



City Council Meeting
Tuesday, September 23, 2025 at 6:15 PM
Richard E. Mastrangelo Council Chamber

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on September 23, 2025 at 6:15. Location: Richard E. Mastrangelo Council Chamber
 - B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
 - C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>
 - D. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344
 - E. Public may comment through email: vpiccirilli@watertown-ma.gov
 - F. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>
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- 1. ROLL CALL
- 2. EXECUTIVE SESSION - 6:15 P.M.
 - A. To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body — Urban Revitalization Project
- 3. RETURN TO SESSION – 7:00 P.M.
- 4. PLEDGE OF ALLEGIANCE
- 5. PUBLIC FORUM
- 6. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
 - A. Minutes from City Council Meeting September 9, 2025
- 7. PRESIDENT'S REPORT
- 8. INFORMATIONAL PRESENTATIONS
 - A. Polling Locations
- 9. PUBLIC HEARINGS
 - A. Public Hearing and Vote on a proposed Loan Order that the sum of \$1,886,000 is appropriated to pay costs of replacing the Department of Public Works roof and mechanical equipment on the roof, as more fully described in the City's Fiscal Year 2025 through 2029 Capital Improvement Plan, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval

of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

- B. Public Hearing and Vote on a proposed Loan Order that the sum of \$60,000 is appropriated to pay costs of purchasing an electric vehicle and outfitting such electric vehicle with shelves, including all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the amount of borrowing authorized by this order shall be reduced by any grant amount received from Green Communities for this purpose.
- C. Public Hearing and Vote on a proposed Loan Order that the sum of \$250,000 is appropriated to pay costs of the IT infrastructure buildout for the City's new office space located on the second floor of the Parker Annex, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

10. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS

- A. Consideration and Vote on Confirmation to use CBIZ CPAs as the independent audit firm for the Fiscal Year 2025 Audit
- B. First Reading on a Proposed Amendment to the Fiscal Year 2026 Budget
- C. First Reading on a Proposed Loan Order that the sum of \$1,350,000 is appropriated to pay construction and construction administration costs of Bemis Park, as more fully described in the City's Fiscal Year 2025 through 2029 Capital Improvement Plan, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

11. REPORTS OF COMMITTEES

- A. Committee on Economic Development and Planning Report regarding its meeting on September 3, 2025 - Feltner, Chair

ACTION ITEM:

To recommend the City Council offer the Community Preservation Committee the Council President, or his Designee, to Provide Assistance to the CPC Chair.

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

ACTION ITEM:

To recommend the City Council requests the Administration, at the same time the Public Hearing Notice is published 14 days before the meeting, as required in Ch 153 Demolition of Historic Buildings §153.05 (A)(1) Commission hearings, that the complete petitioner's application be added to the city website, and a subscriber email/text notice be sent out to everyone who signed up with the link

12. COMMUNICATIONS FROM THE CITY MANAGER

- A. Request for Confirmation of Appointment and Reappointment to the Watertown Cable Access Corporation - Board of Directors
 - B. Request for Confirmation of Appointment to the Community Preservation Committee
 - C. Administrative Code
- 13. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
 - 14. ANNOUNCEMENTS
 - 15. PUBLIC FORUM
 - 16. RECESS OR ADJOURNMENT

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

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

John M. Airasian,
Councilor At Large

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

SEPTEMBER 9, 2025



Watertown City Council

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

CITY COUNCIL MEETING TUESDAY, SEPTEMBER 9, 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, 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, Brendan T. McCarthy, Council Clerk, and Doug Newton, Municipal Policy Analyst. Councilor Nicole Gardner was absent.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC FORUM

There were no participants in Public Forum.

4. EXAMINATION OF RECORDS OF PREVIOUS MINUTES

A. Minutes from City Council Meeting August 12, 2025

Councilor Piccirilli moved to adopt the minutes from the meeting of August 12, 2025 and Councilor Feltner seconded.

The motion carried unanimously in a Voice Vote.

President Sideris asked for a motion to move item 9A up to this segment of the agenda.

Councilor Piccirilli moved to address item 9A and Councilor Feltner seconded.

The motion carried unanimously in a Voice Vote.

9.A Resolution Honoring the 3rd Battalion, 26th Marines and Welcoming Their 2025 Annual Reunion.

President Sideris read the Proclamation

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

The motion carried unanimously in a Voice Vote.

Allen Gallagher accepted the proclamation on behalf of Bob Deluca and the members of the 326. He expressed gratitude and stated that the company had been looking forward to coming to Massachusetts, where they have a full itinerary for this reunion.

5. PRESIDENT'S REPORT

A. City Manager Fiscal Year 2025 Evaluation

President Sideris stated that there is an annual evaluation for the City Manager. For Fiscal Year 2025, he averaged a score of 4.44 on a scale of 1 – 5; exhibiting a score that demonstrates an exceedingly well-done job. Certain comments include the following: keeps the councilors well informed, provides many opportunities for community engagement, has created a strong work force in his staff, taken a strong leadership role in big ticket items, ethics are the foundation in his decision making, his budget reflects policy and goals laid forward by the City Council, worked well with the Watertown Police

Department, keeps the Watertown's long range goals in mind, does an excellent job maintaining economic vitality. Some constructive criticisms included: City Council reminders should be timely, there could be improved communication with the City Council, there is concern of many new individuals that have been hired that seem unnecessary, can improve defensiveness with constructive criticism, should select vendors quicker, needs more investment in green spaces, a need to keep working with the admin code.

President Sideris added that, from a personal standpoint, there have naturally been disagreements, but they always find a way to get through them. He believes that City Manager Proakis is reasonable and understands that the City Council represents the residents of Watertown. He is happy to be moving forward with large projects going into the future.

City Manager Proakis thanked the councilors for their time in writing their evaluations. He stated that he takes their critique seriously, and that he works to employ the will of the City Council and the residents of Watertown to the best of his ability. He added that there is still room for improvement, and that he will continue to strive to improve going forward.

B. City Manager Goals for Fiscal Year 2026

President Sideris asked for a vote from the City Council to move forward with the goals for Fiscal Year 2026.

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

The motion carried unanimously in a Voice Vote.

6. INFORMATIONAL PRESENTATIONS

A. Presentation of Bemis and How playground Renovations for Review and Approval

Director of Community Design Erika Jerram stated that their purpose of this item is to conclude discussion on the presentation from the previous meeting so that they can reach a vote and move forward with the work.

Councilor Piccirilli moved to approve the plans for renovation of Bemis and How playgrounds and Councilor Feltner seconded.

Councilor Feltner asked for clarification on language from the last meeting regarding discrepancies in the presented drawings, specifically pertaining to lighting for the parks.

Director Jerram responded that concept drawings are what have been presented, and that more detailed construction drawings will be what are going out to bid.

DJ Changnon – CBA Landscape Architects LLC – added that current phase of the design only pertains to the playground component and connecting pathways. The matter at hand doesn't include a lighting plan, but he stated that he believes there will be a lighting component in the master plan of How Park; Bemis has no electrical services.

Councilor Feltner stated that she is also curious about the AED (automated external defibrillator) program, which is why she is interested in electrical services.

Director Jerram responded that staff is working on the AEDs with the Recreation Department on placement for AEDs in parks. They are looking into solar powered AEDs for parks that do not have electrical service.

Councilor Feltner asked for the construction drawings for a more detailed look.

Director Jerram responded that she can provide those.

Councilor Feltner noted that playground equipment is rated for ages up to 12 years old and inquired about equipment for teenagers and older people.

DJ Changnon replied that safety regulations for both parks have equipment for ages 2-12. Older kids can use it as well.

Councilor Feltner asked if all the equipment is considered accessible and asked if the equipment images are going to be what ends up in the parks or inspirational.

DJ Changnon replied that the images of equipment are what are in the construction plans, and any diversion from spec plans would need a very sufficient reason.

Councilor Izzo asked if the timeline of Bemis construction could start this fall.

Director Jerram replied that it is still realistic for Bemis to begin in the fall and hopefully finish in the spring, while How will begin in the spring.

Councilor Palomba asked if there will be improvements to the dog park.

Director Jerram replied that they currently do not have specifics on the dog park, but that they are currently only focused on the playgrounds.

Councilor Gannon asked if there would be an improvement in pedestrian crossings at Bemis Park.

Director of Public Works Thomas Brady replied that the sidewalks and crossings need to be refreshed, and that his teams will be out to do just that. The crosswalk itself is painted a bright red color to stand out to drivers. He stated that no ramps or new bumps are proposed, but that refreshed work, in addition to current flashing stop lights and existing speed table, is the plan going forward.

President Sideris asked for consideration of crossings from west to east in that area in the future.

The motion carried unanimously in a Voice Vote.

7. MIDDLE SCHOOL PROJECT UPDATE

City Manager Proakis presented the middle school project update and feasibility study (slides attached).

Key points included the following:

- 2017-2024, the Watertown Middle School was subject to planning for a series of improvements
- The City Council advised to consider more significant work or a rebuild in 2024 in order to make use of the modules that are currently housing the high schoolers
- The anticipated budget for the project was \$84.7 million, which would include borrowing \$70 million, and still stay within the confines of prop 2 & ½
- A feasibility study conducted between January – April 2025 culminated in presenting two options that would equal and excess of \$120 million budget
- Additional options that were proposed to cut costs still amounted to budgets north of \$112 million
- After some additional money was transferred to the Middle School stabilization account, the total project gap from anticipated to actual budget is almost \$26 million
- Through the findings of the feasibility study, and additional trouble shooting, it is not financially possible to fund the large scale renovation or rebuilding of the Watertown Middle School while maintaining strong fiscal principals and staying within the confines of prop 2 & ½
- There is currently \$17.2 million available in the Middle School stabilization fund
- Money will be spent to make improvements to the school/it may be prudent to use the modulars while renovations are being made
- Within the FY2025-2029 Capital Plan, \$10 million in projects for the school were put on hold – they include
 - Rooftop Solar: \$3.5m
 - HVAC: \$1.5m
 - Elevator upgrades: \$1.2m
 - Gym and Auditorium HVAC: \$1m
 - Entry Vestibule: \$800k
 - Parking lot upgrades: \$500k
 - Repointing: \$250k
 - Nurses' office: \$150k
 - Classroom shades & carpet repair: \$100k

City Manager Proakis concluded by saying that the study was worth while even though its result proved that Watertown cannot rebuild the school into the desired long-lasting asset for its students at this point in time.

President Sideris thanked the Superintendent of Schools and her staff for their work in tandem with the feasibility study and subsequent meetings held. He noted that this is disappointing news, but it's reality, and the City Council has a responsibility to the tax payers to wisely steward funds. He thanked the teams from Ai3 and Vertex for their effort in trying to work the budget down to a more manageable number. He added that the major rebuild was not originally on the radar in the CIP. He believes that this might fast track some of the more obvious improvements needed, and that it's a good idea to use the modulars while those renovations are being made.

Councilor Piccirilli remarked on the importance of feasibility studies. He noted that we

have had a great string of luck with recent feasibility studies enabling greenlighting many projects, and it just so happens that this is the point where the luck just ran out. He reiterated that the CIP never included a plan to tear down and rebuild the school, and noted several improvements they have made in the school over the past 5 years, which would have been thrown away by a total tear down. He added that the school will still be one that helps achieve academic aims, and that the students will not be short-changed, even though it won't be the perfect school that they hoped for. The study proved that it isn't possible to do this project without an override, and that coupled with the slow down of biotech labs as well as significant tariffs and funding cuts from the federal government, pushes the Council's hand to make a more prudent decision.

Councilor Izzo thanked the City Manager for his honest presentation as well as the body of work done by all parties. She then asked if it would be feasible to work with the MSBA again when we are ready to revisit this discussion in say 15 or 20 years.

City Manager Proakis replied that while submitting a request on the heels of the funds granted for the Watertown High School was not going to result in additional funds for the Watertown Middle School, his understanding is that the MSBA is very willing to work with municipalities that make diligent investments in schools while pacing their applications for funds judiciously.

Councilor Feltner asked if the cost of keeping modulars on will change in comparison to what is being paid now, and how long would they be kept on.

City Manager Proakis replied that he is interested in seeing how much work can be done within a single school year, although he would not want to make any promises on projects. He stated that the cost of keeping the modulars on would be cheaper now because they wouldn't need to pay the cost of their installation.

Councilor Feltner asked how long the improvements to Moxley Park would last before another improvement project would be proposed.

City Manager Proakis replied that it would probably be a generational improvement that wouldn't need to be addressed for the foreseeable future.

President Sideris added that the project of renovating Moxley still has a lot of unknowns, but it will go through the typical rigorous and inclusive process that the rest of the park projects have gone through.

Councilor Palomba noted that he was not particularly surprised with the result of the study when considering the cost of building in the current climate. He pointed out that the \$10 million in previously proposed renovations is shy of the full stabilization fund, and stated that he is curious in learning what other projects they may be able to tackle, specifically for a new senior center.

City Manager Proakis replied that the stabilization funds could possibly be transferred if the City Council wanted to, though he would like to prioritize the Watertown Middle School. In terms of the other potential projects, like the senior center, he estimates that a feasibility study would find a senior center to be much more affordable than a school. That feasibility study has already been funded via the budget, and he wants to waste no time in beginning it.

Superintendent of Schools Dr. Galdston expressed her appreciation for all the work that has been done for the students of Watertown when taking account of the three new elementary schools and a new high school. She shared that she is obviously disappointed in the result of the study, but that she understands the decision that it has yielded. She remained hopeful in saying that, although we cannot create the middle school that they would have liked to have now, they will stay steadfast in efforts to create it in the future. She added an urge to not wait too long on the project, and she reminded the Council that it took five submissions to the MSBA to get funds for the High School.

8. PUBLIC HEARINGS

- A. Public Hearing and Vote on a proposed Loan Order that the sum of \$2,750,000 is appropriated to pay costs of designing, constructing and overseeing highway and sidewalk reconstruction projects at Poplar Street, Partridge Street, Pequossette Street, North and South Irving Park, Royal Street and Green Street, as more fully described in the City's Fiscal Year 2025 through 2029 Capital Improvement Plan, and the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

City Manager Proakis stated that these items correspond with the CIP, and these specific streets were chosen by the DPW due to conditions of the streets.

Councilor Piccirilli moved to approve the loan order and Councilor Feltner seconded.

The motion carried unanimously in a Roll Call Vote.

- B. Public Hearing and Vote on a proposed Loan Order that the sum of \$418,000 is appropriated to pay costs of performing infiltration and inflow reduction and sewer rehabilitation, including the payment of all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), M.G.L. c.44, §8(14) and/or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the Treasurer, with the approval of the City Manager, is authorized to borrow all or a portion of such amount from the Massachusetts Water Resources Authority (the "Authority") pursuant to the Authority's Infiltration/Inflow Local Financial Assistance Program and in connection therewith to enter into a loan agreement and/or financial assistance agreement with the Authority and otherwise to contract with the Authority with respect to such loan and for any grants or aid available for the project or for the financing thereof; and that the City Manager is authorized to accept and expend any grants or aid available for the project or for the financing thereof, provided that the amount of the authorized borrowing for the project shall be reduced by the amount of any such grants or aid received.

City Manager Proakis stated that this item is an interest free loan accompanied by a grant from MWRA.

Councilor Piccirilli moved to approve the loan order and Councilor Feltner seconded.

The motion carried unanimously in a Roll Call Vote.

9. MOTIONS, ORDINANCES, ORDERS, AND RESOLUTIONS

- A. Resolution Honoring the 3rd Battalion, 26th Marines and Welcoming Their 2025 Annual Reunion.

(Already addressed above)

- B. Resolution Authorizing a Transfer of Funds in the amount of \$382,000 from the City Council Reserve to various Police Personnel accounts for the purpose of funding the Watertown Police Association collective bargaining agreement for Fiscal Year 2026

City Manager Proakis remarked that they have reached a collective bargaining agreement with the Police Department, and that this item funds the FY26 adjustments.

Councilor Piccirilli moved to approve the transfer of funds and Councilor Feltner seconded.

The motion carried unanimously in a Roll Call Vote.

- C. First Reading on a Proposed Loan Order that the sum of \$1,886,000 is appropriated to pay costs of replacing the Department of Public Works roof and mechanical equipment on the roof, as more fully described in the City's Fiscal Year 2025 through 2029 Capital Improvement Plan, including all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c. 44 § 7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

City Manager Proakis stated that this item represents a significantly lower bid for this project than anticipated. This item will be discussed at greater length at the next meeting.

- D. First Reading on a Proposed Loan Order that the sum of \$60,000 is appropriated to pay costs of purchasing an electric vehicle and outfitting such electric vehicle with shelves, including all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c. 44 § 7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the amount of borrowing authorized by this order shall be reduced by any grant amount received from Green Communities for this purpose.

City Manager Proakis stated this item is consistent with the capital plan and will be discussed in greater detail at the next meeting.

- E. First Reading on a proposed Loan Order that the sum of \$250,000 is appropriated to pay costs of the Information Technologies (IT) infrastructure buildout for the City's new office space located on the second floor of the Parker Annex, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c. 44 § 7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

City Manager Proakis stated the one cost that wasn't figured into the Parker renovations was the IT infrastructure, and that this will be discussed in greater detail at the next meeting.

10. REPORTS OF COMMITTEES

- A. Committee on Public Works Report regarding its meeting on August 26, 2025- Piccirilli, Chair

ACTION ITEM: Confirmation of Nancy Hammett for re-appointment to the Stormwater Advisory Committee for a term to expire on July 15, 2027

ACTION ITEM: Confirmation of Lilia Moscalu as a member of the Stormwater Advisory Committee for a term to expire on July 15, 2027

ACTION ITEM: Confirmation of Ellen Trudel to the Memorialization Committee for a term to expire on September 15, 2027

Councilor Piccirilli read the report.

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

Councilor Feltner added that she would like to receive a list of non-veteran memorials in town in order to establish a working inventory as the new committee begins.

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.

The motion carried unanimously in a Voice Vote.

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

The motion carried unanimously in a Voice Vote.

- B. Committee on Human Services regarding its meeting on February 6, 2025-
Palomba, Chair

Councilor Palomba read the report.

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

The motion carried unanimously in Voice Vote.

11. COMMUNICATIONS FROM THE CITY MANAGER

- A. Update to Hazard Mitigation Action Plan (HMAP)

City Manager Proakis stated that the City is obligated to update the plan every five years. There is an updated version prepared, led by Fire Chief Nicholson, which now needs to be referred to committee to be approved.

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

- B. Study for Improving City-Supported Mobility

City Manager Proakis requested this referral stating that it is an opportunity to learn about the progress made by this ARPA funded study. Consultants will make presentations along with the Transportation Planner.

President Sideris stated that this item gets referred to the Committee on Economic Development and Planning.

City Manager Proakis then made announcements including September 13th's Faire on the Square, the Fire Departments memorial service for 9/11, the closure of the park's spray pads for the season (will be open on weekends if temperatures are about 70 degrees), The Commander's Mansion anniversary celebration, and that they are seeking residents to volunteer for boards and commissions. He then noted that he anticipates an update to the administration code that will be brought to the City Council shortly.

12. NEW BUSINESS

- A. Referral to committee to strengthen the community notice requirement on upcoming projects

President Sideris noted that the Council has updated this a few times over the years to

meet the expectations of the residents. He shared the feeling of some developers finding ways to go around the City Council in order to get projects approved by going to different boards and individuals in City Hall. His referral for this item is to go to the Committee on Economic Development and Planning to strengthen this process so that the residents are not the last people to know about proposed projects. He also asked that this be taken up and reported on in time for the next City Council meeting.

Councilor Piccirilli moved to refer this to the Committee on Economic Development and Planning and Councilor Feltner seconded.

The motion carried unanimously in a Voice Vote.

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

Councilor Palomba asked for the Middle School presentation to be added to the website.

President Sideris then stated that he noticed that the development at Russo's will have an extension hearing on the following night. The truth is that the status of some of these projects in limbo are subpar, and that it is unfair to the community. He requested the number of, and location of, conditional approvals for any projects that have come before boards. Also, a number, if any, of extensions granted or requested for those projects.

14. ANNOUNCEMENTS

President Sideris announced a garden tour on September 14th, and that the State of the City will be on September 30th.

15. PUBLIC FORUM

There were no participants in Public Forum.

16. 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 8:55 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 September 23, 2025.

Mark S. Sideris, Council President
s:/BTM

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

City Council Meeting
Tuesday, September 9, 2025 at 7:00 PM
Richard E. Mastrangelo Council Chamber
Administration Building, 149 Main Street
List of Documents

1. City Manager Goals FY26 – Item 5B
2. Bemis and How Playground Renovations – Item 6A
3. Middle School Project Update – Item 7A
4. Loan Order – Highway & Sidewalks – Item 8A
5. Loan Order – Sewer – Item 8B
6. 326 Marines Proclamation – Item 9A
7. Transfer of Funds – Police Personnel – Item 9B
8. Loan Order – DPW Roof – Item 9C
9. Loan Order – EV – Item 9D
10. Loan Order – Parker IT – Item 9E
11. Committee on Public Works Report 25-08-26 – Item 10A
12. Committee on Human Services Report 25-02-06 – Item 10B
13. Hazard Mitigation Plan – Item 11A
14. Mobility Study – Item 11B

**ADDENDUM TO THE
MINUTES OF THE
SEPTEMBER 9, 2025 CITY
COUNCIL MEETING**



City Council Meeting

Tuesday, September 9, 2025 at 7:00 PM
Richard E. Mastrangelo Council Chamber

Agenda

ACCESS INFORMATION:

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 - 5. PRESIDENT'S REPORT
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 - B. City Manager Goals for FY26
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 - A. Presentation of Bemis and How Playground Renovations for Review and Approval
 - 7. MIDDLE SCHOOL PROJECT UPDATE
 - 8. PUBLIC HEARINGS
 - A. Public Hearing and Vote on a proposed Loan Order that the sum of \$2,750,000 is appropriated to pay costs of designing, constructing and overseeing highway and sidewalk reconstruction projects at Poplar Street, Partridge Street, Pequotsette Street, North and South Irving Park, Royal Street and Green Street, as more fully described in the City's Fiscal Year 2025 through 2029 Capital Improvement Plan, and the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any

other enabling authority, and to issue bonds or notes of the City therefor.

- B. Public Hearing and Vote on a proposed Loan Order that the sum of \$418,000 is appropriated to pay costs of performing infiltration and inflow reduction and sewer rehabilitation, including the payment of all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), M.G.L. c.44, §8(14) and/or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the Treasurer, with the approval of the City Manager, is authorized to borrow all or a portion of such amount from the Massachusetts Water Resources Authority (the "Authority") pursuant to the Authority's Infiltration/Inflow Local Financial Assistance Program and in connection therewith to enter into a loan agreement and/or financial assistance agreement with the Authority and otherwise to contract with the Authority with respect to such loan and for any grants or aid available for the project or for the financing thereof; and that the City Manager is authorized to accept and expend any grants or aid available for the project or for the financing thereof, provided that the amount of the authorized borrowing for the project shall be reduced by the amount of any such grants or aid received.

9. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS

- A. Proclamation Honoring the 3rd Battalion, 26th Marines and Welcoming Their 2025 Annual Reunion.
- B. Resolution Authorizing a Transfer of Funds in the amount of \$382,000 from the City Council Reserve to various Police Personnel accounts for the purpose of funding the Watertown Police Association collective bargaining agreement for Fiscal Year 2026
- C. First Reading on a Proposed Loan Order that the sum of \$1,886,000 is appropriated to pay costs of replacing the Department of Public Works roof and mechanical equipment on the roof, as more fully described in the City's Fiscal Year 2025 through 2029 Capital Improvement Plan, including all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c. 44 § 7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.
- D. First Reading on a Proposed Loan Order that the sum of \$60,000 is appropriated to pay costs of purchasing an electric vehicle and outfitting such electric vehicle with shelves, including all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c. 44 § 7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the amount of borrowing authorized by this order shall be reduced by any grant amount received from Green Communities for this purpose.
- E. First Reading on a proposed Loan Order that the sum of \$250,000 is appropriated to pay costs of the Information Technologies (IT) infrastructure buildout for the City's new office space located on the second floor of the Parker Annex, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c. 44 § 7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

10. REPORTS OF COMMITTEES

- A. Committee on Public Works Report regarding its meeting on August 26, 2025- Piccirilli, Chair

ACTION ITEM: Confirmation of Nancy Hammett for re-appointment to the Stormwater Advisory Committee for a term to expire on July 15, 2027

ACTION ITEM: Confirmation of Lilia Moscalu as a member of the Stormwater Advisory Committee for a term to expire on July 15, 2027

ACTION ITEM: Confirmation of Ellen Trudel to the Memorialization Committee for a term to expire on September 15, 2027

- B. Committee on Human Services regarding its meeting on February 6, 2025- Palomba, Chair

11. COMMUNICATIONS FROM THE CITY MANAGER

- A. Update to Hazard Mitigation Action Plan (HMAP)
- B. Study for Improving City-Supported Mobility

12. NEW BUSINESS

- A. Referral to committee to strengthen the community notice requirement on upcoming projects

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

14. ANNOUNCEMENTS

15. PUBLIC FORUM

16. RECESS OR ADJOURNMENT

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

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

John M. Airasian,
Councilor At Large

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

CITY COUNCIL ATTENDANCE
MEETING DATE: SEPTEMBER 9, 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> </u>	<u> X </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: SEPTEMBER 9, 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> </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to adopt the minutes from City Council Meeting August 12, 2025

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: SEPTEMBER 9, 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> </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to move up Item 9A

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: SEPTEMBER 9, 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> </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve the proclamation honoring the 3rd Battalion, 26th Marines



Watertown City Council

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

PROCLAMATION HONORING THE 3RD BATTALION, 26TH MARINES AND WELCOMING THEIR 2025 ANNUAL REUNION

WHEREAS, former long-time Watertown resident Robert “Bob” Deluca honorably enlisted in the United States Marine Corps from the City of Watertown and was assigned to the 3rd Battalion, 26th Marines (commonly referred to as the 3/26) during the Vietnam Conflict; and

WHEREAS, the 3/26 fought with extraordinary courage and resilience in numerous battles, most notably during the siege of Khe Sanh, where they held their ground for 70 relentless days and nights (January 20–April 1, 1968) against overwhelming North Vietnamese forces, a feat for which President Lyndon B. Johnson awarded them the Presidential Unit Citation in recognition of their gallantry and valor; and

WHEREAS, the legacy of the 3/26 extends to World War II, where they served as part of the Fifth Marine Division and fought heroically at the Battle of Iwo Jima, the site of the iconic flag raising that has come to symbolize American perseverance and sacrifice; and

WHEREAS, for over two decades, the 3/26 has upheld the bonds of brotherhood and remembrance through annual reunions held across the United States, honoring their shared service and the memory of those who gave their lives; and

WHEREAS, in September 2025, the 3/26 will hold their Annual Reunion in Massachusetts, featuring a welcome at Boston’s historic USS Constitution and a concluding dinner at the Pvt. Charles J. Shutt Detachment Marine Corps League in Watertown on September 24; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Watertown proudly and gratefully welcomes the 3rd Battalion, 26th Marines, their families, and loved ones to our community, and extends heartfelt thanks for their service, sacrifice, and enduring commitment to the values of freedom, honor, and duty.

IN WITNESS WHEREOF,

I have hereunto set our hand and caused the
Great Seal of the City of Watertown to be
affixed on this 9th day of September 2025.

Mark Sideris, Council President



CITY COUNCIL ROLL CALL VOTE
MEETING DATE: SEPTEMBER 9, 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> </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve the City Manager's Goals for Fiscal Year 2026

City Manager Goals for FY 2026 (7/1/2025-6/30/2026)

The City Manager's contract indicates that the Manager and the Council should annually review a written performance evaluation tool to be used for evaluating the Manager's progress and consider the Manager's suggestions for appropriate and additional criteria upon which the evaluation might be based.

The proposed evaluation tool is a blend of general and specific goals. The general evaluation criteria include many items that we have used in the past for the evaluation of our manager. The more specific criteria are those that are relevant to the current year.

The evaluation will be scored based on each of the 12 items below. For each item, each councilor will provide a score from 1 (poor) to 5 (excellent) and any narrative information that each councilor would like to provide about the individual item.

General Evaluation Criteria:

1. Relationships with the City Council
2. Community Engagement
3. Staff and Personnel Relationships
4. Leadership and Professional Capability
5. Business and Finance
6. Personal Qualities

Specific Evaluation Criteria:

1. Annual Budget
2. Government Operations and Management
3. Long Range Planning and Implementation
4. Community Health and Safety
5. Economic Vitality
6. Major Capital Investments

Detailed Guidance:

The information below is advisory to the council in scoring each of the categories above. The detailed descriptions for the general evaluation criteria would generally remain consistent from year to year while the detailed descriptions under the specific criteria may change from year to year based on the council's ongoing priorities.

General Evaluation Criteria:

1. Relationships with the City Council
 - a. Keep council informed on issues, needs and operations of the City
 - b. Offer professional advice to the council on items requiring council action
 - c. Execute the intent of council directives
 - d. Accept constructive criticism from the council
2. Community Engagement
 - a. Facilitate the flow of information to and between various constituencies
 - b. Encourage methods for expanding community awareness of City government matters
 - c. Be attentive to community feedback and input
3. Staff and Personnel Relationships
 - a. Develop and execute sound personnel procedures and practices
 - b. Recruit and assign the best available personnel
 - c. Support staff while encouraging their best efforts
4. Leadership and Professional Capability
 - a. Maintain a vision of overall departmental missions and provide supervision of departments with a focus on operational efficiency and long-range priorities
 - b. Analyze operational challenges and provide effective solutions.
 - c. Make effective presentations which demonstrate thoughtful information pertinent to the issue at hand
 - d. Understand and keeps informed regarding all aspects of municipal government operation, including participation in relevant professional development opportunities
 - e. Maintain professional relationships with peers and with relevant federal and state leaders
5. Business and Finance
 - a. Effectively supervise financial operations of the City
 - b. Evaluate financial needs and make recommendations for adequate financing for department priorities and progress
 - c. Manage and maintain City property effectively
 - d. Present a budget and capital improvement plan to the Council in a manner which promotes transparency and establishes consistency with operational goals
6. Personal Qualities
 - a. Defend principles and convictions in the face of pressure
 - b. Maintain high ethical standards including honesty and integrity
 - c. Exercise good judgement in arriving at decisions.

Specific Evaluation Criteria:

1. Annual Budget
 - a. Implements the FY26 budget policy guidelines and work to develop a FY27 budget that implements the FY27 budget policy guidelines.
2. Government Operations and Management
 - a. Ensure stability in department staffing by working to fill vacant positions. Work swiftly, including council input, to fill any vacant department head positions with the best applicants available.
 - b. Continue to work with the Resident Advisory Committee to broaden the efforts to recruit members for boards and commissions.
 - c. Complete the move of CDP and Human Services to the Parker Annex Building and adjust space in City Hall for efficient management of city services.
3. Long Range Planning & Implementation
 - a. Climate Action Plan: Prioritize and implement achievable action items that meet the goals of the Climate Action Plan.
 - b. Comprehensive Plan: Prioritize and implement regulatory, fiscal and other actions to meet the goals of the plan.
 - c. Watertown Square: Complete the first steps of the Watertown Square Urban Revitalization Plan, select streetscape and landscape consultants and work to develop street and open space design with cost estimates.
4. Community Health and Safety:
 - a. Ensure the health and safety of the residents of Watertown through the effective management of public safety and public health departments.
 - b. Continue to implement the Health and Human Services report recommendations.
5. Economic Vitality
 - a. Facilitate economic development opportunities consistent with the City's revenue goals and community values.
 - b. Continue efforts to support local small businesses, strengthen our commercial corridors and encourage growth in emerging industry clusters including a focus on the Mt. Auburn Street businesses impacted by ongoing road construction.
6. Major Capital Investments:
 - a. Ensure funding to complete the Watertown High School project
 - b. Continue to work with the Council to develop a strategy for the Middle School and other forthcoming major capital projects including the Senior Center and East End Fire Station.
 - c. Continue efforts to keep major park/playground projects on their updated schedule including work on Victory Phase II, Howe Park, Bemis Park and the design of the future park at Walker Pond.
 - d. Continue efforts to implement Complete Streets projects and streets and sidewalk upgrades, consistent with direction from the City Council.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: SEPTEMBER 9, 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> </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve the plans for How and Bemis' playground renovations



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: August 6, 2025

RE: Agenda Item – Informational Presentation

I respectfully request that an Informational Presentation be added to the agenda for the upcoming City Council meeting scheduled for August 12, 2025. The purpose of this presentation is to share the concept designs for the proposed renovations of both Bemis Playground and How Playground. This will provide Council members and the public with an overview of the design vision, key features, and anticipated improvements for these community spaces.

Thank you for considering this request.



CITY OF WATERTOWN

Department of
Community Development and Planning
Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617 972 6417
Fax: 617 972 6484
www.watertown-ma.gov

TO: Mr. George Proakis - City Manager

FROM: Mr. Steve Magoon, Assistant City Manager and DCDP
Ms. Erika Oliver Jerram, Director of Community Design
Ms. Michelle Moon, Open Space Planner

DATE: August 6, 2025

RE: Bemis Park and How Playground Update

In accordance with City's FY2024-2025 Annual Budget section "City Council Conceptual Recommendations for the Fiscal Year 2025-2029 CIP" (p251 and 254), we are sharing the concept designs for both Bemis and How Playground renovations for to review and approval of the final design.

As part of the ongoing City-wide park and playground renovation effort, the Department of Community Development and Planning (DCDP) has been collaborating with the Recreation Department and DPW on Bemis Park and How Parks design with CBA Landscape Architects since 2023. As the projects are at 95% construction drawings this month, we are preparing for the How and Bemis Parks to go out to bid and start construction. We have also been working on the Sullivan Playground design concurrently, though that will not go out to bid until FY 2027.

Below is a description of the process and the design for each park.

BEMIS PARK

The Bemis Park redesign includes a new playground, splash pad, porta potty enclosure, and field improvements. The courts and batting tunnel will remain. Please see the Bemis Park Concept Drawing on page 3.

The design process included three community meetings, held between October 2023 and October 2024, where community members met with the design team and City staff to discuss their preferences and ideas. In addition, there was an online survey.

HOW PARK

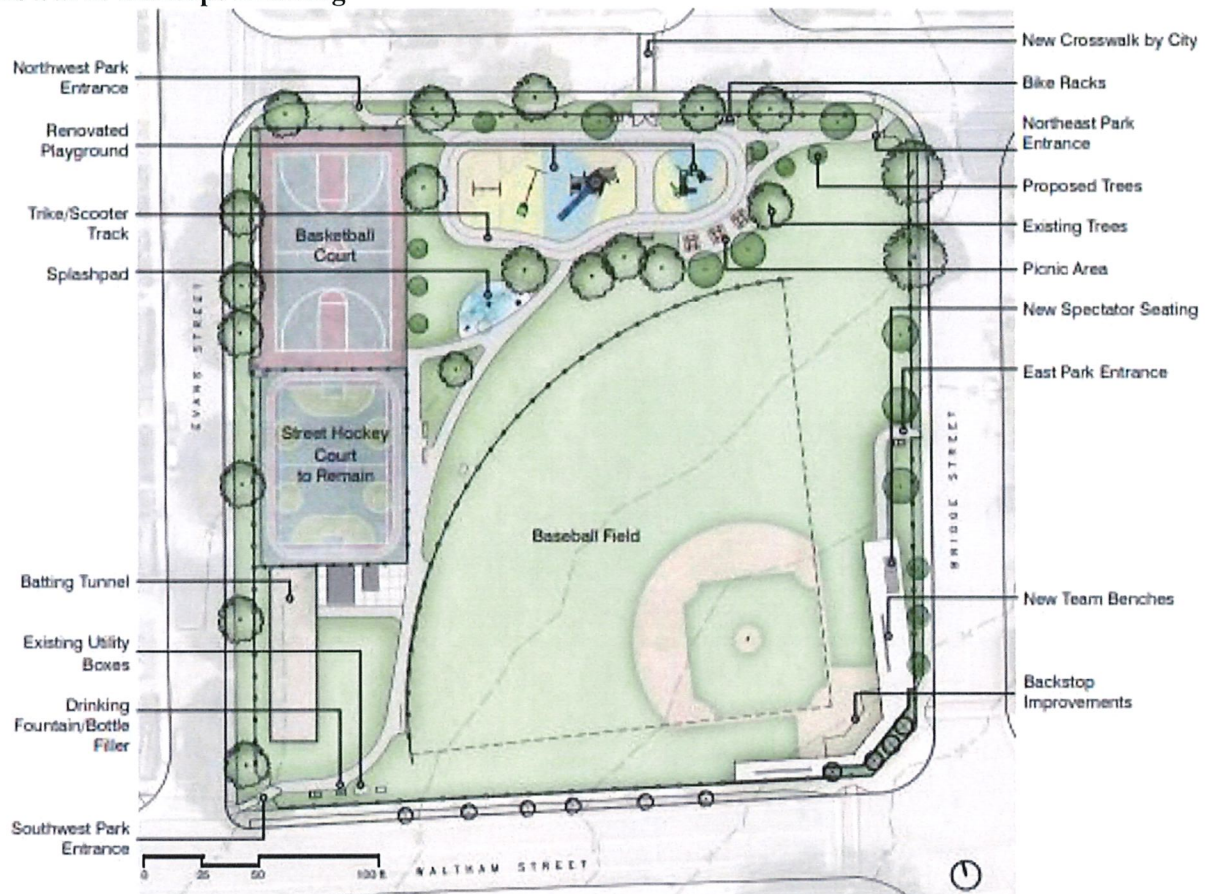
The full How Park master plan design includes a new playground, basketball court, and dog park, as well as new park features, including a seating area and outdoor fitness area. The current phase of How Park construction includes only the installation of a new playground on the north edge of the park. The rest of the design will be implemented under Phase 2 in FY2030 in the current City CIP budget.

Similar to Bemis Park, there were three community meetings and online survey. Please see the How Park Concept Drawing on page 4.

PROPOSED TIMELINE

If the projects are approved by City Council, DCDP is ready to put the projects out to bid this summer. Bemis Park construction could start in Fall 2025. How Park Phase 1 (playground) would start in early 2026. We will work with the Recreation Department to coordinate around any ongoing programming.

Bemis Park: Concept Drawing



PLAYGROUND CONCEPT - PRECEDENT IMAGES



Age 5-12 Play Tower



Age 2-5 Play Structure



Swings



Track Ride Tower

KEY ATTRIBUTES

- Centered entrance along Buick Street at proposed new crosswalk
- Baseball spectator seating located near first base
- Picnic area strongly connected to playground in shade
- Splashpad separated from playground and picnic area and located in sun

How Park: Concept Drawing



MASTER PLAN - PRECEDENT IMAGES



Play Structure for Ages 2-5



Play Structure for Ages 5-12



Multi-Rider Spinner



Mushroom Steppers



Single Spinner



Lighting



Open Lawn



Drinking Fountain with Dog Bowl



Open Roof Shade Structure

KEY ATTRIBUTES

Expanded play area and dog park area.
Additional pathways forming curving circulation routes throughout the park.
A multi-use court with fitness equipment.
Drinking fountains and lighting throughout the park.

Update on the Watertown Middle School Feasibility Study

September 9, 2025



A Quick Look Back...

2017



In 2017, the planning began to renovate or replace three elementary school, and Watertown was accepted into the Massachusetts School Building Authority (MSBA) process for a new High School.

2017-24



The Watertown Middle School was subject to a series of significant improvements exceeding \$10m at this time as well, some funded by MSBA, such as a new roof, windows, AC, and other green energy upgrades.

2024



Before removing the modular school at Moxley Field, the City Council advised the city administration to consider more significant work to be completed on the Middle School, including a full renovation or new build.

Timeline to Today



- October 2024: Administration request of the Council to provide prioritization of capital projects including the Senior Center, East End Fire Station, Watertown Square, and Middle School. Working with architects, this plan anticipated a Middle School renovation/rebuild project estimated at \$84.7m.
- November 2024: City Council voted to prioritize Middle School renovation, if it can be done within prop 2 ½ confines.
- January 2025: City approves capital plan that repurposes funds to allocate \$70m for middle school borrowing.
- January-April 2025: School Building Committee selected a design consultant to conduct a feasibility study and conducted visioning sessions.
- June 2025: Ai3 Architects presented preliminary cost estimates for the project, with the two preferred options exceeding priced at over \$120m.
- June-August 2025: Ai3 explored options to reduce cost of the preferred designs to making these options more viable financially.

Current Options for the Middle School...

Watertown Middle School Revised Cost Options

	Preferred Option 1	Preferred Option 2
Type of Construction	Add/Renovation	New Build
Project Delivery Method	CM at Risk	CM at Risk
Square Footage	123,152	113,373
Number of Students	630	630
Project Cost	\$116,042,289	\$112,239,426

Our budget for this project was estimated to be \$84.7 million to be possible without a Prop 2 ½ override or debt exclusion.

Middle School Math



- Early 2025 plan included:
 - \$14.7m in stabilization funds
 - \$12.7m set aside
 - \$2m anticipated from funds remaining in the elementary school accounts
 - \$70m in borrowing
 - Total available funds: \$84.7m
 - Additional funds needed to cover rent of modulars and reimbursement of MSBA
 - This plan substantially squeezed the capital plan
- June 2025:
 - Additional \$2.5m added to stabilization to account for possible costs of modulars and reimbursement
 - Total available: \$17.2m in stabilization
 - Total project funds available: \$87.2m
- August 2025 proposal:
 - \$103m proposal matches original plan but does not meet educational needs
 - \$112m plan meets educational needs. Does not include MSBA reimbursements, so likely costs close to \$113m
- Total project gap: \$25.8m



This is the completion of the feasibility study

Now we assess our options...

**It is a Council Budget Priority and
my goal to manage our City budget
within the confines of Prop 2 ½ and
without a debt exclusion.**

This makes a project renovating or rebuilding the Middle School not financially possible if we are to maintain our strong fiscal principles.

What Does This All Mean?

It is very likely that a new school within our budget is not better than what we currently have.

Moving forward with a project that puts the financial health of our City at risk is not viable.

This is the benefit of conducting a feasibility study – it allows to us to fully understand what is possible for us.

What does this mean for the Middle School?

- The feasibility study was money well spent: we needed to figure out what was possible, and we now have that answer.
- We have \$17.2 million available in our Middle School stabilization fund.
- I will be meeting with the School Building Committee on Wednesday September 17th.
- At that meeting, I would like to ask the Committee to shift to a new strategy and review the most pressing, cost-effective options for our City to address that maintains and improves our Middle School for the foreseeable future. It may still be beneficial to use the modulares while this work is completed.
- We can act on those items as soon as June 2026, as we will still have the modulares available to us.

Middle School Capital Projects

In the FY 2025-2029 Capital Plan, approximately \$10 million in projects were planned and later put on hold due to this feasibility study:

- Rooftop Solar: \$3.5m
- HVAC for 2 floors: \$1.5m
- Elevator upgrades: \$1.2m
- HVAC for Gym and Auditorium: \$1m
- Entry Vestibule: \$800k
- Parking lot upgrades: \$500k
- Repointing: \$250k
- Nurses' office: \$150k
- Classroom Shades & Carpet Repair: \$100k

- As we kick off the Fiscal Year 2027-2031 Capital Improvement Plan, this will allow us to repurpose borrowing over the next five years.
- Middle School upgrades can likely be completed with on-hand stabilization funds
- We can review the remaining list of large projects that were reviewed last year. In particular, we will be kicking off the feasibility study for the senior center – and this project may be able to be completed sooner.
- We can also move to restore the fields at Moxley sooner and can reflect this new schedule in the upcoming capital plan.

What does that mean for our CIP?

To Close...

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: SEPTEMBER 9, 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> </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve a loan order for \$2,750,000 for streets and sidewalks



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

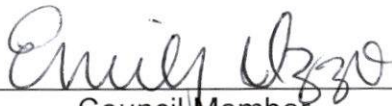
ORDER # 93

2025 – O - 93

ORDER TO APPROVE THE BORROWING OF FUNDS FOR DESIGNING, CONSTRUCTING AND OVERSEEING HIGHWAY AND SIDEWALK RECONSTRUCTION PROJECTS

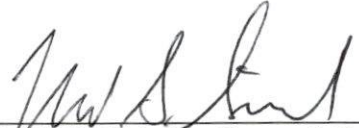
ORDERED: That the sum of \$2,750,000 is appropriated to pay costs of designing, constructing and overseeing highway and sidewalk reconstruction projects at Poplar Street, Partridge Street, Pequossette Street, North and South Irving Park, Royal Street and Green Street, as more fully described in the City's Fiscal Year 2025 through 2029 Capital Improvement Plan, and the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

BE IT FURTHER ORDERED: That a copy of said Order be forwarded to the City Auditor and City Treasurer/Collector


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above Order was adopted by a vote of 8 for, 0 against, and 0 present on September 9, 2025


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: August 6, 2025

RE: Agenda Item – Proposed Loan Order - Highway and Sidewalk Reconstruction

Attached is correspondence from Thomas D. Brady, Director of the Department of Public Works, requesting authorization for the Treasurer to fund \$2,750,000 for highway and sidewalk reconstruction projects, as outlined in the Fiscal Year 2025–2029 Capital Improvement Program and approved by the City Council on November 26, 2024, in accordance with the Committee on Public Works report.

I respectfully request the attached proposed Loan Order be placed on the August 12, 2025 City Council Agenda as a First Reading.

Thank you for your attention to this matter.



28 State Street
Boston, MA 02109-1775
p: 617-345-9000 f: 617-345-9020
hinckleyallen.com

Chelsea A. Tryder
(617) 378-4209
ctryder@hinckleyallen.com

August 6, 2025

George J. Proakis
City Manager
Administration Building
149 Main Street
Watertown, Massachusetts 02472

RE: Draft Loan Order – Highway and Sidewalk Reconstruction Bonds

Dear George:

As requested, I suggest the following form of loan order in connection with the highway and sidewalk reconstruction project:

ORDERED: That the sum of \$2,750,000 is appropriated to pay costs of designing, constructing and overseeing highway and sidewalk reconstruction projects at Poplar Street, Partridge Street, Pequotette Street, North and South Irving Park, Royal Street and Green Street, as more fully described in the City's Fiscal Year 2025 through 2029 Capital Improvement Plan, and the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

The order must be published at least five days prior to the holding of a public hearing with respect to the order and its final passage and requires the affirmative vote of at least two-thirds of all members of the City Council, as in the case of any other loan order for bonds.

Please call me if there are any questions about the suggested proceedings.

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



CITY OF WATERTOWN
DEPARTMENT OF PUBLIC WORKS
124 ORCHARD STREET

Thomas D. Brady
Director of Public Works

(P) 617-972-6420
(F) 617-972-6402

TO: Mr. George Proakis, City Manager

FROM: Mr. Thomas D. Brady, Director of Public Works
Mr. Michael Albano, Director of Admin. & Finance
Mr. Tyler R Glode, PE City Engineer

DATE: July 30, 2025

RE: Public Works Dept. – Road Construction Funding Request

Dear Mr. Proakis,

The Department of Public Works ("DPW") respectfully requests that the necessary actions be taken to authorize the Treasurer to borrow \$2,750,000 for the design, construction, and oversight of highway and sidewalk reconstruction projects at Poplar Street (700'), Partridge Street (1,000'), Pequotsette Street (900'), North and South Irving Park (1,200'), Royal Street (700'), and Green Street (1,100'). This request corresponds with Lines 322 and 328 of the Fiscal Year 2025-2029 Capital Improvement Program (CIP).

The City Council reviewed and approved the abovementioned streets on November 26, 2024, pursuant to the Public Works Committee's recommendation. DPW selected each street by evaluating its pavement condition index, history of utility replacement, traffic impact, and need for safety improvements. Reconstructing each street is necessary to ensure the safe and efficient flow of vehicle and pedestrian traffic.

All goods and services related to these projects will be procured consistently with Massachusetts law.

Thank you in advance for your consideration of this request.

Respectfully,

Thomas D. Brady

Order Confirmation

Brendan McCarthy
Watertown City Council
149 Main Street
Watertown, MA 02472

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

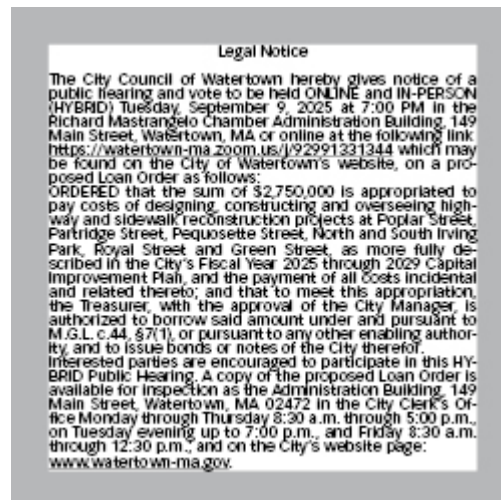
Your order information and a preview of your notice are displayed below for your review. If there are any changes or questions, please contact the Classified Department at 617-929-1314 or email legals@globe.com.

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

Thank you,
Boston Globe Classified Sales

617-929-1314
Monday - Friday 9:30 am - 4:30 pm
legals@globe.com

Order Number	755859	Order Price	\$758.78
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	08/21/2025	Last Run Date	08/21/2025
Payment Type			

AD PREVIEW:


CITY COUNCIL ROLL CALL VOTE
MEETING DATE: SEPTEMBER 9, 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> </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve a loan order for \$418,000 for sewer repair



Watertown City Council

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

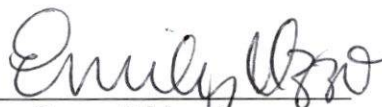
ORDER # 94

2025 - O - 94

ORDER TO APPROVE THE BORROWING OF FUNDS FOR SEWER REHABILITATION

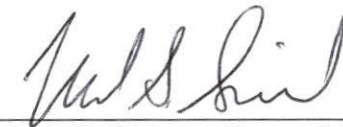
ORDERED: That the sum of \$418,000 is appropriated to pay costs of performing infiltration and inflow reduction and sewer rehabilitation, including the payment of all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), M.G.L. c.44, §8(14) and/or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the Treasurer, with the approval of the City Manager, is authorized to borrow all or a portion of such amount from the Massachusetts Water Resources Authority (the "Authority") pursuant to the Authority's Infiltration/Inflow Local Financial Assistance Program and in connection therewith to enter into a loan agreement and/or financial assistance agreement with the Authority and otherwise to contract with the Authority with respect to such loan and for any grants or aid available for the project or for the financing thereof; and that the City Manager is authorized to accept and expend any grants or aid available for the project or for the financing thereof, provided that the amount of the authorized borrowing for the project shall be reduced by the amount of any such grants or aid received.

BE IT FURTHER ORDERED: That a copy of said Order be forwarded to the City Auditor and City Treasurer/Collector


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above Order was adopted by a vote of 8 for, 0 against, and 0 present on September 9, 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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WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: August 6, 2025

RE: Agenda Item – Proposed Loan Order – Sewer Improvements

Attached is correspondence from Thomas D. Brady, Director of the Department of Public Works, requesting authorization for the Treasurer to borrow \$418,000 through the Massachusetts Water Resources Authority's (MWRA) Infiltration/Inflow Local Financial Assistance Program. This request corresponds with Line 50 of the FY 2026 Water and Sewer Enterprise Fund Capital Improvement Program (CIP) and reflects increased funding under Phase 16 of the MWRA grant and loan distribution process. The \$418,000 interest-free loan will be accompanied by a \$1,254,000 grant; both aligned with the referenced CIP line item.

I respectfully request the attached proposed Loan Order be placed on the August 12, 2025 City Council Agenda as a First Reading.

Thank you for your attention to this matter.



28 State Street
Boston, MA 02109-1775
p: 617-345-9000 f: 617-345-9020
hinckleyallen.com

Chelsea A. Tryder
(617) 378-4209
ctryder@hinckleyallen.com

August 6, 2025

George J. Proakis
City Manager
Administration Building
149 Main Street
Watertown, Massachusetts 02472

RE: Draft Loan Order – MWRA Sewer Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds from the Massachusetts Water Resources Authority to pay costs of performing infiltration and inflow reduction and sewer rehabilitation:

ORDERED: That the sum of \$418,000 is appropriated to pay costs of performing infiltration and inflow reduction and sewer rehabilitation, including the payment of all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), M.G.L. c.44, §8(14) and/or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the Treasurer, with the approval of the City Manager, is authorized to borrow all or a portion of such amount from the Massachusetts Water Resources Authority (the “Authority”) pursuant to the Authority’s Infiltration/Inflow Local Financial Assistance Program and in connection therewith to enter into a loan agreement and/or financial assistance agreement with the Authority and otherwise to contract with the Authority with respect to such loan and for any grants or aid available for the project or for the financing thereof; and that the City Manager is authorized to accept and expend any grants or aid available for the project or for the financing thereof, provided that the amount of the authorized borrowing for the project shall be reduced by the amount of any such grants or aid received.

The order must be published at least five days prior to the holding of a public hearing with respect to the order and its final passage and requires the affirmative vote of at least two-thirds of all members of the City Council, as in the case of any other loan order for bonds.

Please call me if there are any questions about the suggested proceedings.

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



CITY OF WATERTOWN
DEPARTMENT OF PUBLIC WORKS
124 ORCHARD STREET

Thomas D. Brady
Director of Public Works

(P) 617-972-6420
(F) 617-972-6402

TO: Mr. George Proakis, City Manager

FROM: Mr. Thomas D. Brady, Director of Public Works
Mr. Michael Albano, Director of Admin. & Finance
Mr. Tyler R Glode, PE City Engineer

DATE: July 30, 2025

RE: Public Works Dept. – Sewer Improvements Funding Request

Dear Mr. Proakis,

The Department of Public Works ("DPW") respectfully requests that the necessary actions be taken to authorize the Treasurer to borrow \$418,000 through the Massachusetts Water Resources Authority's ("MWRA") Infiltration/Inflow Local Financial Assistance Program. This request corresponds with Line 50 of the Fiscal Year 2026 Water and Sewer Enterprise Fund Capital Improvement Program Budget ("CIP"). Please note the discrepancy in planned funding as the allotted loan assistance increased for Phase 16 of the grant and loan distribution process.

Until Fiscal Year 2030, MWRA is providing MWRA sewer communities funds to perform infiltration and inflow reduction and sewer rehabilitation. MWRA distributes these funds as 75% grants and 25% interest-free loans with loan repayment over 10 years. Accordingly, this \$418,000 loan request will be accompanied by a \$1,254,000 grant, which corresponds with Line 50 of the CIP. Please note the discrepancy in planned funding as the allotted grant assistance increased by \$264,000 for Phase 16 of the grant and loan distribution process.

Infiltration and inflow increase the amount of extraneous water that enters the sanitary sewer system, thereby reducing the sewer's capacity for wastewater. This reduction in capacity risks sanitary sewer overflows and increases the volume of water that the City pays MWRA to treat. Thus, infiltration and inflow reduction is necessary to ensure the consistent and economical provision of sanitary sewer services.

All goods and services related to these projects will be procured consistently with Massachusetts law. Thank you in advance for your consideration.

Respectfully,

Thomas D. Brady



CITY OF WATERTOWN
DEPARTMENT OF PUBLIC WORKS
124 ORCHARD STREET
WATERTOWN MA 02472

Thomas D. Brady
Director of Public Works

(P) 617-972-6420
(F) 617-972-6402

July 30, 2025

City Council
149 Main Street
Watertown, MA 02472

Request for Borrowing Authorization – MWRA I/I Local Financial Assistance Program

Dear Honorable Members of the City Council,

On behalf of the Department of Public Works, I respectfully submit this request for your approval to authorize borrowing in connection with the Massachusetts Water Resources Authority's (MWRA) Infiltration/Inflow (I/I) Local Financial Assistance Program.

The MWRA's I/I Program provides critical financial support to member sewer communities for the planning, design, and construction of projects that reduce infiltration and inflow in local sewer systems. Under the current Phase 16 of the program, our community is eligible to receive funding in the form of a 75% grant and a 25% interest-free loan, with repayment over a 10-year period. These funds will support essential sewer rehabilitation efforts aimed at improving system efficiency, reducing extraneous flow, and protecting public health and the environment.

We are seeking borrowing authorization in the amount of \$1,672,000, which will enable us to access our allocated share of Phase 16 funds. This investment will allow us to proceed with our sanitary sewer Capital Improvement Plan (CIP) in the Project 3 and 4 areas.

The Department has prepared the MWRA's funding application, attached to this cover letter.

We respectfully request the Council's support in approving this borrowing authorization so that we may proceed with this vital infrastructure improvement project. Please do not hesitate to contact me should you require additional information or wish to discuss the project in further detail.

Thank you for your continued support and commitment to maintaining and improving our community's infrastructure.

Sincerely,

Thomas D. Brady
Director of Public works
124 Orchard Street
Watertown, MA 02472

**MWRA INFILTRATION/INFLOW LOCAL FINANCIAL ASSISTANCE
PROGRAM**

FINANCIAL ASSISTANCE APPLICATION

Updated July 2019

**MASSACHUSETTS WATER RESOURCES AUTHORITY
CHARLESTOWN NAVY YARD, 100 FIRST AVENUE, BOSTON, MA 02129**

**MWRA INFILTRATION/INFLOW LOCAL FINANCIAL ASSISTANCE PROGRAM
FINANCIAL ASSISTANCE APPLICATION
Updated July 2019**

FOR MWRA USE ONLY

PROJECT NO.: _____

APPLICANT: _____

NAME OF PROJECT: _____

DATE RECEIVED: _____

Section 1 - Financial Assistance Requested

Name of Applicant: City of Watertown, Massachusetts

Address of Applicant: 149 Main Street, Watertown, Massachusetts 02472

Name of Authorized Representative: George Proakis, City Manager

Telephone Number of Representative: (617) 972-6465

Name of Applicant's Consultant Firm and Representative (if applicable):

Weston & Sampson, Michael DiPalma, PE Telephone No.: (978) 573-4059

The following attached exhibits are hereby made part of this application for financial assistance under the MWRA's Infiltration/Inflow Local Financial Assistance Program. The undersigned representative of the Applicant certifies that the information presented in this application and its exhibits is true, correct and complete to the best of their knowledge:

(Date) (Signature of Authorized Representative) (Title)

Section 2 - Project Description

Describe the proposed project, including the following as applicable:

- a. **Type of Project:** Such as planning, design, construction, or a combination.
- b. **Objective of the Project:** Such as infiltration, inflow, or a combination of I/I reduction to be achieved through rehabilitation of manholes, pipeline sections, private inflow source removals, etc. For planning phase projects, the project objective may be the identification and/or quantification of I/I.
- c. **Location of the Project:** Such as a list of street names or a specific section of the community. If possible, please submit report maps and/or community sewer maps with the application. For initial planning phase projects, the project location may include the entire community.
- d. **Phased Program:** Is the project part of a phased program of I/I reduction and, if so, what are the other components of the overall program the community is pursuing?
- e. **Estimated Quantity of Infiltration and/or Inflow to be Reduced:** The applicant should estimate both the peak and annual average infiltration and/or inflow anticipated to be reduced following completion of the construction phase of the project. For initial planning phase projects, this item may not be applicable if the project objective is the identification and/or quantification of I/I (see Section 15 for detailed I/I reduction estimates).

- a. **Type of Project:**

The city is requesting money for I/I construction (CIP Project 3/4).

- b. **Objective of the Project:**

The objective of CIP Project 3/4 Construction is to construct rehabilitations identified during sanitary sewer evaluation surveys. The CIP 3/4 construction project is anticipated to have the following benefits:

- Eliminate infiltration to the sanitary sewer system
- Eliminate inflow to the sanitary sewer system
- Eliminate cross connections between the sanitary sewer and stormwater systems

- c. **Location of the Project:**

A sewer capital improvement plan map of the areas is included as Attachment 1. Draft trenchless plans of the CIP Project 3/4 Rehabilitations is included as Attachment 2. Sewer rehabilitations identified in the CIP Projects 2, 3, and 4 areas are included in the project.

- d. **Phased Program:**

The project is part of the city's sanitary sewer capital improvement plan. The construction project will be the fifth phase of construction.

- e. **Estimated Quantity of Infiltration and/or Inflow to be Reduced:**

CIP Project 3/4 Rehabilitations will remove a portion of the infiltration and inflow identified as part of investigation projects 2, 3, and 4. The three investigation projects

identified approximately 59,760 gallons per day of peak infiltration and an estimated 14,184 gallons per day of peak inflow from the sanitary sewer system.

Section 3 - Documentation of Project Need

Identify records that document the project's need, including, but not limited to:

- a. Facility Plans;
- b. I/I Reports;
- c. Sewer System Evaluation Surveys;
- d. Physical Surveys;
- e. Internal TV Inspection;
- f. DPW Maintenance Records;
- g. Flow Measurement Records; and,
- h. Pump Station Records.

Town of Watertown, Massachusetts Sewer Collection System Capital Improvement Plan (Weston & Sampson, December 2017)

City of Watertown, Massachusetts Capital Improvement Plan Project 2 Inspection and Assessment (Weston & Sampson, 2022)

City of Watertown, Massachusetts Capital Improvement Plan Projects 3 and 4 Inspection and Assessment (Weston & Sampson, 2022)

Section 4 - Project Schedule

Provide a realistic schedule outlining important milestones in the planning, design, and/or construction phase. If a schedule is attached to the financial assistance application separate from this section, please note the attachment here. The estimated project start date must be included.

The CIP Project 3/4 Rehabilitations is scheduled to be bid Fall 2025.

Section 5 - Map of Project

Attach a project map denoting the collection system and/or general plan of the proposed project site. If no map or plan is submitted with the application, an explanation must be provided.

See Attachment 1 for Watertown's Capital Improvement Plan mapping.

See Attachment 2 for draft trenchless plans of the CIP Project 3 and 4 Rehabilitations.

Section 6 - Project Funding

The applicant must list all sources of funding proposed for the project.

For funding through the MWRA I/I Local Financial Assistance Program, the applicant must provide documentation of the authorization to execute the Financial Assistance Agreement and repay the loan portion of financial assistance. **Documentation of authorization may be in the form of a Town Meeting Action, City Council Vote, or other binding action. If available, documentation should be attached to the application.**

If funding through the MWRA I/I Local Financial Assistance Program will not cover 100 percent of the project costs, the applicant must demonstrate that sufficient funds are available to cover the additional project costs from other resources. Documentation of the availability of other resources may be in the form of a Town Meeting Action, City Council Vote, or other binding action. If available, documentation should be attached to the application.

<u>Source</u>	<u>Amount</u>	<u>Date Available</u>
1. MWRA I/I Financial Assistance		
Phase 14 Grant (75% of \$984,892)	\$ 738,669	February 2024
Phase 14 Loan (25% of \$984,892)	\$ 246,223	February 2024
2. MWRA I/I Financial Assistance		
Phase 16 Grant (75% of \$1,672,000)	\$1,254,000	August 2025
Phase 16 Loan (25% of \$1,672,000)	\$ 418,000	August 2025
3. City Funds	\$1,253,108	
TOTAL		\$3,910,000

The order authorizing the borrowing of funds to pay cost for sewer projects is included as Attachment #3.

Section 7 - Summary of Costs

Provide a detailed tabulation of the estimated cost of each project phase (i.e. Planning, Design, Construction, Construction Services, etc.) and major tasks under each project phase. Major tasks to be detailed may include those listed as eligible project costs in Section 2.7 of the MWRA I/I Local Financial Assistance Program Guidelines or other project tasks that may or may not be eligible for MWRA financial assistance funding.

Note: If construction paving costs represent more than ten percent (10%) of the project cost, they should be identified as a separate project phase or subtask in the list below.

For each engineering task, a breakdown of the cost into staff labor category, staff hours, hourly rates, direct labor costs, indirect labor costs, other direct costs and/or expenses, etc. should be included on an attached summary table.

The **total project cost** and **estimated total eligible project cost** should be provided at the bottom of the table.

<u>Project Phases and Subtask</u>	<u>Estimated Total Project Cost</u>	<u>Estimated Eligible Project Cost</u>
CIP Project 3/4 Rehabilitations	\$3,400,000	\$3,400,000
CIP Project 3/4 Construction Services	\$ 510,000	\$ 510,000
TOTAL COST:	\$3,910,000	\$3,910,000

Date of Cost Estimate: July 2025 ENR Index: N/A

Source of Cost Estimate: Weston & Sampson

Section 8 - Interdependent Projects

Explain whether financing has been received or is being requested for this project, or a separate phase of the project, from a non-MWRA grant, the Clean Water State Revolving Fund (CWSRF) program, or another grant/loan program.

Specify related and/or interdependent projects or portions of projects. For example, if the applicant is performing the design phase of a project under community funding or CWSRF funding, and MWRA financial assistance is being requested for the construction phase under this application, then the construction phase is dependent on completion of the design phase.

A portion of the financing distributed through MWRA Phase 14 I/I Financial Assistance Program is planned for funding of the CIP ¾ Rehabilitations. Additional financing is being requested through the MWRA Phase 16 I/I Financial Assistance Program as part of this application and detailed above to supplement the CIP ¾ Rehabilitations.

Section 9 - Intermunicipal Projects

If the project will serve two or more municipalities, or one community's project extends into another community, the applicant must explain the circumstances. State whether the municipalities have, or propose to have an intermunicipal agreement or other legally binding documents covering financing, construction, and/or operation of the proposed improvements. If not, detail historic cooperative service relationships between the parties.

The project does not serve two (2) or more municipalities.

Section 10 - Project Permits and Certificates

Review the list below and note the permits or certificates which: (1) have been obtained, (2) will be obtained, or (3) may be required prior to initiation of the project.

	<u>Has been Obtained</u>	<u>Will be Obtained</u>	<u>May be Required</u>
U. S. ARMY CORPS OF ENGINEERS	_____	_____	_____
MA DIVISION OF WATERWAYS Chapter 91 License	_____	_____	_____
LOCAL CONSERVATION COMMISSION	_____	_____	_____
DEP - DIVISION OF AIR QUALITY	_____	_____	_____
DPW HIGHWAY PERMIT	_____	_____	<u>X</u>
LOCAL SEWER PERMIT	_____	_____	<u>X</u>
DCR CONSTRUCTION PERMIT	_____	_____	_____
MBTA/CONRAIL LICENSE	_____	_____	_____
DWPC (401) WATER QUALITY CERT.	_____	_____	_____
CZM CONSISTENCY CERTIFICATE	_____	_____	_____
MEPA - Environment Notification Form (ENF) and/or Environmental Impact Report (EIR)	_____	_____	_____
FLOOD INSURANCE PARTICIPATION	_____	_____	_____
HISTORIC - Mass. Historical Commission	_____	_____	_____
LEGISLATION - Legislation from the Mass. General Court could be required prior to: construction in dedicated conservation land, construction by one community within the municipal boundaries of another, and easements in state owned land.	_____	_____	_____
OTHER: <u>MWRA One Time CIPP Discharge Permit</u>	_____	<u>X</u>	_____

Section 11 - Construction Plans, Specifications, and Bidding Documents

For proposed construction projects and equipment/materials purchases, the applicant should outline the status of the plan, specification, and bidding document preparation and the time schedule for completion. If these documents are not required for the project, an explanation must be included in this section.

If available, a copy of the final engineering plans, specifications, and bidding documents for each contract or equipment/material purchase should be submitted with the application.

Draft CIP Project 3/4 trenchless plans are included as Attachment 2. Final plans and specifications will be forwarded to the MWRA upon completion.

Section 12 - Engineering Agreement

For proposed planning, design, and/or construction projects, the applicant should outline the status of an engineering agreement and time schedule for its completion (if a Consulting Engineer will be used for any portion of the project). If no engineering agreement is required for the project, an explanation must be included in this section.

If available, a copy of the proposed or executed engineering agreement for each contract should be submitted with the application.

Copies of the engineering agreement for the CIP Project 3/4 construction services will be sent to the MWRA upon execution.

Section 13 - Force Account Work

If the applicant proposes to perform funding eligible portions of the project (planning, design, construction services or construction activities) using its own staff (force account work), a description of the force account activities must be provided. List the type of force account task, staff titles, affiliated department, estimated hours to perform task, and direct labor rates (or range) for each title. **Please note that charges for overhead, overtime, and/or the use of vehicles or equipment owned by the applicant, and staff time to obtain permits or licenses are ineligible.**

There is no force account work anticipated for this project.

Section 14 - Other Project Information

The applicant is encouraged to provide any other additional information that may enable the Authority to determine that the project is a viable I/I reduction project and assess eligible project costs.

Elimination of infiltration and inflow will reduce flows to Watertown's sewer system, reduce the potential for SSOs and basement back-ups, and reduce potential sanitary sewer contamination of the drainage system.

Section 15 - Estimated I/I Reduction and Potential Cost Benefit of I/I Removal

The applicant should provide as complete information as possible on the estimated infiltration and/or inflow reduction that is anticipated to be achieved when the construction phase of the project is concluded. For projects that will reduce groundwater infiltration, the peak month (usually within the Spring season) infiltration reduction and average annual infiltration reduction should be estimated. For projects that will reduce stormwater inflow, the design storm peak hour inflow rate reduction, design storm inflow volume reduction, and average annual inflow reduction should be estimated. The "design storm" is defined (by DEP) as a storm with a one year return period, a one hour peak rainfall intensity of about 0.87 inches, and a six hour cumulative rainfall of about 1.72 inches (see DEP's Guidelines for Performing I/I Analyses and Sewer System Evaluation Surveys).

Using these I/I reduction estimates, Authority staff will run the MWRA wholesale rate model for the preceding fiscal year to estimate the dollar value of the rate reduction that would have been realized by the applicant if the estimated flow reduction had taken place in the previous year. MWRA staff will provide the results of the rate model analysis to the community. This information may be helpful in analyzing the project's potential cost benefit. As a standard, the analysis will be performed holding all other MWRA service area community flows constant. However, if requested by the applicant, rate model runs can be made to simulate the net affect other community potential flow reductions may have on the applicant's wholesale sewer rate.

The applicant may submit the I/I reduction information with the financial assistance application. However, at the applicant's discretion, the I/I reduction information form may be submitted to the MWRA prior to the submittal of the full application. This would allow the community to review the results of the Authority's wholesale rate analysis and use the information as a decision making tool when evaluating one or more I/I projects. For more information on this process, the applicant is encouraged to contact MWRA Community Support Program staff.

Estimated Project Infiltration Reduction:

- (1) Peak month reduction: N/A mgd; (2) Annual average reduction: N/A mgd.

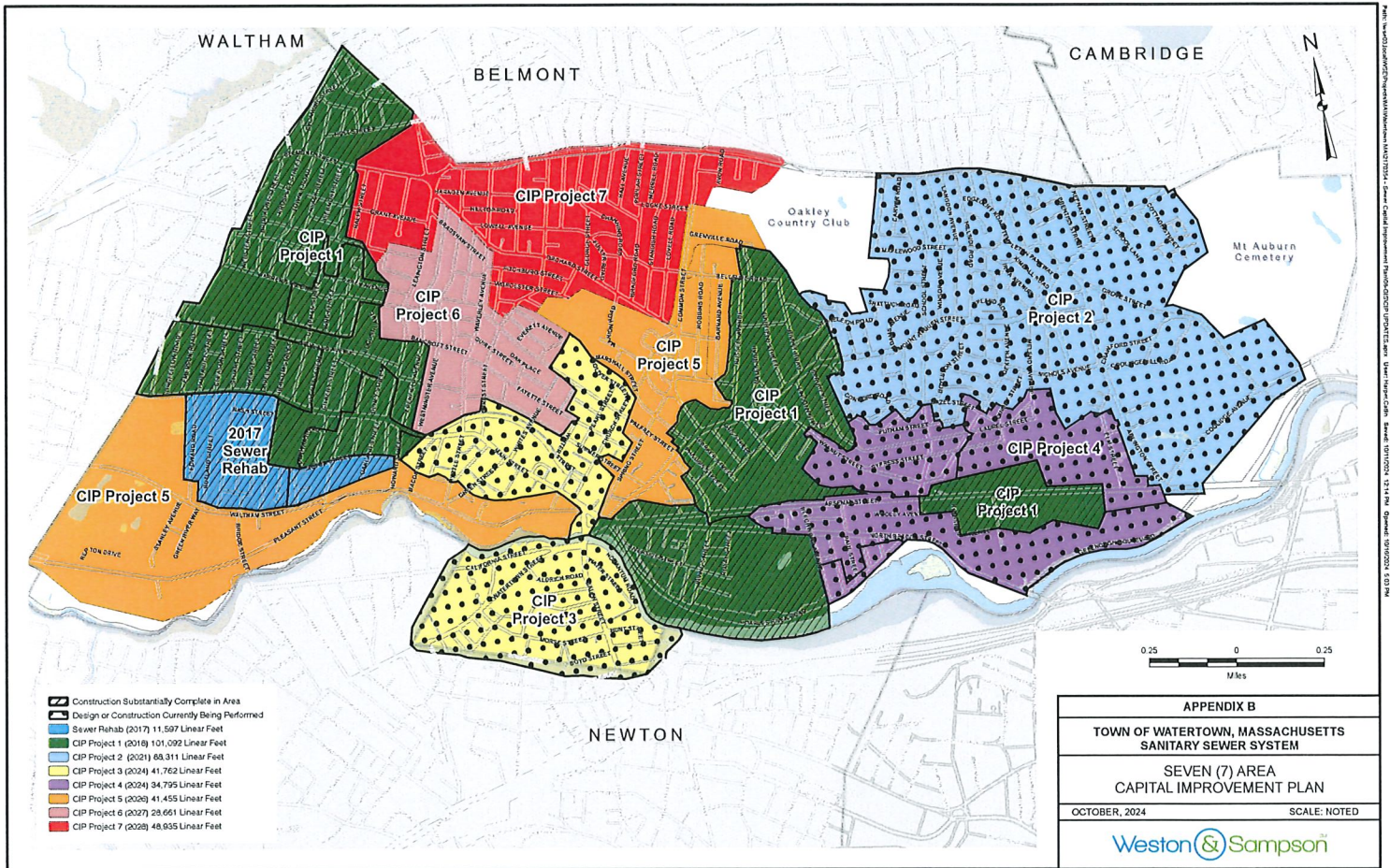
Estimated Project Inflow Reduction:

- (1) Design storm peak hour inflow rate reduction: N/A mgd;
(2) Design storm inflow volume reduction: N/A mg;
(3) Average annual inflow reduction: N/A mgd.

Comments: CIP Project 3/4 Rehabilitations will remove a portion of the infiltration and inflow identified as part of investigation projects 2, 3, and 4. The three investigation projects identified approximately 59,760 gallons per day of peak infiltration and an estimated 14,184 gallons per day of peak inflow from the sanitary sewer system.

ATTACHMENT 1

CAPITAL IMPROVEMENT PLAN MAP

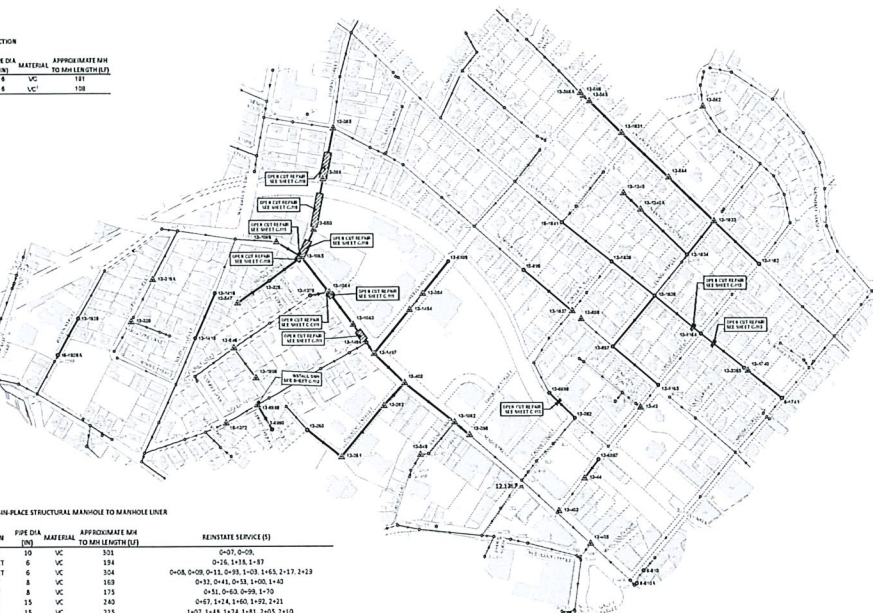


ATTACHMENT 2

CIP 3 AND 4 REHABILITATIONS

DRAFT TRENCHLESS PLANS

NOTES:
1. RISE MATERIAL ASSUMED TO BE MC



SURABHA KM	STREET / LOCATION	MATERIAL	APPROXIMATE M3 DEFINT
13	CHENNAI STREET	B/CN	6.1
13	261 CHENNAI STREET	B/CN	6.1
13	262 CHENNAI STREET	B/CN	7.9
13	263 CHENNAI STREET	B/CN	7.9
13	344 PATTET STREET	B/CN	7.3
13	345 VOTTES AVENUE	B/CN	7.3
13	346 VOTTES AVENUE	B/CN	7.3
13	347 VOTTES AVENUE	B/CN	7.3
13	348 VOTTES AVENUE	B/CN	7.3
13	349 MAIN STREET	B/CN	9.9
13	350 MAIN STREET	B/CN	9.9
13	428 MAIN STREET	B/CN	8.4
13	429 MAIN STREET	B/CN	8.4
13	430 MAIN STREET	B/CN	8.4
13	431 MAIN STREET	B/CN	8.4
13	432 MAIN STREET	B/CN	8.4
13	433 MAIN STREET	B/CN	8.4
13	434 MAIN STREET	B/CN	8.4
13	435 MAIN STREET	B/CN	8.4
13	436 MAIN STREET	B/CN	8.4
13	437 MAIN STREET	B/CN	8.4
13	438 MAIN STREET	B/CN	8.4
13	439 MAIN STREET	B/CN	8.4
13	440 MAIN STREET	B/CN	8.4
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13	442 MAIN STREET	B/CN	8.4
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13	445 MAIN STREET	B/CN	8.4
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13	447 MAIN STREET	B/CN	8.4
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13	463 MAIN STREET	B/CN	8.4
13	464 MAIN STREET	B/CN	8.4
13	465 MAIN STREET	B/CN	8.4
13	466 MAIN STREET	B/CN	8.4
13	467 MAIN STREET	B/CN	8.4
13	468 MAIN STREET	B/CN	8.4
13	469 MAIN STREET	B/CN	8.4
13	470 MAIN STREET	B/CN	8.4
13	471 MAIN STREET	B/CN	8.4
13	472 MAIN STREET	B/CN	8.4
13	473 MAIN STREET	B/CN	8.4
13	474 MAIN STREET	B/CN	8.4
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13	499 MAIN STREET	B/CN	8.4
13	500 MAIN STREET	B/CN	8.4

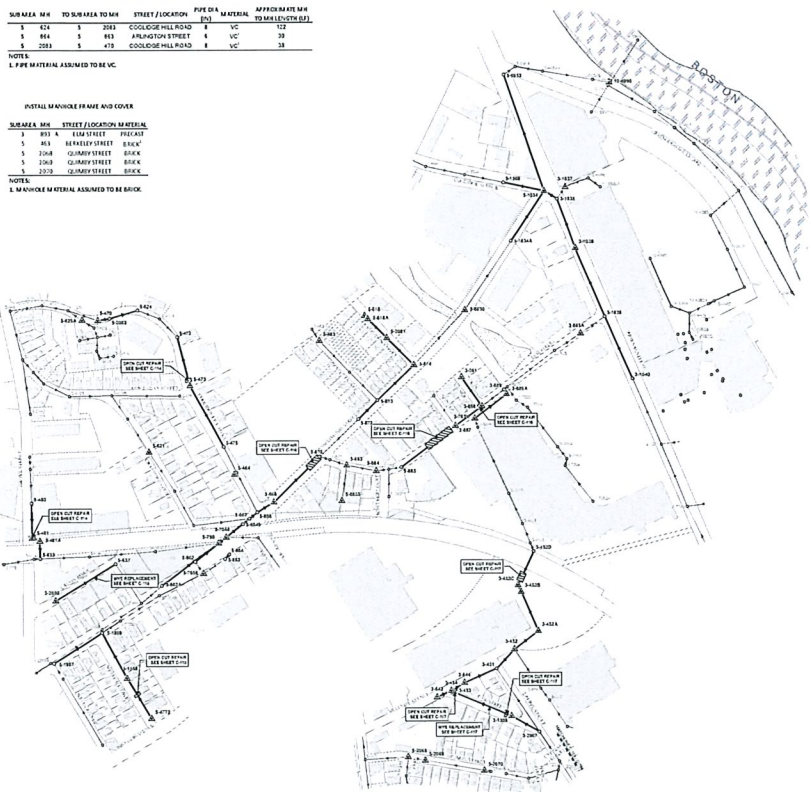
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BUILD MANHOLE BENCH AND INVERT			
SUBAREA	RWH	STREET / LOCATION	MATERIAL
13	44	CHURCH STREET	BRICK
13	546	CUBA STREET	BRICK
13	1506	CHESTNUT STREET	BLOCK

INSTALL MANHOLE FRAME AND COVER			
SUBAREA	MHW	STREET / LOCATION	MATERIAL
13	320	FRENCH STREET	BRICK
13	315	FOREST STREET	BRICK
13	1397	SUMNER STREET	BRICK
16	1372	GREEN STREET	BRICK

CUT PROTECTIVE SERVICE CONNECTIONS						
SURFACE	TO SURFACE TO BE SURFED	STREET / LOCATION	PUMP C/A	MATERIAL	APPROXIMATE MAX TO MIN LENGTH (LF)	APPROXIMATE STATION
1324	1325	1265	MOORE STREET	8	VC	0+11
1334	1335	6099	WAGNER AVENUE	6	VC	0+12
1306	1305	550	POWERS STREET	15	VC	225
1344	1345	1333	PAULINE STREET	8	VC	0+19
1364	1365	1833	PAULINE STREET	8	VC	239
1415	1416	1416	PAULINE STREET	8	VC	238
1374	1375	1154	PAULINE STREET	8	VC	242
1331	1332	564	PAULINE STREET	8	VC	302
1331	1332	564	PAULINE STREET	8	VC	302
1338	1339	1338	PAULINE STREET	6	VC	247
1338	1339	1338	PAULINE STREET	6	VC	248
1338	1339	1341	POWERS STREET	6	VC	2+52

INSTALL MANHOLE FRAME AND COVER			
SURFACE	MANHOLE	STREET / LOCATION	MATERIAL
3	893 A	ELM STREET	PRECAST
5	463	BERKELEY STREET	BRICK ¹
5	1068	QUINCY STREET	BRICK
5	1069	QUINCY STREET	BRICK
5	2070	QUINCY STREET	BRICK



SUBAREA	SAN	STREET/LOCATION
3	432	LAUREL STREET
5	479	COOLIDGE HILL ROAD
5	679 A	COOLIDGE HILL ROAD
5	705B	ARLINGTON STREET

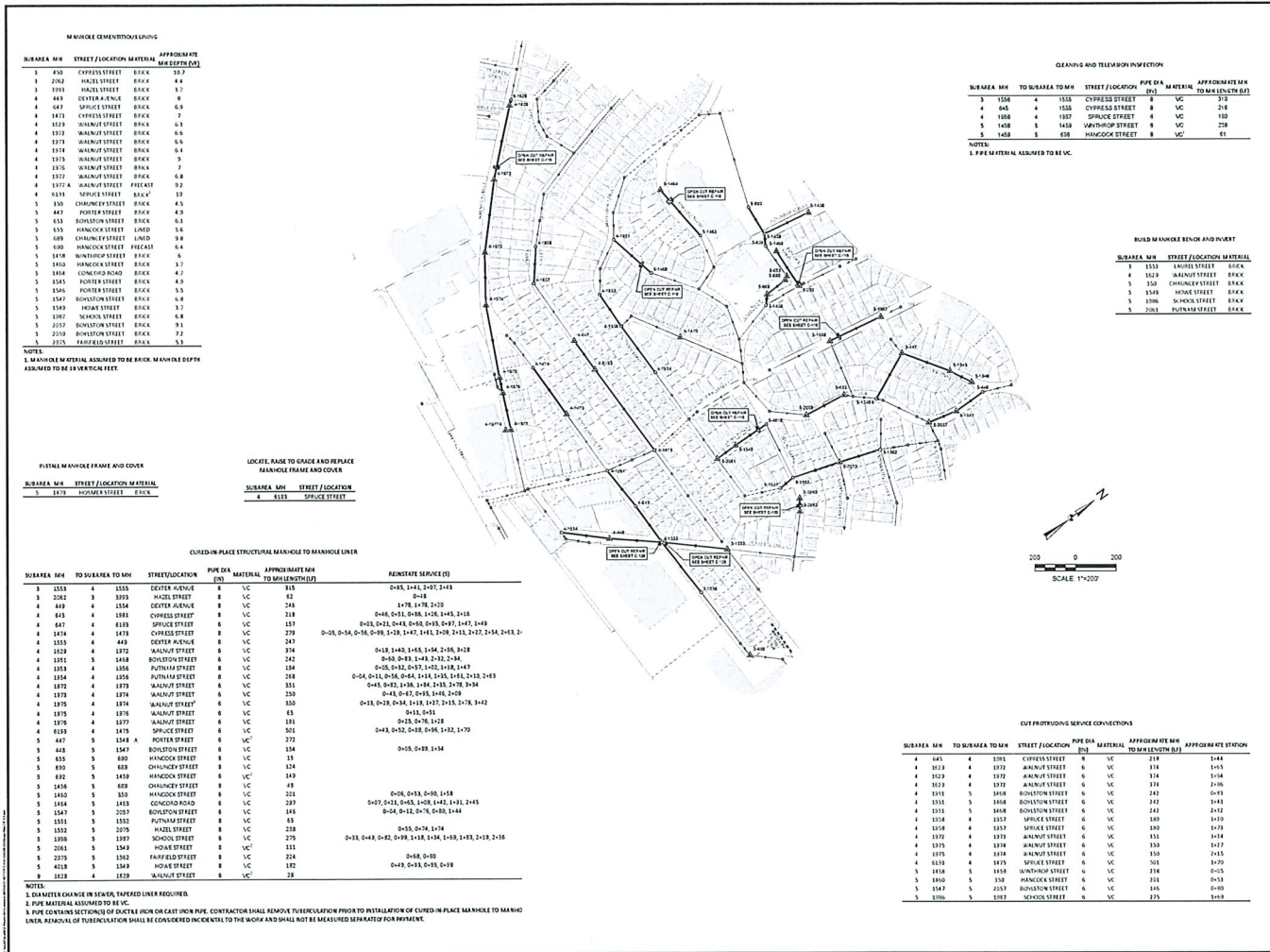
SUBAREA	MM	STREET / LOCATION	MATERIAL
5	618	BERKELEY STREET	BRICK

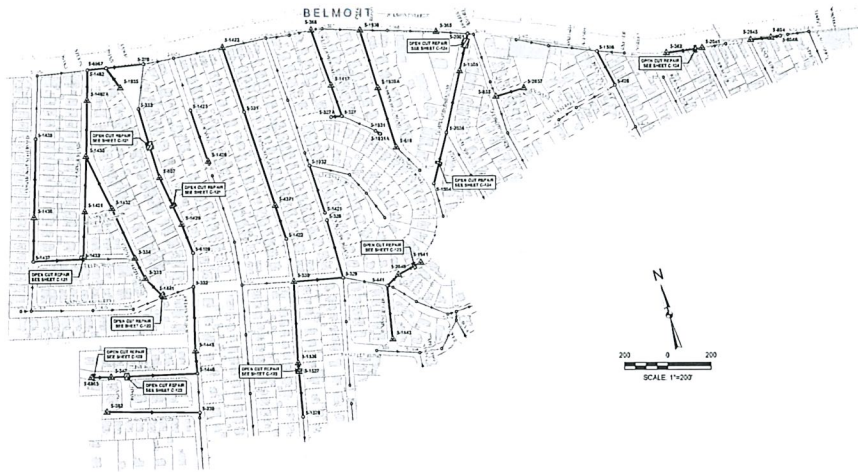
MAYOR ELECTIONS/CONTESTING			
SURNAME	STREET	CITIZENSHIP	MATERIAL
NET DEPOSIT \$			
3	311	WILSON ROAD	876K
4	342	LAUREL STREET	PRECASH 134K
5	342	ADRIANA ROAD	876K
6	342	ADRIANA ROAD	876K
7	342	ADRIANA ROAD	876K
8	342	ADRIANA ROAD	876K
9	342	ADRIANA ROAD	876K
10	342	ADRIANA ROAD	876K
11	342	ADRIANA ROAD	876K
12	342	ADRIANA ROAD	876K
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99	342	ADRIANA ROAD	876K
100	342	ADRIANA ROAD	876K

[illegible]

NOTES:

1. DIAMETER CHANGE IN SEWER, TAPERED LINER REQUIRED.
2. PIPE MATERIAL ASSUMED TO BE DUCTILE.
3. PIPE CONTAINS SECTION(S) OF CAST IRON OR CAST IRON PIPE. CONTRACTOR SHALL REMOVE TUBERCULATIONS PRIOR TO INSTALLATION OF CURED-IN-PLACE MANHOLE TO MANHOLE LINER. REMOVAL OF TUBERCULATIONS SHALL BE CONSIDERED INCIDENTAL TO THE WORK AND SHALL NOT BE MEASURED SEPARATELY FOR PAYMENT.





INTERNAL MANHOLE FLOWDOWN

SURFACE MH	STREET / LOCATION	MATERIAL
5 333	333 BELMONT STREET	BRICK

MANHOLE CEMENT/STEEL LINING

SURFACE MH	STREET / LOCATION	MATERIAL	APPROXIMATE MAN DEPTH (FT)
5 333	CARVER ROAD EAST	BRICK	5
5 347	FLINT ROAD	BRICK	6
5 362	ELMWOOD STREET	BRICK	6
5 363	TEMPLETON PARKWAY	BRICK	8
5 368	WETLAND ROAD	BRICK	8
5 392	SUNNYSIDE ROAD	BRICK	7
5 404	ELMWOOD STREET	BRICK	5
5 407	SCHOOL STREET	BRICK	7
5 417	WETLAND ROAD	BRICK	7
5 418	WINDY AVENUE	BRICK	6
5 419	SCHOOL STREET	BRICK	6
5 430	CARVER ROAD	BRICK	5
5 441	CARVER ROAD	BRICK	8
5 442	CARVER ROAD EAST	BRICK	5
5 443	COMMONWEALTH ROAD	BRICK	6
5 444	COMMONWEALTH ROAD	BRICK	6
5 445	SCHOOL STREET	BRICK	5
5 446	CARVER ROAD	BRICK	10
5 447	CARVER ROAD	BRICK	8
5 448	COMMONWEALTH ROAD	BRICK	8
5 449	COMMONWEALTH ROAD	BRICK	7
5 450	COMMONWEALTH ROAD	BRICK	6
5 451	COMMONWEALTH ROAD	BRICK	7
5 452	COMMONWEALTH ROAD	BRICK	6
5 453	COMMONWEALTH ROAD	BRICK	7
5 454	COMMONWEALTH ROAD	BRICK	6
5 455	COMMONWEALTH ROAD	BRICK	6
5 456	COMMONWEALTH ROAD	BRICK	6
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5 458	COMMONWEALTH ROAD	BRICK	6
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5 498	COMMONWEALTH ROAD	BRICK	6
5 499	COMMONWEALTH ROAD	BRICK	6
5 500	COMMONWEALTH ROAD	BRICK	6

NOTES:
1. MANHOLE MATERIAL ASSUMED TO BE BRICK. MANHOLE DEPTH ASSUMED TO BE 5 FEET.

INTERNAL MANHOLE FRAME AND COVER

SURFACE MH	STREET / LOCATION	MATERIAL
5 333	333 BELMONT STREET	BRICK

NOTES:
1. MANHOLE MATERIAL ASSUMED TO BE BRICK.

BUILD MANHOLE BENCH AND INVERT

SURFACE MH	STREET / LOCATION	MATERIAL
5 333	333 BELMONT STREET	BRICK
5 347	FLINT ROAD	BRICK
5 362	ELMWOOD STREET	BRICK
5 363	TEMPLETON PARKWAY	BRICK
5 368	WETLAND ROAD	BRICK
5 392	SUNNYSIDE ROAD	BRICK
5 404	ELMWOOD STREET	BRICK
5 407	SCHOOL STREET	BRICK
5 417	WETLAND ROAD	BRICK
5 418	WINDY AVENUE	BRICK
5 419	SCHOOL STREET	BRICK
5 430	CARVER ROAD	BRICK
5 441	CARVER ROAD	BRICK
5 442	CARVER ROAD EAST	BRICK
5 443	COMMONWEALTH ROAD	BRICK
5 444	COMMONWEALTH ROAD	BRICK
5 445	SCHOOL STREET	BRICK
5 446	CARVER ROAD	BRICK
5 447	CARVER ROAD	BRICK
5 448	COMMONWEALTH ROAD	BRICK
5 449	COMMONWEALTH ROAD	BRICK
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5 498	COMMONWEALTH ROAD	BRICK
5 499	COMMONWEALTH ROAD	BRICK
5 500	COMMONWEALTH ROAD	BRICK

CLEANING AND TELEVISION INSPECTION

SURFACE MH	TO SURFACE TO MH	STREET / LOCATION	PIPE DIA (IN)	MATERIAL	APPROXIMATE MH TO MH LENGTH (FT)
5 337	5 337	A. EDGECLIFF ROAD	8	VC	70
5 339	5 339	HILLSIDE ROAD	8	VC	277
5 341	5 341	1423 LANSING AVENUE	6	VC	311
5 342	5 342	1423 LANSING AVENUE	6	VC	311
5 343	5 343	1423 LANSING AVENUE	6	VC	311
5 344	5 344	1423 LANSING AVENUE	6	VC	311
5 345	5 345	1423 LANSING AVENUE	6	VC	311
5 346	5 346	1423 LANSING AVENUE	6	VC	311
5 347	5 347	1423 LANSING AVENUE	6	VC	311
5 348	5 348	1423 LANSING AVENUE	6	VC	311
5 349	5 349	1423 LANSING AVENUE	6	VC	311
5 350	5 350	1423 LANSING AVENUE	6	VC	311
5 351	5 351	1423 LANSING AVENUE	6	VC	311
5 352	5 352	1423 LANSING AVENUE	6	VC	311
5 353	5 353	1423 LANSING AVENUE	6	VC	311
5 354	5 354	1423 LANSING AVENUE	6	VC	311
5 355	5 355	1423 LANSING AVENUE	6	VC	311
5 356	5 356	1423 LANSING AVENUE	6	VC	311
5 357	5 357	1423 LANSING AVENUE	6	VC	311
5 358	5 358	1423 LANSING AVENUE	6	VC	311
5 359	5 359	1423 LANSING AVENUE	6	VC	311
5 360	5 360	1423 LANSING AVENUE	6	VC	311
5 361	5 361	1423 LANSING AVENUE	6	VC	311
5 362	5 362	1423 LANSING AVENUE	6	VC	311
5 363	5 363	1423 LANSING AVENUE	6	VC	311
5 364	5 364	1423 LANSING AVENUE	6	VC	311
5 365	5 365	1423 LANSING AVENUE	6	VC	311
5 366	5 366	1423 LANSING AVENUE	6	VC	311
5 367	5 367	1423 LANSING AVENUE	6	VC	311
5 368	5 368	1423 LANSING AVENUE	6	VC	311
5 369	5 369	1423 LANSING AVENUE	6	VC	311
5 370	5 370	1423 LANSING AVENUE	6	VC	311
5 371	5 371	1423 LANSING AVENUE	6	VC	311
5 372	5 372	1423 LANSING AVENUE	6	VC	311
5 373	5 373	1423 LANSING AVENUE	6	VC	311
5 374	5 374	1423 LANSING AVENUE	6	VC	311
5 375	5 375	1423 LANSING AVENUE	6	VC	311
5 376	5 376	1423 LANSING AVENUE	6	VC	311
5 377	5 377	1423 LANSING AVENUE	6	VC	311
5 378	5 378	1423 LANSING AVENUE	6	VC	311
5 379	5 379	1423 LANSING AVENUE	6	VC	311
5 380	5 380	1423 LANSING AVENUE	6	VC	311
5 381	5 381	1423 LANSING AVENUE	6	VC	311
5 382	5 382	1423 LANSING AVENUE	6	VC	311
5 383	5 383	1423 LANSING AVENUE	6	VC	311
5 384	5 384	1423 LANSING AVENUE	6	VC	311
5 385	5 385	1423 LANSING AVENUE	6	VC	311
5 386	5 386	1423 LANSING AVENUE	6	VC	311
5 387	5 387	1423 LANSING AVENUE	6	VC	311
5 388	5 388	1423 LANSING AVENUE	6	VC	311
5 389	5 389	1423 LANSING AVENUE	6	VC	311
5 390	5 390	1423 LANSING AVENUE	6	VC	311
5 391	5 391	1423 LANSING AVENUE	6	VC	311
5 392	5 392	1423 LANSING AVENUE	6	VC	311
5 393	5 393	1423 LANSING AVENUE	6	VC	311
5 394	5 394	1423 LANSING AVENUE	6	VC	311
5 395	5 395	1423 LANSING AVENUE	6	VC	311
5 396	5 396	1423 LANSING AVENUE	6	VC	311
5 397	5 397	1423 LANSING AVENUE	6	VC	311
5 398	5 398	1423 LANSING AVENUE	6	VC	311
5 399	5 399	1423 LANSING AVENUE	6	VC	311
5 400	5 400	1423 LANSING AVENUE	6	VC	311

NOTES:
1. PIPE MATERIAL ASSUMED TO BE VC.

CUT PROTECTING SERVICE CONNECTIONS

SEWER MAIN	TO SURFACE TO MH	STREET / LOCATION	PIPE DIA (IN)	MATERIAL	APPROXIMATE MH TO MH LENGTH (FT)	APPROXIMATE STATION
5 333	5 338	WILSON ROAD	8	VC	276	0+50
5 331	5 343	LANGDON AVENUE	6	VC	331	0+40
5 331	5 343	LANGDON AVENUE	6	VC	332	0+46
5 334	5 343	LANGDON AVENUE	6	VC	333	0+40
5 335	5 343	CAMPBELL ROAD EAST	6	VC	328	0+08
5 339	5 343	WILSON ROAD	8	VC	276	0+40
5 339	5 343	WILSON ROAD	8	VC	278	0+45
5 339	5 343	WILSON ROAD	8	VC	279	0+45
5 339	5 343	WILSON ROAD	8	VC	280	0+45
5 339	5 343	WILSON ROAD	8	VC	281	0+45
5 339	5 343	WILSON ROAD	8	VC	282	0+45
5 339	5 343	WILSON ROAD	8	VC	283	0+45
5 339	5 343	WILSON ROAD	8	VC	284	0+45
5 339	5 343	WILSON ROAD	8	VC	285	0+45
5 339	5 343	WILSON ROAD	8	VC	286	0+45
5 339	5 343	WILSON ROAD	8	VC	287	0+45
5 339	5 343	WILSON ROAD	8	VC	288	0+45
5 339	5 343	WILSON ROAD	8	VC	289	0+45
5 339	5 343	WILSON ROAD	8	VC	290	0+45
5 339	5 343	WILSON ROAD	8	VC	291	0+45
5 339	5 343	WILSON ROAD	8	VC	292	0+45
5 339	5 343	WILSON ROAD	8	VC	293	0+45
5 339	5 343	WILSON ROAD	8	VC	294	0+45
5 339	5 343	WILSON ROAD	8	VC	295	0+45
5 339	5 343	WILSON ROAD	8	VC	296	0+45
5 339	5 343	WILSON ROAD	8	VC	297	0+45
5 339	5 343	WILSON ROAD	8	VC	298	0+45
5 339	5 343	WILSON ROAD	8	VC	299	0+45
5 339	5 343	WILSON ROAD	8	VC	300	0+45
5 339	5 343	WILSON ROAD	8	VC	301	0+45
5 339	5 343	WILSON ROAD	8	VC	302	0+45
5 339	5 343	WILSON ROAD	8	VC	303	0+45
5 339	5 343	WILSON ROAD	8	VC	304	0+45
5 339	5 343	WILSON ROAD	8	VC	305	0+45
5 339	5 343	WILSON ROAD	8	VC	306	0+45
5 339	5 343	WILSON ROAD	8	VC	307	0+45
5 339	5 343	WILSON ROAD	8	VC	308	0+45
5 339	5 343	WILSON ROAD	8	VC	309	0+45
5 339	5 343	WILSON ROAD	8	VC	310	0+45
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5 339	5 343	WILSON ROAD	8	VC	312	0+45
5 339	5 343	WILSON ROAD	8	VC	313	0+45
5 339	5 343	WILSON ROAD	8	VC	314	0+45
5 339	5 343	WILSON ROAD	8	VC	315	0+45
5 339	5 343	WILSON ROAD	8	VC	316	0+45
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5 339	5 343	WILSON ROAD	8	VC	319	0+45
5 339	5 343	WILSON ROAD	8	VC	320	0+45
5 339	5 343	WILSON ROAD	8	VC	321	0+45
5 339	5 343	WILSON ROAD	8	VC	322	0+45
5 339	5 343	WILSON ROAD	8	VC	323	0+45
5 339	5 343	WILSON ROAD	8	VC	324	0+45
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5 339	5 343	WILSON ROAD	8	VC	330	0+45
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5 339	5 343	WILSON ROAD	8	VC	336	0+45
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5 339	5 343	WILSON ROAD	8	VC	338	0+45
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5 339	5 343	WILSON ROAD	8	VC	340	0+45
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5 339	5 343	WILSON ROAD	8	VC	346	0+45
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5 339	5 343	WILSON ROAD	8	VC	466	0+45
5 339	5 343	WILSON ROAD	8	VC	467	0+45
5 339	5 343	WILSON ROAD	8	VC	468	0+45
5 339	5 343	WILSON ROAD	8	VC	469	0+45
5 339	5 343	WILSON ROAD				

ATTACHMENT 3

CITY COUNCIL VOTE

Order Confirmation

Brendan McCarthy
Watertown City Council
149 Main Street
Watertown, MA 02472

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

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

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

Thank you,
Boston Globe Classified Sales

617-929-1314
Monday - Friday 9:30 am - 4:30 pm
legals@globe.com

Order Number	755858	Order Price	\$1,036.26
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	08/21/2025	Last Run Date	08/21/2025
Payment Type			

AD PREVIEW:

Legal Notice The City Council of Watertown hereby gives notice of a public hearing and vote to be held ONLINE and IN-PERSON (HYBRID) Tuesday, September 9, 2025 at 7:00 PM in the Richard Mastrangelo Chamber Administration Building, 149 Main Street, Watertown, MA or online at the following link: https://watertown-ma.zoom.us/j/92991321344 which may be found on the City of Watertown's website, on a proposed Loan Order as follows: ORDERED that the sum of \$418,000 is appropriated to pay costs of performing infiltration and inflow reduction and sewer rehabilitation, including the payment of all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), M.G.L. c.44, §8(14) and/or pursuant to any other enabling authority, and to issue bonds or notes of the City thereof; that the Treasurer, with the approval of the City Manager, is authorized to borrow all or a portion of such amount from the Massachusetts Water Resources Authority (the "Authority") pursuant to the Authority's Infiltration/Inflow Local Financial Assistance Program and in connection therewith to enter into a loan agreement and/or financial assistance agreement with the Authority and otherwise to contract with the Authority with respect to such loan and for any grants or aid available for the project or for the financing thereof; and that the City Manager is authorized to accept and expend any grants or aid available for the project or for the financing thereof, provided that the amount of the authorized borrowing for the project shall be reduced by the amount of any such grants or aid received. Interested parties are encouraged to participate in this HYBRID Public Hearing. A copy of the proposed Loan Order is available for inspection as the Administration Building, 149 Main Street, Watertown, MA 02472 in the City Clerk's Office Monday through Thursday 8:30 a.m. through 5:00 p.m., on Tuesday evening up to 7:00 p.m., and Friday 8:30 a.m. through 12:30 p.m., and on the City's website page: www.watertown-ma.gov.
--

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: SEPTEMBER 9, 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> </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve transfer of funds for \$382,000 from the City Council Reserve to various Police Personnel accounts



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

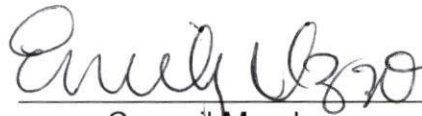
RESOLUTION # 95

2025 – R – 95

RESOLUTION APPROVING A TRANSFER OF FUNDS FROM THE FISCAL YEAR 2026 CITY COUNCIL RESERVE TO VARIOUS FISCAL YEAR 2026 POLICE PERSONNEL ACCOUNTS

BE IT RESOLVED: That the City Council of Watertown hereby approves the transfer of funds in the amount of \$382,000 from the Fiscal Year 2026 City Council Reserve to be transferred to various Fiscal Year 2026 Police Personnel accounts.

BE IT FURTHER RESOLVED: That a copy of said transfer is forwarded to the City Auditor and City Treasurer/Collector.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 8 for, 0 against, and 0 present on September 9, 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
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: September 2, 2025

RE: Agenda Item – Transfer of Funds Request

I am pleased to inform you that a collective bargaining agreement has been successfully reached between the City of Watertown and the Watertown Police Association. This three-year contract covers the period from July 1, 2025 through June 30, 2028. Enclosed for your review is a copy of the Memorandum of Agreement.

This Agreement reflects a fair and equitable resolution that serves the best interests of Watertown's taxpayers, the City, and the members of the Union. I respectfully request your support in advancing this Agreement.

In order to implement the terms of the Agreement, I respectfully request the attached transfer be placed on the agenda for the City Council meeting scheduled for September 9, 2025 to support the first year (FY2026) of the contract.

Thank you for your favorable consideration in this matter.



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: SEPTEMBER 2, 2025

RE: AGENDA ITEM – TRANSFER OF FUNDS REQUEST

Per your request, please find attached a Transfer of Funds request in the amount of \$382,000 from City Council Reserve to various Police Personnel accounts for the purpose of funding the Watertown Police Association collective bargaining agreement for Fiscal Year 2026.

Thank you for your consideration in this matter.

TRANSFER AMOUNT \$382,000

FROM:	FY 2026 CITY COUNCIL RESERVE 0111152-570780	\$	382,000
TO:	FY 2026 POLICE FULL TIME SALARIES 0121051-510111	\$	141,000
	FY 2026 POLICE SHIFT DIFFERENTIAL 0121051-510141	\$	34,000
	FY 2026 POLICE HOLIDAY 0121051-510142	\$	123,000
	FY 2026 POLICE OVERTIME 0121051-510130	\$	4,000
	FY 2026 POLICE CONTRACTUAL STIPEND 0121051-510152	\$	60,000
	FY 2026 POLICE CAREER INCENTIVE 0121051-510191	\$	20,000

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

9/2/2025
DATE


CITY AUDITOR

**MEMORANDUM OF AGREEMENT
BETWEEN THE
CITY OF WATERTOWN
AND
WATERTOWN POLICE ASSOCIATION
FOR A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT**

The City of Watertown and the Watertown Police Association hereby agree, subject to appropriation by the City Council, to a three (3) year collective bargaining agreement effective July 1, 2025 through June 30, 2028 which shall contain the same terms and conditions as the parties' most recent collective bargaining agreement, except as modified by the following:

1. Duration – 3 years
2. Wages (Article 3):
 - 7/1/25 – 2.25%
 - 7/1/26 – 2.5%
 - 7/1/27 – 2.5%

Effective July 1, 2025, a new top step (10-year step) will be added which is 3.5% above the 6th step.

3. Educational Incentive Plan (Article 4)

Non-Quinn Education – Move to percentages as follows:

	7/1/25	7/1/26	7/1/27
Associate's	8.75%	9%	9.25%
Bachelor's	15.5%	16%	16.5%
Master's	19%	19.5%	20%

4. Transitional Career Awards Program (Article 5)

Increase existing flat longevity amounts at all years of service levels as follows:

7/1/25 – \$300.00

5. Night Shift Differential (Article 6)

Increase existing Night Shift Differential percentage by 0.5% effective upon funding of CBA. Effective 7/1/26, increase Night Shift Differential percentage for officers assigned to Platoon C to 11%.

Add the following language to Article 6: “An employee who is assigned to a task force (full or part time) who as a result works a “flex shift” shall receive equivalent of the weekend differential.

6. Paid Details – Detail Rates Of Pay/Minimum/Option (Article 14, Section C):

Effective upon funding of CBA, increase day rate to \$72.00 per hour and night rate to \$90 per hour. Under this provision, the day rate will consist of hours worked during 0700-1559 hours. The night rate will consist of hours worked during 1600 - 0659 hours

7. Paid Details – Detail Compensation/Overtime/Monthly Periods (Article 14, Section D):
Effective 7/1/25, revise Section D to read as follows:

D. Detail Compensation/Overtime/Monthly Periods. For the purposes of the fair and equitable distribution of details to employees, the **number of hours assigned to** employees shall be totaled and the totals shall be carried forward daily. The Detail List shall start at zero hours for the two (2) month period commencing January 1, and at the beginning of each two (2) month period thereafter. Detail assignments shall alternate from "A" to "Z", and from "Z" to "A" at the beginning of each two (2) month period.

The initial implementation of the conversion from compensation earned to hours assigned will be at the chief's discretion.

In order to be eligible for detail and overtime opportunities, said employee must have previously signed up through the current internal detail system. Paid details shall be assigned to the employee or employees with the least amount of total detail and overtime hours first, and such employee or employees shall be offered the next detail opportunity or opportunities. The detail with the highest number of hours shall be offered to the first employee on the eligibility list. Overtime opportunities shall be distributed in a similar manner, within rank. This paragraph shall be subject to paragraph E - Priority Details.

1. Employees shall be given the maximum advance notice of detail opportunities; details shall be assigned at least two (2) days in advance, when possible.
2. Employees assigned a paid detail or an overtime assignment shall, when possible, be personally notified of said assignment.
3. If an employee refuses a detail or overtime opportunity after signing the detail system, he/she shall be charged with the total **hours** they could have **worked** had they **accepted the opportunity**.
4. If an employee is contacted by the Department after 8 A.M. for a day shift work opportunity, after 4 P.M. for a first half work opportunity, or after 8 P.M. for a last half work opportunity, they shall not be charged if he/she refuses a detail or overtime work opportunity.
5. If an employee is denied details or overtime as a result of disciplinary action, the employee shall be charged with the total **hours** that could have been **worked**.
6. Under normal, routine conditions, the first available employee on the eligibility list shall be called and offered a detail opportunity regardless of his/her place of residence.

7. If, after accepting a detail or overtime opportunity, an employee calls in sick or is unable to report for said assignment, they shall notify the Officer in Charge of the Station within a reasonable time before the detail or overtime starts, and they shall submit a report in writing to the Chief of Police, setting forth the reason(s) why they were unable to report for said assignment, and shall be charged with the total **hours** of the assignment. The Officer in Charge shall submit a report to the Chief of Police with respect to each such instance.

8. If an employee calls in sick for his/her regular tour of duty or detail assignment, the employee must complete one regular tour of duty before working a detail.

8. Paid Details – Eighteen/Eighty Hour Rules (Article 14, Section G):

Effective 1/1/26, revise Section G to read as follows:

“No employee shall work more than eighteen (18) consecutive hours in a 24 hour period, or more than **ninety (90)** hours in each work week (Monday through Sunday), whether consisting of a regular shift or tour of duty, an overtime assignment, or a detail assignment, without in each instance, the permission of the Chief of Police, except in an emergency determined by the Officer in Charge. The hour measurements **shall be** based upon hours physically worked.”

9. Sick Leave Buy Back (Article 29, Section C)

Increase sick leave buy back cap to \$5,500 effective upon funding of CBA.

10. Sick Leave Donation (Article 29, Section E)

Replace current language with the following:

In the event that an employee exhausts his/her sick leave, individual employees may donate up to a maximum of ten (10) sick days to such employee, with a total donation not to exceed forty-five (45) days. If the employee needing the sick time exhausts the forty-five (45) days, individual employees may then donate up to a maximum of ten (10) additional sick days, with a total donation not to exceed forty-five (45) additional days. Extension beyond the ninety (90) days of donated sick leave will only be permitted at the discretion of the Chief. The Association will be responsible for documenting all sick leave donations and submitting a summary of the donations to the Chief of Police identifying the employees making the donation and the number of days to be donated

11. Bereavement Leave (Article 30, Section B)

Replace current language with the following:

1. In the case of the death of a parent, step-parent, husband, wife, child, step-child, grandparent, grandchild, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law and significant other residing in the household of a bargaining unit employee, said employee will be granted a leave of absence from his duties without loss of pay and without having any part of said employee's sick leave benefit charged against his accumulated sick leave time; but in no case will said employee receive pay for absence of

more than five (5) working days, except with the express approval of the Chief of Police and only in cases of extreme emergency.

2. In the case of the death of a nephew, niece, sister-in-law and brother-in-law of any employee, said employee will be granted a leave of absence from his duties without loss of pay and without having any part of said employee's sick leave benefit charged against his accumulated sick leave time; but in no case will said employee receive pay for an absence of more than three (3) working days, except with the express approval of the Chief of Police and then only in cases of extreme emergency.
 3. In case of the death of a grandparent-in-law, uncle or aunt of any employee, he shall be granted a leave of absence of two (2) working days, one day of which shall be the funeral day without loss of pay and without having any part of the employee's sick leave benefit charged against his accumulated sick leave time, but in no case shall the employee receive pay for absence of more than two (2) working day except with the express approval of the Chief of Police and then only in cases of extreme emergency.
 4. In the event that a death occurs while an employee is on vacation leave, the employee shall immediately notify the Chief of Police, who, at the request of the employee, change said employee's status from vacation leave to bereavement leave. This provision will not operate to extend the employee's original period of absence. In the event that an employee substitutes bereavement leave for vacation leave under these circumstances, said vacation leave shall be taken at a later date with the approval of the Chief of Police.
12. In-Service Training (Provision 1)
Effective upon funding of Agreement, add new language to CBA that reads as follows:
"Officers sent to the statutorily required annual in-service training shall be entitled to a minimum of four (4) hours of pay for training sessions they attend lasting four (4) hours or less, and a minimum of eight (8) hours of pay for training sessions that exceed four (4) hours. Notwithstanding the above minimums, officers shall be required to record their actual starting and ending times for all training sessions they attend."
13. Police Memorial Day (Article 21, Section B)
Add language to reflect that officers working in administrative 5 and 2 positions that are not subject to backfilling will receive a floating day off with pay to be taken at the convenience of the Department.
14. Residence Radius (new article)
Increase to 20 miles
15. Physical Fitness Stipend (new article)
Effective upon funding of CBA, insert new article as follows:
"Non-probationary Police Officers may elect to participate, on a voluntary basis, in an annual physical fitness evaluation to be administered off-duty and based on the Police Academy Cooper Standards. Said evaluation will be administered by the Watertown Chief of Police in accordance with the policy developed by the Chief.

To be eligible to participate, an officer must not be under any physical restrictions or work limitations at the time that the evaluation is administered. Officers must submit written notice of intent to participate no later than August 15 of the assessment year. Said notice must be submitted to the Office of the Chief and Business Manager via email or department form.

Officers who meet or exceed the assessment in all categories shall be paid a Physical Fitness Stipend of one-thousand dollars (\$1,000) paid in the first payroll in January. The stipend is not pensionable and will not be prorated. Officers may only receive the stipend once per fiscal year. A written notice of successful completion will be provided to each passing officer by October 1.

The parties agree that participation in the fitness assessment is strictly voluntary and shall occur outside of scheduled duty hours. Officers will be required to sign a waiver of liability acknowledging that:

- They are participating on their own time.
- They have no known medical condition that would preclude them from engaging in physical exertion or any of the components of the evaluation.
- Any injury sustained during the fitness assessment will not be considered an on-duty injury, and the City will not be liable for workers' compensation or injury-on-duty benefits for any injury related to the officer's participation in the evaluation.

No retests will be offered during the same testing year. Officers may appeal a failing result within seven (7) calendar days of notification by submitting a written appeal to the Chief, who may authorize a review or reconsideration at their discretion. All test results shall be maintained confidentially. Performance outcomes shall not be used in officer performance evaluations, promotions, or disciplinary proceedings."

16. Bilingual Stipend (new article)

Effective upon funding of CBA, insert new article as follows:

"Sworn officers may apply to be tested in one or more foreign languages. Priority languages are determined annually by the Chief based on community need and usefulness. Testing shall be accomplished verbally and will be conducted by a certified third-party provider. Officers must complete any testing on personal time. In addition, officers must pay for the testing and will only be reimbursed by the City upon submission of proof of a successful result indicating proficiency in the tested language. Only officers who prove proficiency will be reimbursed for the testing fee(s). Retesting is permitted annually for those officers who do not pass. Officers who pass the test must retake the test every three years to ensure proficiency is maintained in order to continue receiving the stipend.

Officers who submit sufficient proof of proficiency will receive a \$500.00 stipend for the first language which the officer demonstrates proficiency in, and \$250.00 for each such additional language. Stipends will be paid on an annual basis in January.

Officers receiving the stipend must be willing and available to use their language skills to assist the Department when called upon. This includes, but is not limited to, aiding in field interactions, investigations, community events, or translation needs, even when such use falls outside the officer's regular assignment."

17. Leave usage (new article)

Any Officer may utilize sick, family sick, personal, and vacation time in one (1) hour blocks at the discretion of the Chief or their designee provided minimum staffing levels are satisfied per assigned shift.

18. Retroactivity

Only individuals who were members of the bargaining unit at the time of ratification of the successor collective bargaining agreement or who retired or were promoted during the period covered by the agreement shall be eligible to receive any retroactive amounts to be paid under this Agreement.

19. Wage reopener

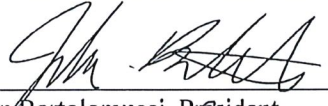
In the event that the City voluntarily enters an agreement covering the Police Supervisors or Firefighter bargaining unit which agreement provides for increases in compensation that are greater than those provided by this Agreement, the Union shall have the right to reopen and renegotiate this Agreement with respect to compensation.

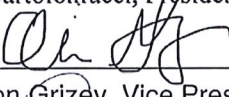
For City of Watertown,


George Proakis, City Manager

Dated: 8/14/21

For Watertown Police Association,


John Bartolomucci, President


Allison Grizey, Vice President


Don Pham, Bargaining Agent

Dated: August 6 2025



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: September 3, 2025

RE: Agenda Item – Proposed Loan Order

Please find attached correspondence from Denise Moroney, Director of Public Buildings requesting approval of \$1,886,000 in capital funding to support the full scope of the DPW Roof Replacement project, inclusive of all contingencies.

As the Capital Improvement Plan (CIP) allocates a higher amount for this project, any surplus funds are proposed to be earmarked for replacing rooftop mechanical equipment, which is at the end of its service life.

I respectfully request that the proposed Loan Order be included on the City Council agenda for September 9, 2025 as a First Reading.

Thank you for your consideration.



28 State Street
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hinckleyallen.com

Chelsea A. Tryder
(617) 378-4209
ctryder@hinckleyallen.com

September 3, 2025

George J. Proakis
City Manager
Administration Building
149 Main Street
Watertown, Massachusetts 02472

RE: Draft Loan Order – DPW Roof Replacement Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of replacing the Department of Public Works roof and mechanical equipment on the roof:

ORDERED: That the sum of \$1,886,000 is appropriated to pay costs of replacing the Department of Public Works roof and mechanical equipment on the roof, as more fully described in the City's Fiscal Year 2025 through 2029 Capital Improvement Plan, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

The order must be published at least five days prior to the holding of a public hearing with respect to the order and its final passage and requires the affirmative vote of at least two-thirds of all members of the City Council, as in the case of any other loan order for bonds.

Please call me if there are any questions about the suggested proceedings.

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



CITY OF WATERTOWN
Department of Public Buildings

Denise Moroney
Director of Public Buildings
124 Watertown Street, Suite 3F - Watertown, MA - 02472
Phone: 617- 686-3184
dmoroney@watertown-ma.gov

September 2, 2025

Dear Mr. Proakis,

The Department of Public Buildings received nine bids on August 28, 2025 for the DPW Roof Replacement project (see attached). The lowest base bid was \$1,340,000 and had an add alternate #1 price of \$300,000 for a potential low bid award of \$1,640,000. The second lowest base bid was \$1,497,800 with no price provided for add alternate #1. Including a 10% Construction Contingency and 5% Owner's Contingency, we are therefore requesting \$1,886,000 in capital funds for the DPW Roof Replacement project based on the following break down:

General Contractor Bid Award	\$1,640,000
15% Contingency Funds	<u>\$ 246,000</u>
Total Funding Request	\$1,886,000

We realize there is a higher amount in the CIP for this project and would like to earmark any remaining funds for the replacement of the mechanical equipment on the roof as all rooftop units and exhaust fans are at end of life and in need of replacement.

If you could please support this request and forward it to City Council for approval at the September 9, 2025 meeting.

Thank you,

Denise Moroney
Director of Public Buildings

Company Name	from City/Town	90% Estimate 4/25/25:		Base Bid	Alternate	Base + Alt #1 (11 to 7 shifts)	above/below est w/ Alt #1	10% Const Contingency	5% Owner Contingency	Base + Alt #1 + Contingencies
		\$2,048,069	\$211,159							
Triumph Roofing	Baldwindale, MA	\$1,645,170	\$220,000	\$1,865,170		\$1,865,170	-\$394,058			
Gibson Roofs	Hanover, MA	\$1,944,000	\$143,000	\$2,087,000		\$2,087,000	-\$172,228			
Greenwood Industries	Worcester, MA	\$1,957,000	\$120,000	\$2,077,000		\$2,077,000	-\$182,228			
MDM Engineering	Dudley, MA	\$1,340,000	\$300,000	\$1,640,000		\$1,640,000	-\$619,228	\$164,000	\$82,000	\$1,886,000
Capeway Roofing	Westport, MA	\$2,359,600	\$710,800	\$3,070,400		\$3,070,400	\$811,172			
WPI Construction	Webster, MA	\$1,666,000	\$0	\$1,666,000		\$1,666,000	-\$593,228			
Corolla Roofing	Winthrop, MA	\$1,497,800	\$0	\$1,497,800		\$1,497,800	-\$761,428	\$149,780	\$74,890	\$1,722,470
Wayne Roofing	Foxboro, MA	\$1,823,000	n/a	n/a		n/a	n/a			
Leading Way Construction	Brockton, MA	\$1,696,600	\$66,000	\$1,762,600		\$1,762,600	-\$496,628			
	avg base bid	\$1,769,908	\$173,311		avg Alternate #1					
	median bid	\$1,696,600	\$181,500		mean Alternate #1					



City of Watertown, MA

Department of Public Buildings - Construction & Capital Projects

DPW Bid Summary with suggested funding levels w/ contingencies

Note 1: Lowest Bidder (MDM) carried \$300,000 for Add Alternate (later shift work)

Note 2: 2nd lowest bidder (Corolla) suggests Add Alt is included but not yet in writing

Note 3: Lowest Bidder w/Alt #1 & 15% total contingencies is \$1,886,000



George J. Proakis
City Manager

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Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: September 2, 2025

RE: Agenda Item – Proposed Loan Order

Please find attached correspondence from Denise Moroney, Director of Public Buildings requesting approval for up to \$60,000 in capital funds to purchase an electric vehicle for the trades maintenance staff. The Department of Public Buildings received a \$7500 grant from Green Communities to offset some of the vehicle purchase expense.

I respectfully request that the proposed Loan Order be included on the City Council agenda for September 9, 2025 as a First Reading.

Thank you for your consideration.



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Chelsea A. Tryder
(617) 378-4209
ctryder@hinckleyallen.com

September 3, 2025

George J. Proakis
City Manager
Administration Building
149 Main Street
Watertown, Massachusetts 02472

RE: Draft Loan Order – Electric Vehicle Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs purchasing an electric vehicle and outfitting such electric vehicle with shelves:

ORDERED: That the sum of \$60,000 is appropriated to pay costs of purchasing an electric vehicle and outfitting such electric vehicle with shelves, including all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the amount of borrowing authorized by this order shall be reduced by any grant amount received from Green Communities for this purpose.

The order must be published at least five days prior to the holding of a public hearing with respect to the order and its final passage and requires the affirmative vote of at least two-thirds of all members of the City Council, as in the case of any other loan order for bonds.

Please call me if there are any questions about the suggested proceedings.

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



CITY OF WATERTOWN
Department of Public Buildings

Denise Moroney
Director of Public Buildings
124 Watertown Street, Suite 3F - Watertown, MA - 02472
Phone: 617- 686-3184
dmoroney@watertown-ma.gov

August 29, 2025

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

Dear Mr. Proakis

The Department of Public Buildings staff is requesting approval for up to \$60,000 in capital funds to purchase an electric vehicle for the trades maintenance staff. We have contacted Marcotte Ford who is on the VEH110 state contract for vehicle purchasing. We have received the attached quote for an in stock 2025 Ford E-Transit LR Cargo van for \$54,350 and will also need to have the inside of the cargo van outfitted with shelves for holding stock and tools at an additional cost of approximately \$13,150. We have already received a \$7500 grant from Green Communities to offset some of the vehicle purchase expense.

E-Transit Cargo Van	\$54,350
Shelving for Tools/Supplies	\$13,150
Green Communities Grant	<u>(\$ 7,500)</u>
Total Funding Request	\$60,000

If you could please support this request and forward it to City Council for approval at the September 9th, 2025 meeting.

Thank you,

Denise Moroney
Director of Public Buildings



VEH110 Quote Form: Vendor Response

Cells which require input are shaded blue and will turn white when filled. Additional cells are optional.

FOR BIDDING VENDORS: This (Vendor Response) tab must be completed by the bidding vendor and submitted to the purchasing entity. If the bidding vendor would like to submit a separate specification sheet, it must be submitted to the purchasing entity along with this form.

Use one quote form per vehicle specification. Only multiples of the exact same spec'd vehicle can be included on each individual form.
For options/upfits/transferred equipment, each line item must be fully populated.

VENDOR INFORMATION

Legal Name:	Marcotte Ford Sales, Inc.
Company Address:	1025 Main Street, Holyoke MA 01040
Name of Company Contact:	Colby Henderson
Contact Phone:	413-420-2608
Contact Email:	chenderson@marcotteford.com

Date of Quote:	7/17/2025	Quote Number:	WTWNLRETRANA7425	Order By Date:	TBD
Quote Expires:					

VEHICLE SPECIFICATIONS / INFORMATION

VEH110 Vehicle #, if Applicable:		Vehicle Being Sourced From:		Dealer Inventory/Stock Stock/Order#:	
Vehicle Offered		Vehicle Offered			A7425
Model Year:	2025	Seating Capacity:	2		
Make & Model:	Ford E-Transit LR Cargo	Exterior Color:	Oxford White		
Trim Level:	XL	Interior Color and Material:	Dark Palazzo Gray Cloth		
Drive Train:	RWD				
Body Code & Pkg.:	W1Y 101A			Quantity of Vehicle Offered:	1
Engine Details:	Enhanced Range Electric Motor	Base Vehicle Contract Price:	\$51,905.00		
Engine Designation:	Battery Electric Vehicle				
For Trucks and Vans:	Wheelbase:	148"	Roof Height or Bed Length:		

ADDED DISCOUNTS / INCENTIVES / CREDITS (PER VEHICLE)

Grants			
Tax Credits/Rebates		Notes: Quote for an In Stock '25 Ford E-Transit Low Roof	Total Additional Incentives:
Promo. Discounts			
Volume Discounts			

ORDER & DELIVERY TIME LINE / DELIVERY LOCATION / TRADE-IN INFORMATION

MY Order Bank Status/Open Date:		MY Production Status/Dates:	
Lead Time should be referenced in weeks (only use days if less than one week applies):			
Vehicle Lead Time from OEM to Dealer:		Upfit/Transfer Lead Time at Dealer:	
Vehicle Lead Time at Sub-Contractor:		TOTAL Order to Delivery Lead Time:	
Delivery Location (from Dealer to Purchaser): Watertown, MA			
Delivery Fee (may ONLY be applied when delivery location is outside mainland MA): \$0.00			
Trade-Ins May Be Allowed to Reduce Acquisition Cost, Based on Applicable Procurement Regulations (not allowed for Executive Branch purchasers):			
Trade-In Details (Year, Make, Model):		Trade-In Value:	

PRICE SUMMARY

Per Vehicle, Contract Base Price:	\$51,905.00	Per Vehicle, as noted in the applicable sections:	
Total Additional Incentives:	\$0.00	Total Factory Options:	\$1,595.00
Trade in Value, if applicable:	\$0.00	Total Upfit/Transfer/Delivery:	\$0.00
TOTAL COST PER VEHICLE: (including all add-ons and incentives)	\$54,350.00	QUANTITY:	1
TOTAL PURCHASE PRICE (if move forward with PO):		\$54,350.00	

ADDED FACTORY (OEM) OPTIONS AND PACKAGES (PER VEHICLE)

Quantity per Vehicle:	Factory Code:	Option / Accessory Description:	Price Per Unit (Cost Plus):	Total Per Vehicle:
1	15F	Rear Compartment Lighting		\$0.00
1	17B	Fixed Rear and Pass Side Glass		\$0.00
1	63G	White Noise Alarm		\$0.00
1	86F	Two Additional Keys		\$0.00
1	16E	Vinyl Floor Covering		\$0.00
1	96D	Load Area Protection Package		\$0.00
1	15C	Wheel Well Liners		\$0.00
1	66C	D-Pillar Assist Handles		\$0.00

Factory Options Total (per vehicle):				\$1,905.00
ADDED ACCESSORIES / UPFIT / TRANSFER OF EQUIPMENT (PER VEHICLE)				
Quantity per	Supplier Brand / Part Code:	Option / Accessory Description:	Price Per Unit	Total Per Vehicle:
1	FORD	Running Board (Installed on Pass Side - Labor Included)		\$850.00
Accessories / Upfit / Transfer Total (per vehicle):				\$850.00
OTHER TERMS (NOT TO CONFLICT WITH ANY TERM ON VEH110)				



George J. Proakis
City Manager

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Phone: 617-972-6465
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citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: September 2, 2025

RE: Agenda Item – Request for Capital Fund Repurposing and Proposed Loan Order

Attached is a request from Maurice Myrie, Chief Technology Officer, to repurpose \$250,000 in existing capital funds to complete IT infrastructure for the City's new office space on the 2nd floor of the Parker Annex. The funds will support structured cabling, network switches, wireless access points, server rack installation, and associated licensing and support.

This proposal reflects a shift in capital priorities since the development of the 2026-2030 Capital Improvement Plan. MUNIS enhancements are now being handled internally, and digital equity initiatives can be pursued through external grants and partnerships.

Should City Council approve the proposed repurposing of funds at its September 9, 2025 meeting, I respectfully request consideration of the attached Loan Order that evening, as it is directly related.

Thank you for your attention to this request.



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hinckleyallen.com

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ctryder@hinckleyallen.com

September 3, 2025

George J. Proakis
City Manager
Administration Building
149 Main Street
Watertown, Massachusetts 02472

RE: Draft Loan Order – IT Infrastructure Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of the IT infrastructure buildout for the City's new office space located on the second floor of the Parker Annex:

ORDERED: That the sum of \$250,000 is appropriated to pay costs of the IT infrastructure buildout for the City's new office space located on the second floor of the Parker Annex, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

The order must be published at least five days prior to the holding of a public hearing with respect to the order and its final passage and requires the affirmative vote of at least two-thirds of all members of the City Council, as in the case of any other loan order for bonds.

Please call me if there are any questions about the suggested proceedings.

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



George J. Proakis
City Manager

Maurice A. Myrie
Chief Technology Officer

CITY OF
WATERTOWN
*Department of Innovation &
Technology (DoIT)*

Parker Building
124 Watertown Street, STE 3H
Watertown, MA 02472
Phone: 617-972-6463
www.watertown-ma.gov

To: George J. Proakis, City Manager
Megan Langan, City Auditor

From: Maurice Myrie, Chief Technology Officer

Date: September 3, 2025

RE: Repurpose of Capital Fund Request

I respectfully submit this request for City Manager's approval to repurpose capital funds and, if approved, move forward with a loan order to complete the IT infrastructure buildout for the City's new office space located on the 2nd floor of the Parker Annex.

As part of the ongoing office relocation and setup, the IT infrastructure work—including structured cabling, network switches, wireless access points, server rack installation, and other essential components—is critical to ensuring that the space is fully functional and technologically equipped for City operations.

To address this, I am requesting a capital fund repurpose in the amount of \$250,000 from the following IT capital funds: MUNIS Financial System Enhancements (\$50,000), Parker Annex Technology (\$50,000), and Digital Equity and Broadband (\$150,000).

When I started in late 2024, I inherited a 5-year capital plan from my predecessor. Since then, I have reassessed that MUNIS financial system enhancements are being led by an internal MUNIS moderation working group, and digital equity and broadband can be achieved by seeking grants or partnering with local community groups or broadband carriers.

The funds will cover the following expenses:

Equipment (i.e., network switches, wireless access points, access control, etc.) = \$150,00

Data cabling = \$60,000

Licensing, maintenance, and support = \$40,000

This repurposing of capital funds will allow us to complete the necessary installations and ensure the space is ready to support staff operations on schedule.

This request supports the City's commitment to modernizing its workspaces and ensuring the uninterrupted delivery of services to its residents. All expenditures will remain within the approved capital budget framework.

Thank you for your time and consideration.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: SEPTEMBER 9, 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> </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to accept the report from the Committee on Public Works from its meeting on August 26, 2025

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: SEPTEMBER 9, 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> </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve the first action item of the report from the Committee on Public Works from its meeting on August 26, 2025

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: SEPTEMBER 9, 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> </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve the second action item of the report from the Committee on Public Works from its meeting on August 26, 2025

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: SEPTEMBER 9, 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> </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve the third action item of the report from the Committee on Public Works from its meeting on August 26, 2025

Watertown City Council
Committee on Public Works
Councilor Piccirilli-Chair, Councilor Feltner-Vice Chair, Councilor Palomba- Secretary
Committee Report of August 26, 2025 Meeting
Presented to the City Council on September 9, 2025

The Committee on Public Works met on Tuesday, August 26 in the City Council Office to interview candidates for appointment to the Stormwater Advisory Committee and interview candidates for appointment to the Memorialization Committee. Present at the meeting were Councilor Piccirilli, Committee Chair, Councilor Feltner, Committee Vice Chair, and Councilor Palomba, Committee Secretary. The meeting began at 5:30 PM.

Interview with Ms. Nancy Hammett for Reappointment to the Stormwater Advisory Committee

The first candidate the Committee interviewed was Ms. Nancy Hammett. Ms. Hammett had previously served on the Stormwater Advisory Committee from 2012 - 2015. She played a significant role in the formulation of the City's Stormwater Ordinance. She has also served on the City's Conservation Commission from 2002 to 2008. She is presently a Board member of the Massachusetts Rivers Alliance.

Ms. Hammett is interested in continuing to serve on the Stormwater Advisory Committee because of her concern about climate change particularly as it relates to possible flooding and about the requirements of federal legislation regulating the reduction of phosphorus in the Charles River. She appreciates the present and past work of the Committee but believes the Committee can increase its efforts to educate residents about the dangers of stormwater discharge and how they can contribute to preventing it. She would advocate for more public engagement including presentations at the meetings of Watertown community and business organizations and develop ongoing collaborations with these organizations. She feels the Committee should reach out to statewide and regional organizations to gathering information and resources that they can be shared with the city staff. Related to this idea, she would like to see the city staff view the Committee as a reliable source of support.

Councilor Feltner made the following motion:

The Committee on Public Works recommends that the full City Council approve the reappointment of Nancy Hammett as a member of the Stormwater Advisory Committee to a term expiring July 15, 2027.
Councilor Palomba seconded the motion and it passed 3 – 0.

Interview with Ms. Lilia Moscalu for Appointment to the Stormwater Advisory Committee

The second candidate the Committee interviewed was Ms. Lilia Moscalu. Ms. Moscalu moved to Watertown in 2020 and has two children in Watertown public schools. She wants to be more active in the community and make a contribution to Watertown. She has a strong interest in biology and ecology. As someone who lives next to the Charles River, she is particularly concerned about protecting the river. She has attended two previous Committee meetings and will be volunteering at the Committee's table at the Faire on the Square. She hopes to participate in efforts to educate the public about the role of the Committee and how residents can be involved.

Councilor Feltner made the following motion:

The Committee on Public Works recommends that the full City Council approve the appointment of Lilia Moscalu as a member of the Stormwater Advisory Committee to a term expiring July 15, 2027.

Councilor Palomba seconded the motion and it passed 3 – 0.

The scheduled interview of Ms. Ani Aroyian for appointment to the Memorialization Committee was canceled due to an unforeseen accident that made it impossible for Ms. Aroyian to be present.

Interview of Ms. Ellen Trudel to the Memorialization Committee

The third candidate interviewed by the Committee was Ms. Ellen Trudel. Ms. Trudel has been a resident of Watertown for nine years and has extensive experience in the fields of public policy, public affairs, and government relations. She has attended the Civic Academy and wants to become more active in Watertown. She was drawn to the Memorialization Committee after reading about the call for naming recommendations for our new high school.

When asked what would be her contributions to the Committee, Ms. Trudel explained that one of her strengths is the ability to appreciate varying ideas, find points of consensus, and propose next steps. She also believes her experience at Harvard University working on two de-naming requests will be helpful. She understands that serving on the Committee will require a considerable commitment of time and energy, particularly in the early stages.

Ms. Trudel recognizes that the Memorialization Committee is a new committee and will pose challenges for its members, particularly the need to create policies and procedures that can be applied when reviewing naming requests that can be quite varied. She feels it is important to consider the diversity of values and ideas in our community when creating these policies and procedures. She recognizes that balancing the desires of a resident(s) who makes a naming request with the considerations of other residents can be very challenging. However, she also sees the naming process as a wonderful opportunity for community learning and engagement.

Councilor Feltner made the following motion:

The Committee on Public Works recommends that the full City Council approve the appointment of Ellen Trudel as a member of the Memorialization Committee to a term expiring September 15, 2027.

Councilor Palomba seconded the motion and it passed 3 – 0.

Councilor Feltner made a motion to adjourn which was seconded by Councilor Palomba and passed 3-0. The meeting ended at 7:05 PM. The minutes were prepared by Councilor Palomba.



Watertown City Council

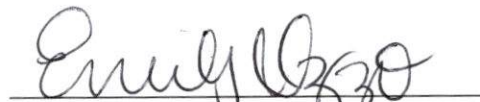
Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

RESOLUTION # 96

2025 – R - 96

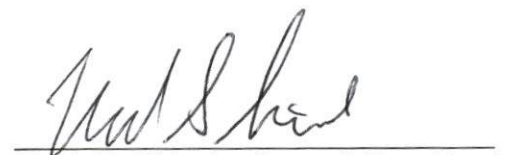
RESOLUTION CONFIRMING THE REAPPOINTMENT OF NANCY HAMMET TO THE STORMWATER ADVISORY COMMITTEE

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of Nancy Hammett to the Stormwater Advisory Committee for a term to expire on July 15, 2027.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above Resolution was adopted by a vote of 8 for, 0 against, and 0 present on September 9, 2025


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor



Watertown City Council

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

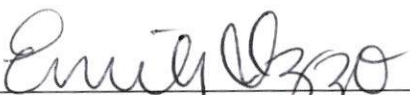
RESOLUTION #

97

2025 - R - 97

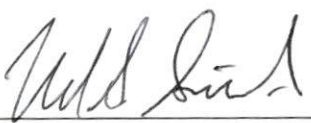
RESOLUTION CONFIRMING THE APPOINTMENT OF LILIA MOSCALU TO THE STORMWATER ADVISORY COMMITTEE

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the appointment of Lilia Moscalu to the Stormwater Advisory Committee for a term to expire on July 15, 2027.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above Resolution was adopted by a vote of 8 for, 0 against, and 0 present on September 9, 2025


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor



Watertown City Council

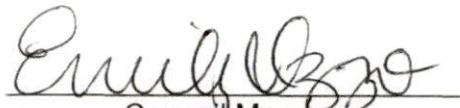
Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

RESOLUTION # 98

2025 - R - 98

RESOLUTION CONFIRMING THE APPOINTMENT OF ELLEN TRUDEL TO THE MEMORIALIZATION COMMITTEE

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the appointment of Ellen Trudel to the Memorialization Committee for a term to expire on September 15, 2027.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above Resolution was adopted by a vote of 8 for, 0 against, and 0 present on September 9, 2025


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: SEPTEMBER 9, 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> </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to accept the report from the Committee on Human Services from its meeting on February 6, 2025

**Watertown City Council
Committee on Human Services
Thursday, February 6, 2025
6:00pm**

Members Present: Councilor Tony Palomba, Chair; Councilor Caroline Bays, Vice Chair; and Councilor John Gannon, Secretary

The Committee on Human Services held its second public meeting on February 6, 2025, at 6:00pm. This time, the meeting called for a discussion with the Affordable Housing Trust regarding the City's upcoming Affordable Housing Study.

1. Call to Order

Committee Chair Palomba called the meeting to order at 6:00pm and introduced the other committee members present: Caroline Bays, Vice Chair; and John Gannon, Secretary. Also present at different times were City Councilors Nicole Gardner and Vinnie Piccirilli.

Present from the Affordable Housing Trust were members Zoe Weintraub, Cliff Cook and David Leon. City staff present were City Manager George Proakis, Steve Magoon and Larry Field. Other participants present were Kevin Ryan, Jacky van Leeuwen, Adam Schultz, Carole Brewener, Brian Ho, Sam Ghilardi, Lisa Paul, Rita Colafella and Jamie Gordon.

The purpose of the meeting was to take input into the City's proposed affordable housing study and a Request for Qualifications for qualified affordable housing consultants who could study Watertown's affordability issues, discuss multiple ways in which the City can offer affordable housing incentives to increase Watertown's inventory of affordable housing and to tailor specific incentives and methodologies to increase affordable housing units in particular neighborhoods. Also to be studied are the internal processes that Watertown uses or could use to spur the creation of affordable housing units, given changes in financial conditions that take place.

Steve Magoon stated that the purpose of the discussion is to seek input on study objectives and to look at zoning tools available for creating more affordable housing units. As important, the study should focus on the potential for unintended consequences resulting from directions in this regard that the City may initiate. Larry Field also stated that the administration is seeking to determine who are the most qualified consultants to assist Watertown in achieving these objectives.

Cliff Cook, chair of the Affordable Housing Trust, stated that the Trust members were present to make suggestions. He urged us to consider hiring a consultant who has access to the proper financial models that could be used to evaluate effects of different types of affordable housing. He distinguished the difference between affordable housing that is created through the market rate side, such as those created from inclusionary zoning requirements, with those affordable

units that are created through direct financial incentives, such as from Community Preservation Act funding. George Proakis stated that we will also be looking at the regulatory framework of affordable housing and where we can provide incentives to create more affordable units.

Cliff Cook emphasized that the financial incentives for the direct creation of affordable units are different from those affordable units created through market forces. That's why it would be helpful for a consultant to analyze different financial models. Zoe Weintrobe stated that the same consultant can study the financial incentives for each mode of affordable housing creation. George Proakis explained that we need to get a sense of what financial incentives work to encourage developers to create more such housing, and how to determine lower development cost models so that private developers may find it advantageous to construct such units. Any ideas for modifying development structures would also need to be studied to ensure that the housing created fits in with existing housing stock. Steve Magoon further explained that we need to ensure that there are no adverse unintended consequences arising from ideas that the city may pursue. George provided an example of how a program adopted could create such adverse consequences. He stated that when he worked for the City of Somerville, during a time of booming economic activity, that city mandated a higher inclusionary zoning bonus rate that was higher than Watertown's 15% number. He explained that Somerville's earlier adoption of the higher rate increased costs for developers to build such units, leading to fewer units being built.

Cliff Cook stated that planning professionals are aware of the incentives that are available to encourage the creation of affordable housing units, but we need the study to determine which incentives work for Watertown, or for specific neighborhoods of Watertown.

Larry Field stated that we're presently looking to design a Request for Qualifications to determine who the consultants are who can best conduct the major affordable housing study. The timeline objective is to hire the consultant, conduct the study and then have findings and recommendations for the full City Council to consider in the fall of 2025.

At the close of the meeting, Councilor Bays made a motion to adjourn, which was seconded by Councilor John Gannon. The meeting adjourned at 7:05pm

Respectfully submitted,
John Gannon



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: September 2, 2025

RE: Hazard Mitigation Plan

In accordance with the Federal Emergency Management Agency's Disaster Mitigation Act of 2000, as amended by the Stafford Act (Code of Federal Regulations, Title 44, Chapter 1, Part 201), the City of Watertown is required to develop and update its Hazard Mitigation Action Plan (HMAP) every five years.

Hazard mitigation planning serves as a proactive framework for identifying and implementing strategies to reduce risks to life and property from natural hazard events. Maintaining a current and comprehensive HMAP is critical to ensuring the City's continued eligibility for FEMA hazard mitigation grant funding.

I will bring this up under Communications from the City Manager at the September 9, 2025 City Council Meeting and respectfully request the matter be referred to Committee for further review and consideration.



George J. Proakis
City Manager

CITY OF
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Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: September 2, 2025

RE: Mobility Study

I request that the City Council make a referral to the Committee on Economic Development & Planning to have a presentation and discussion about Watertown's Study for Improving City-Supported Mobility. This referral presents an opportunity for Councilors to discuss and learn of progress about the American Rescue Plan Act (ARPA) funded study.

The City's Senior Transportation Planner and the Department of Community Development & Planning have been working since January 2025 with consultants from the firms Stantec and Journey, selected from a competitive RFP process, to finalize the report. The consultants will give a presentation to the Committee on their draft recommendations, which were developed from six Watertown stakeholder interview sessions, direction from a City-staff steering committee, studying industry best practices, and Watertown reports and initiatives.

The Mobility Study identifies cost-effective and results-oriented options to connect residents to where they want to go locally without needing a personal automobile in accordance with the City's goal of reducing single-occupancy vehicle travel mileage. It provides a framework to guide policies and mitigation in the coming years as the City shapes transportation within its control. This presentation will provide an opportunity for feedback from City Council in order for the study to be finalized and endorsed so the City Administration then implement it as appropriate.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: SEPTEMBER 9, 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> </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to refer the item of strengthening the community notice requirement on upcoming projects to the Committee on Economic Development and Planning



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager

Date: September 17, 2025

RE: Agenda Item – Informational Presentation

I respectfully request that an Informational Presentation be placed on the agenda for the September 23, 2025 City Council Meeting regarding recent changes to polling locations approved by the Board of Election Commissioners at their April 15th meeting.

For reference, please find attached correspondence from Noelle Gilligan, City Clerk/Chief Election Officer, providing additional context on these updates.

Chair Adam Brewster of the Board of Election Commissioners will be present to deliver the presentation and address any questions from the Council.

Thank you for your attention to this matter and for your consideration of this request.



CITY OF WATERTOWN

Office of the City Clerk
Administration Building
149 Main Street
Watertown, Massachusetts 02472

Noelle Gilligan
City Clerk/Chief Election Officer

Telephone (617) 715-8686
Fax (617) 972-6595

To: George Proakis, City Manager

From: Noelle Gilligan, City Clerk / Chief Election Officer

Subject: Polling Location Changes

Date: September 17, 2025

George,

At the April 15th meeting of Board of Election Commissioners, it was discussed and approved to move the polling locations, please see below:

The Board of Election Commissioners are relocating several polling locations to better accommodate voters and ensure a more accessible, efficient, and secure voting experience. While the schools have served us well for many years, limited parking and accessibility concerns have made it necessary to find alternative locations. These new sites will better serve our community and ensure that all voters can easily access the polls on Election Day. This change is also intended to minimize disruptions to school operations, while enhancing overall convenience for voters and encouraging higher turnout. The new polling sites will be:

- **Precinct 2 will move from the Hosmer Elementary to the Hellenic Cultural Center at 25 Bigelow Avenue**
- **Precinct 7 will move from the Middle School (formally the Lowell Elementary School) to the North End Fire Station at 270 Orchard Street**
- **Precincts 8 and 9 will move from the Middle School to the Watertown Free Public Library at 123 Main Street**
- **Precincts 11 and 12 will move from the Cunniff Elementary School to the Munger Apartments at 100 Warren Street**
-

Chair Adam Brewster will be in attendance for the September 23rd City Council meeting.

If I can provide you with any additional information, please do not hesitate to ask.

Thank you,

Noelle Gilligan
City Clerk / Chief Election Officer



George J. Proakis
City Manager

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WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: September 3, 2025

RE: Agenda Item – Proposed Loan Order

Please find attached correspondence from Denise Moroney, Director of Public Buildings requesting approval of \$1,886,000 in capital funding to support the full scope of the DPW Roof Replacement project, inclusive of all contingencies.

As the Capital Improvement Plan (CIP) allocates a higher amount for this project, any surplus funds are proposed to be earmarked for replacing rooftop mechanical equipment, which is at the end of its service life.

I respectfully request that the proposed Loan Order be included on the City Council agenda for September 9, 2025 as a First Reading.

Thank you for your consideration.



28 State Street
Boston, MA 02109-1775
p: 617-345-9000 f: 617-345-9020
hinckleyallen.com

Chelsea A. Tryder
(617) 378-4209
ctryder@hinckleyallen.com

September 3, 2025

George J. Proakis
City Manager
Administration Building
149 Main Street
Watertown, Massachusetts 02472

RE: Draft Loan Order – DPW Roof Replacement Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of replacing the Department of Public Works roof and mechanical equipment on the roof:

ORDERED: That the sum of \$1,886,000 is appropriated to pay costs of replacing the Department of Public Works roof and mechanical equipment on the roof, as more fully described in the City's Fiscal Year 2025 through 2029 Capital Improvement Plan, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

The order must be published at least five days prior to the holding of a public hearing with respect to the order and its final passage and requires the affirmative vote of at least two-thirds of all members of the City Council, as in the case of any other loan order for bonds.

Please call me if there are any questions about the suggested proceedings.

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



CITY OF WATERTOWN
Department of Public Buildings

Denise Moroney
Director of Public Buildings
124 Watertown Street, Suite 3F - Watertown, MA - 02472
Phone: 617- 686-3184
dmoroney@watertown-ma.gov

September 2, 2025

Dear Mr. Proakis,

The Department of Public Buildings received nine bids on August 28, 2025 for the DPW Roof Replacement project (see attached). The lowest base bid was \$1,340,000 and had an add alternate #1 price of \$300,000 for a potential low bid award of \$1,640,000. The second lowest base bid was \$1,497,800 with no price provided for add alternate #1. Including a 10% Construction Contingency and 5% Owner's Contingency, we are therefore requesting \$1,886,000 in capital funds for the DPW Roof Replacement project based on the following break down:

General Contractor Bid Award	\$1,640,000
15% Contingency Funds	<u>\$ 246,000</u>
Total Funding Request	\$1,886,000

We realize there is a higher amount in the CIP for this project and would like to earmark any remaining funds for the replacement of the mechanical equipment on the roof as all rooftop units and exhaust fans are at end of life and in need of replacement.

If you could please support this request and forward it to City Council for approval at the September 9, 2025 meeting.

Thank you,

Denise Moroney
Director of Public Buildings

Watertown DPW Roofing Project

8/28/25 Bid Tab: Base Bid + Add Alt versus 90% Estimate

9/2/25

	90% Estimate 4/25/25:	\$2,048,069	\$211,159	\$2,259,228				
Company Name	from City/Town	Base Bid	Alternate	Base + Alt #1 (11 to 7 shifts)	above/below est w/ Alt #1	10% Const Contingency	5% Owner Contingency	Base + Alt #1 + Contingencies
Triumph Roofing	Baldwindale, MA	\$1,645,170	\$220,000	\$1,865,170	-\$394,058			
Gibson Roofs	Hanover, MA	\$1,944,000	\$143,000	\$2,087,000	-\$172,228			
Greenwood Industries	Worcester, MA	\$1,957,000	\$120,000	\$2,077,000	-\$182,228			
MDM Engineering	Dudley, MA	\$1,340,000	\$300,000	\$1,640,000	-\$619,228	\$164,000	\$82,000	\$1,886,000
Capeway Roofing	Westport, MA	\$2,359,600	\$710,800	\$3,070,400	\$811,172			
WPI Construction	Webster, MA	\$1,666,000	\$0	\$1,666,000	-\$593,228			
Corolla Roofing	Winthrop, MA	\$1,497,800	\$0	\$1,497,800	-\$761,428	\$149,780	\$74,890	\$1,722,470
Wayne Roofing	Foxboro, MA	\$1,823,000	n/a	n/a	n/a			
Leading Way Construction	Brockton, MA	\$1,696,600	\$66,000	\$1,762,600	-\$496,628			
avg base bid		\$1,769,908	\$173,311	avg Alternate #1				
median bid		\$1,696,600	\$181,500	mean Alternate #1				



City of Watertown, MA

Department of Public Buildings – Construction & Capital Projects

DPW Bid Summary with suggested funding levels w/ contingencies

Note 1: Lowest Bidder (MDM) carried \$300,000 for Add Alternate (later shift work)

Note 2: 2nd lowest bidder (Corolla) suggests Add Alt is included but not yet in writing

Note 3: Lowest Bidder w/Alt #1 & 15% total contingencies is \$1,886,000

Order Confirmation

Brendan McCarthy
Watertown City Council
149 Main Street
Watertown, MA 02472

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

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

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Thank you,
Boston Globe Classified Sales

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Order Number	756878	Order Price	\$708.35
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	09/13/2025	Last Run Date	09/13/2025
Payment Type			

AD PREVIEW:



The Boston Globe | Classified Advertising Proof | Printed on: Sep 11 2025



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: September 2, 2025

RE: Agenda Item – Proposed Loan Order

Please find attached correspondence from Denise Moroney, Director of Public Buildings requesting approval for up to \$60,000 in capital funds to purchase an electric vehicle for the trades maintenance staff. The Department of Public Buildings received a \$7500 grant from Green Communities to offset some of the vehicle purchase expense.

I respectfully request that the proposed Loan Order be included on the City Council agenda for September 9, 2025 as a First Reading.

Thank you for your consideration.



28 State Street
Boston, MA 02109-1775
p: 617-345-9000 f: 617-345-9020
hinckleyallen.com

Chelsea A. Tryder
(617) 378-4209
ctryder@hinckleyallen.com

September 3, 2025

George J. Proakis
City Manager
Administration Building
149 Main Street
Watertown, Massachusetts 02472

RE: Draft Loan Order – Electric Vehicle Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs purchasing an electric vehicle and outfitting such electric vehicle with shelves:

ORDERED: That the sum of \$60,000 is appropriated to pay costs of purchasing an electric vehicle and outfitting such electric vehicle with shelves, including all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the amount of borrowing authorized by this order shall be reduced by any grant amount received from Green Communities for this purpose.

The order must be published at least five days prior to the holding of a public hearing with respect to the order and its final passage and requires the affirmative vote of at least two-thirds of all members of the City Council, as in the case of any other loan order for bonds.

Please call me if there are any questions about the suggested proceedings.

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



CITY OF WATERTOWN
Department of Public Buildings

Denise Moroney
Director of Public Buildings
124 Watertown Street, Suite 3F - Watertown, MA - 02472
Phone: 617- 686-3184
dmoroney@watertown-ma.gov

August 29, 2025

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

Dear Mr. Proakis

The Department of Public Buildings staff is requesting approval for up to \$60,000 in capital funds to purchase an electric vehicle for the trades maintenance staff. We have contacted Marcotte Ford who is on the VEH110 state contract for vehicle purchasing. We have received the attached quote for an in stock 2025 Ford E-Transit LR Cargo van for \$54,350 and will also need to have the inside of the cargo van outfitted with shelves for holding stock and tools at an additional cost of approximately \$13,150. We have already received a \$7500 grant from Green Communities to offset some of the vehicle purchase expense.

E-Transit Cargo Van	\$54,350
Shelving for Tools/Supplies	\$13,150
Green Communities Grant	<u>(\$ 7,500)</u>
Total Funding Request	\$60,000

If you could please support this request and forward it to City Council for approval at the September 9th, 2025 meeting.

Thank you,

Denise Moroney
Director of Public Buildings



VEH110 Quote Form: Vendor Response

Cells which require input are shaded blue and will turn white when filled. Additional cells are optional.

FOR BIDDING VENDORS: This (Vendor Response) tab must be completed by the bidding vendor and submitted to the purchasing entity. If the bidding vendor would like to submit a separate specification sheet, it must be submitted to the purchasing entity along with this form.

Use one quote form per vehicle specification. Only multiples of the exact same spec'd vehicle can be included on each individual form.
For options/upfits/transfered equipment, each line item must be fully populated.

VENDOR INFORMATION

Legal Name:	Marcotte Ford Sales, Inc.
Company Address:	1025 Main Street, Holyoke MA 01040
Name of Company Contact:	Colby Henderson
Contact Phone:	413-420-2608
Contact Email:	chenderson@marcotteford.com

Date of Quote:	7/17/2025	Quote Number:	WTWNLRETRANA7425	Order By Date:	TBD
Quote Expires:					

VEHICLE SPECIFICATIONS / INFORMATION

VEH110 Vehicle #, if Applicable:		Vehicle Being Sourced From:		Dealer Inventory/Stock Stock/Order#:	
Vehicle Offered		Vehicle Offered			A7425
Model Year:	2025	Seating Capacity:	2		
Make & Model:	Ford E-Transit LR Cargo	Exterior Color:	Oxford White		
Trim Level:	XL	Interior Color and Material:	Dark Palazzo Gray Cloth		
Drive Train:	RWD				
Body Code & Pkg.:	W1Y 101A			Quantity of Vehicle Offered:	1
Engine Details:	Enhanced Range Electric Motor	Base Vehicle Contract Price:	\$51,905.00		
Engine Designation:	Battery Electric Vehicle				
For Trucks and Vans:	Wheelbase:	148"	Roof Height or Bed Length:		

ADDED DISCOUNTS / INCENTIVES / CREDITS (PER VEHICLE)

Grants			
Tax Credits/Rebates		Notes: Quote for an In Stock '25 Ford E-Transit Low Roof	Total Additional Incentives:
Promo. Discounts			
Volume Discounts			

ORDER & DELIVERY TIME LINE / DELIVERY LOCATION / TRADE-IN INFORMATION

MY Order Bank Status/Open Date:		MY Production Status/Dates:	
Lead Time should be referenced in weeks (only use days if less than one week applies):			
Vehicle Lead Time from OEM to Dealer:		Upfit/Transfer Lead Time at Dealer:	
Vehicle Lead Time at Sub-Contractor:		TOTAL Order to Delivery Lead Time:	
Delivery Location (from Dealer to Purchaser): Watertown, MA			
Delivery Fee (may ONLY be applied when delivery location is outside mainland MA): \$0.00			
Trade-Ins May Be Allowed to Reduce Acquisition Cost, Based on Applicable Procurement Regulations (not allowed for Executive Branch purchasers):			
Trade-In Details (Year, Make, Model):		Trade-In Value:	

PRICE SUMMARY

Per Vehicle, Contract Base Price:	\$51,905.00	Per Vehicle, as noted in the applicable sections:	
Total Additional Incentives:	\$0.00	Total Factory Options:	\$1,595.00
Trade in Value, if applicable:	\$0.00	Total Upfit/Transfer/Delivery:	\$0.00
TOTAL COST PER VEHICLE: (including all add-ons and incentives)	\$54,350.00	QUANTITY:	1
TOTAL PURCHASE PRICE (if move forward with PO):		\$54,350.00	

ADDED FACTORY (OEM) OPTIONS AND PACKAGES (PER VEHICLE)

Quantity per Vehicle:	Factory Code:	Option / Accessory Description:	Price Per Unit (Cost Plus):	Total Per Vehicle:
1	15F	Rear Compartment Lighting		\$0.00
1	17B	Fixed Rear and Pass Side Glass		\$0.00
1	63G	White Noise Alarm		\$0.00
1	86F	Two Additional Keys		\$0.00
1	16E	Vinyl Floor Covering		\$0.00
1	96D	Load Area Protection Package		\$0.00
1	15C	Wheel Well Liners		\$0.00
1	66C	D-Pillar Assist Handles		\$0.00

Factory Options Total (per vehicle):				\$1,905.00
ADDED ACCESSORIES / UPFIT / TRANSFER OF EQUIPMENT (PER VEHICLE)				
Quantity per	Supplier Brand / Part Code:	Option / Accessory Description:	Price Per Unit	Total Per Vehicle:
1	FORD	Running Board (Installed on Pass Side - Labor Included)		\$850.00
Accessories / Upfit / Transfer Total (per vehicle):				\$850.00
OTHER TERMS (NOT TO CONFLICT WITH ANY TERM ON VEH110)				

Order Confirmation

Brendan McCarthy
Watertown City Council
149 Main Street
Watertown, MA 02472

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

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

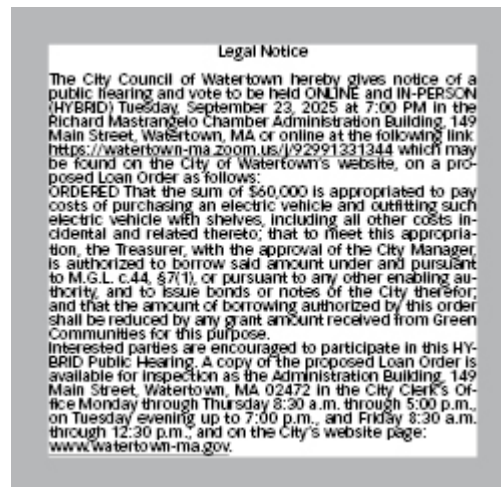
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Thank you,
Boston Globe Classified Sales

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Order Number	756879	Order Price	\$733.57
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	09/13/2025	Last Run Date	09/13/2025
Payment Type			

AD PREVIEW:



The Boston Globe | Classified Advertising Proof | Printed on: Sep 11 2025



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: September 2, 2025

RE: Agenda Item – Request for Capital Fund Repurposing and Proposed Loan Order

Attached is a request from Maurice Myrie, Chief Technology Officer, to repurpose \$250,000 in existing capital funds to complete IT infrastructure for the City's new office space on the 2nd floor of the Parker Annex. The funds will support structured cabling, network switches, wireless access points, server rack installation, and associated licensing and support.

This proposal reflects a shift in capital priorities since the development of the 2026-2030 Capital Improvement Plan. MUNIS enhancements are now being handled internally, and digital equity initiatives can be pursued through external grants and partnerships.

Should City Council approve the proposed repurposing of funds at its September 9, 2025 meeting, I respectfully request consideration of the attached Loan Order that evening, as it is directly related.

Thank you for your attention to this request.



28 State Street
Boston, MA 02109-1775
p: 617-345-9000 f: 617-345-9020
hinckleyallen.com

Chelsea A. Tryder
(617) 378-4209
ctryder@hinckleyallen.com

September 3, 2025

George J. Proakis
City Manager
Administration Building
149 Main Street
Watertown, Massachusetts 02472

RE: Draft Loan Order – IT Infrastructure Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of the IT infrastructure buildout for the City's new office space located on the second floor of the Parker Annex:

ORDERED: That the sum of \$250,000 is appropriated to pay costs of the IT infrastructure buildout for the City's new office space located on the second floor of the Parker Annex, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

The order must be published at least five days prior to the holding of a public hearing with respect to the order and its final passage and requires the affirmative vote of at least two-thirds of all members of the City Council, as in the case of any other loan order for bonds.

Please call me if there are any questions about the suggested proceedings.

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



George J. Proakis
City Manager

Maurice A. Myrie
Chief Technology Officer

CITY OF
WATERTOWN
*Department of Innovation &
Technology (DoIT)*

Parker Building
124 Watertown Street, STE 3H
Watertown, MA 02472
Phone: 617-972-6463
www.watertown-ma.gov

To: George J. Proakis, City Manager
Megan Langan, City Auditor

From: Maurice Myrie, Chief Technology Officer

Date: September 3, 2025

RE: Repurpose of Capital Fund Request

I respectfully submit this request for City Manager's approval to repurpose capital funds and, if approved, move forward with a loan order to complete the IT infrastructure buildout for the City's new office space located on the 2nd floor of the Parker Annex.

As part of the ongoing office relocation and setup, the IT infrastructure work—including structured cabling, network switches, wireless access points, server rack installation, and other essential components—is critical to ensuring that the space is fully functional and technologically equipped for City operations.

To address this, I am requesting a capital fund repurpose in the amount of \$250,000 from the following IT capital funds: MUNIS Financial System Enhancements (\$50,000), Parker Annex Technology (\$50,000), and Digital Equity and Broadband (\$150,000).

When I started in late 2024, I inherited a 5-year capital plan from my predecessor. Since then, I have reassessed that MUNIS financial system enhancements are being led by an internal MUNIS moderation working group, and digital equity and broadband can be achieved by seeking grants or partnering with local community groups or broadband carriers.

The funds will cover the following expenses:

Equipment (i.e., network switches, wireless access points, access control, etc.) = \$150,00

Data cabling = \$60,000

Licensing, maintenance, and support = \$40,000

This repurposing of capital funds will allow us to complete the necessary installations and ensure the space is ready to support staff operations on schedule.

This request supports the City's commitment to modernizing its workspaces and ensuring the uninterrupted delivery of services to its residents. All expenditures will remain within the approved capital budget framework.

Thank you for your time and consideration.

Order Confirmation

Brendan McCarthy
Watertown City Council
149 Main Street
Watertown, MA 02472

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Thank you,
Boston Globe Classified Sales

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Order Number	756877	Order Price	\$683.07
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	09/13/2025	Last Run Date	09/13/2025
Payment Type			

AD PREVIEW:





CITY OF WATERTOWN

Auditor

Administration Building
149 Main Street
Watertown, MA 02472-4410

Megan E. Langan
City Auditor

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

TO: Honorable City Council

FROM: Megan E. Langan, City Auditor 

DATE: September 15, 2025

RE: Confirmation of Audit Firm

As you are aware, the City Council needs to confirm the outside independent audit firm each year. Therefore, I respectfully request that the Honorable City Council confirm CBIZ, CPAs to conduct the Fiscal Year 2025 Audit.

As you may recall, the City issued a Request for Proposals (RFP) last month for audit services. This RFP was for a three-year bid to conduct the City's annual audit. As a result of the procurement process, the City received two responses:

- CBIZ, CPAs, which scored 60/60
- Hague, Sahady & Co., which scored 48/60.

A confirmation approval on Tuesday, September 23, 2025, would enable the audit firm to have substantial field work completed this fall and allow for the audit report to be given to the City by the end of January 2026. Therefore, I respectfully request that the Honorable City Council confirm CBIZ, CPAs to conduct the annual independent audit for Fiscal Year 2025.

If the Honorable City Council would prefer a more in-depth review by the Budget & Fiscal Oversight committee prior to confirmation I would be happy to discuss the results of the RFP with the Committee as well.

Thank you for your consideration of this request.

cc: George J. Proakis, City Manager



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: September 17, 2025

RE: Proposed Amendment to the Fiscal Year 2026 Budget

As you all know we are moving forward with implementation of the next two projects called for in the Watertown Square Area Plan: Urban Revitalization Planning and Roadway and Public Realm Design. For the past several years, we have allocated a total of \$8,921,352.66 to the Watertown Square Stabilization fund in anticipation of this effort.

We respectfully request that the Council transfer funds from the Watertown Square Stabilization account to a new Watertown Square Expenditure account in the amount of \$2,072,798. This amount is broken down as follows:

Redevelopment Planning:

Innes Land Strategies:

Innes Land Strategies has proposed this work in two phases for a total fee of \$298,998. Phase 1 for \$75,000 is already underway with funding from a current fund. Phase 2 is proposed at \$223,998.

Phase 1: Demonstration Project: \$75,000
Phase 2: Full Urban Revitalization Plan: \$223,998

Requested Amount:\$223,998.

Legal Services:

This initial fund request is needed to engage specialized land use services outside the scope of the City's current municipal legal contracts. Additional funds will be requested as needed to support the efforts of the Redevelopment Authority.

Requested Amount:\$50,000.

Engineering/Design Services:

This will fund the bulk of the Engineering services not including landscape architecture which has not yet been bid. We will return to the Council with a specific request for that work when that consultant has been selected. The preferred engineering proposal bid was \$1,798,800.

Requested Amount:\$1,798,800.

TOTAL Requested Amount:\$2,072,798.

There will be extensive public outreach and ongoing information sharing for both projects. We will continue to share information to the website: www.watertownsquareimprovements.com

Given the above, I kindly request that this Amendment be placed on the City Council Agenda for September 23, 2025 as a First Reading to amend the Fiscal Year 2026 Budget.

Thank you for your time and consideration of this matter.



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: September 17, 2025
RE: AGENDA ITEM – PROPOSED BUDGET AMENDMENT

Below please find for your review a Proposed Amendment to the Fiscal Year 2026 Budget. The proposed amendment is to allow the City to move forward with the implementation of the next two projects called for in the Watertown Square Area Plan: Urban Revitalization Planning and Roadway and Public Realm Design.

REVENUE	INCREASE (DECREASE)	TO READ
TRANSFER FROM WATERTOWN SQUARE STABILIZATION	\$ 2,072,798	\$ 2,072,798
TOTAL REVENUE ADJUSTMENT	\$ 2,072,798	
EXPENDITURES	INCREASE (DECREASE)	TO READ
TRANSFER TO CAP PROJECT/CITY 0193059-596502	\$ 2,072,798	\$ 2,072,798
TOTAL EXPENDITURE ADJUSTMENT	\$ 2,072,798	

Given this Amendment, the Fiscal Year 2026 Revenues and Expenditures will each be increased by \$2,072,798. Therefore, the revised Fiscal Year 2026 Revenues and Expenditures would be \$225,733,231.

FISCAL YEAR 2026 BUDGET AMENDMENT

REVENUE	INCREASE (DECREASE)	TO READ
TRANSFER FROM WATERTOWN SQUARE STABILIZATION	\$ 2,072,798	\$ 2,072,798
TOTAL REVENUE ADJUSTMENT	\$ 2,072,798	

EXPENDITURES	INCREASE (DECREASE)	TO READ
TRANSFER TO CAP PROJECT/CITY 0193059-596502	\$ 2,072,798	\$ 2,072,798
TOTAL EXPENDITURE ADJUSTMENT	\$ 2,072,798	



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: September 18, 2025

RE: Agenda Item – Proposed Loan Order

Attached is a joint memorandum from Steve Magoon, Assistant City Manager and Director of Community Development and Planning; Erika Oliver Jerram, Director of Community Design; and Michelle Moon, Open Space Planner, requesting approval of \$1,350,000 for the Bemis Park project, including three alternates. Although the FY 2025 CIP budget allocated \$960,000, costs have risen due to increased stormwater mitigation and general inflation.

The bid, opened after Hinckley Allen drafted the loan order language, came in at \$1,148,412. Conceptual Recommendation #18 in the FY 2026–2030 CIP listed Bemis Park at \$960,000 which is \$188,000 below the bid and \$390,000 below the requested loan amount. However, due to Victory Field Phase 2 coming in nearly \$2M under budget (Conceptual Recommendation #32), we can absorb the additional cost.

I respectfully request that the proposed Loan Order be placed on the City Council agenda for First Reading on September 23, 2025.

Thank you for your consideration.



28 State Street
Boston, MA 02109-1775
p: 617-345-9000 f: 617-345-9020
hinckleyallen.com

Chelsea A. Tryder
(617) 378-4209
ctryder@hinckleyallen.com

September 15, 2025

George J. Proakis
City Manager
Administration Building
149 Main Street
Watertown, Massachusetts 02472

RE: Draft Loan Order – Bemis Park Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of constructing Bemis Park:

ORDERED: That the sum of \$1,350,000 is appropriated to pay construction and construction administration costs of Bemis Park, as more fully described in the City's Fiscal Year 2025 through 2029 Capital Improvement Plan, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

The order must be published at least five days prior to the holding of a public hearing with respect to the order and its final passage and requires the affirmative vote of at least two-thirds of all members of the City Council, as in the case of any other loan order for bonds.

Please call me if there are any questions about the suggested proceedings.

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



CITY OF WATERTOWN

Department of
Community Development and Planning
Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617 972 6417
Fax: 617 972 6484
www.watertown-ma.gov

TO: Mr. George Proakis - City Manager

FROM: Mr. Steve Magoon, Assistant City Manager and DCDP
Ms. Erika Oliver Jerram, Director of Community Design
Ms. Michelle Moon, Open Space Planner

DATE: September 15, 2025

RE: Loan Order Request for Bemis Park

The Department of Community Development and Planning (DCDP) respectfully requests that the necessary actions be taken to authorize the Treasurer to borrow \$1,350,000.00 for the project plus the three alternates. The Bemis Park was included in the FY 2025 Capital Improvement Program (CIP) budget for \$960,000.00, the cost is higher due to the increase in stormwater mitigation and general cost increases. The Bemis Park installation will include a new playground, splash pad, and site furnishings conceptual design rendering on page 2.

The Bid Opening is scheduled for Thursday, September 18th. The Bemis Park construction would start in Fall 2025 and continue through Spring 2026.

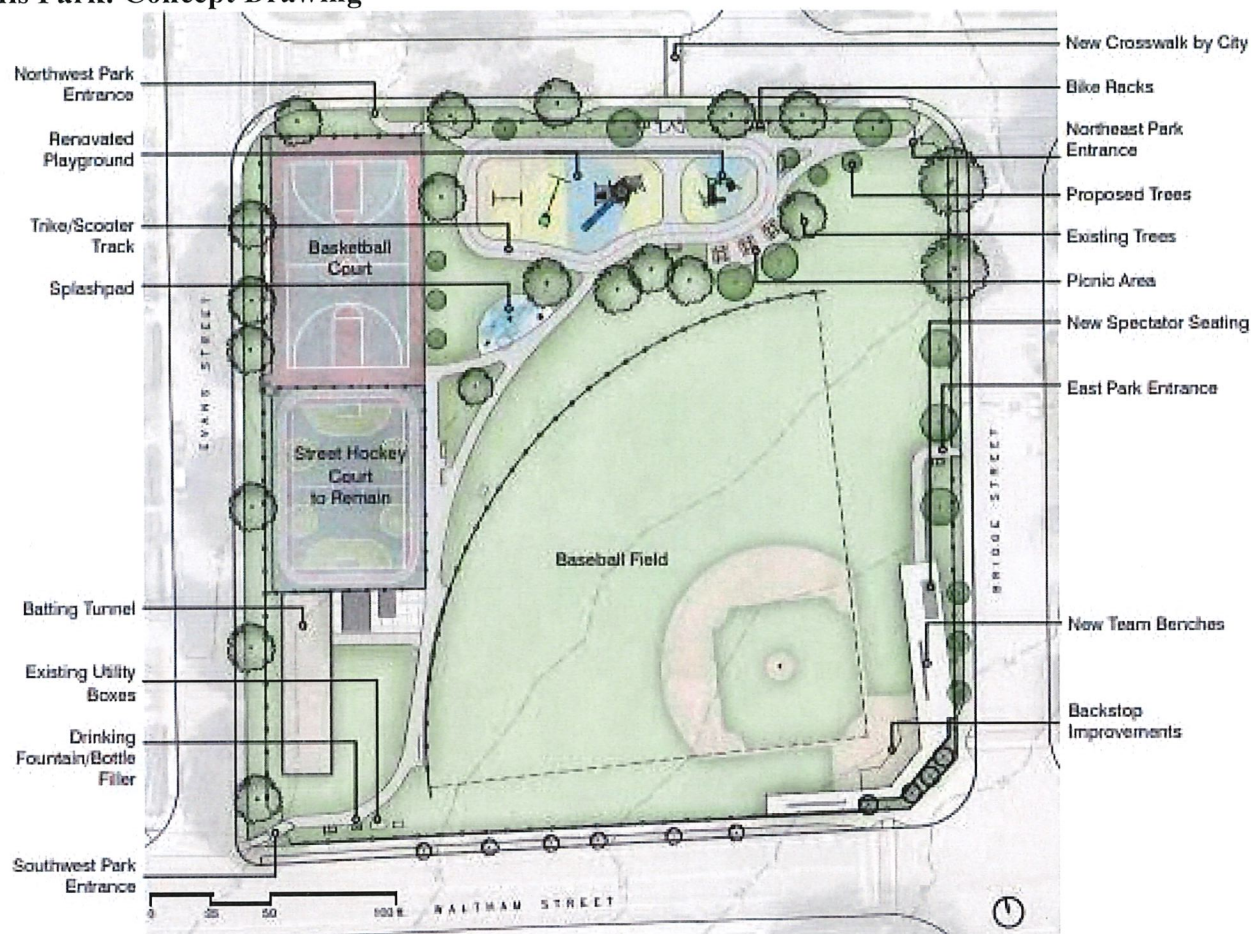
Budget

These funds will be utilized for the construction, construction administration services, and potential construction contingency costs associated with this project. As outlined in the enclosed letter from project engineering firm CBA, the funds will be utilized as follows.

Item	Amount	Remarks
Construction Funding Request (Installation & 12% Contingency)	\$1,350,000.00	Total Project
Construction Administration	\$26,975.00	CBA Landscape Architects (Included as part of existing contract)

Thank you in advance for your consideration.

Bemis Park: Concept Drawing



PLAYGROUND CONCEPT - PRECEDENT IMAGES



Age 5-12 Play Tower



Age 2-5 Play Structure



Swings



Track Ride Tower

KEY ATTRIBUTES

- Centered entrance along Buick Street at proposed new crosswalk
- Baseball spectator seating located near first base
- Picnic area strongly connected to playground in shade
- Splashpad separated from playground and picnic area and located in sun



Watertown City Council

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

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

Report of the Committee on Economic Development & Planning Meeting Date: September 3, 2025

The Committee convened on Wednesday, September 3, 2025, at 6:00 pm in the Richard E. Mastrangelo Council Chamber, with remote participation by Zoom. Present were Lisa Feltner, chair; John Gannon, vice chair; and Vincent Piccirilli, secretary. Staff present were George Proakis, City Manager; and present on zoom was Lanae Handy, Community Preservation Coordinator. Present were President Mark Sideris, CPC Member Dennis Duff, former CPC Member and Chair Elodia Thomas, and Susan Falkoff. Present on zoom were former CPC Member and Chair Mark Krackiewicz, former CPC Member and Vice Chair Jonathan Bockian, Jacky van Leeuwen, Dawn Duff, and Jamie Gordon.

The purpose of the meeting was to discuss and make recommendations on leadership support for the Community Preservation Committee (CPC).

Councilor Feltner provided background, stating while conducting confirmation interviews for new CPC members on August 12, 2025, and based on those conversations, the EDP Committee had a brief discussion about the challenges the CPC is facing with leadership and supervision of its staff person. At the last CPC meeting on July 17, members were not able to elect an interim chair, and instead one member agreed to be a "convener" for the next three months. The EDP Committee was concerned the CPC needs guidance and support to successfully function and transition with three new at-large members.

Councilor Piccirilli noted that per statute, the CPC is required to elect a chair, and the key responsibilities of the chair are to publish agendas, run meetings, and supervise its staff.

Mr. Proakis said that he is working on updating the City's Administrative Code, and that the CPC is an outlier in that it's the only Committee that supervises its own staff, and that he would like to change this so that the Community Preservation Coordinator reports directly to City staff. There was no further discussion as this was beyond the scope of the referral. He also said that he intends to bring in KP Law to give training to the chairs and the members of all Boards, Committees, and Commissions on Open Meeting Law, as we are due for a refresh given turnover.

President Sideris said the intention is to provide leadership support only as an interim step during the transition period, and that it's up to the CPC to decide what level of help they want. He would be willing to attend meetings to help out and facilitate training and education.

Mr. Bockian wanted to clarify that at the last CPC meeting, Alan Gallagher was elected to convene the next meeting, with the understanding that he would be willing to become an elected interim chair when the new members are present to vote. He thinks Ms. Handy is doing a great job and should be supervised by the CPC, not city staff.

Ms. Handy said she spoke with Stuart Saginor from the statewide Community Preservation Coalition, and he is interested and available to provide training for new members and the committee in general as they wish. She does not see a problem for the CPC to operate with Mr. Gallagher serving as an interim chair.

Mr. Krackiewicz said this request seems to be missing context, and the CPC has a well-defined process with procedures in place, and Ms. Handy is doing a great job in following them and should continue to be supervised by the committee. He is not sure why this is being raised as an issue for the City Council to solve, and he does not think it's appropriate for a City Council member to preside over a CPC meeting.

Mr. Duff said that the CPC is not like other boards because it has its own staff, but he thinks City staff could be providing additional assistance as they have all along when requested. He recognized the former leadership of Dr. Elodia Thomas, particularly on the accomplishment of a high quality 5-year Community Preservation Plan and its branding and public roll-out. He thinks that the CPC is running well for the most part, but he is concerned about the recruitment of new volunteers in general.

Ms. Thomas said that as the first CPC chair, she worked hard to get the first Community Preservation Plan approved and a process in place. She acknowledged there have been power struggles between the CPC and city staff, and she also believes the Community Preservation Coordinator should be mostly in-person and not remote. She feels that the chair needs to be someone with experience and deep ties to Watertown, and while she welcomes help from a seasoned City Councilor during transition, given rather complicated topics and requirements per the CPA; she does not want the CPC to be taken over by the administration. Members need to know when to ask for advice, and she mentioned that Tom Tracy and KP Law have been of great help in the past and the CPC is able to hire consultants.

During the Committee's discussion on potential options to support successful transition, we clarified the intent to offer help to the CPC leadership temporarily until three new at-large members have some time to gain experience (one position is still vacant), elect a permanent chair, and that it is not to take over the CPC leadership. It was noted that the CPC has successfully requested help from City staff as needed, and members feel able to supervise the part-time coordinator.

- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, that the Committee recommends the City Council offer the Community Preservation Committee the Council President, or his designee, to provide assistance to the CPC chair. Voted 3 to 0.

The meeting adjourned at 7:41 p.m.

Report prepared by Vincent Piccirilli



Watertown City Council

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

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

Report of the Committee on Economic Development & Planning Meeting Date: September 15, 2025

The Committee convened on Monday, September 15, 2025, at 4:00 pm in the Richard E. Mastrangelo Council Chamber, with remote participation by Zoom. Present were Lisa Feltner, chair; John Gannon, vice chair; and Vincent Piccirilli, secretary. Staff present were Erika Jerram, Director of Community Design, and Gideon Schreiber, Director of Planning and Zoning. Councilors present were President Mark Sideris, with Caroline Bays present via zoom. Also present were residents Linda Scott and Elodia Thomas, and Angie Kounelis was present via zoom.

The purpose of the meeting was to discuss and make recommendations for strengthening the community notice requirements on upcoming projects, including demolition applications.

Councilor Feltner acknowledged two emails received from Rita Colafella and Linda Scott, which are attached to this report.

President Sideris began by stating he authorized the meeting to start at before 5pm because of the urgent nature of the request, and he wants a recommendation to be on the September 23rd Council agenda. He said one reason for this referral was a notice for demolition at 18-20 Washburn St, which is related to abutting parcels, that was mailed to abutters without the City Council's knowledge, and before posting to the city calendar, leaving Councilors in the dark and unable to answer constituent questions.

Discussion points included:

- The requirement for "enhanced" notification of projects was in the EDP Committee Report from March 2023.
- The "enhanced" notification process is in the Zoning Ordinance §9.02(a) but this only applies to projects that go to the Planning Board or ZBA, not the Historical Commission.
- For demolition delay hearings at the Historical Commission, the notification process is described in §153.05(A), and the "enhanced" notification does not apply.
- Demolition delay project details are usually posted as a link on the agenda 48 hours in advance of the Historical Commission meeting.
- A demolition delay project Public Hearing Notice is individually published 14 days ahead of time to the city website under "Public Notices" menu, but it does not include project details, and there is no notification emailed or shared on other public media tools.
- The abutter notices are *mailed* 14 days ahead of time, but it does not include project details, and the City Council is not included or notified.
- Department of Community Development & Planning is working on a new software package using opengov.com which will make the project submittal process easier in the future, and they expect supporting documents to be publicly available with this tool.

The Committee and staff discussed options, and one simple solution for notifications of demolition delay projects was identified. Since the petitioner's application with all the complete project details are received by the DCDP before the Public Hearing Notice is published, staff now plans to add the material to the website, as well as a subscriber email/text (formerly known as "Notify Me") when the Public Hearing Notice is published 14 days ahead of time. The City Council is to be copied on all relevant subscriber emails.

There is general confusion about how to receive notifications for meetings and agendas and where to find pertinent information compared to what may be found in legal public notices or city news and social media outlets or newsletters or emergencies. Changes have been made to how the "calendar" and "agendas" function on the website over the past year, and DCDP will work with the administration soon to clarify for City Council how postings for dates and agendas with related materials work, and how subscribers may receive notices for developer community meetings, and planning-zoning meetings and hearings for all associated projects. Staff will also look at how projects may be tracked; this may involve improving the information and function of "Current and Pending Project Reports".

- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, that the Committee recommends the City Council requests the Administration, at the same time the Public Hearing Notice is published 14 days before the meeting, as required in Ch 153 Demolition of Historic Buildings §153.05 (A)(1) Commission hearings, that the complete petitioner's application be added to the city website, and a subscriber email/text notice be sent out to everyone who signed up with the link. Voted 3 to 0.

There was further discussion about the process for understanding the timing of, scheduling, conducting, and documenting Community Meetings per Ch 155 Zoning Code §9.02(a) Noticing and preliminary review requirements. The Committee requested that the Department of Community Development & Planning review both the language of the Ordinance, as well as the associated regulations, and present an analysis to the City Council identifying potential changes to strengthen intent and address concerns raised by Councilors and the public, for a possible future referral to the Committee.

The meeting adjourned at 5:31 pm.

Report prepared by Vincent Piccirilli

Attachments:

- a. Zoning Ordinance §9.02(a)
- b. Demolition Ordinance §153.05(A)
- c. Email from Rita Colafella
- d. Email from Linda Scott

Ordinance. The lot corners and bounds shall be indicated by such stakes and bounds as shall be required by the Inspector of Buildings.

- (c) No premises, building or structure, altered or in any way changed as to construction, use, or number of dwelling units under a building permit or otherwise, shall be occupied or used without an occupancy permit signed by the Inspector of Buildings, which permit shall not be issued until the buildings, structure, or premises and its uses comply in all respects with this Zoning Ordinance and have been approved by the Zoning Enforcement Officer.
- (d) A temporary occupancy permit may be issued in appropriate cases.

§ 9.02. Noticing and preliminary review requirements.

- (a) **Community Meeting(s).** For projects with four or greater residential units, or for non-residential projects with 10,000 square feet of new development or greater, the Petitioner will conduct a Developer's Community Meeting no less than 10 days prior to submission for Planning Board or Zoning Board of Appeals approval. The meeting will provide an opportunity for the public to understand and comment on the specifics of the project, the details of such project shall be made available to the public, through submission to DCDP, no less than 14 days prior to the meeting. The Petitioner shall coordinate planning this meeting with DCDP and the City Councilor who represents the district where the project would be built. The meeting shall be announced by the Petitioner no less than two weeks prior to the meeting. The required advertising by the Petitioner shall include a notice distributed to abutters and abutters to abutters pursuant to DCDP's Enhanced Noticing Requirements. Upon confirmation of the meeting time and place with DCDP, said Department will also announce the meeting by posting an announcement on the City website, with the City Council and using the City web-based notification system. Within one week of the meeting, the Petitioner shall submit a summary of what was discussed at the meeting to DCDP. At the discretion of DCDP, a second meeting may be required in instances of large projects with a community impact, or a project with circumstances that would necessitate a second meeting.
- (b) **Design Standards and Guidelines.** The following requirements must be satisfied for design review as indicated, for any development with four or more multi-family residential units and/or 4,000 square feet and more of non-residential development that requires Site Plan Review and/or Special Permit under this ordinance:
 1. For projects with between four and nine residential units, and for any non-residential or Mixed-Use project between 4,000 square feet and up and up to 10,000 square feet, Watertown's applicable Design Guidelines will be considered as part of the Site Plan Review and/or Special Permit review.
 2. For projects with 10 or greater residential units, or for non-residential projects with 10,000 square feet of new development or greater, or any Mixed-Use project, the Petitioner's/Developer's proposed project shall be subject to a formal consultant design review.
 3. **Process and Timing:** Prior to submittal for Board review, any project as defined in (b)(2) shall undergo a formal design review. The review will be conducted with representatives of the Petitioner/Developer, the DCDP staff, and Watertown's Design Consultant to determine and discuss the proposed project's conformance with the applicable Design Standards and Guidelines.

Within 14 calendar days of the design review, Watertown's Design Consultant will submit to the DCDP a written report analyzing the proposed project's conformance with applicable Design Standards and Guidelines.

The Petitioner/Developer may, in consultation with DCDP, have his/her proposed project undergo additional design review with the City of Watertown's Design Consultant after completion of the required Community Meeting noted above.

determination and forward a copy of the application to the Chair of the Commission to conduct a preliminary review as set forth in § 153.04.

- (2) If the Zoning Enforcement Officer determines, pursuant to the Department's demolition delay regulations, that the application does not constitute a substantial demolition, the Zoning Enforcement Officer shall within five business days of receiving the application notify the Building Commissioner in writing of the determination. Upon being notified of such determination the Building Commissioner may issue the building permit if all other requirements pertaining to the requested permit are met.

§ 153.04. Preliminary review by Historical Commission.

[8-8-2023 by Ord. No. 2023-O-54]

Within 15 days after receipt of a copy of a permit application, the Chair (or Acting Chair, if applicable) and a second Commission member designated by the Chair shall either:

- (A) Make a written determination that the building is not significant and so advise the Historical Commission and the Building Commissioner in writing, after which the Building Commissioner may issue the demolition or building permit for the renovation/alteration if all other requirements pertaining to the requested permit are met; or
- (B) Forward the application to the Commission for a hearing outlined in § 153.05 and notify the Building Commissioner in writing of such action.

§ 153.05. Commission hearings.

[8-8-2023 by Ord. No. 2023-O-54]

- (A) The Commission shall hold a public hearing at its next regularly scheduled meeting on all applications reviewed for historic significance which did not receive a written determination that the building or buildings were not significant. Public notice of the time, place and purpose of the hearing shall be disseminated as follows:
 - (1) Written notice posted at the Administration Building and on an internet website operated by the City of Watertown at least 14 days before the hearing; and
 - (2) Written notice mailed to the applicant, to the owners (as they appear on the most recent local tax list) of all property abutting the subject property and all abutters to the abutters within 300 feet of the property line, and to the other persons as the Commission shall deem entitled to notice, at least seven days before the hearing.
 - (3) In addition to the above requirements, the Commission may also require that applicants post a written notice at the Watertown Free Public Library and/or on an internet website offering local news and public notices online at least 14 days before the hearing.
- (B) The Commission may request that an applicant for a permit for demolition or renovation/alteration that is the subject of a public hearing under Subsection (A) provide additional information about the building(s), including the reason for proposing exterior demolition, the building's condition, and a description of the proposed reuse, reconstruction or replacement of the exterior elements that would be demolished.
- (C) The Commission shall decide at the public hearing whether the building is significant, whether it should be preferably preserved, and whether a demolition delay period will be imposed. The determination of the Commission may be postponed if agreed in writing by the applicant.
 - (1) If the Commission determines that the building is preferably preserved, the Commission shall notify the Building Commissioner and applicant in writing. No demolition permit may then be issued during the time period set by the Commission, starting from the date of the

Economic Development Meeting - Monday, September 15, 2025

From Rita Colafella <colafella@gmail.com>
Date Sun 9/14/2025 11:36 AM
To Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>

Dear Committee,

I wanted to attend but couldn't. I am glad the City Council President sent this to committee. This is sorely needed.

To strengthen community notice requirements for upcoming projects, Watertown should create a link on the city website titled "Want to develop a project in Watertown?" or something like that. The page should outline a schedule of meetings which identifies a sequence, a timeline and a set of expectations and/or best practices. A link to resources should also be provided - available species, city staff contacts, where to advertise, design templates and particular ordinances to be aware of such as the demo delay.

Some best practices for a developer's community meeting include having the developer's project manager run the meeting, providing meeting ground rules, having an outline of the meeting, assigning a notetaker and tech assistant, and having a method for moving on from irrelevant topics. Without a recommended course of action, the developer will just do what is recommended by the first he/she talks to. Preparation upfront will prevent settled points from coming back up at downstream meetings, and thereby preventing delays.

Thanks,
Rita

Dear City Council Members,

Thanks for holding this meeting on strengthening community notice requirements, in your attempt to make community input more relevant.

Allow me to give you just a few personal examples and observations of how a Watertown resident's input on projects can be (and is frequently) by-passed, ignored or manipulated.

First is an "Error" of Commission:

After researching a 125 year old building on Main Street and discussing it with Larry Field, Senior Planner in the Watertown Department of Community Development and Planning (DCDP), I brought individual copies of this research to the Planning Office for dissemination to each of the Historical Commission members.

It's the Historical Commission's job to gather the pertinent information on a building before decisions are made about historical preservation, and given the vast amount of data associated with this building, it was respectful to give these materials to the Commission members for their scrutiny and review as soon as possible.

It was a year later and quite by accident that I discovered that Larry Field, after consultation with Gideon Schreiber, (currently the Director of Planning and Zoning), decided not to share that research with the Historical Commission.

As Larry said in his e-mail: "I've added Gideon because I think we could use his advice. The packet is about the 104 Main Street block and Linda is against its demolition. I think that if we think something is going to come up for hearing and adjudication that we don't just send out materials in advance as "educational."

The outcome of this process was that although the Historical Commission could see the building's historic value, the developer's plans were already completed BEFORE coming before the Commission.

Even though the Chair of the Historical Commission advised Commission members that new building plans should not be a consideration in deciding whether a building should be preferably preserved, it overwhelmingly was. It was, in effect, a done deal.

Next an "Error" of Omission:

On another matter coming before the Planning Board, and having learned from the 104 Main Street debacle, I sent certified letters to each of the Planning Board members from the US Post Office, just across the street from City Hall.

According to the US mail's records, the Department of Community Development and Planning received these letters about 19 days in advance of the Planning Board meeting. These letters sat at City Hall, undelivered to the Planning Board members until just before the meeting, and thus too late to be read and be part of the conversation.

But, here's the really tricky part. The contents of my letter, I was told, would be attached to the official record on this project, as if it actually played a role in the decision that was made. It also added to the thin veneer of purported public input, helping to legitimize the "public process."

Yes, there are many ways to take the “public” out of the public process.

Here’s a couple more:

Procedures are not followed or followed too strictly (example: One resident wants to speak, and it’s decided that even though he took the time to attend the meeting, and he’s the only one with his hand up, he’s denied. Technically, Gideon advises the Chair of the Board that she doesn’t have to allow this resident to speak. No, he’ll just have to send his written input into the Planning Department instead, where, you guessed it, it’ll go unread and unconsidered and be labelled as “public input” and be attached to the final records for this project.

And lastly,

Meeting materials assembled by Staff and developers are incomplete and arrive on the same night that they are to be presented and discussed, a practice that is forbidden in many other communities. The public sits there with inaccurate, not updated and inscrutable materials, making it next to impossible to follow along and play a meaningful part in the process.

You folks on the City Council had that experience yourselves, just last week when reviewing the DCDP’s plans for How and Bemis Parks. It makes you feel kind of irrelevant, doesn't it?

So, ladies and gentlemen, you have your hands full here. I don’t envy you. It can be very difficult to fix something that’s been broken and institutionalized that way for so long. I’m looking forward to seeing the solutions that you find. It’ll mean a lot to this community!



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: September 15, 2025

RE: Request for Confirmation – Appointment and Reappointment to the Watertown Cable Access Corporation – Board of Directors

In accordance with the Watertown Home Rule Charter, Town Council Ordinance 2007-46, and Article IV, Section 2 of the Watertown Cable Access Corporation (WCA-TV) policies, I respectfully submit the following appointments for City Council confirmation:

- Matthew McCarthy - Appointment as a member of the WCA-TV – Board of Directors to a term expiring September 15, 2028
- David Stokes - Reappointment as a member of the WCA-TV – Board of Directors to a term expiring September 15, 2028

Please see the attached recommendations from Dr. Deanne Galdston, Superintendent of Watertown Public Schools.

Thank you for your consideration in this matter.



Watertown Public Schools

30 Common Street
Watertown, Massachusetts 02472-3492
Phone: (617) 926-7700
Fax: (617) 923-1234

Ms. Emilys Peña
Assistant Superintendent

Dr. Deanne Galdston
Superintendent of Schools

Ms. Lisa Gibbons
Director of Finance and Operations

Dr. Ceronne Daly
*Director of Diversity, Equity, Inclusion,
and Belonging*

Dr. Kathleen Desmarais
Director of Student Services

Ms. Amanda Owens
Director of Human Resources

Memorandum

To: Mr. George Proakis, Watertown City Manager
From: Deanne Galdston, Ed.D, Superintendent
RE: WCATV Board of Directors Appointments
Date: September 11, 2025

I am recommending the following appointment to the WCATV Board of Directors:

Mr. Matthew McCarthy

Mr. McCarthy has indicated that he would like to serve in this capacity for the next appointment term.



Watertown Public Schools

30 Common Street
Watertown, Massachusetts 02472-3492
Phone: (617) 926-7700
Fax: (617) 923-1234

Ms. Emilys Peña
Assistant Superintendent

Dr. Deanne Galdston
Superintendent of Schools

Ms. Lisa Gibbons
Director of Finance and Operations

Dr. Ceronne Daly
*Director of Diversity, Equity, Inclusion,
and Belonging*

Dr. Kathleen Desmarais
Director of Student Services

Ms. Amanda Owens
Director of Human Resources

Memorandum

To: Mr. George Proakis, Watertown City Manager
From: Deanne Galdston, Ed.D, Superintendent
RE: WCATV Board of Directors Appointments
Date: September 11, 2025

I am recommending the following appointment to the WCATV Board of Directors:

Mr. David Stokes

Mr. Stokes has indicated that he would like to continue in this capacity for the next appointment term.



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: September 18, 2025

RE: Request for Confirmation – Appointment to the Community Preservation Committee

In accordance with the Watertown Home Rule Charter and Town Council Ordinance 2007-46, I respectfully submit the following appointment for City Council confirmation. The appointment of Allison Eck will be to fill the unexpired term of Elodia Thomas.

- Allison Eck - Appointment as a member of the Community Preservation Committee to a term expiring February 1, 2027

Thank you for your anticipated cooperation in this matter.



George J. Proakis
City Manager

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www.watertown-ma.gov
Citymgr@watertown-ma.gov

To: Honorable City Council

From: George Proakis, City Manager

Date: September 22, 2025

RE: Agenda Item – Administrative Code Draft

Attached is a draft of the proposed Administrative Code for the City of Watertown. The purpose of this document is to serve as a single, consolidated ordinance that outlines the structure and organization of city government. The City Administration has worked with the Collins Center at UMass Boston on this project over many months, and it is now ready for initial review by the City Council.

Under Section 6-2 of the City Charter, the City Administration is authorized to submit an Administrative Code. Until now, we have submitted organizational charts as part of each budget cycle, illustrating any changes to the administrative structure and requesting the Council's approval. This proposed code would replace those charts, providing a more consistent and comprehensive approach.

Per the Charter, once an Administrative Code is “officially” submitted, it must follow a specific review and approval process. The plan becomes effective 90 days after submission unless it is disapproved by the Council. Importantly, the Council may only vote to approve or reject the plan as a whole; it may not amend it.

To accommodate these procedural limitations and ensure meaningful input, I am providing this version today as a **draft for discussion** — not as an official submission. My goal is to review the overall structure and specific provisions with the City Council or a Council committee prior to any formal submittal. This approach will allow for thoughtful review and feedback from both the Council and the public.

The final page of the draft includes a list of existing ordinances recommended for repeal. The bodies and powers established in those ordinances are proposed to be established in the Administrative Code in a more concise and organized fashion, so leaving these ordinances in place would cause these bodies and powers to be established in two different places. Eliminating these ordinances will ensure a clearer, more accessible set of regulations within a single, organized framework.

As part of this effort, we also engaged the Collins Center to review the City’s personnel ordinance. This ordinance is significantly outdated — it predates Watertown’s transition from a town meeting form of government to a council-manager system. It refers to a Personnel Board that has not existed for over 40 years, and assigns responsibilities to a Town Moderator, a position abolished in the 1980 charter revision. Based on their review, the Collins Center recommended repealing the ordinance entirely, while incorporating select, relevant elements — such as City building hours — into Article VI of the new Administrative Code.

Overall, the Administrative Code largely reflects the City’s current organizational structure and operational policies. The intent was to translate existing practices into a formalized code. That said, a few recommended changes are included and outlined below.

Changes to Multi-Member Bodies (MMBs)

1. Section § A-301.B establishes a 3-year term of office for MMBs established in Article III of the Administrative Code. This provision would increase the term of office for the Affordable Housing Trust Fund, the Memorialization Committee, the Stormwater Advisory Committee, and the Traffic Commission from 2 to 3 years. The Zoning Board of Appeals (ZBA) and the Board of Election Commissioners, which are MMBs not subject to modification by the administrative code, and which are therefore described in Article II of the Code, retain their current term lengths of 5 years and 4 years, respectively. ZBA terms are specified by Massachusetts General Laws, and the term for the Board of Election Commissioners is set by the City Charter.
2. Section § A-301.C.1.b requires that appointments to all MMBs established in Article III of the Administrative Code are subject to confirmation by the City Council. As a result, appointments to the following MMBs, which currently only require appointment by the City Manager, would require City Council approval: Bicycle & Pedestrian Committee, Commission on Disability, Council on Aging, Cultural Council, and Historical Commission.
3. Section § A-301.C.5 provides that a member of a MMB established in Article III of the Administrative Code shall be deemed to have vacated office if the member fails to attend regularly scheduled meetings for a period of 3 consecutive months or 3 consecutive meetings, whichever is longer.
4. Section § A-301.C.7 provides that only the City Manager, with confirmation by the City Council, can remove a member from a MMB established in Article III of the Administrative Code.
5. Sections § A-301.F to § A-301.M create consistent rules and requirements for all MMBs established in Article III of the Administrative Code, including but not limited to:
 - a. MMBs must annually elect a chair, vice chair, and clerk (and any other officer(s) deemed necessary or required by the General Laws) (§ A-301.F.1).
 - b. MMBs must establish internal administrative rules and processes (§ A-301.F.3).
 - c. The membership of subcommittees of MMBs is limited to the membership of the MMB establishing the subcommittee (§ A-301.H). This provision requires the establishment of the Biosafety Committee as an independent MMB (see 8 below) as it is currently

structured as a subcommittee of the Board of Health but includes members who are not members of the Board of Health.

- d. City employees and elected officials may only be appointed to a MMB if expressly authorized by the Charter, the Administrative Code, or the General Laws (§ A-301.I).
 - e. MMBs may not employ their own staff. It is solely the authority of the City Manager to designate staff liaison(s) to a MMB, and those liaison(s) are subject only to the supervision of the City Manager (§ A-301.K). This will require a change in the operations of the Community Preservation Committee (CPC) that currently supervises a staff person, and we recommend that the CPC staff person join the Community Design Division of the Department of Community Development and Planning.
6. Section § A-304 establishes that the Chief Assessor, a City employee, shall serve as the Chair of the Board of Assessors; that individual is not subject to City Council confirmation and need not be a resident of Watertown. Currently, while the City Manager selects the Assessor as City staff, the City Council must confirm that person as a member of the Board.
 7. Section § A-305 expands the authorities and responsibilities of the Bicycle and Pedestrian Committee since the ordinance that originally established the Committee did not include any authorities or responsibilities related to pedestrians.
 8. Section § A-306 establishes the Biosafety Committee as a separate MMB (see 4.c above).
 9. Section § A-311 does not authorize a City employee to serve on the Environment and Energy Efficiency Committee. The City employee who currently serves as a member of the Committee could become a staff liaison to the Committee, and the resulting vacancy would be filled by a resident appointed by the City Manager and confirmed by the City Council.
 10. Section § A-318 establishes the Assistant City Manager for Community Development & Planning (CDP) as the CDP staff representative and the Director of Public Works as the DPW staff representative on the Stormwater Advisory Committee. Both individuals may appoint designees to the Committee subject to approval by the City Manager.
 11. Section § A-320 establishes that the five City employee members of the Traffic Commission may appoint designees subject to approval by the City Manager.

Changes to City Departments and Administration

1. Section § A-501.B provides that the City Manager may assign daily oversight of individual departments to 1 or more of the Assistant City Manager or Deputy City Manager positions, by providing notice of such oversight assignments to the City Council and providing an updated organizational chart with these assignments on the City's website.
2. Section § A-517 changes the name of the Health Department to the Public Health Department.
3. Section § A-518 makes several changes to the Department of Public Works:

- a. It combines the Parks and Cemeteries Divisions into a single division. While the two divisions currently have separate budgets, they both report to a single supervisor. Should the Honorable Council approve the Administrative Code with this provision included, the FY27 operating budget would combine the budgets for these two divisions into a single budget.
- b. It establishes Solid Waste and Recycling as a division of the Department of Public Works. Solid Waste and Recycling currently exists as a distinct budget within the DPW budget, but has no staff assigned to it.
- c. It combines the Water and Sewer Divisions into a single division named Public Utilities responsible for the City's water, sewer, and stormwater drain systems. The combination of the two divisions into a single division aligns with current operations as staff from both divisions currently work together as a cohesive team rather than in separate groups. Should the Honorable Council approve the administrative code with this provision included, the FY27 operating budget would combine the budgets for these two divisions into a single budget, splitting the salaries for all employees equally between the Water and Sewer Enterprise Funds.
- d. It retitles the Highway division as the Streets and Sidewalks Division and the Forestry Division as the Urban Forestry Division.

I respectfully request the Council's review and consideration of this matter.

cc: Emily Monea, Deputy City Manager

DRAFT

September 19, 2025

City of Watertown, MA Administrative Code

DRAFT

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Article I – Introduction

§ A-101 Introduction and regulatory authority

- A. This Administrative Code is promulgated pursuant to Article 6 of the Home Rule Charter (“Charter”). Article 6 authorizes the City Manager to organize, reorganize, consolidate, or abolish City agencies. This Administrative Code will remain in effect unless modified or amended pursuant to the provisions of Article 6.
- B. The Administrative Code of the City of Watertown (“Code”) provides for the internal organization and administration of the government. The intention and purpose of the Code is to establish a legal, practical, and efficient plan of organization and administrative procedures that allow for and encourage the effective delivery of municipal services to the residents of the City. The duties and functions of agencies described herein are to be read broadly and serve to illustrate, but not to circumscribe, the duties and responsibilities of the agencies of the City under the Charter, Ordinances, and General Laws. The Administrative Code is to be applied harmoniously and in concert with the applicable requirements of the Charter, ordinances, and the General Laws. Unless otherwise provided by the General Laws or the Charter, the provisions of the Administrative Code shall prevail. The Administrative Code is composed of 5 parts, the purposes of which are to establish and describe the various responsibilities, authorities, and methods of administering municipal agency services. A brief description of each part follows:

Article 2: Agencies Not Subject to Modification by Administrative Code: This describes all bodies whose members are elected by the voters of the City, multi-member bodies that are created pursuant to the Charter, or multi-member bodies that are otherwise not subject to reorganization by Administrative Code. These descriptions are provided for informational purposes only.

Article 3: Multiple-Member Appointive Organization: This establishes and describes all multiple-member bodies whose members are appointed by the City Manager unless otherwise prescribed and further delineates manner and time of appointment, terms of appointment, and authorities and responsibilities.

Article 4: Advisory Committees: This establishes and describes multiple-member advisory bodies and City Manager appointments not subject to Article 3.

Article 5: Administrative Organization: This establishes and describes the administrative agencies of the City. It further delineates the authorities and responsibilities of each said agency.

Article 6: Administrative Policies: This establishes administrative policies for the purpose

of guiding the development and implementation of administrative procedures within the City.

Article II – Agencies not Subject to Modification by Administrative Code

The following governmental bodies are not subject to the Administrative Code and are provided here for informational purposes only.

§ A-201 Elected Offices

Pursuant to the Charter, offices to be filled by the voters are as follows:

- A. A City Council elected pursuant to Charter § 2-1
- B. A School Committee elected pursuant to Charter § 4-1
- C. A Board of Trustees of the Public Library elected pursuant to Charter § 4-2

§ A-202 Appointed Offices

The following sections are appointed offices established pursuant to the Charter or by special act.

§ A-203 Appeals, Zoning Board of

State law reference: G. L. c. Ch. 40A, §14; G. L. c. Ch. 41, § 8aAA, §81Z.

Local reference: Title XV, Ch. 155, §10.00.

Sections to replace: City Code, Title III, Ch. 31, §31.66.

- A. Established. There shall be a Zoning Board of Appeals consisting of 5 members serving 5-year terms and up to 2 associate members. Terms are for 2 years and expire on February 15.
- B. Authorities and responsibilities. The Zoning Board of Appeals hears and decides individual cases brought by persons seeking relief from the requirements of the zoning ordinance, as provided for by the General Laws and by the City zoning ordinance. Specifically, the Board hears and decides applications for variances from the zoning ordinance requirements. It also hears and decides applications for certain special permits and appeals relating to actions or refusals to act by the Zoning Enforcement Officer. The Board has all of the other powers, duties, and responsibilities that are given to zoning boards of appeal by the General Laws.

- C. The Zoning Board of Appeals is a regulatory multiple-member body of the City.

§ A-204 Election Commissioners, Board of

- A. Established. Pursuant to Charter § 7-1, there is a Board of Election Commissioners consisting of 4 members, of whom 2 shall always represent each 1 of the 2 leading political parties, as defined by the General Laws. Members are appointed according to the procedures defined by Charter § 7-1(b). Terms are for 4 years and expire on April 1.
- B. Authorities and responsibilities. The duties of the Board of Election Commissioners include performing voter registration, gathering the annual street listing or census, and the conduct of primaries, preliminaries, and elections in accordance with the General Laws and regulations. The Board establishes policies in matters dealing with municipal elections. The Board is also responsible for drawing district, ward, and precinct lines and the establishment of polling places. The Board has all of the other powers, duties, and responsibilities that are given to boards of election commissioners under G. L. c. 51, § 16 A and the Charter.
- C. The Board of Elections Commissioners is compensated as noted in Charter § 7.1(e).
- D. The Board of Election Commissioners is a regulatory multiple-member body of the City.

§ A-205 Human Rights Commission

- A. Established. Pursuant to Charter §2-11, the Human Rights Commission was established by Ch. 31, §31.69ff of the City Code of Ordinances. The Human Rights Commission consists of 9 Commissioners appointed by the City Manager, subject to confirmation by the City Council. Terms are for 3 years and expire on April 1.
- B. The Human Rights Commission is an advisory multiple-member body of the City.

§ A-206 Licensing Board

State law reference: Acts of 2000, Ch. 147; G. L. c. Ch. 138, § 4.

- A. Established. Pursuant to Chapter 147 of the Acts of 2000, and notwithstanding the provisions of any general or special law to the contrary, the City Manager is authorized to appoint members to the Licensing Board, subject to the approval of the City Council as provided in the Charter. Said Board consists of 3 members, each of whom shall have been a resident of Watertown for at least 2 years immediately preceding such appointment. Members are appointed in accordance with G. L. c. 138, §4. The City Manager also appoints one alternate member, subject to the approval of the City Council. The alternate

member shall have been a resident of Watertown for at least 2 years immediately preceding appointment and shall be appointed without regard to party enrollment. The alternate member sits on the Board at the designation of the Chair in the case of absence, inability to act, or conflict of interest on the part of any member of the Board, or in the event of a vacancy on the Board until such vacancy is filled in the manner provided for in this act.

A person appointed to the Licensing Board shall not be engaged, directly or indirectly, in the manufacture or sale of alcoholic beverages, and if once appointed a member engages in such manufacture or sale, that member's office shall immediately become vacant.

Terms are 3 years and expire on February 15.

- B. The Licensing Board is a regulatory multiple-member body of the City.

Article III – Multiple-Member Appointive Organization

§ A-301 Offices and standards

- A. Generally.

This part of the Administrative Code establishes all multiple-member bodies whose members are appointed by the City Manager and further delineates the manner and time of appointment, terms of appointment, and authorities and responsibilities. Pursuant to Charter § 6-2, the City Manager may, by administrative order, reorganize, consolidate, create, merge, divide, or abolish multiple-member bodies of the City, subject to approval of the City Council. Administrative orders establishing multiple-member bodies shall specify the following: membership, term of office, and authorities and responsibilities. Multiple-member bodies shall be established only through amendments to the Administrative Code. Multiple-member bodies are considered to be City agencies as that term is defined in the Charter.

- B. Terms of office.

Unless otherwise provided by the General Laws, the Charter, or the Administrative Code, the terms of office of multiple-member bodies shall be 3 years and shall be arranged so that one-third of the terms, or as nearly that number as possible, shall expire each year, on the annual dates noted in the table below.

Multi-member body	Term expiration date
Affordable Housing Trust Fund	June 30
Aging, Council on	May 15
Assessors, Board of	May 15
Bicycle and Pedestrian Committee	February 15
Biosafety Committee	July 15
Community Preservation Committee	February 1
Conservation Commission	February 15
Cultural Commission	May 15
Disability, Commission on	November 1
Environment and Energy Efficiency Committee	November 15
Health, Board of	First Monday in February
Historic District Commission	November 15
Historical Commission	October 1
Memorialization Committee	September 15
Planning Board	February 15
Public Arts and Culture Committee	November 15
Stormwater Advisory Committee	July 15
Solid Waste and Recycling Advisory Committee	May 15
Traffic Commission	May 15

C. Method of appointment; removal

1. The City Manager appoints all members of multiple-member bodies pursuant to Charter §3-2(3)(B). Appointments take effect as follows:
 - a. Appointments that are specifically identified as not being subject to the confirmation process will become effective immediately upon notification by the City Manager to the applicant, City Clerk, and City Council.
 - b. All other appointments are forwarded to the City Council for confirmation. These appointments shall become effective on the 30th day following the day on which such notice is filed with the City Council, unless the City Council shall, within such period, by majority of the full City Council, vote to reject such an appointment or has sooner voted to affirm it.
2. Appointments made upon expiration of term shall be as follows:
 - a. At least 90 days before the expiration of a City board member's term, the City Manager or their designee will notify the member in writing of the expiration date of the board member's term and determine whether the member wishes to serve another term.
 - b. Within 7 business days of giving the notice required in § A-301(C)(2)(a), the City Manager will post the position. If the City Manager has determined that

the current member wishes to serve another term, the posting will include that information.

- c. The City Manager will transmit the City Manager's appointment to the City Council at least 30 days prior to the expiration of the term.
 3. Appointments other than upon expiration of term shall be as follows:
 - a. Vacancies on City boards occurring other than upon expiration of term, whether due to resignation, removal, or other cause, shall be filled by appointment by the City Manager for the unexpired term.
 - b. Upon learning of such a vacancy, the City Manager may either:
 - i. Appoint a new member from among people who have previously applied and been interviewed for a position on a multi-member body; or
 - ii. Post the position.
 - c. Preferably within 60 but not more than 90 days after learning of a vacancy, the City Manager shall transmit to the City Council the City Manager's appointment for confirmation.
 4. All members of multiple-member bodies shall take the oath of office within 4 weeks of their appointment and must take the oath of office prior to entering upon the duties of their office. The City Clerk administers oaths of office.
 5. Any member of a multiple-member body shall be deemed to have vacated office if said member fails to attend regularly scheduled meetings for a period of 3 consecutive months or 3 consecutive meetings, whichever is longer, without express leave from the City Manager or if such member is absent from such duties for the period of 1 year notwithstanding the permission from the City Manager to be absent.
 6. Members of multiple-member bodies that require residency as a condition of membership shall be deemed to have vacated office if said member removes from the City.
 7. Unless otherwise prescribed by the General Laws, the Charter, or the Administrative Code, appointed members of multi-member bodies may only be removed by the City Manager and subject to confirmation of their removal by the City Council.
- D. Annual reports. Pursuant to Charter § 3-2-13(C), all multiple-member bodies shall prepare an annual report of their activities and submit it to the City Manager and the City Clerk on or before the fourth Friday in March. The annual report shall describe activities for the calendar year ending each December 31. Where required by state, regional, or federal regulations, certain boards may be required to submit copies of their annual reports to appropriate state, regional, or federal agencies.
- E. Authority of multiple-member bodies.

Multiple-member bodies may be:

1. Advisory, wherein the body has no legal authority to promulgate external rules or regulations, decide individual cases, or enact policy.
 2. Regulatory, wherein the body may have legal authority to promulgate external rules and regulations, set charges and fees subject to approval by the City Manager, decide individual cases, and/or enact policy.
 3. Ministerial, wherein the body has legal authority to take actions that are essentially administrative in nature.
 4. Combinations of advisory, regulatory, and ministerial.
- F. Multiple-member body internal organization; rules and regulations; setting charges and fees.
1. Each multiple-member body shall, at a minimum, annually elect from its membership a Chair, Vice Chair, and Clerk, and such other officer or officers as deemed necessary or required by the General Laws. The annual election shall occur within 45 days of the date upon which terms expire. The Chair presides over all meetings of the multiple-member body and is the official representative of the multiple-member body in all proceedings before the City Council and other officials of the City. The Vice Chair performs the Chair's functions in the absence of the Chair. The Clerk is responsible for the certification of the multiple-member body's meeting minutes, observance of the Open Meeting Law, and maintenance of the journal of proceedings of the multiple-member body. The City Manager and City Clerk shall be notified of the officers of each body upon their election.
 2. To acquaint new members of multiple-member bodies with the affairs which will come before them, the Chair shall make available to each new member the minutes of the meetings of the 2 previous years and copies of any applicable laws, ordinances, rules, or regulations governing such multiple-member body.
 3. Each multiple-member body shall conduct meetings in accordance with Robert's Rules of Order unless otherwise specified in federal, state, and/or local laws or regulations, and shall provide for the keeping of minutes. Such minutes shall be available for public inspection. If requested by any member, any vote shall be taken by a call of the roll, and the vote shall be recorded in the journal provided. However, if the vote is unanimous, only that fact need be recorded. A majority of members presently serving on a multiple-member body shall constitute a quorum. Multiple-member bodies shall establish internal administrative rules processes for the proper function of activities under their care and control.

- G. Time and place of meetings. The clerk of each multiple-member body is responsible for notifying the City Clerk of the regularly scheduled multiple-member body meeting times and dates for the ensuing calendar year. The notification shall also include a location for each regular meeting. This shall not prevent multiple-member bodies from amending the schedule or calling special meetings in addition to those regularly scheduled, provided that, in all instances, the provisions of the Open Meeting Law are followed. The City Clerk shall ensure posting of all meetings consistent with the Open Meeting Law.
- H. Authority to establish subcommittees. Each multiple-member body may, by a majority vote of its membership, establish subcommittees of the multiple-member body for the purpose of addressing a particular issue or issues. The membership of a subcommittee shall be limited to the membership of the multi-member body establishing the subcommittee. A report of their activities shall regularly be made to the full multiple-member body. Each subcommittee so established shall be subject to laws pertaining to public records and open meetings.
- I. Eligibility for service. Any resident of Watertown is eligible to be appointed to a multiple-member body. Unless otherwise prohibited by the Charter, Administrative Code, or General Laws, the residency requirement may be waived by the City Manager in extenuating circumstances. Only where expressly authorized by the Charter, Administrative Code, or General Laws shall a City employee or elected official be appointed to serve on a multiple-member body.
- J. Special Municipal Employees. By Order 2023-O-17, as approved on March 28, 2023, the City Council has designated members of volunteer boards and committees as special municipal employees pursuant to the Massachusetts Conflict of Interest Law, G. L. c. 268A, §1(n).
- K. Staff assistance. The City Manager may designate 1 or more staff liaisons to a multiple-member body. Said liaison(s) shall be subject only to the supervision of the City Manager and shall perform such duties as the City Manager may prescribe. Staff liaisons assist multiple-member bodies in the pursuit of their missions and responsibilities and the efficient implementation of their activities by ensuring they receive objective, timely, professional, and accurate information upon request and recommendations based on City policies and plans. Multiple-member boards may not employ their own staff.
- L. Operating budget. The City Manager may, through the City budget, provide operating costs for a multiple-member body. Expenditure of these funds requires approval of a majority of the multiple-member body and coordination by the staff liaison. Contracts executed using funds of the multiple-member body shall require approval and signature of the City Manager.
- M. Unless otherwise provided by the Charter or the Administrative Code, members of multiple-member bodies shall receive no compensation.

§ A-302 Affordable Housing Trust

State law reference: G. L. c. Ch. 44, § 55C.

Sections to Replace: City Code, Title II, Ch. 37; Watertown Ordinance 2021-89.

- A. Established. There shall be a Municipal Housing Trust under G. L. c. 44, § 55C, called the Watertown Affordable Housing Trust, and this Trust shall have a Board of Trustees consisting of 7 Trustees, of which the City Manager or their designee shall serve as 1 Trustee.
- B. Authorities and responsibilities. The purpose of the Trust is to provide for the creation and preservation of affordable housing within the City for the benefit of low- to moderate-income households and for the funding of community housing, as defined in and in accordance with the provisions of G. L. c. 44B. The Affordable Housing Trust supports affordable housing development through real estate activities, including actively facilitating pre-development activities of affordable housing developers and potentially acting as an affordable housing developer. The Trust oversees the City's affordable housing monies, including but not limited to HOME funds via the West Metro HOME Consortium, Community Development Block Grant funds, and the City's Affordable Housing Trust Fund. The Trust also serves as a policy body on affordable housing matters, advocating for affordable housing and providing advice to the City administration and City Council on such matters. The Board of Trustees for the Affordable Housing Trust Fund shall have other powers, duties, and responsibilities that are given to boards of trustees by the General Laws.
- C. Limitations. Neither the Board of Trustees nor any Trustee, agent, or officer of the Trust shall have the authority to bind the City, except in the manner specifically authorized herein. Any debt incurred by the Trust shall not constitute a pledge of the full faith and credit of the City, and all documents related to any debt shall contain a statement that the holder of any such debt shall have no recourse against the City, with an acknowledgement of said statement by the holder.
- D. Funds paid into the Trust. Notwithstanding any general or special law to the contrary, all monies paid to the Trust in accordance with any zoning ordinance, exaction fee, or private contribution shall be paid directly into the Trust and need not be appropriated or accepted into the Trust. General revenues appropriated into the Trust become Trust property and these funds need not be further appropriated to be expended. All monies remaining in the Trust at the end of any fiscal year, whether or not expended by the Board within 1 year of the date they were appropriated into the Trust, remain Trust property. The City Treasurer/Collector shall be the custodian of the Affordable Housing Trust's funds. The Treasurer/Collector shall invest the funds in the manner authorized by state statute. Any income or proceeds received from the investment of funds shall be credited to and become part of the Trust. Expenditures by the Trust shall be processed through

the warrant but shall be controlled by the provisions of G. L. c. 44, § 55C.

- E. The Trust shall be of indefinite duration, unless terminated by a majority vote of the City Council in accordance with G. L. c. 4, § 4B, provided that an instrument of termination together with a certified copy of the City Council vote are duly recorded and/or filed with the registry. Upon termination of the Trust, subject to the payment of or making provisions for the payment of all obligations and liabilities of the Trust, the net assets of the Trust shall be transferred to the City and held by the City Council for affordable housing purposes. In making any such distribution, the Trustees may, subject to the approval of the City Council, sell all or any portion of the Trust property and distribute the net proceeds thereof or they may distribute any of the assets in kind. The powers of the Trustees shall continue until the affairs of the Trust are concluded.
- F. The Trustees are authorized to execute a Declaration of Trust and Certificates of Trust for the Watertown Affordable Housing Trust, consistent with G. L. c. 44, § 55C and this section, to be recorded with the Middlesex South District Registry of Deeds and filed with the Middlesex South Registry District of the Land Court.
- G. The Board of Trustees for the Affordable Housing Trust fund is an advisory and regulatory multiple-member body of the City.

§ A-303 Aging, Council on

State law reference: G. L. c. Ch. 40, § 8B

- A. Established. There shall be a Council on Aging consisting of 9 members of which at least 6 members shall be 60 years of age or older.
- B. Authorities and responsibilities. The Council on Aging coordinates and implements programs designed to meet the needs of residents aged 60 and over. The Council surveys the elderly population to better determine their needs, problems, and concerns. The Council develops criteria for program and supportive service development based upon an assessment of needs and participates in programs offered by the commonwealth's Executive Office of Elder Affairs. The Council has all of the other powers, duties, and responsibilities that are given to councils on aging by the General Laws.
- C. City employees are eligible to serve as members of the Council on Aging as long as they meet all other eligibility criteria.
- D. The Council on Aging is an advisory multiple-member body of the City.

§ A-304 Assessors, Board of

State law reference: G. L. c. 41, § 24; G. L. c. 59, § 21B.

- A. Established. There shall be a Board of Assessors consisting of 3 members, as follows:
 - a. The Chair of the Board of Assessors shall be the Chief Assessor who shall not be subject to City Council confirmation and need not be a resident of Watertown.
 - b. Two additional members appointed pursuant to § A-301(C). While preference for these positions will be given to Watertown residents, exceptionally qualified candidates outside of Watertown may be appointed.

Members must take training and pass an examination as outlined in state law and regulations (830 CMR 58.3.1). Subject to annual appropriation, members of the Board of Assessors may be compensated.

- B. Authorities and responsibilities. The Board of Assessors annually makes fair cash valuation of all estates, both real and personal, subject to taxation within the City. The Board calculates and submits to the City Council for its approval the annual tax rate information necessary to meet all sums voted by the City. The Board hears and decides all questions relating to the abatement of taxes levied by it. The Board has all the other powers, duties, and responsibilities that are given to boards of assessors by the General Laws.
- C. The Board of Assessors is an advisory and regulatory multiple-member body of the City.

§ A-305 Bicycle and Pedestrian Committee

Sections to Replace: Title III, Ch. 36, § 36.06-36.07; Resolution No. R-2005-51.

- A. Established. There shall be a Bicycle and Pedestrian Committee consisting of not more than 9 members appointed by the City Manager.
- B. Authorities and responsibilities. The Bicycle and Pedestrian Committee works with City officials to: include accommodations for pedestrians and bicyclists in road resurfacing and other construction projects; increase the availability and safety of sidewalks and recreational pedestrian paths and bikeways in the City; evaluate and improve existing bicycle parking and create new facilities where appropriate; provide education to motorists, bicyclists, and pedestrians to promote safety; and develop a long-range master plan designating priority routes for bicycling.
- C. The Bicycle and Pedestrian Committee is an advisory multiple-member body of the City.

§ A-306 Biosafety Committee

Sections to Replace: The Board of Health created this as a subcommittee of the Board, and we recommend repealing that item and including it in the City Manager's appointments.

- A. Established. There shall be a Biosafety Committee consisting of 5 members who need not be residents of the City:
 - a. one member of the Board of Health as designated by the Board of Health Chair
 - b. an individual, who may be a City employee, with knowledge of hazardous materials appointed by the City Manager in consultation with the Watertown Fire Chief
 - c. three additional members, preferably with experience in biotechnology, appointed pursuant to § A-301(C)
- B. Authorities and responsibilities. The Biosafety Committee oversees all work with recombinant deoxyribonucleic acid (rDNA) and/or biologic agents and advises the Board of Health with respect to issues concerning the use and handling of rDNA and/or biologic agents in the City.
- C. The Biosafety Committee is an advisory and regulatory multiple-member body of the City.

§ A-307 Community Preservation Committee

State law reference: G. L. c. 44B.

Sections to Replace: Title III, Ch. 36, § 36.01-36.05

- A. Established. There shall be a Community Preservation Committee consisting of 9 members, 4 residents appointed pursuant to § A-301(C) and 5 members prescribed by statute and not subject to City Council confirmation, as follows:
 - a. one member of the Conservation Commission established under G. L. c. 40, § 8C, as designated by the Commission
 - b. one member of the Historical Commission established under G. L. c. 40, § 8D, as designated by the Commission
 - c. one member of the Planning Board established under G. L. c. 41, § 81A, as designated by the Board
 - d. one member of the Housing Authority established under G. L. c. 121B, § 3, as designated by the Authority
 - e. one member, who may be a City employee, appointed by the City Manager to represent the interests of parks and open space.
- B. Authorities and Responsibilities. The Community Preservation Committee makes recommendations for the use of community preservation funds for initiatives related to open space, outdoor recreation, historic resources, and community housing. The Community Preservation Committee studies community preservation needs, opportunities, and resources; solicits input from other multiple-member bodies and holds an annual public hearing to solicit public input; prepares a community preservation plan and application process for vetting project proposals; votes on a slate of project recommendations and submits them to the City Council; submits an annual budget to the City Council; and keeps records regarding all Committee meetings, project applications,

funding recommendations, and annual budgetary reports. The Committee shall, each fiscal year, recommend to the City Manager an operational and administrative budget, which cannot exceed the limits established in the General Laws. The Community Preservation Committee has all of the other powers, duties and responsibilities that are given to Community Preservation Committees by the General Laws.

- C. The Community Preservation Committee is an advisory and ministerial multiple-member body of the City.

§ A-308 Conservation Commission

State law reference: G. L. c. Ch. 40, § 8C; G. L. c. Ch. 131, § 40; 310 CMR 10.

Local reference: Ch. 154

- A. Established. There shall be a Conservation Commission consisting of 7 members.
- B. Authorities and responsibilities. The Conservation Commission protects, promotes, and enhances the quality of the natural resources within the City, especially wetlands and water resources. The Conservation Commission is responsible for the preservation and protection of floodplains, water bodies, and other wetlands within the City. The Commission is responsible for the stewardship of the City's conservation lands. The Commission has all of the other powers, duties, and responsibilities that are given to conservation commissions by the General Laws and the wetlands ordinance.
- C. The Conservation Commission is an advisory and regulatory multiple-member body of the City.

§ A-309 Cultural Council

State law reference: G. L. c. Ch. 10, § 58.

- A. Established. There shall be a Cultural Council consisting of not less than 5 nor more than 22 members appointed by the City Manager. Each member may serve a maximum of 2 consecutive terms.
- B. Authorities and responsibilities. The Cultural Council promotes excellence, access, education, and diversity in the arts, humanities, and interpretive sciences. The Cultural Council is funded in large part by the Mass Cultural Council and each year distributes this funding to organizations, schools, and individuals to provide initiatives in these areas. Duties of Council members include review and discussion of grant applications at least once a year, administration of funds, record and bookkeeping, and ongoing communication with the Mass Cultural Council. The Cultural Council shall have all powers, duties, and responsibilities that are given to cultural councils by the General Laws.
- C. The Cultural Council is a ministerial multiple-member body of the City.

§ A-310 Disability, Commission on

State law reference: G. L. c. Title VII, Ch. 40, § 8J.

- A. Established. There shall be a Commission on Disability consisting of 9 members, 8 of whom are appointed pursuant to § A-301(C) and 1 City Councilor appointed by the City Council President. The majority of members must be people with disabilities, and 1 member must have a member of their immediate family with a disability.
- B. Authorities and responsibilities. The Commission on Disability researches local concerns experienced by people with disabilities and their families; advises and assists municipal officials and employees in ensuring compliance with state and federal laws affecting people with disabilities; coordinates or carries out programs designed to meet the needs of people with disabilities and their families; assists with the development of policies, procedures, and services affecting people with disabilities and their families; provides closed captioning for City Council meetings; provides information, referrals, guidance, and technical assistance in all matters pertaining to disability; and helps coordinate activities of other local groups organized for similar purposes. The Commission on Disability shall have all powers, duties, and responsibilities that are given to disability commissions by the General Laws.
- C. The Commission on Disability is an advisory and ministerial multiple-member body of the City.

§ A-311 Environment and Energy Efficiency Committee

Local reference: Resolution #38, adopted on June 24, 2003.

- A. Established. There shall be an Environment and Energy Efficiency Committee consisting of 9 members, at least 1 of whom shall have expertise in energy conservation.
- B. Authorities and responsibilities. The Environment and Energy Efficiency Committee researches energy use and greenhouse gas emissions; advises and assists municipal officials and employees in ensuring compliance with relevant national, regional, and state laws, regulations, and programs that aim to reduce greenhouse gas emissions; reviews and makes recommendations about policies, procedures, activities, and facilities of departments, boards, or agencies of the City as they relate to energy conservation and emissions reduction; provides information, referrals, guidance, and technical assistance to individuals, public agencies, businesses, and organizations in matters relating to energy conservation and emissions reduction; and coordinates activities of other local groups organized for similar purposes.
- C. The Environment and Energy Efficiency Committee is an advisory multiple-member body of the City.

§ A-312 Health, Board of

State law reference: G. L. c. Ch. 111, § 26-33.

- A. Established. There shall be a Board of Health consisting of 3 members, 1 of whom must be a physician.
- B. Authorities and responsibilities. The Board of Health fulfills its duties under the General Laws including enforcement of the state sanitary and environmental codes, reporting diseases dangerous to public health, and enforcement of other applicable state and local laws and regulations. The Board of Health determines the health needs of the community and the health services available to the community in terms of the size and characteristics of the population, specific health problems, and environmental conditions. The Board of Health shall have all powers, duties, and responsibilities that are given to boards of health by the General Laws.
- C. The Board of Health is an advisory and regulatory multiple-member body of the City.

§ A-313 Historic District Commission

State law reference: G. L. c., Ch. 40C, §§ 1-17.

Sections to Replace: City Code, Title XV, Ch. 152.30, 152.31, 153.32(A)

Local reference: Remainder of City Code, Title XV, Ch. 152; Ordinance 16-4-23-2002.

- A. Established. There shall be a Historic District Commission consisting of 7 members, including:
 - a. 1 member from 2 nominees submitted by the Historical Society of Watertown, or in its absence, by Historic New England
 - b. 1 member from 2 nominees submitted by the local American Institute of Architects chapter
 - c. 1 member from 2 nominees submitted by the Massachusetts Association of Realtors
 - d. 1 member who is a resident of and/or property owner in the Mount Auburn Street Historic District
 - e. 3 other individuals with interests and concerns in historic preservation who need not be residents of the district.

If within 30 days after submission of a written request for nominees to any of the organizations herein named no nominations have been made, the City Manager may proceed to appoint the Commission without nominations by the organization.

- B. Authorities and responsibilities. The Historic District Commission administers the Mount Auburn Street Historic District and seeks to preserve and protect the distinctive characteristics of buildings and places significant in the history of the commonwealth and

its cities and towns. The Historic District Commission maintains and improves the settings of those buildings and places and encourages new designs compatible with existing buildings in the district. The Historic District Commission reviews exterior architectural features from the public way and can prevent demolitions and inappropriate alternations within the district.

The authority of the Historic District Commission shall not extend to the review of the following categories, structures, or architectural features:

- a. Terraces, walks, sidewalks, driveways, street lighting, and traffic lighting provided that any structure is substantially at grade level
- b. Storm doors and windows, screens, and window air conditioners
- c. The color of paint
- d. The color of materials used on roofs
- e. The reconstruction, substantially similar in exterior design, of a building, structure, or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided the reconstruction is begun within 1 year thereafter and carried forward with due diligence
- f. The ordinary maintenance, repair, or replacement of any exterior architectural feature which does not involve a change in design, material, or the outward appearance thereof or landscaping with plants, trees, or shrubs

Nothing in this section shall be construed to prevent meeting the requirements certified by a duly authorized public officer to be necessary for the public safety, nor construed to prevent any construction or alteration under a permit issued prior to the effective date of this section.

- C. The Historic District Commission is an advisory and regulatory multiple-member body of the City.

§ A-314 Historical Commission

State Law Reference: Mass Gen law Ch 40 8

Sections to Replace: City Code, Title XV, Ch. 156.07

Local reference: City Code, Title XV, Ch. 153, and remainder of Ch. 156; Ordinance 2023-0-54; Ordinance 2, § 1, 1-12-2010; Ordinance 97-10-28-1997.

- A. Established. There shall be a Historical Commission consisting of 7 members.
- B. Authorities and responsibilities. The mission of the Historical Commission is to preserve, protect, and advocate for the City's historical and archaeological resources. The Commission's responsibilities include promoting awareness of historic landmarks; recommending designation of new landmarks; implementing the demolition delay ordinance; researching places of historic or archaeological value; conducting educational outreach to the community; and establishing long-lasting protection of these resources

for future generations. The Commission promotes public awareness and appreciation of landmarks by maintaining a list of landmarks, distributing materials explaining their significance and, with the agreement of property owners, providing identifying signs and explanatory materials. The Commission assists owners of landmarks by providing preservation guides and information regarding maintenance, restoration, rehabilitation, tax benefits, grants, and listings on the National Register of Historic Places. The Commission cooperates with the Massachusetts Historical Commission and the state archaeologist and renders opinions and recommendations to the City Council, City departments, and the public.

- C. The Historical Commission is an advisory and regulatory multiple-member body of the City.

§ A-315 Memorialization Committee

Sections to Replace: City Code Subchapter V, Ch. 36, §36.16 to 36.21

- A. Established. There shall be a Memorialization Committee consisting of the City Manager or their designee, a member of the City Council as designated by the Council President, and 3 residents appointed pursuant to § A-301(C). The City Manager's designee may be a City employee.
- B. Authorities and responsibilities. The Memorialization Committee will serve to provide a systematic, consistent, and transparent approach for making recommendations to the City Council for the naming of all public spaces and the installation of all memorial objects in public spaces, except for veteran memorials and dedications, pursuant to the City Code of Ordinances, Subchapter V, Ch. 36, §36.16ff. Public spaces include but are not limited to parks, playgrounds, and other open spaces; streets, squares, and intersections; and City buildings under the City Manager's jurisdiction. The Watertown Public Library building and buildings, structures, and facilities on school property are excluded.

The Committee reviews matters involving memorialization upon referral by the City Manager or the City Council and allows for public participation in their process of developing recommendations for the City Council. To the extent the Committee recommends naming public spaces in honor of specific individuals, the Committee considers the following: (i) the public interest to be served by honoring the individual; (ii) the leadership role or distinguished service of the individual, considering the quality of contribution along with the length of service; and (iii) the association the individual has with the proposed naming location. The Committee seeks to honor those who represent the broad diversity of individuals who have contributed to the City.

The Committee may recommend that requestors for the installation of memorial objects in public spaces pay a reasonable fee to cover associated costs of the purchase, installation, and maintenance of the object. Recommendations made by the Committee

are not binding and are subject to consideration by the City Council in their discretion.

The City Council has sole authority to remove or replace the naming of any public space or memorial object if, with the passage of time, it determines the public interest is no longer being served by such naming.

- C. The Memorialization Committee is an advisory multiple-member body of the City.

§ A-316 Planning Board

State law reference: G. L. c. Ch. 40A; Ch. 41, §§ 81A-81J.

Sections to Replace: City Code, Title III, Ch. 31, § 31.64; Ordinance 2024-0-28.

- A. Established. There shall be a Planning Board consisting of 5 members and 1 associate member.
- B. Authorities and responsibilities. The Planning Board shall be empowered to carry out all duties entrusted to it by law and regulation, including, but not limited to, development of a comprehensive plan and administration of the Subdivision Control Law pursuant to G. L. c. 41, as well as actions pursuant to the Zoning Act, G. L. c. 40A. The Planning Board shall also have all powers, duties, and responsibilities that are given to planning boards by the General Laws, the Charter, and the City Code of Ordinances.

The associate member shall be entitled to participate in all Planning Board meetings and discussions, but shall have no vote unless the Planning Board Chair shall designate the associate member to sit as a member for the sole purpose of acting on a special permit application upon the absence, inability to act, or conflict of interest of any member of the Planning Board or upon a vacancy on the Planning Board.

- C. The Planning Board is an advisory and regulatory multiple-member body of the City.

§ A-317 Public Arts and Culture Committee

Sections to Replace: City Code, Title III, Ch. 36, §§ 36.08-36.10; Resolution No. 2021-R-23

- A. Established. There shall be a Public Arts and Culture Committee consisting of 9 members: 8 appointed pursuant to § A-301(C) and 1 Cultural Council member designated by the Cultural Council annually for a term of 1 year.
- B. Authorities and responsibilities. The Public Arts and Culture Committee advises the City and makes recommendations on art in public places and cultural and community life, especially programming that enhances the public realm, engages community life and cultural diversity, and fosters social cohesion. Art in public places may include permanent, semi-permanent, temporary, and ephemeral artworks and activations that create a vibrant, welcoming, inclusive, and connected public realm.

- C. The Public Arts and Culture Committee is an advisory multiple-member body of the City.

§ A-318 Stormwater Advisory Committee

Local reference: City Code, Title IX, Ch. 97; City Council Resolution 36-R-2009-36; Stormwater Rules and Regulations, 2021.

- A. Established. There shall be a Stormwater Advisory Committee consisting of 7 members:
 - a. 4 resident members, 3 of whom shall be appointed pursuant to § A-301(C) and 1 of whom shall be appointed by the City Council President, and at least 2 of whom shall have relevant professional experience related to stormwater management
 - b. The assistant City Manager for community development and planning or their designee as approved by the City Manager
 - c. The director of public works or their designee as approved by the City Manager
 - d. The conservation agent.
- B. Authorities and responsibilities. The Stormwater Advisory Committee advises the department of public works by reviewing and making recommendations on stormwater ordinances and related regulations, identifying and advocating for stormwater funding through grants or other sources, developing educational programs to increase public awareness of stormwater management, and performing any other tasks relevant to assisting the department with the implementation of best practices for stormwater management.
- C. The Stormwater Advisory Committee is an advisory multiple-member body of the City.

§ A-319 Solid Waste and Recycling Advisory Committee

Sections to Remove: City Code, Title III, Ch. 36, §§ 36.11-36.15

Local Reference: City Council Resolution 2022-R-1

- A. Established. There shall be a Solid Waste and Recycling Advisory Committee consisting of 6 members.
- B. Authorities and responsibilities. The Solid Waste and Recycling Advisory Committee is advisory to the Department of Public Works with the following responsibilities: research and make recommendations on recycling and reduction of solid waste; increase public awareness for recycling and reduction of solid waste; identify and implement community-based initiatives to divert material from the waste stream; and perform other tasks related to best practices for recycling and reduction of solid waste in accordance with the commonwealth's solid waste master plan.
- C. The Solid Waste and Recycling Advisory Committee is an advisory multiple-member body of the City.

§ A-320 Traffic Commission

Sections to Remove: City Code, Title VII, Ch. 70.01 – 70.07

Local reference: Remainder of City Code, Title VII, Ch. 70; Ordinance 15-0-2001-15 and Ordinance 2024-O-82 (Traffic Rules and Regulations).

- A. Established. There shall be a Traffic Commission consisting of 9 members:
 - a. The Chief of Police or their designee as approved by the City Manager
 - b. The Chief of the Fire Department or their designee as approved by the City Manager
 - c. The Director of Public Works or their designee as approved by the City Manager
 - d. The City Engineer or their designee as approved by the City Manager
 - e. The Director of the Department of Community Development and Planning or their designee as approved by the City Manager
 - f. Four residents representing a broad range of road users including pedestrians, transit users, bicyclists, motorists, and commercial users appointed pursuant to § A-301(C).
- B. Staff liaisons. The City Manager shall designate a staff liaison to arrange meetings, supply records, obtain data, prepare reports, and attend to the other duties as shall be decided by the Commission. The Police Chief shall designate a Police liaison to the Commission who shall provide recommendations to the Commission based upon best practices in community policing.
- C. Authorities and responsibilities. The Traffic Commission shall suggest and advise the City Manager in ways and means to regulate traffic in the City with a view towards implementing the City's comprehensive plan and complete streets strategies, reducing crashes, addressing traffic congestion, and increasing safety for motor vehicle drivers and passengers, pedestrians, bicyclists, and users of alternative modes of transportation. The Commission shall study and make recommendations on road and design projects and any proposed addition or deletion of crosswalks, stop signs, traffic signals, signage, parking meters, or parking spaces, as well as on any proposed traffic calming measures or traffic directional changes.
- D. All traffic rules and orders, complaints, or suggestions relative to traffic conditions in the City shall be submitted through the staff liaison to the Traffic Commission for study and recommendations before being acted on by the City Manager.
- E. The Traffic Commission is an advisory multiple-member body of the City.

Article IV – Advisory Appointments

§ A-401 Offices and standards

Generally. This part of the Administrative Code describes multiple-member advisory bodies and City Manager appointments not subject to § A-301 and further delineates the manner and time of appointment, terms of appointment, and authorities and responsibilities.

§ A-402 Ad hoc committees

Ad hoc committees may be appointed by the City Manager for the purpose of assisting the City Manager in carrying out the City Manager's responsibilities. Advisory committees shall have no official authority on behalf of the City and shall not be considered a board, commission, committee, or subcommittee of the City. Appointments to advisory committees are not subject to City Council confirmation. These committees dissolve once their purposes are accomplished. Appointments are not subject to § A-301.

§ A-403 Regional governmental boards and committees

The City's representatives to regional governmental boards and committees shall be appointed by the City Manager and are not subject to City Council confirmation unless otherwise required by law. These regional government boards and committees include but are not limited to the Metropolitan Area Planning Council, Massachusetts Port Authority Advisory Committee, Massachusetts Water Resources Authority Advisory Board, and Massachusetts Bay Transportation Authority Advisory Board.

§ A-404 Watertown Cable Access Corporation Board of Directors

The City Manager appoints 6 of the members and the superintendent of the public schools appoints 3 of the members of the Watertown Cable Access Corporation Board of Directors pursuant to their Articles of Organization and Bylaws.

§ A-405 Housing Authority

State Law Reference: G. L. c. 121B, §§ 3, 5.

Local reference: Town Meeting of 1947 Article 3 and Town Meeting of 1948 Article 25

Sections to be Removed: City Code, Title VII, Ch. 31.67

- A. Established. The City of Watertown, determining and declaring there is a need for providing dwellings available for families of low income at a rent they can afford in the City, determines that a Housing Authority is needed and provides for organization of the Housing Authority. The Housing Authority is established, consisting of 5 members with 5-year terms that expire May 15, of which 4 are appointed by the City Manager and confirmed by the City Council, including one tenant and one union member submitted pursuant to G. L. c. 121B, § 5, and 1 appointed by the Governor of the Commonwealth.

- B. Authorities and responsibilities. The Housing Authority is responsible for managing Housing Authority properties and systems in accordance with state and federal policies and guidelines.

§ A-406 Residents Advisory Committee

Local reference: Charter § 3-7.

- A. Established. There shall be a Residents Advisory Committee, consisting of up to 5 members with 3-year terms that expire January 1. Members of the Residents Advisory Committee are appointed by the City Manager and are not subject to confirmation by the City Council.
- B. Authorities and Responsibilities. The Residents Advisory Committee assists with recruitment, evaluation, and selection of candidates for appointment to the City's volunteer multiple-member bodies. The Resident Advisory Committee works with the City Manager to establish policies and practices to actively encourage a diverse pool of applicants, recognizing the importance of diversity in appointments, including, but not limited to, gender identity, sexual orientation, race, and ethnicity.
- C. The Residents Advisory Committee is an advisory multiple-member body of the City.

Article V – Administrative Organization

§ A-501 Offices and standards

- A. Generally. This part of the Administrative Code establishes and describes the administrative agencies of the City and broadly highlights the authorities and responsibilities of each.
- B. Supervision. All administrative agencies, except the Watertown Free Public Library and Watertown Public Schools, are under the jurisdiction and supervision of the City Manager. The Department of Public Buildings is under the joint supervision of the City Manager and the School Superintendent. The City Manager may assign daily oversight of individual agencies to 1 or more of the Assistant City Manager or Deputy City Manager positions, by providing notice of such oversight assignments to the City Council and providing an updated organizational chart with these assignments on the City's website.
- C. Coordination of operations. The City Manager coordinates the operation of the administrative agencies by implementing the powers and duties delineated in Charter § 3-2.

- D. City Council coordination. Administrative agencies provide professional support to the City Council primarily through the City Manager. All agencies under the jurisdiction of the City Manager ensure that the City Council receives objective, timely, professional, and accurate information upon request to better assist the City Council in its legislative and policy decision-making process. The transmittal of reports between the City Council and these agencies shall be routed through the City Manager.
- E. Annual reports. Pursuant to Charter § 3-2-13(C), all agencies shall prepare an annual report of their activities and submit it to the City Manager on or before the fourth Friday in March. The annual report shall be completed each April and describe the activities of the previous calendar year

§ A-502 Assessing

- A. Established. There shall be an Assessing Department under the supervision of a Chief Assessor.
- B. Authorities and responsibilities. The Assessing Department creates and maintains a database that includes property characteristics and ownership information for every parcel within the City. This information forms the basis for the department to apportion the tax levy fairly and equitably among all the taxpaying accounts. In addition, the department administers motor vehicle excise tax, acts on statutory exemptions, and considers abatements regarding property values.

§ A-503 Auditing

- A. Established. There shall be an Auditing Department under the supervision of a City Auditor. The City Auditor is appointed by the City Council under Charter § 2-7a and supervised by the City Council President under Charter § 2-7f. All additional Auditing department staff positions are appointed by the City Manager.
- B. Authorities and responsibilities.
 - a. The Auditor shall have and perform for the City all powers and duties prescribed by the provisions of the General Laws governing municipal auditors and accountants.
 - b. The City shall cause to be made annually, with the approval of the City Council, an outside audit of the books and accounts of the City. The audits shall be conducted in accordance with generally accepted government auditing standards and shall be presented to the City Council upon its completion.
 - c. The outside audit shall be performed by an external auditor or public accountant who meets the independent standards set forth under the generally accepted government auditing standards. The outside auditor shall have an appropriate background and training in municipal account systems.

- d. The Auditing Department is responsible for ensuring the City's financial reports are accurate and legally compliant. The City Auditor oversees the financial management of City agencies by verifying cash balances, maintaining financial records, and compiling statements on expenditures and appropriations. The City Auditor examines all original bills, vouchers, and accounts to verify financial accuracy and legal compliance, scrutinizes all bills and payrolls, and issues warrants for payment if found correct. The Auditing department has the right to reject fraudulent, excessive, or unlawful claims. The City Auditor maintains custody of all City contracts and produces year-end statements detailing budgeted versus actual spending and future budget estimates for the City Manager and City Council as well as assists in developing the annual budget, capital improvement programs, and long-term financial forecasts.

§ A-504 City Clerk's Office

- A. Established. There shall be a City Clerk's Office under the supervision of a City Clerk.
- B. Authorities and responsibilities. The City Clerk's Office is responsible for maintaining vital records (birth, marriage, death) and preserving the City's official and historical documents. The City Clerk is the keeper of the City seal, administers oaths to elected and appointed officials, and serves as the public records access officer. The office supports the Board of Election Commissions and administers elections and the annual City census. The department intakes and ensures appropriate response to public records requests and receives and forwards legal claims to the City's insurer. It ensures all employees and members of multi-member bodies complete the state-mandated training in the Conflict of Interest Law. The department provides members of multi-member bodies with the Open Meeting Law and posts public meeting notices. It coordinates the issuance of a variety of licenses and supports the Licensing Board. The City Clerk carries out all other duties required by state law.

§ A-505 City Manager's Office

- A. Established. There shall be a City Manager's Office under the supervision of a City Manager.
- B. Authorities and responsibilities. The City Manager's Office supports the City Manager in implementing the powers and duties delineated in Charter § 3-2.

§ A-506 Community Development and Planning

- A. Established. There shall be a Department of Community Development and Planning under the supervision of an Assistant City Manager for Community Development and Planning. The Department of Community Development and Planning is responsible for developing

and implementing the City's Comprehensive Plan, area plans, and related programs and policies. The Department of Community Development and Planning shall have the following divisions: Community Design, Inspectional Services, and Planning and Zoning; and the following teams: Code Enforcement, Events, and Sustainability.

- B. Community Design Division authorities and responsibilities. The Community Design Division focuses on enhancing the quality of life and attracting investment in the City by pursuing urban design programs; parks, open space, and public realm improvements; arts and culture activities; historic preservation; and strategic engagement with the business community.
- C. Inspectional Services Division authorities and responsibilities. The Inspectional Services Division protects community health, welfare, and safety by enforcing codes as they pertain to the safe construction and operation of buildings, including building, electrical, and plumbing and gas codes.
- D. Planning and Zoning Division authorities and responsibilities. The Planning and Zoning Division is responsible for coordinating planning activities related to transportation, housing, and land use, including updating and implementing the City's zoning ordinance.
- E. Code Enforcement Team authorities and responsibilities. The Code Enforcement Team enforces all zoning ordinances and general City ordinances, enforces decisions of the Planning Board and Zoning Board of Appeals, and educates the public about the City's codes and regulations.
- F. Events Team authorities and responsibilities. The Events Team is responsible for the organization, promotion, and planning of City-sponsored events, festivals, and activities, as well as the operation and management of the Commander's Mansion, a historic event venue owned by the City.
- G. Sustainability Team authorities and responsibilities. The Sustainability Team is responsible for development and implementation of the Resilient Watertown Climate and Energy plan as well as policies and programs to achieve the goals established in the plan to reduce the City's contribution to climate change and enhance the City's ability to prepare for its impacts.

§ A-507 Constituent Services

- A. Established. There shall be a Constituent Services Department under the supervision of a Director of Constituent Services.
- B. Authorities and responsibilities. The Constituent Services Department manages the 311 Service Center and is responsible for managing all incoming inquiries, concerns,

comments, and questions. The department is also responsible for logging non-emergency requests or guiding constituents on how to do so. It collaborates with departments to ensure that these requests are completed promptly and that constituents are informed about the status of their requests in a timely manner. Additionally, the Constituent Services Department contributes to the improvement of City government through accurate and consistent service delivery measurements. The Constituent Services Department upholds the highest quality assurance standards and serves as a bridge between the community and the government, keeping accurate records of customer interactions, requests, and feedback.

§ A-508 Fire

- A. Established. There shall be a Fire Department under the supervision of a Fire Chief, who shall also function as the Emergency Management Director.
- B. Authorities and responsibilities.
 - a. The Fire Department takes all necessary steps for the extinguishment of fires and the mitigation of hazardous incidents within the City, including the utilization of all necessary personnel and equipment, the destruction of any building or structure, and the removal of any obstruction for the purpose of checking or extinguishing fires or hazardous incidents. The department provides emergency medical services to include initial patient care and ambulance transportation to area hospitals. The department assists in the re-establishment of order in the event of civil disturbance, disaster, riot, or any other declared emergency. The department investigates the causes of all fires and provides written reports of all suspected arson and inspects all buildings and structures as provided for by the state fire code. The department establishes the location, relocation, or removal of all public fire alarm boxes.
 - b. The Fire Department shall also function as the Emergency Management Department to carry out emergency management duties prescribed in the General Laws and local ordinances. The department provides planning, resources, communication, and recovery services in support of emergencies within the City. The department updates and maintains emergency plans including the comprehensive emergency management plan and affiliated hazardous materials emergency response plans.

§ A-509 Human Resources

- A. Established. There shall be a Human Resources Department under the supervision of a Human Resources Director.
- B. Authorities and responsibilities. The Human Resources Department advises and assists the City Manager and department heads on a broad range of personnel matters, including

position classification, compensation levels, employee and labor relations, grievances, and disciplinary actions. The department is responsible for the development, implementation, and administration of personnel policies and the City's classification and compensation plans. The department participates in collective bargaining negotiations and administers the provisions of collective bargaining agreements. It also plans, develops, and supervises training programs and professional development initiatives. The department is further responsible for developing and coordinating policies aimed at recruiting and retaining a diverse and qualified workforce. It ensures compliance with all applicable federal, state, and local labor and employment laws. Additionally, the department oversees the City's unemployment insurance program, the workers' compensation program, and administration of the Family and Medical Leave Act (FMLA). The department also identifies strategies that help foster a positive, inclusive, and respectful work environment that supports employee engagement, wellbeing, and professional growth.

§ A-510 Human Services

- A. Established. There shall be a Human Services Department under the supervision of a Human Services Director.
- B. Authorities and responsibilities. The Human Services Department is responsible for the coordination and administration of the City's human services programs, community partnerships, and referral pathways to address housing insecurity, food access, economic need, community wellness, and support for migrants, veterans, and people with disabilities.

§ A-511 Information Technology

- A. Established. There shall be an Information Technology Department under the supervision of a Chief Technology Officer.
- B. Authorities and responsibilities. The Information Technology Department is responsible for managing the storage, security, and integrity of all electronic data in the custody of the City; enhancing and managing the City's networks to provide high-speed, transparent, and highly functional connectivity among all information and communication resources; assisting all departments in the selection and setup of all software, equipment, and applications; developing new solutions and applications to address current and future needs for all departments and employees; and providing other services and taking other actions as prudent and assigned to ensure the prompt delivery of services.

§ A-512 Legal Services

- A. Established. The City Manager, with the approval of the City Council, shall appoint an individual or legal firm to serve as City Attorney and oversee legal services for the City. Individuals tasked to provide legal services to the City shall be members in good standing of the Massachusetts bar.
- B. Authorities and Responsibilities. In addition to any statutory requirements or specific assignments by the City Manager, the legal services department or firm is responsible to counsel and advise all executive offices, boards, committees, and commissions in all legal matters, represent the City in all legal proceedings by or against the City, provide legal opinions, and assist in legal matters. The City Manager shall have full authority as agent of the City to institute and prosecute suits in the name of the City or its officers in the City Manager's official capacity and to appear and defend suits brought against its officers in their official capacity, unless otherwise ordered by a vote of the City Council or provided by law. The City Manager may institute, prosecute, defend, compromise, and settle claims, actions, suits, or other proceedings brought by, on behalf of, or against the City except that in no case shall a settlement be so made by a payment of more than \$20,000 without a vote of authority by the City Council. The City Manager may also employ special counsel whenever he or she deems it necessary.

§ A-513 Library

- A. Established. There shall be a Watertown Free Public Library under the supervision of a Library Director. The Library Director shall report to the Board of Library Trustees. The Library Director appoints all Library staff positions.
- B. Authorities and responsibilities. The Watertown Free Public Library provides for the free circulation of books and information technology and resources and for the maintenance of City memorabilia for the community and may receive and hold gifts, bequests, and devices for its use. The Library makes available public meeting space and programming for the community.

§ A-514 Police

- A. Established. There shall be a Police Department under the supervision of a Chief of Police.
- B. Authorities and responsibilities. The Police Department is responsible for enhancing community safety and quality of life through proactive crime prevention, protecting life and property, preserving public peace, upholding the law, and ensuring emergency preparedness. The department undertakes criminal enforcement, traffic enforcement, and civil disposition in accordance with relevant federal, state, and local law. It engages in mutual aid and interagency cooperation as directed by the Police Chief and adheres to

state standards for officer certification and training. The Police Chief is the licensing authority for firearms-related matters.

§ A-515 Procurement

- A. Established. There shall be a Procurement Department under the supervision of a Procurement Director. The provisions of G. L. c. 30B are incorporated by reference into this section. The City Manager is hereby designated as the Chief Procurement Officer for all purposes pursuant to this chapter. The Procurement Director shall exercise general authority over the procurement process as set out in the General Laws and such additional responsibilities as may be delegated to the Procurement Director from time to time by the City Manager. Any power, authority, judgment, determination, control, supervision, or discretion that may be exercised by the Procurement Director under this chapter, or any policies and procedures established from time to time by the Procurement Director with the approval of the City Manager, may also be exercised by the City Manager, at the City Manager's election.
- B. Authorities and responsibilities: The procurement department is responsible for managing the acquisition of goods, services, and construction to ensure that purchases are made legally, transparently, efficiently, and in a way that maximizes public value in accordance with G. L. c. 30B. The department approves purchase orders and encumbers funds through the requisition process. It prepares and distributes requests for proposals, invitations for bids, and other solicitations. The department administers procurement proceedings, issues contract awards, prepares contract documents for execution, and ensures that contracts are reviewed and executed by the appropriate City officials. The department keeps a central file of all executed contracts. The department is also responsible for the disposition of surplus supplies and the acquisition and disposal of real property.

§ A-516 Public Buildings

- A. Established. There shall be a Department of Public Buildings under the supervision of a Director of Public Buildings who is under the supervision of the City Manager and the School Superintendent. The Public Buildings Department is responsible for managing, maintaining, and improving all City and School buildings. The Public Buildings Department shall have the following divisions: Administration and Finance, Construction and Capital Projects, Energy Management, and Operations.
- B. Administration and Finance Division authorities and responsibilities. The Administration and Finance Division is responsible for budgeting and financial management, procurement, personnel management, and administrative coordination and oversight.
- C. Construction and Capital Projects Division authorities and responsibilities. The

Construction and Capital Projects Division is responsible for planning, managing, and delivering construction and renovation projects, including capital project planning, stakeholder coordination, regulatory compliance, contract and vendor management, and budget and schedule oversight.

- D. Energy Management Division authorities and responsibilities. The Energy Management Division is responsible for reducing energy consumption and improving sustainability in City and School buildings consistent with the Resilient Watertown Climate and Energy plan, including energy use monitoring and analysis, energy-efficiency project planning and implementation, policy, and program development, and ensuring compliance with relevant federal, state, and local regulations.
- E. Operations Division authorities and responsibilities. The Operations Division is responsible for the day-to-day management and maintenance of City and School buildings, including custodial services, preventive maintenance, repairs, and snow and ice response.

§ A-517 Public Health

- A. Established. There shall be a Public Health Department under the supervision of a Public Health Director, in accordance with G. L. c. 111, §§ 26-33.
- B. Authorities and Responsibilities: The Public Health Department is responsible for the promotion and protection of public health through education, outreach, and enforcement of Board of Health regulations, the state sanitary code, the state environmental code, and other public health regulations. The department investigates complaints, conducts inspections, and issues permits, licenses, and certificates. It advances disease prevention and health promotion by investigating communicable disease outbreaks, coordinating public events like vaccine clinics and blood pressure screenings, and educating the public about health risks and healthy behaviors. The department is responsible for responding to concerns related to rodents and developing and implementing strategies to control the rodent population. It manages the City's animal control program, enforcing relevant state and local regulations, responding to concerns about domestic and wild animals, conducting animal inspections, and issuing rabies quarantines.

§ A-518 Public Works

- A. Established. There shall be a Department of Public Works under the supervision of a Director of Public Works. The Department of Public Works is responsible for the planning, construction, maintenance, operation, and improvement of essential public infrastructure systems. The Department of Public Works shall have the following divisions: Administration and Finance, Engineering, Fleet, Parks and Cemeteries, Solid Waste and

Recycling, Streets Lighting and Wiring, Streets and Sidewalks, Traffic Control, Urban Forestry, and Public Utilities.

- B. Administration and Finance Division authorities and responsibilities. The Administration and Finance Division is responsible for budgeting and financial management, procurement, personnel management, and administrative coordination and oversight.
- C. Engineering Division authorities and responsibilities. The Engineering Division is responsible for the planning, design, oversight, and management of public infrastructure projects including streets, sidewalks, water, sewer, and stormwater. It assesses the condition of public infrastructure to develop capital improvement plan recommendations. The division is responsible for reviewing and issuing permits for construction, excavation, and street openings and ensuring compliance with relevant federal, state, and local regulations. It maintains custody of all engineering plans and records for the City.
- D. Fleet Division authorities and responsibilities. The Fleet Division is responsible for the maintenance, repair, inspection, and disposal of all City-owned vehicles and equipment except for police cruisers. The division maintains asset management, record keeping, and fuel management systems; is responsible for lifecycle and replacement planning and for implementing strategies to reduce fuel use, emissions, and environmental impact; ensures compliance with relevant federal, state, and local regulations; and prepares vehicles for snow and ice operations.
- E. Parks and Cemeteries Division authorities and responsibilities. The Parks and Cemeteries Division is responsible for the maintenance and care of all public parks and landscaped areas as well as the operation, maintenance, and administration of City-owned cemeteries. The division prepares athletic fields for use and ensures that natural and artificial turf, landscaping, irrigation systems, fencing, lighting, and park and playground surfaces and equipment are clean, safe, and properly maintained. The division is responsible for burial operations, monument and marker oversight, administration and records management, long-term planning of cemetery spaces, and the maintenance of cemetery grounds.
- F. Solid Waste and Recycling Division authorities and responsibilities. The Solid Waste and Recycling Division is responsible for managing how the City collects, disposes of, and recycles waste in an efficient, environmentally responsible, and legally compliant way. The division develops and manages programs and conducts public outreach to achieve zero waste and sustainability goals.
- G. Public Utilities division authorities and responsibilities. The Public Utilities Division is responsible for maintaining and operating the City's essential underground infrastructure – water, sewer, and stormwater drain systems – to ensure reliable service delivery, public health, and environmental protection. The division is responsible for maintaining and operating all elements of these systems including water mains, valves, and hydrants; sewer mains and utility holes; and stormwater catch basins, culverts, and drainage pipes. It is responsible for installing and maintaining water meters and issuing water bills and the

City's cross-connection control program, and it supports water quality and stormwater outfall testing as needed.

- H. Street Lighting and Wiring Division authorities and responsibilities. The Street Lighting and Wiring Division is responsible for the installation, repair, and maintenance of streetlights and lights in parking lots, parks, and other public spaces as well as the City's fire alarm system. The division ensures that all systems comply with electrical codes and safety regulations, and it maintains an inventory and records of all electrical infrastructure.
- I. Streets and Sidewalks Division authorities and responsibilities. The Streets and Sidewalks Division is responsible for the safe operation of the City's streets, sidewalks, and related infrastructure. It is responsible for maintenance and repair; ensuring sidewalks, curbs, and ramps are safe for pedestrians and compliant with the Americans with Disabilities Act; managing pavement markings; sweeping of roads and parking lots; and overseeing the department of public works' snow and ice response.
- J. Traffic Control Division authorities and responsibilities. The Traffic Control Division is responsible for managing and maintaining systems that regulate the safe and efficient movement of vehicles, pedestrians, and bicyclists. It is responsible for enhancing traffic safety, minimizing congestion, and supporting orderly transportation by installing, maintaining, and improving traffic signal and sign systems.
- K. Urban Forestry Division authorities and responsibilities. The Urban Forestry Division is responsible for promoting a healthy, safe, and sustainable urban forest that enhances environmental quality, public safety, and community wellbeing. It plans and implements tree planting initiatives to increase canopy cover and biodiversity; proactively and reactively prunes trees to maximize growth and ensure safety; identifies and assesses hazardous trees or limbs and mitigates risk; maintains a tree inventory; and promotes the benefits of a healthy urban tree canopy. The Tree Warden enforces the Public Shade Tree Law as outlined in G. L. c. 87.

§ A-519 Recreation

- A. Established. There shall be a Recreation Department under the supervision of a Recreation Director.
- B. Authorities and responsibilities. The Recreation Department is responsible for establishing, coordinating, and implementing community recreation programs for all residents; supporting celebrations, festivals, and public events; and coordinating recreational activities within City parks and facilities, including scheduling and permits.

§ A-520 Senior Services

- A. Established. There shall be a Senior Services Department under the supervision of a Senior

Services Director.

- B. Authorities and responsibilities. The Senior Services Department is responsible for supporting the health, wellbeing, and independence of seniors in the community by providing programs, services, and resources that help seniors stay active, connected, and informed. The department offers health and wellness programs, organizes social and recreation activities, hosts education workshops and presentations, helps seniors access healthy food options, provides transportation assistance, connects seniors and their families with financial and in-kind support programs, and offers case management services. The department also operates the City's Senior Center.

§ A-521 Skating Rink

- A. Established. There shall be a Skating Rink Department, also known as the John A. Ryan Arena, under the direction of a Skating Rink Manager.
- B. Authorities and responsibilities. The John A. Ryan Arena provides a well-maintained and accessible ice rink that provides affordable opportunities to learn and develop skills in ice sports and offers a safe and enjoyable space for recreation and competition for City residents.

§ A-522 Treasurer / Collector

- A. Established. There shall be a Treasurer/Collector Department under the supervision of a Treasurer/Collector.
- B. Authorities and responsibilities. The Treasurer/Collector Department manages the City's cash flow, revenue collection, and debt management. It is responsible for collecting taxes and all other revenue, depositing municipal funds, and managing and reconciling the City's cash holdings and accounts receivable. The department oversees the issuance and repayment of municipal bonds and notes and invests funds to prioritize safety, liquidity, and yield. It manages the City's property and liability insurance, serves as the custodian of the retirement system's funds, maintains tax title accounts, prepares regular financial reports, and ensures compliance with all relevant state regulations. The department also ensures funding for payroll and payment of benefits and processes federal and state tax payments and filings.
- C. The Treasurer/Collector department is also responsible for the administration of the City's public parking program.

Article VI – Administrative Policies

§ A-601 Introduction

This article describes administrative policies established for the purpose of guiding the development and implementation of administrative procedures within the City.

§ A-602 Business Hours

City Hall, the Senior Center, and the Parker Building shall be open between the hours of 8:30 a.m. and 5:00 p.m. on Mondays, Wednesdays, and Thursdays; between the hours of 8:30 a.m. and 7:00 p.m. on Tuesdays; and between the hours of 8:30 a.m. and 12:30 p.m. on Fridays.

The Inspectional Services office shall open and close 1 hour earlier than the other City offices.

DPW shall be open between the hours of 7:00 a.m. and 3:30 p.m. Monday through Friday.

§ A-603 Communications

- A. It is the policy of the City that the elective organization, multiple-member appointive organization, and administrative organization practice effective and precise communication in all forms in order to convey all relevant goals, policies, procedures, and facts related to any and all issues which may arise in a clear, timely, and succinct manner.
- B. The City Manager shall prescribe a standard format for City stationery, including letterhead, business cards, notepads, and other supplies for external written communications and a standard format for internal communications for all departments and agencies under the City Manager's jurisdiction.
- C. § A-603 shall not apply to the City Council, the School Department, or the Watertown Free Library.

§ A-604 Oaths of Office

All officers, members of multiple-member bodies, police officers, special police officers, constables and firefighters shall be required to take an oath of office before entering upon the discharge of duties, which oath shall be subscribed by the person taking it and shall be filed and preserved in the office of the City Clerk.

§ A-605 Human Resources

- A. It is the policy of the City to establish and maintain an equitable human resources system. This system should also promote the efficiency and economy of government, promote the morale and well-being of City employees, and promote equal employment

opportunity for all employees and candidates for employment.

- B. Pursuant to the Charter, the City Manager serves as the Chief Administrative Officer of the City and has responsibility for the administration of human resources related matters and oversight of human resources practices and procedures, directly or through the City Manager's designee(s), within the limits established by appropriation, ordinance, civil service law or collective bargaining agreement.
- C. The City Manager has the authority to promulgate and direct human resources policies, practices, and procedures, directly or through the City Manager's designee(s).
- D. The City Manager is responsible for the administration of the City's classification and compensation plans adopted pursuant to G. L. c. 41, §108a. The City Manager or the City Manager's designee shall administer the plans and shall establish such procedures as the City Manager deems necessary for the proper administration thereof.
- E. Nothing in this section shall be construed to conflict with Mass. Gen. Laws Ch. 31 regarding civil service.
- F. Nothing in this section shall be construed to conflict with collective bargaining agreements between the City and relevant labor unions, associations, or organizations.

§ A-606 Volunteers

The City recognizes that volunteers are an integral part of the City's government. Their participation in the process of government contributes to the uniqueness of the City's quality of life. Volunteers choose to act in recognition of social responsibility and without concern for monetary gain. The City is committed to providing adequate support, training, leadership, and recognition for all its volunteers. It expects commitment and excellence from the volunteers. The City has the right to determine duties, authorities, and appropriateness of volunteers. Following established volunteer management protocol, the City has the right to both select and remove volunteers.

Sections of Watertown City Code of Ordinances to Repeal:

- A. Chapter 30, in its entirety, as follows:
 - a. 30.01: Tax Collector
 - b. 30.02: Auditor
 - c. 30.03: Administration Building Hours of Operation; Closing
 - d. 30-15 to 30-32: Personnel Regulations
- B. Section 31 in its entirety EXCEPT 31.69-31.74, as follows:
 - a. 31.01 to 31.06: General Regulations on Boards and Commissions
 - b. 31.15 to 31.17: Legas Services Department
 - c. 31.30 to 31.35: Recycling Advisory Board – which was already replaced by the new Solid Waste Committee
 - d. 31.50 to 31.53: Timing and Process of Appointments
 - e. 31.60 to 31.61: Commission on Disabilities
 - f. 31.62: Board of Assessors
 - g. 31.63: Board of Health
 - h. 31.64: Planning Board
 - i. 31.65: School Committee
 - j. 31.66: Board of Appeals
 - k. 31.67: Housing Authority
 - l. 31.68: Board of Election Commissioners
- C. Section 34, in its entirety: Purchasing
- D. Section 36, in its entirety, as follows:
 - a. 36.01 to 36.05: Community Preservation Committee
 - b. 36.06 and 36.07: Bicycle and Pedestrian Committee
 - c. 36.08 to 36.10: Public Arts and Culture Committee
 - d. 36.11 to 36.15: Solid Waste and Recycling Committee
 - e. 36.16 to 36.21: Memorialization Committee
- E. Section 37, in its entirety, as follows:
 - a. 37.01 to 37.13: Affordable Housing Trust
- F. A portion of Section 70, as follows:
 - a. 70.01 to 70.07: Traffic Commission
- G. A portion of Section 152, as follows:
 - a. 152.30; 152.31; 152.32 (A): Historic District Commission
- H. A portion of Section 156, as follows:
 - a. 156.07: Historical Commission

Sections of City Code of Ordinances to amend:

- I. Section 50 as follows:
 - a. Superintendent of Public Works becomes Director of Public Works
- J. Section 51 as follows:
 - a. Assistant Superintendent for Wires becomes Supervisor of Wiring and Street Lighting