



**Blue Ribbon Committee Meeting**  
**Thursday, January 30, 2025 at 6:30 PM**  
**Richard E. Mastrangelo Council Chamber - Second**  
**Floor**

**Agenda**

**ACCESS INFORMATION:**

- A. This meeting will be held on January 30th, 2025 at 6:30 PM. Location: City Council Chamber
  - B. The meeting will be televised through WCATV (Watertown Cable Access Television):  
<http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
  - C. Public may comment through email: [dnewton@watertown-ma.gov](mailto:dnewton@watertown-ma.gov)
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- 1. Call to Order
- 2. Roll Call
- 3. Discussion
  - A. Final Report to City Council
- 4. Public Comment
- 5. Adjournment

To: Members of the Watertown City Council  
From: Blue Ribbon Committee  
Re: Final recommendations for Council salaries

The members of the Blue Ribbon Committee are pleased to present the following recommendations to the City Council regarding councilor compensation. These recommendations represent unanimous agreement among the seven Committee members, following an extensive research and deliberation process.

Recommendation 1:

The Council member salary should be adjusted from \$8900 per year to \$15,000 per year. This adjustment is intended to reflect the increased time and complexity of the role, the size of the city, and compensation across commensurate communities.

Recommendation 2:

The Council President salary should be adjusted from \$12,000 per year to \$22,000 per year. This adjustment mirrors the 69% increase of Councilor salaries, with an additional increase to reflect the additional responsibilities of chairing Council meetings, leading negotiations, and otherwise serving as the head of the City Council.

Recommendation 3:

A Blue Ribbon Committee should be convened every 5 years to assess the current relevance of Councilor pay.

Recommendation 4:

At such time as the School Committee compensation is increased, the City Council President salary should be considered for a commensurate increase, reflecting the role of the Council President as also serving on the School Committee.

The above recommendations represent the outcome of the committee's work, following extensive data analysis, interviews, and deliberations. The attached appendices detail the methodologies used and inputs considered to arrive at these recommendations.

It has been our pleasure to serve this Council and the people of the City of Watertown through this committee.

[[signed]]

## 2024-25 Blue Ribbon Committee Supporting Materials

The following are the documents and materials used by the 2024-25 Blue Ribbon Committee in support of its work to recommend a salary adjustment for City Councilors. The materials follow below in the order in which they were discussed at each of the seven meetings which were held from July 2024 to January 2025. Some may be duplicative from one meeting to the next as edits and revisions were made. The documents begin with the Committee's final recommendations to the Council. Committee members were given the option to provide their own commentary to this document, and two members did so. Their thoughts follow the recommendation and precede the documents organized by meeting.

The first slate of documents prior to the July 10<sup>th</sup> meeting agenda contain work that was done prior to the Blue Ribbon Committee's formation. This includes research done by Municipal Policy Analyst Doug Newton into other cities and towns in early 2024 as well as work that had been done by City Councilors years prior to the Committee's formation. The rest of the documents are divided by the agenda of each meeting to which they pertain:

- July 10<sup>th</sup>, 2024: This was an introductory meeting for the Committee to select a Chair and receive the basic information they will need to serve.
- August 20<sup>th</sup>, 2024: Watertown staff as well as individual Committee members conducted research into Councilor salaries and that work is attached following the meeting minutes. The recording for this meeting can be accessed [here](#).
- September 11<sup>th</sup>, 2024: A proposed list of questions for the Committee to ask of the current City Councilors was discussed and amended at this meeting. The final list of approved questions can be viewed after the agenda for the following meeting at which the interviews took place.
- October 1<sup>st</sup>, 2024: The primary purpose for this meeting was for the Councilor interviews. Committee members continued to do their own research and the documents they produced are included under this meeting. The Committee also received documents from Watertown's Auditor and Human Resources departments which are included under this meeting. The recording for this meeting can be accessed [here](#).
- November 4<sup>th</sup>, 2024: Attachments include proposals for salary figures made by some Committee members prior to the meeting as well as supporting research. At this meeting, the Committee voted to approve a salary of \$15,000 for City Councilors and tabled a discussion of the Council President's salary to the next meeting. The recording for this meeting can be accessed [here](#).
- December 11<sup>th</sup>, 2024: This meeting was held to discuss the salary of the Council President. The Committee voted to approve a salary of \$22,000 for the Council President. The recording for this meeting can be accessed [here](#).

Please contact Municipal Policy Analyst Doug Newton at [dnewton@watertown-ma.gov](mailto:dnewton@watertown-ma.gov) with any questions.

## A Guide to the Evidentiary Documents of the Watertown Blue Ribbon Committee on Councilor Salaries 2024\*

| Title                                                                                              | Meeting Dates Included   | Topic(s)                                           |
|----------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------|
| Town Council Committee on Personnel and Town Organization Report 3/23/2016<br><a href="#">Link</a> | 7/10, 8/20, 10/1 (2)     | Discussion of Salary/Minutes                       |
| Memo: Budget and Fiscal Oversight 11/26/12 (Page 2)                                                | 7/10, 10/1               | Comparison of Council Salary/minutes               |
| Comparison of Cities with Watertown's form of Government (page 3)<br><a href="#">Link</a>          | 7/10, 10/1               | Salary comparison data                             |
| Comparison of Cities (Minutes) (page 4)<br><a href="#">Link</a>                                    | 7/10 (2), 10/1           | Comparison of City Council job description Minutes |
| Town Council Ordinance #28 4/27/1999 (page 5)<br><a href="#">Link</a>                              | 7/10, 10/1               | Salary Raise Ordinance                             |
| Tables comparisons of salary raises 2% and 2.5% (2000 - 2018) (page 6)<br><a href="#">Link</a>     | 7/10, 10/1               | Salary Projections                                 |
| Town Council Ordinance #35 2016<br><a href="#">Link</a>                                            | 7/10 (3), 8/20, 10/1 (3) | Salary Raise Ordinance                             |
| Personnel and City Org. Mtg minutes (7/30/2018/ and Report 8/14/2018<br><a href="#">Link</a>       | 7/10, 10/1 (2)           | Discussion of Salary Raises                        |
| Blank form: Council Clerk Evaluation (page 3)<br><a href="#">Link</a>                              | 7/10, 10/1               | Council Hiring/Evaluations                         |
| Blank Form Town Auditor Evaluation (page 4)<br><a href="#">Link</a>                                | 7/10, 10/1               | Council Hiring/Evaluations                         |
| Personnel and Town Org Meeting Nov. 26, 2018 read January 22, 2019<br><a href="#">Link</a>         | 7/10, 8/20, 10/1 (2)     | Council Salary Discussion                          |
| Council Pay Data Spreadsheet<br><a href="#">Link</a>                                               | 7/10, 10/1               | Salary comparison data                             |
| Personnel and City Org. February 7, 2022<br><a href="#">Link</a>                                   | 7/10, 10/1               |                                                    |

## A Guide to the Evidentiary Documents of the Watertown Blue Ribbon Committee on Councilor Salaries 2024\*

| Title                                                                                   | Meeting Dates Included | Topic(s)                                  |
|-----------------------------------------------------------------------------------------|------------------------|-------------------------------------------|
| Council Pay by DOR Revenue Class<br><a href="#">Link</a>                                |                        | Comparison of Council Salaries            |
| Personnel and City Org. February 4/13/2022 (page 2)<br><a href="#">Link</a>             | 7/10, 10/1             | Discussion of City Councilor Compensation |
| Note to Personnel and City Org Committee Lisa Feltner (page 4)<br><a href="#">Link</a>  | 7/10, 10/1             | Councilor Duties                          |
| Job Posting Municipal Analyst (page 5-6)<br><a href="#">Link</a>                        | 7/10, 10/1             | Council Hiring                            |
| Personnel and City Org. November 15, 2022<br><a href="#">Link</a>                       | 7/10, 8/20, 10/1 (2)   | Vote for a Blue Ribbon Commission         |
| ATTCH:: Comparatives of Councilor Salaries<br><a href="#">Link</a>                      | 7/10, 8/20, 10/1 (2)   | Salary comparison data                    |
| ATT: Bubble Chart of Salaries: Selected Municipalities (page 5)<br><a href="#">Link</a> | 7/10, 8/20, 10/1 (2)   | Salary comparison data                    |
| ATT: Feltner e-mail (pages 6-9)<br><a href="#">Link</a>                                 | 7/10, 8/20, 10/1 (2)   | Salary Calculations                       |
| ATT: Bays estimate salaries minimum wage (page 29)<br><a href="#">Link</a>              | 7/10, 8/20, 10/1 (2)   | Minimum Wage as standard                  |
| Ordinance # 26 Setting City Councilor Salaries 2023<br><a href="#">Link</a>             | 7/10, 8/20, 10/1 (2)   | Salary Raise Ordinance                    |
| PowerPoint Intro Municipal Analyst<br><a href="#">Link</a>                              | 8/20, 10/1             | Intro to the BRC and its tasks            |
| Tables: Assessed Real Estate Values<br><a href="#">Link</a>                             | 8/20, 10/1             | Data used to compare communities          |
| City Councilor Health Benefits<br><a href="#">Link</a><br><a href="#">Link2</a>         | 8/20, 10/1             | Councilor Health Benefits                 |
| Susan Falkoff Councilor Expectations<br><a href="#">Link</a>                            | 8/20, 10/1             | Council Expectations                      |

## A Guide to the Evidentiary Documents of the Watertown Blue Ribbon Committee on Councilor Salaries 2024\*

| Title                                                                                           | Meeting Dates Included | Topic(s)                                                                                     |
|-------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------|
| Linda Scott Intro and 25 year History of Councilor salaries (pages 1-6)<br><a href="#">Link</a> | 8/20, 10/1             | History of Council Salaries                                                                  |
| Linda Scott City Council Hours 2023 (pages 13-14)<br><a href="#">Link</a>                       | 8/.20, 10/1            | How many hours councilors spent in City Council Meetings 2023                                |
| Linda Scott City Council Committee Hours 2023 (page 15)<br><a href="#">Link</a>                 | 8/20, 10/1             | How many hours councilors spent in Council Committee Meetings 2023                           |
| Municipal Employee Salary Study, Comparable Communities (pages 30-31)<br><a href="#">Link</a>   | 8/20, 10/1             | A study contracted to make City salaries more competitive... communities used for comparison |
| Linda Scott Letter...Concerns about Process<br><a href="#">Link</a>                             | 8/20, 10/1             | Process Questions                                                                            |
| Linda Scott Letter: Questions for Councilors<br><a href="#">Link</a>                            | 8/20, 10/1             | Questions for Councilor Interviews                                                           |
| Linda Scott City Council Hours 2022 (pages 5-6 )<br><a href="#">Link</a>                        | 8/20, 10/1             | How many hours Councilors spent in City Council Meetings 2022                                |
| Linda Scott City Council Committee Hours 2022 (page 7)<br><a href="#">Link</a>                  | 8/20, 10/1             | How many hours Councilors spent in Committee Meetings 2022                                   |
| Municipal Employee Salary Study Documents<br><a href="#">Link1</a><br><a href="#">Link2</a>     | 8/20                   | A study contracted to make City salaries more competitive                                    |
| Proposed Councilor Questions<br><a href="#">Link</a>                                            | 9/11, 10/1             | Questions for Councilor Interviews                                                           |
| Jan.31, 2023 Memo to Personnel and City Org by Municipal Analyst<br><a href="#">Link</a>        | 10/1                   | Memo: Council Salary Overview                                                                |
| Linda Scott What do Councilors Do? (Pages 11-12)<br><a href="#">Link</a>                        | 10/1                   | Councilor and Council President Job Description                                              |

## A Guide to the Evidentiary Documents of the Watertown Blue Ribbon Committee on Councilor Salaries 2024\*

| Title                                                                                                                        | Meeting Dates Included | Topic(s)                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------|
| Sarah Baker Council Pay by DOR Revenue Class<br><a href="#">Link</a>                                                         | 10/1, 11/4             | Comparison of Councilor salaries by City Revenue                                                   |
| Linda Scott, Jimmy Mello, Sarah Baker Proposals<br>Jimmy Mello (page 1)<br>Linda Scott (pages 2-10 )<br><a href="#">Link</a> | 11/4                   | Jimmy Mello: Salary Proposal<br>Linda Scott: Comparison of Councilor salaries using three criteria |
| Sarah Baker<br>BlueRibbonCommittee_methods_20241101<br><a href="#">Link</a>                                                  | 11/4                   | Description: Methods for deciding on a Salary Number                                               |

\*This is a document intended to help guide future committees on this topic through the fact finding documents used in the decisions made by the Watertown Blue Ribbon Committee on Councilor Salaries, 2024.

The decision was made by the Blue Ribbon Committee to present the Watertown City Council with a one or two page summary, itemizing our committee's conclusions. To this summary will be added any commentary by committee members. This is one piece of that commentary.

I have attempted to make future decision-makers' jobs easier by outlining where they can find the documents that we used in our decision-making process in 2024.

**Note:** One item that is missing and was not included on the meeting website was the written statements that Watertown City Councilors submitted for consideration in this process.

### The Fundamental Problems

In the course of my research, it became clear that the evidence of past time-limited Council-appointed committees such as ours has virtually disappeared, with no one site chronicling their work products or research on our Watertown City Website.

Another problem is that as documents are uploaded for use at a particular meeting, it can be sent to different locations,...agenda, agenda packet, minutes, etc. This makes actually finding this information more difficult and time-consuming, and in my opinion, certainly not user-friendly.

The above is an attempt to make this information more readily available, even if there is not one place on the website containing the body of the Blue Ribbon Commission's work.

### Blue Ribbon Committee Agendas and Minutes:

#### July 10, 2024

Agenda: <https://watertownma.portal.civicclerk.com/event/6005/files/agenda/10244>

Minutes: <https://watertownma.portal.civicclerk.com/event/6199/files/attachment/1237>

## A Guide to the Evidentiary Documents of the Watertown Blue Ribbon Committee on Councilor Salaries 2024\*

### **August, 20, 2024**

Agenda: <https://watertownma.portal.civicclerk.com/event/6110/files/agenda/10353>

Minutes: <https://watertownma.portal.civicclerk.com/event/6199/files/attachment/1238>

### **September: 11, 2024**

Agenda: <https://watertownma.portal.civicclerk.com/event/6173/files/agenda/10434>

Minutes: <https://watertownma.portal.civicclerk.com/event/6199/files/attachment/1285>

### **October 1, 2024**

Agenda: <https://watertownma.portal.civicclerk.com/event/6199/files/agenda/10493>

Minutes: <https://watertownma.portal.civicclerk.com/event/6358/files/attachment/1368>

### **November 4, 2024**

Agenda: <https://watertownma.portal.civicclerk.com/event/6358/files/agenda/10660>

Minutes: <https://watertownma.portal.civicclerk.com/event/6411/files/attachment/1461>

### **December 11, 2024**

Agenda: <https://watertownma.portal.civicclerk.com/event/6411/files/agenda/10814>

### **Recordings of Blue Ribbon Committee on Councilor Salaries Meetings:**

August 20, 2024:

<http://vodwcatv.org/CablecastPublicSite/show/3318?site=1>

October 11, 2024:

<http://vodwcatv.org/CablecastPublicSite/show/3405?site=1>

November 4, 2024:

<http://vodwcatv.org/CablecastPublicSite/show/3485?site=1>

December 11, 2024:

<http://vodwcatv.org/CablecastPublicSite/show/3560?site=1>

I hope that this effort will assist future Watertown committees working on this issue.

## MEMORANDUM

To: Committee on Personnel and City Organization

From: Doug Newton, Municipal Policy Analyst

Date: January 31, 2024

RE: City Councilor Salaries in Watertown

### Introduction and Background

Given the upcoming Blue Ribbon Committee set to study the pay of Watertown's City Councilors, I as Municipal Policy Analyst have examined the pay of City and Town Councilors in communities with similar population sizes and budgets. For the most apt comparison, I chose to consider cities with populations ranging from 30,000 to 50,000 across Massachusetts. Of note, some of the communities considered are known as towns but have a form of government that includes a council as opposed to a select board.

### Watertown City Council

As of January 1, 2024, Watertown City Councilors earn \$8,700 per year with the Council President earning \$12,000 per year. This is an increase from \$7,500 and \$10,500 respectively. In 2025, the Councilors' salary will increase to \$8,900 and the Council President's salary will increase to \$12,500.

The Council has approved a Blue Ribbon Residents Committee to study the salary and compensation structure for City Councilors and the Council President.

### Composition of Blue Ribbon Committees

Newton and Lowell have both employed blue ribbon committees in recent years. Newton's is the most applicable to Watertown due not only to its proximity but its purpose. Lowell established a blue ribbon committee in 2019 to hire its next superintendent, not to examine the pay of elected officials. One other example that could be applicable to Watertown within the United States is Naples, Florida. Naples' city charter mandates the use of a blue ribbon committee every four years to examine the salaries of the council and mayor.

Newton:

In October of 2018, Council President Marc Laredo began to seek volunteers from the business and nonprofit communities to serve on a blue ribbon committee to examine the compensation of Newton's elected officials. The committee was set to compose of between nine and fifteen members. It began its work in January of 2019 and issued a report to the Newton City Council in June of the same year. Its report recommended an increase in the mayor's salary from \$125,000 to \$140,000 and in the city councilors' salaries from \$9,750 to \$14,000. The committee was asked to meet once or twice per month. Newton residency was not a requirement of serving on the committee. To apply to serve, anyone interested was asked to send a resume and cover letter to the city clerk. The committee also posted an online questionnaire in which Newton residents could voice their thoughts on compensation for Newton's elected officials. This was a temporary committee which was disbanded following its report to the Newton City Council.

Ultimately, the committee was composed of the following people:

- Claudia Dumond-Henderson, Co-Chair: Chief Human Resources Officer, Boston Globe
- James Simons, Co-Chair: Compensation Specialist currently working as an Independent Consultant. Previously served as Director of Compensation for ModusLink Global Solutions.
- Karen Carroll Bennett: Director of Teaching and Learning at Harvard's Kennedy School of Government & Member of the Day Middle School Council
- Sharon Chan: Human Resources Manager at Dunkin Brands, Inc. and Co-President of the Newton Cantonese School
- Doug Cornelius: Chief Compliance Officer of a financial services firm and a member of the Newton Historical Commission
- Sue Flicop: Boston College TIMMS & PIRLS International Study Center and member of the Newton Historical Commission
- Carolyn Gabbay: Vice President of Legal Affairs and General Counsel at Mount Auburn Cambridge Independent Practice Association
- Timothy Moran: Assistant United States Attorney, District of Massachusetts, Deputy Chief of Organized Crime and Gang Unit and director of the Civil Rights Enforcement Team
- Greg Reibman: President of the Newton-Needham Regional Chamber
- Donald Siegel: Partner, Segal Roitman, LLP
- Andrea Steenstrup: Controller for various local life science startup companies
- John Stewart: Former Alderman At-Large from Newton's Ward 4
- Kathy Sun: Strategy and Operations Business Analyst at Deloitte Consulting

Lowell:

In March of 2019, the Lowell School Committee established a Blue Ribbon Committee to search for their next superintendent. The committee was to consist of the following:

- 4 members from the United Teachers of Lowell
- 3 members of the Lowell School Committee
- 2 members from the Lowell School Administrators Association
- 1 member to be the UMass Lowell President or a designee
- 1 member to be the Middlesex Community College President or a designee
- 1 member to be a school principal
- 3 members to be parents of children in either elementary, middle, or high school
- 1 member from the community at large
- 1 member from the clerical union
- 1 member from the Cambodian community
- 1 member from the African community
- 1 member from the Latino community

The school committee consulted with the Massachusetts Association of School Committees (MASC) on how members of the Blue Ribbon committee would be selected. MASC advised that it be designed to be as collegial as possible and consist of a diverse group of stakeholders. It was also suggested that the committee be kept to 12-13 members to avoid it becoming too large and unmanageable. This advice was apparently not taken. After being selected, the committee received an orientation on March 26, 2019.

From there, it conducted a review of the candidates in April and made a recommendation of three finalists to the school committee on May 1, 2019. This was also a temporary committee and was disbanded following its report to the Lowell School Committee. The names of the individuals who served on the committee are not available publicly. Upon being reached, the Lowell City Clerk was also not able to provide the names of those who served. The candidate who was ultimately chosen, Dr. Joel Boyd, departed from the position in 2023 and the school committee opted not to use a Blue Ribbon Committee to hire its next superintendent.

Naples, Florida:

The Naples City Charter mandates that the city council appoint a Blue Ribbon Committee “from time to time, but no less often than every four (4) years” to examine the salaries of the mayor and council members. This has been in the city’s charter since 1997 and a committee was last appointed in 2021. The committee is to consist of seven residents of Naples. Aside from residency, there are no other requirements to serve. Members of the committee are appointed by each of the six city council members as well as the mayor. The committee must make its recommendation to the council no later than three months prior to the date of the next regular municipal election.

The committee established in 2021 consisted of the following members:

- Julie Domenick: Past president of the Bayfront Condominium Association
- Charles Seeger: Attorney
- Clifford Holland: President of the Moorings Property Owners Association
- James Melican: President emeritus of the Gulf Shore Association of Condominiums
- David Feight: President of the Gulf Shore Association of Condominiums and former Chairman of the Planning Advisory Board
- Jerry Brown: Vice President of the Aqualane Shores Association

Ultimately, the committee voted to increase the salaries of the mayor and each council member by 8.2%. The mayor’s salary increased from \$50,000 to \$54,100 and each councilor’s salary increased from \$40,000 to \$43,300. Of note, the committee also voted unanimously to recommend an amendment to the city charter that the council must establish a Blue Ribbon Committee every two years as opposed to every four. This has not yet been adopted. The previous committee, established in 2017, voted 5-2 to recommend a 67% salary increase for the mayor from \$30,000 to \$50,000 and a 70% increase for each council member from \$23,000 to \$40,000.

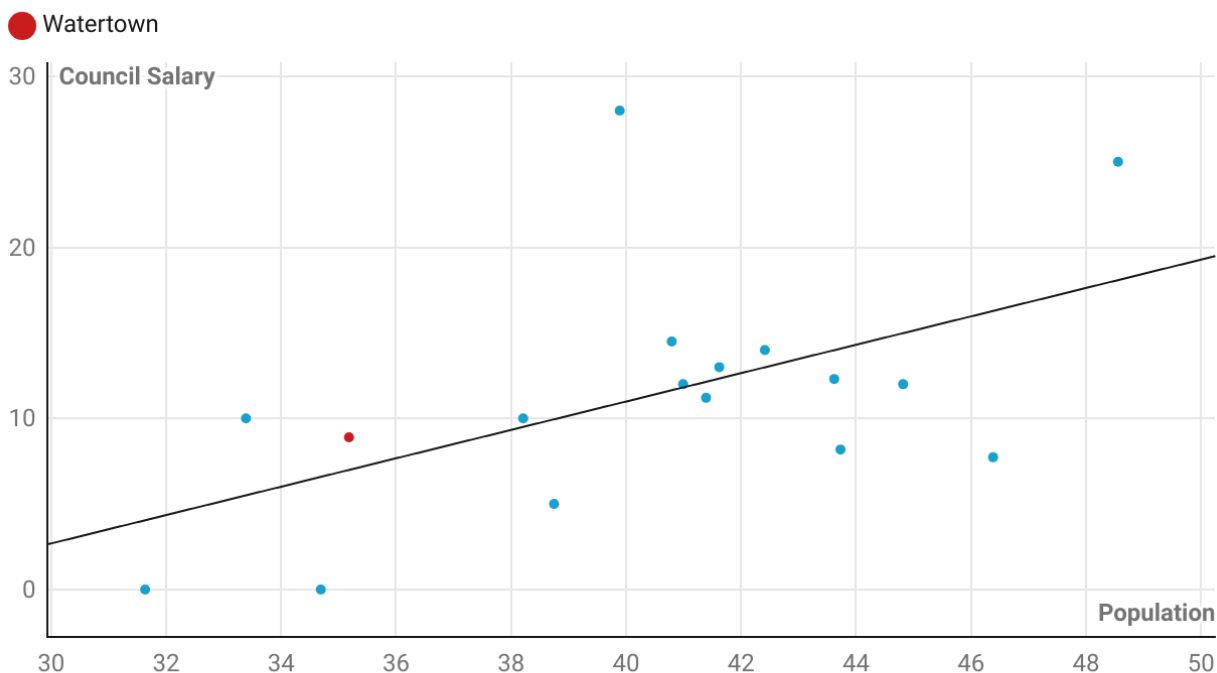
### Comparable Councils

I have conducted a study of each city in Massachusetts with a population between 30,000 and 50,000. While Watertown (pop. 35,181) falls on the lower end of this scale, it has the 6<sup>th</sup> largest budget of the 17 cities in this group. Attachment 1 to this memorandum is a Microsoft Excel spreadsheet featuring all 17 cities in Massachusetts in this population range. It is sorted by population size in Sheet 1 and by the total sum of their FY24 budgets in Sheet 2. For simplicity, I took the base salary for city councilors for all cities even if the Council President earned slightly more. Of the 17 cities in this range, Watertown’s City Council salary of \$8,900 ranks sixth from the bottom. The average salary in this range is \$11,284 and the median salary in this range is \$11,205. Franklin and Randolph are in a tie for the lowest council salary, as

both serve without compensation. The highest in this range is Chelsea, whose city councilors earn \$28,000.

Table 1 below is a scatter plot illustrating the change in council salaries as population size of the city increases. This shows a loose but not strict correlation. Watertown is shown as the lone red dot in the plot. By population Watertown is slightly above average in our range of data.

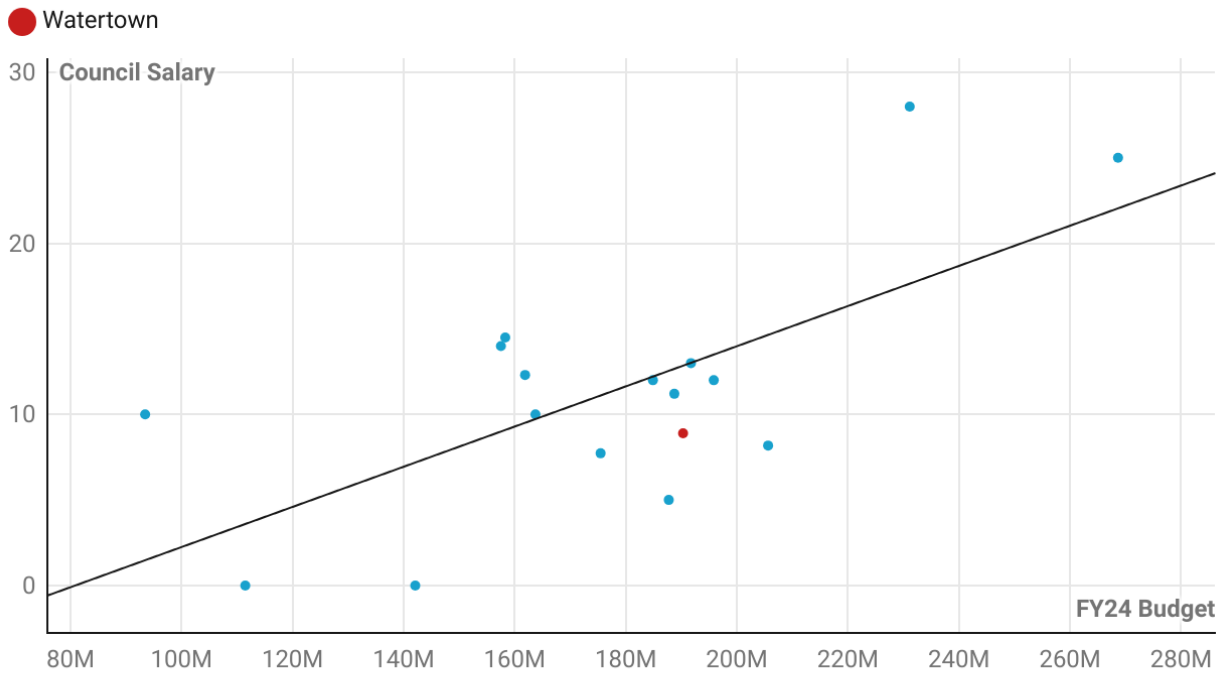
## Council Pay by Population



Created with Datawrapper

Table 2 below is an additional scatter plot illustrating how council salary changes as the size of a city's budget increases. Watertown is also shown as the lone red dot. This shows that there is a slightly stronger correlation in this group of cities between budget size and council salary than population size and council salary. In this scatter plot, Watertown appears as more of an outlier.

## Council Pay by FY24 Budget



Created with Datawrapper

Of the 17 communities studied, only Leominster indexes the salary of councilors to inflation. The Leominster City Charter reads: “Effective January 1, 2009 and on an annual basis thereafter, a percentage increase of the city councilor salary will be established consistent with the annual consumer price index (CPI-U) of the previous calendar year, with a minimum of no increase and a maximum increase of five percent.” The base salary was set in 2008 to \$8,500, and the salary today amounts to \$12,308. Other communities such as Fitchburg and Chelsea have considered adopting this but ultimately decided against it.

### Recent Debate in Similar Communities

The City of Fitchburg held a council meeting on June 14, 2022 to discuss raises for both the councilors and the mayor. Minutes for the meeting can be accessed [here](#). One key issue of contention was whether or not councilor pay should be indexed to inflation, as Leominster has implemented. Ultimately, this issue was assigned to a committee. The highest number proposed by a Fitchburg councilor was \$18,000, while one councilor suggested no increase over the previous amount but agreed on indexing the salary to inflation. Ultimately, the Fitchburg City Council voted 9-2 to raise the councilors’ salary to \$13,000 over the previous amount of \$10,000.

Randolph considered a proposal to raise its council salary from \$0 to \$12,000 in January of 2021. The Council President would have earned \$15,000 in this proposal. The rationale behind the proposal was to encourage more qualified people to run for local office. Councilor Paul McDermott emphasized that his proposal was similar to surrounding communities, a claim which my research supports. Residents generally expressed opposition to the proposal at council meetings. The proposal was passed along to

the Charter Review Committee of the Randolph City Council and was not advanced. If the full Council had supported the increase, it would have needed to be approved by voters in the subsequent municipal election.

The Chelsea City Council voted in May of 2022 to double its salary from \$14,000 to \$28,000. It was noted during the debate that the \$14,000 figure was significantly lower than that of surrounding communities, though this appears to refer to Boston and Cambridge. Though the raise was approved, the council decided against indexing the salary to inflation or implementing any other automatic pay increase on the principle that any future pay increases should be subject to a vote on the record.

#### Neighboring Communities

After receiving a recommendation from the Blue Ribbon Committee to increase its salary to \$14,000, the Newton City Council voted in 2019 to increase its salary from \$9,750 to \$15,550. This was the first increase since 1998 and it was noted that this essentially amounts to the CPI increase over that time. That said, the salary was not indexed to the CPI moving forward and the Newton City Council will need to vote on the record for any future salary increase. Waltham City Councilors earn a salary of \$22,554 and the Council President earns \$23,550. This is a result of the Waltham City Council choosing to link its salary to inflation. The Waltham City Charter reads: "Commencing on January 1, 1998, and continuing on each January 1 thereafter, said "base salary" shall increase or decrease in accordance with the annual US Department of Labor Consumer Price Index for All Urban Consumers (CPI-U) Boston, MA, for the calendar year immediately preceding the beginning of the fiscal year in which said salary is to take effect." This is similar to Leominster except that Waltham allows councilors' salaries to decrease if the CPI-U dictates such whereas Leominster has a minimum of no increase with CPI-U. Belmont and Arlington each have a Representative Town Meeting form of government with a select board, and as such are not comparable.

| City        | Population | FY24 Budget | Council Salary |
|-------------|------------|-------------|----------------|
| Franklin    | 31,635     | 142,096,989 | 0              |
| Amherst     | 33,389     | 93,457,917  | 10,000         |
| Randolph    | 34,691     | 111,488,657 | 0              |
| Watertown   | 35,181     | 190,325,000 | 8,900          |
| Holyoke     | 38,210     | 163,739,827 | 10,000         |
| Braintree   | 38,748     | 187,749,724 | 5,000          |
| Chelsea     | 39,890     | 231,135,736 | 28,000         |
| Westfield   | 40,794     | 158,303,304 | 14,500         |
| Woburn      | 40,992     | 184,895,462 | 12,000         |
| Marlborough | 41,391     | 188,751,024 | 11,205         |
| Fitchburg   | 41,621     | 191,741,579 | 13,000         |
| Beverly     | 42,414     | 157,526,500 | 14,000         |
| Leominster  | 43,620     | 161,872,478 | 12,308         |
| Pittsfield  | 43,730     | 205,634,497 | 8,182          |
| Salem       | 44,819     | 195,847,278 | 12,000         |
| Attleboro   | 46,384     | 175,471,353 | 7,727          |
| Everett     | 48,557     | 268,648,686 | 25,000         |
|             |            |             | 11,284         |
|             |            |             | 11,205         |

|                                                                                                     |  |  |  |
|-----------------------------------------------------------------------------------------------------|--|--|--|
| Notes                                                                                               |  |  |  |
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|                                                                                                     |  |  |  |
|                                                                                                     |  |  |  |
|                                                                                                     |  |  |  |
|                                                                                                     |  |  |  |
| President earns \$7,500                                                                             |  |  |  |
|                                                                                                     |  |  |  |
| Set to increase to \$15,000 on 1/1/2026                                                             |  |  |  |
| President earns \$14,000                                                                            |  |  |  |
|                                                                                                     |  |  |  |
|                                                                                                     |  |  |  |
| President earns \$15,000                                                                            |  |  |  |
|                                                                                                     |  |  |  |
|                                                                                                     |  |  |  |
| President earns \$12,500; future increases linked to 10% of the Mayor's salary.                     |  |  |  |
| Personnell Committee in May 2023 voted to increase to \$13,727 using Leominster & Salem as comparis |  |  |  |
| Members receive a 2% increase for every 2 years they serve.                                         |  |  |  |
| Average                                                                                             |  |  |  |
| Median                                                                                              |  |  |  |

Information from Councilor Lisa Feltner:

My review (of 2016-2021) found an average for Total hours, which includes for full regular City Council and special and budget, with executive sessions included and not counted separately, and includes committees mtgs. And does not including mtg prep or topic research or minutes/report creation time (or last Charter Review time):

per month, for 10.5 mos per year = 22-26 hours

averaged as per week, for 46 wks per year = 5-6 hours

Another simple way to think about compensation for basic 2 hr mtg time + min. 2 hr prep time, at, say a \$25 hourly wage (August not included, with two weeks for Dec):

Per year, for 10.5 months= \$13,750

Per week, based on 46 weeks= \$298.92

And on #2, I think things that stand out for Watertown are: our growth which is also rapid, in overall budget but also in the type of economic base, the change in demographics -population, type of housing stock including fewer “starter” homes in smaller single family, continued redevelopment of conversions to condos, larger rental housing % than other communities; which also required rapid transition and adaptation needs. We are considered street car suburban, but are in the “inner ring” of Boston with MBTA needs and urban pressure, and we are short on public green space as we have relied on proximity to the Charles River and use of state-controlled properties, e.g. the DCR Dealtry Swimming Pool, etc. We are also unique in our type of Manager-Council form of government with the President elected by the voters, and other matters, with the responsibility of Council providing policy direction which directly informs budget planning and decisions. Council administrative support also differs much from other communities.



## Watertown Town Council

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

ORDINANCE #35

O-2016-35

### AN ORDINANCE ESTABLISHING TOWN COUNCIL SALARIES

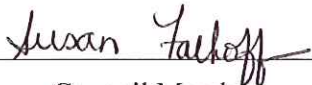
WHEREAS, Section 2-3 of the Town of Watertown Home Rule Charter provides that the Town Council may, by ordinance, provide an annual salary for its members.

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

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

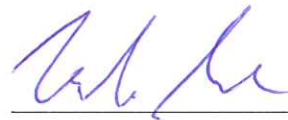
Councilor - \$7,500 per annum.

Council President - \$10,500 per annum

  
Council Member

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above Order was adopted by a vote of 8 for, 0 against and 0 present on June 14, 2016.

  
Marilyn W. Pronovost, Council Clerk

  
Mark S. Sideris, Council President



## Watertown City Council

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

### ELECTED OFFICIALS:

Mark S. Sideris,  
Council President

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

John M. Airasian  
Councilor At Large

Caroline Bays  
Councilor At Large

John G. Gannon,  
Councilor At Large

Anthony Palomba,  
Councilor At Large

Nicole Gardner,  
District A Councilor

Lisa J. Feltner,  
District B Councilor

Emily Izzo,  
District D Councilor

ORDINANCE # 26

O-2023- 26

### AN ORDINANCE ESTABLISHING CITY COUNCIL SALARIES

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

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

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

Councilor - \$8,700 per annum.

Council President - \$12,000 per annum

**AND BE IT FURTHER ORDAINED** as follows:

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

Councilor - \$8,900 per annum.

Council President - \$12,500 per annum

  
Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above Order was adopted by a vote of 9 for, 0 against and 0 present on May 23, 2023.

  
Brendan T. McCarthy, Council Clerk

  
Mark S. Sideris, Council President

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

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

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

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

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

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

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

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

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

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

The meeting adjourned at 8:20 pm.

Minutes prepared by Councilor Dattoli.

MEMORANDUM

TO: Budget & Fiscal Oversight Committee

FROM: Angeline B. Kounelis, District "A" Councilor

RE: Town Council Committee Minutes

DATE: November 26, 2012

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

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

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

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

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

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

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

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

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

## COMPARISON OF CITIES WITH WATERTOWN'S FORM OF GOVERNMENT

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

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

[https://en.wikipedia.org/wiki/List\\_of\\_municipalities\\_in\\_Massachusetts#List\\_of\\_municipalities](https://en.wikipedia.org/wiki/List_of_municipalities_in_Massachusetts#List_of_municipalities) (sgf)

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

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

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



# Town Council

TOWN OF WATERTOWN

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

Ordinance # 28

O-99-28

## AN ORDINANCE SETTING THE SALARY OF MEMBERS OF THE TOWN COUNCIL

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

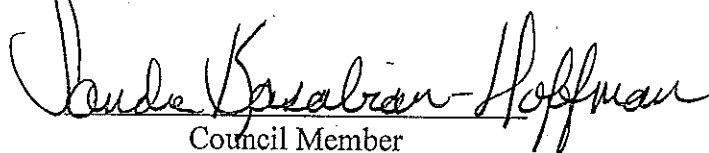
### CHAPTER XXIV. TOWN COUNCIL SALARIES.

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

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

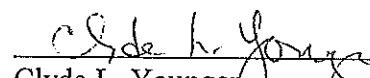
- (1) the salary of Councillors shall be \$5,000.00 per annum;
- (2) the salary of the Council President shall be \$6,500.00 per annum.

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

  
Council Member

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

  
Valerie Papas  
Council Clerk

  
Clyde L. Younger  
Council President

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

## Committee on Personnel and Town Organization Meeting Minutes

Meeting July 30, 2018; Report August 14, 2018

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

### **Town Council Clerk Evaluation and Salary Adjustment**

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

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

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

### **Town Auditor Evaluation and Salary Adjustment**

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

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

### **Town Council Salary**

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

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

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

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

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

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

And to include:

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

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

The meeting adjourned at approximately 8:30 PM.

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

Respectfully Submitted,

Susan Falkoff, Vice chair

# Town of Watertown

## EMPLOYEE PERFORMANCE REVIEW – COUNCIL CLERK

### EMPLOYEE INFORMATION

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

### GOALS FOR COMING YEAR

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### EVALUATION

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

Additional Comments: \_\_\_\_\_

# Town Auditor: Management Performance Evaluation

## Watertown, MA

Date:

Evaluator:

### Rating Scale

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

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

Additional comments (Use reverse if necessary):

Goals for the coming year:

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

## Committee on Personnel and Town Organization

Meeting Date: November 26, 2018

Read: January 22, 2019

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

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

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

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

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

The meeting adjourned at 7:50 pm.

Respectfully submitted, Susan Falkoff

Bugs Handout

4/13/22

| Cities inside 495 | County  | Form of Government |                  | Founded | Population | Budget | Salary                | Notes                                 |
|-------------------|---------|--------------------|------------------|---------|------------|--------|-----------------------|---------------------------------------|
| Winthrop          | City[4] | Suffolk            | Council-manager  | 8.3     | 2          | 1852   | 19,316 36 million     | \$2,600                               |
| Amesbury          | City    | Essex              | Mayor-council    | 13.7    | 12.3       | 1668   | 17,366 69 million     | 3,000                                 |
| Framingham        | City    | Middlesex          | Mayor-council    | 26.5    | 25         | 1700   | 72,362 307 million    | 5,000 president - 7,500               |
| Malden            | City    | Middlesex          | Mayor-council    | 5.1     | 5          | 1649   | 66,263 188 million    | 5,000                                 |
| Melrose           | City    | Middlesex          | Mayor-council    | 4.8     | 4.7        | 1850   | 29,817 91 million     | 5,000                                 |
| Randolph          | City[4] | Norfolk            | Council-manager  | 10.5    | 10.1       | 1793   | 34,984 33 million     | 5,000                                 |
| Braintree         | City[4] | Norfolk            | Mayor-council    | 14.6    | 13.8       | 1640   | 39,143 145 million    | 7,500                                 |
| Watertown         | City[4] | Middlesex          | Council-manager  | 4.1     | 4          | 1630   | 35,329 160 million    | 7,500                                 |
| Newburyport       | City    | Essex              | Mayor-council    | 10.7    | 8.3        | 1764   | 18,289 75 million     | 9,000 president - 11,000              |
| Methuen           | City[4] | Essex              | Mayor-council    | 23      | 22.2       | 1725   | 53,039 170 million    | 10,000 chair - 15,00                  |
| Taunton †         | City    | Bristol            | Mayor-council    | 48.4    | 46.7       | 1639   | 59,408 162 million    | 10,000                                |
| Weymouth          | City[4] | Norfolk            | Mayor-council    | 21.6    | 16.8       | 1635   | 57,437 183.6 million  | 10,000 president - 11,000             |
| Marlborough       | City    | Middlesex          | Mayor-council    | 22.1    | 20.9       | 1660   | 41,793 173 million    | 10,664                                |
| Peabody           | City    | Essex              | Mayor-council    | 16.8    | 16.2       | 1868   | 54,481 163 million    | 11,016                                |
| Woburn            | City    | Middlesex          | Mayor-aldermen   | 12.9    | 12.7       | 1642   | 40,876 160 million    | 11,150.00                             |
| Beverly           | City    | Essex              | Mayor-council    | 22.6    | 15.1       | 1668   | 42,670 144 million    | 11,733                                |
| Chelsea           | City    | Suffolk            | Council-manager  | 2.5     | 2.2        | 1739   | 40,787 249 million    | 14,000                                |
| Salem †           | City    | Essex              | Mayor-council    | 18.3    | 8.3        | 1626   | 44,480 662 million    | 14,000                                |
| Revere            | City    | Suffolk            | Mayor-council    | 10.1    | 5.7        | 1846   | 62,186 241 million    | 14650 and 5000 stipend                |
| Lawrence †        | City    | Essex              | Mayor-council    | 7.4     | 6.9        | 1847   | 89,143 103 million    | 15,000                                |
| Haverhill         | City    | Essex              | Mayor-council    | 35.7    | 33         | 1641   | 67,787 216 million    | 15,000 president gets 18,000          |
| Newton            | City    | Middlesex          | Mayor-council[7] | 18.2    | 17.8       | 1688   | 88,923 462 million    | 15,500                                |
| Brockton †        | City    | Plymouth           | Mayor-council    | 21.5    | 21.3       | 1821   | 105,643 439 million   | 16,662                                |
| Waltham           | City    | Middlesex          | Mayor-council    | 13.8    | 12.7       | 1738   | 65,218 299 million    | 22,554                                |
| Lowell †          | City    | Middlesex          | Mayor-manager-   | 14.5    | 13.6       | 1826   | 115,554 464 million   | 25,000 2016                           |
| Lynn              | City    | Essex              | Mayor-council    | 13.5    | 10.7       | 1629   | 101,253 407 million   | 25,000                                |
| Somerville        | City    | Middlesex          | Mayor-council    | 4.2     | 4.1        | 1842   | 81,045 286 million    | 25,000                                |
| Everett           | City    | Middlesex          | Mayor-council    | 3.7     | 3.4        | 1870   | 49,075 260 million    | 25,500 has a legislative aid - 54,000 |
| Medford           | City    | Middlesex          | Mayor-council    | 8.7     | 8.1        | 1630   | 59,659 191 million    | 29,360 president - 32,000/vp 30,000   |
| Quincy            | City    | Norfolk            | Mayor-council    | 26.9    | 16.6       | 1792   | 101,636 346 million   | 35,000                                |
| Cambridge †       | City    | Middlesex          | Mayor-manager-   | 7.1     | 6.4        | 1636   | 118,403 748 million   | 83,404                                |
| Boston †          | City    | Suffolk            | Mayor-council    | 89.6    | 48.3       | 1630   | 675,647 3,760 million | 103,500                               |
| Bridgewater       | City[4] | Plymouth           | Council-manager  | 28.2    | 27.5       | 1656   | 28,633 66 million     | 0?                                    |



# Watertown City Council

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

ELECTED OFFICIALS:

## Committee on Personnel and City Organization

Monday, February 7, 2022

Mark S. Sideris,  
Council President

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

John M. Airasian  
Councilor At Large

Caroline Bays  
Councilor At Large

John G. Gannon,  
Councilor At Large

Anthony Palomba,  
Councilor At Large

Nicole Gardner,  
District A Councilor

Lisa J. Feltner,  
District B Councilor

Emily Izzo,  
District D Councilor

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

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

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

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

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

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

The meeting adjourned at 7:15pm.

Respectfully submitted,  
John Gannon, Committee Vice Chair



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ELECTED OFFICIALS:

Mark S. Sideris,  
Council President

## Watertown City Council Personnel and City Organization Committee

### Report of the Meeting of April 13, 2022

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

John M. Airasian  
Councilor At Large

Caroline Bays  
Councilor At Large

John G. Gannon,  
Councilor At Large

Anthony Palomba,  
Councilor At Large

Nicole Gardner,  
District A Councilor

Lisa J. Feltner,  
District B Councilor

Emily Izzo,  
District D Councilor

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

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

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

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

### Discussion of the City Council Municipal Policy Analyst position

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

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

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

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

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

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

### **Discussion of the City Councilor Compensation**

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

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

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

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

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

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

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

Report respectfully prepared by Nicole Gardner

### **List of Attachments:**

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

Hi Caroline et al,

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

Re: new Analyst position for Council support

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

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

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

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

Re: Council compensation

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

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

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

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

Thanks much, Lisa

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

## **Job Posting - Municipal Policy Analyst**

### **City of Watertown**

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

#### **Responsibilities:**

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

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

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

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

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

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

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

#### **Qualifications:**

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

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

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

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

Capable of developing collaborative and collegial working relationships

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

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

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

Available to work in office on a daily basis

#### **Benefits:**

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

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

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

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



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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

### Committee on Personnel and City Organization Meeting November 15, 2022

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

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

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

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

For context, the salary history for City Councilors is

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Report prepared by Nicole Gardner

Attachments:

Comparatives for Council Salaries

Bubble Chart of Salaries for Selected Municipalities

Councilor Feltner Email

Councilor Bays Estimates of Salary at Minimum Wage

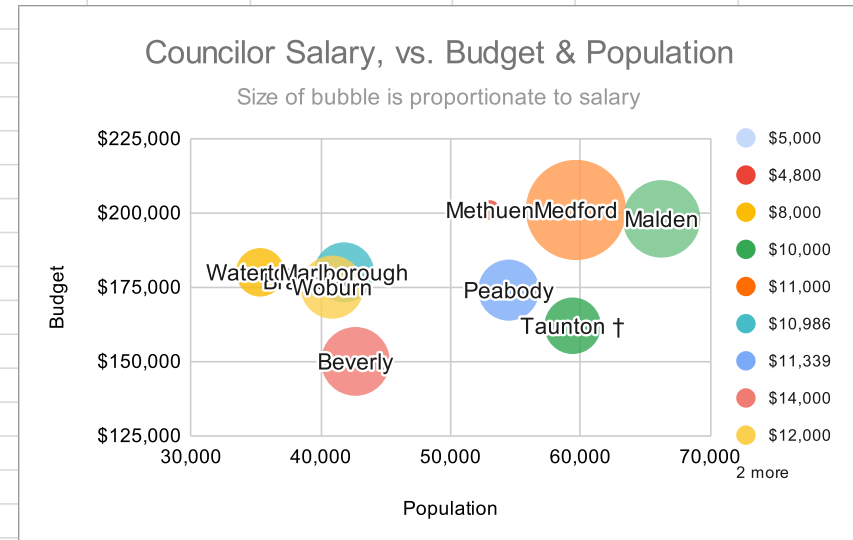
Ordinance setting Town Councilor Salaries Effective January 2, 2018

|                                       |  |  |            |  |                                                     |  |  |
|---------------------------------------|--|--|------------|--|-----------------------------------------------------|--|--|
|                                       |  |  |            |  |                                                     |  |  |
| Compensation Calculations             |  |  |            |  |                                                     |  |  |
| These were prepared by Councilor Bays |  |  |            |  |                                                     |  |  |
|                                       |  |  |            |  |                                                     |  |  |
| 20 hours per week for 42 weeks        |  |  | 20x42=840  |  | 20 hours a week except July August                  |  |  |
| 10 hours a week for 8 weeks           |  |  | 10x8=80    |  | and assumes a 2 week vacation                       |  |  |
|                                       |  |  |            |  |                                                     |  |  |
|                                       |  |  | \$13,800   |  | assumes \$15/hour effective Jan 1 2023              |  |  |
|                                       |  |  |            |  |                                                     |  |  |
|                                       |  |  |            |  |                                                     |  |  |
| 25 hours per week for 42 weeks        |  |  | 25x42=1050 |  | 25 hours a week except July August                  |  |  |
| 12.5 hours per week for 8 weeks       |  |  | 12.5x8=100 |  |                                                     |  |  |
|                                       |  |  |            |  |                                                     |  |  |
|                                       |  |  | 17250      |  |                                                     |  |  |
|                                       |  |  |            |  |                                                     |  |  |
|                                       |  |  |            |  |                                                     |  |  |
| 25 hours per week for 36 weeks        |  |  | 25x36=900  |  | 25 hours a week but has a longer range of times off |  |  |
| 10 hours per week for 14 weeks        |  |  | 10x14=140  |  |                                                     |  |  |
|                                       |  |  |            |  |                                                     |  |  |
|                                       |  |  | 15600      |  |                                                     |  |  |

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

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

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



Hi Nicole,

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

Best, and thanks! Lisa

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

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

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

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

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

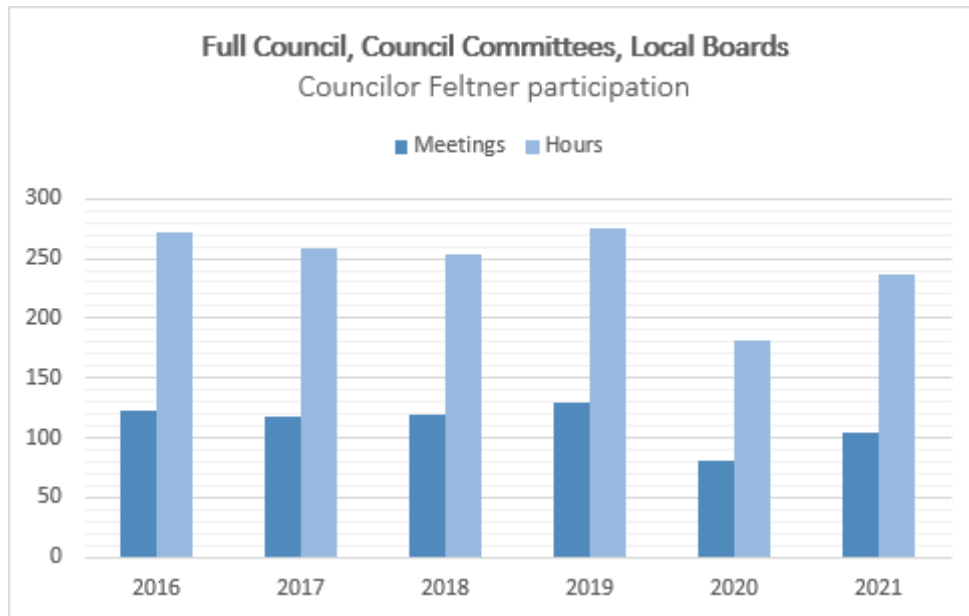
Please note that my tally:

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

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

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

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



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

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

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

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



**Blue Ribbon Committee Meeting**  
**Wednesday, July 10, 2024 at 6:30 PM**  
**Philip Pane Lower Hearing Room - Lower Level**  
**149 Main Street**  
**Watertown, MA**

**Agenda**

**ACCESS INFORMATION:**

- A. This meeting will be held on July 10, 2024 at 6:30 P.M. Location: Lower Hearing Room
  - B. Public may comment through email: [dnewton@watertown-ma.gov](mailto:dnewton@watertown-ma.gov)
- 

- 1. Swearing In
- 2. Roll Call
- 3. Discussion of Selecting a Chair
- 4. Presentation of Information, Municipal Policy Analyst Doug Newton
- 5. Discussion Amongst Committee Members
- 6. Adjournment

## Blue Ribbon Committee Meeting Minutes

July 10, 2024

### 1. Swearing In

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

### 2. Roll Call

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

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

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

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

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

### 3. Discussion of Selecting a Chair

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

### 4. Discussion Amongst Committee Members

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

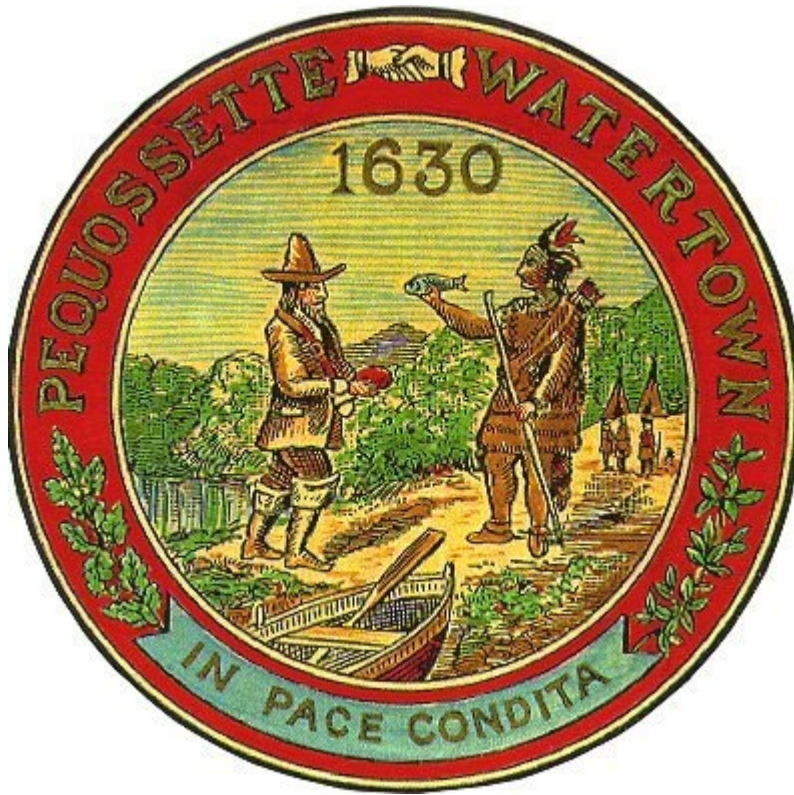
The Committee also considered what exactly it will provide as a deliverable. They were advised by Doug Newton that it must consist of a number but that the Committee may add context beyond that if they would like. Councilor Vinnie Piccirilli then spoke to the Committee and provided further suggestions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

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

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

The meeting adjourned at 8:30 PM.

# Blue Ribbon Committee Introductory Presentation



Doug Newton

Municipal Policy Analyst

[dnewton@watertown-ma.gov](mailto:dnewton@watertown-ma.gov)

617-972-6486 ext. 12108 (w)

857-262-2546 (c)

# My Role

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

# The Committee's Role

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

# Current Situation

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

# Past Research

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

# Findings

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

# Public Records & Open Meeting Law

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

# I am here to help!

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



**Blue Ribbon Committee Meeting**  
**Tuesday, August 20, 2024 at 6:30 PM**  
**Richard E. Mastrangelo Council Chamber - Second Floor**

**Agenda**

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

**ACCESS INFORMATION:**

- A. This meeting will be held on August 20, 2024 at 6:30 P.M. Location: Richard E. Mastrangelo Council Chambers
- B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
- C. Public may comment through email: [dnewton@watertown-ma.gov](mailto:dnewton@watertown-ma.gov)

- 
- 1. Roll Call
  - 2. Discussion
    - A. Presentation from Municipal Policy Analyst
    - B. Committee Discussion on Council Salary and Benefits
  - 3. Public Comment
  - 4. Adjournment

## Blue Ribbon Committee Meeting Minutes

August 20, 2024

### 1. Roll Call

The meeting began at 6:30 PM. Municipal Policy Analyst Doug Newton called the roll. Present were Jack Bartley, Christine Cole, Susan Falkoff, Sarah Baker, Jimmy Mello, Marcy Murningham, and Linda Scott. Also present were residents Bruce Coltin and Elodia Thomas as well as Councilor Vinnie Piccirilli.

### 2. Discussion

#### a. Presentation from Municipal Policy Analyst

Doug Newton began with a brief presentation. He expressed that he has done research at the direction of Committee members into council salaries based on the source of property tax revenue in terms of residential versus commercial. He also noted that he is working to gather information on other benefits in addition to salary received by City Councilors and that other Committee members have been doing independent research. He noted that documents not attached to the agenda will be attached as an addendum to the meeting minutes. Doug conveyed that he examined every city and town in Massachusetts with a council form of government and obtained data on the percentage of their property tax revenue derived from residential and open space properties as compared to commercial and industrial properties. He also examined manager salaries from other cities and towns which use the Council-Manager form of government. He also obtained data on the history of Watertown's Council salaries from Councilor Piccirilli and shared it with the Committee. He also expressed that he has informed the Council of the Committee's interest in interviewing the current members and reached out to the Massachusetts Municipal Association to see if they are aware of a subject matter expert who would like to speak to the Committee.

#### b. Committee Discussion on Council Salary and Benefits

The Committee began by considering how it will interview the current slate of City Councilors. There was agreement that it would be best if the Committee had a pre-set slate of questions to keep the process simple and consistent. Linda Scott introduced some of the research which she has done leading up to the meeting. This consisted of a calculation of the amount of time spent by City Councilors in formal meetings. She concluded that it amounts to roughly five hours per month based on 2023 in full Council meetings. However, she noted that time spent in Committee meetings will vary significantly based on Committee. She further pointed out that the work of Committees can vary year by year based on the issues at hand. Sarah Baker explained her analysis of council salaries in communities sorted by property values and share of property tax based on residential versus commercial sources. She excluded communities which were 10 percent higher or lower than the average. She concluded that each of these communities have higher Council salaries than Watertown and that Watertown would fit better into a range of \$19,000-28,000. Jimmy Mello proposed that raises given to City Councilors should be linked to raises given to unionized city employees.

He proposed that the salary should be \$15,000 for Councilors and \$10,000 for the School Committee. There was additional discussion on the benefits received by City Councilors as the Committee awaits information from the Auditor. Jimmy Mello expressed that Council members may now need to serve for 25 or 30 years to qualify for benefits. Susan Falkoff suggested that in the Committee's report there should be a statement of expectations for City Councilors and conveyed that there are some Councilors who treat it as a 24/7 endeavor while others do not devote much time at all. A consensus emerged in the Committee that they are indeed considering an increase to Councilor salaries. Jack Bartley proposed not calling this a salary "increase" but rather an "adjustment." Susan Falkoff suggested that perhaps with an increase in salary should come an increase in expectations.

The Committee members began proposing questions to ask City Councilors in a future meeting. The following questions were raised:

- What can the Committee do to make a Councilor's job easier?
- Raise a specific number and ask the Councilors to respond.
- How many hours per week, year, or month would you say you spend on Council duties?
- What should be the future process for determining salary?
- Should future increases be linked to something such as CPI or should Councilors be made to vote on any and all future increases?
- What do you perceive adds complexity to your job? Is it residential versus commercial property tax, population size, budget size?
- What do you wish we had asked, or is there anything else you would like to share?
- Is there another job that you would view as comparable to what your job is as a Councilor?
- What skills does someone need to do the job of a Councilor?
- How has your job changed as time has passed?

Ultimately, the Committee decided to consider the following questions at a future meeting:

1. How many hours per week or month would you say that you spend as a city councilor? If possible, please clarify time spent in Council or Committee meetings as opposed to less formal constituent meetings.
2. What do you believe should be the future process for determining the salary of City Councilors?
3. What do you perceive as adding complexity to the job of a City Councilor? The Committee has discussed a residential vs. commercial tax base, population size, and budget size. Are we missing anything?
4. Is there another job that you view as comparable to the job of a City Councilor in Watertown?
5. What skills does someone need in order to do the job of a City Councilor?
6. How has your job changed over the years?

7. Is there anything else you would like to say or wish we had asked?

The Committee decided to have a brief meeting in the near future for the sole purposes of finalizing the list of questions to ask. There was additional discussion as to receiving public input. Several members expressed interest in a flash vote or a survey to the public. There was also discussion of having a meeting toward the end of the process primarily devoted to receiving public input. Linda Scott expressed that residents may feel that Council pay is too exorbitant while Marcy Murningham expressed that many members of the public do not know how little Councilors are paid. Ultimately, the idea of a survey or flash vote was tabled while the importance of public input was emphasized. The Committee then considered potential subject matter experts to contact. Susan Falkoff suggested the Collins Center or former Councilor Ken Woodland.

3. Public Comment

Resident Elodia Thomas asked Sarah Baker to re-state an earlier point she had made as she had some trouble hearing. She also suggested an expert that the Committee may be interested in contacting. She further questioned if there is a need to meet with the Councilors and expressed concern that union contracts can take so long to settle that it may not make sense to link them to Council salaries. She added that she reviewed council salaries under the following categories: councilor payment, form of government, population, budget, amount of councilor support, size in square miles, and benefits. She also asked if Councilors need stipends for some of their work. She concluded by thanking the Committee.

4. Adjournment

The meeting adjourned at 8:25 PM.

# Blue Ribbon Committee Second Meeting

Doug Newton

Municipal Policy Analyst

[dnewton@watertown-ma.gov](mailto:dnewton@watertown-ma.gov)

857-262-2546

617-972-6486 ext. 12108

# Since Last Meeting

- ▶ Research on Council salaries compared to property tax revenue derived from commercial/industrial vs. residential/open space properties
- ▶ Gathering Information on Councilor Benefits
- ▶ Independent research from some Committee members
  - ▶ Any documents mentioned will be included as addendum to the minutes

# My Research

- ▶ Examined every city/town with a council form of government and obtained data on the percentage of their property tax revenue derived from residential and open space properties (R/O) vs. commercial and industrial properties (CIP).
- ▶ Manager salaries from Council-Manager cities.
- ▶ History on Councilor salaries from Councilor Piccirilli.
  - ▶ All documents are attached to the agenda.

# Outside Input

- ▶ Councilors to be interviewed by the Committee in our next two meetings for 10-15 minutes each.
- ▶ Massachusetts Municipal Association (MMA)

# Moving Forward

- ▶ Meetings to be broadcasted on WCATV
- ▶ I will read a Committee report at our next City Council meeting
- ▶ Doodle poll for scheduling next two meetings
- ▶ Public Comment period at end of each agenda

| Municipality | Assessed Value Residential | Assessed Value Open Space | Assessed Value Commercial | Assessed Value Industrial |
|--------------|----------------------------|---------------------------|---------------------------|---------------------------|
| Waltham      | 11,237,452,744             | 0                         | 4,497,140,638             | 830,585,568               |
| Marlborough  | 5,642,577,064              | 0                         | 1,214,003,964             | 677,928,334               |
| Everett      | 5,471,993,242              | 0                         | 766,921,381               | 715,209,600               |
| Woburn       | 7,606,203,283              | 0                         | 1,148,119,001             | 1,100,811,189             |
| Chelsea      | 3,886,759,490              | 0                         | 885,143,510               | 255,408,600               |
| Watertown    | 8,100,534,759              | 0                         | 1,099,728,370             | 1,464,436,550             |
| Springfield  | 8,675,183,438              | 0                         | 1,443,635,062             | 294,050,400               |
| Taunton      | 6,398,801,890              | 0                         | 1,102,150,588             | 383,023,525               |
| Chicopee     | 4,075,733,387              | 0                         | 460,288,935               | 267,654,700               |
| Braintree    | 7,164,371,965              | 0                         | 1,402,084,909             | 289,157,600               |
| Franklin     | 5,876,670,670              | 0                         | 471,504,398               | 657,052,300               |
| Leominster   | 4,417,580,914              | 423,200                   | 511,998,824               | 286,933,415               |
| Fall River   | 7,044,931,749              | 0                         | 776,602,834               | 444,473,600               |
| New Bedford  | 7,063,590,736              | 0                         | 757,454,232               | 373,341,650               |
| Lawrence     | 5,664,430,302              | 0                         | 514,125,079               | 336,377,951               |
| Peabody      | 8,518,805,217              | 0                         | 1,221,095,705             | 356,421,100               |
| Salem        | 6,558,258,053              | 0                         | 641,590,725               | 375,963,052               |

| Assessed Value<br>Pers Prop | Total Assessed<br>Value | R/O % of Total Value | CIP % of Total<br>Value |
|-----------------------------|-------------------------|----------------------|-------------------------|
| 645,542,070                 | 17,210,721,020          | 65.29                | 34.71                   |
| 318,891,520                 | 7,853,400,882           | 71.85                | 28.15                   |
| 565,598,700                 | 7,519,722,923           | 72.77                | 27.23                   |
| 591,953,180                 | 10,447,086,653          | 72.81                | 27.19                   |
| 259,910,360                 | 5,287,221,960           | 73.51                | 26.49                   |
| 286,186,179                 | 10,950,885,858          | 73.97                | 26.03                   |
| 861,859,550                 | 11,274,728,450          | 76.94                | 23.06                   |
| 229,702,870                 | 8,113,678,873           | 78.86                | 21.14                   |
| 319,134,170                 | 5,122,811,192           | 79.56                | 20.44                   |
| 132,847,700                 | 8,988,462,174           | 79.71                | 20.29                   |
| 230,354,400                 | 7,235,581,768           | 81.22                | 18.78                   |
| 186,741,300                 | 5,403,677,653           | 81.76                | 18.24                   |
| 343,114,610                 | 8,609,122,793           | 81.83                | 18.17                   |
| 406,097,440                 | 8,600,484,058           | 82.13                | 17.87                   |
| 349,910,790                 | 6,864,844,122           | 82.51                | 17.49                   |
| 157,683,720                 | 10,254,005,742          | 83.08                | 16.92                   |
| 265,961,700                 | 7,841,773,530           | 83.63                | 16.37                   |

| Form of Government   | Council Salary | Rate,<br>excluding<br>x4 or x1/4<br>of 9000 |          |
|----------------------|----------------|---------------------------------------------|----------|
| COUNCIL AND ALDERMAN | \$22,554       | 0.3775822                                   | 0.915851 |
| COUNCIL AND ALDERMAN | \$11,205       | 0.5068246                                   |          |
| COUNCIL AND ALDERMAN | \$25,000       | 1.2208643                                   |          |
| COUNCIL AND ALDERMAN | \$10,000       | 0.3520032                                   |          |
| COUNCIL AND ALDERMAN | \$28,000       | 1.9993395                                   |          |
| COUNCIL AND ALDERMAN | \$8,900        | 0.3122422                                   |          |
| COUNCIL AND ALDERMAN | \$28,000       | 1.0771116                                   |          |
| COUNCIL AND ALDERMAN | \$16,631       | 0.9698072                                   |          |
| COUNCIL AND ALDERMAN | \$14,000       | 1.3370544                                   |          |
| MAYOR                | \$5,000        | 0.2741093                                   |          |
| COUNCIL AND ALDERMAN | \$0            | x                                           |          |
| COUNCIL AND ALDERMAN | \$12,308       | 1.2486893                                   |          |
| COUNCIL AND ALDERMAN | \$16,000       | 1.022893                                    |          |
| COUNCIL AND ALDERMAN | \$22,298       | 1.4508489                                   |          |
| COUNCIL AND ALDERMAN |                | x                                           |          |
| COUNCIL AND ALDERMAN | \$11,339       | 0.6534691                                   |          |
| COUNCIL AND ALDERMAN | \$12,000       | 0.9349322                                   |          |

| <b>Municipality</b> | <b>Assessed Value<br/>Residential</b> | <b>Assessed Value<br/>Open Space</b> | <b>Assessed Value<br/>Commercial</b> | <b>Assessed Value<br/>Industrial</b> |
|---------------------|---------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Arlington           | 12,578,665,911                        | 0                                    | 511,501,086                          | 25,403,300                           |
| Braintree           | 7,164,371,965                         | 0                                    | 1,402,084,909                        | 289,157,600                          |
| Brookline           | 26,623,129,744                        | 0                                    | 2,441,019,555                        | 21,092,200                           |
| Burlington          | 5,367,998,198                         | 0                                    | 2,782,585,886                        | 213,606,314                          |
| Dedham              | 5,565,727,722                         | 0                                    | 880,547,898                          | 50,562,880                           |
| Medford             | 12,518,031,403                        | 0                                    | 1,047,977,797                        | 141,839,500                          |
| Natick              | 8,715,485,212                         | 0                                    | 1,671,890,188                        | 53,089,100                           |
| Needham             | 10,715,862,649                        | 0                                    | 1,026,136,613                        | 125,420,724                          |
| Newton              | 33,729,173,360                        | 0                                    | 2,653,977,440                        | 215,141,400                          |
| Norwood             | 5,270,525,571                         | 0                                    | 1,137,996,816                        | 470,833,275                          |
| Saugus              | 5,207,426,438                         | 0                                    | 755,608,438                          | 177,162,024                          |
| Somerville          | 18,588,162,698                        | 0                                    | 2,830,367,975                        | 433,342,800                          |
| Wakefield           | 6,034,097,729                         | 0                                    | 484,367,843                          | 90,219,500                           |
| Waltham             | 11,237,452,744                        | 0                                    | 4,497,140,638                        | 830,585,568                          |
| <b>Watertown</b>    | <b>8,100,534,759</b>                  | <b>0</b>                             | <b>1,099,728,370</b>                 | <b>1,464,436,550</b>                 |
| Woburn              | 7,606,203,283                         | 0                                    | 1,148,119,001                        | 1,100,811,189                        |

| Assessed Value<br>Pers Prop | Total Assessed<br>Value | R/O % of Total<br>Value | CIP % of Total<br>Value |
|-----------------------------|-------------------------|-------------------------|-------------------------|
| 191,285,110                 | 13,306,855,407          | 94.53                   | 5.47                    |
| 132,847,700                 | 8,988,462,174           | 79.71                   | 20.29                   |
| 319,160,879                 | 29,404,402,378          | 90.54                   | 9.46                    |
| 217,267,970                 | 8,581,458,368           | 62.55                   | 37.45                   |
| 208,200,700                 | 6,705,039,200           | 83.01                   | 16.99                   |
| 240,804,280                 | 13,948,652,980          | 89.74                   | 10.26                   |
| 250,147,510                 | 10,690,612,010          | 81.52                   | 18.48                   |
| 380,448,340                 | 12,247,868,326          | 87.49                   | 12.51                   |
| 504,991,200                 | 37,103,283,400          | 90.91                   | 9.09                    |
| 135,157,970                 | 7,014,513,632           | 75.14                   | 24.86                   |
| 149,014,150                 | 6,289,211,050           | 82.80                   | 17.20                   |
| 450,822,700                 | 22,302,696,173          | 83.34                   | 16.66                   |
| 143,596,280                 | 6,752,281,352           | 89.36                   | 10.64                   |
| 645,542,070                 | 17,210,721,020          | 65.29                   | 34.71                   |
| 286,186,179                 | 10,950,885,858          | 73.97                   | 26.03                   |
| 591,953,180                 | 10,447,086,653          | 72.81                   | 27.19                   |

| Form of Government          | Council Salary | 9.159E-06 |
|-----------------------------|----------------|-----------|
| REPRESENTATIVE TOWN MEETING |                | 6,669     |
| MAYOR                       | \$10,000       | 16,706    |
| REPRESENTATIVE TOWN MEETING |                | 25,472    |
| REPRESENTATIVE TOWN MEETING |                | 29,431    |
| REPRESENTATIVE TOWN MEETING |                | 10,434    |
| COUNCIL AND ALDERMAN        | \$14,500       | 13,102    |
| REPRESENTATIVE TOWN MEETING |                | 18,089    |
| REPRESENTATIVE TOWN MEETING |                | 14,031    |
| COUNCIL AND ALDERMAN        | \$12,000       | 30,902    |
| REPRESENTATIVE TOWN MEETING |                | 15,972    |
| REPRESENTATIVE TOWN MEETING |                | 9,908     |
| COUNCIL AND ALDERMAN        | \$5,000        | 34,020    |
| OPEN TOWN MEETING           |                | 6,577     |
| COUNCIL AND ALDERMAN        | \$10,200       | 54,706    |
| COUNCIL AND ALDERMAN        | \$9,000        | 26,105    |
| COUNCIL AND ALDERMAN        | \$2,952        | 26,018    |



# 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

### OPEN ENROLLMENT DENTAL, VISION, AFLAC & BOSTON MUTUAL

April 3, 2024

Dear City and School Employee:

This letter is to notify all eligible City employees of the annual open enrollment for **dental, vision, and life insurance**. The benefit fair for DENTAL, VISION, AND LIFE INSURANCE ONLY will be held April 23<sup>rd</sup> 12:00-4:00. Location will be City Hall, Council Chambers, Second Floor.

**The open enrollment period will be from April 3rd- May 1st, 2024.**

**Please note: GIC Health Insurance Open Enrollment will be. April 3rd-May 1st, 2024. For more GIC information please log on to MYGICLINK to view your health options.**

#### **Altus Dental**

DMS Network Plan  
Altus Dental Plan

#### **Paul McCaffrey or David Grondin**

Boston Mutual Life Insurance  
AFLAC

#### **Altus Vision**

**Please contact Paul at 508-735-1242**

**Dave Grondin at 781-710-6316**

**paul@accessenroll.com**

**Dave Grondin**

**david@accessenroll.com**

#### **Watertown Municipal Credit Union**

**Luisa Figueiredo-617-924-0160**

**The coverage is effective July 1, 2024**

**Employees are responsible for submitting their dental and vision application directly to the Auditor's Office no later than May 1st, 2024.**

As a reminder, these benefits are only available during the annual benefits open enrollment or within thirty (30) days of date of hire/eligibility.

Sincerely,

Megan E. Langan  
Auditor



# 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: All Eligible Town/School Employees  
From: Megan E. Langan  
Date: April 3, 2024  
Subject: Dental, Vision and Life Insurance Rate

The Following is the Fiscal Year 2025 rates for Dental, Vision and Life Insurance.

| DMS DENTAL                               |                      |         |          |            |
|------------------------------------------|----------------------|---------|----------|------------|
|                                          | EMPLOYEE'S COST 100% |         |          |            |
| DMS Network                              | 26 Week              | 20 WEEK | MONTHLY  | Yearly     |
| EMPLOYEE (2800 & 2815)                   | \$11.12              | \$14.46 | \$24.10  | \$289.20   |
| EMPLOYEE PLUS ONE (2805 & 2820)          | \$21.94              | \$28.52 | \$47.54  | \$570.48   |
| FULL FAMILY (2810 & 2825)                | \$32.10              | \$41.74 | \$69.56  | \$834.72   |
| * ALL DENTAL DEDUCTED 1 MONTH IN ADVANCE |                      |         |          |            |
| <b>Altus Dental</b>                      |                      |         |          |            |
| EMPLOYEE ( )                             | \$20.66              | \$26.86 | \$44.76  | \$537.12   |
| EMPLOYEE PLUS ONE ( )                    | \$41.33              | \$53.73 | \$89.55  | \$1,074.60 |
| FULL FAMILY ( )                          | \$66.13              | \$85.97 | \$143.28 | \$1,719.36 |
| * ALL VISION DEDUCTED 1 MONTH IN ADVANCE |                      |         |          |            |
| <b>Altus Vision</b>                      |                      |         |          |            |
| EMPLOYEE ( )                             | \$2.33               | \$3.03  | \$5.05   | \$60.60    |
| EMPLOYEE PLUS ONE ( )                    | \$4.66               | \$6.06  | \$10.10  | \$121.20   |
| FULL FAMILY ( )                          | \$9.14               | \$11.89 | \$19.81  | \$237.72   |

| BOSTON MUTUAL LIFE INSURANCE  |                  | 100%                         | \$20.70          |
|-------------------------------|------------------|------------------------------|------------------|
| BASIC GROUP-50%               |                  |                              |                  |
|                               | BI-WEEKLY (2880) | 20 WEEK                      | MONTHLY YEARLY   |
|                               | \$4.78           | \$6.21                       | \$10.35 \$124.20 |
| VOLUNTARY AND OPTIONAL LIFE   |                  | MUST ALREADY HAVE BASIC LIFE |                  |
| EMPLOYEE PAYS 100% OF PREMIUM |                  |                              |                  |

If you have any further questions, please contact Michelle Persico (617) 972-6460 or [mperisco@watertown-ma.gov](mailto:mperisco@watertown-ma.gov)

**The deadline to sign up for dental and vision coverage is May 1st, 2024, with an effective date of coverage: July 1, 2024.**

## CITY OF WATERTOWN-ACTIVES

Group Number: 2491-0001

Altus Dental Plus - Includes Connection Dental and DenteMax Networks

Exams, cleanings, bitewing x-rays, single x-rays, fluorides, sealants and full mouth/Panorex x-rays do not count against your annual maximum.

### Annual Maximum

\$2,250

### Maximum Lifetime Cap

Unlimited

### Deductible

Individual \$50

Family \$150

### Dependent Coverage

Dependent children are covered under these benefits up until the end of the month that they turn 26.

P Pre-treatment Estimate Recommended

A Prior Authorization Required

See back page for additional information >

### Plan pays 100%; Member Coinsurance 0%

- Oral exam twice per calendar year
- Cleaning three per calendar year
- Fluoride treatment for children under age 19 or Fluoride varnish for all covered members, for a total of two treatments per calendar year.
- Bitewing x-rays one set per calendar year
- Complete x-ray series or panoramic film once every 36 months.
- Single x-rays as required
- Sealants for children under age 16, once every 36 months on unrestored permanent molars
- Space maintainers unilateral space maintainers once per lifetime for lost deciduous (baby) teeth. Bilateral space maintainers once every 60 months for lost deciduous (baby) teeth

### Plan pays 80%; Member Coinsurance 20%- (Deductible Applies)

- Palliative treatment (minor procedures necessary to relieve acute pain) twice per calendar year
- Amalgam (silver) fillings and composite (white) fillings
- Repairs to existing partial or complete dentures once per calendar year
- Recementing crowns, onlays or bridges once every 60 months
- Rebasing or relining of partial or complete dentures once every 60 months

### Plan pays 50%; Member Coinsurance 50%- (Deductible Applies)

- Extractions and other routine oral surgery when not covered by a patient's medical plan
- General anesthesia or intravenous (I.V.) sedation for certain complex surgical procedures
- Root canal therapy on permanent teeth one procedure per tooth per lifetime.
- P • Crowns over natural teeth, build ups, posts and cores replacement limited to once every 60 months
- P • Bridges and crowns over implants replacement limited to once every 60 months
- P • Partial and complete dentures replacement limited to once every 60 months
- P • Root planing and scaling once per quadrant every 24 months
- P • Osseous (bone) surgery once per quadrant every 24 months (bone grafts are not covered)
- P • Gingivectomies once per site every 24 months
- P • Soft tissue grafts once per site every 60 months
- P • Crown lengthening once per site every 60 months
- P • Surgical placement of endosteal implant and abutment replacement limited to once every 60 months
- Periodontal maintenance following active therapy two per year
- Teeth whitening once per arch every 60 months
- Athletic mouth guards for dependent children under age 19, once every 24 months.

Monthly Rates Effective: 7/1/2024 - 6/30/2025

Individual: \$44.76

Two Person: \$89.55

Family: \$143.28

This is a summary of benefits. The information shown here is not a guarantee of payment. Refer to the Certificate of Coverage for the full plan terms. The Certificate includes any limitations or exclusions not seen here. For a complete listing of frequencies and limitations go to [www.altusdental.com/el](http://www.altusdental.com/el). To be covered, services must be dentally necessary and appropriate as per our review guidelines.

*Note: This plan does not include a missing tooth clause. In addition, if covered, crowns, bridges, partials and complete dentures are paid when the permanent structure is inserted (seated) by the dentist. Member coverage must be active on the date that the permanent structure is inserted and payment is based on benefits available on that day — for example, if the member's annual maximum has been paid prior to the insertion of the permanent structure, the service will not be paid.*

\* Time limits on services (e.g. 6, 12, 24, 36, or 60 months) are figured to the exact day. Services are then covered the following day. For example, when a service is covered once every 12 months, if the service was done on July 1, it will not be covered again until the following year on July 2 or after.

### Out-of-Network Coverage

You have the freedom to choose any dentist, but it is important to know that your out-of-pocket costs may be higher when you visit a dentist who does not participate in our network. Non-participating dentists have not agreed to accept the Altus Dental allowance as payment in full, so services from an out-of-network dentist may cost you more. You may also have to pay the dentist at the time of service and file a claim yourself. To be eligible, all claims must be filed within one year of the date of service. To find a participating dentist near you, use our Find A Dentist tool at [www.altusdental.com](http://www.altusdental.com).

### How to Find a Dentist

Choose from Altus Dental's extensive network of dentists, you're sure to find one that's right for you. Visit [www.altusdental.com](http://www.altusdental.com) to use our online Find A Dentist tool. You can see if your current dentist participates with us or look for a new dentist by searching by name, location or specialty. Enter your address or other criteria important to you (extended hours, languages spoken, etc.), and our tool will return a list of dentists that meet your needs – as well as maps and driving directions.

### Beyond Benefits

When you visit us at [www.altusdental.com](http://www.altusdental.com), you can access a wealth of important dental health information and manage your plan by:

- Checking your benefits and claims
- Reviewing your deductibles and maximums
- Using our Find A dentist tool to find a dentist in your area

### Notice of Nondiscrimination and Accessibility Policy

Altus Dental does not discriminate on the basis of race, color, national origin, age, disability, or sex.

Español (Spanish): ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-877-223-0588.

Português (Portuguese): ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 1-877-223-0588.

## Benefits Summary: Altus Vision 150

| Benefit                                                                                         | Description                                                                                                                                                                                                                                                                  | Copay         |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| In-Network Coverage with VSP Choice Network: 45,000 Preferred Providers   117,000 Access Points |                                                                                                                                                                                                                                                                              |               |
| WELLVISION EXAM®                                                                                |                                                                                                                                                                                                                                                                              |               |
| Exams<br>1 exam every 12 months                                                                 | • Comprehensive eye exam to ensure overall visual wellness                                                                                                                                                                                                                   | \$10          |
| PRESCRIPTION GLASSES                                                                            |                                                                                                                                                                                                                                                                              |               |
| Frames<br>1 pair every 24 months                                                                | • \$150 allowance for wide selection of frames<br>• Extra \$20 allowance for featured frames¹<br>• 20% savings on amount over allowance<br>• \$80 Walmart/Sam's Club or Costco® Optical frame allowance²<br>• Frame allowance backed by a wholesale guarantee                | \$25          |
| Lenses<br>1 pair every 12 months                                                                | • Single vision, lined bifocal and lined trifocal lenses<br>• Impact-resistant lenses for children                                                                                                                                                                           |               |
| Lens Enhancements<br>Every 12 months                                                            | • Standard Progressive Lenses                                                                                                                                                                                                                                                | \$0           |
|                                                                                                 | • Premium Progressive Lenses                                                                                                                                                                                                                                                 | \$95 - \$105  |
|                                                                                                 | • Custom Progressive Lenses                                                                                                                                                                                                                                                  | \$150 - \$175 |
|                                                                                                 | • Average savings of 30% on other lens enhancements, including scratch-resistant or anti-glare coating, tints, UV protection and more                                                                                                                                        |               |
| CONTACT LENSES (instead of glasses)                                                             |                                                                                                                                                                                                                                                                              |               |
| Contacts<br>Every 12 months                                                                     | • Contact lens fitting and evaluation<br>• \$150 allowance for contacts (copay does not apply)                                                                                                                                                                               | Up to \$60    |
| Value-added Programs and Extra Savings                                                          |                                                                                                                                                                                                                                                                              |               |
| Additional Glasses and Sunglasses                                                               | 20% savings on additional prescription glasses and/or nonprescription sunglasses from any VSP provider within 12 months of last WellVision Exam                                                                                                                              |               |
| Laser Vision Correction                                                                         | Average of 15% off regular price; discounts available at contracted facilities                                                                                                                                                                                               |               |
| VSP Diabetic Eyecare Plus Program <sup>SM</sup>                                                 | Members with diabetes receive full retinal screening at no cost. Members with diabetic eye disease, glaucoma, and age-related macular degeneration (AMD) receive additional exams and services with \$20 copay. Limitations and coordination with medical coverage may apply |               |
| TruHearing <sup>®3</sup>                                                                        | Save up to 60% on the latest brand-name hearing aids. Visit TruHearing.com/VSP or call 877.396.7194 for more information                                                                                                                                                     |               |
| Monthly Rates                                                                                   |                                                                                                                                                                                                                                                                              |               |
| Employee Only                                                                                   | Employee Plus One                                                                                                                                                                                                                                                            | Family        |
| \$5.05                                                                                          | \$10.10                                                                                                                                                                                                                                                                      | \$19.81       |

See reverse side for more information.

**Your Coverage with Out-of-Network Providers:**

|                      |                 |                       |             |                          |                   |
|----------------------|-----------------|-----------------------|-------------|--------------------------|-------------------|
| Exam                 | Up to \$55      | Lined Bifocal Lenses  | Up to \$50  | Progressive Lenses       | Up to \$50        |
| Frame                | Up to \$70–\$75 | Lined Trifocal Lenses | Up to \$65  | Elective Contact Lenses  | Up to \$105–\$140 |
| Single Vision Lenses | Up to \$30      | Lenticular Lenses     | Up to \$100 | Necessary Contact Lenses | Up to \$210       |

**Items Not Covered**

The following items are excluded under this plan: plano lenses (refractive correction of less than  $\pm .50$  diopter); two pairs of glasses instead of bifocals; replacement of lenses, frames, or contacts; medical or surgical treatment; orthoptics, vision training or supplemental testing; local, state and/or federal taxes, except where VSP is required by law to pay.

Items not covered under contact lens coverage: insurance policies or service agreements; artistically painted or non-prescription lenses; re-fitting of contact lenses after the initial (90-day) fitting period; additional office visits for contact lens pathology; contact lens modification, polishing or cleaning.

**Dependent Coverage**

Dependent children are covered up until the end of the month they turn age 26.

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Español (Spanish): ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística.

Llame al 1-877-223-0588.

Português (Portuguese): ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis.

Ligue para 1-877-223-0588.

VSP and WellVision Exam are registered trademarks, VSP Diabetic Eyecare Plus Program is a service mark of Vision Service Plan. Flexon is a registered trademark of Marchon Eyewear, Inc. All other brands or marks are the property of their respective owners.

Coverage with a retail chain may be different or not apply. Log in to [vsp.com](http://vsp.com) to check your benefits for eligibility and to confirm in-network locations based on your plan type. VSP guarantees coverage from VSP network providers only. Coverage information is subject to change. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail. Based on applicable laws, benefits may vary by location. In the state of Washington, VSP Vision Care, Inc., is the legal name of the corporation through which VSP does business.

1 Extra \$20 allowance on featured frame brands, such as bebe, Calvin Klein, Flexon®, Lacoste, Nike, Nine West and more. Only available to VSP members with applicable plan benefits. Frame brands and promotions are subject to change. Savings based on doctor's retail price and vary by plan and purchase selection; average savings determined after benefits are applied. Ask your VSP network doctor for more details. Promotions do not apply at Walmart or Costco Optical.

2 Allowance may differ at Walmart, Sam's Club and Costco® Optical, however it is of equivalent value. The allowance of \$70 is equivalent to \$130 frame allowance at VSP doctor locations and participating retail chains.

3 VSP is providing information to its members, but does not offer or provide any discount hearing program. The relationship between VSP and TruHearing is that of independent contractors. VSP makes no endorsement, representations, or warranties regarding any products or services offered by TruHearing, a third-party vendor. The vendor is solely responsible for the products or services offered by them. If you have any questions regarding the services offered here, you should contact the vendor directly.

TruHearing offers individuals the opportunity to purchase hearing aids at discounted prices, including individuals covered by self-funded health plans not subject to state insurance or health plan regulations. TruHearing is not insurance and not subject to state insurance regulations. TruHearing provides discounts to certain healthcare groups for hearing aid sales and services; TruHearing provides fitting, programming, and three adjustment visits at no cost; the member is obligated to pay for testing, and all post-fitting hearing care services, but will receive a discount from those healthcare providers who have contracted with TruHearing. Not available directly from VSP in the states of Washington and California.

Altus Vision™ is underwritten by Altus Dental Insurance Company. Claims processing, claims service, and provider network administration for Altus Vision™ are provided under contract by Vision Service Plan Insurance Company ("VSP").



ACCESSENROLL™

## City of Watertown: 2024 Employee Benefits Highlights

Supplemental benefits fill the gaps where health insurance leaves off, and unlike traditional health insurance, we pay you, not the doctor or hospital. You control the cash benefits and spend them as you like to meet any financial challenges that an accident or illness could have to your standard of living.

- Choose from a menu of benefits offered to you at group rates. Rates **NEVER increase!**
- Individual, Husband/Wife, One Parent Family and Two Parent Family coverage is available.
- All plans are 100% portable at the same low rates - and guaranteed renewable.
- No coordination of benefits with other plans, which means that you get paid the full benefit, no matter what other coverage you may have.

### Short Term Disability Plan

Disability insurance helps replace lost income in the event you become sick or injured and can't work

- \$500-\$6,000/month benefit
- Guarantee Issue up to \$4,000/month
- 3, 6, 12, 18 or 24 months of coverage available
- Covers off-the-job, on-job rider, illnesses and maternity

### Group Accident

- Pays cash directly to you in the event of any type of accident. Great plan for active individuals and families.
- \$200 for Initial ER Visit
- \$2,000 – 1<sup>st</sup> night hospital benefit, then \$500/day
- \$125 - \$100,000 lump sum injury benefit
- Physical therapy benefit
- \$150/day for rehabilitation unit benefit
- Up to \$200,000 accidental death insurance

Did you know... Up to 50% of the cost associated with an accident are non-medical and come out of your pocket?

### Group Critical Illness Plan

- Pays lump sum cash benefits in amounts from \$5,000 to \$50,000.
- Guarantee Issue available.
- Covers cancer, heart attack, stroke, coma, paralysis, end stage renal failure and organ transplant.
- Children covered free with adult coverage.

Did you know... Heart disease is one of the leading causes of death in the U.S. and strokes affect about 795,000 people each year.

### Cancer Care Plan (Premier)

According to the American Cancer Society, 1 in 2 men, 1 in 3 women will be diagnosed with some form of cancer in their lifetimes.

- \$6,000 - \$12,000 initial diagnosis benefit
- \$900/week chemotherapy benefit
- \$500/week radiation benefit
- \$300-\$500/day hospital confinement
- \$500/week for experimental treatment
- Up to \$3,000 per event for reconstructive surgery
- \$10,000 stem cell and bone marrow transplant benefits

Did you know... One in five people who are diagnosed with cancer use all of most of their savings because of the financial challenges of dealing with cancer.

### Hospital Income

- \$500 - \$2,000 Admission
- \$50 - \$100 Short Stay
- \$100 - \$500 daily confinement

### Life Insurance

- Term or Whole Life
- Up to \$500,000 of coverage
- Guaranteed issue for new hires
- Issue age rate lock

### TELADOC / Call A Doctor Plus

- Talk to a doctor in 14 minutes on average
- 4 out of 5 office visits better handled by phone
- No co-pays, deductibles or per call charges
- US based, trained, and certified doctors
- Get PRESCRIPTIONS, diagnosis, and treatment plans.

For questions, coverage options/enrollment, please see Paul McCaffrey: 508-735-1242. paul@accessenroll.com

# **GIC RATE FOR FISCAL YEAR 2025**

07/01/2024-06/30/2025

## **CITY EMPLOYEES AND TEACHERS RATE SHEET**

|                                           | EMPLOYEE'S COST           |               | CITY'S COST            |               | FULL COST  |  | ANNUAL COSTS |             |
|-------------------------------------------|---------------------------|---------------|------------------------|---------------|------------|--|--------------|-------------|
|                                           | 20% HMO'S, PPO'S & POS'S, | 40% INDEMNITY | 80% HMO, PPO'S & POS'S | 60% INDEMNITY | 100%       |  | EMPLOYEE     | CITY        |
|                                           | BI-WEEKLY                 | MONTHLY       | BI-WEEKLY              | MONTHLY       | MONTHLY    |  |              |             |
| <b>HARVARD PILGRIM EXPLORER-POS</b>       |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$98.57                   | \$213.57      | \$394.29               | \$854.30      | \$1,067.87 |  | \$2,562.89   | \$10,251.55 |
| FAMILY                                    | \$244.24                  | \$529.18      | \$976.95               | \$2,116.72    | \$2,645.90 |  | \$6,350.16   | \$25,400.64 |
| <b>HARVARD PILGRIM QUALITY-HMO</b>        |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$72.74                   | \$157.61      | \$290.97               | \$630.43      | \$788.04   |  | \$1,891.30   | \$7,565.18  |
| FAMILY                                    | \$185.15                  | \$401.16      | \$740.61               | \$1,604.65    | \$2,005.81 |  | \$4,813.94   | \$19,255.78 |
| <b>HARVARD PILGRIM ACCESS AMERICA-PPO</b> |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$116.25                  | \$251.88      | \$465.01               | \$1,007.51    | \$1,259.39 |  | \$3,022.54   | \$12,090.14 |
| FAMILY                                    | \$259.32                  | \$561.85      | \$1,037.27             | \$2,247.41    | \$2,809.26 |  | \$6,742.22   | \$26,968.90 |
| <b>HEALTH NEW ENGLAND-HMO</b>             |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$72.76                   | \$157.65      | \$291.05               | \$630.60      | \$788.25   |  | \$1,891.80   | \$7,567.20  |
| FAMILY                                    | \$172.33                  | \$373.39      | \$689.34               | \$1,493.57    | \$1,866.96 |  | \$4,480.70   | \$17,922.82 |
| <b>MASS GENERAL BRIGHAM COMPLETE-HMO</b>  |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$90.25                   | \$195.53      | \$360.98               | \$782.13      | \$977.66   |  | \$2,346.38   | \$9,385.54  |
| FAMILY                                    | \$238.65                  | \$517.08      | \$954.62               | \$2,068.34    | \$2,585.42 |  | \$6,205.01   | \$24,820.03 |
| <b>WELLPOINT TOTAL CHOICE-INDEMNITY *</b> |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$277.17                  | \$600.54      | \$415.76               | \$900.81      | \$1,501.35 |  | \$7,206.48   | \$10,809.72 |
| FAMILY                                    | \$615.09                  | \$1,332.69    | \$922.63               | \$1,999.03    | \$3,331.72 |  | \$15,992.26  | \$23,988.38 |
| <b>WELLPOINT COMMUNITY CHOICE-PPO</b>     |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$68.77                   | \$148.99      | \$275.07               | \$595.98      | \$744.97   |  | \$1,787.93   | \$7,151.71  |
| FAMILY                                    | \$170.69                  | \$369.82      | \$682.74               | \$1,479.27    | \$1,849.09 |  | \$4,437.82   | \$17,751.26 |
| <b>WELLPOINT PLUS-PPO</b>                 |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$88.49                   | \$191.72      | \$353.95               | \$766.90      | \$958.62   |  | \$2,300.69   | \$9,202.75  |
| FAMILY                                    | \$210.84                  | \$456.81      | \$843.34               | \$1,827.24    | \$2,284.05 |  | \$5,481.72   | \$21,926.88 |

HMO'S , PPO'S & POS'S 80%-20%

\*INDEMNITY 60%-40%

Hello Doug and committee members,

I was thinking that, while we can't link pay to the performance of Councilors, perhaps we could add a statement somewhere about our expectations of them.

The list could include:

Review agenda materials and attend regular and special Council Meetings

Attend meetings of assigned committees

When committee chair, respond to Council referrals in a timely way

Respond in a timely way to constituent communications

Hold an annual meeting with constituents

Observe open meeting law

Be respectful and maintain high ethical standards

Thank you,

Susan

## **Dear Fellow Blue Ribbon Committee Members**

I've put together this Draft "foundational document" for you to consider. Since we are representing the public, I thought that it might be wise to fill them in on the history of this salary issue with documentation and what we're tasked with doing.

As we go along, we could add the tools we end up using, the data we collect, the conclusions that we come to, etc.

This is only a draft! If we as a group choose to use this, it'll be the group's document, not mine.

If you see any errors or things omitted that should be included, just let me know.

Again, we can use this or not. It's up to you! At any rate, I hope that it's helpful in some way!

Thanks!

Linda

## **Blue Ribbon Committee on Councilor Salaries An Introduction**

**Ordinance: Section 2-3 of the Watertown Charter reads as follows:**

*“Salary - The city council may, by ordinance, provide an annual salary for its members. No ordinance increasing or decreasing such salary shall be effective, however, unless it shall have been adopted during the first eighteen months of the term for which city councilors are elected, and it provides that such salary is to take effect with the organization of the city government following the next biennial election.”*

### **Chronology:**

On January 24, 2023, the Watertown City Council approved the creation of a Blue Ribbon Committee to study City Councilor and Council President salaries.

On February 26, 2024, the City Council’s Committee on Personnel and City Organization created and approved a process to move forward on creating a Blue Ribbon Committee to study Council salaries.

On March 12, 2024, the Watertown City Council voted in favor of establishing a blue ribbon committee on Councilor salaries, based upon the recommendations of the Personnel and City Organization Committee. To view the reading of the recommendations, click [here](#), minutes 31:12 - 38:17)

It is to this end that a group of seven Watertown residents were convened in a Blue Ribbon Committee to assess and make salary recommendations to the Watertown City Council. Their first meeting was on July 10, 2024. The chair of this committee was John Bartley. The members: Sarah Baker; Christine Cole; Susan Falkoff; James Mello; Marcy Murningham; Linda Scott, with Doug Newton, Watertown Municipal Policy Analyst, as the staff assigned to assist with this task.

### **The Mandate:**

The Blue Ribbon Committee's duties are:

1. Study the salary and other compensation received by City Councilors and the Council President for their services.
2. Make recommendations on a methodology and process for salaries to be set going forward.
3. Make a recommendation for a salary increase for the Councilors and the Council President for the year 2026-2027

### **Possible Additions:**

One suggestion was made by a member of the Committee for further research:

Developing some sort of way to gauge Councilor involvement

## **Changes to Watertown's Governance in the year 1980**

Proposition 2½ was a Massachusetts law enacted in 1980 that strictly limits the amount of property tax revenue a municipality can raise through real and personal property taxes. This revenue is called the “tax levy.” Prop 2½ limits how much the tax levy can be increased from year-to-year.

“On May 5, 1980, Watertown changed its municipal charter from being a town form of government to a city form of government.” (See: <https://www.watertown-ma.gov/101/About> ).

This means:

“City Councils act as the legislative branch in communities with a city form of government, as well as the policymaking body. Whereas Town Meeting is a form of direct democracy, the City Council is a representative body, somewhat like a local version of Congress.”

Sep 19, 2023. Massachusetts Municipal Association (MMA)

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**The Watertown City Council Salary History (2000 - Present)**  
**Watertown City Councilor And Council President Salaries (2000 - 2018)**  
**With Projected Increases**  
**(Yellow Highlighted Cells are Actual Salary)**

| Year | Salary/<br>Year<br>(Councilor<br>s) | Projected<br>Yearly<br>Councilor<br>Salary<br>Increase<br>at 2%* | Projected<br>Yearly<br>Councilor<br>Salary<br>Increase<br>at 2.5 %** |  | Salary/<br>Year<br>(Council<br>President) | Projected<br>Yearly<br>Council<br>President<br>Salary<br>Increase<br>at 2%* | Projected<br>Yearly<br>Council<br>President<br>Salary<br>Increase<br>at 2.5%** |
|------|-------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------|--|-------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 2000 | \$5000.00                           |                                                                  |                                                                      |  | \$6500.00                                 |                                                                             |                                                                                |
| 2001 | \$5000.00                           | \$5100.00                                                        | \$5125.00                                                            |  | \$6500.00                                 | \$6630.00                                                                   | \$6662.50                                                                      |
| 2002 | \$5000.00                           | \$5202.00                                                        | \$5253.13                                                            |  | \$6500.00                                 | \$6762.60                                                                   | \$6829.06                                                                      |
| 2003 | \$5000.00                           | \$5306.04                                                        | \$5384.45                                                            |  | \$6500.00                                 | \$6897.85                                                                   | \$6999.79                                                                      |
| 2004 | \$5000.00                           | \$5412.16                                                        | \$5519.06                                                            |  | \$6500.00                                 | \$7035.81                                                                   | \$7174.78                                                                      |
| 2005 | \$5000.00                           | \$5520.40                                                        | \$5657.04                                                            |  | \$6500.00                                 | \$7176.53                                                                   | \$7354.15                                                                      |
| 2006 | \$5000.00                           | \$5630.81                                                        | \$5798.47                                                            |  | \$6500.00                                 | \$7320.06                                                                   | \$7538.01                                                                      |
| 2007 | \$5000.00                           | \$5743.43                                                        | \$5943.43                                                            |  | \$6500.00                                 | \$7466.46                                                                   | \$7726.46                                                                      |
| 2008 | \$5000.00                           | \$5858.30                                                        | \$6092.03                                                            |  | \$6500.00                                 | \$7615.79                                                                   | \$7919.62                                                                      |
| 2009 | \$5000.00                           | \$5975.46                                                        | \$6244.31                                                            |  | \$6500.00                                 | \$7768.10                                                                   | \$8117.61                                                                      |
| 2010 | \$5000.00                           | \$6094.97                                                        | \$6400.42                                                            |  | \$6500.00                                 | \$7923.46                                                                   | \$8320.55                                                                      |
| 2011 | \$5000.00                           | \$6216.87                                                        | \$6560.43                                                            |  | \$6500.00                                 | \$8081.93                                                                   | \$8528.56                                                                      |
| 2012 | \$5000.00                           | \$6341.21                                                        | \$6724.44                                                            |  | \$6500.00                                 | \$8243.57                                                                   | \$8741.78                                                                      |
| 2013 | \$5000.00                           | \$6468.03                                                        | \$6892.56                                                            |  | \$6500.00                                 | \$8408.44                                                                   | \$8960.32                                                                      |
| 2014 | \$5000.00                           | \$6597.39                                                        | \$7064.87                                                            |  | \$6500.00                                 | \$8576.61                                                                   | \$9184.33                                                                      |
| 2015 | \$5000.00                           | \$6729.34                                                        | \$7241.49                                                            |  | \$6500.00                                 | \$8748.14                                                                   | \$9413.94                                                                      |
| 2016 | \$5000.00                           | \$6863.93                                                        | \$7422.53                                                            |  | \$6500.00                                 | \$8923.11                                                                   | \$9649.29                                                                      |
| 2017 | \$5000.00                           | \$7001.21                                                        | \$7608.09                                                            |  | \$6500.00                                 | \$9101.57                                                                   | \$9890.50                                                                      |
| 2018 | \$7500.00                           | \$7141.23                                                        | \$7798.29                                                            |  | \$10,500.00                               | \$9283.60                                                                   | \$10,137.78                                                                    |

In 1999, the Watertown City Council passed Ordinance #28, which raised City Councilor salaries to \$5000.00 and the Council President's salary to \$6500.00 starting in January 2000.

In 2016, (Ordinance #35), the City Council gave the Councilors an increase to \$7500.00 and the Council President \$10,500, beginning in January 2018. This Councilor raise was between 2% and 2 ½ % of what they would have received. For the City Council President, the raise was above the 2 ½%.

**Watertown City Councilor Salaries (2019 - 2023)**  
**With Projected Increases**  
 (Yellow Highlighted Cells are Actual Salary)

| Year | Salary/<br>Year (City<br>Councilor<br>s) | Projected<br>Yearly<br>Salary<br>Increase<br>at 2% | Projected<br>Yearly<br>Salary<br>Increase<br>at 2.5% |  | Salary/<br>Year<br>(Council<br>President) | Projected<br>Yearly<br>Council<br>President<br>Salary<br>Increase<br>at 2% | Projected<br>Yearly<br>Council<br>President<br>Salary<br>Increase<br>at 2.5% |
|------|------------------------------------------|----------------------------------------------------|------------------------------------------------------|--|-------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 2019 | \$7500.00                                | \$7650.00                                          | \$7687.50                                            |  | \$10,500.00                               | \$10,710.00                                                                | \$10,762.50                                                                  |
| 2020 | \$7500.00                                | \$7803.00                                          | \$7879.69                                            |  | \$10,500.00                               | \$10,924.20                                                                | \$11,031.56                                                                  |
| 2021 | \$7500.00                                | \$7959.06                                          | \$8076.68                                            |  | \$10,500.00                               | \$11,142.68                                                                | \$11,307.35                                                                  |
| 2022 | \$7500.00                                | \$8118.24                                          | \$8278.60                                            |  | \$10,500.00                               | \$11,365.53                                                                | \$11590.03                                                                   |
| 2023 | \$7500.00                                | \$8280.60                                          | \$8485.56                                            |  | \$10,500.00                               | \$11,592.84                                                                | \$11,879.78                                                                  |
|      |                                          |                                                    |                                                      |  |                                           |                                                                            |                                                                              |

In 2023, the City Council, in Ordinance #26, raised City Councilor salaries to \$8700.00 and Council President to \$12,000, effective January 2024. This was above the equivalent of a 2 ½% raise for both Councilors and the Council President.

In this same ordinance, they raised Councilor salaries to \$8900 and the Council President to \$12,500, effective January 2025.

**Watertown City Councilor Salaries (2024 - 2025)**  
 (Yellow Highlighted Cells are Actual Salary)

| Year | Salary/Year<br>Councilors | Salary/Year<br>Council<br>President | Projected Yearly<br>Salary Increase<br>at 2% | Projected Yearly<br>Salary Increase<br>at 2.5% |
|------|---------------------------|-------------------------------------|----------------------------------------------|------------------------------------------------|
| 2024 | \$8700.00                 | \$12,000.00                         |                                              |                                                |
| 2025 | \$8900.00                 | \$12,500.00                         |                                              |                                                |

## **Councilor Compensation: Benefits**

In the Personnel and City Organization Committee Meeting Minutes of November 15, 2022 (also includes figures and comparisons with other cities), the conclusion reached was that deeper research was required, such as the value of pension and medical benefits as well as the number of meetings attended each year.

We've seen a history of Watertown City Councilor and Council President salary increases up until the year 2025. What do Watertown City Councilors currently receive in benefits and other forms of compensation, and how does this compare to other Massachusetts communities? (Examples: health insurance, dental and vision insurance, life insurance, stipends for optional work, pensions, professional development budgets, mileage etc.)

The benefit figures are not yet available.

**Question:** How should salaries and benefits between City Councilors and the City Council President correspond? Should the Vice President of the Council's salary be judged differently than the City Councilors?

## **The Job of this Blue Ribbon Committee**

This Blue Ribbon Committee has been tasked with:

**1. Reviewing the Councilors' job requirements/ activities**

As mentioned by several City Councilors at the July 10th meeting, there can be a large discrepancy in the workload assumed by individual councilors, since most of their activities are independently driven. The only "correction" for this is at the ballot box, and last election (November 7, 2023) all 8 councilors ran unopposed.

**2. Determining what criteria should be used in evaluating salary increases, including all benefits, etc. accrued with this position.** (For

instance, in the Charter it also states, "Subject to appropriation, the council members shall be entitled to reimbursement of their actual and necessary expenses incurred in the performance of their duties.").

Question: Does each Councilor have an annual "allowance" that pays for conferences, mileage, etc.? Is there a group fund?

**3. Gathering and Evaluating data within that criteria.**

**4. Based upon this study, coming up with a culminating report with the "number" that we determined was a fair and equitable salary amount for the year 2026-2027 for both councilors and the council president as well as the citizens of Watertown.**

**3. Suggesting a process, a blueprint, for going forward that would assist the City Council with determining future salary increases.**

**4. Possibly suggesting a transparent way that Councilors' efforts can be documented.**

## 2024 AMI's (Area Median Incomes) for Cities and Counties in Massachusetts

This Committee is cognizant of the fact that living in Massachusetts, and specifically in Middlesex County, where prices have grown at a far more aggressive rate than other parts of the country and state, needs to be taken into account. A note: Watertown (Middlesex County) is comparable to Boston (Suffolk County) and is considered part of the Boston region.

Click [here](#) for a full list of 2024 AMI's (Area Median Incomes) for Cities and Counties in Massachusetts, which highlights the large differential in salaries that are needed to live in different Massachusetts counties.

|                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |           |           |           |           |           |           |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>Hampden County</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |           |           |           |           |           |           |           |           |
| Agawam, Blandford, Brimfield, Chester, Chicopee, East Longmeadow, Granville, Hampden, Holland, Holyoke, Longmeadow, Ludlow, Monson, Montgomery, Palmer, Russell, Southwick, Springfield, Tolland, Wales, Westfield, West Springfield, Wilbraham                                                                                                                                                                                            |           |           |           |           |           |           |           |           |
| Household Size                                                                                                                                                                                                                                                                                                                                                                                                                             | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         |
| 80% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                           | \$61,350  | \$70,100  | \$78,850  | \$87,600  | \$94,650  | \$101,650 | \$108,650 | \$115,650 |
| 100% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                          | \$76,650  | \$87,600  | \$98,550  | \$109,500 | \$118,300 | \$127,050 | \$135,800 | \$144,550 |
| <b>Hampshire County</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |           |           |           |           |           |           |           |           |
| Amherst, Belchertown, Chesterfield, Cummington, Easthampton, Goshen, Granby, Hadley, Hatfield, Huntington, Middlefield, Northampton, Pelham, Plainfield, Southampton, South Hadley, Ware, Westhampton, Williamsburg, Worthington                                                                                                                                                                                                           |           |           |           |           |           |           |           |           |
| Household Size                                                                                                                                                                                                                                                                                                                                                                                                                             | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         |
| 80% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                           | \$61,350  | \$70,100  | \$78,850  | \$87,600  | \$94,650  | \$101,650 | \$108,650 | \$115,650 |
| 100% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                          | \$76,650  | \$87,600  | \$98,550  | \$109,500 | \$118,300 | \$127,050 | \$135,800 | \$144,550 |
| <b>Middlesex County</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |           |           |           |           |           |           |           |           |
| Acton, Arlington, Ashby, Ashland, Ayer, Bedford, Belmont, Boxborough, Burlington, Cambridge, Carlisle, Concord, Everett, Framingham, Holliston, Hopkinton, Hudson, Lexington, Lincoln, Littleton, Malden, Marlborough, Maynard, Medford, Melrose, Natick, Newton, North Reading, Reading, Sherborn, Shirley, Somerville, Stoneham, Stow, Sudbury, Townsend, Wakefield, Waltham, Watertown, Wayland, Weston, Wilmington, Winchester, Woburn |           |           |           |           |           |           |           |           |
| Household Size                                                                                                                                                                                                                                                                                                                                                                                                                             | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         |
| 80% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                           | \$91,400  | \$104,450 | \$117,500 | \$130,550 | \$141,000 | \$151,450 | \$161,900 | \$172,350 |
| 100% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                          | \$114,250 | \$130,600 | \$146,900 | \$163,200 | \$176,300 | \$189,350 | \$202,400 | \$215,450 |
| Billerica, Chelmsford, Dracut, Dunstable, Groton, Lowell, Pepperell, Tewksbury, Tyngsborough, Westford                                                                                                                                                                                                                                                                                                                                     |           |           |           |           |           |           |           |           |
| Household Size                                                                                                                                                                                                                                                                                                                                                                                                                             | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         |
| 80% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                           | \$77,000  | \$88,000  | \$99,000  | \$110,000 | \$118,800 | \$127,600 | \$136,400 | \$145,200 |
| 100% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                          | \$96,250  | \$110,000 | \$123,750 | \$137,500 | \$148,500 | \$159,500 | \$170,500 | \$181,500 |
| <b>Nantucket County</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |           |           |           |           |           |           |           |           |
| Nantucket                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |           |           |           |           |           |           |           |
| Household Size                                                                                                                                                                                                                                                                                                                                                                                                                             | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         |
| 80% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                           | \$80,800  | \$92,350  | \$103,900 | \$115,400 | \$124,650 | \$133,900 | \$143,100 | \$152,350 |
| 100% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                          | \$101,000 | \$115,400 | \$129,850 | \$144,250 | \$155,800 | \$167,350 | \$178,900 | \$190,450 |

These numbers are provided by the Massachusetts Housing Partnership. They derive their numbers through the US Department of Housing and Urban Development (HUD).

### **Six Resources to Guide Us:**

**Resource 1: The City of Watertown Massachusetts Rules of the City Council (Approved April 23, 2024):** To get a sense of the responsibilities of the elected City Council members, click [here](#).

**Resource 2: A synopsis of a memo sent to this committee by Councilor Lisa Feltner, District B.**

**Resource 3: Interviews with Watertown City Councilors and the Council President. (To be included at a later date).**

**Resource 4: Charts accounting for actual City Council meetings and Committee meetings in 2023 as an indication of hours spent in official meetings.**

**Resource 5: Comparisons to other communities.**

**Resource 6: The City of Watertown Employee Classification and Compensation Study.**

## **Councilor Duties**

### **What does a Watertown City Councilor and Council President Do?**

To evaluate future City Councilor and Council President salaries, we must compile and evaluate Councilor and Council President duties.

As our city grows, the increased duties of the City Council needs to be taken into account.

There is no specific job description for Watertown City Councilors. Here is a general description of their job:

In Watertown, our Councilors:

- Hire the City Manager

- Pass ordinances, approve regulations and zoning laws.

- Review and approve the budget.

Our Watertown City Council President:

In addition to Councilor duties, sets the agenda and runs City Council meetings and serves on the School Committee.

# **What Do Councilors Do?**

**(Based upon a memo from Councilor Feltner)**

## **Council-related Meetings:**

City Council Executive Sessions (scheduled as needs arise)

City Council Meetings (twice a month, except for July, August, December)

City Council Committee meetings (as scheduled, depending on current topic)

One Councilor /public meeting per year (as mandated by the City Charter).

Recent example of compulsory joint meeting: The Watertown Square Area Plan Meetings (June-July 2024 @ 10 hours) that they shared with the Planning Board

## **Other Meetings (Optional):**

District Development project meetings

With Watertown Staff, officials, evaluators

Other Public Meetings (Comprehensive Plan, etc.)

Councilors may also choose to attend any meeting called by the any of the 33 Watertown Boards, Commissions and Committees.

Recent meeting topics (note: not all councilors attend these meetings, and some attend, but not for the whole meeting). Here's a recent (past two years) sampling of the topics of these meetings: Comprehensive Plan and Watertown Square Area Plan

## **Constituent Services**

Neighbor and community group meetings

Telephone calls/e-mails/letters/meetings

## **Paperwork, Prep and Research**

Creating minutes/reports.

Note: Minutes are very time-consuming. Should there be an AI solution for this or part-time employee with these duties, etc.?

# Charting City Council Meetings (In Actual Time) January 1, 2023 - December 31, 2023

In 2023, Watertown City Council members attended 59 hours of meetings, or about 5 hours/month. On average, each meeting was slightly under two hours.

| Date | Time | Comment                    | Other    |
|------|------|----------------------------|----------|
| 1/4  | 2:07 | Special Meeting Interviews |          |
| 1/10 | 1:43 |                            |          |
| 1/24 | :59  |                            |          |
| 1/26 | 1:45 |                            |          |
| 2/14 | 1:07 |                            |          |
| 2/21 | 1:47 |                            |          |
| 2/28 | 3:20 |                            |          |
| 3/14 | :45  |                            |          |
| 3/16 | 1:34 |                            |          |
| 3/28 | :54  |                            |          |
| 4/11 | 2:17 |                            |          |
| 4/25 | 1:21 |                            |          |
| 5/2  | 1:52 | Special Meeting Interviews |          |
| 5/9  | 1:37 |                            |          |
| 5/23 | :31  | Budget                     | Combined |
| 5/23 | 2:13 | Budget                     | Combined |
| 5/25 | :54  | Budget                     |          |
| 6/6  | 1:29 | Budget                     |          |

| Date  | Time | Comment           | Other |
|-------|------|-------------------|-------|
| 6/13  | 1:56 |                   |       |
| 6/27  | 2:10 | With Exec Session |       |
| 7/11  | 2:34 | With Exec Session |       |
| 8/8   | 2:26 |                   |       |
| 8/22  | 1:19 |                   |       |
| 9/12  | 1:29 |                   |       |
| 9/26  | 2:35 |                   |       |
| 10/10 | 2:25 | With Exec Session |       |
| 10/24 | 1:02 |                   |       |
| 11/8  | 3:30 | Whole/Exec        |       |
| 11/9  | 3:30 | Whole/Exec        |       |
| 11/14 | 2:55 |                   |       |
| 11/27 | 1:33 |                   |       |
| 12/12 | :59  |                   |       |

### Methodology

Taking all of the City Council meetings in 2023 (televised, using the timer, and untelevised, using the unconfirmed time on the agenda), we added them to the minute and divided by 60.

# Charting City Council Committee Meetings (In Actual Time) January 1, 2023 - December 31, 2023

| Committee                              | # of Meetings | Time       |  |
|----------------------------------------|---------------|------------|--|
| Budget and Fiscal Oversight            | 13            | 22 hours   |  |
| Rules and Ordinances                   | 11            | 21.5 hours |  |
| Climate and Energy                     | 3             | 5 hours    |  |
| Economic development and Planning      | 12            | 17 hours   |  |
| Education and School System            | 1             | :45        |  |
| Human Services                         | 9             | 15 hours   |  |
| Parks and Recreation                   | 4             | 7.5 hours  |  |
| Personnel and City Organization        | 4             | 4.5 hours  |  |
| Public Safety                          | 3             | 2.5 hours  |  |
| Public Works                           | 3             | 8.5 hours  |  |
| State, Federal and Regional Government | 1             | 1.5 hours  |  |

Note: Not all City Councilors attend all of these committee meetings. There are a select few who are mandated to attend these meetings (assigned by the Council President). At times, other City Councilors will choose to attend.

**Question: How do Watertown City Councilor and Council President duties compare with other councilors in other communities? Do they or other communities have support staff?**

## Appendix A Council Ordinances, Minutes, Memos and Letters

### Ordinance #28. 1999



*Town Council*  
TOWN OF WATERTOWN  
ADMINISTRATION BUILDING • WATERTOWN, MA 02472-4410  
(617)972-6470 • FAX (617)972-6485

Ordinance # 28 O-99-28

AN ORDINANCE SETTING THE SALARY OF MEMBERS OF THE TOWN COUNCIL

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

CHAPTER XXIV. TOWN COUNCIL SALARIES.

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

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

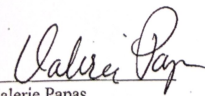
(1) the salary of Councillors shall be \$5,000.00 per annum;

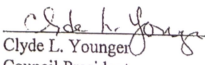
(2) the salary of the Council President shall be \$6,500.00 per annum.

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

  
Council Member

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

  
Valerie Papas  
Council Clerk

  
Clyde L. Younger  
Council President

## Ordinance # 35, 2016



### Watertown Town Council

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

ORDINANCE #35

O-2016-35

#### AN ORDINANCE ESTABLISHING TOWN COUNCIL SALARIES

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

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

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

Councilor - \$7,500 per annum.

Council President - \$10,500 per annum

  
Council Member

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above Order was adopted by a vote of 8 for, 0 against and 0 present on June 14, 2016.

  
Marilyn W. Pronovost, Council Clerk

  
Mark S. Sideris, Council President

## Ordinance #26. 2023



ELECTED OFFICIALS:

### Watertown City Council

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

Mark S. Sideris,  
Council President

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

John M. Airasian  
Councilor At Large

Caroline Bays  
Councilor At Large

John G. Gannon,  
Councilor At Large

Anthony Palomba,  
Councilor At Large

Nicole Gardner,  
District A Councilor

Lisa J. Feltner,  
District B Councilor

Emily Izzo,  
District D Councilor

ORDINANCE # 26

O-2023- 26

#### AN ORDINANCE ESTABLISHING CITY COUNCIL SALARIES

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

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

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

Councilor - \$8,700 per annum.

Council President - \$12,000 per annum

**AND BE IT FURTHER ORDAINED** as follows:

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

Councilor - \$8,900 per annum.

Council President - \$12,500 per annum

  
Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above Order was adopted by a vote of 9 for, 0 against and 0 present on May 23, 2023.

  
Brendan T. McCarthy, Council Clerk

  
Mark S. Sideris, Council President

## **Town Council Committee on Personnel and Town Organization**

### **Report of the Meeting of March 23, 2016**

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

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

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

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

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

Councilor Dattoli made a motion to refer to the Town Council a recommendation that Councilor salaries be amended to \$7500 per annum. Councilor Kounelis seconded and the motion carried unanimously.

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

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

The meeting adjourned at 8:20 pm. Minutes prepared by Councilor Dattoli.

## Committee on Personnel and Town Organization

Meeting Date: November 26, 2018

Read: January 22, 2019

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

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

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

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

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

The meeting adjourned at 7:50 pm.

Respectfully submitted, Susan Falkoff

**Watertown City Council  
Administration Building  
149 Main Street  
Watertown, MA 02472  
Phone: 617-972-6470  
Committee on Personnel and City Organization Meeting  
November 15, 2022**

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

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

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

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

For context, the salary history for City Councilors is

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

Chair Bays referred us to an updated chart of councilor salaries in comparative cities, and a graphic of the data. The councilors discussed the data presented and agreed that there were no specific implications or conclusions that could be drawn from the research. Deeper research and analysis is needed, such as the value of pension and medical benefits, and the number of Council meetings per year. In addition it is hard to draw conclusions based on the different political realities in each municipality. Councilor Feltner shared that she tracks full council meetings, City Council Committee meetings, and some resident board and commission meetings in her calendar. She estimates that for those meetings alone she averages around 120 meetings per year, and 260 hours per year. This estimate substantially underestimates the true hours worked per year, because it excludes time spent on:

- District development project meetings,
  - Time spent on creating minutes/reports,
  - Meeting prep and research,
- Constituent services in meetings or communications,

- Neighbor or community group meetings
- Time with Watertown staff or other officials,
- Communications such as newsletter, updating web page, etc.
- Other public meetings or time devoted to many topics, such as: Comprehensive.

Plan, RMUD, Arsenal Yards, MassDOT Arsenal Corridor, AOTC-AthenaHealth, iCube, Watertown Square Improvements, School Assessments, Airplane Noise, Charter Review Committee, School Building Committee, Complete Streets, Mount Auburn Street redesign, Community Preservation, Bicycle-Pedestrian Plan, Climate-Energy-Resilient Watertown, our MVP Greening, Mass. Municipal Association, MBTA or other state agencies, our capital improvement projects such as Victory Field, Arsenal Park, Filippello Park and lighting.

Councilor Feltner's write up of her research is attached to these minutes. Chair Bays presented an analysis, attached, showing what councilor salaries would be if they were paid minimum wage per hour, across three estimates of hours worked per year. The estimated annual salary ranges \$13,800 to \$17,250 per year. Refer to the second table. Council President Sideris opposed such a big leap in salary, saying it was untenable. Instead, he suggested amending the Councilor Salary Policy to include an automatic annual COLA of 2.5%, to take effect in January 2023.

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

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

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

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

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

Chair Bays suggested we could use the COLA approach as a stop gap measure for 2024 and 2025, and that we should create a Blue Ribbon Resident Committee to review this matter in greater depth and come back with a recommendation to the PCO and ultimately the Council. Other councilors liked this approach. The Councilors discussed whether a Blue-Ribbon Resident Committee could be selected and convened in time for them to be able to do an in-depth review of councilor compensation in comparable municipalities and come back with a recommendation to the Council for deliberation and decision making by June 2023. There was a consensus that time was too tight.

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

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

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

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

Report prepared by Nicole Gardner

Attachments:

Comparatives for Council Salaries

Bubble Chart of Salaries for Selected Municipalities

Councilor Feltner Email

Councilor Bays Estimates of Salary at Minimum Wage

## Comparatives of Council Salaries

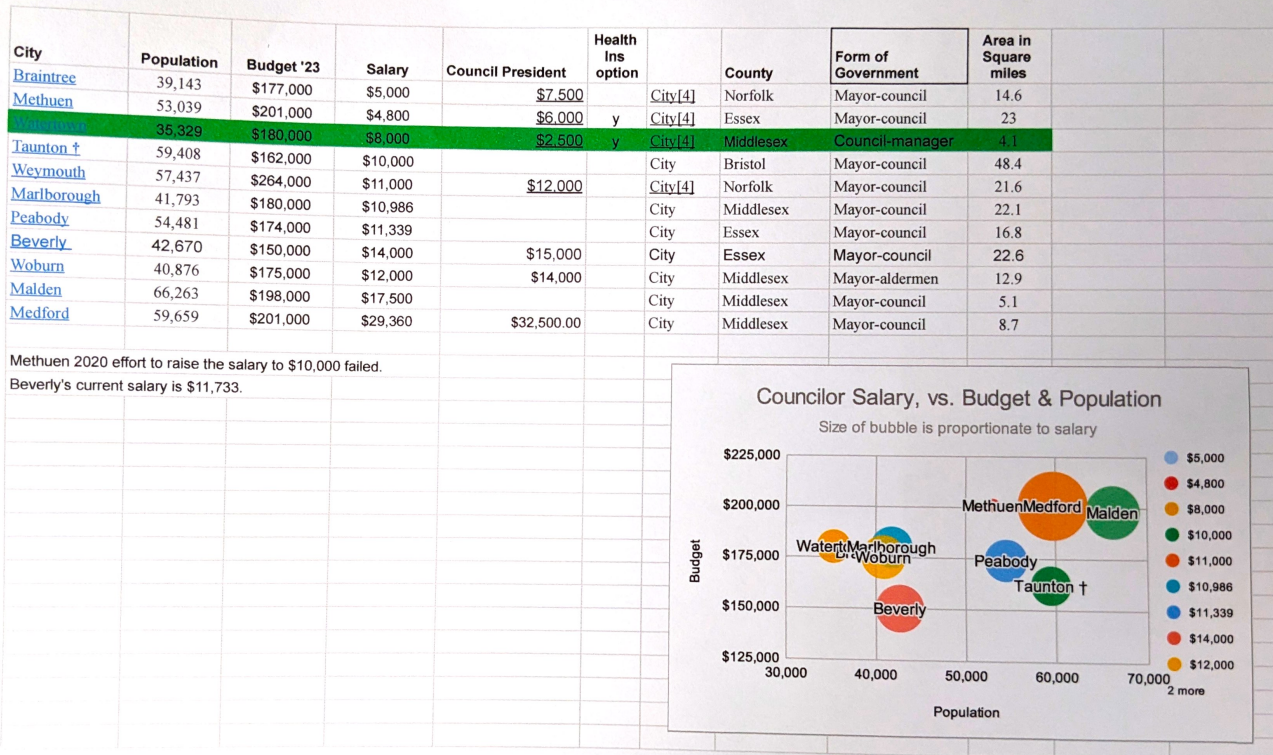
*Bugs Handout*

*4/13/22*

| Cities inside 495 | County  | Form of Government |                  | Founded | Population | Budget | Salary                | Notes                                 |
|-------------------|---------|--------------------|------------------|---------|------------|--------|-----------------------|---------------------------------------|
| Winthrop          | City[4] | Suffolk            | Council-manager  | 8.3     | 2          | 1852   | 19,316 36 million     | \$2,600                               |
| Amesbury          | City    | Essex              | Mayor-council    | 13.7    | 12.3       | 1668   | 17,366 69 million     | 3,000                                 |
| Frammingham       | City    | Middlesex          | Mayor-council    | 26.5    | 25         | 1700   | 72,362 307 million    | 5,000 president -7,500                |
| Malden            | City    | Middlesex          | Mayor-council    | 5.1     | 5          | 1649   | 66,263 188 million    | 5,000                                 |
| Melrose           | City    | Middlesex          | Mayor-council    | 4.8     | 4.7        | 1850   | 29,817 91 million     | 5,000                                 |
| Randolph          | City[4] | Norfolk            | Council-manager  | 10.5    | 10.1       | 1793   | 34,984 33 million     | 5,000                                 |
| Braintree         | City[4] | Norfolk            | Mayor-council    | 14.6    | 13.8       | 1640   | 39,143 145 million    | 7,500                                 |
| Watertown         | City[4] | Middlesex          | Council-manager  | 4.1     | 4          | 1630   | 35,329 160 million    | 7,500                                 |
| Newburyport       | City    | Essex              | Mayor-council    | 10.7    | 8.3        | 1764   | 18,289 75 million     | 9,000 president - 11,000              |
| Methuen           | City[4] | Essex              | Mayor-council    | 23      | 22.2       | 1725   | 53,039 170 million    | 10,000 chair - 15,00                  |
| Taunton †         | City    | Bristol            | Mayor-council    | 48.4    | 46.7       | 1639   | 59,408 162 million    | 10,000                                |
| Weymouth          | City[4] | Norfolk            | Mayor-council    | 21.6    | 16.8       | 1635   | 57,437 183.6 million  | 10,000 president - 11,000             |
| Marlborough       | City    | Middlesex          | Mayor-council    | 22.1    | 20.9       | 1660   | 41,793 173 million    | 10,684                                |
| Peabody           | City    | Essex              | Mayor-council    | 16.8    | 16.2       | 1868   | 54,481 163 million    | 11,016                                |
| Woburn            | City    | Middlesex          | Mayor-aldermen   | 12.9    | 12.7       | 1642   | 40,876 160 million    | 11,150.00                             |
| Beverly           | City    | Essex              | Mayor-council    | 22.6    | 15.1       | 1668   | 42,670 144 million    | 11,733                                |
| Chelsea           | City    | Suffolk            | Council-manager  | 2.5     | 2.2        | 1739   | 40,787 249 million    | 14,000                                |
| Salem †           | City    | Essex              | Mayor-council    | 18.3    | 8.3        | 1626   | 44,480 662 million    | 14,000                                |
| Revere            | City    | Suffolk            | Mayor-council    | 10.1    | 5.7        | 1846   | 62,186 241 million    | 14650 and 5000 stipend                |
| Lawrence †        | City    | Essex              | Mayor-council    | 7.4     | 6.9        | 1847   | 89,143 103 million    | 15,000                                |
| Haverhill         | City    | Essex              | Mayor-council    | 35.7    | 33         | 1641   | 67,787 216 million    | 15,000 president gets 18,000          |
| Newton            | City    | Middlesex          | Mayor-council[7] | 18.2    | 17.8       | 1688   | 88,923 462 million    | 15,500                                |
| Brockton †        | City    | Plymouth           | Mayor-council    | 21.5    | 21.3       | 1821   | 105,643 439 million   | 16,662                                |
| Waltham           | City    | Middlesex          | Mayor-council    | 13.8    | 12.7       | 1738   | 65,218 299 million    | 22,554                                |
| Lowell †          | City    | Middlesex          | Mayor-manager    | 14.5    | 13.6       | 1826   | 115,554 464 million   | 25,000 2016                           |
| Lynn              | City    | Essex              | Mayor-council    | 13.5    | 10.7       | 1629   | 101,253 407 million   | 25,000                                |
| Somerville        | City    | Middlesex          | Mayor-council    | 4.2     | 4.1        | 1842   | 81,045 286 million    | 25,000                                |
| Everett           | City    | Middlesex          | Mayor-council    | 3.7     | 3.4        | 1870   | 49,075 260 million    | 25,500 has a legislative aid - 54,000 |
| Medford           | City    | Middlesex          | Mayor-council    | 8.7     | 8.1        | 1630   | 59,659 191 million    | 29,360 president - 32,000/vp 30,000   |
| Quincy            | City    | Norfolk            | Mayor-council    | 26.9    | 16.6       | 1792   | 101,636 346 million   | 35,000                                |
| Andover †         | City    | Middlesex          | Mayor-manager    | 7.1     | 6.4        | 1636   | 118,403 748 million   | 83,404                                |
| Boston †          | City    | Suffolk            | Mayor-council    | 89.6    | 48.3       | 1630   | 675,647 3,760 million | 103,500                               |
| Bridgewater       | City[4] | Plymouth           | Council-manager  | 28.2    | 27.5       | 1656   | 28,633 66 million     | 0?                                    |

## Comparatives for Council Salaries Bubble Chart of Salaries for Selected Municipalities

Sheet1



## **Councilor Feltner's Letter**

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

Starting with 1980 salary of \$4626, a yearly 2.5% increase (not including President):

to 1994 would be \$6537, when council was raised to \$4500;

In 2010 it would have equaled \$9,705, when council was raised to \$5000;

In 2018 it would have been \$11,824, when council was raised to \$7500.

In 2024 it would be \$13,713 (2025 \$14,055) based on the original 1980 base compensation.

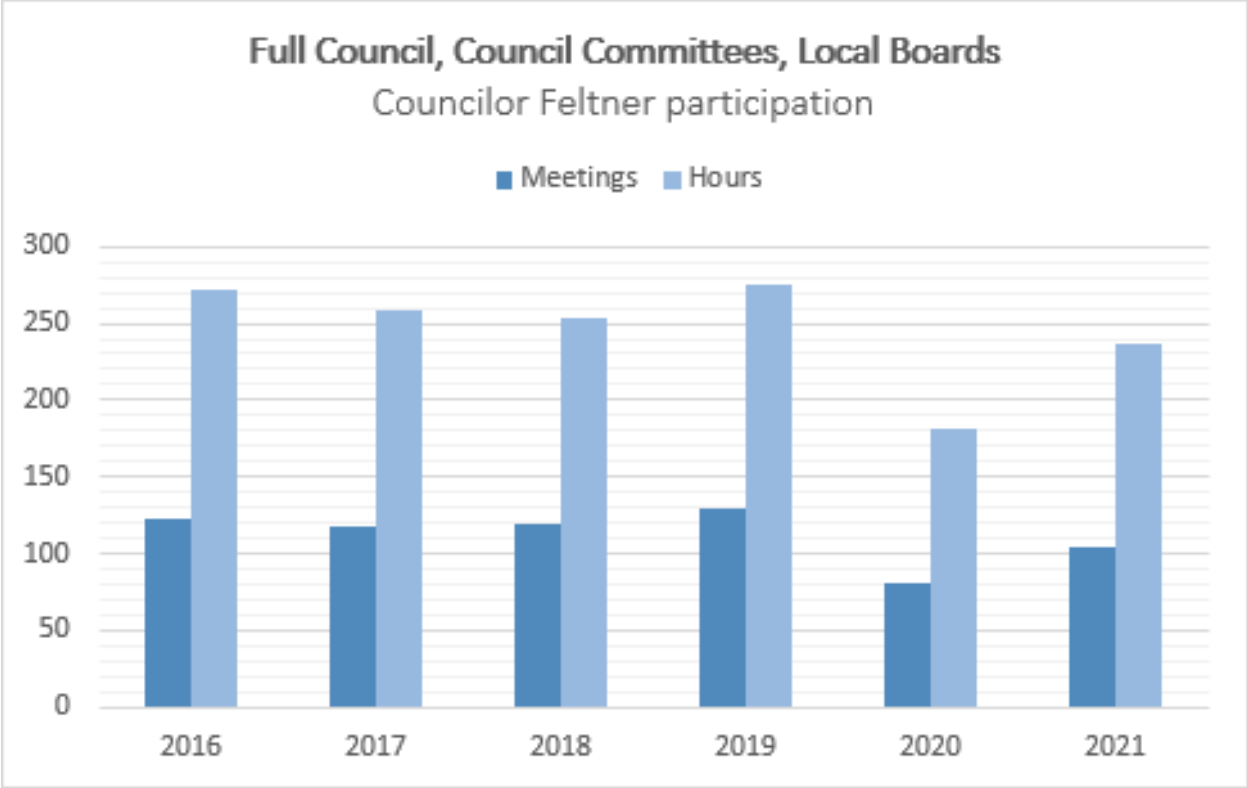
At the Nov 15 meeting, we calculated that a 2.5% increase on current \$7500 starting from January 2018, would realize \$8698 in 2024 or \$8915 in 2025; and based on the current \$10,500 for Council Pres, a 2.5% increase would come to \$12,177 in 2024 or \$12,481 in 2025.

Please note that my tally:

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

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

Does not include other public meetings or time devoted to many topics, such as: Comp. Plan, RMUD, Arsenal Yards, MassDOT Arsenal Corridor, AOTC-AthenaHealth, iCube, Watertown Square Improvements, School Assessments, Airplane Noise, Charter Review Committee, School Building Committee, Complete Streets, Mount Auburn Street redesign, Community Preservation, Bicycle-Pedestrian Plan, Climate-Energy-Resilient Watertown, our MVP Greening, Mass. Municipal Association, MBTA or other state agencies, our capital improvement projects such as Victory Field, Arsenal Park, Filippello Park and lighting...



## Estimates of Salaries at Minimum Wage

|                                       |            |                                                     |  |
|---------------------------------------|------------|-----------------------------------------------------|--|
| Compensation Calculations             |            |                                                     |  |
| These were prepared by Councilor Bays |            |                                                     |  |
| 20 hours per week for 42 weeks        | 20x42=840  | 20 hours a week except July August                  |  |
| 10 hours a week for 8 weeks           | 10x8=80    | and assumes a 2 week vacation                       |  |
|                                       | \$13,800   | assumes \$15/hour effective Jan 1 2023              |  |
| 25 hours per week for 42 weeks        | 25x42=1050 | 25 hours a week except July August                  |  |
| 12.5 hours per week for 8 weeks       | 12.5x8=100 |                                                     |  |
|                                       | 17250      |                                                     |  |
| 25 hours per week for 36 weeks        | 25x36=900  | 25 hours a week but has a longer range of times off |  |
| 10 hours per week for 14 weeks        | 10x14=140  |                                                     |  |
|                                       | 15600      |                                                     |  |

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To: Watertown staff whose positions are included in the Classification & Compensation Study

From: Emily Monea, Deputy City Manager

Date: April 13, 2023

Re: Comparable communities methodology and results

A key component of the Classification & Compensation Study is establishing a list of comparable communities to gather salary data from so that the City's consultant, GovHR, can ensure that our Classification and Compensation Plan is externally equitable (i.e., that Watertown's salaries are in line with our peer communities).

GovHR's methodology for selecting comparable communities relies on evaluating how similar other Massachusetts communities are to Watertown on seven criteria: population, income per capita, equalized valuations (EQV) per capita, total assessed value, tax levy, total budget, and state aid. The Community Comparison Report from the Division of Local Services (DLS) of the Department of Revenue (DOR) is the data source for all of these criteria: [https://dlsgateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=Community\\_Comparison\\_Report](https://dlsgateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=Community_Comparison_Report). GovHR also considers distance from Watertown as a criterion.

The City Manager's Office added two additional criteria to the comparable community analysis – population density and commercial, industrial, and personal property (CIP) assessed value – since we feel both capture the complexity of our work in Watertown.

To get to a list of comparable communities using these criteria, we applied a factor of 4, meaning we allowed for communities that are 1/4 of the size of Watertown's number on the relevant criteria up to communities that are 4 times the size of Watertown's number. For example: according to the DLS Community Comparison Report, Watertown's 2021 population was 35,149, so our methodology allowed for a community that had a population between  $35,149/4$  and  $35,149*4$ , or between 8,787 and 140,596.

To be considered a comparable community, a community needed to 1) fall within the relevant range on all nine criteria and 2) be within 20 miles from Watertown.

This methodology produced the following list of comparable communities:

1. Arlington 2. Braintree 3. Brookline 4. Burlington 5. Dedham 6. Medford  
7. Natick 8. Needham 9. Newton 10. Norwood 11. Saugus 12. Somerville  
13. Wakefield 14. Waltham 15. Woburn

Hello Doug,

Below are my thoughts on this process thus far and my response to the questions that you sent us. Please share this with the rest of the committee.

### **Some thoughts:**

First, I'd like to say that I have a renewed appreciation for our cable station that accurately records all meetings and stores them in a logical, transparent manner. I also appreciate the 32 citizen boards and commissions that have to fill in, doing City work where the City Council leaves off.

I set to work trying to gather information for City Council meetings and Council Committee meetings in 2022 (see pages 5 to 7) to see if the numbers were significantly different. They weren't. If anything, they were a bit lower. I was unable to get the total picture, because finding the minutes for those meetings to ascertain their length was far harder than for 2023. The problem:

Many of those 2022 meetings were not recorded on cable, and each Committee's minutes are not located on the City website under each committee's name. For instance, if you go to the city site, click on the "Government" link, then go to the "City Council Committee Assignments, Meeting Minutes and Agendas, Meeting Videos" link, that takes you to the City Calendar. There you can click on a meeting which might give you two categories to download: Agenda and Agenda Packet. These are generated before the meeting. Neither one would have a copy of the minutes for that meeting. To sum up, there are no "minutes" in the "City Council Committee Assignments, Meeting Minutes and Agendas, Meeting Videos" link!

The only place that I could access the minutes for meetings was when they were presented to the City Council, and even then, there were irregularities in format (some didn't include an adjournment time, for instance).

Here's an example of how all-over-the-place and inscrutable this system is: at the City Council meeting on May 10, 2022, the Personnel and City Organization Committee meeting minutes/reports were presented for their meetings dated December 12, 2020, June 28, 2021, February 7, 2022, and April 13, 2022.

### **This leads me to an important question for you regarding our Committee:**

We had several requests from members to have our minutes and all information shared to be on the City website in a timely manner. There was an assumption that there was a link entitled "Blue Ribbon Committee on Councilor Salaries" on the City site. It doesn't seem to be there yet. If/when this link is added to the City site, (hopefully within the next few weeks), please be sure that the whole title is included, not just "Blue Ribbon Committee," to assure transparency. I understand that we are awaiting Committee approval for minutes, but other documents could be there already.

### **More thoughts on the actual work:**

If we can get an approval from our Blue Ribbon Committee members for the first pages of the draft document that I put together, giving the history of Council salaries, I can send that part to you, minus my name, to be stored with you for our final report.

As I look ahead:

At present, we are doing some fact-finding on:

**1. What does a councilor's job entail?**

So far, this involves:

Our research  
Councilor questionnaires  
15 minute interviews  
Possibly a presentation by a councilor

We've repeatedly referred to how the job has "changed," but we've never specified how. We have to look no further than one of our Blue Ribbon Committee members, Susan Falkoff, for some information on that, if this is something that she'd be willing to do. We might want to ask a few former and current councilors for their thoughts on this as well.

We also might want to include a question on the history of City Council Committee work (when the committees were formed and why). That may give us some insight into when and how Councilor workload increased and/or became more complex.

**2. How should we approach the problem of councilor salary adjustment and salaries going forward?**

Our task is not just to find "the number for the year 2026-2027."

As the Personnel and City Organization Committee states, "Duty one of the Blue Ribbon Committee is to study the salaries received by councilors and the council president for their services and to make recommendations of methodologies and the process for salaries to be set going forward." (Click [here](#), minutes 31:12 - 38:17)

**Full Compensation Package:**

As a pre-requisite for doing this, we need to develop a full, comprehensive picture of councilor compensation (salary and benefits). City Council members' requested that be done to get an in-depth picture. I believe that I requested councilor benefits information in late July.

In your message to me in the first week in August, you communicated that the City Auditor was working on this. I'm very concerned that we won't have "the full picture" until the very last minute. We're now almost halfway through our meeting times!

It would be good if you could please send the benefit information out to us the minute you receive it. Waiting for the next meeting to occur could waste valuable time for us to review this information for our open meeting discussion. The December deadline is coming on quickly.

Additionally, we've been talking about furthering our mission by including a statement of council expectations and looking at barriers to their success, and ways for the council to "up their game." And, I believe from our conversations, underlying all of this is the concept of making the City Council position one that would encourage more citizens to consider running for office.

**Response to Our Questions (by the way...great job synthesizing all of our thoughts, Doug):**

- 1. How many hours per week would you say that you spend as a city councilor? If possible, please clarify time spent in Council or Committee meetings as opposed to less formal constituent meetings.**

Alternatively:

- This is a list of potential activities that you would be responsible for as a Watertown City Councilor in an average month. If we've missed any activities, please add them below in the "Other" spaces. Then number them 1 to ?, 1 being the activity you generally do the most in a month to the activity you do the least.

\_\_\_\_\_ City Council Meetings

\_\_\_\_\_ City Council Committee meetings

\_\_\_\_\_ Other meetings (with City staff, boards and commissions, etc.)

\_\_\_\_\_ Constituent services ( telephone calls, e-mails, etc.)

\_\_\_\_\_ Research on City topics

\_\_\_\_\_ Paperwork (minutes, reports, etc.)

Other:

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On average, how many hours per month do you spend on councilor activities?

- 2. What do you believe should be the future process for determining the salary of City Councilors?**

I think that question two is probably fine the way it is.

- 3. What do you perceive as adding complexity to the job of a City Councilor? The Committee has discussed a residential vs. commercial tax base, population size, and budget size. Are we missing anything?**

How about adding population density to the "complexity" issues?

- 4. Is there another job that you view as comparable to the job of a City Councilor in Watertown?**

I'd change to "job or jobs"

Questions 5 - 7 seem fine. Possibly add: Are you responsible for developing informational materials for the public? If so, is that at your own expense or does the City reimburse you for that activity?

**Also, as mentioned above, maybe a question on when and why City Council committees were added?**

Thanks, again, Doug! This is a lot of work, and I appreciate your efforts!!

Linda

Please see data collected on 2022 City Council meetings below.

**Charting City Council  
Meetings\*  
(In Actual Time)  
January 1, 2022 - December  
31, 2022**

| Date | Time | Comment               | Other |
|------|------|-----------------------|-------|
| 1/11 | 3:05 | Exec Session          |       |
| 1/25 | 3:30 | Exec Session          |       |
| 2/8  | 1:08 |                       |       |
| 2/23 | :52  |                       |       |
| 3/8  | 1:25 |                       |       |
| 3/22 | 1:42 |                       |       |
| 4/12 | 1:28 |                       |       |
| 4/26 | 1:47 |                       |       |
| 4/27 | :33  | Announce CM Finalists |       |
| 5/10 | 1:30 |                       |       |
| 5/12 | 3:14 | Special CC Meeting    |       |
| 5/24 | 1:11 | Special Meeting       |       |
| 5/31 | 1:49 | Budget Hearing        |       |
| 6/2  | 1:35 | Budget Hearing        |       |
| 6/7  | 1:34 | Budget Hearing        |       |
| 6/14 | 2:16 | Exec Session          |       |
| 6/21 | 2:17 | Special Meeting       |       |
| 6/28 | 2:09 | Exec Session          |       |
| 7/12 | 1:48 |                       |       |
| 8/9  | 3:00 | Exec Session          |       |

| Date  | Time | Comment                     | Other |
|-------|------|-----------------------------|-------|
| 9/13  | 1:43 | Exec Session                |       |
| 9/27  | 1:17 | Exec Session                |       |
| 10/11 | 1:57 |                             |       |
| 10/25 | 1:06 |                             |       |
| 11/9  | 1:31 |                             |       |
| 11/22 | 1:48 |                             |       |
| 12/13 | 1:39 |                             |       |
| 12/29 |      | Entire meeting exec session |       |

Total: 49 hours (missing time for 12/29 meeting)

#### **\*More Committees**

By my count, there were at least 3 adhoc committees working in 2022:

Adhoc Subcommittee for the City Manager Search

I roughly counted 5 meetings with no times specified and no members listed

Adhoc Career Tech, Vocational Education Committee (CVTE)

Rough count: 7 meetings, no times or members listed

Adhoc Subcommittee on Auditor Search

One meeting?

Also:

Preliminary screening for Library Director: 3 meetings, and Budget and Finance Subcommittee: 2 meetings

Not sure how involved the City Council members are in these. I'm guessing, at least in the City Manager search, very involved. It would help if I could find minutes for these meetings. I'll continue to look into these.

# Charting City Council Committee Meetings (In Actual Time) January 1, 2022 - December 31, 2022

| Committee                              | # of Meetings | Time        |                                                                              |
|----------------------------------------|---------------|-------------|------------------------------------------------------------------------------|
| Budget and Fiscal Oversight            | 7             | 13 hours*   | * Minutes for 1 meeting not found                                            |
| Rules and Ordinances                   | 4             | 7.25 hours* | *Minutes for 1 meeting not found                                             |
| Climate and Energy                     | 3             | 6.5 hours   |                                                                              |
| Economic development and Planning      | 7             | 7.25 hours  |                                                                              |
| Education and School System            | 1             | 2.5 hours   |                                                                              |
| Human Services                         | 8             | 8 hours*    | *Minutes for 1 meeting not found; minutes of one meeting do not include time |
| Parks and Recreation                   | 2             | .5 hours*   | *Minutes for 1 meeting do not include time                                   |
| Personnel and City Organization        | 9             | 10 hours*   | *Minutes of 2 meetings don't include time                                    |
| Public Safety                          | 1             | 48 minutes  |                                                                              |
| Public Works                           | 7             | 6.5 hours*  | *Minutes not found for 2 meetings; 1 meeting minutes didn't include time     |
| State, Federal and Regional Government | 2             | 1 hour      |                                                                              |

\*If minutes were not found or didn't include an adjournment time, the hours spent in those meetings could not be included.

Watertown:

Watertown: \$226,200

Amherst: \$192,801

Barnstable: \$231,537.34

Bridgewater: \$194,061

Chelsea: \$247,500

East Longmeadow: \$129,615

Franklin: \$205,791

North Attleboro: \$191,375

Palmer: \$121,925

Randolph: \$204,206

Southbridge: \$162,500

Winthrop: \$205,000

To: Watertown staff whose positions are included in the Classification & Compensation Study

From: Emily Monea, Deputy City Manager

Date: April 13, 2023

Re: Comparable communities methodology and results

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11. Saugus
12. Somerville
13. Wakefield
14. Waltham
15. Woburn

| Position:                                     | Proposed Title                   | Dept                 | Division                 | Skill Level      | Current Grade | New Grade | Salary Survey Data<br>75th Percentile |         | Current Salary Range |         | Proposed Salary Range |         |
|-----------------------------------------------|----------------------------------|----------------------|--------------------------|------------------|---------------|-----------|---------------------------------------|---------|----------------------|---------|-----------------------|---------|
| <b>Directors and Senior Managers</b>          |                                  |                      |                          | <b>770 - 795</b> |               | <b>17</b> |                                       |         |                      |         |                       |         |
| Assistant City Manager for CDP                |                                  | CDP                  |                          |                  | M5            | 17        | 110,977                               | 177,301 | 118,193              | 161,576 | 153,224               | 210,344 |
| Deputy City Manager                           |                                  | City Manager         |                          |                  | M5            | 17        | 144,192                               | 184,279 | 118,193              | 161,576 |                       |         |
|                                               |                                  |                      |                          | <b>740 - 765</b> |               | <b>16</b> |                                       |         |                      |         |                       |         |
| Chief Financial Officer                       |                                  | Finance              |                          |                  | M5            | 16        | 136,373                               | 203,114 | 118,193              | 161,576 | 142,866               | 196,125 |
| Chief Information Officer                     |                                  | IT                   |                          |                  | M5            | 16        | 120,818                               | 160,150 | 118,193              | 161,576 |                       |         |
| Director of Public Buildings                  |                                  | Public Buildings     |                          |                  | M4            | 16        | 109,610                               | 159,933 | 102,776              | 140,501 |                       |         |
| Superintendent of Public Works                |                                  | DPW                  |                          |                  | M5            | 16        | 132,816                               | 169,815 | 118,193              | 161,576 |                       |         |
|                                               |                                  |                      |                          | <b>710 - 735</b> |               | <b>15</b> |                                       |         |                      |         |                       |         |
| Assistant Superintendent - Utilities          |                                  | DPW                  | Utilities                |                  | THA 15        | 15        | 102,422                               | 131,175 | 82,298               | 101,219 | 133,209               | 182,867 |
| Building Commissioner                         |                                  | CDP                  | Building                 |                  | M4            | 15        | 115,483                               | 147,039 | 102,776              | 140,501 |                       |         |
| City Engineer                                 |                                  | DPW                  | Engineering              |                  | M4            | 15        | 119,656                               | 156,174 | 102,776              | 140,501 |                       |         |
| Human Resources Director                      |                                  | HR                   |                          |                  | M4            | 15        |                                       |         | 102,776              | 140,501 |                       |         |
| Library Director                              |                                  | Library              |                          |                  | M4            | 15        | 114,302                               | 151,696 | 102,776              | 140,501 |                       |         |
|                                               |                                  |                      |                          | <b>680 - 705</b> |               | <b>14</b> |                                       |         |                      |         |                       |         |
| City Clerk                                    |                                  | City Clerk           |                          |                  | M3            | 14        | 114,302                               | 145,489 | 89,761               | 122,709 | 124,204               | 170,505 |
| Director of Public Health                     |                                  | Health               |                          |                  | M4            | 14        | 110,682                               | 148,410 | 102,776              | 140,501 |                       |         |
| Recreation Director                           |                                  | Recreation           |                          |                  | M3            | 14        | 99,077                                | 138,288 | 89,761               | 122,709 |                       |         |
|                                               |                                  |                      |                          | <b>650 - 675</b> |               | <b>13</b> |                                       |         |                      |         |                       |         |
| Assistant Director for Operations             |                                  | Public Buildings     |                          |                  | M3            | 13        |                                       |         | 89,761               | 122,709 | 115,808               | 158,979 |
| Assistant Library Director                    |                                  | Library              |                          |                  | M3            | 13        |                                       |         | 89,761               | 122,709 |                       |         |
| Chief Procurement Officer                     |                                  | Finance              | Procurement              |                  | M3            | 13        | 97,285                                | 133,559 | 89,761               | 122,709 |                       |         |
| City Assessor/Chair of the Board of Assessors |                                  | Finance              | Assessing                |                  | M4            | 13        | 101,088                               | 153,349 | 102,776              | 140,501 |                       |         |
| Director of Administration & Finance          |                                  | DPW                  | Admin                    |                  | M4            | 13        | 89,793                                | 116,587 | 102,776              | 140,501 |                       |         |
| DPW Supervisor - Forestry / Tree Warden       |                                  | DPW                  | Forestry                 |                  | THA 14        | 13        | 94,223                                | 131,175 | 78,755               | 96,861  |                       |         |
| DPW Supervisor - Highway                      |                                  | DPW                  | Highway                  |                  | THA 14        | 13        | 94,223                                | 131,175 | 78,755               | 96,861  |                       |         |
| DPW Supervisor - Parks & Cemeteries           |                                  | DPW                  | Parks & Cemeteries       |                  | THA 14        | 13        | 94,223                                | 131,175 | 78,755               | 96,861  |                       |         |
| DPW Supervisor - Sewer                        |                                  | DPW                  | Utilities - Sewer        |                  | THA 13        | 13        | 94,223                                | 131,175 | 75,362               | 92,688  |                       |         |
| DPW Supervisor - Water                        |                                  | DPW                  | Utilities - Water        |                  | THA 13        | 13        | 94,223                                | 131,175 | 75,362               | 92,688  |                       |         |
| Senior Services Director                      |                                  | Senior Services      |                          |                  | M2            | 13        | 90,861                                | 133,559 | 77,380               | 105,783 |                       |         |
| Treasurer/Collector                           |                                  | Treasurer/Collector  |                          |                  | M4            | 13        | 114,230                               | 146,727 | 102,776              | 140,501 |                       |         |
|                                               |                                  |                      |                          | <b>620 - 645</b> |               | <b>12</b> |                                       |         |                      |         |                       |         |
| Assistant Auditor                             |                                  | Auditing             |                          |                  | M2            | 12        |                                       |         | 77,380               | 105,783 | 107,979               | 148,232 |
| Director of Constituent Services              |                                  | Constituent Services |                          |                  | M3            | 12        | 87,819                                | 134,388 | 89,761               | 122,709 |                       |         |
| DPW Supervisor - Central Motors               | DPW Supervisor - Fleet           | DPW                  | Central Motors           |                  | THA 14        | 12        | 94,223                                | 131,175 | 78,755               | 96,861  |                       |         |
| DPW Supervisor - Street Lighting & Wiring     |                                  | DPW                  | Street Lighting & Wiring |                  | THA 14        | 12        | 94,223                                | 131,175 | 78,755               | 96,861  |                       |         |
| DPW Supervisor - Traffic Control              |                                  | DPW                  | Traffic Control          |                  | THA 14        | 12        | 94,223                                | 131,175 | 78,755               | 96,861  |                       |         |
| Skating Rink Manager                          |                                  | Skating Rink         |                          |                  | M2            | 12        |                                       |         | 77,380               | 105,783 |                       |         |
| Supervisor of Project Literacy                | Director of Project Literacy     | Library              |                          |                  | L4            | 12        |                                       |         | 68,215               | 81,523  |                       |         |
| <b>Supervisors and Advanced Technical</b>     |                                  |                      |                          | <b>590 - 615</b> |               | <b>11</b> |                                       |         |                      |         |                       |         |
| Assistant Planning Director                   |                                  | CDP                  | Planning                 |                  | THA 14        | 11        |                                       |         | 78,755               | 96,861  | 100,680               | 132,845 |
| CEHO/Assistant Health Director                |                                  | Health               |                          |                  | M2            | 11        |                                       |         | 77,380               | 105,783 |                       |         |
| Project Engineer                              | Assistant City Engineer          | DPW                  | Engineering              |                  | M3            | 11        | 86,736                                | 120,091 | 89,761               | 122,709 |                       |         |
| Supervisor of Access Services                 |                                  | Library              |                          |                  | L4            | 11        | 72,906                                | 96,704  | 68,215               | 81,523  |                       |         |
| Supervisor of Adult Services                  | Supervisor of Reference Services | Library              |                          |                  | L4            | 11        | 72,906                                | 96,704  | 68,215               | 81,523  |                       |         |
| Supervisor of Children's Services             |                                  | Library              |                          |                  | L4            | 11        | 72,906                                | 96,704  | 68,215               | 81,523  |                       |         |
| Supervisor of Teen Services                   |                                  | Library              |                          |                  | L4            | 11        | 72,906                                | 96,704  | 68,215               | 81,523  |                       |         |
| Veterans Service Officer                      |                                  | Veterans Services    |                          |                  | M2            | 11        | 86,595                                | 118,876 | 77,380               | 105,783 |                       |         |
|                                               |                                  |                      |                          | <b>560 - 585</b> |               | <b>10</b> |                                       |         |                      |         |                       |         |
| Assistant City Clerk                          |                                  | City Clerk           |                          |                  | M2            | 10        | 80,157                                | 118,032 | 77,380               | 105,783 | 93,874                | 123,865 |
| Assistant Recreation Director                 |                                  | Recreation           |                          |                  | THA 9         | 10        | 92,874                                | 111,101 | 63,196               | 77,726  |                       |         |
| Energy Manager                                |                                  | Public Buildings     |                          |                  | M3            | 10        |                                       |         | 89,761               | 122,709 |                       |         |
| Financial Systems Administrator               |                                  | IT                   |                          |                  | M2            | 10        |                                       |         | 77,380               | 105,783 |                       |         |
| Network Manager                               |                                  | IT                   |                          |                  | THA 13        | 10        | 84,722                                | 119,477 | 75,362               | 92,688  |                       |         |
|                                               |                                  |                      |                          | <b>530 - 555</b> |               | <b>9</b>  |                                       |         |                      |         |                       |         |
| Assistant Assessor                            |                                  | Finance              | Assessing                |                  | M2            | 9         | 77,878                                | 120,903 | 77,380               | 105,783 | 87,528                | 115,492 |
| Assistant Building Inspector                  | Local Building Inspector         | CDP                  | Building                 |                  | THA 13        | 9         |                                       |         | 75,362               | 92,688  |                       |         |
| Assistant Procurement Director                |                                  | Finance              | Procurement              |                  | M2            | 9         |                                       |         | 77,380               | 105,783 |                       |         |
| Assistant Treasurer/Collector                 |                                  | Finance              | Treasurer/Collector      |                  | M2            | 9         | 93,497                                | 120,177 | 77,380               | 105,783 |                       |         |
| Community Wellness Program Manager            |                                  | CDP                  |                          |                  | THA 10        | 9         |                                       |         | 66,041               | 81,224  |                       |         |
| Function Facility Manager                     | Events Manager                   | CDP                  | Events                   |                  | THA 7         | 9         |                                       |         | 57,870               | 71,175  |                       |         |
| Hatch Coordinator                             |                                  | Library              |                          |                  | L3            | 9         |                                       |         | 57,673               | 68,925  |                       |         |
| Plumbing and Gas Inspector                    |                                  | CDP                  | Building                 |                  | THA 13        | 9         | 80,422                                | 98,262  | 75,362               | 92,688  |                       |         |
| Project Manager - Public Buildings            |                                  | Public Buildings     |                          |                  | M3            | 9         |                                       |         | 89,761               | 122,709 |                       |         |
| Senior Planner                                |                                  | CDP                  | Planning                 |                  | THA 10        | 9         | 82,294                                | 115,500 | 66,041               | 81,224  |                       |         |
| Systems Administrator                         |                                  | IT                   |                          |                  | THA 11        | 9         | 94,791                                | 128,429 | 69,012               | 84,879  |                       |         |
| Wiring Inspector                              |                                  | CDP                  | Building                 |                  | THA 13        | 9         |                                       |         | 75,362               | 92,688  |                       |         |
| Zoning Enforcement Officer                    |                                  | CDP                  | Planning                 |                  | THA 13        | 9         | 84,356                                | 115,463 | 75,362               | 92,688  |                       |         |

|                                                 |                                                  |                  |                                       |          |   |        |         |        |         |        |         |  |
|-------------------------------------------------|--------------------------------------------------|------------------|---------------------------------------|----------|---|--------|---------|--------|---------|--------|---------|--|
| 500 - 525                                       |                                                  |                  |                                       | 8        |   |        |         |        |         |        |         |  |
| Assistant Director for Administration & Finance |                                                  | Public Buildings |                                       | M2       | 8 |        |         | 77,380 | 105,783 | 81,611 | 107,685 |  |
| Assistant Director of Administration & Finance  |                                                  | DPW              | Admin                                 | M2       | 8 |        |         | 77,380 | 105,783 |        |         |  |
| Electrician                                     |                                                  | Public Buildings |                                       | ELEC     | 8 |        |         | 62,088 | 75,504  |        |         |  |
| HVAC Technician                                 |                                                  | Public Buildings |                                       | ELEC     | 8 |        |         | 62,088 | 75,504  |        |         |  |
| Plumber                                         |                                                  | Public Buildings |                                       | PLUMB    | 8 |        |         | 62,088 | 75,504  |        |         |  |
| Project Manager - Engineering                   |                                                  | DPW              | Engineering                           | THA 15   | 8 | 87,496 | 121,736 | 82,298 | 101,219 |        |         |  |
| Public Arts and Culture Planner                 |                                                  | CDP              | Planning                              | THA 7    | 8 | 78,178 | 112,460 | 57,870 | 71,175  |        |         |  |
| Public Health Nurse                             |                                                  | Health           |                                       | THA 10   | 8 | 76,285 | 99,347  | 66,041 | 81,224  |        |         |  |
| Recycling Coordinator                           |                                                  | DPW              | Admin                                 | M1       | 8 |        |         | 58,400 | 79,836  |        |         |  |
| Social Media and Web Coordinator                | Digital Media Manager                            | City Manager     |                                       | THA 5    | 8 | 76,550 | 102,038 | 52,994 | 65,178  |        |         |  |
| Staff Engineer                                  |                                                  | DPW              | Engineering                           | THA 14   | 8 | 87,496 | 121,736 | 78,755 | 96,861  |        |         |  |
| Working Foreman                                 | Crew Leader                                      | DPW              | Multiple                              | DPW 5    | 8 | 64,813 | 82,930  | 58,793 | 69,546  |        |         |  |
| 470 - 495                                       |                                                  |                  |                                       | 7        |   |        |         |        |         |        |         |  |
| Community Engagement Specialist                 |                                                  | City Manager     |                                       | M1       | 7 |        |         | 58,400 | 79,836  | 76,095 | 100,405 |  |
| Confidential Administrative Assistant           | Assistant to the City Manager                    | City Manager     |                                       | THA 5    | 7 | 69,395 | 94,822  | 52,994 | 65,178  |        |         |  |
| Conservation Agent/Environmental Planner        |                                                  | CDP              | Planning                              | THA 7    | 7 |        |         | 57,870 | 71,175  |        |         |  |
| Construction Permit Inspector                   |                                                  | DPW              | Engineering                           | M2       | 7 |        |         | 77,380 | 105,783 |        |         |  |
| Dispatcher                                      |                                                  | Police           |                                       | THA 5    | 7 | 62,556 | 71,526  | 52,994 | 65,178  |        |         |  |
| Linesman                                        | Junior Electrician                               | DPW              | Street Lighting & Wiring              | THA 5    | 7 |        |         | 52,994 | 65,178  |        |         |  |
| Payroll Specialist                              | Payroll Manager                                  | Auditing         |                                       | THA 5    | 7 | 65,209 | 88,000  | 52,994 | 65,178  |        |         |  |
| Police Building/Vehicle Maintenance             |                                                  | Police           |                                       | THA 5    | 7 |        |         | 52,994 | 65,178  |        |         |  |
| Print and Digital Promotion Specialist          | Communications and Design Specialist             | Library          |                                       | L2       | 7 |        |         | 47,276 | 56,499  |        |         |  |
| Working Foreman - Water Quality Division        | Water Quality Specialist                         | DPW              | Utilities - Water                     | DPW 5    | 7 | 64,813 | 82,930  | 58,793 | 69,546  |        |         |  |
| 440 - 465                                       |                                                  |                  |                                       | 6        |   |        |         |        |         |        |         |  |
| Assistant Skating Rink Manager                  |                                                  | Skating Rink     |                                       | THA 6    | 6 |        |         | 55,378 | 68,110  | 70,951 | 93,618  |  |
| Confidential Administrative Assistant           | Executive Assistant                              | City Manager     |                                       | THA 5    | 6 | 69,395 | 94,822  | 52,994 | 65,178  |        |         |  |
| Head Clerk - IT                                 | Office Manager - IT                              | IT               |                                       | THA 4    | 6 |        |         | 50,712 | 62,371  |        |         |  |
| Head Clerk - Police                             | Office Manager - Police                          | Police           |                                       | THA 4    | 6 |        |         | 50,712 | 62,371  |        |         |  |
| Heavy Equipment Operator                        |                                                  | DPW              | Multiple                              | DPW 4    | 6 | 55,312 | 71,100  | 54,947 | 64,996  |        |         |  |
| Library Technology Operations Assistant         | Library Technology Specialist                    | Library          |                                       | L1       | 6 |        |         | 42,437 | 51,786  |        |         |  |
| Recreation Supervisor                           | Recreation Program Coordinator                   | Recreation       |                                       | THA 5    | 6 | 70,087 | 91,907  | 52,994 | 65,178  |        |         |  |
| Senior Services Case Worker                     |                                                  | Senior Services  |                                       | THA 7    | 6 | 64,946 | 88,000  | 57,870 | 71,175  |        |         |  |
| 405 - 435                                       |                                                  |                  |                                       | 5        |   |        |         |        |         |        |         |  |
| Adult Services Librarian                        | Reference Services Librarian                     | Library          |                                       | L3       | 5 | 62,886 | 82,900  | 57,673 | 68,925  | 66,154 | 87,289  |  |
| Adult Services Librarian - Digital Services     | Reference Services Librarian - Digital Services  | Library          |                                       | L3       | 5 | 62,886 | 82,900  | 57,673 | 68,925  |        |         |  |
| Adult Services Librarian - Programming          | Reference Services Librarian - Programming       | Library          |                                       | L3       | 5 | 62,886 | 82,900  | 57,673 | 68,925  |        |         |  |
| Animal Control Officer                          |                                                  | Health           |                                       | THA 7    | 5 | 62,506 | 84,147  | 57,870 | 71,175  |        |         |  |
| Associate Assessor                              |                                                  | Finance          | Assessing                             | THA 9    | 5 |        |         | 63,196 | 77,726  |        |         |  |
| Associate Auditor                               |                                                  | Auditing         |                                       | THA 9    | 5 |        |         | 63,196 | 77,726  |        |         |  |
| Carpenter                                       |                                                  | Public Buildings |                                       | CARP     | 5 |        |         | 56,285 | 68,474  |        |         |  |
| Children's Librarian                            |                                                  | Library          |                                       | L3       | 5 | 64,487 | 87,068  | 57,673 | 68,925  |        |         |  |
| Code Enforcement Officer                        |                                                  | CDP              | Planning                              | THA 10   | 5 |        |         | 66,041 | 81,224  |        |         |  |
| Community Preservation Coordinator              |                                                  | CDP              |                                       | THA 10   | 5 |        |         | 66,041 | 81,224  |        |         |  |
| Food Pantry Coordinator                         |                                                  | Senior Services  |                                       | THA 6    | 5 |        |         | 55,378 | 68,110  |        |         |  |
| Function Facility Assistant                     | Events Coordinator                               | CDP              | Events                                | THA 5    | 5 |        |         | 52,994 | 65,178  |        |         |  |
| Health Officer                                  |                                                  | Health           |                                       | THA 10   | 5 | 64,487 | 93,330  | 66,041 | 81,224  |        |         |  |
| Help Desk Technician                            |                                                  | IT               |                                       | THA 10   | 5 | 70,353 | 90,584  | 66,041 | 81,224  |        |         |  |
| Local History Librarian                         |                                                  | Library          |                                       | L3       | 5 |        |         | 57,673 | 68,925  |        |         |  |
| Outreach Librarian                              |                                                  | Library          |                                       | L3       | 5 |        |         | 57,673 | 68,925  |        |         |  |
| Preventative Maintenance Technician             |                                                  | Public Buildings |                                       | MECHANIC | 5 |        |         | 55,474 | 67,496  |        |         |  |
| Principal Account Clerk - Building              | Permit Technician                                | CDP              | Building                              | THA 3    | 5 |        |         | 48,528 | 59,685  |        |         |  |
| Principal Account Clerk - Elections             | Elections Coordinator                            | City Clerk       |                                       | THA 3    | 5 |        |         | 48,528 | 59,685  |        |         |  |
| Senior Services Program Coordinator             |                                                  | Senior Services  |                                       | THA 7    | 5 | 55,314 | 82,336  | 57,870 | 71,175  |        |         |  |
| Teen Librarian                                  |                                                  | Library          |                                       | L3       | 5 |        |         | 57,673 | 68,925  |        |         |  |
| Weights & Measures/Meter Collection & Repair    |                                                  | Finance & DPW    | Treasurer-Collector & Traffic Control | THA 7    | 5 |        |         | 57,870 | 71,175  |        |         |  |
| 370 - 400                                       |                                                  |                  |                                       | 4        |   |        |         |        |         |        |         |  |
| Head Clerk - CDP                                | Principal Department Assistant - CDP             | CDP              |                                       | THA 4    | 4 | 58,393 | 77,176  | 50,712 | 62,371  | 61,682 | 81,389  |  |
| Head Clerk - City Clerk                         | Principal Department Assistant - City Clerk      | City Clerk       |                                       | THA 4    | 4 |        |         | 50,712 | 62,371  |        |         |  |
| Head Clerk - DPW                                | Principal Department Assistant - DPW             | DPW              | Admin                                 | THA 4    | 4 |        |         | 50,712 | 62,371  |        |         |  |
| Head Clerk - Fire                               | Principal Department Assistant - Fire            | Fire             |                                       | THA 4    | 4 | 57,130 | 77,603  | 50,712 | 62,371  |        |         |  |
| Head Clerk - Health                             | Principal Department Assistant - Health          | Health           |                                       | THA 4    | 4 |        |         | 50,712 | 62,371  |        |         |  |
| Head Clerk - Library                            | Principal Department Assistant - Library         | Library          |                                       | THA 4    | 4 |        |         | 50,712 | 62,371  |        |         |  |
| Head Clerk - Recreation                         | Principal Department Assistant - Recreation      | Recreation       |                                       | THA 4    | 4 |        |         | 50,712 | 62,371  |        |         |  |
| Motor Equipment Operator                        | Equipment Operator                               | DPW              | Multiple                              | DPW 2    | 4 | 52,582 | 64,064  | 47,993 | 56,770  |        |         |  |
| Parking Control Officer                         |                                                  | Finance          | Treasurer/Collector                   | THA 1    | 4 | 48,916 | 67,056  | 44,438 | 54,655  |        |         |  |
| Principal Account Clerk - Senior Services       | Principal Department Assistant - Senior Services | Senior Services  |                                       | THA 3    | 4 |        |         | 48,528 | 59,685  |        |         |  |
| Project Literacy Tutor Coordinator              |                                                  | Library          |                                       | L1       | 4 |        |         | 42,437 | 51,786  |        |         |  |
| Skilled Craftsman                               |                                                  | DPW              | Multiple                              | DPW 3    | 4 | 55,338 | 74,166  | 51,352 | 60,744  |        |         |  |
| Technical Services Assistant                    |                                                  | Library          |                                       | L1       | 4 | 48,804 | 60,336  | 42,437 | 51,786  |        |         |  |

|                                               |                                                         |                      |                     |           |       |   |        |        |        |        |        |        |        |
|-----------------------------------------------|---------------------------------------------------------|----------------------|---------------------|-----------|-------|---|--------|--------|--------|--------|--------|--------|--------|
|                                               |                                                         |                      |                     | 335 - 365 |       | 3 |        |        |        |        |        |        |        |
| Administrative Assistant - Commanders Mansion | Administrative Specialist - Events                      | CDP                  | Events              |           |       | 3 |        |        |        |        |        | 57,513 | 75,887 |
| Principal Account Clerk - Accounts Payable    | Financial Specialist - Accounts Payable                 | Auditing             |                     |           | THA 3 | 3 |        |        | 48,528 | 59,685 |        |        |        |
| Principal Account Clerk - Assessing           | Financial Specialist - Assessing                        | Finance              | Assessing           |           | THA 3 | 3 |        |        | 48,528 | 59,685 |        |        |        |
| Principal Account Clerk - Benefits            | Administrative Specialist - Benefits                    | Auditing             |                     |           | THA 3 | 3 |        |        | 48,528 | 59,685 |        |        |        |
| Principal Account Clerk - Building            | Administrative Specialist - Permit Administration       | CDP                  | Building            |           | THA 3 | 3 |        |        | 48,528 | 59,685 |        |        |        |
| Principal Account Clerk - CDP                 | Administrative Specialist - Zoning & Code Enforcement   | CDP                  | Zoning              |           | THA 3 | 3 |        |        | 48,528 | 59,685 |        |        |        |
| Principal Account Clerk - CDP                 | Administrative Specialist - Conservation & Preservation | CDP                  | Planning            |           | THA 3 | 3 |        |        | 48,528 | 59,685 |        |        |        |
| Principal Account Clerk - Licensing           | Administrative Specialist - Licensing                   | City Clerk           |                     |           | THA 3 | 3 | 59,546 | 76,427 | 48,528 | 59,685 |        |        |        |
| Principal Account Clerk - Parking             | Financial Specialist - Treasurer/Collector              | Finance              | Treasurer/Collector |           | THA 3 | 3 |        |        | 48,528 | 59,685 |        |        |        |
| Principal Account Clerk - Procurement         | Financial Specialist - Procurement                      | Finance              | Procurement         |           | THA 3 | 3 |        |        | 48,528 | 59,685 |        |        |        |
| Principal Account Clerk - Treasurer/Collector | Financial Specialist - Treasurer/Collector              | Finance              | Treasurer/Collector |           | THA 3 | 3 |        |        | 48,528 | 59,685 |        |        |        |
| Principal Account Clerk - Water Billing       | Financial Specialist - Utility Billing                  | DPW                  | Admin               |           | THA 3 | 3 |        |        | 48,528 | 59,685 |        |        |        |
| Principal Clerk - Fire                        | Administrative Specialist - Fire Prevention             | Fire                 |                     |           | THA 1 | 3 |        |        | 44,438 | 54,655 |        |        |        |
| Senior Services Program Services Assistant    |                                                         | Senior Services      |                     |           | THA 1 | 3 |        |        | 44,438 | 54,655 |        |        |        |
|                                               |                                                         |                      |                     | 300 - 330 |       | 2 |        |        |        |        |        |        |        |
| Circulation Assistant                         |                                                         | Library              |                     |           | L1    | 2 | 51,475 | 69,469 | 42,437 | 51,786 | 53,625 | 70,757 |        |
| Constituent Services Representative           |                                                         | Constituent Services |                     |           | n/a   | 2 | 50,351 | 64,666 | n/a    | n/a    |        |        |        |
| General Maintenance Helper - Craftsman        | Trades Helper                                           | Public Buildings     |                     |           | HLPR  | 2 | 59,989 | 74,571 | 45,906 | 55,827 |        |        |        |
| Principal Account Clerk - DPW                 | Administrative Assistant - DPW                          | DPW                  | Admin               |           | THA 3 | 2 |        |        | 48,528 | 59,685 |        |        |        |
| Principal Account Clerk - DPW                 | Financial Assistant - DPW                               | DPW                  | Admin               |           | THA 3 | 2 |        |        | 48,528 | 59,685 |        |        |        |
| Principal Account Clerk - Police              | Financial Assistant - Police                            | Police               |                     |           | THA 3 | 2 | 54,284 | 68,781 | 48,528 | 59,685 |        |        |        |
| Principal Account Clerk - Police CSD          | Administrative Assistant - Police CSD                   | Police               |                     |           | THA 3 | 2 | 54,284 | 68,781 | 48,528 | 59,685 |        |        |        |
| Principal Clerk - Police Records              | Administrative Assistant - Police Records               | Police               |                     |           | THA 1 | 2 | 54,284 | 68,781 | 44,438 | 54,655 |        |        |        |
|                                               |                                                         |                      |                     | Up to 295 |       | 1 |        |        |        |        |        |        |        |
| Crew Member/Laborer                           |                                                         | DPW                  |                     |           | DPW 1 | 1 |        |        | 44,853 | 53,056 | 50,000 | 65,974 |        |
| Custodian                                     |                                                         | Public Buildings     |                     |           | THA 4 | 1 | 48,489 | 60,627 | 50,712 | 62,371 |        |        |        |



GovHR USA

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## City of Watertown

### Employee Classification and Compensation Study

Draft Report Presentation

October 2023

630 Dundee Road, Suite 225, Northbrook, IL 60062  
847.380.3240    [info@govhrusa.com](mailto:info@govhrusa.com)    [GovHRUSA.com](http://GovHRUSA.com)

## Outline

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- ▶ Scope of Work
- ▶ Job Evaluation
- ▶ Proposed Classification Plan
- ▶ Compensation Survey
- ▶ Proposed Compensation Plan
- ▶ Future Administration of the System
- ▶ Implementation of Classification and Compensation Plan
- ▶ Questions

## Scope of Work and Process

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- ▶ **Job Evaluation Analysis and Job Classification System**
  - ▶ Study preparation and project meetings
  - ▶ Determination of comparable municipalities by Watertown
  - ▶ Distribution of materials and employee meetings
  - ▶ Job evaluation analysis and establishment of job classification system
- ▶ **Compensation Analysis**
- ▶ **Draft and Final Report Preparation**
  - ▶ Presentation to City regarding Draft Report
  - ▶ Finalize report

## Job Evaluation

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- ▶ 148 <sup>EMO</sup> Positions were reviewed using the following nine job factors to establish Internal Equity:
  - ▶ Education – Required Preparation and Training
  - ▶ Work Experience – Years of Experience Needed to Perform Job
  - ▶ Decision Making and Independent Judgment
  - ▶ Responsibility for Policy Development
  - ▶ Planning of Work
  - ▶ Contact with Others
  - ▶ Work of Others (Supervision Exercised)
  - ▶ Working Conditions
  - ▶ Use of Technology/Specialized Equipment

## Slide 4

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### EMO

I removed 2 positions from the spreadsheet: 1) Human Resources Systems Administrator (I should've taken this off earlier - it doesn't exist yet); and 2) Principal Department Assistant - Treasurer/Collector (George raised this last week, and after some thought, I think it's best to negotiate an upgrade of one of the Financial Assistant - T/C positions to the PDA.

Emily Monea, 2023-10-16T17:53:05.414

## Job Evaluation

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- ▶ Positions were evaluated based on the information received by the City and as a result of virtual interviews with at least one employee in each position. EM0
- ▶ The Classification Plan was developed based on Internal Equity – meaning how positions relate to one another in Watertown.
- ▶ New position titles are recommended in some instances.
- ▶ Table 1 – Classification Plan – 17 Grades

## Slide 5

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**EMO**

I think we should reference the JAQs specifically here.

Emily Monea, 2023-10-16T17:24:41.140

## Comparable Communities

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- ▶ Arlington
- ▶ Braintree
- ▶ Brookline
- ▶ Burlington
- ▶ Dedham
- ▶ Medford
- ▶ Natick
- ▶ Needham
- ▶ Newton
- ▶ Norwood
- ▶ Saugus
- ▶ Somerville
- ▶ Wakefield
- ▶ Waltham
- ▶ Woburn

## Salary Survey

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- ▶ Data is collected through the use of a survey
  - ▶ Each position is defined to assist in gathering accurate data.
  - ▶ Salary data are reviewed to determine if information gathered is appropriate for the position surveyed.
  - ▶ Salary ranges are the preferred method to gather salary data.
  - ▶ Salary data gathered is the current market for the positions.
  - ▶ Union contracts were also gathered to supplement the data set.

## Proposed Compensation Plan

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- ▶ Compensation rates are calculated based on the 75<sup>th</sup> percentile of the salaries of the communities surveyed – Table 2.
- ▶ Pay ranges and pay plans have been calculated based on the 75<sup>th</sup> percentile – Table 3.
- ▶ Seventeen compensation grades/ranges established across three bands:
  - ▶ Grades 1 – 5: Administrative and Technical
  - ▶ Grades 6 – 11: Supervisors and Advanced Technical
  - ▶ Grades 12 – 17: Directors and Senior Managers

## Proposed Compensation Plan

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- ▶ All grades have a 7.25% gradation.
  
- ▶ A defined increment (step) plan is recommended.
  - ▶ Grades 1 – 5 have fifteen 2% increments.
  - ▶ Grades 6 – 11 have fifteen 2% increments.
  - ▶ Grades 12 – 17 have seventeen 2% increments.

## Future Administration of System Classification/Compensation

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### ► Classification

- Review classifications each year to respond to changing conditions (tools provided)
  - Create, adjust and/or abolish classifications as needed

### ► Compensation

- Survey communities for salary changes; look at CPI
- Adjust pay ranges
- Consider pay adjustments for employees

## Implementation Recommendations

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- ▶ Employees whose present compensation is below the minimum compensation of the range for their classification should be raised to the minimum of the range.
- ▶ The compensation of employees whose present compensation is within the range for their classification should be slotted into the new Compensation Plan to the closest increment (step) at their current pay rate, without losing pay.
- ▶ The compensation of employees whose present compensation is above the maximum compensation of the range should be held at their present rate, without a reduction in compensation, until such time that further market analysis indicates commensurate alignment with the marketplace.



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## City of Watertown

Employee Classification and Compensation Study

Questions?

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**Blue Ribbon Committee Meeting**  
**Wednesday, September 11, 2024 at 6:30 PM**  
**Richard E. Mastrangelo Council Chamber - Second Floor**

**Agenda**

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

**ACCESS INFORMATION:**

- A. This meeting will be held on September 11, 2024 at 6:30 P.M. Location: Third Floor Conference Room
  - B. Public may comment through email: [dnewton@watertown-ma.gov](mailto:dnewton@watertown-ma.gov)
- 

- 1. Roll Call
- 2. Discussion
  - A. Discussion of Questions to ask City Councilors
- 3. Public Comment
- 4. Adjournment

## Blue Ribbon Committee Meeting Minutes

September 11, 2024

### 1. Roll Call

The Committee convened at 6:30 PM. Present were Committee Chair Jack Bartley and Members Sarah Baker, Jimmy Mello, Susan Falkoff, Linda Scott, and Marcy Murningham. Also present were Municipal Policy Analyst Doug Newton and City Councilor Lisa Feltner in the audience.

### 2. Discussion

The Committee began by discussing its proposed questions to ask City Councilors at a subsequent meeting. The proposed questions were the following:

1. *How many hours per week or month would you say that you spend as a city councilor? If possible, please clarify time spent in Council or Committee meetings as opposed to less formal constituent meetings.*
2. *What do you believe should be the future process for determining the salary of City Councilors?*
3. *What do you perceive as adding complexity to the job of a City Councilor? The Committee has discussed a residential vs. commercial tax base, population size, and budget size. Are we missing anything?*
4. *Is there another job that you view as comparable to the job of a City Councilor in Watertown?*
5. *What skills does someone need in order to do the job of a City Councilor?*
6. *How has your job changed over the years?*
7. *Is there anything else you would like to say or wish we had asked?*

As to Question 1, Linda Scott proposed adopting a list of Councilor activities so that Councilors can essentially fill in the blank to indicate how many hours they spend on each. Sarah Baker expressed willingness to adopt this approach, and Marcy Murningham agreed. Jack Bartley said that this open-ended approach is helpful in allowing the Councilors to respond as they see fit. Susan Falkoff suggested that the Committee add “community meetings” to Linda’s list. There was consideration given to instructing Councilors to exclude political matters, but this was put aside. Ultimately, the Committee unanimously approved the following question:

*How many hours per week or month would you estimate that you spend as a city councilor?*

*This is a list of potential activities that you would be responsible for as a Watertown City Councilor in an average month. If we’ve missed any activities, please add them below in the “other” spaces:*

*City Council Meetings*

*City Council Committee Meetings*

*Other meetings (with city staff, boards and commissions; community activities and outreach, etc.)*

*Constituent services (telephone calls, e-mails, etc.)*

*Research on City Topics*

*Paperwork (minutes, reports, etc.)*

As to Question 2, the Committee discussed avoiding a “gotcha” question that puts Councilors on the spot. Sarah Baker mentioned that the Committee has considered factors such as inflation and a recurring Blue Ribbon Committee for future determinations of Council salary. Ultimately, the Committee unanimously decided not to ask Councilors this question.

As to Question 3, Linda Scott suggested adding population density to the list of factors. Various ways of phrasing this question were proposed. Ultimately, the Committee decided to ask: *We have been looking at what other communities with similar forms of government pay their elected officials. What variables make a community relevant for comparison? For example, a residential vs. commercial tax base, population size, and budget size?*

As to Question 4, the Committee unanimously agreed to strike this question.

The same decision was made to Question 5, as it was removed. The Committee reasoned that any member of the public can run for Councilor if they so desire, and as such this question is not necessary. Marcy Murningham dissented, asserting that public discussion of the types of knowledge and competence necessary for high City Councilor performance, including a willingness to learn, helps increase and improve relevant voter information so voters can make better decisions.

For Question 6, the Committee opted to simplify the language as members were uncertain how actionable specific points would be. The following language was unanimously approved: *How have you seen the roles and responsibilities of a Councilor change during your tenure?*

Question 7 was kept on as a final “catch-all” question which would give the Councilors the opportunity to voice any other suggestions they may have.

The Committee concluded with a brief discussion of scheduling its next meeting in late September or early October. The Committee also approved allowing Councilors to respond to these questions in writing if they choose.

3. Public Comment

Councilor Lisa Feltner suggested that the Committee make sure Councilors have adequate time to prepare responses to each of these questions.

4. Adjournment:

The meeting adjourned at 7:22 PM.

1. How many hours per week or month would you say that you spend as a city councilor? If possible, please clarify time spent in Council or Committee meetings as opposed to less formal constituent meetings.
2. What do you believe should be the future process for determining the salary of City Councilors?
3. What do you perceive as adding complexity to the job of a City Councilor? The Committee has discussed a residential vs. commercial tax base, population size, and budget size. Are we missing anything?
4. Is there another job that you view as comparable to the job of a City Councilor in Watertown?
5. What skills does someone need in order to do the job of a City Councilor?
6. How has your job changed over the years?
7. Is there anything else you would like to say or wish we had asked?



**Blue Ribbon Committee Meeting**  
**Tuesday, October 1, 2024 at 6:30 PM**  
**Richard E. Mastrangelo Council Chamber - Second Floor**

**Agenda**

**ACCESS INFORMATION:**

- A. This meeting will be held on October 1, 2024 at 6:30 PM. Location: City Council Chamber
  - B. The meeting will be televised through WCATV (Watertown Cable Access Television):  
<http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
  - C. Public may comment through email: [dnewton@watertown-ma.gov](mailto:dnewton@watertown-ma.gov)
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- 1. Roll Call
- 2. Examination of Minutes
  - A. Minutes 7.10.24
  - B. Minutes 8.20.24
  - C. Minutes 9.11.24
- 3. City Councilor Interviews
  - A. Approved Councilor Questions
- 4. Scheduling of Future Meetings
- 5. New Business
- 6. Public Comment
- 7. Adjournment

## Blue Ribbon Committee Meeting Minutes

October 1, 2024

### 1. Roll Call

The meeting began at 6:30. Present were Linda Scott, Jack Bartley, Marcy Murningham, Susan Falkoff, Jimmy Mello, and Sarah Baker. Christine Cole had informed the Committee prior to the meeting that she would not be able to attend. Also present as staff for the Committee was Municipal Policy Analyst Doug Newton.

### 2. Examination of Minutes

The minutes were approved with the following edits:

7/10 meeting:

- Identify minutes by committee, type of document, and date.
- No beginning time noted
- Typo of "soth" to "south" under roll call
- Note under discussion that Council President Sideris and Councilor Piccirilli confirmed that work can vary depending on councilors and issues to be dealt with.
- Add under paragraph two that Linda Scott suggested that more meetings can be added as we see what time is necessary.

8/20 meeting:

- Same formatting as noted above
- Remove apostrophe for "benefits"
- Missed Bruce Coltin in list of attendees
- No beginning time for meeting
- Note under discussion that Jack Bartley suggested not referring to a salary "increase" but a salary "adjustment." Also add that Susan Falkoff suggested that possibly with an increase in salary should come an increase in expectations.
- Under public comment, add that Elodia Thomas added that she has reviewed council salaries under the following categories: councilor payment, form of government, population, budget, amount of councilor support, size in square miles, benefits. She also asked if the Councilors receive stipends for some of their work.

9/11 meeting

- Add beginning time
- Note that Marcy Murningham dissented as to the removal of Question 5. She asserted that public discussion of the types of knowledge and competence necessary for high City Councilor performance, including a willingness to learn, helps increase and improve relevant voter information so voters can make better decisions.

### 3. City Councilor Interviews

Municipal Policy Analyst Doug Newton began by reading the questions that the Committee agreed to ask each Councilor:

1. How many hours per week or month would you estimate that you spend as a city councilor?

This is a list of potential activities that you would be responsible for as a Watertown City Councilor in an average month. If we've missed any activities, please add them below in the "other" spaces:

City Council Meetings

City Council Committee Meetings

Other meetings (with city staff, boards and commissions; community activities and outreach, etc.)

Constituent services (telephone calls, e-mails, etc.)

Research on City Topics

Paperwork (minutes, reports, etc.)

2. We have been looking at what other communities with similar forms of government pay their elected officials. What variables make a community relevant for comparison? For example, a residential vs. commercial tax base, population size, and budget size?
3. How have you seen the roles and responsibilities of a Councilor change during your tenure?
4. Is there anything else you would like to say or wish we had asked?

Council President Sideris was the first Councilor to be interviewed. He began by speaking about his role as Council President. He listed out several duties including supervising the four employees of the City Council: the auditor, the manager, the council clerk and the council analyst. He added that as president he takes regular meetings with city staff including the manager. Further, the Council President also serves on the School Committee which adds numerous other duties. He said that it is difficult to estimate how many hours he spends per week because some in the summer can be as low as 6-8 but other weeks it can take up so much time that he cannot do anything in his day to day job, up to 30-40 hours. He noted that he takes pride in providing constituent services and keeping aware of challenges his constituents are facing such as the condition of roads. He added that while he is not on any subcommittees he does attend some of the meetings, particularly those of the Budget & Fiscal Oversight Committee. He currently meets weekly with the team constructing the new Watertown High School. He noted that the role has evolved a great deal since he began, as initially there was little other responsibility beyond attending meetings of the Council. The city's budget has increased from \$53M when he first started on the Council to over \$200M today.

Marcy Murningham asked President Sideris of the most complicated issue he has confronted as Council President and he noted the ongoing issue of Watertown Square. He also mentioned collective bargaining challenges that have occurred over the years. He noted that the most difficult issue he has ever handled was when the Council denied an arbitration award that the firefighters union had been granted which led to large scale protests by the union. Linda Scott asked if there is anything he could think of to make the job of a Councilor easier to which he answered that there is not. Susan Falkoff asked if the role of the Council President could perhaps be spread out more widely. He replied that some have suggested having another Councilor sit on the School Committee but that the School Committee very much appreciates having the Council President there. Sarah Baker asked how he would weigh the time he spends in roles unique to being the Council President against roles on subcommittees

that he does not have. He noted that there are some Committees who take on significant amounts of work and others where it is less. He clarified that he thinks the Committee should not consider a salary that would enable Councilors to quit their jobs and to not consider the current slate of Councilors in their deliberations. Jimmy Mello asked how much time he and other Councilors spend working with other elected and appointed officials, to which he replied that not a lot of time is spent on that, though he did give some examples.

Councilor Caroline Bays then began speaking. She said that the amount of hours spent will be varied between Councilors and over time. She noted that another responsibility Councilors take on is sending out newsletters, which also varies between Councilors. She noted that as chair of the Personnel and City Organization Committee she is quite busy and has had that Committee since beginning on the Council. She gave an example of the recent Charter Review which was a great deal of work but was a relatively unique and rare event. She noted that Councilors in a form of government such as Watertown take on more responsibility than Councilors in a city with a mayor. This is primarily due to Councilors in Watertown being the manager's boss. She noted that Councilors are on call all the time and that she takes calls on vacation, at night, and during other life activities. She suggested that the Blue Ribbon Committee could consider how their recommendation could lead to a more diverse council overall, including people with odd work schedules or those with children.

Jimmy Mello asked Councilor Bays how the Council could be made more diverse when they are elected. She explained that there may be ways to make it more appealing for people from certain groups to take on the job. Sarah Baker asked if Councilor Bays has anything to add to the responsibilities of the Councilors in a manager form of government as opposed to a mayor. She opined that the responsibilities are not offset and it is definitely more work with a manager than with a mayor. Linda Scott asked about the benefits received by City Councilors and what might change if more residents knew about them. Councilor Bays suggested that it may be beneficial for more residents to be aware of that. Marcy Murningham asked if any perks or additional benefits could be offered to help Councilors. She responded that most of the benefits she listed out are not currently offered and suggested that we have a good Council as is despite the relatively low salary.

Councilor Lisa Feltner then spoke. She explained that she has done research in the past tallying the hours spent by City Councilors which came to somewhere between 22-26 hours per month on average. She emphasized that the City has changed a great deal since she came on the Council with several large development projects which have involved a lot of time. She also noted that her district is very diverse and covers some of the wealthiest parts of Watertown as well as subsidized housing. She noted that changes in staff such as the Council Clerk can complicate the job, and that the job has not slowed down in her years on the Council since 2016. She noted that she has worked on numerous holidays over the years. She added that zoom has made the job both harder and easier.

Marcy Murningham asked if she feels as though she works with other elected and appointed officials frequently. Councilor Feltner answered that it can be helpful to speak to other Councilors when starting on the Council particularly about issues such as the Open Meeting Law.

Councilor Tony Palomba then spoke. He said it can be difficult to estimate how long a City Council meeting will be. He added that Committee meetings typically go from 1-2 hours. He further added that the total volume of meetings a Councilor could conceivably attend is quite large, especially when considering boards and commissions. Which meetings a Councilor attends in part depends on his or her

interests. He said that it is very difficult to put a number on hours worked as a Councilor. He explained that At-large Councilors do provide constituent services and that he personally does quite a lot even when he is not sure if he will be able to help the constituent. He suggested looking at population data as well as the structure of government and staff in terms of comparison to other Committees. He cited Cambridge as an example where Councilors have much more staff than most others. He suggested that the size of budget may not be the most important factor. He explained that additions in staff have been helpful to the Council. He noted zoning and assessing as two policy areas which are quite dense and at times difficult for Councilors to understand.

Councilor Piccirilli then spoke. He said that he came up with about 30 hours per week on average for the amount of time he spends as a Councilor. He said that he still answers emails and phone calls even on vacation. He said that the job has changed dramatically since he joined the Council, saying that Councilors took a more passive role back in 2005-2007. All Councilors today are community activists who were deeply involved in the community prior to running for office. He explained that today most agenda items come from suggestions from the Council whereas in the past virtually all of items came from the manager. He said that Watertown has come to accomplish so much more than neighboring communities that meeting with other communities is less useful today. He did suggest that the Council should have a second council clerk whose sole responsibility is to support committees. He said that most Councilors struggle with Committee reports and that they are a great deal of work which can take several hours. Committee meetings themselves also take several hours for preparation. He reminded the Committee to keep in mind Proposition 2/12. Sarah Baker asked Councilor Piccirilli to explain why Proposition 2/12 is significant to the work of the Committee given the small size of the Council's budget. He elaborated that the limits it places on a budget without new growth impact everything a municipality does.

#### 4. Public Comment

Linda Scott made a motion that public comment be taken out of order, which was agreed to unanimously. Tom Tracy spoke to the Committee. Mr. Tracy noted that he served as auditor for Watertown for 29 years and as interim manager in between Michael Driscoll and George Proakis. He said that Councilors spend numerous hours involved in the community and agreed with Councilors that years ago the role of Councilor involved much less time than it does today. He opined that Councilors deserve a raise. He explained that benefits are generally covered under state law and cannot be changed by the Committee. He suggested that the Committee try to build in automatic adjustments based on some metric such as consumer price index to avoid the need for another Blue Ribbon Committee in the future.

#### 5. New Business

No Committee member raised any new business.

#### 6. Scheduling of Future Meetings

Doug Newton noted that some Committee members had expressed to him an interest in having another meeting in October and perhaps two in November. He offered to send out a doodle poll including such dates if it is the will of the Committee. Sarah Baker expressed that more meetings could make the

process go longer and that she does not anticipate deep disagreement among the Committee. She added that it would be difficult for her to make multiple meetings per month work. Marcy Murningham expressed that she would like the Committee to come up with a work plan for its progress moving forward. The Committee agreed to follow its normal procedure involving a doodle poll. Linda Scott and Marcy Murningham expressed concern that the Committee is on a tight timeline and will need a plan to complete its work.

#### 7. Adjournment

The meeting adjourned at 9:02 PM.

**Blue Ribbon Committee Questions for City Councilors:**

1. How many hours per week or month would you estimate that you spend as a city councilor?  
This is a list of potential activities that you would be responsible for as a Watertown City Councilor in an average month. If we've missed any activities, please add them below in the "other" spaces:
  - City Council Meetings
  - City Council Committee Meetings
  - Other meetings (with city staff, boards and commissions; community activities and outreach, etc.)
  - Constituent services (telephone calls, e-mails, etc.)
  - Research on City Topics
  - Paperwork (minutes, reports, etc.)
2. We have been looking at what other communities with similar forms of government pay their elected officials. What variables make a community relevant for comparison? For example, a residential vs. commercial tax base, population size, and budget size?
3. How have you seen the roles and responsibilities of a Councilor change during your tenure?
4. Is there anything else you would like to say or wish we had asked?

Hello Doug,

Below are my thoughts on this process thus far and my response to the questions that you sent us. Please share this with the rest of the committee.

### **Some thoughts:**

First, I'd like to say that I have a renewed appreciation for our cable station that accurately records all meetings and stores them in a logical, transparent manner. I also appreciate the 32 citizen boards and commissions that have to fill in, doing City work where the City Council leaves off.

I set to work trying to gather information for City Council meetings and Council Committee meetings in 2022 (see pages 5 to 7) to see if the numbers were significantly different. They weren't. If anything, they were a bit lower. I was unable to get the total picture, because finding the minutes for those meetings to ascertain their length was far harder than for 2023. The problem:

Many of those 2022 meetings were not recorded on cable, and each Committee's minutes are not located on the City website under each committee's name. For instance, if you go to the city site, click on the "Government" link, then go to the "City Council Committee Assignments, Meeting Minutes and Agendas, Meeting Videos" link, that takes you to the City Calendar. There you can click on a meeting which might give you two categories to download: Agenda and Agenda Packet. These are generated before the meeting. Neither one would have a copy of the minutes for that meeting. To sum up, there are no "minutes" in the "City Council Committee Assignments, Meeting Minutes and Agendas, Meeting Videos" link!

The only place that I could access the minutes for meetings was when they were presented to the City Council, and even then, there were irregularities in format (some didn't include an adjournment time, for instance).

Here's an example of how all-over-the-place and inscrutable this system is: at the City Council meeting on May 10, 2022, the Personnel and City Organization Committee meeting minutes/reports were presented for their meetings dated December 12, 2020, June 28, 2021, February 7, 2022, and April 13, 2022.

### **This leads me to an important question for you regarding our Committee:**

We had several requests from members to have our minutes and all information shared to be on the City website in a timely manner. There was an assumption that there was a link entitled "Blue Ribbon Committee on Councilor Salaries" on the City site. It doesn't seem to be there yet. If/when this link is added to the City site, (hopefully within the next few weeks), please be sure that the whole title is included, not just "Blue Ribbon Committee," to assure transparency. I understand that we are awaiting Committee approval for minutes, but other documents could be there already.

### **More thoughts on the actual work:**

If we can get an approval from our Blue Ribbon Committee members for the first pages of the draft document that I put together, giving the history of Council salaries, I can send that part to you, minus my name, to be stored with you for our final report.

As I look ahead:

At present, we are doing some fact-finding on:

**1. What does a councilor's job entail?**

So far, this involves:

Our research  
Councilor questionnaires  
15 minute interviews  
Possibly a presentation by a councilor

We've repeatedly referred to how the job has "changed," but we've never specified how. We have to look no further than one of our Blue Ribbon Committee members, Susan Falkoff, for some information on that, if this is something that she'd be willing to do. We might want to ask a few former and current councilors for their thoughts on this as well.

We also might want to include a question on the history of City Council Committee work (when the committees were formed and why). That may give us some insight into when and how Councilor workload increased and/or became more complex.

**2. How should we approach the problem of councilor salary adjustment and salaries going forward?**

Our task is not just to find "the number for the year 2026-2027."

As the Personnel and City Organization Committee states, "Duty one of the Blue Ribbon Committee is to study the salaries received by councilors and the council president for their services and to make recommendations of methodologies and the process for salaries to be set going forward." (Click [here](#), minutes 31:12 - 38:17)

**Full Compensation Package:**

As a pre-requisite for doing this, we need to develop a full, comprehensive picture of councilor compensation (salary and benefits). City Council members' requested that be done to get an in-depth picture. I believe that I requested councilor benefits information in late July.

In your message to me in the first week in August, you communicated that the City Auditor was working on this. I'm very concerned that we won't have "the full picture" until the very last minute. We're now almost halfway through our meeting times!

It would be good if you could please send the benefit information out to us the minute you receive it. Waiting for the next meeting to occur could waste valuable time for us to review this information for our open meeting discussion. The December deadline is coming on quickly.

Additionally, we've been talking about furthering our mission by including a statement of council expectations and looking at barriers to their success, and ways for the council to "up their game." And, I believe from our conversations, underlying all of this is the concept of making the City Council position one that would encourage more citizens to consider running for office.

**Response to Our Questions (by the way...great job synthesizing all of our thoughts, Doug):**

- 1. How many hours per week would you say that you spend as a city councilor? If possible, please clarify time spent in Council or Committee meetings as opposed to less formal constituent meetings.**

Alternatively:

- This is a list of potential activities that you would be responsible for as a Watertown City Councilor in an average month. If we've missed any activities, please add them below in the "Other" spaces. Then number them 1 to ?, 1 being the activity you generally do the most in a month to the activity you do the least.

\_\_\_\_\_ City Council Meetings

\_\_\_\_\_ City Council Committee meetings

\_\_\_\_\_ Other meetings (with City staff, boards and commissions, etc.)

\_\_\_\_\_ Constituent services ( telephone calls, e-mails, etc.)

\_\_\_\_\_ Research on City topics

\_\_\_\_\_ Paperwork (minutes, reports, etc.)

Other:

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On average, how many hours per month do you spend on councilor activities?

- 2. What do you believe should be the future process for determining the salary of City Councilors?**

I think that question two is probably fine the way it is.

- 3. What do you perceive as adding complexity to the job of a City Councilor? The Committee has discussed a residential vs. commercial tax base, population size, and budget size. Are we missing anything?**

How about adding population density to the "complexity" issues?

- 4. Is there another job that you view as comparable to the job of a City Councilor in Watertown?**

I'd change to "job or jobs"

Questions 5 - 7 seem fine. Possibly add: Are you responsible for developing informational materials for the public? If so, is that at your own expense or does the City reimburse you for that activity?

**Also, as mentioned above, maybe a question on when and why City Council committees were added?**

Thanks, again, Doug! This is a lot of work, and I appreciate your efforts!!

Linda

Please see data collected on 2022 City Council meetings below.

**Charting City Council  
Meetings\*  
(In Actual Time)  
January 1, 2022 - December  
31, 2022**

| <b>Date</b> | <b>Time</b> | <b>Comment</b>        | <b>Other</b> |
|-------------|-------------|-----------------------|--------------|
| 1/11        | 3:05        | Exec Session          |              |
| 1/25        | 3:30        | Exec Session          |              |
| 2/8         | 1:08        |                       |              |
| 2/23        | :52         |                       |              |
| 3/8         | 1:25        |                       |              |
| 3/22        | 1:42        |                       |              |
| 4/12        | 1:28        |                       |              |
| 4/26        | 1:47        |                       |              |
| 4/27        | :33         | Announce CM Finalists |              |
| 5/10        | 1:30        |                       |              |
| 5/12        | 3:14        | Special CC Meeting    |              |
| 5/24        | 1:11        | Special Meeting       |              |
| 5/31        | 1:49        | Budget Hearing        |              |
| 6/2         | 1:35        | Budget Hearing        |              |
| 6/7         | 1:34        | Budget Hearing        |              |
| 6/14        | 2:16        | Exec Session          |              |
| 6/21        | 2:17        | Special Meeting       |              |
| 6/28        | 2:09        | Exec Session          |              |
| 7/12        | 1:48        |                       |              |
| 8/9         | 3:00        | Exec Session          |              |

| Date  | Time | Comment                     | Other |
|-------|------|-----------------------------|-------|
| 9/13  | 1:43 | Exec Session                |       |
| 9/27  | 1:17 | Exec Session                |       |
| 10/11 | 1:57 |                             |       |
| 10/25 | 1:06 |                             |       |
| 11/9  | 1:31 |                             |       |
| 11/22 | 1:48 |                             |       |
| 12/13 | 1:39 |                             |       |
| 12/29 |      | Entire meeting exec session |       |

Total: 49 hours (missing time for 12/29 meeting)

#### **\*More Committees**

By my count, there were at least 3 adhoc committees working in 2022:

Adhoc Subcommittee for the City Manager Search

I roughly counted 5 meetings with no times specified and no members listed

Adhoc Career Tech, Vocational Education Committee (CVTE)

Rough count: 7 meetings, no times or members listed

Adhoc Subcommittee on Auditor Search

One meeting?

Also:

Preliminary screening for Library Director: 3 meetings, and Budget and Finance Subcommittee: 2 meetings

Not sure how involved the City Council members are in these. I'm guessing, at least in the City Manager search, very involved. It would help if I could find minutes for these meetings. I'll continue to look into these.

# Charting City Council Committee Meetings (In Actual Time) January 1, 2022 - December 31, 2022

| Committee                              | # of Meetings | Time        |                                                                              |
|----------------------------------------|---------------|-------------|------------------------------------------------------------------------------|
| Budget and Fiscal Oversight            | 7             | 13 hours*   | * Minutes for 1 meeting not found                                            |
| Rules and Ordinances                   | 4             | 7.25 hours* | *Minutes for 1 meeting not found                                             |
| Climate and Energy                     | 3             | 6.5 hours   |                                                                              |
| Economic development and Planning      | 7             | 7.25 hours  |                                                                              |
| Education and School System            | 1             | 2.5 hours   |                                                                              |
| Human Services                         | 8             | 8 hours*    | *Minutes for 1 meeting not found; minutes of one meeting do not include time |
| Parks and Recreation                   | 2             | .5 hours*   | *Minutes for 1 meeting do not include time                                   |
| Personnel and City Organization        | 9             | 10 hours*   | *Minutes of 2 meetings don't include time                                    |
| Public Safety                          | 1             | 48 minutes  |                                                                              |
| Public Works                           | 7             | 6.5 hours*  | *Minutes not found for 2 meetings; 1 meeting minutes didn't include time     |
| State, Federal and Regional Government | 2             | 1 hour      |                                                                              |

\*If minutes were not found or didn't include an adjournment time, the hours spent in those meetings could not be included.

Hello Doug and committee members,

I was thinking that, while we can't link pay to the performance of Councilors, perhaps we could add a statement somewhere about our expectations of them.

The list could include:

Review agenda materials and attend regular and special Council Meetings

Attend meetings of assigned committees

When committee chair, respond to Council referrals in a timely way

Respond in a timely way to constituent communications

Hold an annual meeting with constituents

Observe open meeting law

Be respectful and maintain high ethical standards

Thank you,

Susan

## **Dear Fellow Blue Ribbon Committee Members**

I've put together this Draft "foundational document" for you to consider. Since we are representing the public, I thought that it might be wise to fill them in on the history of this salary issue with documentation and what we're tasked with doing.

As we go along, we could add the tools we end up using, the data we collect, the conclusions that we come to, etc.

This is only a draft! If we as a group choose to use this, it'll be the group's document, not mine.

If you see any errors or things omitted that should be included, just let me know.

Again, we can use this or not. It's up to you! At any rate, I hope that it's helpful in some way!

Thanks!

Linda

## **Blue Ribbon Committee on Councilor Salaries An Introduction**

**Ordinance: Section 2-3 of the Watertown Charter reads as follows:**

*“Salary - The city council may, by ordinance, provide an annual salary for its members. No ordinance increasing or decreasing such salary shall be effective, however, unless it shall have been adopted during the first eighteen months of the term for which city councilors are elected, and it provides that such salary is to take effect with the organization of the city government following the next biennial election.”*

### **Chronology:**

On January 24, 2023, the Watertown City Council approved the creation of a Blue Ribbon Committee to study City Councilor and Council President salaries.

On February 26, 2024, the City Council’s Committee on Personnel and City Organization created and approved a process to move forward on creating a Blue Ribbon Committee to study Council salaries.

On March 12, 2024, the Watertown City Council voted in favor of establishing a blue ribbon committee on Councilor salaries, based upon the recommendations of the Personnel and City Organization Committee. To view the reading of the recommendations, click [here](#), minutes 31:12 - 38:17)

It is to this end that a group of seven Watertown residents were convened in a Blue Ribbon Committee to assess and make salary recommendations to the Watertown City Council. Their first meeting was on July 10, 2024. The chair of this committee was John Bartley. The members: Sarah Baker; Christine Cole; Susan Falkoff; James Mello; Marcy Murningham; Linda Scott, with Doug Newton, Watertown Municipal Policy Analyst, as the staff assigned to assist with this task.

### **The Mandate:**

The Blue Ribbon Committee's duties are:

1. Study the salary and other compensation received by City Councilors and the Council President for their services.
2. Make recommendations on a methodology and process for salaries to be set going forward.
3. Make a recommendation for a salary increase for the Councilors and the Council President for the year 2026-2027

### **Possible Additions:**

One suggestion was made by a member of the Committee for further research:

Developing some sort of way to gauge Councilor involvement

## **Changes to Watertown's Governance in the year 1980**

Proposition 2½ was a Massachusetts law enacted in 1980 that strictly limits the amount of property tax revenue a municipality can raise through real and personal property taxes. This revenue is called the “tax levy.” Prop 2½ limits how much the tax levy can be increased from year-to-year.

“On May 5, 1980, Watertown changed its municipal charter from being a town form of government to a city form of government.” (See: <https://www.watertown-ma.gov/101/About> ).

This means:

“City Councils act as the legislative branch in communities with a city form of government, as well as the policymaking body. Whereas Town Meeting is a form of direct democracy, the City Council is a representative body, somewhat like a local version of Congress.”

Sep 19, 2023. Massachusetts Municipal Association (MMA)

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**The Watertown City Council Salary History (2000 - Present)**  
**Watertown City Councilor And Council President Salaries (2000 - 2018)**  
**With Projected Increases**  
**(Yellow Highlighted Cells are Actual Salary)**

| Year | Salary/<br>Year<br>(Councilor<br>s) | Projected<br>Yearly<br>Councilor<br>Salary<br>Increase<br>at 2%* | Projected<br>Yearly<br>Councilor<br>Salary<br>Increase<br>at 2.5 %** |  | Salary/<br>Year<br>(Council<br>President) | Projected<br>Yearly<br>Council<br>President<br>Salary<br>Increase<br>at 2%* | Projected<br>Yearly<br>Council<br>President<br>Salary<br>Increase<br>at 2.5%** |
|------|-------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------|--|-------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 2000 | \$5000.00                           |                                                                  |                                                                      |  | \$6500.00                                 |                                                                             |                                                                                |
| 2001 | \$5000.00                           | \$5100.00                                                        | \$5125.00                                                            |  | \$6500.00                                 | \$6630.00                                                                   | \$6662.50                                                                      |
| 2002 | \$5000.00                           | \$5202.00                                                        | \$5253.13                                                            |  | \$6500.00                                 | \$6762.60                                                                   | \$6829.06                                                                      |
| 2003 | \$5000.00                           | \$5306.04                                                        | \$5384.45                                                            |  | \$6500.00                                 | \$6897.85                                                                   | \$6999.79                                                                      |
| 2004 | \$5000.00                           | \$5412.16                                                        | \$5519.06                                                            |  | \$6500.00                                 | \$7035.81                                                                   | \$7174.78                                                                      |
| 2005 | \$5000.00                           | \$5520.40                                                        | \$5657.04                                                            |  | \$6500.00                                 | \$7176.53                                                                   | \$7354.15                                                                      |
| 2006 | \$5000.00                           | \$5630.81                                                        | \$5798.47                                                            |  | \$6500.00                                 | \$7320.06                                                                   | \$7538.01                                                                      |
| 2007 | \$5000.00                           | \$5743.43                                                        | \$5943.43                                                            |  | \$6500.00                                 | \$7466.46                                                                   | \$7726.46                                                                      |
| 2008 | \$5000.00                           | \$5858.30                                                        | \$6092.03                                                            |  | \$6500.00                                 | \$7615.79                                                                   | \$7919.62                                                                      |
| 2009 | \$5000.00                           | \$5975.46                                                        | \$6244.31                                                            |  | \$6500.00                                 | \$7768.10                                                                   | \$8117.61                                                                      |
| 2010 | \$5000.00                           | \$6094.97                                                        | \$6400.42                                                            |  | \$6500.00                                 | \$7923.46                                                                   | \$8320.55                                                                      |
| 2011 | \$5000.00                           | \$6216.87                                                        | \$6560.43                                                            |  | \$6500.00                                 | \$8081.93                                                                   | \$8528.56                                                                      |
| 2012 | \$5000.00                           | \$6341.21                                                        | \$6724.44                                                            |  | \$6500.00                                 | \$8243.57                                                                   | \$8741.78                                                                      |
| 2013 | \$5000.00                           | \$6468.03                                                        | \$6892.56                                                            |  | \$6500.00                                 | \$8408.44                                                                   | \$8960.32                                                                      |
| 2014 | \$5000.00                           | \$6597.39                                                        | \$7064.87                                                            |  | \$6500.00                                 | \$8576.61                                                                   | \$9184.33                                                                      |
| 2015 | \$5000.00                           | \$6729.34                                                        | \$7241.49                                                            |  | \$6500.00                                 | \$8748.14                                                                   | \$9413.94                                                                      |
| 2016 | \$5000.00                           | \$6863.93                                                        | \$7422.53                                                            |  | \$6500.00                                 | \$8923.11                                                                   | \$9649.29                                                                      |
| 2017 | \$5000.00                           | \$7001.21                                                        | \$7608.09                                                            |  | \$6500.00                                 | \$9101.57                                                                   | \$9890.50                                                                      |
| 2018 | \$7500.00                           | \$7141.23                                                        | \$7798.29                                                            |  | \$10,500.00                               | \$9283.60                                                                   | \$10,137.78                                                                    |

In 1999, the Watertown City Council passed Ordinance #28, which raised City Councilor salaries to \$5000.00 and the Council President's salary to \$6500.00 starting in January 2000.

In 2016, (Ordinance #35), the City Council gave the Councilors an increase to \$7500.00 and the Council President \$10,500, beginning in January 2018. This Councilor raise was between 2% and 2 ½ % of what they would have received. For the City Council President, the raise was above the 2 ½%.

**Watertown City Councilor Salaries (2019 - 2023)**  
**With Projected Increases**  
 (Yellow Highlighted Cells are Actual Salary)

| Year | Salary/<br>Year (City<br>Councilor<br>s) | Projected<br>Yearly<br>Salary<br>Increase<br>at 2% | Projected<br>Yearly<br>Salary<br>Increase<br>at 2.5% |  | Salary/<br>Year<br>(Council<br>President) | Projected<br>Yearly<br>Council<br>President<br>Salary<br>Increase<br>at 2% | Projected<br>Yearly<br>Council<br>President<br>Salary<br>Increase<br>at 2.5% |
|------|------------------------------------------|----------------------------------------------------|------------------------------------------------------|--|-------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 2019 | \$7500.00                                | \$7650.00                                          | \$7687.50                                            |  | \$10,500.00                               | \$10,710.00                                                                | \$10,762.50                                                                  |
| 2020 | \$7500.00                                | \$7803.00                                          | \$7879.69                                            |  | \$10,500.00                               | \$10,924.20                                                                | \$11,031.56                                                                  |
| 2021 | \$7500.00                                | \$7959.06                                          | \$8076.68                                            |  | \$10,500.00                               | \$11,142.68                                                                | \$11,307.35                                                                  |
| 2022 | \$7500.00                                | \$8118.24                                          | \$8278.60                                            |  | \$10,500.00                               | \$11,365.53                                                                | \$11590.03                                                                   |
| 2023 | \$7500.00                                | \$8280.60                                          | \$8485.56                                            |  | \$10,500.00                               | \$11,592.84                                                                | \$11,879.78                                                                  |
|      |                                          |                                                    |                                                      |  |                                           |                                                                            |                                                                              |

In 2023, the City Council, in Ordinance #26, raised City Councilor salaries to \$8700.00 and Council President to \$12,000, effective January 2024. This was above the equivalent of a 2 ½% raise for both Councilors and the Council President.

In this same ordinance, they raised Councilor salaries to \$8900 and the Council President to \$12,500, effective January 2025.

**Watertown City Councilor Salaries (2024 - 2025)**  
 (Yellow Highlighted Cells are Actual Salary)

| Year | Salary/Year<br>Councilors | Salary/Year<br>Council<br>President | Projected Yearly<br>Salary Increase<br>at 2% | Projected Yearly<br>Salary Increase<br>at 2.5% |
|------|---------------------------|-------------------------------------|----------------------------------------------|------------------------------------------------|
| 2024 | \$8700.00                 | \$12,000.00                         |                                              |                                                |
| 2025 | \$8900.00                 | \$12,500.00                         |                                              |                                                |

## **Councilor Compensation: Benefits**

In the Personnel and City Organization Committee Meeting Minutes of November 15, 2022 (also includes figures and comparisons with other cities), the conclusion reached was that deeper research was required, such as the value of pension and medical benefits as well as the number of meetings attended each year.

We've seen a history of Watertown City Councilor and Council President salary increases up until the year 2025. What do Watertown City Councilors currently receive in benefits and other forms of compensation, and how does this compare to other Massachusetts communities? (Examples: health insurance, dental and vision insurance, life insurance, stipends for optional work, pensions, professional development budgets, mileage etc.)

The benefit figures are not yet available.

**Question:** How should salaries and benefits between City Councilors and the City Council President correspond? Should the Vice President of the Council's salary be judged differently than the City Councilors?

## **The Job of this Blue Ribbon Committee**

This Blue Ribbon Committee has been tasked with:

**1. Reviewing the Councilors' job requirements/ activities**

As mentioned by several City Councilors at the July 10th meeting, there can be a large discrepancy in the workload assumed by individual councilors, since most of their activities are independently driven. The only "correction" for this is at the ballot box, and last election (November 7, 2023) all 8 councilors ran unopposed.

**2. Determining what criteria should be used in evaluating salary increases, including all benefits, etc. accrued with this position.** (For instance, in the Charter it also states, "Subject to appropriation, the council members shall be entitled to reimbursement of their actual and necessary expenses incurred in the performance of their duties.").

Question: Does each Councilor have an annual "allowance" that pays for conferences, mileage, etc.? Is there a group fund?

**3. Gathering and Evaluating data within that criteria.**

**4. Based upon this study, coming up with a culminating report with the "number" that we determined was a fair and equitable salary amount for the year 2026-2027 for both councilors and the council president as well as the citizens of Watertown.**

**3. Suggesting a process, a blueprint, for going forward that would assist the City Council with determining future salary increases.**

**4. Possibly suggesting a transparent way that Councilors' efforts can be documented.**

## 2024 AMI's (Area Median Incomes) for Cities and Counties in Massachusetts

This Committee is cognizant of the fact that living in Massachusetts, and specifically in Middlesex County, where prices have grown at a far more aggressive rate than other parts of the country and state, needs to be taken into account. A note: Watertown (Middlesex County) is comparable to Boston (Suffolk County) and is considered part of the Boston region.

Click [here](#) for a full list of 2024 AMI's (Area Median Incomes) for Cities and Counties in Massachusetts, which highlights the large differential in salaries that are needed to live in different Massachusetts counties.

|                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |           |           |           |           |           |           |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>Hampden County</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |           |           |           |           |           |           |           |           |
| Agawam, Blandford, Brimfield, Chester, Chicopee, East Longmeadow, Granville, Hampden, Holland, Holyoke, Longmeadow, Ludlow, Monson, Montgomery, Palmer, Russell, Southwick, Springfield, Tolland, Wales, Westfield, West Springfield, Wilbraham                                                                                                                                                                                            |           |           |           |           |           |           |           |           |
| Household Size                                                                                                                                                                                                                                                                                                                                                                                                                             | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         |
| 80% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                           | \$61,350  | \$70,100  | \$78,850  | \$87,600  | \$94,650  | \$101,650 | \$108,650 | \$115,650 |
| 100% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                          | \$76,650  | \$87,600  | \$98,550  | \$109,500 | \$118,300 | \$127,050 | \$135,800 | \$144,550 |
| <b>Hampshire County</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |           |           |           |           |           |           |           |           |
| Amherst, Belchertown, Chesterfield, Cummington, Easthampton, Goshen, Granby, Hadley, Hatfield, Huntington, Middlefield, Northampton, Pelham, Plainfield, Southampton, South Hadley, Ware, Westhampton, Williamsburg, Worthington                                                                                                                                                                                                           |           |           |           |           |           |           |           |           |
| Household Size                                                                                                                                                                                                                                                                                                                                                                                                                             | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         |
| 80% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                           | \$61,350  | \$70,100  | \$78,850  | \$87,600  | \$94,650  | \$101,650 | \$108,650 | \$115,650 |
| 100% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                          | \$76,650  | \$87,600  | \$98,550  | \$109,500 | \$118,300 | \$127,050 | \$135,800 | \$144,550 |
| <b>Middlesex County</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |           |           |           |           |           |           |           |           |
| Acton, Arlington, Ashby, Ashland, Ayer, Bedford, Belmont, Boxborough, Burlington, Cambridge, Carlisle, Concord, Everett, Framingham, Holliston, Hopkinton, Hudson, Lexington, Lincoln, Littleton, Malden, Marlborough, Maynard, Medford, Melrose, Natick, Newton, North Reading, Reading, Sherborn, Shirley, Somerville, Stoneham, Stow, Sudbury, Townsend, Wakefield, Waltham, Watertown, Wayland, Weston, Wilmington, Winchester, Woburn |           |           |           |           |           |           |           |           |
| Household Size                                                                                                                                                                                                                                                                                                                                                                                                                             | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         |
| 80% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                           | \$91,400  | \$104,450 | \$117,500 | \$130,550 | \$141,000 | \$151,450 | \$161,900 | \$172,350 |
| 100% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                          | \$114,250 | \$130,600 | \$146,900 | \$163,200 | \$176,300 | \$189,350 | \$202,400 | \$215,450 |
| <b>Nantucket County</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |           |           |           |           |           |           |           |           |
| Billerica, Chelmsford, Dracut, Dunstable, Groton, Lowell, Pepperell, Tewksbury, Tyngsborough, Westford                                                                                                                                                                                                                                                                                                                                     |           |           |           |           |           |           |           |           |
| Household Size                                                                                                                                                                                                                                                                                                                                                                                                                             | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         |
| 80% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                           | \$77,000  | \$88,000  | \$99,000  | \$110,000 | \$118,800 | \$127,600 | \$136,400 | \$145,200 |
| 100% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                          | \$96,250  | \$110,000 | \$123,750 | \$137,500 | \$148,500 | \$159,500 | \$170,500 | \$181,500 |
| <b>Nantucket</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |           |           |           |           |           |           |           |           |
| Nantucket                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |           |           |           |           |           |           |           |
| Household Size                                                                                                                                                                                                                                                                                                                                                                                                                             | 1         | 2         | 3         | 4         | 5         | 6         | 7         | 8         |
| 80% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                           | \$80,800  | \$92,350  | \$103,900 | \$115,400 | \$124,650 | \$133,900 | \$143,100 | \$152,350 |
| 100% Income Limit                                                                                                                                                                                                                                                                                                                                                                                                                          | \$101,000 | \$115,400 | \$129,850 | \$144,250 | \$155,800 | \$167,350 | \$178,900 | \$190,450 |

These numbers are provided by the Massachusetts Housing Partnership. They derive their numbers through the US Department of Housing and Urban Development (HUD).

### **Six Resources to Guide Us:**

**Resource 1: The City of Watertown Massachusetts Rules of the City Council (Approved April 23, 2024):** To get a sense of the responsibilities of the elected City Council members, click [here](#).

**Resource 2: A synopsis of a memo sent to this committee by Councilor Lisa Feltner, District B.**

**Resource 3: Interviews with Watertown City Councilors and the Council President. (To be included at a later date).**

**Resource 4: Charts accounting for actual City Council meetings and Committee meetings in 2023 as an indication of hours spent in official meetings.**

**Resource 5: Comparisons to other communities.**

**Resource 6: The City of Watertown Employee Classification and Compensation Study.**

## **Councilor Duties**

### **What does a Watertown City Councilor and Council President Do?**

To evaluate future City Councilor and Council President salaries, we must compile and evaluate Councilor and Council President duties.

As our city grows, the increased duties of the City Council needs to be taken into account.

There is no specific job description for Watertown City Councilors. Here is a general description of their job:

In Watertown, our Councilors:

- Hire the City Manager
- Pass ordinances, approve regulations and zoning laws.
- Review and approve the budget.

Our Watertown City Council President:

In addition to Councilor duties, sets the agenda and runs City Council meetings and serves on the School Committee.

# **What Do Councilors Do?**

**(Based upon a memo from Councilor Feltner)**

## **Council-related Meetings:**

City Council Executive Sessions (scheduled as needs arise)

City Council Meetings (twice a month, except for July, August, December)

City Council Committee meetings (as scheduled, depending on current topic)

One Councilor /public meeting per year (as mandated by the City Charter).

Recent example of compulsory joint meeting: The Watertown Square Area Plan Meetings (June-July 2024 @ 10 hours) that they shared with the Planning Board

## **Other Meetings (Optional):**

District Development project meetings

With Watertown Staff, officials, evaluators

Other Public Meetings (Comprehensive Plan, etc.)

Councilors may also choose to attend any meeting called by the any of the 33 Watertown Boards, Commissions and Committees.

Recent meeting topics (note: not all councilors attend these meetings, and some attend, but not for the whole meeting). Here's a recent (past two years) sampling of the topics of these meetings: Comprehensive Plan and Watertown Square Area Plan

## **Constituent Services**

Neighbor and community group meetings

Telephone calls/e-mails/letters/meetings

## **Paperwork, Prep and Research**

Creating minutes/reports.

Note: Minutes are very time-consuming. Should there be an AI solution for this or part-time employee with these duties, etc.?

# Charting City Council Meetings (In Actual Time) January 1, 2023 - December 31, 2023

In 2023, Watertown City Council members attended 59 hours of meetings, or about 5 hours/month. On average, each meeting was slightly under two hours.

| Date | Time | Comment                    | Other    |
|------|------|----------------------------|----------|
| 1/4  | 2:07 | Special Meeting Interviews |          |
| 1/10 | 1:43 |                            |          |
| 1/24 | :59  |                            |          |
| 1/26 | 1:45 |                            |          |
| 2/14 | 1:07 |                            |          |
| 2/21 | 1:47 |                            |          |
| 2/28 | 3:20 |                            |          |
| 3/14 | :45  |                            |          |
| 3/16 | 1:34 |                            |          |
| 3/28 | :54  |                            |          |
| 4/11 | 2:17 |                            |          |
| 4/25 | 1:21 |                            |          |
| 5/2  | 1:52 | Special Meeting Interviews |          |
| 5/9  | 1:37 |                            |          |
| 5/23 | :31  | Budget                     | Combined |
| 5/23 | 2:13 | Budget                     | Combined |
| 5/25 | :54  | Budget                     |          |
| 6/6  | 1:29 | Budget                     |          |

| Date  | Time | Comment           | Other |
|-------|------|-------------------|-------|
| 6/13  | 1:56 |                   |       |
| 6/27  | 2:10 | With Exec Session |       |
| 7/11  | 2:34 | With Exec Session |       |
| 8/8   | 2:26 |                   |       |
| 8/22  | 1:19 |                   |       |
| 9/12  | 1:29 |                   |       |
| 9/26  | 2:35 |                   |       |
| 10/10 | 2:25 | With Exec Session |       |
| 10/24 | 1:02 |                   |       |
| 11/8  | 3:30 | Whole/Exec        |       |
| 11/9  | 3:30 | Whole/Exec        |       |
| 11/14 | 2:55 |                   |       |
| 11/27 | 1:33 |                   |       |
| 12/12 | :59  |                   |       |

### Methodology

Taking all of the City Council meetings in 2023 (televised, using the timer, and untelevised, using the unconfirmed time on the agenda), we added them to the minute and divided by 60.

# Charting City Council Committee Meetings (In Actual Time) January 1, 2023 - December 31, 2023

| Committee                              | # of Meetings | Time       |  |
|----------------------------------------|---------------|------------|--|
| Budget and Fiscal Oversight            | 13            | 22 hours   |  |
| Rules and Ordinances                   | 11            | 21.5 hours |  |
| Climate and Energy                     | 3             | 5 hours    |  |
| Economic development and Planning      | 12            | 17 hours   |  |
| Education and School System            | 1             | :45        |  |
| Human Services                         | 9             | 15 hours   |  |
| Parks and Recreation                   | 4             | 7.5 hours  |  |
| Personnel and City Organization        | 4             | 4.5 hours  |  |
| Public Safety                          | 3             | 2.5 hours  |  |
| Public Works                           | 3             | 8.5 hours  |  |
| State, Federal and Regional Government | 1             | 1.5 hours  |  |

Note: Not all City Councilors attend all of these committee meetings. There are a select few who are mandated to attend these meetings (assigned by the Council President). At times, other City Councilors will choose to attend.

**Question: How do Watertown City Councilor and Council President duties compare with other councilors in other communities? Do they or other communities have support staff?**

## Appendix A Council Ordinances, Minutes, Memos and Letters

### Ordinance #28. 1999



*Town Council*  
TOWN OF WATERTOWN  
ADMINISTRATION BUILDING • WATERTOWN, MA 02472-4410  
(617)972-6470 • FAX (617)972-6485

Ordinance # 28 O-99-28

AN ORDINANCE SETTING THE SALARY OF MEMBERS OF THE TOWN COUNCIL

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

CHAPTER XXIV. TOWN COUNCIL SALARIES.

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

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

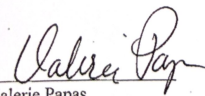
(1) the salary of Councillors shall be \$5,000.00 per annum;

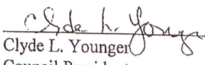
(2) the salary of the Council President shall be \$6,500.00 per annum.

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

  
Council Member

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

  
Valerie Papas  
Council Clerk

  
Clyde L. Younger  
Council President

## Ordinance # 35, 2016



### Watertown Town Council

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

ORDINANCE #35

O-2016-35

#### AN ORDINANCE ESTABLISHING TOWN COUNCIL SALARIES

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

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

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

Councilor - \$7,500 per annum.

Council President - \$10,500 per annum

  
Council Member

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above Order was adopted by a vote of 8 for, 0 against and 0 present on June 14, 2016.

  
Marilyn W. Pronovost, Council Clerk

  
Mark S. Sideris, Council President

## Ordinance #26. 2023



ELECTED OFFICIALS:

### Watertown City Council

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

Mark S. Sideris,  
Council President

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

John M. Airasian  
Councilor At Large

Caroline Bays  
Councilor At Large

John G. Gannon,  
Councilor At Large

Anthony Palomba,  
Councilor At Large

Nicole Gardner,  
District A Councilor

Lisa J. Feltner,  
District B Councilor

Emily Izzo,  
District D Councilor

ORDINANCE # 26

O-2023- 26

#### AN ORDINANCE ESTABLISHING CITY COUNCIL SALARIES

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

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

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

Councilor - \$8,700 per annum.

Council President - \$12,000 per annum

**AND BE IT FURTHER ORDAINED** as follows:

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

Councilor - \$8,900 per annum.

Council President - \$12,500 per annum

  
Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above Order was adopted by a vote of 9 for, 0 against and 0 present on May 23, 2023.

  
Brendan T. McCarthy, Council Clerk

  
Mark S. Sideris, Council President

## **Town Council Committee on Personnel and Town Organization**

### **Report of the Meeting of March 23, 2016**

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

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

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

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

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

Councilor Dattoli made a motion to refer to the Town Council a recommendation that Councilor salaries be amended to \$7500 per annum. Councilor Kounelis seconded and the motion carried unanimously.

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

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

The meeting adjourned at 8:20 pm. Minutes prepared by Councilor Dattoli.

## Committee on Personnel and Town Organization

Meeting Date: November 26, 2018

Read: January 22, 2019

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

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

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

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

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

The meeting adjourned at 7:50 pm.

Respectfully submitted, Susan Falkoff

**Watertown City Council  
Administration Building  
149 Main Street  
Watertown, MA 02472  
Phone: 617-972-6470  
Committee on Personnel and City Organization Meeting  
November 15, 2022**

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

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

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

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

For context, the salary history for City Councilors is

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

Chair Bays referred us to an updated chart of councilor salaries in comparative cities, and a graphic of the data. The councilors discussed the data presented and agreed that there were no specific implications or conclusions that could be drawn from the research. Deeper research and analysis is needed, such as the value of pension and medical benefits, and the number of Council meetings per year. In addition it is hard to draw conclusions based on the different political realities in each municipality. Councilor Feltner shared that she tracks full council meetings, City Council Committee meetings, and some resident board and commission meetings in her calendar. She estimates that for those meetings alone she averages around 120 meetings per year, and 260 hours per year. This estimate substantially underestimates the true hours worked per year, because it excludes time spent on:

- District development project meetings,
  - Time spent on creating minutes/reports,
  - Meeting prep and research,
- Constituent services in meetings or communications,

- Neighbor or community group meetings
- Time with Watertown staff or other officials,
- Communications such as newsletter, updating web page, etc.
- Other public meetings or time devoted to many topics, such as: Comprehensive.

Plan, RMUD, Arsenal Yards, MassDOT Arsenal Corridor, AOTC-AthenaHealth, iCube, Watertown Square Improvements, School Assessments, Airplane Noise, Charter Review Committee, School Building Committee, Complete Streets, Mount Auburn Street redesign, Community Preservation, Bicycle-Pedestrian Plan, Climate-Energy-Resilient Watertown, our MVP Greening, Mass. Municipal Association, MBTA or other state agencies, our capital improvement projects such as Victory Field, Arsenal Park, Filippello Park and lighting.

Councilor Feltner's write up of her research is attached to these minutes. Chair Bays presented an analysis, attached, showing what councilor salaries would be if they were paid minimum wage per hour, across three estimates of hours worked per year. The estimated annual salary ranges \$13,800 to \$17,250 per year. Refer to the second table. Council President Sideris opposed such a big leap in salary, saying it was untenable. Instead, he suggested amending the Councilor Salary Policy to include an automatic annual COLA of 2.5%, to take effect in January 2023.

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

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

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

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

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

Chair Bays suggested we could use the COLA approach as a stop gap measure for 2024 and 2025, and that we should create a Blue Ribbon Resident Committee to review this matter in greater depth and come back with a recommendation to the PCO and ultimately the Council. Other councilors liked this approach. The Councilors discussed whether a Blue-Ribbon Resident Committee could be selected and convened in time for them to be able to do an in-depth review of councilor compensation in comparable municipalities and come back with a recommendation to the Council for deliberation and decision making by June 2023. There was a consensus that time was too tight.

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

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

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

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

Report prepared by Nicole Gardner

Attachments:

Comparatives for Council Salaries

Bubble Chart of Salaries for Selected Municipalities

Councilor Feltner Email

Councilor Bays Estimates of Salary at Minimum Wage

## Comparatives of Council Salaries

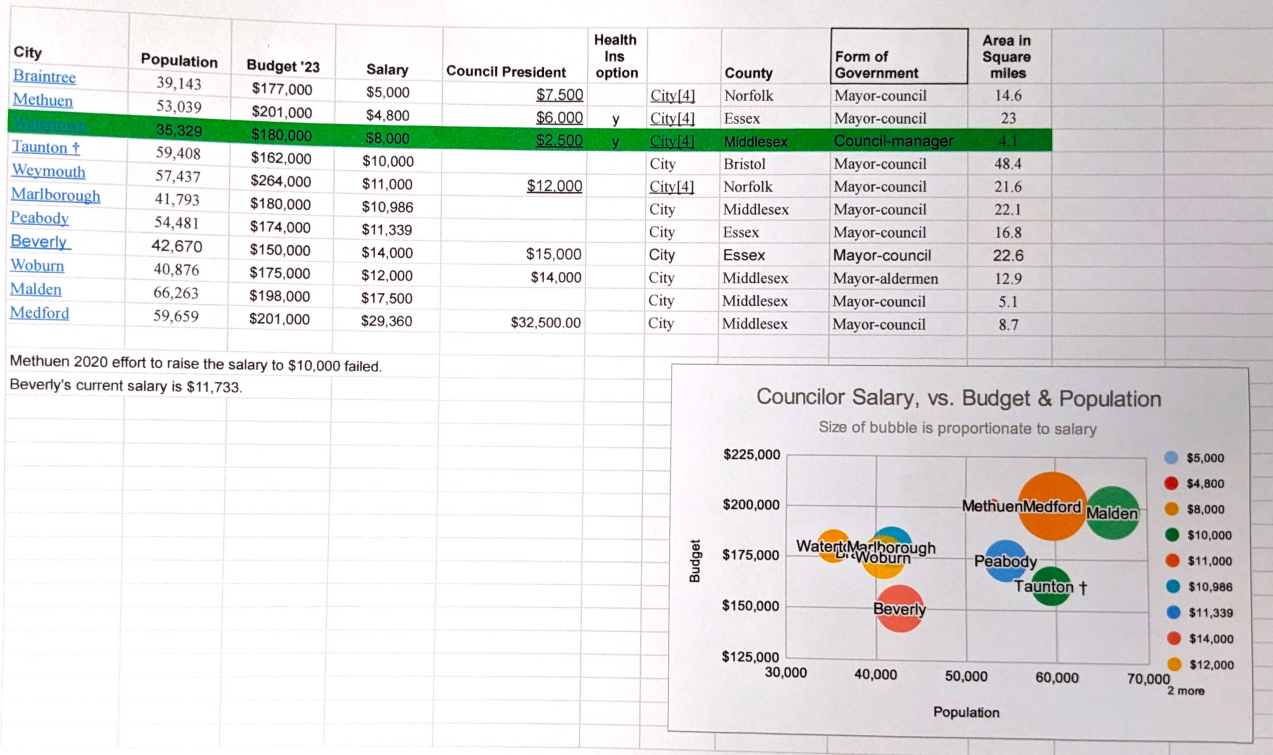
*Bugs Handout*

*4/13/22*

| Cities inside 495 | County  | Form of Government |                  | Founded | Population | Budget | Salary                | Notes                                 |
|-------------------|---------|--------------------|------------------|---------|------------|--------|-----------------------|---------------------------------------|
| Winthrop          | City[4] | Suffolk            | Council-manager  | 8.3     | 2          | 1852   | 19,316 36 million     | \$2,600                               |
| Amesbury          | City    | Essex              | Mayor-council    | 13.7    | 12.3       | 1668   | 17,366 69 million     | 3,000                                 |
| Frammingham       | City    | Middlesex          | Mayor-council    | 26.5    | 25         | 1700   | 72,362 307 million    | 5,000 president -7,500                |
| Malden            | City    | Middlesex          | Mayor-council    | 5.1     | 5          | 1649   | 66,263 188 million    | 5,000                                 |
| Melrose           | City    | Middlesex          | Mayor-council    | 4.8     | 4.7        | 1850   | 29,817 91 million     | 5,000                                 |
| Randolph          | City[4] | Norfolk            | Council-manager  | 10.5    | 10.1       | 1793   | 34,984 33 million     | 5,000                                 |
| Braintree         | City[4] | Norfolk            | Mayor-council    | 14.6    | 13.8       | 1640   | 39,143 145 million    | 7,500                                 |
| Watertown         | City[4] | Middlesex          | Council-manager  | 4.1     | 4          | 1630   | 35,329 160 million    | 7,500                                 |
| Newburyport       | City    | Essex              | Mayor-council    | 10.7    | 8.3        | 1764   | 18,289 75 million     | 9,000 president - 11,000              |
| Methuen           | City[4] | Essex              | Mayor-council    | 23      | 22.2       | 1725   | 53,039 170 million    | 10,000 chair - 15,00                  |
| Taunton †         | City    | Bristol            | Mayor-council    | 48.4    | 46.7       | 1639   | 59,408 162 million    | 10,000                                |
| Weymouth          | City[4] | Norfolk            | Mayor-council    | 21.6    | 16.8       | 1635   | 57,437 183.6 million  | 10,000 president - 11,000             |
| Marlborough       | City    | Middlesex          | Mayor-council    | 22.1    | 20.9       | 1660   | 41,793 173 million    | 10,684                                |
| Peabody           | City    | Essex              | Mayor-council    | 16.8    | 16.2       | 1868   | 54,481 163 million    | 11,016                                |
| Woburn            | City    | Middlesex          | Mayor-aldermen   | 12.9    | 12.7       | 1642   | 40,876 160 million    | 11,150.00                             |
| Beverly           | City    | Essex              | Mayor-council    | 22.6    | 15.1       | 1668   | 42,670 144 million    | 11,733                                |
| Chelsea           | City    | Suffolk            | Council-manager  | 2.5     | 2.2        | 1739   | 40,787 249 million    | 14,000                                |
| Salem †           | City    | Essex              | Mayor-council    | 18.3    | 8.3        | 1626   | 44,480 662 million    | 14,000                                |
| Revere            | City    | Suffolk            | Mayor-council    | 10.1    | 5.7        | 1846   | 62,186 241 million    | 14650 and 5000 stipend                |
| Lawrence †        | City    | Essex              | Mayor-council    | 7.4     | 6.9        | 1847   | 89,143 103 million    | 15,000                                |
| Haverhill         | City    | Essex              | Mayor-council    | 35.7    | 33         | 1641   | 67,787 216 million    | 15,000 president gets 18,000          |
| Newton            | City    | Middlesex          | Mayor-council[7] | 18.2    | 17.8       | 1688   | 88,923 462 million    | 15,500                                |
| Brockton †        | City    | Plymouth           | Mayor-council    | 21.5    | 21.3       | 1821   | 105,643 439 million   | 16,662                                |
| Waltham           | City    | Middlesex          | Mayor-council    | 13.8    | 12.7       | 1738   | 65,218 299 million    | 22,554                                |
| Lowell †          | City    | Middlesex          | Mayor-manager    | 14.5    | 13.6       | 1826   | 115,554 464 million   | 25,000 2016                           |
| Lynn              | City    | Essex              | Mayor-council    | 13.5    | 10.7       | 1629   | 101,253 407 million   | 25,000                                |
| Somerville        | City    | Middlesex          | Mayor-council    | 4.2     | 4.1        | 1842   | 81,045 286 million    | 25,000                                |
| Everett           | City    | Middlesex          | Mayor-council    | 3.7     | 3.4        | 1870   | 49,075 260 million    | 25,500 has a legislative aid - 54,000 |
| Medford           | City    | Middlesex          | Mayor-council    | 8.7     | 8.1        | 1630   | 59,659 191 million    | 29,360 president - 32,000/vp 30,000   |
| Quincy            | City    | Norfolk            | Mayor-council    | 26.9    | 16.6       | 1792   | 101,636 346 million   | 35,000                                |
| Andover †         | City    | Middlesex          | Mayor-manager    | 7.1     | 6.4        | 1636   | 118,403 748 million   | 83,404                                |
| Boston †          | City    | Suffolk            | Mayor-council    | 89.6    | 48.3       | 1630   | 675,647 3,760 million | 103,500                               |
| Bridgewater       | City[4] | Plymouth           | Council-manager  | 28.2    | 27.5       | 1656   | 28,633 66 million     | 0?                                    |

## Comparatives for Council Salaries Bubble Chart of Salaries for Selected Municipalities

Sheet1



## **Councilor Feltner's Letter**

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

Starting with 1980 salary of \$4626, a yearly 2.5% increase (not including President):

to 1994 would be \$6537, when council was raised to \$4500;

In 2010 it would have equaled \$9,705, when council was raised to \$5000;

In 2018 it would have been \$11,824, when council was raised to \$7500.

In 2024 it would be \$13,713 (2025 \$14,055) based on the original 1980 base compensation.

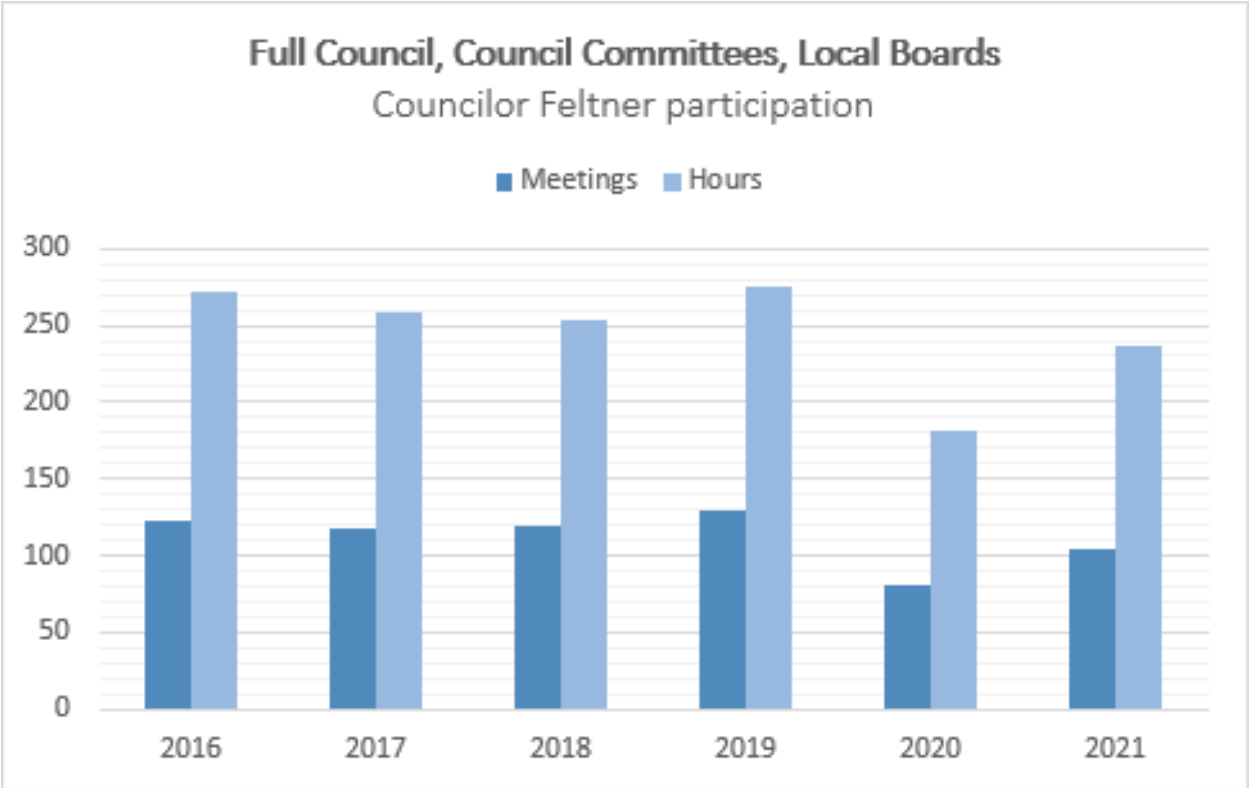
At the Nov 15 meeting, we calculated that a 2.5% increase on current \$7500 starting from January 2018, would realize \$8698 in 2024 or \$8915 in 2025; and based on the current \$10,500 for Council Pres, a 2.5% increase would come to \$12,177 in 2024 or \$12,481 in 2025.

Please note that my tally:

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

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

Does not include other public meetings or time devoted to many topics, such as: Comp. Plan, RMUD, Arsenal Yards, MassDOT Arsenal Corridor, AOTC-AthenaHealth, iCube, Watertown Square Improvements, School Assessments, Airplane Noise, Charter Review Committee, School Building Committee, Complete Streets, Mount Auburn Street redesign, Community Preservation, Bicycle-Pedestrian Plan, Climate-Energy-Resilient Watertown, our MVP Greening, Mass. Municipal Association, MBTA or other state agencies, our capital improvement projects such as Victory Field, Arsenal Park, Filippello Park and lighting...



## Estimates of Salaries at Minimum Wage

|                                       |            |                                                     |  |
|---------------------------------------|------------|-----------------------------------------------------|--|
| Compensation Calculations             |            |                                                     |  |
| These were prepared by Councilor Bays |            |                                                     |  |
| 20 hours per week for 42 weeks        | 20x42=840  | 20 hours a week except July August                  |  |
| 10 hours a week for 8 weeks           | 10x8=80    | and assumes a 2 week vacation                       |  |
|                                       | \$13,800   | assumes \$15/hour effective Jan 1 2023              |  |
| 25 hours per week for 42 weeks        | 25x42=1050 | 25 hours a week except July August                  |  |
| 12.5 hours per week for 8 weeks       | 12.5x8=100 |                                                     |  |
|                                       | 17250      |                                                     |  |
| 25 hours per week for 36 weeks        | 25x36=900  | 25 hours a week but has a longer range of times off |  |
| 10 hours per week for 14 weeks        | 10x14=140  |                                                     |  |
|                                       | 15600      |                                                     |  |

:

To: Watertown staff whose positions are included in the Classification & Compensation Study

From: Emily Monea, Deputy City Manager

Date: April 13, 2023

Re: Comparable communities methodology and results

A key component of the Classification & Compensation Study is establishing a list of comparable communities to gather salary data from so that the City's consultant, GovHR, can ensure that our Classification and Compensation Plan is externally equitable (i.e., that Watertown's salaries are in line with our peer communities).

GovHR's methodology for selecting comparable communities relies on evaluating how similar other Massachusetts communities are to Watertown on seven criteria: population, income per capita, equalized valuations (EQV) per capita, total assessed value, tax levy, total budget, and state aid. The Community Comparison Report from the Division of Local Services (DLS) of the Department of Revenue (DOR) is the data source for all of these criteria: [https://dlsgateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=Community\\_Comparison\\_Report](https://dlsgateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=Community_Comparison_Report). GovHR also considers distance from Watertown as a criterion.

The City Manager's Office added two additional criteria to the comparable community analysis – population density and commercial, industrial, and personal property (CIP) assessed value – since we feel both capture the complexity of our work in Watertown.

To get to a list of comparable communities using these criteria, we applied a factor of 4, meaning we allowed for communities that are 1/4 of the size of Watertown's number on the relevant criteria up to communities that are 4 times the size of Watertown's number. For example: according to the DLS Community Comparison Report, Watertown's 2021 population was 35,149, so our methodology allowed for a community that had a population between  $35,149/4$  and  $35,149*4$ , or between 8,787 and 140,596.

To be considered a comparable community, a community needed to 1) fall within the relevant range on all nine criteria and 2) be within 20 miles from Watertown.

This methodology produced the following list of comparable communities:

1. Arlington 2. Braintree 3. Brookline 4. Burlington 5. Dedham 6. Medford  
7. Natick 8. Needham 9. Newton 10. Norwood 11. Saugus 12. Somerville  
13. Wakefield 14. Waltham 15. Woburn



# 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

### OPEN ENROLLMENT DENTAL, VISION, AFLAC & BOSTON MUTUAL

April 3, 2024

Dear City and School Employee:

This letter is to notify all eligible City employees of the annual open enrollment for **dental, vision, and life insurance**. The benefit fair for DENTAL, VISION, AND LIFE INSURANCE ONLY will be held April 23<sup>rd</sup> 12:00-4:00. Location will be City Hall, Council Chambers, Second Floor.

**The open enrollment period will be from April 3rd- May 1st, 2024.**

**Please note: GIC Health Insurance Open Enrollment will be. April 3rd-May 1st, 2024. For more GIC information please log on to MYGICLINK to view your health options.**

#### **Altus Dental**

DMS Network Plan  
Altus Dental Plan

#### **Paul McCaffrey or David Grondin**

Boston Mutual Life Insurance  
AFLAC

#### **Altus Vision**

**Please contact Paul at 508-735-1242**

**Dave Grondin at 781-710-6316**

**paul@accessenroll.com**

**Dave Grondin**

**david@accessenroll.com**

#### **Watertown Municipal Credit Union**

**Luisa Figueiredo-617-924-0160**

**The coverage is effective July 1, 2024**

**Employees are responsible for submitting their dental and vision application directly to the Auditor's Office no later than May 1st, 2024.**

As a reminder, these benefits are only available during the annual benefits open enrollment or within thirty (30) days of date of hire/eligibility.

Sincerely,

Megan E. Langan  
Auditor



# 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: All Eligible Town/School Employees  
From: Megan E. Langan  
Date: April 3, 2024  
Subject: Dental, Vision and Life Insurance Rate

The Following is the Fiscal Year 2025 rates for Dental, Vision and Life Insurance.

| DMS DENTAL                               |                      |         |          |            |
|------------------------------------------|----------------------|---------|----------|------------|
|                                          | EMPLOYEE'S COST 100% |         |          |            |
| DMS Network                              | 26 Week              | 20 WEEK | MONTHLY  | Yearly     |
| EMPLOYEE (2800 & 2815)                   | \$11.12              | \$14.46 | \$24.10  | \$289.20   |
| EMPLOYEE PLUS ONE (2805 & 2820)          | \$21.94              | \$28.52 | \$47.54  | \$570.48   |
| FULL FAMILY (2810 & 2825)                | \$32.10              | \$41.74 | \$69.56  | \$834.72   |
| * ALL DENTAL DEDUCTED 1 MONTH IN ADVANCE |                      |         |          |            |
| Altus Dental                             |                      |         |          |            |
| EMPLOYEE ( )                             | \$20.66              | \$26.86 | \$44.76  | \$537.12   |
| EMPLOYEE PLUS ONE ( )                    | \$41.33              | \$53.73 | \$89.55  | \$1,074.60 |
| FULL FAMILY ( )                          | \$66.13              | \$85.97 | \$143.28 | \$1,719.36 |
| * ALL VISION DEDUCTED 1 MONTH IN ADVANCE |                      |         |          |            |
| Altus Vision                             |                      |         |          |            |
| EMPLOYEE ( )                             | \$2.33               | \$3.03  | \$5.05   | \$60.60    |
| EMPLOYEE PLUS ONE ( )                    | \$4.66               | \$6.06  | \$10.10  | \$121.20   |
| FULL FAMILY ( )                          | \$9.14               | \$11.89 | \$19.81  | \$237.72   |

| BOSTON MUTUAL LIFE INSURANCE  |                  | 100%                         | \$20.70          |
|-------------------------------|------------------|------------------------------|------------------|
| BASIC GROUP-50%               |                  |                              |                  |
|                               | BI-WEEKLY (2880) | 20 WEEK                      | MONTHLY YEARLY   |
|                               | \$4.78           | \$6.21                       | \$10.35 \$124.20 |
| VOLUNTARY AND OPTIONAL LIFE   |                  | MUST ALREADY HAVE BASIC LIFE |                  |
| EMPLOYEE PAYS 100% OF PREMIUM |                  |                              |                  |

If you have any further questions, please contact Michelle Persico (617) 972-6460 or [mperisco@watertown-ma.gov](mailto:mperisco@watertown-ma.gov)

**The deadline to sign up for dental and vision coverage is May 1st, 2024, with an effective date of coverage: July 1, 2024.**

## CITY OF WATERTOWN-ACTIVES

Group Number: 2491-0001

Altus Dental Plus - Includes Connection Dental and DenteMax Networks

Exams, cleanings, bitewing x-rays, single x-rays, fluorides, sealants and full mouth/Panorex x-rays do not count against your annual maximum.

### Annual Maximum

\$2,250

### Maximum Lifetime Cap

Unlimited

### Deductible

Individual \$50

Family \$150

### Dependent Coverage

Dependent children are covered under these benefits up until the end of the month that they turn 26.

P Pre-treatment Estimate Recommended

A Prior Authorization Required

See back page for additional information >

### Plan pays 100%; Member Coinsurance 0%

- Oral exam twice per calendar year
- Cleaning three per calendar year
- Fluoride treatment for children under age 19 or Fluoride varnish for all covered members, for a total of two treatments per calendar year.
- Bitewing x-rays one set per calendar year
- Complete x-ray series or panoramic film once every 36 months.
- Single x-rays as required
- Sealants for children under age 16, once every 36 months on unrestored permanent molars
- Space maintainers unilateral space maintainers once per lifetime for lost deciduous (baby) teeth. Bilateral space maintainers once every 60 months for lost deciduous (baby) teeth

### Plan pays 80%; Member Coinsurance 20%- (Deductible Applies)

- Palliative treatment (minor procedures necessary to relieve acute pain) twice per calendar year
- Amalgam (silver) fillings and composite (white) fillings
- Repairs to existing partial or complete dentures once per calendar year
- Recementing crowns, onlays or bridges once every 60 months
- Rebasing or relining of partial or complete dentures once every 60 months

### Plan pays 50%; Member Coinsurance 50%- (Deductible Applies)

- Extractions and other routine oral surgery when not covered by a patient's medical plan
- General anesthesia or intravenous (I.V.) sedation for certain complex surgical procedures
- Root canal therapy on permanent teeth one procedure per tooth per lifetime.
- P • Crowns over natural teeth, build ups, posts and cores replacement limited to once every 60 months
- P • Bridges and crowns over implants replacement limited to once every 60 months
- P • Partial and complete dentures replacement limited to once every 60 months
- P • Root planing and scaling once per quadrant every 24 months
- P • Osseous (bone) surgery once per quadrant every 24 months (bone grafts are not covered)
- P • Gingivectomies once per site every 24 months
- P • Soft tissue grafts once per site every 60 months
- P • Crown lengthening once per site every 60 months
- P • Surgical placement of endosteal implant and abutment replacement limited to once every 60 months
- Periodontal maintenance following active therapy two per year
- Teeth whitening once per arch every 60 months
- Athletic mouth guards for dependent children under age 19, once every 24 months.

Monthly Rates Effective: 7/1/2024 - 6/30/2025

Individual: \$44.76

Two Person: \$89.55

Family: \$143.28

This is a summary of benefits. The information shown here is not a guarantee of payment. Refer to the Certificate of Coverage for the full plan terms. The Certificate includes any limitations or exclusions not seen here. For a complete listing of frequencies and limitations go to [www.altusdental.com/el](http://www.altusdental.com/el). To be covered, services must be dentally necessary and appropriate as per our review guidelines.

*Note: This plan does not include a missing tooth clause. In addition, if covered, crowns, bridges, partials and complete dentures are paid when the permanent structure is inserted (seated) by the dentist.* Member coverage must be active on the date that the permanent structure is inserted and payment is based on benefits available on that day — for example, if the member's annual maximum has been paid prior to the insertion of the permanent structure, the service will not be paid.

\* Time limits on services (e.g. 6, 12, 24, 36, or 60 months) are figured to the exact day. Services are then covered the following day. For example, when a service is covered once every 12 months, if the service was done on July 1, it will not be covered again until the following year on July 2 or after.

### Out-of-Network Coverage

You have the freedom to choose any dentist, but it is important to know that your out-of-pocket costs may be higher when you visit a dentist who does not participate in our network. Non-participating dentists have not agreed to accept the Altus Dental allowance as payment in full, so services from an out-of-network dentist may cost you more. You may also have to pay the dentist at the time of service and file a claim yourself. To be eligible, all claims must be filed within one year of the date of service. To find a participating dentist near you, use our Find A Dentist tool at [www.altusdental.com](http://www.altusdental.com).

### How to Find a Dentist

Choose from Altus Dental's extensive network of dentists, you're sure to find one that's right for you. Visit [www.altusdental.com](http://www.altusdental.com) to use our online Find A Dentist tool. You can see if your current dentist participates with us or look for a new dentist by searching by name, location or specialty. Enter your address or other criteria important to you (extended hours, languages spoken, etc.), and our tool will return a list of dentists that meet your needs – as well as maps and driving directions.

### Beyond Benefits

When you visit us at [www.altusdental.com](http://www.altusdental.com), you can access a wealth of important dental health information and manage your plan by:

- Checking your benefits and claims
- Reviewing your deductibles and maximums
- Using our Find A dentist tool to find a dentist in your area

### Notice of Nondiscrimination and Accessibility Policy

Altus Dental does not discriminate on the basis of race, color, national origin, age, disability, or sex.

Español (Spanish): ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-877-223-0588.

Português (Portuguese): ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 1-877-223-0588.

## Benefits Summary: Altus Vision 150

| Benefit                                                                                         | Description                                                                                                                                                                                                                                                                  | Copay         |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| In-Network Coverage with VSP Choice Network: 45,000 Preferred Providers   117,000 Access Points |                                                                                                                                                                                                                                                                              |               |
| WELLVISION EXAM®                                                                                |                                                                                                                                                                                                                                                                              |               |
| Exams<br>1 exam every 12 months                                                                 | • Comprehensive eye exam to ensure overall visual wellness                                                                                                                                                                                                                   | \$10          |
| PRESCRIPTION GLASSES                                                                            |                                                                                                                                                                                                                                                                              |               |
| Frames<br>1 pair every 24 months                                                                | • \$150 allowance for wide selection of frames<br>• Extra \$20 allowance for featured frames¹<br>• 20% savings on amount over allowance<br>• \$80 Walmart/Sam's Club or Costco® Optical frame allowance²<br>• Frame allowance backed by a wholesale guarantee                | \$25          |
| Lenses<br>1 pair every 12 months                                                                | • Single vision, lined bifocal and lined trifocal lenses<br>• Impact-resistant lenses for children                                                                                                                                                                           |               |
| Lens Enhancements<br>Every 12 months                                                            | • Standard Progressive Lenses                                                                                                                                                                                                                                                | \$0           |
|                                                                                                 | • Premium Progressive Lenses                                                                                                                                                                                                                                                 | \$95 - \$105  |
|                                                                                                 | • Custom Progressive Lenses                                                                                                                                                                                                                                                  | \$150 - \$175 |
|                                                                                                 | • Average savings of 30% on other lens enhancements, including scratch-resistant or anti-glare coating, tints, UV protection and more                                                                                                                                        |               |
| CONTACT LENSES (instead of glasses)                                                             |                                                                                                                                                                                                                                                                              |               |
| Contacts<br>Every 12 months                                                                     | • Contact lens fitting and evaluation<br>• \$150 allowance for contacts (copay does not apply)                                                                                                                                                                               | Up to \$60    |
| Value-added Programs and Extra Savings                                                          |                                                                                                                                                                                                                                                                              |               |
| Additional Glasses and Sunglasses                                                               | 20% savings on additional prescription glasses and/or nonprescription sunglasses from any VSP provider within 12 months of last WellVision Exam                                                                                                                              |               |
| Laser Vision Correction                                                                         | Average of 15% off regular price; discounts available at contracted facilities                                                                                                                                                                                               |               |
| VSP Diabetic Eyecare Plus Program <sup>SM</sup>                                                 | Members with diabetes receive full retinal screening at no cost. Members with diabetic eye disease, glaucoma, and age-related macular degeneration (AMD) receive additional exams and services with \$20 copay. Limitations and coordination with medical coverage may apply |               |
| TruHearing <sup>®3</sup>                                                                        | Save up to 60% on the latest brand-name hearing aids. Visit TruHearing.com/VSP or call 877.396.7194 for more information                                                                                                                                                     |               |
| Monthly Rates                                                                                   |                                                                                                                                                                                                                                                                              |               |
| Employee Only                                                                                   | Employee Plus One                                                                                                                                                                                                                                                            | Family        |
| \$5.05                                                                                          | \$10.10                                                                                                                                                                                                                                                                      | \$19.81       |

See reverse side for more information.

### Your Coverage with Out-of-Network Providers:

|                      |                 |                       |             |                          |                   |
|----------------------|-----------------|-----------------------|-------------|--------------------------|-------------------|
| Exam                 | Up to \$55      | Lined Bifocal Lenses  | Up to \$50  | Progressive Lenses       | Up to \$50        |
| Frame                | Up to \$70-\$75 | Lined Trifocal Lenses | Up to \$65  | Elective Contact Lenses  | Up to \$105-\$140 |
| Single Vision Lenses | Up to \$30      | Lenticular Lenses     | Up to \$100 | Necessary Contact Lenses | Up to \$210       |

### Items Not Covered

The following items are excluded under this plan: plano lenses (refractive correction of less than  $\pm .50$  diopter); two pairs of glasses instead of bifocals; replacement of lenses, frames, or contacts; medical or surgical treatment; orthoptics, vision training or supplemental testing; local, state and/or federal taxes, except where VSP is required by law to pay.

Items not covered under contact lens coverage: insurance policies or service agreements; artistically painted or non-prescription lenses; re-fitting of contact lenses after the initial (90-day) fitting period; additional office visits for contact lens pathology; contact lens modification, polishing or cleaning.

### Dependent Coverage

Dependent children are covered up until the end of the month they turn age 26.

### Notice of Nondiscrimination and Accessibility Policy

Altus Dental does not discriminate on the basis of race, color, national origin, age, disability, or sex.

Español (Spanish): ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística.

Llame al 1-877-223-0588.

Português (Portuguese): ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis.

Ligue para 1-877-223-0588.

VSP and WellVision Exam are registered trademarks, VSP Diabetic Eyecare Plus Program is a service mark of Vision Service Plan. Flexon is a registered trademark of Marchon Eyewear, Inc. All other brands or marks are the property of their respective owners.

Coverage with a retail chain may be different or not apply. Log in to [vsp.com](http://vsp.com) to check your benefits for eligibility and to confirm in-network locations based on your plan type. VSP guarantees coverage from VSP network providers only. Coverage information is subject to change. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail. Based on applicable laws, benefits may vary by location. In the state of Washington, VSP Vision Care, Inc., is the legal name of the corporation through which VSP does business.

1 Extra \$20 allowance on featured frame brands, such as bebe, Calvin Klein, Flexon®, Lacoste, Nike, Nine West and more. Only available to VSP members with applicable plan benefits. Frame brands and promotions are subject to change. Savings based on doctor's retail price and vary by plan and purchase selection; average savings determined after benefits are applied. Ask your VSP network doctor for more details. Promotions do not apply at Walmart or Costco Optical.

2 Allowance may differ at Walmart, Sam's Club and Costco® Optical, however it is of equivalent value. The allowance of \$70 is equivalent to \$130 frame allowance at VSP doctor locations and participating retail chains.

3 VSP is providing information to its members, but does not offer or provide any discount hearing program. The relationship between VSP and TruHearing is that of independent contractors. VSP makes no endorsement, representations, or warranties regarding any products or services offered by TruHearing, a third-party vendor. The vendor is solely responsible for the products or services offered by them. If you have any questions regarding the services offered here, you should contact the vendor directly.

TruHearing offers individuals the opportunity to purchase hearing aids at discounted prices, including individuals covered by self-funded health plans not subject to state insurance or health plan regulations. TruHearing is not insurance and not subject to state insurance regulations. TruHearing provides discounts to certain healthcare groups for hearing aid sales and services; TruHearing provides fitting, programming, and three adjustment visits at no cost; the member is obligated to pay for testing, and all post-fitting hearing care services, but will receive a discount from those healthcare providers who have contracted with TruHearing. Not available directly from VSP in the states of Washington and California.

Altus Vision™ is underwritten by Altus Dental Insurance Company. Claims processing, claims service, and provider network administration for Altus Vision™ are provided under contract by Vision Service Plan Insurance Company ("VSP").



ACCESSENROLL™

## City of Watertown: 2024 Employee Benefits Highlights

Supplemental benefits fill the gaps where health insurance leaves off, and unlike traditional health insurance, we pay you, not the doctor or hospital. You control the cash benefits and spend them as you like to meet any financial challenges that an accident or illness could have to your standard of living.

- Choose from a menu of benefits offered to you at group rates. Rates **NEVER increase!**
- Individual, Husband/Wife, One Parent Family and Two Parent Family coverage is available.
- All plans are 100% portable at the same low rates - and guaranteed renewable.
- No coordination of benefits with other plans, which means that you get paid the full benefit, no matter what other coverage you may have.

### Short Term Disability Plan

Disability insurance helps replace lost income in the event you become sick or injured and can't work

- \$500-\$6,000/month benefit
- Guarantee Issue up to \$4,000/month
- 3, 6, 12, 18 or 24 months of coverage available
- Covers off-the-job, on-job rider, illnesses and maternity

### Group Accident

- Pays cash directly to you in the event of any type of accident. Great plan for active individuals and families.
- \$200 for Initial ER Visit
- \$2,000 – 1<sup>st</sup> night hospital benefit, then \$500/day
- \$125 - \$100,000 lump sum injury benefit
- Physical therapy benefit
- \$150/day for rehabilitation unit benefit
- Up to \$200,000 accidental death insurance

Did you know... Up to 50% of the cost associated with an accident are non-medical and come out of your pocket?

### Group Critical Illness Plan

- Pays lump sum cash benefits in amounts from \$5,000 to \$50,000.
- Guarantee Issue available.
- Covers cancer, heart attack, stroke, coma, paralysis, end stage renal failure and organ transplant.
- Children covered free with adult coverage.

Did you know... Heart disease is one of the leading causes of death in the U.S. and strokes affect about 795,000 people each year.

### Cancer Care Plan (Premier)

According to the American Cancer Society, 1 in 2 men, 1 in 3 women will be diagnosed with some form of cancer in their lifetimes.

- \$6,000 - \$12,000 initial diagnosis benefit
- \$900/week chemotherapy benefit
- \$500/week radiation benefit
- \$300-\$500/day hospital confinement
- \$500/week for experimental treatment
- Up to \$3,000 per event for reconstructive surgery
- \$10,000 stem cell and bone marrow transplant benefits

Did you know... One in five people who are diagnosed with cancer use all or most of their savings because of the financial challenges of dealing with cancer.

### Hospital Income

- \$500 - \$2,000 Admission
- \$50 - \$100 Short Stay
- \$100 - \$500 daily confinement

### Life Insurance

- Term or Whole Life
- Up to \$500,000 of coverage
- Guaranteed issue for new hires
- Issue age rate lock

### TELADOC / Call A Doctor Plus

- Talk to a doctor in 14 minutes on average
- 4 out of 5 office visits better handled by phone
- No co-pays, deductibles or per call charges
- US based, trained, and certified doctors
- Get PRESCRIPTIONS, diagnosis, and treatment plans.

For questions, coverage options/enrollment, please see Paul McCaffrey: 508-735-1242. paul@accessenroll.com

# **GIC RATE FOR FISCAL YEAR 2025**

07/01/2024-06/30/2025

## **CITY EMPLOYEES AND TEACHERS RATE SHEET**

|                                           | EMPLOYEE'S COST           |               | CITY'S COST            |               | FULL COST  |  | ANNUAL COSTS |             |
|-------------------------------------------|---------------------------|---------------|------------------------|---------------|------------|--|--------------|-------------|
|                                           | 20% HMO'S, PPO'S & POS'S, | 40% INDEMNITY | 80% HMO, PPO'S & POS'S | 60% INDEMNITY | 100%       |  | EMPLOYEE     | CITY        |
|                                           | BI-WEEKLY                 | MONTHLY       | BI-WEEKLY              | MONTHLY       | MONTHLY    |  |              |             |
| <b>HARVARD PILGRIM EXPLORER-POS</b>       |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$98.57                   | \$213.57      | \$394.29               | \$854.30      | \$1,067.87 |  | \$2,562.89   | \$10,251.55 |
| FAMILY                                    | \$244.24                  | \$529.18      | \$976.95               | \$2,116.72    | \$2,645.90 |  | \$6,350.16   | \$25,400.64 |
| <b>HARVARD PILGRIM QUALITY-HMO</b>        |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$72.74                   | \$157.61      | \$290.97               | \$630.43      | \$788.04   |  | \$1,891.30   | \$7,565.18  |
| FAMILY                                    | \$185.15                  | \$401.16      | \$740.61               | \$1,604.65    | \$2,005.81 |  | \$4,813.94   | \$19,255.78 |
| <b>HARVARD PILGRIM ACCESS AMERICA-PPO</b> |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$116.25                  | \$251.88      | \$465.01               | \$1,007.51    | \$1,259.39 |  | \$3,022.54   | \$12,090.14 |
| FAMILY                                    | \$259.32                  | \$561.85      | \$1,037.27             | \$2,247.41    | \$2,809.26 |  | \$6,742.22   | \$26,968.90 |
| <b>HEALTH NEW ENGLAND-HMO</b>             |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$72.76                   | \$157.65      | \$291.05               | \$630.60      | \$788.25   |  | \$1,891.80   | \$7,567.20  |
| FAMILY                                    | \$172.33                  | \$373.39      | \$689.34               | \$1,493.57    | \$1,866.96 |  | \$4,480.70   | \$17,922.82 |
| <b>MASS GENERAL BRIGHAM COMPLETE-HMO</b>  |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$90.25                   | \$195.53      | \$360.98               | \$782.13      | \$977.66   |  | \$2,346.38   | \$9,385.54  |
| FAMILY                                    | \$238.65                  | \$517.08      | \$954.62               | \$2,068.34    | \$2,585.42 |  | \$6,205.01   | \$24,820.03 |
| <b>WELLPOINT TOTAL CHOICE-INDEMNITY *</b> |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$277.17                  | \$600.54      | \$415.76               | \$900.81      | \$1,501.35 |  | \$7,206.48   | \$10,809.72 |
| FAMILY                                    | \$615.09                  | \$1,332.69    | \$922.63               | \$1,999.03    | \$3,331.72 |  | \$15,992.26  | \$23,988.38 |
| <b>WELLPOINT COMMUNITY CHOICE-PPO</b>     |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$68.77                   | \$148.99      | \$275.07               | \$595.98      | \$744.97   |  | \$1,787.93   | \$7,151.71  |
| FAMILY                                    | \$170.69                  | \$369.82      | \$682.74               | \$1,479.27    | \$1,849.09 |  | \$4,437.82   | \$17,751.26 |
| <b>WELLPOINT PLUS-PPO</b>                 |                           |               |                        |               |            |  |              |             |
| INDIVIDUAL                                | \$88.49                   | \$191.72      | \$353.95               | \$766.90      | \$958.62   |  | \$2,300.69   | \$9,202.75  |
| FAMILY                                    | \$210.84                  | \$456.81      | \$843.34               | \$1,827.24    | \$2,284.05 |  | \$5,481.72   | \$21,926.88 |

HMO'S , PPO'S & POS'S 80%-20%  
\*INDEMNITY 60%-40%



**Blue Ribbon Committee Meeting**  
**Monday, November 4, 2024 at 6:30 PM**  
**Richard E. Mastrangelo Council Chamber - Second Floor**

**Agenda**

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

**ACCESS INFORMATION:**

- A. This meeting will be held on November 4, 2024 at 6:30 PM. Location: City Council Chamber
- B. The meeting will be televised through WCATV (Watertown Cable Access Television):  
<http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
- C. Public may comment through email: [dnwton@watertown-ma.gov](mailto:dnwton@watertown-ma.gov)

- 
- 1. Roll Call
  - 2. Approval of Minutes
    - A. Minutes 10.1.24
  - 3. Q&A with Mary Flanders Aicardi, Collins Center for Public Management
  - 4. Discussion
    - A. Structure & layout of report to City Council
    - B. Proposals & figures for eventual report to City Council
  - 5. Public Comment
  - 6. Adjournment

## Blue Ribbon Committee Meeting Minutes

November 4, 2024

### 1. Roll Call

Municipal Policy Analyst called the meeting to order at 6:30 PM. Present were Committee members Marcy Murningham, Linda Scott, Susan Falkoff, Jimmy Mello, Christine Cole, Sarah Baker, and Chair Jack Bartley. Doug Newton was present as staff for the Committee.

### 2. Approval of Minutes

#### A. Minutes 10.1.24

Jimmy Mello made a motion, seconded by Christine Cole, that the minutes be approved as written. Marcy Murningham made an amendment that the language of her question to Councilor Feltner be changed to “Marcy Murningham asked Councilor Feltner how she learns from interacting frequently with other elected and appointed officials.” The Committee voted seven to zero to approve the minutes with this amendment.

### 3. Q&A with Mary Flanders Aicardi, Collins Center for Public Management

Mary Flanders Aicardi began by saying that she leads the HR practice for the Collins Center for Public Management at the McCormick School of Government at UMass Boston. She left her job as HR Director for the City of Watertown twenty years ago. She explained that the Collins Center has done a study of City Council salaries across the Commonwealth. She suggested that the Committee consider the impact of different forms of government in their deliberations (Council-manager, Council-mayor, etc.). She said that the data shows that the Council tends to be paid higher in a Council-mayor form of government. She suggested that despite the need for viewing data, the Committee is now in a strong position to “go with their gut” and pick a number that they feel is right. She then took questions from the Committee which included questions about the differential between the Council President’s salary and that of other Councilors, linking the Councilors’ salary to the Council President’s, linking the Council’s salaries to that of city employees, and correlations between various data points (budget size, population size, etc.) and Council salaries.

### 4. Discussion

#### A. Structure and layout of report to City Council

Discussion took place as to how the Committee will deliver its eventual report. There was some discussion as to if the Committee will simply issue a recommendation and briefly explain its work or offer any other input to the Council and the public. This discussion was tabled to the next meeting.

#### B. Proposals & figures for eventual report to City Council

Committee members who had done independent research and made proposals each gave a summary of their work. This included Linda Scott, Sarah Baker, and Jimmy Mello. It was noted by several Committee members that all proposals made up to this point were within a relatively small range. Christine Cole made a motion, seconded by Jimmy Mello, that the Committee recommend a salary of \$15,000 for City

Councilors and \$25,000 for the Council President. After discussion, this motion was withdrawn. Susan Falkoff then made a motion, seconded by Jimmy Mello, that the Committee recommend a salary of \$15,000 for City Councilors. The Committee voted seven to zero to approve this recommendation. Conversation then resumed as to the salary of the Council President, and the Committee agreed to table this discussion to the next meeting.

#### 5. Public Comment

Vinnie Piccirilli, a City Councilor, explained that city employees can only take one salary from the city. This would limit any discussion of a link between Council and School Committee salaries. Elodia Thomas suggested that the Council President's salary as current is roughly 25% of the City Manager's salary.

#### 6. Adjournment

Susan Falkoff made a motion, seconded by Jimmy Mello, that the Committee adjourn the meeting. The Committee voted seven to zero to adjourn the meeting at 8:14 PM.

## **BLUE RIBBON COMMITTEE Compensation Proposal**

City Councilor Compensation: \$15,000 per year

City Council President/School Committee Member Compensation: \$25,000 per year

Recommendation to the City Council that is consider adjusting School Committee Compensation to \$10,000 per year.

Recommendation to the 2025 Charter Review Commission to amend the Watertown Home Rule Charter:

**SECTION 2-3: COMPENSATION, EXPENSES (a)** Salary – Increases will be based annually on the average Cost of Living increase of rank and file city employees.

**Potential Salary/Stipend Adjustments for Watertown City Councilors**  
**A Study Done by Linda Scott**  
**Submitted October 29, 2024**

The Blue Ribbon Committee was asked to present our “numbers” before our meeting on November 4th. Below you will find mine. First, I’ll give you a short synopsis for Councilor salaries/stipends. After that, I’ll go into detail based upon municipal comparisons (neighbor communities; communities with the same form of government; communities used in our professional City Salary Compensation Study).

**Synopsis:**

Average councilor salary/stipend for neighboring communities: \$9,375.66

Average councilor salary/stipend for same government communities: \$9259.88

Average salary/stipend for Compensation communities: \$14,300.08

Also another approach: councilor salary/stipend raises with approximately the same percent salary increase given to the Assistant City Managers (37%): \$12,000 (37.9%) in the compensation study

**A Preface:**

Before we discuss the City Council salary/stipend numbers, I thought that it was wise to discuss some City of Watertown budget numbers overall. Here are a few numbers that I kept in mind while looking at the possible adjustments in “stipends” that we give our City Councilors. There is no doubt that many City Councilors work very hard and put a lot of time and thought into this “volunteer (and elected) position,” which for many is not their only job.

It is also true that Watertown has become a very busy place, but as our City Manager pointed out in his review of the budgets at the October 22, 2024 City Council meeting, they are going to have to “watch” revenues in the near future.

Now let’s look at other numbers that I believe we have to be cognizant of:

Our city manager, since the beginning of his tenure here (August 2022), has added 27 net new (not including school) full-time positions that our Council approved. That comes to about an increase of 8.7%. (See chart below). He also stated his intent was to add more staff in the near future.

Changes to the organization in FY 2024 and FY 2025:

- Increased total non-school staff from 343 to 373 full-time positions:
  - 27 net new full-time positions
  - 3 positions increased from part time to full time
- Of these new positions:
  - 17 are new union positions
  - 7 are new leadership positions (assistant department head or above)
- Total vacant FT positions:
  - FY24 budget submittal: 45 (12.5% vacancy rate)
  - Today: 15 (4% vacancy rate)

Relative to the Council's policy goals and the level of work necessary to run a local government, we ran a very lean organization for many years. While our staff size is still small relative to our ambitions, we are now running an organization with better staff resources than we have had before, allowing us to meet City Council policy goals for FY 2025.

But, department requests for staff still exceeded available resources, with 24 requested positions that could not be funded in FY 2025.

**Slide from the City Manager's October 22, 2024 City Council Report**

The City also culminated a **2023 City of Watertown Compensation Study**, which afforded a lot of our City's non-union jobs a hearty pay raise that our Council approved. See page one (of three) of the results of this Compensation Study in the chart below:

### 2023 City of Watertown Compensation Study Results (Page 1)

| Position:                                     | Proposed Title                   | Dept                 | Division                 | Skill Level      | Current Grade | New Grade | Salary Survey Data 75th Percentile | Current Salary Range | Proposed Salary Range |
|-----------------------------------------------|----------------------------------|----------------------|--------------------------|------------------|---------------|-----------|------------------------------------|----------------------|-----------------------|
| <b>Directors and Senior Managers</b>          |                                  |                      |                          | <b>770 - 795</b> |               | <b>17</b> |                                    |                      |                       |
| Assistant City Manager for CDP                |                                  | CDP                  |                          |                  | M5            | 17        | 110,977 177,301                    | 118,193 161,576      | 153,224 210,344       |
| Deputy City Manager                           |                                  | City Manager         |                          |                  | M5            | 17        | 144,192 184,279                    | 118,193 161,576      |                       |
|                                               |                                  |                      |                          | <b>740 - 765</b> |               | <b>16</b> |                                    |                      |                       |
| Chief Financial Officer                       |                                  | Finance              |                          |                  | M5            | 16        | 136,373 203,114                    | 118,193 161,576      | 142,866 196,125       |
| Chief Information Officer                     |                                  | IT                   |                          |                  | M5            | 16        | 120,818 160,150                    | 118,193 161,576      |                       |
| Director of Public Buildings                  |                                  | Public Buildings     |                          |                  | M4            | 16        | 109,810 159,933                    | 102,776 140,501      |                       |
| Superintendent of Public Works                |                                  | DPW                  |                          |                  | M5            | 16        | 132,816 169,815                    | 118,193 161,576      |                       |
|                                               |                                  |                      |                          | <b>710 - 735</b> |               | <b>15</b> |                                    |                      |                       |
| Assistant Superintendent - Utilities          |                                  | DPW                  | Utilities                |                  | THA 15        | 15        | 102,422 131,175                    | 82,298 101,219       | 133,209 182,867       |
| Building Commissioner                         |                                  | CDP                  | Building                 |                  | M4            | 15        | 115,483 147,039                    | 102,776 140,501      |                       |
| City Engineer                                 |                                  | DPW                  | Engineering              |                  | M4            | 15        | 119,656 156,174                    | 102,776 140,501      |                       |
| Human Resources Director                      |                                  | HR                   |                          |                  | M4            | 15        | 102,776 140,501                    |                      |                       |
| Library Director                              |                                  | Library              |                          |                  | M4            | 15        | 114,302 151,696                    | 102,776 140,501      |                       |
|                                               |                                  |                      |                          | <b>680 - 705</b> |               | <b>14</b> |                                    |                      |                       |
| City Clerk                                    |                                  | City Clerk           |                          |                  | M3            | 14        | 114,302 145,489                    | 89,761 122,709       | 124,204 170,505       |
| Director of Public Health                     |                                  | Health               |                          |                  | M4            | 14        | 110,682 148,410                    | 102,776 140,501      |                       |
| Recreation Director                           |                                  | Recreation           |                          |                  | M3            | 14        | 99,077 138,288                     | 89,761 122,709       |                       |
|                                               |                                  |                      |                          | <b>650 - 675</b> |               | <b>13</b> |                                    |                      |                       |
| Assistant Director for Operations             |                                  | Public Buildings     |                          |                  | M3            | 13        |                                    | 89,761 122,709       | 115,808 158,979       |
| Assistant Library Director                    |                                  | Library              |                          |                  | M3            | 13        |                                    | 89,761 122,709       |                       |
| Chief Procurement Officer                     |                                  | Finance              | Procurement              |                  | M3            | 13        | 97,285 133,559                     | 89,761 122,709       |                       |
| City Assessor/Chair of the Board of Assessors |                                  | Finance              | Assessing                |                  | M4            | 13        | 101,088 153,349                    | 102,776 140,501      |                       |
| Director of Administration & Finance          |                                  | DPW                  |                          |                  | M4            | 13        | 89,793 116,587                     | 102,776 140,501      |                       |
| DPW Supervisor - Forestry / Tree Warden       |                                  | DPW                  | Forestry                 |                  | THA 14        | 13        | 94,223 131,175                     | 78,755 96,861        |                       |
| DPW Supervisor - Highway                      |                                  | DPW                  | Highway                  |                  | THA 14        | 13        | 94,223 131,175                     | 78,755 96,861        |                       |
| DPW Supervisor - Parks & Cemeteries           |                                  | DPW                  | Parks & Cemeteries       |                  | THA 14        | 13        | 94,223 131,175                     | 78,755 96,861        |                       |
| DPW Supervisor - Sewer                        |                                  | DPW                  | Utilities - Sewer        |                  | THA 13        | 13        | 94,223 131,175                     | 75,362 92,688        |                       |
| DPW Supervisor - Water                        |                                  | DPW                  | Utilities - Water        |                  | THA 13        | 13        | 94,223 131,175                     | 75,362 92,688        |                       |
| Senior Services Director                      |                                  | Senior Services      |                          |                  | M2            | 13        | 90,861 133,559                     | 77,380 105,783       |                       |
| Treasurer/Collector                           |                                  | Treasurer/Collector  |                          |                  | M4            | 13        | 114,230 146,727                    | 102,776 140,501      |                       |
|                                               |                                  |                      |                          | <b>620 - 645</b> |               | <b>12</b> |                                    |                      |                       |
| Assistant Auditor                             |                                  | Auditing             |                          |                  | M2            | 12        |                                    | 77,380 105,783       | 107,979 148,232       |
| Director of Constituent Services              |                                  | Constituent Services |                          |                  | M3            | 12        | 87,819 134,388                     | 89,761 122,709       |                       |
| DPW Supervisor - Central Motors               | DPW Supervisor - Fleet           | DPW                  | Central Motors           |                  | THA 14        | 12        | 94,223 131,175                     | 78,755 96,861        |                       |
| DPW Supervisor - Street Lighting & Wiring     |                                  | DPW                  | Street Lighting & Wiring |                  | THA 14        | 12        | 94,223 131,175                     | 78,755 96,861        |                       |
| DPW Supervisor - Traffic Control              |                                  | DPW                  | Traffic Control          |                  | THA 14        | 12        | 94,223 131,175                     | 78,755 96,861        |                       |
| Skating Rink Manager                          |                                  | Skating Rink         |                          |                  | M2            | 12        |                                    | 77,380 105,783       |                       |
| Supervisor of Project Literacy                | Director of Project Literacy     | Library              |                          |                  | L4            | 12        |                                    | 68,215 81,523        |                       |
| <b>Supervisors and Advanced Technical</b>     |                                  |                      |                          | <b>590 - 615</b> |               | <b>11</b> |                                    |                      |                       |
| Assistant Planning Director                   |                                  | CDP                  | Planning                 |                  | THA 14        | 11        |                                    | 78,755 96,861        | 100,680 132,845       |
| CEHO/Assistant Health Director                |                                  | Health               |                          |                  | M2            | 11        |                                    | 77,380 105,783       |                       |
| Project Engineer                              | Assistant City Engineer          | DPW                  | Engineering              |                  | M3            | 11        | 86,736 120,091                     | 89,761 122,709       |                       |
| Supervisor of Access Services                 |                                  | Library              |                          |                  | L4            | 11        | 72,906 96,704                      | 68,215 81,523        |                       |
| Supervisor of Adult Services                  | Supervisor of Reference Services | Library              |                          |                  | L4            | 11        | 72,906 96,704                      | 68,215 81,523        |                       |
| Supervisor of Children's Services             |                                  | Library              |                          |                  | L4            | 11        | 72,906 96,704                      | 68,215 81,523        |                       |
| Supervisor of Teen Services                   |                                  | Library              |                          |                  | L4            | 11        | 72,906 96,704                      | 68,215 81,523        |                       |
| Veterans Service Officer                      |                                  | Veterans Services    |                          |                  | M2            | 11        | 86,595 118,876                     | 77,380 105,783       |                       |
|                                               |                                  |                      |                          | <b>560 - 585</b> |               | <b>10</b> |                                    |                      |                       |
| Assistant City Clerk                          |                                  | City Clerk           |                          |                  | M2            | 10        | 80,157 118,032                     | 77,380 105,783       | 93,874 123,865        |
| Assistant Recreation Director                 |                                  | Recreation           |                          |                  | THA 9         | 10        | 92,874 111,101                     | 63,196 77,726        |                       |
| Energy Manager                                |                                  | Public Buildings     |                          |                  | M3            | 10        |                                    | 89,761 122,709       |                       |
| Financial Systems Administrator               |                                  | IT                   |                          |                  | M2            | 10        |                                    | 77,380 105,783       |                       |
| Network Manager                               |                                  | IT                   |                          |                  | THA 13        | 10        | 84,722 119,477                     | 75,362 92,688        |                       |
|                                               |                                  |                      |                          | <b>530 - 555</b> |               | <b>9</b>  |                                    |                      |                       |
| Assistant Assessor                            |                                  | Finance              | Assessing                |                  | M2            | 9         | 77,878 120,903                     | 77,380 105,783       | 87,528 115,492        |
| Assistant Building Inspector                  | Local Building Inspector         | CDP                  | Building                 |                  | THA 13        | 9         |                                    | 75,362 92,688        |                       |
| Assistant Procurement Director                |                                  | Finance              | Procurement              |                  | M2            | 9         |                                    | 77,380 105,783       |                       |
| Assistant Treasurer/Collector                 |                                  | Finance              | Treasurer/Collector      |                  | M2            | 9         | 93,497 120,177                     | 77,380 105,783       |                       |
| Community Wellness Program Manager            |                                  | CDP                  |                          |                  | THA 10        | 9         |                                    | 66,041 81,224        |                       |
| Function Facility Manager                     | Events Manager                   | CDP                  | Events                   |                  | THA 7         | 9         |                                    | 57,870 71,175        |                       |
| Hatch Coordinator                             |                                  | Library              |                          |                  | L3            | 9         |                                    | 57,873 68,925        |                       |
| Plumbing and Gas Inspector                    |                                  | CDP                  | Building                 |                  | THA 13        | 9         | 80,422 98,262                      | 75,362 92,688        |                       |
| Project Manager - Public Buildings            |                                  | Public Buildings     |                          |                  | M3            | 9         |                                    | 89,761 122,709       |                       |
| Senior Planner                                |                                  | CDP                  | Planning                 |                  | THA 10        | 9         | 82,294 115,500                     | 66,041 81,224        |                       |
| Systems Administrator                         |                                  | IT                   |                          |                  | THA 11        | 9         | 94,791 128,429                     | 69,012 84,879        |                       |
| Wiring Inspector                              |                                  | CDP                  | Building                 |                  | THA 13        | 9         |                                    | 75,362 92,688        |                       |
| Zoning Enforcement Officer                    |                                  | CDP                  | Planning                 |                  | THA 13        | 9         | 84,356 115,463                     | 75,362 92,688        |                       |

So, having said that, this is a set of scenarios that I have considered in the course of doing research on Watertown City Councilor salaries/stipends.

**The Question:** Is their salary/stipend fair and equitable, and if not, what would be an acceptable adjustment and process for going forward?

I have based my comparisons on:

1. Neighboring communities
2. Communities with the same form of government
3. Communities that were selected by the City Compensation Team as comparable to Watertown when adjusting Watertown city employees' salaries.

My sources of information, besides that provided by City staff and Blue Ribbon Committee members, include the MMA (Mass Municipal Association), the US Census, the Massachusetts Department of Revenue, including the DLS (Division of Local Services), City websites and news reports, as well as phone calls to municipalities to get more information on how their Councils and Select Boards are currently being compensated.

This is just a study of salaries/stipends, not benefits, which are all over the place when it comes to communities. Suffice to say that our City does offer opt-in health benefits. About half of our councilors opt in to health insurance. The others do not. City Councilors who have served for ten plus years are eligible for a small pension.

**Opinion:** I believe (as do many other communities who've studied this issue) that benefits are a valuable "recruitment tool" for future councilors. Given that our councilors had no competition at the last election, this should be highlighted as a "perk" of running and being elected, since we'll never be able to raise the stipend of this "voluntary position" to a "real salary" level.

**Recommendation:** About a year before our next Council elections, a document should be shared with the public that notifies residents of these benefit opportunities to encourage more residents to run for office.

I've also looked at the staff support that these governing bodies receive. It is, as with benefits, all over the place.

For instance, in conversation with the Select Board staff in Wellesley, I learned that the Select Board meets two times a month. Together, with other meetings, they attend between 40 and 45 meetings per year. They have staff to help with research, etc. Although Select Board members are not compensated with a stipend or benefits, they are reimbursed for relevant educational fees (ex. MMA conferences).

Needham has a stipend but no benefits but have staff to take minutes and conduct other administrative duties.

Needham, Belmont and Arlington meet two times a month, with fewer times in the summer. I was told that Belmont currently has a citizens' petition to go from 3 to 5 selectmen.

## Neighbor Communities

I'm going to start with the group called "Neighbor Communities."

Neighbors 1 is a table that shows a select group of communities that you should know very well, because they neighbor our City and/or are part of the local Chamber that Watertown is part of. Cambridge and Boston were purposely left off this list, because they are unique unto themselves, and their issues are great and quite different from ours.

As you can see from this table, Watertown is unique from its neighbors in its form of government. The Blue Ribbon Committee has been told by Watertown City Councilors that City Councilors in our form of government do the work of governing, while the Select Board's job, for instance, is to react to the governance of their city or town manager.

It's important to note that there is a category called "Expenditures" and a category called "Budget." The "Expenditure" category is based upon Fiscal Year 2023, which ran from July 1st 2023 through June 30th of 2024. The Massachusetts Municipal Association has reported this information on their site. They have not reported FY 2024 yet. We know that the MMA is using 2023 data, because the "Residential Tax Rate" that they use for all cities and towns is the one for FY 2023.

The "Budget" information (FY 2024) came from various city websites as well as news reports on approved budgets, so this data is only meant to be an approximation. This data is subject to change.

First, I call your attention to the categories, Residential Tax Rate 2023 and 2024. This rate is based upon \$1,000 of property. You'll notice that all of these rates went down in 2024. That's because the State Legislature passed Home Rule Legislation. Click to see the Watertown News article on this: [Watertownnews](#).

It's important to note, as was noted in "Your Arlington," a news source for that community, that just because your rates went down doesn't mean your tax bill will go down, because the assessed value of your home is rising at a rapid rate.

Another thing to notice is that by the category "population," Watertown is in the middle of the pack. And as far as "expenditures," in 2023 there were only 2 towns (Weston and Belmont) lower than us.

By 2024, our budget is climbing up a bit. There are still two communities with lower budgets than us (Weston and Belmont). There were two significantly higher, Waltham and Newton, whose populations are significantly larger.

**Our Neighbors 1: An Overview**

| <b>City/Town</b> | <b>Form of Government (MMA)</b> | <b>Population 2023 (MMA)</b> | <b>Population 2024 (US Census)</b> | <b>Residential Tax Rate 2023 (DLS)</b> | <b>Residential Tax Rate 2024 (DLS)</b> | <b>Expenditures 2023 (MMA)</b> | <b>Total Budget 2024</b> | <b>Square Miles (MMA)</b> |
|------------------|---------------------------------|------------------------------|------------------------------------|----------------------------------------|----------------------------------------|--------------------------------|--------------------------|---------------------------|
| <b>Arlington</b> | Select Board/<br>Town Meeting   | 45,617                       | 46,308                             | 11.21                                  | 10.59                                  | 180,931,885                    | 205,700,537              | 5.2                       |
| <b>Belmont</b>   | Select Board/<br>Town Meeting   | 26,838                       | 27,295                             | 11.24                                  | 10.56                                  | 118,594,209                    | 142,459,823              | 4.7                       |
| <b>Needham</b>   | Select Board/<br>Town Meeting   | 32,048                       | 32,091                             | 13.04                                  | 12.52                                  | 187,401,479                    | 231,669,644              | 12.3                      |
| <b>Newton</b>    | Mayor/Council                   | 87,453                       | 88,923                             | 10.18                                  | 9.76                                   | 403,126,799                    | 499,700,000              | 17.8                      |
| <b>Waltham</b>   | Mayor/Council                   | 64,015                       | 65,218                             | 10.32                                  | 9.64                                   | 218,744,129                    | 328,233,980              | 12.7                      |
| <b>Watertown</b> | Council/City<br>Manager         | 35,149                       | 35,256                             | 13.58                                  | 11.70                                  | 136,449,896                    | 194,013,029              | 4                         |
| <b>Wellesley</b> | Select Board/<br>Town Meeting   | 30,191                       | 29,550                             | 11.45                                  | 10.41                                  | 168,616,371                    | 196,147,453              | 10.0                      |
| <b>Weston</b>    | Select Board/<br>Town Meeting   | 11,666                       | 11,645                             | 11.84                                  | 11.12                                  | 93,817,859                     | 93,771,227               | 16.8                      |

On the next table, (Neighbors 2), you'll be able to compare what councilors and selectmen are paid in 2024 as well as see how their pay fits into their budgets and, finally, in a very loose "what if" question: if no other revenue comes into the City except a per person "tax" on individual residents, how much would each man, woman and child in Watertown have to pay per year to support City Council stipends?

Also in the table Neighbors 2, I've compared what percentage of the City budget is taken up with Councilor salaries/stipends.

### Neighbors 2: Councilor Salaries/ Percentage of Budget/ Cost to Residents

| City/Town | Total 2024 Budget | Number of Councilors/ Selectmen (MMA) | Councilor/ Selectmen Salaries 2024 | Council President or Chair 2024 | Total: Councilor/ Selectmen Salaries 2024 | Councilor/ Selectmen Salaries Percentage of 2024 Budget | Per Resident Cost of Council Salaries per Year 2024 |
|-----------|-------------------|---------------------------------------|------------------------------------|---------------------------------|-------------------------------------------|---------------------------------------------------------|-----------------------------------------------------|
| Arlington | 205,700,537       | 5                                     | 3000                               | 3,500                           | 15,500                                    | 0.075                                                   | 0.33                                                |
| Belmont   | 142,459,823       | 3                                     | 5000                               | 5,000                           | 15,000                                    | 0.01                                                    | 0.55                                                |
| Needham   | 231,669,644       | 5                                     | 1500                               | 1,800                           | 7,800                                     | 0.0033                                                  | 0.24                                                |
| Newton    | 499,700,000       | 24                                    | 15,500                             | 15,500                          | 372,000                                   | 0.074                                                   | 4.18                                                |
| Waltham   | 328,233,980       | 15                                    | 22,554                             | 22,554                          | 338,310                                   | 0.103                                                   | 5.18                                                |
| Watertown | 194,013,029       | 9                                     | 8,700                              | 12,000                          | 81,600                                    | 0.042                                                   | 2.31                                                |
| Wellesley | 196,147,453       | 5                                     | 0                                  | 0                               | 0                                         | 0                                                       | 0                                                   |
| Weston    | 93,771,227        | 3                                     | 0                                  | 0                               | 0                                         | 0                                                       | 0                                                   |

In terms of total cost, Watertown is again in the middle, with Newton and Waltham above us. Arlington, Belmont and Needham are below. Two communities (Wellesley and Weston) do not pay their select people.

As you can see, even with no other revenue, besides a “tax” on all Watertown residents, the amount that each resident would pay per year is a bargain!

Finally, I added the totals of salaries and divided by six, leaving out Wellesley and Weston, and the average salary in the category of “Neighboring Cities and Towns” is: \$9,375.66. And for chair or council president, the average salary is: \$11,475.66

Note, the president and chair positions, besides being leadership roles, include many more and different responsibilities. In the case of the Watertown Council President, he also serves on the School Committee among many other things.

In comparing communities with the same form of government, in Massachusetts, there are only twelve communities with the Council-Manager form of government:

### Government 1: Same Form of Government: Overview

| City/Town                 | Form of Government   | Population 2023 (MMA) | Population 2024 US Census | Residential Tax Rate 2023 (DLS) | Residential Tax Rate 2024 (DLS) | Expenditures 2023 (MMA) | Budget 2024 | Square Miles (MMA) |
|---------------------------|----------------------|-----------------------|---------------------------|---------------------------------|---------------------------------|-------------------------|-------------|--------------------|
| <b>Amherst</b>            | Council/Town Manager | 39,378                | 39,263                    | 20.10                           | 18.51                           | 78,614,615              | 93,457,917  | 27.6               |
| <b>Barnstable</b>         | Council/Town Manager | 49,583                | 48,916                    | 7.07                            | 6.65                            | 163,572,569             | 196,472,057 | 59.8               |
| <b>Bridgewater</b>        | Council/Town Manager | 28,805                | 28,633                    | 12.84                           | 12.14                           | 66,154,577              |             | 27.3               |
| <b>Chelsea</b>            | Council/City Manager | 38,889                | 38,319                    | 12.38                           | 11.90                           | 180,229,266             | 231,135,736 | 2.2                |
| <b>East Longmeadow</b>    | Council/Town Manager | 16,370                | 16,378                    | 19.20                           | 18.54                           | 60,607,442              | 68,966,364  | 13.0               |
| <b>Franklin</b>           | Council/City Manager | 33,036                | 33,261                    | 12.58                           | 11.79                           | 130,005,499             |             | 26.6               |
| <b>North Attleborough</b> | Council/Town Manager | 30,854                | 30,750                    | 12.79                           | 12.73                           | 91,879,154              | 105,856,488 | 18.9               |
| <b>Palmer</b>             | Council/Town Manager | 12,372                | 12,315                    | 17.93                           | 17.15                           | 37,490,632              | 44,308,363  | 31.6               |
| <b>Randolph</b>           | Council/Town Manager | 34,715                | 34,984                    | 12.08                           | 11.45                           | 106,986,544             | 111,488,657 | 9.8                |
| <b>Southbridge</b>        | Council/Town Manager | 17,657                | 17,740                    | 15.84                           | 15.26                           | 57,792,737              | 72,066,405  | 20.3               |
| <b>Watertown</b>          | Council/City Manager | 35,149                | 35,256                    | 13.58                           | 11.70                           | 136,449,896             | 194,013,029 | 4                  |
| <b>Winthrop</b>           | Council/Town Manager | 18,505                | 19,031                    | 10.70                           | 10.42                           | 54,060,105              | 59,705,014  | 2                  |

## Same Form of Government

### Government: 2 Councilor Salaries: Percentage of Budget/Cost to residents

| City/Town          | Number of Councilors | Councilor Salaries 2024 | Council President or Chair Salaries | Total: Councilor Salaries | Councilor Salaries Percentage of 2024 Budget | Per Resident Cost of Council Salaries per Year 2024 |
|--------------------|----------------------|-------------------------|-------------------------------------|---------------------------|----------------------------------------------|-----------------------------------------------------|
| Amherst            | 13                   | \$10,000                | President \$12,000                  | \$132,000.00              | 0.141                                        | 3.36                                                |
| Barnstable         | 13                   | \$8,000                 | Vp 10,000; pres 12,000              | 110,000                   | 0.055                                        | 2.25                                                |
| Bridgewater        | 9                    | 0                       |                                     | 0                         | 0                                            | 0                                                   |
| Chelsea            | 11                   | \$28,000.00             |                                     | \$308,000.00              | 0.133                                        | 8.03                                                |
| East Longmeadow    | 7                    | \$5,500                 | President \$7500<br>VP \$6500       | \$41,500.00               | 0.068                                        | 2.53                                                |
| Franklin           | 9                    | 0                       |                                     | 0                         | 0                                            | 0                                                   |
| North Attleborough | 9                    | \$9727.00               |                                     | \$87,543.00               | 0.082                                        | 2.84                                                |
| Palmer             | 7                    | \$1200                  |                                     | \$8,400                   | 0.001                                        | 0.68                                                |
| Randolph           | 9                    | 0                       |                                     | 0                         | 0                                            | 0                                                   |
| Southbridge        | 9                    | 0                       |                                     | 0                         | 0                                            | 0                                                   |
| Watertown          | 9                    | \$8,700                 | President \$12,000                  | \$81,600.00               | 0.042                                        | 2.31                                                |
| Winthrop           | 9                    | \$2,952.00              |                                     | \$26,568.00               | 0.044                                        | 1.39                                                |

## Notes:

I was able to speak with several city government employees. I spoke with the Palmer Town Manager's assistant. Their councilors get \$100 a month and no benefits. The council had a president and vice president with no distinction in stipend. She does the minutes, but admits that it's hard to stay up to date, because there's a lot of work involved.

Barnstable has opt-in health benefits (5 use at moment). They have a town clerk for council meeting minutes and the assistant clerk does minutes for the 14 subcommittees (reported by asst. clerk). Also, councilors and vp get a \$2200 stipend for supplies each year. President gets \$2800.

Again, if we average the salaries and stipends here and don't include the communities with no compensation, the average for councilors is \$9259.88

For Presidents, the average (including the pay for those communities that don't distinguish between members and leaders): \$10,875.00.

### **Comparison of City of Watertown Compensation Study Communities**

As part of the City Compensation Study, these communities were selected to be included for comparison:

Arlington  
Braintree  
Brookline  
Burlington  
Dedham  
Medford  
Natick  
Needham  
Newton  
Norwood  
Saugus  
Somerville  
Wakefield  
Waltham  
Watertown  
Woburn

The blanks on Councilor Salary cells in the tables below reflect communities that have not yet responded to my requests for information. We will use the data we have thus far to derive our numbers.

**Compensation 1: Comparison of Communities in Watertown Compensation Study**

| City/Town         | Form Of Government (MMA)      | Popula- tion 2023 (MMA) | Popula- tion 2024 (Us Census) | Residential Tax Rate 2023 (DLS) | Residential Tax Rate 2024 (DLS) | Expenditures 2023 (MMA) | Budget 2024 | Square Miles (MMA) |
|-------------------|-------------------------------|-------------------------|-------------------------------|---------------------------------|---------------------------------|-------------------------|-------------|--------------------|
| <b>Arlington</b>  | Select Board/<br>Town Meeting | 45,617                  | 46,308                        | 11.21                           | 10.59                           | 180,931,885             | 205,700,537 | 5.2                |
| <b>Braintree</b>  | Mayor/Council                 | 38,822                  | 39,143                        | 9.76                            | 9.48                            | 139,653,913             | 160,405,001 | 13.8               |
| <b>Brookline</b>  | Select Board/<br>Town Meeting | 62,726                  | 63,191                        | 9.97                            | 9.77                            | 313,438,393             | 412,195,034 | 6.75               |
| <b>Burlington</b> | Select Board/<br>Town Manager | 24,989                  | 26,169                        | 9.40                            | 8.94                            | 140,138,389             | 168,408,828 | 11.7               |
| <b>Dedham</b>     | Select Board/<br>Town Meeting | 25,240                  | 25,364                        | 12.84                           | 12.50                           | 117,984,280             | 135,685,559 | 10.3               |
| <b>Medford</b>    | Mayor/Council                 | 62,098                  | 59,659                        | 8.65                            | 8.52                            | 172,629,054             |             | 8.1                |
| <b>Natick</b>     | Select Board/<br>Town Meeting | 36,426                  | 37,006                        | 12.64                           | 12.26                           | 165,972,327             | 192,543,908 | 15                 |
| <b>Needham</b>    | Select Board/<br>Town Meeting | 32,048                  | 32,019                        | 13.04                           | 12.52                           | 187,401,479             | 231,669,644 | 12.3               |
| <b>Newton</b>     | Mayor/Council                 | 87,453                  | 88,923                        | 10.18                           | 9.76                            | 403,126,799             | 499,700,000 | 17.8               |
| <b>Norwood</b>    | Select Board/<br>Town Meeting | 31,441                  | 31,611                        | 10.32                           | 10.47                           | 142,016,951             |             | 10.4               |
| <b>Saugus</b>     | Select Board/<br>Town Meeting | 28,676                  | 28,619                        | 11.26                           | 10.65                           | 100,376,145             |             | 10.8               |
| <b>Somerville</b> | Mayor/Council                 | 79,815                  | 81,045                        | 10.34                           | 10.52                           | 269,332,216             |             | 4.1                |
| <b>Wakefield</b>  | Select Board/<br>Town Meeting | 27,104                  | 27,090                        | 11.73                           | 11.25                           | 98,072,702              |             | 7.4                |
| <b>Waltham</b>    | Mayor/Council                 | 64,015                  | 65,218                        | 10.32                           | 9.64                            | 218,744,129             | 328,233,980 | 12.7               |
| <b>Watertown</b>  | Council/City<br>Manager       | 35,149                  | 35,256                        | 13.58                           | 11.70                           | 136,449,896             | 194,013,029 | 4.0                |
| <b>Woburn</b>     | Mayor/Council                 | 41,056                  | 40,876                        | 8.70                            | 8.06                            | 152,670,083             | 184,895,462 | 12.6               |

Note: most of the communities that have not responded with a final answer are suspected to not pay any salaries/stipends to their councilors/selectmen, so they may not make a big difference in the numerical outcome. I'll update these as they are received.

### Compensation 2: Comparison of Communities in Watertown Compensation Study

| City/Town  | Number of Councilors | Councilor Salaries 2024 | Councilor President or Chair Salaries | Total: Councilor Salaries | Councilor Salaries Percentage of 2024 budget | Per Resident Cost of Councilor Salaries 2024 |
|------------|----------------------|-------------------------|---------------------------------------|---------------------------|----------------------------------------------|----------------------------------------------|
| Arlington  | 5                    | 3000                    | 3500                                  | 15,500                    | 0.075                                        | 0.33                                         |
| Braintree  | 9                    | 5000                    |                                       | 45,000                    | 0.000028                                     | 1.15                                         |
| Brookline  | 5                    | 3500                    | 4500                                  | 18,500                    | 0.004                                        | 0.29                                         |
| Burlington | 5                    |                         |                                       |                           |                                              |                                              |
| Dedham     | 5                    |                         |                                       |                           |                                              |                                              |
| Medford    | 7                    | 30,246.84               | VP: 31,565.04<br>Pres. 33,533.24      | 216,332.48                |                                              | 3.63                                         |
| Natick     | 5                    | 0                       |                                       | 0                         | 0                                            | 0                                            |
| Needham    | 5                    | 1500                    | 1800                                  | 7,800                     | 0.0033                                       | 0.24                                         |
| Newton     | 24                   | 15,500                  |                                       | 372,000                   | 0.074                                        | 4.18                                         |
| Norwood    | 5                    | 0                       |                                       | 0                         | 0                                            | 0                                            |
| Saugus     | 5                    |                         |                                       |                           |                                              |                                              |
| Somerville | 11                   | 43,000                  |                                       | 473,000                   |                                              | 5.83                                         |
| Wakefield  | 7                    | 0                       |                                       | 0                         | 0                                            | 0                                            |

| City/Town | Number of Councilors | Councilor Salaries 2024 | Councilor President or Chair Salaries | Total: Councilor Salaries | Councilor Salaries Percentage of 2024 budget | Per Resident Cost of Councilor Salaries 2024 |
|-----------|----------------------|-------------------------|---------------------------------------|---------------------------|----------------------------------------------|----------------------------------------------|
| Waltham   | 15                   | 22,554                  |                                       | 338,310                   | 0.103                                        | 5.18                                         |
| Watertown | 9                    | 8700                    | 12000                                 | 81,600                    | 0.042                                        | 2.31                                         |
| Woburn    | 10                   | 10000                   |                                       | 100,000                   | 0.054                                        | 2.45                                         |

So, averaging the 10 communities that provide stipends/salaries for their councilors, that comes to: \$14,300.08

### Last Comments:

Finally, before any salary/stipend adjustments occur, our committee has discussed the possibility of including some sort of “upgrade” in professionalism.

Suggestion:

A City Council document can be used as a guide to new councilors as well as informing the Watertown public of the responsibilities and privileges of being a Watertown City Councilor, for instance. The Town of Needham has an excellent example of this: Click [here](#).

Also, as well as “keeping score” of City Council votes on individual minutes, where they are difficult and unwieldy to find, it’s been suggested that for governmental transparency a “scoreboard” be produced on the City website that citizens can go to to see at a glance how their councilors voted on issues.

## Methods for arriving at City Council salary range recommendation

The purpose of this memo is to investigate three methodologies discussed for calculating a fair City Council Salary, and arrive at suggested salary ranges through each method. The goal is for the Blue Ribbon Committee to have data and processes to support the salary recommendation.

### Summary of salary ranges calculated by three methodologies described below:

|                              | <i>Low</i> | <i>Middle</i> | <i>High</i> |
|------------------------------|------------|---------------|-------------|
| <i>Reasonable Assessment</i> | 13,350     | 15,575        | 17,800      |
| <i>Hourly</i>                | 10,350     | 15,525        | 20,700      |
| <i>Community Comparison</i>  | 11,700     | 12,800        | 23,400      |

#### 1. Reasonable Assessment

Pro: We as a team have a general sense of what is fair and what is reasonable (i.e. politically viable).

Con: Difficult to defend if community has strong objections; seen as arbitrary, even if agreed on by diverse team.

Example for justifying “Reasonable”:

- Based on Councilor interviews, the job has increased in complexity and effort since the previous stipend was established.
- COLA on the previous stipend arrives at \$8,900.
- As a team, we could agree on a multiple of this COLA-adjusted salary to compensate for the increased difficulty and complexity of the job.

|                             | <i>Baseline</i> | <i>1.5x</i> | <i>1.75x</i> | <i>2x</i> |
|-----------------------------|-----------------|-------------|--------------|-----------|
| <i>2025 (COLA increase)</i> | \$8,900         | \$13,350    | \$15,575     | \$17,800  |

#### 2. Hourly compensation

Pro: Relatable, objective.

Con: Completely dependent on what rate to use; no clear job comparison on the market. Estimated hour subjective.

Note: The example below calculates the annual hours worked at 15 hours/week, 46 weeks/year. The councilors gave a similar low estimate of 15 hours/week. This example compensates based on lowest common denominator, and assumes that over-and-above effort may be compensated by re-election.

|                     | <i>Minimum Wage</i> | <i>1.5x Min Wage</i> | <i>2x Min Wage</i> |
|---------------------|---------------------|----------------------|--------------------|
| <i>Annual Hours</i> | 690                 | 690                  | 690                |
| <i>Hourly Wage</i>  | 15                  | 22.5                 | 30                 |
| <i>Salary</i>       | \$10,350            | \$15,525             | \$20,700           |

#### 3. Community Comparison

Pro: This size of the dataset (all MA communities with a similar form of government) is large enough to give a good trend for City Council compensation, despite the myriad differences across the communities. The average from the State as a whole can be tested by comparing its results to the communities that Watertown selected as relevant comparisons for the Classification & Compensation Study. The City Councilors identified budget size as the best proxy for the complexity of their job, so the comparisons are taken using the community budget figure.

Con: Looking at comparisons assumes that other communities have a similar compensation philosophy, and that their structures are up-to-date. This should be taken with a grain of salt. Comparisons are helpful for determining a range that is justifiably “market,” but can’t be used to pinpoint a specific figure.

Process:

- From spreadsheet, “Council pay by Revenue Class” data from 351 MA communities
- **Filter** data by “Form of Government” to select “Council and Alderman”
- Create **Budget Ratio Score (BRS)** for each community:
  - a. **BRS = Council Salary/Annual Budget\*100,000**
  - b. To ensure that outliers don’t skew the average, the second column calculates the average and median with the highest two and lowest two scores dropped.

|                                   | <i>Council/Alderman<br/>communities</i> | <i>Drop 2 highest<br/>and 2 lowest</i> |
|-----------------------------------|-----------------------------------------|----------------------------------------|
| <b>Count</b>                      | 44                                      | <b>40</b>                              |
| <b>Average Budget Ratio Score</b> | 6.30                                    | <b>6.28</b>                            |
| <b>Median Budget Ratio Score</b>  | 5.74                                    | <b>5.74</b>                            |
| <b>Max Budget Ratio Score</b>     | 13.46                                   | <b>11.49</b>                           |
| <b>Min Budget Ratio Score</b>     | 0.38                                    | <b>2.14</b>                            |

The Average and Median Budget Ratio scores are applied to Watertown, to create a comparison range of City Council salaries.

|                       | <i>Budget Ratio Score</i> | <i>Watertown Budget</i> | <i>City Council Salary</i> |
|-----------------------|---------------------------|-------------------------|----------------------------|
| <b>Current Actual</b> | <b>4.36</b>               | <b>204,000,000</b>      | <b>8,900</b>               |
| <i>Average</i>        | 6.28                      | 204,000,000             | 12,800                     |
| <i>Median</i>         | 5.74                      | 204,000,000             | 11,700                     |
| <i>Max</i>            | 11.49                     | 204,000,000             | 23,400                     |
| <i>Min</i>            | 2.14                      | 204,000,000             | 4,400                      |

The Average Budget Ratio Score is then applied across the 15 communities used as comparisons during the Classification & Compensation Study. The final column is the calculated salary for each community based on the average Budget Ratio Score (BRS = 6.30/100,000\*\$Budget). These figures provide a “gut-check”, or a subjective assessment of whether the BRS score provides reasonable and community-comparable salary suggestions.

| <i>Municipality</i> | <i>Form of Government</i>   | <i>Budget</i> | <i>Council Salary</i> | <i>Salary based on BRS</i> |
|---------------------|-----------------------------|---------------|-----------------------|----------------------------|
| <i>Arlington</i>    | Representative Town Meeting | 213,900,000   |                       | 13,500                     |
| <i>Braintree</i>    | Mayor                       | 161,200,000   | \$5,000               | <b>\$10,200</b>            |
| <i>Brookline</i>    | Representative Town Meeting | 436,300,000   |                       | 27,500                     |
| <i>Burlington</i>   | Representative Town Meeting | 176,900,000   |                       | 11,100                     |
| <i>Dedham</i>       | Representative Town Meeting | 144,000,000   |                       | 9,100                      |
| <i>Medford</i>      | Council and Alderman        | 218,100,000   | \$29,360              | <b>\$13,700</b>            |
| <i>Natick</i>       | Representative Town Meeting | 195,400,000   |                       | 12,300                     |
| <i>Needham</i>      | Representative Town Meeting | 244,600,000   |                       | 15,400                     |
| <i>Newton</i>       | Council and Alderman        | 525,400,000   | \$15,500              | <b>\$33,100</b>            |
| <i>Norwood</i>      | Representative Town Meeting | 203,900,000   |                       | 12,800                     |
| <i>Saugus</i>       | Representative Town Meeting | 113,100,000   |                       | 7,100                      |
| <i>Somerville</i>   | Council and Alderman        | 360,000,000   | \$43,000              | <b>\$22,700</b>            |
| <i>Wakefield</i>    | Open Town Meeting           | 127,800,000   |                       | 8,100                      |
| <i>Waltham</i>      | Council and Alderman        | 353,900,000   | \$22,554              | <b>\$22,300</b>            |
| <i>Watertown</i>    | Council and Alderman        | 204,000,000   | \$8,900               | <b>\$12,900</b>            |
| <i>Woburn</i>       | Council and Alderman        | 199,600,000   | \$10,000              | <b>\$12,600</b>            |

Observations:

- Medford has the highest calculated Budget Ratio Score in the dataset, at 13.46.
- Newton has the second highest Total Assessed Value in the dataset: 1. Cambridge \$71B, 2. Newton \$37B, 3. Somerville \$22B. By comparison, Watertown is \$11B. This value is likely to influence the budget, making Newton an outlier in its BRS.
- Somerville's City Council salary is second highest in the dataset.



**Blue Ribbon Committee Meeting**  
**Wednesday, December 11, 2024 at 6:30 PM**  
**Richard E. Mastrangelo Council Chamber - Second Floor**

**Agenda**

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

**ACCESS INFORMATION:**

- A. This meeting will be held on Wednesday, December 11th at 6:30 PM. Location: Lower Hearing Room
- B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
- C. Public may comment through email: [dnewton@watertown-ma.gov](mailto:dnewton@watertown-ma.gov)

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- 1. Call to Order
  - 2. Roll Call
  - 3. Approval of Minutes
    - A. Minutes 11.4.24
  - 4. Discussion
    - A. Salary for the Council President
    - B. Report to City Council
  - 5. Public Comment
  - 6. Adjournment

## Blue Ribbon Committee Minutes

December 11<sup>th</sup>, 2024

### 1. Call to Order

Jack Bartley called the meeting to order at 6:00 PM.

### 2. Roll Call

Present were Committee members Susan Falkoff, Jack Bartley, Linda Scott, Marcy Murningham, Christine Cole, Sarah Baker, and Jimmy Mello.

### 3. Approval of Minutes

#### a. Minutes 11.4.24

Jimmy Mello made a motion, seconded by Christine Cole, that the minutes for the prior meeting be approved. The Committee voted seven to zero to approve the motion.

### 4. Discussion

#### a. Salary for the Council President

Each Committee member offered their thoughts on the salary for the Council President. Sarah Baker proposed a salary of \$22,000 and offered that this is a similar percentage increase to the one the Committee had previously approved for other City Councilors. Jack Bartley proposed a salary of \$25,000, emphasizing the outsized role of the City Council President relative to that of other Councilors. After further discussion, Susan Falkoff made a motion, seconded by Jimmy Mello, that the Committee recommend a salary of \$22,000 for the Council President. The Committee voted seven to zero to approve the motion.

#### b. Report to City Council

The Committee gave considerable thought as to how best to present their findings to the City Council. Discussion centered around the length and content of the report. The Committee agreed to offer a succinct recommendation on one page drafted by Sarah Baker and to offer other members the opportunity to offer additional comment if they desire. Municipal Policy Analyst Doug Newton was tasked with organizing the slate of documents that have been created by the Committee's work to be as accessible as possible for the Council and the public moving forward.

### 5. Public Comment

No member of the public offered comment.

### 6. Adjournment

Susan Falkoff made a motion, seconded by Jimmy Mello, to adjourn the meeting. The Committee voted seven to zero to approve the motion and the meeting was adjourned at 6:56 PM.