

SEPTEMBER 23, 2025



Watertown City Council

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

CITY COUNCIL MEETING TUESDAY, SEPTEMBER 23, 2025, 6:15 P.M. RICHARD E. MASTRANGELO COUNCIL CHAMBER ADMINISTRATION BUILDING, 149 MAIN STREET

MINUTES

ACCESS INFORMATION:

- A. This meeting will be held on September 23, 2025 at 6:15 PM in the Richard E. Mastrangelo Council Chamber
- B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/?channel=3>
- C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>
- 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>

1. ROLL CALL

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

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

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

The motion carried unanimously in a Voice Vote.

3. RETURN TO EXECUTIVE SESSION – 7:00 P.M.

4. PLEDGE OF ALLEGIANCE

5. PUBLIC FORUM

Rita Colafella – 56 Cuba Street – Asked if the polling location changes could be pushed to Q1 of 2026 as opposed to being implemented immediately, and asked that if that was not a possibility, that the administration advertise the change heavily. She remarked that there is much confusion as to where residents are supposed to vote now, and that a change of those locations could disenfranchise many demographics.

6. EXAMINATION OF RECORDS OF PREVIOUS MINUTES

- A. Minutes from City Council Meeting September 9, 2025

Councilor Piccirilli moved to adopt the minutes from the meeting of September 9, 2025 and Councilor Feltner seconded.

The motion carried unanimously in a Voice Vote.

7. PRESIDENT’S REPORT

President Sideris voiced his appreciation for everyone’s participation and effort in celebrating Faire on the Square.

8. INFORMATIONAL PRESENTATIONS

- A. Polling Locations

Adam Brewster – Watertown Board of Election Commission Chair – Stated that schools have always been used in Watertown for polling locations. They have served as an opportunity for children to learn about civics, a platform for PTAs, and a general common meeting ground, but they are no longer a good solution. He then stated that there are

several operational problems for polling locations to be in school, specifically parking, accessibility, and safety issues. Parking has proven to be a particularly difficult hurdle as many residents who try to vote before work cannot park their cars or navigate the morning school congestion, which results in them not voting. Safety is sadly also a concern in the reality of school violence and lockdown drills, and there is a portion of the population who are concerned with the idea of having many adults who are not parents of students at schools.

Mr. Brewster then voiced his appreciation to the staff and City Clerk Noel Gilligan, as they have dutifully mapped out accessible viable alternatives for locations and been communicative throughout the process. New locations include moving Precinct 2 to the Hellenic Center, Precinct 7 will move to the North End Fire Station, Precincts 8 & 9 will move to the Watertown Library, Precincts 11 & 12 will move to 100 Warren.

President Sideris asked what outreach is planned for the residents whose locations are changing.

Mr. Brewster replied that there is legal requirement of notice with postcards, and that they will use the outreach staff of the administration to continue spreading the news throughout the community.

Councilor Gannon voiced concern that the polling location for senior housing at 55 Waverly has changed from across the street to almost a mile away, and remarked that there should be some extra consideration for transportation for those residents.

Councilor Palomba asked if the administration could use the same model of notifications that was used with the trash strike to continually alert and inform the residents of the change.

Councilor Piccirilli remarked that all of his precincts have moved, and asked if tactics like frequent Everbridge messages and light up message boards throughout town could be used to inform residents.

Councilor Feltner raised concern about parking at several locations including the library.

City Clerk Gilligan replied that there will be several spots dedicated to voting parking in addition to the rest of the lot, and that all meters there will be waived.

Councilor Izzo suggested putting signs at the former polling locations to direct the public to the new locations. She also asked about security within 100 Warren, a residential building.

City Clerk Gilligan replied that there will be signs, and that there will be residents monitoring the doors of 100 Warren the day of.

Councilor Gardner stated that she endorsed this new plan, and that specifically the Hosmer School encounters much parking and navigating issues on a daily basis. She then suggested using the public engagement of location change notifications to also reach out to newly located voters to update their local voting registration.

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.

City Manager Proakis remarked that this amount covers the roof replacement costs and contingencies, but it does not cover the full cost of all the mechanical equipment on the roof, however, the figure is significantly below what was budgeted in the CIP.

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

Councilor Feltner asked if there were any special considerations that need to be done in replacing the roof in anticipation of installing solar panels, and if there was any life left in the roof top fans.

Director of Public Buildings Moroney replied that there are no further considerations that need to be taken in terms of solar panels, but that the fans are at the end of their life and need to be replaced.

The motion carried unanimously in a Roll Call Vote.

- 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.

City Manager Proakis remarked that this item represents a purchase that is present in the CIP.

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

The motion carried unanimously in a Roll Call Vote.

- 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.

City Manager Proakis remarked that this is the last of the large ticket items being done at the Parker Annex. He noted that the CIP's line 70 had budgeted \$50,000 for Parker Annex Technology in FY26, however the cost of doing this work has proven to be significantly higher. Luckily lines 69 and 71 of the CIP were budgeted for IT, but are no longer being pursued this fiscal year, so the total short-term borrowing for items will not exceeded.

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

Councilor Feltner asked if efforts for digital equity and broadband will be covered by this borrowing.

IT Director Myrie replied that it would not be, and that they would be looking for other funding opportunities to cover that endeavor. He noted that his predecessor had put the lines in for digital equity years ago, and now he currently has to reassess priorities with current circumstances.

Councilor Feltner asked for greater details in the work plan.

IT Director Myrie responded that the space had to be entirely gutted, which means that cable has to be run into every room and through each floor (about \$80k portion of the project alone), there must be wireless access points put in place, licenses for access points, additional networks need to be ordered to expand the force and support for any office and or tenant moving into the building, also the entire IT closet/hub needs to be relocated.

Councilor Feltner asked what the timing or disruptions can be anticipated with the work.

IT Director Myrie replied that the zoning department may encounter some disruption, but that he isn't able to give a specific time frame as much depends on public buildings work.

Councilor Feltner asked if it's fair to say that they grossly underestimated the needs for the Parker School upgrades.

IT Director Myrie responded that he believes that to be fair.

The motion carried unanimously in a Roll Call Vote.

10. MOTIONS, ORDINANCES, ORDERS, AND RESOLUTIONS

- A. Consideration and Vote on Confirmation to use CBIZ CPAs as the independent audit firm for the Fiscal Year 2025 Audit

City Auditor Langan stated that the City Council needs to confirm the outside independent audit firm each year. She noted that CBIZ scored a 60 out of 60 by the internal review

committee, and that by approving them, they will be able to finish the FY25 audit by the end of January, which will bring the City up to date.

Councilor Piccirilli moved to confirm CBIZ CPAs to conduct the audit and Councilor Feltner seconded.

Councilor Gannon asked if Ms. Langan could share experience she's had with the firm.

City Auditor Langan replied that this is the same firm that they have been working with on prior audits, just with a new name.

Councilor Bays asked how the score is determined.

City Auditor Langan replied that scores are based on types of municipal audits, the number of audits performed, the budgets and populations of those communities, the team members and their resumes, and if they are able to deliver the service in the time required.

B. First Reading on a Proposed Amendment to the Fiscal Year 2026 Budget

City Manager Proakis remarked that this amendment represents a transfer from the Watertown Square Stabilization Fund to be spent on the actual work progressing in land strategies and urban revitalization plan for the square.

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.

City Manager Proakis stated that this item represents funding for Bemis Park, a recommendation in the CIP.

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.

Councilor Feltner read the report.

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

The motion carried unanimously in a Voice Vote.

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

The motion carried unanimously in a Voice Vote.

- 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

Councilor Feltner read the report.

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

The motion carried unanimously in a Voice Vote.

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

The motion carried unanimously in a Voice Vote.

12. COMMUNICATIONS FROM THE CITY MANAGER

- A. Request for Confirmation of Appointment and Reappointment to the Watertown Cable Access Corporation - Board of Directors

City Manager Proakis requested the confirmation of Matthew McCarthy for appointment and David Stokes for reappointment to the WCATV – Board of Directors.

President Sideris stated that this item gets referred to the Committee Education and School System Matters.

- B. Request for Confirmation of Appointment to the Community Preservation Committee

City Manager Proakis requested the confirmation of Allison Eck for appointment to the Community Preservation Committee.

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

C. Administrative Code

City Manager Proakis presented a draft of a proposed administrative code for Watertown, which was developed in collaboration with the Collins Center at UMass Boston. He specifically stated that this 39-page document is not a formal ordinance submission, but a preliminary version for discussion. The purpose of the administrative code is to consolidate and clarify the City's organizational structure, including boards, commissions, and departments, replacing the organizational charts previously submitted during budget cycles.

He stated that under Section 6.2 of the City Charter, once officially submitted, the code becomes effective in 90 days unless rejected by the City Council, which can only approve or reject the code in full - not amend it. To accommodate this process, he is seeking feedback from the City Council and public before formal submission.

A goal of this proposal is to reduce redundancy, and so the final page of the draft is a list of repeals for redundant and outdated ordinances. This is suggested with the intention of creating a more transparent framework of how the city government works for Watertown residents. Some updates will include tuning up boards and commissions in terms of synchronizing terms, the means of their appointments, consideration of continuation of membership for poor conduct, and staff members joining specific boards. Other changes include organizational alterations within specific departments.

City Manager Proakis then shifted the conversation to a series of announcements including the end of the trash strike, the hiring of a new Veteran Services Officer and ADA Coordinator in Jay Terminello, and a reminder that administration buildings will be closed on October 13th.

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

President Sideris requested that the staff provide an updated version of the demolition delay ordinance as discussed at the May 7th Committee on Economic Development & Planning meeting.

14. ANNOUNCEMENTS

There were no announcements.

15. PUBLIC FORUM

Rita Colafella – 56 Cuba Street – Thanked the City Council for taking the polling locations change seriously. She then shared ideas of employing the connector transporter to transport elderly and disabled people, and also asked for pamphlets to be dropped in

public areas like the library and senior center etc.

Angie Kounelis – 55 Keenan Street – Stated that she wanted to ensure that the admirative code be made available to the general public, and that hard copies will also be available.

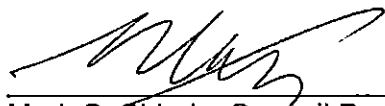
16. RECESS OR ADJOURNMENT

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 8:22 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 9 for, 0 against, and 0 present on October 14, 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 23, 2025 at 7:00 PM
Richard E. Mastrangelo Council Chamber
Administration Building, 149 Main Street

List of Documents

1. Polling Locations – Item 8A
2. Loan Order – DPW Roof – Item 9A
3. Loan Order – EV – Item 9B
4. Loan Order – Parker IT – Item 9C
5. Budget Audit Firm – Item 10A
6. Amendment to FY26 Budget – Item 10B
7. Loan Order – Bemis Park – Item 10C
8. Committee on Economic Development & Planning Report 25-09-03 – Item 11A
9. Committee on Economic Development & Planning Report 25-09-15– Item 11B
10. Request for Confirmation – WCATV Board or Directors – Item 12A
11. Request for Confirmation – Community Preservation Committee – Item 12B
12. Admin Code Draft
13. Email from Ilana Mainelli

ADDENDUM TO THE
MINUTES OF THE
SEPTEMBER 23, 2025 CITY
COUNCIL MEETING



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>
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 - 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

CITY COUNCIL ATTENDANCE
MEETING DATE: SEPTEMBER 23, 2025

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

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: September 23, 2025

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

Motion to enter into executive session

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: September 23, 2025

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

Motion to adopt the minutes from City Council Meeting September 9, 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 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

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: September 23, 2025

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

Motion to approve a loan order for \$1,886,000 to pay costs for the DPW roof



Watertown City Council

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

ORDER # 99

2025 - O - 99

ORDER TO APPROVE THE BORROWING OF FUNDS FOR THE DEPARTMENT OF PUBLIC WORKS' ROOF AND MECHANICAL EQUIPMENT

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.

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 9 for, 0 against, and 0 present on September 23, 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: 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



Boston Globe Media

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	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:



CITY COUNCIL ROLL CALL VOTE
MEETING DATE: September 23, 2025

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

Motion to approve a loan order for \$60,000 to pay costs for EV vehicle



Watertown City Council

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

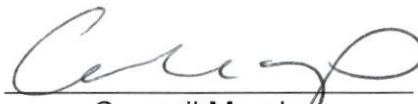
ORDER # 100

2025 - O - 100

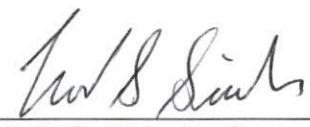
ORDER TO APPROVE THE BORROWING OF FUNDS FOR AN ELECTRIC VEHICLE FOR THE PUBLIC BUILDINGS MAINTENANCE STAFF

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.

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 9 for, 0 against, and 0 present on September 23, 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: 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/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@marcottetford.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)				



Boston Globe Media

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	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:



CITY COUNCIL ROLL CALL VOTE
MEETING DATE: September 23, 2025

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

Motion to approve a loan order for \$250,000 to pay costs for IT infrastructure at Parker Annex



Watertown City Council

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

ORDER # 101

2025 – O - 101

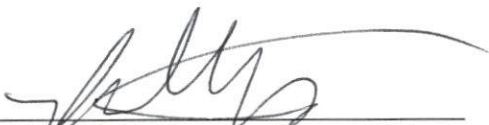
ORDER TO APPROVE THE BORROWING OF FUNDS FOR IT INFRASTRUCTURE BUILDOUT OF THE PARKER ANNEX

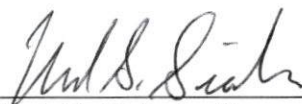
ORDERED: That the sum of \$250,000 is appropriated to pay costs of the IT infrastructure buildout for the City's new office space located on the second floor of the Parker Annex, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval 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.

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 9 for, 0 against, and 0 present on September 23, 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: 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.) = \$150,000

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

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

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

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

Thank you,
Boston Globe Classified Sales

617-929-1314
Monday - Friday 9:30 am - 4:30 pm
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Order Number	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:

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 23, 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 \$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 thereof. 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 23, 2025

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

Motion to approve CBIZ CPAs as the independent audit firm for the FY2025 audit



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	<u>\$ 2,072,798</u>	

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



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 6-12 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

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: September 23, 2025

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

Motion to accept the report of the Committee on Economic Development and Planning
from its meeting on September 3, 2025

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: September 23, 2025

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

Motion to approve the action item from the report of the Committee on Economic Development and Planning from its meeting on September 3, 2025



Watertown City Council

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

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

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

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: September 23, 2025

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

Motion to accept the report of the Committee on Economic Development and Planning
from its meeting on September 15, 2025

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: September 23, 2025

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

Motion to approve the action item from the report of the Committee on Economic Development and Planning from its meeting on September 15, 2025



Watertown City Council

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

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

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

Email from Linda Scott 9/15/25

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
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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 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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Office of the City Manager

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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

Article I – Introduction	5
§ A-101 Introduction and regulatory authority	5
Article II – Agencies not Subject to Modification by Administrative Code	6
§ A-201 Elected Offices	6
§ A-202 Appointed Offices	6
§ A-203 Appeals, Zoning Board of	6
§ A-204 Election Commissioners, Board of	7
§ A-205 Human Rights Commission	7
§ A-206 Licensing Board	7
Article III – Multiple-Member Appointive Organization.....	8
§ A-301 Offices and standards.....	8
§ A-302 Affordable Housing Trust	13
§ A-303 Aging, Council on.....	14
§ A-304 Assessors, Board of.....	15
§ A-305 Bicycle and Pedestrian Committee	15
§ A-306 Biosafety Committee.....	15
§ A-307 Community Preservation Committee.....	16
§ A-308 Conservation Commission.....	17
§ A-309 Cultural Council.....	17
§ A-310 Disability, Commission on	18
§ A-311 Environment and Energy Efficiency Committee	18
§ A-312 Health, Board of	19
§ A-313 Historic District Commission.....	19
§ A-314 Historical Commission	20
§ A-315 Memorialization Committee.....	21
§ A-316 Planning Board.....	22
§ A-317 Public Arts and Culture Committee	22
§ A-318 Stormwater Advisory Committee	23
§ A-319 Solid Waste and Recycling Advisory Committee	23

§ A-320 Traffic Commission.....	24
Article IV – Advisory Appointments	24
§ A-401 Offices and standards.....	25
§ A-402 Ad hoc committees	25
§ A-403 Regional governmental boards and committees	25
§ A-404 Watertown Cable Access Corporation Board of Directors.....	25
§ A-405 Housing Authority	25
§ A-406 Residents Advisory Committee	26
Article V – Administrative Organization	26
§ A-501 Offices and standards.....	26
§ A-502 Assessing.....	27
§ A-503 Auditing	27
§ A-504 City Clerk’s Office.....	28
§ A-505 City Manager’s Office	28
§ A-506 Community Development and Planning	28
§ A-507 Constituent Services	29
§ A-508 Fire.....	30
§ A-509 Human Resources.....	30
§ A-510 Human Services	31
§ A-511 Information Technology.....	31
§ A-512 Legal Services	32
§ A-513 Library	32
§ A-514 Police.....	32
§ A-515 Procurement.....	33
§ A-516 Public Buildings	33
§ A-517 Public Health	34
§ A-518 Public Works.....	34
§ A-519 Recreation.....	36
§ A-520 Senior Services.....	36

§ A-521 Skating Rink	37
§ A-522 Treasurer / Collector	37
Article VI – Administrative Policies	37
§ A-601 Introduction	38
§ A-602 Business Hours.....	38
§ A-603 Communications	38
§ A-604 Oaths of Office.....	38
§ A-605 Human Resources.....	38
§ A-606 Volunteers.....	39

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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

Dear City Councilors and Election Commissioners,

Several years ago, many of us spent lots of time and energy of the Watertown Charter Review. A major focus of that effort was to prioritize transparency and accountability in our Watertown municipal government. But the process that the Election Commission and City Clerk are using to change many of the Watertown polling locations exemplifies the opposite of those goals. These changes will affect most of the residents of Watertown and yet there was no public process regarding these decisions. Unlike when Watertown had to change some of our polling places because of State/Federal laws (ADA compliance) or logistical issues (Covid, buildings under construction), there is no reason that I know of why these changes have to be made at this particular time, or even why most of them need to happen at all. Therefore, it would have been much more "small d democratic," to solicit public input before choosing new polling locations and attempting to implement these changes this November. In fact, had there been a public hearing on this matter you would have received useful information about whether or not the proposed new voting locations are practical and even address the supposed problems with the current voting sites.

The typical reason for moving elections out of schools is to protect our children and school employees. While the safety of our school students and employees is, unfortunately, a legitimate worry these days, I don't think this applies at our 3 new elementary schools. They each were designed with a space specifically meant for public use that is ADA accessible and only form the outside of the building, and from which the rest of the school can not be accessed. Presumably this will also apply to the new WHS which will hopefully be complete by the end of this school year. And these safety measures are enhanced in Watertown because of our policy to station a police officer in each precinct during all voting hours. However, I do understand that there are more safety and access concerns at WMS which is an older building.

I have heard from several different sources that both the WPS Administration and some voters have complained about parking difficulties when there is voting at the schools, but please consider that the new locations which the Election Commission has proposed, except possibly for the WFPL, have equally bad or worse parking availability. As far as any parking difficulties for the school employees on election days, I submit that our new schools are public buildings which the City of Watertown built and gave to WPS for their use. Voting is usually only a few days per year and I think there are valid, and more important, arguments in favor of using our schools (see below). The combination of somewhat better parking at the library and WMS being an older school, might favor moving Precincts 8 & 9 from the Middle School to the Library, but the other proposed changes do not make sense to me.

In particular, the firehouse on Orchard St. (the proposed new site for Precinct 7) is particularly bad as a polling place. It is a small space to begin with, and in order to use it while it is also an active fire station, the fire engines and ambulance need to be parked out on the tarmac all day and the big garage doors left wide open for easy access. This makes voting inside the building difficult in cold/windy/rainy weather. I understand that the Election Commission and City Clerk want to use city-owned buildings for voting wherever possible in order to save money for the city. That makes sense. In that case, why not wait a couple of election cycles for the new High School and the renovations at the Parker Annex to be complete so we have more options. It is imprudent to move polling locations more than necessary because it confuses and may even disenfranchise some voters.

I strongly believe that it is an important civics lesson for our Watertown students to see voting and election activity, not to mention the fundraising opportunity elections afford the school PTOs. If there were voting at the new WHS it would also provide a great opportunity for voter registration. Voting in our new, safe, elementary schools shows our younger students democracy in action and helps them see it as something to participate in and be proud of, not something to hide because it is unsafe/scary/inconvenient. It is important that we raise a new generation that feels positively about our voting process and invested in our democracy. And it is important that we make our municipal

government's decisions transparent, and our residents feel heard, if we are going to hope for more participation in it by our adult residents.

Sincerely,
Ilana Mainelli
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