



# City Council Meeting

Wednesday, November 12, 2025 at 7:00 PM  
Richard E. Mastrangelo Council Chamber

## Agenda

### **ACCESS INFORMATION:**

- A. This meeting will be held on November 12, 2025 at 7:00 P.M. Location: Richard E. Mastrangelo Council Chamber
- B. This is an in-person meeting - any remote access is provided solely as a courtesy and may not be relied upon as alternative access. Therefore, any interruption in remote access technology shall not interrupt the meeting, and the meeting will proceed accordingly in person. In the event of such interruption, in-person attendance is available and encouraged.
- C. The in-person meeting will also be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
- D. The public may join the in-person meeting online: <https://watertown-ma.zoom.us/j/92991331344>
- E. The public may join the in-person meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344
- F. Public may comment through email: [vpiccirilli@watertown-ma.gov](mailto:vpiccirilli@watertown-ma.gov)
- G. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>

- 
- 1. ROLL CALL
  - 2. PLEDGE OF ALLEGIANCE
  - 3. PUBLIC FORUM
  - 4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
    - A. Minutes from City Council Meeting October 28, 2025
  - 5. PRESIDENT'S REPORT
  - 6. PUBLIC HEARINGS
    - A. Public Hearing and Vote on a Petition from NSTAR DBA Eversource for a Grant of Location in Cross Street, westerly from pole 38/1, approximately 60 feet north of Pleasant Street, to install approximately 12 feet of conduit. This work is proposed to provide electrical service to 2-10 Cross Street. The recommendations and conditions set out by the Department of Public Works shall be required upon approval of this application.
    - B. Public Hearing and Vote on a Petition from NSTAR DBA Eversource for a Grant of Location in Alden Road, westerly from pole 178/3, approximately 256 feet south of Belmont Street, to install approximately 14 feet of 2 2-inch PVC conduit. This work is

proposed to provide electrical service to 23 Alden Road. The recommendations and conditions set out by the Department of Public Works shall be required upon approval of this application.

- C. Public Hearing and Vote on a Petition from NSTAR DBA Eversource for a Grant of Location in Mount Auburn Street, northerly from pole 98/90, approximately 120 feet west of Cottage Street, to install approximately 14 feet of conduit. This work is proposed to provide electrical service to 780-784 Mt Auburn Street. The recommendations and conditions set out by the Department of Public Works shall be required upon approval of this application.
  - D. Public Hearing and Vote on a Proposed Loan Order that the sum of \$2,200,000 is appropriated to pay the costs of construction and oversight of roadway, sidewalk and utility reconstruction of Fifth Avenue, 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.
  - E. Public Hearing and Vote on a Proposed Order Allocating the Property Tax Levy Among of Between Property Classes for Fiscal Year 2026
7. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
- A. Discussion and Potential Action on Middle School Plan
  - B. Resolution Approving the Acceptance of Gifts of Tangible Person Property in the form of six picnic tables from Home Depot
8. REPORTS OF COMMITTEES
- A. Committee on Education and School System Matters Report regarding its meeting on October 28, 2025 - Izzo, Chair
- ACTION ITEM:
- To recommend the City Council approve the appointment of Matthew McCarthy to the Watertown Cable Access Board of Directors to a term expiring September 15, 2028
- To recommend the City Council approve the reappointment of David Stokes to the Watertown Cable Access Board of Directors to a term expiring September 15, 2028
- B. Committee on Rules and Ordinances Report regarding its meeting on October 7, 2025 - Gannon, Chair
9. COMMUNICATIONS FROM THE CITY MANAGER
- A. Proposed Changes to Current Demolition Delay Ordinance
10. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
11. ANNOUNCEMENTS
12. PUBLIC FORUM
13. RECESS OR ADJOURNMENT



## **ELECTED OFFICIALS**

Mark S. Sideris,  
Council President

Caroline Bays,  
Councilor At Large

Nicole Gardner,  
District A Councilor

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

John G. Gannon,  
Councilor At Large

Lisa J. Feltner,  
District B Councilor

John M. Airasian,  
Councilor At Large

Anthony Palomba,  
Councilor At Large

Emily Izzo,  
District D Councilor

OCTOBER 28, 2025



## **Watertown City Council**

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

### **CITY COUNCIL MEETING TUESDAY, OCTOBER 28 2025, 6:00 P.M. RICHARD E. MASTRANGELO COUNCIL CHAMBER ADMINISTRATION BUILDING, 149 MAIN STREET**

## **MINUTES**

### **ACCESS INFORMATION:**

- A. This meeting will be held on October 28, 2025 at 6:00 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](mailto: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 6:00 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. PLEDGE OF ALLEGIANCE**

## **3. PUBLIC FORUM**

There were no participants in Public Forum.

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

### **A. Minutes from City Council Meeting October 14, 2025**

Councilor Piccirilli moved to adopt the minutes from the meeting of October 14, 2025 and Councilor Feltner seconded.

The motion carried unanimously in a Voice Vote.

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

President Sideris stated that the School Committee has a recent report on MCAS scores in town, and that that information is available on the school website.

## **6. DISCUSSION ON SPECIAL MATTERS**

### **A. Discussion on Options for the Watertown Middle School**

President Sideris invited Christy Murphy of Vertex to the podium for a presentation of information regarding the Middle School (presentation attached).

Christy Murphy – Vertex – Presented slides on the feasibility study for the Watertown Middle School. What was studied was a base repair option (bringing the school up to all codes at \$87.8 million option), a comprehensive renovation (all of the base repair with reconfiguration of teaching cluster models on the second floor - \$133 million option), an addition and renovation project for \$121.4 million, and a new construction model for \$124.5 million. They were asked to address the latter two options to get them to a tighter figure as the approved original budget was \$84.7 million. Ultimately the smallest those figures could get with feasible cuts would be \$116 and \$112 respectively. After those numbers were articulated, the City Manager and Council President asked for figures for another scenario that represented prioritized upgrades. That ranged from \$13.9 million to \$27.7 million, and the reason for the range relates to being conscious of improvements relative to assessed value of the property, and formula that could trigger ADA overhaul requirements that would cost in the \$80 million range.

City Manager Proakis remarked that previous new growth years have allowed Watertown to absorb inflationary costs of construction, but now that new growth has slowed down and other factors like interest rates and tariffs presenting unclear circumstances, it becomes challenging to be able to address Watertown Middle School the way they had

hoped to. It isn't impossible to build a new school, but the city would lose flexibility in the budget and cast doubt on other endeavors. He then remarked on the delicate threshold concerning ADA requirements, as well the "rush" to decide on the school being due to the current modulars that the high schoolers use being part of the budgeted projections for middle school renovations.

Councilor Gannon asked what the education benefits from the proposed limited updates were.

President Sideris replied that many of the upgrades will not be noticed by the students, such as a new roof and solar panels.

Christy Murphy replied that HVAC in the auditorium and gym, an improved ADA vestibule, and outdoor space improvements would be felt by students, but the majority of the updates would be maintenance for the building.

Councilor Gannon asked what the debt service would be for the original plan of the school.

City Manager Proakis replied that with the \$70 million of borrowing that was originally projected, the top year of debt service was FY29 at \$5,408,00, which brings total debt service number up to \$98 million.

Councilor Gannon asked what the average of last five years of free cash certified was and asked if the project could be funded by free cash.

City Manager Proakis replied that the average was about \$30 million. There is nothing illegal about rebalancing the use of free cash for the operating budget and debt services, but it isn't necessarily prudent to use more and more free cash to fund the operating budget as the goal is for free cash plus general stabilization to equal between 8-15% of the entire city budget.

Councilor Gannon noted that Watertown is paying down OPEB liability until 2031, and asked if those funds would be available after that time.

City Manager Proakis stated that the numbers are in the 3-4 million per year, and that while those funds would probably be available in operating costs, the estimates for the middle school are timely and current. By going forward with the school, they would have to reduce OPEB contributions, senior center contributions, as well as open space and affordable housing.

Councilor Palomba asked what the monthly cost of the modulars are.

Christy Murphy replied that they are roughly \$136,000 a month in lease value after the cost of building them.

Councilor Gardner asked for clarification on timing of triggering the 30% of improvements to assessed value threshold.

Christy Murphy replied that it is a continuous 36 months.

Councilor Gardner asked for an explanation as to how the original scope of \$84.5 million turned into well over \$100 million.

President Sideris replied that the original price did not include modulars and soft construction costs. He continued to explain that they originally hired an architect to present a pitch, but that presentation lacked harder numbers that the feasibility study would prove.

Councilor Gardner asked what the forecast of inflation will look like in the near future compared to the recent past.

Christy Murphy replied that recent years have been off the charts, but that they are hopeful that escalation will go forward with a typical 3.5% annually.

Councilor Izzo asked for clarification of the cost for proposed updates without meeting the 30% assessed value threshold.

Christy Murphy replied that the value of updates would be \$13.9 million, and the full all-in figure is \$27.7 million.

Councilor Izzo asked how many years the CIP update proposal would buy the school before needing a brand new school.

Christy Murphy replied that it will do a good deal of help in terms of the condition of the building, but that there are still concerns with classroom sizes going into the future.

Councilor Feltner asked for the assessed value of the building.

Christy Murphy replied that the assessed value is a little over \$24 million.

City Manager Proakis added that assessments on public buildings aren't always up to date, and that the assessor's office will be asked to re-evaluate prior to any work being done.

Councilor Feltner recognized the importance of emphasizing ADA requirements, but also expressed that the function of the school will still be significantly lacking without having a full rebuild that addresses educational needs.

Councilor Piccirilli asked if the proposed \$112 million number for a proposal of a new school is still an accurate number.

Christy Murphy replied that it is still good, but that they have lost a couple of months in terms of planning which will add to that price.

Councilor Piccirilli noted that the number isn't firm and recalled that the price of High School continued to rise about \$20 million even after the MSBA process. He remarked that the City had not planned on building a new Watertown Middle School, but rather went into a feasibility study to see if it was possible. Per the 2017 Building for the Future Plan, what was promised to the community were updates for the school for the near future, or a bridge until they could build a new one. He stated that it is not a question of "if" they should build a new school, but "when". Considering a rise in school population over

recent years, and a strong potential for that figure to continue to grow, we may need an even larger school than the current proposal. He suggested that perhaps they should see what happens over the next few years and build a school that will better suit the needs of the community.

Councilor Bays asked if there is a known percentage of building materials that are sourced outside the country, and also asked when the Home Rule Petition is likely to get passed by the state.

Christy Murphy replied that she didn't have an answer for foreign materials, and that that percentage would vary greatly depending on the plan.

City Manager Proakis replied that it is difficult to predict when the state will address Watertown's Home Rule Petition, but he has expressed to our delegation that he needs to know what is going to happen by February or March of '26.

Councilor Palomba asked if opting for the CIP improvement proposal will add any storage space for the school, which it is currently lacking.

Christy Murphy replied that there will be a reallocated space for storage.

Councilor Gannon stated that he has served in communities that have achieved building schools or large renovations in leaner fiscal times, and asked how we can reengineer the plan to give the most to the community now. He inquired about possibilities for finding options somewhere in between CIP updates and a full new building now, and stated that prices will only go up in the future.

School Superintendent Dr. Galdston replied that the model for how schools were built 100 years ago was a factory model, whereas now the model is a cluster or grouping model. It is not possible to achieve the cluster model in the 1922 portion of the middle school. There are also several special needs programs that are restricted with the building itself. While they are hampered by the building itself, the punch list of CIP updates does include improved landscaping of outdoor spaces that would be a great benefit for the students. In short, she believes that, while she can't control when a new school is built, the building itself has reached a point of no return, and that there plainly needs to be a new structure to achieve the educational goals that the community deserves.

Councilor Izzo repeated her question of how much time the CIP updates would buy.

School Superintendent Dr. Galdston replied that it is a bit of crystal ball question. She said that it's her opinion that they need a new school regardless, but it updates will be helpful in the short term.

Councilor Gardner stated that she doesn't want to settle for a smaller or less innovative plan, and asked if there is even any value in a "settling" type plan.

Dr. Galdston replied that she does not believe there is value in a "settling" type plan, that she is advocating for a new building, and that if Watertown cannot afford it now, that they should wait until they can produce the full package.

Councilor Gardner asked if Dr. Galdston feels comfortable with the size of the proposals

considering the growing population.

Dr. Galdston replied that she does anticipate a rising student population, though that may vary, but that new buildings are built for flexibility to house more students than factory models.

Councilor Feltner remarked on the scale of aspects to consider with this project, but noted that current circumstances for the students are not close to the standards they have for the other schools in town.

Councilor Palomba asked for clarification of cost disparity of each proposal from their original numbers.

President Sideris remarked that it is mostly related to the modulars.

City Manager Proakis added that there will also be some escalation costs in the MSBA improvement grants that would have to be paid back if they decided to tear down and start a new before the depreciation of those improvements. He estimated that the most palatable \$112 million proposal would likely slip up to \$115 million.

Councilor Piccirilli asked how they could make up the \$25 million dollar gap from the preferred proposal's original incorrect figure to what it is now if the City Council were to pursue it.

City Manager Proakis replied that they would have to take \$95 million in borrowing which would have significant impacts on the fiscal year budget through 2033.

Councilor Gardner remarked that there should be continued economic growth from the development of Watertown Square, including additional housing projects, and the quicker those projects are done, perhaps the quicker funds may be available to build a full project school.

Councilor Gannon asked if differing building a new school would incur an issue with accreditation.

Dr. Galdston responded that accreditation only applies to the high school levels.

President Sideris stated his concerns of spending \$27 million of tax money, and asking for waivers, to put into a school that would still be clearly lacking of necessary improvements. He credited the teachers and Dr. Galdston's administration for making it work in the current buildings as is. He also remarked on concerns about other projects that are planned for the community. He then stated that he will not be asking for a vote on this tonight as it is a huge decision. He concluded by saying that the challenge will be to balance the needs of the school with the other needs of the community within the CIP.

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

- A. First Reading on a Proposed Loan Order that the sum of \$2,200,000 is appropriated to pay the costs of construction and oversight of roadway,



sidewalk and utility reconstruction of Fifth Avenue, 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 therefore.

City Manager Proakis remarked that this item aligns with line 323 of the CIP and thanked the DPW for getting it to this point.

- B. Resolution Authorizing a Transfer of Funds in the amount of \$175,470 from the Fiscal Year 2026 City Council Reserve to the Fiscal Year 2026 Transfer to Capital Projects - Public Buildings account

City Manager Proakis stated that this transfer represents replacing mechanical equipment on the DPW roof.

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

The motion carried unanimously in a Roll Call Vote.

- C. First Reading on a Proposed Order Allocating the Property Tax Levy Among of Between Property Classes for Fiscal Year 2026

City Manger Proakis presented the first reading which illustrates a maximum split of commercial to residential tax to 175%.

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

City Manager Proakis announced the early voting for the upcoming election and the final swap shop day on November 1<sup>st</sup>.

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

Councilor Feltner asked when the City Annual Reports for 2023 and 2024 can be expected, and what the punch lists is for remaining projects at Arsenal Park.

## **10. ANNOUNCEMENTS**

President Sideris noted that the next City Council Meeting will take place on Wednesday, November 12<sup>th</sup>.

## **11. PUBLIC FORUM**

There were no participants in Public Forum.

## **12. RECESS OR ADJOURNMENT**

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

The motion was adopted unanimously in a Roll Call Vote.

The meeting adjourned at 8:20 p.m.

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above minutes were adopted by a vote of \_\_\_ for, \_\_\_ against, and \_\_\_ present on November 12, 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, October 28, 2025 at 6:00 PM**  
**Richard E. Mastrangelo Council Chamber**  
**Administration Building, 149 Main Street**  
**List of Documents**

1. Vertex Presentation – Item 6A
2. Loan Order – 5<sup>th</sup> Ave – Item 7A
3. Transfer of Funds – DPW Roof – Item 7B
4. Tax Classification – Item 7C

**ADDENDUM TO THE  
MINUTES OF THE OCTOBER  
28, 2025 CITY COUNCIL  
MEETING**



# City Council Meeting

Tuesday, October 28, 2025 at 6:00 PM  
Richard E. Mastrangelo Council Chamber

## Agenda

### **ACCESS INFORMATION:**

- A. This meeting will be held on October 28, 2025 at 6:00 P.M.. Location: Richard E. Mastrangelo Council Chamber
- B. This is an in-person meeting - any remote access is provided solely as a courtesy and may not be relied upon as alternative access. Therefore, any interruption in remote access technology shall not interrupt the meeting, and the meeting will proceed accordingly in person. In the event of such interruption, in-person attendance is available and encouraged.
- C. The in-person meeting will also be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
- D. The public may join the in-person meeting online: <https://watertown-ma.zoom.us/j/92991331344>
- E. The public may join the in-person meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344
- F. Public may comment through email: [vpiccirilli@watertown-ma.gov](mailto:vpiccirilli@watertown-ma.gov)
- G. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>

- 
- 1. ROLL CALL
  - 2. PLEDGE OF ALLEGIANCE
  - 3. PUBLIC FORUM
  - 4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
    - A. Minutes from City Council meeting October 14, 2025
  - 5. PRESIDENT'S REPORT
  - 6. DISCUSSION ON SPECIAL MATTERS
    - A. Discussion on Options for the Watertown Middle School
  - 7. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
    - A. First Reading on a Proposed Loan Order that the sum of \$2,200,000 is appropriated to pay the costs of construction and oversight of roadway, sidewalk and utility reconstruction of Fifth Avenue, 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. Resolution Authorizing a Transfer of Funds in the amount of \$175,470 from the Fiscal Year 2026 City Council Reserve to the Fiscal Year 2026 Transfer to Capital Projects - Public Buildings account
  - C. First Reading on a Proposed Order Allocating the Property Tax Levy Among of Between Property Classes for Fiscal Year 2026
- 8. COMMUNICATIONS FROM THE CITY MANAGER
  - 9. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
  - 10. ANNOUNCEMENTS
  - 11. PUBLIC FORUM
  - 12. RECESS OR ADJOURNMENT

#### **ELECTED OFFICIALS**

Mark S. Sideris,  
Council President

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

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

John M. Airasian,  
Councilor At Large

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

**CITY COUNCIL ATTENDANCE**  
**MEETING DATE: OCTOBER 28, 2025**

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

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: OCTOBER 28, 2025**

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

Motion to adopt the minutes from City Council Meeting October 14, 2025



# WATERTOWN MIDDLE SCHOOL – PRESENTATION TO CITY COUNCIL 10/28/25





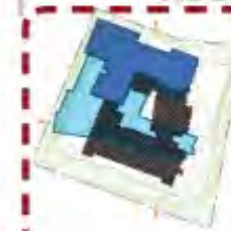
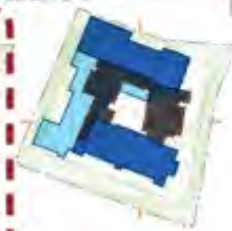
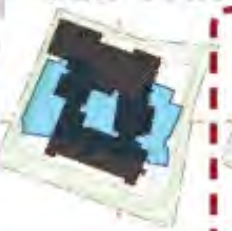
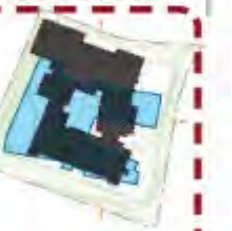
## Preliminary Cost Range Estimates

06.17.2025

|                                                                                                                 |  |  |
|-----------------------------------------------------------------------------------------------------------------|--|--|
| <b>Estimated Duration</b>                                                                                       |  |  |
| <i>Estimates based on a Net Zero Ready building. Ref. add-alternates for cost with on-site renewable power.</i> |  |  |
| <b>Building Construction Cost</b>                                                                               |  |  |
| <b>Site, Demo, Haz. Mat., Temporary Construction</b>                                                            |  |  |
| <b>General Conditions &amp; Req's, Insurance, Estimating Contingency &amp; Escalation</b>                       |  |  |
| <b>Est. Construction Cost</b>                                                                                   |  |  |
| <b>Project Soft Costs: FF&amp;E, Tech, A/E/OPM fees, contingencies</b>                                          |  |  |
| <b>+ Moxley Modularity Rental</b>                                                                               |  |  |
| <b>Est. Total Project Cost<sup>1</sup></b>                                                                      |  |  |
| <b>+ ADD Alts: PV + PV BBS</b>                                                                                  |  |  |
| <b>+ ADD Alts: MEP + BMS Repl.</b>                                                                              |  |  |
| <b>+ ADD Alts: Bemis Imprvmnts</b>                                                                              |  |  |
| <b>- DEDUCT Alt: Mod. Kitchen</b>                                                                               |  |  |
| <b>Est. Total Project Cost<sup>1</sup></b>                                                                      |  |  |
| <b>** Est. 1-Year Delay</b>                                                                                     |  |  |

|                                                                                   |                                                                                    |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  |  |
| <b>Option BR</b>                                                                  | <b>Option CR</b>                                                                   |
| <b>Base Repair ONLY</b>                                                           | <b>Comp. Reno</b>                                                                  |
| <b>±18 months</b>                                                                 | <b>±40 months</b>                                                                  |
| <b>Add/New SF</b>                                                                 | <b>Add/New SF</b>                                                                  |
| <b>0 SF</b>                                                                       | <b>0 SF</b>                                                                        |
| <b>Renovated SF</b>                                                               | <b>Renovated SF</b>                                                                |
| <b>130,535 SF</b>                                                                 | <b>130,535 SF</b>                                                                  |
| <b>\$49,603,300</b>                                                               | <b>\$62,656,800</b>                                                                |
| <b>\$1,250,000</b>                                                                | <b>\$5,050,000</b>                                                                 |
| <b>\$15,409,416</b>                                                               | <b>\$23,005,677</b>                                                                |
| <b>\$66,262,716</b>                                                               | <b>\$90,712,477</b>                                                                |
| <b>\$18,553,560</b>                                                               | <b>\$31,788,331</b>                                                                |
| <b>\$4,978,473</b>                                                                | <b>\$8,800,181</b>                                                                 |
| <b>\$89,794,749</b>                                                               | <b>\$131,300,988</b>                                                               |
| <b>\$0</b>                                                                        | <b>\$4,661,225</b>                                                                 |
| <b>\$0</b>                                                                        | <b>\$0</b>                                                                         |
| <b>\$0</b>                                                                        | <b>\$0</b>                                                                         |
| <b>(\$2,014,973)</b>                                                              | <b>(\$2,833,681)</b>                                                               |
| <b>\$87,779,776</b>                                                               | <b>\$133,128,531</b>                                                               |
| <b>\$1,987,881</b>                                                                | <b>\$2,721,374</b>                                                                 |

|                                                                                     |
|-------------------------------------------------------------------------------------|
|  |
| <b>Option 1</b>                                                                     |
| <b>Original Budget Concept</b>                                                      |
| <b>600 Students</b>                                                                 |
| <b>Add / Reno</b>                                                                   |
| <b>±18 months</b>                                                                   |
| <b>Add/New SF</b>                                                                   |
| <b>66,325 SF</b>                                                                    |
| <b>Renovated SF</b>                                                                 |
| <b>49,675 SF</b>                                                                    |
| <b>\$48,740,038</b>                                                                 |
| <b>\$5,798,083</b>                                                                  |
| <b>\$16,323,490</b>                                                                 |
| <b>\$70,861,611</b>                                                                 |
| <b>\$16,608,105</b>                                                                 |
| <b>\$2,963,500</b>                                                                  |
| <b>\$90,433,216</b>                                                                 |
| <b>\$0</b>                                                                          |
| <b>\$0</b>                                                                          |
| <b>\$0</b>                                                                          |
| <b>(\$0)</b>                                                                        |
| <b>\$90,433,216</b>                                                                 |
| <b>\$2,125,848</b>                                                                  |

|                                                                                     |                                                                                     |                                                                                     |                                                                                     |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |  |  |
| <b>Option 1A</b>                                                                    | <b>Option 1C</b>                                                                    | <b>Option 2B</b>                                                                    | <b>Option 2E</b>                                                                    |
| <b>830 Students</b>                                                                 | <b>630 Students</b>                                                                 | <b>630 Students</b>                                                                 | <b>630 Students</b>                                                                 |
| <b>Add / Reno</b>                                                                   | <b>Add / Reno</b>                                                                   | <b>New Construction</b>                                                             | <b>New Construction</b>                                                             |
| <b>±26 months</b>                                                                   | <b>±48 months</b>                                                                   | <b>±26 months</b>                                                                   | <b>±26 months</b>                                                                   |
| <b>Add/New SF</b>                                                                   | <b>Add/New SF</b>                                                                   | <b>Add/New SF</b>                                                                   | <b>Add/New SF</b>                                                                   |
| <b>85,361 SF</b>                                                                    | <b>46,191 SF</b>                                                                    | <b>125,105 SF</b>                                                                   | <b>125,105 SF</b>                                                                   |
| <b>Renovated SF</b>                                                                 | <b>Renovated SF</b>                                                                 | <b>Renovated SF</b>                                                                 | <b>Renovated SF</b>                                                                 |
| <b>44,689 SF</b>                                                                    | <b>82,809 SF</b>                                                                    | <b>0 SF</b>                                                                         | <b>0 SF</b>                                                                         |
| <b>\$60,207,309</b>                                                                 | <b>\$59,835,528</b>                                                                 | <b>\$63,062,165</b>                                                                 | <b>\$64,212,887</b>                                                                 |
| <b>\$5,769,253</b>                                                                  | <b>\$5,388,053</b>                                                                  | <b>\$6,285,697</b>                                                                  | <b>\$6,295,362</b>                                                                  |
| <b>\$20,402,965</b>                                                                 | <b>\$23,631,677</b>                                                                 | <b>\$21,239,266</b>                                                                 | <b>\$21,527,118</b>                                                                 |
| <b>\$86,379,527</b>                                                                 | <b>\$88,855,258</b>                                                                 | <b>\$90,587,128</b>                                                                 | <b>\$92,035,367</b>                                                                 |
| <b>\$26,245,524</b>                                                                 | <b>\$29,616,769</b>                                                                 | <b>\$23,322,177</b>                                                                 | <b>\$23,662,304</b>                                                                 |
| <b>\$6,368,185</b>                                                                  | <b>\$10,189,893</b>                                                                 | <b>\$6,368,185</b>                                                                  | <b>\$6,368,185</b>                                                                  |
| <b>\$118,993,237</b>                                                                | <b>\$128,661,920</b>                                                                | <b>\$120,277,490</b>                                                                | <b>\$122,065,855</b>                                                                |
| <b>\$4,522,084</b>                                                                  | <b>\$4,522,084</b>                                                                  | <b>\$4,522,084</b>                                                                  | <b>\$4,522,084</b>                                                                  |
| <b>\$0</b>                                                                          | <b>\$0</b>                                                                          | <b>\$0</b>                                                                          | <b>\$0</b>                                                                          |
| <b>\$176,850</b>                                                                    | <b>\$176,850</b>                                                                    | <b>\$307,080</b>                                                                    | <b>\$202,322</b>                                                                    |
| <b>(\$2,312,685)</b>                                                                | <b>(\$3,131,393)</b>                                                                | <b>(\$2,132,685)</b>                                                                | <b>(\$2,312,685)</b>                                                                |
| <b>\$121,379,486</b>                                                                | <b>\$130,229,461</b>                                                                | <b>\$122,973,969</b>                                                                | <b>\$124,477,576</b>                                                                |
| <b>\$2,591,386</b>                                                                  | <b>\$2,665,658</b>                                                                  | <b>\$2,717,614</b>                                                                  | <b>\$2,761,061</b>                                                                  |
| <b>Preferred Add/Reno</b>                                                           |                                                                                     |                                                                                     | <b>Preferred New Construction</b>                                                   |

<sup>1</sup>Construction Escalation for 1-year delay: Start of Construction Summer 2027 (construction cost only)

|                                  | Updated Orig. \$84.7M<br>Budget | Presented 6/18 | Revised       | Delta         | Presented 6/18 | Revised       | Delta          |
|----------------------------------|---------------------------------|----------------|---------------|---------------|----------------|---------------|----------------|
| Option                           | 1                               | 1A             | 1A            | 1A            | 2E             | 2E            | 2E             |
| Type of Construction             | Add/Reno                        | Add/Reno       | Add/Reno      |               | New            | New           |                |
| Delivery Method                  | DBB                             | DBB            | CMR           |               | DBB            | CMR           |                |
| Square Footage                   | 116,000                         | 130,050        | 123,152       | (6,898)       | 125,105        | 113,373       | (11,732)       |
| Number of Students               | 600                             | 630            | 630           | 0             | 630            | 630           | 0              |
| Number of Months of Construction | 24                              | 26             | 29            | 3             | 26             | 22            | (4)            |
| Construction Cost                | \$71,793,111                    | \$86,379,527   | \$81,707,048  | (\$4,672,479) | \$92,035,063   | \$81,978,096  | (\$10,056,967) |
| Soft Cost                        | \$25,148,078                    | \$30,301,024   | \$29,636,307  | (\$664,718)   | \$27,717,764   | \$25,536,924  | (\$2,180,840)  |
| Alternates                       | \$6,206,944                     | \$4,698,934    | \$4,698,934   | \$0           | \$4,724,406    | \$4,724,406   | \$0            |
| Project Cost                     | \$103,148,134                   | \$121,379,486  | \$116,042,289 | (\$5,337,197) | \$124,477,233  | \$112,239,426 | (\$12,237,807) |



## CIP Tier 1 Items

|                                                             |                     |
|-------------------------------------------------------------|---------------------|
| Roofing Upgrades & Solar                                    | \$3,500,000         |
| Design & modernize/replace elevators                        | \$1,200,000         |
| Audit. & Gym HVAC units                                     | \$1,000,000         |
| Security Vestibule New Addition                             | \$2,000,000         |
| Resurface parking & add EV charging stations                | \$500,000           |
| Building masonry repointing                                 | \$250,000           |
| Audit. Sound system & lighting upgrades                     | \$600,000           |
| Cafeteria upgrades                                          | \$300,000           |
| Remove CR closets & blackboards / install shelving          | \$300,000           |
| Full interior painting                                      | \$1,044,280         |
| Replacing doors (security upgrade)                          | \$783,210           |
| Refresh stairs (treads)                                     | \$72,000            |
| Lower level backfill projects after swing spaces removed    | \$875,000           |
| Repurpose lower lockerooms to storage /free up other spaces | \$100,000           |
| Outdoor learning and landscaping/recess area                | \$500,000           |
| Courtyard Enclosure / New Solution                          | \$1,000,000         |
| Bemis Street/Parking Improvements                           | \$200,000           |
| <b>Total Construction Cost of Tier 1</b>                    | <b>\$14,224,490</b> |

## Notes:

- We prepared budget options with different scenarios including use of the modular school at Moxley
- Total Project Cost range from \$13.9M to \$27.7M
- This does not bring WMS up to current codes for building, life safety, or accessibility (ADA)
- This option will require significant coordination between the City's Building Department, Assessor, Disabilities Commission, and the Massachusetts Architectural Access Board



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: October 23, 2025

RE: Agenda Item – Proposed Loan Order

---

Attached is a request from Thomas D. Brady, Director of Public Works, seeking authorization for the Treasurer to borrow \$2,200,000 for the reconstruction of Fifth Avenue. This aligns with Line 323 of the FY2025–2029 Capital Improvement Program (CIP).

While the City Council previously approved the long streets and connectors program for Riverside Street on November 26, 2024, Fifth Avenue was identified as design-complete and ready for bidding. During final bid preparations, the Department of Public Works identified necessary water utility upgrades, which have since been incorporated by the Engineering Division.

DPW now requests a modification to the original recommendation: to allocate Line 323 funding per CIP Recommendation #27 toward the reconstruction of Fifth Avenue.

I respectfully request the attached proposed Loan Order be placed on the October 28, 2025 City Council Agenda as a First Reading.

Thank you for your attention to this matter.



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

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

October 21, 2025

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

RE: Draft Loan Order – Fifth Avenue Roadway Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of construction and oversight of roadway, sidewalk and utility reconstruction of Fifth Avenue:

ORDERED: That the sum of \$2,200,000 is appropriated to pay the costs of construction and oversight of roadway, sidewalk and utility reconstruction of Fifth Avenue, 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



Thomas D. Brady  
Director of Public Works

## CITY OF WATERTOWN

DEPARTMENT OF PUBLIC WORKS

124 ORCHARD STREET  
WATERTOWN MA 02472

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

TO: Mr. George Proakis, City Manager

FROM: Mr. Thomas D. Brady, Director of Public Works <sup>TB</sup>

DATE: October 20, 2025

RE: Public Works Dept. – Fifth Avenue Funding Request

---

The Department of Public Works ("DPW") respectfully requests that the necessary actions be taken to authorize the Treasurer to borrow \$2,200,000.00 for the construction and oversight of roadway, sidewalk and utility reconstruction of Fifth Avenue which is approximately 550 linear feet in length.

This request corresponds with Lines 323 of the Fiscal Year 2025-2029 Capital Improvement Program (CIP). The City Council reviewed and approved the long streets and connectors program for Riverside Street on November 26, 2024, pursuant to the Public Works Sub-committee's recommendation.

Upon review of three projects on the long streets and connector program; Forest Street and Springfield Street, Riverside Street and Fifth Avenue, Fifth Avenue design was complete and ready to proceed to bidding and construction.

In finalizing the bid package and performing additional due diligence, DPW determined that additional water utility improvements were required. The additional design improvements have been made by the engineering division and the project is ready for bid. DPW respectfully requests to modify the original recommendation to construct Riverside Street with funding from Line 323 per CIP recommendation #27 and proceed with the reconstruction of Fifth Avenue.

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

**CITY COUNCIL ROLL CALL VOTE**  
**MEETING DATE: OCTOBER 28, 2025**

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

Motion to approve the transfer of funds in the amount of \$175,470 from the Fiscal Year 2026 City Council reserve to the Fiscal Year 2026 Transfer to Capital Projects – Public Buildings account





## Watertown City Council

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

RESOLUTION # 108

2025 – R – 108

### RESOLUTION APPROVING A TRANSFER OF FUNDS FROM THE FISCAL YEAR 2026 CITY COUNCIL RESERVE TO THE FISCAL YEAR 2026 TRANSFER TO CAPITAL PROJECTS – PUBLIC BUILDINGS ACCOUNT

**BE IT RESOLVED:** That the City Council of Watertown hereby approves the transfer of funds in the amount of \$175,470 from the Fiscal Year 2026 City Council Reserve to be transferred to the Fiscal Year 2026 Transfer to Capital Projects – Public Buildings account.

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

Council Member

I hereby certify that at a meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 9 for, 0 against, and 0 present on October 28, 2025.

Brendan T. McCarthy, Council Clerk

Mark S. Sideris, Council President

### ELECTED OFFICIALS

Mark S. Sideris,  
Council President

Caroline Bays,  
Councilor At Large

Nicole Gardner,  
District A Councilor

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

John G. Gannon,  
Councilor At Large

Lisa J. Feltner,  
District B Councilor

John M. Airasian,  
Councilor At Large

Anthony Palomba,  
Councilor At Large

Emily Izzo,  
District D Councilor



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: October 22, 2025

RE: Agenda Item – Transfer of Funds Request

---

The Public Buildings Department is requesting \$175,470 to support the replacement of mechanical equipment on the Department of Public Works roof. Enclosed is a proposal from Inovis to replace four rooftop units at a cost of \$159,519.

This project qualifies as a Chapter 25A energy improvement initiative and, as such, is exempt from public bidding requirements for energy-related projects under \$300,000.

I respectfully request that this transfer be placed on the agenda for the City Council meeting scheduled for October 28, 2025.

Thank you for your consideration.



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](mailto:dmoroney@watertown-ma.gov)

October 20, 2025

Dear Mr. Proakis,

The Department of Public Buildings is requesting \$175,470 to support the replacement of the mechanical equipment on the DPW roof. We have the attached proposal from Inovis to replace the four units at a cost of \$159,519. This project can be completed as a Ch25A energy improvement project which does not require bidding for up to \$300,000 per energy project. The cost proposal does include a utility rebate incentive as outlined below:

|                         |                   |
|-------------------------|-------------------|
| Office Area 4 ASHPs     | \$195,344         |
| Less: Utility Incentive | <u>(\$35,825)</u> |
| Total                   | \$159,519         |
| 10% Contingency         | <u>\$ 15,951</u>  |
| Total Funding Request   | \$175,470         |

If you could please support this request and forward it to City Council for approval at the October 28, 2025 meeting.

Thank you,

***Denise Moroney***  
Director of Public Buildings

10/22/2025

**Solution: Install (4) ASHPs for Office Area**

**Site: DPW**

**Presented To:**

Silas Fyler  
TOWN OF WATERTOWN  
Silas.Fyler@watertown.k12.ma.us

**Prepared By:**

Tony Castro  
Solutions Consultant  
tcastro@inovisenergy.com

Inovis Energy, Inc, is a turn-key implementer of energy efficiency measures. We provide our clients with a streamlined approach to energy conservation projects that makes the process efficient, clear, and successful.

We have included the necessary information for review of the above-mentioned project in this report. We hope you find our analysis clear and concise. If there are any specific questions, or additional information requested, please let us know.

*Tony Castro*

Tony Castro  
**Solutions Consultant**  
**Inovis Energy, Inc.**



**Solution: Install (4) ASHPs for Office Area**

**Proposed Scope of Work:**

Inovis Energy is pleased to offer our proposal to replace the (4) existing standard gas-fired RTUs that serve the office area with (4) RTU ASHPs.

**A general description of work is as follows:**

SCOPE to Include:

Permits

Cut and make all equipment safe to be demolished

Disconnect and make safe gas piping

Crane and rigging

Disposal for (4) existing standard Gas-Fired RTUs

Furnish and install (2) model 50GEQM06A3A6-0A0A0 Carrier WeatherMaster Heat Pump

Furnish and install (1) model 50GEQM07A3A6-0A0A0 Carrier WeatherMaster Heat Pump

Furnish and install (1) model 50GEQM09A2A6-0A0A0 Carrier WeatherMaster Heat Pump

Furnish and install (4) equipment curbs

Electrical disconnect/reconnect

Reusing existing electrical disconnects

Reusing existing electrical feeds

One-year warranties on labor and materials

Prevailing Wage

Equipment start up

5 year factory warranty on electric heater

5 year factory warranty on compressor

**Clarifications, Omissions, and Assumptions:**

Exclusions:

Temporary utilities, heating and cooling

Sales Tax

Any wiring upgrades

Any new electrical disconnects

Any new circuit breakers

Any electrical panel up grades

Dielectric Breaks on Stainless Steel

Fire Protection

Duct Cleaning

Deductible for Owner/GC provided risk policy Gap Insurance

Miscellaneous Metals

Site Security

Concrete Equipment Bases  
 Any Painting  
 Following Permits- Manual J report, D report and, Com check report  
 Any relocation of existing mechanical equipment  
 Fire alarm or fire protection work or relocation  
 No control work relating to the fire alarm system  
 No control work relating to the lighting control, security system  
 No warranty on equipment not purchased by Fraser Engineering  
 Lighting work  
 Backdraft dampers or dampers not shown  
 No seismic  
 Video Taping  
 Liquidated Damages  
 Natural gas piping  
 Any structural work  
 Any surface preparation, priming or painting  
 No third-party commissioning  
 Test and Balancing  
 Controls or BMS system  
 Any hazardous material removal (asbestos abatement, lead paint, etc.)  
 Freight  
 Quick ship fees  
 No structural engineered or stamped drawings  
 No overtime work  
 No bonds  
 No roof cutting, sealing, flashing, or patching  
 Increases in equipment or material prices

### Financials:

| Measure | Description                | Total Cost       | Incentive *     | Net Cost         | Therm Savings | kWh Usage      | Cost Savings ** |
|---------|----------------------------|------------------|-----------------|------------------|---------------|----------------|-----------------|
| ECM #1  | Install ASHPs, Office Area | \$195,344        | \$35,825        | \$159,519        | 5,412         | -12,831        | \$4,910         |
|         | <b>TOTALS</b>              | <b>\$195,344</b> | <b>\$35,825</b> | <b>\$159,519</b> | <b>5,412</b>  | <b>-12,831</b> | <b>\$4,910</b>  |

\* Prescriptive Incentive. Utility to confirm incentive.

\*\* Fuel savings based on a fuel cost of \$1.50/therm, Electric expense based on \$0.25/kWh

## AGREEMENT TO PROCEED

**Customer: TOWN OF WATERTOWN**

**Site Address: 124 Orchard Street  
Watertown, MA 2472**

**Solution: Install (4) ASHPs for Office Area**

### Terms & Conditions:

This is a turn-key proposal unless otherwise agreed upon by the customer and Inovis Energy, Inc. Labor, materials, and waste disposal are included in the project cost. The total installed cost is based on the included 'Scope of Work'. Any fixtures not included in the 'Scope of Work', or uncounted fixtures or areas that the customer would like to add to the contract are treated as a Change Order. Change Orders must be approved by the customer prior to installation. Any available rebates/incentives will be paid to Inovis Energy, Inc. unless otherwise noted, and will be considered partial payment for the project as outlined below.

Upon acceptance of this proposal (unless financing), the customer shall pay a deposit of 50% of the contract price. The customer understands that Inovis will incur certain mobilization expenses as a result of its undertaking this project. If the customer seeks to cancel the contract, Inovis will be entitled to 10% of the contract price to cover these mobilization expenses. If the customer cancels the project within three (3) days of signature, Inovis shall waive said mobilization expenses.

Due to supply chain volatility, this proposal is valid for a term of 30 days from the date listed below

### Economics:

| Total Project Cost | Est. Utility Incentive | Cost less Incentive |
|--------------------|------------------------|---------------------|
| <b>\$195,344</b>   | <b>\$35,825</b>        | <b>\$159,519</b>    |

### Acceptance of Terms:

TOWN OF WATERTOWN approved the terms & conditions outlined above as well as the scope of work as provided. Unless financing, TOWN OF WATERTOWN . agrees to the following payment terms and amounts outlined below. Any unpaid invoices that exceed 30-day terms will accrue late fees of 2% per month. See Appendix A for potential financing options.

**Payment Terms: \$79,759** due upon contract execution (due upon receipt)  
\$79,759 due upon project completion (Net 30)

Client Accepted By:

Inovis Energy, Inc Accepted By:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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





# 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: OCTOBER 22, 2025  
RE: AGENDA ITEM – TRANSFER OF FUNDS REQUEST

---

Per your request, please find attached a Transfer of Funds request in the amount of \$175,470 from City Council Reserve to Transfer to Capital Projects, Public Buildings for the purpose of funding the replacement of the mechanical equipment on the DPW roof.

Thank you for your consideration in this matter.

**TRANSFER AMOUNT \$175,470**

FROM: FY 2026 CITY COUNCIL RESERVE \$ 175,470  
0111152-570780

TO: FY 2026 TRANSFER TO CAP PRJ - PUB. BLDG \$ 175,470  
0193059-596509

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

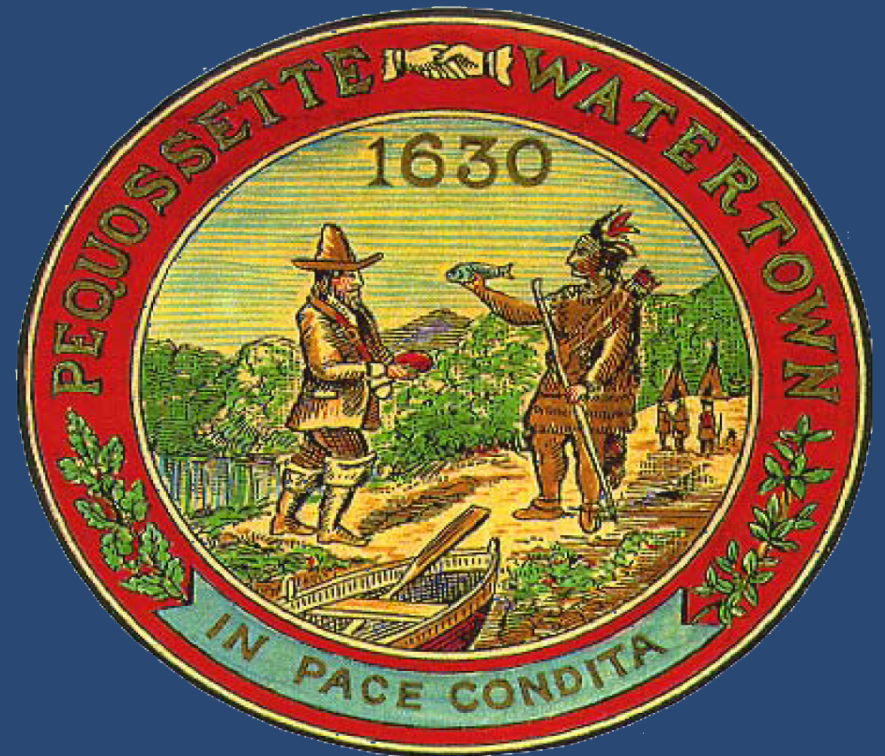
10/22/25

DATE

Megan Fey

CITY AUDITOR

# Watertown Tax Classification Hearing Fiscal Year 2026 - November 12, 2025



# Classification

Massachusetts Law permits cities and towns to classify property according to use or property type, and to establish separate tax rates for the different classes. One hundred fourteen cities and towns in the Commonwealth have chosen to split or “shift” the single rate into two rates: a residential rate and a commercial/industrial/personal property (CIP) rate\*. The shift in the tax rates is intended to help alleviate residential tax rates by “shifting” more of the tax burden onto the CIP class.

Watertown has adopted Chapter 200 of the Acts of 1988 amended M.G.L. c. 58, § 1A to allow cities and towns to give Residential property taxpayers greater tax relief by adopting a shift up to 175% of the property tax burden from Residential taxpayers to the Commercial, Industrial and Personal Property taxpayers, provided certain parameters are not exceeded.

Under Chapter 200,

- Commercial/Industrial/Personal Property taxpayers cannot pay more than 175% of their full and fair cash value share of the tax levy.
- Residential taxpayers must pay the greater of:
  - 50% of their full and fair cash value share of the levy, or
  - The lowest percentage share of the tax levy they have paid since classification began.
    - Watertown’s lowest residential percentage share of the levy, since classification began, is 61.2420%.

From Fiscal Year 2004 – Fiscal Year 2021, the Council has voted to adopt a 175% shift of the tax burden from Residential taxpayers to the Commercial, Industrial and Personal Property (CIP) taxpayers. In Fiscal Year 2022, the increasing CIP percentage triggered the lowest residential percentage resulting in the maximum allowable shift of 159.1528%. CIP continued to increase in Fiscal Year 2023, and the maximum allowable shift was 150%.

The Honorable City Council passed a resolution enabling Watertown to file special legislation seeking ability to lower the minimum allowable residential burden from 61.6240% to 50% provided the shift doesn't exceed 175%. In October of 2023, Chapter 58 of the Acts of 2023 passed in the Legislature and was signed by the Governor. This special legislation is in effect for Fiscal Years 2024, 2025 and 2026.

If the Council shifts the maximum allowed by law in Fiscal Year 2026, the shift will save the Residential taxpayers **\$37,039,146**. Further details to follow.

**\*Nearby communities with split tax rates include Boston, Brookline, Burlington, Cambridge, Canton, Dedham, Framingham, Lexington, Lincoln, Marlborough, Medford, Needham, Newton, Norwood, Quincy, Randolph, Somerville, Waltham, Westwood, Wilmington, and Woburn.**

## Watertown Historic Assessments/Classification Report Ten Year Lookback

| Fiscal Year | Total Value             | Residential Value      | Residential Percentage | CIP Value              | CIP Percentage |
|-------------|-------------------------|------------------------|------------------------|------------------------|----------------|
| <b>2026</b> | <b>\$13,113,904,400</b> | <b>\$9,440,846,013</b> | <b>71.99%</b>          | <b>\$3,673,058,387</b> | <b>28.01%</b>  |
| 2025        | \$12,883,303,540        | \$9,192,796,208        | 71.35%                 | \$3,690,507,332        | 28.65%         |
| 2024        | \$11,931,304,624        | \$8,502,470,850        | 71.26%                 | \$3,428,833,774        | 28.74%         |
| 2023        | \$10,950,885,858        | \$8,100,534,759        | 73.97%                 | \$2,850,351,099        | 26.03%         |
| 2022        | \$10,049,624,325        | \$7,602,271,296        | 75.65%                 | \$2,447,353,029        | 24.35%         |
| 2021        | \$9,398,370,344         | \$7,342,750,000        | 78.13%                 | \$2,055,620,344        | 21.87%         |
| 2020        | \$9,098,604,508         | \$7,209,091,371        | 79.23%                 | \$1,889,513,137        | 20.77%         |
| 2019        | \$7,998,921,648         | \$6,382,738,095        | 79.79%                 | \$1,616,183,553        | 20.21%         |
| 2018        | \$7,193,842,933         | \$5,808,343,439        | 80.74%                 | \$1,385,499,494        | 19.26%         |
| 2017        | \$6,615,124,690         | \$5,387,245,133        | 81.44%                 | \$1,227,879,557        | 18.56%         |
| 2016        | \$6,272,536,699         | \$5,088,998,429        | 81.13%                 | \$1,183,538,270        | 18.87%         |



# New Growth Fiscal Year 2026

|                   | Historic           | Historic            | Historic           | 3 Year Avg.        | Current            |
|-------------------|--------------------|---------------------|--------------------|--------------------|--------------------|
|                   | Fiscal Year 2023   | Fiscal Year 2024    | Fiscal Year 2025   | Three-Year Average | Fiscal Year 2026   |
| 1-Family          | \$54,166           | \$78,240            | \$77,835           | \$70,080           | \$158,672          |
| Condominium       | \$270,610          | \$279,604           | \$211,068          | \$253,761          | \$295,086          |
| Multifamily       | \$152,720          | \$203,080           | \$95,658           | \$150,486          | \$101,763          |
|                   |                    |                     |                    |                    |                    |
| Commercial        | \$966,561          | \$1,149,340         | \$0                | \$705,300          | \$0                |
| Industrial        | \$4,202,589        | \$7,827,667         | \$2,735,035        | \$4,921,764        | \$1,370,447        |
| Personal Property | \$708,029          | \$1,062,095         | \$3,161,278        | \$1,643,801        | \$1,604,652        |
|                   |                    |                     |                    |                    |                    |
| Total             | <b>\$6,354,675</b> | <b>\$10,600,026</b> | <b>\$6,280,874</b> | <b>\$7,745,192</b> | <b>\$3,530,622</b> |

# LEVY LIMIT, SINGLE TAX RATE

## Calculating the Levy Limit

|                              |                           |
|------------------------------|---------------------------|
| <b>FY26 Levy Limit</b>       | <b>\$168,575,918</b>      |
| <b>Plus 2.5%</b>             | <b>\$4,214,398</b>        |
| <b>Plus, FY26 New Growth</b> | <b><u>\$3,530,622</u></b> |
| <b>FY26 Levy Limit</b>       | <b>\$176,320,938*</b>     |

\*4.59% increase over last year

## Calculating a Single Tax Rate

|                             |                                |
|-----------------------------|--------------------------------|
| <b>Total Tax Levy/</b>      | <b>\$176,320,938</b>           |
| <b>Total Assessed Value</b> | <b><u>\$13,113,904,400</u></b> |
| <b>Single Tax Rate</b>      | <b>\$13.45</b>                 |

# Comparison Shift Options: No Shift - Shift 175

| CIP Shift | Res Share % | CIP Share % | Res Levy Amount | CIP Levy Amount | Res. Rate | CIP Rate | Residential Class Savings |
|-----------|-------------|-------------|-----------------|-----------------|-----------|----------|---------------------------|
| 1.00      | 71.99%      | 28.01%      | 126,935,409     | 49,385,529      | \$17.24   | \$13.45  | 0                         |
| 1.10      | 69.19%      | 30.81%      | 121,996,857     | 54,324,082      | \$16.57   | \$14.79  | \$4,938,552               |
| 1.20      | 66.39%      | 33.61%      | 117,058,304     | 59,262,634      | \$15.90   | \$16.13  | \$9,877,105               |
| 1.30      | 63.59%      | 36.41%      | 112,119,751     | 64,201,187      | \$15.23   | \$17.48  | \$14,815,658              |
| 1.40      | 60.79%      | 39.21%      | 107,181,198     | 69,139,740      | \$14.56   | \$18.82  | \$19,754,211              |
| 1.50      | 57.99%      | 42.01%      | 102,242,645     | 74,078,292      | \$13.89   | \$20.17  | \$24,692,764              |
| 1.55      | 56.59%      | 43.41%      | 99,773,369      | 76,547,569      | \$13.55   | \$20.84  | \$27,162,040              |
| 1.60      | 55.19%      | 44.81%      | 97,304,092      | 79,016,846      | \$13.22   | \$21.51  | \$29,631,317              |
| 1.65      | 53.79%      | 46.21%      | 94,834,816      | 81,486,122      | \$12.88   | \$22.18  | \$32,100,593              |
| 1.70      | 52.38%      | 47.62%      | 92,365,539      | 83,955,399      | \$12.55   | \$22.86  | \$34,569,870              |
| 1.75      | 50.98%      | 49.02%      | 89,896,263      | 86,424,675      | \$12.21   | \$23.53  | \$37,039,146              |

# SHIFT: 1.75 versus 1.5

|                         | 1.75 SHIFT          |                            |
|-------------------------|---------------------|----------------------------|
| Total Res Class Savings | Residential Parcels | Average Savings Per Parcel |
| \$37,039,146            | 10,176              | \$3,640                    |

|                         | 1.5 SHIFT           |                            |
|-------------------------|---------------------|----------------------------|
| Total Res Class Savings | Residential Parcels | Average Savings Per Parcel |
| \$24,692,764            | 10,176              | \$2,427                    |

|                               | DIFFERENCE          |                            |
|-------------------------------|---------------------|----------------------------|
| Savings Difference 1.75 v 1.5 | Residential Parcels | Cost Difference Per Parcel |
| \$12,346,382                  | 10176               | \$1,213                    |

# COMMUNITY COMPARISON

When considering the impact of tax rates and shifts, it is useful to look beyond our borders to discover how nearby communities deal with similar issues. The next page provides a view of the tax structure of other nearby cities and towns for Fiscal Year 2025. Some of our neighbors have split tax rates while others do not. Generally, the smaller the commercial/industrial/personal property (CIP) share is of the total assessed value, the less benefit there is to shifting the tax rate. Arlington and Belmont both have very low CIP shares while Boston and Cambridge have high CIP shares. Boston and Cambridge also offer a large residential exemption percentage, which coupled with large commercial tax bases, serves to push down the average residential tax bill. While Newton does have a commercial shift, they have chosen not to utilize the residential exemption and consequently the average residential tax bill is higher. Waltham, which is most like Watertown in its socio-economic structure, has a much larger commercial tax base which results in a lower residential tax rate.

Taxpayers often cite that other nearby cities and towns have lower tax rates, but they fail to realize that the average residential assessments in those municipalities may be considerably higher. For example, Newton and Belmont have a lower rate, a taxpayer might conclude that taxes are lower than in Watertown. Newton and Belmont have much higher average residential values resulting in the average tax bill being much higher than Watertown's.

# COMMUNITY COMPARISON FISCAL YEAR 2025

| CITY/TOWN | RES. TAX RATE | CIP TAX RATE | RES % | CIP % | 2021 SHIFT | 2022 SHIFT | 2023 SHIFT | 2024 SHIFT | 2025 SHIFT | AVG. RES. VALUE | RES. EX. | RES. EX. SAVINGS | AVG RES. R.E. TAX |
|-----------|---------------|--------------|-------|-------|------------|------------|------------|------------|------------|-----------------|----------|------------------|-------------------|
| BELMONT   | \$11.39       | \$11.39      | 94.64 | 5.36  | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       | \$1,339,507     | No       | \$-              | \$ 15,257         |
| NEWTON    | \$9.80        | \$18.34      | 85.87 | 14.13 | 1.72       | 1.75       | 1.74       | 1.75       | 1.75       | \$1,441,127     | No       | \$-              | \$ 14,123         |
| ARLINGTON | \$10.77       | \$10.77      | 94.73 | 5.27  | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       | \$981,643       | No       | \$-              | \$ 10,572         |
| BOSTON    | \$11.58       | \$25.96      | 44.07 | 55.93 | 1.75       | 1.75       | 1.75       | 1.75       | 1.75       | \$983,027       | 35%      | \$3,984          | \$ 7,399          |
| CAMBRIDGE | \$6.35        | \$11.52      | 33.80 | 66.20 | 1.51       | 1.45       | 1.39       | 1.38       | 1.40       | \$1,664,210     | 30%      | \$3,170          | \$ 7,397          |
| WATERTOWN | \$11.68       | \$22.83      | 50.01 | 49.99 | 1.75       | 1.59       | 1.5        | 1.73       | 1.75       | \$907,023       | 35%      | \$3,708          | \$ 6,886          |
| WALTHAM   | \$9.82        | \$21.04      | 38.67 | 61.33 | 1.75       | 1.75       | 1.75       | 1.75       | 1.75       | \$862,820       | 35%      | \$2,966          | \$ 5,507          |



## Lookback at Average Residential Value Taxes

| Fiscal Year | Shift | Res. Tax Rate | Avg. Res. Assessment | Avg. Bill No Res. Ex. | Res. Ex. % Exclusion | Tax Dollar Deduction | Avg. Bill with Res. Ex. | % Change |
|-------------|-------|---------------|----------------------|-----------------------|----------------------|----------------------|-------------------------|----------|
| 2026        | 1.75  | 12.21         | \$927,756            | \$11,328              | 35                   | \$3,965              | \$7,363                 | 6.93%    |
| 2025        | 1.745 | 11.68         | \$907,035            | \$10,594              | 35                   | \$3,708              | \$6,886                 | 4.54%    |
| 2024        | 1.739 | 11.7          | \$840,331            | \$9,832               | 33                   | \$3,245              | \$6,587                 | -9.84%   |
| 2023        | 1.5   | 13.58         | \$802,987            | \$10,905              | 33                   | \$3,598              | \$7,307                 | 4.00%    |
| 2022        | 1.59  | 13.25         | \$757,802            | \$10,041              | 30                   | \$3,012              | \$7,029                 | 4.28%    |
| 2021        | 1.75  | 12.25         | \$733,688            | \$8,988               | 25                   | \$2,247              | \$6,741                 | 0.98%    |
| 2020        | 1.75  | 12.14         | \$723,586            | \$8,784               | 24                   | \$2,108              | \$6,676                 | 4.58%    |
| 2019        | 1.75  | 12.88         | \$643,680            | \$8,291               | 23                   | \$1,907              | \$6,384                 | 4.78%    |
| 2018        | 1.75  | 13.47         | \$587,413            | \$7,912               | 23                   | \$1,820              | \$6,093                 | 2.71%    |
| 2017        | 1.75  | 13.89         | \$547,540            | \$7,605               | 22                   | \$1,673              | \$5,932                 | 4.70%    |
| 2016        | 1.75  | 13.68         | \$517,701            | \$7,082               | 20                   | \$1,416              | \$5,666                 | 4.33%    |

## **Classification Part II. Approving the Residential Exemption and choosing how much of the average residential value to exempt.**

# **What is the Residential Exemption?**

- Residential Exemption is a reduction of a fixed assessment amount off every qualified taxpayer's assessment.
- To qualify, you must apply, and you must own and occupy your home as your primary residence (domicile) as of January 1<sup>st</sup>, 2025. Once approved, you do not need to apply every year. Recording a new deed with changes in ownership may require reapplying.
- The exemption is the same fixed amount for everyone that receives the exemption; lower assessed properties reap more of the benefit by having a larger percentage of their taxes reduced.
- The Residential Exemption is revenue neutral within the residential class. Investor-owned properties, apartment buildings, and higher-valued properties pay for the exemption.

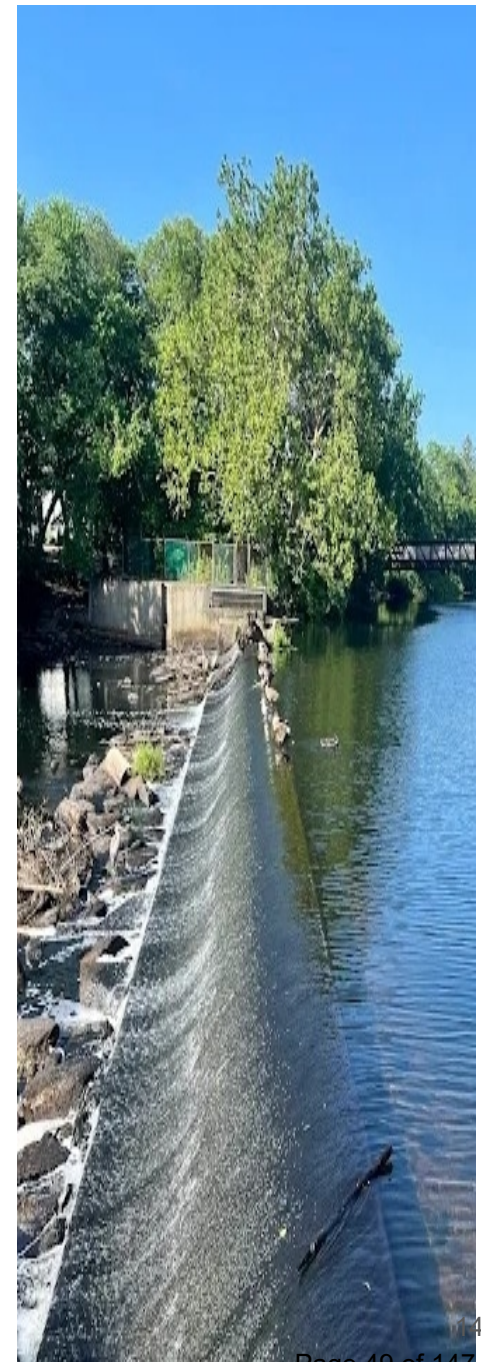
# Board of Assessors' thoughts on Residential Exemption.

The Board of Assessors recommends maintaining the residential exemption at 35%. That would be a value exclusion of \$324,715 equating to a tax savings of \$3965.

# Summary

| Item                                                    | FY25             | FY26             |
|---------------------------------------------------------|------------------|------------------|
| Average Residential Assessment                          | \$907,035        | \$927,756        |
| Residential Tax Rate                                    | \$11.68          | \$12.21*         |
| Average Tax Bill                                        | \$10,594         | \$11,328*        |
| Residential Exemption (Tax Dollars)                     | -\$3,707         | -\$3,965*        |
| Average Residential Tax Bill with Residential Exemption | \$6,887          | \$7363*          |
| Total Residential Value                                 | \$9,192,796,208  | \$9,440,846,013  |
| Total CIP Value                                         | \$3,690,507,332  | \$3,673,058,387  |
| Total Real and Personal Property Value                  | \$12,833,303,540 | \$13,113,904,400 |

\*Projected Tax Rate and Residential Exemption. Contingent on Council maintaining maximum shift allowed by law and maintaining maximum Residential Exemption exclusion at 35%.



## Recommendations:

Council adopt the maximum shift allowed by law which is 175%.

Council accepts the provisions of Chapter 59, section 5C approving a residential exemption and 35% value exclusion from the average residential property value.



## Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

### NOTICE OF PUBLIC HEARING – NSTAR ELECTRIC DBA EVERSOURCE

**Grant of Location: 2-10 Cross Street  
WO # 21949890**

October 28, 2025

Dear Abutters:

The City Council of the City of Watertown will hold a public meeting on Wednesday, November 12, 2025 at 7:00 p.m. in the Richard E. Mastrangelo Council Chamber, 149 Main St., Watertown, MA along with remote opportunities for participation with public access provided as follows:

#### **ACCESS INFORMATION:**

- A. The meeting will be televised through WCATV (Watertown Cable Access Television):  
<http://vodwcatv.org/CablecastPublicSite/?channel=3>
- B. The Public may join the virtual meeting online:  
<https://watertownma.zoom.us/j/92991331344>
- C. 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 #
- D. Public may also comment through email: [vpiccirilli@watertown-ma.gov](mailto:vpiccirilli@watertown-ma.gov)

On a petition from NSTAR ELECTRIC DBA Eversource for consideration of a Grant of Location for the following installations:

**Cross Street – Westerly from pole 38/1, approximately 60 feet north of Pleasant Street, install approximately 12 feet of conduit.**

This work is proposed to provide electrical service to 2-10 Cross Street. We are submitting the following recommendations and conditions for consideration by the City Council should the Grant of Location be approved for this application. A photo of the location of the proposed work is presented attached to this document.

#### **Standard Conditions**

1. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times or an appropriate alternative path provided.

2. Please be aware that there may be utility infrastructure that is not shown on the plan and may be encountered in the field. If a conflict occurs between the proposed installation and existing City-Owned and/or private utility infrastructure, The City Engineer shall be contacted directly to discuss an appropriate resolution.
3. It is the sole responsibility of the Applicant, and their Contractor, to ensure that and City-Owned and or private utilities, if located within the limits of work should be properly marked and protected during construction activities.  
The City of Watertown is not a member of Dig Safe and must be notified separately.
4. The proposed scope of work requires a DPW Street Opening Permit through the Watertown DPW prior to the start of construction.
5. All disturbances to curbing, grass strips, sidewalks, walkways, and roadway surfaces shall be repaired in kind to the satisfaction of the City of Watertown DPW. If any existing sidewalk is proposed to be removed and replaced in full width, the restoration must be completed in accordance with all current ADA, MAAB and City of Watertown standards.
6. All work within the Right of Way shall require the Contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be implemented in adherence to all applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual of Uniform Traffic Control Devices.
7. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices such as silt fence or straw wattles. It will be the sole responsibility of the Contractor to remove any sediment that enters the City drainage system as a result of the proposed work.
8. Equipment, staging, and stockpiles shall not be located in a manner so as to interfere with intersection sightlines and shall be kept in a neat and orderly fashion.
9. Public shade trees within and adjacent to the proposed work zone must be protected. The Contractor shall install individual tree protection on any public shade tree that may be impacted and the Contractor shall not stockpile material or equipment within the drip zone of a public shade tree.
10. Contractor shall coordinate with City Health Department on rodent control requirements.
11. An as-built survey shall be performed upon completion of the work and provided to the Department of Public Works.

Your participation is not necessary, if you choose not to object to the above petition.

Sincerely,

Watertown City Council



## **ELECTED OFFICIALS**

Mark S. Sideris,  
Council President

Caroline Bays,  
Councilor At Large

Nicole Gardner,  
District A Councilor

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

John G. Gannon,  
Councilor At Large

Lisa J. Feltner,  
District B Councilor

John M. Airasian,  
Councilor At Large

Anthony Palomba,  
Councilor At Large

Emily Izzo,  
District D Councilor

October 22, 2025

City Council  
City Hall  
149 Main Street  
Watertown, MA 02472

RE: Cross Street  
Watertown, MA  
W.O.# 21949890

Dear Members of the Council:

The enclosed petition and plan are being presented by the NSTAR Electric Company d/b/a EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 12 feet of conduit in Cross Street.

The reason for this work is to provide service to #2 Cross Street.

If you have any further questions, please contact Joanne Callender at 781-314-5054. Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

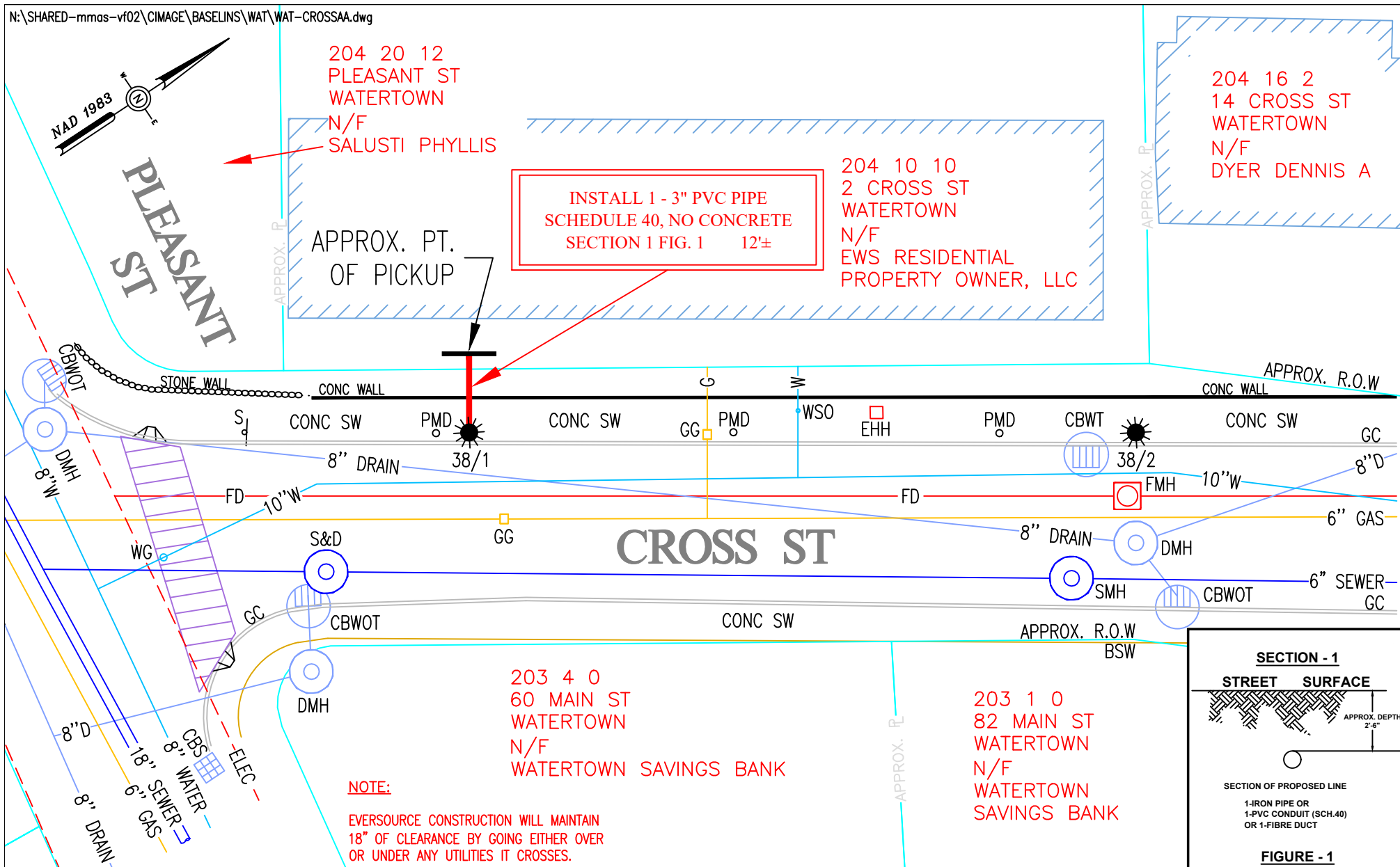
*Richard M. Schifone*

Richard M. Schifone, Supervisor  
Rights and Permits

RMS/HC  
Attachments

**Location Photos**





**NOTE:**

EVERSOURCE CONSTRUCTION WILL MAINTAIN  
18" OF CLEARANCE BY GOING EITHER OVER  
OR UNDER ANY UTILITIES IT CROSSES.

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY  
KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC  
COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS,  
EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR  
INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO  
THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO  
RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT  
TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION,  
EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE  
INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED

**MASS. LAW**

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES  
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

C# 188-25

Ward #

Work Order # 21949890

Surveyed by: GR/VT

Research by: GC

Plotted by: LM

Proposed Structures: LM

Approved: K RICE

P#

**NSTAR**  
**ELECTRIC**  
d/b/a

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of CROSS ST  
WATERTOWN

Showing PROPOSED CONDUIT LOCATION

Scale 1"=20'

Date JULY 31, 2025

SHEET 1 of 1



## **Watertown City Council**

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

### **NOTICE OF PUBLIC HEARING – NSTAR ELECTRIC DBA EVERSOURCE**

**Grant of Location: 23-25 Alden Road  
WO # 20407395**

October 28, 2025

Dear Abutters:

The City Council of the City of Watertown will hold a public meeting on Wednesday, November 12, 2025 at 7:00 p.m. in the Richard E. Mastrangelo Council Chamber, 149 Main St., Watertown, MA along with remote opportunities for participation with public access provided as follows:

#### **ACCESS INFORMATION:**

- A. The meeting will be televised through WCATV (Watertown Cable Access Television):  
<http://vodwcatv.org/CablecastPublicSite/?channel=3>
- B. The Public may join the virtual meeting online:  
<https://watertownma.zoom.us/j/92991331344>
- C. 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 #
- D. Public may also comment through email: [vpiccirilli@watertown-ma.gov](mailto:vpiccirilli@watertown-ma.gov)

On a petition from NSTAR ELECTRIC DBA Eversource for consideration of a Grant of Location for the following installations:

**Alden Road – Westerly from pole 178/3, approximately 256 feet south of Belmont Street, install approximately 14 feet of 2 2-inch PVC conduit.**

This work is proposed to provide electrical service to 23 Alden Road. We are submitting the following recommendations and conditions for consideration by the City Council should the Grant of Location be approved for this application. A photo of the location of the proposed work is presented attached to this document.

#### **Standard Conditions**

1. During construction, uninterrupted pedestrian access (or temporary pedestrian

facilities) shall be provided at all times or an appropriate alternative path provided.

2. Please be aware that there may be utility infrastructure that is not shown on the plan and may be encountered in the field. If a conflict occurs between the proposed installation and existing City-Owned and/or private utility infrastructure, The City Engineer shall be contacted directly to discuss an appropriate resolution.

3. It is the sole responsibility of the Applicant, and their Contractor, to ensure that and City-Owned and or private utilities, if located within the limits of work should be properly marked and protected during construction activities.

The City of Watertown is not a member of Dig Safe and must be notified separately.

4. The proposed scope of work requires a DPW Street Opening Permit through the Watertown DPW prior to the start of construction.

5. All disturbances to curbing, grass strips, sidewalks, walkways, and roadway surfaces shall be repaired in kind to the satisfaction of the City of Watertown DPW. If any existing sidewalk is proposed to be removed and replaced in full width, the restoration must be completed in accordance with all current ADA, MAAB and City of Watertown standards.

6. All work within the Right of Way shall require the Contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be implemented in adherence to all applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual of Uniform Traffic Control Devices.

7. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices such as silt fence or straw wattles. It will be the sole responsibility of the Contractor to remove any sediment that enters the City drainage system as a result of the proposed work.

8. Equipment, staging, and stockpiles shall not be located in a manner so as to interfere with intersection sightlines and shall be kept in a neat and orderly fashion.

9. Public shade trees within and adjacent to the proposed work zone must be protected. The Contractor shall install individual tree protection on any public shade tree that may be impacted and the Contractor shall not stockpile material or equipment within the drip zone of a public shade tree.

10. Contractor shall coordinate with City Health Department on rodent control requirements.

11. An as-built survey shall be performed upon completion of the work and provided to the Department of Public Works.

Your participation is not necessary, if you choose not to object to the above petition.

Sincerely,

Watertown City Council

## **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



**Location Photos**



July 7, 2025

City Council  
City Hall  
149 Main Street  
Watertown, MA 02472

RE: Alden Road  
Watertown, MA  
W.O.# 20407395

Dear Members of the Council:

The enclosed petition and plan are being presented by the NSTAR Electric Company d/b/a EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 14 feet of conduit in Alden Road.

The reason for this work is to provide service to #23 Alden Road.

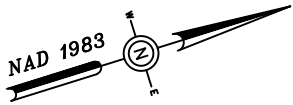
If you have any further questions, please contact Joanne Callender at 781-314-5054. Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

*Richard M. Schifone*

Richard M. Schifone, Supervisor  
Rights and Permits

RMS/HC  
Attachments



INSTALL 2 - 2 PVC PIPES  
TYPE EB IN CONCRETE  
SECTION 2 FIG. 1 14'±

## SECTION - 2 STREET SURFACE

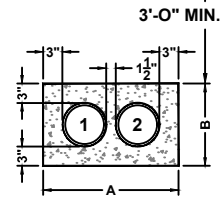
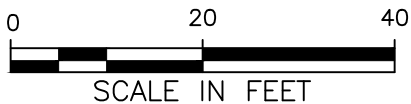


FIG. 1 2-DUCTS

| FIG | 4" Ducts |          | 5" Ducts |          | 6" Ducts |          |
|-----|----------|----------|----------|----------|----------|----------|
|     | A Inches | B Inches | A Inches | B Inches | A Inches | B Inches |
| 1   | 16 1/2"  | 10 1/2"  | 18 1/2"  | 11 1/2"  | 21"      | 12 1/2"  |
| 2   | 22 1/2"  | 10 1/2"  | 25 1/2"  | 11 1/2"  | 29"      | 12 1/2"  |
| 3   | 28 1/2"  | 10 1/2"  | 32 1/2"  | 11 1/2"  | 37"      | 12 1/2"  |
| 4   | 16 1/2"  | 16 1/2"  | 18 1/2"  | 18 1/2"  | 21"      | 21"      |
| 5   | 22 1/2"  | 16 1/2"  | 25 1/2"  | 18 1/2"  | 29"      | 21"      |
| 6   | 16 1/2"  | 22 1/2"  | 18 1/2"  | 25 1/2"  | 21"      | 29"      |
| 7   | 16 1/2"  | 28 1/2"  | 18 1/2"  | 32 1/2"  | 21"      | 37"      |
| 8   | 28 1/2"  | 16 1/2"  | 32 1/2"  | 18 1/2"  | 37"      | 21"      |
| 9   | 22 1/2"  | 22 1/2"  | 25 1/2"  | 25 1/2"  | 29"      | 29"      |
| 10  | 34 1/2"  | 16 1/2"  | 39 1/2"  | 18 1/2"  | 45"      | 21"      |
| 11  | 16 1/2"  | 34 1/2"  | 18 1/2"  | 39 1/2"  | 21"      | 45"      |
| 12  | 22 1/2"  | 26 1/2"  | 25 1/2"  | 32 1/2"  | 29"      | 37"      |
| 13  | 28 1/2"  | 22 1/2"  | 32 1/2"  | 25 1/2"  | 37"      | 29"      |
| 14  | 40 1/2"  | 16 1/2"  | 46 1/2"  | 18 1/2"  | 53 1/2"  | 21"      |
| 15  | 16 1/2"  | 40 1/2"  | 18 1/2"  | 46 1/2"  | 21"      | 53 1/2"  |
| 16  | 16 1/2"  | 46 1/2"  | 18 1/2"  | 53 1/2"  | 21"      | 61"      |



SCALE IN FEET

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

## MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES  
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

C# 145-25

Ward #

Work Order # 20407395

Surveyed by:

Research by: GR/LM

Plotted by: LM

Proposed Structures: LM

Approved: K RICE

P#

**NSTAR**  
ELECTRIC  
d/b/a

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of ALDEN RD

WATERTOWN

Showing PROPOSED CONDUIT LOCATION

Scale 1"=20'

Date JUNE 17, 2025

SHEET 1 of 1



## **Watertown City Council**

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

### **NOTICE OF PUBLIC HEARING – NSTAR DBA EVERSOURCE**

**Grant of Location: 780-784 Mt Auburn Street  
WO # 22803474**

October 28, 2025

Dear Abutters:

The City Council of the City of Watertown will hold a public meeting on Wednesday, November 12, 2025 at 7:00 p.m. in the Richard E. Mastrangelo Council Chamber, 149 Main St., Watertown, MA along with remote opportunities for participation with public access provided as follows:

#### **ACCESS INFORMATION:**

- A. The meeting will be televised through WCATV (Watertown Cable Access Television):  
<http://vodwcatv.org/CablecastPublicSite/?channel=3>
- B. The Public may join the virtual meeting online:  
<https://watertownma.zoom.us/j/92991331344>
- C. 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 #
- D. Public may also comment through email: [vpiccirilli@watertown-ma.gov](mailto:vpiccirilli@watertown-ma.gov)

On a petition from Eversource for consideration of a Grant of Location for the following installations:

**Mount Auburn Street – Northerly from pole 98/90, approximately 120 feet west of Cottage Street, install approximately 14 feet of conduit.**

This work is proposed to provide electrical service to 780-784 Mt Auburn Street. We are submitting the following recommendations and conditions for consideration by the City Council should the Grant of Location be approved for this application. A photo of the location of the proposed work is presented attached to this document.

#### **Standard Conditions**

1. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times or an appropriate alternative path provided.
2. Please be aware that there may be utility infrastructure that is not shown on the plan and may be encountered in the field. If a conflict occurs between the proposed installation and existing City-Owned and/or private utility infrastructure, The City Engineer shall be contacted directly to discuss an appropriate resolution.
3. It is the sole responsibility of the Applicant, and their Contractor, to ensure that and City-Owned and or private utilities, if located within the limits of work should be properly marked and protected during construction activities.  
The City of Watertown is not a member of Dig Safe and must be notified separately.
4. The proposed scope of work requires a DPW Street Opening Permit through the Watertown DPW prior to the start of construction.
5. All disturbances to curbing, grass strips, sidewalks, walkways, and roadway surfaces shall be repaired in kind to the satisfaction of the City of Watertown DPW. If any existing sidewalk is proposed to be removed and replaced in full width, the restoration must be completed in accordance with all current ADA, MAAB and City of Watertown standards.
6. All work within the Right of Way shall require the Contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be implemented in adherence to all applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual of Uniform Traffic Control Devices.
7. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices such as silt fence or straw wattles. It will be the sole responsibility of the Contractor to remove any sediment that enters the City drainage system as a result of the proposed work.
8. Equipment, staging, and stockpiles shall not be located in a manner so as to interfere with intersection sightlines and shall be kept in a neat and orderly fashion.
9. Public shade trees within and adjacent to the proposed work zone must be protected. The Contractor shall install individual tree protection on any public shade tree that may be impacted and the Contractor shall not stockpile material or equipment within the drip zone of a public shade tree.
10. Contractor shall coordinate with City Health Department on rodent control requirements.
11. An as-built survey shall be performed upon completion of the work and provided to the Department of Public Works.

Your participation is not necessary, if you choose not to object to the above petition.

Sincerely,

Watertown City Council

## **ELECTED OFFICIALS**

Mark S. Sideris,  
Council President

Caroline Bays,  
Councilor At Large

Nicole Gardner,  
District A Councilor

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

John G. Gannon,  
Councilor At Large

Lisa J. Feltner,  
District B Councilor

John M. Airasian,  
Councilor At Large

Anthony Palomba,  
Councilor At Large

Emily Izzo,  
District D Councilor

October 22, 2025

City Council  
City Hall  
149 Main Street  
Watertown, MA 02472

RE: Mount Auburn Street  
Watertown, MA  
W.O.# 22803474

Dear Members of the Council:

The enclosed petition and plan are being presented by the NSTAR Electric Company d/b/a EVERSOURCE ENERGY for the purpose of obtaining a Grant of Location to install approximately 14 feet of conduit in Mount Auburn Street.

The reason for this work is to provide service to #784 Mount Auburn Street.

If you have any further questions, please contact Joanne Callender at 781-314-5054. Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

*Richard M. Schifone*

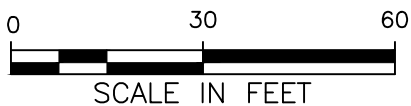
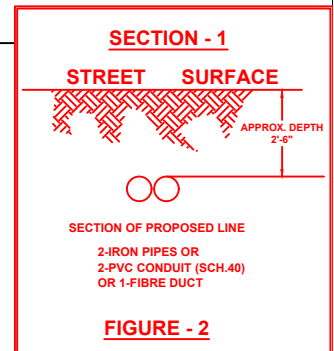
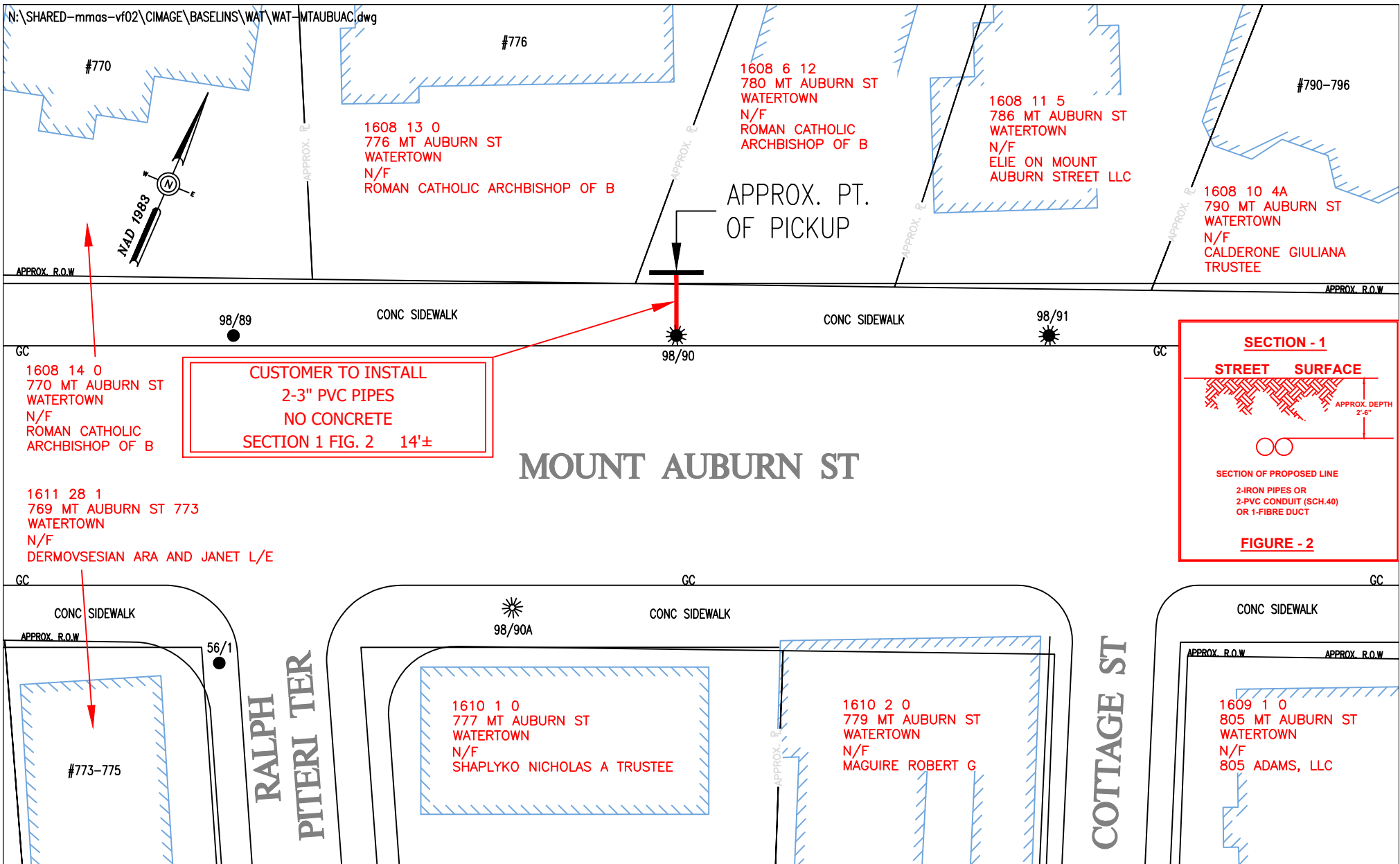
Richard M. Schifone, Supervisor  
Rights and Permits

RMS/HC  
Attachments



**Location Photos**





BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT. TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

**MASS. LAW**

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES  
BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

|                         |                                                                                                 |                      |
|-------------------------|-------------------------------------------------------------------------------------------------|----------------------|
| C#                      | <b>NSTAR EVERSOURCE</b><br>ELECTRIC<br>d/b/a<br>1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125 |                      |
| Ward #                  |                                                                                                 |                      |
| Work Order # 222803474  | Plan of MT AUBURN ST                                                                            |                      |
| Surveyed by: N/A        | WATERTOWN                                                                                       |                      |
| Research by: GR         | Showing PROPOSED CUSTOMER CONDUIT LOCATION                                                      |                      |
| Plotted by: LM          |                                                                                                 |                      |
| Proposed Structures: LM |                                                                                                 |                      |
| Approved: K RICE        | Scale 1"=30'                                                                                    | Date OCTOBER 6, 2025 |
| P#                      | SHEET 1 of 1                                                                                    |                      |



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: October 23, 2025

RE: Agenda Item – Proposed Loan Order

---

Attached is a request from Thomas D. Brady, Director of Public Works, seeking authorization for the Treasurer to borrow \$2,200,000 for the reconstruction of Fifth Avenue. This aligns with Line 323 of the FY2025–2029 Capital Improvement Program (CIP).

While the City Council previously approved the long streets and connectors program for Riverside Street on November 26, 2024, Fifth Avenue was identified as design-complete and ready for bidding. During final bid preparations, the Department of Public Works identified necessary water utility upgrades, which have since been incorporated by the Engineering Division.

DPW now requests a modification to the original recommendation: to allocate Line 323 funding per CIP Recommendation #27 toward the reconstruction of Fifth Avenue.

I respectfully request the attached proposed Loan Order be placed on the October 28, 2025 City Council Agenda as a First Reading.

Thank you for your attention to this matter.



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

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

October 21, 2025

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

RE: Draft Loan Order – Fifth Avenue Roadway Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of construction and oversight of roadway, sidewalk and utility reconstruction of Fifth Avenue:

ORDERED: That the sum of \$2,200,000 is appropriated to pay the costs of construction and oversight of roadway, sidewalk and utility reconstruction of Fifth Avenue, 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





Thomas D. Brady  
Director of Public Works

## CITY OF WATERTOWN

DEPARTMENT OF PUBLIC WORKS  
124 ORCHARD STREET  
WATERTOWN MA 02472

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

TO: Mr. George Proakis, City Manager

FROM: Mr. Thomas D. Brady, Director of Public Works <sup>TB</sup>

DATE: October 20, 2025

RE: Public Works Dept. – Fifth Avenue Funding Request

---

The Department of Public Works ("DPW") respectfully requests that the necessary actions be taken to authorize the Treasurer to borrow \$2,200,000.00 for the construction and oversight of roadway, sidewalk and utility reconstruction of Fifth Avenue which is approximately 550 linear feet in length.

This request corresponds with Lines 323 of the Fiscal Year 2025-2029 Capital Improvement Program (CIP). The City Council reviewed and approved the long streets and connectors program for Riverside Street on November 26, 2024, pursuant to the Public Works Sub-committee's recommendation.

Upon review of three projects on the long streets and connector program; Forest Street and Springfield Street, Riverside Street and Fifth Avenue, Fifth Avenue design was complete and ready to proceed to bidding and construction.

In finalizing the bid package and performing additional due diligence, DPW determined that additional water utility improvements were required. The additional design improvements have been made by the engineering division and the project is ready for bid. DPW respectfully requests to modify the original recommendation to construct Riverside Street with funding from Line 323 per CIP recommendation #27 and proceed with the reconstruction of Fifth Avenue.

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



## Order Confirmation

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

Thank you for placing your advertisement in The Boston Globe.

Your order information and a preview of your advertisement are displayed below for your review. If there are any changes or questions, please contact the Classified Department at 617-929-1500 or email [classified@globe.com](mailto:classified@globe.com).

*Any and all proposed edits, revisions, and/or other changes to the advertisement 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

617-929-1500  
Monday – Friday 9:30 am - 4:30 pm  
[classified@globe.com](mailto:classified@globe.com)

|                |                 |                 |            |
|----------------|-----------------|-----------------|------------|
| Order Number   | 759032          | Order Price     | \$733.18   |
| Sales Rep.     | Lindy Rodriguez | PO No.          |            |
| Account        | 3028420         | Payment Type    |            |
| Publication    | Boston Globe    | Number of dates | 1          |
| First Run Date | 11/03/2025      | Last Run Date   | 11/03/2025 |
| Payment Type   |                 |                 |            |

AD PREVIEW:

### Legal Notice

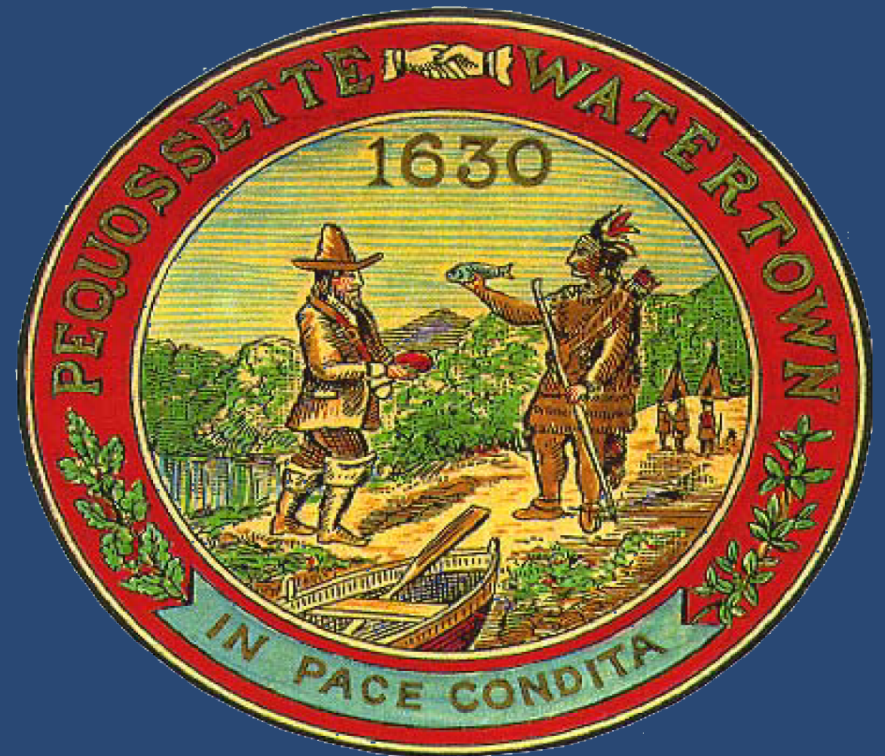
The City Council of Watertown hereby gives notice of a public hearing and vote to be held on Wednesday, November 12, 2025 at 7:00 PM in the Richard Mastrangelo Chamber Administration Building, 149 Main Street, Watertown, MA and online at the following link <https://watertown-ma.zoom.us/j/92991331344> which may be found on the City of Watertown's website, on a proposed Loan Order as follows:

ORDERED: That the sum of \$2,200,000 is appropriated to pay the costs of construction and oversight of roadway, sidewalk and utility reconstruction of Fifth Avenue, 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.

Interested parties are encouraged to participate in this public hearing. A copy of the proposed Loan Order is available for inspection at 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](http://www.watertown-ma.gov).



# Watertown Tax Classification Hearing Fiscal Year 2026 - November 12, 2025



# Classification

Massachusetts Law permits cities and towns to classify property according to use or property type, and to establish separate tax rates for the different classes. One hundred fourteen cities and towns in the Commonwealth have chosen to split or “shift” the single rate into two rates: a residential rate and a commercial/industrial/personal property (CIP) rate\*. The shift in the tax rates is intended to help alleviate residential tax rates by “shifting” more of the tax burden onto the CIP class.

Watertown has adopted Chapter 200 of the Acts of 1988 amended M.G.L. c. 58, § 1A to allow cities and towns to give Residential property taxpayers greater tax relief by adopting a shift up to 175% of the property tax burden from Residential taxpayers to the Commercial, Industrial and Personal Property taxpayers, provided certain parameters are not exceeded.

Under Chapter 200,

- Commercial/Industrial/Personal Property taxpayers cannot pay more than 175% of their full and fair cash value share of the tax levy.
- Residential taxpayers must pay the greater of:
  - 50% of their full and fair cash value share of the levy, or
  - The lowest percentage share of the tax levy they have paid since classification began.
    - Watertown’s lowest residential percentage share of the levy, since classification began, is 61.2420%.

From Fiscal Year 2004 – Fiscal Year 2021, the Council has voted to adopt a 175% shift of the tax burden from Residential taxpayers to the Commercial, Industrial and Personal Property (CIP) taxpayers. In Fiscal Year 2022, the increasing CIP percentage triggered the lowest residential percentage resulting in the maximum allowable shift of 159.1528%. CIP continued to increase in Fiscal Year 2023, and the maximum allowable shift was 150%.

The Honorable City Council passed a resolution enabling Watertown to file special legislation seeking ability to lower the minimum allowable residential burden from 61.6240% to 50% provided the shift doesn't exceed 175%. In October of 2023, Chapter 58 of the Acts of 2023 passed in the Legislature and was signed by the Governor. This special legislation is in effect for Fiscal Years 2024, 2025 and 2026.

If the Council shifts the maximum allowed by law in Fiscal Year 2026, the shift will save the Residential taxpayers **\$37,039,146**. Further details to follow.

**\*Nearby communities with split tax rates include Boston, Brookline, Burlington, Cambridge, Canton, Dedham, Framingham, Lexington, Lincoln, Marlborough, Medford, Needham, Newton, Norwood, Quincy, Randolph, Somerville, Waltham, Westwood, Wilmington, and Woburn.**

## Watertown Historic Assessments/Classification Report Ten Year Lookback

| Fiscal Year | Total Value             | Residential Value      | Residential Percentage | CIP Value              | CIP Percentage |
|-------------|-------------------------|------------------------|------------------------|------------------------|----------------|
| <b>2026</b> | <b>\$13,113,904,400</b> | <b>\$9,440,846,013</b> | <b>71.99%</b>          | <b>\$3,673,058,387</b> | <b>28.01%</b>  |
| 2025        | \$12,883,303,540        | \$9,192,796,208        | 71.35%                 | \$3,690,507,332        | 28.65%         |
| 2024        | \$11,931,304,624        | \$8,502,470,850        | 71.26%                 | \$3,428,833,774        | 28.74%         |
| 2023        | \$10,950,885,858        | \$8,100,534,759        | 73.97%                 | \$2,850,351,099        | 26.03%         |
| 2022        | \$10,049,624,325        | \$7,602,271,296        | 75.65%                 | \$2,447,353,029        | 24.35%         |
| 2021        | \$9,398,370,344         | \$7,342,750,000        | 78.13%                 | \$2,055,620,344        | 21.87%         |
| 2020        | \$9,098,604,508         | \$7,209,091,371        | 79.23%                 | \$1,889,513,137        | 20.77%         |
| 2019        | \$7,998,921,648         | \$6,382,738,095        | 79.79%                 | \$1,616,183,553        | 20.21%         |
| 2018        | \$7,193,842,933         | \$5,808,343,439        | 80.74%                 | \$1,385,499,494        | 19.26%         |
| 2017        | \$6,615,124,690         | \$5,387,245,133        | 81.44%                 | \$1,227,879,557        | 18.56%         |
| 2016        | \$6,272,536,699         | \$5,088,998,429        | 81.13%                 | \$1,183,538,270        | 18.87%         |

# New Growth Fiscal Year 2026

|                   | Historic           | Historic            | Historic           | 3 Year Avg.        | Current            |
|-------------------|--------------------|---------------------|--------------------|--------------------|--------------------|
|                   | Fiscal Year 2023   | Fiscal Year 2024    | Fiscal Year 2025   | Three-Year Average | Fiscal Year 2026   |
| 1-Family          | \$54,166           | \$78,240            | \$77,835           | \$70,080           | \$158,672          |
| Condominium       | \$270,610          | \$279,604           | \$211,068          | \$253,761          | \$295,086          |
| Multifamily       | \$152,720          | \$203,080           | \$95,658           | \$150,486          | \$101,763          |
|                   |                    |                     |                    |                    |                    |
| Commercial        | \$966,561          | \$1,149,340         | \$0                | \$705,300          | \$0                |
| Industrial        | \$4,202,589        | \$7,827,667         | \$2,735,035        | \$4,921,764        | \$1,370,447        |
| Personal Property | \$708,029          | \$1,062,095         | \$3,161,278        | \$1,643,801        | \$1,604,652        |
|                   |                    |                     |                    |                    |                    |
| Total             | <b>\$6,354,675</b> | <b>\$10,600,026</b> | <b>\$6,280,874</b> | <b>\$7,745,192</b> | <b>\$3,530,622</b> |

# LEVY LIMIT, SINGLE TAX RATE

## Calculating the Levy Limit

|                              |                           |
|------------------------------|---------------------------|
| <b>FY26 Levy Limit</b>       | <b>\$168,575,918</b>      |
| <b>Plus 2.5%</b>             | <b>\$4,214,398</b>        |
| <b>Plus, FY26 New Growth</b> | <b><u>\$3,530,622</u></b> |
| <b>FY26 Levy Limit</b>       | <b>\$176,320,938*</b>     |

\*4.59% increase over last year

## Calculating a Single Tax Rate

|                             |                                |
|-----------------------------|--------------------------------|
| <b>Total Tax Levy/</b>      | <b>\$176,320,938</b>           |
| <b>Total Assessed Value</b> | <b><u>\$13,113,904,400</u></b> |
| <b>Single Tax Rate</b>      | <b>\$13.45</b>                 |



# Comparison Shift Options: No Shift - Shift 175

| CIP Shift | Res Share % | CIP Share % | Res Levy Amount | CIP Levy Amount | Res. Rate | CIP Rate | Residential Class Savings |
|-----------|-------------|-------------|-----------------|-----------------|-----------|----------|---------------------------|
| 1.00      | 71.99%      | 28.01%      | 126,935,409     | 49,385,529      | \$17.24   | \$13.45  | 0                         |
| 1.10      | 69.19%      | 30.81%      | 121,996,857     | 54,324,082      | \$16.57   | \$14.79  | \$4,938,552               |
| 1.20      | 66.39%      | 33.61%      | 117,058,304     | 59,262,634      | \$15.90   | \$16.13  | \$9,877,105               |
| 1.30      | 63.59%      | 36.41%      | 112,119,751     | 64,201,187      | \$15.23   | \$17.48  | \$14,815,658              |
| 1.40      | 60.79%      | 39.21%      | 107,181,198     | 69,139,740      | \$14.56   | \$18.82  | \$19,754,211              |
| 1.50      | 57.99%      | 42.01%      | 102,242,645     | 74,078,292      | \$13.89   | \$20.17  | \$24,692,764              |
| 1.55      | 56.59%      | 43.41%      | 99,773,369      | 76,547,569      | \$13.55   | \$20.84  | \$27,162,040              |
| 1.60      | 55.19%      | 44.81%      | 97,304,092      | 79,016,846      | \$13.22   | \$21.51  | \$29,631,317              |
| 1.65      | 53.79%      | 46.21%      | 94,834,816      | 81,486,122      | \$12.88   | \$22.18  | \$32,100,593              |
| 1.70      | 52.38%      | 47.62%      | 92,365,539      | 83,955,399      | \$12.55   | \$22.86  | \$34,569,870              |
| 1.75      | 50.98%      | 49.02%      | 89,896,263      | 86,424,675      | \$12.21   | \$23.53  | \$37,039,146              |

# SHIFT: 1.75 versus 1.5

|                         | 1.75 SHIFT          |                            |
|-------------------------|---------------------|----------------------------|
| Total Res Class Savings | Residential Parcels | Average Savings Per Parcel |
| \$37,039,146            | 10,176              | \$3,640                    |

|                         | 1.5 SHIFT           |                            |
|-------------------------|---------------------|----------------------------|
| Total Res Class Savings | Residential Parcels | Average Savings Per Parcel |
| \$24,692,764            | 10,176              | \$2,427                    |

|                               | DIFFERENCE          |                            |
|-------------------------------|---------------------|----------------------------|
| Savings Difference 1.75 v 1.5 | Residential Parcels | Cost Difference Per Parcel |
| \$12,346,382                  | 10176               | \$1,213                    |

# COMMUNITY COMPARISON

When considering the impact of tax rates and shifts, it is useful to look beyond our borders to discover how nearby communities deal with similar issues. The next page provides a view of the tax structure of other nearby cities and towns for Fiscal Year 2025. Some of our neighbors have split tax rates while others do not. Generally, the smaller the commercial/industrial/personal property (CIP) share is of the total assessed value, the less benefit there is to shifting the tax rate. Arlington and Belmont both have very low CIP shares while Boston and Cambridge have high CIP shares. Boston and Cambridge also offer a large residential exemption percentage, which coupled with large commercial tax bases, serves to push down the average residential tax bill. While Newton does have a commercial shift, they have chosen not to utilize the residential exemption and consequently the average residential tax bill is higher. Waltham, which is most like Watertown in its socio-economic structure, has a much larger commercial tax base which results in a lower residential tax rate.

Taxpayers often cite that other nearby cities and towns have lower tax rates, but they fail to realize that the average residential assessments in those municipalities may be considerably higher. For example, Newton and Belmont have a lower rate, a taxpayer might conclude that taxes are lower than in Watertown. Newton and Belmont have much higher average residential values resulting in the average tax bill being much higher than Watertown's.

# COMMUNITY COMPARISON FISCAL YEAR 2025

| CITY/TOWN | RES. TAX RATE | CIP TAX RATE | RES % | CIP % | 2021 SHIFT | 2022 SHIFT | 2023 SHIFT | 2024 SHIFT | 2025 SHIFT | AVG. RES. VALUE | RES. EX. | RES. EX. SAVINGS | AVG RES. R.E. TAX |
|-----------|---------------|--------------|-------|-------|------------|------------|------------|------------|------------|-----------------|----------|------------------|-------------------|
| BELMONT   | \$11.39       | \$11.39      | 94.64 | 5.36  | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       | \$1,339,507     | No       | \$-              | \$ 15,257         |
| NEWTON    | \$9.80        | \$18.34      | 85.87 | 14.13 | 1.72       | 1.75       | 1.74       | 1.75       | 1.75       | \$1,441,127     | No       | \$-              | \$ 14,123         |
| ARLINGTON | \$10.77       | \$10.77      | 94.73 | 5.27  | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       | \$981,643       | No       | \$-              | \$ 10,572         |
| BOSTON    | \$11.58       | \$25.96      | 44.07 | 55.93 | 1.75       | 1.75       | 1.75       | 1.75       | 1.75       | \$983,027       | 35%      | \$3,984          | \$ 7,399          |
| CAMBRIDGE | \$6.35        | \$11.52      | 33.80 | 66.20 | 1.51       | 1.45       | 1.39       | 1.38       | 1.40       | \$1,664,210     | 30%      | \$3,170          | \$ 7,397          |
| WATERTOWN | \$11.68       | \$22.83      | 50.01 | 49.99 | 1.75       | 1.59       | 1.5        | 1.73       | 1.75       | \$907,023       | 35%      | \$3,708          | \$ 6,886          |
| WALTHAM   | \$9.82        | \$21.04      | 38.67 | 61.33 | 1.75       | 1.75       | 1.75       | 1.75       | 1.75       | \$862,820       | 35%      | \$2,966          | \$ 5,507          |

## Lookback at Average Residential Value Taxes

| Fiscal Year | Shift | Res. Tax Rate | Avg. Res. Assessment | Avg. Bill No Res. Ex. | Res. Ex. % Exclusion | Tax Dollar Deduction | Avg. Bill with Res. Ex. | % Change |
|-------------|-------|---------------|----------------------|-----------------------|----------------------|----------------------|-------------------------|----------|
| 2026        | 1.75  | 12.21         | \$927,756            | \$11,328              | 35                   | \$3,965              | \$7,363                 | 6.93%    |
| 2025        | 1.745 | 11.68         | \$907,035            | \$10,594              | 35                   | \$3,708              | \$6,886                 | 4.54%    |
| 2024        | 1.739 | 11.7          | \$840,331            | \$9,832               | 33                   | \$3,245              | \$6,587                 | -9.84%   |
| 2023        | 1.5   | 13.58         | \$802,987            | \$10,905              | 33                   | \$3,598              | \$7,307                 | 4.00%    |
| 2022        | 1.59  | 13.25         | \$757,802            | \$10,041              | 30                   | \$3,012              | \$7,029                 | 4.28%    |
| 2021        | 1.75  | 12.25         | \$733,688            | \$8,988               | 25                   | \$2,247              | \$6,741                 | 0.98%    |
| 2020        | 1.75  | 12.14         | \$723,586            | \$8,784               | 24                   | \$2,108              | \$6,676                 | 4.58%    |
| 2019        | 1.75  | 12.88         | \$643,680            | \$8,291               | 23                   | \$1,907              | \$6,384                 | 4.78%    |
| 2018        | 1.75  | 13.47         | \$587,413            | \$7,912               | 23                   | \$1,820              | \$6,093                 | 2.71%    |
| 2017        | 1.75  | 13.89         | \$547,540            | \$7,605               | 22                   | \$1,673              | \$5,932                 | 4.70%    |
| 2016        | 1.75  | 13.68         | \$517,701            | \$7,082               | 20                   | \$1,416              | \$5,666                 | 4.33%    |

## **Classification Part II. Approving the Residential Exemption and choosing how much of the average residential value to exempt.**

# **What is the Residential Exemption?**

- Residential Exemption is a reduction of a fixed assessment amount off every qualified taxpayer's assessment.
- To qualify, you must apply, and you must own and occupy your home as your primary residence (domicile) as of January 1<sup>st</sup>, 2025. Once approved, you do not need to apply every year. Recording a new deed with changes in ownership may require reapplying.
- The exemption is the same fixed amount for everyone that receives the exemption; lower assessed properties reap more of the benefit by having a larger percentage of their taxes reduced.
- The Residential Exemption is revenue neutral within the residential class. Investor-owned properties, apartment buildings, and higher-valued properties pay for the exemption.

# Board of Assessors' thoughts on Residential Exemption.

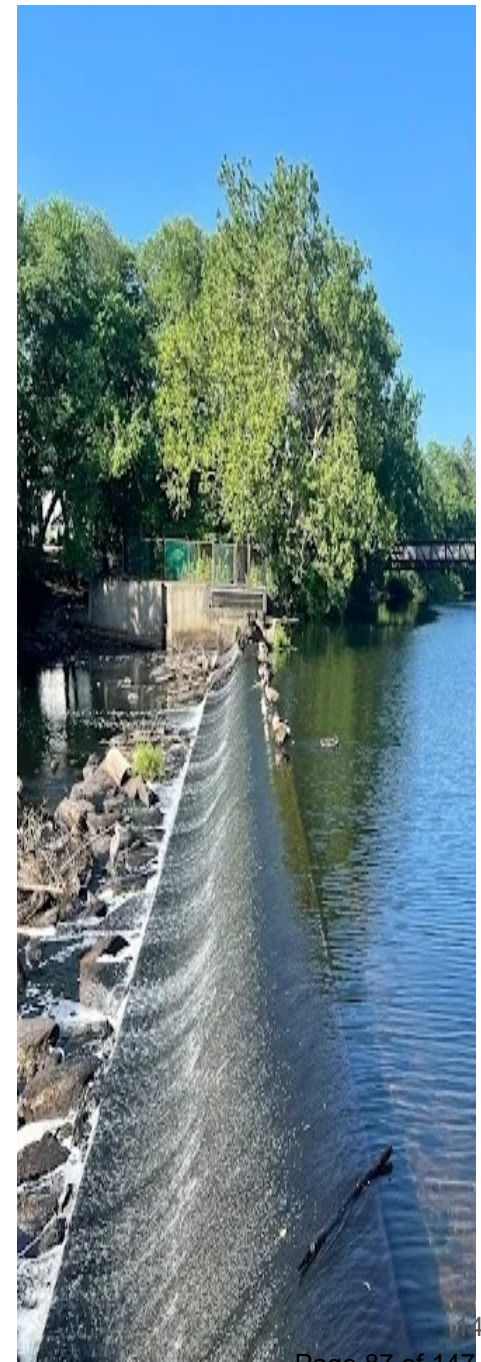
The Board of Assessors recommends maintaining the residential exemption at 35%. That would be a value exclusion of \$324,715 equating to a tax savings of \$3965.



# Summary

| Item                                                    | FY25             | FY26             |
|---------------------------------------------------------|------------------|------------------|
| Average Residential Assessment                          | \$907,035        | \$927,756        |
| Residential Tax Rate                                    | \$11.68          | \$12.21*         |
| Average Tax Bill                                        | \$10,594         | \$11,328*        |
| Residential Exemption (Tax Dollars)                     | -\$3,707         | -\$3,965*        |
| Average Residential Tax Bill with Residential Exemption | \$6,887          | \$7363*          |
| Total Residential Value                                 | \$9,192,796,208  | \$9,440,846,013  |
| Total CIP Value                                         | \$3,690,507,332  | \$3,673,058,387  |
| Total Real and Personal Property Value                  | \$12,833,303,540 | \$13,113,904,400 |

\*Projected Tax Rate and Residential Exemption. Contingent on Council maintaining maximum shift allowed by law and maintaining maximum Residential Exemption exclusion at 35%.



## Recommendations:

Council adopt the maximum shift allowed by law which is 175%.

Council accepts the provisions of Chapter 59, section 5C approving a residential exemption and 35% value exclusion from the average residential property value.



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council

From: George J. Proakis, City Manager

Date: November 6, 2025

RE: Agenda Item – Acceptance of Gift of Tangible Personal Property

---

I am pleased to share the enclosed correspondence from Denise Moroney, Director of Public Buildings, regarding a generous donation from Home Depot in Watertown. The company has donated six picnic tables to the City, with the intention of placing at least two of them at the Parker Building.

Pursuant to Massachusetts General Laws Chapter 44, Section 53A1/2, municipalities are authorized to accept gifts of tangible personal property with the approval of the City Council.

I respectfully request the attached Resolution accepting this gift of tangible personal property be placed on the November 12, 2025 City Council Agenda.

Thank you for your consideration in this matter.

Resolution approving the Acceptance of a Gift of Tangible Personal Property

WHEREAS, from time to time, this community is the beneficiary of a gift donated towards improving the quality and spirit of its inhabitants' lives; and

WHEREAS, Massachusetts General Law, Chapter 44 Section 53A1/2 authorizes municipalities to accept gifts of tangible personal property; and

WHEREAS, Home Depot in Watertown has generously donated six picnic tables to the City of Watertown; and

WHEREAS, the Director of Public Buildings has indicated that at least two of these tables are intended for use at the Parker Building; and

NOW THEREFORE BE IT RESOLVED: that the City Council of the City known as the City of Watertown, hereby accepts pursuant to Massachusetts General Laws Chapter 44, Section 53A1/2, six picnic tables.

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

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of \_\_\_\_ for, \_\_\_\_ against and \_\_\_\_ present on November 12, 2025.

\_\_\_\_\_  
Brendan McCarthy, Council Clerk

\_\_\_\_\_  
Mark Sideris, Council President



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](mailto:dmoroney@watertown-ma.gov)

November 6, 2025

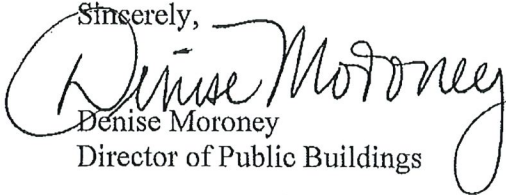
Home Depot  
615 Arsenal Street  
Watertown, MA 02472

Dear Richie,

Please accept this letter as a receipt for six picnic tables donated to the Watertown Department of Public Buildings by the Watertown Home Depot. Thank you for your continued generosity to the City of Watertown.

If you need any further information, please feel free to contact me on my cell phone at 617-686-3184.

Sincerely,

  
Denise Moroney  
Director of Public Buildings

cc: Proakis, G.





**Committee on Education and School System Matters**  
City Council Office 10/28/25

The Committee on Education and School System Matters convened on Tuesday October 28, 2025, at 5:15 pm in the City Council office. The purpose of the meeting was to conduct interviews with 2 candidates for reappointment for Watertown Cable Access (WCAC) Board of Directors. Present were Emily Izzo, chair; Nicole Gardner, vice chair and John Airasian, secretary.

Matthew McCarthy -Has his degree in Communications and understands the importance of WCATV. He sees how much the school department uses WCATV and knows how vital it is not only to the students as well as the residents of Watertown. As he settles into his initial term on the board, he will provide a source of oversight as well as being a valuable resource using his time in the field as experience to help guide the board. Mr. McCarthy feels a couple things he would like to see improved is outreach to multi-lingual students/families as well as promoting the News coverage that WCATV provides.

Action Item – Councilor Airasian made a motion to recommend the City Council approve the appointment of Matthew McCarthy to the Watertown Cable Access Board of Directors with a term expiring September 15, 2028. Motion was seconded by Councilor Izzo and passed 2-0. (Councilor Gardner was not present for this interview)

David Stokes – Mr. Stokes would be entering his 4<sup>th</sup> term on the WCATV Board. He has been a valuable member and feels he will continue to bring his experience to not only the Board, but the staff as well. He has watched staff that started at WCATV grow into their role and become well trained, valuable employees. He has been working closely with the Executive Director on defining a proper budgeting process. Mr. Stokes believes this is vital as we are losing 10% of cable subscribers each quarter to streaming services. There is a serious need to find ways to generate income as the subscribers go down, so do the fees we collect from Comcast. He is hopeful the outreach and fundraising coordinator will be able to identify new revenue.

Action Item – Councilor Airasian made a motion to recommend the City Council approve the reappointment of David Stokes to the Watertown Cable Access Board of Directors with a term expiring September 15, 2028. The motion was seconded by Councilor Gardener and passed 3-0.

Meeting adjourned at 5:50

Minutes prepared by John M. Airasian

Emily Izzo,  
Chair

Nicole Gardner,  
Vice Chair

John M. Airasian,  
Secretary



# Watertown City Council

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

## ELECTED OFFICIALS:

Mark S. Sideris,  
Council President

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

John M. Airasian,  
Councilor At Large

Caroline Bays,  
Councilor At Large

John G. Gannon,  
Councilor At Large

Anthony Palomba,  
Councilor At Large

Nicole Gardner,  
District A Councilor

Lisa J. Feltner,  
District B Councilor

Emily Izzo,  
District D Councilor

## Committee on Rules and Ordinances

Meeting Minutes of Tuesday, October 7, 2025, at 6:00 p.m.  
Richard E. Mastrangelo Chamber, 2<sup>nd</sup> Floor, with hybrid participation

Present: John Gannon, chair; John M. Airasian, vice chair; and Lisa Feltner, secretary.

Also present: Laurel Schwab, Sustainability Program Manager; Steve Magoon, Asst. City Manager for Community Development and Planning (6:50); Councilor Nicole Gardner (6:10); and via Zoom: Councilor Bays, Dean Martino, and Greg Reibman of the Charles River Regional Chamber.

AGENDA: Discuss a draft ordinance relative to food and beverage single-use items.

Chair Gannon called the meeting to order at 6:05 p.m. for the Dept. of Community Development and Planning to present support for a new ordinance that particularly focuses on reducing single-use plastic utensils, per City Council referral. Sustainability Program Manager Laurel Schwab shared a presentation (see attached) showing how a draft ordinance aligns with our Climate Action Plan. DCDP staff consulted model legislation, including the nationwide “Skip the Stuff” campaign by waste reduction advocates, and they reviewed some efforts and newly adopted policies by neighboring municipalities, such as Newton, Needham and Wellesley. State legislators have also been working on bills to reduce plastic waste, including prohibiting a retailer from providing customer with disposable food service ware unless requested by the customer, while allowing for self-service, or if requested, access to non-bundled, single-use food service ware not made from black plastic.

The discussion included questions about: Online ordering platforms use, availability, and potential additional costs, particularly for small local and beverage businesses (approx. 85 restaurants); our Health Dept. enforcement goals and suggested level of fines; Approaches to educating the community; Allowing discretion in enforcement and on exemptions, with a “quiet warning” period for successful compliance; Asked for examples of suggested signage/flyers for locations to inform customers and employees about the “Skip the Stuff” campaign (attached); What stakeholders had been contacted, including businesses at Arsenal Yards. A survey and its results, conducted by our economic development planner Erin Rathe, will be forwarded for the committee report (attached). Reducing single-use plastic items has been a topic in our region, but the staff will actively work with businesses so that these requirements won’t be onerous for compliance, and they will be sensitive to current inventory/overstock items and businesses’ purchasing strategies. The overall intention of the draft ordinance is to reduce the number of single-use items.

Some dine-in restaurants have increased their online business, given impacts of the pandemic and changes in consumer preferences, but the committee feels we should be cautious about affecting small restaurants that may not have a dishwasher or that experience a breakdown in equipment or staffing constraints. Restaurants in other communities have embraced the efforts because it has saved them money and been fairly easy to satisfy.

We continued deliberations to understand the implications of each section, including Definitions in the proposed ordinance, that prohibit non-plastic items (napkins, wood chopsticks), and how they could impact casual restaurants that sometimes combine waitstaff and self-service operations. Discussion also focused on section B of 117.05 Restricted Packaging. Ms. Schwab clarified that Needham and Wellesley policies are narrow in scope and don’t include Restricted Packaging at all. Mr. Reibman shared concerns about items included in section B with restricted packaging parameters that can lead to additional costs, given limited alternative materials that food businesses feel are commercially viable; he will email feedback based on his experiences in the Regional Chamber and include examples of community communication materials for Skip the Stuff (attached). Chair Gannon read some language from City of Newton’s effort that is part of a larger sustainability ordinance and broader in scope concerning packaging materials. Ms. Schwab offered to reach out to Newton officials to learn about their results over the last year (full implementation was expected July 1, 2024). We don’t want customers to blame businesses for materials that can easily leak or equate Skip the Stuff objectives with inferior customer service; it was decided that providing napkins feels like a common courtesy, so we agreed to strike “napkins” as an accessory item in 117.02 H. The committee acknowledged limits in



recycling due to size and/or materials; although the small 4oz “sauce” cups aren’t currently recycled regardless of color, the committee agreed to keep the prohibition on black plastic for all packaging given its ongoing association with health and environmental concerns.

After reviewing the draft Skip the Stuff Ordinance (see attached markup), with motions by Airasian and seconded by Feltner, the **committee voted on amendments to 117.02 Definitions in D. Full-Service Food Establishment (2-1 Gannon), and in H. Single-Use Foodware Accessory (3-0); and in 117.05 Restricted Packaging, entirely strike 3. of section B. (3-0).**

**Action Item:** Councilor Airasian made a motion, seconded by Councilor Feltner, to recommend the amended draft Skip the Stuff Ordinance, with additional supporting materials from DCDP staff to City Council for consideration and adoption. Voted 3-0.

The meeting adjourned at 7:21 p.m.

Respectfully submitted, Lisa Feltner

Attached: Marked up draft Skip the Stuff Ordinance;  
DCDP Staff/Laurel Schwab presentation with supporting materials;  
Email from Barbara Ruskin; and from the Charles River Regional Chamber with its supporting materials.

**From:** Barbara Ruskin <ruskinb00@icloud.com>  
**Sent:** Tuesday, September 30, 2025 6:43 PM  
**To:** Gannon, John <jgannon@watertown-ma.gov>; Feltner, Lisa <lfeltner@watertown-ma.gov>; John Airasian <jairasian@watertown-ma.gov>  
**Subject:** Rules on single use plastics

Hi, Committee Members,

Thank you for taking up this important issue. We hope you will limit plastic take out plates/bowls/utensils/lids for food. Don Levy at the New Towne Diner has used compostable bowls and I’ve seen them elsewhere. They are strong and a serious alternative. I hope you can work on this; we need it. Plastic bottles could possibly be limited as well.

Sincerely,  
Barbara and Jeremy Ruskin  
140 Spring

-----  
**From:** Greg Reibman <greibman@charlesriverchamber.com>  
**Sent:** Friday, October 10, 2025 6:16 PM  
**To:** Gannon, John <jgannon@watertown-ma.gov>; John Airasian <jairasian@watertown-ma.gov>; Feltner, Lisa <lfeltner@watertown-ma.gov>  
**Cc:** City Council <citycouncil@newtonma.gov>; Schwab, Laurel <lschwab@watertown-ma.gov>; Rathe, Erin <erathe@watertown-ma.gov>; Max Woolf <mwoolf@charlesriverchamber.com>  
**Subject:** Proposed Skip the Stuff ordinance

Chair John Gannon  
Committee on Rules and Ordinances  
Watertown City Council  
Watertown City Hall  
149 Main Street  
Watertown, MA 02472

Oct. 10, 2025

Dear Chair Gannon

Thanks for the opportunity to speak with the committee on Oct. 7 regarding the proposed Skip the Stuff ordinance currently under consideration.

As I told the committee, the chamber and our restaurant members support Skip the Stuff because it not only benefits the planet but saves restaurants money by eliminating the need to provide utensils and other items unless expressly requested and needed by the customer.

Based on our experience with Skip the Stuff ordinances in Newton, Needham and Wellesley, it is critical that the municipality share the responsibility of educating the public about the new requirement. This will prevent customers from getting angry at the restaurant for not providing items they’ve become accustomed to receiving for many years. We’ve found that uniform signage is very valuable, along with social media, newsletters, and other communication methods. Included with this letter are examples of materials created by Needham, which were adapted from Newton, and are available to Watertown for this purpose.

However, as I also discussed, we have concerns with 117.02.C, related to restricted packaging.

Every business owner I've spoken to across our four chamber communities understands the need to prohibit the sale and distribution of foam polystyrene. There are mixed feelings, however, about black plastic food containers, with both restaurateurs and one distributor telling me that white or clear plastic is often but not always more costly, depending on the supply chain.

Meanwhile, every business owner I've spoken with has concerns about 117.02.C.3, the proposed prohibition of "containers lined with polyethylene or other petroleum-based plastics."

Lined paper products (used for take-out coffee, hot beverages, ice cream, and other liquid or potentially liquid products) are necessary because, without them, you risk leakage issues.

Products lined with palm leaf are the only alternative I'm aware of. However, between tariffs and bans on certain imports, palm leaf availability is challenging. Generally, compostable products can cost 5X as much, or more, for a product that often ends up in the trash and is not composted.

In summary: Our restaurants tell us they support Skip the Stuff but have mixed concerns about black plastic. However, we strongly urge the committee to remove the prohibition of containers lined with polyethylene or other petroleum-based plastics from the ordinance, at least until suitable, affordable products become generally available.

I'm grateful for the committee's consideration and happy to answer questions.

**Greg Reibman (he/him)** | President & CEO  
Charles River Regional Chamber



# A DRAFT ORDINANCE **RELATIVE TO FOOD AND BEVERAGE SINGLE-USE ITEMS**

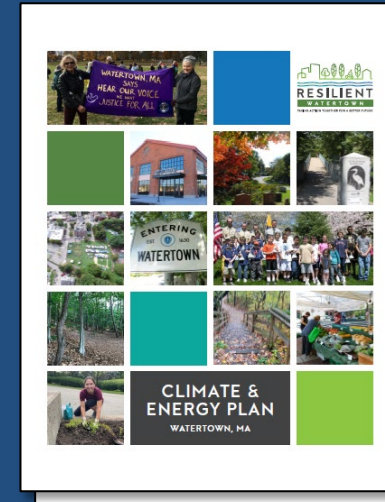
CITY OF WATERTOWN  
COUNCIL COMMITTEE ON RULES AND ORDINANCES  
OCTOBER 7, 2025

# BACKGROUND

## CONTEXT: RESILIENT WATERTOWN CLIMATE AND ENERGY PLAN INFRASTRUCTURE & WASTE CHAPTER

Goal 1: By 2050, Watertown has achieved a net zero waste community status

**Action IW 1.5:** Investigate opportunities to pursue a circular economy in Watertown or within the Metro Boston region (e.g., **plastic item bans**, grey water recycling, pay-per-bag program, additions to recyclable items)



- Council communicated interest in developing a **"Skip the Stuff"** ordinance
- Watertown's draft was developed by consulting model legislation as well as adopted policies from neighboring municipalities (Newton, Needham, and Wellesley).

## 117.01 PURPOSE

This purpose of this chapter is to reduce the overall environmental impact of the City of Watertown, its residents, and its businesses. Single use plastic has a significant impact on the environment through its carbon footprint, and impact on waste systems. The provisions of this ordinance will **reduce the amount of single use plastic used** throughout the City.

### Ordinance Scope:

1. Prohibits automatic inclusion of single-use items in takeout and delivery meals
2. Prohibits single-use meal containers made from certain materials
3. Prohibits single-use or non-compostable items for dine-in meals
4. Exemption and penalty provisions

## 117.02 DEFINITIONS

- A. Condiment:** A single-use packet containing relishes, spices, sauces, confections, or seasonings, that requires no additional preparation, and that is used on food or beverages, including, but not limited to, ketchup, mustard, mayonnaise, soy sauce, sauerkraut, salsa, syrup, jam, jelly, salad dressings, salt, sugar, sugar substitutes, pepper, and chili pepper.
- B. Foam polystyrene:** A non-biodegradable petrochemical thermoplastic made from aerated forms of polystyrene and includes several methods of manufacture. Expanded polystyrene (EPS) or extruded polystyrene (XPS) are forms of polystyrene.
- C. Food Establishment:** A retail establishment that stores, prepares, services, vends, or otherwise provides food for human consumption, as defined by the Watertown Zoning Ordinance, Table of Uses.
- D. Full-Service Food Establishment:** A food establishment where customers are seated at a table either by waitstaff or themselves, and where orders are taken and served by waitstaff at the tables.
- E. Online Food Ordering Platform:** The digital technology provided on a website or mobile application through which a consumer can place an order for pick-up or delivery of Prepared Food. Such platforms include those operated directly by Food Establishments, by companies that provide delivery of prepared meals to consumers, and by online food ordering systems that connect consumers to Food Establishments directly.



## 117.02 DEFINITIONS, CONTD.

- F. Prepared Food:** Food or beverages serviced, packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed, poured, or otherwise prepared (collectively “prepared”) for individual customers or consumers. Prepared Food does not include raw eggs or raw, butchered meats, fish, and/or poultry sold from a butcher case, a refrigerator case, or similar retail appliance.
- G. Single-Use:** Items designed to be used once and then discarded and not designed for repeated use and sanitizing.
- H. Single-Use Foodware Accessory:** Single-use items provided alongside Prepared Food served in single-use plates, containers, or cups, including but not limited to utensils, tongs, chopsticks, napkins, straws, stirrers, splash sticks, cocktail sticks, and toothpicks, cup lids, cup sleeves, cup trays, and food trays.
- I. Utensil:** Forks, spoons, knives, sporks, chopsticks, or other instruments used to serve food or to eat food.
- J. Reusable Food and Beverage Serviceware:** Containers, bowls, plates, trays, cups, glasses, forks, spoons, knives, takeout containers, and other items used to contain and consume beverages and prepared food that are manufactured and designed to be washed and sanitized and used repeatedly over an extended period of time.

## 117.03 PROHIBITED USE AND DISTRIBUTION OF SINGLE-USE FOOD AND BEVERAGE SERVICEWARE

Food Establishments are **prohibited from providing Single-use Accessories, including in takeout and delivery orders**, whether orders are placed online, via phone, or in person, except as follows:

- A. Single-use Accessories may be provided specifically **upon the request** of the consumer:
  - 1. By asking directly;
  - 2. By selecting the items in an online food ordering platform; or,
  - 3. In response to an inquiry by the food establishment.
- B. Food Establishments may have Single-use Accessories available at **self-service stations**. The self-service station may include a Single Item Dispenser. These stations must comply with the Massachusetts Retail Food Code (105 CMR 590.00)

## 117.04 OPTIONS WITH ONLINE FOOD ORDERING PLATFORMS

Online Food Ordering Platforms must provide Food Establishments with a method to list each Single-Use Accessory and Condiment that is offered by the Food Establishment, such that **customers can specifically request** the Single-Use Accessories and Condiments that they wish to have included with their order.

## 117.06 RESTRICTIONS ON FULL SERVICE FOOD

Full Service Food Establishments must utilize only Reusable Food and Beverage Serviceware or non-plastic compostable serviceware for **dine-in customers**.

## 117.05 RESTRICTED PACKAGING

- A. Single-use Accessories, including plastic forks, spoons and knives, may not be wrapped in plastic or offered as bundled sets.
- B. To ensure that single use food containers and packaging materials are recyclable, retail establishments are prohibited from selling or distributing single use food containers and packing materials made in whole or in part from:

- 1. **Foam polystyrene;**

- 2. Plastic that is completely or substantially **black** in color; or,
  - 3. Lined with **polyethylene** or other petroleum-based plastics.



- C. A retail or food establishment may establish if a specific item is allowable under Section 117.05B by providing written documentation to the Director of Public Health that the items is recyclable from their city-permitted waste/recycling hauler and associated MRF, or compostable from their commercial organics hauler and associated compost end site.
- D. If the Director of Public Health determines that compliance with Section 117.05B is not feasible due to industry-wide unavailability of compliant items, the Director may suspend enforcement of this provision for all food and retail establishments until the Director determines that the supply of compliant items has been sufficiently restored.

## 117.02 EXEMPTIONS

A food establishment may seek an exemption from the requirements of this ordinance as follows:

- A. The food establishment must file a request for an exemption in writing with the Director of Public Health.
- B. The request must state specifically which section and products they are seeking an exemption from and state reasons why application of the specific requirement would cause **undue hardship**.
- C. The Director may waive any specific requirement of this ordinance for a period of not more than six months, but, upon subsequent applications, may extend exemptions for additional six-month period.
- D. The Director will issue a final decision in writing within 30 days of receipt of a request for an exemption.

## 117.08 ENFORCEMENT

The **Director of Public Health** and the **Code Enforcement Officer** and/or his/her designees shall have the authority to administer and enforce this ordinance.

## 117.09 EFFECTIVE DATE

This ordinance will take effect **six months after passage** to allow time for the City Administration to conduct an education campaign focused on food establishments and consumers.

## 117.99 PENALTY

- A. Any person who violates any provision of this chapter shall be issued a verbal warning for the first offense, then fined as follows:
  - 1. \$100 for the second offense
  - 2. \$200 for the third offense
  - 3. \$300 for the fourth offense and each subsequent offense
- B. Each day the violation continues may constitute a separate offense.
- C. Nothing in this section shall be deemed to limit the use of other lawful methods of abating violations of this section, including but not limited to application for equitable relief from a court of law.

**WHEREAS** Implementing Watertown’s “Resilient Watertown” Climate Plan is a top priority of the City Council and the Community; and,

**WHEREAS** A part of the effort to improve the environment is to reduce trash; and,

**WHEREAS** Single use plastics have a significant impact on the environment through their carbon footprint and contribution to excess waste; and,

**WHEREAS** the reduction of single use plastics in circumstances where they are not necessary is a valid and effective waste reduction strategy; and,

**WHEREAS** substitution of non-recyclable single-use plastics will also reduce waste.

**NOW THEREFORE BE IT ORDAINED** by the City Council of Watertown that a new Title X, Chapter 117 be added to the of the Watertown Code of Ordinances, as follows:

## **Chapter 117**

### **SKIP THE STUFF ORDINANCE**

#### **117.01 Purpose**

This purpose of this chapter is to reduce the overall environmental impact of the City of Watertown, its residents, and its businesses. Single use plastic has a significant impact on the environment through its carbon footprint, and impact on waste systems. The provisions of this ordinance will reduce the amount of single use plastic used throughout the City.

#### **117.02 Definitions**

For the purpose of this Section 117, the following definitions apply:

- A. **Condiment:** A single-use packet containing relishes, spices, sauces, confections, or seasonings, that requires no additional preparation, and that is used on food or beverages, including, but not limited to, ketchup, mustard, mayonnaise, soy sauce, sauerkraut, salsa, syrup, jam, jelly, salad dressings, salt, sugar, sugar substitutes, pepper, and chili pepper.
- B. **Foam polystyrene:** A non-biodegradable petrochemical thermoplastic made from aerated forms of polystyrene and includes several methods of manufacture. Expanded polystyrene (EPS) or extruded polystyrene (XPS) are forms of polystyrene.
- C. **Food Establishment:** A retail establishment that stores, prepares, services, vends, or otherwise provides food for human consumption, as defined by the Watertown Zoning Ordinance, Table of Uses.
- D. **Full-Service Food Establishment:** A food establishment where customers are seated at a table either by waitstaff or themselves, and where orders are taken and served by waitstaff at the tables.



- E. **Online Food Ordering Platform:** The digital technology provided on a website or mobile application through which a consumer can place an order for pick-up or delivery of Prepared Food. Such platforms include those operated directly by Food Establishments, by companies that provide delivery of prepared meals to consumers, and by online food ordering systems that connect consumers to Food Establishments directly.
- F. **Prepared Food:** Food or beverages serviced, packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed, poured, or otherwise prepared (collectively “prepared”) for individual customers or consumers. Prepared Food does not include raw eggs or raw, butchered meats, fish, and/or poultry sold from a butcher case, a refrigerator case, or similar retail appliance.
- G. **Single-Use:** Items designed to be used once and then discarded and not designed for repeated use and sanitizing.
- H. **Single-Use Foodware Accessory:** Single-use items provided alongside Prepared Food served in single-use plates, containers, or cups, including but not limited to utensils, tongs, chopsticks, **napkins**, straws, stirrers, splash sticks, cocktail sticks, and toothpicks, cup lids, cup sleeves, cup trays, and food trays.
- I. **Utensil:** Forks, spoons, knives, sporks, chopsticks, or other instruments used to serve food or to eat food.
- J. **Reusable Food and Beverage Serviceware:** Containers, bowls, plates, trays, cups, glasses, forks, spoons, knives, takeout containers, and other items used to contain and consume beverages and prepared food that are manufactured and designed to be washed and sanitized and used repeatedly over an extended period of time.

### 117.03 Prohibited use and distribution of single-use food and beverage serviceware

Food Establishments are prohibited from providing Single-use Accessories, including in takeout and delivery orders, whether orders are placed online, via phone, or in person, except as follows:

- A. Single-use Accessories may be provided specifically upon the request of the consumer:
  - 1. By asking directly;
  - 2. By selecting the items in an online food ordering platform; or,
  - 3. In response to an inquiry by the food establishment.
- B. Food Establishments may have Single-use Accessories available at self-service stations. The self-service station may include a Single Item Dispenser. These stations must comply with the Massachusetts Retail Food Code (105 CMR 590.00)

### 117.04 Options with Online Food Ordering Platforms

Online Food Ordering Platforms must provide Food Establishments with a method to list each Single-Use Accessory and Condiment that is offered by the Food Establishment, such that customers can specifically request the Single-Use Accessories and Condiments that they wish to have included with their order.

### **117.05 Restricted Packaging**

- A. Single-use Accessories, including plastic forks, spoons and knives, may not be wrapped in plastic or offered as bundled sets.
- B. To ensure that single use food containers and packaging materials are recyclable, retail establishments are prohibited from selling or distributing single use food containers and packing materials made in whole or in part from:
  - 1. Foam polystyrene;
  - 2. Plastic that is completely or substantially black in color; or,
  - 3. ~~Lined with polyethylene or other petroleum-based plastics.~~
- C. A retail or food establishment may establish if a specific item is allowable under Section 117.05B by providing written documentation to the Director of Public Health that the items is recyclable from their city-permitted waste/recycling hauler and associated MRF, or compostable from their commercial organics hauler and associated compost end site.
- D. If the Director of Public Health determines that compliance with Section 117.05B is not feasible due to industry-wide unavailability of compliant items, the Director may suspend enforcement of this provision for all food and retail establishments until the Director determines that the supply of compliant items has been sufficiently restored.

### **117.06 Restrictions on Full Service Food**

Full Service Food Establishments must utilize only Reusable Food and Beverage Serviceware for dine-in customers.

### **117.07 Exemptions**

A food establishment may seek an exemption from the requirements of this ordinance as follows:

- A. The food establishment must file a request for an exemption in writing with the Director of Public Health.
- B. The request must state specifically which section and products they are seeking an exemption from and state reasons why application of the specific requirement would cause undue hardship.
- C. The Director may waive any specific requirement of this ordinance for a period of not more than six months, but, upon subsequent applications, may extend exemptions for additional six-month period.
- D. The Director will issue a final decision in writing within 30 days of receipt of a request for an exemption.

### **117.08 Enforcement**

The Director of Public Health and/or his/her designee shall have the authority to administer and enforce this ordinance.

**117.09 Effective Date**

This ordinance will take effect six months after passage to allow time for the City Administration to conduct an education campaign focused on food establishments and consumers

**117.99 Penalty**

- A. Any person who violates any provision of this chapter shall be issued a verbal warning for the first offense, then fined as follows:
  - 1. \$100 for the second offense
  - 2. \$200 for the third offense
  - 3. \$300 for the fourth offense and each subsequent offense
- B. Each day the violation continues may constitute a separate offense.
- C. Nothing in this section shall be deemed to limit the use of other lawful methods of abating violations of this section, including but not limited to application for equitable relief from a court of law.

Committee on Rules and Ordinances  
Watertown City Council  
Watertown City Hall  
149 Main Street  
Watertown, MA 02472  
Oct. 10, 2025

Lined paper products is really a problem because without it you have all kinds of leakage issues or are forced to purchase a compostable product that's much more costly and most cases will end up in a trash bin anyway

Ice cream to go, coffee, tea all a probl

Dunkins uses a cup that, according to a franchisee who owns a couple stores, are lined with something but he's not sure what

. The plastic lining is the most challenging one, most paper products that hold food have it because otherwise any liquid melts the paper pretty rapidly. I also don't know if there's much available that doesn't have it. Newton really hasn't enforced any of the regulations to my knowledge so we've just been using them. Sorry for the delay, and hope this helps.

**ORDINANCE #** [REDACTED]

**2025 – O –** [REDACTED]

**WHEREAS** Implementing Watertown's "Resilient Watertown" Climate Plan is a top priority of the City Council and the Community; and,

**WHEREAS** A part of the effort to improve the environment is to reduce trash; and,

**WHEREAS** Single use plastics have a significant impact on the environment through their carbon footprint and contribution to excess waste; and,

**WHEREAS** the reduction of single use plastics in circumstances where they are not necessary is a valid and effective waste reduction strategy; and,

**WHEREAS** elimination of non-recyclable single-use plastics will also reduce waste.

**NOW THEREFORE BE IT ORDAINED** by the City Council of Watertown that a new Title X, Chapter 117 be added to the of the Watertown Code of Ordinances, as follows:

## **Chapter 117**

### **SKIP THE STUFF ORDINANCE**

#### **117.01 Purpose**

This purpose of this chapter is to reduce the overall environmental impact of the City of Watertown, its residents, and its businesses. Single use plastic has a significant impact on the environment through its carbon footprint, and impact on waste systems. The provisions of this ordinance will reduce the amount of single use plastic used throughout the City.

#### **117.02 Definitions**

For the purpose of this Section 117, the following definitions apply:

- A. **Condiment:** A single-use packet containing relishes, spices, sauces, confections, or seasonings, that requires no additional preparation, and that is used on food or beverages, including, but not limited to, ketchup, mustard, mayonnaise, soy sauce, sauerkraut, salsa, syrup, jam, jelly, salad dressings, salt, sugar, sugar substitutes, pepper, and chili pepper.
- B. **Foam polystyrene:** A non-biodegradable petrochemical thermoplastic made from aerated forms of polystyrene and includes several methods of manufacture. Expanded polystyrene (EPS) or extruded polystyrene (XPS) are forms of polystyrene.
- C. **Food Establishment:** A retail establishment that stores, prepares, services, vends, or otherwise provides food for human consumption, as defined by the Watertown Zoning Ordinance, Table of Uses.
- D. **Full-Service Food Establishment:** A food establishment where customers are seated at a table either by waitstaff or themselves, and where orders are taken and served by waitstaff at the tables.
- E. **Online Food Ordering Platform:** The digital technology provided on a website or mobile application through which a consumer can place an order for pick-up or delivery of Prepared Food. Such platforms include those operated directly by Food Establishments, by companies that provide delivery of prepared meals to consumers, and by online food ordering systems that connect consumers to Food Establishments directly.
- F. **Prepared Food:** Food or beverages serviced, packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed, poured, or otherwise prepared (collectively “prepared”) for individual customers or consumers. Prepared Food does not include raw eggs or raw, butchered meats, fish, and/or poultry sold from a butcher case, a refrigerator case, or similar retail appliance.

- G. **Single-Use:** Items designed to be used once and then discarded and not designed for repeated use and sanitizing.
- H. **Single-Use Foodware Accessory:** Single-use items provided alongside Prepared Food served in single-use plates, containers, or cups, including but not limited to utensils, tongs, chopsticks, **napkins**, straws, stirrers, splash sticks, cocktail sticks, and toothpicks, cup lids, cup sleeves, cup trays, and food trays.
- I. **Utensil:** Forks, spoons, knives, sporks, chopsticks, or other instruments used to serve food or to eat food.
- J. **Reusable Food and Beverage Serviceware:** Containers, bowls, plates, trays, cups, glasses, forks, spoons, knives, takeout containers, and other items used to contain and consume beverages and prepared food that are manufactured and designed to be washed and sanitized and used repeatedly over an extended period of time.

### 117.03 Prohibited use and distribution of single-use food and beverage serviceware

Food Establishments are prohibited from providing Single-use Accessories, including in takeout and delivery orders, whether orders are placed online, via phone, or in person, except as follows:

- A. Single-use Accessories may be provided specifically upon the request of the consumer:
  - 1. By asking directly;
  - 2. By selecting the items in an online food ordering platform; or,
  - 3. In response to an inquiry by the food establishment.
- B. Food Establishments may have Single-use Accessories available at self-service stations. The self-service station may include a Single Item Dispenser. These stations must comply with the Massachusetts Retail Food Code (105 CMR 590.00)

### 117.04 Options with Online Food Ordering Platforms

Online Food Ordering Platforms must provide Food Establishments with a method to list each Single-Use Accessory and Condiment that is offered by the Food Establishment, such that customers can specifically request the Single-Use Accessories and Condiments that they wish to have included with their order.

### 117.05 Restricted Packaging

- A. Single-use Accessories, including plastic forks, spoons and knives, may not be wrapped in plastic or offered as bundled sets.
- B. To ensure that single use food containers and packaging materials are recyclable, retail establishments are **prohibited from selling or distributing**
- C. single use food containers and packing materials made in whole or in part from:
  - 1. **Foam polystyrene;**
  - 2. **Plastic that is completely or substantially black in color; or,**
  - 3. **Lined with polyethylene or other petroleum-based plastics.**

- D. A retail or food establishment may establish if a specific item is allowable under Section 117.05B by providing written documentation to the Director of Public Health that the items is recyclable from their city-permitted waste/recycling hauler and associated MRF, or compostable from their commercial organics hauler and associated compost end site.
- E. If the Director of Public Health determines that compliance with Section 117.05B is not feasible due to industry-wide unavailability of compliant items, the Director may suspend enforcement of this provision for all food and retail establishments until the Director determines that the supply of compliant items has been sufficiently restored.

#### **117.06 Restrictions on Full Service Food**

Full Service Food Establishments must utilize only Reusable Food and Beverage Serviceware or non-plastic compostable serviceware for dine-in customers.

#### **117.07 Exemptions**

A food establishment may seek an exemption from the requirements of this ordinance as follows:

- A. The food establishment must file a request for an exemption in writing with the Director of Public Health.
- B. The request must state specifically which section and products they are seeking an exemption from and state reasons why application of the specific requirement would cause undue hardship.
- C. The Director may waive any specific requirement of this ordinance for a period of not more than six months, but, upon subsequent applications, may extend exemptions for additional six-month period.
- D. The Director will issue a final decision in writing within 30 days of receipt of a request for an exemption.

#### **117.08 Enforcement**

The Director of Public Health and the Code Enforcement Officer and/or his/her designees shall have the authority to administer and enforce this ordinance.

#### **117.09 Effective Date**

This ordinance will take effect six months after passage to allow time for the City Administration to conduct an education campaign focused on food establishments and consumers

#### **117.99 Penalty**

- A. Any person who violates any provision of this chapter shall be issued a verbal warning for the first offense, then fined as follows:
  - 1. \$100 for the second offense



2. \$200 for the third offense
  3. \$300 for the fourth offense and each subsequent offense
- B. Each day the violation continues may constitute a separate offense.
- C. Nothing in this section shall be deemed to limit the use of other lawful methods of abating violations of this section, including but not limited to application for equitable relief from a court of law.

## 2025 Restaurant Survey Results

Emailed directly to 30 restaurants; posted on WED socials (2 times), newsletter; WBC and CRRC included in newsletters, and CRRC sent their own direct email to their Watertown restaurant list.

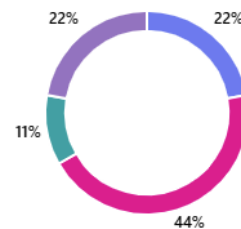
9 responses out of roughly 90 restaurants in Watertown

### Takeout Business Questions

5. How much of your business comes from take-out versus customers eating in your restaurant?

[More details](#)

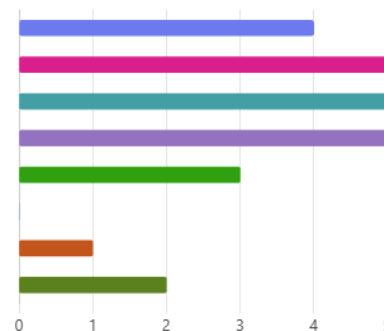
|               |   |
|---------------|---|
| Less than 20% | 2 |
| 20-40%        | 4 |
| 40-60%        | 1 |
| 60-80%        | 2 |
| 80-100%       | 0 |



6. Can your customers order take-out using any third-party apps? (Choose the ones you are on.)

[More details](#)

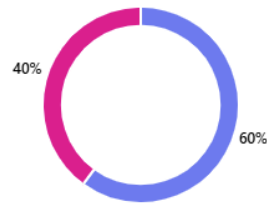
|                                         |   |
|-----------------------------------------|---|
| We do not use third-party ordering apps | 4 |
| DoorDash                                | 5 |
| Grub Hub                                | 5 |
| Uber Eats                               | 5 |
| Postmates                               | 3 |
| Slice                                   | 0 |
| ChowNow                                 | 1 |
| Other                                   | 2 |



7. Have you heard of "Skip the Stuff" campaigns - initiatives that restrict putting utensils and condiments in take-out orders unless the customer requests them?

[More details](#)

● Yes 6  
● No 4

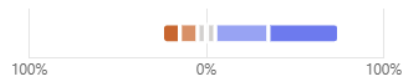


8. What's your initial reaction to "Skip the Stuff"?

[More details](#)

● Strongly Disagree ● Disagree ● No Opinion ● Agree ● Strongly Agree

I think it's a good idea.



*Summary: Generally positive attitude toward "Skip the Stuff" campaigns and majority were familiar with them already. Interesting to note that 6 out of 9 respondents receive 40% or less of their business from takeout.*

## Outdoor Dining Questions

10. Does your location include private outdoor space that could be used for outdoor dining (patio, sidewalk, etc.)?

Note: This does **not** include public space, like parking spaces or the public part of the sidewalk.

[More details](#)

If you have space but aren't using it currently for outdoor dining, please still answer "Yes." The next question will ask about how you use it.

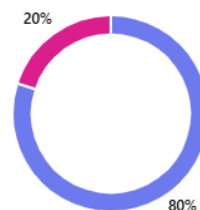
● Yes 5  
● No 5



11. Do you currently offer outdoor dining to your customers?

[More details](#)

● Yes 8  
● No 2





# EMPLOYEE INFORMATION SHEET

## REMEMBER

Only provide single-use service ware and single-use condiments upon request.



## ASK

What single-use service ware and single-use condiments they need and how much.



## THANK YOU

For meeting the requirements of the Skip the Stuff Program!



## FREQUENTLY ASKED QUESTIONS

### What items are considered single-use condiments?

Single-use condiment means a single-serving packet, such as:

- Sauces (ketchup, relish, mayo, mustard, soy sauce, salad dressing, hot sauce)
- Seasonings (salt, pepper, parmesan cheese, red pepper flakes)
- Spreads (cream cheese, jelly, butter)

### What items are considered single-use service ware?

Single-use service ware are all items that are designed to be used once and then discarded. This includes:

- chopsticks
- condiment cups and packets
- napkins
- utensils
- straws
- splash guards

### Are self-serve stations permitted?

Yes. You may provide an area for customers to help themselves to single-use items. Please encourage them to take only what they need.

### Can I offer customers single-use items?

Yes, but please be specific and do not offer all items at once. For example, "Do you need a fork or ketchup packet with your meal?"



#SkipTheStuff



Needham Public  
Health Division  
Prevent. Promote. Protect.  
Page 117 of 147



# Need utensils or condiments with your order? Please ask.



Single-use condiments and service ware (utensils, straws, napkins, etc.)  
provided only upon request, per Town of Needham regulations.





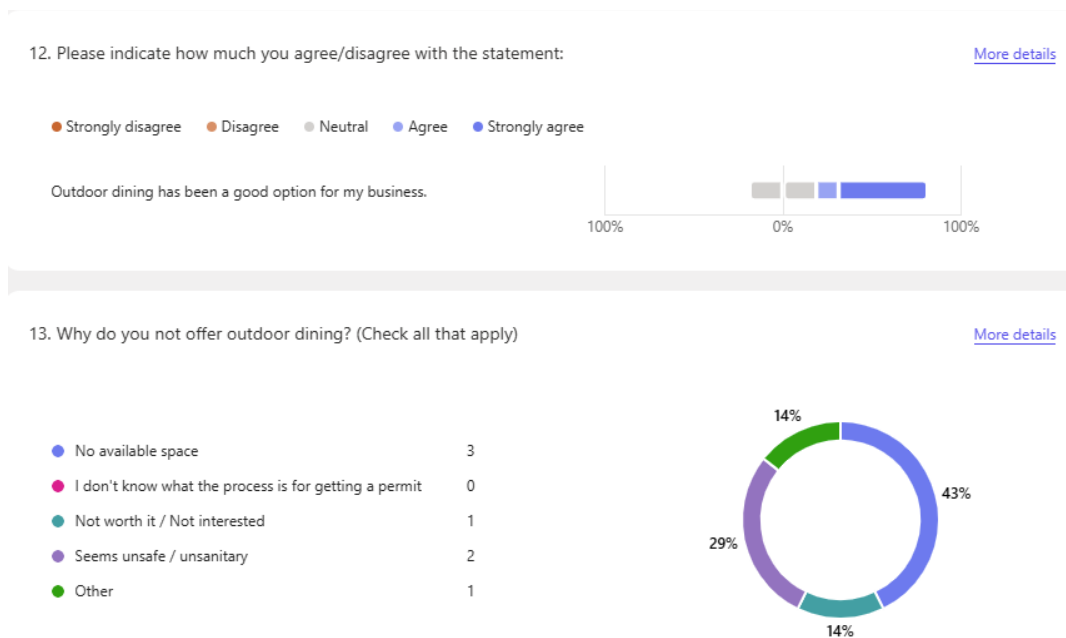
# **Need utensils or condiments with your order?**

## **Please take only what you need**



Single-use condiments and service ware (straws, stirrers, lids, spill plugs, etc.)  
provided only upon request or self serve by customer, per Town of Needham bylaw.





*Summary: Most are already offering outdoor dining in some fashion and believe it's good for their business. Of those who don't offer it, the main obstacle is lack of space, followed by a feeling that it's unsafe/unsanitary.*

## Live Entertainment Questions



*Summary: Strong agreement that live entertainment is beneficial, but split on whether what is currently allowed (limits on number of performers and types of instruments, amplification).*



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: November 11, 2025

RE: Proposed Changes to Current Demolition Delay Ordinance

---

At the January 26, 2025 City Council meeting, Council President Sideris requested that the Administration, through the Department of Community Development and Planning, conduct a review of the City's demolition delay ordinance.

In response, on April 8, 2025, the Administration submitted an eight-page memorandum with supporting documentation outlining 11 potential measures for consideration (see attached). Following discussion, the City Council voted to refer the matter to the Committee on Economic Development and Planning for further policy review and guidance.

The Committee met on May 7, 2025, and held a substantive discussion on the proposed measures. It was agreed that the Administration would return with draft language for amendments to several of the proposed items.

The attached document is the proposed amended ordinance. After working to add the relevant sections from the April 8, 2025 memo, staff determined that it would be best to reorganize and rewrite the ordinance. Therefore, this is a full rewrite, but much of the original language remains. The intent of this draft is to incorporate changes identified in the chart on the April 8<sup>th</sup> memo (items 5, 6, 7, 8, 9 and 11), while also making the entire ordinance more approachable and user friendly. The ordinance is being submitted with notes on the side to indicate changes and identify where the amendments from the April 8<sup>th</sup> memo are incorporated.

I will bring this up under Communications from the City Manager at the November 12, 2025 City Council Meeting and respectfully request the matter be referred to Committee for further review and consideration.



## 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](http://www.watertown-ma.gov)

To: George Proakis, City Manager

From: Department of Community Development and Planning

CC: Elise Loukas, Chair/Historical Commission; Steve Magoon, Assistant City Manager for Community Development & Planning; Gideon Schreiber, Director Planning and Zoning; Erika Jerram, Director of Community Design; Paul Johnson, Building Commissioner; Larry Field, Senior Planner

Date: April 8, 2025

Re: Review of Demolition Delay Ordinance

As requested by the City Council President at the Council's January 26, 2025 meeting, the Administration, through the Department of Community Development and Planning, has conducted a review of the demolition delay ordinance.

### **Summary**

The new demolition delay ordinance has resolved a large percentage of cases without public hearing and a very small percentage of cases have ended with a demolition delay. Nevertheless, there are potential measures the City Council can consider to improve the way the City addresses historic preservation. A list of these potential measures is attached as "A."

### **Background**

#### **A. 2023 amendments**

In August 2023, the City Council enacted a substantially amended demolition delay ordinance. The two major changes were to create a two-step process to eliminate hearings on buildings that were clearly not significant and to increase the maximum delay period from one to two years.<sup>1</sup> At the same time, the City Manager issued regulations defining when building permit applications that would remove a significant portion of the building's exterior constitute "substantial demolition" and must be reviewed by the Historical Commission ("Commission").

---

<sup>1</sup> The amendments also increased the delay automatically applied when an owner violates the demolition delay imposed by the Commission ("Voluntary Demolition"). The period increased from two to three years.



The demolition delay ordinance and regulations are attached to this memo as “B” and “C.” The ordinance is also available online: <https://ecode360.com/36825539>.

#### B. Demolition delay standards

The ordinance requires the Commission to decide if a building is “significant” and “preferably preserved.” It is important to understand that this decision is not limited to the building at issue; neighborhood context is an appropriate factor in these determinations. Our Commission, like others around the Commonwealth, considers the existence of a coherent neighborhood with buildings that share a common history.

If the Commission has determined that a building is preferably preserved, it must consider whether to impose a demolition delay and, if so, its duration. In addition to the same criteria used for the preferably preserved determination, the Commission may also consider whether the owner has already made “bona fide and reasonable efforts to preserve all or part of the building.” Once a delay has been imposed, it may be lifted if there is no reasonable likelihood that the owner or another party will preserve the building and/or the owner has made bona fide and reasonable efforts for at least six months to locate a buyer who will preserve the building.

While the 2023 amendments did not change any of these standards, it more clearly articulated the criteria to be considered.

#### C. Implementation of two-step process

Under the ordinance, the Chair and one Commission member conduct a “preliminary review” to determine if a public hearing is needed. These are:

- public meetings;
- conducted within 15 days of the permit application; and
- done without any further burden on the applicant (i.e., an applicant who has filed the documents necessary for the intake of a demolition or building permit is not required to provide anything further).

The Chair has established a monthly rotation of Commission members to join her in these reviews. If either the Chair or designee believe that there is a reasonable argument that a building is significant and preferably preserved, the case goes to the full Commission for a public hearing. Otherwise, the application is cleared for building department review.

#### D. Case statistics

Over 20 months, the Commission has imposed only two delays (4% of the 47 decisions). One of those delays was lifted after the applicant came back with a partial preservation plan. During the 20 months, 19 cases have been held for public hearing (36% of the 53 applications). A table with the full statistics is attached as “D.”

## **Issues**

The statistics indicate that the Commission has been selective in holding cases for a public hearing and rarely imposed a demolition delay. Nevertheless, implementation of the ordinance has highlighted ways in which the process can be improved.

### **A. Absence of city-wide historic preservation plan and historical surveys**

Each case requires the Commission to assess the historical significance of an individual building, the historical coherence/integrity of its surrounding neighborhood, and how the individual building contributes to the neighborhood's historic character. In most communities, those judgments are facilitated by professional and systematic research conducted over many years. In contrast, Watertown has no city-wide historic preservation plan, has not had a comprehensive historic survey since 1982, and has been largely relying on "volunteer" research for the last 25 years.<sup>2</sup>

In the absence of robust historical findings as background, each case leaves the Commission to decide all the historical significance questions by itself. This limitation is particularly notable when the issue is whether a particular building is part of a coherent historical neighborhood and the degree to which the building contributes to the neighborhood's historic character.

Most recently this issue has arisen in assessing "Cape style" homes in the neighborhood bounded by Main/Waltham Streets and Rosedale/Edwards Road. Commissioners have disagreed as to whether these homes, built in the 1940's and 1950's, represent "worker's cottages" that are important in Watertown's history. There is scholarship recognizing the historical value of post-World War II developments where they meet certain criteria.<sup>3</sup> On the other hand, these homes are not individually distinguished (typically, they were built inexpensively) and many such neighborhoods have been evolving away from their mid-century heritage for years. These post-World War II homes are also harder to enlarge without affecting their character. Arguments for and against preservation are reasonable and are fact-dependent. Unfortunately, no historical survey has been conducted in this geographic area.

### **B. Perceived tension between ordinance and achieving other community goals**

Historic preservation is not an absolute. Preservation and change are each important. In particular, the present demolition delay ordinance should not prevent the city from achieving other community goals, such as transforming Watertown Square or providing modern and sustainable school buildings. In recent years, the Commission has been faced with two cases that involved this perceived tension (the new High School and the 104 Main Street mixed-use

---

<sup>2</sup> The Mount Auburn Street Historic District required a 1999 survey and the Commission obtained a matching grant from the Massachusetts Historical Commission to survey Southside (to be completed in June).

<sup>3</sup> See, e.g., A Model for Identifying and Evaluating the Historic Significance of Post-World War II Housing (2012), NCHRP 723.



development). In both cases, the applicants explained their attention to the building history and consideration of preservation options, and no delay was imposed.

However, the existing demolition delay process does present a significant timing issue that should be resolved. Applicants proposing large projects that require demolition do not come before the Commission until their project has obtained zoning and, often, funding commitments. Typically this is many years after city staff and the applicants have started discussions about the site. This timing creates uncertainty. The risk of demolition delay at a late stage is particularly concerning when it involves public funding, such as a municipal project of any kind and/or an affordable housing development.

### C. Maximizing preservation outcomes within practical constraints

There is an inherent limit in demolition delay as a historic preservation tool. Market forces and the feasibility of preservation make it hard to achieve the best outcome in many cases. Owners and prospective buyers often set their expectations before they even think about the formal demolition delay process. Preservation may not be feasible—or not feasible given expectations about profit or the amount of living space that can be added.

The strong demand for residential property in Watertown has led older properties, particularly smaller homes on large lots, to be marketed as “teardowns.” The asking price is set with the assumption that a much larger home—or a two-family—will replace the existing home. The potential buyers are often limited to those who plan a demolition; potential buyers who may want to live in the home “as is” or with modest exterior changes are effectively excluded by the market. When the sale is consummated and the demolition application filed, the buyer feels financially committed to a demolition. These dynamics are at odds with the demolition delay ordinance—which is designed to give time for preservation options to be explored.

The ordinance allows the Commission to consider “feasibility” as a factor when determining whether a building is preferably preserved. Applicants and Commission members, however, can view feasibility differently. Applicants may be willing to preserve all or part of a building if they can achieve substantially the same outcome without a significant increase in cost. If not, preservation is viewed as not feasible. Commission members may be willing to let a building be demolished if its structural integrity has been so compromised that restoration is impossible or prohibitively expensive.

These differing perspectives can limit the Commission’s options with a “preferably preserved” building. Setting a relatively short demolition-delay period means the applicant “waits out” the delay and has no interest in talking about preservation options. A delay period that is at/near the maximum can motivate the applicant to consider preservation, but the ordinance doesn’t necessarily provide a full range of options.

### D. Voluntary Demolitions

As noted earlier, the Watertown ordinance contains a “Voluntary Demolition” provision. Like the state’s model ordinance/bylaw, our ordinance does not explicitly provide a process for

determining that a violation has occurred. This issue has arisen several times over the last ten years.

### **Options to consider**

Below is a “menu” of measures to consider individually or in combination if the City Council wishes to address any of the issues previously discussed in this memo. As noted earlier, “A” is a chart listing each potential measure with implementing step(s).

#### **A. City-wide Historic Preservation Plan**

As recommended in the 2023 Comprehensive Plan, Watertown should have a city-wide historic preservation plan. Such a plan would provide a long-term roadmap for assessing and preserving the city’s historic assets. This would include a list of neighborhood historic surveys to be conducted, with their relative priority. The plan would identify worthy historic preservation projects for Community Preservation Act funding and help the Community Preservation Committee in evaluating applications.

A city-wide preservation plan would likely cost between \$20,000 and \$30,000. The City could apply to the Massachusetts Historical Commission for a matching grant in the 2025-26 funding round and, if it receives an award, complete the plan in FY27.<sup>4</sup>

#### **B. Historic Properties Survey**

The City should consider commissioning a historic properties survey in the area roughly bounded by Main/Waltham Streets and Rosedale/Edwards Road. The survey would, at a minimum, improve the discussion of whether a post-World War II worker’s housing neighborhood exists there and should be preserved in Watertown. To complete such a survey in FY26, the City would need to dedicate \$30,000 to \$40,000 in the FY26 budget.

#### **C. On-call historic consultant for demolition applications**

The City would benefit from retaining an “on-call” historic consultant to do research on important cases. If a neighborhood has not been surveyed, this would provide the Commission with valuable information about the building architecture and the neighborhood context. Each task order would be of defined scope and involve a modest fee (likely less than \$2,000). The City uses “on call” consultants in other contexts, typically signing a contract for three years with a \$50,000 cap for procurement purposes. The City would be under no obligation to provide the consultant with any task order during the three years. The consultant would be required to provide the agreed scope of work on an expedited basis.

---

<sup>4</sup> As a practical matter, CPA funds are not available for the plan. The Act only allows the CPC to use its “administrative” funds for planning and the CPC has fully utilized these funds each year.



#### D. Clarify Commission's role in large projects

The City should provide ways for the Commission to participate at an early stage when large projects are being considered. One option is to bring projects to the Commission early for a formal determination; two other options involve more informal roles.

Under the state building code, a demolition permit is considered abandoned unless steps are taken within 180 days. For that reason, large project applicants and staff have assumed that demolition permit applications should wait until the applicant is ready to proceed with demolition. The city could, instead, encourage large projects<sup>5</sup> to file early. If the Commission decides to impose a delay, the applicant can choose to modify its plans or to wait for the delay period to expire. If the Commission allows demolition to proceed, the project can continue the zoning process with the assurance that permit extensions would be granted every 90 days.

#### E. Exemptions

Municipal projects and affordable housing developments (as defined in the Watertown Square zoning language)<sup>6</sup> differ markedly from proposed private developments. Because they are partly or entirely funded by the City, there is extensive community process at an early stage and, by necessity, a municipal decision that the project go forward. If demolition is proposed, it is because reuse options have been considered and rejected. In this context, the City Council could exempt such projects from the demolition delay ordinance.

#### F. Adding content to the Preferably Preserved test

The Preferably Preserved test now includes two factors: the “extent to which demolition...would be detrimental to the historical or architectural heritage or resources of the City” and the “feasibility of preserving all or part of the building.” The City Council could add a proposed development’s “benefit” to the city as a third factor. In the case of a large development, particularly if a municipal project or an affordable housing development, the benefit could be substantial and could be appropriately weighed in the decision. “Feasibility” could also be defined to give that factor more clarity. Such a definition could focus on whether an owner/buyer motivated to preserve the property would consider it reasonable to do so.

#### G. More flexible tools for Commission

Once a building is found preferably preserved, the Commission’s choices are limited to imposing a delay (and its duration) or not imposing any delay. The Commission could be authorized to add conditions to a determination that no delay will be imposed. The applicant could be required to document the building’s history (photographs, renderings, signage on the new building) or to salvage the building materials.

---

<sup>5</sup> Large projects would likely be defined as projects over a certain square footage of proposed floor area.

<sup>6</sup> To be an affordable housing development, 50% or more of the units must be deed-restricted for households earning 80% or less of area median income. Because of the high level of affordability, public subsidy is required. Although most of the public funding would need to come from federal and state affordable resources, a substantial municipal match is always required.

The Commission could also have a clearer procedure for negotiating a partial preservation plan during the demolition delay period. The Commission could be explicitly authorized to adopt a mutually agreeable plan for a more limited demolition.

#### H. Produce and distribute informational materials

The Commission/city staff should implement an informational effort already in the planning stage. This effort would include drafting and distributing informational materials for existing and potential owners, and real estate agents. These materials would summarize the two-step process and encourage consultation with staff concerning the preservation options. The earlier that owners and real estate agents are aware of the potential two-year delay and of the value of considering preservation, the more likely that historically significant homes can be preserved without Commission action.

#### I. Procedure for addressing alleged violations

The ordinance should outline a clear procedure for considering whether a Commission demolition delay order has been violated. The procedure should specify that the owner has an opportunity to be heard and that the determination can be appealed to court. The Commission should also be allowed to consider a lesser penalty if necessary for the penalty to be proportionate to the violation.

## Attachment “A”

### Potential measures to consider

| Option No. | Measure                                                                     | Page discussed | Implementing step(s)                                                                   |
|------------|-----------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------|
| 1          | City-wide historic preservation plan                                        | 5              | Apply for MHC grant fall 2025 & commit FY27 funds for local match                      |
| 2          | Neighborhood survey                                                         | 5              | Issue RFP in summer 2025 using FY26 funds                                              |
| 3          | On-Call historic consultant                                                 | 5              | Issue RFQ in FY26 for three-year contract                                              |
| 4          | Early determination option for large projects                               | 6              | Amend regulations to outline option, including possibility to extend demolition permit |
| 5          | Exemption for municipal projects and/or affordable housing projects         | 6              | Amend ordinance                                                                        |
| 6          | Add “benefit” of proposed development to Preferably Preserved Test          | 6              | Amend ordinance                                                                        |
| 7          | Define “feasibility” for Preferably Preserved Test                          | 6              | Amend regulations                                                                      |
| 8          | Authorize Commission to set enumerated conditions for demolition to proceed | 6              | Amend ordinance                                                                        |
| 9          | Authorize Commission to lift delay for mutually agreeable plan              | 7              | Amend ordinance                                                                        |
| 10         | Information to real estate community                                        | 7              | Commission/staff can implement now                                                     |
| 11         | Procedure for considering alleged violations                                | 7              | Amend ordinance                                                                        |





## Watertown City Council

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

ORDINANCE # 54

2023 - O - 54

**WHEREAS:** The City of Watertown adopted a demolition delay ordinance on October 28, 1997 (Ordinance 97), and amended it on September 12, 2006 (Ordinance 57) for the purpose of preserving and protecting significant buildings outside designated local Historic Districts and to encourage owners of the buildings to seek out persons who might be willing to purchase, preserve, rehabilitate or restore the buildings rather than demolish them; and

**WHEREAS:** The purpose of preserving and protecting significant buildings is best served by replacing the existing demolition delay ordinance in its entirety; and

**WHEREAS:** On May 23, 2023, the City Council had a first reading on amendment of Title XV, Chapter 153 of the Watertown Code of Ordinances and

**WHEREAS:** On August 8, 2023 the City Council conducted a duly advertised Public Hearing with respect to the proposed Amendment.

**NOW THEREFORE BE IT ORDAINED** by the City Council of Watertown that Title XV, Chapter 153 of the Watertown Code of Ordinances, Demolition of Historic Buildings, is hereby amended, by deleting the existing chapter in its entirety and replacing it with the language below, as follows:

### Chapter 153 Demolition of Historic Buildings

#### § 153.01 PURPOSE

This chapter is enacted for the purpose of preserving and protecting significant buildings within the City of Watertown ("City") which are outside designated local Historic Districts and to encourage owners of the buildings to seek out persons who might be willing to purchase, preserve, rehabilitate, or restore the buildings rather than demolish them. To achieve these purposes, the Watertown Historical Commission (the "Commission") is empowered to make certain determinations related to the issuance of permits for demolition or substantial demolition of significant buildings. The issuance of said permits for significant buildings is regulated as provided in this chapter.

#### § 153.02 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**APPLICANT-** For the purposes of this chapter: any person or entity who files a permit application with the Building Commissioner (as defined herein).

**BUILDING** - Any combination of materials forming a shelter for persons, animals, or property.

**BUILDING COMMISSIONER** - The person occupying the office of Building Commissioner or a designee.

**COMMISSION** – The Watertown Historical Commission or its designee.

**DEMOLITION** - Any act of pulling down, destroying, removing, dismantling or razing a building, or commencing the work of total or substantial destruction with the intent of completing the same.

**PERMIT APPLICATION** - An application for the demolition of a building or for renovations or alterations that constitute a substantial demolition as defined herein. For purposes of this ordinance, a permit application seeking solely to demolish the interior of a building is not a permit application.

**PERMIT** - The Building and/or Demolition permit issued by the Building Commissioner or a designee approving a permit application as defined herein.

**PREFERABLY PRESERVED** - Any significant building which the Commission determines, following a public hearing, is better preserved than demolished. A preferably preserved building is subject to imposition of a demolition delay period as set forth in this chapter. Factors the Commission may consider in making this determination include the following:

- The extent to which demolition of the significant building would be detrimental to the historical or architectural heritage or resources of the City; and/or
- The feasibility of preserving all or part of the building.

**SIGNIFICANT BUILDING** – Any building or portion thereof not within an Historic District which is fifty years or more old and which has been determined by the Commission to be significant based on any of the following criteria:

- The building is importantly associated with one or more historic persons or events, or with the broad architectural, cultural, political, economic or social history of the City or the Commonwealth; or
- The building is historically or architecturally important (in terms of period, style, method of building construction or association with a recognized architect or builder) either by itself or in the context of a group of buildings.

**SUBSTANTIAL DEMOLITION** - Proposed renovation, alteration or other work on a building that is tantamount to demolition because it involves the pulling down, destruction or removal of a substantial portion of the exterior of a building or structure or the removal of architectural elements which define or contribute to the historic character of the building(s).

**ZONING ENFORCEMENT OFFICER**-The person occupying the office of Zoning Enforcement Officer or otherwise authorized to make administrative determinations of zoning compliance.

### **§ 153.03 PERMIT APPLICATION**

- (A) Applicability. No Building or Demolition permit for a building which is in whole or in part fifty (50) years or more years old shall be issued without following the provisions of this chapter. If a building is of unknown age, it shall be assumed that the building is over fifty (50) years old for the purposes of this chapter.



- (B) Demolition Application. When the Building Commissioner receives an application proposing to demolish a building subject to this chapter the Commissioner shall within five business days of receipt forward a copy of the application to the Chair of the Commission to conduct a preliminary review as set forth in §153.04.
- (C) Renovation/Alteration (Building Permit) Application. If an application for a permit to renovate or alter a building subject to this chapter includes exterior demolition as part of its application, the Building Commissioner shall forward said application to the Zoning Enforcement Officer within two business days of receiving the application for a determination as to whether the proposed work constitutes substantial demolition.
- (1) If the Zoning Enforcement Officer determines, pursuant to the Department of Community Development and Planning's ("Department") demolition delay regulations, that such an application constitutes substantial demolition, the Zoning Enforcement Officer shall within five business days of receiving the application notify the Building Commissioner of the 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**

- (A) Within fifteen 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
- (1) 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
  - (2) 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**

- (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 three hundred feet of the property line, and to the other persons



as the Commission shall deem entitled to notice, at least 7 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 sub-section (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 determination, and lasting no more than twenty-four months. In setting the duration of the demolition delay, the Commission may consider the criteria used in determining that a building is preferably preserved and may also consider whether the owner has already made bona fide and reasonable efforts to preserve all or part of the building.

- (2) The Commission shall notify the Building Commissioner and applicant in writing if the Commission determines that the building is not preferably preserved. The Building Commissioner may then issue the demolition permit if all other requirements pertaining to the requested permit are met.

(D) No permit for demolition of a building determined to be a preferably preserved building shall be granted until all plans for future use and development of the site have been filed with the Building Commissioner and have been found to comply with all laws pertaining to the issuance of a building permit. All approvals necessary for the issuance of such building permit or certificate of occupancy, including without limitation any necessary zoning variances or special permits, must be granted, and all appeals from the granting of such approvals must be concluded, prior to the issuance of a demolition permit under this chapter.

(E) The Building Commissioner may issue a demolition permit for a preferably-preserved significant building, if all other requirements pertaining to the requested permit are met, once the delay period set by the Commission has expired or at any time after receipt of written communication from the Commission to the effect that either:

- (1) The Commission is satisfied that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore the building; or
- (2) The Commission is satisfied that for at least 6 months the owner has made continuing bona fide and reasonable efforts to locate a purchaser to preserve, rehabilitate and restore the subject building, and that the efforts have been unsuccessful.

## **§ 153.06 ADMINISTRATION**

The Commission may adopt such rules, regulations and guidance as are necessary to administer the terms of this chapter. The Commission is authorized to adopt a schedule of reasonable fees to cover the costs associated with the administration of this chapter. The Commission may proactively develop a list of significant buildings that will be subject to this chapter. Buildings proposed for the significant building list shall be added following a public hearing.

## **§ 153.07 ENFORCEMENT**

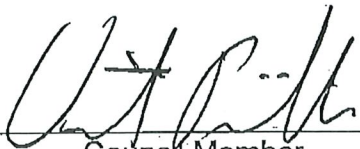
- (A) The Commission and/or the Building Commissioner are each specifically authorized to institute any and all actions and proceedings, in law or equity, as they may deem necessary and appropriate to obtain compliance with the requirements of this chapter or to prevent a threatened violation thereof.
- (B) No building permit shall be issued with respect to any premises upon which a significant building has been voluntarily demolished in violation of this chapter for a period of three (3) years after the date of the completion of the demolition unless the building permit is for the faithful recreation of the demolished building. As used herein, PREMISES includes the parcel of land upon which the demolished significant building was located or any adjoining parcels of land under common ownership.
- (C) Upon a determination by the Commission that a building is a preferably preserved significant building, the owner shall be responsible for properly securing the building to the satisfaction of the Building Commissioner. Should the owner fail to secure the building, the loss of the building through fire or other cause shall be considered voluntary demolition for the purposes of sub-section (B) of this section.

## **§ 153.08 EMERGENCY DEMOLITION**

Nothing in this chapter shall be construed to derogate the authority of the Inspector of Buildings (which term includes Building Commissioner) derived from Mass. Gen. Laws Ch. 143. However, before acting pursuant to that chapter, the Building Commissioner shall make every reasonable effort to inform the Chair of the Historical Commission of the Building Commissioner's intention to cause demolition.

## **§ 153.99 PENALTY**

Anyone who demolishes or substantially demolishes a significant building without first obtaining and complying fully with the provisions of a demolition or building permit in accordance with this chapter will be subject to a fine of \$300 for each day that the violation continues, in addition to any fine that may be imposed for failure to comply with the State Building Code.

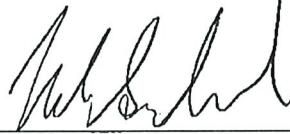
  
\_\_\_\_\_  
Council Member



I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above Ordinance was adopted by a vote of 6 for, 3 against, and 0 present on August 8, 2023.



Brendan T. McCarthy, Council Clerk



Mark S. Sideris, Council President

#### ELECTED OFFICIALS

Mark S. Sideris,  
Council President

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

John M. Airasian,  
Councilor At Large

Caroline Bays,  
Councilor At Large

John G. Gannon,  
Councilor At Large

Anthony Palomba,  
Councilor At Large

Nicole Gardner,  
District A Councilor

Lisa J. Feltner,  
District B Councilor

Emily Izzo,  
District D Councilor



City of Watertown  
149 Main Street  
Watertown, MA 02472

## DEMOLITION DELAY REGULATIONS

These regulations are developed pursuant to the Watertown Demolition Delay Ordinance, Chapter 153, , to enable the Historical Commission to carry out the City's goal of preserving and protecting significant buildings within the City which are outside designated local Historic Districts and to encourage owners of such buildings to seek out persons who might be willing to purchase, preserve, rehabilitate or restore the buildings rather than demolish them. Further, the regulations are intended to provide clear guidance and requirements for applicants seeking to demolish buildings or undertake renovation or alterations that constitute substantial demolition of significant buildings. The regulations shall take effect on the date that the 2023 Demolition Delay Ordinance goes into effect.

### I. Definitions

The definitions contained in Chapter 153.02 of the City Code are incorporated by reference.

### II. Determinations by the Department of Community Development and Planning to Assist the Historical Commission

- A. Fifty Years Old or More-In order to appropriately route applications to the Historical Commission or the Zoning Enforcement Officer, the Department of Community Development and Planning (the Department) shall use the best public record then available to make a preliminary determination of building age. Examples of such public records are the City's Assessor Database or Building Card files. This preliminary determination shall not affect the Historical Commission's authority to use historical research from private or public sources to further determine a building's age.
- B. Substantial Demolition-In order to appropriately route applications to the Historical Commission, the Zoning Enforcement Officer will determine whether the proposed scope of work constitutes substantial demolition as defined in the ordinance. In making that determination, the Zoning Enforcement Officer will deem any of the following as substantial demolition:
  1. Removal of 50% or more of a roof (for example, raising the overall height of a roof, rebuilding the roof to a different pitch, or adding another story to a building).
  2. Removal of any part of a roof if the ridge line is changed.
  3. Removal of any exterior wall.

### III. Procedural Requirements

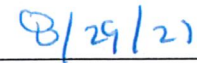
- A. A copy of these regulations, and any additional written guidance on the operation of the Demolition Delay Ordinance, shall be available to all applicants for demolition permits or renovation/alteration permits, in a manner to be determined by the Department.
- B. All applications to demolish a building that is fifty years old or more will be forwarded to the Chair of the Historical Commission for preliminary review. If the building is determined not to be a historically significant building, the Department will proceed with its usual review of the application, such as review for compliance with the State Building Code and any of the City's General or Zoning Ordinances. The demolition application shall attach the following:
  - 1. Dimensioned site plan of the existing building(s) and of the proposed replacement project, signed by the current record owner of the property (and if the current record owner is not the applicant, then the applicant must also sign). The site plan should indicate the relationship between the existing building(s) and the surrounding structures and properties.
  - 2. Schematic elevation drawings of the proposed replacement project signed by the current record owner of the property (and if the current record owner is not the applicant, then the applicant must also sign). Dimensions and construction materials should be indicated. Elevations that demonstrate the grade, scale, and height in relation to neighboring structures are preferred.
  - 3. Exterior photographs of the existing building and immediately abutting properties as seen from a public way.
- C. All applicants for renovation/alteration building permits shall provide sufficient information in the application to allow municipal staff to determine the scope of the proposed work. If any application for renovation/alteration permit is determined to involve a scope of proposed work that constitutes substantial demolition, as defined in Section I of these regulations, and the building, or any part, is fifty years or more old, the application will be forwarded to the Chair of the Historical Commission for preliminary review pursuant to Section 153.03 of the City Code. If the building is determined not to be of historical significance, the Department will proceed with its usual review of the application. Otherwise, pursuant to Section 153.04 of the City Code, the application will be referred to the full Historical Commission for a public hearing and further consideration under the Demolition Delay Ordinance.

D. Any applicant whose renovation/alteration application is referred to the full Historical Commission shall supplement the initial application by providing the following information to the Commission at least five business days before the scheduled hearing:

1. A description of the building elements to be demolished or removed.
2. The reason for requesting a building permit, including information on the building's condition if this is a reason for removing parts of the building.
3. A brief description of the proposed reuse, reconstruction, or replacement of those elements of the building to be removed.
4. Exterior photographs of the existing building showing those elements of the building to be removed.

Approved and adopted by the City Manager

  
\_\_\_\_\_  
George Proakis, City Manager

  
\_\_\_\_\_  
Date



## Statistics for First 20 months under Amended Demolition Delay Ordinance

(August 8, 2023 through April 7, 2025)

| Preliminary Review by Chair and one Commissioner--all applications                                                         |                                  |            |                                    |              |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------|------------------------------------|--------------|
| # of applications                                                                                                          | Result: Public Hearing           | %          | Result: No Public Hearing Required | % No Hearing |
| 53                                                                                                                         | 19                               | 36%        | 34                                 | 64%          |
| Preliminary Review by Chair and one Commissioner--by application type                                                      |                                  |            |                                    |              |
|                                                                                                                            | Hearing Required                 | % Hearings | No Hearing Required                | % No Hearing |
| Building Permit apps (18 total)                                                                                            | 4                                | 24%        | 17                                 | 81%          |
| Demolition apps (31 total)                                                                                                 | 15                               | 44%        | 17                                 | 53%          |
| Results--totals                                                                                                            | 19                               |            | 34                                 |              |
| Public Hearing Results--all applications                                                                                   |                                  |            |                                    |              |
| Delay imposed                                                                                                              | % of hearings resulting in delay |            |                                    |              |
| 2*                                                                                                                         | 15.4%                            |            |                                    |              |
| No delay imposed                                                                                                           | % of hearings with no delay      |            |                                    |              |
| 11                                                                                                                         | 84.6%                            |            |                                    |              |
| Of the 19 applications requiring a hearing, five are still pending and one owner is reconsidering application              |                                  |            |                                    |              |
| * HC imposed 2-year delay on one proposed demolition; when owner offered plan to preserve part of the house, delay lifted. |                                  |            |                                    |              |
| Overall Results--by application type                                                                                       |                                  |            |                                    |              |
|                                                                                                                            | Delay imposed                    | %          | No delay imposed                   | %            |
| Building Permit apps decided (21)                                                                                          | 0                                | 0%         | 21                                 | 100%         |
| Demolition apps decided (26)                                                                                               | 2*                               | 8%         | 24                                 | 92%          |
| Total decisions (47)                                                                                                       | 2*                               | 4%         | 45                                 | 96%          |

\*As noted, delay lifted in one case

ORDINANCE \_\_\_\_

2025 – O – \_\_\_\_

**WHEREAS:** The City of Watertown adopted a demolition delay ordinance on October 28, 1997 (Ordinance 97), and amended it on September 12, 2006 (Ordinance 57), and August 8, 2023 (Ordinance 24) for the purpose of preserving and protecting significant buildings outside designated local Historic Districts and to encourage owners of the buildings to seek out persons who might be willing to purchase, preserve, rehabilitate or restore the buildings rather than demolish them; and

**WHEREAS:** The Honorable City Council is seeking to make adjustments to preserve and protect significant buildings in a way that best serves the community,

**NOW THEREFORE BE IT ORDAINED** by the City Council of Watertown that Title XV, Chapter 153 of the Watertown Code of Ordinances, Demolition of Historic Buildings, is hereby amended, by deleting the existing chapter in its entirety and replacing it with the language below, as follows:

#### Chapter 153 Demolition of Historic Buildings

##### § 153.01 PURPOSE

This chapter is enacted for the purpose of preserving and protecting significant buildings within the City of Watertown ("City") which constitute or reflect distinctive aspects of the architectural, cultural, political, economic or social history of the City, and which are outside designated local Historic Districts and to encourage owners of the buildings to develop strategies to preserve, rehabilitate, or restore the buildings rather than demolish them; or, in the alternative, to seek out persons willing to purchase and to preserve, rehabilitate, or restore such buildings rather than demolish them. To achieve these purposes, the Watertown Historical Commission (the "Commission") is empowered to make certain determinations related to the issuance of permits for demolition of significant buildings, as defined herein. The issuance of said permits for significant buildings is regulated as provided in this chapter.

**Commented [GP1]:** This language is a part of the purpose statement of most demolition ordinances. It had been removed from ours - suggesting that we are encouraging the resale of buildings, but not strategies for the current owner to work with the existing building. Therefore, we are suggesting adding this language.

##### § 153.02 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly requires a different meaning.

**AFFORDABLE HOUSING DEVELOPMENT**--A development in which fifty (50) percent or more of its units qualify as an 'Affordable Housing Unit' with an 'Affordable Housing Restriction' as these terms are defined in Title XV, Chapter 155, §5.07.

**Commented [GP2]:** This is consistent with recent adjustments to the city's zoning ordinance.

**APPLICANT**- For the purposes of this chapter: any person or entity who files a permit application with the Building Commissioner (as defined herein).

**BUILDING**- A combination of any materials, whether portable or fixed, having a roof, to form a structure for the shelter of persons, animals or property. For the purpose of this definition, "roof" shall include an awning or any similar covering, whether or not permanent in nature.

**Commented [GP3]:** Changed the definition of 'building' to match the definition in zoning.

**BUILDING COMMISSIONER** - The person occupying the office of Building Commissioner or a designee. The Building Commissioner is also the Inspector of Buildings under Massachusetts General Laws Chapter 143.

**COMMISSION** – The Watertown Historical Commission.



**DEMOLITION**-For the purpose of this Section 153, Demolition includes:

1. Complete Demolition as defined below:
  - a. Any act of pulling down, destroying, removing, dismantling or razing a building; or,
  - b. Commencing the work of pulling down, destroying, removing, dismantling or razing a building with the intent of completing the same
2. Substantial demolition as defined below:
  - a. Removal of a portion of roof or wall that exceeds the standards delineated in the Demolition Delay Regulations per §153.04.
3. Illegal demolition as defined below:
  - a. Demolition or substantial demolition undertaken by any person without an application having been reviewed and approved by the Watertown Historic Commission and/or without building or demolition permits.
4. Demolition does not include:
  - a. Routine maintenance as long as the maintenance undertaken does not fit the definitions of demolition contained in this ordinance
  - b. Interior renovations
  - c. Removal, replacement or installation of siding, roof shingles, gutters, downspouts or windows performed for the purpose of maintenance or replacement

**Commented [GP4]:** This creates one unified definition of demolition.

**PERMIT APPLICATION**-An application for the demolition of a building or for renovations or alterations that constitute a substantial demolition as defined herein. For purposes of this ordinance, a permit application seeking solely to undertake items identified herein per item #3 under the definition of demolition do not constitute a Permit Application.

**PERMIT** - The Building and/or Demolition permit issued by the Building Commissioner or a designee approving a permit application as defined herein.

**PREFERABLY PRESERVED BUILDING** - Any significant building which the Commission determines, following a public hearing, is better preserved than demolished per §153.06

**PREMISES** - The parcel of land upon which a building is or was located or any adjoining parcels of land under common ownership

**SIGNIFICANT BUILDING** – Any building or portion thereof which is fifty years or more old and which has been determined by the Commission to be significant based on the factors established per §153.05.

**ZONING ENFORCEMENT OFFICER**-The person occupying the office of Zoning Enforcement Officer or otherwise authorized to make administrative determinations of zoning compliance.

**Commented [GP5]:** The staff recommends that the council consider adding this to the definition regarding 'architectural features'. The current language creates some confusion of how we address this issue, and is intended to establish that those features are not included in the ordinance IF they are performed for the purpose of maintenance or replacement.

**Commented [GP6]:** This version of the ordinance is starting with a negative statement - "you can't demo a building unless it meets these circumstances . . ."

This builds the circumstances of the entire ordinance in the first section. This flow of the ordinance clearly establishes that "but for" one of these things happening, a building cannot be demolished.

**Commented [GP7]:** Municipal project exemption was Item #5 on the memo discussed with the council.

**Commented [GP8]:** This provision starts a new time clock, allowing demo to occur prior to the need to restart the process. It separates that clock from a building permit clock, allowing more time to complete other permitting if necessary to get financing in order. The current strategy of tying the demo decision to the specific building or demo permit is one of the things that causes applicants to feel they need to apply for demo last - after all other decisions have been made. This setup will allow the Historic Commission to be earlier in the process without the risk of a permit running out before the demo period runs out.

### § 153.03 APPLICABILITY

- (A) Applicability. No building may undergo demolition as defined in §152.02, except through the provisions of this ordinance.
- (B) Demolition is only permitted if one of the following apply:
  1. The building is exempt, by way of being in one of the following categories:
    - i. Buildings less than 50 years old
    - ii. Buildings proposed for demolition as a part of an affordable housing development as defined in §152.02
    - iii. Buildings owned by the City of Watertown or any of its political subdivisions
    - iv. Buildings within a local historic district, which is subject to the jurisdiction of the Historic District Commission
  2. Within a two-year period prior to issuance of the relevant permit, one of the following has occurred:

- i. The building was determined by the Commission or its designated preliminary review committee to not be significant
- ii. The specific alteration/renovation work was determined by the Commission or its designated preliminary review committee to not be significant
- iii. The building was determined by the Commission that it is not to be preferably preserved
- iv. The Commission determined a building to be preferably preserved but chose not to set a demolition delay period
- v. The Commission, instead of setting or maintaining a demolition delay period, established conditions upon which no delay would be set, and the conditions established by the Commission have been satisfied
- vi. The commission lifted the demolition delay period
- vii. The demolition delay period expired

#### § 153.04 ESTABLISHMENT OF REGULATIONS

The Commission, with the advice and consent of the City Manager, may adopt regulations and guidance as are necessary to administer the terms of this chapter.

#### § 153.05 DETERMINING A SIGNIFICANT BUILDING

- (A) The Commission may determine a building to be significant based on the following criteria:
  - 1. The building is importantly associated with one or more historic persons or events, or with the broad architectural, cultural, political, economic or social history of the City or the Commonwealth; or,
  - 2. The building is historically or architecturally important (in terms of period, style, method of building construction or association with a recognized architect or builder) either by itself or in the context of a group of buildings.
- (B) The determination of significance shall occur by one of the following processes:
  - 1. Determination of significance by the Commission at a public hearing per §153.09, except that a preliminary review committee under §153.08 may determine that a building is NOT significant; or,
  - 2. Pre-determination of significance per §153.05.C
- (C) The Commission may develop a list of significant buildings based upon studies that establish architectural, historic, cultural, political, economic or social history of a building or group of buildings. To add or remove a building from the list shall first require a public hearing with notice to the property owner. Buildings on the list shall not require a determination of significance upon an application of a demolition permit but will require a public hearing to determine if the building shall be preferably preserved and if a demolition delay period should be set.

**Commented [GP9]:** This exists in current ordinance but has not been implemented. Now that we are embarking on preservation plans it will allow the commission to potentially create this list of significant buildings based upon these plans and send a message to the community of what is already 'significant'

#### § 153.06 DETERMINING A PREFERABLY PRESERVED BUILDING

- (A) The Commission may determine a building to be preferably preserved after considering the following factors:
  - 1. The extent to which demolition of the significant building would be detrimental to the historical or architectural heritage or resources of the City; and,
  - 2. The feasibility of preserving all or part of the building, including an assessment by the Commission and/or their staff liaison on the likelihood that an owner who is motivated to preserve the building would find it likely or possible to do so.
- (B) A preferably preserved building may be subject to the imposition of the demolition delay period as set forth in §153.09 and § 153.10.

**Commented [GP10]:** Clarifying feasibility is item #7 in the memo to council about the ordinance.



## § 153.07 PERMIT APPLICATION

(A.) Demolition Application. When the City receives an application proposing complete demolition of a building that is not exempt per §153.03 the Zoning Enforcement Officer shall forward the application to the Commission's staff liaison who shall proceed to follow the preliminary review steps as set forth in § 153.08.

(B.) Renovation/Alteration Application. When the City receives an application proposing to renovate and/or alter a building that is:

- not exempt per §153.03; and,
- includes exterior alterations,

the Zoning Enforcement Officer, within two business days of receiving the application will determine whether the proposed work constitutes demolition as defined in this chapter, as follows:

1. If the Zoning Enforcement Officer determines, pursuant to this ordinance and the regulations per § 153.04, that such an application constitutes demolition, the Zoning Enforcement Officer shall within five business days of receiving the application notify the Building Commissioner of the determination and forward relevant project information to the Commission's staff liaison to follow the preliminary review steps as set forth in § 153.08.
2. If the Zoning Enforcement Officer determines, pursuant to the regulations, that the application does not constitute a demolition, the Zoning Enforcement Officer shall within five business days of receiving the application notify the Building Commissioner of the determination. Upon being notified of such determination the Building Commissioner may issue the permit if all other requirements pertaining to the requested permit are met.

**Commented [GP11]:** Substantial demolition gets a review by the zoning enforcement officer to see if it is demolition under the regulations.

## § 153.08 PRELIMINARY REVIEW

(A) After receiving notification per § 153.07, the Commission's staff liaison shall determine if the building is on a pre-determined list of significant buildings:

1. If it is on a pre-determined list, the building shall be immediately forwarded to the Commission for a determination if it shall be Preferably Preserved
2. If it is not on a pre-determined list, the staff liaison shall inform the Chair, and the Chair shall form a preliminary review committee, consisting of the Chair (or Acting Chair if applicable) and a second Commission member designated by the Chair. The preliminary review committee shall meet within 15 days to either:
  - i. Make a written determination that a hearing is required as outlined in §153.09 and notify the Building Commissioner in writing of such action, or
  - ii. Make a written determination and notifying the Building Commissioner in writing that no hearing is required, if it agrees either that:
    1. The building is not significant; or,
    2. The proposed scope and/or specific exterior changes in the building permit application for renovation/alteration do not significantly compromise the building's significance.

Upon such determination, the Building Commissioner may issue the demolition permit or building permit for the renovation/alteration if all other requirements pertaining to the requested permit are met.

**Commented [GP12]:** This captures the way the commission is currently using the preliminary review to determine if a building should be sent on to the commission.

## § 153.09 COMMISSION HEARINGS

(A) Upon referral of a building per §153.08, the Commission shall hold a public hearing at its next regularly scheduled meeting after time for adequate notice. Public notice of the time, place and purpose of the hearing shall be disseminated as follows:

1. written notice posted at City Hall 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 three hundred feet of the property line, at least 7 days before the hearing.

In addition to the above requirements, the Commission's staff liaison 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 that is the subject of a public hearing under sub-section (A) provide additional information about the building, including but not limited to:
1. the reason for proposing the work;
  2. the building's condition; and,
  3. a description of the proposed reuse, reconstruction or replacement of the building or exterior elements that would be demolished.
- (C) Unless the building is on a pre-determined list and therefore already determined significant, the Commission shall decide at the public hearing whether the building is significant. If the Commission determines that the building is not significant, then no demolition delay period will apply.
- (D) If a building is significant, the Commission shall determine at the public hearing if the building is preferably preserved. If the Commission determines that the building is not preferably preserved, then no demolition delay period will apply. The determination of significance and determination of preferably preserved may, at the discretion of the chair of the Commission, be completed as a single hearing and vote.
- (E) If the Commission determines a building is preferably preserved, the Commission shall then determine if a demolition delay period shall be set, up to the maximum period as provided in §153.10. In setting the duration of the demolition delay, the Commission shall consider:
- a. The extent to which demolition of the significant building would advance the City's goals as set forth in the most recent Comprehensive Plan,
  - b. Whether the owner has already made bona fide and reasonable efforts to preserve all or part of the building,
  - c. Whether the placement of conditions on the demolition of the building will more effectively serve the public interest than imposing a demolition delay period.
- (F) The commission may determine that a preferably preserved building may be demolished after the completion of conditions. These conditions shall require an applicant to provide one or more of the following to the Commission prior to demolition:
- i. photographic documentation of the building to be demolished;
  - ii. architectural renderings of the building to be demolished;
  - iii. completion of the Massachusetts Historical Commission Form B, with relevant documentation;
  - iv. identification of materials for salvage; and/or,
  - v. a plan for installation of historic or interpretative signage at or near the site.
- If the Commission places conditions on a demolition, then no demolition delay period will apply, except for that which is necessary to complete the conditions that must be completed prior to demolition.
- (G) The Commission shall notify the Building Commissioner and the applicant in writing of its decision at this public hearing.
- (H) The determination of the Commission may be postponed by action of the Commission with written approval from the applicant.

**Commented [GP13]:** This process breaks up these steps to make it clear what the commission needs to do and in what order. At some times it seems confusing to applicants and neighbors that there are many steps here - this would require multiple commission votes, but it makes it clear what the commission is determining in each step.

**Commented [GP14]:** Permitting conditions as an alternative to assessing a demolition period is item #8 on the memo to the council about the ordinance.



- (I) A determination that a building is significant, a determination that the building is preferably preserved and the application of a demolition period may be appealed to a court of competent jurisdiction.

**Commented [GP15]:** This establishes the procedure for appeal, which is unclear in the current ordinance.

#### § 153.10 DELAY PERIOD

- (A) The duration of the demolition delay period shall not exceed twenty-four months.
- (B) If the Commission makes a determination that the building is subject to a demolition delay, the Commission Chair and staff liaison will invite the owner of the building, the applicant (if different than the owner), to work with the Commission's staff liaison to consider alternatives to demolition including but not limited to full or partial preservation, seeking a new owner willing to purchase and preserve the building, or moving the building. The Commission's staff liaison will report the results of this investigation to the Commission at a subsequent meeting and may recommend a mutually agreeable alternative plan with respect to the demolition delay.
- (C) At any time during a demolition delay period, the Commission may hold a public hearing to lift the delay upon determination that one or more of the following have been met:
1. The Commission is satisfied with an alternative developed in conjunction with the Commission Chair and staff liaison, even if that alternative still incorporates complete or substantial demolition;
  2. The Commission is satisfied that for at least 6 months the owner has made continuing bona fide and reasonable efforts to preserve, rehabilitate and restore the subject building, and that the efforts have been unsuccessful; or,
  3. The Commission is satisfied that for at least 6 months the owner has made continuing bona fide and reasonable efforts to locate a purchaser to preserve, rehabilitate and restore the subject building, and that the efforts have been unsuccessful; and/or,
  4. The Commission determines that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore the building and, to the satisfaction of the Commission.
- (D) At the time of a determination by the Commission to lift the delay, the Commission may require of the applicant to complete one or more of the conditions outlined in 153.09(F).

**Commented [GP16]:** This allows applicants to meet with staff to make progress towards a better plan and return to the commission if that plan may satisfy the commission's needs. The language here signals to applicants that, when a delay is imposed, they need not sit and do nothing, but can rework the project and return if they can come up with a better strategy. This is consistent with item #9 on the memo to council about the ordinance.

**Commented [GP17]:** This allows the commission to - in its discretion - decide to end a demo delay period IF the applicant provides salvage, renderings, historical signage, etc. This is also consistent with item #9 in the memo about the ordinance.

#### § 153.11 FEES

The Commission is authorized to adopt a schedule of reasonable fees to cover the costs associated with the administration of this chapter.

#### § 153.12 VOLUNTARY DEMOLITION

- (A) Upon evidence that a building has been demolished in violation of this ordinance, the Commission shall hold a public hearing to determine whether a violation has occurred, which may include the need to determine (if such determination has not already been made) that the building is significant. At that public hearing the owner and/or applicant will be given the opportunity to be heard.
- (B) If the Commission determines that a demolition has occurred in violation of this ordinance, no building permit shall be issued with respect to any work on the premises upon which a significant building has been demolished for a period of up to three (3) years after the date of the completion of the demolition unless the building permit is for the faithful recreation of the demolished building. The Commission, in its discretion, may, at the public hearing, consider a delay period of less than three years, if necessary for the penalty to be proportionate to the violation.
- (C) The property owner shall be responsible for properly securing a building during the demolition delay period to the satisfaction of the Building Commissioner. Should the owner fail to secure the

**Commented [GP18]:** Flexibility here to go less than 3 years, as discussed with city council as noted in item #11 on the memo to the council about the ordinance.

building, the Commission may determine through §153.12(A) and §153.12(B) that a loss of the building (by fire or any other cause) is a demolition in violation of this ordinance.

- (D) A determination that a building has been demolished in violation of this ordinance, and any penalty resulting from the determination, may be appealed to a court of competent jurisdiction.

**Commented [GP19]:** As was done above - this clarifies the appeals process.

#### § 153.13 ENFORCEMENT

The Building Commissioner is further authorized to institute any and all actions and proceedings, in law or equity, as they may deem necessary and appropriate to obtain compliance with the requirements of this chapter or to prevent a threatened violation thereof. The Commission may, in a duly advertised public meeting, request such action of the Building Commissioner.

**Commented [GP20]:** The three year delay is firmly in the control of the commission, through their public hearing process. The additional enforcement, including the fines, are in the control of the building commissioner as is typical with other fine and enforcement efforts that are typically initiated by city staff in their capacity of their appointed positions.

#### § 153.14 EMERGENCY DEMOLITION

Nothing in this chapter shall be construed to derogate the authority of the Building Commissioner derived from Mass. Gen. Laws Ch. 143. However, before acting to demolish a building pursuant to that chapter, the Building Commissioner shall make every reasonable effort to inform the Chair of the Historical Commission of the intention to cause demolition.

#### § 153.99 PENALTY

Demolition of a building without complying with the provisions of this chapter will subject a property owner to a fine of up to \$300 for each day that the violation continues, in addition to any fine that may be imposed for failure to comply with the State Building Code.

**Commented [GP21]:** This substantially simplifies the language in this section. With a full definition of demolish, it does not need to be as complicated as it was before.

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

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

\_\_\_\_\_  
Brendan McCarthy, Council Clerk

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