

NOVEMBER 18, 2025



Watertown City Council

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

CITY COUNCIL MEETING TUESDAY, NOVEMBER 18, 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 November 18, 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
- 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, Brendan T. McCarthy, Council Clerk, and Doug Newton, Municipal Policy Analyst.

2. PUBLIC HEARINGS

A. Public Hearing and Vote on a Proposed Amendment to the Fiscal Year 2026 Budget

City Manager Proakis stated that this item was discussed at the preliminary budget overview. It includes an increase to real estate and property tax relative to new growth, an increase of utilization of free cash that is offset by the received opioid settlements, a higher state aid amount, increase to fire personnel which relates to funding the second fulltime ambulance, and several other personnel adjustments to balance the budget amendment.

Councilor Piccirilli moved to adopt the budget amendment and Councilor Feltner seconded.

Councilor Gannon asked how many students are sent into charter schools.

City Manager Proakis replied that it is a small number, but that he would get the exact figure.

The motion carried unanimously in a Roll Call Vote.

3. MOTIONS, ORDINANCES, ORDERS, AND RESOLUTIONS

A. First Reading on a Proposed Ordinance – “Skip the Stuff” Waste Reduction Ordinance

President Sideris stated that the hearing and vote will be placed on the December agenda.

B. Consideration and Potential Action on the Revised and Updated Administrative Code

City Manager Proakis presented his draft of the Administrative Code (attached below).

Key points included:

- Article 1 describes that an admin code provides for the internal organization and administration of a municipal government. It describes and can establish the various responsibilities, authorities, and methods of administering municipal services.
- Article 2 describes government bodies that are not subject to the admin code are:
 - City Council
 - School Committee
 - Board of Trustees of the Public Library
 - Zoning Board of Appeals

- Board of Election Commissioners
 - Human Rights Commission
 - Licensing Board
- Article 3 of the code establishes consistent standards for all multi-member bodies (19 MMBs) including, but not limited to:
 - Method of appointment and removal
 - Authority of MMBs (advisory, regulatory, ministerial)
 - Internal organizations and rules and regulations
 - Authority to establish subcommittees
 - Eligibility for service
 - Staff assistance
 - Compensation
- MMBs may not employ their own staff
 - This will require a change in operations of the Community Preservation Committee that currently supervises an employee.
 - The recommendation is that staff member joins the Community Design Division of the Department of Community Development and Planning
 - 35 cities have passed CPC
 - 14 of them have the staff member report to the Mayor or City Manager
 - 10 report to the CPC board or Chair
 - 6 have a split of both
- The Chief Assessor is a city employee that will serve as the Chair of the Board of Assessors and is not subject to the City Council confirmation.
- Article 4 describes advisory appointments not subject to section A-301; they are:
 - Ad hoc committees
 - Regional government boards and committees
 - Watertown Cable Access Corporation Board of Directors
 - Housing Authority
 - Residents Advisory Committee
- Article 5 is Administrative Organization
- Article 6 establishes and describes certain administrative policies
- There is a long list of sections of code to be repealed as most of it is outdated and relates to a town form of government that Watertown has not taken part in in decades.

City Manager Proakis then stated that the next steps are to hear comments from the public and the City Council, and then revise the document based on discussion. The Council can only vote to approve or reject the official submission.

Councilor Gardner asked for clarity as to why some MMBs use the term “advisory” while others do not.

City Manager Proakis replied that, within the code, there is reference to advisory and regulatory boards. There may be two different advisory boards where one specifically have “advisory” in its name, but that’s only semantics. If it’s confusing, now could be an opportunity to change it.

Councilor Gardner stated that she believes that the boards should have their role, be it advisory or regulatory, in their specific names for the sake of transparency.

Councilor Airasian asked for clarity designated appointees; would it be done as needed or in perpetuity.

City Manager Proakis replied that the intent is to have the appointee as a commitment and not as an on-call type situation.

Councilor Airasian asked for clarity on the classification of the Cable Access Board.

City Manager Proakis replied that that board is a separate non-profit which has its own bylaws and authority.

Councilor Palomba asked for clarification on the difference between advisory, regulatory, and administrative boards. He stated that there seems to be some overlap with responsibilities, and that there should be clearer definitions for the public. He also asked what next steps, if any, does a regulatory MMB need to take once they reach a decision on a particular regulation for it to be active.

City Manager Proakis replied that the definitions could be improved from how they are currently defined, and that there are some boards that do overlap. Regulatory boards are able to make certain decisions that affect the city. As an example, the Board of Health can pass things like dumpster regulations without the City Council. The Planning Board can make certain regulations, but can also advise the City Council on zoning amendments, so they carry both responsibilities. Then there are boards that are specifically only advisory, like the Stormwater Advisory Committee.

In regard to action after a board reaches an action item, each board has their staff liaison who works with the administration to try to accomplish that goal.

Councilor Gannon asked for an explanation on changes to personnel regulations.

City Manager Proakis replied that the Collins Center combed through the personnel regulations with HR and discovered language that does not relate to the current form of government in town, as well as inconsistencies with operations and union contracts among a litany of other outdated references.

Councilor Gannon expressed his concerns that he does not feel comfortable with large changes without having labor unions to review to make sure they are not losing any rights.

City Manager Proakis replied that in every collective bargaining agreement that has transpired, they have been transparent that their intent is to remove outdated ordinance

language and to put specific references in each of the CBAs where they needed to be.

Councilor Gannon repeated that he wasn't convinced that the non-union or union leaders were consulted in this action, and wouldn't feel comfortable acting on it until he was satisfied.

City Manager Proakis vowed that he would go through the ordinances and handbooks to re-verify that no rights are being taken away, but also impressed the fact that this is an extremely outdated ordinance that, even addressing a specific right in it, may be creating a legal conflict in operation.

Councilor Gannon then remarked that he believes that all boards should be reviewed by the City Council without exception. He then asked if the Affordable Housing Trust is being changed from the existing ordinance.

City Manager Proakis replied that the new language is literally being cut and paste from the previous ordinance to honor all legal provisions.

Councilor Feltner asked to clarify the language of the timeframe of appointments being automatically confirmed if the subcommittees of the City Council have not performed the confirmation appointments. Specifically, the distinction between 30 days passing without action and 30 days passing without the confirmation interview taking place.

City Manager Proakis replied that the language is the same as the code of ordinances, and if that if the Councils seeks to change it, they can.

Councilor Feltner asked for clarification on language on how the Cultural District Committee appointments are made as they are a mix of public and staff.

City Manager Proakis replied that how the appointments come about does not currently exist in any ordinance, but he is happy to receive guidance on it.

President Sideris asked for clarification on the removal protocol of MMB members, and suggested safeguards for individuals who submit legitimate reasons for missing meetings.

City Manager Proakis replied that the language could be tweaked that there should be an inquiry as to why attendance is being missed, and then make a judgment on removal.

President Sideris addressed "the elephant in the room" of the CPC staff being moved into staff department.

Councilor Piccirilli remarked that the move makes sense when considering the form of government and administration. He understands the concern of the CPC giving up control, but he sees it as an example of good management.

Councilor Feltner asked if that means the staff is still funded by the CPC or by the Planning Department.

City Manager Proakis replied that, in most cases, these positions are still funded by the CPC. He stated that staff liaisons are an interesting position in nature, and that he has full confidence that Watertown's staff liaisons are fully capable of professionally balancing

boards with the rest of the administration.

Councilor Palomba expressed that he felt that the idea of a CPC funded staffer that works under the management of the Planning Department is disingenuous. He also relayed that members of that committee have personally reached out with their concerns and feel like the system works for them as is.

Councilor Gannon stated that the CPC itself doesn't have custody of the funds, but instead the City Council does. He continued by saying that he does not see a difference between the appointments and subsequent organizational structure of how their staffer should be treated. All employees are managed by someone.

Councilor Feltner expressed the concern of a staff liaison directing the committee with administration's objectives, but does understand the efficiency aspect of the proposal.

Councilor Gardner stated that she is comfortable with the proposal. She also noted that employees deserve resources, training, support etc.

President Sideris added that he believes the subject of who pays for the position should be a policy decision and not a part of the admin code.

Dennis Duff – 33 Spruce Street – CPC Member – Stated that the Watertown Redevelopment Association, which he was a part of, was similar situation of having a state board that has separate funding. He noted that the greatest aspect of that body was that there was independence without pressure from the administration or elected officials. He expressed concern with having a city appointed staff person who the CPC doesn't work well with. He said he was proud of the work that they have done, and he takes his responsibilities seriously.

Max Gunther – 124 Spruce Street – Commented that the provisions for what needs approval from the City Council as opposed to the City Manager seems to fluctuate and was curious if there are discrepancies with older code. He specifically mentioned the threshold of settling lawsuits and procurements.

City Manager Proakis replied that there is a redundancy of procurement language, and that the admin code cleans that up. For settlements, currently, the City Manager has to go to the City Council for approval for amounts over \$2,500. Realistically, that figure is lower than most small settlements today, so the suggested threshold has been moved to \$20,000.

Rita Colafella – 56 Cuba Street – Remarked that she believes that having an employee not report to the administration could open up a situation of abuse, which could in turn could come back to hurt the city.

Councilor Piccirilli moved to instruct the City Manger to take in feedback on the proposal and return with a redlined revised draft. Councilor Feltner seconded.

The motion carried unanimously in a Voice Vote.

- C. Consideration of Temporary Modification to the Winter Parking Ban Regulation Enforcement Period to begin on January 1st, 2026 and Recommendations from the Traffic Commission on Revised Fines and Penalties during Snow Emergencies - Policy Guidance to be Provided to the City Manager for Further Action

President Sideris stated that there will be no discussion to remove the winter parking ban, but rather a discussion to temporarily change the ban's time to two months, which will give the City Manager time to review a parking study.

City Manager Proakis remarked that traffic regulations are not in an ordinance section, but regulatory. The City Manager can make traffic policies, but only with the recommendations of the Traffic Commission. There is a regulation in Watertown that states there is no overnight parking regardless of what time of year, but that it is lifted every year outside of wintertime. There is also a regulation on snow emergency regulations. Despite these regulations, it is difficult to get all the community to engage in it. The suggestion to shorten the ban is okay, but there needs to be stricter enforcement of snow emergencies as the current \$25 fine does not discourage people from parking on the street. After speaking with the Traffic Commission, they have approved increasing the fine for street parking during snow emergencies to \$100. Tonight, he is seeking direction of when to implement the ban, as well as approval of the raise in fine amount.

Councilor Piccirilli made a motion that the winter parking ban be temporarily modified to effectively begin on January 1, 2026 and end on March 1, 2026 for the 2026 winter season. Councilor Feltner seconded.

Councilor Gardner asked for all motions pertaining to the actions tonight be read out.

Councilor Piccirilli stated that the second motion is to acknowledge the recommendations of the Traffic Commission to increase the fines during snow emergencies to \$100. And that the third motion is to request the City Manager ask the Traffic Commission to examine the fines for overnight parking during the winter parking ban.

Councilor Izzo asked what the current fines are for snow emergencies and overnight parking.

City Manager Proakis replied that snow emergencies are currently \$25, but would be moved up to \$100. Overnight parking during the ban is currently \$15.

President Sideris added that this could present an opportunity of adding a flyer in the tax bill of updated fines as well as direction on how to sign up for notification alerts.

Councilor Gannon expressed that there needs to be a lot of energy pushed into alerting the public of the changes.

Councilor Feltner asked if there would be more than one ticket per emergency or towing.

City Manager Proakis stated that there would only be one ticket per emergency. In terms of towing, they reserve the right to tow during any emergency. The truth is that they don't have the means to pull off a large scale towing operation that other communities do. The city will tow cars if they are obstructive or too close to the curb etc. if it needs to happen.

Councilor Airasian stated that he believes this is a complex issue. He believes that changing current standards prior to getting the traffic study back would be premature, and that there could be a possibility of these proposals doing more harm than good. He also expressed that, after considering lengths of implementing programs like better streets, we are walking a fine line of wanting to reduce vehicles on streets, but actually adding more.

Councilor Gardner asked clarity if the snow emergency fines would only take place during the updated ban timeline.

President Sideris replied that a snow emergency can be declared at any time, and the new fines would be implemented if this passes.

Councilor Airasian added that there is a concern for public safety, and more cars on the street during snowstorms may undermine efforts like the budget amendment for the second ambulance that passed tonight.

The motion carried 7 yes (Bays, Gannon, Gardner, Izzo, Palomba, Piccirilli, Sideris) 2 no (Airasian, Feltner) in a Roll Call Vote.

Councilor Piccirilli motioned to acknowledge the recommendations of the Traffic Commission to increase the fines during snow emergencies to \$100 and Councilor Feltner seconded.

The motion carried unanimously in a Voice Vote.

Councilor Piccirilli motioned to request the City Manager to ask the Traffic Commission to examine the fines for overnight parking during the winter parking ban and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

4. COMMUNICATIONS FROM THE CITY MANAGER

- A. Qualifications and Qualities for the Assistant City Manager for Community Development and Planning per Charter Article 3 Section 3A

City Manager Proakis requested the referral to committee.

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

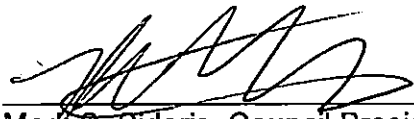
5. RECESS OR ADJOURNMENT

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 8:16 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 4 for, 0 against, and 0 present on December 9, 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

Special City Council Meeting
Tuesday, November 18, 2025 at 6:00 PM
Richard E. Mastrangelo Council Chamber
Administration Building, 149 Main Street
List of Documents

1. Fiscal Year 2026 Budget Amendment – Item 2A
2. Skip the Stuff Ordinance Draft – Item 3A
3. Admin Code Draft – Item 3B
4. Email from Hannah Rakoff

ADDENDUM TO THE
MINUTES OF THE
NOVEMBER 18, 2025
SPECIAL CITY COUNCIL
MEETING



Special City Council Meeting
Tuesday, November 18, 2025 at 6:00 PM
RICHARD E. MASTRANGELO COUNCIL CHAMBER

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on November 18, 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
 - G. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>
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- 1. ROLL CALL
- 2. PUBLIC HEARINGS
 - A. Public Hearing and Vote on a Proposed Amendment to the Fiscal Year 2026 Budget
- 3. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
 - A. First Reading on a Proposed Ordinance - "Skip the Stuff" Waste Reduction Ordinance
 - B. Consideration and Potential Action on the Revised and Updated Administrative Code - public comment will be permitted
 - C. Consideration of Temporary Modification to the Winter Parking Ban Regulation Enforcement Period to begin on January 1st, 2026 and Recommendations from the Traffic Commission on Revised Fines and Penalties during Snow Emergencies - Policy Guidance to be Provided to the City Manager for Further Action
- 4. COMMUNICATIONS FROM THE CITY MANAGER
 - A. Qualifications and Qualities for the Assistant City Manager for Community Development and Planning per Charter Article 3 Section 3A.
- 5. 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: NOVEMBER 18, 2025

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

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 18, 2025**

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

Motion to approve a budget amendment for Fiscal Year 2026



Watertown City Council

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

ORDER # 117

2025 - O - 117

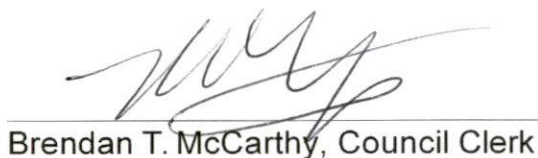
ORDER ADOPTING AN AMENDMENT TO THE FISCAL YEAR 2026 BUDGET

BE IT ORDERED: That the City Council of the City of Watertown hereby adopts an amendment to the Fiscal Year 2026 General Budget as attached.

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


Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above order was adopted by a vote of 7 for, 0 against, and 0 present on November 18, 2025.


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

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

John M. Airasian,
Councilor At Large

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



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: November 7, 2025

RE: Proposed Amendment to the Fiscal Year 2026 Budget

Attached please find correspondence from City Auditor Megan Langan regarding a proposed amendment to the Fiscal Year 2026 Budget. The amendment increases revenues to support revised expenditures, including a second ambulance, school funding, restoration of unspent Opioid Funds for Human Services, and transfer of the Veterans Service Officer salary to that department.

A public hearing and formal vote on the budget amendment are scheduled for November 18, 2025.

Thank you for your time and consideration of this matter.



CITY OF WATERTOWN

Auditor

Administration Building
149 Main Street
Watertown, MA 02472-4410

Megan Langan
City Auditor

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

TO: GEORGE PROAKIS, CITY MANAGER
FROM: MEGAN LANGAN, CITY AUDITOR
DATE: November 5, 2025
RE: AGENDA ITEM – PROPOSED BUDGET AMENDMENT #2

Below please find for your review a Proposed Amendment #2 to the Fiscal Year 2026 Budget.

This amendment, consistent with the Preliminary Budget Overview, adjusts revenues based on increased new growth, final state aid figures, and the appropriation of certified free cash. The increased revenues will be used to fund expenditure line items, including those aligned with the final "Cherry Sheet" numbers. The amendment also allocates funding to fully support a second ambulance and provides additional resources to the School Department.

A key component of this amendment is the use of free cash to restore unspent Opioid Funds from the operating budget of fiscal years 2023-2025. These funds, which were previously carried over into certified free cash, will now be available for use by the new Human Services Department. Additionally, the salary line item for the Veterans Service Officer has been formally transferred from the Veterans Services Department budget to the Human Services Department budget.

REVENUE	INCREASE (DECREASE)	TO READ
REAL ESTATE AND PROPERTY TAXES	\$ 1,030,620	\$ 175,270,936
UTILIZATION OF FREE CASH	\$ 285,456	\$ 11,185,456
STATE AID	\$ 149,232	\$ 17,075,638
TOTAL REVENUE ADJUSTMENT	\$ 1,465,308	
EXPENDITURES	INCREASE (DECREASE)	TO READ
SCHOOL CHOICE ASSESSMENT 0182056-560629	\$ 71,280	\$ 274,151



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

METROPOLITAN AREA PLANNING COUNCIL 0182056-560641	\$	(32)	\$	21,382
MBTA ASSESSMENT 0182056-560661	\$	(326)	\$	2,705,579
CHARTER SCHOOL ASSESSMENT 0182056-560630	\$	15,303	\$	133,435
EDUCATION 0195000-590999	\$	211,875	\$	62,105,787
FIRE FULL TIME SALARIES 0122051-510111	\$	681,752	\$	9,897,053
VETERANS FULL TIME SALARIES 0154351-510111	\$	(110,139)	\$	-
HUMAN SERVICES FULL TIME SALARIES 0153051-510111	\$	110,139	\$	460,364
FIRE MEDICAL SUPPLIES 0122052-550500	\$	40,000	\$	108,065
CITY HEALTH INSURANCE 0191200-510180	\$	160,000	\$	6,899,723
TRANSFER TO OPIOID SETTLEMENT FUND 0194000-596822	\$	285,456	\$	285,456
TOTAL EXPENDITURE ADJUSTMENT	\$	1,465,308		

Given this Amendment #2, the Fiscal Year 2026 Revenues and Expenditures will each be increased by \$1,465,308. Therefore, the revised Fiscal Year 2026 Revenues and Expenditures would be \$227,198,539.

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.

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

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Monday – Friday 9:30 am - 4:30 pm
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Order Number	759268	Order Price	\$556.59
Sales Rep.	Lindy Rodriguez	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	11/8/2025	Last Run Date	11/8/2025
Payment Type			

AD PREVIEW:

Legal Notice

The City Council of Watertown hereby gives notice of a public hearing and vote to be held on Tuesday, November 18, 2025 at 6:00 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 the following proposed amendment to the Fiscal Year 2026 City Budget:

The Fiscal Year 2026 Revenues and Expenditures will each be increased by \$1,465,308. Therefore, the revised Fiscal Year 2026 Revenues and Expenditures would be \$227,198,539. Interested parties are encouraged to participate in this public hearing. A copy of the proposed budget amendment 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.

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 #

2025 – O –

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

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- 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.

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- 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.

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- 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.

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 18, 2025**

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

Motion to instruct the City Manager to take in feedback on the proposal of the Admin Code and return with a redlined revised draft



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George Proakis, City Manager

Date: November 14, 2025

RE: Agenda Item – Administrative Code Draft

As a follow-up to the September 23, 2025 City Council meeting, during which I presented a preliminary draft of the proposed Administrative Code for Watertown, please find attached the following materials for your review and discussion:

- Draft Administrative Code submitted on September 23, 2025
- Draft Administrative Code with references to sections that are being moved into the current Code of Ordinances
- Sections of the City Code of Ordinances proposed to repeal
- Sections of the City Code of Ordinances proposed to amend
- Comments from various board chairs



George J. Proakis
City Manager

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Watertown, MA 02472
Phone: 617-972-6465
www.watertown-ma.gov
Citymgr@watertown-ma.gov

To: Honorable City Council

From: George Proakis, City Manager

Date: September 22, 2025

RE: Agenda Item – Administrative Code Draft

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

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

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

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

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

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

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

Changes to Multi-Member Bodies (MMBs)

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

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

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

Changes to City Departments and Administration

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

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

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

cc: Emily Monea, Deputy City Manager

DRAFT

September 19, 2025

City of Watertown, MA Administrative Code

DRAFT

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DRAFT

Article I – Introduction

§ A-101 Introduction and regulatory authority

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

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

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

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

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

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

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

Article II – Agencies not Subject to Modification by Administrative Code

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

§ A-201 Elected Offices

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

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

§ A-202 Appointed Offices

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

§ A-203 Appeals, Zoning Board of

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

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

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

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

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

§ A-204 Election Commissioners, Board of

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

§ A-205 Human Rights Commission

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

§ A-206 Licensing Board

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

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

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

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

Terms are 3 years and expire on February 15.

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

Article III – Multiple-Member Appointive Organization

§ A-301 Offices and standards

- A. Generally.

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

- B. Terms of office.

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

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

C. Method of appointment; removal

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

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

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

Multiple-member bodies may be:

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

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

§ A-302 Affordable Housing Trust

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

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

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

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

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

§ A-303 Aging, Council on

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

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

§ A-304 Assessors, Board of

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

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

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

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

§ A-305 Bicycle and Pedestrian Committee

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

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

§ A-306 Biosafety Committee

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

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

§ A-307 Community Preservation Committee

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

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

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

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

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

§ A-308 Conservation Commission

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

Local reference: Ch. 154

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

§ A-309 Cultural Council

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

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

§ A-310 Disability, Commission on

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

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

§ A-311 Environment and Energy Efficiency Committee

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

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

§ A-312 Health, Board of

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

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

§ A-313 Historic District Commission

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

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

Local reference: Remainder of City Code, Title XV, Ch. 152; Ordinance 16-4-23-2002.

- A. Established. There shall be a Historic District Commission consisting of 7 members, including:
 - a. 1 member from 2 nominees submitted by the Historical Society of Watertown, or in its absence, by Historic New England
 - b. 1 member from 2 nominees submitted by the local American Institute of Architects chapter
 - c. 1 member from 2 nominees submitted by the Massachusetts Association of Realtors
 - d. 1 member who is a resident of and/or property owner in the Mount Auburn Street Historic District
 - e. 3 other individuals with interests and concerns in historic preservation who need not be residents of the district.

If within 30 days after submission of a written request for nominees to any of the organizations herein named no nominations have been made, the City Manager may proceed to appoint the Commission without nominations by the organization.

- B. Authorities and responsibilities. The Historic District Commission administers the Mount Auburn Street Historic District and seeks to preserve and protect the distinctive characteristics of buildings and places significant in the history of the commonwealth and

its cities and towns. The Historic District Commission maintains and improves the settings of those buildings and places and encourages new designs compatible with existing buildings in the district. The Historic District Commission reviews exterior architectural features from the public way and can prevent demolitions and inappropriate alternations within the district.

The authority of the Historic District Commission shall not extend to the review of the following categories, structures, or architectural features:

- a. Terraces, walks, sidewalks, driveways, street lighting, and traffic lighting provided that any structure is substantially at grade level
- b. Storm doors and windows, screens, and window air conditioners
- c. The color of paint
- d. The color of materials used on roofs
- e. The reconstruction, substantially similar in exterior design, of a building, structure, or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided the reconstruction is begun within 1 year thereafter and carried forward with due diligence
- f. The ordinary maintenance, repair, or replacement of any exterior architectural feature which does not involve a change in design, material, or the outward appearance thereof or landscaping with plants, trees, or shrubs

Nothing in this section shall be construed to prevent meeting the requirements certified by a duly authorized public officer to be necessary for the public safety, nor construed to prevent any construction or alteration under a permit issued prior to the effective date of this section.

- C. The Historic District Commission is an advisory and regulatory multiple-member body of the City.

§ A-314 Historical Commission

State Law Reference: Mass Gen law Ch 40 8

Sections to Replace: City Code, Title XV, Ch. 156.07

Local reference: City Code, Title XV, Ch. 153, and remainder of Ch. 156; Ordinance 2023-0-54; Ordinance 2, § 1, 1-12-2010; Ordinance 97-10-28-1997.

- A. Established. There shall be a Historical Commission consisting of 7 members.
- B. Authorities and responsibilities. The mission of the Historical Commission is to preserve, protect, and advocate for the City's historical and archaeological resources. The Commission's responsibilities include promoting awareness of historic landmarks; recommending designation of new landmarks; implementing the demolition delay ordinance; researching places of historic or archaeological value; conducting educational outreach to the community; and establishing long-lasting protection of these resources

for future generations. The Commission promotes public awareness and appreciation of landmarks by maintaining a list of landmarks, distributing materials explaining their significance and, with the agreement of property owners, providing identifying signs and explanatory materials. The Commission assists owners of landmarks by providing preservation guides and information regarding maintenance, restoration, rehabilitation, tax benefits, grants, and listings on the National Register of Historic Places. The Commission cooperates with the Massachusetts Historical Commission and the state archaeologist and renders opinions and recommendations to the City Council, City departments, and the public.

- C. The Historical Commission is an advisory and regulatory multiple-member body of the City.

§ A-315 Memorialization Committee

Sections to Replace: City Code Subchapter V, Ch. 36, §36.16 to 36.21

- A. Established. There shall be a Memorialization Committee consisting of the City Manager or their designee, a member of the City Council as designated by the Council President, and 3 residents appointed pursuant to § A-301(C). The City Manager's designee may be a City employee.
- B. Authorities and responsibilities. The Memorialization Committee will serve to provide a systematic, consistent, and transparent approach for making recommendations to the City Council for the naming of all public spaces and the installation of all memorial objects in public spaces, except for veteran memorials and dedications, pursuant to the City Code of Ordinances, Subchapter V, Ch. 36, §36.16ff. Public spaces include but are not limited to parks, playgrounds, and other open spaces; streets, squares, and intersections; and City buildings under the City Manager's jurisdiction. The Watertown Public Library building and buildings, structures, and facilities on school property are excluded.

The Committee reviews matters involving memorialization upon referral by the City Manager or the City Council and allows for public participation in their process of developing recommendations for the City Council. To the extent the Committee recommends naming public spaces in honor of specific individuals, the Committee considers the following: (i) the public interest to be served by honoring the individual; (ii) the leadership role or distinguished service of the individual, considering the quality of contribution along with the length of service; and (iii) the association the individual has with the proposed naming location. The Committee seeks to honor those who represent the broad diversity of individuals who have contributed to the City.

The Committee may recommend that requestors for the installation of memorial objects in public spaces pay a reasonable fee to cover associated costs of the purchase, installation, and maintenance of the object. Recommendations made by the Committee

are not binding and are subject to consideration by the City Council in their discretion.

The City Council has sole authority to remove or replace the naming of any public space or memorial object if, with the passage of time, it determines the public interest is no longer being served by such naming.

- C. The Memorialization Committee is an advisory multiple-member body of the City.

§ A-316 Planning Board

State law reference: G. L. c. Ch. 40A; Ch. 41, §§ 81A-81J.

Sections to Replace: City Code, Title III, Ch. 31, § 31.64; Ordinance 2024-0-28.

- A. Established. There shall be a Planning Board consisting of 5 members and 1 associate member.
- B. Authorities and responsibilities. The Planning Board shall be empowered to carry out all duties entrusted to it by law and regulation, including, but not limited to, development of a comprehensive plan and administration of the Subdivision Control Law pursuant to G. L. c. 41, as well as actions pursuant to the Zoning Act, G. L. c. 40A. The Planning Board shall also have all powers, duties, and responsibilities that are given to planning boards by the General Laws, the Charter, and the City Code of Ordinances.

The associate member shall be entitled to participate in all Planning Board meetings and discussions, but shall have no vote unless the Planning Board Chair shall designate the associate member to sit as a member for the sole purpose of acting on a special permit application upon the absence, inability to act, or conflict of interest of any member of the Planning Board or upon a vacancy on the Planning Board.

- C. The Planning Board is an advisory and regulatory multiple-member body of the City.

§ A-317 Public Arts and Culture Committee

Sections to Replace: City Code, Title III, Ch. 36, §§ 36.08-36.10; Resolution No. 2021-R-23

- A. Established. There shall be a Public Arts and Culture Committee consisting of 9 members: 8 appointed pursuant to § A-301(C) and 1 Cultural Council member designated by the Cultural Council annually for a term of 1 year.
- B. Authorities and responsibilities. The Public Arts and Culture Committee advises the City and makes recommendations on art in public places and cultural and community life, especially programming that enhances the public realm, engages community life and cultural diversity, and fosters social cohesion. Art in public places may include permanent, semi-permanent, temporary, and ephemeral artworks and activations that create a vibrant, welcoming, inclusive, and connected public realm.

- C. The Public Arts and Culture Committee is an advisory multiple-member body of the City.

§ A-318 Stormwater Advisory Committee

Local reference: City Code, Title IX, Ch. 97; City Council Resolution 36-R-2009-36; Stormwater Rules and Regulations, 2021.

- A. Established. There shall be a Stormwater Advisory Committee consisting of 7 members:
 - a. 4 resident members, 3 of whom shall be appointed pursuant to § A-301(C) and 1 of whom shall be appointed by the City Council President, and at least 2 of whom shall have relevant professional experience related to stormwater management
 - b. The assistant City Manager for community development and planning or their designee as approved by the City Manager
 - c. The director of public works or their designee as approved by the City Manager
 - d. The conservation agent.
- B. Authorities and responsibilities. The Stormwater Advisory Committee advises the department of public works by reviewing and making recommendations on stormwater ordinances and related regulations, identifying and advocating for stormwater funding through grants or other sources, developing educational programs to increase public awareness of stormwater management, and performing any other tasks relevant to assisting the department with the implementation of best practices for stormwater management.
- C. The Stormwater Advisory Committee is an advisory multiple-member body of the City.

§ A-319 Solid Waste and Recycling Advisory Committee

Sections to Remove: City Code, Title III, Ch. 36, §§ 36.11-36.15

Local Reference: City Council Resolution 2022-R-1

- A. Established. There shall be a Solid Waste and Recycling Advisory Committee consisting of 6 members.
- B. Authorities and responsibilities. The Solid Waste and Recycling Advisory Committee is advisory to the Department of Public Works with the following responsibilities: research and make recommendations on recycling and reduction of solid waste; increase public awareness for recycling and reduction of solid waste; identify and implement community-based initiatives to divert material from the waste stream; and perform other tasks related to best practices for recycling and reduction of solid waste in accordance with the commonwealth's solid waste master plan.
- C. The Solid Waste and Recycling Advisory Committee is an advisory multiple-member body of the City.

§ A-320 Traffic Commission

Sections to Remove: City Code, Title VII, Ch. 70.01 – 70.07

Local reference: Remainder of City Code, Title VII, Ch. 70; Ordinance 15-0-2001-15 and Ordinance 2024-O-82 (Traffic Rules and Regulations).

- A. Established. There shall be a Traffic Commission consisting of 9 members:
 - a. The Chief of Police or their designee as approved by the City Manager
 - b. The Chief of the Fire Department or their designee as approved by the City Manager
 - c. The Director of Public Works or their designee as approved by the City Manager
 - d. The City Engineer or their designee as approved by the City Manager
 - e. The Director of the Department of Community Development and Planning or their designee as approved by the City Manager
 - f. Four residents representing a broad range of road users including pedestrians, transit users, bicyclists, motorists, and commercial users appointed pursuant to § A-301(C).
- B. Staff liaisons. The City Manager shall designate a staff liaison to arrange meetings, supply records, obtain data, prepare reports, and attend to the other duties as shall be decided by the Commission. The Police Chief shall designate a Police liaison to the Commission who shall provide recommendations to the Commission based upon best practices in community policing.
- C. Authorities and responsibilities. The Traffic Commission shall suggest and advise the City Manager in ways and means to regulate traffic in the City with a view towards implementing the City's comprehensive plan and complete streets strategies, reducing crashes, addressing traffic congestion, and increasing safety for motor vehicle drivers and passengers, pedestrians, bicyclists, and users of alternative modes of transportation. The Commission shall study and make recommendations on road and design projects and any proposed addition or deletion of crosswalks, stop signs, traffic signals, signage, parking meters, or parking spaces, as well as on any proposed traffic calming measures or traffic directional changes.
- D. All traffic rules and orders, complaints, or suggestions relative to traffic conditions in the City shall be submitted through the staff liaison to the Traffic Commission for study and recommendations before being acted on by the City Manager.
- E. The Traffic Commission is an advisory multiple-member body of the City.

Article IV – Advisory Appointments

§ A-401 Offices and standards

Generally. This part of the Administrative Code describes multiple-member advisory bodies and City Manager appointments not subject to § A-301 and further delineates the manner and time of appointment, terms of appointment, and authorities and responsibilities.

§ A-402 Ad hoc committees

Ad hoc committees may be appointed by the City Manager for the purpose of assisting the City Manager in carrying out the City Manager's responsibilities. Advisory committees shall have no official authority on behalf of the City and shall not be considered a board, commission, committee, or subcommittee of the City. Appointments to advisory committees are not subject to City Council confirmation. These committees dissolve once their purposes are accomplished. Appointments are not subject to § A-301.

§ A-403 Regional governmental boards and committees

The City's representatives to regional governmental boards and committees shall be appointed by the City Manager and are not subject to City Council confirmation unless otherwise required by law. These regional government boards and committees include but are not limited to the Metropolitan Area Planning Council, Massachusetts Port Authority Advisory Committee, Massachusetts Water Resources Authority Advisory Board, and Massachusetts Bay Transportation Authority Advisory Board.

§ A-404 Watertown Cable Access Corporation Board of Directors

The City Manager appoints 6 of the members and the superintendent of the public schools appoints 3 of the members of the Watertown Cable Access Corporation Board of Directors pursuant to their Articles of Organization and Bylaws.

§ A-405 Housing Authority

State Law Reference: G. L. c. 121B, §§ 3, 5.

Local reference: Town Meeting of 1947 Article 3 and Town Meeting of 1948 Article 25

Sections to be Removed: City Code, Title VII, Ch. 31.67

- A. Established. The City of Watertown, determining and declaring there is a need for providing dwellings available for families of low income at a rent they can afford in the City, determines that a Housing Authority is needed and provides for organization of the Housing Authority. The Housing Authority is established, consisting of 5 members with 5-year terms that expire May 15, of which 4 are appointed by the City Manager and confirmed by the City Council, including one tenant and one union member submitted pursuant to G. L. c. 121B, § 5, and 1 appointed by the Governor of the Commonwealth.

- B. Authorities and responsibilities. The Housing Authority is responsible for managing Housing Authority properties and systems in accordance with state and federal policies and guidelines.

§ A-406 Residents Advisory Committee

Local reference: Charter § 3-7.

- A. Established. There shall be a Residents Advisory Committee, consisting of up to 5 members with 3-year terms that expire January 1. Members of the Residents Advisory Committee are appointed by the City Manager and are not subject to confirmation by the City Council.
- B. Authorities and Responsibilities. The Residents Advisory Committee assists with recruitment, evaluation, and selection of candidates for appointment to the City's volunteer multiple-member bodies. The Resident Advisory Committee works with the City Manager to establish policies and practices to actively encourage a diverse pool of applicants, recognizing the importance of diversity in appointments, including, but not limited to, gender identity, sexual orientation, race, and ethnicity.
- C. The Residents Advisory Committee is an advisory multiple-member body of the City.

Article V – Administrative Organization

§ A-501 Offices and standards

- A. Generally. This part of the Administrative Code establishes and describes the administrative agencies of the City and broadly highlights the authorities and responsibilities of each.
- B. Supervision. All administrative agencies, except the Watertown Free Public Library and Watertown Public Schools, are under the jurisdiction and supervision of the City Manager. The Department of Public Buildings is under the joint supervision of the City Manager and the School Superintendent. The City Manager may assign daily oversight of individual agencies to 1 or more of the Assistant City Manager or Deputy City Manager positions, by providing notice of such oversight assignments to the City Council and providing an updated organizational chart with these assignments on the City's website.
- C. Coordination of operations. The City Manager coordinates the operation of the administrative agencies by implementing the powers and duties delineated in Charter § 3-2.

- D. City Council coordination. Administrative agencies provide professional support to the City Council primarily through the City Manager. All agencies under the jurisdiction of the City Manager ensure that the City Council receives objective, timely, professional, and accurate information upon request to better assist the City Council in its legislative and policy decision-making process. The transmittal of reports between the City Council and these agencies shall be routed through the City Manager.
- E. Annual reports. Pursuant to Charter § 3-2-13(C), all agencies shall prepare an annual report of their activities and submit it to the City Manager on or before the fourth Friday in March. The annual report shall be completed each April and describe the activities of the previous calendar year

§ A-502 Assessing

- A. Established. There shall be an Assessing Department under the supervision of a Chief Assessor.
- B. Authorities and responsibilities. The Assessing Department creates and maintains a database that includes property characteristics and ownership information for every parcel within the City. This information forms the basis for the department to apportion the tax levy fairly and equitably among all the taxpaying accounts. In addition, the department administers motor vehicle excise tax, acts on statutory exemptions, and considers abatements regarding property values.

§ A-503 Auditing

- A. Established. There shall be an Auditing Department under the supervision of a City Auditor. The City Auditor is appointed by the City Council under Charter § 2-7a and supervised by the City Council President under Charter § 2-7f. All additional Auditing department staff positions are appointed by the City Manager.
- B. Authorities and responsibilities.
 - a. The Auditor shall have and perform for the City all powers and duties prescribed by the provisions of the General Laws governing municipal auditors and accountants.
 - b. The City shall cause to be made annually, with the approval of the City Council, an outside audit of the books and accounts of the City. The audits shall be conducted in accordance with generally accepted government auditing standards and shall be presented to the City Council upon its completion.
 - c. The outside audit shall be performed by an external auditor or public accountant who meets the independent standards set forth under the generally accepted government auditing standards. The outside auditor shall have an appropriate background and training in municipal account systems.

- d. The Auditing Department is responsible for ensuring the City's financial reports are accurate and legally compliant. The City Auditor oversees the financial management of City agencies by verifying cash balances, maintaining financial records, and compiling statements on expenditures and appropriations. The City Auditor examines all original bills, vouchers, and accounts to verify financial accuracy and legal compliance, scrutinizes all bills and payrolls, and issues warrants for payment if found correct. The Auditing department has the right to reject fraudulent, excessive, or unlawful claims. The City Auditor maintains custody of all City contracts and produces year-end statements detailing budgeted versus actual spending and future budget estimates for the City Manager and City Council as well as assists in developing the annual budget, capital improvement programs, and long-term financial forecasts.

§ A-504 City Clerk's Office

- A. Established. There shall be a City Clerk's Office under the supervision of a City Clerk.
- B. Authorities and responsibilities. The City Clerk's Office is responsible for maintaining vital records (birth, marriage, death) and preserving the City's official and historical documents. The City Clerk is the keeper of the City seal, administers oaths to elected and appointed officials, and serves as the public records access officer. The office supports the Board of Election Commissions and administers elections and the annual City census. The department intakes and ensures appropriate response to public records requests and receives and forwards legal claims to the City's insurer. It ensures all employees and members of multi-member bodies complete the state-mandated training in the Conflict of Interest Law. The department provides members of multi-member bodies with the Open Meeting Law and posts public meeting notices. It coordinates the issuance of a variety of licenses and supports the Licensing Board. The City Clerk carries out all other duties required by state law.

§ A-505 City Manager's Office

- A. Established. There shall be a City Manager's Office under the supervision of a City Manager.
- B. Authorities and responsibilities. The City Manager's Office supports the City Manager in implementing the powers and duties delineated in Charter § 3-2.

§ A-506 Community Development and Planning

- A. Established. There shall be a Department of Community Development and Planning under the supervision of an Assistant City Manager for Community Development and Planning. The Department of Community Development and Planning is responsible for developing

and implementing the City's Comprehensive Plan, area plans, and related programs and policies. The Department of Community Development and Planning shall have the following divisions: Community Design, Inspectional Services, and Planning and Zoning; and the following teams: Code Enforcement, Events, and Sustainability.

- B. Community Design Division authorities and responsibilities. The Community Design Division focuses on enhancing the quality of life and attracting investment in the City by pursuing urban design programs; parks, open space, and public realm improvements; arts and culture activities; historic preservation; and strategic engagement with the business community.
- C. Inspectional Services Division authorities and responsibilities. The Inspectional Services Division protects community health, welfare, and safety by enforcing codes as they pertain to the safe construction and operation of buildings, including building, electrical, and plumbing and gas codes.
- D. Planning and Zoning Division authorities and responsibilities. The Planning and Zoning Division is responsible for coordinating planning activities related to transportation, housing, and land use, including updating and implementing the City's zoning ordinance.
- E. Code Enforcement Team authorities and responsibilities. The Code Enforcement Team enforces all zoning ordinances and general City ordinances, enforces decisions of the Planning Board and Zoning Board of Appeals, and educates the public about the City's codes and regulations.
- F. Events Team authorities and responsibilities. The Events Team is responsible for the organization, promotion, and planning of City-sponsored events, festivals, and activities, as well as the operation and management of the Commander's Mansion, a historic event venue owned by the City.
- G. Sustainability Team authorities and responsibilities. The Sustainability Team is responsible for development and implementation of the Resilient Watertown Climate and Energy plan as well as policies and programs to achieve the goals established in the plan to reduce the City's contribution to climate change and enhance the City's ability to prepare for its impacts.

§ A-507 Constituent Services

- A. Established. There shall be a Constituent Services Department under the supervision of a Director of Constituent Services.
- B. Authorities and responsibilities. The Constituent Services Department manages the 311 Service Center and is responsible for managing all incoming inquiries, concerns,

comments, and questions. The department is also responsible for logging non-emergency requests or guiding constituents on how to do so. It collaborates with departments to ensure that these requests are completed promptly and that constituents are informed about the status of their requests in a timely manner. Additionally, the Constituent Services Department contributes to the improvement of City government through accurate and consistent service delivery measurements. The Constituent Services Department upholds the highest quality assurance standards and serves as a bridge between the community and the government, keeping accurate records of customer interactions, requests, and feedback.

§ A-508 Fire

- A. Established. There shall be a Fire Department under the supervision of a Fire Chief, who shall also function as the Emergency Management Director.
- B. Authorities and responsibilities.
 - a. The Fire Department takes all necessary steps for the extinguishment of fires and the mitigation of hazardous incidents within the City, including the utilization of all necessary personnel and equipment, the destruction of any building or structure, and the removal of any obstruction for the purpose of checking or extinguishing fires or hazardous incidents. The department provides emergency medical services to include initial patient care and ambulance transportation to area hospitals. The department assists in the re-establishment of order in the event of civil disturbance, disaster, riot, or any other declared emergency. The department investigates the causes of all fires and provides written reports of all suspected arson and inspects all buildings and structures as provided for by the state fire code. The department establishes the location, relocation, or removal of all public fire alarm boxes.
 - b. The Fire Department shall also function as the Emergency Management Department to carry out emergency management duties prescribed in the General Laws and local ordinances. The department provides planning, resources, communication, and recovery services in support of emergencies within the City. The department updates and maintains emergency plans including the comprehensive emergency management plan and affiliated hazardous materials emergency response plans.

§ A-509 Human Resources

- A. Established. There shall be a Human Resources Department under the supervision of a Human Resources Director.
- B. Authorities and responsibilities. The Human Resources Department advises and assists the City Manager and department heads on a broad range of personnel matters, including

position classification, compensation levels, employee and labor relations, grievances, and disciplinary actions. The department is responsible for the development, implementation, and administration of personnel policies and the City's classification and compensation plans. The department participates in collective bargaining negotiations and administers the provisions of collective bargaining agreements. It also plans, develops, and supervises training programs and professional development initiatives. The department is further responsible for developing and coordinating policies aimed at recruiting and retaining a diverse and qualified workforce. It ensures compliance with all applicable federal, state, and local labor and employment laws. Additionally, the department oversees the City's unemployment insurance program, the workers' compensation program, and administration of the Family and Medical Leave Act (FMLA). The department also identifies strategies that help foster a positive, inclusive, and respectful work environment that supports employee engagement, wellbeing, and professional growth.

§ A-510 Human Services

- A. Established. There shall be a Human Services Department under the supervision of a Human Services Director.
- B. Authorities and responsibilities. The Human Services Department is responsible for the coordination and administration of the City's human services programs, community partnerships, and referral pathways to address housing insecurity, food access, economic need, community wellness, and support for migrants, veterans, and people with disabilities.

§ A-511 Information Technology

- A. Established. There shall be an Information Technology Department under the supervision of a Chief Technology Officer.
- B. Authorities and responsibilities. The Information Technology Department is responsible for managing the storage, security, and integrity of all electronic data in the custody of the City; enhancing and managing the City's networks to provide high-speed, transparent, and highly functional connectivity among all information and communication resources; assisting all departments in the selection and setup of all software, equipment, and applications; developing new solutions and applications to address current and future needs for all departments and employees; and providing other services and taking other actions as prudent and assigned to ensure the prompt delivery of services.

§ A-512 Legal Services

- A. Established. The City Manager, with the approval of the City Council, shall appoint an individual or legal firm to serve as City Attorney and oversee legal services for the City. Individuals tasked to provide legal services to the City shall be members in good standing of the Massachusetts bar.
- B. Authorities and Responsibilities. In addition to any statutory requirements or specific assignments by the City Manager, the legal services department or firm is responsible to counsel and advise all executive offices, boards, committees, and commissions in all legal matters, represent the City in all legal proceedings by or against the City, provide legal opinions, and assist in legal matters. The City Manager shall have full authority as agent of the City to institute and prosecute suits in the name of the City or its officers in the City Manager's official capacity and to appear and defend suits brought against its officers in their official capacity, unless otherwise ordered by a vote of the City Council or provided by law. The City Manager may institute, prosecute, defend, compromise, and settle claims, actions, suits, or other proceedings brought by, on behalf of, or against the City except that in no case shall a settlement be so made by a payment of more than \$20,000 without a vote of authority by the City Council. The City Manager may also employ special counsel whenever he or she deems it necessary.

§ A-513 Library

- A. Established. There shall be a Watertown Free Public Library under the supervision of a Library Director. The Library Director shall report to the Board of Library Trustees. The Library Director appoints all Library staff positions.
- B. Authorities and responsibilities. The Watertown Free Public Library provides for the free circulation of books and information technology and resources and for the maintenance of City memorabilia for the community and may receive and hold gifts, bequests, and devices for its use. The Library makes available public meeting space and programming for the community.

§ A-514 Police

- A. Established. There shall be a Police Department under the supervision of a Chief of Police.
- B. Authorities and responsibilities. The Police Department is responsible for enhancing community safety and quality of life through proactive crime prevention, protecting life and property, preserving public peace, upholding the law, and ensuring emergency preparedness. The department undertakes criminal enforcement, traffic enforcement, and civil disposition in accordance with relevant federal, state, and local law. It engages in mutual aid and interagency cooperation as directed by the Police Chief and adheres to

state standards for officer certification and training. The Police Chief is the licensing authority for firearms-related matters.

§ A-515 Procurement

- A. Established. There shall be a Procurement Department under the supervision of a Procurement Director. The provisions of G. L. c. 30B are incorporated by reference into this section. The City Manager is hereby designated as the Chief Procurement Officer for all purposes pursuant to this chapter. The Procurement Director shall exercise general authority over the procurement process as set out in the General Laws and such additional responsibilities as may be delegated to the Procurement Director from time to time by the City Manager. Any power, authority, judgment, determination, control, supervision, or discretion that may be exercised by the Procurement Director under this chapter, or any policies and procedures established from time to time by the Procurement Director with the approval of the City Manager, may also be exercised by the City Manager, at the City Manager's election.
- B. Authorities and responsibilities: The procurement department is responsible for managing the acquisition of goods, services, and construction to ensure that purchases are made legally, transparently, efficiently, and in a way that maximizes public value in accordance with G. L. c. 30B. The department approves purchase orders and encumbers funds through the requisition process. It prepares and distributes requests for proposals, invitations for bids, and other solicitations. The department administers procurement proceedings, issues contract awards, prepares contract documents for execution, and ensures that contracts are reviewed and executed by the appropriate City officials. The department keeps a central file of all executed contracts. The department is also responsible for the disposition of surplus supplies and the acquisition and disposal of real property.

§ A-516 Public Buildings

- A. Established. There shall be a Department of Public Buildings under the supervision of a Director of Public Buildings who is under the supervision of the City Manager and the School Superintendent. The Public Buildings Department is responsible for managing, maintaining, and improving all City and School buildings. The Public Buildings Department shall have the following divisions: Administration and Finance, Construction and Capital Projects, Energy Management, and Operations.
- B. Administration and Finance Division authorities and responsibilities. The Administration and Finance Division is responsible for budgeting and financial management, procurement, personnel management, and administrative coordination and oversight.
- C. Construction and Capital Projects Division authorities and responsibilities. The

Construction and Capital Projects Division is responsible for planning, managing, and delivering construction and renovation projects, including capital project planning, stakeholder coordination, regulatory compliance, contract and vendor management, and budget and schedule oversight.

- D. Energy Management Division authorities and responsibilities. The Energy Management Division is responsible for reducing energy consumption and improving sustainability in City and School buildings consistent with the Resilient Watertown Climate and Energy plan, including energy use monitoring and analysis, energy-efficiency project planning and implementation, policy, and program development, and ensuring compliance with relevant federal, state, and local regulations.
- E. Operations Division authorities and responsibilities. The Operations Division is responsible for the day-to-day management and maintenance of City and School buildings, including custodial services, preventive maintenance, repairs, and snow and ice response.

§ A-517 Public Health

- A. Established. There shall be a Public Health Department under the supervision of a Public Health Director, in accordance with G. L. c. 111, §§ 26-33.
- B. Authorities and Responsibilities: The Public Health Department is responsible for the promotion and protection of public health through education, outreach, and enforcement of Board of Health regulations, the state sanitary code, the state environmental code, and other public health regulations. The department investigates complaints, conducts inspections, and issues permits, licenses, and certificates. It advances disease prevention and health promotion by investigating communicable disease outbreaks, coordinating public events like vaccine clinics and blood pressure screenings, and educating the public about health risks and healthy behaviors. The department is responsible for responding to concerns related to rodents and developing and implementing strategies to control the rodent population. It manages the City's animal control program, enforcing relevant state and local regulations, responding to concerns about domestic and wild animals, conducting animal inspections, and issuing rabies quarantines.

§ A-518 Public Works

- A. Established. There shall be a Department of Public Works under the supervision of a Director of Public Works. The Department of Public Works is responsible for the planning, construction, maintenance, operation, and improvement of essential public infrastructure systems. The Department of Public Works shall have the following divisions: Administration and Finance, Engineering, Fleet, Parks and Cemeteries, Solid Waste and

Recycling, Streets Lighting and Wiring, Streets and Sidewalks, Traffic Control, Urban Forestry, and Public Utilities.

- B. Administration and Finance Division authorities and responsibilities. The Administration and Finance Division is responsible for budgeting and financial management, procurement, personnel management, and administrative coordination and oversight.
- C. Engineering Division authorities and responsibilities. The Engineering Division is responsible for the planning, design, oversight, and management of public infrastructure projects including streets, sidewalks, water, sewer, and stormwater. It assesses the condition of public infrastructure to develop capital improvement plan recommendations. The division is responsible for reviewing and issuing permits for construction, excavation, and street openings and ensuring compliance with relevant federal, state, and local regulations. It maintains custody of all engineering plans and records for the City.
- D. Fleet Division authorities and responsibilities. The Fleet Division is responsible for the maintenance, repair, inspection, and disposal of all City-owned vehicles and equipment except for police cruisers. The division maintains asset management, record keeping, and fuel management systems; is responsible for lifecycle and replacement planning and for implementing strategies to reduce fuel use, emissions, and environmental impact; ensures compliance with relevant federal, state, and local regulations; and prepares vehicles for snow and ice operations.
- E. Parks and Cemeteries Division authorities and responsibilities. The Parks and Cemeteries Division is responsible for the maintenance and care of all public parks and landscaped areas as well as the operation, maintenance, and administration of City-owned cemeteries. The division prepares athletic fields for use and ensures that natural and artificial turf, landscaping, irrigation systems, fencing, lighting, and park and playground surfaces and equipment are clean, safe, and properly maintained. The division is responsible for burial operations, monument and marker oversight, administration and records management, long-term planning of cemetery spaces, and the maintenance of cemetery grounds.
- F. Solid Waste and Recycling Division authorities and responsibilities. The Solid Waste and Recycling Division is responsible for managing how the City collects, disposes of, and recycles waste in an efficient, environmentally responsible, and legally compliant way. The division develops and manages programs and conducts public outreach to achieve zero waste and sustainability goals.
- G. Public Utilities division authorities and responsibilities. The Public Utilities Division is responsible for maintaining and operating the City's essential underground infrastructure – water, sewer, and stormwater drain systems – to ensure reliable service delivery, public health, and environmental protection. The division is responsible for maintaining and operating all elements of these systems including water mains, valves, and hydrants; sewer mains and utility holes; and stormwater catch basins, culverts, and drainage pipes. It is responsible for installing and maintaining water meters and issuing water bills and the

City's cross-connection control program, and it supports water quality and stormwater outfall testing as needed.

- H. Street Lighting and Wiring Division authorities and responsibilities. The Street Lighting and Wiring Division is responsible for the installation, repair, and maintenance of streetlights and lights in parking lots, parks, and other public spaces as well as the City's fire alarm system. The division ensures that all systems comply with electrical codes and safety regulations, and it maintains an inventory and records of all electrical infrastructure.
- I. Streets and Sidewalks Division authorities and responsibilities. The Streets and Sidewalks Division is responsible for the safe operation of the City's streets, sidewalks, and related infrastructure. It is responsible for maintenance and repair; ensuring sidewalks, curbs, and ramps are safe for pedestrians and compliant with the Americans with Disabilities Act; managing pavement markings; sweeping of roads and parking lots; and overseeing the department of public works' snow and ice response.
- J. Traffic Control Division authorities and responsibilities. The Traffic Control Division is responsible for managing and maintaining systems that regulate the safe and efficient movement of vehicles, pedestrians, and bicyclists. It is responsible for enhancing traffic safety, minimizing congestion, and supporting orderly transportation by installing, maintaining, and improving traffic signal and sign systems.
- K. Urban Forestry Division authorities and responsibilities. The Urban Forestry Division is responsible for promoting a healthy, safe, and sustainable urban forest that enhances environmental quality, public safety, and community wellbeing. It plans and implements tree planting initiatives to increase canopy cover and biodiversity; proactively and reactively prunes trees to maximize growth and ensure safety; identifies and assesses hazardous trees or limbs and mitigates risk; maintains a tree inventory; and promotes the benefits of a healthy urban tree canopy. The Tree Warden enforces the Public Shade Tree Law as outlined in G. L. c. 87.

§ A-519 Recreation

- A. Established. There shall be a Recreation Department under the supervision of a Recreation Director.
- B. Authorities and responsibilities. The Recreation Department is responsible for establishing, coordinating, and implementing community recreation programs for all residents; supporting celebrations, festivals, and public events; and coordinating recreational activities within City parks and facilities, including scheduling and permits.

§ A-520 Senior Services

- A. Established. There shall be a Senior Services Department under the supervision of a Senior

Services Director.

- B. Authorities and responsibilities. The Senior Services Department is responsible for supporting the health, wellbeing, and independence of seniors in the community by providing programs, services, and resources that help seniors stay active, connected, and informed. The department offers health and wellness programs, organizes social and recreation activities, hosts education workshops and presentations, helps seniors access healthy food options, provides transportation assistance, connects seniors and their families with financial and in-kind support programs, and offers case management services. The department also operates the City's Senior Center.

§ A-521 Skating Rink

- A. Established. There shall be a Skating Rink Department, also known as the John A. Ryan Arena, under the direction of a Skating Rink Manager.
- B. Authorities and responsibilities. The John A. Ryan Arena provides a well-maintained and accessible ice rink that provides affordable opportunities to learn and develop skills in ice sports and offers a safe and enjoyable space for recreation and competition for City residents.

§ A-522 Treasurer / Collector

- A. Established. There shall be a Treasurer/Collector Department under the supervision of a Treasurer/Collector.
- B. Authorities and responsibilities. The Treasurer/Collector Department manages the City's cash flow, revenue collection, and debt management. It is responsible for collecting taxes and all other revenue, depositing municipal funds, and managing and reconciling the City's cash holdings and accounts receivable. The department oversees the issuance and repayment of municipal bonds and notes and invests funds to prioritize safety, liquidity, and yield. It manages the City's property and liability insurance, serves as the custodian of the retirement system's funds, maintains tax title accounts, prepares regular financial reports, and ensures compliance with all relevant state regulations. The department also ensures funding for payroll and payment of benefits and processes federal and state tax payments and filings.
- C. The Treasurer/Collector department is also responsible for the administration of the City's public parking program.

Article VI – Administrative Policies

§ A-601 Introduction

This article describes administrative policies established for the purpose of guiding the development and implementation of administrative procedures within the City.

§ A-602 Business Hours

City Hall, the Senior Center, and the Parker Building shall be open between the hours of 8:30 a.m. and 5:00 p.m. on Mondays, Wednesdays, and Thursdays; between the hours of 8:30 a.m. and 7:00 p.m. on Tuesdays; and between the hours of 8:30 a.m. and 12:30 p.m. on Fridays.

The Inspectional Services office shall open and close 1 hour earlier than the other City offices.

DPW shall be open between the hours of 7:00 a.m. and 3:30 p.m. Monday through Friday.

§ A-603 Communications

- A. It is the policy of the City that the elective organization, multiple-member appointive organization, and administrative organization practice effective and precise communication in all forms in order to convey all relevant goals, policies, procedures, and facts related to any and all issues which may arise in a clear, timely, and succinct manner.
- B. The City Manager shall prescribe a standard format for City stationery, including letterhead, business cards, notepads, and other supplies for external written communications and a standard format for internal communications for all departments and agencies under the City Manager's jurisdiction.
- C. § A-603 shall not apply to the City Council, the School Department, or the Watertown Free Library.

§ A-604 Oaths of Office

All officers, members of multiple-member bodies, police officers, special police officers, constables and firefighters shall be required to take an oath of office before entering upon the discharge of duties, which oath shall be subscribed by the person taking it and shall be filed and preserved in the office of the City Clerk.

§ A-605 Human Resources

- A. It is the policy of the City to establish and maintain an equitable human resources system. This system should also promote the efficiency and economy of government, promote the morale and well-being of City employees, and promote equal employment

opportunity for all employees and candidates for employment.

- B. Pursuant to the Charter, the City Manager serves as the Chief Administrative Officer of the City and has responsibility for the administration of human resources related matters and oversight of human resources practices and procedures, directly or through the City Manager's designee(s), within the limits established by appropriation, ordinance, civil service law or collective bargaining agreement.
- C. The City Manager has the authority to promulgate and direct human resources policies, practices, and procedures, directly or through the City Manager's designee(s).
- D. The City Manager is responsible for the administration of the City's classification and compensation plans adopted pursuant to G. L. c. 41, §108a. The City Manager or the City Manager's designee shall administer the plans and shall establish such procedures as the City Manager deems necessary for the proper administration thereof.
- E. Nothing in this section shall be construed to conflict with Mass. Gen. Laws Ch. 31 regarding civil service.
- F. Nothing in this section shall be construed to conflict with collective bargaining agreements between the City and relevant labor unions, associations, or organizations.

§ A-606 Volunteers

The City recognizes that volunteers are an integral part of the City's government. Their participation in the process of government contributes to the uniqueness of the City's quality of life. Volunteers choose to act in recognition of social responsibility and without concern for monetary gain. The City is committed to providing adequate support, training, leadership, and recognition for all its volunteers. It expects commitment and excellence from the volunteers. The City has the right to determine duties, authorities, and appropriateness of volunteers. Following established volunteer management protocol, the City has the right to both select and remove volunteers.

Sections of Watertown City Code of Ordinances to Repeal:

- A. Chapter 30, in its entirety, as follows:
 - a. 30.01: Tax Collector
 - b. 30.02: Auditor
 - c. 30.03: Administration Building Hours of Operation; Closing
 - d. 30-15 to 30-32: Personnel Regulations
- B. Section 31 in its entirety EXCEPT 31.69-31.74, as follows:
 - a. 31.01 to 31.06: General Regulations on Boards and Commissions
 - b. 31.15 to 31.17: Legas Services Department
 - c. 31.30 to 31.35: Recycling Advisory Board – which was already replaced by the new Solid Waste Committee
 - d. 31.50 to 31.53: Timing and Process of Appointments
 - e. 31.60 to 31.61: Commission on Disabilities
 - f. 31.62: Board of Assessors
 - g. 31.63: Board of Health
 - h. 31.64: Planning Board
 - i. 31.65: School Committee
 - j. 31.66: Board of Appeals
 - k. 31.67: Housing Authority
 - l. 31.68: Board of Election Commissioners
- C. Section 34, in its entirety: Purchasing
- D. Section 36, in its entirety, as follows:
 - a. 36.01 to 36.05: Community Preservation Committee
 - b. 36.06 and 36.07: Bicycle and Pedestrian Committee
 - c. 36.08 to 36.10: Public Arts and Culture Committee
 - d. 36.11 to 36.15: Solid Waste and Recycling Committee
 - e. 36.16 to 36.21: Memorialization Committee
- E. Section 37, in its entirety, as follows:
 - a. 37.01 to 37.13: Affordable Housing Trust
- F. A portion of Section 70, as follows:
 - a. 70.01 to 70.07: Traffic Commission
- G. A portion of Section 152, as follows:
 - a. 152.30; 152.31; 152.32 (A): Historic District Commission
- H. A portion of Section 156, as follows:
 - a. 156.07: Historical Commission

Sections of City Code of Ordinances to amend:

- I. Section 50 as follows:
 - a. Superintendent of Public Works becomes Director of Public Works
- J. Section 51 as follows:
 - a. Assistant Superintendent for Wires becomes Supervisor of Wiring and Street Lighting

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September 19, 2025

City of Watertown, MA Administrative Code

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Article I – Introduction

§ A-101 Introduction and regulatory authority

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

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

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

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

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

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

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

Article II – Agencies not Subject to Modification by Administrative Code

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

§ A-201 Elected Offices

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

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

§ A-202 Appointed Offices

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

§ A-203 Appeals, Zoning Board of

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

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

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

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

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

§ A-204 Election Commissioners, Board of

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

§ A-205 Human Rights Commission

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

§ A-206 Licensing Board

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

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

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

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

Terms are 3 years and expire on February 15.

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

Article III – Multiple-Member Appointive Organization

§ A-301 Offices and standards

- A. Generally.

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

- B. Terms of office.

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

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

Commented [EM1]: From Title III Subchapter IV
Timing and Process of Appointments § 31.50 Expiration of
terms <https://ecode360.com/36824200#36824201>

C. Method of appointment; removal

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

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

- c. The City Manager will transmit the City Manager's appointment to the City Council at least 30 days prior to the expiration of the term.

3. Appointments other than upon expiration of term shall be as follows:

- a. Vacancies on City boards occurring other than upon expiration of term, whether due to resignation, removal, or other cause, shall be filled by appointment by the City Manager for the unexpired term.
- b. Upon learning of such a vacancy, the City Manager may either:
 - i. Appoint a new member from among people who have previously applied and been interviewed for a position on a multi-member body; or
 - ii. Post the position.
- c. Preferably within 60 but not more than 90 days after learning of a vacancy, the City Manager shall transmit to the City Council the City Manager's appointment for confirmation.

4. All members of multiple-member bodies shall take the oath of office within 4 weeks of their appointment and must take the oath of office prior to entering upon the duties of their office. The City Clerk administers oaths of office.

5. Any member of a multiple-member body shall be deemed to have vacated office if said member fails to attend regularly scheduled meetings for a period of 3 consecutive months or 3 consecutive meetings, whichever is longer, without express leave from the City Manager or if such member is absent from such duties for the period of 1 year notwithstanding the permission from the City Manager to be absent.

6. Members of multiple-member bodies that require residency as a condition of membership shall be deemed to have vacated office if said member removes from the City.

7. Unless otherwise prescribed by the General Laws, the Charter, or the Administrative Code, appointed members of multi-member bodies may only be removed by the City Manager and subject to confirmation of their removal by the City Council.

D. Annual reports. Pursuant to Charter § 3-2-13(C), all multiple-member bodies shall prepare an annual report of their activities and submit it to the City Manager and the City Clerk on or before the fourth Friday in March. The annual report shall describe activities for the calendar year ending each December 31. Where required by state, regional, or federal regulations, certain boards may be required to submit copies of their annual reports to appropriate state, regional, or federal agencies.

E. Authority of multiple-member bodies.

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Timing and Process of Appointments § 31.51
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Timing of appointments and § 31.52 Appointment
process
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Multiple-member bodies may be:

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

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

§ A-302 Affordable Housing Trust

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

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

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

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

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

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§ A-303 Aging, Council on

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

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

§ A-304 Assessors, Board of

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

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

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

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

§ A-305 Bicycle and Pedestrian Committee

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

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

- C. The Bicycle and Pedestrian Committee is an advisory multiple-member body of the City.

§ A-306 Biosafety Committee

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

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Subchapter VI § 31.62 Board of Assessors
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Subchapter II Bicycle and Pedestrian Committee § 36.06
and § 36.07
<https://ecode360.com/42231539#42231539>

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Subchapter II Bicycle and Pedestrian Committee § 36.06
<https://ecode360.com/42231539#42231539>

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

§ A-307 Community Preservation Committee

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

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

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

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

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

§ A-308 Conservation Commission

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

Local reference: Ch. 154

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

§ A-309 Cultural Council

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

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

§ A-310 Disability, Commission on

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

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

§ A-311 Environment and Energy Efficiency Committee

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

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

§ A-312 Health, Board of

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

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

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Subchapter VI § 31.63 Board of Health
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§ A-313 Historic District Commission

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

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

Local reference: Remainder of City Code, Title XV, Ch. 152; Ordinance 16-4-23-2002.

- A. Established. There shall be a Historic District Commission consisting of 7 members, including:
 - a. 1 member from 2 nominees submitted by the Historical Society of Watertown, or in its absence, by Historic New England
 - b. 1 member from 2 nominees submitted by the local American Institute of Architects chapter
 - c. 1 member from 2 nominees submitted by the Massachusetts Association of Realtors
 - d. 1 member who is a resident of and/or property owner in the Mount Auburn Street Historic District
 - e. 3 other individuals with interests and concerns in historic preservation who need not be residents of the district.

If within 30 days after submission of a written request for nominees to any of the organizations herein named no nominations have been made, the City Manager may proceed to appoint the Commission without nominations by the organization.

- B. Authorities and responsibilities. The Historic District Commission administers the Mount Auburn Street Historic District and seeks to preserve and protect the distinctive characteristics of buildings and places significant in the history of the commonwealth and

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Historic District Commission § 152.30
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its cities and towns. The Historic District Commission maintains and improves the settings of those buildings and places and encourages new designs compatible with existing buildings in the district. The Historic District Commission reviews exterior architectural features from the public way and can prevent demolitions and inappropriate alternations within the district.

The authority of the Historic District Commission shall not extend to the review of the following categories, structures, or architectural features:

- a. Terraces, walks, sidewalks, driveways, street lighting, and traffic lighting provided that any structure is substantially at grade level
- b. Storm doors and windows, screens, and window air conditioners
- c. The color of paint
- d. The color of materials used on roofs
- e. The reconstruction, substantially similar in exterior design, of a building, structure, or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided the reconstruction is begun within 1 year thereafter and carried forward with due diligence
- f. The ordinary maintenance, repair, or replacement of any exterior architectural feature which does not involve a change in design, material, or the outward appearance thereof or landscaping with plants, trees, or shrubs

Nothing in this section shall be construed to prevent meeting the requirements certified by a duly authorized public officer to be necessary for the public safety, nor construed to prevent any construction or alteration under a permit issued prior to the effective date of this section.

- C. The Historic District Commission is an advisory and regulatory multiple-member body of the City.

§ A-314 Historical Commission

State Law Reference: Mass Gen law Ch 40 8

Sections to Replace: City Code, Title XV, Ch. 156.07

Local reference: City Code, Title XV, Ch. 153, and remainder of Ch. 156; Ordinance 2023-0-54; Ordinance 2, § 1, 1-12-2010; Ordinance 97-10-28-1997.

- A. Established. There shall be a Historical Commission consisting of 7 members.
- B. Authorities and responsibilities. The mission of the Historical Commission is to preserve, protect, and advocate for the City's historical and archaeological resources. The Commission's responsibilities include promoting awareness of historic landmarks; recommending designation of new landmarks; implementing the demolition delay ordinance; researching places of historic or archaeological value; conducting educational outreach to the community; and establishing long-lasting protection of these resources

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Historic District Commission § 152.32
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for future generations. The Commission promotes public awareness and appreciation of landmarks by maintaining a list of landmarks, distributing materials explaining their significance and, with the agreement of property owners, providing identifying signs and explanatory materials. The Commission assists owners of landmarks by providing preservation guides and information regarding maintenance, restoration, rehabilitation, tax benefits, grants, and listings on the National Register of Historic Places. The Commission cooperates with the Massachusetts Historical Commission and the state archaeologist and renders opinions and recommendations to the City Council, City departments, and the public.

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Historic Landmarks § 156.07
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- C. The Historical Commission is an advisory and regulatory multiple-member body of the City.

§ A-315 Memorialization Committee

Sections to Replace: City Code Subchapter V, Ch. 36, §36.16 to 36.21

- A. Established. There shall be a Memorialization Committee consisting of the City Manager or their designee, a member of the City Council as designated by the Council President, and 3 residents appointed pursuant to § A-301(C). The City Manager's designee may be a City employee.
- B. Authorities and responsibilities. The Memorialization Committee will serve to provide a systematic, consistent, and transparent approach for making recommendations to the City Council for the naming of all public spaces and the installation of all memorial objects in public spaces, except for veteran memorials and dedications, pursuant to the City Code of Ordinances, Subchapter V, Ch. 36, §36.16ff. Public spaces include but are not limited to parks, playgrounds, and other open spaces; streets, squares, and intersections; and City buildings under the City Manager's jurisdiction. The Watertown Public Library building and buildings, structures, and facilities on school property are excluded.

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Subchapter V Memorialization Committee § 36.18
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The Committee reviews matters involving memorialization upon referral by the City Manager or the City Council and allows for public participation in their process of developing recommendations for the City Council. To the extent the Committee recommends naming public spaces in honor of specific individuals, the Committee considers the following: (i) the public interest to be served by honoring the individual; (ii) the leadership role or distinguished service of the individual, considering the quality of contribution along with the length of service; and (iii) the association the individual has with the proposed naming location. The Committee seeks to honor those who represent the broad diversity of individuals who have contributed to the City.

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Subchapter V Memorialization Committee § 36.17
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The Committee may recommend that requestors for the installation of memorial objects in public spaces pay a reasonable fee to cover associated costs of the purchase, installation, and maintenance of the object. Recommendations made by the Committee

are not binding and are subject to consideration by the City Council in their discretion.

The City Council has sole authority to remove or replace the naming of any public space or memorial object if, with the passage of time, it determines the public interest is no longer being served by such naming.

- C. The Memorialization Committee is an advisory multiple-member body of the City.

§ A-316 Planning Board

State law reference: G. L. c. Ch. 40A; Ch. 41, §§ 81A-81J.

Sections to Replace: City Code, Title III, Ch. 31, § 31.64; Ordinance 2024-0-28.

- A. Established. There shall be a Planning Board consisting of 5 members and 1 associate member.
- B. Authorities and responsibilities. The Planning Board shall be empowered to carry out all duties entrusted to it by law and regulation, including, but not limited to, development of a comprehensive plan and administration of the Subdivision Control Law pursuant to G. L. c. 41, as well as actions pursuant to the Zoning Act, G. L. c. 40A. The Planning Board shall also have all powers, duties, and responsibilities that are given to planning boards by the General Laws, the Charter, and the City Code of Ordinances.

The associate member shall be entitled to participate in all Planning Board meetings and discussions, but shall have no vote unless the Planning Board Chair shall designate the associate member to sit as a member for the sole purpose of acting on a special permit application upon the absence, inability to act, or conflict of interest of any member of the Planning Board or upon a vacancy on the Planning Board.

- C. The Planning Board is an advisory and regulatory multiple-member body of the City.

§ A-317 Public Arts and Culture Committee

Sections to Replace: City Code, Title III, Ch. 36, §§ 36.08-36.10; Resolution No. 2021-R-23

- A. Established. There shall be a Public Arts and Culture Committee consisting of 9 members: 8 appointed pursuant to § A-301(C) and 1 Cultural Council member designated by the Cultural Council annually for a term of 1 year.
- B. Authorities and responsibilities. The Public Arts and Culture Committee advises the City and makes recommendations on art in public places and cultural and community life, especially programming that enhances the public realm, engages community life and cultural diversity, and fosters social cohesion. Art in public places may include permanent, semi-permanent, temporary, and ephemeral artworks and activations that create a vibrant, welcoming, inclusive, and connected public realm.

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- C. The Public Arts and Culture Committee is an advisory multiple-member body of the City.

§ A-318 Stormwater Advisory Committee

Local reference: City Code, Title IX, Ch. 97; City Council Resolution 36-R-2009-36; Stormwater Rules and Regulations, 2021.

- A. Established. There shall be a Stormwater Advisory Committee consisting of 7 members:
- 4 resident members, 3 of whom shall be appointed pursuant to § A-301(C) and 1 of whom shall be appointed by the City Council President, and at least 2 of whom shall have relevant professional experience related to stormwater management
 - The assistant City Manager for community development and planning or their designee as approved by the City Manager
 - The director of public works or their designee as approved by the City Manager
 - The conservation agent.
- B. Authorities and responsibilities. The Stormwater Advisory Committee advises the department of public works by reviewing and making recommendations on stormwater ordinances and related regulations, identifying and advocating for stormwater funding through grants or other sources, developing educational programs to increase public awareness of stormwater management, and performing any other tasks relevant to assisting the department with the implementation of best practices for stormwater management.
- C. The Stormwater Advisory Committee is an advisory multiple-member body of the City.

§ A-319 Solid Waste and Recycling Advisory Committee

Sections to Remove: City Code, Title III, Ch. 36, §§ 36.11-36.15

Local Reference: City Council Resolution 2022-R-1

- A. Established. There shall be a Solid Waste and Recycling Advisory Committee consisting of 6 members.
- B. Authorities and responsibilities. The Solid Waste and Recycling Advisory Committee is advisory to the Department of Public Works with the following responsibilities: research and make recommendations on recycling and reduction of solid waste; increase public awareness for recycling and reduction of solid waste; identify and implement community-based initiatives to divert material from the waste stream; and perform other tasks related to best practices for recycling and reduction of solid waste in accordance with the commonwealth's solid waste master plan.
- C. The Solid Waste and Recycling Advisory Committee is an advisory multiple-member body of the City.

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§ A-320 Traffic Commission

Sections to Remove: City Code, Title VII, Ch. 70.01 – 70.07

Local reference: Remainder of City Code, Title VII, Ch. 70; Ordinance 15-0-2001-15 and Ordinance 2024-O-82 (Traffic Rules and Regulations).

- A. Established. There shall be a Traffic Commission consisting of 9 members:
- The Chief of Police or their designee as approved by the City Manager
 - The Chief of the Fire Department or their designee as approved by the City Manager
 - The Director of Public Works or their designee as approved by the City Manager
 - The City Engineer or their designee as approved by the City Manager
 - The Director of the Department of Community Development and Planning or their designee as approved by the City Manager
 - Four residents representing a broad range of road users including pedestrians, transit users, bicyclists, motorists, and commercial users appointed pursuant to § A-301(C).
- B. Staff liaisons. The City Manager shall designate a staff liaison to arrange meetings, supply records, obtain data, prepare reports, and attend to the other duties as shall be decided by the Commission. The Police Chief shall designate a Police liaison to the Commission who shall provide recommendations to the Commission based upon best practices in community policing.
- C. Authorities and responsibilities. The Traffic Commission shall suggest and advise the City Manager in ways and means to regulate traffic in the City with a view towards implementing the City's comprehensive plan and complete streets strategies, reducing crashes, addressing traffic congestion, and increasing safety for motor vehicle drivers and passengers, pedestrians, bicyclists, and users of alternative modes of transportation. The Commission shall study and make recommendations on road and design projects and any proposed addition or deletion of crosswalks, stop signs, traffic signals, signage, parking meters, or parking spaces, as well as on any proposed traffic calming measures or traffic directional changes.
- D. All traffic rules and orders, complaints, or suggestions relative to traffic conditions in the City shall be submitted through the staff liaison to the Traffic Commission for study and recommendations before being acted on by the City Manager.
- E. The Traffic Commission is an advisory multiple-member body of the City.

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Article IV – Advisory Appointments

§ A-401 Offices and standards

Generally. This part of the Administrative Code describes multiple-member advisory bodies and City Manager appointments not subject to § A-301 and further delineates the manner and time of appointment, terms of appointment, and authorities and responsibilities.

§ A-402 Ad hoc committees

Ad hoc committees may be appointed by the City Manager for the purpose of assisting the City Manager in carrying out the City Manager's responsibilities. Advisory committees shall have no official authority on behalf of the City and shall not be considered a board, commission, committee, or subcommittee of the City. Appointments to advisory committees are not subject to City Council confirmation. These committees dissolve once their purposes are accomplished. Appointments are not subject to § A-301.

§ A-403 Regional governmental boards and committees

The City's representatives to regional governmental boards and committees shall be appointed by the City Manager and are not subject to City Council confirmation unless otherwise required by law. These regional government boards and committees include but are not limited to the Metropolitan Area Planning Council, Massachusetts Port Authority Advisory Committee, Massachusetts Water Resources Authority Advisory Board, and Massachusetts Bay Transportation Authority Advisory Board.

§ A-404 Watertown Cable Access Corporation Board of Directors

The City Manager appoints 6 of the members and the superintendent of the public schools appoints 3 of the members of the Watertown Cable Access Corporation Board of Directors pursuant to their Articles of Organization and Bylaws.

§ A-405 Housing Authority

State Law Reference: G. L. c. 121B, §§ 3, 5.

Local reference: Town Meeting of 1947 Article 3 and Town Meeting of 1948 Article 25

Sections to be Removed: City Code, Title VII, Ch. 31.67

- A. Established. The City of Watertown, determining and declaring there is a need for providing dwellings available for families of low income at a rent they can afford in the City, determines that a Housing Authority is needed and provides for organization of the Housing Authority. The Housing Authority is established, consisting of 5 members with 5-year terms that expire May 15, of which 4 are appointed by the City Manager and confirmed by the City Council, including one tenant and one union member submitted pursuant to G. L. c. 121B, § 5, and 1 appointed by the Governor of the Commonwealth.

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- B. Authorities and responsibilities. The Housing Authority is responsible for managing Housing Authority properties and systems in accordance with state and federal policies and guidelines.

§ A-406 Residents Advisory Committee

Local reference: Charter § 3-7.

- A. Established. There shall be a Residents Advisory Committee, consisting of up to 5 members with 3-year terms that expire January 1. Members of the Residents Advisory Committee are appointed by the City Manager and are not subject to confirmation by the City Council.
- B. Authorities and Responsibilities. The Residents Advisory Committee assists with recruitment, evaluation, and selection of candidates for appointment to the City's volunteer multiple-member bodies. The Resident Advisory Committee works with the City Manager to establish policies and practices to actively encourage a diverse pool of applicants, recognizing the importance of diversity in appointments, including, but not limited to, gender identity, sexual orientation, race, and ethnicity.
- C. The Residents Advisory Committee is an advisory multiple-member body of the City.

Article V – Administrative Organization

§ A-501 Offices and standards

- A. Generally. This part of the Administrative Code establishes and describes the administrative agencies of the City and broadly highlights the authorities and responsibilities of each.
- B. Supervision. All administrative agencies, except the Watertown Free Public Library and Watertown Public Schools, are under the jurisdiction and supervision of the City Manager. The Department of Public Buildings is under the joint supervision of the City Manager and the School Superintendent. The City Manager may assign daily oversight of individual agencies to 1 or more of the Assistant City Manager or Deputy City Manager positions, by providing notice of such oversight assignments to the City Council and providing an updated organizational chart with these assignments on the City's website.
- C. Coordination of operations. The City Manager coordinates the operation of the administrative agencies by implementing the powers and duties delineated in Charter § 3-2.

- D. City Council coordination. Administrative agencies provide professional support to the City Council primarily through the City Manager. All agencies under the jurisdiction of the City Manager ensure that the City Council receives objective, timely, professional, and accurate information upon request to better assist the City Council in its legislative and policy decision-making process. The transmittal of reports between the City Council and these agencies shall be routed through the City Manager.
- E. Annual reports. Pursuant to Charter § 3-2-13(C), all agencies shall prepare an annual report of their activities and submit it to the City Manager on or before the fourth Friday in March. The annual report shall be completed each April and describe the activities of the previous calendar year

§ A-502 Assessing

- A. Established. There shall be an Assessing Department under the supervision of a Chief Assessor.
- B. Authorities and responsibilities. The Assessing Department creates and maintains a database that includes property characteristics and ownership information for every parcel within the City. This information forms the basis for the department to apportion the tax levy fairly and equitably among all the taxpaying accounts. In addition, the department administers motor vehicle excise tax, acts on statutory exemptions, and considers abatements regarding property values.

§ A-503 Auditing

- A. Established. There shall be an Auditing Department under the supervision of a City Auditor. The City Auditor is appointed by the City Council under Charter § 2-7a and supervised by the City Council President under Charter § 2-7f. All additional Auditing department staff positions are appointed by the City Manager.
- B. Authorities and responsibilities.
 - a. The Auditor shall have and perform for the City all powers and duties prescribed by the provisions of the General Laws governing municipal auditors and accountants.
 - b. The City shall cause to be made annually, with the approval of the City Council, an outside audit of the books and accounts of the City. The audits shall be conducted in accordance with generally accepted government auditing standards and shall be presented to the City Council upon its completion.
 - c. The outside audit shall be performed by an external auditor or public accountant who meets the independent standards set forth under the generally accepted government auditing standards. The outside auditor shall have an appropriate background and training in municipal account systems.

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Subchapter I § 30.02 Auditor
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- d. The Auditing Department is responsible for ensuring the City's financial reports are accurate and legally compliant. The City Auditor oversees the financial management of City agencies by verifying cash balances, maintaining financial records, and compiling statements on expenditures and appropriations. The City Auditor examines all original bills, vouchers, and accounts to verify financial accuracy and legal compliance, scrutinizes all bills and payrolls, and issues warrants for payment if found correct. The Auditing department has the right to reject fraudulent, excessive, or unlawful claims. The City Auditor maintains custody of all City contracts and produces year-end statements detailing budgeted versus actual spending and future budget estimates for the City Manager and City Council as well as assists in developing the annual budget, capital improvement programs, and long-term financial forecasts.

§ A-504 City Clerk's Office

- A. Established. There shall be a City Clerk's Office under the supervision of a City Clerk.
- B. Authorities and responsibilities. The City Clerk's Office is responsible for maintaining vital records (birth, marriage, death) and preserving the City's official and historical documents. The City Clerk is the keeper of the City seal, administers oaths to elected and appointed officials, and serves as the public records access officer. The office supports the Board of Election Commissions and administers elections and the annual City census. The department intakes and ensures appropriate response to public records requests and receives and forwards legal claims to the City's insurer. It ensures all employees and members of multi-member bodies complete the state-mandated training in the Conflict of Interest Law. The department provides members of multi-member bodies with the Open Meeting Law and posts public meeting notices. It coordinates the issuance of a variety of licenses and supports the Licensing Board. The City Clerk carries out all other duties required by state law.

§ A-505 City Manager's Office

- A. Established. There shall be a City Manager's Office under the supervision of a City Manager.
- B. Authorities and responsibilities. The City Manager's Office supports the City Manager in implementing the powers and duties delineated in Charter § 3-2.

§ A-506 Community Development and Planning

- A. Established. There shall be a Department of Community Development and Planning under the supervision of an Assistant City Manager for Community Development and Planning. The Department of Community Development and Planning is responsible for developing

and implementing the City's Comprehensive Plan, area plans, and related programs and policies. The Department of Community Development and Planning shall have the following divisions: Community Design, Inspectional Services, and Planning and Zoning; and the following teams: Code Enforcement, Events, and Sustainability.

- B. Community Design Division authorities and responsibilities. The Community Design Division focuses on enhancing the quality of life and attracting investment in the City by pursuing urban design programs; parks, open space, and public realm improvements; arts and culture activities; historic preservation; and strategic engagement with the business community.
- C. Inspectional Services Division authorities and responsibilities. The Inspectional Services Division protects community health, welfare, and safety by enforcing codes as they pertain to the safe construction and operation of buildings, including building, electrical, and plumbing and gas codes.
- D. Planning and Zoning Division authorities and responsibilities. The Planning and Zoning Division is responsible for coordinating planning activities related to transportation, housing, and land use, including updating and implementing the City's zoning ordinance.
- E. Code Enforcement Team authorities and responsibilities. The Code Enforcement Team enforces all zoning ordinances and general City ordinances, enforces decisions of the Planning Board and Zoning Board of Appeals, and educates the public about the City's codes and regulations.
- F. Events Team authorities and responsibilities. The Events Team is responsible for the organization, promotion, and planning of City-sponsored events, festivals, and activities, as well as the operation and management of the Commander's Mansion, a historic event venue owned by the City.
- G. Sustainability Team authorities and responsibilities. The Sustainability Team is responsible for development and implementation of the Resilient Watertown Climate and Energy plan as well as policies and programs to achieve the goals established in the plan to reduce the City's contribution to climate change and enhance the City's ability to prepare for its impacts.

§ A-507 Constituent Services

- A. Established. There shall be a Constituent Services Department under the supervision of a Director of Constituent Services.
- B. Authorities and responsibilities. The Constituent Services Department manages the 311 Service Center and is responsible for managing all incoming inquiries, concerns,

comments, and questions. The department is also responsible for logging non-emergency requests or guiding constituents on how to do so. It collaborates with departments to ensure that these requests are completed promptly and that constituents are informed about the status of their requests in a timely manner. Additionally, the Constituent Services Department contributes to the improvement of City government through accurate and consistent service delivery measurements. The Constituent Services Department upholds the highest quality assurance standards and serves as a bridge between the community and the government, keeping accurate records of customer interactions, requests, and feedback.

§ A-508 Fire

- A. Established. There shall be a Fire Department under the supervision of a Fire Chief, who shall also function as the Emergency Management Director.
- B. Authorities and responsibilities.
 - a. The Fire Department takes all necessary steps for the extinguishment of fires and the mitigation of hazardous incidents within the City, including the utilization of all necessary personnel and equipment, the destruction of any building or structure, and the removal of any obstruction for the purpose of checking or extinguishing fires or hazardous incidents. The department provides emergency medical services to include initial patient care and ambulance transportation to area hospitals. The department assists in the re-establishment of order in the event of civil disturbance, disaster, riot, or any other declared emergency. The department investigates the causes of all fires and provides written reports of all suspected arson and inspects all buildings and structures as provided for by the state fire code. The department establishes the location, relocation, or removal of all public fire alarm boxes.
 - b. The Fire Department shall also function as the Emergency Management Department to carry out emergency management duties prescribed in the General Laws and local ordinances. The department provides planning, resources, communication, and recovery services in support of emergencies within the City. The department updates and maintains emergency plans including the comprehensive emergency management plan and affiliated hazardous materials emergency response plans.

§ A-509 Human Resources

- A. Established. There shall be a Human Resources Department under the supervision of a Human Resources Director.
- B. Authorities and responsibilities. The Human Resources Department advises and assists the City Manager and department heads on a broad range of personnel matters, including

position classification, compensation levels, employee and labor relations, grievances, and disciplinary actions. The department is responsible for the development, implementation, and administration of personnel policies and the City's classification and compensation plans. The department participates in collective bargaining negotiations and administers the provisions of collective bargaining agreements. It also plans, develops, and supervises training programs and professional development initiatives. The department is further responsible for developing and coordinating policies aimed at recruiting and retaining a diverse and qualified workforce. It ensures compliance with all applicable federal, state, and local labor and employment laws. Additionally, the department oversees the City's unemployment insurance program, the workers' compensation program, and administration of the Family and Medical Leave Act (FMLA). The department also identifies strategies that help foster a positive, inclusive, and respectful work environment that supports employee engagement, wellbeing, and professional growth.

§ A-510 Human Services

- A. Established. There shall be a Human Services Department under the supervision of a Human Services Director.
- B. Authorities and responsibilities. The Human Services Department is responsible for the coordination and administration of the City's human services programs, community partnerships, and referral pathways to address housing insecurity, food access, economic need, community wellness, and support for migrants, veterans, and people with disabilities.

§ A-511 Information Technology

- A. Established. There shall be an Information Technology Department under the supervision of a Chief Technology Officer.
- B. Authorities and responsibilities. The Information Technology Department is responsible for managing the storage, security, and integrity of all electronic data in the custody of the City; enhancing and managing the City's networks to provide high-speed, transparent, and highly functional connectivity among all information and communication resources; assisting all departments in the selection and setup of all software, equipment, and applications; developing new solutions and applications to address current and future needs for all departments and employees; and providing other services and taking other actions as prudent and assigned to ensure the prompt delivery of services.

§ A-512 Legal Services

- A. Established. The City Manager, with the approval of the City Council, shall appoint an individual or legal firm to serve as City Attorney and oversee legal services for the City. Individuals tasked to provide legal services to the City shall be members in good standing of the Massachusetts bar.
- B. Authorities and Responsibilities. In addition to any statutory requirements or specific assignments by the City Manager, the legal services department or firm is responsible to counsel and advise all executive offices, boards, committees, and commissions in all legal matters, represent the City in all legal proceedings by or against the City, provide legal opinions, and assist in legal matters. The City Manager shall have full authority as agent of the City to institute and prosecute suits in the name of the City or its officers in the City Manager's official capacity and to appear and defend suits brought against its officers in their official capacity, unless otherwise ordered by a vote of the City Council or provided by law. The City Manager may institute, prosecute, defend, compromise, and settle claims, actions, suits, or other proceedings brought by, on behalf of, or against the City except that in no case shall a settlement be so made by a payment of more than \$20,000 without a vote of authority by the City Council. The City Manager may also employ special counsel whenever he or she deems it necessary.

§ A-513 Library

- A. Established. There shall be a Watertown Free Public Library under the supervision of a Library Director. The Library Director shall report to the Board of Library Trustees. The Library Director appoints all Library staff positions.
- B. Authorities and responsibilities. The Watertown Free Public Library provides for the free circulation of books and information technology and resources and for the maintenance of City memorabilia for the community and may receive and hold gifts, bequests, and devices for its use. The Library makes available public meeting space and programming for the community.

§ A-514 Police

- A. Established. There shall be a Police Department under the supervision of a Chief of Police.
- B. Authorities and responsibilities. The Police Department is responsible for enhancing community safety and quality of life through proactive crime prevention, protecting life and property, preserving public peace, upholding the law, and ensuring emergency preparedness. The department undertakes criminal enforcement, traffic enforcement, and civil disposition in accordance with relevant federal, state, and local law. It engages in mutual aid and interagency cooperation as directed by the Police Chief and adheres to

state standards for officer certification and training. The Police Chief is the licensing authority for firearms-related matters.

§ A-515 Procurement

- A. Established. There shall be a Procurement Department under the supervision of a Procurement Director. The provisions of G. L. c. 30B are incorporated by reference into this section. The City Manager is hereby designated as the Chief Procurement Officer for all purposes pursuant to this chapter. The Procurement Director shall exercise general authority over the procurement process as set out in the General Laws and such additional responsibilities as may be delegated to the Procurement Director from time to time by the City Manager. Any power, authority, judgment, determination, control, supervision, or discretion that may be exercised by the Procurement Director under this chapter, or any policies and procedures established from time to time by the Procurement Director with the approval of the City Manager, may also be exercised by the City Manager, at the City Manager's election.
- B. Authorities and responsibilities: The procurement department is responsible for managing the acquisition of goods, services, and construction to ensure that purchases are made legally, transparently, efficiently, and in a way that maximizes public value in accordance with G. L. c. 30B. The department approves purchase orders and encumbers funds through the requisition process. It prepares and distributes requests for proposals, invitations for bids, and other solicitations. The department administers procurement proceedings, issues contract awards, prepares contract documents for execution, and ensures that contracts are reviewed and executed by the appropriate City officials. The department keeps a central file of all executed contracts. The department is also responsible for the disposition of surplus supplies and the acquisition and disposal of real property.

Commented [EM34]: Modified from Title III Chapter 34
§ 34.01 Designation of Chief Procurement Officer
<https://ecode360.com/36824317#36824318>

§ A-516 Public Buildings

- A. Established. There shall be a Department of Public Buildings under the supervision of a Director of Public Buildings who is under the supervision of the City Manager and the School Superintendent. The Public Buildings Department is responsible for managing, maintaining, and improving all City and School buildings. The Public Buildings Department shall have the following divisions: Administration and Finance, Construction and Capital Projects, Energy Management, and Operations.
- B. Administration and Finance Division authorities and responsibilities. The Administration and Finance Division is responsible for budgeting and financial management, procurement, personnel management, and administrative coordination and oversight.
- C. Construction and Capital Projects Division authorities and responsibilities. The

Construction and Capital Projects Division is responsible for planning, managing, and delivering construction and renovation projects, including capital project planning, stakeholder coordination, regulatory compliance, contract and vendor management, and budget and schedule oversight.

- D. Energy Management Division authorities and responsibilities. The Energy Management Division is responsible for reducing energy consumption and improving sustainability in City and School buildings consistent with the Resilient Watertown Climate and Energy plan, including energy use monitoring and analysis, energy-efficiency project planning and implementation, policy, and program development, and ensuring compliance with relevant federal, state, and local regulations.
- E. Operations Division authorities and responsibilities. The Operations Division is responsible for the day-to-day management and maintenance of City and School buildings, including custodial services, preventive maintenance, repairs, and snow and ice response.

§ A-517 Public Health

- A. Established. There shall be a Public Health Department under the supervision of a Public Health Director, in accordance with G. L. c. 111, §§ 26-33.
- B. Authorities and Responsibilities: The Public Health Department is responsible for the promotion and protection of public health through education, outreach, and enforcement of Board of Health regulations, the state sanitary code, the state environmental code, and other public health regulations. The department investigates complaints, conducts inspections, and issues permits, licenses, and certificates. It advances disease prevention and health promotion by investigating communicable disease outbreaks, coordinating public events like vaccine clinics and blood pressure screenings, and educating the public about health risks and healthy behaviors. The department is responsible for responding to concerns related to rodents and developing and implementing strategies to control the rodent population. It manages the City's animal control program, enforcing relevant state and local regulations, responding to concerns about domestic and wild animals, conducting animal inspections, and issuing rabies quarantines.

§ A-518 Public Works

- A. Established. There shall be a Department of Public Works under the supervision of a Director of Public Works. The Department of Public Works is responsible for the planning, construction, maintenance, operation, and improvement of essential public infrastructure systems. The Department of Public Works shall have the following divisions: Administration and Finance, Engineering, Fleet, Parks and Cemeteries, Solid Waste and

Recycling, Streets Lighting and Wiring, Streets and Sidewalks, Traffic Control, Urban Forestry, and Public Utilities.

- B. Administration and Finance Division authorities and responsibilities. The Administration and Finance Division is responsible for budgeting and financial management, procurement, personnel management, and administrative coordination and oversight.
- C. Engineering Division authorities and responsibilities. The Engineering Division is responsible for the planning, design, oversight, and management of public infrastructure projects including streets, sidewalks, water, sewer, and stormwater. It assesses the condition of public infrastructure to develop capital improvement plan recommendations. The division is responsible for reviewing and issuing permits for construction, excavation, and street openings and ensuring compliance with relevant federal, state, and local regulations. It maintains custody of all engineering plans and records for the City.
- D. Fleet Division authorities and responsibilities. The Fleet Division is responsible for the maintenance, repair, inspection, and disposal of all City-owned vehicles and equipment except for police cruisers. The division maintains asset management, record keeping, and fuel management systems; is responsible for lifecycle and replacement planning and for implementing strategies to reduce fuel use, emissions, and environmental impact; ensures compliance with relevant federal, state, and local regulations; and prepares vehicles for snow and ice operations.
- E. Parks and Cemeteries Division authorities and responsibilities. The Parks and Cemeteries Division is responsible for the maintenance and care of all public parks and landscaped areas as well as the operation, maintenance, and administration of City-owned cemeteries. The division prepares athletic fields for use and ensures that natural and artificial turf, landscaping, irrigation systems, fencing, lighting, and park and playground surfaces and equipment are clean, safe, and properly maintained. The division is responsible for burial operations, monument and marker oversight, administration and records management, long-term planning of cemetery spaces, and the maintenance of cemetery grounds.
- F. Solid Waste and Recycling Division authorities and responsibilities. The Solid Waste and Recycling Division is responsible for managing how the City collects, disposes of, and recycles waste in an efficient, environmentally responsible, and legally compliant way. The division develops and manages programs and conducts public outreach to achieve zero waste and sustainability goals.
- G. Public Utilities division authorities and responsibilities. The Public Utilities Division is responsible for maintaining and operating the City's essential underground infrastructure – water, sewer, and stormwater drain systems – to ensure reliable service delivery, public health, and environmental protection. The division is responsible for maintaining and operating all elements of these systems including water mains, valves, and hydrants; sewer mains and utility holes; and stormwater catch basins, culverts, and drainage pipes. It is responsible for installing and maintaining water meters and issuing water bills and the

City's cross-connection control program, and it supports water quality and stormwater outfall testing as needed.

- H. Street Lighting and Wiring Division authorities and responsibilities. The Street Lighting and Wiring Division is responsible for the installation, repair, and maintenance of streetlights and lights in parking lots, parks, and other public spaces as well as the City's fire alarm system. The division ensures that all systems comply with electrical codes and safety regulations, and it maintains an inventory and records of all electrical infrastructure.
- I. Streets and Sidewalks Division authorities and responsibilities. The Streets and Sidewalks Division is responsible for the safe operation of the City's streets, sidewalks, and related infrastructure. It is responsible for maintenance and repair; ensuring sidewalks, curbs, and ramps are safe for pedestrians and compliant with the Americans with Disabilities Act; managing pavement markings; sweeping of roads and parking lots; and overseeing the department of public works' snow and ice response.
- J. Traffic Control Division authorities and responsibilities. The Traffic Control Division is responsible for managing and maintaining systems that regulate the safe and efficient movement of vehicles, pedestrians, and bicyclists. It is responsible for enhancing traffic safety, minimizing congestion, and supporting orderly transportation by installing, maintaining, and improving traffic signal and sign systems.
- K. Urban Forestry Division authorities and responsibilities. The Urban Forestry Division is responsible for promoting a healthy, safe, and sustainable urban forest that enhances environmental quality, public safety, and community wellbeing. It plans and implements tree planting initiatives to increase canopy cover and biodiversity; proactively and reactively prunes trees to maximize growth and ensure safety; identifies and assesses hazardous trees or limbs and mitigates risk; maintains a tree inventory; and promotes the benefits of a healthy urban tree canopy. The Tree Warden enforces the Public Shade Tree Law as outlined in G. L. c. 87.

§ A-519 Recreation

- A. Established. There shall be a Recreation Department under the supervision of a Recreation Director.
- B. Authorities and responsibilities. The Recreation Department is responsible for establishing, coordinating, and implementing community recreation programs for all residents; supporting celebrations, festivals, and public events; and coordinating recreational activities within City parks and facilities, including scheduling and permits.

§ A-520 Senior Services

- A. Established. There shall be a Senior Services Department under the supervision of a Senior

Services Director.

- B. Authorities and responsibilities. The Senior Services Department is responsible for supporting the health, wellbeing, and independence of seniors in the community by providing programs, services, and resources that help seniors stay active, connected, and informed. The department offers health and wellness programs, organizes social and recreation activities, hosts education workshops and presentations, helps seniors access healthy food options, provides transportation assistance, connects seniors and their families with financial and in-kind support programs, and offers case management services. The department also operates the City's Senior Center.

§ A-521 Skating Rink

- A. Established. There shall be a Skating Rink Department, also known as the John A. Ryan Arena, under the direction of a Skating Rink Manager.
- B. Authorities and responsibilities. The John A. Ryan Arena provides a well-maintained and accessible ice rink that provides affordable opportunities to learn and develop skills in ice sports and offers a safe and enjoyable space for recreation and competition for City residents.

§ A-522 Treasurer / Collector

- A. Established. There shall be a Treasurer/Collector Department under the supervision of a Treasurer/Collector.
- B. Authorities and responsibilities. The Treasurer/Collector Department manages the City's cash flow, revenue collection, and debt management. It is responsible for collecting taxes and all other revenue, depositing municipal funds, and managing and reconciling the City's cash holdings and accounts receivable. The department oversees the issuance and repayment of municipal bonds and notes and invests funds to prioritize safety, liquidity, and yield. It manages the City's property and liability insurance, serves as the custodian of the retirement system's funds, maintains tax title accounts, prepares regular financial reports, and ensures compliance with all relevant state regulations. The department also ensures funding for payroll and payment of benefits and processes federal and state tax payments and filings.
- C. The Treasurer/Collector department is also responsible for the administration of the City's public parking program.

Article VI – Administrative Policies

§ A-601 Introduction

This article describes administrative policies established for the purpose of guiding the development and implementation of administrative procedures within the City.

§ A-602 Business Hours

City Hall, the Senior Center, and the Parker Building shall be open between the hours of 8:30 a.m. and 5:00 p.m. on Mondays, Wednesdays, and Thursdays; between the hours of 8:30 a.m. and 7:00 p.m. on Tuesdays; and between the hours of 8:30 a.m. and 12:30 p.m. on Fridays.

The Inspectional Services office shall open and close 1 hour earlier than the other City offices.

DPW shall be open between the hours of 7:00 a.m. and 3:30 p.m. Monday through Friday.

Commented [EM35]: From Title III Chapter 30 § 30.03
Administration building hours of operation; closing
<https://ecode360.com/36824016#36824022>

§ A-603 Communications

- A. It is the policy of the City that the elective organization, multiple-member appointive organization, and administrative organization practice effective and precise communication in all forms in order to convey all relevant goals, policies, procedures, and facts related to any and all issues which may arise in a clear, timely, and succinct manner.
- B. The City Manager shall prescribe a standard format for City stationery, including letterhead, business cards, notepads, and other supplies for external written communications and a standard format for internal communications for all departments and agencies under the City Manager's jurisdiction.
- C. § A-603 shall not apply to the City Council, the School Department, or the Watertown Free Library.

§ A-604 Oaths of Office

All officers, members of multiple-member bodies, police officers, special police officers, constables and firefighters shall be required to take an oath of office before entering upon the discharge of duties, which oath shall be subscribed by the person taking it and shall be filed and preserved in the office of the City Clerk.

§ A-605 Human Resources

- A. It is the policy of the City to establish and maintain an equitable human resources system. This system should also promote the efficiency and economy of government, promote the morale and well-being of City employees, and promote equal employment

opportunity for all employees and candidates for employment.

- B. Pursuant to the Charter, the City Manager serves as the Chief Administrative Officer of the City and has responsibility for the administration of human resources related matters and oversight of human resources practices and procedures, directly or through the City Manager's designee(s), within the limits established by appropriation, ordinance, civil service law or collective bargaining agreement.
- C. The City Manager has the authority to promulgate and direct human resources policies, practices, and procedures, directly or through the City Manager's designee(s).
- D. The City Manager is responsible for the administration of the City's classification and compensation plans adopted pursuant to G. L. c. 41, §108a. The City Manager or the City Manager's designee shall administer the plans and shall establish such procedures as the City Manager deems necessary for the proper administration thereof.
- E. Nothing in this section shall be construed to conflict with Mass. Gen. Laws Ch. 31 regarding civil service.
- F. Nothing in this section shall be construed to conflict with collective bargaining agreements between the City and relevant labor unions, associations, or organizations.

§ A-606 Volunteers

The City recognizes that volunteers are an integral part of the City's government. Their participation in the process of government contributes to the uniqueness of the City's quality of life. Volunteers choose to act in recognition of social responsibility and without concern for monetary gain. The City is committed to providing adequate support, training, leadership, and recognition for all its volunteers. It expects commitment and excellence from the volunteers. The City has the right to determine duties, authorities, and appropriateness of volunteers. Following established volunteer management protocol, the City has the right to both select and remove volunteers.

Sections of Watertown City Code of Ordinances to Repeal:

- A. Chapter 30, in its entirety, as follows:
 - a. 30.01: Tax Collector
 - b. 30.02: Auditor
 - c. 30.03: Administration Building Hours of Operation; Closing
 - d. 30-15 to 30-32: Personnel Regulations
- B. Section 31 in its entirety EXCEPT 31.69-31.74, as follows:
 - a. 31.01 to 31.06: General Regulations on Boards and Commissions
 - b. 31.15 to 31.17: Legas Services Department
 - c. 31.30 to 31.35: Recycling Advisory Board – which was already replaced by the new Solid Waste Committee
 - d. 31.50 to 31.53: Timing and Process of Appointments
 - e. 31.60 to 31.61: Commission on Disabilities
 - f. 31.62: Board of Assessors
 - g. 31.63: Board of Health
 - h. 31.64: Planning Board
 - i. 31.65: School Committee
 - j. 31.66: Board of Appeals
 - k. 31.67: Housing Authority
 - l. 31.68: Board of Election Commissioners
- C. Section 34, in its entirety: Purchasing
- D. Section 36, in its entirety, as follows:
 - a. 36.01 to 36.05: Community Preservation Committee
 - b. 36.06 and 36.07: Bicycle and Pedestrian Committee
 - c. 36.08 to 36.10: Public Arts and Culture Committee
 - d. 36.11 to 36.15: Solid Waste and Recycling Committee
 - e. 36.16 to 36.21: Memorialization Committee
- E. Section 37, in its entirety, as follows:
 - a. 37.01 to 37.13: Affordable Housing Trust
- F. A portion of Section 70, as follows:
 - a. 70.01 to 70.07: Traffic Commission
- G. A portion of Section 152, as follows:
 - a. 152.30; 152.31; 152.32 (A): Historic District Commission
- H. A portion of Section 156, as follows:
 - a. 156.07: Historical Commission

Sections of City Code of Ordinances to amend:

- I. Section 50 as follows:
 - a. Superintendent of Public Works becomes Director of Public Works
- J. Section 51 as follows:
 - a. Assistant Superintendent for Wires becomes Supervisor of Wiring and Street Lighting

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 - d. 31.50 to 31.53: Timing and Process of Appointments
 - e. 31.60 to 31.61: Commission on Disabilities
 - f. 31.62: Board of Assessors
 - g. 31.63: Board of Health
 - h. 31.64: Planning Board
 - i. 31.65: School Committee
 - j. 31.66: Board of Appeals
 - k. 31.67: Housing Authority
 - l. 31.68: Board of Election Commissioners
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 - d. 36.11 to 36.15: Solid Waste and Recycling Committee
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- G. A portion of Section 152, as follows:
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- I. Section 50 as follows:
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- J. Section 51 as follows:
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Chapter 30

CITY OFFICIALS AND EMPLOYEES

	SUBCHAPTER I	§ 30.21.	Position classes: salary, wage and miscellaneous compensation schedules.
	General Provisions		
§ 30.01.	Tax Collector.	§ 30.22.	Part-time positions classified in the administrative and clerical group.
§ 30.02.	Auditor.		
§ 30.03.	Administration building hours of operation; closing.	§ 30.23.	Work week.
		§ 30.24.	Initial application of the compensation plan.
	SUBCHAPTER II		
	Personnel Regulations	§ 30.25.	Overtime compensation.
		§ 30.26.	Paid holidays.
§ 30.15.	Authorization.	§ 30.27.	Vacation leave.
§ 30.16.	Definitions.	§ 30.28.	Sick leave.
§ 30.17.	Personnel Board.	§ 30.29.	Physical examination.
§ 30.18.	Classification plan.	§ 30.30.	Civil service.
§ 30.19.	Compensation plan.	§ 30.31.	Residency requirement for police officers and fire fighters.
§ 30.20.	Amendment of the plans.	§ 30.32.	Longevity payments.

SUBCHAPTER I
General Provisions

§ 30.01. Tax Collector. [1982 Code, Ch. III, § 1]

The Collector of Taxes shall collect, under the title of City Collector, all accounts due the City which are committed to him or her. The duties of the Collector of Taxes of the City shall be performed by the City Treasurer.

§ 30.02. Auditor. [1982 Code, Ch. III, § 2; amended Ord. 35, passed 6-14-1994]

- (A) The Auditor shall have and perform for the City all powers and duties prescribed by the provisions of Massachusetts General Laws governing municipal auditors and accountants.
- (B) The City shall cause to be made annually, with the approval of the City Council, an outside audit of the books and accounts of the City. The audits shall be conducted in accordance with generally accepted government auditing standards and shall be presented to the City Council upon its completion.
- (C) The outside audit shall be performed by an external auditor or public accountant who meets the independent standards set forth under the generally accepted government auditing standards. The outside auditor shall have an appropriate background and training in municipal account systems.

§ 30.03. Administration building hours of operation; closing. [1982 Code, Ch. I, §§ 10 and 11; amended Ord. O-2013-15, passed 3-26-2013; amended Ord. O-2014-26, passed 4-22-2014; amended Ord. O-2015-15, passed 4-14-2015; amended Ord. 2016-10, passed 3-22-2016; amended Res. R-2016-66, passed 11-9-2016; amended Res. R-2017-9, passed 3-28-2017; amended Ord. 2023-O-25, passed 5-9-2023; amended Ord. No. 2024-O-64, passed 5-28-2024]

- (A) The City buildings known as the City Hall Administration Building, the Parker Annex, and the Senior Center, including all offices contained therein, as used for City and public business, shall be open to the public for the transaction of business on the following schedule:

Monday, Wednesday, Thursday: 8:30 to 5:00

Tuesday: 8:30 to 7:00

Friday: 8:30 to 12:30

Saturdays, Sundays and legal holidays: closed

- (B) The City Manager, after reasonable notice to the public, may by appropriate order direct that the listed City-owned buildings be closed on any day preceding or following a legal holiday or on any other day when, in their judgement, it is deemed expedient, necessary, or advisable.
- (C) The Building Inspector's Office shall continue to be open for the transaction of business beginning at 7:30 a.m. until 4:00 p.m. on Monday, Wednesday, and Thursday, 7:30 a.m. to 6:00 p.m. on Tuesday, and 7:30 a.m. to 11:30 a.m. on Friday.

SUBCHAPTER II

Personnel Regulations

[These regulations were reprinted from Chapter 10 of the By-Laws, 1980-81. Voted by Action of Town Meeting March 16 and March 23, 1964, under Articles 8 and 51, respectively, with amendments through 1980 Annual Town Meeting.]

§ 30.15. Authorization.

Pursuant to the authority contained in Mass. Gen. Laws Ch. 41, §§ 108A and 108C, there shall be established plans, which may be amended from time to time by vote of the City at an annual town meeting:

- (A) Classifying positions in the service of the City other than those filled by popular election, those under the jurisdiction of the School Committee, those for which incumbents render contractual services which are not provided during regularly established working hours and those which are essentially seasonal with respect to the duties which the incumbents perform and which do not appear in Schedule A, referenced in § 30.21, into groups and classes doing substantially similar work or having substantially equal responsibilities;
- (B) Authorizing a compensation plan for positions in the classification plan;
- (C) Providing for the administration of the classification and compensation plans; and
- (D) Establishing certain working conditions and fringe benefits for employees occupying positions in the classification plan.

§ 30.16. Definitions.

As used in this subchapter, the following words and phrases shall have the following meanings unless a different construction is clearly required by the context or by the laws of the commonwealth.

ADMINISTRATIVE AUTHORITY — The elected or appointed official or board, having jurisdiction over a function or activity.

BOARD — The Personnel Board as defined in § 30.17.

CLASS — A group of positions in the City service sufficiently similar in respect to duties and responsibilities so that the same descriptive title may be used to designate each position allocated to the class, that the same qualifications shall be required of the incumbents, that the same tests of fitness may be used to choose qualified employees and that the same scale of compensation can be made to apply with equity.

CLASSIFICATION PLAN — Class titles appearing in Schedule A, referenced in § 30.21 of this subchapter, plus class specifications which are on file with the Personnel Board and which are hereby incorporated by reference.

COMPENSATION GRADE — A range of salary or wage rates appearing in Schedules B, C, D or E, referenced in § 30.21.

COMPENSATION PLAN — Schedules B, C, D and E, referenced in § 30.21.

CONTINUOUS EMPLOYMENT — Employment (either full- or part-time) requiring a predetermined minimum work week and uninterrupted except for required military service and for authorized vacation or other leave of absence.

DEPARTMENT — Any department, board committee commission or other agency of the City subject to

this subchapter.

EMPLOYEE — An employee of the City occupying a position in the classification plan.

FULL-TIME EMPLOYEE — An employee retained in full-time employment.

FULL-TIME EMPLOYMENT — Employment for not less than 7.5 hours per diem for five days a week for 52 weeks per annum, minus legal holidays and authorized vacation leave, sick leave and other leave of absence.

GROUP or OCCUPATIONAL GROUP — A group of classes designated by occupation as appearing in Schedule A, referenced in § 30.21.

INCREMENT — The dollar difference between step rates.

MAXIMUM RATE — The highest rate in a range which an employee normally is entitled to attain.

MINIMUM RATE — The rate in a range which is normally the hiring rate of a new employee.

PART-TIME EMPLOYEE — A person employed in a permanent status to a position in the several departments whose period of employment is less than the regular hours of work for the department to which he or she has been employed.

PART-TIME EMPLOYMENT — Employment on a regular basis with scheduled hours less than the regular scheduled hours of work for the department.

PERMANENT EMPLOYEE — An employee retained in continuous employment in a permanent position.

PERMANENT POSITION — A full-time or part-time position in the City service which has required or which is likely to require the services of an incumbent in continuous employment for a period of 52 calendar weeks.

PERSONAL RATE — A rate above the maximum rate applicable only to a designated employee.

POSITION — An office or post of employment in the City service with duties and responsibilities calling for the full-time, part-time or seasonal employment of one person in the performance and exercise thereof.

PROMOTION — A change from a position of lower class and compensation grade to a position with greater responsibilities in a higher class and compensation grade.

PROVISIONAL EMPLOYEE — An employee who is appointed to the employee force for regular full-time or part-time employment pending certification to permanent status, or to a permanent position in probationary or acting status pending certification to permanent status.

RANGE — The dollar difference between minimum and maximum rates.

RATE — A sum of money designated as compensation for personal services on an hourly, daily, weekly, monthly, annual or other basis.

REGULAR EMPLOYEE — An employee who has worked 30 weeks in the aggregate during the 12 consecutive months ending May 31st of any calendar year.

SEASONAL EMPLOYMENT — Appointment to the employee force for a fixed period of time, and which appointment shall terminate at the conclusion of that period of time.

STEP RATE — A rate in a range of a compensation grade.

TEMPORARY EMPLOYEE — An employee retained in a temporary position as defined below, or an employee retained in a position the title of which contains the adjective temporary.

TEMPORARY POSITION — A position in the City's service which requires or is likely to require the

services of one incumbent for a limited time and a special purpose, either full-time or on a part-time basis.

§ 30.17. Personnel Board.

- (A) There shall be a Personnel Board consisting of five members, responsible for the administration of the classification and compensation plans. One member shall be a member of the Finance Committee, and four shall be citizens at large of the City. Appointments to the Personnel Board shall be made by the Moderator.
- (B) In making these appointments, the Moderator shall give consideration to the personal qualifications of those citizens who will best meet the responsibility of the Board to represent both City employees and taxpayers. If possible, the make-up of the Board shall consist of members professionally qualified who are familiar with the principles and experienced in the methods and practices of labor relations and personnel administration.
- (C) The terms of office of members of the Board shall be as follows: The Member of the Finance Committee shall serve for a term of one year. One citizen for a term of one year, and one citizen shall be appointed for a term of two years, and two citizens shall be appointed for terms of three years. Upon expiration of the first terms of the citizen members, their successors shall be appointed for terms of three years.
- (D) The Board shall administer the plans and shall establish such procedures as it deems necessary for the proper administration thereof.
- (E) Forthwith after its appointment and annually, the Board shall meet and organize by electing a chairman and appointing a secretary who shall be a member of the Board. A majority of the Board shall constitute a quorum for the transaction of business. A majority of the Board shall determine the action the Board must take in all matters which it is authorized or required to pass under this subchapter.
- (F) The Board may employ assistance and incur expenses as it deems necessary subject to the appropriation of funds therefor. It shall appoint a clerk.
- (G) The clerk of the Board shall maintain adequate personnel records of all employees occupying positions subject to the classification and compensation plans.
- (H) The Board from time to time, of its own motion, shall investigate the work features and rates of salaries or wages of any or all positions subject to the provisions of this subchapter. Reviews shall be made at intervals as the Board deems necessary and, to the extent which the Board considers practicable, shall include all occupational groups in the classification plan.
- (I) The Board shall maintain written job descriptions or specifications of the classes in the classification plan, each consisting of a statement describing the essential nature of the work and the characteristics that distinguish the class from other classes. The description for any class shall be construed solely as a means of identification and not as prescribing what the duties or responsibilities of any position shall be, or as modifying, or in any way affecting, the power of any administrative authority, as otherwise existing, to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.
- (J) (1) Upon recommendation of a department head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Board, the Board may authorize an entrance rate higher than the minimum rate for a position, and/or such other variance in the

compensation plan as it may deem necessary for the proper functioning of the services of the City. No variance shall become effective unless, or until, the necessary funds have been appropriated therefor.

- (2) Initial employment in the library service in any of the professional positions or classifications included in § 30.21 may be at rates above the minimum rate shown when, in the judgment of the Trustees of the Free Public Library, prior experience and training justifies the rate, and the authorization of the Board in such cases shall not be required.
- (K) (1) Whenever a vacancy occurs in any position subject to the compensation plan, the Personnel Board will be notified of the vacancy.
- (2) In departments which come under the jurisdiction of the Civil Service Commission, the appropriate list of certified candidates shall be requested, if the position is to be filled.
- (3) In the absence of such a list, appropriate Civil Service procedures shall be followed, if the position is to be filled.
- (4) In departments which are exempt from Civil Service, the position(s) shall be advertised. If the position is to be filled.
- (5) Applications shall be reviewed and a list of eligible candidates shall be prepared and sent to the appointing authority for final selection, except that the Library Department, under provisions of Mass. Gen. Laws Ch. 78, will reserve the right to receive applications from which the Trustees may make appointments.
- (6) No employees shall commence work, receive wages or compensation unless these procedures shall have been followed.
- (L) The Board shall make an annual report in writing to the Board of Selectmen and the Finance Committee not later than the fourth Monday prior to the first business meeting of the annual town meeting.

§ 30.18. Classification plan.

- (A) All positions in the service of the City except those excluded by § 30.15 are hereby classified by titles appearing in Schedule A, referenced in § 30.21 which is made a part hereof. These classes of positions shall constitute the classification plan for paid City services.
- (B) The title of each class, as established by the classification plan, shall be the official title of every position allocated to the class and the official title of each incumbent of a position so allocated, and shall be used to the exclusion of all others on payrolls, budget estimates and other official records and reports pertaining to the position.
- (C) The title of a position which is held by an employee with a dual or a multiple Civil Service rating shall be that recommended by the employee's department head, or by the administrative authority having jurisdiction over the organization unit to which the employee is assigned.
- (D) Whenever a new position is established, or the duties of an existing position are so changed that in effect a new position is created, upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall allocate the new or changed position to its appropriate class.
- (E) No position may be reclassified until the Personnel Board shall have determined the reclassification

to be consistent with the classification plan.

§ 30.19. Compensation plan.

- (A) The compensation plan shall consist of Schedules B, C, D and E, referenced in § 30.21, which provide minimum and maximum salaries or wages for certain of the classes in the classification plan. The salary range of a class shall be the salary range of all positions allocated to the class.
- (B) Each employee shall continue to be paid on the same basis as in effect at the time of adoption of this subchapter unless otherwise provided in the compensation plan.
- (C) No administrative authority shall fix the salary of any employee in a position in the classification plan except in accordance with the compensation plan.
- (D) No person shall be paid as an employee in any position subject to the provisions in the classification plan under any title other than those appearing in Schedule A, referenced in § 30.21.
- (E) An employee in continuous employment in a class appearing on Schedules B, C, or certain grades of Schedule E, referenced in § 30.21 shall receive the increment between his or her present rate and the next higher step rate as follows:
 - (1) Beginning with the pay period following completion of 12 months service at the minimum or other rate if a rate other than the minimum is authorized as his or her hiring rate.
 - (2) Thereafter 12 months from the date of his or her previous increase until he or she attains the maximum rate of the range of the compensation grade to which his or her class is assigned.
- (F)
 - (1) An employee receiving a promotion to a vacant position or to a new position as defined in § 30.18(C) shall, upon assignment resulting from such promotion, receive the rate in the compensation grade of the vacant or new position next above his or her existing rate. If the resulting adjustment does not equal \$100 for a position class assigned to Schedule B or \$0.05 for a position class assigned to Schedule D, the adjustment shall be to the second rate above the existing rate but within the compensation grade of the vacant or new position.
 - (2) Upon recommendation of a department head supported by evidence in writing, the Personnel Board may authorize a rate of pay above the minimum for an employee receiving a promotion to a vacant or new position as defined in § 30.18(C) but consistent with the classification plan and the appropriation voted therefor.
- (G) The employee receiving a promotion and adjustment in rate pursuant to the provisions of the preceding division shall receive the next increment of his or her compensation grade following completion of 12 months at the rate resulting from the promotion.
- (H) The employee who is transferred to a similarly rated or to a lower rated position for the convenience of the City shall enter the new position at his or her rate in the position from which he or she is transferred.
- (I) Each administrative authority shall include in its estimates, required by the provisions of Mass. Gen. Laws Ch. 41, § 59, a pay adjustment section setting forth in detail the amounts which will be required for anticipated pay adjustments during the ensuing year and shall furnish a copy thereof to the Board.

§ 30.20. Amendment of the plans.

- (A) The classification plan and/or the compensation plan and/or other provisions of this subsection may be amended by vote of the City at an annual town meeting in the same manner as other by-laws of the City may be amended. However, no amendment shall be considered or voted on by town meeting unless the proposed amendment has first been considered by the Board and the Finance Committee.
- (B) The recommendation of the Personnel Board as to a proposed amendment to this subchapter shall be made to the town meeting before a vote is taken thereon. A proposed amendment must be submitted to a town meeting substantially as presented to and as heard by the Personnel Board.
- (C) Similarly, the Finance Committee shall report to the town meeting as a part of its estimates of City expenditures the impact of a proposed amendment which is approved by the Personnel Board together with a recommendation or recommendations as the Finance Committee deems expedient.
- (D) The Board, of its own motion, may propose an amendment to the plans or other provisions of this subchapter based on its findings resulting from its investigations as provided in § 30.17(H).

§ 30.21. Position classes: salary, wage and miscellaneous compensation schedules.

The following schedules, together with class specifications previously incorporated by reference, are hereby adopted by reference as if fully attached hereto, and constitute the classification and compensation plans of the City as defined in § 30.16. Copies of the schedules are on file for examination and inspection in the office of the City Clerk:

- (A) Schedule A. Classification of positions by occupational groups and assignment to compensation grades.
- (B) Schedule B. General annual salary schedule.
- (C) Schedule C. Police and fire annual salary schedule.
- (D) Schedule D. Hourly wage schedule.
- (E) Schedule E. Miscellaneous salary schedule.

§ 30.22. Part-time positions classified in the administrative and clerical group.

Employees occupying administrative or clerical positions in part-time employment which may be continuous employment or which may constitute intermittent or casual service shall be compensated at hourly rates appearing in a schedule located on file in the office of the City Clerk and which is hereby incorporated in the compensation plan.

§ 30.23. Work week.

The work week for full-employment in each occupational group shall be as follows:

Group	Work Week
Administrative and Clerical Group	37.5 hours
Custodian Group	40 hours
Inspection Group	**As required
Professional Group	**As required

Group	Work Week
Mechanical and Construction Group	
Fire Alarm Signal Operator	42 hours
All others in this group	40 hours
Labor Group	40 hours
Library Group	40 hours
Public Safety Group	
Police Classes	*As required
Fire Classes	42 hours
Supervisory Group	**As required

NOTES:

*

Each member of the Police Department shall work not more than an average of 40 hours per week over a period of six weeks, and not more than 8 1/4 hours a day on a regularly scheduled basis, each member to receive not less than 121 regular days off yearly, characteristic of the four-two-one work schedule, so-called, and not less than two consecutive days off weekly.

**

Which shall be not less than 40 hours per week and which may be computed over any 2 week cycle.

§ 30.24. Initial application of the compensation plan.

- (A) Upon adoption of this subchapter at an annual town meeting, the rate of each eligible employee occupying a position in the classification plan shall become effective on July 1 of the year of adoption.
- (B) The rate of each eligible employee shall be adjusted in the same corresponding step rate in his or her designated compensation grade of § 30.21 as the step rate which he or she occupied as of July 1 of the year of adoption. His or her corresponding step rate shall be determined by the same number of increments below maximum. (If more step rates are in his or her old than in his or her new compensation grade, the adjustment shall be at least to the minimum rate of the new compensation grade.)
- (C) The adjustment of the rate of an individual employee as provided in the preceding paragraph shall, however, be subject to the following:
 - (1) If the amount of the increase is in excess of \$500, the first year adjustment shall be limited to \$500.
 - (2) The balance of the initial adjustment determined by division (B) of this section shall be paid to the eligible employee in the second year following adoption of the compensation plan in addition to any further increment for which the employee may be eligible during that year.

- (D) If the minimum rate of an employee's old compensation grade is higher than the minimum rate of his or her new compensation grade and if his or her rate is at the old minimum at the time of adoption, his or her adjustment shall be to the step rate of the new compensation grade which is next above the old minimum rate.
- (E) If an employee's rate at the time of adoption is above the maximum rate of his or her appropriate new compensation grade, his or her rate shall become a personal rate and as defined in § 30.16, shall apply to the subject employee and not to the position.
- (F) Following adoption of this subchapter and application of rates in § 30.21 as provided in the preceding divisions, employees shall be eligible for subsequent pay adjustments on anniversary dates as set forth in § 30.19(E).
- (G) Nothing in this section shall be construed as authorizing adjustment to any rate above the maximum rate in the range of the compensation grade.

§ 30.25. Overtime compensation.

- (A) Administrative and Clerical Group. An employee occupying a position classified in this group shall receive overtime compensation for hours worked in excess of 40 hours per week at the rate of 1 1/2 times his or her regular rate. In lieu of overtime compensation, the employer may, allow compensatory time off.
- (B) Custodian Group. An employee occupying a position classified in this group shall receive compensation for hours worked in excess of those constituting his or her established work week at time and one-half determined by dividing his or her weekly rate by 40.
- (C) Inspection and Professional Group. An employee occupying a position classified in one of these two groups is not entitled to overtime compensation as set forth in § 30.23.
- (D) Mechanical and Construction Group.
 - (1) Employees occupying positions classified in this group are normally not eligible for compensation for hours worked in excess of those constituting the work week for this group as set forth in § 30.23. In the event of special circumstances which may require overtime services on the part of an employee, the Personnel Board may approve compensation to the employee at time and one-half upon application of the department head setting forth the nature and extent of such services.
 - (2) The Personnel Board may also grant blanket approval upon application of a department head for the payment of overtime at time and one-half to employees occupying positions in the Mechanical and Construction Group for services which may be required under emergency conditions.
 - (3) Payment of overtime compensation to an employee occupying a position in this group will not be made without Personnel Board approval either before or after the fact.
- (E) Labor Group. An employee occupying a position in this group shall be compensated at 1 1/2 times his or her regular hourly rate for hours worked in excess of eight hours during a regularly assigned work day and for all hours worked on other than a regularly assigned work day provided that he or she has been credited with 40 hours pay at his or her regular rate for five consecutively-assigned work days prior to performing work on the non-assigned work day. Double time will be paid for all hours worked on Sunday, not part of the work week.

(F) Public Safety Group.

- (1) If an employee whose position is in one of the police classifications is required, except for court appearances, to be on duty for any period in excess of his or her regular hours of duty as from time to time established, he or she may be given time off equal to the period of overtime duty or if time off cannot be given by reason of personnel shortage or other cause, he or she may be paid for the period of overtime duty at an hourly rate as may be determined by the authority in charge of the department, which rate shall in no event be less than 1 1/2 times the hourly rate of his or her regular compensation for his or her average weekly hours of regular duty.
- (2) If an employee whose position is in one of the fire classifications shall be required to be on duty for any period of time in excess of his or her regular hours of duty, as from time to time established, he or she may be given time off equal to the period of overtime duty, or if time off cannot be given by reason of a personnel shortage or other cause he or she may be paid for the period of overtime duty at hourly rate as may be determined by the authority in charge of the fire department, which rate shall in no event be less than 1 1/2 times the hourly rate of his or her regular compensation for his or her average weekly hours of regular duty.

(G) Library Group. A permanent full time employee occupying a position in this group shall be compensated at 1 1/2 times his or her regular hourly rate for all hours worked on Sunday, providing they shall have worked a minimum of 37 hours in the previous week. No employee shall be required to work on Sunday.

§ 30.26. Paid holidays.

- (A) The following days, proclaimed and recognized by the Commonwealth, shall be recognized as legal holidays within the meaning of this subchapter, on which days employees shall be excused from all duty not required to maintain essential City service:

New Year's Day
Martin Luther King Day
Washington's Birthday
Patriot's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

- (B) Every employee in full-time employment shall be entitled to these designated holidays on the following terms:

- (1) If paid on an hourly basis he or she shall receive one day's pay at his or her regular rate based on the number of hours regularly worked on the day which the designated holiday occurs.

- (2) If paid on a weekly, monthly or similar basis, he or she shall be granted each designated holiday without loss in pay.
- (3) Permanent part-time employees whose hours of work follow a regular weekly schedule of an average of 20 hours or more, which average may be computed over the previous eight-week cycle, shall be paid in such proportion as their part-time service bears to full-time service. Temporary employees, or employees in a temporary employment status, hired on and after December 31, 1971 shall be granted time off without pay. Employees rendering essentially contractual services shall not be paid for time off on such holidays.
- (4) Provisional employees shall be deemed to be permanent employees for purposes of holiday pay.
- (C) Payment under the provisions of this section shall be made provided the eligible employee shall have worked on his or her last regularly scheduled working day prior to and his or her next regularly scheduled working day following the holiday, or was in full pay status on the preceding and following days in accordance with other provisions of this subchapter.
- (D) An employee occupying a position classified in the Mechanical and Construction or Labor Groups who, because of a rotation of shifts, works different days in successive weeks shall be granted, in each year in which the number of holidays falling on his or her regular days off is in excess of the number of holidays in that year falling on Saturday, additional days off equal to the excess.
- (E) An employee occupying a position classified in the Custodian, Mechanical and Construction or Labor groups who performs work on one of the days or dates designated in division (A) shall be paid at his or her regular rate for the day or date in addition to the amount to which he or she is entitled under division (B) unless the work is performed during a tour of duty which began on the day preceding the holiday.
- (F) An employee occupying a position classified in the Custodian or Mechanical and Construction groups shall be paid at his or her regular rate for work performed on Saturday of a week in which one of the days or dates designated in division (A) occurs, provided the work performed is that which was scheduled for the day of the holiday.
- (G) An employee occupying a position classified in the Public Safety group in one of the police classifications shall be entitled to compensation in addition to that provided under division (B) in accordance with the provisions of Chapter 268, Section 17A of the Acts of 1952 accepted by the City on April 4, 1955.
- (H) An employee occupying a position classified in the Public Safety group in one of the fire classifications shall be entitled to compensation in addition to that provided under division (B) in accordance with the provisions of Chapter 640 of the Acts of 1953, accepted by the City on April 4, 1955.
- (I) Employees occupying positions classified in the Administrative and Clerical, Inspection, Professional and Supervisory groups shall not be entitled to additional compensation for work performed on one of the days or dates designated in division (A).
- (J) Whenever one of the holidays set forth in division (A) falls on a Sunday, the following day shall be the legal holiday.

§ 30.27. Vacation leave.

Eligible employees shall be entitled to vacation leave as provided elsewhere in the bylaws of the City.

§ 30.28. Sick leave.

Eligible employees shall be entitled to sick leave as provided elsewhere in the bylaws of the City.

§ 30.29. Physical examination.

Every person hereinafter employed by the City in a position included in the classification plan as well as School Custodians, School Clerical Employees and Cafeteria Personnel, except when performing casual service, shall undergo a physical examination satisfactory to the State Watertown Contributory Retirement Board. The examining physician shall be appointed by the Board of Selectmen or School Committee, as the case may be, and shall render a sealed report of his or her findings to the Personnel Board, or, in the case of a school employee, to the School Personnel Director, having the name of the applicant written on the envelope. After receipt of the report has been entered on the respective personnel records, the report shall be deposited with the State Watertown Contributory Retirement Board for safe keeping, the contents subject to future view only by a physician designated by the Selectmen, or the School Committee, as the case may be, otherwise the report shall be confidential.

§ 30.30. Civil service.

Nothing in this subchapter shall be construed to conflict with Mass. Gen. Laws Ch. 31.

§ 30.31. Residency requirement for police officers and fire fighters.

- (A) Every person appointed to the position of Police Officer or Fire Fighter subsequent to the adoption of this subchapter shall be a resident of the City of Watertown.
- (B) Any Police Officer or Fire Fighter appointed prior to August 1, 1978 who resides in a city or town located further than 15 miles from the limits of the City of Watertown and who changes his or her domicile after August 1, 1978 shall be required to reside within 15 miles of the limits of the City of Watertown pursuant to Mass. Gen. Laws Ch. 41, § 99A.

§ 30.32. Longevity payments.

- (A) Longevity payments shall be added to the annual compensation of each full time employee under this subchapter (except those in Police and Fire classifications) after completion of 10 years of continuous employment in accordance with specific collective bargaining agreements.
- (B) Permanent part-time employees who work 20 or more hours per week shall receive longevity payments on a prorated basis.

SUBCHAPTER I General Provisions

§ 31.01. Meetings and records. [1982 Code, Ch. II, § 1]

All boards, committees, commissions or trustees, shall hold a regular meeting at least once each month and shall keep records exactly and in detail of all motions made, votes passed and business transacted at each such meeting. All such records shall be kept in a bound book of standard form. The books in which records of meetings are currently made shall be kept in their respective places in the City offices of the board whose records they are, and shall not be removed therefrom. The books shall, unless otherwise provided by law, be open to public inspection at any reasonable time, but shall remain during such inspection under supervision of the officer, board, committee, commission or trustee having custody thereof. When any record book is completely filled and a new book of records begun, the completed volume shall within a reasonable time, at least within a year, be filed with the City Clerk for safe keeping and permanent record.

§ 31.02. Rules and regulations. [1982 Code, Ch. II, § 2]

- (A) All boards, officers, commissions, committees, boards of trustees or departments which adopt or promulgate rules or regulations or have heretofore adopted or promulgated the same, shall forthwith file a copy thereof with the City Clerk for a permanent record.
- (B) Whenever there are additions to or amendments of any rules and regulations, the board, officer, commissioner, committee, board of trustees or department responsible therefor shall file with the City Clerk a new and complete copy of the rules and regulations in substitution for the copy already on file.

§ 31.03. Annual report and distribution. [1982 Code, Ch. II, §§ 3 — 4]

- (A) On or before March 15 each year, all officers of the City and the boards, committees, commissions and trustees referred to in the preceding section and the Superintendent of the Department of Public Works including report of the City Engineer, shall make a report to the City of the work done and business transacted in their respective department during the fiscal year of the City last preceding. The reports shall be made by filing the original thereof with the City Manager prior to March 15 in the year which it is made and at the same time a copy thereof with the City Clerk for a permanent record. All reports shall be made on paper 8 1/2 inches wide and 11 inches long.
- (B) The annual printed reports of the officers of the City shall be made and published by the City Manager. It shall include the Auditor's report showing in detail all moneys received into and paid out of the City Treasury in the fiscal year last preceding and such other matters as are required by law to be contained therein, or as may be inserted by the City Manager under the discretion granted him or her by law. The reports shall be completed and a copy, after being completed, be delivered via mailing or other expeditious means to all City Council Members and department heads. Copies shall be made available at the City Clerk's office.

§ 31.04. Correspondence. [1982 Code, Ch. II, § 5]

All correspondence between officers or departments of the City and all reports and other

instruments to be filed for record shall be on paper 8 1/2 inches wide and 11 inches long.

§ 31.05. Statutory duties. [1982 Code, Ch. II, § 6]

In addition to the duties fixed in this code, all officers, boards, committees and commissions shall have the duties imposed upon them by law by virtue of their office.

§ 31.06. Conflict of interest.¹ [1982 Code, Ch. III, § 10]

No City officer or member of any board or committee chosen by the City, or any agent of any such officer, board or committee, shall have any pecuniary interest in any contract agreement, sale, bargain or the settlement of any claim by or against the City made or approved on behalf of the City by himself or herself or any board or committee of which he or she is a member or for which he or she may act as agent and no such officer, member or agent shall represent a claimant or defendant in any legal proceeding, civil or criminal, by or against the City or any of its officers or agents acting in their official capacities. No officer, member or agent shall represent a defendant in any criminal proceeding instituted by a member of the Police Department for the prosecution of a crime committed within the jurisdiction of such department or for any violation of this code.

1. Editor's Note: Penalty, see § 10.99.

SUBCHAPTER II
Legal Services Department

§ 31.15. Appointments and duties. [1982 Code, Ch. IV, § 1]

- (A) There shall be a Legal Services Department established for the City under the supervision and control of the City Manager. The City Manager, with the approval of the City Council, shall appoint a City Attorney who, together with any Assistant City Attorney, shall be a member in good standing of the Massachusetts bar. The City Attorney shall direct the functions of the Legal Services Department and may employ, with the approval of the City Manager, such employees or special employees as may be necessary to carry out the duties of the Department. The City Attorney, for the purposes of this code, shall be an officer of the City.
- (B) The Legal Services Department shall, in addition to any statutory requirements or specific assignments by the City Manager, perform and be responsible for the following duties and services:
- (1) To counsel and advise all executive officers, boards, committees and commissions of the City concerning all legal matters in which the City has an interest, and such executive officers, boards, committees or commissions shall, in the first instance, confer with or refer to said legal services department for its attention all such legal matters, except those carried on in the regular course of business.
 - (2) To represent the City in all legal proceedings by or against the City.
 - (3) All legal opinions given to any executive officer, board, committee or commission shall be in writing signed by the City Attorney and the Legal Services Department shall be responsible for filing the original with the City Clerk for a permanent record, for sending a duplicate of the original to such person, board, committee or commission requesting the opinion and for sending a copy thereof to the City Manager.
 - (4) To discuss, assist in, supervise or conduct any and all legal matters for any officer, department head, board, committee or commission of the City.
 - (5) To pay all proper charges against the City for any and all legal services or expenses that are properly incurred by any City Officer, department head, board, committee or commission except those that by statute are allowed to pay their own bills for legal services and expenses or who, by proper City Council vote, have an appropriation for legal services and expenses in the budget of their own office, department, board, committee or commission.

§ 31.16. Defense of suits. [1982 Code, Ch. IV, § 2]

The City Manager shall have full authority as agent of the City to institute and prosecute suits in the name of the City or its officers in his or her official capacity and to appear and defend suits brought against its officers in their official capacity, unless otherwise ordered by a vote of the City, or provided by law.

§ 31.17. Settlement authority. [1982 Code, Ch. IV, § 3]

- (A) The City Manager may institute, prosecute, defend, compromise and settle claims, actions, suits or other proceedings brought by, on behalf of, or against the City.
- (B) In no case shall a settlement be so made by a payment of more than \$2,500 without a vote of authority from the City.
- (C) He or she may employ special counsel in suits by or against the City whenever he or she deems it necessary.

SUBCHAPTER III Recycling Advisory Board

§ 31.30. Board created. [Ord. 36, passed 9-8-1992]

There is hereby established a Watertown Recycling Advisory Board.

§ 31.31. Members of Board. [Ord. 36, passed 9-8-1992]

The Recycling Advisory Board shall be composed of 12 citizens at large, to be appointed by the City Manager, in three groups of four persons, appointed for staggered three-year terms, with one group to be initially appointed for one year, the second group to be initially appointed for two years, and the third group to be initially appointed for three years.

§ 31.32. Compensation. [Ord. 36, passed 9-8-1992]

The members of the Recycling Advisory Board shall receive no compensation for their services as Board members, but all expenses incurred that are reasonable and that were pre-approved by the City Manager shall be paid by the City.

§ 31.33. Officers. [Ord. 36, passed 9-8-1992]

- (A) Chairperson. The members of the Board shall from time to time appoint one of its members as Chairperson.
- (B) Secretary. The Recycling Advisory Board shall designate one of its members as Secretary. The Secretary shall arrange meetings, supply records, obtain data, prepare reports and attend to such other duties as shall be decided by the Recycling Advisory Board.

§ 31.34. Duties and responsibilities. [Ord. 36, passed 9-8-1992]

The Recycling Advisory Board shall assist the City Manager in developing a plan for the City to address the problems of the rising cost of solid waste disposal and impending state exclusion of many recyclable materials from incinerators and landfills. In addition, the Recycling Advisory Board shall advise the City Manager on the operations of the Watertown Recycling Center. The City Manager may from time to time assign further duties to the Board as the City Manager deems suitable or appropriate.

§ 31.35. Procedures. [Ord. 36, passed 9-8-1992]

All reports, suggestions and advice relative to the establishment of a recycling program in the City and on the operations of the Watertown Recycling Center shall first be submitted through the Secretary of the Recycling Advisory Board to the Board for study and recommendations before being acted upon by the City Manager, unless the City Manager shall deem otherwise.

SUBCHAPTER IV
Timing and Process of Appointments

§ 31.50. Expiration of terms. [Ord. 46, passed 10-23-2007; amended Ord. O-2013-6, passed 1-22-2013]

(A) The terms of appointments to City boards, commissions, and committees (hereafter "City boards") expire as follows:

- (1) Board of Health: First Monday in February;
- (2) Zoning Board of Appeals: February 15;
- (3) Planning Board: February 15;
- (4) Conservation Commission: February 15;
- (5) Licensing Board: February 15;
- (6) Bicycle and Pedestrian Committee: February 15;
- (7) Election Commission: April 1;
- (8) Traffic Commission: May 15;
- (9) Board of Assessors: May 15;
- (10) Watertown Housing Authority: May 15;
- (11) Council on Aging: May 15;
- (12) Cultural Council: May 15;
- (13) Cable Access Corporation: September 15;
- (14) Historical Commission: October 1;
- (15) Commission on Disability: November 1;
- (16) Environment and Energy Efficiency: November 15;
- (17) Historic District Commission: November 15;
- (18) Recycling Advisory Board: November 15; and
- (19) Stormwater Advisory Committee: July 15.

(B) All persons serving on a City board for a term of years at the time of enactment of this subchapter shall continue to serve on that City board until their terms would otherwise expire, and until their successors are qualified, unless otherwise terminated.

§ 31.51. Timing of appointments. [Ord. 46, passed 10-23-2007]

(A) Appointments upon expiration of term.

- (1) At least 90 days before the expiration of a City board member's term, the City Manager will notify the member in writing of the expiration date of his or her term and determine whether the member wishes, at the City Manager's discretion, to serve another term.
- (2) Within seven business days of giving the notice required in division (A)(1), the City Manager will post the position. If the City Manager has determined that the current member wishes to serve another term, the posting will include that information.
- (3) If the appointment requires confirmation by the City Council, the City Manager will transmit his or her appointment to the City Council at least 30 days prior to the expiration of the term.
- (4) If the appointment does not require confirmation by the City Council, the City Manager will transmit to the City Council notice of his or her appointment prior to the expiration of the term.

(B) Appointments other than upon expiration of term.

- (1) Vacancies on City boards occurring other than upon expiration of term, whether due to resignation, removal, or other cause, shall be filled by appointment by the City Manager for the unexpired term.
- (2) Upon learning of a vacancy occurring other than upon expiration of term, the City Manager may either:
 - (a) Appoint a new member from among people who have previously applied and been interviewed for a position on a City Board; or
 - (b) Post the position.
- (3) Preferably within 60 days, but not more than 90 days, after learning of a vacancy, the City Manager shall transmit to the City Council his or her appointment (if City Council confirmation is required) or notice of his or her appointment (if City Council confirmation is not required).

(C) Failure to make timely appointments.

- (1) If, for any reason, the City Manager is unable to make an appointment within the time periods provided in this section, he or she will make a report to the City Council explaining the reasons for the delay and indicating the date by which he or she expects to make the appointment.
- (2) Members of City boards who are willing to continue to serve after the expiration of their terms will serve until they are reappointed and qualified or their successors are appointed and qualified.

§ 31.52. Appointment process. [Ord. 46, passed 10-23-2007]

- (A) Annual listing. Not later than January 15 of each year, the City Clerk will prepare a list of all City board terms due to expire during that calendar year. The list will be transmitted to the City Council and City Manager, posted on the City bulletin board and City website, and

published at least twice in the local newspaper.

- (B) Posting of positions. All positions on City boards posted in accordance with this subchapter shall be posted for not less than 14 days on the City bulletin board and City website and published at least twice in the local newspaper. The posting shall contain a description of the position and duties and a list of necessary and desirable qualifications, and shall indicate whether the person currently holding the position wishes to serve another term. No appointment shall be made until at least 21 days have elapsed following the initial posting.
- (C) Interviews. Except where the City Manager appoints a prior applicant under § 31.51(B)(2)(a), the City Manager or his or her designee shall interview no less than three candidates for each position on a City board. If there are fewer than three applicants, the City Manager or his or her designee shall interview all of the applicants.
- (D) Confirmation by the City Council.
 - (1) For appointments requiring confirmation by the City Council, the City Council or a committee thereof must interview the appointee at a public meeting for which the posted agenda contains notice of the interview.
 - (2) A vote by the City Council on confirmation of an appointment must take place at a meeting for which the posted agenda contains notice of the vote.
 - (3) If the City Council fails to take any action on an appointment within 30 days following the date notice of the appointment is filed by the City Manager with the City Council, such appointment shall be deemed to have been confirmed.

§ 31.53. Effective date. [Ord. 46, passed 10-23-2007]

This subchapter shall apply to all appointments upon expiration of term and other vacancies occurring after January 1, 2008.

SUBCHAPTER V
Commission on Disability

§ 31.60. Establishment. [Ord. 94-05, passed 1-25-1994]

The City known as the "Town of Watertown" does hereby accept the provisions of Section 8J of Chapter 40 of the General Laws of the Commonwealth of Massachusetts, and forms a Commission on Disability subject to said provisions.

§ 31.61. Appointment of members. [Ord. 94-05, passed 1-25-1994]

The Town Manager shall appoint the members of said Commission as quickly as may be practicable.

SUBCHAPTER VI Previously Established Bodies

§ 31.62. Board of Assessors.

[At a General Town Meeting in Watertown held 7-17-1694, the inhabitants of said Town voted to choose five Assessors according to law. At a subsequent General Town Meeting held 7-13-1696, the Town voted to reduce the number of Assessors from five to three.]

§ 31.63. Board of Health.

[On 3-8-1886, the first Board of Health was elected, consisting of three members. In 1896, the term of the members was increased to three years. The Board of Health originally had jurisdiction over Town cemeteries, but in 1968 the Cemetery Department was placed under the jurisdiction of the Department of Public Works.]

§ 31.64. Planning Board. [Adopted 6-6-1913 ATM by Art. 14 (Ch. XXIV of the Bylaws); amended Ord. No. 2024-O-28, passed 3-26-2024]

- (A) The Planning Board of the City of Watertown shall consist of five members and one associate member to be appointed by the City Manager, subject to the approval of the City Council.
- (B) Members and the associate member shall be appointed to three-year terms beginning on February 15 of the year of appointment. Members' terms shall be arranged so that the term of at least one member expires each year.
- (C) The Planning Board shall be empowered to carry out all duties entrusted to it by law and regulation, including, but not limited to, development of a comprehensive plan and administration of the Subdivision Control Law pursuant to MGL c. 41 as well as actions pursuant to the Zoning Act, MGL c. 40A. The Planning Board shall also have the powers granted to it by the Home Rule Charter and Code of Ordinances.
- (D) Upon the adoption of any regulation by the Planning Board, the Planning Board shall forthwith notify the Council President and City Manager.
- (E) The associate member shall be entitled to participate in all Planning Board meetings and discussions, but shall have no vote unless the Planning Board chair shall designate the associate member to sit as a member for the sole purpose of acting on a special permit application upon the absence, inability to act, or conflict of interest of any member of the Planning Board or upon a vacancy on the Planning Board.
- (F) No member or associate member of the Planning Board shall represent before such board any party of interest in any matter pending before it.

§ 31.65. School Committee.

[The Town, in March 1928, by Art. 2, elected six members to the School Committee. At the 10-22-1930 Town Meeting, by Art. 14, the Town voted to increase the membership from six members to seven members.]

§ 31.66. Board of Appeals.

[On 3-29-1937, the Town voted to amend the Zoning Bylaw to provide for appeals of Building Inspector decisions. In conjunction with that amendment, the Town voted to authorize the Selectmen to appoint a Board of Appeals of three members and two associate members, with staggered terms of three years.]

§ 31.67. Housing Authority.

[**Veterans housing.** At the 6-9-1947 Town Meeting, by Art. 3, the Town voted to adopt all sections of Chapter 372 of the Acts of 1946, and any amendments thereto, titled "An Act to Provide Housing for Veterans of World War II." The Town also voted that the Emergency Housing Board appointed pursuant to vote at the 6-20-1946 STM be authorized to carry out all provisions of said Act in order to provide either permanent or temporary housing for veterans of World War II.]

[**Adoption of Housing Authority.** The Town adopted a Housing Authority 4-5-1948 TM by Art. 35, providing:

"1. That the Town of Watertown hereby determines and declares that there is a need for relieving congestion of population and that there is a shortage of safe, sanitary dwellings available for families of low income at rentals which they can afford in the Town of Watertown.

"2. That the Town of Watertown hereby determines that a Housing Authority is needed in the Town of Watertown for the provision of housing for families of low incomes or engaging in a land assembly and redevelopment project.

"3. That the Town of Watertown hereby provides for the organization of a Housing Authority and hereby establishes such a Housing Authority."]

[**Insurance for Housing Authority employees.** At the 4-8-1957 TM, by Art. 58, the Town voted to accept Ch. 149 of the Acts of 1956, "An Act Making Certain Employees of Housing Authorities in Cities and Towns Eligible for Contributory Group General Blanket Insurance."]

§ 31.68. Board of Election Commissioners.

[Chapter 432, Acts of 1970, approved 6-10-1970 and effective 12-31-1970, established a Board of Election Commissioners for the Town of Watertown.]

Chapter 34

PURCHASING PROCEDURES

§ 34.01.	Designation of the Chief Procurement Officer.	§ 34.06.	Contracts for public works construction projects.
§ 34.02.	Contracts for supplies and services.	§ 34.07.	Contracts for building construction projects.
§ 34.03.	Bonding requirements for contracts for supplies and services.	§ 34.08.	Award of contracts.
§ 34.04.	Alternate procurement procedures.	§ 34.09.	Execution of contracts.
§ 34.05.	Contracts for design services.	§ 34.10.	City Council review of contracts.

§ 34.01. Designation of the Chief Procurement Officer. [Ord. 8, passed 3-9-2004]

The provisions of Mass. Gen. Laws Ch. 30B (hereinafter "Chapter 30B") are incorporated by reference into this chapter. The City Manager is hereby designated as the Chief Procurement Officer for all purposes pursuant to this chapter. The Purchasing Agent shall exercise general authority over the procurement process as set out in the General Laws and pursuant to this chapter and such additional responsibilities as may be delegated to him or her from time to time by the City Manager. Any power, authority, judgment, determination, control, supervision, or discretion that may be exercised by the Purchasing Agent under this chapter, or any policies and procedures established from time to time by the Purchasing Agent with the approval of the City Manager, may also be exercised by the City Manager, at his or her election.

§ 34.02. Contracts for supplies and services. [Ord. 8, passed 3-9-2004]

Every contract for goods, materials, supplies, equipment, furnishings (hereinafter referred to as "supplies" as such term is defined in Mass. Gen. Laws Ch. 30B) or for contractual services (hereinafter referred to as "services" as such term is defined in Mass. Gen. Laws Ch. 30B), or for the acquisition of interests in real property, and every contract for disposal of supplies or interests in real property by any department of the City shall be procured in accordance with this chapter and Mass. Gen. Laws Ch. 30B. All invitations for bids, requests for proposals or purchase orders to be issued by the City shall be approved in writing by the originating department head and shall be forwarded to the Purchasing Department for approval and issuance by the Purchasing Agent. In the case of a request for proposals for supplies or services, the originating department head shall provide a supporting memorandum setting out in full the reasons why the selection of the most advantageous offer for such supplies or services requires the comparative judgement of factors in addition to price. The Chief Procurement Officer shall determine in writing that the use of a request for proposals is appropriate prior to the issuance of any such solicitation by the Purchasing Agent.

§ 34.03. Bonding requirements for contracts for supplies and services. [Ord. 8, passed 3-9-2004]

The Chief Procurement Officer, in his or her discretion, may establish security requirements for contracts for supplies or services if he or she deems it in the best interests of the City, including but not limited to

a bid bond, performance bond, labor and material payment bond or deposit of money or certified check, notwithstanding the absence of any such requirements in Chapter 30B.

§ 34.04. Alternate procurement procedures. [Ord. 8, passed 3-9-2004]

The Purchasing Agent may, in his or her discretion, purchase supplies or services from a state bid list established through the Commonwealth's Operational Services Division or other list of approved vendors established by any state office or agency. The Purchasing Agent may also participate in a joint procurement or serve as lead community for a joint procurement with other municipalities pursuant to Mass. Gen. Laws Ch. 7, §§ 22A or 22B.

§ 34.05. Contracts for design services. [Ord. 8, passed 3-9-2004]

Contracts for design services in connection with the construction, reconstruction, installation, demolition, maintenance or repair of any building shall be procured in compliance with the applicable provisions of the Designer Selection Law, being Mass. Gen. Laws Ch. 7, §§ 38A 1/2 to 38O, and the City's local designers selection procedures. All requests for proposals for such projects to be issued by the City shall be approved by the originating department head and shall be forwarded to the Purchasing Department for approval and issuance by the Purchasing Agent.

§ 34.06. Contracts for public works construction projects. [Ord. 8, passed 3-9-2004]

Contracts for the construction, reconstruction, alteration, remodeling or repair of any public work, or for the purchase of materials therefor, and contracts for the construction, reconstruction, installation, demolition, maintenance or repair of any building estimated to cost less than \$25,000, or such other statutory limitation which may be enacted for this purpose from time to time, shall be procured in compliance with the applicable provisions of Mass. Gen. Laws Ch. 30, § 39M, and all related provisions of the General Laws. All invitations for bids for such projects to be issued by the City shall be approved by the Superintendent of Public Works or other originating department head and shall be forwarded to the Purchasing Department for approval and issuance by the Purchasing Agent.

§ 34.07. Contracts for building construction projects. [Ord. 8, passed 3-9-2004]

Contracts for the construction, reconstruction, installation, demolition, maintenance or repair of any building shall be procured in compliance with the applicable provisions of Mass. Gen. Laws Ch. 149, §§ 44A through 44M, and all related provisions of the General Laws. All invitations for bids for such projects to be issued by the City shall be approved by the originating department head and shall be forwarded to the Purchasing Department for approval and issuance by the Purchasing Agent.

§ 34.08. Award of contracts. [Ord. 8, passed 3-9-2004]

The Purchasing Agent, with the assistance of such other City officers and employees as he or she deems advisable, shall review and evaluate all bids and proposals, shall determine the successful bidder or proposer, and shall issue a notice of award. Thereafter, it shall be the responsibility of the Purchasing Agent to obtain all necessary contract documents, including but not limited to certificates of insurance, performance bonds, material and payment bonds and other contractor certifications, prior to submitting the contract to the City Manager for execution. In addition, the City Auditor shall certify on the face of every contract that there is an appropriation available for the purpose and in the amount of the contract.

§ 34.09. Execution of contracts. [Ord. 8, passed 3-9-2004]

Unless otherwise provided by a vote of the City Council, the City Manager is authorized to execute all contracts for the exercise of the City's corporate powers on such terms and conditions as he or she shall deem appropriate. No contract shall be executed by the City Manager unless it includes on its face a certification by the City Auditor of an available appropriation in the amount of the full contract price. Notwithstanding the foregoing, the City Manager shall not contract for any purpose, on any terms, or under any conditions inconsistent with any applicable provision of any general or special law.

§ 34.10. City Council review of contracts. [Ord. 8, passed 3-9-2004]

A summary of all contracts with a cost to the City of \$50,000 or greater shall be provided to the City Council within five business days of the contract's execution by the City Manager. The contract summary shall be in a format agreed upon by the City Council and the City Manager. The full contract shall be provided upon the request of an individual Council Member.

Chapter 36

COMMITTEES

SUBCHAPTER I Community Preservation Committee

- § 36.01. Establishment.
- § 36.02. Membership and term.
- § 36.03. Operations.
- § 36.04. Duties.
- § 36.05. Effective date.

SUBCHAPTER II Bicycle and Pedestrian Committee

- § 36.06. Intent.
- § 36.07. Establishment; appointment of members.

SUBCHAPTER III Public Arts and Culture Committee

- § 36.08. Findings and intent.
- § 36.09. Establishment; membership.

§ 36.10. Member qualifications.

SUBCHAPTER IV Solid Waste and Recycling Advisory Committee

- § 36.11. Members; terms; appointment.
- § 36.12. Purpose and duties.
- § 36.13. DPW liaison.
- § 36.14. Responsibilities.
- § 36.15. Meetings.

SUBCHAPTER V Memorialization Committee,

- § 36.16. Purpose.
- § 36.17. Establishment.
- § 36.18. Membership and term.
- § 36.19. Meetings and officers.
- § 36.20. Process.
- § 36.21. Review.

SUBCHAPTER I
Community Preservation Committee

§ 36.01. Establishment. [Ord. O-2018-59, passed 6-26-2018]

There is hereby established a Community Preservation Committee, consisting of nine voting members pursuant to the provisions of Mass. Gen. Laws Ch. 44B.

§ 36.02. Membership and term. [Ord. O-2018-59, passed 6-26-2018]

The composition of the Committee and the appointment authority for the Committee members shall be as follows.

(A) Statutory membership.

- (1) There shall be five statutory members of the Committee designated as provided herein.
 - (a) One member of the Planning Board as designated by the Board.
 - (b) One member of the Conservation Commission as designated by the Commission.
 - (c) One member of the Historical Commission as designated by the Commission.
 - (d) One member of the Housing Authority as designated by the Authority.
 - (e) One member appointed by the City Manager who shall be a resident or employee of the City who acts in the capacity or performs like duties of a Board of Park Commissioners.
- (2) Any vacancy in the statutory membership shall be filled for the remainder of the unexpired term in the same manner as the original designation,
- (3) Should any of the statutory entities listed above no longer be in existence for whatever reason, the City Manager shall appoint a member who acts in the capacity or performs like duties of such statutory entity.

(B) Appointed membership. There shall be four members appointed by the City Manager and confirmed by the City Council.

- (1) The four appointed members shall be residents of the City and shall not be employees or appointees under the authority of the City Manager or elected officials of the City, at the time of appointment or during the pendency of their terms. Acceptance of employment, appointment or election, or removal of residence from the City, shall be deemed a vacating of office.
- (2) The City Manager should seek to appoint members who are not just advocates for open space and land for recreational use, historic resources, and community housing, but who also:
 - (a) Have deep connections to different constituencies within the City to make it more responsive to the needs of its residents;
 - (b) Can bring specific skills to the execution of tasks required by the Committee;
 - (c) Can bring specific outlooks that may not normally be heard through the City's routine procedures; and
 - (d) Value new approaches and ideas to identifying projects outside the City's routine budget

priority process.

- (3) Publication and outreach for these positions must be widely advertised, using all available methods, including but not limited to, current methods, but also using social media as an additional tool.
- (4) Any vacancy in the appointed membership shall be filled for the remainder of the unexpired term in the same manner as the original appointment.

(C) Term.

- (1) Statutory and appointed members shall serve for alternating three-year terms, or for such shorter periods as they remain eligible for designation or appointment.
- (2) Initial terms shall be as follows:
 - (a) One year: Planning Board designee and two resident members;
 - (b) Two years: Conservation Commission and Historical Commission designees, and one resident member;
 - (c) Three years: Housing Authority designee, appointed statutory member, and one resident member.

- (D) Removal. Any member of the Committee may be removed by their respective designating or appointing authority, for cause as determined by each such respective designating or appointing authority.
- (E) Annual election of chair and other officers. The Committee shall annually elect one of its members to serve as chairperson, and may elect such other officers, adopt procedural rules and regulations, and establish such subcommittees as it deems appropriate; provided, however, that nothing herein shall prevent the Committee from reorganizing from time to time.

§ 36.03. Operations. [Ord. O-2018-59, passed 6-26-2018]

- (A) The Committee shall not meet or conduct business without the presence of a quorum, and shall keep a written record of its proceedings. A majority of the members of the Committee shall constitute a quorum.
- (B) Each fiscal year, the Committee shall recommend to the City Manager an operational and administrative budget, which cannot exceed 5% of the Community Preservation Fund's estimated annual revenues. The Committee shall provide budget recommendation(s) as requested to the City Manager.
- (C) Members of the Committee shall not be compensated by the City in any way for their service on the Committee, with the exception being a member who may also be a City employee as set forth in § 36.02(A)(1)(e).
- (D) The Committee shall report to the City Council twice during each fiscal year and at other times as may be requested.

§ 36.04. Duties. [Ord. O-2018-59, passed 6-26-2018]

The Community Preservation Committee shall have all powers and duties as set forth in Mass. Gen. Laws

Ch. 44B, and in particular Mass. Gen. Laws Ch. 44B, § 5, as may be amended.

§ 36.05. Effective date. [Ord. O-2018-59, passed 6-26-2018]

- (A) Following City Council approval of Ordinance O-2018-59, each appointing authority shall have 60 days to make initial designations or appointments to the Community Preservation Committee. Should any appointing authority fail to make its appointment within that allotted time, the City Manager shall make the appointment for the membership of such appointing authority.
- (B) The position of Community Preservation Committee member shall be classified as a special municipal employee position for the purposes of Mass. Gen. Laws Ch. 268A, the conflict of interest law.

SUBCHAPTER II
Bicycle and Pedestrian Committee

§ 36.06. Intent. [Res. No. R-94-58, passed 11-22-1994; Res. No. R-2005-51, passed 8-9-2005]

A permanent Bicycle and Pedestrian Committee should be established, composed of not more than nine interested citizens who will work with City officials to:

- (A) Include accommodations for bicycling in road resurfacing and other construction projects.
- (B) Increase the availability and safety of recreational bikeways in the City.
- (C) Evaluate and improve existing bicycle parking and create new facilities, where appropriate.
- (D) Provide education to both bicyclists and motorists to promote safety.
- (E) Develop a long-range master plan designating priority routes for bicycling.

[Res. No. R-2005-51 noted that "the needs of cyclists and pedestrians are often similar but sometimes in conflict; and . . . the conflicting needs are best resolved through mutual planning; and . . . both cyclists and pedestrians are in need of advocacy." Therefore, Res. No. R-2005-51 modified the mission of this Committee to include pedestrian issues in all of its work.]

§ 36.07. Establishment; appointment of members. [Res. No. R-94-58, passed 11-22-1994; Res. No. R-2005-51, passed 8-9-2005]

The City Council of the City of Watertown hereby establishes a Watertown Bicycle and Pedestrian Committee. The City Manager is hereby authorized to appoint members to said Bicycle and Pedestrian Committee.

SUBCHAPTER III
Public Arts and Culture Committee

§ 36.08. Findings and intent. [Res. No. 2021-R-23, passed 4-13-2021]

- (A) The City of Watertown has established a Public Arts Master Plan that was created through the efforts of a steering committee that included a number of representatives of stakeholder organizations in the community that deal with arts and culture, as well as City departments and the City's consultant, the Metropolitan Area Planning Council.
- (B) Said Plan includes a number of implementation strategies, including Implementation Item 1A, a recommendation for the creation of an appointed Public Arts and Culture Committee (PACC) that acts as a permanent, standing advisory body to the City of Watertown, to make recommendations over two core program areas:
 - (1) Art in public places: permanent, semi-permanent, temporary, and ephemeral artworks and activations that create a vibrant, welcoming, inclusive, and connected public realm. This may include semi-permanent projects as well as temporary artworks and installations funded through a variety of funding sources.
 - (2) Cultural and community life: programming that enhances the public realm, engages Watertown's community life and cultural diversity, and fosters social cohesion.
- (C) The Plan further provides that the PACC be staffed by staff members from the Department of Planning and Community Development.
- (D) The PACC will make final recommendations regarding various forms of public art and culture to the City Manager and City Council for final approval.
- (E) The PACC may convene working groups to attend to business such as evaluation, fundraising, and community partnerships and outreach as needed.

§ 36.09. Establishment; membership. [Res. No. 2021-R-23, passed 4-13-2021]

The City Council hereby authorizes the creation of the Public Arts and Culture Committee to be established as provided herein, consisting of nine members:

- (A) Six members-at-large who will serve staggered three-year terms, with two expiring each year, who shall live in Watertown, to be appointed by the City Manager and confirmed by the City Council.
- (B) One member of the Watertown Cultural Council, to be selected annually by the Cultural Council, to serve a one-year term on the Public Arts and Culture Committee.
- (C) Two members who shall live in Watertown and be under the age of 21 at the date of appointment, to be appointed by the City Manager to one-year terms.

§ 36.10. Member qualifications. [Res. No. 2021-R-23, passed 4-13-2021]

Member-at-large qualifications should include, if possible:

- (A) Experience in the visual arts, performing arts, arts education, curation, architecture, design, or landscape architecture. Members may include staff and board members of arts and cultural organizations.

- (B) At least two members should be working artists, arts administrators, or cultural historians. At least one member will have direct experience with or knowledge of public art installation and maintenance.
- (C) Membership should reflect a diversity of ages, incomes, ethnicities, racial identities, cultures, and abilities.

SUBCHAPTER IV
Solid Waste and Recycling Advisory Committee

§ 36.11. Members; terms; appointment. [Res. No. 2022-R-1, passed 1-11-2022]

The Committee shall consist of six Watertown residents who will serve staggered three-year terms, with two expiring each year, to be appointed by the City Manager and confirmed by the City Council.

§ 36.12. Purpose and duties. [Res. No. 2022-R-1, passed 1-11-2022]

The role of the Committee shall be to act as an advisory body to the Superintendent of Public Works; the Committee shall present reports and recommendations directly to the Superintendent, and shall not engage in any activities independent of the Superintendent.

§ 36.13. DPW liaison. [Res. No. 2022-R-1, passed 1-11-2022]

The Superintendent shall appoint a Department of Public Works employee to act as a liaison to the Committee.

§ 36.14. Responsibilities. [Res. No. 2022-R-1, passed 1-11-2022]

The Committee's responsibilities are defined as follows:

- (A) Research and make recommendations relating to recycling and reduction of solid waste so that Watertown can meet the Commonwealth's Solid Waste Master Plan milestones.
- (B) Develop and engage in communication, education, and community outreach to increase public awareness for recycling and reduction of solid waste, including Watertown Public Schools, the Farmers Market, Faire in the Square, and other venues.
- (C) Identify, manage, and implement community-based initiatives to divert material from the waste stream, such as "Buy Nothing" groups, repair workshops, and corporate partners that collect nonrecyclable waste to turn it into raw material to be used in new products.
- (D) At the direction of the Superintendent, perform other tasks for the implementation of best practices for recycling and reduction of solid waste in accordance with the Commonwealth's Solid Waste Master Plan milestones.
- (E) Make an annual progress report to the City Council's Public Works Committee.

§ 36.15. Meetings. [Res. No. 2022-R-1, passed 1-11-2022]

The Committee shall conduct meetings in accordance with the Open Meeting Law and abide by all laws of the Commonwealth as they apply to public bodies.

SUBCHAPTER V
Memorialization Committee,
[Adopted 2-25-2025 by Ord. No. 2025-O-14]

§ 36.16. Purpose.

The City Council believes that the naming of public spaces and the installation of memorial objects in public spaces is a matter of substantial or significant public interest and deserves careful consideration, and the City Council will have sole authority for the naming of public spaces and installation of memorial objects in public spaces under the control of the City of Watertown.

- (A) The City Council understands that such namings and memorials may have long-lasting effects and will span future generations, whose perceptions and values may change.
- (B) The City Council intends to be cautious in exercising its authority to name public spaces or install memorial objects in public spaces.

§ 36.17. Establishment.

There is hereby established a Memorialization Committee (the "Committee"), consisting of five voting members. The Committee is established to provide a systematic, consistent, and transparent approach for making recommendations to the City Council for the naming of all public spaces and the installation of all memorial objects in public spaces, except for veteran memorials and dedications. Veteran memorials and dedications are separately processed through the Veterans' Services Officer and approved by the City Council.

Public spaces include but are not limited to parks, playgrounds, and other open spaces; streets, squares, and intersections; and City buildings under the City Manager's jurisdiction. The Watertown Public Library building as well as buildings, structures, and facilities located on school property are excluded.

§ 36.18. Membership and term.

- (A) Composition. The composition of the Committee and the appointment authority for the Committee members is as follows:
 - (1) City Manager or their designee.
 - (2) Representative member of the City Council as designated by the City Council President.
 - (3) Three residents of Watertown appointed by the City Manager, subject to City Council confirmation.
- (B) Term. The appointed resident members first appointed shall have staggered terms, with one initially serving a one-year term and the remaining two each serving a two-year term. Thereafter, all appointments and reappointments for resident members shall be for a period of two years. Resident members may be reappointed for additional terms.
- (C) Vacancy. Any vacancy in membership shall be filled for the remainder of the unexpired term in the same manner as the original appointment.
- (D) Qualifications. Resident members appointed by the City Manager should, when possible, have relevant experience and knowledge related to Watertown's diversity and local history.

- (E) Any resident member who ceases to be a resident of Watertown shall promptly provide written notification of their change in residence to the Committee chair and to the City Clerk. The Committee member may serve as a hold-over until a successor is appointed.

§ 36.19. Meetings and officers.

- (A) Meetings. The Committee shall meet as necessary. Notice of all meetings shall comply with the provisions of the Open Meeting Law, M.G.L. c. 30A, §§ 18 through 25, as may be amended. A majority of the members of the Committee constitutes a quorum. The committee shall keep a written record of its proceedings.
- (B) Officers. At the first meeting of the Committee, and annually thereafter, the Committee shall elect one of its members to serve as chairperson and may elect such other officers, adopt procedural rules and regulations, and establish such subcommittees as it deems appropriate.

§ 36.20. Process.

- (A) The Committee shall review a matter involving memorialization upon referral by the City Manager or the City Council and develop a recommendation for the City Council.
- (1) The Committee shall adopt policies and procedures for making such recommendations.
- (a) The Committee shall allow for public participation in establishing those policies and procedures and in the Committee's review and recommendation process.
- (b) The policies and procedures may include differing considerations depending on the memorialization matter the Committee is reviewing, as determined by the Committee; as an example, memorial trees may have a different threshold for consideration than the naming of a recreational facility.
- (c) The Committee shall review and update its policies and procedures as necessary but shall strive to maintain consistency in its approach to memorialization.
- (2) To the extent the Committee recommends naming public spaces in honor of specific individuals, the Committee shall consider the following:
- (a) The public interest to be served by honoring the individual.
- (b) The leadership role or distinguished service of the individual, considering the quality of contribution along with the length of service.
- (c) The association the individual has with the proposed naming location.
- (3) The Committee shall seek to honor those who represent the broad diversity of individuals who have contributed to the City.
- (4) The Committee may recommend that the requestors for the installation of memorial objects in public spaces pay a reasonable fee to cover associated costs of the purchase, installation, and maintenance of the object.
- (B) Recommendations made by the Committee are not binding and are subject to consideration by the City Council in their discretion.

§ 36.21. Review.

The City Council has sole authority to remove or replace the naming of any public space or memorial object if, with the passage of time, it determines the public interest is no longer being served by such naming.

Chapter 37

MUNICIPAL HOUSING TRUST

§ 37.01.	Declaration of intent.	§ 37.07.	Acts of Trustees.
§ 37.02.	Formation of Watertown Municipal Housing Trust.	§ 37.08.	Legal status of Trust.
§ 37.03.	Purpose.	§ 37.09.	Funds of Trust.
§ 37.04.	Appointment and tenure of Trustees.	§ 37.10.	Reports and accounts of Trustees.
§ 37.05.	Powers of Trustees.	§ 37.11.	Amendments.
§ 37.06.	Meetings of Trustees.	§ 37.12.	Duration of Trust.
		§ 37.13.	Declaration of Trust.

§ 37.01. Declaration of intent. [Ord. No. 2021-O-89, passed 11-23-2021]

WHEREAS: Safe, healthy, and financially affordable housing is a critical need within the City of Watertown and throughout the Greater Boston region; and

WHEREAS: The Housing Plan adopted by the Town of Watertown in March 2021 documented the need to create and preserve more affordable housing within the Town; and

WHEREAS: The Watertown Housing Partnership has led the City's efforts to create affordable housing and has earned the community's appreciation for its hard work and key role in the progress the City has achieved; and

WHEREAS: The Watertown Housing Partnership has recommended the formation of a municipal affordable housing trust under MGL c. 44, § 55C to establish a trust to facilitate the creation and preservation of affordable housing within the City of Watertown for the benefit of low- to moderate-income households and for the funding of community housing, and to amend the Code of Ordinances to add an affordable housing trust ordinance, as detailed below.

NOW, THEREFORE: The City of Watertown, shall have a municipal affordable housing trust to accomplish this purpose.

§ 37.02. Formation of Watertown Municipal Housing Trust. [Ord. No. 2021-O-89, passed 11-23-2021]

There is hereby created in the City of Watertown, pursuant to the authority granted by MGL c. 44, § 55C, an affordable housing trust to be known as the "Watertown Affordable Housing Trust," hereafter referred to in this chapter as the "Trust."

§ 37.03. Purpose. [Ord. No. 2021-O-89, passed 11-23-2021]

The purpose of the Trust is to provide for the creation and preservation of affordable housing within the City of Watertown for the benefit of low- to moderate-income households and for the funding of community housing, as defined in and in accordance with the provisions of MGL c. 44B.

§ 37.04. Appointment and tenure of Trustees. [Ord. No. 2021-O-89, passed 11-23-2021]

- (A) Composition. The Trust shall be governed by a Board of Trustees (the "Board") in accordance with MGL c. 44, § 55C, as revised from time to time, and the authority granted by the City Council. The Board of Trustees shall be composed of seven (7) Trustees that meet at regular intervals. The City Manager shall serve as one (1) of the Trustees.
- (B) Appointment and tenure of Trustees; vacancies.
- (1) The City Manager shall appoint Trustees for a two-year term, subject to confirmation by the City Council, such term to end on June 30 of the expiration year or until such time as a successor Trustee is appointed. The Trustees first appointed shall have staggered terms, with three (3) of the appointed Trustees initially serving a one-year term, and the remaining three (3) serving a two-year term. Thereafter, all appointments and reappointments, with the exception of the City Manager's term, shall be for a period of two (2) years. Trustees may be reappointed for additional terms.
- (2) Any Trustee may resign by written instrument signed and acknowledged by such Trustee and duly filed with the City Clerk. If a Trustee shall die, resign, or for any other reason cease to be a Trustee hereunder before his/her term of office expires, any successor Trustee shall be appointed by the City Manager, subject to confirmation by the City Council, provided that in each case the appointment and acceptance in writing by the Trustee so appointed is filed with the City Clerk.
- (C) Qualifications. Trustees appointed by the City Manager shall be a group of diverse residents who have relevant experience in the fields of real estate, housing, banking, finance, law, architecture, community planning and/or similar areas of expertise relating to the creation and preservation of affordable housing. Any Trustee who ceases to be a City resident shall promptly provide written notification of the change in residence to the Trust and to the City Clerk. The Trustee may serve until a successor is appointed.
- (D) Service without compensation. The Trustees shall serve without compensation.
- (E) Removal. Any Trustee may be removed for cause by the City Manager after the opportunity for a hearing.

§ 37.05. Powers of Trustees. [Ord. No. 2021-O-89, passed 11-23-2021]

- (A) Authority and responsibilities. The powers of the Board, all of which shall be carried on in furtherance of the purposes set forth in MGL c. 44, § 55C, are as follows:
- (1) To accept and receive property, whether real or personal, by gift, grant, contribution, devise, or transfer, from any person, firm, corporation or other public or private entity, including without limitation money, grants of funds or other property tendered to the Trust in connection with provisions of any ordinance or any general or special law or any other source, including money from MGL c. 44B; provided, however, that any such money received from Chapter 44B shall be used exclusively for community housing and shall remain subject to all the rules, regulations and limitations of that chapter when expended by the Trust, and such funds shall be accounted for separately by the Trust; and provided, further, that at the end of each fiscal year the Trust shall ensure that all expenditures of funds received from said Chapter 44B are reported to the Watertown Community Preservation Committee for inclusion in the community preservation initiatives report, Form CP-3, to the Massachusetts Department of Revenue;
- (2) To purchase and retain real or personal property, including without restriction investments that

- yield a high rate of income or no income;
- (3) To sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to Trust property as the Board deems advisable, notwithstanding the length of any such lease or contract;
 - (4) To execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements and other instruments, sealed or unsealed, necessary, proper, or incident to any transaction in which the Board engages for the accomplishment of the purposes of the Trust;
 - (5) To employ advisors and agents, such as accountants, appraisers, and lawyers, as the Trustees deem necessary;
 - (6) To pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Board deems advisable;
 - (7) To apportion receipts and charges between income and principal as the Board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
 - (8) To participate or join or form a partnership, corporation or any other legally organized entity to accomplish the purposes of this Trust and to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
 - (9) To deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Trustees may deem necessary and appropriate;
 - (10) To carry property for accounting purposes other than acquisition date values;
 - (11) To borrow money on such terms and conditions and from such sources as the Trustees deem advisable, to mortgage and pledge trust assets as collateral;
 - (12) To make distributions or divisions of principal in kind;
 - (13) To compromise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor of or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of MGL c. 44, § 55C, to continue to hold the same for such period of time as the Board may deem appropriate;
 - (14) To manage or improve real property; and to abandon any property which the Board determines not to be worth retaining;
 - (15) To hold all or part of the Trust property uninvested for such purposes and for such time as the Trustees may deem appropriate;
 - (16) To extend the time for payment of any obligation to the Trust;

- (17) To compensate the City for services provided as authorized by the City Manager and in accordance with applicable laws, including, but not limited to, dedicated staff to the Board, engineering support for project-specific activities, and other City services, as requested by the Board to the City Manager;
 - (18) To administer certain affordable housing accounts held by the City, including the WestMetro HOME Consortium and the Community Development Block Grant;
 - (19) To perform such other duties and responsibilities as the City Council may direct by ordinance, including, but not limited to, reviewing development applications which have or propose affordable housing units.
- (B) Limitations. Neither the Board of Trustees nor any Trustee, agent or officer of the Trust shall have the authority to bind the City, except in the manner specifically authorized herein. Any debt incurred by the Trust shall not constitute a pledge of the full faith and credit of the City of Watertown, and all documents related to any debt shall contain a statement that the holder of any such debt shall have no recourse against the City of Watertown, with an acknowledgement of said statement by the holder.

§ 37.06. Meetings of Trustees. [Ord. No. 2021-O-89, passed 11-23-2021]

- (A) Meetings. The Trust shall meet at least quarterly at a time and place as the Board shall determine. Notice of all meetings shall comply with the provisions of the Open Meeting Law, MGL c. 30A, §§ 18 through 25. A quorum at any meeting shall be a majority of the Trustees then serving. Meetings shall be scheduled by the Chair. Special meetings may be called by the Chair or by any two (2) Trustees.
- (B) Officers. The Trustees shall designate a Chair, Vice-Chair, and a Clerk. In the Chair's absence, the Vice-Chair shall preside over the meeting.

§ 37.07. Acts of Trustees. [Ord. No. 2021-O-89, passed 11-23-2021]

Provided that a quorum is present, a majority of Trustees may exercise any or all of the powers of the Trustees hereunder and may execute on behalf of the Trustees any and all instruments with the same effect as though executed by all the Trustees, except that any instrument of amendment under § 37-11 shall be conclusive only if signed by all Trustees.

§ 37.08. Legal status of Trust. [Ord. No. 2021-O-89, passed 11-23-2021]

- (A) Public employer. The Housing Trust is a public employer, and the members of the Board of Trustees are public employees for purposes of MGL Chapter 258.
- (B) Municipal agency. The Housing Trust shall be deemed a municipal agency and the Trustees shall be deemed as special municipal employees for purposes of MGL Chapter 268A.
- (C) Taxes. The Housing Trust is exempt from MGL Chapters 59 and 62, and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the commonwealth or any political subdivision thereof.
- (D) Governmental body. The Housing Trust is a governmental body for purposes of MGL c. 30A, §§ 18 through 25.
- (E) Instrumentality of the City. The Housing Trust is a board of the City of Watertown for purposes of MGL Chapter 30B and MGL c. 40, § 15A, but agreements and conveyances between the Trust and

agencies, boards, commissions, authorities, departments, and public instrumentalities of the City shall be exempt from said MGL Chapter 30B.

§ 37.09. Funds of Trust. [Ord. No. 2021-O-89, passed 11-23-2021]

- (A) Funds paid into the Trust. Notwithstanding any general or special law to the contrary, all monies paid to the Trust in accordance with any zoning ordinance, exaction fee, or private contribution shall be paid directly into the Trust and need not be appropriated or accepted into the Trust. General revenues appropriated into the Trust become Trust property and these funds need not be further appropriated to be expended. All monies remaining in the Trust at the end of any fiscal year, whether or not expended by the Board within one year of the date they were appropriated into the Trust, remain Trust property.
- (B) Custodian. The City of Watertown Treasurer/Collector shall be the custodian of the Housing Trust's funds. The Treasurer/Collector shall invest the funds in the manner authorized by state statute. Any income or proceeds received from the investment of funds shall be credited to and become part of the Trust. Expenditures by the Trust shall be processed through the warrant but shall be controlled by the provisions of MGL c. 44, § 55C.

§ 37.10. Reports and accounts of Trustees. [Ord. No. 2021-O-89, passed 11-23-2021]

- (A) Accounts. The books and records of the Trust shall be maintained by the City Treasurer/Collector and audited annually by an independent auditor in accordance with accepted accounting practice. This audit may be part of the annual City audit.
- (B) Reporting. The Trustees shall make an annual report to the City. The report shall include a description and source of funds received and expended and the type of affordable housing programs or properties assisted with the funding. Such report shall be sent to the Manager not later than December 31 in each year, and a copy thereof shall be filed with the Department of Community Development and Planning. The Trustees shall also provide the City Council with a copy of the Housing Trust's annual audit.

§ 37.11. Amendments. [Ord. No. 2021-O-89, passed 11-23-2021]

The provisions of this chapter may be amended from time to time, except as to those provisions specifically required under MGL c. 44, § 55C and/or under City of Watertown ordinances, by an instrument in writing signed by all the Trustees and approved at a meeting called for that purpose, provided that in each case, a certificate of amendment has been recorded with the Registry of Deeds and/or filed with the Land Registration Office.

§ 37.12. Duration of Trust. [Ord. No. 2021-O-89, passed 11-23-2021]

The Trust shall be of indefinite duration, unless terminated by a majority vote of the City Council in accordance with MGL c.4, § 4B, provided that an instrument of termination together with a certified copy of the City Council vote are duly recorded and/or filed with the Registry. Upon termination of the Trust, subject to the payment of or making provisions for the payment of all obligations and liabilities of the Trust, the net assets of the Trust shall be transferred to the City and held by the City Council for affordable housing purposes. In making any such distribution, the Trustees may, subject to the approval of the City Council, sell all or any portion of the Trust property and distribute the net proceeds thereof or they may distribute any of the assets in kind. The powers of the Trustees shall continue until the affairs of the Trust are concluded.

§ 37.13. Declaration of Trust. [Ord. No. 2021-O-89, passed 11-23-2021]

The Trustees are authorized to execute a Declaration of Trust and Certificates of Trust for the Watertown Affordable Housing Trust, consistent with MGL c. 44, § 55C and this chapter, to be recorded with the Middlesex South District Registry of Deeds and filed with the Middlesex South Registry District of the Land Court.

§ 70.01. Established. [1982 Code, Ch. XI, § 1; amended Ord. 15, passed 3-13-2001]

A City Traffic Commission is hereby established.

§ 70.02. Membership. [1982 Code, Ch. XI, § 2; amended Ord. 15, passed 3-13-2001; amended Ord. O-2011-26, passed 5-24-2011; amended Ord. No. 2024-O-82, passed 6-25-2024]

The Traffic Commission shall be composed of members as follows:

- (A) The Chief of the Police Department or their designee;
- (B) The Chief of the Fire Department or their designee;
- (C) The Superintendent of Public Works;
- (D) The City Engineer;
- (E) The Director of the Department of Community Development & Planning or their designee;
- (F) Four residents of the City, representing a broad range of road users including pedestrians, transit users, bicyclists, motorists, and commercial users appointed by the City Manager and confirmed by the City Council for staggered terms of two years each.

§ 70.03. Compensation. [1982 Code, Ch. XI, § 3; amended Ord. 15, passed 3-13-2001]

The members of the Traffic Commission shall receive no compensation for their service as commissioners, but all expenses incurred shall be paid by the City out of an appropriation for those services.

§ 70.04. Officers. [1982 Code, Ch. XI, §§ 4 — 5; amended Ord. 15, passed 3-13-2001; amended Ord. No. 2024-O-82, passed 6-25-2024]

- (A) Chair. The Traffic Commission shall select one of its members to serve as the chair of the Commission.
- (B) Secretary. The City Manager shall designate a staff person to serve as the secretary of the Commission in a non-voting capacity. The Secretary shall arrange meetings, supply records, obtain data, prepare reports and attend to the other duties as shall be decided by the Commission.
- (C) Police Liaison. The Police Chief shall designate a staff person to serve as a liaison to the Commission in a non-voting capacity. The staff liaison shall provide recommendations to the Commission based upon best practices in community policing.

§ 70.05. Duties and responsibilities. [1982 Code, Ch. XI, § 6; amended Ord. 15, passed 3-13-2001; amended Ord. O-2011-26, passed 5-24-2011; amended Ord. No. 2024-O-82, passed 6-25-2024]

The Traffic Commission shall suggest and advise the City Manager in ways and means to regulate traffic in the City with a view towards implementing the City's comprehensive plan and

complete streets strategies, reducing crashes, addressing traffic congestion, and increasing safety for motor vehicle drivers and passengers, pedestrians, bicyclists and users of alternative modes of transportation. The Commission shall study and make recommendations on road and design projects and any proposed addition or deletion of crosswalks, stop signs, traffic signals, signage, parking meters or parking spaces, as well as on any proposed traffic calming measures or traffic directional changes.

§ 70.06. Procedures. [1982 Code, Ch. XI, § 7; amended Ord. 15, passed 3-13-2001]

All traffic rules and orders, complaints or suggestions relative to traffic conditions in the City shall first be submitted through the Secretary of the Traffic Commission to that Commission for study and recommendations before being acted on by the City Manager.

§ 70.07. Meetings. [Amended Ord. 15, passed 3-13-2001]

The Traffic Commission shall meet periodically as needed. When an agenda item for a meeting of the Traffic Commission is brought forward by a City resident or directly concerns a City resident, the Traffic Commission shall make every effort to meet after 6:00 p.m. when it deems appropriate due to the nature of the issue or upon request by the petitioners or citizens.

§ 152.30. Established. [Ord. 16, passed 4-23-2002]

- (A) There is hereby established a Watertown Historic District Commission (HDC), consisting of seven members and vested with all the authority and responsibility under Mass. Gen. Laws Ch. 40C. The HDC shall be appointed by the City Manager, approved by the City Council and shall include one member from two nominees submitted by the local Historical Society or, in the absence thereof, by the Society for the Preservation of New England Antiquities, one member from two nominees submitted by the chapter of the American Institute of Architects covering the area and one member from two nominees of the Board of Realtors, if any, covering the area, and one or more members sought through public solicitation of residents and/or owners of property in an historic district to be administered by the Commission.
- (B) If within 30 days after submission of a written request for nominees to any of the organizations herein named no nominations have been made, the appointing body may proceed to appoint the HDC without nominations by the organization.
- (C) The initial appointments as Commissioners shall be two members for a term of one year, two members for a term of two years, and three members for a term of three years. Successive appointments shall be for three years. Vacancies shall be filled in the same manner as the original appointment for the unexpired term. Each member shall continue in office after the expiration of his or her term until his or her successor is duly appointed and qualified. All members shall serve without compensation. The commission shall elect annually a Chairperson and Vice-Chairperson from its own number and a Secretary from within its number.

§ 152.31. Meetings. [Ord. 16, passed 4-23-2002]

Meetings of the Commission shall be held at the call of the Chairperson or shall be called at the request of two members of the Commission or in any other manner as the Commission shall determine in its rules. All regularly scheduled meetings shall be held on weekday evenings. A majority of the members of a Commission shall constitute a quorum. The concurring vote of a majority of the members of the Commission shall be necessary to issue a certificate of appropriateness, a certificate of non-applicability or a certificate of hardship.

§ 152.32. Limitations on authority. [Ord. 16, passed 4-23-2002]

- (A) Notwithstanding any provision contained in this chapter to the contrary, the authority of the HDC shall not extend to the review of the following categories, structures or architectural features:
 - (1) Terraces, walks, sidewalks, driveways, street lighting and traffic lighting provided that any structure is substantially at grade level;
 - (2) Storm doors and windows, screens, and window air conditioners;
 - (3) The color of paint;
 - (4) The color of materials used on roofs;

- (5) The reconstruction, substantially similar in exterior design, of a building, structure or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided the reconstruction is begun within one year thereafter and carried forward with due diligence;
 - (6) The ordinary maintenance, repair or replacement of any exterior architectural feature which does not involve a change in design, material, or the outward appearance thereof or landscaping with plants, trees or shrubs.
- (B) Nothing in this chapter shall be construed to prevent meeting the requirements certified by a duly authorized public officer to be necessary for the public safety, nor construed to prevent any construction or alteration under a permit issued prior to the effective date of this chapter.

§ 156.07. Additional functions of the Historical Commission. [Ord. 2, Sec. 7, passed 1-12-2010]

- (A) The Historical Commission shall promote public awareness and appreciation of landmarks by maintaining a publicly available list of landmarks, producing and distributing materials explaining their significance, and, with the agreement of the property owner, providing identifying signs and explanatory materials.
- (B) The Historical Commission shall assist owners of landmarks by providing preservation guides and other information regarding maintenance, restoration and rehabilitation.
- (C) The Historical Commission shall assist owners of landmarks by providing information about obtaining available tax benefits, grants and listing on the National Register of Historic Places and similar registers.

Sections of Watertown City Code of Ordinances to Repeal:

- A. Chapter 30, in its entirety, as follows:
 - a. 30.01: Tax Collector
 - b. 30.02: Auditor
 - c. 30.03: Administration Building Hours of Operation; Closing
 - d. 30-15 to 30-32: Personnel Regulations
- B. Section 31 in its entirety EXCEPT 31.69-31.74, as follows:
 - a. 31.01 to 31.06: General Regulations on Boards and Commissions
 - b. 31.15 to 31.17: Legas Services Department
 - c. 31.30 to 31.35: Recycling Advisory Board – which was already replaced by the new Solid Waste Committee
 - d. 31.50 to 31.53: Timing and Process of Appointments
 - e. 31.60 to 31.61: Commission on Disabilities
 - f. 31.62: Board of Assessors
 - g. 31.63: Board of Health
 - h. 31.64: Planning Board
 - i. 31.65: School Committee
 - j. 31.66: Board of Appeals
 - k. 31.67: Housing Authority
 - l. 31.68: Board of Election Commissioners
- C. Section 34, in its entirety: Purchasing
- D. Section 36, in its entirety, as follows:
 - a. 36.01 to 36.05: Community Preservation Committee
 - b. 36.06 and 36.07: Bicycle and Pedestrian Committee
 - c. 36.08 to 36.10: Public Arts and Culture Committee
 - d. 36.11 to 36.15: Solid Waste and Recycling Committee
 - e. 36.16 to 36.21: Memorialization Committee
- E. Section 37, in its entirety, as follows:
 - a. 37.01 to 37.13: Affordable Housing Trust
- F. A portion of Section 70, as follows:
 - a. 70.01 to 70.07: Traffic Commission
- G. A portion of Section 152, as follows:
 - a. 152.30; 152.31; 152.32 (A): Historic District Commission
- H. A portion of Section 156, as follows:
 - a. 156.07: Historical Commission

Sections of City Code of Ordinances to amend:

- I. Section 50 as follows:
 - a. Superintendent of Public Works becomes Director of Public Works
- J. Section 51 as follows:
 - a. Assistant Superintendent for Wires becomes Supervisor of Wiring and Street Lighting

§ 50.01. Duties of Superintendent of Public Works. [1982 Code, Ch. VI, §§ 1 — 2]

- (A) Account of work performed. The Superintendent of the Department of Public Works shall keep an accurate account of all money expended and all work done by the Department of Public Works and a daily record of the number of persons, teams and motor vehicles employed, the extent and nature of the work done, the amount expended and the time spent in doing the work.
- (B) Daily payroll account. The Superintendent of the Department of Public Works shall keep a daily payroll account, including the names of the employees of the Department of Public Works, the names of the owners of teams or motor vehicles employed by the Department of Public Works, and the rate of wages or charges against the City for each employee, team or motor vehicle. He or she shall also keep a daily record showing in detail the materials delivered to the Department of Public Works at any place whatsoever, including the names of the parties furnishing the same, the time when payment is to be made and the rate and amount of price or charge to the City therefor.

SUBCHAPTER I General Provisions

§ 51.01. Appointments. [1982 Code, Ch. VI, § 10]

The Assistant Superintendent of Wires shall be appointed by the City Manager, subject to the provisions of Mass. Gen. Laws Ch. 31, §§ 1 et seq., and its rules and regulations.

§ 51.02. Inspector of wires. [1982 Code, Ch. VI, § 11]

The Assistant Superintendent of Wires is hereby designated as Inspector of Wires, under the provisions of Section 36 of Mass. Gen. Laws Ch. 166 in amendment thereof. The Inspector of Wires shall have all the powers and be subject to all the duties conferred and required by law. The Assistant Superintendent of Wires is hereby authorized to delegate his or her authority to one or more assistants as the duties of the office may require.

§ 51.03. Rules and regulations. [1982 Code, Ch. VI, § 12]

The Assistant Superintendent of Wires shall make rules and regulations not inconsistent with this code to provide safe and proper installation of wiring systems, apparatus and materials both for outside and inside construction. A certified copy of all the rules and regulations shall be filed with the City Clerk.

§ 51.04. Duties of Assistant Superintendent of Wires. [1982 Code, Ch. VI, § 13]

(A) The Assistant Superintendent of Wires shall have the supervision and management of:

- (1) The erection and maintenance of all wires owned by the City, including the fire alarm telegraph, police telegraph and electrical signal and telephone systems and traffic signal lights;
- (2) The apparatus, machinery and other property connected therewith; and
- (3) The posts and other supports erected or owned by the City.

(B) He or she shall supervise the erection of all wires, posts, supports, electrical equipment, machinery and other electrical equipment appliances required by the City in all departments and shall see that the same are maintained in good order and condition.

§ 51.05. Supervision of all wires. [1982 Code, Ch. VI, § 14]

The Assistant Superintendent of Wires shall supervise every wire over and under streets, or buildings in the City, and every wire within a building which is designed to carry an electric current. He or she shall promptly notify the person owning or operating the wire whenever its attachment, insulation, supports, or appliances are unsuitable or unsafe or whenever the tags or marks thereon required by Mass. Gen. Laws Ch. 166, § 32 are insufficient or illegible.

§ 51.06. Enforcement. [1982 Code, Ch. VI, § 15]

The Assistant Superintendent of Wires shall remove every wire, the use of which has been

abandoned and every wire not tagged or marked as required by law, and shall see that all laws, ordinances and regulations relative to wires are strictly enforced, and shall perform the other duties as are or may hereafter be imposed upon him or her by law.

§ 51.07. Wires and poles on streets. [1982 Code, Ch. VI, § 16]

The Assistant Superintendent of Wires shall supervise all poles carrying electric wires upon or over the streets and buildings within the City, and all supports of all wires when attached to buildings and ascertain if the poles and supports are kept in proper condition, and not weakened by decay or other causes. In case any person, firm or corporation owning, leasing, or operating wires shall neglect or refuse to maintain the supports in proper condition for safety, the Assistant Superintendent of Wires shall cause the fixtures and supports to be put in proper condition at the expense of the person, firm or corporation, owning or operating the same, after first giving notice in writing of his or her intended action. He or she may require the owner or user of the poles, supports, or fixtures, to furnish to him or her, at their expense, adequate assistance to enable him or her to make a thorough examination of the poles, supports, or fixtures.

§ 51.08. Street lights. [1982 Code, Ch. VI, § 17]

The Assistant Superintendent of Wires shall have the supervision of all street lamps installed by order of the City Manager. He or she shall attend to all complaints arising from lack of service by any light, and shall see that continuous schedule service is maintained throughout the City, and shall report each month to the supplier of this service the number and style of all lights reported as not lighted during the previous month.

§ 51.09. Access to property. [1982 Code, Ch. VI, § 18]

All wires, cables, conduits, race-ways, fittings, appliances and apparatus in or on public or private property which are intended for the transmission of electricity, either for lighting, heating, or power or to be connected with an outside circuit, shall be made, placed and kept safe to the satisfaction of the Assistant Superintendent of Wires, and he or she may, at all proper and reasonable times, have access to the property for the purpose of inspecting the equipment and materials.

§ 51.10. Connection of systems.¹ [1982 Code, Ch. VI, § 19]

No current of electricity shall be connected with a system of wiring or apparatus intended to be used for power, lighting or heating without permission being first obtained and a written permit granted by the Assistant Superintendent of Wires. The jurisdiction of the Assistant Superintendent of Wires shall include all public and private electrical systems.

§ 51.11. Permission needed to cover wiring system.² [1982 Code, Ch. VI, § 20]

No person shall cover or cause to be covered in any building a system of wiring designed to carry light, heat or power current unless permission is given by the Assistant Superintendent of Wires

1. Editor's Note: Penalty, see § 10.99.

2. Editor's Note: Penalty, see § 10.99.

to do so.

§ 51.12. Order of installation.³ [1982 Code, Ch. VI, § 21]

No wires shall be placed in that portion of any building in the process of alteration or construction where gas, water, heating, refrigerating, and ventilating pipes and ducts are planned to be installed until the same have been placed in proper position. The work of the electrician shall not at any time precede the installation of the above mentioned items unless it is shown that it is an emergency and permission is obtained from the Assistant Superintendent of Wires.

§ 51.13. Records of inspections. [1982 Code, Ch. VI, § 22]

The Assistant Superintendent of Wires shall cause to be kept records of all inspections made and permits issued, and these records shall be open to inspection at all reasonable times by any interested parties.

§ 51.14. Inspector's right to disconnect. [1982 Code, Ch. VI, § 23]

The Assistant Superintendent of Wires may in case of the violation of any provision of this chapter, or of any rule and regulation adopted, after due notice in writing to occupant or owner of the property where a violation exists, disconnect or order disconnected service from the wires of any outside circuit or isolated plant where the violation occurs. If in the opinion of the Assistant Superintendent of Wires a condition of emergency or hazard to life or property exists, he or she may disconnect or order disconnected the electric service immediately.

§ 51.15. Responsibility of party owning or controlling. [1982 Code, Ch. VI, § 24]

This chapter shall not be construed to relieve or lessen the responsibility of any party owning, operating or controlling any electrical equipment, for damages to property or to anyone injured by reason of any defect therein, nor shall the City be held as assuming the liability by reason of the inspection authorized herein, or by permit given by its officers or agents exercising the rights or power given.

§ 51.16. Underground conduit systems. [1982 Code, Ch. VI, § 25]

In any underground conduit system, the sufficient space as shall be determined by the City Manager shall be reserved free of expense for the use of the City, for municipal purposes. The City, by the Assistant Superintendent of Wires and other proper servants, shall be allowed access to the conduits at all times and the City shall be allowed equal facilities and privileges with others using the same conduits in putting in, taking out, and repairing wires.

§ 51.17. Re-inspection upon change of tenant. [1982 Code, Ch. VI, § 29]

An inspection of all commercial and industrial occupancies shall be made when a change in tenancy occurs before a current of electricity can be connected for the new tenants. No permits shall be required for this service unless alterations, additions or changes are made to the existing wiring.

3. Editor's Note: Penalty, see § 10.99.

§ 51.18. Placement of poles, wires and transformers. [Ord. 46, passed 6-11-1991; amended Ord. 141, passed 12-19-1995]

- (A) No public utility, including without limitation electrical companies or telephone companies, shall add, relocate, or site poles on any street or way or public property in the City without first petitioning and obtaining the permission of the City Council therefor, with due notification to abutters; provided, however, that the provisions of this section shall not apply to repair work done to existing poles.
- (B) Except for temporary emergencies of durations not to exceed three days, a public utility seeking to add, replace, or increase the size of existing electrical wires, or to increase the electrical load carried by the existing wires, shall, before proceeding, notify the Inspector of Wires of the location, specification, and reason for the intended construction. If the Inspector approves the petition, within seven days of notification of the petition the Inspector shall forward it to the City Council, with due notification to abutters, for approval subject to the provisions of division (C) of this section.
- (C) The Inspector shall forward to the City Council utility petitions made under the provisions of division (B) of this section whenever one or more of the following conditions apply:
 - (1) The petition concerns owners of any building, excluding one and two-family residences, seeking to install or replace electrical service larger than 200 amperes or to increase their current supply of electricity provided by extant lines by more than 200 amperes.
 - (2) The petition concerns wires or transformers used to supply bulk electricity, as defined by Mass. Gen. Laws Ch. 164, § 1.
 - (3) The petition concerns increases in the current of electricity in a facility as defined by Mass. Gen. Laws Ch. 164, § 69G.

Hand, JoAnna

From: Proakis, George
Sent: Friday, November 14, 2025 11:01 AM
To: Hand, JoAnna
Subject: Fw: Comments on Watertown Draft Administrative Code

From: Cliff Cook <ccook13@gmail.com>
Sent: Wednesday, October 1, 2025 2:24 PM
To: Proakis, George <gproakis@watertown-ma.gov>
Cc: Field, Larry <lfield@watertown-ma.gov>
Subject: Comments on Watertown Draft Administrative Code

Mr. Proakis

As a member of the Affordable Housing Trust I have taken an interest in the City's draft Administrative Code. I offer the following comments below from the perspective of an appointee.

A301.C.2. Appointments made upon expiration of term shall be as follows:

Clarify what happens if either 1) the CM fails to notify the appointee at 90 days before expiration, 2) the CM fails to post the position, or 3) the CM fails to transmit a candidate for Council approval at least 30 days before the end of the term.

As I understand matters, failure to take action results in the appointee remaining in their position until such time as the CM takes action. This is not clear to many members of the public and clarifying whether or not this is indeed the case would be helpful.

A301.C.5. Any member of a multiple-member body shall be deemed to have vacated office if said member fails to attend regularly scheduled meetings for a period of 3 consecutive months or 3 consecutive meetings, whichever is longer, without express leave from the City Manager or if such member is absent from such duties for the period of 1 year notwithstanding the permission from the City Manager to be absent

A few comments here:

- "Shall" implies that no action is needed on the part of the CM to confirm the removal. Is this the case? Frankly, this strikes me as harsh and removes all discretion from the CM. Perhaps there could be a provision for a required notice to the appointee before removing someone?
- I can envision circumstances where illness or family concerns might take someone away from their position for more than three months.
- There does not appear to be a procedure included where appointees can advise the CM of their need for leave, yet the last clause implies this is the case. Perhaps such language is included elsewhere in the draft code?

- Breaking this section into subsections would clarify language and intent. The last phrase "*or if such member is absent from such duties for the period of 1 year notwithstanding the permission from the City Manager to be absent*" is not clearly related to the proceeding language. These words seem to imply there is some procedure for gaining CM permission for an extended absence but that is not definitively the case.
- If there is to be a procedure for notifying the CM about the need for an extended absence then such could be included as a third subclause here.

A301.F. 3. Each multiple-member body shall conduct meetings in accordance with Robert's Rules of Order unless otherwise specified in federal, state, and/or local laws or regulations, and shall provide for the keeping of minutes. Such minutes shall be available for public inspection. If requested by any member, any vote shall be taken by a call of the roll, and the vote shall be recorded in the journal provided. However, if the vote is unanimous, only that fact need be recorded. A majority of members presently serving on a multiple-member body shall constitute a quorum. Multiple-member bodies shall establish internal administrative rules processes for the proper function of activities under their care and control.

- The cover memo states "MMBs must establish internal administrative rules and processes (§ A-301.F.3)." The section cited references Robert's Rule of Order. Are there other rules and processes that need to be established as a general rule?
- Is there information available to appointees on Robert's Rules of Order? I have never encountered this document. Are there different versions?
- There is a reference to a "journal" here and in section A301.F.1. Is this an actual document? Does one now exist for each board or is this a new requirement?

Thank you for considering my comments. Please feel free to contact me if you desire any follow up.

Cliff Cook
Chair, Affordable Housing Trust

Hand, JoAnna

From: Ellen Menounos <ellenmenounos@gmail.com>
Sent: Sunday, November 9, 2025 8:31 AM
To: Hand, JoAnna
Cc: Wally Cole
Subject: WE3C Membership question to City Manager's office

JoAnna,

This is a question for City Manager's office and/or City Council. I am writing as an individual committee member.

At our last WE3C meeting (Oct 20), amidst a discussion of the proposed administrative code, WE3C members expressed interest in the possibility of down-sizing from a committee of 9-members to a committee of 7-members.

Reason(s) being:

--9 is large for a committee.

--We are rarely full with 9 members, so we are always in a state of recruiting, hoping someone new applies, or is appointed.

--It's hard to ensure a quorum of 5 at every single meeting. (And it's a real fire drill when at the last minute we don't have a quorum and have to cancel the meeting.)

Membership status right now:

We have two people with a term ending on Nov 15 2025 (Marcia Ciro and Pat Rathbone.)

Recently we had a member quit spontaneously mid-term (Bruce Gellerman.)

The new proposed administrative code would make Staff no longer a voting member (Silas Fyler.)

So very soon we will only have 5 people (Jeanne Trubek, Brian Hebeisen, Lauri Murphy, Ellen Menounos, Wally Cole) and we will have 4 vacancies to fill.

How would we go about proposing a 7-member committee? What would have to happen? This feels somewhat urgent as we heard there may be a City Council vote to accept the proposed Administrative Code in full/with no edits as early as Nov 18.

Ellen Menounos
WE3C Co-chair
617 458 9517

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 18, 2025

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

Motion to temporarily modify the winter parking ban to begin on January 1, 2026 and end on March 1, 2026 for the 2026 winter season

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 18, 2025**

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

Motion to acknowledge the recommendations of the Traffic Commission to increase the fines during snow emergencies to \$100

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 18, 2025**

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

Motion to request the City Manager to ask the Traffic Commission to examine the fines for overnight parking during the winter parking ban

Hi Brendan,

Thank you for your time on the phone yesterday, and for explaining to me how I can submit public comments for this evening's special meeting of City Council.

Here are my comments; sorry I was not able to get them to you earlier. They relate to the item about temporary modifications to the winter parking ban:

Our first priority needs to be ensuring that the City can use our tax dollars efficiently to keep our roads and sidewalks safe for all travellers, whether they be walking and needing to cross streets, driving a car, or riding a bike on those streets. While I appreciate that the City Manager is trying to reduce inconvenience for those without access to dedicated off-street parking, I am concerned that the proposed plan will not be workable. In January of this year, City Manager Proakis came before the Council at the public meeting devoted to the parking ban, and he told you, the Council, that he does not have the resources that would be required to manage a parking ban based on an approach that relies on snow emergency notifications and intense enforcement during those periods, with street parking otherwise permitted. But that, to my understanding, is exactly the plan being mooted tonight. Yes, there will still be a nominal ban in for two months, but the City intends to manage December and March winter events solely based on snow emergency notifications – a notification system that we heard in January from other commenters is not working smoothly, and which in any case does not cover visitors to the city. And it seems to me that the heightened fines during snow emergencies even during the proposed January-February ban period are tacitly sending the signal that the City intends to rely on snow emergency notifications to trigger enforcement during those months as well.

Climate change does not always mean less snow; we have seen that it means less predictable snow, and it means more winter events that require extensive pre- and post-storm treatment, such as freezing rain and ice storms. This means that the City often needs to access the full road width, for salting, sanding, or snow and ice removal, well before – and well after – any precipitation falls. I encourage Council to ask the City Manager to explain why a system focused on snow emergencies and notifications is workable this coming winter, when last winter he persuasively made the case that it is not. If something has changed, it will be good for all of us to understand what. If not, Council needs to know that also, so that we can choose an approach that preserves safety for everyone travelling.

My thanks to Council for consideration of these comments.

Hannah Rakoff

87 Spruce Street

Watertown