



**City Council Meeting**  
**Tuesday, May 27, 2025 at 7:00 PM**  
**Richard E. Mastrangelo Council Chamber**

**Agenda**

**ACCESS INFORMATION:**

- A. This meeting will be held on May 27th, 2025 at 7:00 P.M. Location: Richard E. Mastrangelo Council Chamber
  - B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
  - C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>
  - D. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344
  - E. Public may comment through email: [vpiccirilli@watertown-ma.gov](mailto:vpiccirilli@watertown-ma.gov)
  - F. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>
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- 1. ROLL CALL
- 2. PLEDGE OF ALLEGIANCE
- 3. PUBLIC FORUM
- 4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
  - A. Minutes from City Council Meeting May 13, 2025
- 5. PRESIDENT'S REPORT
  - A. Blue Ribbon Committee Report
- 6. PRESENTATION OF PETITIONS, PROCLAMATIONS, AND SIMILAR PAPERS AND MATTERS
  - A. Proclamation Celebrating June 2025 as Pride Month
- 7. PUBLIC HEARINGS
  - A. Public Hearing and Vote on Zoning Ordinance amendments to replace, in its entirety, Section 5.06 of the Zoning Ordinance, entitled "Floodplain District", and amend or delete conflicting definitions to ensure that Watertown's floodplain regulations conform to the requirements of the National Flood Insurance Program (NFIP), administered by the Federal Emergency Management Agency (FEMA)
- 8. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
  - A. Motion to Ratify, Validate, and Confirm the approved Retirement Board's request to increase a Cost of Living Adjustment (COLA)
  - B. First Reading on a proposed Ordinance regarding a salary adjustment for the City

Council

- C. Resolution Authorizing a Transfer of Funds in the amount of \$470,000 from the Fiscal Year 2025 City Council Reserve to Fiscal Year Transfer to Capital Projects/City and Fiscal Year 2025 Public Buildings, Building Maintenance accounts
- D. Consideration and Approval of Exemptions of Interests of Existing City Employees in Contracts with the City Including Summer, Winter, Holiday, and After-School Program Employment Positions in Response to Disclosures Filed with the City Clerk by Prospective Employees and Certification by the Recreation Director that No Employee of that Department is Available to Perform those Services as part of their Regular Duties in Accordance with G.L. c. 268A, sec 20(b)

9. REPORTS OF COMMITTEES

- A. Committee on Economic Development and Planning Report regarding its meeting on May 15, 2025 - Feltner, Chair

ACTION ITEM:

To recommend that the City Council confirm Samuel Odamah for reappointment as an alternate member of the Zoning Board of Appeals to a term expiring February 15, 2027.

ACTION ITEM:

To recommend that the City Council confirm Melissa Santucci-Rozzi for reappointment as a full member of the Zoning Board of Appeals to a term expiring February 15, 2030

ACTION ITEM:

To recommend that the City Council confirm Abigail Hammett for reappointment as a member of the Planning Board to a term expiring February 15, 2028

ACTION ITEM:

To recommend that the City Council confirm Janet Buck for reappointment as a member of the Planning Board to a term expiring February 15, 2028

- B. Committee on Personnel and City Organization Report regarding its meeting on May 13, 2025 - Bays, Chair

ACTION ITEM:

To recommend that the City Council approve the reorganization plan to create a Health & Human Services Department

10. COMMUNICATIONS FROM THE CITY MANAGER

- A. City Council Approval of City Attorney

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

12. ANNOUNCEMENTS

13. PUBLIC FORUM

14. RECESS OR ADJOURNMENT



## **ELECTED OFFICIALS**

Mark S. Sideris,  
Council President

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

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

John M. Airasian,  
Councilor At Large

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

MAY 13, 2025



## **Watertown City Council**

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

### **CITY COUNCIL MEETING TUESDAY, MAY 13, 2025, 7:00 P.M. RICHARD E. MASTRANGELO COUNCIL CHAMBER ADMINISTRATION BUILDING, 149 MAIN STREET**

## **MINUTES**

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## **1. ROLL CALL**

Council President Sideris called to order a regular meeting of the City Council at 7:00 p.m. in the Richard E. Mastrangelo Chamber, Administration Building. Those present were Councilors John M. Airasian, Caroline Bays, Lisa J. Feltner, John G. Gannon, Nicole Gardner, Emily Izzo, Anthony Palomba, Vice President Vincent J. Piccirilli, Jr., and Council President Mark S. Sideris. Also present were George Proakis, City Manager, Mark Reich, City Attorney, and Brendan T. McCarthy, Council Clerk.

## **2. PLEDGE OF ALLEGIANCE**

### **3. PUBLIC FORUM**

There were no participants.

### **4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS**

#### **A. Minutes from City Council Meeting April 22, 2025**

Councilor Piccirilli moved to adopt the minutes and Councilor Feltner seconded.

The motion carried unanimously in a Voice Vote.

### **5. PRESIDENT'S REPORT**

#### **A. Request from the Watertown Contributory Retirement Board to Increase the Base of the Retiree Cost of Living Adjustment; and a referral to the Committee of the Budget and Fiscal Oversight for Review and Report to the Full City Council**

President Sideris presented the request from the Retirement Board and stated that he and the City Manager attended two meetings in which their presentation on a cost of living adjustment (cola) was heard.

City Manager Proakis remarked that public sector pensions are based upon employees' years of service and their age upon filing retirement. There is a small cost of living adjustment that is made to that figure, which is typically a 3% a year increase, but is capped at 3% of \$14,000 earned in a yearly pension. The board expressed interest in increasing the cap to 3% of \$15,000 of a yearly pension.

He then stated that his initial main concern with the request was in maintaining a fully funded retirement system into the future. Watertown is one of five systems in Massachusetts that has a 100% funded retirement system.

The administration received good news that they could reduce contributions into OPEB from about \$8,900,000 that it contributed in Fiscal Year 2025, to \$3,569,000 in Fiscal Year 2026, which then would range up to as high as \$4,600,000 through the years until Fiscal Year 2029. As the OPEB drops, it allows the ability to pay increased pensions. Typically, employee contributions into the pension make up \$1,150,000, but that is recommended to be changed to \$3,935,255 in Fiscal Year 2026, \$4,039,557 in Fiscal Year 2027, and then return that figure down to \$1,150,000 as the baseline. That would ensure that the retirement fund is fully funded over the next two years, and that existing recipients would have their cola cap increased to 3% of \$15,000.

He closed by stating that the budget submission reflects those numbers, and that while there has been effort with the comps and class study to create more competitively paid jobs, the administration will have to continue to be mindful of budgeting to keep the system fully funded.

City Auditor Langan, also a member of the Retirement Board, stated that this request is consistent with the budget submission, that she believes it is the right decision to aid retirees who have paid into and built the foundation of the system, and that she appreciates the consideration from the City Council.

President Sideris asked City Attorney Reich if they could take action on the item even though it was listed on the agenda as a “referral”.

City Attorney Reich replied that he believes the language to be general enough to act on this item, though they may want to consider a confirmatory vote in the future.

Councilor Piccirilli moved to approve the Retirement Board’s request to raise the cost of living adjustment from its current maximum of 3% of \$14,000 to 3% of \$15,000 and Councilor Feltner seconded.

Councilor Piccirilli remarked that, as Chair of the Committee of the Budget and Fiscal Oversight, this item has been taken up several times over the past 18 years, and since the City Manager has taken it into account of the budget with actuarial calculations, it would be a moot point to refer it to committee. He said he would happily vote to approve the request tonight.

Councilor Palomba asked for more clarification on the increase in contribution to the pension over the next two years.

President Sideris noted that part of the equation is the number of new employees in line with the class and comp study.

City Manager Proakis confirmed that the biggest part of the calculations is from the classification and compensation study, which raised salaries. A smaller, but still notable factor is the addition of new positions, and a third factor is that more of these positions are being filled and retained longer. The cost of living adjustment is included in the FY26 budget figure of \$3,935,255. To manage these changes and maintain full funding, there is a two-year increase in pension costs spread over both years with actuarial support.

Councilor Gardner asked how the next two years of the bump align with the fluctuating amount of money spent on debt.

City Auditor Langan stated that \$34,000,000 of the budget is allocated for OPEB, pension, and building for the future costs. Because they are flexing down the OPEB contributions over the next few years, they are able to increase pensions as well as take some money to put toward debt projects. The \$34,000,000 figure is staying stable and will not relate to debt any differently over the next two years.

President Sideris stated that the actuaries also presented a different plan to spread costs out over many years, but that City Manager Proakis chose not to do that, and instead to keep the system on the same stable track it’s been on. He closed by saying he believes this is the right action, and that he will happily support this item.

The motion passed unanimously in a Voice Vote.

## **6. MOTIONS, ORDINANCES, ORDERS, AND RESOLUTIONS**

- A. Resolution Approving the Acceptance and Expenditure of Gifts of Funds in the amount of \$550 from the Lutz Family, Janice Pearson, Matt McTygue, and Todd Rivers (on behalf of his clients) to offset expenditures related to Watertown Pride 2025 events

City Manager Proakis presented the item and thanked the individuals for their generous contributions.

Councilor Piccirilli moved to approve the acceptance and expenditure of gifts of funds and Councilor Feltner seconded.

The motion carried unanimously in a Roll Call Vote.

- B. Resolution Authorizing a Petition for Special Legislation Regarding Leases at 124 Watertown Street, Watertown (Former Parker School)

City Manager Proakis remarked on the fairly extensive process to find and sign leases with individuals for significant periods of time. The City is facing challenges with the Parker Annex Building, particularly around leasing and accessibility compliance. Under Chapter 30B, Section 16, Watertown must follow a strict process to sign long-term leases, which complicates efforts to maintain and improve the building. While short-term license agreements are allowed, they don't provide the stability needed for significant investments.

A key issue arose from an ADA (Americans with Disabilities Act) study, which found that the daycare space in the building is not fully accessible. There are plans to invest hundreds of thousands of dollars to fix this, but there's concern that if the daycare leaves, the investment could be wasted if the next tenant doesn't need that space.

He then stated that Watertown wants to negotiate long-term leases with tenants, allowing them to make improvements with confidence. However, the current law makes this difficult. Therefore, he is proposing a Home Rule Petition to exempt the Parker Annex Building from Chapter 30B, Section 16. This would allow more flexible lease negotiations, ensure tenant stability, and support long-term planning and investment. The City Council's approval is the first step before sending the petition to the state legislature.

President Sideris added that the delegation has been notified and is very willing to help get this done.

Councilor Piccirilli moved to approve the petition for special legislation and Councilor Feltner seconded.

The motion carried unanimously in a Voice Vote.

- C. Authorization to Sign a Five-Year Contract with Wheelabrator North Andover

City Manager Proakis stated that “Wheelabrator” is the receiver of solid waste processing services. The administration is requesting authorization to approve a long-term contract extension with the company through 2030 as pricing can be unstable year to year. They did field an offer from another service that was a much higher cost than what Wheelabrator is offering, so the administration feels like it is in Watertown’s best interest to maintain the current relationship.

Councilor Piccirilli moved to approve the five-year contract and Councilor Feltner seconded.

Councilor Palomba asked for clarification on section C of the agreement where there is language concerning the right to charge the City for increased operational costs. He stated that it seems very open ended and asked if Watertown could be liable for increased costs in labor, fuel, tipping fee etc.

City Manager Proakis stated that he believed that it essentially opens up negotiating for specific reasons, but that it wouldn’t be the administration’s intention to automatically capitulate to an added fee or rate.

City Attorney Reich replied that the solid waste business is volatile, that this language is put in there to anticipate some of that volatility, but that the City has the ability to terminate the contract and reject the increases. He then remarked that due to geopolitical issues in the recycling world, provisions such as these are common in agreements.

Councilor Palomba remarked that there is an implication of some negotiation, but there is no mention of negotiation being required.

Attorney Reich added that that was a good summary, and to keep in mind that what is before the Council is just the amendment to the contract; there are more articulated terms already agreed upon.

Councilor Gannon asked for clarification about the nature of a multi-year contract. Specifically, if it differs from labor agreement, where funding the first year commits a city to fund the remaining years. He then asked if this is a five-year binding contract, or if it’s structured as annual appropriations, meaning the Watertown can choose not to fund future years without being legally bound. The key question is whether appropriating funds for one year obligates the city for all five years, or if it retains the flexibility to opt out by not appropriating in future years.

City Attorney Reich replied that statutory process is very different than the collective bargaining process. This is subject to annual appropriation.

Councilor Gannon suggested that that should be the fallout position – if we encounter some extravagant cost, we can simply not appropriate for the subsequent year.

President Sideris noted that this is the fourth time they are partaking in this action, that the five-year contracts always present better pricing, so he strongly suggests they continue with it, and that there are mechanisms built in should the City need to push back a little.

Councilor Feltner voiced being in favor of this approach in terms of the contract, but noted that she would like an update as to where the company’s goals align with Watertown’s.

specifically on clean air and solid waste.

The motion carried unanimously in a Voice Vote.

## **7. REPORTS OF COMMITTEES**

- A. Committee of the Budget and Fiscal Oversight Report regarding its meeting on April 29, 2025

**ACTION ITEM:**

To recommend that the City Council ask the Administration to make the NFPA 1710 standard for ALS ambulance response time, being a maximum of 9 minutes for 90% of calls, a Key Performance Indicator for the Watertown Fire Department, to be reported annually, and to provide adequate support to meet this goal.

**ACTION ITEM:**

The Committee finds that adding a second ALS ambulance to the Watertown Fire Department is the most cost-effective way to meet the NFPA 1710 standard for ALS response time, as well as being the most cost-effective way to recruit and retain paramedics to maintain the existing ALS service in Watertown, and recommends that the City Council ask the Administration to determine how to best move forward with this.

Councilor Piccirilli read the report.

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

The motion carried unanimously in a Voice Vote.

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

The motion carried unanimously in a Voice Vote.

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

Councilor Gardner remarked that she believes meeting national standards is something that we owe to the community, and that she believes it will help the staff within WFD. She then shared that she had to go to the hospital via a Watertown ambulance twice in the past year due to injury and couldn't speak strongly enough about the compassionate and professional care that she received by the emergency response workers in town. She thanked the Fire Chief and the entire team for their continued work.

Councilor Gannon expressed strong support for the motion to acquire a second ALS (Advanced Life Support) ambulance in Watertown. He thanked the Committee of the Budget and Fiscal Oversight for their excellent work and Chief Nicholson for his data-driven analysis. He also spoke highly of the paramedics and firefighters who testified about the need for expanded services.



Councilor Gannon then commented on how ambulance services in Watertown has evolved from basic life support to fully staffed ALS ambulances. He acknowledged that finances are important, but that the greater importance is on human outcomes, and highlighted how quick effective medical transport saves lives. He concluded by expressing pride in the emergency service professionals in town and shared his support for the motion to expand ALS services.

Councilor Palomba expressed general support for the proposal but raises two main concerns. The first being staffing timeline, as he doesn't believe in the feasibility of hiring eight staff members within four months considering past difficulties in recruitment and turnover. The second concern being financial sustainability. He noted that while the initial cost is estimated at \$400,000–\$450,000, he agrees with the City Manager's notion that costs will likely increase annually due to collective bargaining. He also expressed skepticism about the optimistic projections for Medicaid and Medicare reimbursements, warning that future federal cuts could reduce expected income and strain the budget. Despite these concerns, Councilor Palomba stated he will support the proposal, but urged caution and awareness of the potential implementation and financial challenges ahead.

Councilor Feltner expressed initial concerns due to the pilot program not meeting expectations and the public's eagerness for quick implementation. She then acknowledged that a phased approach may be necessary and appreciated the standard-setting motion by Councilor Piccirilli. She concluded by voicing support for the proposal, expressed hope for its success, and also highlighted the thoughtful and deliberate work of all parties involved in the process, while praising Watertown's strong financial position and careful decision-making process.

Councilor Piccirilli thanked fellow BFO members, Councilor Izzo and Councilor Gardner, for their collaboration and spoke to the importance of benchmarking ambulance service to national standards. He then praised the thorough process, which began with 14 key questions and was supported by the Fire Department's data-driven analysis and ranking system. He also commended the collaboration between all parties in the process.

He then pointed out that the current ALS ambulance (Medic One) is financially sustainable, generating \$1.5 million in fees against \$1 million in operating costs, with a 10-year average annual growth rate of 8.8% in ambulance revenue. While acknowledging future uncertainties, he expressed confidence in the financial outlook and looked forward to the implementation plan.

President Sideris thanked all parties for their hard work, and while acknowledging that there was initial concern and disappointment after the first meeting, the committee's thorough questioning and financial focus helped shape a strong proposal. He then agreed with concerns about the aggressive four-month staffing timeline, but emphasized that the priority is moving forward with implementation. President Sideris noted that the community has clearly expressed a need for a second ALS ambulance, and that the current plan is a well thought out improvement over past attempts. He expressed confidence in the administration's ability to execute the plan and affirmed his full support.

The motion carried unanimously in a Voice Vote.

## **8. COMMUNICATIONS FROM THE CITY MANAGER**

A. Request for Confirmation of Appointments to the Solid Waste & Recycling Advisory Committee

City Manager Proakis requested the confirmation of appointments of Martin Sullivan and Joseph Kano as members of the Solid Waste and Recycling Advisory Committee for terms to expire May 15, 2028.

President Sideris stated that this item gets referred to the Committee on Public Works.

B. Request for Confirmation of Reappointment to the Traffic Commission

City Manager Proakis requested the confirmation of reappointment of Kelly Gallagher as a member of the Traffic Commission for a term expiring May 15, 2027.

President Sideris stated that this item gets referred to the Committee on Public Safety.

C. Request for Confirmation of Reappointment to the Board of Assessors

City Manager Proakis requested the confirmation of reappointment of Richard Moynihan to the Board of Assessors for a term expiring May 15, 2028.

President Sideris stated that this item gets referred to the Committee on Personnel and City Organization.

City Manager Proakis then announced that the City is partnering with Home Works Energy, an official partner of Mass Saves program, who provides no cost home energy assessments and recommendations on weatherization, insulations, heat pumps etc. He announced that the City is partnering with Watertown Community Foundation for the 2025 food drive, that Watertown Porchfest will be May 17<sup>th</sup>, and that the DPW is hosting a meet the director night with new DPW Director Thomas Brady.

## 9. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS

There were no requests.

## 10. ANNOUNCEMENTS

Councilor Palomba announced a Climate and Energy meeting on May 20<sup>th</sup>.

Councilor Gannon announced a Watertown Business Coalition “State of the Arts” event on May 21<sup>st</sup>, and a walk and talk on May 22<sup>nd</sup>.

Councilor Bays announced her Annual City Councilor Meeting on May 21<sup>st</sup>.

President Sideris welcomed the public to join in on the Memorial Day celebrations, and announced the Fiscal Year 2026 Budget Hearings on May 20<sup>th</sup>, May 27<sup>th</sup>, and June 3<sup>rd</sup>.

## **11. PUBLIC FORUM**

Angie Kounelis – 55 Keenan Street – Thanked the City Council and administration in bringing forward the staffing for the second ambulance, and encouraged its expediency so that the services are available for the public in need. She thanked the residents who took the initiative to offer their support in the matter, as well as Chief Nicholson for his expert presentation which helped bring the Council’s approval for the second ambulance into fruition.

Councilor Piccirilli then read an email from Peter Centola (attached).

## **12. RECESS OR ADJOURNMENT**

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

The motion was adopted unanimously in a Roll Call Vote.

The meeting adjourned at 8:10 p.m.

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above minutes were adopted by a vote of \_\_\_ for, \_\_\_ against, and \_\_\_ present on May 27, 2025.

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Mark S. Sideris, Council President  
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### **ELECTED OFFICIALS**

Mark S. Sideris,  
Council President

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

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

John M. Airasian,  
Councilor At Large

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

**City Council Meeting**  
**Tuesday, May 13, 2025 at 7:00 PM**  
**Richard E. Mastrangelo Council Chamber**  
**Administration Building, 149 Main Street**  
**List of Documents**

1. Retiree Cost of Living Adjustment – Item 5A
2. Pride Gift of Funds– Item 6A
3. Petition for Special Legislation – 124 Watertown St. Leases – Item 6B
4. Wheelabrator Contract – Item 6C
5. Committee of the Budget and Fiscal Oversight Report – 25-05-29 – Item 7A
6. Request for confirmation of appointments to the Solid Waste & Recycling Advisory Committee – Item 8A
7. Request for confirmation of reappointment to the Traffic Commission – Item 8B
8. Request for confirmation of reappointment to the Board of Assessors – Item 8C
9. Email for Peter Centola

**ADDENDUM TO THE  
MINUTES OF THE MAY 13,  
2025 CITY COUNCIL  
MEETING**



**City Council Meeting**  
**Tuesday, May 13, 2025 at 7:00 PM**  
**Richard E. Mastrangelo Council Chamber**

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  - C. Authorization to Sign a Five Year Contract with Wheelabrator North Andover
- 7. REPORTS OF COMMITTEES
  - A. Committee of the Budget and Fiscal Oversight Report regarding its meeting on April 29, 2025

**ACTION ITEM:**

To recommend that the City Council ask the Administration to make the NFPA 1710 standard for ALS ambulance response time, being a maximum of 9 minutes for 90% of calls, a Key Performance Indicator for the Watertown Fire Department, to be reported annually, and to provide adequate support to meet this goal.

**ACTION ITEM:**

The Committee finds that adding a second ALS ambulance to the Watertown Fire Department is the most cost-effective way to meet the NFPA 1710 standard for ALS response time, as well as being the most cost-effective way to recruit and retain paramedics to maintain the existing ALS service in Watertown, and recommends that the City Council ask the Administration to determine how to best move forward with this.

8. COMMUNICATIONS FROM THE CITY MANAGER
  - A. Request for Confirmation of Appointments to the Solid Waste & Recycling Advisory Committee
  - B. Request for Confirmation of Reappointment to the Traffic Commission
  - C. Request for Confirmation of Reappointment to the Board of Assessors
9. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
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**ELECTED OFFICIALS**

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Council President

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

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

John M. Airasian,  
Councilor At Large

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

**CITY COUNCIL ATTENDANCE**  
**MEETING DATE: MAY 13, 2025**

|                                       | YES          | NO            | PRESENT       |
|---------------------------------------|--------------|---------------|---------------|
| JOHN M. AIRASIAN                      | <u>  X  </u> | <u>      </u> | <u>      </u> |
| CAROLINE BAYS                         | <u>  X  </u> | <u>      </u> | <u>      </u> |
| LISA J. FELTNER                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| JOHN G. GANNON                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| NICOLE GARDNER                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| EMILY IZZO                            | <u>  X  </u> | <u>      </u> | <u>      </u> |
| ANTHONY PALOMBA                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| VINCENT J. PICCIRILLI JR.             | <u>  X  </u> | <u>      </u> | <u>      </u> |
| MARK S. SIDERIS,<br>COUNCIL PRESIDENT | <u>  X  </u> | <u>      </u> | <u>      </u> |



CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MAY 13, 2025

|                                       | YES          | NO            | PRESENT       |
|---------------------------------------|--------------|---------------|---------------|
| JOHN M. AIRASIAN                      | <u>  X  </u> | <u>      </u> | <u>      </u> |
| CAROLINE BAYS                         | <u>  X  </u> | <u>      </u> | <u>      </u> |
| LISA J. FELTNER                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| JOHN G. GANNON                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| NICOLE GARDNER                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| EMILY IZZO                            | <u>  X  </u> | <u>      </u> | <u>      </u> |
| ANTHONY PALOMBA                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| VINCENT J. PICCIRILLI JR.             | <u>  X  </u> | <u>      </u> | <u>      </u> |
| MARK S. SIDERIS,<br>COUNCIL PRESIDENT | <u>  X  </u> | <u>      </u> | <u>      </u> |

Motion to adopt the minutes from City Council Meeting April 22, 2025

CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MAY 13, 2025

|                                       | YES          | NO            | PRESENT       |
|---------------------------------------|--------------|---------------|---------------|
| JOHN M. AIRASIAN                      | <u>  X  </u> | <u>      </u> | <u>      </u> |
| CAROLINE BAYS                         | <u>  X  </u> | <u>      </u> | <u>      </u> |
| LISA J. FELTNER                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| JOHN G. GANNON                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| NICOLE GARDNER                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| EMILY IZZO                            | <u>  X  </u> | <u>      </u> | <u>      </u> |
| ANTHONY PALOMBA                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| VINCENT J. PICCIRILLI JR.             | <u>  X  </u> | <u>      </u> | <u>      </u> |
| MARK S. SIDERIS,<br>COUNCIL PRESIDENT | <u>  X  </u> | <u>      </u> | <u>      </u> |

Motion to increase the COLA of pensions to be capped at 3% of \$15,000 of a yearly earned pension.



Watertown Contributory Retirement Board  
Administration Building  
149 MAIN STREET  
WATERTOWN, MA 02472  
TEL (617) 972-6456 - FAX (617) 923-3531  
[www.watertownretirement.com](http://www.watertownretirement.com)

THOMAS V. THIBAUT, JR., Chairman  
MEGAN LANGAN, Ex-Officio

DOMENIC ARONE, Elected Member  
JOHN T. LOUGHRAN, Appointed Member  
KATHLEEN KIELY-BECCHETTI, Fifth Member

April 17, 2025

Watertown City Council  
Administration Building  
Watertown, MA 02472

**RE: Increase to Base of Retiree Cost of Living Adjustment**

Dear Honorable Council Members:

Following discussions with the City Manager, the Watertown Retirement Board (Board) respectfully requests approval by the City Council to increase the base amount upon which a retiree's cost of living adjustment (COLA) can be calculated, from its current maximum of 3% of \$14,000, to 3% of \$15,000.

After review of the social and financial impact of such action, and after consultation with the Board actuary and representatives of the City, the Board voted to support this increase. It is respectfully requested that the City Council act favorably on this request.

Sincerely,

Thomas V. Thibaut, Jr., Chairman  
Watertown Retirement System

cc: City Manager, George Proakis

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MAY 13, 2025**

|                                       | YES          | NO            | PRESENT       |
|---------------------------------------|--------------|---------------|---------------|
| JOHN M. AIRASIAN                      | <u>  X  </u> | <u>      </u> | <u>      </u> |
| CAROLINE BAYS                         | <u>  X  </u> | <u>      </u> | <u>      </u> |
| LISA J. FELTNER                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| JOHN G. GANNON                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| NICOLE GARDNER                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| EMILY IZZO                            | <u>  X  </u> | <u>      </u> | <u>      </u> |
| ANTHONY PALOMBA                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| VINCENT J. PICCIRILLI JR.             | <u>  X  </u> | <u>      </u> | <u>      </u> |
| MARK S. SIDERIS,<br>COUNCIL PRESIDENT | <u>  X  </u> | <u>      </u> | <u>      </u> |

Motion to authorize the acceptance and expenditure of a gift of funds in the amount of \$550 from the Lutz Family, Janice Pearson, Matt McTygue, and Todd Rivers (on behalf of his clients) to offset costs of Watertown Pride 2025



## Watertown City Council

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

RESOLUTION # 32

R - 2025 - 32

### RESOLUTION APPROVING THE ACCEPTANCE AND EXPENDITURE OF GIFTS OF FUNDS

**WHEREAS:** From time to time, this community is fortunate to receive generous gifts aimed at enhancing the quality and spirit of life for its residents; and

**WHEREAS:** A donation totaling \$550.00 has been graciously contributed by the Lutz Family, Janice Pearson, Matt McTygue, and Todd Rivers (on behalf of his clients) to support expenditures related to Watertown Pride 2025 events.

**NOW, THEREFORE, BE IT RESOLVED:** That the City Council of Watertown does hereby accept and appropriate, in accordance with Massachusetts General Laws Chapter 44, Section 53A, the monetary gifts totaling \$550.00 received for the purpose of offsetting expenditures associated with Watertown Pride 2025 events.

  
\_\_\_\_\_  
Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 9 for, 0 against, and 0 present on May 13, 2025.

  
\_\_\_\_\_  
Brendan T. McCarthy, Council Clerk

  
\_\_\_\_\_  
Mark S. Sideris, Council President

## **ELECTED OFFICIALS**

Mark S. Sideris,  
Council President

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

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

John M. Airasian,  
Councilor At Large

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



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

Administration Building  
149 Main Street  
Watertown, MA 02472  
Phone: 617-972-6465  
[www.watertown-ma.gov](http://www.watertown-ma.gov)  
[citymgr@watertown-ma.gov](mailto:citymgr@watertown-ma.gov)

To: Honorable City Council

From: George J. Proakis, City Manager

Date: May 5, 2025

RE: Agenda Item – Approval and Acceptance of Gifts of Funds and Expenditures

---

I am pleased to inform you that we received generous donations totaling \$550.00 to offset expenditures related to the Watertown Pride 2025 events that take place in June 2025.

The donations are as follows:

- |                                          |          |
|------------------------------------------|----------|
| • Lutz Family                            | \$250.00 |
| • Janice Pearson                         | \$100.00 |
| • Matt McTygue                           | \$100.00 |
| • Todd Rivers (on behalf of his clients) | \$100.00 |

Pursuant to Massachusetts General Laws Chapter 44, Section 53A, any expenditure of gifts of funds needs the approval and acceptance of the City Manager and City Council.

I respectfully request the attached Resolution approving these gifts of funds and expenditures be placed on the May 13, 2025 City Council Agenda.

Thank you for your consideration and action on this matter.

## Hand, JoAnna

---

**From:** Fernandez-McKenna, Tammy  
**Sent:** Wednesday, April 30, 2025 1:39 PM  
**To:** Magoon, Steve; Langan, Megan; Hand, JoAnna  
**Subject:** Pride donations/April

Donations for Watertown Pride- April 2025 -

Janice Pearson  
\$100  
April 1, 2025

Matt McTygue  
\$100  
April 11, 2025

Lutz Family  
\$250  
April 21, 2025

Todd Rivers on behalf of his clients  
\$100  
April 29, 2025

*Tammy F. McKenna*

Events Manager | Commander's Mansion  
and City of Watertown



617-926-7755  
tmckenna@watertown-ma.gov  
440 Talcott Avenue Watertown, MA  
[www.commandersmansion.com](http://www.commandersmansion.com)

Commander's Mansion: [Instagram](#) | [Facebook](#) | [Website](#)  
City Events: [Instagram](#) | [Facebook](#) | [Website](#) | [Pride](#) | [Faire](#)



CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MAY 13, 2025

|                                       | YES          | NO            | PRESENT       |
|---------------------------------------|--------------|---------------|---------------|
| JOHN M. AIRASIAN                      | <u>  X  </u> | <u>      </u> | <u>      </u> |
| CAROLINE BAYS                         | <u>  X  </u> | <u>      </u> | <u>      </u> |
| LISA J. FELTNER                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| JOHN G. GANNON                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| NICOLE GARDNER                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| EMILY IZZO                            | <u>  X  </u> | <u>      </u> | <u>      </u> |
| ANTHONY PALOMBA                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| VINCENT J. PICCIRILLI JR.             | <u>  X  </u> | <u>      </u> | <u>      </u> |
| MARK S. SIDERIS,<br>COUNCIL PRESIDENT | <u>  X  </u> | <u>      </u> | <u>      </u> |

Motion to authorize a petition for Special Legislation regarding leases at 124 Watertown Street



## **Watertown City Council**

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

**RESOLUTION # 33**

**R – 2025 - 33**

### **RESOLUTION AUTHORIZING A PETITION FOR SPECIAL LEGISLATION REGARDING LEASES AT 124 WATERTOWN STREET, WATERTOWN (FORMER PARKER SCHOOL)**

**WHEREAS**, the City is the owner of certain property located at 124 Watertown Street (the "Property"), being the former Parker School, acquired by Order of Taking recorded January 18, 2023, with the Middlesex South District Registry of Deeds in Book 81171, Page 72, which Property, at the time of acquisition, was occupied by a number of private parties by virtue of leases with the prior owner; and

**WHEREAS**, the City desires to lease portions of the Property to private parties, including, but not limited to, those private parties currently occupying portions of the Property whose leases have expired or will soon expire; and

**WHEREAS**, the City is precluded from leasing property to private parties without complying with the requirements of Chapter 30B, Section 16; and

**WHEREAS**, the City has an interest in establishing, notwithstanding the provisions of Chapter 30B, Section 16 and under these specific circumstances, an appropriate procedure for the future potential leasing of the space at the Property.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Watertown hereby authorizes the filing of a petition with the General Court for special legislation to permit, notwithstanding the provisions of Chapter 30B, Section 16, an appropriate procedure for the future potential leasing of space at 124 Watertown Street.

### **AN ACT AUTHORIZING THE CITY OF WATERTOWN TO LEASE PROPERTY AT 124 WATERTOWN STREET, WATERTOWN (FORMER PARKER SCHOOL)**

*Be it enacted by the Senate and the House of Representatives in General Court assembled, and by the authority of the same as follows:*

Section 1. Notwithstanding any provisions of chapter 30B of the general laws or of any other general or special law to the contrary, the city of Watertown is hereby authorized to lease, for terms of no more than thirty (30) years, space at that certain property located at 124 Watertown street in the city of Watertown, the former Parker school, which property is described in an order of taking, recorded January 18, 2023, with the

Middlesex south district registry of deeds in book 81171, page 72, if first authorized by a vote of its City Council, and on such terms and conditions and for such consideration as the City Council deems appropriate, in accordance with such process that will ensure that such leases shall be undertaken in accordance with an open, fair, and competitive disposition process, using sound business practices and principles of fair dealing, which process may recognize as a criteria for evaluation for such leases a level of preference for current lessees of such property. Further, any design and construction to be preformed by a lessee or lessees shall be exempt from the provisions of the general laws related to the construction, reconstruction, alteration, remodeling, repair and maintenance of the improvements at the public property, including sections 44 to 58, inclusive of chapter 7C; sections 44A to 44F, inclusive of chapter 149; and section 39M of chapter 30, provided, however, the provisions of section 26 to 27H, inclusive, of chapter 149 shall apply to any contracts entered into by the lessee or lessees for the construction of such improvements.

Section 2. This Act shall not exempt the City from the provisions of section 3 of chapter 40 and sections (a), (b) and (g) of section 16 of chapter 30B of the general laws, or any other general or special law which requires a vote of the City Council to authorize the lease of real property.

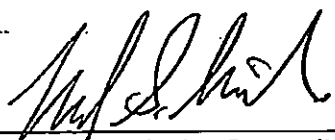
Section 3. This act shall take effect upon passage.

**BE IT FURTHER RESOLVED**, that the General Court may make clerical or editorial changes of form only to the proposed special act, unless the City Council approves such changes as are consistent with the public purposes of this petition prior to enactment by the General Court.

  
\_\_\_\_\_  
Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 9 for, 0 against, and 0 present on May 13, 2025.

  
\_\_\_\_\_  
Brendan T. McCarthy, Council Clerk

  
\_\_\_\_\_  
Mark S. Sideris, Council President

## **ELECTED OFFICIALS**

Mark S. Sideris,  
Council President

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

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

John M. Airasian,  
Councilor At Large

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



George J. Proakis  
City Manager

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*Office of the City Manager*

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Phone: 617-972-6465  
[www.watertown-ma.gov](http://www.watertown-ma.gov)  
[citymgr@watertown-ma.gov](mailto:citymgr@watertown-ma.gov)

To: Honorable City Council

From: George J. Proakis, City Manager

Date: May 5, 2025

RE: Agenda Item – Resolution Authorizing a Petition for Special Legislation Regarding Leases at 124 Watertown Street, Watertown (Former Parker School)

---

Attached please find a proposed Resolution Authorizing a Petition for Special Legislation Regarding Leases at 124 Watertown Street, Watertown (Former Parker School).

The City of Watertown is the owner of the property located at 124 Watertown Street (formerly the Parker School), acquired by Order of Taking recorded on January 18, 2023. At the time of acquisition, several private parties occupied portions of the property under leases with the prior owner.

The City seeks to lease portions of the property to private parties, including current occupants whose leases have expired or are nearing expiration. However, existing state regulations under Chapter 30B, Section 16 impose specific requirements for leasing municipal property to private entities. Given the unique circumstances surrounding the property and its occupants, the City is interested in establishing an appropriate procedure for potential future leasing at the site.

To facilitate this process, the City Council is requested to authorize the filing of a petition with the General Court for special legislation. This legislation would allow the City to implement a leasing procedure for the property at 124 Watertown Street, notwithstanding the requirements of Chapter 30B, Section 16.

I respectfully request the attached Resolution be placed on the May 13, 2025 City Council Agenda.

Thank you for your consideration in this matter.

**CITY COUNCIL ROLL CALL VOTE**  
**MEETING DATE: MAY 13, 2025**

|                                       | YES          | NO            | PRESENT       |
|---------------------------------------|--------------|---------------|---------------|
| JOHN M. AIRASIAN                      | <u>  X  </u> | <u>      </u> | <u>      </u> |
| CAROLINE BAYS                         | <u>  X  </u> | <u>      </u> | <u>      </u> |
| LISA J. FELTNER                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| JOHN G. GANNON                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| NICOLE GARDNER                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| EMILY IZZO                            | <u>  X  </u> | <u>      </u> | <u>      </u> |
| ANTHONY PALOMBA                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| VINCENT J. PICCIRILLI JR.             | <u>  X  </u> | <u>      </u> | <u>      </u> |
| MARK S. SIDERIS,<br>COUNCIL PRESIDENT | <u>  X  </u> | <u>      </u> | <u>      </u> |

Motion to authorize a five year contract extension with Wheelabrator of North Andover





George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

Administration Building  
149 Main Street  
Watertown, MA 02472  
Phone: 617-972-6465  
[www.watertown-ma.gov](http://www.watertown-ma.gov)  
[citymgr@watertown-ma.gov](mailto:citymgr@watertown-ma.gov)

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: May 5, 2025

RE: Agenda Item – Authorization to Sign Five Year Contract

---

Attached is the Fourth Amendment to the Service Agreement between the City of Watertown and Wheelabrator North Andover, extending the original agreement for an additional five-year term from July 1, 2025, through June 30, 2030.

Given that this extension surpasses the standard three-year period for municipal contracts, Legal Counsel advises that the Amendment requires City Council approval prior to execution and the City Manager's signature.

Therefore, I respectfully request that this matter be included on the City Council agenda for May 13, 2025, for favorable consideration.

Thank you for your attention to this matter.



## CITY OF WATERTOWN

### *Procurement Department*

Administration Building  
149 Main Street  
Watertown, MA 02472  
Phone: 617 972 6414  
[www.watertown-ma.gov](http://www.watertown-ma.gov)  
[procurement@watertown-ma.gov](mailto:procurement@watertown-ma.gov)

April 30, 2025

To: George Proakis, City Manager  
From: Julie Spurr Knight, Procurement Director  
Subject: Wheelabrator, North Andover Amendment

The City of Watertown Procurement Department, in collaboration with the Department of Public Works, negotiated directly with Wheelabrator, North Andover pursuant M.G.L 30B exemption for solid waste processing services. The attached amendment between the City of Watertown and Wheelabrator, North Andover extends the original Service Agreement to an additional five-year contract term (July 1, 2025 through June 30, 2030).

The Procurement Department requests approval from City Council to enter a five-year contract term with Wheelabrator, North Andover pursuant to the opinion of Legal Counsel.



## **FOURTH AMENDMENT TO SERVICE AGREEMENT**

This Fourth Amendment to Service Agreement (this “Amendment”) is entered into as of this \_\_\_\_ day of May, 2025, by and between the City of Watertown (MA), a municipal corporation duly organized under the laws of Massachusetts and having a usual place of business at 149 Main Street, Watertown MA 02472, hereinafter referred to as the “City”, and Wheelabrator North Andover, Inc., a Delaware corporation, referred to as the “Company”. Capitalized terms used but not defined herein shall have the meanings assigned to such terms in the Agreement (as defined below).

### **RECITALS**

**WHEREAS**, the City and the Company are parties to that certain Service Agreement dated as of March 25, 2009, as amended by that certain Second Amendment to Service Agreement<sup>1</sup> dated February 18, 2014, and that certain Third Amendment to Service Agreement dated February 26, 2020 (collectively, as amended and/or modified from time to time, the “Agreement”), pursuant to which the Company accepts Acceptable Waste delivered by or on behalf of the City for disposal at the Company’s resource recovery facility located in North Andover, Massachusetts;

**WHEREAS**, the parties have agreed to extend the term of the Agreement for an additional period of five (5) years (July 1, 2025 through June 30, 2030); and

**WHEREAS**, the parties now wish to amend the Agreement as set forth below.

### **AGREEMENT**

**NOW, THEREFORE**, in consideration of the mutual promises set forth herein and of other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed, the parties hereby agree as follows:

1. Section 1 of the Agreement is hereby amended to add the following new Section 1(m):

“(m) “Fuel Index” means the U.S. Energy Information Administration’s (EIA) Weekly Retail Diesel Prices Index, which is currently located at [www.eia.gov/petroleum/gas/diesel](http://www.eia.gov/petroleum/gas/diesel).”

2. Section 5(a) of the Agreement is hereby deleted in its entirety and replaced with the following:

“(a) The City shall pay WNA a tipping fee (the “Tipping Fee”) per Ton of Acceptable Waste accepted at the Facility during each Contract Year, or delivered to an alternate disposal site as provided in Section 3 hereof, as follows:

<sup>1</sup> For the avoidance of doubt, there was no First Amendment to the Service Agreement.

a) Effective as of July 1, 2025 (the "New Pricing Effective Date"), City shall pay to WNA a Tipping Fee of \$91.86 per Ton of Acceptable Waste delivered to and accepted by WNA, plus an environmental fee of \$2.75 per Ton of Acceptable Waste delivered to and accepted by WNA (the "Environmental Fee") and a per-Ton fuel fee based on the Fuel Index, which shall be adjusted monthly using the Fuel Index posted on the third Tuesday of each month (the "Fuel Fee").

b) Once per year, beginning on the first anniversary of the New Pricing Effective Date:

(1) the Environmental Fee shall be adjusted by \$0.50 per Ton

(2) the Tipping Fee shall be adjusted by a percentage of 4.0%

July 1, 2026 - \$95.53/ton

July 1, 2027 - \$99.36/ton

July 1, 2028 - 103.33/ton

July 1, 2029 - 107.46/ton

c) WNA shall be entitled to additional payment from the City to account for increased operating costs, including but not limited to fuel costs, disposal costs, changes in the composition of Acceptable Waste, changes in commodity pricing, or costs of environmental or other regulatory compliance."

3. Section 6 of the Agreement is hereby deleted in its entirety and replaced with the following:

"6. Term. This Agreement shall be effective upon execution by the parties hereto, provided that performance hereunder shall commence on July 1, 2010 (the "Commencement Date") and end on June 30, 2030 (the "Term")."

Except to the extent specifically modified as set forth above, the Agreement shall not otherwise be amended or modified and shall remain in full force and effect.

*[Signature Page Follows]*

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the day and year first above written.

FOR THE CITY

FOR THE COMPANY

\_\_\_\_\_  
City Manager                      Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature                                      Date

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Federal Identification Number

CERTIFICATION AS TO AVAILABILITY OF FUNDS:

\_\_\_\_\_  
City Auditor                                      Date

APPROVED AS TO FORM:

\_\_\_\_\_  
Legal Counsel                                      Date

CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MAY 13, 2025

|                                       | YES          | NO            | PRESENT       |
|---------------------------------------|--------------|---------------|---------------|
| JOHN M. AIRASIAN                      | <u>  X  </u> | <u>      </u> | <u>      </u> |
| CAROLINE BAYS                         | <u>  X  </u> | <u>      </u> | <u>      </u> |
| LISA J. FELTNER                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| JOHN G. GANNON                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| NICOLE GARDNER                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| EMILY IZZO                            | <u>  X  </u> | <u>      </u> | <u>      </u> |
| ANTHONY PALOMBA                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| VINCENT J. PICCIRILLI JR.             | <u>  X  </u> | <u>      </u> | <u>      </u> |
| MARK S. SIDERIS,<br>COUNCIL PRESIDENT | <u>  X  </u> | <u>      </u> | <u>      </u> |

Motion to accept the report from the Committee of the Budget and Fiscal Oversight from its meeting on April 29, 2025

**CITY COUNCIL ROLL CALL VOTE**  
**MEETING DATE: MAY 13, 2025**

|                                       | YES          | NO            | PRESENT       |
|---------------------------------------|--------------|---------------|---------------|
| JOHN M. AIRASIAN                      | <u>  X  </u> | <u>      </u> | <u>      </u> |
| CAROLINE BAYS                         | <u>  X  </u> | <u>      </u> | <u>      </u> |
| LISA J. FELTNER                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| JOHN G. GANNON                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| NICOLE GARDNER                        | <u>  X  </u> | <u>      </u> | <u>      </u> |
| EMILY IZZO                            | <u>  X  </u> | <u>      </u> | <u>      </u> |
| ANTHONY PALOMBA                       | <u>  X  </u> | <u>      </u> | <u>      </u> |
| VINCENT J. PICCIRILLI JR.             | <u>  X  </u> | <u>      </u> | <u>      </u> |
| MARK S. SIDERIS,<br>COUNCIL PRESIDENT | <u>  X  </u> | <u>      </u> | <u>      </u> |

Motion to approve the first action item of the report from the Committee of the Budget and Fiscal Oversight from its meeting on April 29, 2025

**CITY COUNCIL ROLL CALL VOTE**  
**MEETING DATE: MAY 13, 2025**

|                                       | YES          | NO                | PRESENT           |
|---------------------------------------|--------------|-------------------|-------------------|
| JOHN M. AIRASIAN                      | <u>  X  </u> | <u>          </u> | <u>          </u> |
| CAROLINE BAYS                         | <u>  X  </u> | <u>          </u> | <u>          </u> |
| LISA J. FELTNER                       | <u>  X  </u> | <u>          </u> | <u>          </u> |
| JOHN G. GANNON                        | <u>  X  </u> | <u>          </u> | <u>          </u> |
| NICOLE GARDNER                        | <u>  X  </u> | <u>          </u> | <u>          </u> |
| EMILY IZZO                            | <u>  X  </u> | <u>          </u> | <u>          </u> |
| ANTHONY PALOMBA                       | <u>  X  </u> | <u>          </u> | <u>          </u> |
| VINCENT J. PICCIRILLI JR.             | <u>  X  </u> | <u>          </u> | <u>          </u> |
| MARK S. SIDERIS,<br>COUNCIL PRESIDENT | <u>  X  </u> | <u>          </u> | <u>          </u> |

Motion to approve the second action item of the report from the Committee of the Budget and Fiscal Oversight from its meeting on April 29, 2025



# 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

## Committee of the Budget and Fiscal Oversight Meeting April 29, 2025 Report May 13, 2025

The Committee convened on Tuesday, April 29 at 6:00 pm in the Richard E. Mastrangelo Council Chambers, with remote participation by Zoom. The meeting was originally posted for the Louis P. Andrews Upper Conference Room, but was moved due to the number of attendees.

Present were Vincent Piccirilli, Chair; Emily Izzo, Vice Chair and Nicole Gardner, Secretary. Staff present were City Manager George Proakis, Fire Chief Ryan Nicholson, Lieutenant David Meagher, Auditor Megan Langan, Treasurer/Collector Melissa Morrissey, Assistant City Manager for Finance Ari Sky, Deputy City Manager Emily Monea, Council Analyst Doug Newton, and Human Resources Director Colleen Doyle on zoom. Also present were Council President Mark Sideris, and Councilors John Airasian, Caroline Bays, Anthony Palomba, as well as Lisa Feltner on zoom. See below the list of members of the public and the Fire Department present in person and by zoom.

Councilor Piccirilli called the meeting to order at 6:09 pm. The purpose of the meeting was to continue discussing the cost and benefits of adding a second ambulance to the Watertown Fire Department, and to make a recommendation to the City Council. The Committee received a memo from Chief Nicholson addressing the questions raised by the Committee in the first meeting on March 6 (Attachment A).

Councilor Piccirilli opened the floor to public comment. Residents Susan Fish, Russ Arico, Carolyn Fish, Joan Gumbleton, and Angie Kounelis voiced strong support for improving EMS services by adding a second Fire Department ambulance, emphasizing the urgent need to address slow response times and staff burnout. Several highlighted the emotional and safety risks tied to delays, especially for vulnerable populations such as seniors and schoolchildren. A recurring theme was trust in local Watertown Fire Department paramedics over private EMS. Residents urged the city to make public safety a top budget priority, noting that this issue has been discussed for years and cannot be postponed further. Olivia Cobe, a WFD paramedic, emphasized the commitment of Watertown's EMS personnel to high-quality patient care and urged support for the second ambulance. The Committee also received several emails of support from residents (Attachment D).

Next, Chief Nicholson gave a presentation describing the current model used, outlining the key issues that need to be addressed, analyzing various options available, and making a recommendation that Watertown adopt a two WFD Ambulance model. (Attachment B).

Key points about the current model:

- **Capacity:** The current WFD ambulance is operating at full capacity of about 2,000 transports per year, and all additional calls are sent to the private backup.

- **District Analysis:** Districts 1 and 3 have longer response times from outside ambulances, validating concerns over coverage in the West End.
- **Revenue & Lost Transport Data:** Annually, \$1.4M–\$1.5M in revenue is earned through billing. Lost revenue from calls handled by outside providers is projected to rise due to increasing call volumes. Discussion included billing changes, insurance reimbursement trends, and future financial risk from Medicare/Medicaid adjustments.
- **Response Time Trends:** Response times overall are declining, and are below the NFPA 90% compliance goal. Notably, during the 2019 two-ambulance pilot, compliance reached 90.8%.
- **Call Types & Projections:** Rescue calls are expected to exceed 4,000 by 2034.

The Chief identified two key issues with the current model:

1. **Response Time:** Watertown has 88 firefighters, including 16 paramedics. In 2024, nearly 4,000 rescue calls were logged, with 2/3 handled by the Watertown ambulance and 1/3 by outside providers. WFD meets NFPA standards 96% of the time, but the outside provider meets it only 44% of the time and this is declining. As a result, the overall average response time does not meet NFPA 1710 Standard for ALS Ambulance Response Time.
2. **Staffing Challenges:** There is a significant strain on EMS personnel due to increased call volume and paramedic shortages statewide and nationally. Since implementing ALS in 2017, Watertown has had 12 paramedics resign—an unusually high number compared to previous decades. Currently, although 16 paramedics are listed, only 12–13 are active. Chief Nicholson said the current model is likely to fail due to staff burnout and increasing response times.

The Chief next introduced a scoring system (1–5 scale, where 5 is best), which he used to evaluate and compare current and alternative EMS models across five categories:

- Response Quality
- Response Time
- Staff Morale
- Revenue
- Cost Impact

The current hybrid model, consisting of one Watertown Fire Department Advanced Life Support (ALS) ambulance with a private backup responder, scored 16 points on this scale, as follows:

- Response Quality: 4
- Response Time: 2
- Staff Morale: 2
- Revenue Potential: 3
- Cost Impact: 5

The Chief then gave a detailed description and evaluation of the following six other potential EMS models that could be used:

1. Full private EMS responders.
2. The current model with dedicated private backup responders.
3. The current model with an additional Watertown impact ALS ambulance.



4. Two WFD ambulances, one ALS and one Basic Life Support (BLS), as tested in 2019.
5. A private ambulance company with non-transporting WFD paramedics providing on site care.
6. Two WFD ambulances, each staffed with an EMT and a paramedic.

For each alternative, the Committee held a robust discussion of the operating and financial pros and cons. Key points for each are summarized below.

**Full private EMS Responders model scored 12 points**, the lowest of any model evaluated. While it would have improved response time due to dedicated trucks, it would result in limited control and oversight, revenue loss, reduced morale, and diminished pride in local care.

**The current model with dedicated backup responders scored 17 points.** It also would improve response times, however costs are higher than the current model, and the issues with morale and sustainability persist.

**The current model with an additional impact ALS ambulance also scored 17 points.** In this model, a second ambulance would be added during peak hours (e.g., 7:00 AM–3:00 PM and 3:00 PM–11:00 PM), rather than 24 hours per day. The pros of this model is that it would distribute workload during when the need is highest, capture more revenue, and shorten response time. The cons are that it could result in the siloing of ambulance staff, and that a shift schedule could be unattractive to recruits, potentially harming morale and retention. Councilor Piccirilli asked whether a phased-in, part-time second ambulance would make sense in Year 1 (for example, a 12-hour shift with four personnel) before scaling to full 24-hour service. The Chief responded this would introduce internal scheduling and structural challenges, although additional staff could help alleviate some overtime pressure in the short term.

**Two WFD ambulances, one ALS and one Basic Life Support (BLS) also scored 17 points.** The 2019 pilot showed this model had operational flaws, particularly in dispatch logic and matching call levels. The ALS ambulance handled most first calls, with the BLS ambulance underused or limited to lower-priority calls. While it did result in some increase in revenue capture, private ALS providers still had to be pulled in for higher-level calls, leading to revenue loss. Increased overtime resulted in higher costs.

**A private ambulance company with non-transporting WFD paramedics scored 18 points.** Under this model, Watertown paramedics provide on the scene care, but transport is handled by a private ambulance company. This model provides high quality initial care, reduces time to respond, and improves morale, but the entire transport revenue is lost to private providers, and there is no oversight to the quality of care during transport. While it requires no new staffing, the City would lose an estimated \$1.4M in annual revenue. In discussing this option, the Manager emphasized that this model is financially infeasible for Watertown given revenue constraints.

**Two WFD ambulances, each staffed with an EMT and a paramedic, scored 21 points, the highest of any model.** Under this model the Fire Departments would have two fully staffed ALS ambulances using a paramedic-basic model. The call volume (~3,000/year) would be distributed across both units (~1,500 each). The staffing is projected to meet the city's needs for the next decade. The timeline to implement is estimated to be 4 months from budget approval to full staffing and deployment.

- The pros include increased internal EMS coverage, reduced reliance on mutual aid, better response times, improved morale, better recruitment and retention, and more revenue retained. Additional revenue from captured transports conservatively estimated could be \$500,000, annually. The Manager and Mr. Sky emphasized the volatility of federal reimbursement rates and the importance of budgeting conservatively.
- The con is that this model would have the highest upfront cost due to eight new staff, increased personnel, supply, and capital costs. Estimated additional cost in FY26: ~\$985,000 (includes \$100,000 ambulance debt service).

Councilor Gardner asked about EMT salary figures and differences between public data and internal figures. Chief Nicholson and the Manager clarified that salaries reflect collective bargaining agreements, including stipends and differentials, and Watertown targets competitive wages to avoid recruitment issues. Furthermore, average figures from statewide databases likely reflect communities with different cost structures and staffing needs.

In summary, the proposed two WFD ambulances model, each staffed with an EMT and a paramedic, scored the highest overall across the five evaluation categories of quality of care, response time, morale, revenue impact, and cost.

The Committee acknowledged that staffing such a model would take time and that ramping up a second ambulance would likely require a phased approach. It was suggested that partial implementation, such as operating the second ambulance on select days, might begin before full staffing is achieved. A four-month timeline to get staff on board was again referenced as a realistic period once a plan was approved and budgeted.

President Sideris thanked staff for the data-driven presentation. He noted that the discussion highlighted compelling reasons – particularly in resident service – to move forward with the second ambulance, even if implementation does not align with the July 1<sup>st</sup> fiscal year. He also noted there could be other potential staffing benefits.

Councilor Piccirilli asked if the Administration was comfortable with the estimated difference between revenues and costs of ~\$400,000 as a starting point. The Manager responded that \$400,000 was a reasonable estimate for year one, assuming current reimbursement rates and new-hire salary levels. He cautioned that costs could increase to ~\$600,000 over time due to salary step increases and potential changes in federal reimbursements (notably Medicare and Medicaid). He noted the city's stabilization funds as a short-term financial cushion but highlighted the need for sustainable revenue planning for long-term salary commitments.

Councilor Piccirilli shared his own revenue growth analysis, noting that over the past 10 years, ambulance transports have grown at 6.6% annually, while ambulance revenue has grown at 8.8%. He stated that this trend suggests growing value and revenue potential over time.

Finally, Councilor Piccirilli thanked Chief Nicholson for a very thorough presentation, and asked the Committee to consider two motions for recommendations to the full Council:

1. Benchmarking to national standards is how we can measure how good a job we are doing to provide services, and Watertown should explicitly make the NFPA Standard 1710 for ALS response time a Key Performance Indicator (Attachment C).

2. It appears that the most efficient and cost-effective way to meet the NFPA 1710 standard for ALS response time, as well as to improve recruiting and retaining paramedics, is with two WFD ambulances.

➔ **ACTION ITEM:** Councilor Gardner made a motion that the Committee recommends the City Council asks the Administration to make the NFPA 1710 standard for ALS ambulance response time, being a maximum of 9 minutes for 90% of calls, a Key Performance Indicator for the Watertown Fire Department, to be reported annually, and to provide adequate support to meet this goal. Councilor Izzo seconded the motion, which passed unanimously.

➔ **ACTION ITEM:** Councilor Gardner made a motion that the Committee finds that adding a second ALS ambulance to the Watertown Fire Department is the most cost-effective way to meet the NFPA 1710 standard for ALS response time, as well as being the most cost-effective way to recruit and retain paramedics to maintain the existing ALS service in Watertown, and recommends that the City Council ask the Administration to determine how to best move forward with this. Councilor Izzo seconded the motion, which passed unanimously.

The Manager noted that staff will now begin planning next steps and return to the Council with options. He reaffirmed that city finances remain healthy but acknowledged general revenue risks such as changes to federal healthcare reimbursements, hotel taxes, or motor vehicle excise taxes. He emphasized the importance of preserving flexibility in stabilization funds to buffer against such risks.

The meeting adjourned at 8:11pm by a unanimous vote.

Report prepared by Nicole Gardner

List of other attendees (\*on zoom):

|                   |                 |                   |                  |
|-------------------|-----------------|-------------------|------------------|
| Eva-Jayne Dykstra | Susan Maynard   | Phyllis Patterson | Helen Dempsey    |
| Susan Fish        | Carolyn Fish    | Kulwant Babra     | AJ Geswell       |
| Anthony Caruso    | Bobby Kelland   | Kevin Sanderson   | Jeffrey McNamara |
| Ralph Mele        | Kevin MacDonald | Ryan Gleason      | Tom McManus      |
| Paul LaFauci      | Patrick McManus | Olivia Cobe       | John Russo       |
| Jeff Campbell     | David Gardner   | Russ Arico        | Joan Gumbleton*  |
| Frank Byrne*      | Linda Scott*    | Ryan Hoey*        | Sean C*          |
| Toros Torosian*   | Elodia Thomas*  | Angie Kounelis*   |                  |

Attachments:

- A. Chief Nicholson memo April 28, 2025
- B. Chief Nicholson presentation
- C. NFPA 1710 Standard Section 4.1.2.4
- D. Emails received from the public



# WATERTOWN FIRE DEPARTMENT

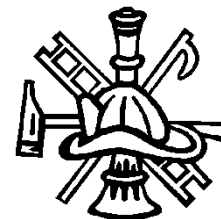
## OFFICE OF CHIEF OF DEPARTMENT

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**RYAN A. NICHOLSON**

Chief of Department

*To:* Committee of the Budget & Fiscal Oversight

*From:* Chief Ryan A. Nicholson

*Date:* April 28, 2025

*RE:* Additional information supporting a second ALS ambulance

In preparation for the Budget and Fiscal Oversight Committee, the City Administration is preparing a presentation providing more background on the City's ambulance service options and their impacts and benefits. I look forward to sharing that with the committee at the meeting. In addition to the presentation, I'm providing the following items in response to the requests from the BFO meeting on March 6, 2025. Each numbered response corresponds to the request as outlined in the committee report.

### Performance & Response Time

- 1- The committee was seeking a further breakdown of information regarding call types; ALS vs BLS.

|            | <b>Watertown</b> |             |             |
|------------|------------------|-------------|-------------|
|            | <b>2022</b>      | <b>2023</b> | <b>2024</b> |
| <b>ALS</b> | 47.40%           | 46.20%      | 37.20%      |
| <b>BLS</b> | 52.60%           | 53.80%      | 62.80%      |

Over the past three years slightly more than half of the calls our ambulance transported were treated as Basic Life Support (BLS) calls. Comparatively, over that same time period the private ambulance treated over  $\frac{3}{4}$  of the transports as Advanced Life Support (ALS). A private ambulance company will tend to classify a call as ALS in many situations where the fire department would not do so, and this may be related to the higher reimbursement rate for ALS calls.

|            | <b>Private Backup Provider</b> |             |             |
|------------|--------------------------------|-------------|-------------|
|            | <b>2022</b>                    | <b>2023</b> | <b>2024</b> |
| <b>ALS</b> | 75.20%                         | 84.80%      | 83.90%      |
| <b>BLS</b> | 24.80%                         | 15.20%      | 16.10%      |

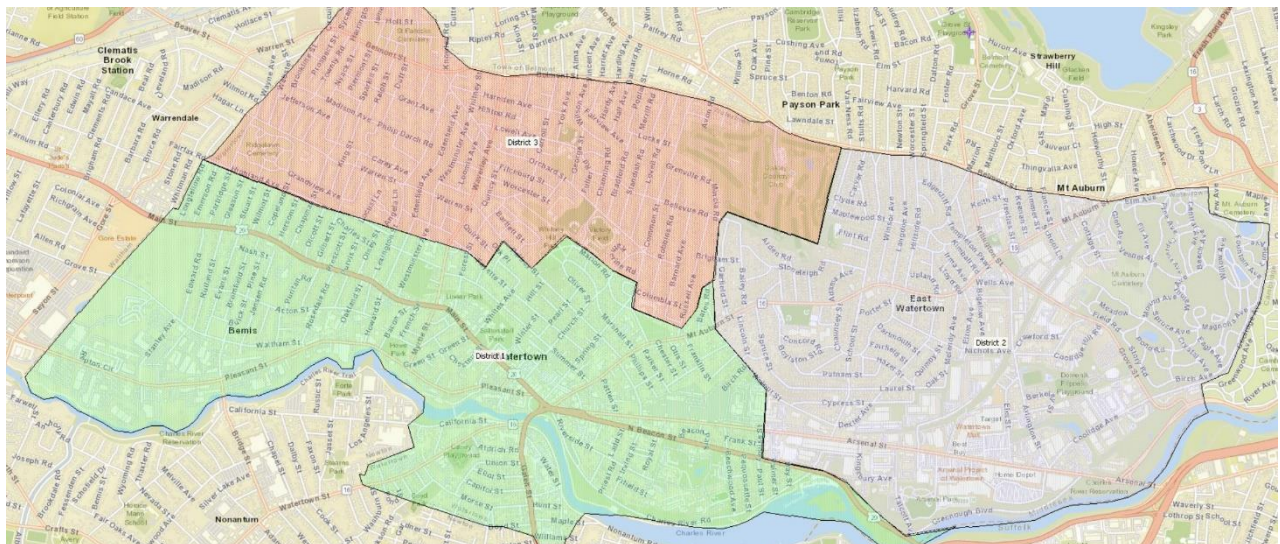
- The committee was seeking aggregate response time of outside ambulances and the Watertown ambulance.

|      | % under<br>9 min |
|------|------------------|
| 2019 | 88.8%            |
| 2020 | 88.0%            |
| 2021 | 84.8%            |
| 2022 | 82.6%            |
| 2023 | 81.3%            |
| 2024 | 79.6%            |

Since 2019 the percentage of calls meeting the NFPA for all ambulance responses in Watertown has been declining. Important to note is that during the two-ambulance trial in 2019, the standard was met with 90.8% of responses better than 9 minutes.

- The committee was seeking a response time breakdown geographically since the backup provider is typically responding from Cambridge.

| Pro<br>Wat | 2022   |        |        | 2023   |        |        | 2024   |        |        |
|------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|            | Dist 1 | Dist 2 | Dist 3 | Dist 1 | Dist 2 | Dist 3 | Dist 1 | Dist 2 | Dist 3 |
|            | 10.28  | 8.41   | 9.86   | 10.80  | 8.49   | 10.34  | 11.05  | 8.65   | 10.85  |
|            | 5.00   | 6.11   | 4.14   | 5.66   | 6.40   | 4.19   | 5.61   | 6.69   | 4.26   |



Where District 1 includes central, west, and south Watertown. District 2 is generally east Watertown. District 3 encompasses north and west Watertown. As shown in the data, response time from the Watertown ambulance to all districts averages under 7 minutes. The times are faster to District 3 where the ambulance is stationed and longer to District 2. Comparatively, Pro ambulances from Cambridge take longer on average to reach Districts 1 and 3, which encompass west Watertown.

- The committee asked for response times experienced by residents given that a fire apparatus is also dispatched with an ambulance to initiate care at the Basic Life Support Level.

|                               | 2024 | 2023 | 2022 | 2021 | 2020 | 2019 |
|-------------------------------|------|------|------|------|------|------|
| <b>1st unit Response Time</b> | 4.17 | 4.1  | 3.92 | 3.73 | 3.85 | 3.58 |

Average response times are lower since fire apparatus are stationed across the city. Even though all WFD members are trained as EMT Basics and have the equipment, skills, and ability to initiate care, in many cases early access to ALS and expeditious transport to a hospital are critical.

- 5- The committee was seeking more details on the 2019 6-month 2 ambulance trial.

In FY20 a trial was approved to operate a second ambulance – a BLS – using overtime to staff. The proposal was approved with the notion that the revenue received would offset the overtime costs associated with staffing the truck 24/7. The trial had a number of flaws. First, the calculation used to estimate the overtime was incorrectly calculated with the historical staffing data used. Not all the required overtime hours were accounted for in the historical data leading to underestimating the projected required overtime. Second, the ALS and BLS model proved to cause difficulties in dispatching such that the ALS ambulance remained the default transporting unit and the BLS unit would generally only respond to secondary calls. This didn't have the desired effect of balancing the workload between the two units. Further, on the calls the BLS ambulance responded to, an ALS unit from the backup provider was also dispatched more frequently than not. As demonstrated in bullet 1, private ambulances treat a high percentage of transports as ALS. Thus, on many of the calls our BLS ambulance responded to, the patient ended up being transported by the private ambulance as an ALS call. This led to lost revenue since we weren't the transporting unit.

|                   | 7/26/19-<br>12/31/19 | 7/26/19-<br>12/31/19   |
|-------------------|----------------------|------------------------|
| <b>Transports</b> | 958                  | <b>Med1- ALS</b> 821   |
| <b>Revenue</b>    | \$537,815            | <b>Res1- BLS</b> 137   |
|                   |                      | <b>Pro</b> 238         |
|                   |                      | <b>Total</b> 1196      |
|                   |                      | <b>1 yr proj.</b> 2970 |

The second BLS ambulance was actually in service for 147 days in 2019. Important lessons learned were that we cannot operate a second ambulance using overtime. This only creates more stress for our employees and will lead to further malcontent and burnout. Additionally, the separate ALS and BLS model created unforeseen challenges with delivery. The proposed P/B model addresses these issues and creates a more flexible model. Two P/B ambulances can respond geographically and provide improved ALS coverage more of the time.

- 6- Please see the attached contract with Pro EMS.

The agreement with Pro is for backup services, not primary ALS response. They provide a response standard of <11:59 90% of the time. In speaking with other private backup services, the time is not always included in these types of backup or mutual aid agreements. Pro EMS provided a high-level estimate (not intended to be an exact bid for services) of what it would cost to provide primary level of ALS response as a backup to our ambulance (see attached).

- 7- The committee was seeking more information regarding other communities' fire-based EMS services.

|                   | BLS | ALS | 2023<br>Trans | BLS<br>Trans | ALS<br>Trans |
|-------------------|-----|-----|---------------|--------------|--------------|
| <b>Belmont</b>    |     | 1   | 1693          | 965          | 728          |
| <b>Burlington</b> | 1   | 1   | 2505          | 1497         | 1008         |
| <b>Everett</b>    | 2   |     | 2957          | 2083         | 874          |
| <b>Lexington</b>  |     | 2   | 2376          |              |              |
| <b>Lynn</b>       |     | 1   | 1214          | 0            | 1214         |
| <b>Melrose</b>    | -   | 1   | 1800          | 1200         | 600          |
| <b>Neeham</b>     |     | 2   | 2500          | 1200         | 1300         |
| <b>Reading</b>    |     | 1   | 1200          | 600          | 600          |
| <b>Weston</b>     | 2   |     | 1299          | 942          | 357          |
| <b>Winchester</b> |     | 1   | 2500          | 1250         | 1250         |
| <b>Woburn</b>     | 2   |     | 4000          | 2800         | 1200         |

\*Everett is projected from 5 mos of data (new service)

\*\* Melrose is shifting to full private model 7/1/25

#### Cost & Revenue Data

- 1- The committee asked for more information on transport rate payor breakdown and any forecast indicators available.

| Payor            | FY24           |       | FY23           |       | FY22           |       |
|------------------|----------------|-------|----------------|-------|----------------|-------|
| <b>Medicare</b>  | \$435,518.54   | 28.0% | \$398,690.15   | 29.3% | \$336,506.16   | 24.4% |
| <b>Medicaid</b>  | \$137,188.61   | 8.8%  | \$138,307.46   | 10.1% | \$115,877.44   | 8.4%  |
| <b>Insurance</b> | \$971,371.78   | 62.5% | \$811,294.36   | 59.5% | \$911,253.76   | 66.2% |
| <b>Patient</b>   | \$10,719.80    | 0.7%  | \$14,686.35    | 1.1%  | \$13,684.25    | 1.0%  |
| <b>Total</b>     | \$1,554,798.73 |       | \$1,362,978.32 |       | \$1,377,321.61 |       |

Medicare and Medicaid make up approximately 1/3 of the payor breakdown, with the remainder being billed to private insurance companies and patients. Medicaid seldom changes their rates. The last change was a slight increase 5 years ago. Medicare adjusts annually on January 1. The 2025 increase was 2.4%. The last time Medicare decreased was 7 years ago. However, given the impacts of uncertainty surrounding federal revenue estimates, Medicaid and Medicare revenues could be impacted by budget actions at the federal level and therefore by subject to subsequent revisions.

In 2010 there was an attempt to cap billing rates at 125% of Medicare. This would have meant a 30-40% decrease in EMS revenues, essentially collapsing EMS service, public and private.

There is a current push at the state level to require insurance companies to pay the entire fee, as opposed to paying their coverage amount and shifting the remainder to the patient. This would increase revenue that is currently lost to forgiveness or non-collection. This legislation has been enacted in several states across the country already.

- 2- Updated benefits placeholder as calculated by the City Auditor.

| Description      | PC228     |
|------------------|-----------|
| Pension          | 4,108.10  |
| Health Insurance | 2,567.02  |
| Medicare         | 1,191.35  |
| Unemployment     | 5,000.00  |
|                  | 12,866.47 |

Paycode 228 is a 1<sup>st</sup> step Paramedic. It can be assumed that a 1<sup>st</sup> step EMT would have less impact financially.

- 3- The committee has asked to see projected staffing costs for the next five years.

|         | EMT          | Medic        | 8 positions  | w/ benefits    |
|---------|--------------|--------------|--------------|----------------|
| Step 1  | \$86,080.64  | \$88,014.67  | \$696,381.24 | \$798,847.20   |
| Step 2  | \$91,535.22  | \$93,469.26  | \$740,017.92 | \$845,111.32   |
| Step 3  | \$96,980.29  | \$98,914.45  | \$783,578.96 | \$891,295.16   |
| Step 4  | \$102,429.90 | \$104,363.94 | \$827,175.36 | \$937,516.56   |
| Step 5  | \$109,197.98 | \$111,132.01 | \$881,319.96 | \$994,921.28   |
| Step 10 | \$112,321.49 | \$114,255.65 | \$906,308.56 | \$1,022,853.00 |

Initially, an additional budget request was seeking funding for 8 EMT-B staff, which would staff a second ambulance at the BLS level. Due to the challenges with the BLS second ambulance during the pilot, and as we have reviewed data on ALS response time, it became clear that the P/B model is the superior model. To implement this model, we anticipate a need to hire four EMTs and four Paramedics (which have a slightly higher salary). There will be a minimal number of calls, where both ambulances are in the midst of transporting patients, where a backup ambulance will still be required.

- 4- The committee was seeking more detailed information on potential revenue, including projected revenue to go along with the historical data.

|                       | 2019      | 2020      | 2021      | 2022      | 2023      | 2024      |
|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Transports Lost       | 743       | 749       | 874       | 857       | 881       | 891       |
| Net Revenue Per Trans | \$716     | \$759     | \$701     | \$693     | \$683     | \$662     |
| Revenue Lost          | \$531,884 | \$568,439 | \$612,674 | \$593,901 | \$601,723 | \$589,842 |

| 2025      | 2026      | 2027      | 2028      | 2029      | 2030      | 2031      | 2032      | 2033      | 2034      |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 944       | 976       | 1,008     | 1,040     | 1,072     | 1104      | 1136      | 1,168     | 1,200     | 1,232     |
| \$652     | \$637     | \$623     | \$608     | \$594     | \$579     | \$565     | \$551     | \$536     | \$522     |
| \$615,488 | \$621,712 | \$627,984 | \$632,320 | \$636,768 | \$639,216 | \$641,840 | \$643,568 | \$643,200 | \$643,104 |



The projections assume the linear trend from 2019 to 2024 continues in the 2025 to 2034 time period, though it is unlikely that the net revenue per transport rate continues to decrease linearly. Billing companies changed in 2021 and may account for a slightly lower collection rate due to collection practices.

The chart from the first presentation included  $\frac{3}{4}$  captured which may have caused some confusion on the potential revenue. Conservatively the City could expect to collect  $\frac{3}{4}$  of the lost revenue, however in 2019 during the two-ambulance trial we responded to 83% of medical calls with our ambulances and therefore could have collected 83% of the revenue had we been operating with two ALS ambulances. There will be a minimal number of calls, where both ambulances are in the midst of transporting patients, where a backup ambulance will still be required.

- 5- Please see attached billing rate spreadsheet
- 6- The committee had questions about how hardship cases are handled.

As noted above, the vast majority of transport costs are covered by insurance. Individual bills that are a hardship can be appealed through a form. The patient would submit a form to Pro EMS billing requesting hardship right off. The form would then be forwarded to the Fire Chief, who, in consultation with the City Auditor, would provide a disposition. Historically, if the request is reasonable the hardship is granted. As evidenced by the write-off amounts, Pro EMS has lenient policies regarding their collection methods. Outstanding Watertown bills are never reported to credit bureaus.

- 7- The committee asked for a review of the feasibility of staffing a second ambulance during peak hours, as opposed to 24/7.

Implementing an impact-shift ambulance could be accomplished by hiring less staff (Three as opposed to 8 additional staff would allow the city to add an ambulance during one 8-hour shift per day. Six additional staff would allow 2 8-hour shifts per day, leaving only the overnight without second ambulance coverage.) and creating a new work rotation for the select few. However, the negative implications outweigh the salary savings. By creating a new rotation, we will essentially be building up the silos within the department that WFD has been working hard to break down between non-paramedics and paramedics. Essentially creating two separate departments will amplify the us vs them problem. Additionally, the biggest issue we have is with recruitment and retention. Having a less desirable impact shift will just exacerbate the problem. The 24/72-hour schedule is desirable in our field. Finally, an impact shift only addresses the issues around response time and workload balance for a part of the time. In 2024, 46.5% of medical responses were between 8 AM and 4 PM. Though slightly elevated during these hours, still more than half of the calls are happening outside of these hours. Between the hours of 7 AM to 11 PM we would have covered 82.6% of the calls in 2024, but with just two additional staff we can accomplish full coverage using the same shift rotation.

I look forward to discussing this with you at the meeting on April 29<sup>th</sup>.

## AGREEMENT

**THIS AGREEMENT** is made and entered into this 5<sup>th</sup> day of December 2024, by and between the City of Watertown (MA), (hereinafter referred to as "Watertown") and Professional Ambulance and Oxygen Service, Inc., (hereinafter referred to as "Pro EMS").

**WHEREAS**, Pro EMS is a Massachusetts corporation which provides Advanced Life Support Services (collectively known as and hereinafter referred to as "ALS Services") within the Commonwealth of Massachusetts, and is duly licensed by the Massachusetts Department of Public Health as an ALS ambulance service.

**WHEREAS**, Watertown is duly licensed by the Massachusetts Department of Public Health as an ambulance service, and Watertown desires to contract for ALS Services.

**WHEREAS**, Watertown is desirous of providing its residents and other persons in the Watertown area with quality and reliable ALS Services;

**WHEREAS**, Pro EMS desires to provide such ALS Services to Watertown; and

**WHEREAS**, Watertown has determined it to be in its best interest that Pro EMS be named as the entity primarily and exclusively responsible for providing such ALS services.

**NOW, THEREFORE**, in consideration of mutual promises contained herein, and intending to be legally bound thereby, the parties mutually agree as follows:

1. **TERM AND TERMINATION.** This Agreement shall be for a three (3) year period commencing on December 5, 2024. This Agreement may be terminated by either party for any reason upon sixty (60) days written notice.
2. **WATERTOWN'S DUTY.** Watertown shall provide Pro EMS with the following:
  - a) Direct all calls for emergency Paramedic Intercept Service and ambulance back-up received by Watertown to Pro EMS.
  - b) Provide BLS transport services pursuant to this Agreement.
3. **PRO EMS'S DUTY.** Pro EMS shall provide Watertown with the following:
  - a) Paramedic Intercept Service and ambulance back-up for all calls received by Watertown.
  - b) Paramedic Intercept Service and ambulance back-up will be provided 24 hours per day, 7 days per week, in accordance with the terms of this Agreement and in accordance with all federal, state, and local laws and regulations, including but not limited to: following state and federal standards for vehicles, transporting patients and

crew as set forth in all applicable waivers; meeting equipment and licensure requirements; and meeting compliance and performance standards.

- c) Pro EMS shall endeavor to meet a response time criteria of <11:59 minutes, 90% of the time for all responses ALS and BLS; clock starting upon receipt of complete location information from Watertown and stopping upon arrival at scene.

4. **ACCESS TO INFORMATION ABOUT PARAMEDIC INTERCEPT RESPONSES.** Watertown may, at any time, have access to, and request documentation of all calls on which Pro EMS is dispatched pursuant to this Agreement. Such documentation includes the following:

- (1) Time the call was received;
- (2) Time the responding unit is en route to the scene;
- (3) Time the unit arrives at the scene;
- (4) Time the unit departs the scene for the medical facility;
- (5) Time the unit arrives at the medical facility;
- (6) Time the unit is back in service.
- (7) All trip reports and clinical standards reports as requested

5. **POTENTIAL UNAVAILABILITY OF PRO EMS.** Watertown expressly understands and acknowledges that Pro EMS may be unavailable at times due to high demand, emergencies or other unforeseen circumstances within or outside of the service area. Watertown understands that Pro EMS will be the primary Paramedic Intercept Service dispatched, but, due to high demand, emergencies, or other unforeseen circumstances, Pro EMS may be unavailable. In that case, Pro EMS is responsible for dispatching a backup paramedic service provider utilizing best efforts.

6. **BILLING FOR PARAMEDIC INTERCEPT SERVICES.** The billing and collection of fees for paramedic intercept services provided hereunder shall be billed by Watertown in accordance with federal and state laws and regulations.

7. **CONSIDERATION FOR PARAMEDIC INTERCEPT SERVICES.** Watertown and Pro EMS agree that Watertown shall reimburse Pro EMS \$450.00 for each completed paramedic intercept resulting in an ALS transport.

8. **CONTROLLING LAW.** This Agreement shall be construed in accordance with the laws of the Commonwealth of Massachusetts.

9. **ENTIRE AGREEMENT.** This Agreement constitutes the entire understanding and Agreement between the parties and no modification or amendment hereto shall be valid unless in writing and signed by representatives of both parties. In the event any provision, term or condition of this Agreement is rendered unenforceable by a court of law or statute, it shall not affect the enforceability of any other provision, term or condition.

10. **NOTICES.** Except when otherwise required by law, all notices pursuant to this Agreement shall be in writing, and until otherwise specified in a written notice, shall be sent to the parties at the following addresses:

**Pro EMS:**

Mr. C. Daniel Wagner  
Pro EMS  
31 Smith Place  
Cambridge, MA 02138

**City of Watertown:**

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

A notice shall be deemed to have been properly delivered for all purposes if personally delivered, or if deposited into first class mail in the United States Postal Service, or if sent by overnight delivery service, prepaid, to the addresses set forth above. Both parties are responsible for notifying the other party of any changes in the mailing addresses set forth above. Each such notice shall be deemed to have been received by the addressee on the date delivered, if personally delivered; the next business day, if sent by overnight delivery service; or three (3) days after mailing in the United States Postal Service.

**11. INSURANCE AND INDEMNIFICATION.**

- a) The CONTRACTOR shall obtain and maintain in full force and effect during the term of this Agreement the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts, and acceptable to the CITY, as set forth below:

General Liability

|                            |                            |
|----------------------------|----------------------------|
| Bodily Injury Liability    | \$1,000,000 per occurrence |
| Property Damage Liability  | \$1,000,000 per occurrence |
| (or combined single limit) | \$1,000,000 per occurrence |

Automobile Liability

|                            |                            |
|----------------------------|----------------------------|
| Bodily Injury Liability    | \$1,000,000 per occurrence |
| Property Damage Liability  | \$1,000,000 per occurrence |
| (or combined single limit) | \$1,000,000 per occurrence |

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws

Professional Liability Insurance

|                  |                            |
|------------------|----------------------------|
| Minimum Coverage | \$1,000,000 per occurrence |
|------------------|----------------------------|

- b) All policies shall identify the CITY as an additional insured (except Workers' Compensation) and shall provide that the CITY shall receive written notification at least 30 days prior to the effective date of any amendment or cancellation. Certificates evidencing all such coverages shall be provided to the CITY upon the

execution of this Agreement. Each such certificate shall specifically refer to this Agreement and shall state that such insurance is as required by this Agreement. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.

- c) Mutual Hold Harmless and Indemnification. Both parties shall hold each other harmless and indemnify and defend the other party and the other party's shareholders, directors, officers, agents and employees against any and all claims, causes of action, injuries and damages to the extent caused by an act or omission on the part of the indemnifying party or the indemnifying party's agents, contractors or employees and arising out of the performance of this Agreement. This provision shall include all costs and disbursements, including without limitation court costs and attorneys' fees.

## **12. CONSTRUCTION AND COMPLIANCE.**

- a) Severability. In the event that any one or more of the provisions contained in this Agreement shall for any reason be made illegal by any statute or regulation or held by any court or by the Office of Inspector General (OIG) of the United States Department of Health and Human Services to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.
- b) Compliance. The parties intend to comply fully with all applicable state and federal laws and regulations, including but not limited to the Balanced Budget Act of 1997, the Social Security Act, the federal Anti-Kickback Statute, the federal False Claims Act, and all applicable state and federal fraud and abuse laws and rules. Insofar as any terms or conditions of this Agreement are determined by any court or by the OIG to be contrary to any such statutes or regulations, the parties will promptly and in good faith confer and resolve any issues so as to make the performance of this Agreement consistent with all applicable statutes and regulations.
- c) Notification of Actual or Potential Violation of Law. If either party becomes aware of any actual or potential violations by the other party, whether intentional or inadvertent, of any applicable state or federal statutes or regulations, it shall promptly notify the other party.
- d) Cooperation in Reporting Complaints. The parties agree that complaints or unusual incidents involving personnel, equipment or services of the other party will be promptly reported in writing to the other party, and will be described in an incident report, detailing the circumstances surrounding the complaint or incident, the persons or entities involved, the date and time of the events at issue, and a description of the events at issue.

### **13. HIPAA BUSINESS ASSOCIATE ASSURANCES.**

#### **a) Privacy Rule**

- 1) Watertown, in its capacity as a Business Associate, shall carry out its obligations under this Agreement in compliance with the Privacy Regulations pursuant to Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F-Administrative Simplification, Section 261, *et seq.*, as amended ("HIPAA"), to protect the privacy of any personally identifiable protected health information ("PHI") that is collected, processed or learned as a result of the services provided by it hereunder. In conformity therewith, Watertown agrees that it will:
  - (a) Not use or further disclose PHI except as permitted under this Agreement or required by law;
  - (b) Use appropriate safeguards to prevent use or disclosure of PHI except as permitted by this Agreement;
  - (c) Mitigate, to the extent practicable, any harmful effect that is known to Watertown of a use or disclosure of PHI by Watertown in violation of this Agreement.
  - (d) Report to Pro EMS any use or disclosure of PHI by Watertown in violation of this Agreement.
  - (e) Ensure that any agents or subcontractors to whom Watertown provides PHI, or who have access to PHI, agree to the same restrictions and conditions that apply to Watertown with respect to such PHI;
  - (f) Make PHI available to Pro EMS and to the individual who has a right to access as required under HIPAA within 30 days of the request by Pro EMS regarding the individual;
  - (g) Incorporate any amendments to PHI when notified to do so by Pro EMS;
  - (h) Provide an accounting of all uses or disclosures of PHI made by Watertown as required under the HIPAA Privacy Rule within 30 days;
  - (i) Make its internal practices, books and records relating to the use and disclosure of PHI available to the Secretary of the Department of Health and Human Services for purposes of determining Pro EMS's compliance with HIPAA; and

- (j) At the termination of this Agreement, return or destroy all PHI received from, or created or received by Watertown on behalf of Pro EMS, and if return is infeasible, the protections of this Agreement will extend to such PHI.
- 2) The specific uses and disclosures of PHI that may be made by Watertown on behalf of Pro EMS include:
  - (a) Any uses or disclosures in performing any of the duties of Watertown set forth in this Agreement;
  - (b) Uses required for the proper management of Watertown as a business associate.
  - (c) Other uses and disclosures of PHI that are enumerated within this Agreement.
  - (d) Other uses or disclosures of PHI as permitted by the HIPAA Privacy Rule.
- b) Security Rule. Watertown, in its capacity as a Business Associate, shall carry out its obligations under this Agreement in compliance with the Security Regulations pursuant to Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Sections 261, *et seq.*, as amended ("HIPAA"), regarding the security of electronic protected health information ("e-PHI") that is received as a result of the services provided by Watertown under the terms of this Agreement. In conformity therewith, Watertown agrees that it will:
  - 1) Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of Pro EMS as required in the Security Rule;
  - 2) Ensure that any agent of Watertown, including a subcontractor, to whom it provides such information, agrees to implement reasonable and appropriate safeguards to protect protected health information; and
  - 3) Report to Pro EMS any security incident of which Watertown becomes aware.
- c) Notwithstanding any other provisions of this Agreement, this Agreement may be terminated by Pro EMS, in its sole discretion, if Pro EMS determines that Watertown has violated a term or provision of this Paragraph pertaining to Watertown's obligations as a Business Associate of Pro EMS, or if Watertown engages in conduct which would, if committed by Pro EMS, result in a violation of the HIPAA Privacy Rule or HIPAA Security Rule by Pro EMS.

14. **AUTHORIZATION OF AGREEMENT.** Each party represents and warrants, each to the other with respect to itself, that the execution and delivery of this Agreement has been duly authorized and the individuals executing this Agreement on behalf of each party respectfully has full power and authority to do so.
15. **INDEPENDENT CONTRACTOR RELATIONSHIP.** The relationship of the parties is that of independent contractors. Neither party shall be deemed to be the agent, partner or fiduciary of the other, and neither is authorized to take any action binding upon the other.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

PROFESSIONAL AMBULANCE AND  
OXYGEN SERVICE, INC.

CITY OF WATERTOWN (MA)

C. Daniel Wagner  
Signature

MR. 12/23/27  
Signature

CEO  
Title

City Manager  
Title

C. Daniel Wagner  
Printed Name

Gene Prunkis  
Printed Name



| Department                | Mileage      | BLS<br>Emgcy    | BLS<br>NonE | ALS 1<br>Emgcy  | ALS 1<br>NonE | ALS 2<br>Emgcy  | SCT         | Oxygen | Airway | MAST | Intravenous<br>Therapy | Cardiac<br>Monitor | Defibrillation | Extra<br>EMT | C-Spine | EPI-PEN<br>BLS Meds | ALS Meds | Last Updated |
|---------------------------|--------------|-----------------|-------------|-----------------|---------------|-----------------|-------------|--------|--------|------|------------------------|--------------------|----------------|--------------|---------|---------------------|----------|--------------|
| <b>Cataldo</b>            | <b>95</b>    | <b>2900</b>     | <b>2100</b> | <b>3650</b>     | <b>3000</b>   | <b>4000</b>     | <b>5100</b> |        |        |      |                        |                    |                |              |         |                     |          |              |
| CMERA (7 Towns)           | 41.00        | 1,791.00        |             | 2,405.00        |               | 3,072.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Coastal Cos               | 55.00        | 2,750.00        | 2,150.00    | 3,250.00        | 2,950.00      | 3,850.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Medstars                  | 100.00       | 3,000.00        | 3,000.00    | 3,500.00        | 3,500.00      | 3,500.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| <b>Comstar Avg Top 50</b> | <b>38.00</b> | <b>1,619.00</b> |             | <b>2,419.00</b> |               | <b>3,551.00</b> |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Abington                  | 40.00        | 1,650.00        |             | 2,050.00        |               | 2,625.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Acton                     | 35.00        | 2,024.00        |             | 2,404.00        |               | 3,480.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Amesbury                  | 30.00        | 1,137.00        |             | 1,893.00        |               | 2,932.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Ashland                   |              |                 |             |                 |               |                 |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Belmont                   | 40.00        | 1,999.00        |             | 2,475.00        |               | 2,950.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Cambridge/Pro             | 55.00        | 2,450.00        |             | 2,800.00        |               | 3,900.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Cotuit                    | 33.00        | 1,350.00        |             | 1,950.00        |               | 2,750.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Easton                    | 34.51        | 1,346.33        |             | 2,428.46        |               | 3,820.17        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Foxborough Fire           | 44.63        | 1,360.94        |             | 1,938.42        |               | 3,326.48        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Hadley                    | 38.00        | 1,600.00        |             | 2,200.00        |               | 3,600.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Hyannis                   | 40.00        | 2,150.00        |             | 2,450.00        |               | 3,250.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Kingston                  | 50.00        | 1,850.00        |             | 2,450.00        |               | 2,990.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Lexington                 | 36.00        | 1,700.00        |             | 2,200.00        |               | 3,000.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Lynnfield                 | 50.00        | 1,650.00        |             | 2,350.00        |               | 3,450.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Mansfield                 | 45.00        | 1,750.00        |             | 2,450.00        |               | 3,500.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Medway                    | 40.00        | 1,650.00        |             | 2,150.00        |               | 2,800.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Melrose Fire              | 50.00        | 2,050.00        |             | 2,525.00        |               | 3,200.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Merrimac                  | 44.00        | 1,573.00        |             | 2,402.00        |               | 3,420.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Nahant                    | 50.00        | 1,650.00        |             | 2,150.00        |               | 3,150.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Natick                    | 40.00        | 1,700.00        |             | 2,240.00        |               | 3,114.78        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Newbury                   | 38.00        | 1,456.00        |             | 2,287.00        |               | 3,420.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Norfolk                   | 38.00        | 1,488.00        |             | 2,370.00        |               | 3,596.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Norton                    | 40.00        | 1,750.00        |             | 2,300.00        |               | 3,323.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Norwell                   | 35.00        | 1,750.00        |             | 2,100.00        |               | 2,800.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Norwood                   | 50.00        | 1,900.00        |             | 2,325.00        |               | 3,050.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Plainville                | 43.00        | 1,535.00        |             | 2,300.00        |               | 3,500.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Plympton                  | 40.00        | 1,750.00        |             | 2,450.00        |               | 2,990.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Seekonk                   | 35.05        | 1,403.00        |             | 2,234.00        |               | 3,391.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Sharon                    | 40.00        | 1,950.00        |             | 2,350.00        |               | 3,450.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Stoughton                 | 44.63        | 1,740.73        |             | 2,420.37        |               | 3,320.41        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Topsfield                 | 38.00        | 1,550.00        |             | 2,100.00        |               | 2,500.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Watertown                 | 40.00        | 1,999.00        |             | 2,475.00        |               | 2,950.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Wayland                   | 40.00        | 1,700.00        |             | 2,200.00        |               | 2,900.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Wenham                    | 35.00        | 1,600.00        |             | 2,200.00        |               | 2,200.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Wrentham                  | 44.00        | 1,850.00        |             | 2,350.00        |               | 3,450.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| Westwood                  | 20.00        | 1,273.00        |             | 1,510.50        |               | 2,185.00        |             |        |        |      |                        |                    |                |              |         |                     |          |              |
| <b>Community Average</b>  | <b>38.46</b> | <b>1,544.36</b> |             | <b>2,138.02</b> |               | <b>2,988.15</b> |             |        |        |      |                        |                    |                |              |         |                     |          |              |

# Staffing a Second Ambulance

WATERTOWN FIRE DEPARTMENT

Committee of the Budget & Fiscal Oversight  
April 29, 2025

# Current Challenges

## Challenge

1

### Response Times from Outside Ambulances

Response times from outside ambulances are currently exceeding the National Fire Protection Association's 1710 guidelines for ALS response times. This shortcoming comes at the risk of negative medical outcomes for Watertown patients.

## Challenge

2

### Staffing Challenges

The current model is negatively impacting the City's recruitment and retention efforts with the WFD. Including:

- Low quality of life for current paramedics,
- Stress, fatigue, and injuries all leading to job burnout
- Unsustainable ALS system for the annual increases in call volume.

# Rating the Models | Impacts



## **Response Quality**

The quality and control over the delivery of services.



## **Response Time**

The quickness of arrival in the delivery of services.



## **Staff Morale**

The impacts on fire staff spirits, influencing pride, recruiting and retention.



## **Revenue**

The impacts on the amount of money collected from service delivery.



## **Cost Impact**

The impact of the cost to complete the prospective model.

# Rating the Models | The Rating



Rating  
1

Lowest levels of efficiencies in long-term cost and service delivery, deteriorating impacts on morale, no control of service, and no revenue collected.

Rating  
2

Inefficiencies in service delivery and long-term cost, poor morale, minimal control and revenue collected.

Rating  
3

Moderate efficiencies in delivery and long-term cost of service provision, intermediate morale, often split service control and revenue collection.

Rating  
4

Efficient delivery and long-term service provision, positive staff morale, primary control over full service and over revenue collected.

Rating  
5

Most efficient service delivery, high levels of staff morale, full control over services provided and revenue collected.

# Current Model

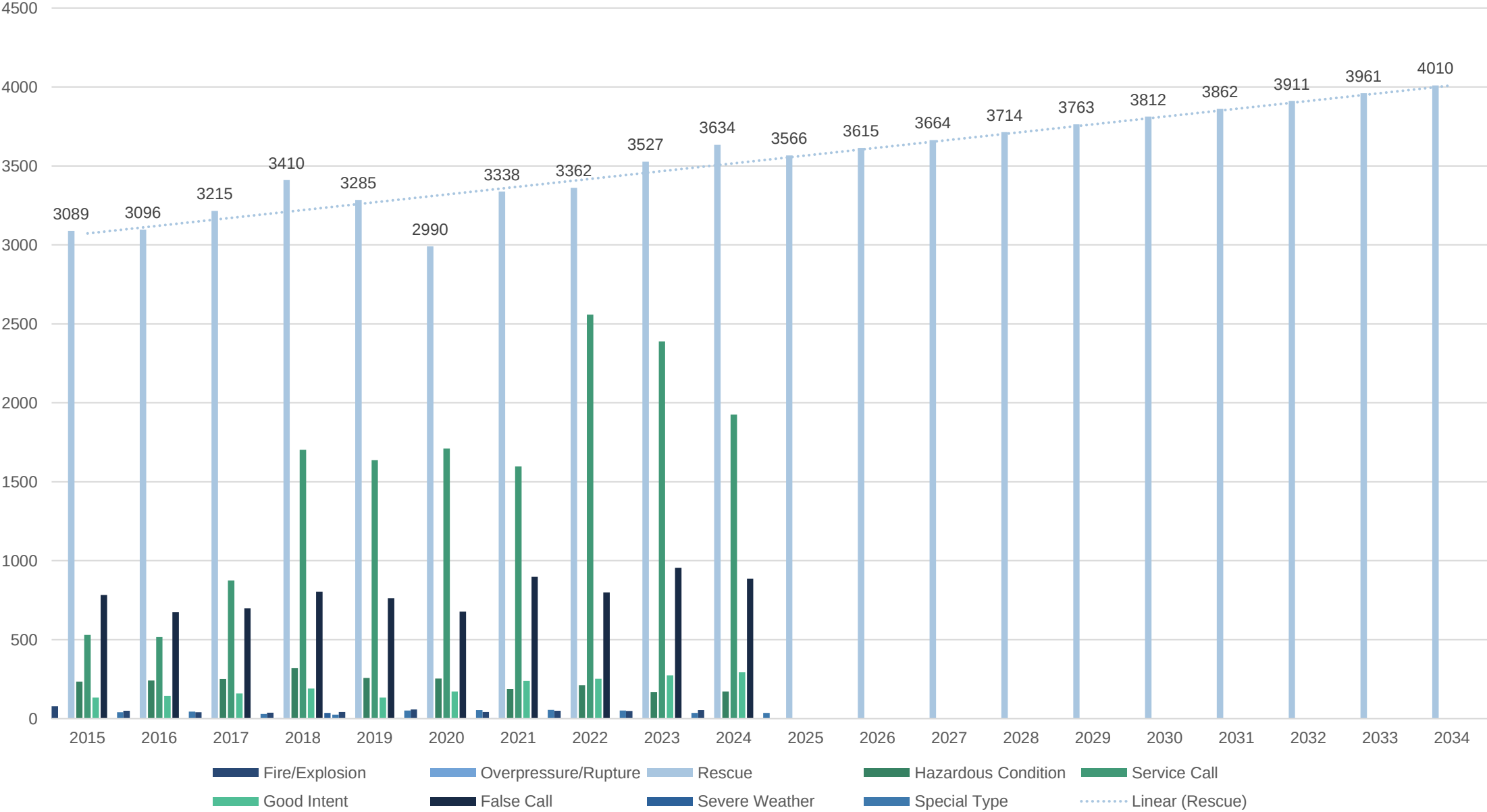
1 ALS Ambulance; Private  
Ambulance Back-Up Provider

# Current Model

## Model Overview

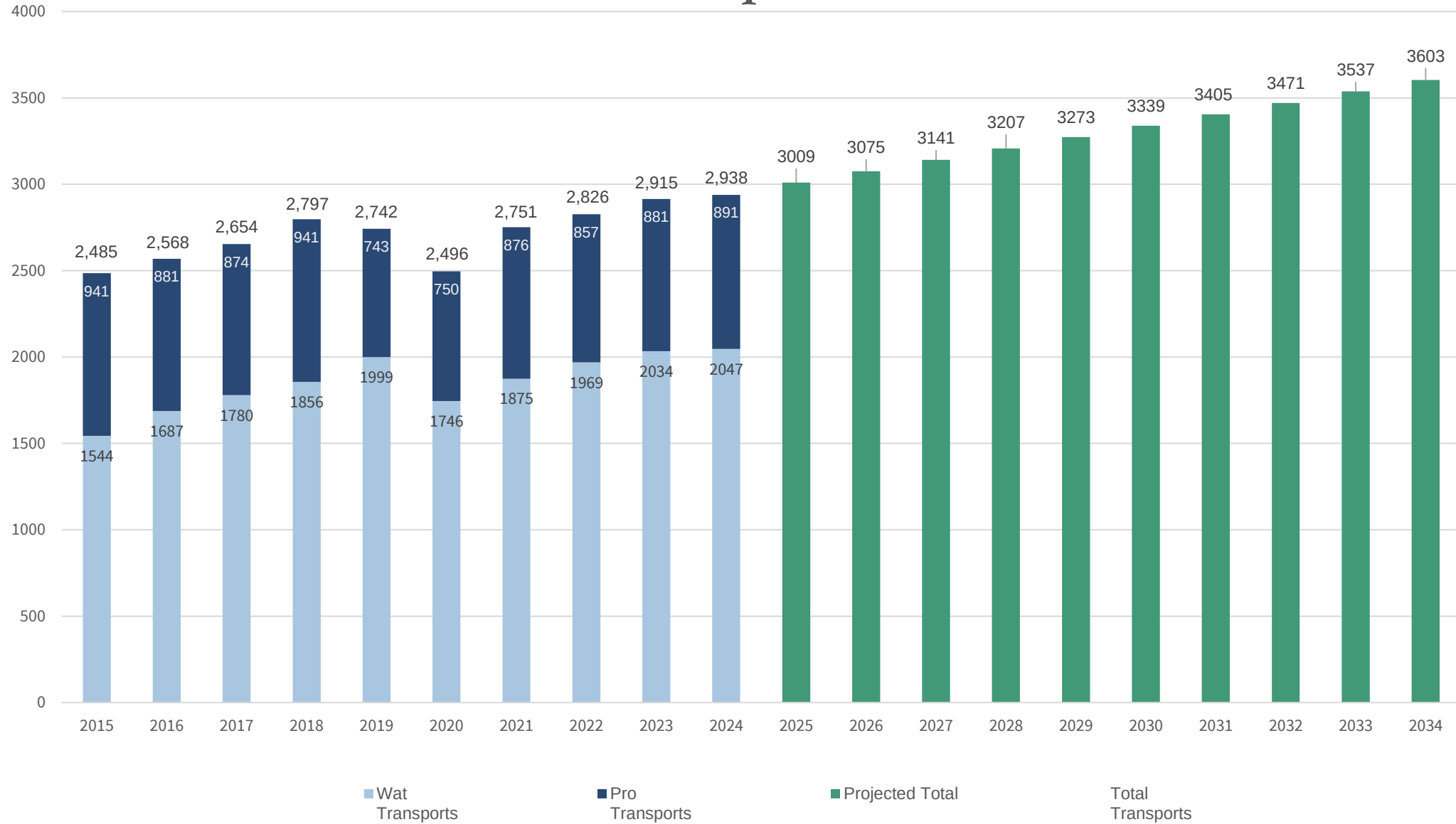
- Watertown currently staffs one Advanced Life Support (ALS) ambulance
- WFD currently has a total of 88 Firefighters.
- In 2024, WFD received nearly 4000 ambulance calls, with about 2/3 of them being fulfilled by the WFD ALS ambulance.
- WFD contracts out the services to fulfill the remaining 1/3 of calls to Pro EMS in Cambridge
- 96% of the calls completed by WFD ALS are within the National Fire Protection Association's standards of under 9-minutes, while outside ambulances (i.e., Pro EMS) are complying with standard on 44% of calls
- WFD ALS likely to fail – unsustainable model

# Call Types

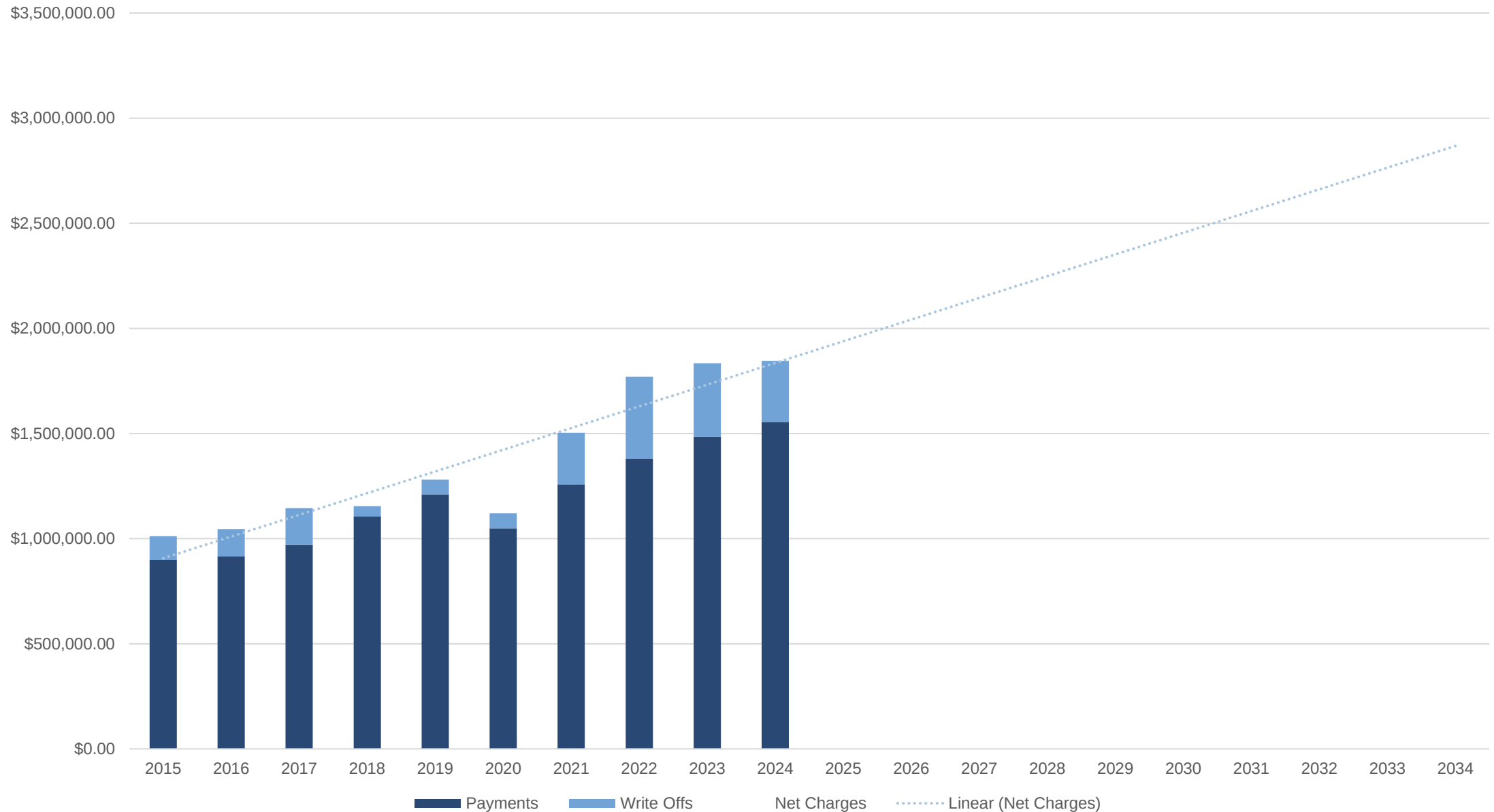




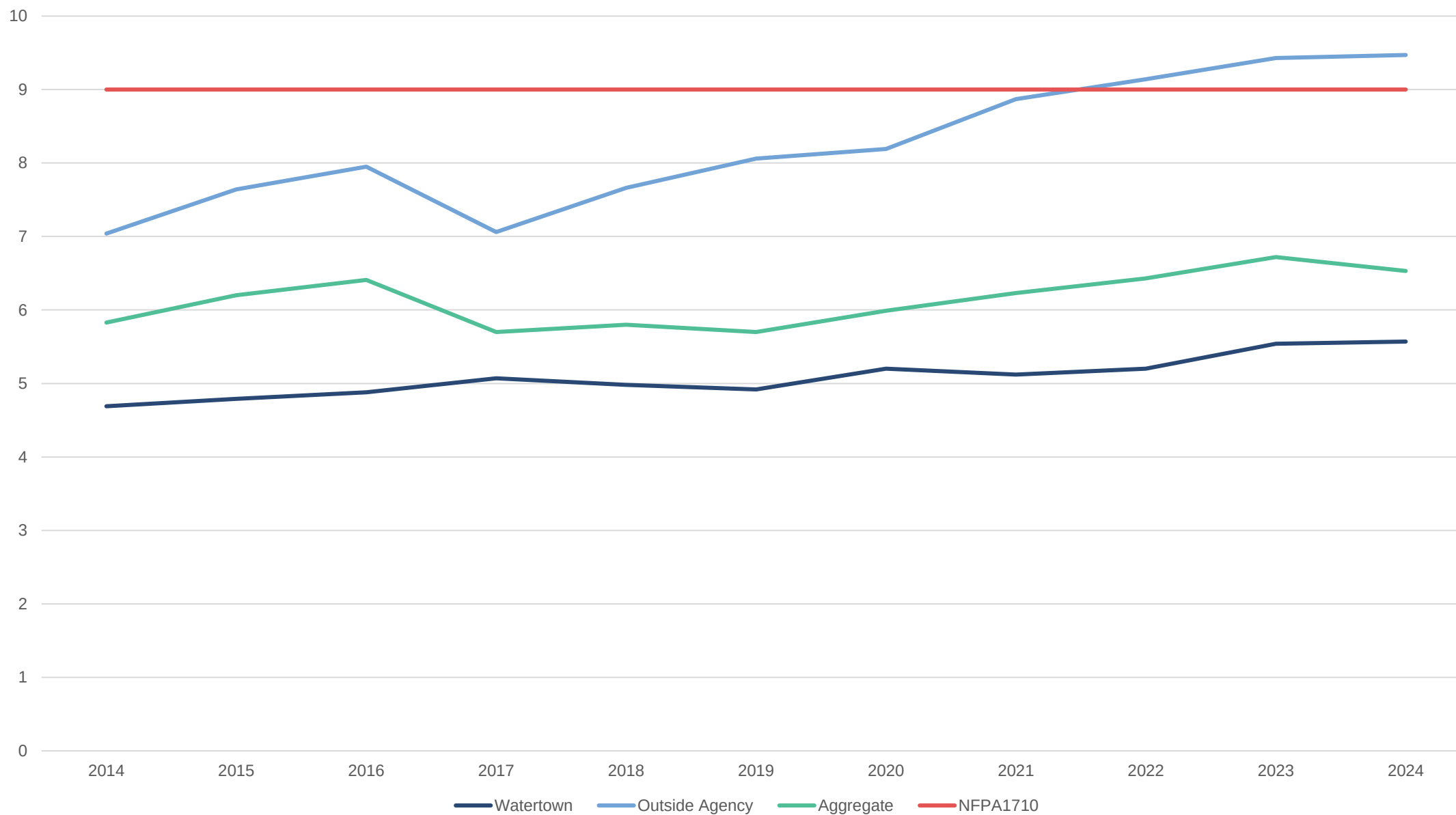
# Transports

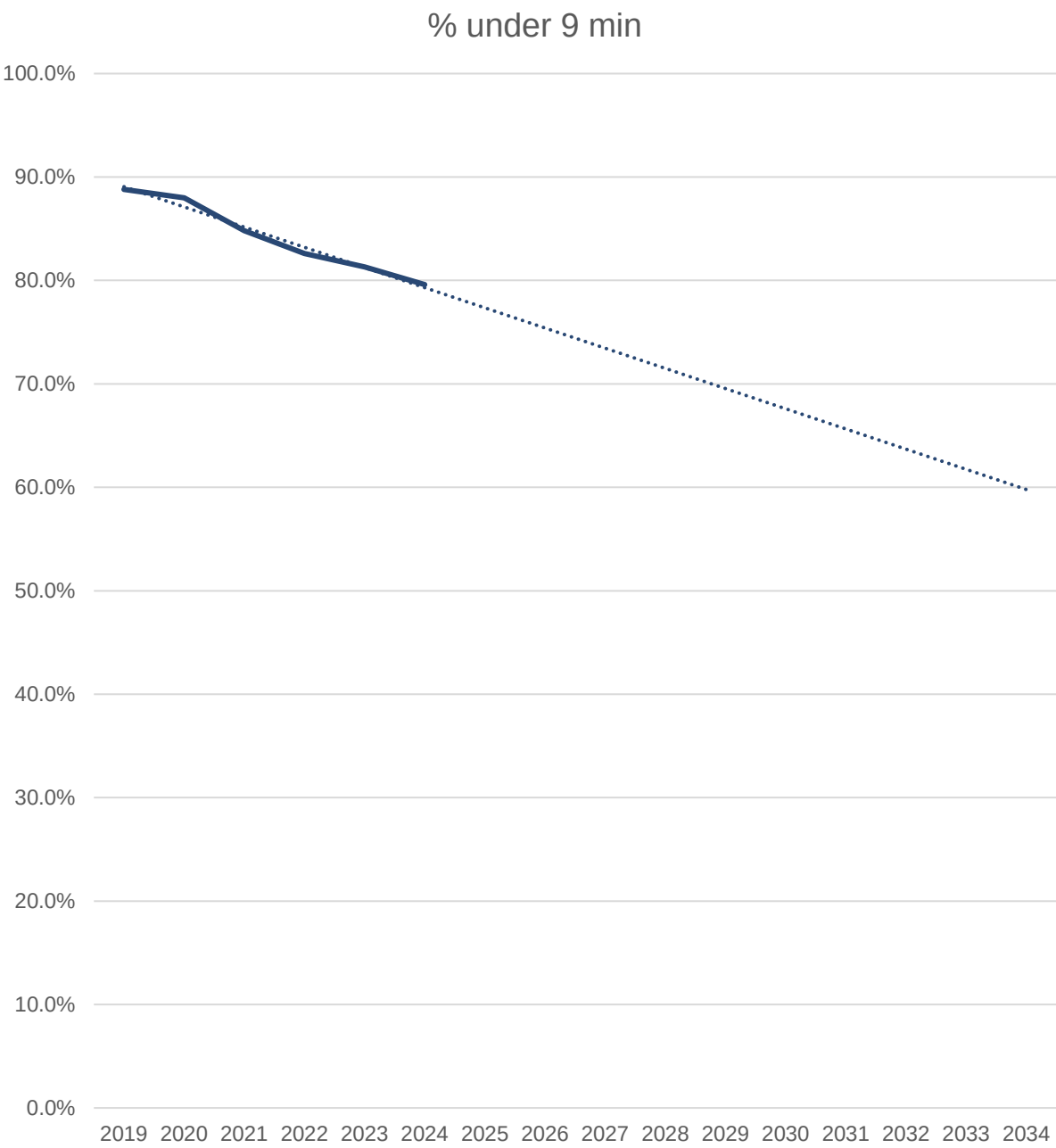


# Net Charges



# Response Time





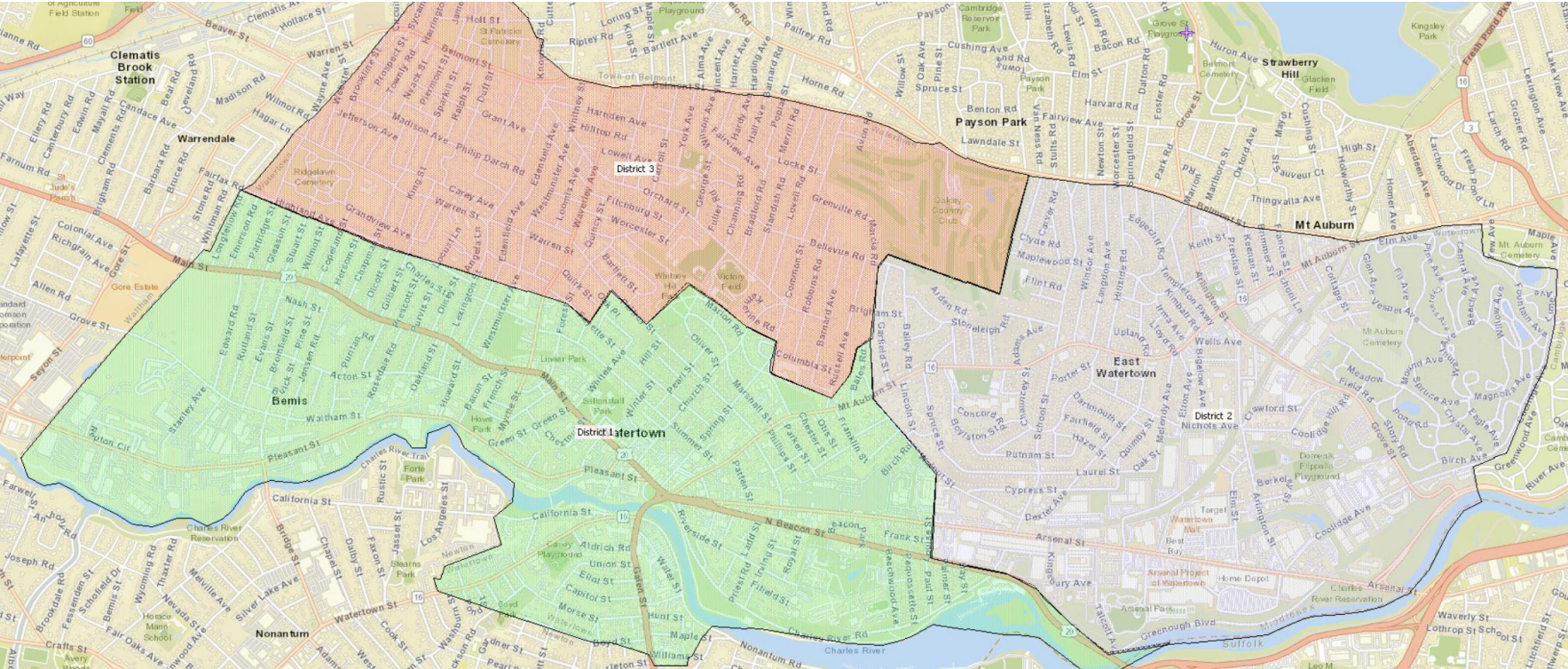
| Year | % under 9 min |
|------|---------------|
| 2019 | 88.8%         |
| 2020 | 88.0%         |
| 2021 | 84.8%         |
| 2022 | 82.6%         |
| 2023 | 81.3%         |
| 2024 | 79.6%         |

2019 with 2 Ambulances

90.80%

# District Breakdown of Ambulance Response Time

|           | 2022   |        |        | 2023   |        |        | 2024   |        |        |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|           | Dist 1 | Dist 2 | Dist 3 | Dist 1 | Dist 2 | Dist 3 | Dist 1 | Dist 2 | Dist 3 |
| Outside   | 10.28  | 8.41   | 9.86   | 10.80  | 8.49   | 10.34  | 11.05  | 8.65   | 10.85  |
| Watertown | 5.00   | 6.11   | 4.14   | 5.66   | 6.40   | 4.19   | 5.61   | 6.69   | 4.26   |



# Revenue Lost Reflection

|                       | 2019      | 2020      | 2021      | 2022      | 2023      | 2024      |
|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Transports Lost       | 743       | 749       | 874       | 857       | 881       | 891       |
| Net Revenue Per Trans | \$716     | \$759     | \$701     | \$693     | \$683     | \$662     |
| Revenue Lost          | \$531,884 | \$568,439 | \$612,674 | \$593,901 | \$601,723 | \$589,842 |

# Revenue Lost Projection

|                             | 2025      | 2026      | 2027      | 2028      | 2029      | 2030      | 2031      | 2032      | 2033      | 2034      |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Transports Lost             | 944       | 976       | 1,008     | 1,040     | 1,072     | 1104      | 1136      | 1,168     | 1,200     | 1,232     |
| Projected Revenue per Trans | \$652     | \$637     | \$623     | \$608     | \$594     | \$579     | \$565     | \$551     | \$536     | \$522     |
| Project Revenue Loss        | \$615,488 | \$621,712 | \$627,984 | \$632,320 | \$636,768 | \$639,216 | \$641,840 | \$643,568 | \$643,200 | \$643,104 |



Current Model

| Impacts          | Score |
|------------------|-------|
| Response Quality | 4     |
| Response Time    | 3     |
| Morale           | 2     |
| Revenue          | 3     |
| Cost Impact      | 4     |
| Total            | 16    |



# Full Private EMS

Dedicated Private Ambulances  
Waltham & Newton's current model



# Full Private EMS

## Model Overview

- Model used in Waltham & Newton
- Private ambulance company will contract with city and agree to terms such as amount of coverage (# of trucks) and response time
- Fire Companies would still respond to calls for assistance, but virtually all patient care is conducted by employees of the private company
- All revenue is retained by the private company
- Little oversight or control over non-city employees

Current Model

| Impacts          | Score |
|------------------|-------|
| Response Quality | 4     |
| Response Time    | 3     |
| Morale           | 2     |
| Revenue          | 3     |
| Cost Impact      | 4     |
| Total            | 16    |

Full Private EMS

| Impacts          | Score | Trend                                                                                 | Influence                                                                                                                             |
|------------------|-------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Response Quality | 1     |    | A private system would include very little oversight and control over the quality of the response given.                              |
| Response Time    | 4     |    | Slight improvement in response time from dedicated private ambulances. Concern still for availability of dedicated private ambulances |
| Morale           | 1     |    | Employees lose the sense of pride and ownership of treating their patients.                                                           |
| Revenue          | 1     |   | All revenue would be retained by the private company in this case, and no WFD ambulances would be transporting.                       |
| Cost Impact      | 5     |  | The cost to the City would decrease significantly, however at the expense of the response quality, staff morale, and revenue.         |
| Total            | 12    |  |                                                                                                                                       |

# Current Model with Dedicated Backups

1 WFD ALS Ambulance; Improved  
private backup response time

# Current Model with Dedicated Backups

## Model Overview

- Firefighter/Paramedic provided response for 2/3 of calls
- Improved private backup response time for a cost
- Continued lost revenue to private ambulance service
- No change to Firefighter/Paramedic morale or job satisfaction
- Continued recruitment and retainment difficulties
- WFD ALS likely to fail – unsustainable model

Current Model

| Impacts          | Score |
|------------------|-------|
| Response Quality | 4     |
| Response Time    | 3     |
| Morale           | 2     |
| Revenue          | 3     |
| Cost Impact      | 4     |
| Total            | 16    |

Current Model with Dedicated Backups

| Impacts          | Score | Trend                                                                                 | Influence                                                                                                 |
|------------------|-------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Response Quality | 4     |    |                                                                                                           |
| Response Time    | 5     |    | Improved response time from backup.                                                                       |
| Morale           | 2     |    |                                                                                                           |
| Revenue          | 3     |    |                                                                                                           |
| Cost Impact      | 3     |  | Substantial cost associated, estimated \$600,000 to fulfill the dedicated private backup ambulance needs. |
| Total            | 17    |  |                                                                                                           |

# Current Model with Additional Impact Ambulance

1 WFD ALS Ambulance; Add  
second daytime ALS ambulance

# Current Model with Additional Impact Ambulance

## Model Overview

- Keep current 24-hour ALS ambulance & add a second ALS ambulance during daytime hours by creating a new schedule
- Less staff needed to accomplish the impact coverage
- Some additional revenue captured by City of Watertown
- Some workload distribution for Firefighter/Paramedics
- Creates silos within the department – detrimental to morale
- Increased difficulty recruiting & retaining for a less desirable schedule

Current Model

| Impacts          | Score |
|------------------|-------|
| Response Quality | 4     |
| Response Time    | 3     |
| Morale           | 2     |
| Revenue          | 3     |
| Cost Impact      | 4     |
| Total            | 16    |

Current Model with Additional Impact Amb.

| Impacts          | Score | Trend                                                                                 | Influence                                                                                                                                            |
|------------------|-------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Response Quality | 4     |    | Still substantially relying on private ambulance service.                                                                                            |
| Response Time    | 4     |    | Improvement during impact hours.                                                                                                                     |
| Morale           | 2     |    | Improved workload balance during impact hours. Creating silos within department with differing schedules. Difficulties recruiting non-24-hour shift. |
| Revenue          | 4     |    | Some additional revenue captured during impact hours.                                                                                                |
| Cost Impact      | 3     |  | Need for 3 additional staff.                                                                                                                         |
| Total            | 17    |  |                                                                                                                                                      |



**1 WFD ALS Ambulance**  
**1 WFD BLS Ambulance**

1 ALS & 1 BLS ambulance  
2019 Model

# 1 WFD ALS Ambulance 1 WFD BLS Ambulance

## Model Overview

- Delivery model used in 2019 trial
- 8 additional staff required to implement
- During 5 months in 2019 WFD responded to 83% of EMS calls
- During the 5-month trial 9min NFPA standard was met
- Difficult to dispatch appropriately and not flexible
- Still requires private ALS for subsequent ALS calls

Current Model

| Impacts          | Score |
|------------------|-------|
| Response Quality | 4     |
| Response Time    | 3     |
| Morale           | 2     |
| Revenue          | 3     |
| Cost Impact      | 4     |
| Total            | 16    |

1 WFD ALS Ambulance  
1 WFD BLS Ambulance

| Impacts          | Score | Trend                                                                                 | Influence                                                                                                      |
|------------------|-------|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Response Quality | 4     |    |                                                                                                                |
| Response Time    | 4     |    | Improved response time for BLS calls but still relying on privates for a second ALS unit.                      |
| Morale           | 3     |    | Improved workload balance but difficulties in dispatching leads to ALS ambulance being the default first unit. |
| Revenue          | 4     |    | Some additional revenue captured but still reliant on outside ALS for subsequent calls.                        |
| Cost Impact      | 2     |  | 8 additional staff needed to implement.                                                                        |
| Total            | 17    |  |                                                                                                                |

# Private EMS with WFD Medics

Model used in Cambridge  
Private Ambulance Company with  
Non-transporting WFD Paramedics

# Private EMS with WFD Medics

## Model Overview

- Model used in Cambridge
- Firefighter/Paramedics assigned to squad to provide initial ALS care
- Private ambulance company will contract with city and agree to terms such as amount of coverage (# of trucks) and response time
- Patient is transferred to private company for continuation of care and transport to hospital
- All revenue is retained by the private company
- Little or no oversight of non-city employees

## Current Model

| Impacts          | Score     |
|------------------|-----------|
| Response Quality | 4         |
| Response Time    | 3         |
| Morale           | 2         |
| Revenue          | 3         |
| Cost Impact      | 4         |
| <b>Total</b>     | <b>16</b> |

## Private EMS with WFD Medics

| Impacts          | Score     | Trend                                                                                 | Influence                                                                                     |
|------------------|-----------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Response Quality | 3         |    | Early access to ALS, but transport is handled by non-WFD employees.                           |
| Response Time    | 5         |    | Early access to WFD ALS. Dedicated private transporting units provide improved response time. |
| Morale           | 5         |    | WFD paramedics still providing some patient care without the added demands of transporting.   |
| Revenue          | 1         |   | All revenue is lost to transporting service.                                                  |
| Cost Impact      | 4         |  | No more staff needed; however, ALS related equipment and material costs still exist.          |
| <b>Total</b>     | <b>18</b> |  |                                                                                               |

# 2 Watertown Fire Department P/B Ambulances

2 WFD EMT-B & Paramedic  
ambulances

# 2 Watertown Fire Department P/B Ambulances

## Model Overview

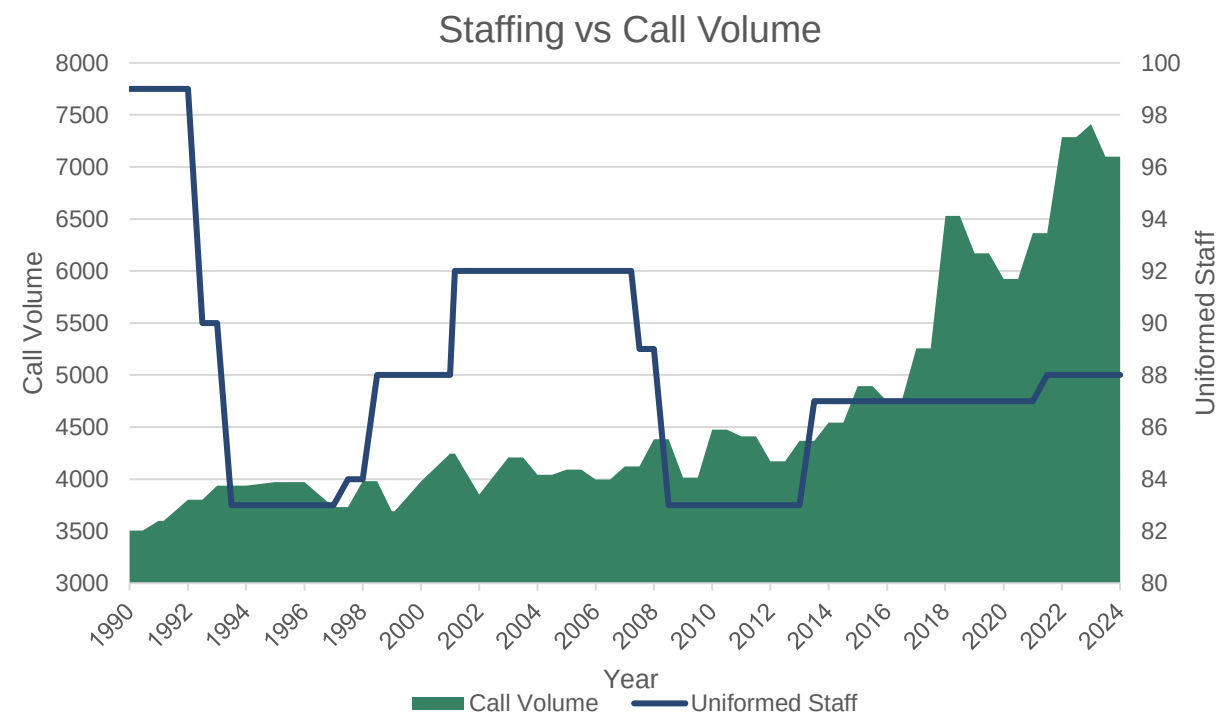
- 2 WFD EMT-B & Paramedic ambulances responding geographically
- Improved response time
- Less reliant on private ambulance backup
- Distributed workload for Firefighter/Paramedics leading to increased morale and job satisfaction
- More desirable EMS system to work for leading to recruitment and retention improvements
- Increased revenue for the City of Watertown
- Improved training and experience for EMT-Bs
- Watertown employees treating more Watertown patients
- Increased minimum staffing to assist on all calls including fires



# Staffing & Budget Overview

FY 2026

|          | Staffing | Personnel Budget |
|----------|----------|------------------|
| Current  | 88       | \$13,019,053     |
| Proposed | 96       | \$13,715,434     |



# Fiscal Year 2026 Cost Estimate

| Item                              |                     | Total            |
|-----------------------------------|---------------------|------------------|
| Step 1 Paramedic                  | \$88,015            | \$352,060        |
| Step 1 EMT B                      | \$86,081            | \$344,324        |
| Benefits                          | \$12,750/\$12,866   | \$102,464        |
| Additional Overtime               | \$8,694             | \$69,555         |
| Cost of 2 <sup>nd</sup> Amb (CIP) | Annual Debt Service | \$100,000        |
| Additional Supplies               | 25% increase        | \$16,601         |
| Total                             |                     | <b>\$985,469</b> |

# Staff Step Overview

|         | EMT          | Medic        | 8 Positions  | w/ Benefits    |
|---------|--------------|--------------|--------------|----------------|
| Step 1  | \$86,080.64  | \$88,014.67  | \$696,381.24 | \$798,847.20   |
| Step 2  | \$91,535.22  | \$93,469.26  | \$740,017.92 | \$845,111.32   |
| Step 3  | \$96,980.29  | \$98,914.45  | \$783,578.96 | \$891,295.16   |
| Step 4  | \$102,429.90 | \$104,363.94 | \$827,175.36 | \$937,516.56   |
| Step 5  | \$109,197.98 | \$111,132.01 | \$881,319.96 | \$994,921.28   |
| Step 10 | \$112,321.49 | \$114,255.65 | \$906,308.56 | \$1,022,853.00 |

Current Model

| Impacts          | Score |
|------------------|-------|
| Response Quality | 4     |
| Response Time    | 3     |
| Morale           | 2     |
| Revenue          | 3     |
| Cost Impact      | 4     |
| Total            | 16    |

2 Watertown Fire Department P/B Ambulances

| Impacts          | Score | Trend | Influence                                                                                                       |
|------------------|-------|-------|-----------------------------------------------------------------------------------------------------------------|
| Response Quality | 5     | ↑     | WFD treating more patients.                                                                                     |
| Response Time    | 5     | ↑↑    | More calls handled by WFD ambulances.                                                                           |
| Morale           | 4     | ↑↑    | Balanced workload leading to job satisfaction.<br>Additional benefit of improving recruitment and retention.    |
| Revenue          | 5     | ↑↑    | More transports by WFD.                                                                                         |
| Cost Impact      | 2     | ↓↓    | 8 additional staff needed to implement. However, increased revenue from additional transports will help offset. |
| Total            | 21    | ↑     |                                                                                                                 |

# Summary

| Model                         | Response Quality | Response Time | Morale | Revenue | Cost Impact | TOTAL |
|-------------------------------|------------------|---------------|--------|---------|-------------|-------|
| Full Private                  | 1                | 4             | 1      | 1       | 5           | 12    |
| Current                       | 4                | 3             | 2      | 3       | 4           | 16    |
| Current w/ Ded Private Backup | 4                | 5             | 2      | 3       | 3           | 17    |
| Current w/ Impact             | 4                | 4             | 2      | 4       | 3           | 17    |
| 1 WFD ALS & 1 WFD BLS         | 4                | 4             | 3      | 4       | 2           | 17    |
| Private EMS w/ WFD Medics     | 3                | 5             | 5      | 1       | 4           | 18    |
| 2 WFD P/B                     | 5                | 5             | 4      | 5       | 2           | 21    |

# Closing Thoughts

We return to the original problems:

1. Response times from outside ambulances are exceeding the National Fire Protection Associations 1710 guidelines for response times.
2. The current model is impacting recruitment and retention efforts due to high stress, fatigue, and injuries, leading to burnout, as well as the unsustainability of the ALS system.

## A Proposed Solution: 2 WFD P/B Ambulances

- Adding a second ambulance will bring the City's response times to below 9 minutes over 90% of the time, positively impacting our community's health and safety.
- A second ambulance will increase morale, build upon a strong culture at WFD, and make us an employer of choice.
- A second ambulance will create a more sustainable, cost-effective model that brings in the most revenue for the City, while also maximizing the quality and timing of service we provide to the community.



**3.3.53 Time.**

**3.3.53.1 Alarm Answering Time.** The time interval that begins when the alarm is received at the communication center and ends when the alarm is acknowledged at the communication center.

**3.3.53.2 Alarm Handling Time.** The time interval from the receipt of the alarm at the primary PSAP until the beginning of the transmittal of the response information via voice or electronic means to emergency response facilities (ERFs) or the emergency response units (ERUs) in the field.

**3.3.53.3 Alarm Processing Time.** The time interval from when the alarm is acknowledged at the communication center until response information begins to be transmitted via voice or electronic means to emergency response facilities (ERFs) and emergency response units (ERUs).

**3.3.53.4 Alarm Transfer Time.** The time interval from the receipt of the emergency alarm at the PSAP until the alarm is first received at the communication center.

**3.3.53.5\* Initiating Action/Intervention Time.** The time interval from when a unit arrives on the scene to the initiation of emergency mitigation.

**3.3.53.6\* Total Response Time.** The time interval from the receipt of the alarm at the primary PSAP to when the first emergency response unit is initiating action or intervening to control the incident.

**3.3.53.7 Travel Time.** The time interval that begins when a unit is en route to the emergency incident and ends when the unit arrives at the scene.

**3.3.53.8 Turnout Time.** The time interval that begins when the emergency response facilities (ERFs) and emergency response units (ERUs) notification process begins by either an audible alarm or visual annunciation or both and ends at the beginning point of travel time.

**3.3.54 Total Response Time.** See 3.3.53.6.

**3.3.55 Travel Time.** See 3.3.53.7.

**3.3.56 Turnout Time.** See 3.3.53.8.

**Chapter 4 Organization****4.1 Fire Department Organizational Statement.**

**4.1.1\*** The authority having jurisdiction (AHJ) shall maintain a written statement or policy that establishes the following:

- (1) Existence of the fire department
- (2) Services that the fire department is required to provide
- (3) Basic organizational structure
- (4) Expected number of fire department members
- (5) Functions that fire department members are expected to perform

**4.1.2\*** The fire department organizational statement shall provide service delivery objectives, including specific time objectives for each major service component [i.e., fire suppression, emergency medical services (EMS), special operations, aircraft rescue and fire fighting, marine rescue and fire fighting, and/or wildland fire fighting] and objectives for the percentage of responses that meet the time objectives.

**4.1.2.1** The fire department shall establish the following objectives:

- (1) Alarm handling time to be completed in accordance with 4.1.2.3.
- (2) 80 seconds for turnout time for fire and special operations response and 60 seconds turnout time for EMS response
- (3)\*240 seconds or less travel time for the arrival of the first arriving engine company at a fire suppression incident and 480 seconds or less travel time for the deployment of an initial full alarm assignment at a fire suppression incident
- (4) 240 seconds or less travel time for the arrival of a unit with first responder with automatic external defibrillator (AED) or higher level capability at an emergency medical incident
- (5) 480 seconds or less travel time for the arrival of an advanced life support (ALS) unit at an emergency medical incident, where this service is provided by the fire department provided a first responder with AED or basic life support (BLS) unit arrived in 240 seconds or less travel time

**4.1.2.2** The fire department shall document the initiating action/intervention time.

**4.1.2.3 Alarm Handling.**

**4.1.2.3.1** The fire department shall establish a performance objective of having an alarm answering time of not more than 15 seconds for at least 95 percent of the alarms received and not more than 40 seconds for at least 99 percent of the alarms received, as specified by NFPA 1221.

**4.1.2.3.2** When the alarm is received at a public safety answering point (PSAP) and transferred to a secondary answering point or communication center, the agency responsible for the PSAP shall establish a performance objective of having an alarm transfer time of not more than 30 seconds for at least 95 percent of all alarms processed, as specified by NFPA 1221.

**4.1.2.3.3** The fire department shall establish a performance objective of having an alarm processing time of not more than 60 seconds for at least 90 percent of the alarms and not more than 90 seconds for at least 99 percent of the alarms, as specified by NFPA 1221.

**4.1.2.4** The fire department shall establish a performance objective of not less than 90 percent for the achievement of each turnout time and travel time objective specified in 4.1.2.1.

**4.1.2.5 Evaluations.**

**4.1.2.5.1\*** The fire department shall evaluate its level of service and deployment delivery and alarm handling time, turnout time, and travel time objectives on an annual basis.

**4.1.2.5.2\*** The evaluations shall be based on emergency incident data relating to level of service, deployment, and the achievement of each time objective in each geographic area within the jurisdiction of the fire department.

**4.1.2.6** The fire department shall provide the AHJ with a written report annually.

**4.1.2.6.1** The annual report shall define the geographic areas and/or circumstances in which the requirements of this standard are not being met.

**4.1.2.6.2** The annual report shall explain the predictable consequences of these deficiencies and address the steps that are necessary to achieve compliance.



Outlook

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**Support for Additional Staffing for Watertown Fire Department**

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**From** Helen Dempsey**Date** Thu 4/17/2025 2:12 PM**To** Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>

Dear Vinnie,

I am writing to you as one of your constituents and also as Chair of the COA Board. One of the major issues in front of the City Council is the Fire Department's Request for funds for an additional eight firefighters to staff a second ambulance. I won't reiterate the statistics on the excellence of our first responders here in Watertown. You already know that.

As a longtime resident I know a lot of Watertown people. As Chair of the COA Board I know large numbers of Watertown seniors. I spend a lot of time talking to neighbors as well as to seniors who are looking for information or simply for a listening ear. Seniors, especially as the years go on, tend to have many health problems and they make up the largest percentage of residents needing emergency services. But we also have younger residents with serious health problems, people who have moved to Watertown because of proximity to several top-notch hospitals. Everyone I talk to has nothing but praise for our Fire and Police first responders, and it is the Fire Department that handles the nitty-gritty of medical emergencies.

The best example I can give is my own experience when, 2 1/2 years ago, I had a burst, perforated appendix. It all happened very quickly, and when I called 911, both Police and Fire Department personnel were here at my house within 2 minutes. I was rushed to the hospital, and after a very quick CT scan, I was brought immediately to the OR, where I had emergency surgery late at night. The doctors told me afterwards that if I had arrived even a little later, I would have died. As it was, I was extremely ill, with many complications, and was in hospital, flat on my back for 10 days. I was so fortunate to have such excellent first responders. Not only were they medically competent, but they were kind and very caring—because, of course, I was terrified as well as very ill.

Having to wait possibly 20 or more minutes for a Pro ambulance to arrive from Cambridge, then add on prep and travel time, would have made the difference between life or death for me, and I know that this is true for many others with varying kinds of conditions.

In closing, the Fire Department needs funds for an additional eight firefighters to staff a second ambulance. If the investment is not made now, FY26, we will certainly see our ALS ambulance service fail, likely by the summer, due to the WFD's inability to recruit or retain paramedics. This will have disastrous effects to the quality of service provided to the community, and that in turn will make Watertown a much less desirable place to live.

Please don't let Watertown be so focused on cosmetics, statistics and consultants that it is forgetting about the ordinary people who live here.



Thank you for taking the time to read this.

Sincerely,  
Helen Dempsey  
Chair, Watertown COA Board

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## April 29 Budget and Fiscal Oversight Meeting

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From Natalie Zakarian

Date Wed 4/23/2025 11:30 PM

To Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Izzo, Emily <eizzo@watertown-ma.gov>; Nicole Gardner <ngardner@watertown-ma.gov>

April 23, 2025

Dear Councillors Piccirilli, Izzo and Gardner,

I am writing about a budget request that has meaning for everyone in Watertown - expectant mothers, infants and toddlers, school children, people over 50 and people who go to work every day. This is the \$800,000 request by the Fire Department to add 8 more firefighters so that Watertown will have a complete paramedic staff for the second ambulance.

Currently, Watertown has to depend on Pro-Ambulance, based in Cambridge, as back-up response which often results in a 15-20 minute response time for those individuals undergoing a crisis situation.

**The difficult question for the Committee** regarding this request is the fact that the \$800,000 is a permanent addition to the budget. Yet, unless Watertown acts during this budget season, the Advanced Life Support that the Fire Department gives will become sub-par. The Chief forecasts it will be difficult to recruit and retain properly trained paramedics if Watertown cannot support a fully staffed second ambulance.

I hope you will give this request your utmost consideration.

Yours truly,

Natalie Zakarian

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## Funding for Additional Paramedics for the Watertown Fire Department

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From Eva Jayne

Date Wed 4/23/2025 12:54 PM

To Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Nicole Gardner <ngardner@watertown-ma.gov>; Izzo, Emily <eizzo@watertown-ma.gov>

Cc Feltner, Lisa <lfeltner@watertown-ma.gov>

To Budget and Fiscal Oversight Committee Chairperson Vincent Piccirilli and Members Nicole Gardner and Emily Izzo,

I'm a 30-year resident of District 4 who is adding my plea to those of other Watertown citizens who are urging you to authorize funding to hire an additional eight paramedics for the Watertown Fire Department (WFD). This will not only provide staffing for a second ambulance but ensure the continuation of the vital service we have in place now. As members of the Budget and Fiscal Oversight Committee, I'm begging you to reverse your decision not to provide this funding in the Fiscal Year 2026 budget. I ask you to approve it not only for the citizens for whom you are responsible but for yourselves and your families. We all need to be protected; we all need the professional medical care provided by our paramedics whose main inspiration and purpose in working at their jobs is to help those in distress.

WFD Chief Ryan Nicholson has previously highlighted his genuine concerns to the Committee about current and potential staff shortages and has provided you with the documentation you requested that proves his concerns are valid. He also noted that a good portion of the expended funding would be recovered via insurance payments for the medical treatment and transport to a hospital. Our current extremely dedicated, highly motivated paramedic staff, who are professionally trained to provide advanced life support (ALS) services, are enormously overworked due to the volume of calls to which they respond.

Please note that while our paramedics' first duty is to respond to and provide advanced aid for medical issues, this duty changes during response to an active fire. When they arrive at such an incident and unless an injury has already occurred or happens during the fire, their assignment is to provide additional firefighter support; therefore, they are often performing double duty. The WFD paramedics are presently understaffed; and for that reason, they are frequently required to work an extra 24 to 48 hours after their regular 24-hour shift. This schedule cannot continue without harming their own physical and mental health and may force some to seek opportunities for a better work and personal life balance elsewhere.

If the current and future paramedic staffing situation is not resolved now to fund the hiring of additional paramedics, the City of Watertown will likely lose its entire paramedic service before the end of 2025. While our firefighters and police officers have received emergency medical training to provide basic CPR, wound care, and splinting, they cannot perform ALS-related responsibilities such as starting IVs, administering vital medications, or providing advanced airway management. Normally, the WFD's ALS-trained paramedics respond to an emergency in approximately 4-5 minutes. If we lose this service, anyone in medical distress could wait 15-20 minutes for a private ambulance and ALS-trained personnel to arrive and assist. Is this what you want for Watertown?

The citizens of Watertown are depending on the Budget and Fiscal Oversight Committee members to

approve the funding necessary to hire eight new paramedics, assuring us now and in the future that prioritizing public health and safety will always come first before other city projects. To do anything less would be irresponsible and dangerous and would send the message that our city's leaders are heartless in caring about the lives of the citizens they have vowed to serve. PLEASE DO THE RIGHT AND NECESSARY THING FOR US; APPROVE THIS FUNDING FOR THE WFD.

Respectfully,

Eva-Jayne Dykstra

190 Mt. Auburn Street

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## Need for Second Ambulance on April 29 Council Agenda

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From Joan Gumbleton

Date Mon 4/28/2025 11:47 AM

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

Dear Councilors,

I know you will be discussing a Second Ambulance Proposal Tuesday night. Knowing that there will be ongoing costs involved with the addition of such a vehicle and the appropriate support personnel, I still do feel we need to have this.

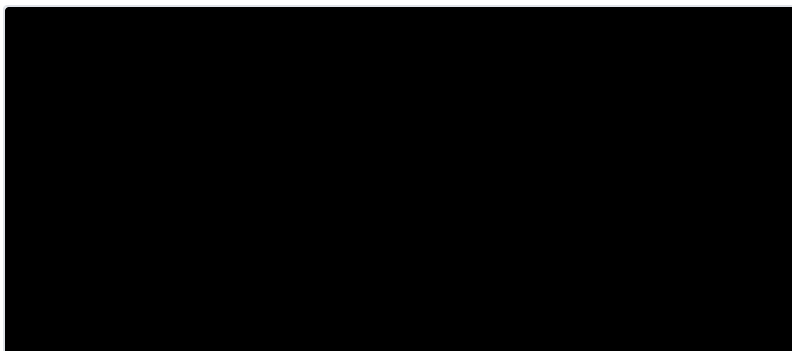
From what I understand, we already have the ambulance so the discussion is on hiring and training the needed personnel. We are a growing city with growing demands and we already have a good number of senior citizens and others who have serious medical issues and none of us is getting younger! I believe public safety is and should be a main focus of local government and I urge you to seriously consider going forward with this motion. We've hired many other staff members downtown that don't seem to have direct effects on our health and safety like this line item would.

If we need to cut something else from the budget to accommodate this key budget item cost, let's do it. In these uncertain economic times businesses have to make tough choices on what they can do or would like to do. City services should have the same priorities and plan accordingly. We don't need to stress out our public safety personnel unnecessarily if we can provide extra help to make their schedules better and keep them here.

From what I've read, we actually get money back from insurance coverage for calls if we answer them with Watertown resources. If we use other outside services, we don't and there is always the time factor to consider. Ambulances based here should be able to respond to emergencies in a more timely manner.

Here is a link to Watertown News on April 3 where I made a fairly lengthy comment. I hope you will take the time to read it.

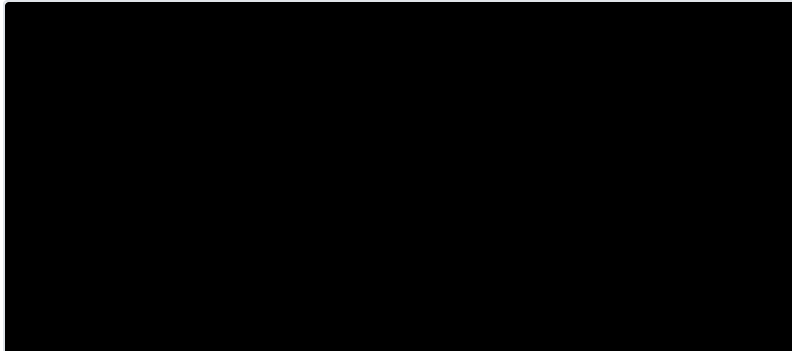
[OP-ED: Watertown's Budget — What Are the Priorities?](#)



**OP-ED: Watertown's Budget — What Are the Priorities?**

By Linda ScottWatertown Resident PART 1: Watertown's Days of  
Plenty Over the last few years, there's been a sort...

Here is also a link to the subject of having two ambulances in Watertown News going back to May 24, 2019. So this is not a new issue and it would be nice to get it resolved once and for all.  
[Budget Increase Allows Watertown Fire Department to Run Two Ambulances](#)



**Budget Increase Allows Watertown Fire  
Department to Run Two Ambulances**

By adding additional staffing, the Watertown Fire Department  
plans to run a second ambulance, which will enable ...

Again, I urge you to support this endeavor. Local services for local people usually have more of a benefit to all.

Thank you in advance for your consideration of this important agenda item.

Regards,

Joan Gumbleton  
32 Falmouth Rd.

P.S. Please enter this email into the records for the Council meeting on April 29.

## Watertown Budget and Fiscal Oversight Committee - 4.29.25

Hi. I'm Susan Fish and I live on Palfrey Street. This is an important meeting tonight. I realize the facts have been stated and additional questions, if any, will be answered. As I mentioned at the Council meeting last week, I'm very concerned about longer response times when ProEMS answers a 911 call and would like to share a couple of thoughts.

I imagine we agree good care and prompt response times are vital to a successful emergency response system. But what level of **PRIORITY** do we assign to improving our EMS when there many improvements before the City. We are a growing city and with that, we see a need for updates and changes, and new revenues are always being sought. There's a plan to improve Watertown Square, renovate Saltonstall Park, and look at Victory Field to name a few. Though I don't particularly follow City Hall, I've been told there have been a number of new positions/assistants funded by the City in the last couple of years. I'm assuming money well spent. But the question I have is **IF** the **PRIORITY** had been excellent emergency care and response times for all of Watertown, your families, your constituents, would the same choices have been made. Could there have been modifications to "make it all work." I know, that dreaded phrase no supervisor wants to hear: Make it work! Perhaps if funding is not immediately known, what can be a work around for the coming year? How can you make an effort to retain well-trained paramedics, acknowledging you respect their expertise **AND** their expectation for quality of life. Is it important enough to "make it work?" I hope you'll consider **THIS** a priority moving forward.

I'll end with a more personal thought. For those of us who have survived cancer or a serious medical surgery or condition, have dealt with the never ending fatigue and uncertainty as we make our way back to our lives "before," and have become so aware and frankly amazed that we find ourselves on the other side of an experience you'd wish on no one, think about this. Though **ALWAYS** a tragedy for anyone, how do your family and loved ones come to terms with the fact they lost you because of a delayed response time. How painful to wonder if it could have been prevented. I don't have an answer for that one...

Thank you for the opportunity to speak. I look forward to your recommendation and attending the City Council's discussion to follow.



George J. Proakis  
City Manager

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Office of the City Manager

Administration Building  
149 Main Street  
Watertown, MA 02472  
Phone: 617-972-6465  
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[citymgr@watertown-ma.gov](mailto:citymgr@watertown-ma.gov)

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: May 8, 2025

RE: Request for Confirmation – Appointments to the Solid Waste & Recycling Advisory Committee

---

Pursuant to the provisions of the Watertown Home Rule Charter and Town Council Ordinance 2007-46, An Ordinance on the Timing and Process of Appointments to Town Boards, Commissions and Committees, I am transmitting herewith a request for appointments to the Solid Waste & Recycling Advisory Committee which requires Council confirmation.

- Martin Solomon – Appointment as a member of the Solid Waste & Recycling Advisory Committee to a term expiring May 15, 2028
- Joseph Ganno – Appointment as a member of the Solid Waste & Recycling Advisory Committee to a term expiring May 15, 2028

Thank you for your anticipated cooperation in this matter.





George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: May 8, 2025

RE: Request for Confirmation – Reappointment to the Traffic Commission

---

Pursuant to the provisions of the Watertown Home Rule Charter and Town Council Ordinance 2007-46, An Ordinance on the Timing and Process of Appointments to Town Boards, Commissions and Committees, I am transmitting herewith a request for reappointment to the Traffic Commission which requires Council confirmation.

- Kelly Gallagher – Reappointment as a member of the Traffic Commission to a term expiring May 15, 2027

Thank you for your anticipated cooperation in this matter.



George J. Proakis  
City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: May 8, 2025

RE: Request for Confirmation – Reappointment to the Board of Assessors

---

Pursuant to the provisions of the Watertown Home Rule Charter and Town Council Ordinance 2007-46, An Ordinance on the Timing and Process of Appointments to Town Boards, Commissions and Committees, I am transmitting herewith a request for reappointment to the Board of Assessors which requires Council confirmation.

- Richard Moynihan – Reappointment as a member of the Board of Assessors to a term expiring May 15, 2028

Thank you for your anticipated cooperation in this matter.

City Council and Leadership,

Please share my family's gratitude to the DPW Forestry Division for coming today to trim and cut areas of our tree in front of our home that was potentially a safety issue. They not only trimmed as needed but made it very aesthetic.

Thanks to Councilor Palomba for responding to my concerns which I identified in a document to the Parks and Recreation Subcommittee.

I am hopeful to hear back from them with their action plan and responses to my questions and comments.

When is the next Park and Recreation subcommittee meeting.

Thanks to Michelle, Erika and Steve for meeting with me last week to discuss the concerns I have shared. I certainly appreciate the time and hope it was helpful. When possible, it would be appreciated if some of the questions which were asked could be answered in a reasonable time frame.

I have been reading through the document for the Victory Field Phase II renovation project and cannot seem to find information about the sheds.

As you know, the current plan is still missing some critical components, specifically the Parking and Circulation improvement which would add 28 more parking spots. This is a major issue.

Although happy the netting system is now included in the specifications, I still have not received an adequate explanation why

the changes were allowed to be made since I was told many times that the AD HOC Plan was not to be altered.

Thank you for your time.

Peter Centola  
Resident

To: Members of the Watertown City Council  
From: Blue Ribbon Committee  
Date: January 30, 2025  
Re: Final recommendations for Council salaries

The members of the Blue Ribbon Committee (BRC) are pleased to present the following recommendations to the City Council regarding councilor compensation. These recommendations were based on extensive research of comparable municipalities, testimony from prior and current councilors, the former auditor, and experts from the Edward J. Collins Center for Public Management at UMass Boston. After this extensive research and deliberation process from July 2024 to January 2025, the seven-member BRC unanimously approved the following recommendations:

Recommendation 1:

The Council member salary should be adjusted from \$8,900 per year to \$15,000 per year. This 69% 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 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 compensation.

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.

As stated above, these recommendations represent the outcome of the BRC'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.

Sincerely,

X John Bentley  
Chair

X Christine Cole  
Christine Cole

X Linda A. Scott  
Linda Scott

X Marcy Murningham.  
Marcy Murningham

X James L. Mello  
James Mello

X Susan Falkoff  
Susan Falkoff

X Sarah Baker  
Sarah Baker

## 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.

## Proposed Public Statement / Supplement to 2024–25 Blue Ribbon Committee’s Final Recommendations

**Marcy Murningham / 30 January 2025**

On [March 12, 2024](#) the Watertown City Council authorized the creation of a 2024-25 “Blue Ribbon Committee” (BRC) to: (1) study, via a variety of methods, the salary received by Watertown City Councilors and the City Council President in exchange for their service; (2) make a recommendation by December 10, 2024 on a salary for City Councilors and the Council President that would take effect during the 2026–27 term; and (3) recommend a process and frequency for future salary reviews, affecting both City Councilors and the Council President.<sup>1</sup>

This Supplement to the Watertown Blue Ribbon Committee’s final recommendations, made in January 2025, provides a brief overview of how it came into being and performed its work, including its mission and key individuals who helped along the way. It also includes a brief rundown of the seven meetings held to complete the task. The appendix items attached to the Blue Ribbon Committee’s final submission to the City Council provide a fuller, more detailed picture.

**Background & Purpose:** At its [February 13, 2024](#) meeting, Council President Mark Sideris told the Council that the idea for adjusting councilor pay was discussed previously at a City Council meeting held in April 2023. “We had a motion,” he said, “and the motion passed that we raise the council salaries by a certain percentage.” Changes that affect the next group of city councilors, he said, would have to be approved during a designated period within the Council’s current term. “The Committee on Personnel at that time had suggested, and we approved as a City Council, that we create an outside committee to help us look at salaries,” he continued, “and make a recommendation to the Committee and then to the City Council.

Doug [Newton, has been working diligently gathering information to help this Committee with what other cities and towns are doing, [including] cities and towns of similar size, similar budgets, [although] some not exact. He's going to be providing that information to the full City Council, but what I'd like is a referral to the Personnel Committee to discuss the makeup of this committee and how it will be appointed.<sup>2</sup>

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<sup>1</sup> See agenda for Watertown City Council meeting, March 12, 2024, <https://watertownma.portal.civicclerk.com/event/5618/files/agenda/9747> and clickable transcript, [https://watertown.munitrac.ai/transcript?id=2024-03-12\\_TownMeeting-0u648.mp4](https://watertown.munitrac.ai/transcript?id=2024-03-12_TownMeeting-0u648.mp4) at 36:55.

<sup>2</sup> See agenda for Watertown City Council meeting, February 13, 2024, <https://watertownma.portal.civicclerk.com/event/5617/files/agenda/9627> and clickable transcript, [https://watertown.munitrac.ai/transcript?id=2024-02-13\\_TownMeeting-0u588.mp4](https://watertown.munitrac.ai/transcript?id=2024-02-13_TownMeeting-0u588.mp4) at 0:05:56.

**Recruitment and Selection:** According to the record, the matter subsequently was referred to the Council’s [Committee on Personnel and City Organization](#) (CPO), chaired by At-Large Councilor Caroline Bays, with At-Large Councilor John G. Gannon, Vice Chair, and District A Councilor Nicole Gardner, Secretary. Formation of the BRC was the only item on the Committee’s [February 26, 2024](#) agenda, where in-depth discussion ensued.<sup>3</sup> Two weeks later, on March 12, 2024, Chair Bays reported back to the full City Council with four recommendations about: (1) Blue Ribbon Committee duties and overall qualities that emphasize a “strong commitment to and stake in Watertown's success”<sup>4</sup>; (2) relevant BRC member professional qualifications and experience<sup>5</sup>; (3) BRC size, with seven deemed optimal; and (4) how best to recruit and select committee members. At its March 12 meeting, the Council voted unanimously to approve these recommendations and begin the process immediately.

Beginning March 19, the recruitment process began in earnest. City administration publicized the Blue Ribbon Committee over multiple communications channels, inviting residents to submit their resumé and letters of interest.<sup>6</sup> Meanwhile, a screening committee was established, comprising the three CPO members and Council Vice-President Vincent Piccirilli. It reviewed applications and selected a pool of candidates to be interviewed by Council President Sideris, who did so and made his final decision in late June. The seven Blue Ribbon Committee members were sworn in and met for the first time on July 9, 2024.

**BRC Meetings:** Typically lasting two or more hours, each early evening meeting was held in City Hall, open to the public, usually recorded, and subject to open meeting laws. The appendices attached to the BRC’s recommendations comprise specific materials the BRC used in its deliberations. Appendix B includes research undertaken, at the Council President’s request, by Municipal Policy Analyst Doug Newton in early 2024 into policies and practices of other similar Massachusetts cities and towns, along with relevant research undertaken by City Councilors before the Committee was established.<sup>7</sup> Appendix B includes

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<sup>3</sup> See agenda for Council Committee on Personnel and City Organization (CPO) meeting, February 26, 2024, <https://watertownma.portal.civicclerk.com/event/5688/files/agenda/9648> and recording made by WCA-TV, <http://vodwcatv.org/CablecastPublicSite/show/3043>.

<sup>4</sup> Evidence of such commitment includes “a leadership role in local companies, or nonprofits, or service on city boards, commissions and committees,” Councilor Bays reported to the full Council at its March 12, 2024 meeting.

<sup>5</sup> Desirable professional experience “includes, but is not limited to, human resources, compensation, law, finance or accounting, municipal government, business leadership, and management consulting,” Councilor Bays said. *Ibid.*

<sup>6</sup> See announcement published March 19, 2024 via City email listserv, <https://notifications.civicplus.com/message/e52ab591-642a-4cfa-9061-49eda2f7f326/?list=324>

<sup>7</sup> Links to these materials are here and here

both the agenda and supportive materials for each of the seven meetings held from July 7, 2024 to January 30, 2025.

- **JULY 10, 2024:** After their swearing in by City Clerk Noelle Gilligan, BRC members heard from City Council President Mark Sideris about the terms and conditions of their assignment. President Sideris provided each member with a summary report, prepared by outside City counsel, on the Commonwealth’s open meeting, public records, and conflict of interest laws that govern their deliberations. (See Appendix A.) President Sideris then introduced Municipal Policy Analyst Doug Newton as the BRC’s liaison, to help them carry out their duties. Following individual self-introductions, BRC members then elected a chair before turning to a discussion of various substantive and operational requirements that will help it complete its task successfully.

- **AUGUST 20, 2024:** At this second meeting BRC members heard a presentation from Doug Newton, continued discussion of the overall assignment (including its parameters), and shared ideas about how best to proceed—including appropriate questions to ask.<sup>8</sup> Two Committee members shared findings of their independent analysis regarding useful, reliable, comparable, and relevant metrics the Committee might consider. Their work is attached to the 8/20/24 meeting minutes.<sup>9</sup> (See Appendix B / C) *Searchable transcript [here](#).*

- **SEPTEMBER 11, 2024:** The purpose of this meeting was to discuss, amend, and settle upon a consistent set of questions the Committee would direct to current City Councilors at an upcoming meeting. These questions covered a range of topics, including time spent performing tasks related to the job, how the role and responsibilities of councilors have changed over the years, comparability metrics from communities resembling Watertown that they consider important, and considerations that should be kept in mind. District B Councilor Lisa Feltner was in attendance, and during the public comment period encouraged the Committee to give councilors adequate time to prepare their response. The final list of approved questions was sent to all Councilors and attached to the October 1, 2024 meeting agenda, during which the interviews occurred.

- **OCTOBER 1, 2024:** The primary purpose of this meeting was to conduct councilor interviews and review written answers to the Committee’s questions. Council President Mark Sideris and Councilors Caroline Bays, Lisa Feltner, Tony Palomba, and Vincent Piccirilli appeared in person, while Council Vice-President Piccirilli and Councilors Nicole Gardner, Lisa Feltner, John Airasian, John Gannon, and Emily Izzo submitted written

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<sup>8</sup> See Appendix B.

<sup>9</sup> See Appendix C.

answers. All described the demands on their time, how the job has changed for those serving more than one term, and ways they stay informed and up-to-date on both policy matters and constituent services.

Near the end of the evening, former longtime City Auditor and interim City Manager Tom Tracy shared insights from his vast institutional knowledge and acknowledged the complexity of the task. Meanwhile, more independent research conducted by Committee members was considered, along with documents provided by the City's Auditor and Human Resources departments. These are included in Appendix C. *Searchable transcript [here](#).*

- **NOVEMBER 4, 2024:** At this meeting, the Committee heard from [Mary Aicardi](#), former Watertown director of human services who is a Senior Associate at the [Edward J. Collins Center for Public Management](#) at UMass Boston. Ms. Aicardi has thirty years of experience in public sector human resources administration and labor relations, telling the BRC she prefers to use the word “stipend” rather than “salary” because elected officials are exempt from salary laws. “I would suggest to you, with all due respect to everybody who did that hard work, to just use your gut and go with what you think is best,” she told the Committee. “Not one of the council members are in it for the money because if they were, they wouldn't be doing it because the money is not that great. I do see room for improvement and room to increase it to a certain amount.”

Following Ms. Aicardi's testimony public comment, the BRC voted unanimously to approve a stipend of \$15,000 for City Councilors and tabled a discussion of the Council President's stipend to the next meeting. Attachments include compensation proposals made by some Committee members prior to the meeting as well as supporting documents. *Searchable transcript [here](#).*

- **DECEMBER 11, 2024:** The purpose of this meeting was to discuss the stipend for the Council President. The Committee voted to approve a \$22,000 salary for the Council President, due to the position's additional responsibilities as a member of the School Committee as set forth in Watertown's Home Rule Charter.<sup>10</sup> *Clickable transcript [here](#).*

- **JANUARY 30, 2025:** The purpose of this last meeting was to review and comment on any further changes or modifications to the final report before signing the transmittal letter of recommendations, which will be sent to the City Council. *Clickable transcript [here](#).*

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<sup>10</sup> Watertown Home Rule Charter, Section C-2-2 Council President, <https://ecode360.com/37967801#37967801>



## 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.

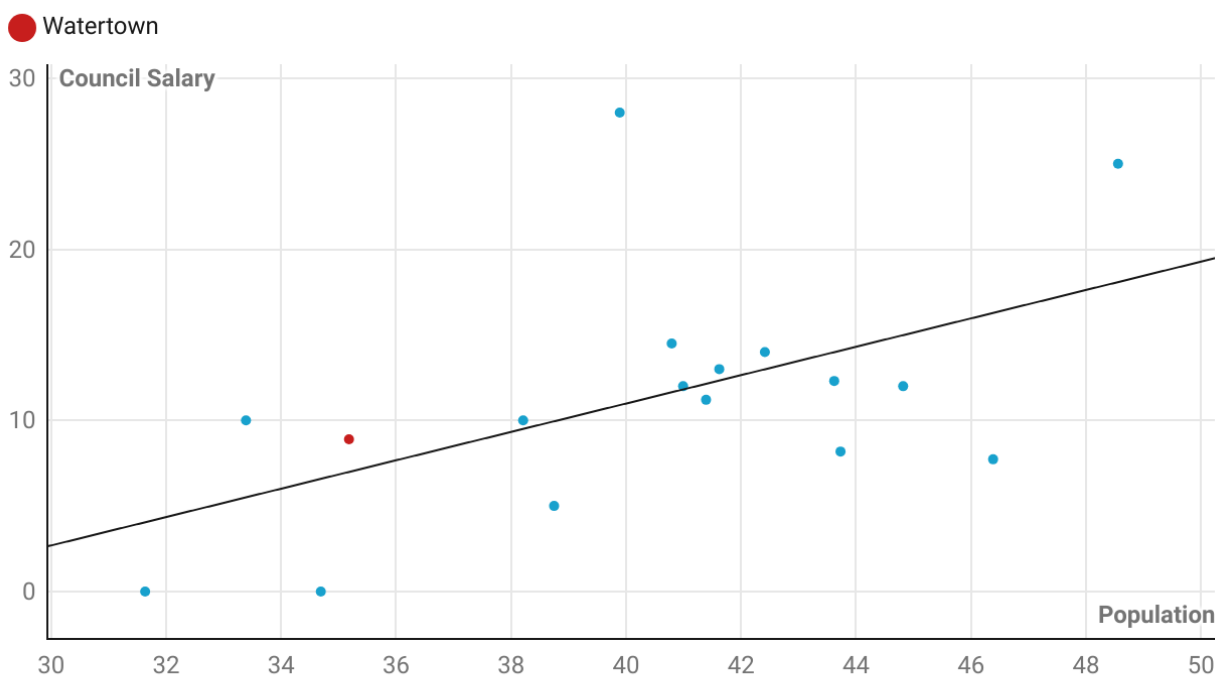
### Comparable Councils

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.

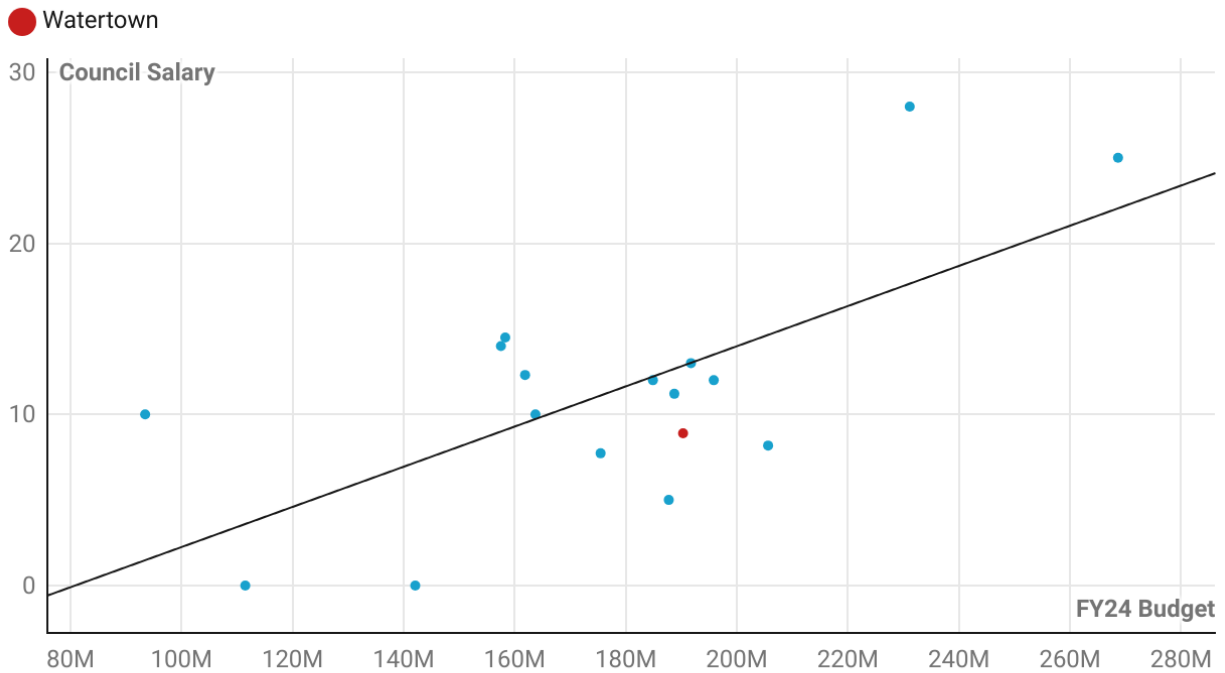
## Council Pay by Population



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                                                                                               |  |  |  |
|                                                                                                     |  |  |  |
|                                                                                                     |  |  |  |
|                                                                                                     |  |  |  |
|                                                                                                     |  |  |  |
|                                                                                                     |  |  |  |
|                                                                                                     |  |  |  |
| 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

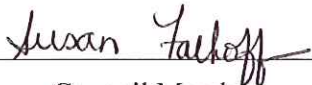
WHEREAS, Section 2-3 of the Town of Watertown Home Rule Charter provides that the Town Council may, by ordinance, provide an annual salary for its members.

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:

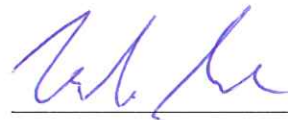
Councilor - \$7,500 per annum.

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:

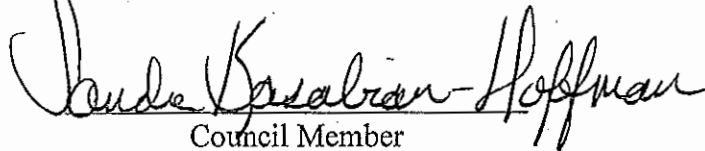
### CHAPTER XXIV. TOWN COUNCIL SALARIES.

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;

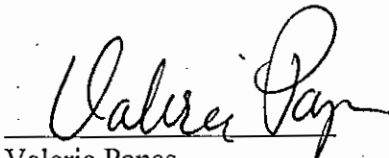
NOW THEREFORE BE IT ORDAINED, that, effective the first secular day of January, 2000, the salary of the members of the Town Council shall be as follows:

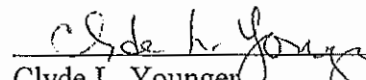
- (1) the salary of Councillors shall be \$5,000.00 per annum;
- (2) the salary of the Council President shall be \$6,500.00 per annum.

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 regularly-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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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

### 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

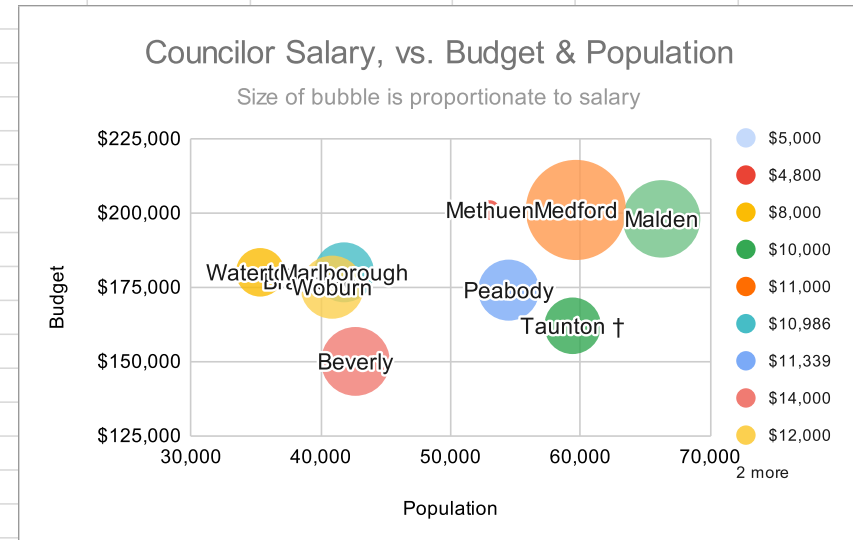
Ordinance setting Town Councilor Salaries Effective January 2, 2018

|                                       |  |  |            |  |                                                     |  |  |
|---------------------------------------|--|--|------------|--|-----------------------------------------------------|--|--|
|                                       |  |  |            |  |                                                     |  |  |
| 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.

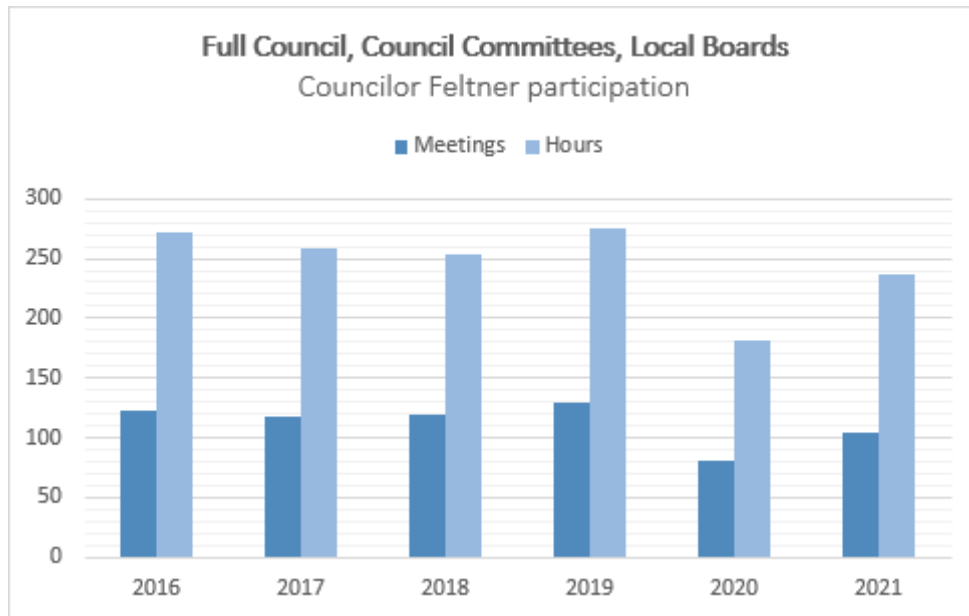
Please note that my tally:

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.

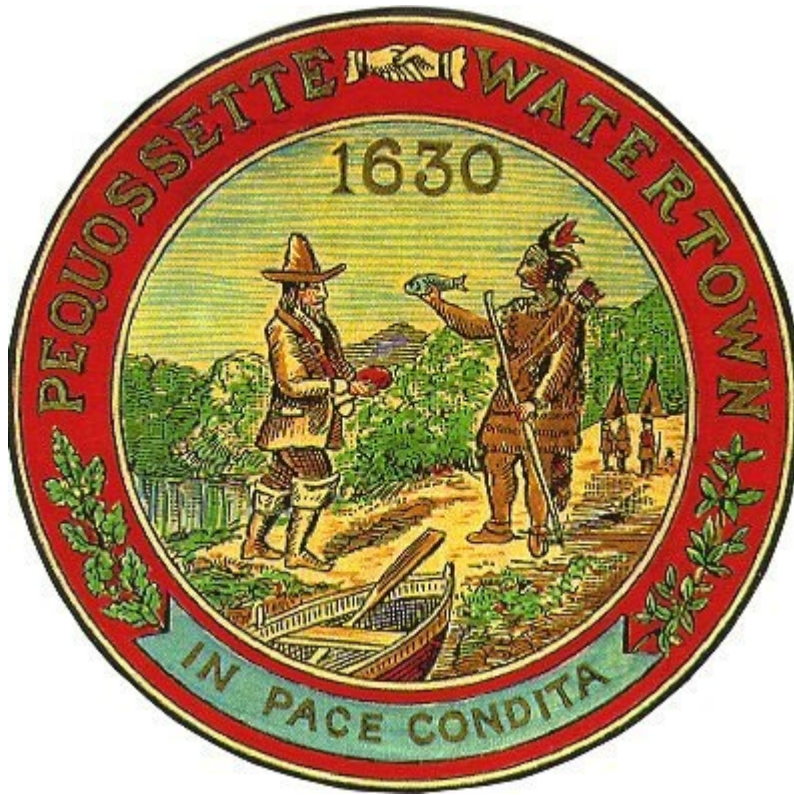
The Committee also considered what exactly it will provide as a deliverable. They were advised by Doug Newton that it must consist of a number but that the Committee may add context beyond that if they would like. Councilor Vinnie Piccirilli then spoke to the Committee and provided further suggestions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

| Municipality | Assessed Value Residential | Assessed Value Open Space | Assessed Value Commercial | Assessed Value Industrial |
|--------------|----------------------------|---------------------------|---------------------------|---------------------------|
| 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               |
| Watertown    | 8,100,534,759              | 0                         | 1,099,728,370             | 1,464,436,550             |
| 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 |                      |         |          |            |
| 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.

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

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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%

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>                                                                                                                                                                                                                                                                                                                                                                                                                    |           |           |           |           |           |           |           |           |
| 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:

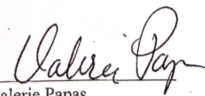
(1) the salary of Councillors shall be \$5,000.00 per annum;

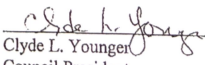
(2) the salary of the Council President shall be \$6,500.00 per annum.

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

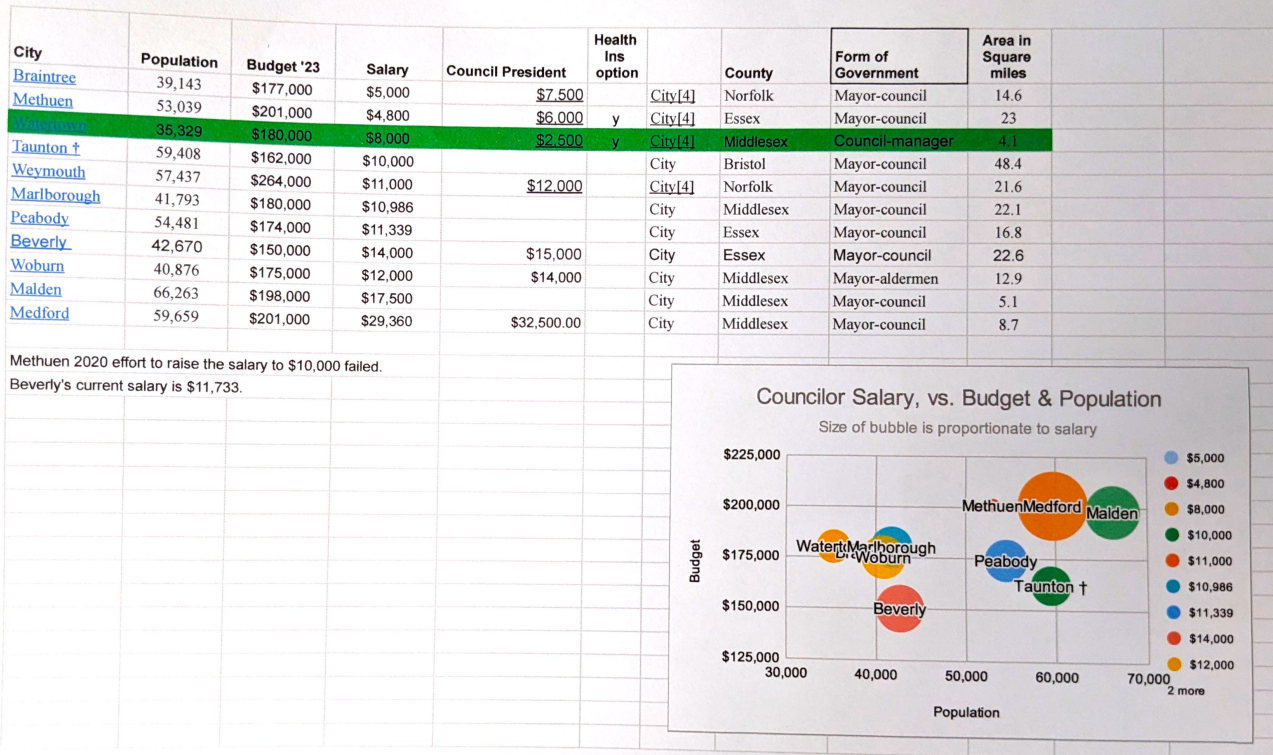
*Bugs Handout*

*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.

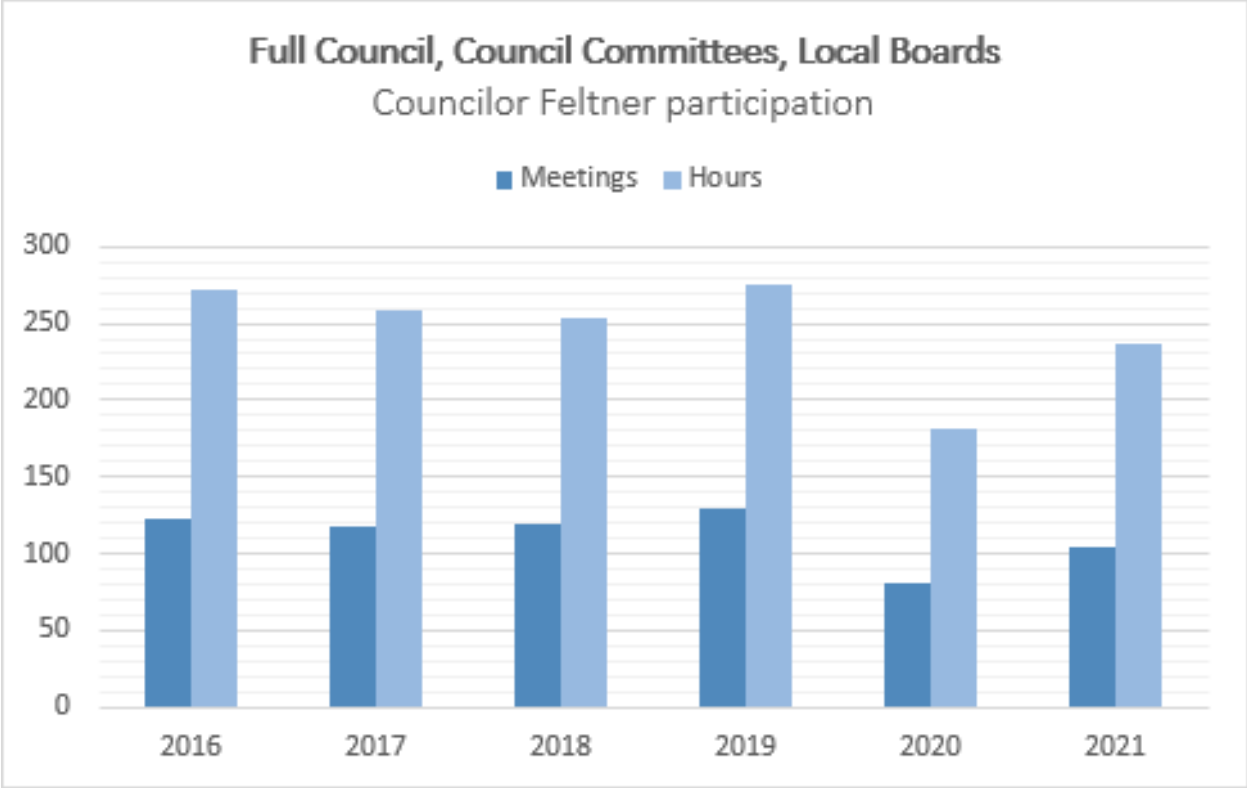
At the Nov 15 meeting, we calculated that a 2.5% increase on current \$7500 starting from January 2018, would realize \$8698 in 2024 or \$8915 in 2025; and based on the current \$10,500 for Council Pres, a 2.5% increase would come to \$12,177 in 2024 or \$12,481 in 2025.

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

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.

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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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://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=Community\\_Comparison\\_Report](https://dls.gateway.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  $\frac{1}{4}$  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

| 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.



GovHR USA

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## City of Watertown

Employee Classification and Compensation Study

Questions?

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847.380.3240    [info@govhrusa.com](mailto:info@govhrusa.com)    [GovHRUSA.com](http://GovHRUSA.com)



**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)
- 

- 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:

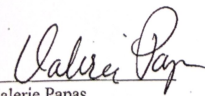
(1) the salary of Councillors shall be \$5,000.00 per annum;

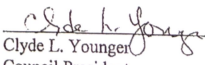
(2) the salary of the Council President shall be \$6,500.00 per annum.

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

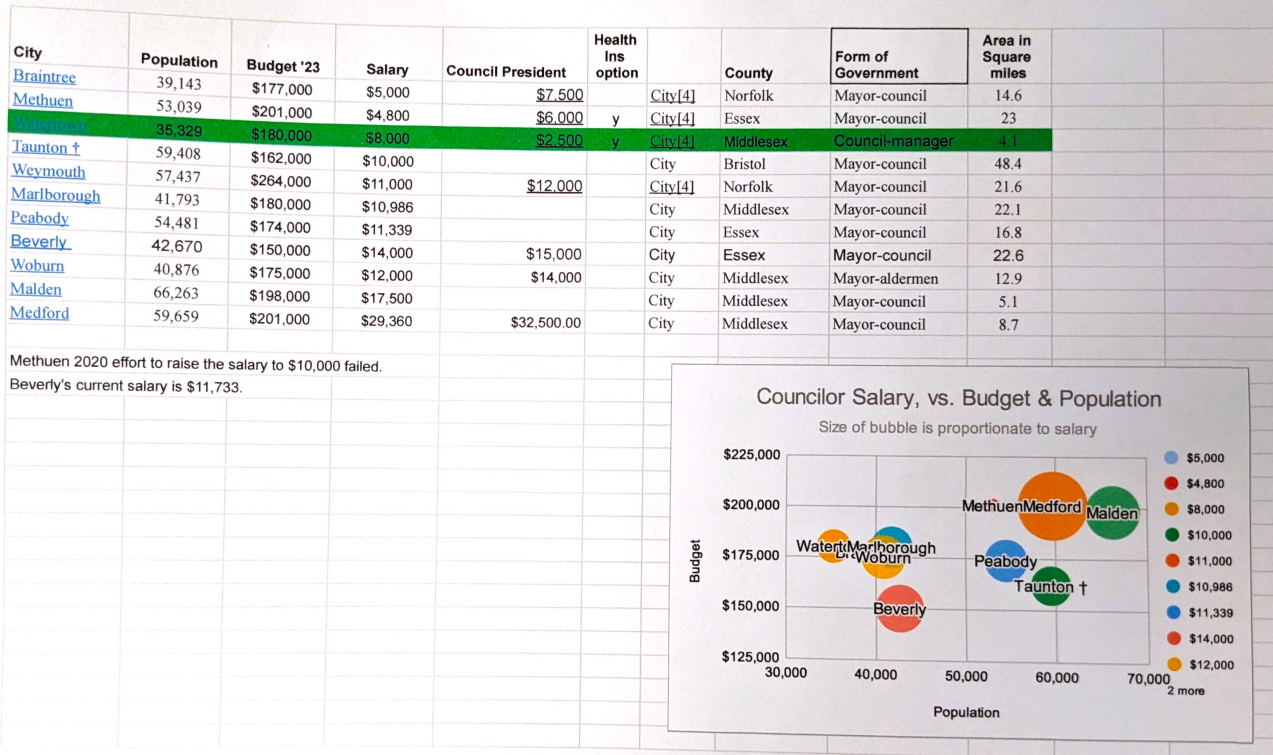
*Bugs Handout*

*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.

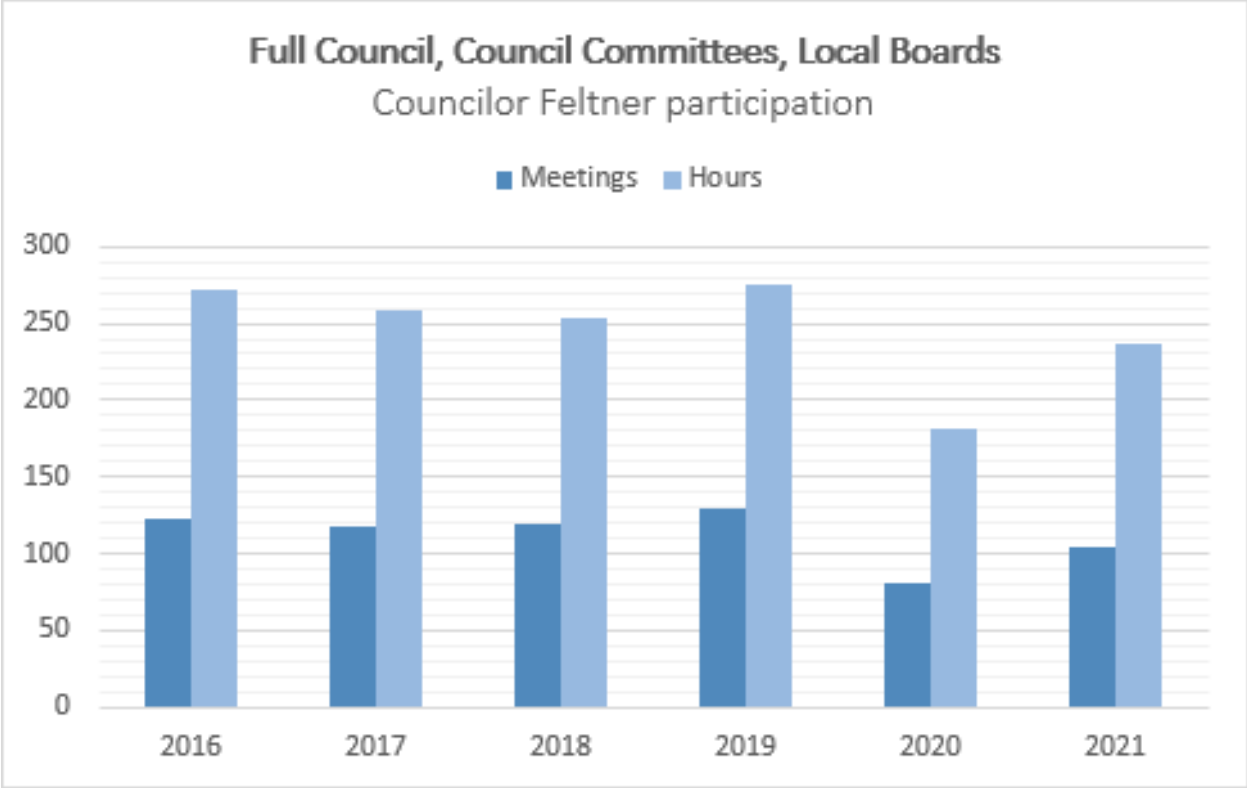
At the Nov 15 meeting, we calculated that a 2.5% increase on current \$7500 starting from January 2018, would realize \$8698 in 2024 or \$8915 in 2025; and based on the current \$10,500 for Council Pres, a 2.5% increase would come to \$12,177 in 2024 or \$12,481 in 2025.

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

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

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

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- 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<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                               | 180,150 | 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                               |         | 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-<br>tion 2023<br>(MMA) | Popula-<br>tion 2024<br>(Us<br>Census) | Residential<br>Tax Rate<br>2023 (DLS) | Residential<br>Tax Rate<br>2024 (DLS) | Expenditures<br>2023 (MMA) | Budget 2024 | Square Miles<br>(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)

- 
- 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.



## **Watertown City Council**

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

### **PROCLAMATION CELEBRATING JUNE AS PRIDE MONTH – 2025**

**WHEREAS:** Our nation has officially celebrated Pride Month in June since 1999; and

**WHEREAS:** During Pride Month, Americans everywhere recognize the right of each of us to live freely and authentically, consistent with our country's vision of equality for all; and

**WHEREAS:** Society has made progress toward Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual and more (LGBTQIA+) equality, we know that discrimination, violence, and systemic barriers—especially against transgender, nonbinary, gender nonconforming, and intersex people—remain pervasive, underscoring the urgent need for education, awareness, and protective policies; and

**WHEREAS:** The City of Watertown stands firmly and unequivocally in solidarity with LGBTQIA+ individuals, especially transgender and gender-diverse residents, and calls upon all members of our community to reject hate, dismantle prejudice, and promote dignity, equity, and safety for all; and

**WHEREAS:** The Watertown Free Public Library and Watertown Public Arts and Culture are offering a robust month of programs including Pride Extravaganza to show the vibrancy and strength of the City of Watertown because of this diversity; and

**WHEREAS:** Celebrating Pride Month is not only a recognition of LGBTQIA+ identities and contributions, but also a call to action to advocate for and defend inclusive laws and policies, support access to affirming healthcare services and public accommodations, protect LGBTQIA+ youth and elders, and engage in open, ongoing dialogue that advances acceptance and human rights.

**NOW, THEREFORE BE IT PROCLAIMED** that the City of Watertown hereby proclaims the month of June 2025 Pride Month and urges all citizens to join the celebrations and affirm their commitment to supporting, uplifting, and defending the LGBTQIA+ community.

#### **IN WITNESS HEREOF,**

I have hereunto set our hand and caused the  
Great Seal of the City of Watertown to be affixed  
on this 27th day of May 2025.

---

Mark Sideris, Council President





CITY OF WATERTOWN  
*Department of*  
Community Development and Planning  
Parker Building  
124 Watertown Street  
Watertown, MA 02472  
Phone: 617 972 6417  
[www.watertown-ma.gov](http://www.watertown-ma.gov)

To: George Proakis, City Manager  
From: Gideon Schreiber, Director of Planning and Zoning  
CC: Mark Sideris, City Council President  
Date: May 14, 2025  
Re: **City Council Hearing Submittal for Zoning Amendment to Floodplain District**

---

On April 9, 2025, the Planning Board held a hearing and recommended approval of updated zoning amendments to the City Council, with changes as indicated at their hearing. The Board requested that the recommended zoning amendments have a final review by the State and city attorney to confirm the changes do not create any conflicts with the FEMA requirements. The review confirmed that the final draft is acceptable and can proceed as updated.

Therefore, as a final step in the amendment process, staff respectfully request that this matter be added to the May 27, 2025, City Council agenda for a zoning amendment hearing to replace the language of the Floodplain District and related definitions. The requested hearing has been noticed in a newspaper of general circulation, posted at the Administration Building and on the city website, and sent to surrounding communities, MAPC, and the State, as necessary.

For background, Watertown is a member of the National Flood Insurance Program (NFIP), established in 1968 and managed by the Federal Emergency Management Agency (FEMA). To remain an NFIP community, Watertown must periodically update local regulations to remain consistent with NFIP. The Watertown Zoning Ordinance, Section 5.06, Floodplain District, must therefore be updated to reference new Flood Insurance Rate Maps (FIRMs), Flood Insurance Study (FIS) reports, and other mandated rules.

On January 8, 2025, FEMA provided a letter of final determination to the City of the final FIRM and FIS report for Watertown. The FIRM and FIS report will become effective on July 8, 2025. As stated in the letter, "Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) as amended, and 44 CFR Part 59.24" (p. 2). All background and supporting documents including FEMA's letter of final determination dated January 8, 2025, and summaries of map actions are posted online here: <https://portal.laserfiche.com/Portal/Browse.aspx?id=108136&repo=r-5ece5628>



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

Administration Building  
149 Main Street  
Watertown, MA 02472  
Phone: 617-972-6465  
[www.watertown-ma.gov](http://www.watertown-ma.gov)  
[citymgr@watertown-ma.gov](mailto:citymgr@watertown-ma.gov)

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: March 5, 2025

RE: Agenda Item – First Reading on Proposed Zoning Amendment to Floodplain Ordinance

---

I respectfully request the attached ordinance be included on the agenda for the City Council's meeting on March 11, 2025, as a First Reading and referral to the Planning Board for public hearing.

To maintain eligibility in the National Flood Insurance Program (NFIP), Watertown must update Section 5.06 to reference FEMA's latest Flood Insurance Rate Maps (FIRMs), Flood Insurance Study (FIS) reports, and regulations by July 8, 2025, or risk suspension and loss of federal benefits.

Thank you for your consideration in this matter.



CITY OF WATERTOWN  
*Department of*  
Community Development and Planning  
Parker Building  
124 Watertown Street  
Watertown, MA 02472  
Phone: 617 972 6417  
[www.watertown-ma.gov](http://www.watertown-ma.gov)

To: George Proakis, City Manager  
From: Gideon Schreiber, Director of Planning and Zoning  
CC: Mark Sideris, City Council President  
Date: March 6, 2025  
Re: **Proposed Zoning Amendment to Floodplain District/Ordinance**

---

Planning staff respectfully requests that an amendment to the zoning ordinance to replace the language of the Floodplain District be included on the March 11, 2025, City Council agenda for a first reading and referral to the Planning Board for public hearing.

Watertown is a member of the National Flood Insurance Program (NFIP), established in 1968 and managed by the Federal Emergency Management Agency (FEMA). To remain an NFIP community, Watertown must periodically update local regulations to remain consistent with NFIP. The Watertown Zoning Ordinance, Section 5.06, Floodplain District, must therefore be updated to reference new Flood Insurance Rate Maps (FIRMs), Flood Insurance Study (FIS) reports, and other mandated rules.

On January 8, 2025, FEMA provided a letter of final determination to the City of the final FIRM and FIS report for Watertown. The FIRM and FIS report will become effective on July 8, 2025. As stated in the letter, "Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) as amended, and 44 CFR Part 59.24" (p. 2).

Attached to this memo is a draft of the proposed zoning amendment, the letter of final determination dated January 8, 2025, and summaries of map actions. FEMA will provide the City with final printed copies of the FIS report and FIRM by the effective date of July 8, 2025.



## City of Watertown

**Planning Board**  
Administration Building  
149 Main St  
Watertown, MA 02472

Janet Buck, Chair  
Payson Whitney  
Jason Cohen  
Abigail Hammett  
Rachael Sack  
Sarah Scott, Alternate

Telephone (617) 972-6417  
[www.watertown-ma.gov](http://www.watertown-ma.gov)

### Planning Board Report

This report provides Planning Board's recommendation to the City Council for the Council's hearing on Zoning Amendments to update the Floodplain District.

|                                            |                                                                                                                                                                                                                                          |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ZONING AMENDMENT:</b>                   | Article V, §5.06 entitled "Floodplain District," to replace the section in its entirety and replace with new text that brings the Zoning Ordinance into conformity with the requirements of the National Flood Insurance Program (NFIP). |
| <b>DATE OF CITY COUNCIL FIRST READING:</b> | March 25, 2025                                                                                                                                                                                                                           |
| <b>STAFF RECOMMENDATION:</b>               | April 3, 2025 - Adopt Zoning Amendment                                                                                                                                                                                                   |
| <b>DATE OF PLANNING BOARD HEARING:</b>     | April 9, 2025                                                                                                                                                                                                                            |
| <b>PLANNING BOARD RECOMMENDATION:</b>      | Adoption (5-0)                                                                                                                                                                                                                           |

#### **I. PUBLIC NOTICE**

##### **A. Procedural Summary:**

As required by the Watertown Zoning Ordinance §9.22, notice was given for the Planning Board Hearing as follows:

- Published in the newspaper of record (Boston Globe) on 3/25/2025 and 4/1/2025; and
- Posted at the Administration Building on 3/20/2025.
- Mailed to the Department of Community Affairs (its successor), the Regional Planning Agency (MAPC), and the planning boards (or their equivalent) of each abutting community on 4/3/2025

##### **B. Planning Board Public Notice:**

*"Watertown Planning Board Public Hearing: April 9, 2025, with the meeting starting at 7:00 p.m. in the Council Chambers, Administration Building, 149 Main St., Watertown, MA in-person, and with remote access link on the agenda 48 hours prior to the meeting. The Planning Board is holding a public hearing,*



*as required by the Watertown Zoning Ordinance, to make an advisory recommendation to the City Council.*

*The public hearing will consider Zoning Ordinance amendments to replace in its entirety Section 5.06 of the Zoning Ordinance, entitled “Floodplain District”, and amend or delete conflicting definitions to ensure that Watertown’s floodplain regulations conform to the requirements of the National Flood Insurance Program (NFIP), administered by the Federal Emergency Management Agency (FEMA).”*

## II. DESCRIPTION

### A. Background

Watertown is a member of the National Flood Insurance Program (NFIP), established in 1968 and managed by the Federal Emergency Management Agency (FEMA). To remain an NFIP community, Watertown must periodically update local regulations to remain consistent with NFIP. The proposed zoning amendments, to replace §5.06, entitled “Floodplain District,” update the Zoning Ordinance to reference new Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS) reports, and to integrate other mandated rules. The FIRM and FIS report will become effective on July 8, 2025.

On January 8, 2025, FEMA provided a letter of final determination to the City of the final FIRMs and FIS report for Watertown. As stated in the letter, “Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) as amended, and 44 CFR Part 59.24” (p. 2).

### B. Proposed Zoning Amendments

The proposed zoning amendments replace §5.06 of the Zoning Ordinance in its entirety with new language that adopt the updated FIS and FIRMs and which conform to the current requirements of the NFIP. The proposed text combines elements from the existing floodplain regulations (§5.06) with required text provided by the Massachusetts Department of Conservation and Recreation (DCR) – Flood Hazard Management Program (FHMP) staff. Below are key elements of the proposed zoning amendments, incorporating the changes proposed by staff:

- Strike in its entirety §2.29, the definition titled “Floodway/100-year floodplain.”
- Intent and Purpose. Updated to reflect suggested model language.
- Definitions. New definitions are added to the section that are specific to the §5.06 “Floodplain District” section and are consistent with FEMA.
- Community Floodplain Administrator. A new requirement is added by designating the Director of Planning and Zoning as the City’s Floodplain Administrator.
- Applicability. New boundaries of the Floodplain District are established by referencing the most recent updated FIRMs and FIS Report, effective July 8, 2025.
- Use Regulations. Added necessary FEMA language for development to make it clear that all development requires a review and necessary permits and that they must meet all applicable local, state, and federal regulations. This section outlines uses, Special Permit criteria, and restrictions, and continues to allow uses as identified in underlying Zoning Districts.
- Floodplain Variances. Added additional criteria to consider for variances specific to Floodplain District regulations, as required by FEMA.

- Base Flood Elevation and Floodway Data. Includes required notification if updated floodway data are acquired.
- Administration. Added a requirement for recording and notification of variances from the State Building Code, as well as adding disclaimer of liability and severability clauses.

### III. Public Comments:

At the time of this report, no written public comment regarding the zoning amendments were received by the city. No public comments were made at the Planning Board hearing on April 9, 2025.

### IV. Analysis:

The proposed amendments incorporate regulations required by FEMA using language suggested by the Massachusetts Department of Conservation and Recreation – Flood Hazard Management Program (FHMP). The FHMP works to implement the NFIP in Massachusetts and provides technical assistance to communities like Watertown to ensure compliance with flood management regulations.

The amendments integrate existing language from the Zoning Ordinance to the greatest extent possible, such as use regulations. The new language was revised and structured to be compatible with the Watertown Zoning Ordinance and Code of Ordinances in general.

The proposed amendments were drafted with assistance and repeated reviews from Eric Carlson, an Engineer with the FHMP. This process included identifying language and regulations required by FEMA, reviewing draft zoning amendments, and discussing the applicability of specific language to the areas of the city that are included in the Floodplain District.

The Planning Board provided syntactical and grammatical edits that have been incorporated into the proposed zoning amendments, marked in red font with bold and strikethrough formatting for insertions and deletions, respectively. They requested it be reviewed by the city and DCR as necessary prior to submitting it to the City Council for the final hearing.

The proposed zoning amendments as submitted to the City Council had a final review and confirmation of sufficiency by Mr. Carlson as being compliant with FEMA. He requested that the city notify him if the amendments are approved and provide him with a certified copy for him to submit to FEMA. In addition, the final Ordinance language was favorably reviewed by KP Law for legal consistency and applicability.

### V. Planning Board Recommendation:

Based on these facts and findings, the Planning Board voted (5-0) to recommend that the City Council **approve** the requested Zoning Amendments to amend Section 5.06 to update the City's floodplain regulations and maintain Watertown as a compliant NFIP Community.



# **[DRAFT] Watertown City Council**

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

**ORDINANCE #** [REDACTED]

**2025 – O –** [REDACTED]

## **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

**WHEREAS:** Pursuant to Massachusetts General Laws Chapter 40A, Section 5 and Article IX of the Watertown Zoning, the Zoning Ordinance may be amended from time to time; and

**WHEREAS:** On January 8, 2025, the Federal Emergency Management Agency (FEMA) notified the City of the final flood hazard determinations for Middlesex County and of the updated Flood Insurance Study (FIS) report and Flood Insurance Rate Maps (FIRM) that will take effect on July 8, 2025; and

**WHEREAS:** FEMA requires communities to enact necessary floodplain management regulations to remain part of the National Flood Insurance Program (NFIP); and

**WHEREAS:** The Massachusetts Department of Conservation and Recreation provides oversight for the administration and implementation of the NFIP in the Commonwealth, including providing substantive review of the draft text of this zoning ordinance; and

**WHEREAS:** On March 24, 2025, the City Council had the first reading on Zoning Ordinance amendments to amend *Section 5.06 Floodplain District* and make other complementary changes as summarized in the Public Notice; and

**WHEREAS:** On April 9, 2025, the Planning Board held a duly advertised Public Hearing with respect to the proposed Amendments, with five members present, and voted to recommend approval of the amendments and directed Department of Community Development and Planning staff to submit the Planning Board's report and recommendations to the City Council with respect to the proposed amendments; and

**WHEREAS:** On May [REDACTED], 2025, with nine members present, the City Council voted to adopt the amendments with certain changes from the text recommended by the Planning Board.

**NOW THEREFORE BE IT ORDAINED** by the City Council of Watertown that Title XV, Chapter 155 of the Watertown Code of Ordinances, the Zoning Ordinance, is hereby amended, with the bold language inserted and strikethrough language deleted, approved [REDACTED], as follows:

- I. Amendment: Strike in its entirety Article II, Section 2.29 entitled “Floodway/100-year floodplain.”, and replace with the following text:

**§ 2.29 Floodway Reserved for Future Use.**

- II. Amendment: Strike in its entirety Article V, Section 5.06 entitled “Floodplain District”, and replace with the following text:

**§ 5.06. Floodplain District.**

- (a) **Intent and Purpose.** The intent of this district is to meet, at a minimum, the requirements of the National Flood Insurance Program (NFIP). The purpose of the Floodplain District is to:

1. Ensure public safety through reducing threats to life and personal injury;
2. Minimize new hazards and obstacles to emergency response officials;
3. Reduce the impacts of flooding on water quality, contamination, and pollution;
4. Avoid impacts and disruptions to utility services susceptible to flooding;
5. Minimize economic impacts associated with flood response and cleanup; and
6. Reduce public and private property damage resulting from flooding.

- (b) **Floodway District Definitions.**

**DEVELOPMENT.** Any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

**FLOODWAY.** The channel of the river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

**FUNCTIONALLY DEPENDENT USE.** A use which cannot perform its intended purpose unless it is located or carried out ~~in close proximity to~~ **near** water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

**HIGHEST ADJACENT GRADE.** The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

**HISTORIC STRUCTURE.** Any structure that:

1. Is listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Is certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Is individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or



4. Is individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either: (a) By an approved state program as determined by the Secretary of the Interior or, (b) Directly by the Secretary of the Interior in states without approved programs.

**NEW CONSTRUCTION.** Structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction, including any subsequent improvements to such structures. New construction includes work determined to be substantial improvement, as defined in this section of the Zoning Ordinance.

**RECREATIONAL VEHICLE.** A vehicle which is: (a) Built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projection; (c) Designed to be self-propelled or permanently towable by a light duty truck; and (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

**SPECIAL FLOOD HAZARD AREA.** The land area subject to ~~flood hazards a 1% or greater annual chance of flood~~ and shown on a Flood Insurance Rate Map or other flood hazard map by the Federal Emergency Management Agency (FEMA) as Zone A, AE, A1-30., ~~A99, AR, AO, AH, V, VO, VE or V1-30.~~

**START OF CONSTRUCTION.** The date of issuance of a permit for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building on a site, including a manufactured home, such as the pouring of a slab or footings, installation of pilings or construction of columns.

Permanent construction does not include land preparation such as clearing, excavation, grading or filling, the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building.

For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

**STRUCTURE.** For floodplain management purposes, a walled and roofed building, with or without habitable space, ~~including a gas or liquid storage tank,~~ that is principally above ground, as well as a manufactured home ~~or a gas or liquid storage tank.~~

**SUBSTANTIAL REPAIR OF A FOUNDATION.** When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR or the MA State Building Code in effect at the time of construction.

**FLOODPLAIN VARIANCE.** A grant of relief by the Zoning Board of Appeals from the terms of the floodplain management regulations.

**FLOODPLAIN VIOLATION.** The failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without

the elevation certificate, other certifications, or other evidence of compliance required is presumed to be in violation until such time as that documentation is provided.

**ZONE A.** An area of special flood hazard without water surface elevations determined

**ZONE A1-30 and ZONE AE.** An area of special flood hazard with water surface elevations determined.

- (c) **Community Floodplain Administrator.** The City of Watertown hereby designates the Director of Planning and Zoning or their designee to be the official Floodplain Administrator for the City.
- (d) **Applicability.** The Floodplain District is established as an overlay district that includes all special flood hazard areas within the City of Watertown designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the City of Watertown are panel numbers 25017C0414F, 25017C0418F, 25017C0419F, 25017C0552F, 25017C0556F, and 25017C0557F effective July 8, 2025.

The exact boundaries of the District shall be defined by the 1%-**annual** chance base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) that will be effective July 8, 2025. The FIRM and FIS report are incorporated herein by reference and are on file with the Department of Community Development and Planning.

The floodplain district regulations shall apply on top of the regulations, including the use table and dimensional requirements, of the underlying zoning districts.

- (e) **Use Regulations.** Permits are required for all development. All necessary permits must be obtained prior to any development or activity within the floodplain district, as required in this section.
  - 1. All developments in the district, including structural and non-structural activities, whether permitted by right with administrative review, by permit, or by special permit, must comply with M.G.L.c.131, §40 and with the following:
    - (A) The Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas, currently 780 CMR 120.G, "Flood Resistant Construction and Construction in Coastal Dunes";
    - (B) Wetlands Protection Regulations, Department of Environmental Protection (DEP), currently 310 CMR 10.00;
    - (C) Inland Wetlands Restriction, DEP (currently 310 CMR 13.00);
    - (D) Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5)
  - 2. All development **in the district** must submit an initial development activity summary checklist with necessary plans and work description. The submittal will be reviewed by the City, and the following must be included for review and approval, as necessary:
    - (A) Development must identify and obtain all local, state and federal permits necessary for the proposed development in the floodplain district.
    - (B) Development must include base flood elevation data on all site plans, plot plans, or subdivision plans.
    - (C) The elevation in mean sea level **in feet, per the North American Vertical Datum of 1988 (NAVD 88)**, to which proposed new or substantially improved structures will be elevated



or flood proofed.

3. Uses allowed within the Floodplain District with administrative review:

- (A) Conservation of soil, water, plants and wildlife.
- (B) Outdoor recreation, including play areas, nature study, boating, fishing and hunting where otherwise legally permitted but excluding building and structures.
- (C) Wildlife management areas, non-commercial signs, foot and bicycle paths and bridges, provided that such uses do not affect the natural flow pattern on any water course.
- (D) Dwellings, buildings and structures lawfully existing prior to the adoption of these provisions, but not including any enlargement and/or extension thereof.
- (E) Retail use in an RD - Limited Redevelopment District for which a final Order of Conditions is issued under the Massachusetts Wetlands Protection Act (M.G.L. c. 131, § 40) and which meets the criteria listed in § 5.06.

4. Floodplain Special Permits.

- (A) In reviewing a project for a Special Permit or Site Plan Review, the provisions of §9.03 and §5.16, where applicable, shall be applicable to any use or structure. Specifically, the provisions of §9.03(c) are applied in a manner designed to eliminate, minimize or reduce exposure to flood damage.
- (B) Permit application, review, and decision procedures shall be in accordance with Article IX of this Zoning Ordinance. The SPGA must also consider the following criteria:
  - (a) The proposed use will not be detrimental to the public health, safety and welfare.
  - (b) The proposed use will comply in all respects to the provisions of the underlying district or districts within which the land is located.
  - (c) Required permits and approvals have been received from governmental agencies, as required by federal, state or local law.
  - (d) Land Area and Division.

5. Restriction and Limitations.

- (A) No new construction, substantial improvement to existing structures, filling, or other land development shall be permitted unless it is demonstrated by the applicant that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood.
- (B) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system. Discharges from sewage systems into flood waters shall be minimized or eliminated.
- (C) Floodway Encroachment. Within the AE Flood Zone along watercourses that have a regulatory floodway designated on the ~~City's~~ FIRM, encroachments are prohibited, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless it is demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase in flood levels during the occurrence of the base flood discharge.

- (D) In A Zones, in the absence of FEMA BFE data and floodway data, the City will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A and as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.
  - (E) In A and AE Flood Zones, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the flood zone's regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready, **such that they may be removed in advance of flood events.**
6. Lot Area Allowance. The portion of any lot within the area delineated in section (d) may be used to meet the area and yard requirements for the district or districts in which the remainder of the lot is situated, provided that the portion does not exceed 25% of the minimum lot area.
  7. Any land division proposals and development proposals in the floodplain district shall be reviewed by the City to ensure that:
    - (A) Base flood elevation data is included on all plot plans or other subdivision plans.
    - (B) Such proposals minimizes or prevents flood damage.
    - (C) Public utilities and facilities are located & constructed to minimize flood damage.
    - (D) Adequate drainage is provided.
- (f) **Floodplain Variances.** A variance from the floodplain district must follow the procedures of §9.04 of the Zoning Ordinance. In addition to the criteria set forth in §9.04, a variance from these floodplain regulations must meet State requirements and, in addition, may only be granted if:
- (A) Good and sufficient cause and exceptional non-financial hardship exists;
  - (B) the variance will not result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and
  - (C) the variance is the minimum action necessary to afford relief.
- In addition, a variance may not be issued if any increase in flood levels during the base flood discharge would result.
- (g) **Base Flood Elevation and Floodway Data.**
1. Watercourse Alterations or Relocations. In a riverine situation, the Floodplain Administrator shall notify the following of any alteration or relocation of a watercourse: Adjacent Communities, NFIP State Coordinator, Massachusetts Department of Conservation and Recreation, NFIP Program Specialist, FEMA, Region I
  2. Technical Data. If the City acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the City will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s.). Notification shall be submitted to: NFIP State Coordinator, Massachusetts Department of Conservation and Recreation, and NFIP Program Specialist, FEMA, Region I
- (h) **Administration.**

1. Variances from State Building Code. The City will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance, and will maintain this record in the community's files.
  - (A) Copy of Hearing Record. This required information must also be submitted by an applicant as part of any required permitting process.
  - (B) Notice. The City will issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property.
  - (C) Retention. Such notification shall be maintained with the record of all variance actions for the referenced development in the floodplain district.
2. In the event any regulations of this Floodplain District are in conflict with the regulations of any other districts, the more restrictive regulation shall govern.
3. Disclaimer of liability. The degree of flood protection required by this section is considered reasonable but does not imply total flood protection. Property owners constructing structures and improvements in a Floodplain District do so at their own risk. Natural changes can occur over time which may affect the flood elevations.
4. Severability. If any section, provision or portion of these regulations (Sec. 5.06 of the Zoning Ordinance) are deemed to be unconstitutional or invalid by a court, the remainder of the ordinance shall remain in effect.





# Federal Emergency Management Agency

Washington, D.C. 20472

January 08, 2025

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

IN REPLY REFER TO:  
19P

President Mark Sideris  
President, Town of Watertown Town  
Council  
Town Hall  
149 Main Street  
Watertown, MA 02472

Community Name: Town of Watertown,  
Middlesex County,  
MA  
Community No.: 250223  
Map Panels See FIRM Index  
Affected:

Dear President Sideris:

This is to notify you of the final flood hazard determination for Middlesex County, Massachusetts (All Jurisdictions), in compliance with Title 44, Chapter I, Part 67, Section 67.11, Code of Federal Regulations (CFR). This section requires that notice of final flood hazards shall be sent to the Chief Executive Officer of the community, all individual appellants, and the State Coordinating Agency, and shall be published in the *Federal Register*.

The statutory 90-day appeal period that was initiated for your community when the Department of Homeland Security's Federal Emergency Management Agency (FEMA) published a notice of proposed flood hazard determinations for your community in the local newspaper has elapsed.

FEMA did not receive any appeals of the proposed flood hazard determinations or submittals regarding the Revised Preliminary Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) during that time.

Accordingly, the flood hazard determinations for your community are considered final. The final notice for flood hazard determinations will be published in the *Federal Register* as soon as possible. The FIS report and FIRM for your community will become effective on July 08, 2025. Before the effective date, we will send your community final printed copies of the FIS report and FIRM. For insurance purposes, the community number and new suffix code for the panels being revised are indicated on the FIRM and must be used for all new policies and renewals.

Because the FIS report for your community has been completed, certain additional requirements must be met under Section 1361 of the National Flood Insurance Act of 1968, as amended, within 6 months from the date of this letter.

It must be emphasized that all the standards specified in 44 CFR Part 60.3 (c) of the National Flood Insurance Program (NFIP) regulations must be enacted in a legally enforceable document.

This includes adoption of the current effective FIS report and FIRM to which the regulations apply and other modifications made by this map revision. Some of the standards should already have been enacted by your community in order to establish initial eligibility in the NFIP. Your community can meet any additional requirements by taking one of the following actions in this Paragraph of the NFIP regulations:

1. Amending existing regulations to incorporate any additional requirements of 44 CFR Part 60.3 (c);
2. Adopting all the standards of 44 CFR Part 60.3 (c) into one new, comprehensive set of regulations; or
3. Showing evidence that regulations have previously been adopted that meet or exceed the minimum requirements of 44 CFR Part 60.3 (c).

Also, prior to the effective date, your community is required, as a condition of continued eligibility in the NFIP, to adopt or show evidence of adoption of the floodplain management regulations that meet the standards of 44 CFR Part 60.3 (c) of the NFIP regulations by the effective date of the FIRM. These standards are the minimum requirements and do not supersede any State or local requirements of a more stringent nature.

Many states and communities have adopted building codes based on the International Codes (I-Codes); the model I-Codes (2009 and more recent editions) contain flood provisions that either meet or exceed the minimum requirements of the NFIP for buildings and structures. The model codes also contain provisions, currently found in an appendix to the International Building Code, that apply to other types of development and NFIP requirements. In these cases, communities should request review by the NFIP State Coordinator to ensure that local floodplain management regulations are coordinated (not duplicative or inconsistent) with the State or Local building code. FEMA's resource, *Reducing Flood Losses through the International Code: Coordinating Building Codes and Floodplain Management Regulations, 5th Edition (2019)*, provides some guidance on this subject and is available at <https://www.fema.gov/emergency-managers/risk-management/building-science/building-codes/flood>.

Communities that fail to enact the necessary floodplain management regulations will be suspended from participation in the NFIP and subject to the prohibitions contained in Section 202(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) as amended, and 44 CFR Part 59.24.

To assist your community in maintaining the FIRM, we have enclosed a Summary of Map Actions (SOMA) to document previous Letters of Map Change (LOMC) actions (i.e., Letters of Map Amendment, Letters of Map Revision) that will be affected when the revised FIRM panels referenced above become effective. If no LOMCs were issued previously for your community, you are receiving a SOMA for informational purposes only.

Once the FIS report and FIRM are printed and distributed, the digital files containing the flood hazard data for the entire county can be provided for use in a computer mapping system. These



files can be used in conjunction with other thematic data for floodplain management purposes, insurance requirements, and many other planning applications. Copies of the digital files of the FIRM panels may be obtained by calling our FEMA Mapping and Insurance eXchange (FMIX), toll free, at (877) 336-2627 (877-FEMA MAP) or by visiting the Map Service Center at <https://www.msc.fema.gov>. In addition, your community may be eligible for additional credits under our Community Rating System if you implement your activities using digital mapping files.

For assistance with your floodplain management ordinance or enacting the floodplain management regulations, please contact Joy Duperault, NFIP State Coordinator for Massachusetts, by telephone at (857) 286-0326 or by email at [joy.duperault@mass.gov](mailto:joy.duperault@mass.gov). If you should require any additional information, we suggest that you contact the Director, Risk Analysis Branch of FEMA, Region I at (617) 956-7576 or [kerry.bogdan@fema.dhs.gov](mailto:kerry.bogdan@fema.dhs.gov) for assistance. If you have any questions concerning mapping issues in general or the enclosed SOMA, please call our FMIX at the telephone number shown above. Additional information and resources you may find helpful regarding the NFIP and floodplain management can be found on our website at <https://www.fema.gov/flood-maps>. Copies of these documents may also be obtained by calling our FMIX.

Sincerely,



Luis Rodriguez, P.E.  
Engineering and Modeling Division  
Risk Management Directorate | Resilience

Enclosure:  
Final SOMA

cc: Community Map Repository  
Paul Johnson, Inspector of Buildings, Town of Watertown



## FINAL SUMMARY OF MAP ACTIONS

Community: WATERTOWN, TOWN OF

Community No: 250223

To assist your community in maintaining the Flood Insurance Rate Map (FIRM), we have summarized below the effects of the enclosed revised FIRM panels(s) on previously issued Letter of Map Change (LOMC) actions (i.e., Letters of Map Revision (LOMRs), Letter of Map Revision based on Fill (LOMR-Fs), and Letters of Map Amendment (LOMAs)) that will be affected when the revised FIRM becomes effective on July 8, 2025.

### 1. LOMCs Incorporated

The modifications effected by the LOMCs listed below will be reflected on the revised FIRM. In addition, these LOMCs will remain in effect until the revised FIRM becomes effective.

| LOMC | Case No. | Date Issued | Project Identifier | Original Panel | Current Panel |
|------|----------|-------------|--------------------|----------------|---------------|
|      |          |             | NO CASES RECORDED  |                |               |

### 2. LOMCs Not Incorporated

The modifications effected by the LOMCs listed below will not be reflected on the revised FIRM panels or will not be reflected on the revised FIRM panels because of scale limitations or because the LOMC issued had determined that the lot(s) or structure(s) involved were outside the Special Flood Hazard Area, as shown on the FIRM. These LOMCs will remain in effect until the revised FIRM becomes effective. These LOMCs will be revalidated free of charge 1 day after the revised FIRM becomes effective through a single revalidation letter that reaffirms the validity of the previous LOMCs.

#### 2A. LOMCs on Revised Panels

| LOMC   | Case No.    | Date Issued | Project Identifier                       | Original Panel | Current Panel |
|--------|-------------|-------------|------------------------------------------|----------------|---------------|
| LOMR-F | 15-01-1072A | 03/05/2015  | 184-196 PLEASANT STREET (EVEN ADDRESSES) | 25017C0552E    | 25017C0552F   |

#### 2B. LOMCs on Unrevised Panels

| LOMC | Case No. | Date Issued | Project Identifier | Original Panel | Current Panel |
|------|----------|-------------|--------------------|----------------|---------------|
|      |          |             | NO CASES RECORDED  |                |               |

## FINAL SUMMARY OF MAP ACTIONS

Community: WATERTOWN, TOWN OF

Community No: 250223

**3. LOMCs Superseded**

The modifications effected by the LOMCs listed below have not been reflected on the Final revised FIRM panels because they are being superseded by new or revised flood hazard information or the information available was not sufficient to make a determination. The reason each is being superseded is noted below. These LOMCs will no longer be in effect when the revised FIRM becomes effective.

| LOMC | Case No.     | Date Issued | Project Identifier | Reason Determination Will be Superseded |
|------|--------------|-------------|--------------------|-----------------------------------------|
| LOMA | 500025351R01 | 09/22/1997  | 99 Arsenal Street  | 1                                       |

1. Insufficient information available to make a determination.
2. Lowest Adjacent Grade and Lowest Finished Floor are below the proposed Base Flood Elevation.
3. Lowest Ground Elevation is below the proposed Base Flood Elevation.
4. Revised hydrologic and hydraulic analyses.
5. Revised topographic information.
6. Superseded by another LOMC.

**4. LOMCs To Be Redetermined**

The LOMCs in Category 2 above will be revalidated through a single revalidation letter that reaffirms the validity of the determination in the previously issued LOMC. For LOMCs issued for multiple lots or structures where the determination for one or more of the lots or structures is no longer valid, the LOMC cannot be revalidated through this administrative process. Therefore, we will review the data previously submitted for the LOMC requests listed below and if appropriate issue a new determination for the affected properties after the effective date of the revised FIRM.

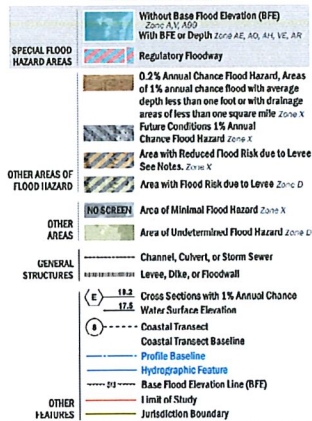
| LOMC | Case No. | Date Issued | Project Identifier | Original Panel | Current Panel |
|------|----------|-------------|--------------------|----------------|---------------|
|      |          |             | NO CASES RECORDED  |                |               |





### FLOOD HAZARD INFORMATION

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THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING  
DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT  
[HTTPS://MSC.FEMA.GOV](https://msc.fema.gov)



### NOTES TO USERS

For information and questions about this Flood Insurance Rate Map (FIRM), available products associated with the FIRM, including historic versions, the current map rate is available online at the FEMA National Flood Insurance Program (NFIP) website. Please call the FEMA National Flood Insurance Program at 1-877-FEMA-1111 or visit the FEMA National Flood Insurance Program website at <https://www.fema.gov/nfip> for more information. This map is a product of the FEMA National Flood Insurance Program and is not to be used for any other purpose. The map is a product of the FEMA National Flood Insurance Program and is not to be used for any other purpose. The map is a product of the FEMA National Flood Insurance Program and is not to be used for any other purpose.

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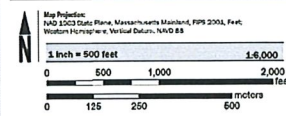
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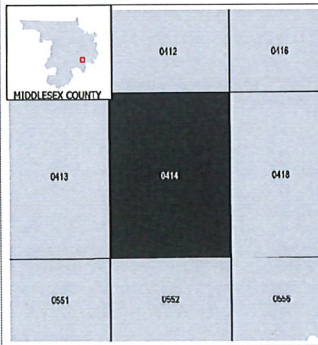
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### SCALE



### PANEL LOCATOR



National Flood Insurance Program

### NATIONAL FLOOD INSURANCE PROGRAM

FLOOD INSURANCE RATE MAP

MIDDLESEX COUNTY, MASSACHUSETTS

PANEL 0414 of 0656



Panel Contents

| COMMUNITY           | NUMBER | PANEL | SUFFIX |
|---------------------|--------|-------|--------|
| BEAUMONT, TOWN OF   | 250182 | 0414  | F      |
| LONGINGTON, TOWN OF | 250189 | 0414  | F      |
| WALTON, TOWN OF     | 250222 | 0414  | F      |
| WINTERTOWN, TOWN OF | 250228 | 0414  | F      |

REVISED  
PRELIMINARY  
06/08/2023

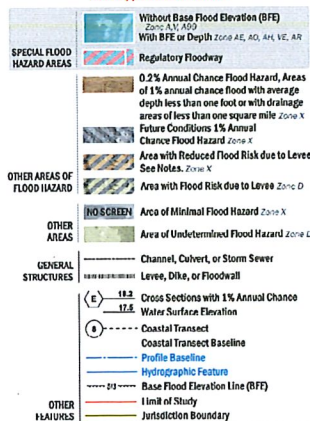
VERSION NUMBER  
2.6.3.6  
MAP NUMBER  
25017C0414F  
MAP REVISED





## FLOOD HAZARD INFORMATION

SEE THIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT  
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING  
DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT  
[HTTPS://MSC.FEMA.GOV](https://msc.fema.gov)



## NOTES TO USERS

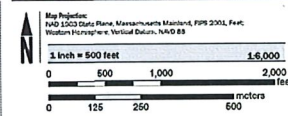
For information and questions about this Flood Insurance Rate Map (FIRM), available products associated with the FIRM, including browser versions, the current map data for a full panel, how to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Mapping and Insurance Assistance at 1-877-FEMA-HELP (1-877-366-3427) or visit the FEMA Flood Map Service Center website at <https://www.fema.gov>. Available products may include previously issued editions of this map, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website.

Continued warning and an adjacent FIRM panel must always be current map of the adjacent panel as well as the current FIRM data. These may be viewed directly from the Flood Map Service Center of the number listed above.

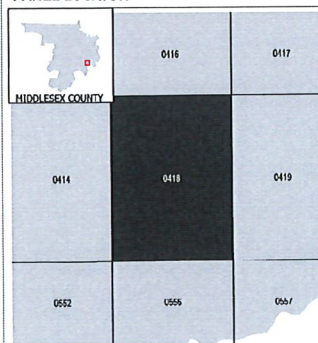
The community and jurisdiction map data refer to the Flood Insurance Study Report for this jurisdiction. To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-658-6620.

Base map information shown on the FIRM data imagery from 2017, provided by the U.S. Geological Survey, at a resolution of 30 m and 2018 topographic data provided by the U.S. Census Bureau with an unclassified scale, and point boundaries from A17 provided by the U.S. Census Bureau at a scale of 1:50,000.

## SCALE



## PANEL LOCATOR



**FEMA**  
National Flood Insurance Program

## NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP

MIDDLESEX COUNTY, MASSACHUSETTS

PANEL 0418 OF 0656

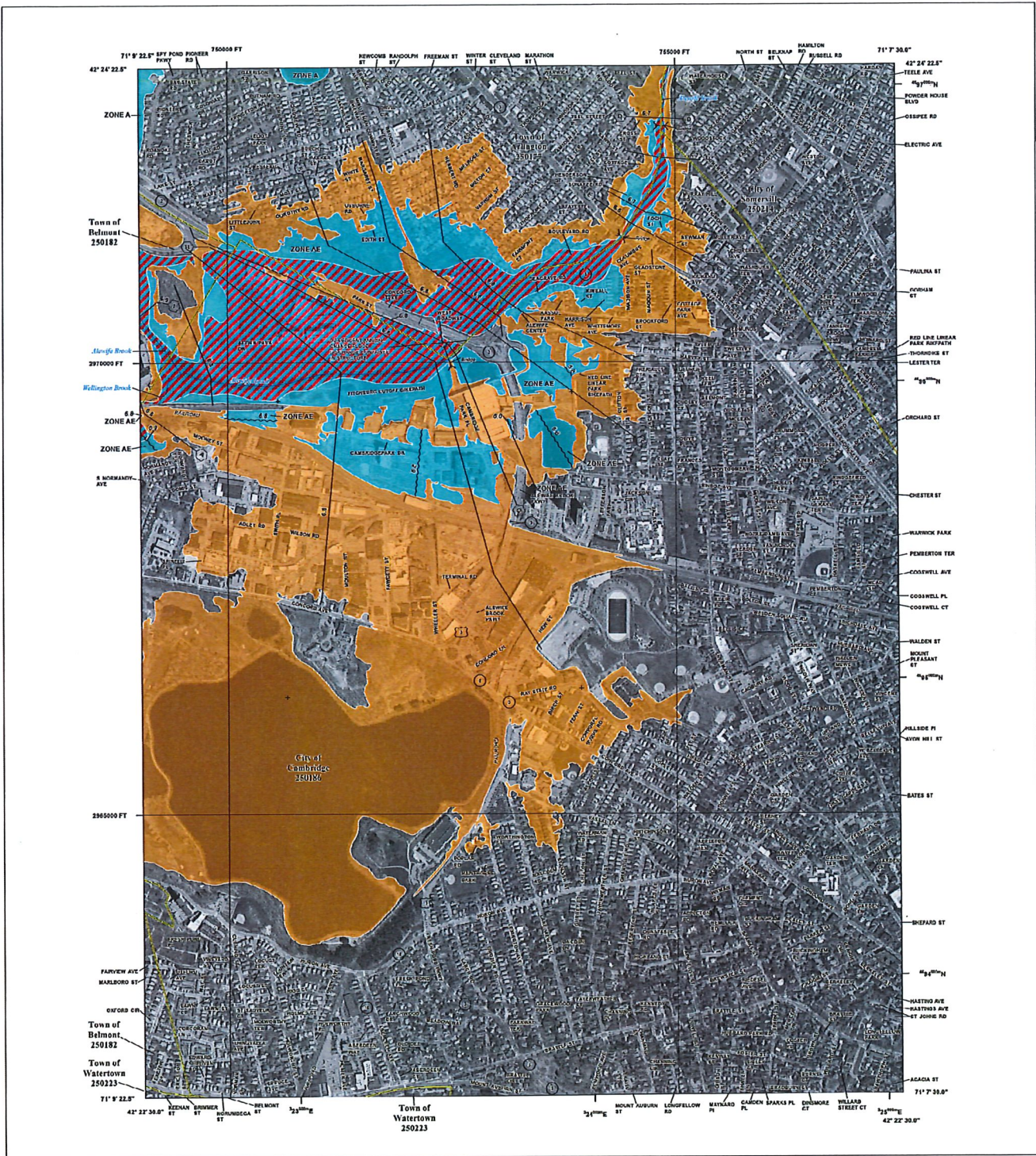
DATE: 06/08/2023

| COMMUNITY          | NUMBER | PANEL | SUFFIX |
|--------------------|--------|-------|--------|
| ARLINGTON, TOWN OF | 250177 | 0418  | F      |
| ARLINGTON, TOWN OF | 250182 | 0418  | F      |
| ARLINGTON, TOWN OF | 250186 | 0418  | F      |
| ARLINGTON, TOWN OF | 250228 | 0418  | F      |

**REVISED  
PRELIMINARY  
06/08/2023**

VERSION NUMBER  
2.6.3.6  
MAP NUMBER  
25017C0418F  
MAP REVISED





### FLOOD HAZARD INFORMATION

SEE THIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR PANEL LAYOUT  
 THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING  
 DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT  
[HTTPS://MSC.FEMA.GOV](https://msc.fema.gov)

**SPECIAL FLOOD HAZARD AREAS**

- Without Base Flood Elevation (BFE) Zone AE, AO, AH, VE, AR
- Regulatory Floodway
- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
- Future Conditions 1% Annual Chance Flood Hazard Zone X
- Area with Reduced Flood Risk due to Levee See Notes, Zone Y
- Area with Flood Risk due to Levee Zone D

**OTHER AREAS OF FLOOD HAZARD**

- NO SCREEN Area of Minimal Flood Hazard Zone X
- Area of Undetermined Flood Hazard Zone D

**OTHER AREAS**

- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

**GENERAL STRUCTURES**

- Cross Sections with 1% Annual Chance Water Surface Elevation
- Coastal Transect
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature
- Base Flood Elevation Line (BFE)
- 1 mile of Study
- Jurisdiction Boundary

**OTHER FEATURES**

### NOTES TO USERS

For information and questions about the Flood Insurance Rate Map (FIRM), available products associated with the FIRM, and any future actions, the current map data for each flood panel may be found on the National Flood Insurance Program (NFIP) website. For more information, please call the FEMA National Flood Insurance Program at 1-877-255-2527 or visit the FEMA Flood Map Service Center website at <https://www.fema.gov/flood-maps>. Available products may include preliminary Flood Insurance Rate Maps, Final Flood Insurance Rate Maps, and Flood Insurance Study Reports.

For information and questions about the Flood Insurance Rate Map (FIRM), available products associated with the FIRM, and any future actions, the current map data for each flood panel may be found on the National Flood Insurance Program (NFIP) website. For more information, please call the FEMA National Flood Insurance Program at 1-877-255-2527 or visit the FEMA Flood Map Service Center website at <https://www.fema.gov/flood-maps>. Available products may include preliminary Flood Insurance Rate Maps, Final Flood Insurance Rate Maps, and Flood Insurance Study Reports.

### SCALE

Map Projection: NAD 2011 State Plane, Massachusetts Mainland, FIPS 2001, Feet, Western Hemisphere, Vertical Datum, NAD 83

1 inch = 500 feet

0 500 1,000 2,000 feet

0 125 250 500 meters

### PANEL LOCATOR

MIDDLESEX COUNTY

### NATIONAL FLOOD INSURANCE PROGRAM

#### FLOOD INSURANCE RATE MAP

MIDDLESEX COUNTY, MASSACHUSETTS

PANEL 0419 of 0656

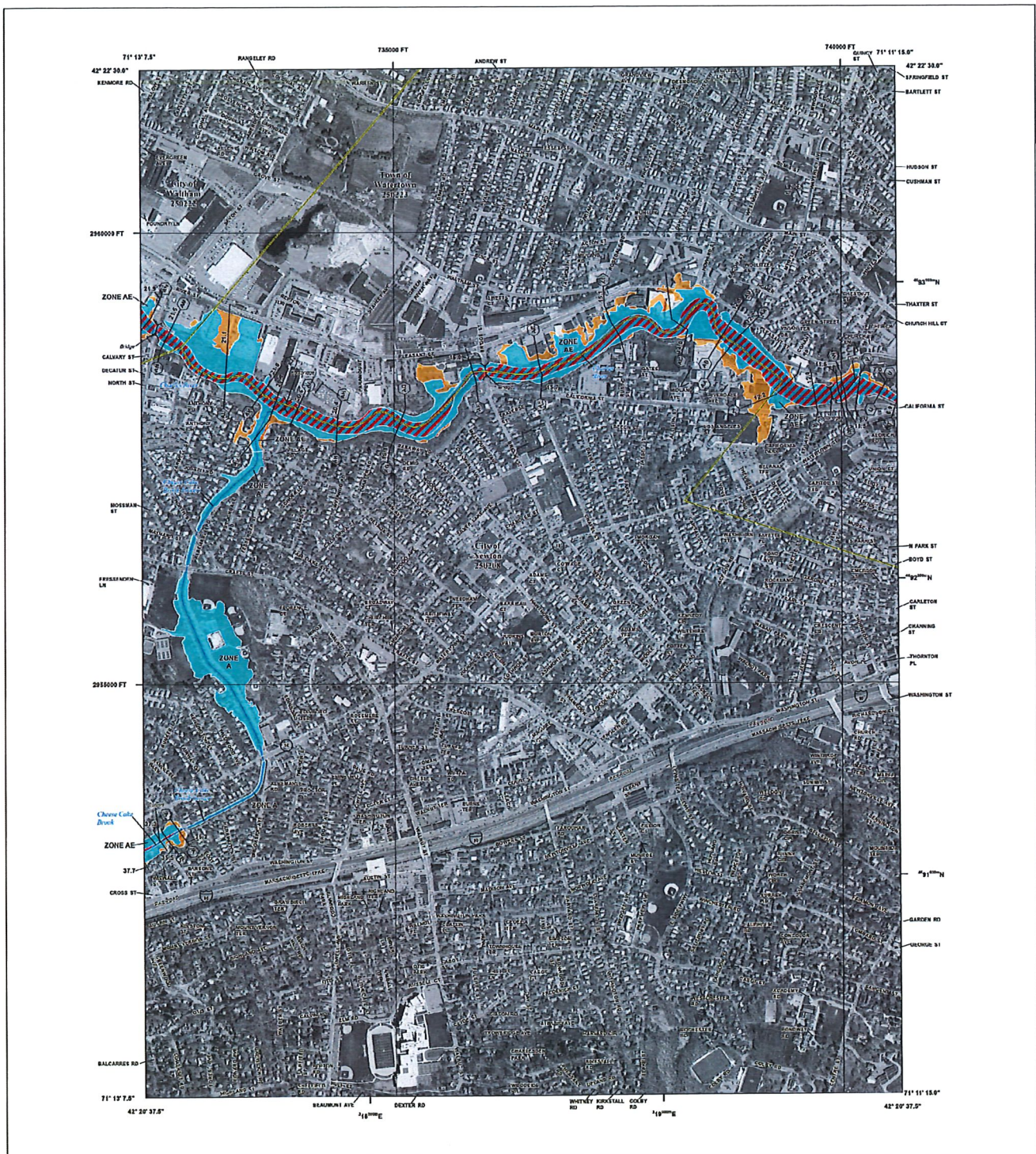
Panel Contain:

| COMMUNITY           | NUMBER | PANEL | SUFFIX |
|---------------------|--------|-------|--------|
| ATLANTIC TOWN OF    | 250177 | 0419  | F      |
| DELMONT TOWN OF     | 250182 | 0419  | F      |
| QUINCYVILLE CITY OF | 250180 | 0419  | F      |
| ROXBURY CITY OF     | 250114 | 0419  | F      |
| WATERBURY TOWN OF   | 250223 | 0419  | F      |

**REVISED PRELIMINARY 06/08/2023**

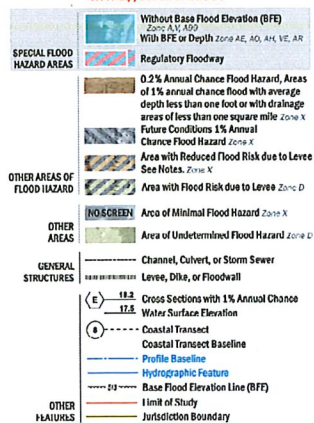
VERSION NUMBER 2.6.3.6  
 MAP NUMBER 26017C0419F  
 MAP REVISED





## FLOOD HAZARD INFORMATION

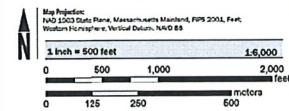
SEE THIS REPORT FOR DETAILED LEGENDS AND INDEX MAP FOR FIRM PANEL LAYOUT  
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING  
DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT  
[HTTPS://MSC.FEMA.GOV](https://msc.fema.gov)



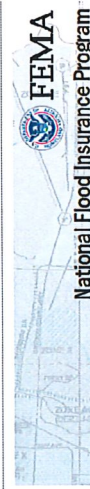
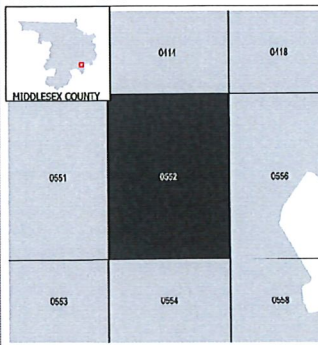
## NOTES TO USERS

For information and questions about the Flood Insurance Rate Map (FIRM), available products associated with the FIRM, and any other information, please contact the Flood Insurance Study Report or the National Flood Insurance Program (NFIP) in general, please call the FEMA National Flood Insurance Program at 1-877-FED-1-2025 or visit the FEMA National Flood Insurance Program website at <https://www.fema.gov/nfip>.  
Flood Insurance products may be purchased through private insurance companies or through the National Flood Insurance Program (NFIP).  
Community information and other information may be obtained from the Flood Insurance Study Report for this jurisdiction.  
To determine if flood insurance is available in this community, contact your insurance agent or visit the National Flood Insurance Program website at <https://www.fema.gov/nfip>.  
This map is intended to be used in conjunction with the Flood Insurance Study Report for this jurisdiction.  
This map is not intended to be used as a basis for any other action.  
This map is not intended to be used as a basis for any other action.

## SCALE



## PANEL LOCATOR



## NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP

MIDDLESEX COUNTY, MASSACHUSETTS  
ALL JURISDICTIONS  
PANEL 0552 OF 0656

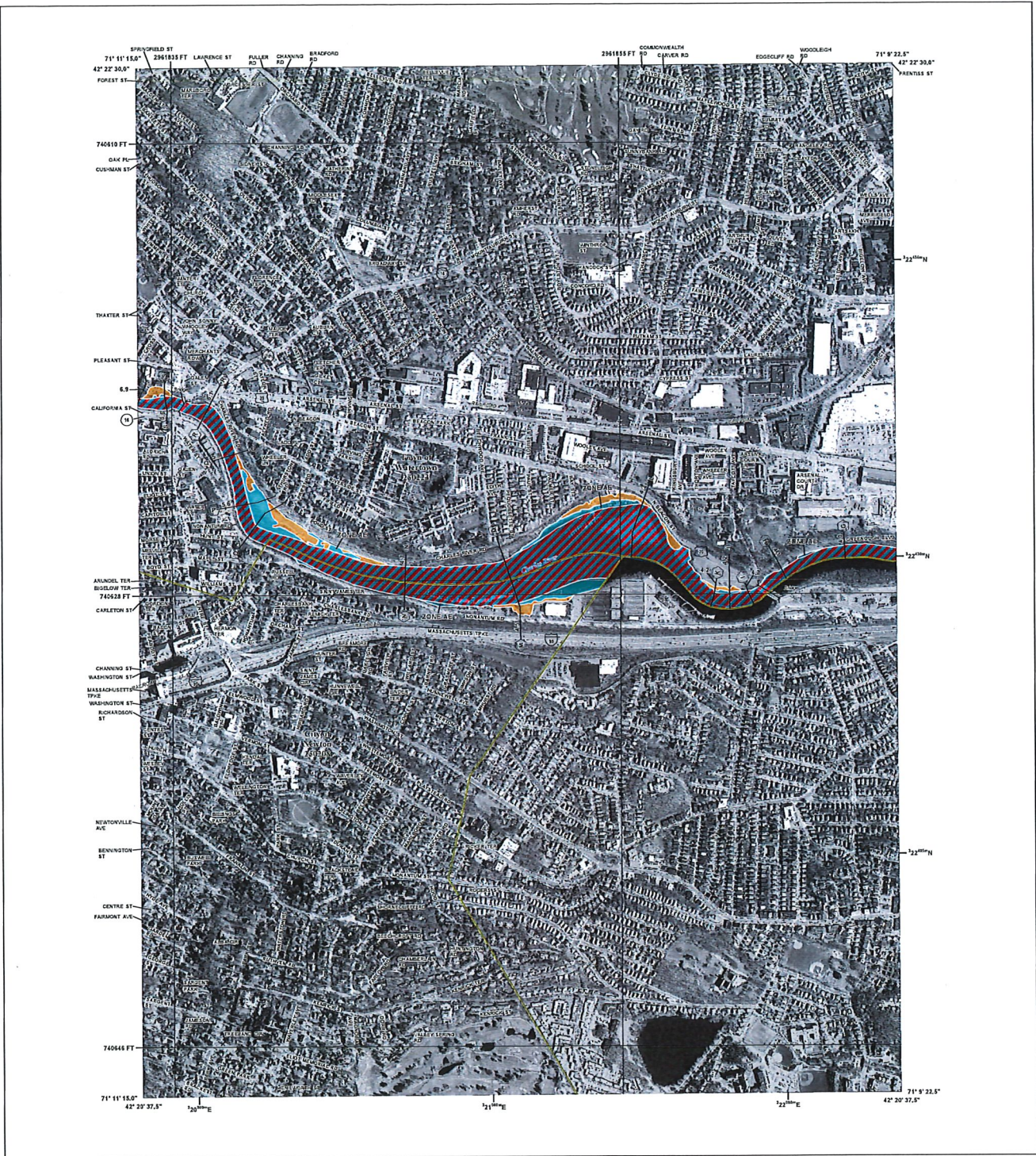


| COMMUNITY        | NUMBER | PANEL | SUFFIX |
|------------------|--------|-------|--------|
| WALTHAM, CITY OF | 250208 | 0552  | F      |
| WALTHAM, CITY OF | 250202 | 0552  | F      |
| WALTHAM, CITY OF | 250203 | 0552  | F      |

REVISED  
PRELIMINARY  
06/08/2023

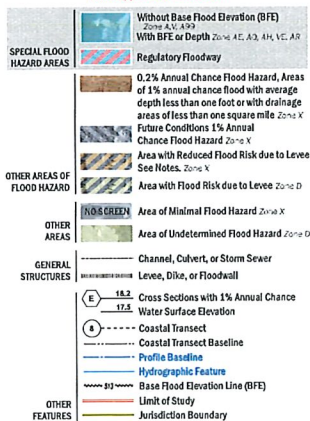
VERSION NUMBER  
2.6.3.6  
MAP NUMBER  
25017C0562F  
MAP REVISED





# FLOOD HAZARD INFORMATION

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# NOTES TO USERS

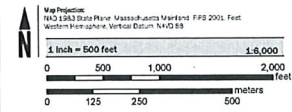
For information and questions about the Flood Insurance Rate Map (FIRM), available products associated with the FIRM, including historic versions, the current map data for each FIRM panel, and how to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Map Service Center at 1-877-FEMA-4347 (1-877-366-3227) or visit the FEMA Flood Map Service Center website at <https://www.fema.gov/flood-maps>. Available products may include previously issued editions of Map Changes, a Flood Insurance Study Report, and/or digital versions of this map. Many of the products are available for purchase from the website, and/or digital versions of this map. Many of the products are available for purchase from the website, and/or digital versions of this map. Many of the products are available for purchase from the website, and/or digital versions of this map.

For community and countywide map data refer to the Flood Insurance Study Report for this jurisdiction.

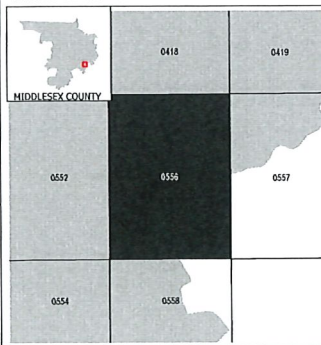
To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-626-4223.

Base map information shown on the FIRM was imagery from 2010 provided by the U.S. Geological Survey at a resolution of 0.15 meter and 2016 transportation data provided by the U.S. Census Bureau with an unbroken scale, and political boundaries from 2017 provided by Vantage5 at a scale of 1:50,000.

# SCALE



# PANEL LOCATOR



**FEMA**  
 National Flood Insurance Program

# NATIONAL FLOOD INSURANCE PROGRAM

## FLOOD INSURANCE RATE MAP

MIDDLESEX COUNTY, MASSACHUSETTS

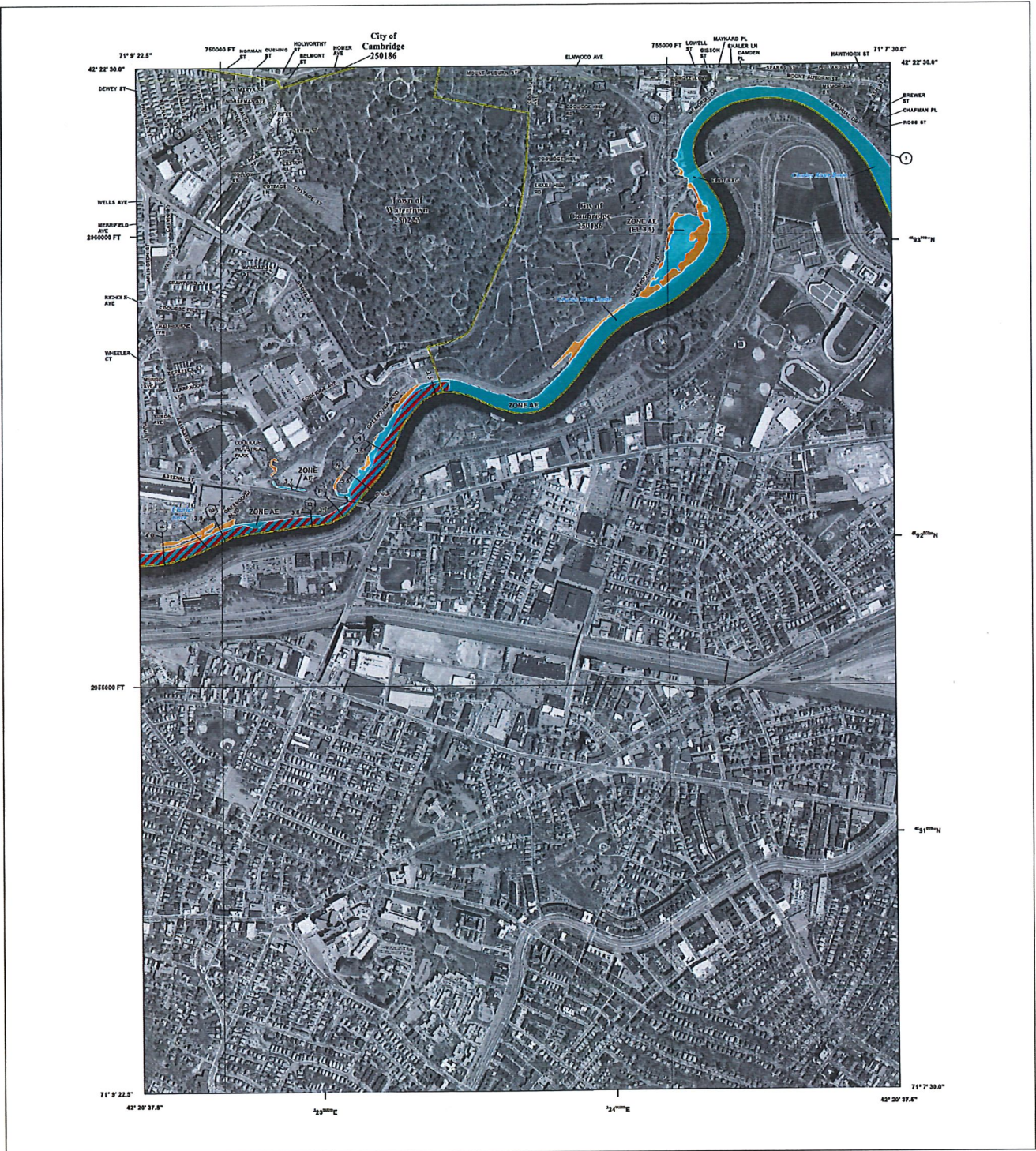
PANEL 0556 of 0656

COMMUNITY NUMBER PANEL SUFFIX  
 NEWTON CITY OF 250208 0556 F  
 WATERTOWN TOWN OF 250223 0556 F

**PRELIMINARY**  
 08/13/2021

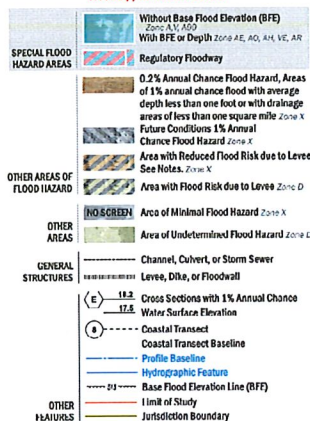
VERSION NUMBER  
 2.6.3.6  
 MAP NUMBER  
 25017C0556F  
 MAP REVISED





# FLOOD HAZARD INFORMATION

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[HTTPS://MSC.FEMA.GOV](https://msc.fema.gov)



# NOTES TO USERS

For information and questions about this Flood Insurance Rate Map (FIRM), available products associated with the FIRM, including the Flood Insurance Study (FIS), or for more information, contact the National Flood Insurance Program (NFIP) at 1-800-424-6463. For more information, contact the National Flood Insurance Program (NFIP) at 1-800-424-6463. For more information, contact the National Flood Insurance Program (NFIP) at 1-800-424-6463.

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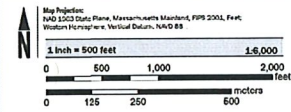
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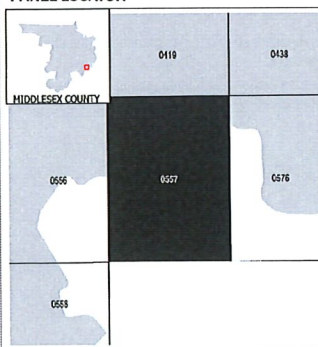
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# SCALE



# PANEL LOCATOR



**NATIONAL FLOOD INSURANCE PROGRAM**  
FLOOD INSURANCE RATE MAP  
MIDDLESEX COUNTY, MASSACHUSETTS  
MID JURISDICTION  
PANEL 0557 of 0656

| COMMUNITY          | NUMBER | PANEL | SUFFIX |
|--------------------|--------|-------|--------|
| CAMBRIDGE, CITY OF | 250186 | 0557  | F      |
| WATERBURY, TOWN OF | 250223 | 0557  | F      |

**REVISED  
PRELIMINARY  
06/08/2023**

VERSION NUMBER  
2.6.3.6  
MAP NUMBER  
250170557F  
MAP REVISED





## Order Confirmation

Watertown City Council  
149 Main Street  
Watertown, MA 02472

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| Order Number   | 751178          | Order Price     | \$894.70   |
| Sales Rep.     | Lindy Rodriguez | PO No.          |            |
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| First Run Date | 05/13/2025      | Last Run Date   | 05/20/2025 |
| Payment Type   |                 |                 |            |

## AD PREVIEW:

City of Watertown  
City Council  
Administration Building  
149 Main Street  
Watertown, Massachu-  
setts 02472

**PUBLIC NOTICE**

Watertown City Council  
Public Hearing: **Tuesday,  
May 27, 2025**, with the  
meeting starting at **7:00  
p.m.** in the Council Cham-  
ber, Administration Build-  
ing, 149 Main St., Water-  
town, MA in-person, and  
with remote access link on  
the agenda 48 hours prior  
to the meeting.

The council will consider  
Zoning Ordinance amend-  
ments to replace in its en-  
tirety Section 5.06 of the  
Zoning Ordinance, entitled  
"Floodplain District", and  
amend or delete conflict-  
ing definitions to ensure  
that Watertown's floodplain  
regulations conform to the  
requirements of the Nation-  
al Flood Insurance Program  
(NFIP), administered by the  
Federal Emergency Man-  
agement Agency (FEMA).

**The Boston Globe | Classified Advertising Proof | Printed on: May 09 2025**



Watertown Contributory Retirement Board  
Administration Building  
149 MAIN STREET  
WATERTOWN, MA 02472  
TEL (617) 972-6456 - FAX (617) 923-3531  
[www.watertownretirement.com](http://www.watertownretirement.com)

THOMAS V. THIBAUT, JR., Chairman  
MEGAN LANGAN, Ex-Officio

DOMENIC ARONE, Elected Member  
JOHN T. LOUGHRAN, Appointed Member  
KATHLEEN KIELY-BECCHETTI, Fifth Member

April 17, 2025

Watertown City Council  
Administration Building  
Watertown, MA 02472

**RE: Increase to Base of Retiree Cost of Living Adjustment**

Dear Honorable Council Members:

Following discussions with the City Manager, the Watertown Retirement Board (Board) respectfully requests approval by the City Council to increase the base amount upon which a retiree's cost of living adjustment (COLA) can be calculated, from its current maximum of 3% of \$14,000, to 3% of \$15,000.

After review of the social and financial impact of such action, and after consultation with the Board actuary and representatives of the City, the Board voted to support this increase. It is respectfully requested that the City Council act favorably on this request.

Sincerely,

Thomas V. Thibaut, Jr., Chairman  
Watertown Retirement System

cc: City Manager, George Proakis

To: Members of the Watertown City Council  
From: Blue Ribbon Committee  
Date: January 30, 2025  
Re: Final recommendations for Council salaries

The members of the Blue Ribbon Committee (BRC) are pleased to present the following recommendations to the City Council regarding councilor compensation. These recommendations were based on extensive research of comparable municipalities, testimony from prior and current councilors, the former auditor, and experts from the Edward J. Collins Center for Public Management at UMass Boston. After this extensive research and deliberation process from July 2024 to January 2025, the seven-member BRC unanimously approved the following recommendations:

Recommendation 1:

The Council member salary should be adjusted from \$8,900 per year to \$15,000 per year. This 69% 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 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 compensation.

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.

As stated above, these recommendations represent the outcome of the BRC'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.

Sincerely,

X John Bentley  
Chair

X Christine Cole  
Christine Cole

X Linda A. Scott  
Linda Scott

X Marcy Murningham.  
Marcy Murningham

X James L. Mello  
James Mello

X Susan Falkoff  
Susan Falkoff

X Sarah Baker  
Sarah Baker

## 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.

## Proposed Public Statement / Supplement to 2024–25 Blue Ribbon Committee’s Final Recommendations

**Marcy Murningham / 30 January 2025**

On [March 12, 2024](#) the Watertown City Council authorized the creation of a 2024-25 “Blue Ribbon Committee” (BRC) to: (1) study, via a variety of methods, the salary received by Watertown City Councilors and the City Council President in exchange for their service; (2) make a recommendation by December 10, 2024 on a salary for City Councilors and the Council President that would take effect during the 2026–27 term; and (3) recommend a process and frequency for future salary reviews, affecting both City Councilors and the Council President.<sup>1</sup>

This Supplement to the Watertown Blue Ribbon Committee’s final recommendations, made in January 2025, provides a brief overview of how it came into being and performed its work, including its mission and key individuals who helped along the way. It also includes a brief rundown of the seven meetings held to complete the task. The appendix items attached to the Blue Ribbon Committee’s final submission to the City Council provide a fuller, more detailed picture.

**Background & Purpose:** At its [February 13, 2024](#) meeting, Council President Mark Sideris told the Council that the idea for adjusting councilor pay was discussed previously at a City Council meeting held in April 2023. “We had a motion,” he said, “and the motion passed that we raise the council salaries by a certain percentage.” Changes that affect the next group of city councilors, he said, would have to be approved during a designated period within the Council’s current term. “The Committee on Personnel at that time had suggested, and we approved as a City Council, that we create an outside committee to help us look at salaries,” he continued, “and make a recommendation to the Committee and then to the City Council.

Doug [Newton, has been working diligently gathering information to help this Committee with what other cities and towns are doing, [including] cities and towns of similar size, similar budgets, [although] some not exact. He's going to be providing that information to the full City Council, but what I'd like is a referral to the Personnel Committee to discuss the makeup of this committee and how it will be appointed.<sup>2</sup>

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<sup>1</sup> See agenda for Watertown City Council meeting, March 12, 2024, <https://watertownma.portal.civicclerk.com/event/5618/files/agenda/9747> and clickable transcript, [https://watertown.munitrac.ai/transcript?id=2024-03-12\\_TownMeeting-0u648.mp4](https://watertown.munitrac.ai/transcript?id=2024-03-12_TownMeeting-0u648.mp4) at 36:55.

<sup>2</sup> See agenda for Watertown City Council meeting, February 13, 2024, <https://watertownma.portal.civicclerk.com/event/5617/files/agenda/9627> and clickable transcript, [https://watertown.munitrac.ai/transcript?id=2024-02-13\\_TownMeeting-0u588.mp4](https://watertown.munitrac.ai/transcript?id=2024-02-13_TownMeeting-0u588.mp4) at 0:05:56.

**Recruitment and Selection:** According to the record, the matter subsequently was referred to the Council’s [Committee on Personnel and City Organization](#) (CPO), chaired by At-Large Councilor Caroline Bays, with At-Large Councilor John G. Gannon, Vice Chair, and District A Councilor Nicole Gardner, Secretary. Formation of the BRC was the only item on the Committee’s [February 26, 2024](#) agenda, where in-depth discussion ensued.<sup>3</sup> Two weeks later, on March 12, 2024, Chair Bays reported back to the full City Council with four recommendations about: (1) Blue Ribbon Committee duties and overall qualities that emphasize a “strong commitment to and stake in Watertown's success”<sup>4</sup>; (2) relevant BRC member professional qualifications and experience<sup>5</sup>; (3) BRC size, with seven deemed optimal; and (4) how best to recruit and select committee members. At its March 12 meeting, the Council voted unanimously to approve these recommendations and begin the process immediately.

Beginning March 19, the recruitment process began in earnest. City administration publicized the Blue Ribbon Committee over multiple communications channels, inviting residents to submit their resumé and letters of interest.<sup>6</sup> Meanwhile, a screening committee was established, comprising the three CPO members and Council Vice-President Vincent Piccirilli. It reviewed applications and selected a pool of candidates to be interviewed by Council President Sideris, who did so and made his final decision in late June. The seven Blue Ribbon Committee members were sworn in and met for the first time on July 9, 2024.

**BRC Meetings:** Typically lasting two or more hours, each early evening meeting was held in City Hall, open to the public, usually recorded, and subject to open meeting laws. The appendices attached to the BRC’s recommendations comprise specific materials the BRC used in its deliberations. Appendix B includes research undertaken, at the Council President’s request, by Municipal Policy Analyst Doug Newton in early 2024 into policies and practices of other similar Massachusetts cities and towns, along with relevant research undertaken by City Councilors before the Committee was established.<sup>7</sup> Appendix B includes

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<sup>3</sup> See agenda for Council Committee on Personnel and City Organization (CPO) meeting, February 26, 2024, <https://watertownma.portal.civicclerk.com/event/5688/files/agenda/9648> and recording made by WCA-TV, <http://vodwcatv.org/CablecastPublicSite/show/3043>.

<sup>4</sup> Evidence of such commitment includes “a leadership role in local companies, or nonprofits, or service on city boards, commissions and committees,” Councilor Bays reported to the full Council at its March 12, 2024 meeting.

<sup>5</sup> Desirable professional experience “includes, but is not limited to, human resources, compensation, law, finance or accounting, municipal government, business leadership, and management consulting,” Councilor Bays said. *Ibid.*

<sup>6</sup> See announcement published March 19, 2024 via City email listserv, <https://notifications.civicplus.com/message/e52ab591-642a-4cfa-9061-49eda2f7f326/?list=324>

<sup>7</sup> Links to these materials are here and here

both the agenda and supportive materials for each of the seven meetings held from July 7, 2024 to January 30, 2025.

- **JULY 10, 2024:** After their swearing in by City Clerk Noelle Gilligan, BRC members heard from City Council President Mark Sideris about the terms and conditions of their assignment. President Sideris provided each member with a summary report, prepared by outside City counsel, on the Commonwealth’s open meeting, public records, and conflict of interest laws that govern their deliberations. (See Appendix A.) President Sideris then introduced Municipal Policy Analyst Doug Newton as the BRC’s liaison, to help them carry out their duties. Following individual self-introductions, BRC members then elected a chair before turning to a discussion of various substantive and operational requirements that will help it complete its task successfully.

- **AUGUST 20, 2024:** At this second meeting BRC members heard a presentation from Doug Newton, continued discussion of the overall assignment (including its parameters), and shared ideas about how best to proceed—including appropriate questions to ask.<sup>8</sup> Two Committee members shared findings of their independent analysis regarding useful, reliable, comparable, and relevant metrics the Committee might consider. Their work is attached to the 8/20/24 meeting minutes.<sup>9</sup> (See Appendix B / C) *Searchable transcript [here](#).*

- **SEPTEMBER 11, 2024:** The purpose of this meeting was to discuss, amend, and settle upon a consistent set of questions the Committee would direct to current City Councilors at an upcoming meeting. These questions covered a range of topics, including time spent performing tasks related to the job, how the role and responsibilities of councilors have changed over the years, comparability metrics from communities resembling Watertown that they consider important, and considerations that should be kept in mind. District B Councilor Lisa Feltner was in attendance, and during the public comment period encouraged the Committee to give councilors adequate time to prepare their response. The final list of approved questions was sent to all Councilors and attached to the October 1, 2024 meeting agenda, during which the interviews occurred.

- **OCTOBER 1, 2024:** The primary purpose of this meeting was to conduct councilor interviews and review written answers to the Committee’s questions. Council President Mark Sideris and Councilors Caroline Bays, Lisa Feltner, Tony Palomba, and Vincent Piccirilli appeared in person, while Council Vice-President Piccirilli and Councilors Nicole Gardner, Lisa Feltner, John Airasian, John Gannon, and Emily Izzo submitted written

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<sup>8</sup> See Appendix B.

<sup>9</sup> See Appendix C.

answers. All described the demands on their time, how the job has changed for those serving more than one term, and ways they stay informed and up-to-date on both policy matters and constituent services.

Near the end of the evening, former longtime City Auditor and interim City Manager Tom Tracy shared insights from his vast institutional knowledge and acknowledged the complexity of the task. Meanwhile, more independent research conducted by Committee members was considered, along with documents provided by the City's Auditor and Human Resources departments. These are included in Appendix C. *Searchable transcript [here](#).*

- **NOVEMBER 4, 2024:** At this meeting, the Committee heard from [Mary Aicardi](#), former Watertown director of human services who is a Senior Associate at the [Edward J. Collins Center for Public Management](#) at UMass Boston. Ms. Aicardi has thirty years of experience in public sector human resources administration and labor relations, telling the BRC she prefers to use the word “stipend” rather than “salary” because elected officials are exempt from salary laws. “I would suggest to you, with all due respect to everybody who did that hard work, to just use your gut and go with what you think is best,” she told the Committee. “Not one of the council members are in it for the money because if they were, they wouldn't be doing it because the money is not that great. I do see room for improvement and room to increase it to a certain amount.”

Following Ms. Aicardi's testimony public comment, the BRC voted unanimously to approve a stipend of \$15,000 for City Councilors and tabled a discussion of the Council President's stipend to the next meeting. Attachments include compensation proposals made by some Committee members prior to the meeting as well as supporting documents. *Searchable transcript [here](#).*

- **DECEMBER 11, 2024:** The purpose of this meeting was to discuss the stipend for the Council President. The Committee voted to approve a \$22,000 salary for the Council President, due to the position's additional responsibilities as a member of the School Committee as set forth in Watertown's Home Rule Charter.<sup>10</sup> *Clickable transcript [here](#).*

- **JANUARY 30, 2025:** The purpose of this last meeting was to review and comment on any further changes or modifications to the final report before signing the transmittal letter of recommendations, which will be sent to the City Council. *Clickable transcript [here](#).*

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<sup>10</sup> Watertown Home Rule Charter, Section C-2-2 Council President, <https://ecode360.com/37967801#37967801>

## 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.

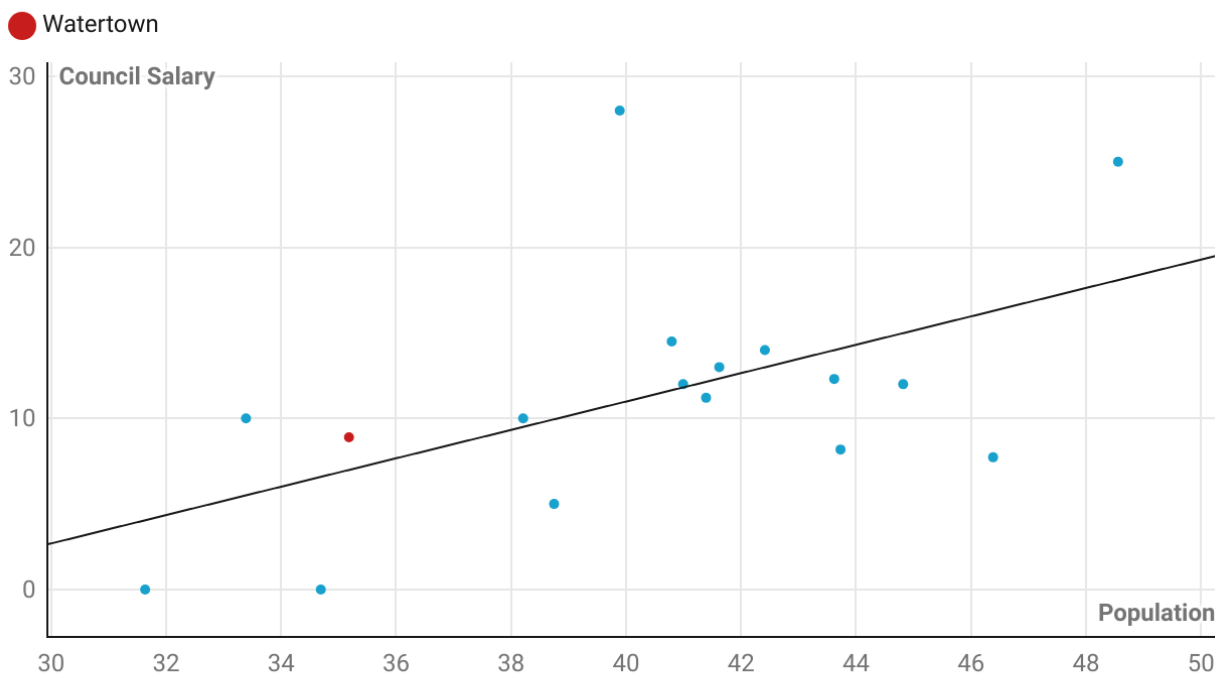
### Comparable Councils

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.

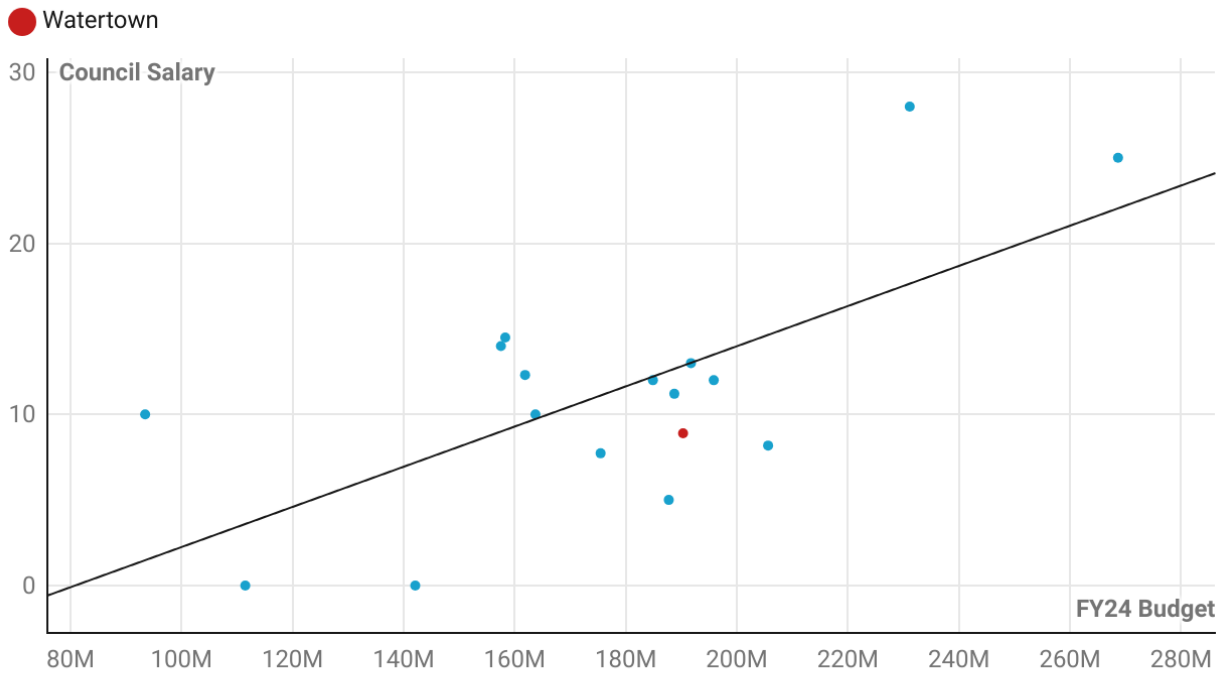
## Council Pay by Population



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

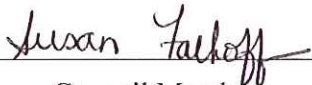
WHEREAS, Section 2-3 of the Town of Watertown Home Rule Charter provides that the Town Council may, by ordinance, provide an annual salary for its members.

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:

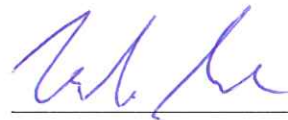
Councilor - \$7,500 per annum.

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

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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:

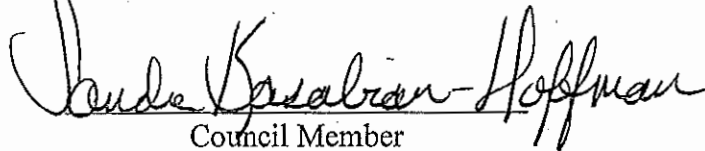
### CHAPTER XXIV. TOWN COUNCIL SALARIES.

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;

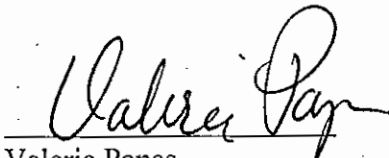
NOW THEREFORE BE IT ORDAINED, that, effective the first secular day of January, 2000, the salary of the members of the Town Council shall be as follows:

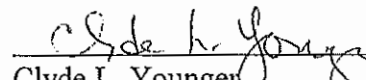
- (1) the salary of Councillors shall be \$5,000.00 per annum;
- (2) the salary of the Council President shall be \$6,500.00 per annum.

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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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

### 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

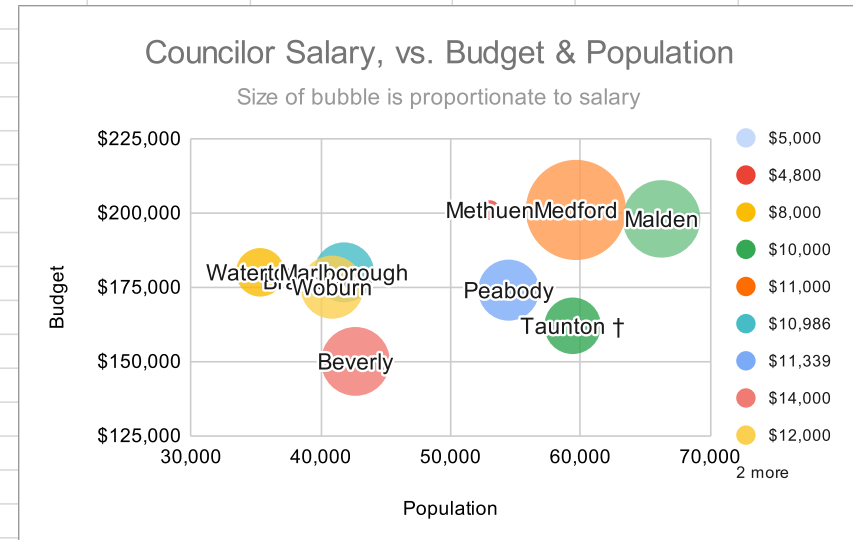


|                                       |  |  |            |  |                                                     |  |  |
|---------------------------------------|--|--|------------|--|-----------------------------------------------------|--|--|
|                                       |  |  |            |  |                                                     |  |  |
| 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  | <u>\$7,500</u>    |                         | City[4] | Norfolk   | Mayor-council         | 14.6                       |  |  |
| <a href="#">Methuen</a>     | 53,039     | \$201,000  | \$4,800  | <u>\$6,000</u>    | y                       | City[4] | Essex     | Mayor-council         | 23                         |  |  |
| <a href="#">Watertown</a>   | 35,329     | \$180,000  | \$8,000  | <u>\$2,500</u>    | 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 | <u>\$12,000</u>   |                         | 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.

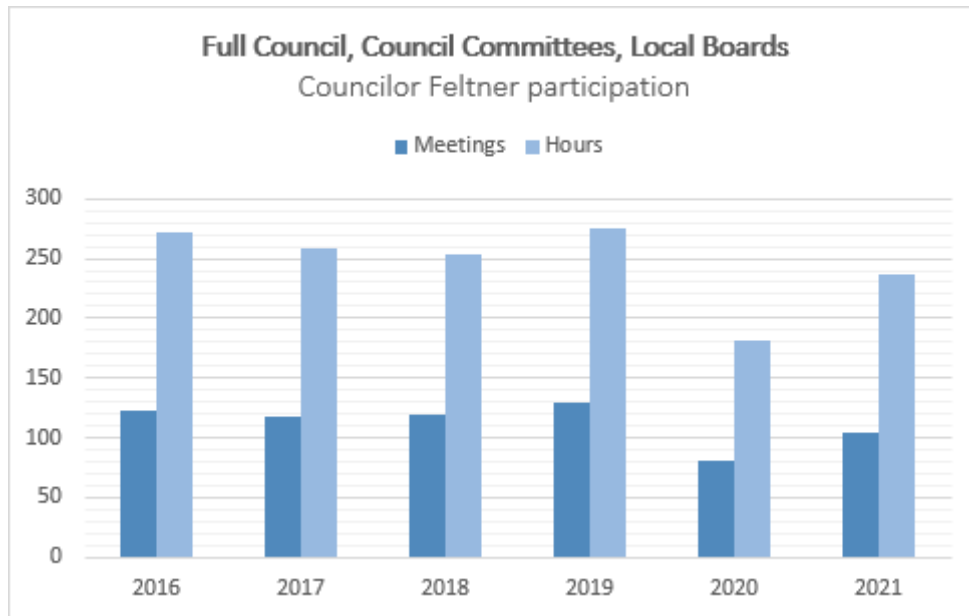
Please note that my tally:

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.

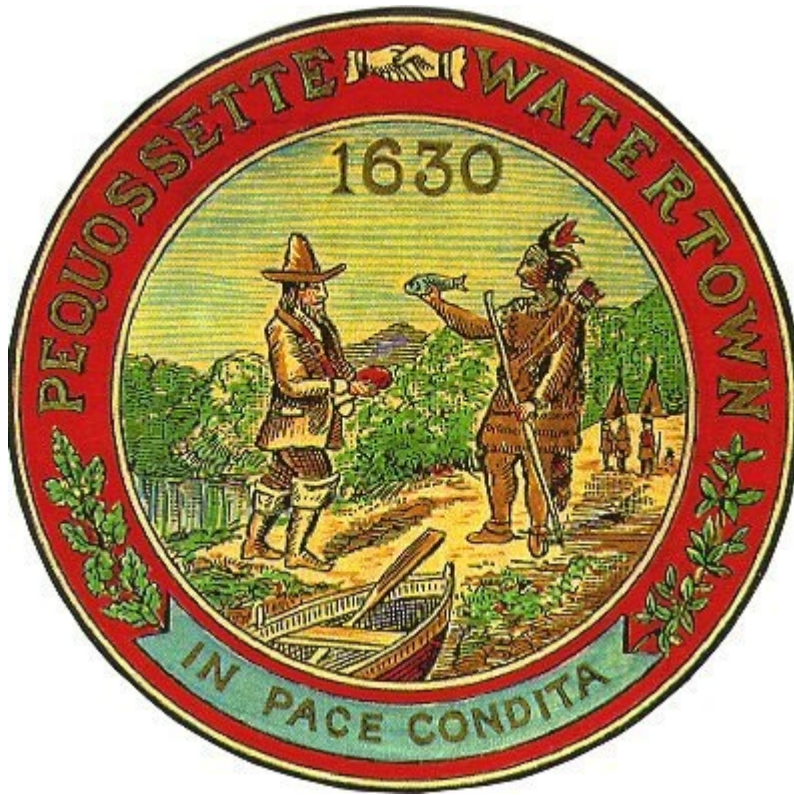
The Committee also considered what exactly it will provide as a deliverable. They were advised by Doug Newton that it must consist of a number but that the Committee may add context beyond that if they would like. Councilor Vinnie Piccirilli then spoke to the Committee and provided further suggestions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

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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.

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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%

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:

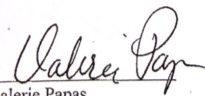
(1) the salary of Councillors shall be \$5,000.00 per annum;

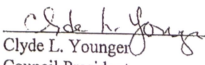
(2) the salary of the Council President shall be \$6,500.00 per annum.

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

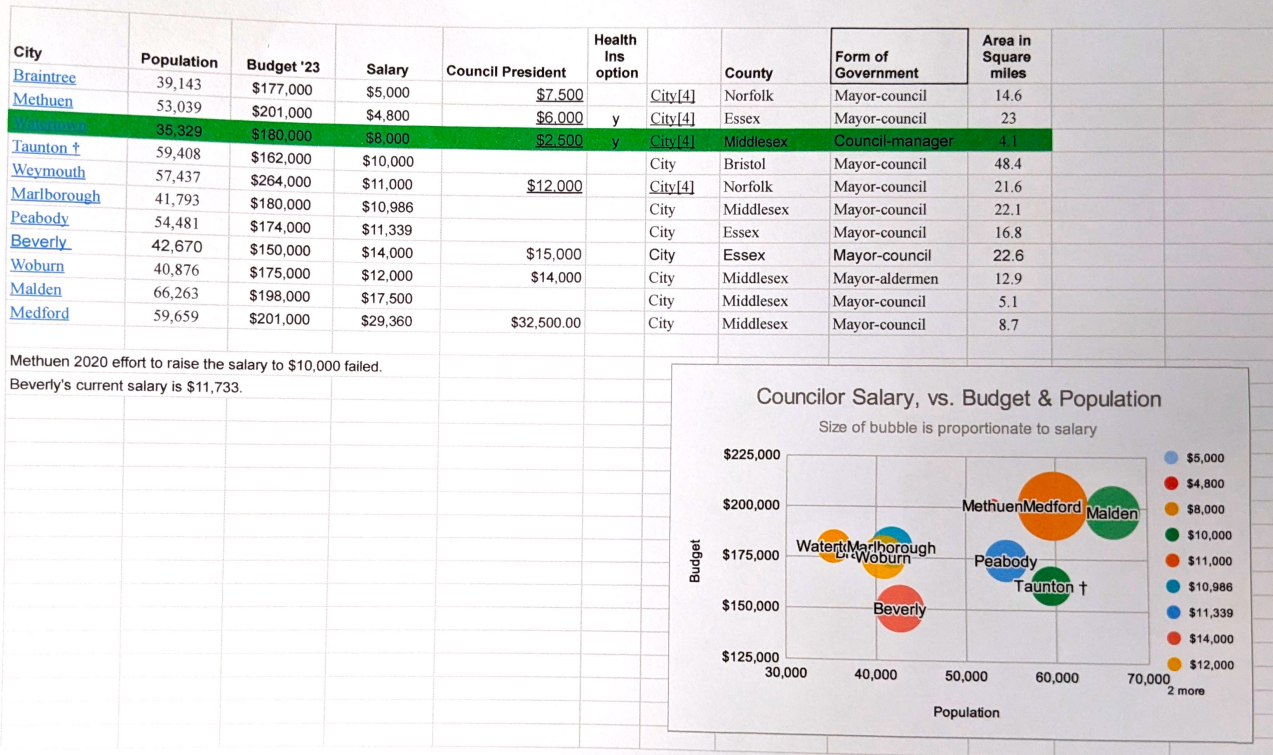
*Bugs Handout*

*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    |                                |
| 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?        |                                |

## 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.

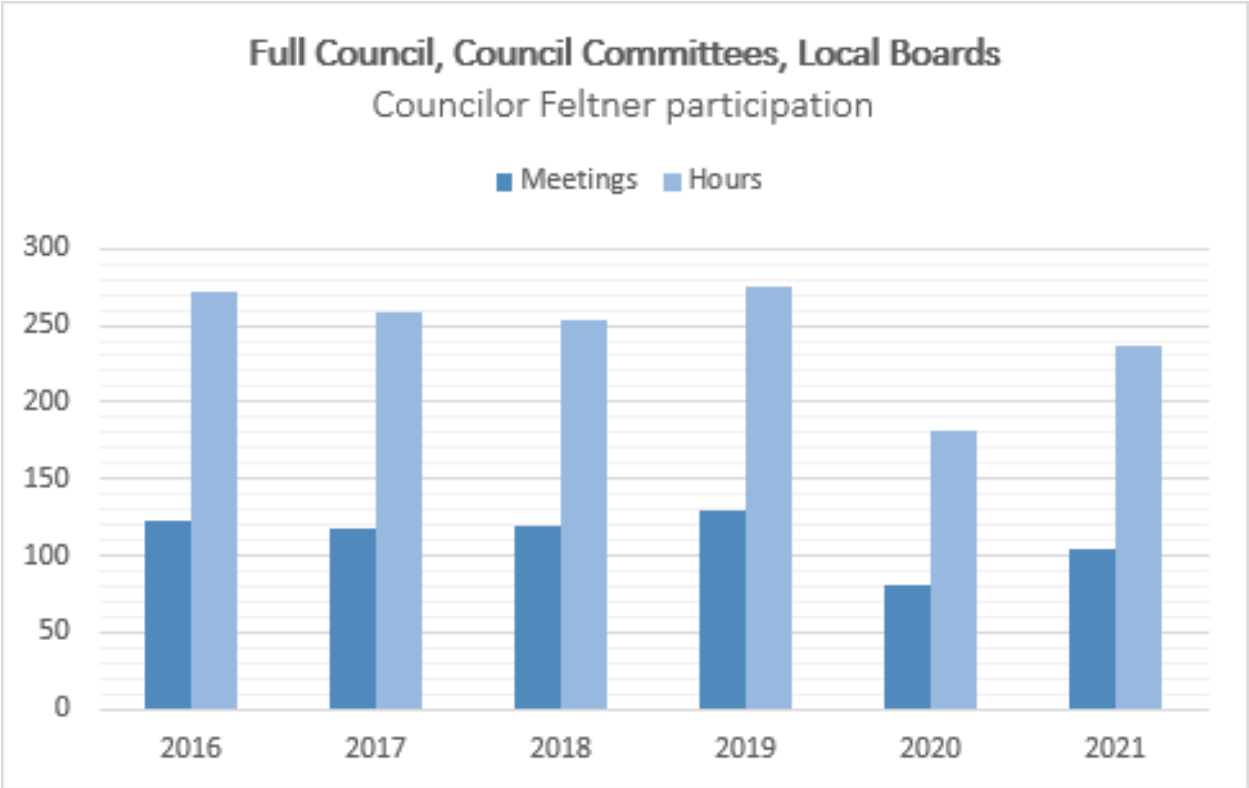
At the Nov 15 meeting, we calculated that a 2.5% increase on current \$7500 starting from January 2018, would realize \$8698 in 2024 or \$8915 in 2025; and based on the current \$10,500 for Council Pres, a 2.5% increase would come to \$12,177 in 2024 or \$12,481 in 2025.

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

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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---

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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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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://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=Community\\_Comparison\\_Report](https://dls.gateway.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  $\frac{1}{4}$  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

| 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

GovTEMPS USA

## 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.



GovHR USA

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## City of Watertown

Employee Classification and Compensation Study

Questions?

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847.380.3240    [info@govhrusa.com](mailto:info@govhrusa.com)    [GovHRUSA.com](http://GovHRUSA.com)



**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)
- 

- 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:

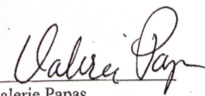
(1) the salary of Councillors shall be \$5,000.00 per annum;

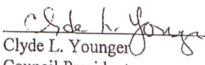
(2) the salary of the Council President shall be \$6,500.00 per annum.

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

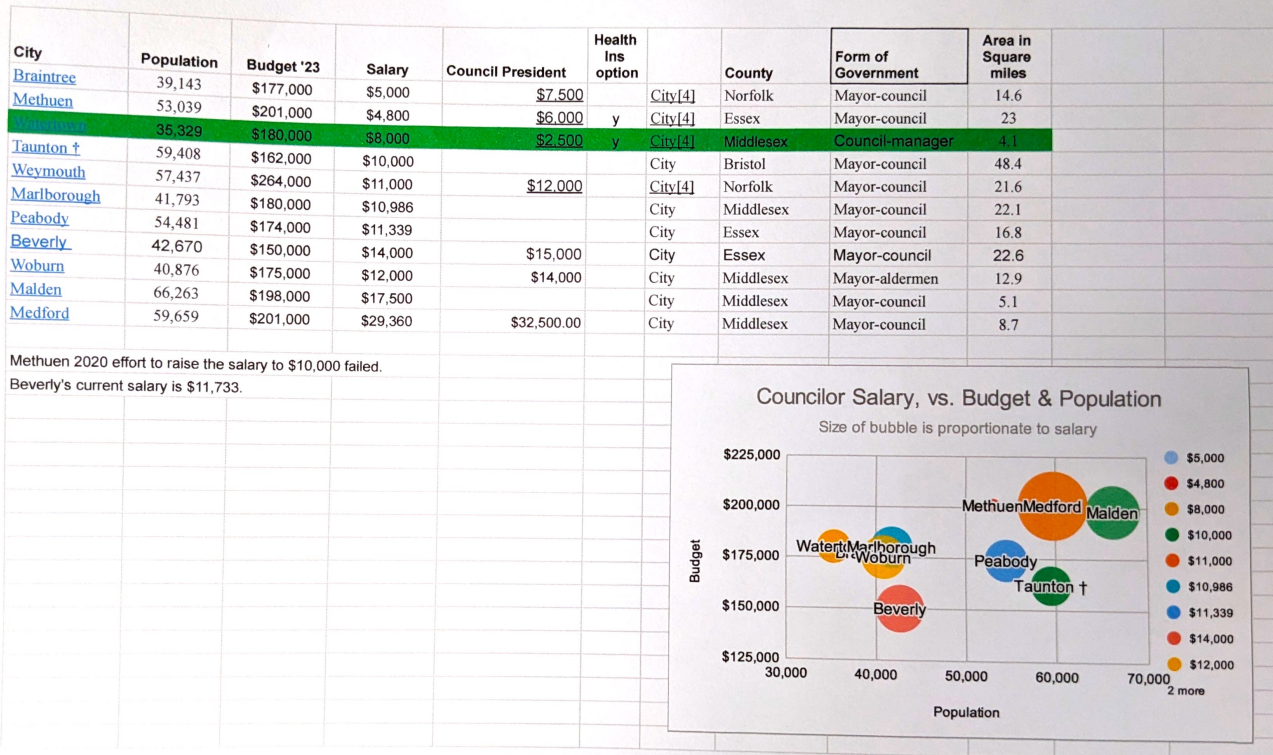
4/13/22

| 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     |
| 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     |
| Methuen           | City[4] | Essex              | Mayor-council    | 23         | 22.2   | 1725   | 53,039 170 million    | 10,000    |
| Taunton †         | City    | Bristol            | Mayor-council    | 48.4       | 46.7   | 1639   | 59,408 162 million    | 10,000    |
| Weymouth          | City[4] | Norfolk            | Mayor-council    | 21.6       | 16.8   | 1635   | 57,437 183.6 million  | 10,000    |
| 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     |
| 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    |
| 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    |
| 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    |
| Medford           | City    | Middlesex          | Mayor-council    | 8.7        | 8.1    | 1630   | 59,659 191 million    | 29,360    |
| 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?        |



## 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.

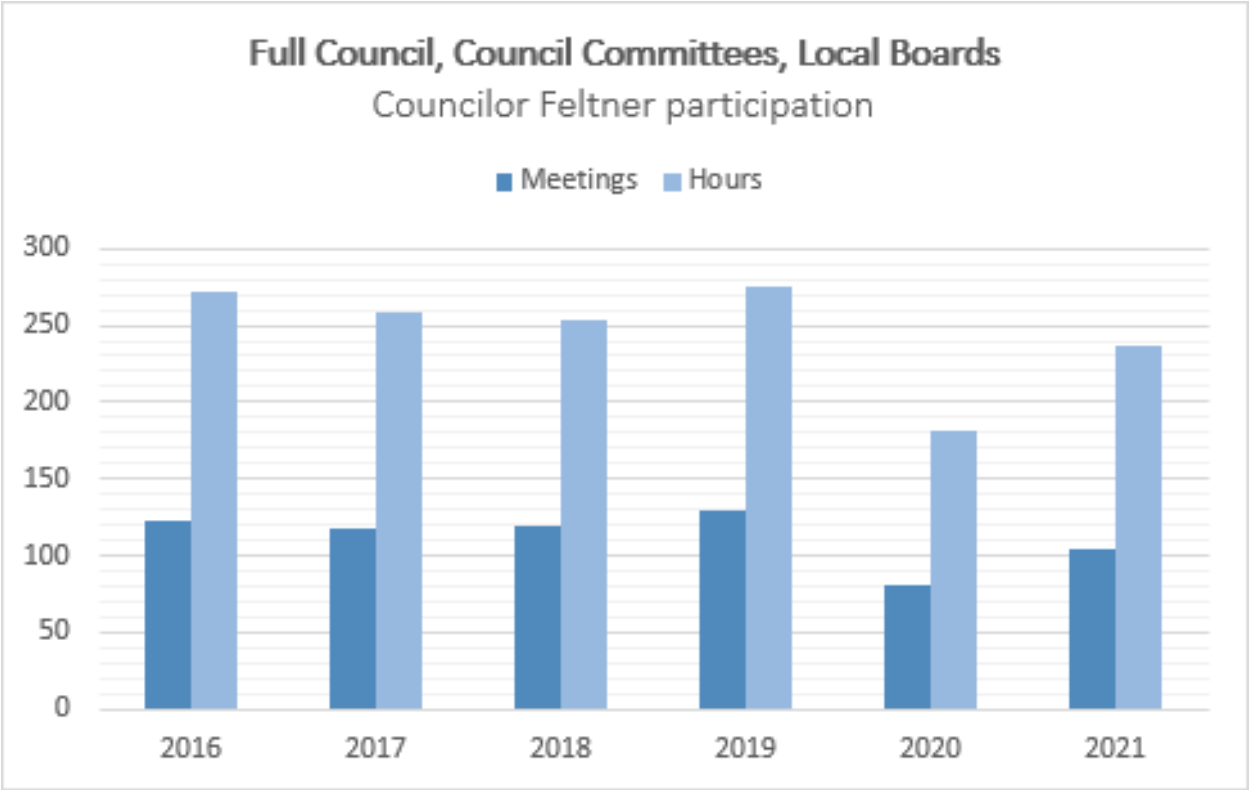
At the Nov 15 meeting, we calculated that a 2.5% increase on current \$7500 starting from January 2018, would realize \$8698 in 2024 or \$8915 in 2025; and based on the current \$10,500 for Council Pres, a 2.5% increase would come to \$12,177 in 2024 or \$12,481 in 2025.

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 [mpersico@watertown-ma.gov](mailto:mpersico@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**

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

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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%



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

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- 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**

| City/Town        | Form of Government (MMA)      | Population 2023 (MMA) | Population 2024 (US Census) | Residential Tax Rate 2023 (DLS) | Residential Tax Rate 2024 (DLS) | Expenditures 2023 (MMA) | Total 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>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/ 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/ Town Meeting | 62,726                  | 63,191                        | 9.97                            | 9.77                            | 313,438,393             | 412,195,034 | 6.75               |
| <b>Burlington</b> | Select Board/ Town Manager | 24,989                  | 26,169                        | 9.40                            | 8.94                            | 140,138,389             | 168,408,828 | 11.7               |
| <b>Dedham</b>     | Select Board/ 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/ Town Meeting | 36,426                  | 37,006                        | 12.64                           | 12.26                           | 165,972,327             | 192,543,908 | 15                 |
| <b>Needham</b>    | Select Board/ 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/ Town Meeting | 31,441                  | 31,611                        | 10.32                           | 10.47                           | 142,016,951             |             | 10.4               |
| <b>Saugus</b>     | Select Board/ 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/ 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 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.  **$BRS = \text{Council Salary} / \text{Annual Budget} * 100,000$**
  - 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 ( $BRS = 6.30 / 100,000 * \$\text{Budget}$ ). 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)

- 
- 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.



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
Office of the City Manager

Administration Building  
149 Main Street  
Watertown, MA 02472  
Phone: 617-972-6465  
[www.watertown-ma.gov](http://www.watertown-ma.gov)  
[citymgr@watertown-ma.gov](mailto:citymgr@watertown-ma.gov)

To: Honorable City Council

From: George J. Proakis, City Manager

Date: May 20, 2025

RE: Agenda Item – Transfer of Funds Request

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Attached is a formal request from City Auditor Megan Langan for the transfer of \$470,000 for capital improvement projects across city facilities. These funds are intended to support critical infrastructure improvements, as outlined below:

- Electric service upgrade and backup generator for the Parker Building
- HVAC and insulation improvements at Ridgelawn Cemetery Building
- Rink netting replacement at John A. Ryan Skating Rink

This investment will enhance the functionality, safety, and efficiency of essential city facilities.

I respectfully request that this transfer be placed on the agenda for the City Council meeting scheduled on May 27, 2025.

Thank you for your consideration.



# CITY OF WATERTOWN

## Auditor

Administration Building  
149 Main Street  
Watertown, MA 02472-4410

Megan Langan  
City Auditor

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

TO: GEORGE PROAKIS, CITY MANAGER

FROM: MEGAN LANGAN, CITY AUDITOR 

DATE: MAY 19, 2025

RE: AGENDA ITEM – TRANSFER OF FUNDS REQUEST

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Per your request, please find attached a Transfer of Funds request for various capital improvements totaling \$470,000 for Fiscal Year 2025.

A transfer in the amount of \$400,000 is being requested to Transfer to Capital Projects Public Buildings. These funds will be utilized for the electric service upgrade and generator for the Parker Building. Approval of these funds will allow for a 250Kw diesel generator to be installed which will provide backup power to operate the building during power outages. Additionally, it will increase the electric service from an 800-amp service to a 1000-amp service, combine two existing separate services to a single service and reduce the existing sub-metering from 24 tenants to serve only 5 remaining tenants.

Additionally, a transfer in the amount of \$70,000 is being requested to Transfer to Capital Projects City. \$40,000 of this is being requested to fund the installation of an Air Source Heat Pump, Attic Insulation and Door Weatherstripping at the Building located at Ridgelawn Cemetery. This will greatly improve the efficiency of this building by replacing the low efficiency Oil-Fired Hot Air Furnace and DX Air conditioning unit that currently serves the building, as well as by providing insulation to the roof and attic which currently does not exist.

The remaining \$30,000 being requested will be utilized to provide funding to replace the netting at the John A. Ryan Skating rink. As you are aware, funding for rink netting replacement is listed as a FY26 tax revenue line item within the FY26 – FY30 CIP. However, if this transfer were to be approved, it would allow for this work to be completed prior to the upcoming winter season. Further, if the Honorable City Council were to approve this transfer, a subsequent request will be brought before them to repurpose the existing \$30,000 tax revenue line item to be used towards upgrading the internal lighting within the Rink to LED lighting, thus reducing the overall borrowing requests within the FY26 – FY30 CIP.

I respectfully request the attached transfer be placed on the May 22, 2025, City Council Agenda.

Thank you for your consideration in this matter.



TRANSFER AMOUNT: \$ 470,000

FROM: FY 2025 CITY COUNCIL RESERVE \$ 470,000  
0111152-570780

TO: FY 2025 TRANSFER TO CAPITAL PROJECTS/CITY \$ 70,000  
0193059-596502

FY 2025 PUBLIC BUILDINGS, BUILDING MAINTENANCE \$ 400,000  
0119552-520241

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

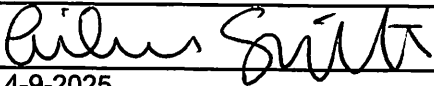
5/19/2025  
DATE

  
CITY AUDITOR

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

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Name of municipal employee:                                                                                                       | Aileen Smith                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Title/ Position                                                                                                                   | School Nutrition Worker                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Fill in this box if it applies to you.</b>                                                                                     | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Agency/ Department                                                                                                                | Watertown Public Schools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Agency Address                                                                                                                    | 30 Common Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Office phone:                                                                                                                     | 617-926-7756                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Office e-mail:                                                                                                                    | Brandon Rabbitt - Director of School Nutrition<br><a href="mailto:Brandon.Rabbitt@watertown.k12.ma.us">Brandon.Rabbitt@watertown.k12.ma.us</a><br><br>Amanda Owens - Director of Human Resources<br><a href="mailto:Amanda.Owens@watertown.k12.ma.us">Amanda.Owens@watertown.k12.ma.us</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                                                   | Check one: <input type="checkbox"/> Elected     or <input checked="" type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Starting date as a municipal employee.                                                                                            | Watertown Public Schools – January 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>BOX # 1</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b><br><br><b>Write an X beside your financial interest.</b> | <b>ELECTED MUNICIPAL EMPLOYEE</b><br><br>I am an elected municipal employee.<br><br><input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b><br><input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.<br><br><b>My financial interest in a municipal contract is:</b><br><input type="checkbox"/> I have a non-elected, compensated municipal employee position.<br><input type="checkbox"/> A municipal agency has a contract with me.<br><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.<br><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular. |
| <b>BOX # 2</b>                                                                                                                    | <b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b><br><br>I am a non-elected municipal employee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Select either STATEMENT #1 or STATEMENT #2.</b></p> <p><b>Write an X beside your financial interest.</b></p> | <p><b>NA STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input type="checkbox"/> <b>STATEMENT #2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
|                                                                                                                    | <p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>Name and address of municipal agency that made the contract</p>                                                 | <p>City of Watertown<br/>Department of Recreation<br/>149 Main Street<br/>Watertown, MA 02472</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Please put in an X to confirm these facts.</b></p>                                                           | <p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>                                                                    | <p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>Seasonal Employment with the Watertown Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>FILL IN THIS BOX OR THE BOX</b></p>                                                                          | <p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <b>ABOVE</b>                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| What is your financial interest in the municipal contract?    | <p>- Please explain the financial interest and include the dollar amount if you know it.</p> <p>In the role of Kitchen Staff for Pequossette Summer Program, I will be compensated at an hourly wage of \$18.54 an hour for no more than 500 hours during a calendar year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Date when you acquired a financial interest                   | Watertown Public Schools – January, 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| What is the financial interest of your immediate family?      | <p>- Please explain the financial interest and include the dollar amount if you know it.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Date when your immediate family acquired a financial interest |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Write an X to confirm each statement.                         | <p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p> |
| Employee signature:                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Date:                                                         | 4-9-2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

Attach additional pages if necessary.

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

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

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

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|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Name of municipal employee:                                                                                                       | <b>Andrew Allegro</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Title/ Position                                                                                                                   | <b>Special Education Teacher, Support for Pequotsette Summer Camp</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Fill in this box if it applies to you.</b>                                                                                     | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Agency/ Department                                                                                                                | City of Watertown - Recreation Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Agency Address                                                                                                                    | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Office phone:                                                                                                                     | 617-972-6494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Office e-mail:                                                                                                                    | recreation@watertown-ma.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                   | Check one: <input checked="" type="checkbox"/> Elected or <input type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Starting date as a municipal employee.                                                                                            | 10/2001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>BOX # 1</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b><br><br><b>Write an X beside your financial interest.</b> | <p><b>ELECTED MUNICIPAL EMPLOYEE</b></p> <p>I am an <b>elected municipal employee</b>.</p> <p>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b></p> <p>___ <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p>___ I have a non-elected, compensated municipal employee position.</p> <p>___ A municipal agency has a contract with me.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <b>BOX # 2</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b>                                                          | <p><b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b></p> <p>I am a <b>non-elected municipal employee</b>.</p> <p>___ <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Write an X beside your financial interest.</b></p>                | <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <p align="center"><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>Name and address of municipal agency that made the contract</p>      | <p>City of Watertown<br/>149 Main Street<br/>Watertown, MA 02472</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Please put in an X to confirm these facts.</b></p>                | <p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>                         | <p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>2nd Position with the Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>                         | <p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p> <p>Seasonal Employment with the Watertown Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is your financial interest in the municipal contract?    | - Please explain the financial interest and include the dollar amount if you know it.<br><br>I am am unaware of my payment, but agree to any rate given by the Summer Camp Recreation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Date when you acquired a financial interest                   | Public school substitute, 10/2002                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| What is the financial interest of your immediate family?      | - Please explain the financial interest and include the dollar amount if you know it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Date when your immediate family acquired a financial interest |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Write an X to confirm each statement.</b>                  | <p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> X_ The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ For these services, I will be compensated for not more than 500 hours during a calendar year.</p> |
| Employee signature:                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Date:                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**Attach additional pages if necessary.**

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

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

|                   |                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>                                                                                                                                                                                                                                                    |
| Name:             | George Proakis                                                                                                                                                                                                                                                                                         |
| Title/ Position   | City Manager                                                                                                                                                                                                                                                                                           |
| Municipal Agency: | City of Watertown                                                                                                                                                                                                                                                                                      |
| Agency Address:   | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                 |
| Office Phone:     | 617-972-6465                                                                                                                                                                                                                                                                                           |
|                   | <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                   |
|                   | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties. |
| Signature:        |                                                                                                                                                                                                                                                                                                        |
| Date:             |                                                                                                                                                                                                                                                                                                        |

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

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

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



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

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Name of municipal employee:                                                                                                       | Alique Haserjian                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Title/ Position                                                                                                                   | Substitute Teacher, Assistant Director of Camp Pequossette                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Fill in this box if it applies to you.</b>                                                                                     | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Agency/ Department                                                                                                                | City of Watertown - Recreation Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Agency Address                                                                                                                    | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Office phone:                                                                                                                     | 617-972-6494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Office e-mail:                                                                                                                    | recreation@watertown-ma.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                                                                                   | <b>Check one:</b> <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Starting date as a municipal employee.                                                                                            | 04/28/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>BOX # 1</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b><br><br><b>Write an X beside your financial interest.</b> | <b>ELECTED MUNICIPAL EMPLOYEE</b><br><br>I am an <b>elected municipal employee</b> .<br><br><input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b><br><br><input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency. <b>My financial interest in a municipal contract is:</b><br><br><input type="checkbox"/> I have a non-elected, compensated municipal employee position.<br><input type="checkbox"/> A municipal agency has a contract with me.<br><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.<br><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular. |

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| <b>BOX # 2</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b> | <b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b><br><br>I am a <b>non-elected municipal employee</b> .<br><br>___ <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract. |
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| <b>Write an X beside your financial interest.</b>           | <b>My financial interest in a municipal contract is:</b><br><br>___ A municipal agency has a contract with me, but not an employment contract.<br><br>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.<br><br><b>-- OR --</b><br><br>___ <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.<br><br><b>My financial interest in a municipal contract is:</b><br><br>___X___ I have a non-elected, compensated municipal employee position.<br><br>___ A municipal agency has a contract with me.<br><br>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.<br><br>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular. |
|                                                             | <b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Name and address of municipal agency that made the contract | City of Watertown<br>149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Please put in an X to confirm these facts.</b>           | <b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b> . The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b> . ___ My Municipal Agency is not the contracting agency.<br><br>___ My Municipal Agency does not regulate the activities of the contracting agency.<br><br>___X___ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.<br><br>___ The contract was made after public notice or through competitive bidding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                          |                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>FILL IN THIS BOX OR THE BOX BELOW</b> | <b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b><br>- Please explain what the contract is for.<br><br>2nd Position with the Recreation Department                                                                                                                                                                         |
| <b>FILL IN THIS BOX OR THE BOX ABOVE</b> | <b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b><br>- Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity?<br>- What is the contract for?<br><br>Seasonal Employment with the Watertown Recreation Department |

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| What is your financial interest In the municipal contract?    | - Please explain the financial interest and include the dollar amount if you know it.<br><br>In the role of an Assistant Director at Camp Pequossette, I will be given no more than \$23.69/hr for more than 400 hours a year                                                                                                                                                                                                                                                                                                                                                                                                     |
| Date when you acquired a financial interest                   | Watertown Recreation Department - June 2019<br>City of Watertown - May 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| What is the financial interest of your immediate family?      | - Please explain the financial interest and include the dollar amount if you know it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Date when your immediate family acquired a financial interest |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Write an X to confirm each statement.</b>                  | <b>FOR A CONTRACT FOR PERSONAL SERVICES –</b><br><br><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b><br><br>I will have a contract with a municipal agency to provide personal services.<br>__X__ The services will be provided outside my normal working hours as a municipal employee.<br>__X__ The services are not required as part of my regular duties as a municipal employee. __X__<br>For these services, I will be compensated for not more than 500 hours during a calendar year. |
| Employee signature:                                           | Alique Haserjian                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Date:                                                         | 04/29/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

Attach additional pages if necessary.

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

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

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

|                   |                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>                                                                                                                                                                                                                                                    |
| Name:             | George Proakis                                                                                                                                                                                                                                                                                         |
| Title/ Position   | City Manager                                                                                                                                                                                                                                                                                           |
| Municipal Agency: | City of Watertown                                                                                                                                                                                                                                                                                      |
| Agency Address:   | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                 |
| Office Phone:     | 617-972-6465                                                                                                                                                                                                                                                                                           |
|                   | <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                   |
|                   | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties. |
| Signature:        |                                                                                                                                                                                                                                                                                                        |
| Date:             |                                                                                                                                                                                                                                                                                                        |

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

|                 |                                         |
|-----------------|-----------------------------------------|
|                 | <b>INFORMATION ABOUT APPROVING BODY</b> |
| Name:           |                                         |
| Title/ Position |                                         |
| Agency Address: | 149 Main Street<br>Watertown, MA 02472  |
| Office Phone:   | 617-972-6470                            |
|                 | <b>APPROVAL</b>                         |

|            |                                                                                                                                                                                                             |
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|            | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved. |
| Signature: | On behalf of the Council or Board, I sign this approval.                                                                                                                                                    |
| Date:      |                                                                                                                                                                                                             |

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

Form revised February, 2012

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

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                                                                                                                                   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Name of municipal employee:                                                                                                       | Ann Marie Anderson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Title/ Position                                                                                                                   | School Nutrition Worker                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Fill in this box if it applies to you.</b>                                                                                     | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Agency/ Department                                                                                                                | Watertown Public Schools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Agency Address                                                                                                                    | 30 Common Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Office phone:                                                                                                                     | 617-926-7756                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Office email:                                                                                                                     | Brandon Rabbitt - Director of School Nutrition<br>Brandon.Rabbitt@watertown.k12.ma.us<br><br>Amanda Owens – Director of Human Resources<br>amanda.Owens@watertown.k12.ma.us                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                   | Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Starting date as a municipal employee.                                                                                            | Watertown Recreation Department – June, 2018<br>Watertown Public Schools – October, 2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>BOX # 1</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b><br><br><b>Write an X beside your financial interest.</b> | <b>ELECTED MUNICIPAL EMPLOYEE</b><br><br>I am an <b>elected</b> municipal employee.<br><br><input type="checkbox"/> <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b><br><input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency. <b>My financial interest in a municipal contract is:</b><br><br><input type="checkbox"/> I have a non-elected, compensated municipal employee position.<br><input type="checkbox"/> A municipal agency has a contract with me.<br><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.<br><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular. |

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| <b>BOX # 2</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b> | <b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b><br><br>I am a <b>non-elected municipal employee</b> .<br><br><b>NA STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract. |
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| <b>Write an X beside your financial interest.</b>                  | <b>My financial interest in a municipal contract is:</b><br><br><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.<br><br><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.<br><br><b>-- OR --</b><br><br><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency. <b>My financial interest in a municipal contract is:</b><br><br><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.<br><br><input type="checkbox"/> A municipal agency has a contract with me.<br><br><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.<br><br><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular. |
|                                                                    | <b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Name and address of municipal agency that made the contract</b> | City of Watertown<br>Department of Recreation<br>149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Please put in an X to confirm these facts.</b>                  | <b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b> . The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b> . <input checked="" type="checkbox"/> My Municipal Agency is not the contracting agency.<br><br><input checked="" type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.<br><br><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.<br><br><input checked="" type="checkbox"/> The contract was made after public notice or through competitive bidding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b>FILL IN<br/>THIS BOX<br/>OR THE BOX<br/>BELOW</b> | <b>ANSWER THE QUESTION IN THIS BOX<br/>IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b><br><br>- Please explain what the contract is for.<br><br>Seasonal Employment with the Watertown Recreation Department                                                                                    |
| <b>FILL IN<br/>THIS BOX<br/>OR THE BOX<br/>ABOVE</b> | <b>ANSWER THE QUESTIONS IN THIS BOX<br/>IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b><br><br>- Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity?<br>- What is the contract for? |

|                                                               |                                                                                                                                                                                                                                                                         |
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| What is your financial interest<br>In the municipal contract? | - Please explain the financial interest and include the dollar amount if you know it.<br><br>In the role of Kitchen Staff for Pequossette Summer Program, I will be compensated at an hourly wage of \$19.67 an hour for no more than 500 hours during a calendar year. |
| Date when you acquired a financial interest                   | Watertown Recreation Department – June, 2018<br><br>Watertown Public Schools – October, 2013                                                                                                                                                                            |
| What is the financial interest of your immediate family?      | - Please explain the financial interest and include the dollar amount if you know it.                                                                                                                                                                                   |
| Date when your immediate family acquired a financial interest |                                                                                                                                                                                                                                                                         |



|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <p><b>Write an X to confirm each statement.</b></p> | <p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee. <input type="checkbox"/></p> <p>For these services, I will be compensated for not more than 500 hours during a calendar year.</p> |
| <p><b>Employee signature:</b></p>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Date:</b></p>                                 | <p>4-8-2025</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**Attach additional pages if necessary.**

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

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

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

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|                                                                                                                                   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Name of municipal employee:                                                                                                       | Andrew Allegro                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Title/ Position                                                                                                                   | Special Education Teacher, Support for Pequotsette Summer Camp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Fill in this box if it applies to you.</b>                                                                                     | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Agency/ Department                                                                                                                | City of Watertown - Recreation Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Agency Address                                                                                                                    | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Office phone:                                                                                                                     | 617-972-6494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Office e-mail:                                                                                                                    | recreation@watertown-ma.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                   | Check one: <input type="checkbox"/> Elected or <input type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Starting date as a municipal employee.                                                                                            | 10/2001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>BOX # 1</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b><br><br><b>Write an X beside your financial interest.</b> | <p><b>ELECTED MUNICIPAL EMPLOYEE</b></p> <p>I am an <b>elected municipal employee</b>.</p> <p>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b></p> <p>___ <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p>___ I have a non-elected, compensated municipal employee position.</p> <p>___ A municipal agency has a contract with me.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <b>BOX # 2</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b>                                                          | <p><b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b></p> <p>I am a <b>non-elected municipal employee</b>.</p> <p>___ <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p><b>Write an X beside your financial interest.</b></p>                | <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <p align="center"><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>Name and address of municipal agency that made the contract</p>      | <p>City of Watertown<br/>149 Main Street<br/>Watertown, MA 02472</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Please put in an X to confirm these facts.</b></p>                | <p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>                         | <p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>2nd Position with the Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>                         | <p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p> <p>Seasonal Employment with the Watertown Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is your financial interest in the municipal contract?    | - Please explain the financial interest and include the dollar amount if you know it.<br><br>In the role of Director of the Pequossette Recreation Program, I will be compensated \$32.21 an hour for no more than 500 hours during a calendar year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Date when you acquired a financial interest                   | Watertown Recreation Department - June, 2002<br>Watertown Public School - June, 2002                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| What is the financial interest of your immediate family?      | - Please explain the financial interest and include the dollar amount if you know it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Date when your immediate family acquired a financial interest |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Write an X to confirm each statement.                         | <p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> X_ The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ For these services, I will be compensated for not more than 500 hours during a calendar year.</p> |
| Employee signature:                                           | <i>Brian Donato</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Date:                                                         | 4/8/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**Attach additional pages if necessary.**

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

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

|                   |                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>                                                                                                                                                                                                                                                    |
| Name:             | George Proakis                                                                                                                                                                                                                                                                                         |
| Title/ Position   | City Manager                                                                                                                                                                                                                                                                                           |
| Municipal Agency: | City of Watertown                                                                                                                                                                                                                                                                                      |
| Agency Address:   | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                 |
| Office Phone:     | 617-972-6465                                                                                                                                                                                                                                                                                           |
|                   | <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                   |
|                   | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties. |
| Signature:        |                                                                                                                                                                                                                                                                                                        |
| Date:             |                                                                                                                                                                                                                                                                                                        |

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

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

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

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

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Name of municipal employee:                                                                                                       | Andrew Allegro                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Title/ Position                                                                                                                   | Special Education Teacher, Support for Pequotsette Summer Camp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Fill in this box if it applies to you.</b>                                                                                     | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Agency/ Department                                                                                                                | City of Watertown - Recreation Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Agency Address                                                                                                                    | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Office phone:                                                                                                                     | 617-972-6494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Office e-mail:                                                                                                                    | recreation@watertown-ma.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                   | Check one: <input type="checkbox"/> Elected or <input type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Starting date as a municipal employee.                                                                                            | 10/2001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>BOX # 1</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b><br><br><b>Write an X beside your financial interest.</b> | <p><b>ELECTED MUNICIPAL EMPLOYEE</b></p> <p>I am an <b>elected municipal employee</b>.</p> <p>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b></p> <p>___ <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p>___ I have a non-elected, compensated municipal employee position.</p> <p>___ A municipal agency has a contract with me.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <b>BOX # 2</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b>                                                          | <p><b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b></p> <p>I am a <b>non-elected municipal employee</b>.</p> <p>___ <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <p><b>Write an X beside your financial interest.</b></p>                | <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.<br/>Seasonal employment with the Watertown Recreation Department</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <p align="center"><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>Name and address of municipal agency that made the contract</p>      | <p>City of Watertown<br/>149 Main Street<br/>Watertown, MA 02472</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>Please put in an X to confirm these facts.</b></p>                | <p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>                         | <p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>2nd Position with the Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>                         | <p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.<br/>- What is your relationship to the person or entity?<br/>- What is the contract for?</p> <p>seasonal employment with the Watertown Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is your financial interest In the municipal contract?    | - Please explain the financial interest and include the dollar amount if you know it.<br><br>In the role of Senior Counselor at the Pequossette Summer Program, I will be compensated \$18.54 an hour for no more than 500 hours during a calendar year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Date when you acquired a financial interest                   | Watertown Recreation Department: June 2019<br>Watertown Public Schools: December 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| What is the financial interest of your immediate family?      | - Please explain the financial interest and include the dollar amount if you know it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Date when your immediate family acquired a financial interest |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Write an X to confirm each statement.                         | <p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> X_ The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ For these services, I will be compensated for not more than 500 hours during a calendar year.</p> |
| Employee signature:                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Date:                                                         | 4/29/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**Attach additional pages if necessary.**

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

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



**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

|                   |                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>                                                                                                                                                                                                                                                    |
| Name:             | George Proakis                                                                                                                                                                                                                                                                                         |
| Title/ Position   | City Manager                                                                                                                                                                                                                                                                                           |
| Municipal Agency: | City of Watertown                                                                                                                                                                                                                                                                                      |
| Agency Address:   | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                 |
| Office Phone:     | 617-972-6465                                                                                                                                                                                                                                                                                           |
|                   | <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                   |
|                   | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties. |
| Signature:        |                                                                                                                                                                                                                                                                                                        |
| Date:             |                                                                                                                                                                                                                                                                                                        |

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

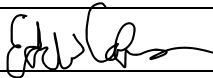
|                 |                                                                                                                                                                                                             |
|-----------------|-----------------------------------------------------------------------------------------------------------------------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

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

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

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Name of municipal employee:                                                                                                       | Andrew Allegro                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Title/ Position                                                                                                                   | Special Education Teacher, Support for Pequotsette Summer Camp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Fill in this box if it applies to you.</b>                                                                                     | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Agency/ Department                                                                                                                | City of Watertown - Recreation Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Agency Address                                                                                                                    | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Office phone:                                                                                                                     | 617-972-6494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Office e-mail:                                                                                                                    | recreation@watertown-ma.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                   | Check one: <input type="checkbox"/> Elected or <input type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Starting date as a municipal employee.                                                                                            | <del>10/20/2010</del> 10/20/2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>BOX # 1</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b><br><br><b>Write an X beside your financial interest.</b> | <p><b>ELECTED MUNICIPAL EMPLOYEE</b></p> <p>I am an <b>elected municipal employee</b>.</p> <p>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b></p> <p><u>x</u> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p>___ I have a non-elected, compensated municipal employee position.</p> <p><u>x</u> A municipal agency has a contract with me.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <b>BOX # 2</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b>                                                          | <p><b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b></p> <p>I am a <b>non-elected municipal employee</b>.</p> <p>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Write an X beside your financial interest.</b></p>                | <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <p align="center"><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>Name and address of municipal agency that made the contract</p>      | <p>City of Watertown<br/>149 Main Street<br/>Watertown, MA 02472</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Please put in an X to confirm these facts.</b></p>                | <p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>                         | <p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>2nd Position with the Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>                         | <p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.<br/>- What is your relationship to the person or entity?<br/>- What is the contract for?</p> <p>Seasonal Employment with the Watertown Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is your financial interest In the municipal contract?    | - Please explain the financial interest and include the dollar amount if you know it.<br><br>In the role of the Associate Director of the Pequossette Summer Recreation Program, I will be compensated \$31.67 per hour for no more than 500 hours during a calender year.                                                                                                                                                                                                                                                                                                                                                            |
| Date when you acquired a financial interest                   | Watertown Public Schools - August 2018<br>Watertown Recreation Department - June 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| What is the financial interest of your immediate family?      | - Please explain the financial interest and include the dollar amount if you know it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Date when your immediate family acquired a financial interest |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Write an X to confirm each statement.</b>                  | <b>FOR A CONTRACT FOR PERSONAL SERVICES –</b><br><br><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b><br><br>I will have a contract with a municipal agency to provide personal services.<br><br>___X_ The services will be provided outside my normal working hours as a municipal employee.<br>___X_ The services are not required as part of my regular duties as a municipal employee.<br>___X_ For these services, I will be compensated for not more than 500 hours during a calendar year. |
| Employee signature:                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Date:                                                         | 4/9/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**Attach additional pages if necessary.**

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

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

|                   |                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>                                                                                                                                                                                                                                                    |
| Name:             | George Proakis                                                                                                                                                                                                                                                                                         |
| Title/ Position   | City Manager                                                                                                                                                                                                                                                                                           |
| Municipal Agency: | City of Watertown                                                                                                                                                                                                                                                                                      |
| Agency Address:   | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                 |
| Office Phone:     | 617-972-6465                                                                                                                                                                                                                                                                                           |
|                   | <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                   |
|                   | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties. |
| Signature:        |                                                                                                                                                                                                                                                                                                        |
| Date:             |                                                                                                                                                                                                                                                                                                        |

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

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

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

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

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Name of municipal employee:                                                                                                       | Andrew Allegro                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Title/ Position                                                                                                                   | Special Education Teacher, Support for Pequotsette Summer Camp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Fill in this box if it applies to you.</b>                                                                                     | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Agency/ Department                                                                                                                | City of Watertown - Recreation Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Agency Address                                                                                                                    | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Office phone:                                                                                                                     | 617-972-6494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Office e-mail:                                                                                                                    | recreation@watertown-ma.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                   | Check one: <input type="checkbox"/> Elected or <input type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Starting date as a municipal employee.                                                                                            | 10/2001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>BOX # 1</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b><br><br><b>Write an X beside your financial interest.</b> | <b>ELECTED MUNICIPAL EMPLOYEE</b><br><br>I am an <b>elected municipal employee</b> .<br><br>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b><br>___ <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.<br><br><b>My financial interest in a municipal contract is:</b><br><br>___ I have a non-elected, compensated municipal employee position.<br>___ A municipal agency has a contract with me.<br>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.<br>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular. |
| <b>BOX # 2</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b>                                                          | <b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b><br><br>I am a <b>non-elected municipal employee</b> .<br><br>___ <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p><b>Write an X beside your financial interest.</b></p>           | <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
|                                                                    | <p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>Name and address of municipal agency that made the contract</p> | <p>City of Watertown<br/>149 Main Street<br/>Watertown, MA 02472</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Please put in an X to confirm these facts.</b></p>           | <p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>                    | <p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>2nd Position with the Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>                    | <p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| What is your financial interest in the municipal contract?    | - Please explain the financial interest and include the dollar amount if you know it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Date when you acquired a financial interest                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| What is the financial interest of your immediate family?      | - Please explain the financial interest and include the dollar amount if you know it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Date when your immediate family acquired a financial interest |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Write an X to confirm each statement.                         | <p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> X_ The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ For these services, I will be compensated for not more than 500 hours during a calendar year.</p> |
| Employee signature:                                           | Emma McGoldrick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Date:                                                         | 4/25/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**Attach additional pages if necessary.**

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

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



**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

|                   |                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>                                                                                                                                                                                                                                                    |
| Name:             | George Proakis                                                                                                                                                                                                                                                                                         |
| Title/ Position   | City Manager                                                                                                                                                                                                                                                                                           |
| Municipal Agency: | City of Watertown                                                                                                                                                                                                                                                                                      |
| Agency Address:   | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                 |
| Office Phone:     | 617-972-6465                                                                                                                                                                                                                                                                                           |
|                   | <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                   |
|                   | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties. |
| Signature:        |                                                                                                                                                                                                                                                                                                        |
| Date:             |                                                                                                                                                                                                                                                                                                        |

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

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

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



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

| MUNICIPAL EMPLOYEE INFORMATION                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of municipal employee:                                                                                                                   | Eric Fortado                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Title/ Position                                                                                                                               | Special Education Instructional Assistant / <del>Requossette Summer Program</del><br>Extended Day Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Fill in this box if it applies to you.                                                                                                        | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Agency/ Department                                                                                                                            | City of Watertown - Recreation Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Agency Address                                                                                                                                | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Office phone:                                                                                                                                 | 617-972-6494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Office e-mail:                                                                                                                                | recreation@watertown-ma.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                               | Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Starting date as a municipal employee.                                                                                                        | <del>6/1/10</del> 6/1/11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>BOX # 1</b><br><br>Select either<br><b>STATEMENT #1</b> or<br><b>STATEMENT #2.</b><br><br>Write an X<br>beside your<br>financial interest. | <b>ELECTED MUNICIPAL EMPLOYEE</b><br><br>I am an elected municipal employee.<br><br>_____ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b><br>_____ <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.<br><br><b>My financial interest in a municipal contract is:</b><br>_____ I have a non-elected, compensated municipal employee position.<br>_____ A municipal agency has a contract with me.<br>_____ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.<br>_____ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular. |
| <b>BOX # 2</b><br><br>Select either<br><b>STATEMENT #1</b> or<br><b>STATEMENT #2.</b>                                                         | <b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b><br><br>I am a non-elected municipal employee.<br><br>_____ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



|                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Write an X beside your financial interest.                  | <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>-- OR --</p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| Name and address of municipal agency that made the contract | <p align="center"><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p> <p>City of Watertown<br/>149 Main Street<br/>Watertown, MA 02472</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Please put in an X to confirm these facts.                  | <p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>FILL IN THIS BOX OR THE BOX BELOW</b>                    | <p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>2nd Position with the Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>FILL IN THIS BOX OR THE BOX ABOVE</b>                    | <p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p> <p><i>Seasonal employment with the Watertown Recreation Department</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |



|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is your financial interest in the municipal contract?    | - Please explain the financial interest and include the dollar amount if you know it.<br><i>In the role of Extended Day Coordinator of the Pequossette Recreation Program, I will be compensated \$19.67 an hour for no more than 500 hours during a calendar year.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Date when you acquired a financial interest                   | <i>Watertown Recreation Department - June, 2011<br/>Watertown Public Schools - November, 2019</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| What is the financial interest of your immediate family?      | - Please explain the financial interest and include the dollar amount if you know it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Date when your immediate family acquired a financial interest |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Write an X to confirm each statement.                         | <p><b>FOR A CONTRACT FOR PERSONAL SERVICES -</b></p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p> |
| Employee signature:                                           | <i>Eric Swade</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Date:                                                         | <i>4/10/25</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

Attach additional pages if necessary.

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

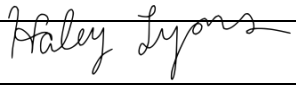
SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

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

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Name of municipal employee:                                                                                                       | <del>Haley Lyons</del><br>Andrew Lyons                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Title/ Position                                                                                                                   | Special Education Teacher, <del>Supported</del> Pequotsette Summer Camp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Fill in this box if it applies to you.</b>                                                                                     | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Agency/ Department                                                                                                                | City of Watertown - Recreation Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Agency Address                                                                                                                    | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Office phone:                                                                                                                     | 617-972-6494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Office e-mail:                                                                                                                    | recreation@watertown-ma.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                   | Check one: <input type="checkbox"/> Elected or <input type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Starting date as a municipal employee.                                                                                            | 10/2001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>BOX # 1</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b><br><br><b>Write an X beside your financial interest.</b> | <p><b>ELECTED MUNICIPAL EMPLOYEE</b></p> <p>I am an <b>elected municipal employee</b>.</p> <p>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b></p> <p>___ <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p>___ A municipal agency has a contract with me.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <b>BOX # 2</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b>                                                          | <p><b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b></p> <p>I am a <b>non-elected municipal employee</b>.</p> <p>___ <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p><b>Write an X beside your financial interest.</b></p>                | <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <p align="center"><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>Name and address of municipal agency that made the contract</p>      | <p>City of Watertown<br/>149 Main Street<br/>Watertown, MA 02472</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Please put in an X to confirm these facts.</b></p>                | <p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>                         | <p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>2nd Position with the Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>                         | <p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is your financial interest in the municipal contract?    | - Please explain the financial interest and include the dollar amount if you know it.<br><br>Summer position, \$19 an hour rate for parks program (June 23—August 15, 2025)                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Date when you acquired a financial interest                   | Employed by Watertown Public Schools since 9/15/23<br>Employed by city of Watertown since 10/21 (extended day program)<br><u>Will be employed by rec department in summer 2025</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| What is the financial interest of your immediate family?      | - Please explain the financial interest and include the dollar amount if you know it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Date when your immediate family acquired a financial interest |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Write an X to confirm each statement.</b>                  | <b>FOR A CONTRACT FOR PERSONAL SERVICES –</b><br><br><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b><br><br>I will have a contract with a municipal agency to provide personal services.<br><br>___X___ The services will be provided outside my normal working hours as a municipal employee.<br>___X___ The services are not required as part of my regular duties as a municipal employee.<br>___X___ For these services, I will be compensated for not more than 500 hours during a calendar year. |
| Employee signature:                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Date:                                                         | 04/29/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

**Attach additional pages if necessary.**

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

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

|                   |                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>                                                                                                                                                                                                                                                    |
| Name:             | George Proakis                                                                                                                                                                                                                                                                                         |
| Title/ Position   | City Manager                                                                                                                                                                                                                                                                                           |
| Municipal Agency: | City of Watertown                                                                                                                                                                                                                                                                                      |
| Agency Address:   | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                 |
| Office Phone:     | 617-972-6465                                                                                                                                                                                                                                                                                           |
|                   | <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                   |
|                   | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties. |
| Signature:        |                                                                                                                                                                                                                                                                                                        |
| Date:             |                                                                                                                                                                                                                                                                                                        |

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

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

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



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

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Name of municipal employee:                                                                                                       | Andrew Allegro                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Title/ Position                                                                                                                   | Special Education Teacher, Support for Pequotsette Summer Camp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Fill in this box if it applies to you.</b>                                                                                     | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Agency/ Department                                                                                                                | City of Watertown - Recreation Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Agency Address                                                                                                                    | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Office phone:                                                                                                                     | 617-972-6494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Office e-mail:                                                                                                                    | recreation@watertown-ma.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                   | Check one: <input type="checkbox"/> Elected or <input type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Starting date as a municipal employee.                                                                                            | 10/2001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>BOX # 1</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b><br><br><b>Write an X beside your financial interest.</b> | <p><b>ELECTED MUNICIPAL EMPLOYEE</b></p> <p>I am an <b>elected municipal employee</b>.</p> <p>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b></p> <p>___ <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p>___ I have a non-elected, compensated municipal employee position.</p> <p>___ A municipal agency has a contract with me.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <b>BOX # 2</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b>                                                          | <p><b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b></p> <p>I am a <b>non-elected municipal employee</b>.</p> <p>___ <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p><b>Write an X beside your financial interest.</b></p>           | <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>Name and address of municipal agency that made the contract</p> | <p>City of Watertown<br/>149 Main Street<br/>Watertown, MA 02472</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Please put in an X to confirm these facts.</b></p>           | <p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>                    | <p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>2nd Position with the Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>                    | <p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p> <p>Seasonal Employment with the Watertown Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is your financial interest in the municipal contract?    | - Please explain the financial interest and include the dollar amount if you know it.<br>In the role of Associate Director of the Pequossette Recreation Program, I will be compensated \$28.14 an hour for no more than 500 hours during a calendar year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Date when you acquired a financial interest                   | Watertown Recreation Department - June, 2025<br>Watertown Public School - June, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| What is the financial interest of your immediate family?      | - Please explain the financial interest and include the dollar amount if you know it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Date when your immediate family acquired a financial interest |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Write an X to confirm each statement.                         | <p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> X_ The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ For these services, I will be compensated for not more than 500 hours during a calendar year.</p> |
| Employee signature:                                           | <i>Lauren Petrillo</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Date:                                                         | 4/29/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**Attach additional pages if necessary.**

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

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

|                   |                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>                                                                                                                                                                                                                                                    |
| Name:             | George Proakis                                                                                                                                                                                                                                                                                         |
| Title/ Position   | City Manager                                                                                                                                                                                                                                                                                           |
| Municipal Agency: | City of Watertown                                                                                                                                                                                                                                                                                      |
| Agency Address:   | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                 |
| Office Phone:     | 617-972-6465                                                                                                                                                                                                                                                                                           |
|                   | <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                   |
|                   | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties. |
| Signature:        |                                                                                                                                                                                                                                                                                                        |
| Date:             |                                                                                                                                                                                                                                                                                                        |

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

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

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

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

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Name of municipal employee:                                                                                                       | Andrew Allegro                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Title/ Position                                                                                                                   | Special Education Teacher, Support for Pequotsette Summer Camp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Fill in this box if it applies to you.</b>                                                                                     | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Agency/ Department                                                                                                                | City of Watertown - Recreation Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Agency Address                                                                                                                    | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Office phone:                                                                                                                     | 617-972-6494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Office e-mail:                                                                                                                    | recreation@watertown-ma.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                   | Check one: <input type="checkbox"/> Elected or <input type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Starting date as a municipal employee.                                                                                            | 10/2001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>BOX # 1</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b><br><br><b>Write an X beside your financial interest.</b> | <p><b>ELECTED MUNICIPAL EMPLOYEE</b></p> <p>I am an <b>elected municipal employee</b>.</p> <p>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b></p> <p>___ <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p>___ I have a non-elected, compensated municipal employee position.</p> <p>___ A municipal agency has a contract with me.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <b>BOX # 2</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b>                                                          | <p><b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b></p> <p>I am a <b>non-elected municipal employee</b>.</p> <p>___ <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Write an X beside your financial interest.</b></p>           | <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
|                                                                    | <p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>Name and address of municipal agency that made the contract</p> | <p>City of Watertown<br/>149 Main Street<br/>Watertown, MA 02472</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Please put in an X to confirm these facts.</b></p>           | <p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>                    | <p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>2nd Position with the Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>                    | <p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is your financial interest in the municipal contract?    | - Please explain the financial interest and include the dollar amount if you know it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Date when you acquired a financial interest                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| What is the financial interest of your immediate family?      | - Please explain the financial interest and include the dollar amount if you know it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Date when your immediate family acquired a financial interest |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Write an X to confirm each statement.                         | <p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> X_ The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ For these services, I will be compensated for not more than 500 hours during a calendar year.</p> |
| Employee signature:                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Date:                                                         | 4/25/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**Attach additional pages if necessary.**

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

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

|                   |                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>                                                                                                                                                                                                                                                    |
| Name:             | George Proakis                                                                                                                                                                                                                                                                                         |
| Title/ Position   | City Manager                                                                                                                                                                                                                                                                                           |
| Municipal Agency: | City of Watertown                                                                                                                                                                                                                                                                                      |
| Agency Address:   | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                 |
| Office Phone:     | 617-972-6465                                                                                                                                                                                                                                                                                           |
|                   | <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                   |
|                   | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties. |
| Signature:        |                                                                                                                                                                                                                                                                                                        |
| Date:             |                                                                                                                                                                                                                                                                                                        |

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

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

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



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

|                                               |                                                                                                                                                                                  |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                            |
| Name of municipal employee:                   | Michaela Antonellis                                                                                                                                                              |
| Title/ Position                               | Physical Education Teacher                                                                                                                                                       |
| <b>Fill in this box if it applies to you.</b> | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization. |
| Agency/ Department                            | City of Watertown - Recreation Department                                                                                                                                        |
| Agency Address                                | 149 Main Street<br>Watertown, MA 02472                                                                                                                                           |
| Office phone:                                 | 617-972-6494                                                                                                                                                                     |
| Office e-mail:                                | recreation@watertown-ma.gov                                                                                                                                                      |
|                                               | <b>Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected</b>                                                                            |
| Starting date as a municipal employee.        | 6/1/2013                                                                                                                                                                         |

|                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>BOX # 1</b></p> <p>Select either <b>STATEMENT #1</b> or <b>STATEMENT #2</b>.</p> <p>Write an <b>X</b> beside your financial interest.</p> | <p><b>ELECTED MUNICIPAL EMPLOYEE</b></p> <p>I am an <b>elected municipal employee</b>.</p> <p>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b></p> <p>___ <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency. <b>My financial interest in a municipal contract is:</b></p> <p>___ I have a non-elected, compensated municipal employee position.</p> <p>___ A municipal agency has a contract with me.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <p><b>BOX # 2</b></p> <p>Select either <b>STATEMENT #1</b> or <b>STATEMENT #2</b>.</p>                                                          | <p><b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b></p> <p>I am a <b>non-elected municipal employee</b>.</p> <p>___ <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Write an <b>X</b> beside your financial interest.</p> | <p><b>My financial interest in a municipal contract is:</b></p> <p>___ A municipal agency has a contract with me, but not an employment contract.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p>___ <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p>___X___ I have a non-elected, compensated municipal employee position.</p> <p>___ A municipal agency has a contract with me.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
|                                                          | <p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name and address of municipal agency that made the contract | City of Watertown<br>149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Please put in an X to confirm these facts.</b>           | <p><b>“My Municipal Agency”</b> is the municipal agency that I serve as a <b>municipal employee</b>. The <b>“contracting agency”</b> is the <b>municipal agency that made the contract</b>. <input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p> |
| <b>FILL IN THIS BOX OR THE BOX BELOW</b>                    | <p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>2nd Position with the Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>FILL IN THIS BOX OR THE BOX ABOVE</b>                    | <p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity?<br/>- What is the contract for?</p> <p>Seasonal Employment with the Watertown Recreation Department</p>                                                                                                                                                                                                                                                                                                                  |

|                                                            |                                                                                                                                                                                                             |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is your financial interest in the municipal contract? | <p>- Please explain the financial interest and include the dollar amount if you know it.</p> <p>In the Role of Job Coach for the Pequossette Recreation Program. I will be compensated \$30.00 an hour.</p> |
| Date when you acquired a financial interest                | <p>Watertown Recreation Department -June 2013<br/>Watertown Public Schools- June 2021</p>                                                                                                                   |
| What is the financial interest of your immediate family?   | <p>- Please explain the financial interest and include the dollar amount if you know it.</p>                                                                                                                |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date when your immediate family acquired a financial interest |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Write an X to confirm each statement.                         | <p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> X The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> X The services are not required as part of my regular duties as a municipal employee. <input checked="" type="checkbox"/> X</p> <p>For these services, I will be compensated for not more than 500 hours during a calendar year.</p> |
| Employee signature:                                           | Michaela Antonellis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Date:                                                         | 4/28/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

Attach additional pages if necessary.

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

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

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

|                   |                                                     |
|-------------------|-----------------------------------------------------|
|                   | <b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b> |
| Name:             | George Proakis                                      |
| Title/ Position   | City Manager                                        |
| Municipal Agency: | City of Watertown                                   |
| Agency Address:   | 149 Main Street<br>Watertown, MA 02472              |
| Office Phone:     | 617-972-6465                                        |
|                   | <b>CERTIFICATION</b>                                |

|            |                                                                                                                                                                                                                                                                                                        |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties. |
| Signature: |                                                                                                                                                                                                                                                                                                        |
| Date:      |                                                                                                                                                                                                                                                                                                        |

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

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

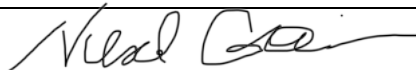
**Attach additional pages if necessary.  
File disclosure, Certification and Approval with the city or town clerk.**

Form revised February, 2012

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

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Name of municipal employee:                                                                                                       | Andrew Alegro                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Title/ Position                                                                                                                   | Special Education Teacher, School Support Worker<br>Schoosette Summer Camp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Fill in this box if it applies to you.</b>                                                                                     | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Agency/ Department                                                                                                                | City of Watertown - Recreation Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Agency Address                                                                                                                    | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Office phone:                                                                                                                     | 617-972-6494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Office e-mail:                                                                                                                    | recreation@watertown-ma.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                   | Check one: <input checked="" type="checkbox"/> Elected or <input type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Starting date as a municipal employee.                                                                                            | 10/2001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>BOX # 1</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b><br><br><b>Write an X beside your financial interest.</b> | <p><b>ELECTED MUNICIPAL EMPLOYEE</b></p> <p>I am an <b>elected municipal employee</b>.</p> <p>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b></p> <p>___ <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p>___ I have a non-elected, compensated municipal employee position.</p> <p>___ A municipal agency has a contract with me.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <b>BOX # 2</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b>                                                          | <p><b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b></p> <p>I am a <b>non-elected municipal employee</b>.</p> <p>___ <b>STATEMENT # 1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <p><b>Write an X beside your financial interest.</b></p>                | <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <p align="center"><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>Name and address of municipal agency that made the contract</p>      | <p>City of Watertown<br/>149 Main Street<br/>Watertown, MA 02472</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Please put in an X to confirm these facts.</b></p>                | <p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>                         | <p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>2nd Position with the Recreation Department</p> <p>Seasonal Employee Kitchen Staff</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>                         | <p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is your financial interest In the municipal contract?    | - Please explain the financial interest and include the dollar amount if you know it.<br><br>School Nutrition worker at Watertown School Department Salary per SEU Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Date when you acquired a financial interest                   | Start Date 07/05/2022 Watertown recreation department Start Date School Department 09/0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| What is the financial interest of your immediate family?      | - Please explain the financial interest and include the dollar amount if you know it.<br><br>Full Time School Nutrition Worker salary per SEU contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Date when your immediate family acquired a financial interest | Start Date 07/05/2022 Watertown Recreation Department Start Date 09/05/2018 School Dep                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Write an X to confirm each statement.                         | <p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> X_ The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ For these services, I will be compensated for not more than 500 hours during a calendar year.</p> |
| Employee signature:                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Date:                                                         | 04/08/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**Attach additional pages if necessary.**

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

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



**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

|                   |                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>                                                                                                                                                                                                                                                    |
| Name:             | George Proakis                                                                                                                                                                                                                                                                                         |
| Title/ Position   | City Manager                                                                                                                                                                                                                                                                                           |
| Municipal Agency: | City of Watertown                                                                                                                                                                                                                                                                                      |
| Agency Address:   | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                 |
| Office Phone:     | 617-972-6465                                                                                                                                                                                                                                                                                           |
|                   | <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                   |
|                   | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties. |
| Signature:        |                                                                                                                                                                                                                                                                                                        |
| Date:             |                                                                                                                                                                                                                                                                                                        |

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

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

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

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

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Name of municipal employee:                                                                                                       | Andrew Allegro                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Title/ Position                                                                                                                   | Special Education Teacher, Support for Pequotsette Summer Camp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Fill in this box if it applies to you.</b>                                                                                     | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Agency/ Department                                                                                                                | City of Watertown - Recreation Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Agency Address                                                                                                                    | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Office phone:                                                                                                                     | 617-972-6494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Office e-mail:                                                                                                                    | recreation@watertown-ma.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                   | Check one: <input type="checkbox"/> Elected or <input type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Starting date as a municipal employee.                                                                                            | 10/2001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>BOX # 1</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b><br><br><b>Write an X beside your financial interest.</b> | <p><b>ELECTED MUNICIPAL EMPLOYEE</b></p> <p>I am an <b>elected municipal employee</b>.</p> <p>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b></p> <p>___ <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p>___ I have a non-elected, compensated municipal employee position.</p> <p>___ A municipal agency has a contract with me.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <b>BOX # 2</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b>                                                          | <p><b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b></p> <p>I am a <b>non-elected municipal employee</b>.</p> <p>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Write an X beside your financial interest.</b></p>           | <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>Name and address of municipal agency that made the contract</p> | <p>City of Watertown<br/>149 Main Street<br/>Watertown, MA 02472</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Please put in an X to confirm these facts.</b></p>           | <p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>                    | <p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>2nd Position with the Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>                    | <p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p> <p>Seasonal Employment with the Watertown Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is your financial interest in the municipal contract?    | - Please explain the financial interest and include the dollar amount if you know it.<br>In the role of Associate Director of the Pequossette Recreation Program, I will be compensated \$28.98 an hour for no more than 500 hours during a calendar year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Date when you acquired a financial interest                   | Watertown Recreation Department - June, 2017<br>Watertown Public School - June, 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| What is the financial interest of your immediate family?      | - Please explain the financial interest and include the dollar amount if you know it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Date when your immediate family acquired a financial interest |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Write an X to confirm each statement.                         | <p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> X_ The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ For these services, I will be compensated for not more than 500 hours during a calendar year.</p> |
| Employee signature:                                           | <i>Stephen Helberg</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Date:                                                         | 4/9/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**Attach additional pages if necessary.**

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

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

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

|                   |                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>                                                                                                                                                                                                                                                    |
| Name:             | George Proakis                                                                                                                                                                                                                                                                                         |
| Title/ Position   | City Manager                                                                                                                                                                                                                                                                                           |
| Municipal Agency: | City of Watertown                                                                                                                                                                                                                                                                                      |
| Agency Address:   | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                 |
| Office Phone:     | 617-972-6465                                                                                                                                                                                                                                                                                           |
|                   | <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                   |
|                   | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties. |
| Signature:        |                                                                                                                                                                                                                                                                                                        |
| Date:             |                                                                                                                                                                                                                                                                                                        |

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

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

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

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

|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                   | <b>MUNICIPAL EMPLOYEE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Name of municipal employee:                                                                                                       | Andrew Allegro                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Title/ Position                                                                                                                   | Special Education Teacher, Support for Pequotsette Summer Camp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Fill in this box if it applies to you.</b>                                                                                     | If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Agency/ Department                                                                                                                | City of Watertown - Recreation Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Agency Address                                                                                                                    | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Office phone:                                                                                                                     | 617-972-6494                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Office e-mail:                                                                                                                    | recreation@watertown-ma.gov                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                                                   | Check one: <input type="checkbox"/> Elected or <input type="checkbox"/> Non-elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Starting date as a municipal employee.                                                                                            | 10/2001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>BOX # 1</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b><br><br><b>Write an X beside your financial interest.</b> | <p><b>ELECTED MUNICIPAL EMPLOYEE</b></p> <p>I am an <b>elected municipal employee</b>.</p> <p>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b></p> <p>___ <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p>___ I have a non-elected, compensated municipal employee position.</p> <p>___ A municipal agency has a contract with me.</p> <p>___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <b>BOX # 2</b><br><br><b>Select either STATEMENT #1 or STATEMENT #2.</b>                                                          | <p><b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b></p> <p>I am a <b>non-elected municipal employee</b>.</p> <p>___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency <b>before</b> I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Write an X beside your financial interest.</b></p>           | <p><b>My financial interest in a municipal contract is:</b></p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><b>-- OR --</b></p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a municipal contract is:</b></p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p> |
| <p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>Name and address of municipal agency that made the contract</p> | <p>City of Watertown<br/>149 Main Street<br/>Watertown, MA 02472</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Please put in an X to confirm these facts.</b></p>           | <p><b>"My Municipal Agency"</b> is the municipal agency that I serve as a <b>municipal employee</b>.</p> <p>The <b>"contracting agency"</b> is the <b>municipal agency that made the contract</b>.</p> <p><input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>FILL IN THIS BOX OR THE BOX BELOW</b></p>                    | <p><b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</b></p> <p>- Please explain what the contract is for.</p> <p>2nd Position with the Recreation Department</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>FILL IN THIS BOX OR THE BOX ABOVE</b></p>                    | <p><b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</b></p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p> <p>Seasonal employment with the Watertown Recreation</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What is your financial interest In the municipal contract?    | - Please explain the financial interest and include the dollar amount if you know it.<br>In the role of counselor at Pequossette Recreation Program, I will be compensated \$22.14 an hour for no more than 500 hours in a calendar year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Date when you acquired a financial interest                   | Watertown Recreation Department - June 2009                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| What is the financial interest of your immediate family?      | - Please explain the financial interest and include the dollar amount if you know it.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Date when your immediate family acquired a financial interest |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Write an X to confirm each statement.                         | <p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p><b>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</b></p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> X_ The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> X_ For these services, I will be compensated for not more than 500 hours during a calendar year.</p> |
| Employee signature:                                           | <i>Spencer Pettiglio</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Date:                                                         | 4/29/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

Attach additional pages if necessary.

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

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



**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

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

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

|                   |                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>                                                                                                                                                                                                                                                    |
| Name:             | George Proakis                                                                                                                                                                                                                                                                                         |
| Title/ Position   | City Manager                                                                                                                                                                                                                                                                                           |
| Municipal Agency: | City of Watertown                                                                                                                                                                                                                                                                                      |
| Agency Address:   | 149 Main Street<br>Watertown, MA 02472                                                                                                                                                                                                                                                                 |
| Office Phone:     | 617-972-6465                                                                                                                                                                                                                                                                                           |
|                   | <b>CERTIFICATION</b>                                                                                                                                                                                                                                                                                   |
|                   | I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties. |
| Signature:        |                                                                                                                                                                                                                                                                                                        |
| Date:             |                                                                                                                                                                                                                                                                                                        |

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

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

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



# Watertown City Council

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

## ELECTED OFFICIALS:

Mark S. Sideris,  
Council President

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

John M. Airasian,  
Councilor At Large

Caroline Bays,  
Councilor At Large

John G. Gannon,  
Councilor At Large

Anthony Palomba,  
Councilor At Large

Nicole Gardner,  
District A Councilor

Lisa J. Feltner,  
District B Councilor

Emily Izzo,  
District D Councilor

## Report of the Committee on Economic Development & Planning Meeting Date: May 15, 2025

The Committee convened on Thursday, May 15, 2025 at 5:30 pm by Zoom. Present were Lisa Feltner, chair; John Gannon, vice chair; and Vincent Piccirilli, secretary. The purpose of the meeting was to conduct Zoning Board of Appeals and Planning Board interviews.

Samuel Odamah has a Masters in Architecture and a Masters in Education, and is seeking reappointment as an alternate member of the Zoning Board of Appeals, where he has served since 2023. He currently works at the Harvard Graduate School of Education as an academic coach. His first two years on the ZBA has been a great experience, and he has learned a lot from his fellow Board members. For each project, he listens and learns, and pays close attention to the public comments. For the new Watertown Square zoning, he believes the ZBA will work through the new challenges, and carefully consider how each project will fit into the community.

Melissa Santucci-Rozzi served for many years in planning for the city of Braintree, and is seeking reappointment as a full member of the Zoning Board of Appeals, where she has served since 2003 and is currently the chair. The Board has been working very well together, with all the vacancies filled, and a good mix of members with diverse backgrounds. Her professional experience allows her to see projects from both sides, as well as to understanding the nuances of state and municipal laws. With the new Watertown Square zoning, she believes the smaller in-fill projects will be the most difficult to balance with the existing built environment, as many of the sites directly abut smaller buildings and two-family homes.

Janet Buck is a retired architect, and is seeking reappointment as a member of the Planning Board, where she has served since 2016 and is currently the chair. She is very happy since we added an alternate member to the Board last year, and the Board has been working well together and asking good questions. She is very excited about what Watertown has been doing with changing zoning to add more housing. The Watertown Square rezoning with its requirement for Site Plan Review for by-right projects means the Planning Board will be doing many more of these than in the past, and they may need more support from staff to work through the issues.

Abigail Hammett is an architect, and is seeking reappointment as a member of the Planning Board where she has served since 2021. Having grown up in Watertown, and then moved away, and then moved back, she finds it striking how much has remained the same, despite a lot of changes, and it is very satisfying to see how thoughtfully Watertown has embraced the changes. In the new Watertown Square zoning, the Site Plan Review for by-right projects will put pressure on the Board, as this will be the only chance for public input. There will be tension of how much design input is within the Board's purview, but the Board should not be afraid to ask questions, and continue a meeting if needed.

- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, to recommend that the City Council confirm Samuel Odamah for reappointment as an alternate member of the Zoning Board of Appeals to a term expiring February 15, 2027. Roll call vote 3-0.
- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, to recommend that the City Council confirm Melissa Santucci-Rozzi for reappointment as a full member of the Zoning Board of Appeals to a term expiring February 15, 2030. Roll call vote 3-0.
- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, to recommend that the City Council confirm Abigail Hammett for reappointment as a member of the Planning Board to a term expiring February 15, 2028. Roll call vote 3-0.
- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, to recommend that the City Council confirm Janet Buck for reappointment as a member of the Planning Board to a term expiring February 15, 2028. Roll call vote 3-0.

The meeting adjourned at 6:46 pm on a roll call vote.

Report prepared by Vincent Piccirilli



## **Watertown City Council**

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

### **Committee of the Personnel and City Organization Meeting May 13, 2025 Report May 27, 2025**

**The Committee convened on Tuesday, May 13, at 6:00 pm in the Louis P. Andrews Upper Conference Room, with remote participation by zoom.**

Present were Caroline Bays, Chair; John Gannon, Vice Chair and Nicole Gardner, Secretary. Staff present were City Manager George Proakis, Deputy City Manager Emily Monea, Assistant City Manager for Finance Ari Sky, Stephanie Venizelos, and Kathy Cunningham. Also attending were City Council President Mark Sideris and Councilor Lisa Feltner. Lori Moran and Jacky Van Leeuwen attended in person and by zoom.

Councilor Bays called the meeting to order at 6:03pm. The purpose of the meeting was to discuss the proposed reorganization plan to create a Human Services Department, and make a recommendation to the City Council.

Manager Proakis began by describing the rationale for creating the new department, which is to ensure the Administration can effectively and efficiently implement the recommendations from the recent Health and Human Services Study. He noted that creating the department was one of those recommendations. He also noted that under the Administrative Code, City Council approval is required to create a new department, hence today's meeting.

If approved, the first priority will be to hire the Director. There was a public meeting with the Committee on Health & Human Services to solicit their views – and those of the public – on qualities and capabilities desired for the role. The resulting job description was posted, and applications are coming in now.

Once the Director is hired, the following would be moved into the new department:

1. Community Wellness (now reporting to Community Planning & Development)
2. Food Pantry (now reporting to Senior Services), and
3. The budget and contract and funding for Wayside / SRSS
4. The Human Rights Commission budget – and eventually, the staff support. For now, the Commission will continue to be staffed by Council Analyst Doug Newton.

Mr. Proakis noted that these anticipated steps are consistent with the Health & Human Services Study recommendations. Further, this Department would be placed in the Parker Annex, near the Health Department and the Community Development & Planning Department, clustering these resident-centric teams near each other for effective collaboration. He noted that in time, Veteran Services might also be moved there.

The Chair asked for comments from all attending. There were no concerns or issues raised.

→ ACTION ITEM: Councilor Gardner made a motion that the Committee recommends the City Council approve the reorganization plan to create a Health & Human Services Department. Councilor Gannon seconded the motion, which passed unanimously.

The meeting adjourned at 6:25pm with unanimous consent.  
Report prepared by Nicole Gardner

#### **ELECTED OFFICIALS**

Caroline Bays,  
Chair

John G. Gannon,  
Vice Chair

Nicole Gardner,  
Secretary



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

Administration Building  
149 Main Street  
Watertown, MA 02472  
Phone: 617-972-6465  
[www.watertown-ma.gov](http://www.watertown-ma.gov)  
[citymgr@watertown-ma.gov](mailto:citymgr@watertown-ma.gov)

To: Honorable City Council  
From: George J. Proakis, City Manager   
Date: May 19, 2025  
RE: City Council Approval of City Attorney

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In accordance with the provisions of the attached Town Council Order #0-2000-40, I hereby request City Council approval of the firm of KP Law as City Attorney.

The firm of KP Law has served as City Attorney since April 1993, working closely with the City's Administration and the City Council to provide legal guidance, advice, and opinions on a broad variety of matters facing the City and its governance.

Mark R. Reich, Esquire, KP Law has served as the City's primary attorney since February 2003. Enclosed please find correspondence from Mr. Reich outlining some of the recent matters that the City Attorney has provided assistance to the City along with identifying the team of attorneys with expertise in specific areas of municipal law that has been established to serve the City's various needs. Additionally, in an effort to further improve the efficiency of legal services, Mr. Reich indicates KP Law will provide no-cost seminars and training in areas of particular legal significance, such as the Open Meeting Law, Public Records Law, Conflict of Interest Law, or other topics of interest.

Based upon their municipal law specialists and their extensive municipal experience, I believe continuing the professional relationship with KP Law as the City Attorney is in the best interest of the citizens of Watertown.

cc: Mark R. Reich, Esquire, KP Law  
Joseph S. Fair, Esquire, KP Law





# *Town Council*

TOWN OF WATERTOWN

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

ORDER #40

O-2000-40

**BIENNIAL TOWN COUNCIL APPROVAL  
OF  
TOWN ATTORNEY AND GENERAL LEGAL SERVICES PROVIDER(S)**

WHEREAS, the City known as the Town of Watertown relies exclusively on the services of a consulting law firm(s) for its Town Attorney and General Legal Services; and,

WHEREAS, in accordance with the Town Charter, the Town Manager appoints Town Attorney and General Legal Services Provider(s) subject to the approval of the Town Council; and,

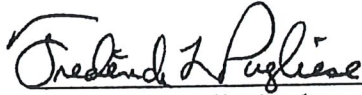
WHEREAS, Town Attorney and General Legal Services are essential to the effective operation of the Town of Watertown; and,

WHEREAS, the Town Council of the City known as the Town of Watertown is one of the major users of Town Attorney and General Legal Services; and,

WHEREAS, the Town Council believes that it is in the public interest for the Town Council to review and approve or reject biennially the Town Manager's appointment(s) for Town Attorney and General Legal Services provider(s);

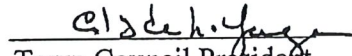
NOW THEREFORE BE IT ORDERED: That the Town Council of the City known as the Town of Watertown does hereby direct that the Town Manager shall on or before the first of June of every other year, commencing in the year 2002, provide to the Town Council all of the materials necessary to enable the Town Council to review and approve or reject the Town Manager's appointment(s) for Town Attorney and General Legal Services provider(s) for the next fiscal year prior to the start of that next fiscal year; and,

BE IT FURTHER ORDERED: That the Town Council of the City known as the Town of Watertown does hereby direct that the Town Manager shall on or before the first of September, 2000 provide to the Town Council all of the materials necessary to enable the Town Council to review and approve or reject the Town Manager's appointment(s) for Town Attorney and General Legal Services provider(s) for fiscal year 2001, with said Town Council approval or rejection to be decided not later than the thirtieth of September, 2000.

  
Town 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 9 - For, 0 - Against and 0 - Present on June 27, 2000.

  
Town Council Clerk

  
Town Council President



May 19, 2025

**Mark R. Reich**  
[mreich@k-plaw.com](mailto:mreich@k-plaw.com)

BY ELECTRONIC MAIL ONLY

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

Re: City Attorney Services

Dear Mr. Proakis:

I am pleased to write to you regarding the biennial appointment of the City Attorney for the City of Watertown. KP Law is proud to have served the City as counsel for over thirty years, working closely with the City's Administration and the City Council to provide legal guidance, support, advice, and opinions on a variety of matters facing the City and its governance.

Recent matters in which the firm has provided assistance include high level real estate transactions, assistance with labor and employment matters, review of numerous contracts and agreements relative to the City and school projects, development of policies, and drafting of special legislation. The City Attorney works with City departments on matters involving enforcement, zoning ordinance amendments and implementation, municipal finance, and election matters.

I am pleased to have served as the City's primary attorney for over twenty years, including attendance at meetings of the City Council and working with the Administration on interpretations of statutes and ordinances, development of regulations, and procurement and approval of contracts. The City is also served by attorneys at the firm with specific areas of legal expertise. Attorney Joseph S. Fair advises the City on labor and employment matters, as well as acting as my back-up for those times when I am not immediately available. Attorney Carolyn M. Murray advises on matters of zoning and land use. Attorney Katharine L. Klein attends to the City's real estate needs. Additional attorneys at the firm are available to assist the City on other matters as the City requires. The City receives advice from attorneys who have lengthy and extensive experience with the City and its unique requirements.

I am available to meet with you and the City Council in executive session to review pending litigation matters. I, and the attorneys at the firm, are also available to provide no-cost seminars and trainings in areas of particular legal significance, such as the Open Meeting Law, Public Records Law, Conflict of Interest Law, or other topics of interest.



Mr. George Proakis  
May 19, 2025  
Page 2

KP Law is proud of its long association with the City of Watertown, and its accomplishments for the City over these many years. It remains our goal to assure efficient accessible legal service to you and the City. It is a privilege to serve as City Attorney and we look forward to continuing in that role.

If you have any questions on this or any other matter, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in blue ink, reading "Mark R. Reich". The signature is fluid and cursive, with the first name "Mark" and last name "Reich" clearly legible.

Mark R. Reich

MRR/cgh  
978589/WATR/0001