 2026.
ARPA-26	Expansion of Childcare Programming - BGC	\$ 1,563,861.00	\$ 1,563,861.00	\$ -	Check was cut by the City on 6/7/24 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.
TOTAL		\$ 4,222,255.00	\$ 4,222,255.00	\$ -	



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 Helfer, 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	Cottage 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	\$12,734 have been expended thus far in FY25 on SNAP reimbursements for the Farmer's Market. 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.
ARPA-24	PV Array for Watertown High School - SBC	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	Per discussion with Christy Murphy, OPM 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.
ARPA-32	Study for City supported Local Transit - Multiple	\$ 67,500.00	\$ -	\$ 67,500.00	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. 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.
TOTAL		\$ 6,520,158.00	\$ 12,734.00	\$ 6,507,424.00	

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



CITY OF WATERTOWN

Auditor

Administration Building
149 Main Street
Watertown, MA 02472-4410

Attachment 2

Megan Langan
City Auditor

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

TO: BUDGET & FISCAL OVERSIGHT COMMITTEE

FROM: MEGAN LANGAN, CITY AUDITOR 

DATE: October 23, 2024

RE: ARPA-10 RIGHT TURN - PROJECT STATUS UPDATE

As noted in the ARPA Project Status Update memo dated September 9, 2024, various members of Watertown Cares have expressed concern with the ability of Right Turn to hit the benchmarks as outlined in their proposal to the City Council.

It is my understanding that both contacts from Right Turn that participated in drafting the proposal, Woody Giessmann and Cynthia Wachs, have since left the organization.

As you know, a total of \$258,550.00 ARPA funds were appropriated to this project. These funds were issued to Right Turn on March 8, 2024, and Right Turn cashed the check on March 11, 2024.

Pursuant to their proposal, specific strategies were to be implemented over three years beginning in September 2024. Per my discussions with members of Watertown Cares these strategies have not been implemented to date.

I have had various conversations with Michael D'Ortenzio Jr., Esq., KP Law to discuss this situation. Mr. D'Ortenzio Jr. has explained that the City is within their rights to request the funds in total back from Right Turn due to breach in agreement. This would enable the Honorable City Council to vote to re-appropriate these funds before December 31, 2024 to another organization. If the Honorable City Council were to vote in favor of requesting the funds be returned to the City for re-appropriation, a letter would be issued to Right Turn advising of the same. If the receipt of the letter does not prompt a response from Right Turn, a suit would have to be filed with the Superior Court to enable a court order return of the funds consistent with the executed Grant Agreement.

KP Law is drafting a memo that will further describe this process in detail, including what the timeline of this process will be. I will forward that as soon as it has been received for your reference as well. Based on the concerns expressed by various members of Watertown Cares, and the lack of communication received from Right Turn since the issuance of the ARPA Funds, I would advise the BFO Committee request the Honorable City Council issue a letter to Right Turn requesting return of the ARPA funds to allow re-appropriation.

Attached please find a copy of the executed Grant Agreement with Right Turn, as well as a copy of the cleared check for your reference.

Thank you for your consideration in this matter.

TO: Megan Langan, City Auditor, City of Watertown
(By Electronic Mail Only)

FROM: Michael A. D’Ortenzio Jr., Esq.

RE: Breach of ARPA Agreement – Options to Consider

DATE: October 24, 2024

Question

You have requested an opinion regarding action the City may take against an American Rescue Plan Act (“ARPA”) grant recipient who does not appear able to provide the services contracted for in its grant agreement.

Answer

I understand that the City Council, acting pursuant to G.L. c.44, §53A, awarded an ARPA grant in the amount of \$258,550 to Right Turn.Biz, Inc. (“Right Turn”). An agreement, dated March 5, 2024, memorialized the terms of the grant between the City and Right Turn (the “Agreement”). The Agreement obligates Right Turn to execute a public health informational campaign related to the prevention and treatment of substance use disorder (the “Campaign”). The Agreement further provides protection for the City should Right Turn become non-responsive. Specifically:

1. The City may issue a notice of default for violation of an Agreement term, including failure to provide reports to the City pursuant to §7;
2. The notice of default begins a fifteen (15) day cure period in which Right Turn can resolve the issue and the Agreement stays in effect;
3. If the default is not resolved within 15 days, the City may terminate the Agreement and seek recoupment of the ARPA funds in court, at Right Turn’s cost.

In evaluating the path forward, you should be aware of recent changes to ARPA by the U.S. Department of the Treasury (“Treasury”). ARPA requires that all funds be obligated by December 31, 2024 and expended by December 31, 2026. However, the Obligation Interim Final Rule (“Obligation IFR”) recently issued by Treasury allows for replacement of a contractor/grantee after December 31, 2024 if:

(1) the [City] terminates the contract or subaward because of the contractor or subawardee’s default, because the contractor or subawardee goes out of business, or because the recipient otherwise determines that the contractor or subawardee will not be able to perform under the contract or carry out the subaward;

In such a case, Treasury’s APRA FAQs establish that the “replacement contract or subaward must be within substantially the same scope and for substantially the same purpose as the contract that was entered into by December 31, 2024.”

Given the December 31, 2024 obligation deadline, if Right Turn fails to cure its default and the City wishes to use Right Turn’s ARPA funds for a different purpose, in my opinion, the City may wish to proceed quickly to recovering the funds in court and re-obligating them to a new grantee. In my opinion, the City may sign an agreement with a new grantee while the recoupment process plays out in court to ensure the new use of the funds is timely obligated. The City’s standard ARPA agreements would need to be tailored for this circumstance.

Alternatively, should the City desire to use the ARPA funds for the same purpose – regardless of whether Right Turn or another grantee ultimately executes the Campaign – the Obligation IFR in my opinion allows for replacement of Right Turn with a new grantee after December 31, 2024. Should the City wish to give Right Turn into the new year to cure its default and Right Turn still cannot implement the Campaign, the Obligation IFR will in my opinion allow the City to replace Right Turn with another grantee prior to December 31, 2026.

Please let me know if you have any further questions. Thank you.

Enclosures

- a) Right Turn Grant Agreement
- b) Draft Notice of Default

946979/WATR/0177

GRANT AGREEMENT

Between

CITY OF WATERTOWN

And

Right Turn Treatment Center in Conjunction with the Watertown Cares Network

This GRANT AGREEMENT is made on this 5th day of March 2024 by and between the City of Watertown, having an address of 149 Main Street, Watertown, MA 02472 (the "City") and Right Turn Treatment Center in Conjunction with the Watertown Cares Network, having an address of 440 Arsenal Street, Watertown, MA 02472 (the "Grantee").

WITNESSETH:

WHEREAS, the COVID-19 pandemic has negatively impacted families and economic activity throughout City, resulting in strains on the public health system and negative economic impacts, including, but not limited to, joblessness and the temporary and permanent closure of businesses; and

WHEREAS, the City desires to foster wise management of resources that guarantee the opportunity for all residents to reach their full potential while caring for one another and promoting the health, safety, and welfare of the community; and

WHEREAS, the City desires to provide grants using American Rescue Plan Act ("ARPA") funds provided to the City by Congress; and

WHEREAS, the City has allocated up to \$258,550.00 of ARPA funds specifically to this Grantee (the "Grant Funds" or "Funds"); and

WHEREAS, the Grantee is an eligible outpatient treatment center in the City that agrees to use the Funds only for the specified purposes set forth below; and

WHEREAS, the City intends to provide these Funds to the Grantee for the purpose of executing a multi-faceted public health informational campaign focused on three community-wide goals; prevention of substance use disorder with a focus on school-aged residents and other vulnerable individuals, reducing the stigma of substance use disorder and accompanying mental health disorders, and communication to all effected community members clarifying what resources are available locally and how to access them, thereby supporting the public interest, and subject to the conditions and reporting requirements set forth herein.

NOW THEREFORE, the City and the Grantee agree as follows:

1. Funding. The City shall disburse the Grant Funds to the Grantee on the condition that the Grantee shall use the Funds only for costs in accordance with the Program Overview, incorporated herein as **Exhibit A**, and otherwise in accordance with the terms of this Grant Agreement. The Grantee may not use the Funds for any purposes other than those set forth

in Exhibit A and herein without the prior written approval of the City. The Grantee's failure to use the Grant Funds consistent with Exhibit A shall be deemed a material breach of this Agreement and entitle the City to recoupment of any and all amounts spent contrary to the terms set forth in Exhibit A.

2. Conditions.

- a) Grantee shall only use the Funds for the public purpose of executing a multi-faceted public health information campaign to achieve the goals described in Exhibit A and shall not use such funds to instead unjustly and or directly benefit Grantee or its officers and employees.
- b) Grantee shall comply with the reporting requirements set forth herein and shall retain records relevant to the use of Grant Funds for a period of no less than seven (7) years, such records to be made available to the City upon request.
- c) **All work must be completed and all Grant Funds expended no later than December 1, 2024.** Should any Funds remain in the Grantee's custody after December 1, 2024, the Grantee must return any remaining funds to the City within two (2) business days. The Grantee must continue submitting quarterly reports through the end of the quarter in which all Funds have been expended and/or returned to the City, as the case may be.

3. Contact. The Grantee identifies the following as contact persons for purposes of questions and concerns related to the administration of this grant:

Megan Langan, City Auditor, 149 Main Street, Watertown, MA 02472,
mlangan@watertown-ma.gov

Notices required by this Agreement shall be provided consistent with Section 14, below.

4. Liability of the City. The City's liability hereunder shall be to make the payment specified in Section 1 of this Grant Agreement, provided that Grantee comply with and adhere to the terms and conditions set forth herein, and the City shall be under no further obligation or liability. Nothing in this Grant Agreement shall be construed to render the City or any elected or appointed officials or employees of the City, or their successors in office, personally liable for any obligation under this Grant Agreement.
5. Indemnification. The Grantee shall indemnify, defend, and hold the City and City departments, officers, employees, servants, and agents harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including reasonable attorneys' fees, arising out of or relating to the Grantee's performance, or the negligence or misconduct of the Grantee or the Grantee's agents or employees.
6. Insurance. The Grantee shall maintain:
 - General Liability Insurance in the following minimum amounts: \$1,000,000 each occurrence and \$2,000,000 aggregate limit.
 - Professional Liability Insurance, covering errors and omissions, in the amount of at least \$1,000,000.
 - Automobile Liability Insurance in the amount of \$1,000,000, owned, non-owned, and hired automobile coverages to be included.

- Workers Compensation in accordance with the Grantee's services in which the work is being performed.
 - Employers Liability Insurance: \$500,000 each accident, \$500,000 disease policy limit, \$500,000 disease each employee.
 - Umbrella Insurance: \$1,000,000 limit per occurrence and aggregate.
7. Reports. The Grantee agrees to provide the City with quarterly, or more frequently upon reasonable request by the City, expenditure and services reports. One such report shall be the annual report, listing services provided and Grant Funds used during that period, and shall be submitted within thirty (30) days of the end of the calendar year.
 8. Record Keeping. The Grantee agrees to keep, for a period of seven (7) years after the Grant Funds are exhausted, such records with respect to the utilization and the proceeds of this Grant Agreement as are kept in the normal course of business and such additional records as may be required by the City. The Grantee further agrees to make these records available to the City upon request.
 9. Photographs/Videos. The Grantee agrees the City may edit, alter, copy, exhibit, reproduce, publish, or distribute any photographs, images, and/or videos produced during the term of this Agreement for purposes of publicizing the City's ARPA expenditures or for any other lawful purpose. The Grantee hereby waives the right to inspect or approve the finished product, including written or electronic copy, wherein its employees, facilities, services, equipment, logo, or likeness appears. Additionally, the Grantee waives any right to royalties or other compensation arising or related to the use of such photographs, images, and/or video.
 10. Successors and Assigns. This Grant Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. The Grantee shall not assign, subcontract, or otherwise transfer this Grant Agreement, in whole or in part, without the prior written consent of the City.
 11. Termination. In the event the Grantee fails to fulfill all obligations under the terms of this Grant Agreement, as determined by the City, and such failure is not cured within fifteen (15) days after the City has given written notice to the Grantee specifying such failure, or such longer period as may be specified by the City, the City shall have the right, in its sole discretion, to terminate this Grant Agreement upon written notice to the Grantee. The City may also terminate this Agreement for convenience at any time upon written notice to be received by the Grantee not less than thirty (30) days in advance of termination. Upon receipt of said termination notice, the Grantee shall cease to incur any additional expenses in connection with this Grant Agreement and shall return any funds due and owing under a non-refundable commitment. Upon termination, the City shall be free to pursue any rights or remedies provided within this Grant Agreement, including without limitation, recouping of Funds as set forth in Section 12 below.
 12. Return of Funds. In the event this Grant Agreement is terminated pursuant to Section 11, any Funds granted to the Grantee under this Grant Agreement and not yet expended shall be returned forthwith to the City without further expenditure thereof. If the Grantee fails to fulfill its obligations under the terms of this Grant Agreement as a result of negligent or intentional acts or omissions of the Grantee, its agents, employees, contractors, or invitees, the Grantee shall be liable to repay to the City the entire amount of the Grant Funds provided

under this Grant Agreement, and the City may take such steps as are necessary, including legal action, to recover such funds. In the event that the City takes legal action under this Grant Agreement, the Grantee shall pay any and all costs, including reasonable attorneys' fees, expended for the enforcement of this Grant Agreement.

13. Compliance with Laws. The Grantee shall comply with all federal, state, and local laws, rules, regulations, and orders applicable to Grantee, including, without limitation, ARPA and the regulations and guidance issued thereunder, such provisions being incorporated herein by reference.
14. Notice. Any and all notices, or other communications required or permitted under this Grant Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth herein or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service. At the City's discretion, notices and other communications may be sent electronically.
15. Severability. If any term or condition of this Grant Agreement or any application thereof shall to any extent be held invalid, illegal, or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Grant Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
16. Governing Law. This Grant Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts and the Grantee submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Grant Agreement.
17. Expiration and Renewal. This agreement will expire at midnight on January 1, 2025, unless terminated sooner pursuant to the terms herein. The reporting and record-keeping requirements contained herein shall continue as set forth above following the expiration or termination of this Agreement. The indemnification provisions contained herein shall survive expiration or termination of this Agreement.

[signature page to follow]

IN WITNESS WHEREOF, the parties hereto have executed this Grant Agreement, under seal, on the day and year first written above.

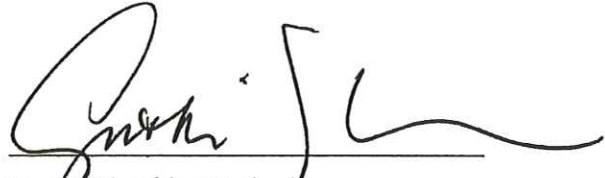
CITY OF WATERTOWN



Name: George Proakis

Title: City Manager

RIGHT TURN IN CONJUNCTION WITH
THE WATERTOWN CARES NETWORK



Name: Cynthia Wachs

Title: Chief Executive Officer

Approved as to form:



Name: Mark Reich

Title: City Attorney



City Auditor
30855-570410

City of Watertown, MA ARPA Project Proposal

Submitted by: Daniel Unsworth

Submitted on: May 24, 2023

Request Number: ARPA-10

Project Name: Watertown Cares

Proposal Type: Organization

Right Turn in Conjunction with the Watertown Cares Network.

Recommended Project Manager: Woody Giessmann and Cynthia Wachs in conjunction with the Watertown Cares Network.

Project Summary:

Right Turn in conjunction with the Watertown Cares Network will execute a three-year, multi-facted public health informational campaign. The program will fund a part-time position embedded with Right Turn. The campaign will focus on three community-wide goals;

1. Prevention of substance use disorder with a focus on school-aged residents and other vulnerable individuals;
2. Reduce the stigma of substance use disorder and accompanying mental health disorders;
3. Communication to all effected community members clarifying what resources are available locally and how to access them.

Amount of ARPA Funds Requested: \$297,332.5

Minimum Funds Needed: \$297,332.5

Matching funds available? No

Other funds available? No

Project Narrative: I have a detailed narrative to upload

City of Watertown ARPA Proposal

1. Applicant name: Right Turn in Conjunction with the Watertown Cares Network.
2. Contact person:

Primary: Right Turn Treatment Center, Woody Giessmann (Founder) and Cynthia Wachs (CEO)

Secondary: Watertown Police Department/Watertown Cares Network, Captain Daniel Unsworth
3. Phone:

Woody Giessmann: (781-646-3800)
Cynthia Wachs: (781-646-3800)
Daniel Unsworth: (617-972-6535)
4. Email:

Woody Giessmann: woody@right-turn.org
Cynthia Wachs: Cynthia.wachs@right-turn.org
Daniel Unsworth: dunsworth@police.watertown-ma.gov
5. Project name: Watertown Cares
6. ARPA funds requested: \$298,798.00
7. Matching funds: NA
8. Other sources of funds: NA
9. Minimum funds needed: \$240,000
10. Project managers: Woody Giessmann and Cynthia Wachs in conjunction with the Watertown Cares Network.

11. Narrative description of the project:

A Community Challenge:

From the 2014 to the 2015 calendar year, the number of opioid related overdoses in the City of Watertown increased seven-fold. In early 2015 it was evident our community of approximately 35,000 people was not immune to the nation-wide opioid epidemic. Since then, significant efforts by public safety and other community organizations have been initiated to preserve life and reduce the impact of substance use disorder (SUD) in the City. The COVID19 pandemic further complicated efforts to lessen the dual challenge of substance use and mental health disorders in our city.

A Response:

This proposed project brings to bear the considerable community knowledge of the Watertown Cares Network and the well-documented expertise of the Right Turn Treatment Program. The two entities will collaborate to execute a three-year, multi-faceted public health informational campaign. The program will fund a part-time position embedded with Right Turn. The campaign will focus on three community-wide goals:

1. Prevention of substance use disorder with a focus on school-aged residents and other vulnerable individuals;
2. Reduce the stigma of substance use disorder and accompanying mental health disorders;
3. Communication to all effected community members clarifying what resources are available locally and how to access them.

Why These Three Goals are Essential to a Healthy Community

1. Prevention

The Watertown Cares Network and Right Turn, an outpatient treatment center, recognize a moral obligation to focus on the prevention of substance use disorder in our community. A desired outcome of the proposed program will be to reduce the number of Watertown individuals and family members affected by SUD and the accompanying mental health disorders, relationship difficulties, employment challenges and general suffering. The prevention campaign will direct its efforts toward Watertown's young people. To this end, the Watertown Cares Network will

leverage its strong relationship with key partners to include the Watertown Public Schools and the Wayside Youth and family Network.

2. Stigma

It is well recognized that the stigma of substance use and mental health disorders are barriers to treatment and support. For many suffering with SUD, shame inhibits requesting help. Their loved ones also suffer silently. This campaign will endeavor to reach individuals and their family networks with realistic messages of hope, empathy and direction toward treatment.

3. Resources

For the last eight years, the Watertown Cares Network has worked to establish a unified approach to substance use and mental health disorders in the city. Partnerships have been established amongst elected officials, municipal departments, treatment providers, the clergy and churches, the business community, non-government agencies and other community stakeholders. Key points of contact have been identified in the community to serve as ombudsmen. Relationships with well-respected treatment providers have been solidified. The campaign will emphasize existing and readily available resources within the community and surrounding area.

Benefit to Residents:

The three stated goals are designed with the intent of forwarding an overarching mission: to prevent community members from suffering from substance use disorder, to enhance the quality of life in the City of Watertown, and to preserve life.

Financial

It is difficult to measure the financial impact of SUD on a community. The U.S. Department of Health and Human Services estimates the annual economic impact of alcohol misuse at \$249 billion and other illicit drug use at \$193 billion.

We know SUD is associated with overdoses and a myriad of other health related challenges. For instance, each emergency visit associated with SUD is estimated to cost approximately \$2,700.

Exposure to the criminal justice system is another unwelcome occurrence that often accompanies substance use and mental health disorders. Prevention or

diversion from an arrest is estimated to create a cost savings of approximately \$2,990 per incident.

During the 2022 calendar year, Advocates Inc., which embeds clinicians within the Watertown Police Department diverted 195 individuals from emergency room visits and arrests. The estimated cost savings was \$530,850.

Quality of Life

With focus on the three stated goals the quality of life in the City of Watertown can be enhanced. Each individual who experiences substance use and associated mental health disorders will suffer to some degree. Family members will suffer. Neighbors, employers, community members and municipal departments will be impacted to one degree or another. The prevention of some cases and intervention with others can have far reaching effects well beyond the individual struggling with SUD.

Culture

A unified approach by a community on the matter of SUD will impact the number of lives lost, the amount of human suffering experienced and the general quality of life. A culture must permeate municipal agencies, the business community, the clergy, non-government organizations and our neighborhoods. Communities that view SUD as a public health challenge will lower barriers to treatment, take harm reduction measures and avoid the pitfall of critically judging those with the disease. The proposed project is designed to impact our community's culture. If you or someone you care about is experiencing SUD, Watertown is a good place to be.

Leveraging of Financial and Other Resources:

This project leverages the resources of Right Turn and the many other entities that have joined efforts to establish the Watertown Cares Network. The Watertown Cares Network has operated on very modest financial support from municipal departments and non-profit entities to include the Watertown Community Foundation. The greatest asset of this collaborative effort however has been the establishment of collective knowledge through pooling of varying perspectives. This collective knowledge on matters pertaining to prevention, recovery and the science of substance use disorder has been invaluable to ensure the best use of limited resources and to inform our response as a community. Perspective from treatment providers and people in recovery has been particularly important to

shape the response of many municipal agencies, to include the Police, Fire, Health and School Departments.

The proposed project calls for an end to funding of the project manager at the completion of the 2026 calendar year. We expect the relationships that develop, the media platforms established and the advertising materials created will continue to positively serve the City. Support of this project will effectively send a clear message well beyond the 2026 calendar year to all community members: the City of Watertown understands the nature of substance use and mental health disorders and it will approach the challenge in an effective and empathetic manner.

Relevance to the Impact of COVID19:

COVID19 had a significant impact on people suffering from anxiety, depression and other mental health disorders. Knowing that mental health and substance use disorders are often intertwined, it was expected we would experience new substance use challenges in the wake of this pandemic. In our community, the most noticeable shift in substance use disorder was observed amongst those struggling with alcohol. This, combined with the fact that the 2021 calendar year yielded over 2,300 fatal opioid overdoses in Massachusetts, it is evident that mitigating actions are necessary in response to constantly evolving public health challenges.

Opioid Related Overdoses in Watertown

Year	Overdoses	Narcan Use - Police	Fatal
2013	8	0	2
2014	7	2	1
2015	49	18	9
2016	48	10	6
2017	43	16	10
2018	50	21	2
2019	33	11	5
2020	26	12	5
2021	32	12	5
2022	21	13	2

Strategic Alignment with the Comprehensive Plan and Charter Preamble:

The guiding principles in the Charter Preamble of the City's Comprehensive Plan are listed below, along with this program's answer to each demand:

- Safety & Tranquility: the empathetic outreach to community members in crisis leads to a sound strategy for reducing risk to the individual in crisis and lessening their impact on the community's tranquility.
- Learning and Excellence: the proposed program has been designed by individuals with years of experience and knowledge of our community's needs combined with individuals highly regarded for employing best practices in the treatment of substance use disorder.
- Equity and Diversity: the proposed program seeks to support an extremely vulnerable segment of our community. Individuals suffering with SUD and associated mental health disorders have also historically been silenced by stigma.
- Health and Wellbeing: during every calendar year since 2014, Watertown has lost community members to opioid overdoses. Expecting this trend to continue, the program will offer support to these individuals, providing them with harm-reduction strategies and encouraging their return to a safer and healthier lifestyle.
- Creativity and Innovation: Right Turn possesses a unique knowledge of the treatment field and the community of recovery. Infusing art and music into recovery is a trademark of its program. Its expertise, combined with the Watertown Cares Network and its deep community ties, will produce a targeted and effective public health campaign.
- Accountability and Transparency: Watertown's city departments, its business community, clergy and residents regularly encounter individuals suffering with substance use and mental health disorders. This program is designed to send a clear message to the community impacted by SUD and mental health disorders that Watertown, indeed, cares.

The Following Specific Strategies will be Phased In over Three Years:

- In-person public awareness events during the month of September (National Recovery Month) 2024-2026
- Design and distribution of campaign materials to include social media, traditional media, and billboard advertising
- Partner with the Watertown Public Library Bookmobile to disseminate campaign materials
- In-person prevention messaging in collaboration with the Watertown Public Schools
- Guest editorials in Watertown News and appearances on WCATV
- Partner with the Watertown Business Coalition for in-person messaging to their members
- Conduct Narcan and other harm reduction trainings
- Rolling Ads in Watertown News for three years.
- Create a variety of campaign slogans and messages that will be used on campaign outreach efforts – written, broadcast, and merchandise.
- Create a robust presence on Facebook, Twitter, and Instagram and buy ads on social media platforms.
- Partner with the City’s IT Department to publicize campaign messages on City social media platforms and partner with the City Manager to include campaign messages in his quarterly newsletter.
- In person messaging and distribution of materials to local houses of worship, social service agencies, individual and family support groups, and social and civic clubs representing marginalized communities.
- Partner with the Police Department, Fire Department, Department of Public Works, Department of Planning and Community Development as well as all other city departments to urge their employees to place yard signs and window signs in their yards.
- Place campaign banners on all municipal buildings.
- Increase the members of the Watertown Cares Network to include additional members who represent the business community, communities of color and marginalized communities.

Metrics to Measure Outcomes:

The proposed program includes several means by which to measure impacts on our community. Many of these measurement tools are already in use. Some means, like use of the Flash Vote survey system have not yet been applied however the City's Information Technology Department is prepared to collaborate with us. The following measurements will be recorded:

- Changes in numbers of referrals to Jail Diversion Clinicians and the Social Service Resource Specialist
- Changes in numbers of referrals direct to treatment providers
- Number of visits to Watertown Cares social media platforms
- Attendance at in-person events
- Number of in-person events conducted
- Number of Narcan trainings conducted and kits distributed
- Number of overdoses recorded
- Measurement of attitudes and knowledge pre-and post program initiation via the City's Flash Vote survey system.

Budget - PERSONNEL**Project Coordinator – ¾ time**

\$50/hour for 20 hours a week for 46 weeks per year for 3 years \$138,000
Responsible for overall implementation of the Campaign as it is phased in over the three calendar years.

Design Consultant

\$125/hour for 125 hours over 3 years \$15,625

Social Media Consultant and Buyer

\$100/hour for 125 hours over 3 year \$12,500

Evaluator

\$150/hour for 60 hours over 3 years \$9,000

College Intern

\$25/hour for 75 hours over 3 years \$1,875

TOTAL PERSONNEL**\$177,000****Budget - MATERIALS**

Billboards (3 rentals/year for 30 days per rental - 3 years) \$55,000

Bus and Taxi Signs (10 rentals/year for 30 days per rental - 3 years) \$10,000

200 Yard Signs over three years \$2,000

100 Window Signs over three years \$1,000

15 Banner Signs over three years \$2,000

2 Table banners over three years \$200

500 Campaign Brochures over three years \$2,000

Materials and Refreshments for the three Annual Programs
and for 10-15 smaller community events over three years \$1,850

TOTAL MATERIALS**\$74,050**

Budget - PROGRAM

Room Rental for three Annual Programs (Armenian Cultural Center and Mosessian Center) (sp, etc) and 10-15 smaller events (church halls, community centers, etc, over three years) \$1,500.

Speakers for the three Annual Programs \$6,000

TOTAL PROGRAM **\$7,500**

SUBTOTAL – Personnel, Materials, and Program **\$258,550**

Administrative Fee (payroll, bookkeeping, etc.) \$38,782.50
At 15% of the three-year total

TOTAL CAMPAIGN COSTS **\$297,332.50**

In-Kind – Office Space, conference rooms, copying, etc. – Right Turn

About Right Turn

Right Turn of Watertown, a 20 year old organization, provides a broad range of outpatient evidence-based treatment programs for individuals and families recovering from substance use disorders and co-occurring disorders.

Since 2003, its guiding principles of recovery with creative expression and integration into the community have helped its clients and their families rebuild their lives. Right Turn uses a multi-disciplinary team approach under the medical direction of Stephanie Stratigos, DO, an addiction certified Psychiatrist, and its CEO, Cynthia J. Wachs.

Woody Giessmann, the Founder of Right Turn, is a painter, songwriter, pianist, and drummer for Boston's beloved band, The Del Fuego's. He started Right Turn in March, 2003 to provide evidenced-based treatment with creative therapies of music and the arts to people with substance use disorder and co-occurring disorder(s). Woody has worked in the field of Substance Use Disorder and Mental Health since 1993. He served on the Board of Registry In Medicine (BORIM) under Governor Charlie Baker for two terms and under Michael Botticelli at The Bureau Of Substance Abuse Services (BSAS) on the advisory board for policy and funding.

Right Turn is a community for people in early recovery, and for those who are maintaining long-term recovery. At Right Turn each person's needs are assessed, and an individual treatment plan is developed. Right Turn integrates clinical best practices with outcomes-driven creative solutions into a full continuum of substance use disorder and co-occurring disorder behavioral health treatment.

About the Watertown Cares Network

The Watertown Cares Network evolved out of a collaborative community effort to lessen the impact of the opioid epidemic on its residents. In early 2015, it became evident that Watertown was experiencing the effects of the nationwide opioid epidemic, representing a significant public-health challenge. The City of Watertown recorded a significant increase in the rate of opioid related overdoses.

With guidance from the City Council's Health and Human Services sub-committee, a task force was formed comprised of community stakeholders. The task force included elected officials, leaders from several municipal departments including police and fire, members of the clergy, the business community, treatment

providers, non-government organizations, people in recovery and parents. Since then, the Watertown Cares Network has strived to thoughtfully and effectively confront substance use disorder. Collectively, the Watertown Cares Network has an in-depth knowledge of our community and how it is impacted by substance use and associated mental health disorders. We have worked diligently to forward prevention, to lessen the stigma of these afflictions and to link our community members with much needed resources.

Why Together These Entities are Uniquely Qualified to Manage The Program

Right Turn, its founder Woody Giessmann, and the Watertown Cares Network have a long history of successful collaboration. The Watertown Cares Network brings to bear a high level of community dedication. This strength, combined with the knowledge, skills, associations and creativity of Right Turn will result in an effective effort. This program has been orchestrated by a group that possesses the technical skills, the experience and the empathy to execute all stated goals.



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

RESOLUTION # 85

2023 – R - 85

RESOLUTION ON APPROPRIATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

WHEREAS, the American Rescue Plan Act (ARPA) is a response by the federal government to address the COVID 19 pandemic by a direct allocation of \$350 billion to state, county and municipal governments; and

WHEREAS, the City of Watertown received \$10,742,413 in ARPA funds that must be encumbered by December 31, 2024, and fully spent by December 31, 2026; and

WHEREAS, the ARPA funds may be used for Public Health, Responding to Negative Economic Impacts, Services to Disproportionately Impacted Communities, Water, Sewer & Broadband Infrastructure, and Revenue Replacement; and

WHEREAS, the City Council voted on July 13, 2021 to task the Committee on Budget and Fiscal Oversight to develop recommendations for the spending of the ARPA funds in a manner that reflects the priorities of the City Council; and

WHEREAS, the Committee on Budget and Fiscal Oversight engaged in community outreach to hold informational forums and develop guidelines for requesting proposals from the public and city departments; and

WHEREAS, the Committee on Budget and Fiscal Oversight developed an open, collaborative, and transparent process to make funding recommendations that reflected our community's values as outlined in the Watertown Charter Preamble, and

WHEREAS, the Committee on Budget and Fiscal Oversight's recommended allocations total \$4,868,829 (45%) for Water & Sewer Infrastructure, \$4,437,255 (41%) for Social Services, and \$1,436,329 (13%) for Climate and Energy.

NOW THEREFORE, BE IT RESOLVED that the City Council appropriates the American Rescue Plan Act funds as follows:

Application Number	Project Name and Organization	Explanation	Funding Amount
ARPA-02	Additional Private Workspace - Library	Fund at minimum request.	\$18,000
ARPA-03	Cultural District Matching Funds - DCDP	Fund at minimum request.	\$10,000
ARPA-07	Social Services Resource Specialist Program Expansion - Wayside Youth	Fully fund.	\$317,578
ARPA-09	Elevator Modernization for Affordable Senior Housing - Marshall Place	Fund at minimum request.	\$84,428
ARPA-10	Watertown Cares - Right Turn and Watertown Cares	Minus administrative fee 38,782.	\$258,550
ARPA-11	McSherry Gardens Improvements - WHA	Minus contingency fee 24,108.	\$1,621,760
ARPA-12	Hybrid Capability for City Buildings - WCATV	Funding the two carts only.	\$82,328
ARPA-14	Sewer Phase 4 Rehabilitation - DPW	Fund at minimum request.	\$2,500,000
ARPA-15	Cottage Street Water Main Resident Engineering and Construction Services - DPW	Fully fund.	\$2,000,000
ARPA-16	Stormwater Tree Trenches - DPW	Scalable.	\$368,829
ARPA-17	Lead Gooseneck Removal - DPW	Scalable.	\$368,829
ARPA-18	Watertown Food Pantry - COA	Fund at minimum request.	\$152,000
ARPA-20	Watertown Farmers' Market Food Assistance Program - DCDP	Fully fund.	\$35,000
ARPA-21	Sustaining Watertown Community Fridge - Community Fridge	Fully fund.	\$60,000
ARPA-24	PV Array for Watertown High School - SBC	Fund at minimum request.	\$1,000,000
ARPA-25	Watertown Direct Assistance Program - Metro West Collaborative Development	Assistance of 212,500 plus direct costs of 21,250	\$233,750
ARPA-26	Expansion of Childcare Programming - Boys & Girls Club	Fund construction only.	\$1,563,861
ARPA-32	Study for City supported Local Transit - Multiple	Fund at minimum request through DCDP.	\$67,500
		TOTAL APPROPRIATION	\$10,742,413


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 4 for, 0 against and 0 present on December 12, 2023.


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**

October 24, 2024

Michael A. D'Ortenzio Jr.
mdortenzio@k-plaw.com

BY FIRST-CLASS AND ELECTRONIC MAIL

Right Turn Addiction Services
c/o Cynthia Wachs, Chief Executive Officer
440 Arsenal Street, Suite 1
Watertown, MA 02472
cynthia.wachs@right-turn.org

Re: City of Watertown – American Rescue Plan Act
March 5, 2024 Subrecipient Agreement
Notice of Default

Dear Ms. Wachs:

This office serves as City Attorney for the City of Watertown (“City”). This letter is the City’s notice that Right Turn.Biz, Inc. (“Right Turn”) is in breach of its March 5, 2024 Subrecipient Agreement between the City and Right Turn relative to a grant of American Rescue Plan Act (“ARPA”) funds by the City (the “Agreement”). The Agreement obligated Right Turn to execute a public health informational campaign related to the prevention and treatment of substance use disorder (the “Campaign”), but Right Turn has not been responsive to City requests and may have ceased operations. The value of the grant is \$258,550, which has been disbursed to Right Turn. Accordingly, this notice is provided pursuant to §14.¹

In summary, the Agreement obligates Right Turn to adhere to the following terms:

1. Administer the Campaign. §§1 and 2(a); Exhibit A.
2. Complete all work and expend all grant funds by December 1, 2024. §2(c).
3. Provide expenditure and services reports quarterly, or more frequently upon reasonable request by the City. §7.

Should Right Turn fail to adhere to the terms of the Agreement, the Agreement, in relevant part, provides that:

In the event the Grantee fails to fulfill all obligations under the terms of this Grant Agreement, as determined by the City, and such failure is not cured within fifteen (15) days after the City has given written notice to the Grantee specifying such failure, or such longer period as may be specified by the City, the City shall have the right, in its sole discretion, to terminate this Grant Agreement upon written notice to the Grantee...Upon receipt of said termination notice, the Grantee shall cease to incur any additional expenses in connection

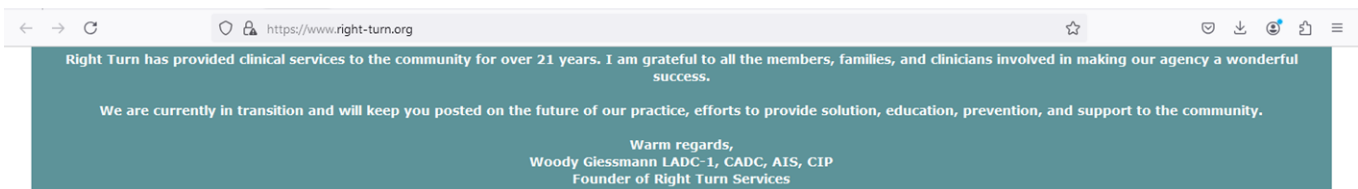
¹ All § references herein are to sections of the Agreement.

with this Grant Agreement and shall return any funds due and owing under a non-refundable commitment. Upon termination, the City shall be free to pursue any rights or remedies provided within this Grant Agreement, including without limitation, recouping of Funds as set forth in Section 12 below. §11.

In the event this Grant Agreement is terminated pursuant to Section 11, any Funds granted to the Grantee under this Grant Agreement and not yet expended shall be returned forthwith to the City without further expenditure thereof. If the Grantee fails to fulfill its obligations under the terms of this Grant Agreement as a result of negligent or intentional acts or omissions of the Grantee, its agents, employees, contractors, or invitees, the Grantee shall be liable to repay to the City the entire amount of the Grant Funds provided under this Grant Agreement, and the City may take such steps as are necessary, including legal action, to recover such funds. In the event that the City takes legal action under this Grant Agreement, the Grantee shall pay any and all costs, including reasonable attorneys' fees, expended for the enforcement of this Grant Agreement. §12.

Section 14 further allows the City to deliver any notices pursuant to §§11 and 12 electronically.

Unfortunately, Right Turn has become non-responsive to both the City and other community groups participating in the Campaign. Right Turn's website currently displays the following message:



Further, the City has not been provided with the required expenditure and services reports, both for the previous quarter nor after reasonable requests from the City for more frequent reports. Due to the failure to provide reports pursuant to §7, the City finds that Right Turn is in **DEFAULT** of the Agreement.

Section 11 provides for a fifteen (15) day cure period after a notice of default has been provided. The City seeks to understand what Right Turn being "currently in transition" means for the administration of the Campaign. Given that the purpose of the Campaign is to meet an immediate need in the City and enhance the treatment of substance use disorder and, further, given that ARPA funds must be obligated by December 31, 2024, the City requests that Right Turn provide to the City, in writing, no later than **Monday, November 4, 2024**, the following information:

- A. An update on the status of Right Turn's capacity to administer the Campaign, including a statement of the action taken, or contemplated, and any assistance needed to resolve the situation; and

Right Turn Addiction Services

October 24, 2024

Page 3

- B. A full accounting of the \$258,550 provided by the City to fund the Campaign, including the location of such funds, a list of expenditures made, and supporting documentation of the same.

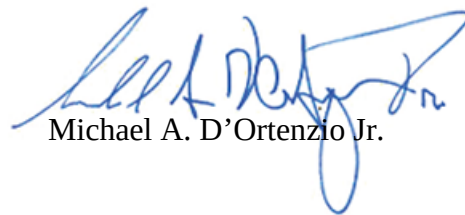
All submissions to the City shall be made to the City Auditor pursuant to §3, with a copy to the City Attorney preferred.

Should the City not receive the requested information by the above deadline, the Agreement shall be considered **TERMINATED** upon expiration of the cure period, and the City may seek recoupment of funds in court, at Right Turn's cost, pursuant to §§12 and 17.

Notwithstanding the foregoing, nothing said in or omitted from this letter is a waiver of any rights, remedies, and defenses of the City, all of which are reserved.

The City looks forward to hearing from you at your earliest convenience. Thank you.

Very truly yours,



Michael A. D'Ortenzio Jr.

MAD

CC: City Auditor

946978/WATR/0177



Watertown Police Department

552 MAIN ST
WATERTOWN,
MASSACHUSETTS
02472-2358



Justin Hanrahan
Chief of Police

Telephone (617) 972-6500
FAX (617) 972-6409

October 24th, 2024

Dear Councilor Piccirilli,

In the early months of 2024 the City of Watertown dispursed \$258,550 of ARPA funds to Right Turn. A contract was signed by Right Turn to clarify what services the organization would provide, namely a community-wide public health campaign centered on substance use and mental health disorder. In July of this year, I communicated with the City Auditor's Office to report that it did not appear Right Turn's administration was in a position to execute the agreed upon contract and effectively put the granted funds to use. I recommended that all funds be recovered by the City of Watertown.

Councilor Anthony Palomba, Stephanie Venizelos (Community Wellness Program Manager) and I subsequently met with Laura Kurman (Senior Program Director of Wayside Youth and Family Support). Mrs. Kurman indicated that her organization had the capacity and the willingness to execute the proposed program if the City of Watertown opted to recover funds from Right Turn and seek a new partner.

If the City of Watertown approves another partner to execute the proposed program, I respectfully recommend that Wayside Youth and Family Network of Watertown be given consideration. This organization has served our community by providing mental health and other supports to children, young adults and families. Wayside Youth and Family Network possesses a National Accreditation for Excellence from the Council on Accreditation of Services for Children and Families. For many years, the leadership team at Wayside Youth and Family Network has worked effectively with varying municipal agencies in the City of Watertown and it is expected they would continue to serve the City well.

Respectfully,

Captain Daniel S. Unsworth
Administrative Services Bureau Commander
Watertown Police Department
617-972-6535
dunsworth@police.watertown-ma.gov



Watertown City Council

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

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

Report of the Committee on Economic Development & Planning Meeting Date: September 30, 2024

The Committee convened on Monday September 30, 2024 at 6:00 p.m. in the Richard E. Mastrangelo Council Chamber with remote participation by zoom. Present were Lisa Feltner, chair; John Gannon, vice chair (by zoom); and Vincent Piccirilli, secretary. Staff present were Zeke Mermell, Senior Transportation Planner; and Steven Magoon, Assistant City Manager for Community Development and Planning. Also present were Sophia Galimore, Director of Watertown TMA (by zoom); Councilor Nicole Gardner; Councilor Anthony Palomba (by zoom); and residents Lise Paul and Ernesta Krackiewicz.

The purpose of the meeting was a presentation and discussion of updates on Watertown Transportation Management Association (TMA), including Shuttles, and Transportation Demand Management (TDM) Monitoring.

Mr. Mermell and Ms. Galimore began with a presentation. Key takeaways for the TMA/Shuttles:

1. The TMA is a separate legal organization with 26 Board members.
2. The TMA provides incentives for members to get to work by walking, biking, carpooling, and transit, with an "Emergency Ride Home" benefit for situations when you need it.
3. The Pleasant St shuttle had 464 trips in July 2024. There are 6 business partners, plus the City, which allows the public to ride for \$1 per trip.
4. The Arsenal St shuttle had 1,564 trips in July 2024. There are 8 business partners, and the operation is managed by Alexandria, but the City is not a member, which means the public is not allowed to ride.
5. For 2025, the TMA is looking to recruit more members, and restructure the shuttle costs and increase ridership.

Key takeaways for the TDM:

1. Target is to reduce Single Occupancy Vehicle use by 20% from the 2010 baseline data, which means not to exceed 54% for residential projects and 60% for employees for commercial projects.
2. TDM monitoring compliance was paused during COVID as commuting patterns changed with work-from-home. The last report was created August 8, 2022 but wasn't presented to City Council. TDM reports are expected to also be available on the DCDP Transportation Planning web page going forward.
3. The Climate Plan Goal 1.3 is to reduce personal vehicle travel miles by 50% by 2025, by increasing options for transit, bike, and pedestrian travel, and by doing things in zoning like unbundling parking and reducing parking minimums.
4. For 2025, a review of TDM policy will look at sustainability measures, compliance with the new Comprehensive Plan, Climate Plan, and Watertown Square Plan, and lessons learned from TDM monitoring, assisted by a \$78,788 grant from MassDOT.

Questions and answers followed next. Key points were:

- The TDM ordinance of 20% SOV reduction goal is expected to be changed to reflect the 50% reduction goal in the Climate Plan.
- The Arsenal St shuttle is not open to the public because the City is not a partner and does not provide funding, and Alexandria, who operates the shuttle, does not want to open it to the public.

- There has not been a TDM monitoring report since 2022, primarily because of COVID, but also because of lack of staff. Other cities have a Transportation Department, we have Zeke.
- The TDM has a 14-point scoring system to ensure compliance, and this should be re-evaluated based on the data collected to see if it should be updated.
- The TDM has an initial two-year reporting requirement, but we need to reassess this to see if it should be longer.
- TDM monitoring report data comes from each property and their employees or residents in any format they provide it. The lack of consistency makes it hard to produce standardized reports, and the TMA needs to train them on a standard method of reporting.
- The Watertown Square re-zoning will likely include unbundled parking for apartments, and they will be subject to the TDM, however in order for this to work, the City needs clear policies on regulation of on-street parking, including enforcement, so that new tenants don't just park on the streets.
- The Pleasant St TMA shuttle stops are at the member properties, and go to Harvard Square.
- The Arsenal St has two TMA shuttles and both go to Harvard Square. One starts at Union Market/Gables apartments, and one starts at Arsenal on the Charles.
- The Arsenal St shuttle is not opening to the public for two main reasons. First, it predated the TMA and many tenants have it written into their leases. Second, the Arsenal shuttles are entirely self-funded without contributions by the City, so the City is not a part and has no say in their operation.
- Opening up the Arsenal TMA shuttle to the public requires the TMA Board to agree to restructure their current agreements, and it would also require the City to become a partner and provide annual funding.
- The TMA was never intended to provide service to the public, rather it was intended to be a traffic mitigation measure for new developments. The upcoming Study for Improving City-Supported Mobility (ie MicroTransit) will be used to explore options for providing transit options for the public beyond the MBTA and TMA.

Note: Councilor Gannon left the meeting during the questions & answers.

- ➔ **Action Item #1:** Councilor Piccirilli made a motion, seconded by Councilor Feltner, to recommend the City Council requests the Administration to develop suggested updates to the TDM Regulations for further discussion by the Committee. Voted 2-0
- ➔ **Action Item #2:** Councilor Piccirilli made a motion, seconded by Councilor Feltner, to recommend the City Council requests the Administration, in conjunction with the Watertown TMA, to explore options to open up the Arsenal St shuttles to the public, with a cost/benefit analysis, for further discussion by the Committee. Voted 2-0

The meeting adjourned at 7:53p.m.

Report prepared by Vincent Piccirilli

Attachments:

- A. TMA-TDM Presentation
- B. August 8, 2022 Annual Report to Council on Transportation Demand Management Program
- C. TDM Ordinance
- D. TDM Regulations

Attachment A

Updates to Watertown City Council Committee on Economic Development and Planning

1. Watertown Transportation Management Association
2. Watertown Connector Shuttles
3. Transportation Demand Management



Zeke Mermell,
Sr. Transportation Planner, DCDP



Sophia Galimore, Director, Watertown TMA

Watertown, MA | September 30, 2024

1



Update:

- 26 WTMA Board members. Most developments required to join the WTMA as part of their TDM requirements.
- Board officers:
 - Katie Snyder, President
 - Steve Magoon, Secretary
 - Michael Altobello, Treasurer
 - Mark Peterson, Advisory Member
 - Sophia Galimore, Director

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Programs:

eCommuter:

- Carpool / vanpool matching
- Bike routes / Bluebikes stations
- Plan transit commute
- Calculate commute cost and log/track emission & \$ savings
- Monthly commuter challenges
- **Over 250 enrollments**

T for 2 Transit:

- Encourages commuters who now drive to try transit – free 2-month T pass (take transit 3x / week)

FlexRide Carpool:

- \$50 gas card when carpooling 2x a week (must log)

Bicycle Incentive:

- Bike safety checks

Emergency Ride Home

3



Monthly Challenges:

- Car Free Day- 84 sign-ups
- 12 challenges per year
- Themes: bike, Earth Month, etc.

MassCommute **WaterTown**
TRANSPORTATION MANAGEMENT ASSOCIATION

MassCommute
CAR free DAY

SEPTEMBER 23, 2024

Take the Car Free Day Pledge and Opt Out of Driving to Work!

Join us in celebrating World Car Free Day! Although the official day is September 22nd, we're observing it on Monday, September 23rd to make the most of our weekday commute. Take the pledge to use an eco-friendly commute mode such as **biking, scootering, walking, public transportation, telework, carpool, or shuttle**. By taking the pledge and participating in Car Free Day, you will be making a positive impact on the environment, reducing traffic congestion and contributing to a **greener** Massachusetts.

Everyone who takes the Car Free Day Pledge will be entered to win the following **PRIZES**:

- Yeti Water Bottles
- Digital Gift Cards
- Grand Prize: An Electric Scooter (\$500 value)

Take the Pledge

<https://forms.office.com/r/XL5EaASpud>

Questions? Contact director@watertowntma.org
Follow Us @WatertownTMA

4



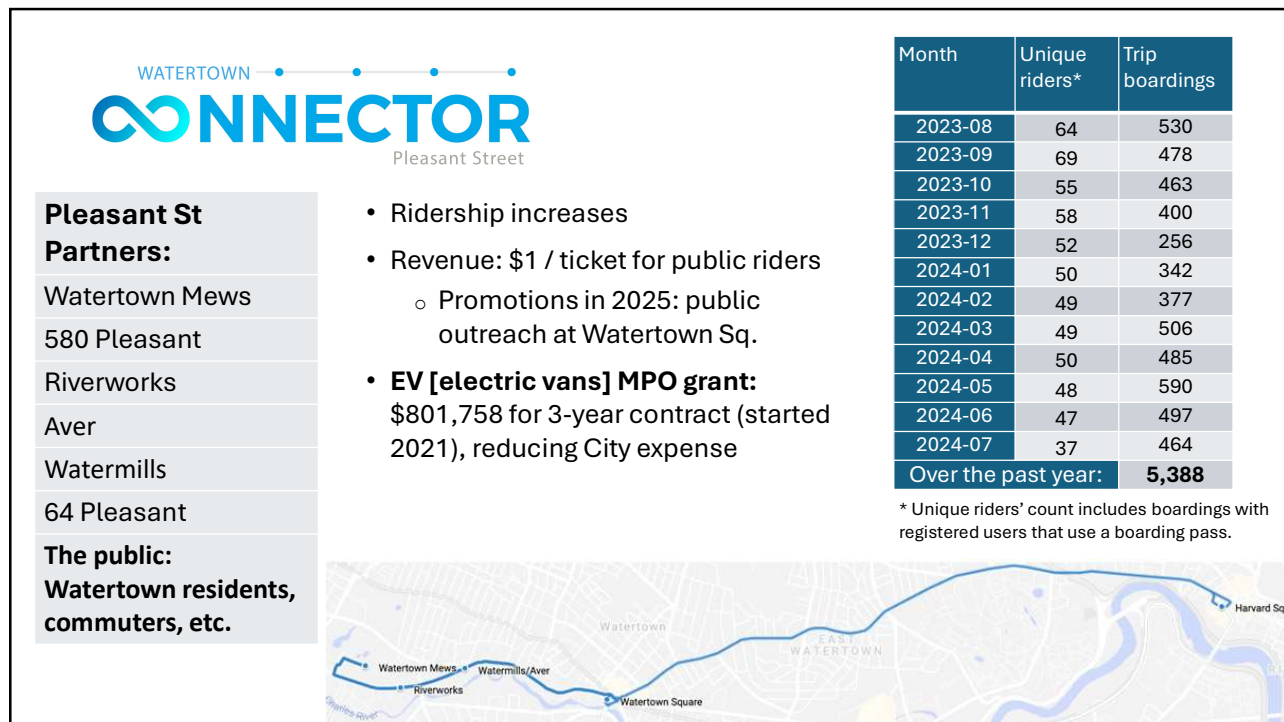
What Is Ahead for 2025:

- New member recruitment
- Shuttle recruitment & increase ridership engagement
- Shuttle cost restructure
- Social media
- **TDM monitoring support and management of TMA Innovation Grant**
- Develop new commuter programs
- Support new innovated ways to transport people
- Grant opportunities

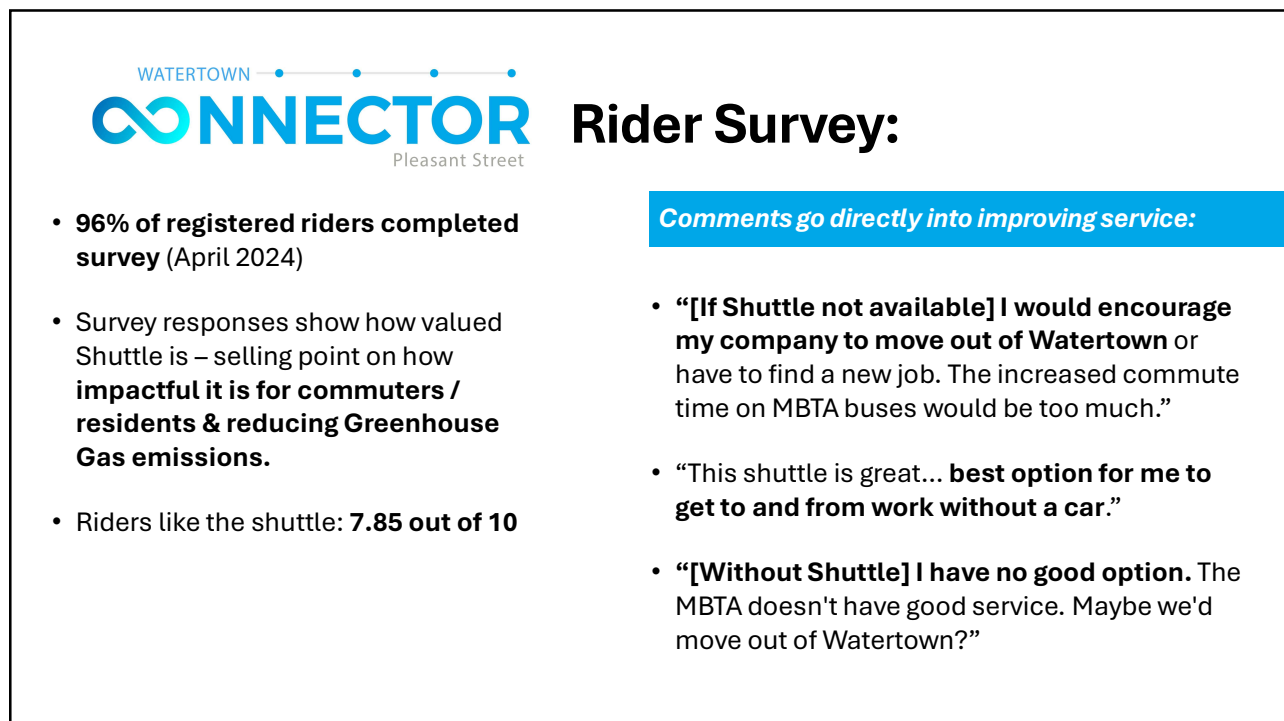
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6



7



8



Rider Survey:

Comments go directly into improving service:

- **“Huge selling point for Repton/Mews** which is underserved by MTBA.”
- **“No other way for me to get to work,** thank you for continuing to maintain this service, as it make[s] an extremely huge impact on mine + others commute.”
- **“Drastic improvement in the on-time shuttle performance** over the past couple of months... made taking the shuttle more reliable and resolved several situations where I would have to get to work earlier out of concern that the shuttle wouldn't get me there at the stated time.”
- **“New [electric] van model is much faster, efficient & safer.”**

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Rider Survey:

Takeaways:

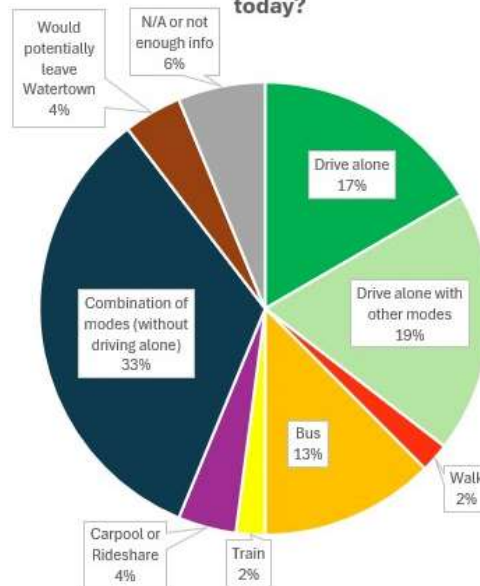
- **Riders want geographic & schedule expansion:** “Consider a shuttle out of Alewife,” “I want the shuttle works [sic] the weekends!” and “I wish it ran more often and I wish it ran over to Waltham Square. I think it is GREAT.”
- Every Shuttle boarding: potential to **reduce emissions locally**/regionally
- Round-trip commutes that’d be driving alone (vehicles “taken off the road”): **19-miles** [avg.]
- Daily round-trip rider trips reduced (survey period): **153 miles**
- Total round-trip commutes consolidated from other modes (survey period): **625 miles**

10



Rider Survey:

If this shuttle service wasn't available to you, how would you commute to/from work today?

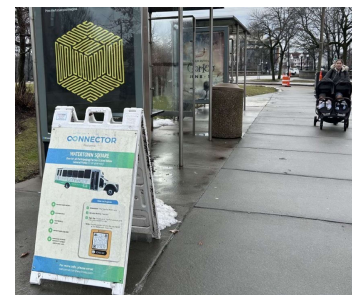


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What Is Ahead for 2025:

- Updating user guides + sandwich boards
- **Outreach at Watertown Sq & partnership sites to promote rides**
- Assess services/budget for long-term financial sustainability
- Prepare procurement for operator contract ending January '26.
- **More partners** in '25 & beyond, including:
 - 64 Pleasant (2024)
 - 313 Pleasant St
 - 66 Galen



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Arsenal St Partners:

Arsenal on the Charles

Arsenal Yards

LINX

250 Arsenal St

Gables

Elon Union Market

VHB

99 Coolidge- new



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Ridership Data:

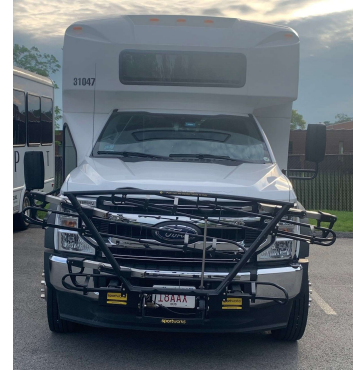
Day	AOTC: Kingsbury/Talcott	Arsenal Yards	BLVD & BOND	Gables / Elan (150 Arsenal St.)	LINX Building	480 Arsenal Way	99 Coolidge Ave	Subtotal		Harvard Square	Grand Total
7/1/2024	12	0	3	1	8	2	3	29		31	60
7/2/2024	5	4	2	0	24	0	2	37		22	59
7/3/2024	4	1	5	0	13	1	5	29		23	52
7/5/2024	0	1	1	3	1	0	1	7		4	11
7/8/2024	10	4	7	0	12	2	10	45		35	80
7/9/2024	11	4	9	1	17	3	3	48		48	96
7/10/2024	8	8	8	3	16	3	13	59		45	104
7/11/2024	5	6	4	4	15	6	10	50		45	95
7/12/2024	2	4	2	4	9	2	6	29		28	57
7/15/2024	12	8	4	3	10	12	6	55		31	86
7/16/2024	9	1	1	3	8	1	4	27		31	58
7/17/2024	17	6	4	2	11	2	6	48		58	106
7/18/2024	8	6	4	2	11	2	6	39		41	80
7/19/2024	5	1	0	0	2	1	1	10		14	24
7/22/2024	22	3	3	1	3	1	3	36		28	64
7/23/2024	13	3	4	1	10	4	2	37		33	70
7/24/2024	15	5	3	1	13	3	4	44		41	85
7/25/2024	11	4	3	3	14	2	0	37		36	73
7/26/2024	3	4	0	0	9	3	1	20		28	48
7/29/2024	11	3	7	2	13	4	7	47		33	80
7/30/2024	11	5	6	3	12	3	5	45		40	85
7/31/2024	17	5	2	1	9	2	3	39		52	91
Grand Total	211	86	82	38	240	59	101	817		747	1564
	25.8%	10.5%	10.0%	4.7%	29.4%	7.2%	12.4%	100.0%			

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What Is Ahead for 2025:

- Expand WTMA Shuttle governance
- Updates to rider guides
- Promote + increase ridership
- Explore grant opportunities for implementing electric vans
- **More partners**, including:
 - 705 Mt Auburn St



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Watertown TDM Ordinance

“No project which is subject to this Ordinance may be granted a Special Permit or Site Plan Review unless that project provides the DCDP with a written Transportation Demand Management Program that **meets the criteria...**”

“...Provides a **list of corrective measures**, including but not limited to **additional TDM measures**, additional incentives, or potential penalties to be applied by the Petitioner of the development/redevelopment to achieve the program goals and trip reduction target(s).”



Steve Magoon
Director
smagoon@watertown-ma.gov

TOWN OF WATERTOWN Department of Community Development and Planning PLANNING OFFICE

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149 Main Street
Watertown, MA 02472
Phone: 617-972-6417
Fax: 617-972-6484
www.watertown-ma.gov

AN ORDINANCE AMENDING THE TOWN'S GENERAL ORDINANCES

CHAPTER 72: TRANSPORTATION DEMAND MANAGEMENT PROGRAMS

I. GENERAL PROVISIONS

(A) Purpose

The purpose of this Transportation Demand Management (TDM) Ordinance is to encourage reduction in Single Occupant Vehicle (SOV) trips, and thus reduce vehicle miles traveled and carbon emissions, alleviate congestion during peak periods, and improve air quality, all while making better use of existing transportation infrastructure.

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Watertown TDM Regulations

- “Achieve a minimum of 14 Points and **SOV use not to exceed 54% for a residential project and 60% [of commuters’ SOV use] for a commercial or industrial project over time.**”
- “...shall include a **monitoring program** for the life of the Site Plan Review or Special Permit Approval.”
- “If SOV use remains above [City’s] Mode Shift Goal, additional measures may be required.”

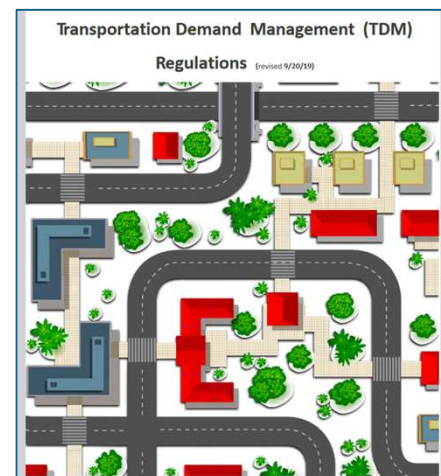


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Watertown TDM Update

- 2019: 11 permitted, with 6 sites operational & monitored
- 2020-21: paused - Pandemic
- 2022: 16 permitted, with 7 sites permitted operational & monitored
- 2024: TMA Innovation Grant awarded by MassDOT**
- \$78,788
 - We are kicking off an extensive campaign
 - ✓ TDM program setup, annual monitoring, training, analysis & recommendations
- Spring 2025: monitoring sites and reporting**



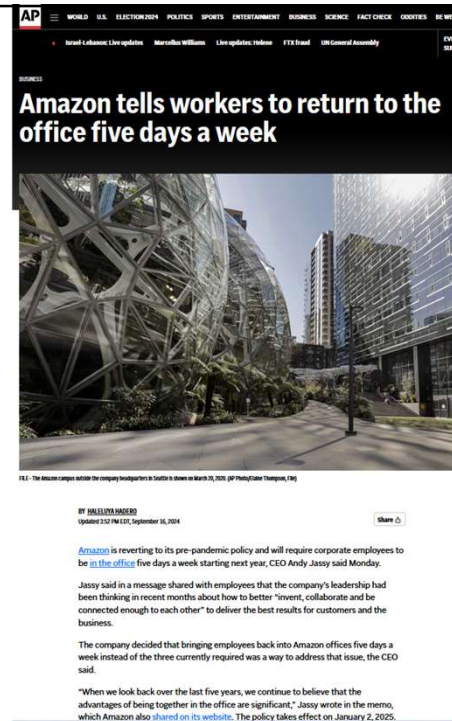
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Summary of What is Ahead for 2025

“Year of Back-to-Office”:

- Partnership with WTMA – Grant will provide a best practice TDM reporting model for future years
- Annual project monitoring + reporting completed
- TDM policy review – look at sustainability measures, Comp / Resiliency / Watertown Sq plan implementation, and lessons from TDM monitoring





CITY OF WATERTOWN

Department of
Community Development and
Planning

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617 972 6417
Fax: 617 972 6484
www.watertown-ma.gov

To: Acting City Manager Tom Tracy
City Council
From: Steve Magoon, Acting Deputy City Manager and Director of Community Development and Planning
Laura Wiener, Senior Transportation Planner
Date: August 8, 2022
Re: Annual Report to Council on Transportation Demand Management (TDM) Program

Chapter 72 of the City Ordinances, which created the Transportation Demand Management (TDM) Program, requires an Annual Report to Town Council regarding progress and status of the Program, adopted in 2017. This is the third Annual Report in fulfillment of that requirement, and the first report since the Covid-19 pandemic that greatly reduced commuting regionally.

Work and commuting patterns are not what they were in 2019 for the last report, and we don't know what the new normal will look like. A recent article in the Boston Globe Business Section (May 10, 2022) reported on the results of a survey of the Massachusetts Business Roundtable. It said that right now, 28% of workers are mostly in person, 51% are working hybrid, and 21% are all or mostly working from home. Their projection for 2022 is 26% in person, 68% hybrid, and 5% all or mostly from home. Clearly commuting patterns are still changing, and not what they once were. Considered in that context, this is a snapshot of what commuting looked like in Watertown in March, 2022.

The following developments in Watertown have TDM requirements, are fully occupied and operational, and have been recently monitored.

1. Marriott Hotel—570 Arsenal Street
2. Linx—480 Arsenal St/Arsenal Way
3. Gables—204 Arsenal Street (Shuttle and TMA requirement only)
4. Elan Union Market—130 Arsenal Street
5. Watertown Mews—1 Repton Place (Shuttle and TMA requirement only)
6. Arsenal on the Charles (was athenahealth)—311 Arsenal Street
7. Arsenal Yards (first time monitoring)

The following developments have approved TDM Plans but are not yet occupied, and therefore were not monitored.

- Aver--385 Pleasant St (partially occupied)
- Watermills--330-350 Pleasant St (partially occupied)
- 166 Main St—basic plan only
- 85 Walnut St.

- 66 Galen St.
- 99 Coolidge Ave. (former Mt. Auburn Tennis Club)
- 202 Arsenal St. (Vacant lot)
- 705 Mt. Auburn St. (former Tufts Health Plan)
- 64 Pleasant St. (former Sasaki)

The City's stated commuting goal is no more than 54% of residents should drive alone, and no more than 60% of employees should drive alone. This is based on a 25% reduction from the 2010 census.

1. The Linx. 480 Arsenal Street/Arsenal Way

185,595 sf office/lab space, 566 parking spaces, 37 bike parking spaces

The Linx has met the physical requirements and commitments from their TDM Plan, such as providing bicycle parking, EV charging stations, connection to the Greenway, on-site showers and lockers, TMA membership and Shuttle participation. Below is information about how people are getting to work, in March, 2022, compared to June, 2019. The 2022 parking occupancy rate is 23%. In 2019 it was 32%. Parking capacity far exceeds usage at the Linx.

Linx self reporting	2022		2019	
Cars on site	133	89.3%	179	88.2%
Bicycles	5	3.4%	13	6.4%
Shuttle	11	7.4%	11	5.4%
	149		203	

2. Gables--204 Arsenal Street

297 apartments, 6,700 sf retail; 503 residential vehicle parking spaces (1.7 spaces per unit), 42 bike parking spaces. The overnight parking occupancy rate was 78%.

The Gables does not have a TDM Plan but is required to join the TMA and participate in the shuttle, which it is doing. They have met the physical requirements from their Special Permit, such as providing 42 bicycle parking spaces, EV charging stations, and constructing a community path in front of the property. During the month of March, 2022 there were 26 shuttle rides originating at The Gables.

3. Elan Union Market--56 Irving/204 Arsenal

282 apartments, 10,600 sf retail, 411 parking spaces (1.5/unit), and 86 bike parking spaces. The overnight parking occupancy on site was 79%. There were 53 bicycles parked on site (62% occupancy).

Elan Union Market has met the physical requirements and commitments from their Special Permit and TDM Plan, such as EV charging stations and car sharing spaces, on-site

Transportation Coordinator, providing information to tenants about bike and transit connections, providing showers, changing rooms and lockers for staff, and construction of a community path in front of the property. They are required to join the TMA and participate in the shuttle. In the month of March, 2022 there were 40 shuttle rides originating at Elan Union Market

4. Watertown Mews--1 Repton Place

206 rental units, 383 parking spaces provided (1.9 spaces per unit), 50 bike parking spaces. 168 garage parking spaces at \$85/month. 215 free surface parking spaces. Overnight parking occupancy is 74%.

Watertown Mews was permitted in 2012. It does not have a TDM Plan, though it does have a TMA and Shuttle requirement. They have met the physical requirements from their Special Permit, which includes only bicycle parking. Management reports more than ample parking but not enough bike parking.

The Mews is the originating stop for the Pleasant Street Shuttle. Management has been very supportive and cooperative regarding signage, allotting space, and hosting marketing events and a kick-off ceremony. In March, 2022 there were 95 shuttle riders from the Mews.

5. Arsenal Yards—485-615 Arsenal Street

260,000 Lab/Office space, 299 housing units. Retail and Restaurants are not subject to TDM requirements. 100 bike parking spaces for the residences, with an occupancy rate of 24%, 118 bike spaces provided for the commercial space, and 13 EV charging stations are provided (5 required). Overnight occupancy of the residential parking spaces was 59%.

This is the first year that Arsenal Yards is being monitored, though it is not fully occupied. They have met the physical requirements. They are in excess of their requirements for EV charging stations.

A single day count in March, 2022 of how people got to Arsenal Yards showed the following:

Arsenal Yards self reporting

Cars on site	1379	97.6%
Bicycles	10	0.7%
Shuttle rides	6	0.4%
MBTA	<u>18</u>	1.3%

1413

This is significantly above the goal for car usage. Some of the cars parked there when the count was done may have been for the retail space, which is not subject to TDM.

6. Arsenal on the Charles (was athenahealth)—311 Arsenal Street.
905,000 sf Lab/Office and other supporting uses, 1,958 parking spaces (1130 garaged and 828 surface), 140 bike parking spaces (80 in garage, 60 exterior).

AOTC self reporting

Cars on site	800	98.4%
Bikes	8	1.0%
Shuttle riders	<u>5</u>	0.6%

813

7. Residence Inn by Marriott.

150 rooms, 121 parking spaces, 10 bike parking spaces

The hotel has met all of the physical requirements and commitments from their TDM plan, such as follow-up traffic study, participation in the TMA, installation of bicycle parking, EV charging station, shower, kitchen, and on-site Transportation Coordinator who assists both hotel guests and employees. Management conducted a survey of employee commuting modes. There are currently 26 employees, reduced from 42 in 2019. Commuting is 58% by car and 42% by public transit.

Residence Inn is required to participate in both the TMA and a shuttle. They run a guest shuttle which they report is well utilized and usually operates above 50% occupancy, especially in the morning. Because employees have irregular shifts, there are not enough employees at regular commute times to warrant their own shuttle stop on a TMA shuttle. In lieu of shuttle participation, the Residence Inn contributed to a Bluebikes station at Arsenal Yards.

Driving to work rate exceeds 60% in all developments. The pandemic is likely continuing to influence people's commuting choices. The availability of parking is also an encouragement to drive to work. The proliferation of hybrid work schedules increases the availability of parking in commercial settings. Predictions right now are difficult, but efforts should continue to encourage commuting alternatives, such as the WTMA commuter shuttles. Staff will continue to monitor commuting patterns and will periodically report on results.



Steve Magoon
Director
smagoon@watertown-ma.gov

TOWN OF WATERTOWN
Department of
Community Development and Planning
PLANNING OFFICE

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Attachment C

AN ORDINANCE AMENDING THE TOWN'S GENERAL ORDINANCES

CHAPTER 72: TRANSPORTATION DEMAND MANAGEMENT PROGRAMS

I. GENERAL PROVISIONS

(A) Purpose

The purpose of this Transportation Demand Management (TDM) Ordinance is to encourage reduction in Single Occupant Vehicle (SOV) trips, and thus reduce vehicle miles traveled and carbon emissions, alleviate congestion during peak periods, and improve air quality, all while making better use of existing transportation infrastructure.

This Ordinance provides the framework for strategies that increase over-all system efficiency by encouraging a shift from SOV trips to non-SOV transportation modes and shifting SOV trips out of peak periods.

The Town's goal is to aid in the Town-wide reduction of SOV trips by 20% over baseline data for residents and employees (U.S. Census Bureau, American Community Survey, 2006-2010), which identifies that Watertown residents currently have a SOV mode share of 68% and that Watertown workers have a mode share of 75%.

This Ordinance also establishes the legal authority to ensure compliance with the provisions of this Ordinance through permitting, inspections, monitoring and enforcement.

(B) Applicability

The following projects shall be required to prepare and implement a Transportation Demand Management program:

1. New construction or an addition of ten thousand (10,000) square feet or more, or ten (10) or more dwelling units or
2. Any project that requires Site Plan Review or Special Permit approval per the Watertown Zoning Ordinance (as amended) and will generate more than one hundred and fifty (150) average daily trips, or more than fifteen (15) peak hour trips above the pre-existing conditions using standards and methodologies promulgated by the Institute of Transportation Engineers, the Urban Land Institute, or other appropriate source.

(C) Exemptions

The following are exempt from the requirements of this Ordinance:

1. Land or structures for the primary, accessory or incidental purpose of operating a child care facility;
2. Land or structures owned or leased by the Commonwealth of Massachusetts, its agencies, subdivisions or bodies politic; and
3. Retail customer trips generated from buildings or structures used for retail purposes.

II. AUTHORITY AND ADMINISTRATION

(A) Authority

This Ordinance is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, and the Home Rule Statutes.

(B) Administration

The Watertown Department of Community Development and Planning (DCDP) shall administer, implement, and enforce this Ordinance. Any powers granted to or duties imposed upon the DCDP may be delegated to the Department's employees or agents.

(C) Rules and Regulations

The Town Manager or his/her designee may adopt, and periodically amend, Rules and Regulations relating to the detailed requirements, procedures, and administration of this Ordinance, including application and inspection fees. Prior to adopting or amending Rules and Regulations, the Town Manager or his/her designee shall consult with the DCDP. Such Rules and Regulations shall be consistent with the criteria set forth in Section III below.

Failure by the Town Manager or their designee to promulgate such Rules and Regulations, or a declaration of their invalidity by a court of law, shall not have the effect of suspending or invalidating the provisions of this Ordinance or any permit issued hereunder.

Such Rules and Regulations (or amendments thereto) shall become effective five (5) days after being filed with the Town Clerk.

Prior to amending the Rules and Regulations which implement this Ordinance, the Town Manager or their designee shall notify the Town Council of such proposed amendments.

(D) Annual Review

The Town Manager and/or their Designee shall report to the Town Council on an annual basis concerning the Town's progress toward achieving the Town-wide goal described in Section (I)(A) including the status of any ongoing TDM programs in Town.

(E) Appeals

A decision of the DCDP with respect to the Rules and Regulations promulgated under this Ordinance shall be final. A request for relief of a decision of the DCDP may be submitted to the Permit Granting Authority, but in all cases shall be reviewable in a court of competent jurisdiction.

III. COMPONENTS OF THE TRANSPORTATION DEMAND MANAGEMENT PROGRAM REGULATIONS

No project which is subject to this Ordinance may be granted a Special Permit or Site Plan Review unless that project provides the DCDP with a written Transportation Demand Management Program that meets the criteria specified below, at a minimum, and as further specified in the Rules and Regulations promulgated as part of Section II(C), above.

1. Includes program goals and target(s) for trip reduction based on the project's proposed new trips and baseline transportation impacts.
2. Provides a comprehensive list of TDM measures that will be used to guide the project's TDM program and achieve the program goals and trip reductions target(s).
3. Provides a description of post-occupancy TDM monitoring measures, to determine the project's effectiveness in implementing the TDM program and achieving the program's goals and trip reduction target(s).
4. Provides a schedule for post-occupancy TDM monitoring and reporting to the DCDP.
5. Provides a list of corrective measures, including but not limited to additional TDM measures, additional incentives, or potential penalties to be applied by the Petitioner of the development/redevelopment to achieve the program goals and trip reduction target(s).

IV. ENFORCEMENT

The DCDP staff shall have the authority to enforce the TDM Regulations, and shall issue orders, violation notices, and enforcement orders, and may pursue all available civil remedies for such violations.

(A) Notices and Orders

The DCDP staff may issue a written order to enforce the provisions of the TDM Regulations, which may include requirements to:

1. Take steps to implement and conform to the components of the TDM Ordinance
2. Take steps to implement and conform to the Rules and Regulations which implement the TDM Ordinance
3. Comply with the conditions of a Special Permit, approved Site Plan, Building Permit, and/or Certificate of Occupancy which include requirements to implement Section III of the TDM Ordinance, or the Rules and Regulations which implement the TDM Ordinance.

(B) Provision for Action to Remedy a Violation

If a person violates the provisions of the TDM Ordinance, regulations, permit, notice, or order issued thereunder, or fails to implement an approved TDM Plan, the DCDP staff may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

(C) Fines

Pursuant to Section 10.99 of the Town Code, any person, Petitioner or project that violates any provision of the TDM Ordinance, or order or permit issued thereunder, may be ordered to correct the violation and/or shall be punished by a fine of not more than \$300.00 per violation of an order to implement the TDM Plan to address non-compliance. Each day or part thereof that such violation occurs or continues shall constitute a separate violation.

IV. SEVERABILITY

Any finding of the invalidity of any section, provision, paragraph, sentence, or clause of this Ordinance shall not invalidate any other section, provision, sentence, or clause thereof, nor shall it invalidate any permit or determination that has been previously issued under this Ordinance.

Town of Watertown

Transportation Demand Management (TDM)

Regulations (revised 9/20/19)





Watertown Transportation Demand Management Regulations

Approved and Adopted by Town Manager

Michael J. Driscoll, Watertown Town Manager

Date

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PREFACE

WHAT IS Transportation Demand Management (TDM)?

The purpose of Transportation Demand Management (TDM) is to guide, distribute, and reduce travel demand. It focuses on shifting travel away from driving alone, toward transit, walking, biking, and ridesharing. When done well, TDM should be cost-effective in guiding the design of transportation and physical infrastructure, so that alternatives to driving alone are naturally encouraged and relevant systems are better integrated and balanced.

TDM is an intentional program of information-plus-incentives, which are provided by local or regional organizations and private property owners to help people become aware of and become confident users of all their transportation options, across all modes in the system. To be successful, this program of information-plus-incentives should effectively counterbalance the incentives to drive that exist thanks to the subsidies of parking and roads.

DEFINITIONS

Mode Shift: A shift from one mode of travel to another, i.e. vehicle travel to transit, or pedestrian to bicycle.

Single Occupancy Vehicle (SOV): A Single Occupancy Vehicle is a motorized vehicle of any type carrying only one occupant.

Transportation Management Association (TMA): A Transportation Management Association is a membership based, public-private partnership of businesses, institutions, residential developments, and municipalities that are joined together under a legal agreement for the purpose of providing and promoting transportation solutions for commuters that reduce traffic congestion, improve air quality and increase access to economic opportunities.

BENEFITS OF TDM

There are many important, interrelated benefits to reducing the number of cars on the road and the number of miles driven.

Transportation System Benefits

1. Reduced congestion and commute times
2. Reduced wear and tear on roads and bridges

Environmental Benefits

1. Improved air quality
2. Reduced greenhouse gas emissions
3. Reduced need for paved surfaces
4. Improved water quality
5. Reduced dependence on fossil fuels

Health and Safety Benefits

1. Enhanced quality of life in walkable, bikeable communities
2. Fitness benefits of active transportation, e.g. biking and walking
3. Health benefits of improved air quality
4. Stress reduction

Financial Benefits

1. Reduced costs of vehicle ownership and maintenance
2. Reduced cost of parking

PURPOSE OF THE TDM REGULATIONS

The purpose of Watertown's Transportation Demand Management Regulations is to implement the TDM Ordinance (#O-2017-31), by developing policies to create a mode shift away from Single Occupancy Vehicle (SOV) trips. These Regulations are intended to support TDM efforts to reduce vehicle miles travelled and carbon emissions, alleviate congestion during peak periods, and improve air quality, all while making better use of existing transportation infrastructure throughout the day.

As identified within the TDM Ordinance, the Town's goal is to aid Town-wide reduction of the SOV mode by 20% over baseline data for residents and employees (U.S. Census Bureau, American Community Survey, 2000-2010), which identifies that Watertown residents currently have a SOV mode share of 68% and that Watertown workers have a SOV mode share of 75%. **The goal, therefore, is a Residential SOV mode share of no more than 54% and a Worker SOV mode share of no more than 60%**

The TDM Ordinance also establishes the legal authority to ensure compliance with the provisions of this set of Regulations through permitting, inspections, monitoring and enforcement.

SECTION 1 - TDM REGULATION PROCESS

Table 1-1 provides an overview of the overall process for developing a Transportation Demand Management (TDM) Plan.

TABLE 1-1: OVERALL PROCESS		
PHASE	TASK	DESCRIPTION
TDM Plan Development	1) Determine Applicability (Department of Community Development and Planning (DCDP) staff and property owner)	Determination if the TDM Program is applicable to the Project, and which program is applicable (Basic or Comprehensive).
	2) Submit TDM Plan (property owner and/or Traffic Consultant)	If subject to TDM Program, property owner understands TDM requirements and gathers information necessary for TDM Plan, to be submitted prior to Site Plan Review.
	3) File Plan (property owner)	Property owner submits a TDM Plan for review.
TDM Plan Review	4) TDM Plan Reviewed (DCDP)	DCDP staff reviews the TDM Plan, compares it to the TDM Ordinance Regulations. Modifications may be required.
Project Approval	5) TDM Plan Approval (DCDP staff)	Applicant submits TDM Plan Summary for DCDP approval form, prior to issuance of a Special Permit.
TDM Plan Monitoring and Reporting	6) Pre-Occupancy Site Visit (DCDP staff and property owner)	Prior to the issuance of a First Certificate of Occupancy, the Petitioner and/or property owner shall facilitate a site inspection by DCDP staff to confirm that all approved physical measures in the project's TDM Plan have been implemented and/or installed.
	7) Ongoing Monitoring and Reporting Statement (DCDP staff and property owner)	Within 12 months of full occupancy, the property owner is required to submit a Monitoring and Reporting form which documents baseline information for primary commuting mode, and Pre-Occupancy Monitoring and Reporting Form to document physical TDM elements are in place. DCDP staff will review the form's content to ensure compliance with the final, DCDP-approved TDM Plan, and conduct a site visit to ensure that the form's contents reflect on-site TDM measures. Said form will be filed annually for 3-5 years at the discretion of DCDP, and every two years thereafter. If mode shift goals are not met, additional Measures may be required.

	8) TDM Plan Update (DCDP staff and property owner)	At any time after the project's approval, the Petitioner or property owner may voluntarily initiate review of the TDM Plan by filing a TDM Plan Update Application.
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SECTION 2

TDM PLAN DEVELOPMENT

2.1 Determine Applicability

2.1.1 Applicability

The following development or redevelopment projects shall be required to prepare and implement a Transportation Demand Management program:

- A.** New construction or an addition of ten thousand (10,000) square feet or more, and/or ten (10) or more dwelling units
- B.** Alterations, including new construction and Change of Use, that requires Site Plan or Special Permit Approval and will generate more than one hundred and fifty (150) average daily trips, or more than fifteen (15) peak hour trips above the pre-existing conditions. Trip generation shall use standards and methodologies promulgated by the Institute of Transportation Engineers, the Urban Land Institute or another appropriate source.

2.1.2 Project Type

There are two types of TDM plans determined by the scale of a proposed project. The Basic TDM and the Comprehensive TDM are differentiated by the type of use and total square footage or number of units, as identified below and within Section 2.3 (TDM Plan Content).

A. Basic TDM - Projects which are residential, industrial, commercial, or combine these three uses and fall within the following sizes will be required to complete a Basic TDM program.

- a.** Residential: 10 to 39 residential units
- b.** Commercial and/or Industrial: 10,000 up to 30,000 square feet with fewer than 30 full-time equivalent employees; or over 10,000 sf with fewer than 6 full time equivalent employees and 100 average daily trips
- c.** Projects requiring site plan review with more than 150 average daily trips and/or 15 peak hour trips up to the thresholds of 2.1.2, Section B.

B. Comprehensive TDM - Any project which meets the following thresholds shall develop a Comprehensive TDM program:

- a.** Retail: 30,000 square feet or 30 Full-Time Equivalent Employees or more
- b.** Residential: 40 or more residential units
- c.** Mixed Use: Meets or exceeds the thresholds for Retail or Residential above
- d.** Office: 10,000 square feet or more with 6 or more full time equivalent employees or 100

- average daily trips.
- e. Industrial: 30,000 square feet or 30 Full-Time Equivalent Employees or more

2.1.3 Exemptions

The following are exempt from the requirements of this Regulation:

- A. Land or structures from the primary, accessory or incidental purpose of operating a child care facility;
- B. Land or structures owned or leased by The Commonwealth of Massachusetts, its agencies, subdivisions or bodies politic;
- C. Retail customer trips generated from buildings or structures used for retail purposes.

2.2 TDM Plan Review Application

1. Project name
2. Project address
3. Owner name
4. Contact person
5. Contact address
6. Contact phone
7. Contact Email
8. Project Description
9. Proposed Number of Employee and/or Residential Units
10. Current and proposed employee parking data (if applicable)
11. Proposed employee trip origin data (if applicable)
12. Proposed employee transportation mode data: passenger vehicle, public bus, company shuttle, bicycle, walk (if applicable)
13. Proposed parking usage and count data (if applicable)
14. Square footage of building
15. Number of bike parking spaces
16. Square footage of site
17. Selected TDM Measures (points) per section 2.3.3

2.3 TDM Plan Content

Any project subject to the TDM Program shall submit a TDM Plan and a TDM Application along with any required Development/Permitting Application(s) to the Watertown Department of Community Development and Planning (DCDP). The TDM Plan shall document the project's compliance with the TDM Ordinance.

2.3.1 Basic TDM Plan Requirements

Certain projects, as identified in Section 2.1, because of their size and use, are not required to complete all components of TDM required of projects completing a Comprehensive TDM Plan. A project will have to maintain the measures selected or may update an application as described in Section 6.3, TDM Plan Update. The Basic TDM Plan must include three (3) TDM measures to support the Town's goals for SOV Mode Shift.

2.3.2 Comprehensive TDM Plan Requirements

The Comprehensive TDM Plan must include program goals, target(s), and measures for trip reduction based on the project's proposed use, new trips generated, and baseline transportation impacts. Proposed measures must add up to at least 14 points.

- 2.3.2.1** Identify baseline numbers for trip generation and parking generation for the project, based on existing employees/residents, or projections from Traffic Impact Assessment and Study

(TIAS) data:

- A. Current employee parking data, if available
- B. Employee trip origin data, if available
- C. Employee transportation mode data: SOV, car-pool, public transit, private shuttle, bicycle, walk, etc., if applicable
- D. Parking usage and count data, if applicable

2.3.2.2 Targets - Identify a target to assist in accomplishing the Town's overall goal of reducing the SOV mode by 20% over the ACS 2006-2010 mode share, which is no more than 54% for residential and 60% for workers. Selected target(s) determine the percentage of SOV trips the Petitioner will commit to reducing. Working with DCDP Staff, a Petitioner must create a TDM program that supports the overall goal of the Town, although the Town recognizes that not all uses and projects are the same, so has created multiple options for achieving targets.

Working with DCDP, a Petitioner shall select one of the following options:

- A. Provide a 20 percent reduction from the baseline (Target Residential: no more than 54% and/or Workers: 60%)
- B. Maintain a Use's SOV share if it is already more than 20% less than the baseline
- C. In some instances, a defined target may not be appropriate. In these instances, DCDP Staff shall consider an existing/proposed use (some examples of uses that may not achieve a SOV shift include certain construction/repair/service uses) and set a reasonable outcome in cooperation with a Petitioner.

2.3.2.3 Measures - The TDM Plan shall include a required number of measures (based on a point system) to achieve Mode Shift away from SOVs.

- A. **Comprehensive TDM Plan:** Achieve a minimum of 14 Points and SOV use not to exceed 54% for a residential project and 60% for a commercial or industrial project over time.
- B. **Basic TDM Plan:** Must commit to three specific TDM measures to support the Town's goals for SOV Mode Shift.

2.3.2.4 Monitoring

- A. **Comprehensive TDM Plan:** shall include a monitoring program for the life of the Site Plan Review or Special Permit Approval that includes the requirements in Section 6, below. If SOV use remains above the Town's Mode Shift Goal, additional measures may be required.
- B. **Basic TDM Plan:** may be audited by the Town at the discretion of the Director of DCDP.

TDM Measures for Mode Shift

	Measure	Points	Description
1.	Join Transportation Management Association (TMA)	5	Provides access to shuttles and alternative transportation mode promotion and coordination
2.	Unbundle parking	2	Separate the cost of parking from the cost of renting, leasing or ownership
3.	Parking cash-out	2	Tenants/employees who are offered free parking are also offered the cash equivalent to not use parking
4.	Improve walking conditions	2	Sidewalk, multi-use path, and streetscape improvements to encourage walking
5.	Bicycle parking	2	Provide secure bicycle parking at least 1.5 times above the zoning requirement. Bike racks must be ring and post or inverted "U".
6.	Showers and lockers	2	For non-residential projects, provide on-site showers and lockers to encourage commuting by active modes.
7.	Bike Share Membership	2	Provide bike share membership for residents and employees
8.	Host bike share vehicles on site	2	If available, host a bike docking station or dockless bicycles on site.
9.	Bicycle repair station or service	1	Provide on-site tools or repair service through an on-call mechanic or vouchers to a local shop.
10.	Fleet of bicycles	2	Provide bikes for residents, employees or guest to use
11.	Bicycle equipment	1	Provide helmets and reflective vests for 2% of employees
12.	Promote transit-oriented development	2	Connect development to transit stops with sidewalks
13.	Support transit stops	2	Provide benches or shelters at transit stop
14.	On-site Transportation Coordinator	2	Provide staff to assemble and distribute information on rideshare, transit, biking, coordinate carpools, administer TDM promotions and collect data on commuting mode. TMA can also provide this service.
15.	Car share parking and membership	2	Provide car share parking in excess of zoning, and promote car share membership.
16.	Subsidize MBTA passes	4	Subsidize passes by at least 50%
17.	Offer pre-tax MBTA passes	2	
18.	Join existing shuttle bus service	4	If shuttle bus service is available in the area, join with others to provide service to residents and employees
19.	Provide shuttle bus service for tenants or employees	2	If shuttle bus service is not available, create own shuttle service for residents and employees
20.	Provide carpool matching service	2	Provide carpool matching services and preferential parking for carpool vehicles.
20.	Multi-modal Wayfinding Signage	1	Provide directional signage for locating

			transportation services, such as bus or shuttle stops, bicycle parking, multi-use paths
21.	Real-time Transportation Information Displays	3	Large screen, monitor, or phone app that displays transit arrival and departure information and other information
22.	Tailored Transportation Marketing	3	Provide residents and employees with individualized information about travel options
23.	Flexible Work Schedule	1	Allow/encourage varied times for arrival/departure
24.	Employee Incentive Program	2	Provide incentives to use modes that reduce vehicle trips

SECTION 3

TDM PLAN SUBMITTAL AND REVIEW

3.1 Plan Review

The Petitioner for a project subject to the Ordinance and these Regulations shall submit to the Watertown Department of Community Development and Planning (DCDP) a draft TDM Plan prior to or concurrent with permit application, and a Transportation Demand Management Application. The DCDP staff will review each TDM Plan and Application to ensure it is complete. Once deemed complete, the DCDP will review the Petitioner's draft TDM Plan to ensure the required number of Points (Section 2.3.1.3) has been achieved by a selection of TDM measures.

Once the DCDP staff has completed its initial review and comment on the Petitioner's draft TDM Plan, the Petitioner has the opportunity to make changes to the TDM Plan. After this, the Petitioner will re-submit the TDM Plan for final DCDP staff review and comment. The Final TDM Plan must be approved, or approved with conditions prior to receiving a Special Permit from the Town.

A Petitioner's TDM Plan shall follow the TDM Ordinance and Regulations in effect at the time of submittal or at the time of Plan update for the approval of the Special Permit, Site Plan Review, or other permit submittal for a project.

SECTION 4

APPEAL PROCESS

4.1 Plan Appeal

A decision of the DCDP with respect to the Rules and Regulations promulgated under this Ordinance shall be final. A request for relief of a decision of the DCDP may be submitted to the Permit Granting Authority, but in all cases shall be reviewable in a court of competent jurisdiction.

SECTION 5

PROJECT APPROVAL

5.1 TDM Plan: Condition of Approval

If the Project is approved, the requirement for implementation of TDM Plan will be a Condition of the Permit or Certificate of Occupancy for the project.

SECTION 6

TDM PLAN MONITORING AND REPORTING: FOR COMPREHENSIVE TDM PROJECT ONLY

6.1 Pre-Occupancy Site Visit

Prior to the issuance of Certificate of Occupancy, the Petitioner and/or property owner shall facilitate a site inspection by DCDP staff to confirm that all approved physical measures in the project's TDM Plan have been implemented and/or installed. Prior to the site visit, DCDP staff will provide the Petitioner and/or property owner with a copy of the final, DCDP-approved TDM Plan that outlines the TDM measures that the Proponent and/or property owner is required to provide.

For a project requiring a Comprehensive TDM Plan, following the site visit for physical measures and submittal of any documentation required for physical and programmatic measures, DCDP staff will review the documentation and finalize a Pre-Occupancy Monitoring and Reporting Form. The First Certificate of Occupancy from the DCDP shall not be issued until the property owner receive an approved Pre-Occupancy Monitoring and Reporting Form.

6.2 Ongoing Monitoring and Reporting Form

Once the building is occupied, the property owner is required to submit a Monitoring and Reporting form. DCDP staff will review the form's content to ensure compliance with the final, DCDP- approved TDM Plan, and conduct a site visit to ensure that the form's contents reflect on-site TDM measures. Ongoing monitoring and Reporting Forms shall also include information on commuting mode of residents or employees. Enforcement steps will be taken, if needed, to attain compliance.

6.2.1 The first Monitoring and Reporting form shall be due within 30 calendar days of the 12 month anniversary of the issuance of the First Certificate of Occupancy. For efficiency of monitoring and reporting, DCDP may set up the first meeting less than one full year after occupancy. Subsequent Monitoring and Reporting forms shall similarly be due in 12 month increments with the addition of a 30-day grace period for each submission. Each subsequent form is due 12 months after the previous form.

6.2.2 If a Development Project remains in good standing – where remaining in good standing is defined as submitting satisfactory Monitoring and Reporting forms over four consecutive years, and where SOV rate is 54% or lower for residential developments and 60% or lower for commercial developments, then the Development Project's Monitoring and Reporting form requirement shifts to one submittal every three years. At that point, DCDP staff will conduct a site visit of the project once every three years, rather than every year, to confirm all approved physical measures in the project's TDM Plan continue to be implemented and/or installed and the SOV rate continues to meet Town goals.

6.2.3 If, at any later time, the project fails to meet the Town's SOV goal, or demonstrate satisfactory ongoing monitoring and reporting, the project may be required to revert back to submitting forms on the 12 month schedule until the project again demonstrates four consecutive years of satisfactory monitoring and reporting and meets the SOV goal. Project may also be required to add new TDM measures to reach the Town's SOV goals.

6.2.4 The Monitoring and Reporting form should include all measures in the project's TDM Plan, their current status, and any updates to those measures. All additional voluntary measures added between Monitoring and Reporting forms should also be listed, along with their current status and any updates to those voluntary measures.

Additionally, a TDM Monitoring Plan may be required to monitor onsite and offsite parking, show the ratio of employees to the number of parking spaces used, and take additional steps to reduce trips if the target is not met. These additional steps include, but are not limited to:

- Implement additional TDM Measures
- Institute onsite pay-for-parking
- Institute a penalty for employees that park offsite and on street
- Pay a fee or an additional fee to a Transportation Management Association/Town

6.3 TDM Plan Update

At any time after the project's approval, the Petitioner or property owner may voluntarily initiate review of the TDM Plan by filing a TDM Plan Update Application. The TDM Plan Update Application shall include both existing and new or additional measures the Petitioner or property owner would like to include in the TDM Plan. Submission and review of the TDM Plan Update shall follow the schedule as outlined in Section 3.

SECTION 7

ENFORCEMENT

The DCDP staff shall have the authority to enforce the TDM Regulations, and shall issue violation notices and enforcement orders, and may pursue all available civil remedies for such violations.

7.1 Notices and Orders

The DCDP staff may issue a written order to enforce the provisions of the TDM Regulations, which may include requirements to:

- 7.1.1** Take steps to implement and conform to the components of the TDM Ordinance
- 7.1.2** Take steps to implement and conform to the Rules and Regulations which implement the TDM Ordinance
- 7.1.3** Comply with the conditions of a Special Permit, approved Site Plan, Building Permit, and/or Certificate of Occupancy which include requirements to implement Section III of the TDM Ordinance, or the Rules and Regulations which implement the TDM Ordinance.

7.2 Provision for Action to Remedy a Violation

If a person violates the provisions of the TDM Ordinance, regulations, permit, notice, or order issued thereunder, or fails to implement an approved TDM Plan, the DCDP staff may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

7.3 Fines

Pursuant to Section 10.99 of the Town Code, any person, Petitioner or project that violates any provision of the TDM Ordinance, or order or permit issued thereunder, may be ordered to correct the violation and/or shall be punished by a fine of not more than \$300.00 per violation of an order to implement the TDM Plan to address non-compliance. Each day or part thereof that such violation occurs or continues shall constitute a separate violation.



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: October 31, 2024

RE: Request for Confirmation – Appointment to the Human Rights Commission

In accordance with the provisions of the Watertown Home Rule Charter and Town Council Ordinance 2007-46, An Ordinance on the Timing and Process of Appointments to Town Boards, Commissions, and Committees, I am hereby submitting a request for the appointment to the Human Rights Commission, which requires Council confirmation.

- Elizabeth Aeschlimann - Appointment as a member of the Human Rights Commission to a term expiring April 1, 2027

Thank you for your favorable consideration in this matter.