



City Council Meeting

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

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on December 9, 2025 at 7:00 P.M. Location: Richard E. Mastrangelo Council Chamber
 - B. This is an in-person meeting - any remote access is provided solely as a courtesy and may not be relied upon as alternative access. Therefore, any interruption in remote access technology shall not interrupt the meeting, and the meeting will proceed accordingly in person. In the event of such interruption, in-person attendance is available and encouraged.
 - C. The in-person meeting will also be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
 - D. The public may join the in-person meeting online: <https://watertown-ma.zoom.us/j/92991331344>
 - E. The public may join the in-person meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344
 - F. Public may comment through email: vpiccirilli@watertown-ma.gov
 - G. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>
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- 1. ROLL CALL
- 2. PLEDGE OF ALLEGIANCE
- 3. PUBLIC FORUM
- 4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
 - A. Minutes from City Council Meeting November 12, 2025
 - B. Minutes from Special City Council Meeting November 18, 2025
- 5. PRESIDENT'S REPORT
 - A. Request for Authorization to send a letter to the MWRA
- 6. PUBLIC HEARINGS
 - A. Public Hearing and Vote On a Proposed Ordinance - "Skip the Stuff" Waste Reduction Ordinance
 - B. Public Hearing and Vote on a Proposed Loan Order that the sum of \$879,000 is appropriated to pay costs of purchasing the following items of departmental equipment for the Department of Public Works, including all costs incidental and related thereto:

<u>Description</u>	<u>Amount</u>
Hydro Excavation Vactor Truck	\$695,000
Sewer and Stormwater Camera Truck	\$184,000

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

- C. Public Hearing and Vote on a Proposed Loan Order that the sum of \$911,900 is appropriated to pay construction and construction administration costs of How Park Phase I, as more fully described in the City's Fiscal Year 2026 through 2030 Capital Improvement Plan, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

7. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS

- A. Discussion and Vote on Three Proposals from the Community Preservation Committee for Funding

<u>Description</u>	<u>Amount</u>
103 Nichols Ave Group Home	\$1,500,000
Willow Park Redevelopment Addition Request	\$2,000,000
Commander's Mansion Envelope Restoration and Elevator Modernization	\$610,000

- B. First Reading on a Proposed Loan Order that the sum of \$1,156,000 is appropriated to pay costs of envelope and mechanical/energy system upgrades to Parker Building, including all costs incidental and related thereto:

<u>Description</u>	<u>Amount</u>
New building management system/HY AC controls	\$121,000
Insulation of top floor roof deck/attic space and adjacent walls	\$90,000
Acoustic ceiling tile replacement on third floor suites	\$120,000
Replacement of existing gas-filled roof top units with all electric air source heat pumps	\$740,000

Removal of gas lines and new electrical \$85,000
service for roof top units

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

- C. First Reading on a Proposed Loan Order that the sum of \$95,000 is appropriated to pay costs of the security system enhancements, including the installation of a standby generator and associated equipment, at the Phillips School, as more fully described in the City's Fiscal Year 2026 through 2030 Capital Improvement Plan, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.
 - D. Authorization to Sign a Contract Exceeding Three Years - Bluebikes
 - E. First Reading on a Proposed Ordinance adjusting the City Manager's salary
8. REPORTS OF COMMITTEES
- A. Committee on Economic Development and Planning Report regarding its meeting on November 20, 2025 - Feltner, Chair

ACTION ITEM:

To recommend that the City Council confirm Lei Ma for appointment to the Public Arts & Culture Committee for a term expiring November 15, 2027

ACTION ITEM:

To recommend that the City Council confirm Brendan Shanahan for appointment to the Historic District Commission for a term expiring November 15, 2026

ACTION ITEM:

To recommend that the City Council confirm Dawn Scaltreto for reappointment to the Public Arts & Culture Committee for a term expiring November 15, 2028

ACTION ITEM:

To recommend that the City Council confirm Harvey Steiner for reappointment to the Historic District Commission for a term expiring November 15, 2028

ACTION ITEM:

To recommend that the City Council confirm Linda Sternberg for reappointment to the Historic District Commission for a term expiring November 15, 2028

ACTION ITEM:

To recommend that the City Council confirm Matt Hanna for reappointment to the Public Arts & Culture Committee for a term expiring November 15, 2028

- B. Committee on Economic Development and Planning Report regarding its meeting on October 21, 2025 - Feltner, Chair

ACTION ITEM:

To recommend the City Council appropriate the 2024 TNC Funds of \$59,525.50 to the operation of Pleasant Street Watertown Connector Shuttle

- C. Committee on Public Works Report regarding its meeting on October 22, 2025 - Piccirilli, Chair

ACTION ITEM:

To recommend that the full Council approve the loan order of \$2.875 million for the construction of the following streets — Cottage Street, Sawin Court, Rifle Court, Lyons Street, Sexton Street, Cottage Lane, Molloy Street, Hearn Street, and Winter Street, and potentially Brigham Street and Appleton Terrance.

ACTION ITEM:

To recommend that the full Council approve the loan order for \$2.3 million for connector roads/longer street projects for the second half of construction of Springfield Street and Forest Street.

9. COMMUNICATIONS FROM THE CITY MANAGER
10. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
11. ANNOUNCEMENTS
12. PUBLIC FORUM
13. RECESS OR ADJOURNMENT

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

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

John M. Airasian,
Councilor At Large

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

NOVEMBER 12, 2025



Watertown City Council

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

CITY COUNCIL MEETING TUESDAY, NOVEMBER 12, 2025, 7:00 P.M. RICHARD E. MASTRANGELO COUNCIL CHAMBER ADMINISTRATION BUILDING, 149 MAIN STREET

MINUTES

ACCESS INFORMATION:

- A. This meeting will be held on November 12, 2025 at 7:00 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>
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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, 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. Councilor John M. Airasian was absent.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC FORUM

Eileen Ryan - 48 Pearl Street – Expressed support for the upcoming “Skip the Stuff” Ordinance, which will reduce the amount of single use plastics in takeout restaurants. She stated that these measures have already proved to be successful in many other close communities, as well as other large cities and states. It saves restaurants money and significantly reduces plastic pollution.

4. EXAMINATION OF RECORDS OF PREVIOUS MINUTES

A. Minutes from City Council Meeting October 18, 2025

Councilor Piccirilli moved to adopt the minutes from the meeting of October 28, 2025 and Councilor Feltner seconded.

The motion carried unanimously in a Voice Vote.

5. PRESIDENT’S REPORT

President Sideris stated that there is new information regarding the Watertown Middle School, which could affect decision making, so the item will be skipped on this agenda. He then remarked that he will be asking for a moment of silence in respect for Councilor’s Airasian’s father who passed away recently.

6. PUBLIC HEARINGS

A. Public Hearing and Vote on a Petition from NSTAR DBA Eversource for a Grant of Location in Cross Street, westerly from pole 38/1, approximately 60 feet north of Pleasant Street, to install approximately 12 feet of conduit. This work is proposed to provide electrical service to 2-10 Cross Street. The recommendations and conditions set out by the Department of Public Works shall be required upon approval of this application.

Jacqueline Duffy – Eversource – Presented the petition.

Councilor Piccirilli moved to approve the petition for a grant of location and Councilor Feltner seconded.

The motion carried unanimously in a Voice Vote.

B. Public Hearing and Vote on a Petition from NSTAR DBA Eversource for a Grant of Location in Alden Road, westerly from pole 178/3, approximately 256 feet south of Belmont Street, to install approximately 14 feet of 2 2-inch PVC conduit. This work is proposed to provide electrical service to 23 Alden Road. The recommendations and conditions set out by the Department of

Public Works shall be required upon approval of this application.

Jacqueline Duffy presented the petition.

Councilor Piccirilli moved to approve the petition for a grant of location and Councilor Feltner seconded.

Councilor Feltner asked if existing wires for the location would come down.

Jacqueline Duffy responded that the existing overhead wires will be relocated underground.

The motion carried unanimously in a Voice Vote.

- C. Public Hearing and Vote on a Petition from NSTAR DBA Eversource for a Grant of Location in Mount Auburn Street, northerly from pole 98/90, approximately 120 feet west of Cottage Street, to install approximately 14 feet of conduit. This work is proposed to provide electrical service to 780-784 Mt Auburn Street. The recommendations and conditions set out by the Department of Public Works shall be required upon approval of this application.

Jacqueline Duffy presented the petition.

Councilor Piccirilli moved to approve the petition for a grant of location and Councilor Feltner seconded.

The motion carried unanimously in a Voice Vote.

- D. Public Hearing and Vote on a Proposed Loan Order that the sum of \$2,200,000 is appropriated to pay the costs of construction and oversight of roadway, sidewalk and utility reconstruction of Fifth Avenue, as more fully described in the City's Fiscal Year 2025 through 2029 Capital Improvement Plan, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

City Manager Proakis stated that this is consistent with the long streets and connector program. He noted that it is an important connector, and that work for nearby longer streets like Riverside Street will be soon followed.

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

Councilor Feltner asked if the DPW Director knew how many households requested that their water service be upgraded.

Thomas Brady – DPW Director replied that he could get that information to her.

The motion carried unanimously in a Roll Call Vote.

E. Public Hearing and Vote on a Proposed Order Allocating the Property Tax Levy Among or Between Property Classes for Fiscal Year 2026

City Manager Proakis stated that they continue to work within the confines of Prop 2.5% to set levy limits. There has been an increase in residential taxes and a flat line or decrease in commercial property taxes, which does affect where the levy falls. He then stated that FY26 is the last year of the tax split home rule petition, which the administration is working hard to extend permanently.

City Assessor Earl Smith presented the classification presentation – attached and linked here: [Fiscal Year 2026 Tax Classification Hearing](#)

Key points included:

- A recommendation to engage in the maximum shift of 1.75%
- Total property value was about \$13 billion
 - Over \$9.4 billion in residential (up from about \$9.1 billion last year)
 - About \$3.673 billion in commercial (down slightly from \$3.690 last year)
- New growth came in at a respectable \$3,530,622 – which is down from terrific new growth in the past three years (\$7,745,192 on average)
- The multifamily and single-family condominium markets look strong moving forward
- The FY26 levy is calculated by adding:
 - FY25 Levy Limit - \$168,575,918
 - 2.5% - 4,214,398
 - FY26 New Growth – 3,530,633
 - FY26 Levy = \$176,320,938
- The new single tax rate is calculated by dividing the total tax levy by the total assessed value
 - Total tax levy - \$178,320, 938
 - Total assessed value - \$13,113,904,400
 - Singe Tax Rate = \$13.45
- With no shift between the classes:
 - Residential class pays \$126 mil
 - Commercial class pays \$ 49 mil
- With recommended max shift of 1.75:
 - Residential class pays \$89,896,263
 - Commercial class pays \$86,424,675
- Watertown residents compare similarly to most surrounding communities in terms of tax split, and favorable to almost all surrounding communities in terms of residential tax bills after residential exemptions
- Average residential tax bills are equal to where they were three years prior because of the home rule petition/tax split that was implemented
- The average residential tax has on average only gone up by \$122 per year – by far

the lowest in comparison to surrounding communities

- Watertown has had a residential exemption for decades
- A residential exemption is a reduction of a fixed assessment amount off the average residential value
- It is available to all owner occupants
- The Board of Assessors recommend the max exemption of 35% exclusion

Councilor Piccirilli moved to adopt the maximum commercial shift allowed – 175% - and Councilor Feltner seconded.

The motion carried unanimously in a Roll Call Vote.

Councilor Gannon moved to adopt a residential exemption of 35% and Councilor Feltner seconded.

Councilor Gannon asked what the pros and cons would be if the limit was higher than 35%.

City Assessor Smith stated that the pros would be a bigger break to the residential class and some cons would be people who are no longer owner occupants, but still own the property and want to scam the system, would be more incentivized to do so.

The motion carried unanimously in a Roll Call Vote.

7. MOTIONS, ORDINANCES, ORDERS, AND RESOLUTIONS

A. Discussion and Potential Action on Middle School Plan

This item was tabled.

B. Resolution Approving the Acceptance of Gifts of Tangible Person Property in the form of six picnic tables from Home Depot

City Manager Proakis presented the item for acceptance.

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

The motion passed unanimously in a Voice Vote.

8. REPORTS OF COMMITTEES

A. Committee on Education and School System Matters Report regarding its meeting on October 28, 2025 - Izzo, Chair

ACTION ITEM:

To recommend the City Council approve the appointment of Matthew McCarthy to the Watertown Cable Access Board of Directors to a term

expiring September 15, 2028

ACTION ITEM:

To recommend the City Council approve the reappointment of David Stokes to the Watertown Cable Access Board of Directors to a term expiring September 15, 2028

Councilor Izzo read the report.

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

The motion carried unanimously in a Voice Vote.

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

The motion carried unanimously in a Voice Vote.

- B. Committee on Rules and Ordinances Report regarding its meeting on October 7, 2025 – Gannon, Chair

Councilor Gannon read the report.

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

The motion carried unanimously in Voice Vote.

9. COMMUNICATIONS FROM THE CITY MANAGER

- A. Proposed Changes to Current Demolition Delay Ordinance

City Manager Proakis noted that rethinking the Demolition Delay has been in the works over the past year, and what is presented currently represents changes worked out by the administration.

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

City Manager Proakis then stated that he is seeking a resident to serve on the Residents Advisory Committee. He then invited Forestry Supervisor Micieli to speak.

Forestry Supervisory Micieli suggested a new approach to celebrating Arbor Day, which would be to Celebrate in in December – coinciding with a large tree planting at the Commissioner’s Mansion on December 6th.

City Manager Proakis concluded by announcing the upcoming retirement of Assistant City Manager Steve Magoon. He remarked on the wealth of accomplishments and years of service in steady leadership for the community Mr. Magoon has provided over decades of work.

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

Councilor Gannon requested information concerning the plot of land owned by Watertown located on the even numbered side of North Beacon Street - between 662 Arsenal Street and property owned by DCR

11. ANNOUNCEMENTS

President Sideris announced an upcoming special meeting where there will be discussions on the administration code and winter parking ban.

12. PUBLIC FORUM

Councilor Piccirilli read an email from Rita Colafella (attached).

President Sideris then asked for all to join in a moment of silence for the Passing of Mr. John Airasian.

13. 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 8:13 p.m.

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above minutes were adopted by a vote of ___ for, ___ against, and ___ present on 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

City Council Meeting
Tuesday, November 12, 2025 at 7:00 PM
Richard E. Mastrangelo Council Chamber
Administration Building, 149 Main Street

List of Documents

1. Grant of Location – Eversource – Cross Street - Item 6A
2. Grant of Location – Eversource – Alden Road - Item 6B
3. Grant of Location – Eversource – Mt. Auburn St - Item 6C
4. Loan Order – 5th Ave – Item 6D
5. Tax Classification – Item 6E
6. Gift of Property – Home Depot – Item 7B
7. Committee on Education and School System Matters Report – Item 8A
8. Committee on Rules and Ordinances Report – Item 8B
9. Proposed Changes to Demo Delay – Item 9A

**ADDENDUM TO THE
MINUTES OF THE
NOVEMBER 12, 2025 CITY
COUNCIL MEETING**



City Council Meeting

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

Agenda

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- 1. ROLL CALL
 - 2. PLEDGE OF ALLEGIANCE
 - 3. PUBLIC FORUM
 - 4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
 - A. Minutes from City Council Meeting October 28, 2025
 - 5. PRESIDENT'S REPORT
 - 6. PUBLIC HEARINGS
 - A. Public Hearing and Vote on a Petition from NSTAR DBA Eversource for a Grant of Location in Cross Street, westerly from pole 38/1, approximately 60 feet north of Pleasant Street, to install approximately 12 feet of conduit. This work is proposed to provide electrical service to 2-10 Cross Street. The recommendations and conditions set out by the Department of Public Works shall be required upon approval of this application.
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 - E. Public Hearing and Vote on a Proposed Order Allocating the Property Tax Levy Among or Between Property Classes for Fiscal Year 2026
7. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
- A. Discussion and Potential Action on Middle School Plan
 - B. Resolution Approving the Acceptance of Gifts of Tangible Person Property in the form of six picnic tables from Home Depot
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- ACTION ITEM:
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10. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
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13. RECESS OR ADJOURNMENT

ELECTED OFFICIALS

Mark S. Sideris,
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Vice President &
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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 12, 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___	_____	_____

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 12, 2025

	YES	NO	PRESENT
JOHN M. AIRASIAN	_____	_____	_____
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 adopt the minutes from City Council Meeting October 28, 2025

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 12, 2025

	YES	NO	PRESENT
JOHN M. AIRASIAN	_____	_____	_____
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 approve a grant of location in Cross Street



Watertown City Council

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

RESOLUTION # 109

2025 – R - 109

BE IT RESOLVED: That the Watertown Department of Public Works has reviewed the attached petition by NSTAR Electric DBA Eversource for consideration of a Grant of Location in Cross Street to install 12 feet of conduit to provide electrical service to 2-10 Cross Street. Said Grant of Location shall be subject to the following recommendations and conditions.

Standard Conditions

1. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times or an appropriate alternative path provided.
2. Please be aware that there may be utility infrastructure that is not shown on the plan and may be encountered in the field. If a conflict occurs between the proposed installation and existing City-Owned and/or private utility infrastructure, The City Engineer shall be contacted directly to discuss an appropriate resolution.
3. It is the sole responsibility of the Applicant, and their Contractor, to ensure that and City-Owned and or private utilities, if located within the limits of work should be properly marked and protected during construction activities.

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

4. The proposed scope of work requires a DPW Street Opening Permit through the Watertown DPW prior to the start of construction.
5. All disturbances to curbing, grass strips, sidewalks, walkways, and roadway surfaces shall be repaired in kind to the satisfaction of the City of Watertown DPW. If any existing sidewalk is proposed to be removed and replaced in full width, the restoration must be completed in accordance with all current ADA, MAAB and City of Watertown standards.
6. All work within the Right of Way shall require the Contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be implemented in adherence to all applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual of Uniform Traffic Control Devices.
7. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices such as silt fence or straw wattles. It will be the sole responsibility of the Contractor to remove any sediment that enters the City drainage system as a result of the proposed work.
8. Equipment, staging, and stockpiles shall not be located in a manner so as to interfere with intersection sightlines and shall be kept in a neat and orderly fashion.
9. Public shade trees within and adjacent to the proposed work zone must be protected. The Contractor shall install individual tree protection on any public shade tree that may be impacted and the Contractor shall not stockpile material or equipment within the drip zone of a public shade tree.
10. Contractor shall coordinate with City Health Department on rodent control requirements.

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

BE IT FURTHER RESOLVED: That the petitioner shall deposit sufficient cash surety as determined by the Superintendent of Public Works to be held in escrow until the Superintendent of Public Works is satisfied with the condition of repair and restoration of the street.

BE IT FURTHER RESOLVED: That a copy of said petition is forwarded to the City Clerk for processing.



Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above Resolution was adopted by a vote of 8 for, 0 against, and 0 present on November 12, 2025.



Brendan T. McCarthy, Council Clerk



Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

NOTICE OF PUBLIC HEARING – NSTAR ELECTRIC DBA EVERSOURCE

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

October 28, 2025

Dear Abutters:

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

ACCESS INFORMATION:

- A. The meeting will be televised through WCATV (Watertown Cable Access Television):
<http://vodwcatv.org/CablecastPublicSite/?channel=3>
- B. The Public may join the virtual meeting online:
<https://watertownma.zoom.us/j/92991331344>
- C. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344 #
- D. Public may also comment through email: vpiccirilli@watertown-ma.gov

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

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

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

Standard Conditions

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

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

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

Sincerely,

Watertown City Council

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

October 22, 2025

City Council
City Hall
149 Main Street
Watertown, MA 02472

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

Dear Members of the Council:

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

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

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

Very truly yours,

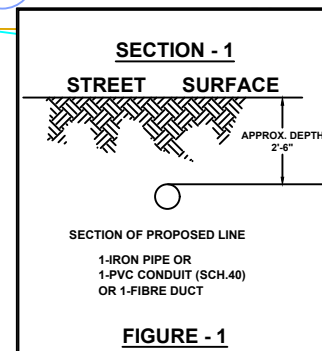
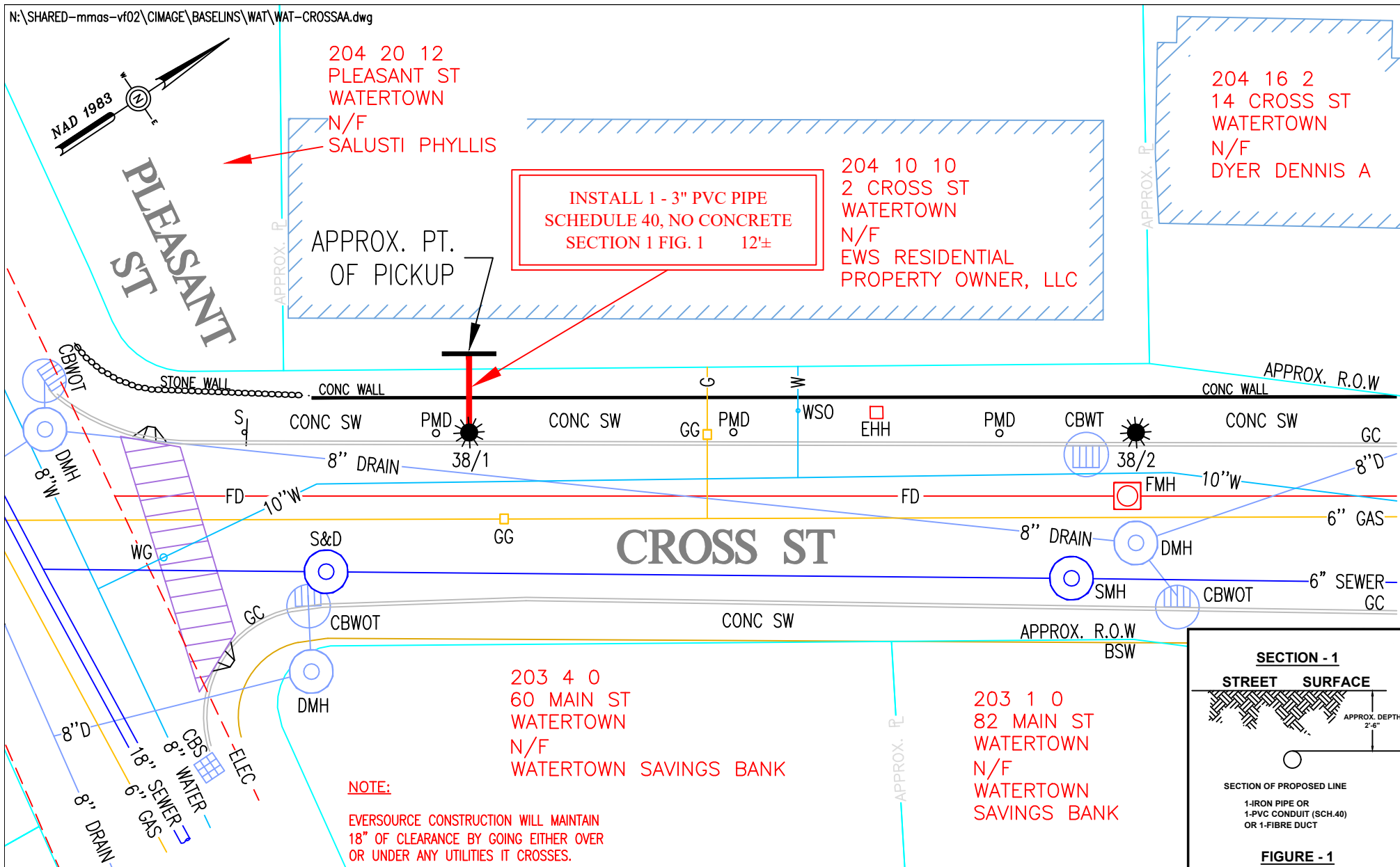
Richard M. Schifone

Richard M. Schifone, Supervisor
Rights and Permits

RMS/HC
Attachments

Location Photos





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

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

MASS. LAW

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

C# 188-25	NSTAR ELECTRIC d/b/a EVERSOURCE 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Ward #	
Work Order # 21949890	Plan of CROSS ST
Surveyed by: GR/VT	WATERTOWN
Research by: GC	Showing PROPOSED CONDUIT LOCATION
Plotted by: LM	
Proposed Structures: LM	
Approved: K RICE	Scale 1"=20' Date JULY 31, 2025
P#	SHEET 1 of 1

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 12, 2025

	YES	NO	PRESENT
JOHN M. AIRASIAN	_____	_____	_____
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 approve a grant of location in Alden Road



Watertown City Council

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

RESOLUTION # 110

2025 – R - 110

BE IT RESOLVED: That the Watertown Department of Public Works has reviewed the attached petition by NSTAR Electric DBA Eversource for consideration of a Grant of Location in Alden Rd to install approximately 14 feet of PVC conduit to provide electrical service to 23 Alden Road. Said Grant of Location shall be subject to the following recommendations and conditions.

Standard Conditions

1. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times or an appropriate alternative path provided.
2. Please be aware that there may be utility infrastructure that is not shown on the plan and may be encountered in the field. If a conflict occurs between the proposed installation and existing City-Owned and/or private utility infrastructure, The City Engineer shall be contacted directly to discuss an appropriate resolution.
3. It is the sole responsibility of the Applicant, and their Contractor, to ensure that and City-Owned and or private utilities, if located within the limits of work should be properly marked and protected during construction activities.

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

4. The proposed scope of work requires a DPW Street Opening Permit through the Watertown DPW prior to the start of construction.
5. All disturbances to curbing, grass strips, sidewalks, walkways, and roadway surfaces shall be repaired in kind to the satisfaction of the City of Watertown DPW. If any existing sidewalk is proposed to be removed and replaced in full width, the restoration must be completed in accordance with all current ADA, MAAB and City of Watertown standards.
6. All work within the Right of Way shall require the Contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be implemented in adherence to all applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual of Uniform Traffic Control Devices.
7. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices such as silt fence or straw wattles. It will be the sole responsibility of the Contractor to remove any sediment that enters the City drainage system as a result of the proposed work.
8. Equipment, staging, and stockpiles shall not be located in a manner so as to interfere with intersection sightlines and shall be kept in a neat and orderly fashion.
9. Public shade trees within and adjacent to the proposed work zone must be protected. The Contractor shall install individual tree protection on any public shade tree that may be impacted and the Contractor shall not stockpile material or equipment within the drip zone of a public shade tree.
10. Contractor shall coordinate with City Health Department on rodent control requirements.

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

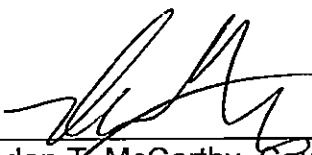
BE IT FURTHER RESOLVED: That the petitioner shall deposit sufficient cash surety as determined by the Superintendent of Public Works to be held in escrow until the Superintendent of Public Works is satisfied with the condition of repair and restoration of the street.

BE IT FURTHER RESOLVED: That a copy of said petition is forwarded to the City Clerk for processing.

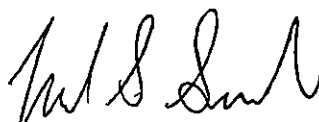


Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above Resolution was adopted by a vote of 8 for, 0 against, and 6 present on November 12, 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



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

NOTICE OF PUBLIC HEARING – NSTAR ELECTRIC DBA EVERSOURCE

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

October 28, 2025

Dear Abutters:

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

ACCESS INFORMATION:

- A. The meeting will be televised through WCATV (Watertown Cable Access Television):
<http://vodwcatv.org/CablecastPublicSite/?channel=3>
- B. The Public may join the virtual meeting online:
<https://watertownma.zoom.us/j/92991331344>
- C. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344 #
- D. Public may also comment through email: vpiccirilli@watertown-ma.gov

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

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

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

Standard Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sincerely,

Watertown City Council

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

Location Photos



July 7, 2025

City Council
City Hall
149 Main Street
Watertown, MA 02472

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

Dear Members of the Council:

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

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

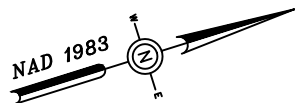
If you have any further questions, please contact Joanne Callender at 781-314-5054. Your prompt attention to this matter would be greatly appreciated.

Very truly yours,

Richard M. Schifone

Richard M. Schifone, Supervisor
Rights and Permits

RMS/HC
Attachments



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

SECTION - 2 STREET SURFACE

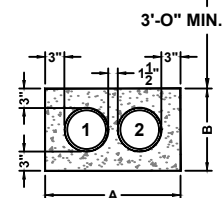


FIG. 1 2-DUCTS

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



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

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MASS. LAW

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

C# 145-25

Ward #

Work Order # 20407395

Surveyed by:

Research by: GR/LM

Plotted by: LM

Proposed Structures: LM

Approved: K RICE

P#

NSTAR
ELECTRIC
d/b/a

1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of ALDEN RD
WATERTOWN

Showing PROPOSED CONDUIT LOCATION

Scale 1"=20' Date JUNE 17, 2025

SHEET 1 of 1

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 12, 2025**

	YES	NO	PRESENT
JOHN M. AIRASIAN	_____	_____	_____
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 approve a grant of location in Mt. Auburn Street



Watertown City Council

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

RESOLUTION # III

2025 – R - III

BE IT RESOLVED: That the Watertown Department of Public Works has reviewed the attached petition by NSTAR Electric DBA Eversource for consideration of a Grant of Location in Mount Auburn Street to install approximately 14 feet of conduit to provide electrical service to 780-784 Mount Auburn Street. Said Grant of Location shall be subject to the following recommendations and conditions.

Standard Conditions

1. During construction, uninterrupted pedestrian access (or temporary pedestrian facilities) shall be provided at all times or an appropriate alternative path provided.
2. Please be aware that there may be utility infrastructure that is not shown on the plan and may be encountered in the field. If a conflict occurs between the proposed installation and existing City-Owned and/or private utility infrastructure, The City Engineer shall be contacted directly to discuss an appropriate resolution.
3. It is the sole responsibility of the Applicant, and their Contractor, to ensure that and City-Owned and or private utilities, if located within the limits of work should be properly marked and protected during construction activities.

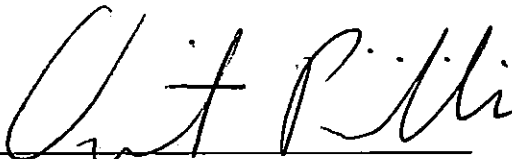
The City of Watertown is not a member of Dig Safe and must be notified separately.

4. The proposed scope of work requires a DPW Street Opening Permit through the Watertown DPW prior to the start of construction.
5. All disturbances to curbing, grass strips, sidewalks, walkways, and roadway surfaces shall be repaired in kind to the satisfaction of the City of Watertown DPW. If any existing sidewalk is proposed to be removed and replaced in full width, the restoration must be completed in accordance with all current ADA, MAAB and City of Watertown standards.
6. All work within the Right of Way shall require the Contractor to schedule and coordinate a police traffic detail. Traffic control and safety measures shall be implemented in adherence to all applicable OSHA requirements, Massachusetts DOT Work Zone Safety Guidelines and Part VI of the Manual of Uniform Traffic Control Devices.
7. All material stockpiled on roadways and/or roadway shoulders shall be protected with erosion control devices such as silt fence or straw wattles. It will be the sole responsibility of the Contractor to remove any sediment that enters the City drainage system as a result of the proposed work.
8. Equipment, staging, and stockpiles shall not be located in a manner so as to interfere with intersection sightlines and shall be kept in a neat and orderly fashion.
9. Public shade trees within and adjacent to the proposed work zone must be protected. The Contractor shall install individual tree protection on any public shade tree that may be impacted and the Contractor shall not stockpile material or equipment within the drip zone of a public shade tree.
10. Contractor shall coordinate with City Health Department on rodent control requirements.

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

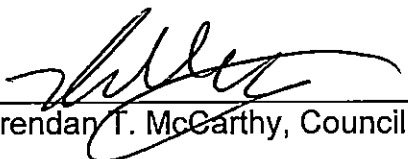
BE IT FURTHER RESOLVED: That the petitioner shall deposit sufficient cash surety as determined by the Superintendent of Public Works to be held in escrow until the Superintendent of Public Works is satisfied with the condition of repair and restoration of the street.

BE IT FURTHER RESOLVED: That a copy of said petition is forwarded to the City Clerk for processing.

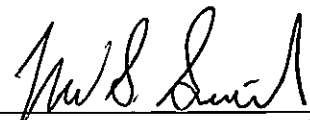


Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above Resolution was adopted by a vote of 8 for, 0 against, and 0 present on November 12, 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



Watertown City Council

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

NOTICE OF PUBLIC HEARING – NSTAR DBA EVERSOURCE

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

October 28, 2025

Dear Abutters:

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

ACCESS INFORMATION:

- A. The meeting will be televised through WCATV (Watertown Cable Access Television):
<http://vodwcatv.org/CablecastPublicSite/?channel=3>
- B. The Public may join the virtual meeting online:
<https://watertownma.zoom.us/j/92991331344>
- C. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344 #
- D. Public may also comment through email: vpiccirilli@watertown-ma.gov

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

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

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

Standard Conditions

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

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

Sincerely,

Watertown City Council

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

October 22, 2025

City Council
City Hall
149 Main Street
Watertown, MA 02472

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

Dear Members of the Council:

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

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

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

Very truly yours,

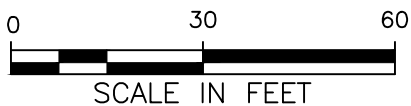
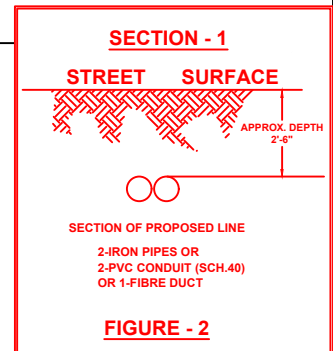
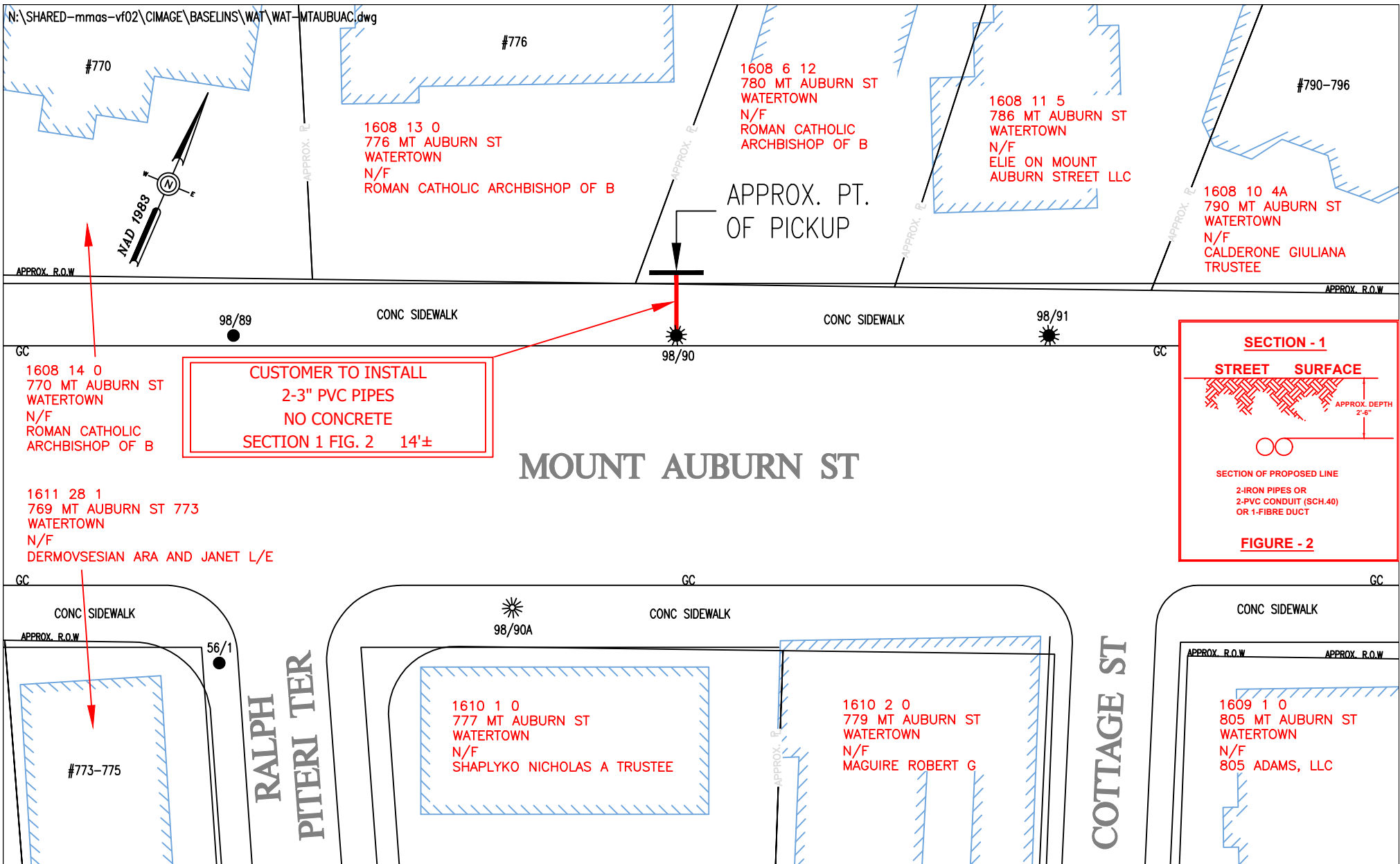
Richard M. Schifone

Richard M. Schifone, Supervisor
Rights and Permits

RMS/HC
Attachments

Location Photos





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

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

MASS. LAW

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

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

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 12, 2025

	YES	NO	PRESENT
JOHN M. AIRASIAN	_____	_____	_____
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 approve a loan order for \$2,200,000 for construction and construction cost for Fifth Ave



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

ORDER # 112

2025 - O - 112

ORDER TO APPROVE THE BORROWING OF FUNDS FOR FIFTH AVENUE SIDEWALK AND UTILITY RECONSTRUCTION

ORDERED: That the sum of \$2,200,000 is appropriated to pay the costs of construction and oversight of roadway, sidewalk and utility reconstruction of Fifth Avenue, as more fully described in the City's Fiscal Year 2025 through 2029 Capital Improvement Plan, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

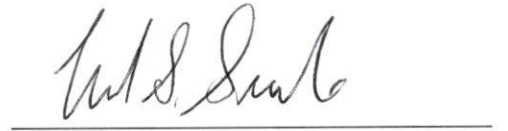
BE IT FURTHER ORDERED: That a copy of said Order be forwarded to the City Auditor and City Treasurer/Collector



Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above Order was adopted by a vote of 8 for, 0 against, and 0 present on November 12, 2025



Brendan T. McCarthy, Council Clerk

Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: October 23, 2025

RE: Agenda Item – Proposed Loan Order

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

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

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

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

Thank you for your attention to this matter.



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

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

October 21, 2025

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

RE: Draft Loan Order – Fifth Avenue Roadway Bonds

Dear George:

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

ORDERED: That the sum of \$2,200,000 is appropriated to pay the costs of construction and oversight of roadway, sidewalk and utility reconstruction of Fifth Avenue, as more fully described in the City's Fiscal Year 2025 through 2029 Capital Improvement Plan, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

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

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

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



Thomas D. Brady
Director of Public Works

CITY OF WATERTOWN

DEPARTMENT OF PUBLIC WORKS

124 ORCHARD STREET
WATERTOWN MA 02472

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

TO: Mr. George Proakis, City Manager

FROM: Mr. Thomas D. Brady, Director of Public Works ^{TB}

DATE: October 20, 2025

RE: Public Works Dept. – Fifth Avenue Funding Request

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

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

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

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

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



Order Confirmation

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

Thank you for placing your advertisement in The Boston Globe.

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

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

Thank you,
Boston Globe Classified Sales

617-929-1500
Monday – Friday 9:30 am - 4:30 pm
classified@globe.com

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

AD PREVIEW:

Legal Notice

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

ORDERED: That the sum of \$2,200,000 is appropriated to pay the costs of construction and oversight of roadway, sidewalk and utility reconstruction of Fifth Avenue, as more fully described in the City's Fiscal Year 2025 through 2029 Capital Improvement Plan, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

Interested parties are encouraged to participate in this public hearing. A copy of the proposed Loan Order is available for inspection at the Administration Building, 149 Main Street, Watertown, MA 02472 in the City Clerk's Office Monday through Thursday 8:30 a.m. through 5:00 p.m., on Tuesday evening up to 7:00 p.m., and Friday 8:30 a.m. through 12:30 p.m.; and on the City's website page: www.watertown-ma.gov.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 12, 2025

	YES	NO	PRESENT
JOHN M. AIRASIAN	_____	_____	_____
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 adopt a factor of 175% of the flat tax rate on the portion of the total tax levy imposed on the value of the Industrial, Commercial, and Personal Property classes

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 12, 2025

	YES	NO	PRESENT
JOHN M. AIRASIAN	_____	_____	_____
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 adopt a 35% Residential Exemption



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

ORDER# 113

2025-O- 113

AN ORDER ALLOCATING THE PROPERTY TAX LEVY AMONG OR BETWEEN PROPERTY CLASSES FOR FISCAL YEAR 2026

BE IT ORDERED: That for Fiscal Year 2026 for the purposes of Section 1A of the General Laws, Chapter 58, the Watertown Board of Assessors, in allocating the tax levy shall

1. Adopt a factor of 175% of the flat tax rate on the portion of the total tax levy imposed on the value of the Industrial, Commercial and Personal Property classes.
2. Adopt a 35% Residential Exemption



Council Member

I hereby certify that a regular meeting of the nine member City Council for which a quorum was present, the above Order was adopted by a vote of 8 for, 0 against, and 0 present on November 12, 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

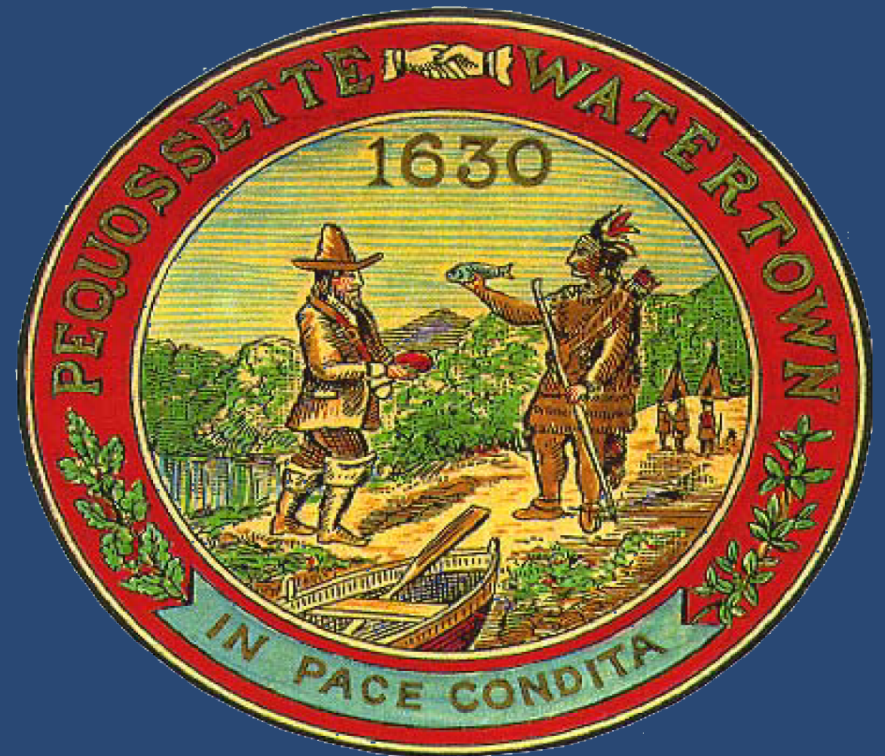
Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

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



Classification

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

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

Under Chapter 200,

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

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

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

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

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

Watertown Historic Assessments/Classification Report Ten Year Lookback

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

New Growth Fiscal Year 2026

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

LEVY LIMIT, SINGLE TAX RATE

Calculating the Levy Limit

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

*4.59% increase over last year

Calculating a Single Tax Rate

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

Comparison Shift Options: No Shift - Shift 175

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

SHIFT: 1.75 versus 1.5

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

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

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

COMMUNITY COMPARISON

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

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

COMMUNITY COMPARISON FISCAL YEAR 2025

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

Lookback at Average Residential Value Taxes

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

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

What is the Residential Exemption?

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

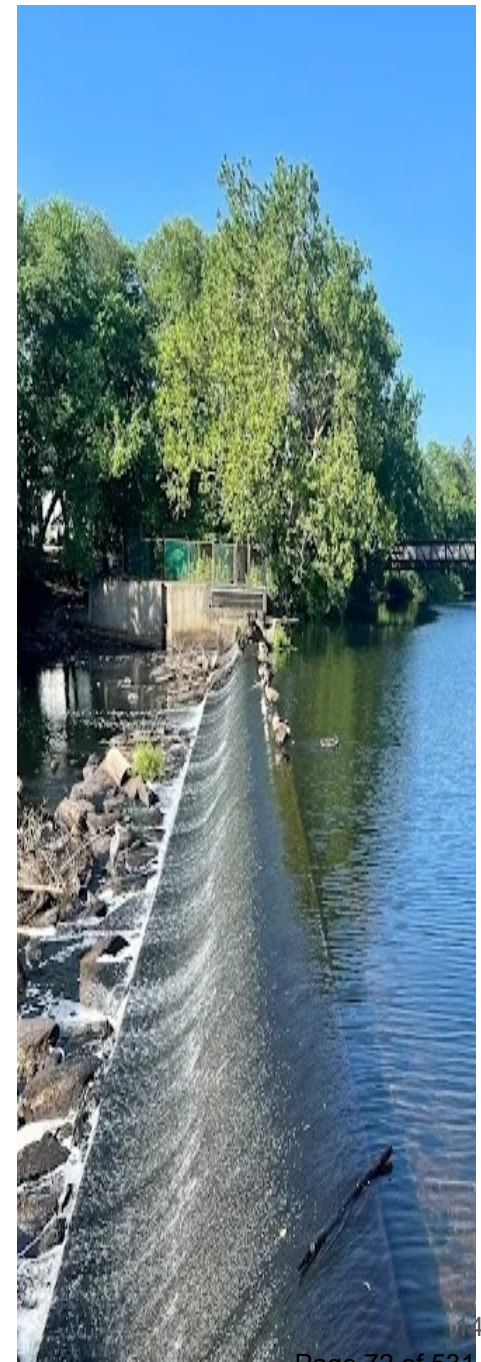
Board of Assessors' thoughts on Residential Exemption.

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

Summary

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

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



Recommendations:

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

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

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 12, 2025

	YES	NO	PRESENT
JOHN M. AIRASIAN	_____	_____	_____
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 accept a gift of 6 picnic tables



Watertown City Council

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

RESOLUTION # 114

2025 – R – 114

RESOLUTION APPROVING THE ACCEPTANCE OF A GIFT OF TANGIBLE PERSONAL PROPERTY

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

WHEREAS, Massachusetts General Law, Chapter 44 Section 53A 1/2 authorizes municipalities to accept gifts of tangible personal property; and

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

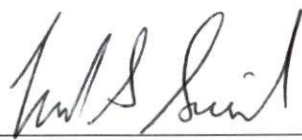
WHEREAS, the Director of Public Buildings has indicated that at least two of these tables are intended for use at the Parker Building; and

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


Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 8 for, 0 against, and 0 present on November 12, 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 6, 2025

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

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

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

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

Thank you for your consideration in this matter.

Resolution approving the Acceptance of a Gift of Tangible Personal Property

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

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

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

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

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

Council Member

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

Brendan McCarthy, Council Clerk

Mark Sideris, Council President



CITY OF WATERTOWN
Department of Public Buildings

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

November 6, 2025

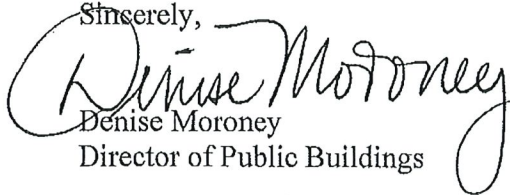
Home Depot
615 Arsenal Street
Watertown, MA 02472

Dear Richie,

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

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

Sincerely,


Denise Moroney
Director of Public Buildings

cc: Proakis, G.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 12, 2025

	YES	NO	PRESENT
JOHN M. AIRASIAN	_____	_____	_____
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 accept the report from the Committee on Education and School System Matters
from October 28, 2025

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 12, 2025

	YES	NO	PRESENT
JOHN M. AIRASIAN	_____	_____	_____
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 approve the action items of the report from the Committee on Education and School System Matters from October 28, 2025



Watertown City Council

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

RESOLUTION # 115

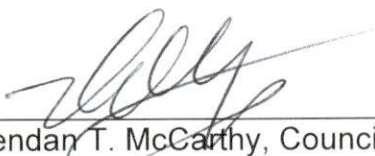
2025 – R - 115

RESOLUTION CONFIRMING THE REAPPOINTMENT OF DAVID STOKES TO THE WATERTOWN CABLE ACCESS BOARD OF DIRECTORS

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of David Stokes to the Watertown Cable Access Board of Directors for a term to expire on September 15, 2028.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 3 for, 0 against, and 0 present on November 12, 2025


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor



Watertown City Council

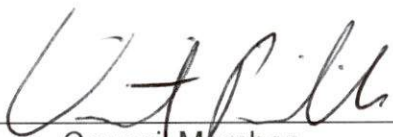
Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

RESOLUTION # 116

2025 – R - 116

RESOLUTION CONFIRMING THE APPOINTMENT OF MATTHEW MCCARTHY TO THE WATERTOWN CABLE ACCESS BOARD OF DIRECTORS

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the appointment of Matthew McCarthy to the Watertown Cable Access Board of Directors for a term to expire on September 15, 2028.

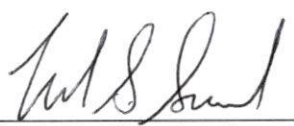


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 8 for, 0 against, and 0 present on November 12, 2025



Brendan T. McCarthy, Council Clerk



Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor



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

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

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

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

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

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

Meeting adjourned at 5:50

Minutes prepared by John M. Airasian

Emily Izzo,
Chair

Nicole Gardner,
Vice Chair

John M. Airasian,
Secretary

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 12, 2025**

	YES	NO	PRESENT
JOHN M. AIRASIAN	_____	_____	_____
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 accept the report from the Committee on Rules and Ordinances from its meeting on October 7, 2025



Watertown City Council

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

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

Committee on Rules and Ordinances

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

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

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

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

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

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

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

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

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

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

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

The meeting adjourned at 7:21 p.m.

Respectfully submitted, Lisa Feltner

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

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

Hi, Committee Members,

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

Sincerely,
Barbara and Jeremy Ruskin
140 Spring

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

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

Oct. 10, 2025

Dear Chair Gannon

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

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

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

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

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

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

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

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

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

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

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



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

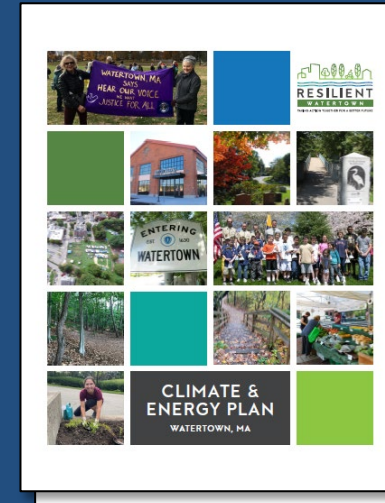
CITY OF WATERTOWN
COUNCIL COMMITTEE ON RULES AND ORDINANCES
OCTOBER 7, 2025

BACKGROUND

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

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

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



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

117.01 PURPOSE

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

Ordinance Scope:

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

117.02 DEFINITIONS

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

117.02 DEFINITIONS, CONTD.

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

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

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

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

117.04 OPTIONS WITH ONLINE FOOD ORDERING PLATFORMS

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

117.06 RESTRICTIONS ON FULL SERVICE FOOD

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

117.05 RESTRICTED PACKAGING

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

- 1. **Foam polystyrene;**

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



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

117.02 EXEMPTIONS

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

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

117.08 ENFORCEMENT

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

117.09 EFFECTIVE DATE

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

117.99 PENALTY

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

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

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

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

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

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

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

Chapter 117

SKIP THE STUFF ORDINANCE

117.01 Purpose

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

117.02 Definitions

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

- A. **Condiment:** A single-use packet containing relishes, spices, sauces, confections, or seasonings, that requires no additional preparation, and that is used on food or beverages, including, but not limited to, ketchup, mustard, mayonnaise, soy sauce, sauerkraut, salsa, syrup, jam, jelly, salad dressings, salt, sugar, sugar substitutes, pepper, and chili pepper.
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- 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
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- B. Each day the violation continues may constitute a separate offense.
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Committee on Rules and Ordinances
Watertown City Council
Watertown City Hall
149 Main Street
Watertown, MA 02472
Oct. 10, 2025

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

Ice cream to go, coffee, tea all a probl

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

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

ORDINANCE # [REDACTED]

2025 – O – [REDACTED]

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

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

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

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

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- C. Nothing in this section shall be deemed to limit the use of other lawful methods of abating violations of this section, including but not limited to application for equitable relief from a court of law.

2025 Restaurant Survey Results

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

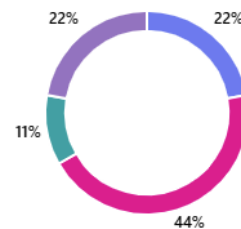
9 responses out of roughly 90 restaurants in Watertown

Takeout Business Questions

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

[More details](#)

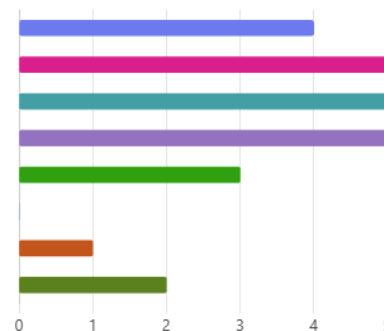
Less than 20%	2
20-40%	4
40-60%	1
60-80%	2
80-100%	0



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

[More details](#)

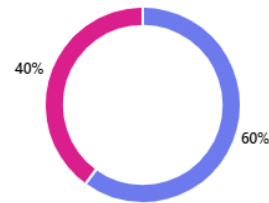
We do not use third-party ordering apps	4
DoorDash	5
Grub Hub	5
Uber Eats	5
Postmates	3
Slice	0
ChowNow	1
Other	2



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

[More details](#)

● Yes 6
● No 4

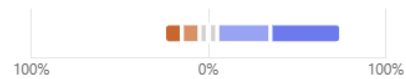


8. What's your initial reaction to "Skip the Stuff"?

[More details](#)

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

I think it's a good idea.



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

Outdoor Dining Questions

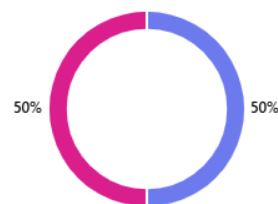
10. Does your location include private outdoor space that could be used for outdoor dining (patio, sidewalk, etc.)?

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

[More details](#)

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

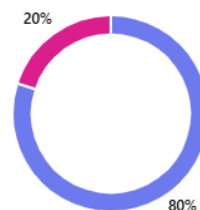
● Yes 5
● No 5



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

[More details](#)

● Yes 8
● No 2





EMPLOYEE INFORMATION SHEET

REMEMBER

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



ASK

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



THANK YOU

For meeting the requirements of the Skip the Stuff Program!



FREQUENTLY ASKED QUESTIONS

What items are considered single-use condiments?

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

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

What items are considered single-use service ware?

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

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

Are self-serve stations permitted?

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

Can I offer customers single-use items?

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



#SkipTheStuff



Needham Public
Health Division
Prevent. Promote. Protect.
Page 110 of 531



Need utensils or condiments with your order? Please ask.



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

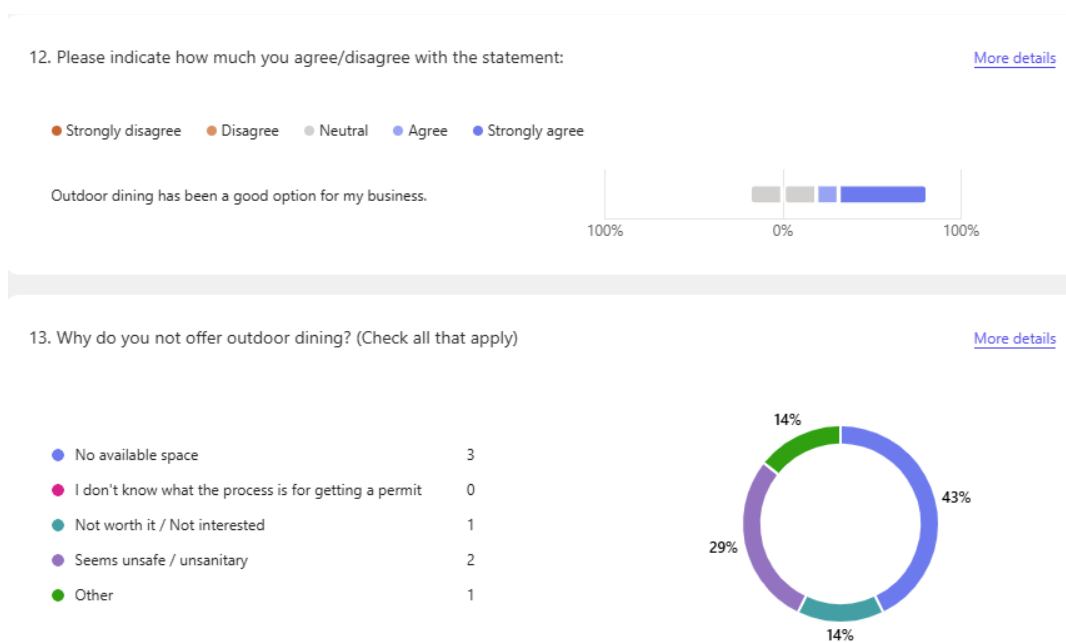


Need utensils or condiments with your order?

Please take only what you need



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



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

Live Entertainment Questions



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

This email is being sent for informational purposes only. Please do not respond to all in order to avoid any concern with the Open Meeting Law.

From: Rita Colafella <colafella@gmail.com>
Sent: Tuesday, November 11, 2025 3:53 PM
To: Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>
Subject: Discussion and Potential Action on Middle School

Hi,

Unfortunately, I cannot attend but I wanted to give comment for public forum regarding the middle school.

I strongly urge the council not to go forward with building a new middle school at this time. The volatility being created by the current federal administration does not create much confidence. Many businesses and banks recognize this, and Watertown should exercise the same amount of prudence, if not more. I am not opposed to building a new school in five years or even to bringing the current one up to code so it is compliant with the ADA.

Thanks,
Rita

SIGN IN SHEET

NAME

ADDRESS

Eileen Ryan

48 Pearl Street

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 ___ for, ___ against, and ___ 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>
-

- 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

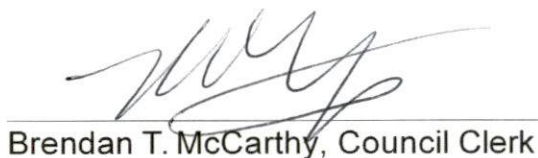
ORDER ADOPTING AN AMENDMENT TO THE FISCAL YEAR 2026 BUDGET

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

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Order Number	759268	Order Price	\$556.59
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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.

The Boston Globe | Classified Advertising Proof |
Printed on: Nov 06 2025

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

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

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

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

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

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

Chapter 117

SKIP THE STUFF ORDINANCE

117.01 Purpose

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

117.02 Definitions

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

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

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

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

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

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

117.04 Options with Online Food Ordering Platforms

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

117.05 Restricted Packaging

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

117.06 Restrictions on Full Service Food

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

117.07 Exemptions

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

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

117.08 Enforcement

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

117.09 Effective Date

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

117.99 Penalty

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

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

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

Ice cream to go, coffee, tea all a probl

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

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

ORDINANCE # [REDACTED]

2025 – O – [REDACTED]

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

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

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

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

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

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

Chapter 117

SKIP THE STUFF ORDINANCE

117.01 Purpose

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

117.02 Definitions

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

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

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

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

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

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

117.04 Options with Online Food Ordering Platforms

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

117.05 Restricted Packaging

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

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

117.06 Restrictions on Full Service Food

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

117.07 Exemptions

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

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

117.08 Enforcement

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

117.09 Effective Date

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

117.99 Penalty

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

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

**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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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.

Commented [EM2]: From Title III Subchapter IV
Timing and Process of Appointments § 31.51
<https://ecode360.com/36824200#36824223>
Timing of appointments and § 31.52 Appointment
process
<https://ecode360.com/36824200#36824238>

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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<https://ecode360.com/42229326#42229326>

- 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.

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<https://ecode360.com/42229326#42229326>

- 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.

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<https://ecode360.com/42229326#42229326>

- 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:
- 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
<https://ecode360.com/42229874#42229875>

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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.

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Historic District Commission § 152.30
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- 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 alterations 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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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



Watertown City Council

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

To the MWRA Board,

We are writing regarding the future of the Charles River and goals related to reducing or eliminating combined sewer overflow (CSO) discharges. We were pleased you tabled the November 19 vote on the misguided recommendation to downgrade the water quality classification of the Charles and allow more sewage discharges in coming years.

As elected officials within the Charles River watershed, we urge you to support the highest level of CSO control.

Our long term residents remember when the Boston Harbor and Charles River were lifeless and reeked of sewage. They remember the presidential campaign when George HW Bush came to Boston to embarrass Governor Dukakis for having the "most polluted harbor in America." The cleanup of the Boston Harbor is considered one of the greatest environmental achievements in our nation's history. Why would we clean it up, only to turn it back into a dumping ground for sewage?

Our residents care deeply about clean water and the health of the Charles River. We are well aware that the Charles is much cleaner than it was, and MWRA is to be commended for its prior work to reduce sewage overflows. We are also aware that MWRA ratepayers, including our residents, have paid for the improvements to date, improvements we don't want to see erased.

We vehemently oppose any attempts to downgrade the water quality standards classification of the Charles River to a Class B (CSO). This would be a disastrous result, making the status quo a river regularly polluted with sewage and unsafe for recreation and disincentivizing any future efforts to clean it up.

Let us be clear: our residents want and deserve a clean and healthy Charles River. They have invested in the cleanup to date, they want to see the job finished. They want to see the Charles safe enough for boating, they want it safe enough for swimming, they want to end the practice of using it as a sewer.

We are doing our part to clean up the Charles River by honoring our obligations and reducing stormwater pollution under the MS4 permit. And when it comes to sewage, we are not allowed to be doing what MWRA is doing, dumping it into the river; under the MS4 permit, if we detect an illicit discharge, we are obligated to "locate, confirm the source(s), and eliminate the illicit discharge as expeditiously as possible"

because “discharges from an MS4 that are mixed with an illicit discharge ... remain unlawful until eliminated.” Unlike the MWRA, we are not granted a variance from the water quality standards for decades. To see MWRA attempting to shirk its responsibilities now, after decades of investment, is not acceptable to us.

We are doing our part, we are asking you to do your part to finish the job of cleaning up the Charles River.

Sincerely,
Mark Sideris
City Council President
City of Watertown

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



Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs

Department of Environmental Protection

Address: 100 Cambridge Street, Suite 900, Boston MA 02114 | **Phone:** 617-292-5500

Maura T. Healey
Governor

Kim Driscoll
Lieutenant Governor

Rebecca Tepper
Secretary

Bonnie Heiple
Commissioner

November 17, 2025

Fred Laskey, Executive Director
Massachusetts Water Resources Authority
Charlestown Navy Yard, Building 39
100 First Avenue
Boston, MA 02129

Yi-An Huang, City Manager
City of Cambridge
795 Massachusetts Avenue
Cambridge, MA 02139

The Honorable Katjana Ballantyne, Mayor
City of Somerville
93 Highland Avenue
Somerville, MA 02143

Re: MWRA/Cambridge/Somerville Updated CSO Control Plan

Dear Mr. Laskey, Mr. Huang, and Mayor Ballantyne:

Massachusetts Department of Environmental Protection (MassDEP) staff virtually attended the October 29, 2025 Massachusetts Water Resources Authority (MWRA) Board of Directors meeting, which focused on the collective efforts of MWRA and the Cities of Cambridge and Somerville to develop a Draft Updated Combined Sewer Overflow (CSO) Control Plan. As you know, the development of a Draft and Final Updated CSO Control Plan is a requirement of the Water Quality Standards Variances issued by MassDEP to MWRA and the Cities of Cambridge and Somerville on August 30, 2024.

Based on the information presented at the October 29 meeting, MassDEP is concerned that Recommended Alternatives identified may be insufficient to address CSO discharges and associated impacts. In particular, an approach that would result in a greater number of activations and/or volumes than occur at present would not appear to be consistent with the federal Clean Water Act or the Massachusetts Surface Water Quality Standards, which are intended to “restore and maintain the chemical, physical, and biological integrity of the Nation’s waters.” 33 U.S.C. 1251(a); 314 CMR 4.01(3).

While MassDEP understands that the information presented at the October 29 MWRA Board Meeting is preliminary, considerable time and resources will be invested by MWRA and the Cities of Cambridge and Somerville, their respective approving authorities, state and federal regulators, and stakeholders to complete a Final Updated CSO Control Plan over a number of years. Accordingly, to ensure a productive process, MassDEP urges MWRA and the Cities to reevaluate the alternatives and reconsider their respective recommendations at this time. Submitting a Draft Plan that satisfies state and federal standards by achieving the highest feasible level of CSO control will provide a solid starting point for the multi-year process to follow.

We understand that reconsidering alternatives may require additional work and collaboration amongst the three permittees. If MWRA and the Cities of Cambridge and Somerville require additional time beyond the December 31, 2025, deadline, please notify MassDEP in writing and provide a reasonable timeline (e.g., 30 additional days) to complete and submit the Draft Plan.

If you have any questions regarding this matter, feel free to contact me at kathleen.baskin@mass.gov or (781) 686-5946.

Sincerely,



Kathleen Baskin
Assistant Commissioner, Bureau of Water Resources

Cc: Todd Borci, USEPA
Ken Moraff, USEPA
Eric Worrall, Regional Director, MassDEP Northeast Regional Office
Kathy Murtagh, MWRA
Brian Kubaska, MWRA
Richard Raiche, City of Somerville
Lucica Hiller, City of Cambridge

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.

ORDINANCE # [REDACTED]

2025 – O – [REDACTED]

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

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

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

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

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

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

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

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

117.04 Options with Online Food Ordering Platforms

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

117.05 Restricted Packaging

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

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

117.06 Restrictions on Full Service Food

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

117.07 Exemptions

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

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

117.08 Enforcement

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

117.09 Effective Date

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

117.99 Penalty

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

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

Order Confirmation

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

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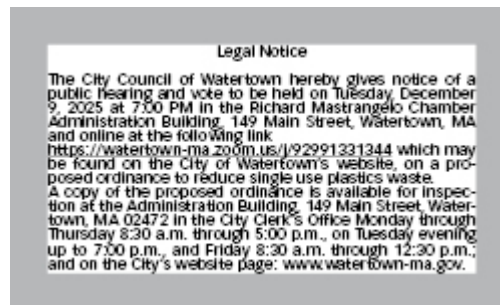
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Order Number	759979	Order Price	\$405.59
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	11/27/2025	Last Run Date	11/27/2025
Payment Type			

AD PREVIEW:


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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 18, 2025

RE: Agenda Item – Proposed Loan Order

Attached is a request from Thomas D. Brady, Director of Public Works, seeking authorization to purchase two vehicles that will strengthen the City's sewer and stormwater maintenance operations:

Hydro Excavation Vector Truck – \$695,000: Replacement of the existing Vector truck with advanced hydro excavation technology, enabling safer, more precise, and less disruptive underground work.

Sewer & Stormwater Camera Truck – \$184,000: Addition of in-house inspection capability to reduce contractor costs, improve emergency response, and enhance preventative maintenance.

Funding in the amount of \$879,000 was approved in the Fiscal Year 2024 budget. These investments will improve operational efficiency, reduce long-term costs, and enhance service delivery to the community.

I respectfully request that the attached Loan Order be placed on the November 25, 2025 City Council Agenda for First Reading.

Thank you for your consideration.



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

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

November 19, 2025

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

RE: Draft Loan Order – DPW Equipment Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of purchasing various items of departmental equipment for the Department of Public Works:

ORDERED: That the sum of \$879,000 is appropriated to pay costs of purchasing the following items of departmental equipment for the Department of Public Works, including all costs incidental and related thereto:

<u>Description</u>	<u>Amount</u>
Hydro Excavation Vactor Truck	\$695,000
Sewer and Stormwater Camera Truck	184,000

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

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

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

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



CITY OF WATERTOWN

DEPARTMENT OF PUBLIC WORKS

124 ORCHARD STREET

WATERTOWN MA 02472

Thomas D. Brady
Director of Public Works

(P) 617-972-6420

(F) 617-972-6402

TO: Mr. George Proakis, City Manager

FROM: Mr. Thomas Brady, Director of Public Works

DATE: November 17, 2025

RE: Vehicle Purchases for DPW Operations – Hydro Excavation Vactor Truck and Sewer Camera Truck

This memo is to request approval for the purchase of two specialized vehicles to enhance the Department of Public Works' ability to maintain and repair critical City infrastructure related to sewer and stormwater systems.

1. Hydro Excavation Vactor Truck – \$695,000

This vehicle will replace an existing traditional Vactor truck with a new model specifically equipped for hydro excavation. Hydro excavation technology allows for safer, more precise, and less disruptive excavation, particularly in complex or sensitive underground environments. This upgrade will significantly improve our ability to perform timely and efficient repairs to underground infrastructure, reducing downtime and minimizing disruption to residents and businesses.

2. Sewer and Stormwater Camera Truck

This is a new addition to the DPW fleet. The camera truck is equipped with advanced inspection technology capable of navigating through sewer and stormwater pipes to assess internal conditions. Currently, all camera inspections are outsourced to private contractors, which can cost several thousand dollars per day and are subject to contractor availability.

Bringing this capability in-house will: increase our responsiveness to emergencies and urgent maintenance needs, reduce long-term costs associated with contracted services, improve planning and preventative maintenance efforts and enhance service delivery to residents by minimizing delays in addressing sewer and stormwater issues

Conceptual Recommendation # 46 in the FY 26- FY30 CIP reads:

46. Confirm the prior recommendation to proceed with FY24 \$879,000 Sewer Enterprise Fund proposed loan orders:

- Sewer Vac @ \$624,000 *Note: price updated from \$430,000 with current quote.*
- Swap Dump Truck @ \$225,000 *Note: price updated from \$190,000 with current quote.*

Upon review of the existing fleet, and discussions with Division Heads, it has become clear that the immediate priority would be to purchase a Camera Truck rather than the Swap Dump Truck as requested by the previous Superintendent of Public Works. While there is still a need for a new Swap Dump Truck, we are confident that this request can be appropriately built into the FY27 – FY31 CIP.

As such, we propose to utilize the **\$879,000** in funds that were approved in the **2024 budget** for these vehicle purchases. **\$695,000** will be utilized to purchase the Hydro Excavator and the remaining balance of \$184,000 will be utilized toward the purchase of the Camera Truck.

Order Confirmation

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

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Order Number	759982	Order Price	\$733.57
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	11/27/2025	Last Run Date	11/27/2025
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, December 9, 2025 at 7:00 PM in the Richard Mastrangelo Chamber Administration Building, 149 Main Street, Watertown, MA and online at the following link https://watertown-ma.zoom.us/j/92991331344 which may be found on the City of Watertown's website, on a proposed Loan Order as follows: ORDERED: That the sum of \$879,000 is appropriated to pay costs of purchasing the following items of departmental equipment for the Department of Public Works, including all costs incidental and related thereto: Hydro Excavation Vactor Truck - \$695,000 Sewer and Stormwater Camera Truck - \$184,000 and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City thereof. Interested parties are encouraged to participate in this public hearing. A copy of the proposed Loan Order is available for inspection at the Administration Building, 149 Main Street, Watertown, MA 02472 in the City Clerk's Office Monday through Thursday 8:30 a.m. through 5:00 p.m., on Tuesday evening up to 7:00 p.m., and Friday 8:30 a.m. through 12:30 p.m., and on the City's website page: www.watertown-ma.gov.
--

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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 18, 2025

RE: Agenda Item – Proposed Loan Order

Attached is a request from the Department of Community Development and Planning respectfully requesting your authorization for the Treasurer to borrow \$911,900 to fund How Park Phase I and three alternates.

This project was originally budgeted at \$650,000 in the FY2026 Capital Improvement Program (CIP). The revised cost reflects expanded stormwater mitigation, retaining wall improvements, and inflation. Phase I will deliver a new playground and path improvements along the north side of How Park.

At the November 6, 2025 bid opening, Belko submitted the lowest qualified bid of \$829,000 (see attached CBA Memo). Construction is scheduled to begin in Spring 2026 with an estimated duration of four months. Phase II, programmed in the FY2030 CIP, will include basketball court and dog park renovations, new paths, and seating areas.

I respectfully request that the attached Loan Order be placed on the November 25, 2025 City Council Agenda for First Reading.

Thank you for your consideration.



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

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

November 19, 2025

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

RE: Draft Loan Order – How Park Bonds

Dear George:

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

ORDERED: That the sum of \$911,900 is appropriated to pay construction and construction administration costs of How Park Phase I, as more fully described in the City's Fiscal Year 2026 through 2030 Capital Improvement Plan, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

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

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

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder



CITY OF WATERTOWN

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

TO: Mr. George Proakis - City Manager

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

DATE: November 18, 2025

RE: Loan Order Request for How Park Phase I

The Department of Community Development and Planning (DCDP) respectfully requests that the necessary actions be taken to authorize the Treasurer to borrow \$911,900.00 for the project plus the three alternates. The How Park Phase I was included in the FY 2026 Capital Improvement Program (CIP) budget for \$650,000.00, the cost is higher due to the increase in stormwater mitigation, the addition of retaining wall improvements, and general cost increases. The How Park Phase I installation will include a new playground and path improvements along the north side of the park.

The Bid Opening was held on November 6, 2025. The City's Procurement Department reviewed all 10 bidders, and disqualified three (3) due to insufficient relevant experience building projects similar to the How Park playground scope of work. Of the remaining seven (7) qualified bidders, the lowest bid price was Belko with a base bid of \$829,000. A full summary is in the attached CBA Memo.

The How Park construction would start in Spring 2026 and last for about four (4) months.

Phase II of the project is in the CIP FY2030 to complete the other park improvements, including redoing the basketball court and dog park, and added in paths and a seating area.

Budget

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

How Park – Playground – Phase I : Installation Budget		
Item	Amount	Remarks
Construction Funding Request	\$829,000	Total Project: Base Bid & Alt #1
Construction Contingency (10%)	\$82,900	10% of bid price
<i>Construction Oversight</i>	<i>\$10,825</i>	<i>CBA Landscape Architects (Included as part of existing contract)</i>
Total for Loan Request	\$911,900	Total includes the base bid, Alt #1, and 10% for contingency

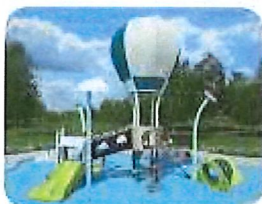
The total How Park Phase I loan request is for \$911,900.00 that includes the base bid, Alt #1, and 10% for contingency.

Thank you in advance for your consideration.

How Park: Concept Drawing (Phases 1 and 2)



MASTER PLAN - PRECEDENT IMAGES



Play Structure for Ages 2-5



Play Structure for Ages 5-12



Multi-Rider Spinner



Mushroom Steppers



Single Spinner



Lighting



Open Lawn



Drinking Fountain with Dog Bowl



Open Roof Shade Structure

KEY ATTRIBUTES

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

Ms. Michelle Moon
Senior Planner, Open Space
Watertown Dept. of Community Planning & Development
149 Main Street
Watertown, MA 02472

Re: How Park Phase 1 Playground Renovation Project Funding Recommendation Letter

Dear Ms. Moon:

On November 6, 2025, at 11:00 AM, public bids were received and read publicly aloud by the City of Watertown Purchasing Department for the How Park Phase 1 Playground Renovation project. The bid prices received, as reported to CBA by the Purchasing Department, were as follows:

Vendor	Base Bid Amount	Base +Alt 1
Price Landscape	\$ 702,400	\$ 750,000
Campora Construction	\$ 807,500	\$ 867,500
Belko Landscaping	\$ 808,000	\$ 829,000
NELM Corporation	\$ 846,000	\$ 893,000
J.J. Phelan & Sons	\$ 887,261	\$ 967,261
Omasta Landscaping	\$ 889,122	\$ 972,014
Kealey Construction	\$ 928,200	\$ 964,200
Paul J. Rogan Co, Inc.	\$ 969,000	\$ 1,029,000
Quirk Construction	\$ 990,000	\$ 1,056,000
UEL	\$ 1,047,000	\$ 1,099,000

Description of Alternates:

Alternate No. 1 – Remove existing concrete retaining wall and replace with unit block concrete retaining wall at property line.

Low Bidder Evaluation:

The Procurement Department reviewed all 10 bidders, and disqualified 3 due to insufficient relevant experience building projects similar to the How Park playground scope of work. Of the remaining 7 qualified bidders, the lowest bid price was Belko Landscaping.

CBA has worked with Belko Landscaping on a number of projects in recent years, including several ongoing projects, and have found their work to be quite competent with no significant issues. CBA

Principal D.J. Chagnon has personally worked with them on the Mace Tot Lot and Quigley Park projects in Chelsea, both of which involved playground and splash pad installations, and which had several highly detailed facets to construction. Both projects went smoothly and the results were high quality. Mr. Chagnon recently called Belko's references after they were the low bid for the Bemis Playground project in Watertown; references all spoke highly of the quality of Belko's work and the professionalism of their staff, and all expressed that they would be happy to work with Belko Landscaping again. Based on our own experiences and the discussions with references, we recommend that the City of Watertown proceed with award of the How Park Phase 1 Playground Renovation project to Belko Landscaping.

Funding Recommendation Summary:

Please refer to the Community Development Department's Loan Order Request letter dated November 18, 2025, for funding amounts being requested.

Please note that CBA's Construction Administration Services for this project have already been funded, as they are included in our current design services contract in the amount of \$10,825.00.

If you have any questions or require further clarifications, please feel free to contact me.

Respectfully submitted,

Kaila Bachman Chavez

Kaila Bachman Chavez, RLA, Principal
CBA Landscape Architects LLC

Cc: George Proakis – City of Watertown, City Manager
Tom Brady – City of Watertown, Director of Public Works
Steve Magoon – City of Watertown, Community Development & Planning Director
Julie Knight – City of Watertown, Purchasing Agent

Order Confirmation

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

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Order Number	759983	Order Price	\$708.35
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	11/27/2025	Last Run Date	11/27/2025
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FY 2026 CPA FUNDING RECOMMENDATION

Submitted to the City Council
by the Community Preservation Committee

December 1, 2025

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Willow Park Redevelopment	7
Commander’s Mansion Envelope Restoration and Elevator Modernization	10



CITY OF WATERTOWN

Community Preservation Committee

Allen Gallagher, Interim Chair

Bob DiRico

Dennis J. Duff

Allison Eck

Abigail Hammett

Marissa Mayo

Jamie O'Connell

Amy Plovnick

Matthew Walter

Date: December 1, 2025

To: The Honorable City Council

At its meetings on October 16, and November 20, 2025, the Community Preservation Committee voted to recommend to the City Council a total expenditure of \$4,110,000 in CPA funds for three (3) projects. The CPC determined these projects meet the goals expressed in the Community Preservation Plan, provide a public benefit, address a need, and demonstrate the ability to leverage substantial non-CPA funds, among other factors.

If approved by the City Council, private organizations must enter into a Grant Agreement with the City and City Departments must comply with the terms of a Memorandum of Agreement with the CPC. All entities are required to submit regular progress and budget reports. Additional specific conditions are listed as applicable to each project.

CPA FY 2025 PROJECT RECOMMENDATION SUMMARY			
CPA CATEGORY	RECOMMENDED SOURCE	RECOMMENDED AMOUNT	ACCOUNT BALANCE (less recommendation using 9/30/25 balances)
Community Housing	Community Housing Reserve	\$2,500,000	\$33,750
	Budgeted Reserve	\$1,000,000	\$1,429,375
Historic Preservation	Historic Preservation Reserve	\$610,000	\$1,799,637
	TOTAL RECOMMENDED	\$4,110,000	

Note: Category Reserves are one of three eligible CPA spending purposes. 10% of CPA total annual revenue was allocated to each category reserve in FY2026. The **Budgeted Reserve**, to which 65% of CPA annual revenue was allocated in FY 2026, is available for any CPA spending purpose. The **CPA Fund Balance** is also available for appropriation for any CPA spending purpose. At the end of the year all unspent funds including administrative funds (5% allocated) and budgeted reserve funds drop to the CPA fund balance. At the time of this recommendation, the CPA Fund Balance starting balance is \$15,537,616. There is \$738,750 in the Open Space/Outdoor Recreation Category Reserve and the balances of the other reserves are found in the table above. The reserve balances are based on figures from the 9/30/25 CPA Funds statement.

CPA PROJECT LIST		
COMMUNITY HOUSING		
103 Nichols Ave Group Home	Community Housing Reserve	\$1,500,000
Willow Park Redevelopment Additional request	Community Housing and Budgeted Reserve	\$2,000,000
TOTAL COMMUNITY HOUSING FUNDING		\$3,500,000
HISTORIC PRESERVATION		
Commander's Mansion Envelope Restoration and Elevator Modernization	Historic Preservation Reserve	\$610,000
TOTAL HISTORIC PRESERVATION FUNDING		\$610,000

COMMUNITY HOUSING PROJECTS

PROJECT TITLE:	103 Nichols Avenue Group Home
PROJECT LOCATION:	103 Nichols Avenue
APPLICANT/ORGANIZATION:	Watertown Housing Authority
PROJECT MANAGER:	Joe Bednar
CPA CATEGORY:	Community Housing
CPC RECOMMENDED FUNDING AMOUNT:	\$1,500,000
CPC RECOMMENDED FUNDING SOURCE:	Community Housing Reserve

PROJECT DESCRIPTION

The Watertown Housing Authority (WHA) requests \$1,500,000 to construct a 5-bedroom group home to be owned by a closely held affiliate of the Watertown Housing Authority, the Nichols LLC and Watertown Housing Authority Development Corporation (WHDC). With Cambridge Housing Authority serving as the development consultant and project manager, ZeroEnergy Design has designed a home for five adults with disabilities. The home will be operated by a Department of Developmental Services-affiliated service provider.



This supportive housing would be built on WHA-owned land and be affordable in perpetuity for low-income residents earning less than 60% Area Median Income. It would include a fully accessible first floor and seek to integrate universal design principles. WHA is in the application process, seeking funds for construction from the state Facilities Consolidation Fund (FCF). Managed by Community Economic Development Assistance Corporation (CEDAC), FCF only finances up to 50% of total project costs. In addition, WHA is seeking a mortgage.

As the site of a former gas station, underground gas storage tanks were removed as part of environmental remediation. WHA's environmental consultants have tested the site and found possible vaporization of petroleum residue in concentrations that were below applicable standards. Nonetheless, according to code, a vapor barrier is to be installed under the slab supporting the home. In addition, vents would be installed beneath the slab to prevent vapors from entering the home interior.

Originally, the home was designed to be solar ready. In its meeting to recommend the project for funding, the CPC voted to fund the purchase and installation of solar panels, which will reduce operational costs. Also, since it was first proposed, the project has benefited from a slight reduction in interest rates and slightly lower construction costs, allowing CPA funds to be applied to the installation of solar panels, while keeping the request at the original amount of \$1,500,000.

RECOMMENDED FUNDING

On October 16, 2025, by 9-0 vote in favor, the Community Preservation Committee recommended the appropriation of \$1,500,000 from the Community Housing Reserve for the project: 103 Nichols Avenue Group Home. The CPC recommends a grant to the Watertown Housing Authority in accordance with the terms and conditions of a CPA Grant Agreement and the overall purposes summarized in this document.

ALIGNMENT WITH COMMUNITY PRESERVATION PLAN 2021-2025

- Demonstrates support from Watertown Commission on Disability, Watertown Housing Trust, MA Department of Developmental Services, Beaverbrook STEP, and individual Watertown community members.
- Design produced would incorporate universal design principles and comply with ADA and MAAB accessibility regulations.
- Incorporates sustainable environmental design practice through energy efficiency and renewable energy.
- Demonstrates feasibility through project team expertise, an informed budget, and a realistic timeline.
- Supports creation of community housing through infill development

PROJECT OUTCOME

This project would provide urgently needed supportive housing for individuals with intellectual and developmental disabilities. It would contribute to meeting the need for affordable special-needs housing in the dense metro-Boston area and allow current Watertown residents to obtain supportive housing in their community as feasible based on the Department of Developmental Services placement practices.

SPECIFIC FUNDING CONDITIONS

- Grantee shall demonstrate that prior to disbursement of CPA funds, the project's full financial closing has occurred, and sufficient financing has been secured (including CPA funds) to cover construction hard costs as well as then remaining soft costs.
- CPA funds shall be available for disbursement for up to 24 months after City Council approval; extension beyond that must be requested in writing 60 days prior to the 24-month deadline.
- The property owner shall enter into a perpetual affordable housing restriction consistent with the state of Massachusetts affordable housing restrictions.
- Grantee shall solicit bids for solar panels purchase and installation and inform the CPC of the selected bidder in advance of installation and funds from a bid lower than \$150,000 shall be returned to the Community Housing Reserve.

STANDARD FUNDING CONDITIONS

- No disbursements of funds may occur until the project has received all necessary governmental and third-party approvals, the project budget has been approved by the CPC, and all other sources of funds have been committed, as necessary, to complete the project.
- Any CPA funds appropriated but not used for the stated purposes of this project must be returned to the Watertown Community Preservation Fund.

- Notification of Community Preservation Coordinator about key events of project implementation such as project kick-off events, initial site meetings with contractors, initial plan reviews, and site visits when construction milestones are reached.
- Other conditions as deemed necessary and defined within the CPA Grant Agreement.

APPLICANT'S PROPOSED TIMELINE

Task	
Finance Closing	March 2026
Construction Begins	March 2026
Construction Ends	April 2027
Conversion to Permanent Mortgage	July 2027 or 3 months after construction completion

PROJECT BUDGET

Item		CPA Request
Construction	\$2,186,474	1,500,000
Construction Contingency	153,053	
Construction Loan Interest	56,513	
Origination and Legal Fees	27,255	
Architectural/Environmental Services	182,000	
Survey/Environmental	15,500	
Clerk of the Works	30,000	
Geotechnical	5,000	
Builder's Risk/Liability Insurance	68,864	
Title and Recording	18,880	
PILOT	6,693	
Construction Monitoring	10,000	
Owner's Representative	100,000	
Soft Cost Contingency	86,610	
Developer's Fees	221,621	
TOTAL	\$3,168,463	\$1,500,000

Note: The Watertown Housing Development Corporation elected to increase their developer fee to 10%, which is still below the 15% allowed by the Executive Office of Housing and Livable Communities.

WHDC also stresses the cost of construction for this group home is more expensive than a typical residence due to:

- Payment of prevailing wages and other procurement requirements, accessibility features necessitating specialized fixtures, finishes and reinforced materials
- Installation of sprinkler and life safety systems that are hardwired.
- The home containing design features required by Facilities Consolidation Fund and the Department of Developmental Services that are not found in private homes.

The full proposal is available at: <https://watertownma.viewpointcloud.com/records/370730>

PROJECT TITLE:	Willow Park Redevelopment
PROJECT LOCATION:	8 Quimby Street
APPLICANT/ORGANIZATION:	Preservation of Affordable Housing and Watertown Housing Authority
PROJECT MANAGER:	Mel Miller/Cory Mian
CPA CATEGORY:	Community Housing
CPC RECOMMENDED FUNDING AMOUNT:	\$2,000,000
CPC RECOMMENDED FUNDING SOURCE:	Community Housing and Budgeted Reserves

PROJECT DESCRIPTION

Preservation of Affordable Housing (POAH) and the Watertown Housing Authority (WHA) request an additional \$2,000,000 to redevelop the Willow Park housing development. Half of the funds would be for pre-development and the other half for construction. \$4,000,000 was previously approved for encumbrance by the City Council in February of 2025. Since that time the financing landscape has changed significantly due to the loss of HUD rent subsidies and the Federal tax credit equity available to the Willow Park project. Despite the shift in the financing outlook, the project moves forward with encouraging signs from the Executive Office of Housing and Livable Communities that an award and 2026 finance closing is likely. Further the POAH and WHA have secured zoning approval under Chapter 40B.

The development team remains the same and the programmatic commitments for income limits and unit sizes have not changed. Estimated rents for the new production units have increased only slightly because of updated HUD fair market rent standards and new HUD guidelines that have reduced federal rental subsidies available for the project. The total project cost is now estimated at \$104,056,332 and the same mix of financing is planned. Acquisition costs decreased slightly, and construction costs increased slightly with the biggest change coming from a \$3.9 million decrease in soft costs that were estimated last October 2024. This decrease was due to reduced financing fees and interest. Unfortunately, as costs go down on a 4% Low-Income Housing Tax Credit project so does the basis amount from which total equity is derived. That loss resulted in a net loss of equity to

4% LIHTC Equity	Previous Proposal 10/24	Changes	Current Proposal 10/25
Total Basis	105,183,060		101,064,565
Pricing	0.93		0.90
Total Equity Raised	\$ 50,651,419	\$ (3,402,556)	\$ 47,248,864

the project of about \$3.4 million.

RECOMMENDED FUNDING

On November 20, 2025, by a 9-0 vote, the Community Preservation Committee recommended appropriation of an additional \$2,000,000 for the project in accordance with the terms and conditions of a Memorandum of Agreement and the overall purposes summarized in this document. Commitment of CPA funds to the Willow Park Redevelopment project is deemed essential to show to state funding agencies there is strong local

commitment to the project. Additional support in CPA funds ensures the project remains feasible and improves the chances of success in the state funding round this fall.

ALIGNMENT WITH COMMUNITY PRESERVATION PLAN 2021-2025

The project would align with the guiding principles and priorities outlined in the Community Preservation Plan as well as the following community housing goals:

- Support economic and demographic diversity by funding the creation of community housing.
- Preserve long-term affordability for existing income-restricted housing units.
- Support community housing initiatives that include local preference policy under the limits of the law and regulations set by the Executive Office of Housing and Livable Communities.

PROJECT OUTCOME

This project would increase the supply of affordable housing, serving low- and moderate-income families, seniors, and those with disabilities. The project would provide the current residents with the right to return and strive for up to 70% local preference consistent with the state's guidance to balance local housing needs with serving a diverse and inclusive population.

SPECIFIC FUNDING CONDITIONS

- Grantee shall furnish copies of executed legal agreements between or among, Preservation of Affordable Housing and Watertown Housing Authority, and its closely controlled entities related to long-term lease of Willow Park land, and operation and management of the project as set out in the grantee's application to the CPC.
- Of the \$1,000,000 budgeted for predevelopment, \$500,000 may be disbursed only after the Grantee receives an invitation to apply in state full application round. The remaining \$500,000 budgeted for predevelopment may be disbursed only after the Grantee receives a commitment of financing from the Executive Office of Housing and Livable Communities.
- Grantee shall demonstrate that prior to disbursement of CPA funds for construction, the project's full financial closing has occurred, and sufficient financing has been secured (including CPA funds) to cover construction hard costs as well as then remaining soft costs. Further, the then current operating cost proforma must demonstrate comparative revenue and operating and maintenance costs to assure financial feasibility.
- CPA funds shall be available for disbursement for up to 40 months after City Council approval; extension beyond that must be requested in writing 60 days prior to the 40-month deadline.
- CPC shall seek to be a Joinder for any Lender Advisory Agreement for cost review and construction monitoring services entered into by financing entities of the Commonwealth of Massachusetts for the project.
- All owners and the ground lessee of the project property shall enter into a perpetual affordable housing restriction consistent with the state of Massachusetts affordable housing restriction.
- The grantee shall strive to secure up to 70% local preference in accordance with local, state, and federal laws and regulations.

STANDARD FUNDING CONDITIONS

- Prior to disbursement of any CPA funds, the grantee shall enter into a CPA grant agreement with the City for the project as set out in the grantee's application to the city.

- No disbursements of funds may occur until the project has received all necessary governmental and third-party approvals, the project budget has been approved by the CPC, and all other sources of funds have been committed, as necessary, to complete the project.
- Any CPA funds appropriated but not used for the stated purposes of this project must be returned to the Watertown Community Preservation Fund.
- Notification of Community Preservation Coordinator about key events of project implementation such as project kick-off events, initial site meetings with contractors, initial plan reviews, and site visits when construction milestones are reached.
- Other conditions as deemed necessary and defined within the Agreement.

PROJECT BUDGET

Sources of Funds	Previous Proposal 10/24	Changes	Current Proposal 10/25
TE Bonds - MassHousing	\$ 30,003,690	\$ (6,786,222)	\$ 23,217,468
WHA - PHIDP - EOHLC	\$ 17,917,081	\$ 582,919	\$ 18,500,000
EOHLC - Soft -		\$ 3,000,000	\$ 3,000,000
Workforce - MassHousing	\$ 3,000,000		\$ 3,000,000
WHA - Earmark - EOHLC		\$ 1,500,000	\$ 1,500,000
City of Watertown - CPA	\$ 4,000,000	\$ 2,000,000	\$ 6,000,000
City of Watertown - AHT	\$ 400,000		\$ 400,000
POAH Sponsor Loan [Energy Incentives] - DOE/MCEC/USDA	\$ 1,190,000		\$ 1,190,000
Equity - Federal 4% LIHTC: \$0.90 per credit	\$ 50,651,419	\$ (3,402,555)	\$ 47,248,864
Equity - State LIHTC: \$0.77 per credit			
Equity - Solar: \$0.90 per credit	\$ 355,602	\$ (355,602)	
Accumulated Soft Debt Interest			
Construction Period Income			
Total Sources of Funds	\$ 107,517,792	\$ (3,461,460)	\$ 104,056,332

Cost Categories	Previous Total 10/24	Budget Changes	Current Total 10/25
Acquisition	\$ 2,485,151	\$ (18,657)	\$ 2,466,494
Construction	\$ 77,735,298	\$ 518,958	\$ 78,254,256
Soft Costs	\$ 19,214,754	\$ (3,959,195)	\$ 15,255,559
Reserves	\$ 1,791,572	\$ 171,311	\$ 1,962,883
Paid Developer Fee	\$ 6,291,018	\$ (173,878)	\$ 6,117,140
Anticipated Total Uses	\$ 107,517,793	\$ (3,461,461)	\$ 104,056,332

APPLICANT'S PROPOSED TIMELINE

Date	Task
Winter 2026	State funding application invitation
March 2026	State funding application due
Summer 2026	State funding notification
Q4 2026	Close on project financing
Q4 2026 – Q2 2027	Relocate families
Q2 – Q3 2027	Construction begins

The full proposal is available at: <https://watertownma.viewpointcloud.com/records/360693>

Additional Request: <https://www.watertown-ma.gov/asset/89c4658e-24f7-4b9b-a23a-0bbe983ba8c5>

PROJECT TITLE:	Commander's Mansion Envelope Restoration and Elevator Modernization
PROJECT LOCATION:	440 Talcott Avenue
APPLICANT/ORGANIZATION:	Public Buildings Department
PROJECT MANAGER:	Christian Nixon
CPA CATEGORY:	Historic Preservation
CPC RECOMMENDED FUNDING AMOUNT:	\$610,000
CPC RECOMMENDED FUNDING SOURCE:	Historic Preservation Reserve

PROJECT DESCRIPTION

The Department of Public Buildings requests \$610,000 for the restoration of the Commander's Mansion building exterior and modernization of the building's elevator. Through this project, the applicant plans:

1. A full architectural and engineering investigation, design, and cost estimates for restoration of the building roof, flashings, gutters, collectors, downspouts, brick, stone headers and lintels. Additionally Public Buildings proposes evaluation and design for the installation of accessible routes to the Mansion that were identified as non-compliant in the city's Americans with Disabilities Act (ADA) and Massachusetts Architectural Access Board (MAAB) audit.
2. Restoration and reglazing of the original double hung wood sash windows.
3. Full modernization of the 26-year-old elevator, machine room, and controller, including the initial design and engineering costs.



This project is the second phase of the Commander's Mansion Cultural Landscape Report and Exterior Building Assessment project and its subsequent report. It would address many of the envelope deterioration and stormwater management issues identified in the report. With the extensive building envelope deterioration, water leaks are a problem at all levels and threaten damage to improvements recently made to the interior of the building.

Chris Nixon is well qualified to manage this project as an architect with expertise in historic structures. He developed the scope for this project and supervised recent interior renovations to the Mansion. The remaining members of the project team will be selected through public procurement and favor those with specific experience and expertise in historic buildings like the Mansion.

RECOMMENDED FUNDING

At its November 20, 2025, meeting, by a 9-0 vote, the CPC recommended \$610,000 in funding for the Commander's Mansion Building Envelope and Elevator Modernization project. The CPC recommends an award to the Watertown Department of Public Buildings in accordance with the terms and conditions of a CPA Municipal Memorandum of Agreement and the overall purposes summarized in this document.

ALIGNMENT WITH COMMUNITY PRESERVATION PLAN 2021-2025

The project would align with the guiding principles and priorities outlined in the Community Preservation Plan as well as the following historic preservation goal:

- Preserve and rehabilitate City-owned historic resources, including buildings, landscapes, monuments, documents, and artifacts.



Roof, gutter, downspout, and window deterioration

PROJECT OUTCOME

Implementation of this project based on the resulting construction documents would stop further decay and damage as well as limit future costs that would likely increase due to inflation. Another outcome would be the restoration of full accessibility to the building entrance and to the upper floors for Watertown residents and municipal staff.



Damaged soffit, sill, and sandstone window molding

SPECIFIC FUNDING CONDITIONS

- Restoration work shall conform with the Secretary of the Interior's Standards for Rehabilitation of Historic Structures.
- Documentation shall be provided to confirm the rehabilitation work conforms with the Secretary of the Interior's Standards for Rehabilitation of Historic Structures.

STANDARD FUNDING CONDITIONS

- Prior to disbursement of any CPA funds, the grantee shall enter into a Municipal Memorandum of Agreement with the CPC as set out in the grantee's application.

- No disbursements of funds may occur until the project has received all necessary governmental and third-party approvals, the project budget has been approved by the CPC, and all other sources of funds have been committed, as necessary, to complete the project.
- Any CPA funds appropriated but not used for the stated purposes of this project must be returned to the Watertown Community Preservation Fund.
- Notification of Community Preservation Coordinator about key events of project implementation such as project kick-off events, initial site meetings with contractors, initial plan reviews, and site visits when construction milestones are reached.
- Other conditions as deemed necessary and defined within the Agreement.

PROJECT BUDGET

Category	Item	CPA Request
Professional Fees	Envelope Architecture/Engineering	\$95,000
Construction	Window Restoration	100,000
Construction	Elevator Upgrade	365,000
Other Fees	Elevator Design	25,000
Other Fees	Landscape Architecture	25,000
	TOTAL	\$610,000

APPLICANT'S PROPOSED TIMELINE

Date	Accomplishment
December 2025	RFP Envelope Restoration
December 2025	Landscape Architect selected for accessible routes review and remediation
January 2026	Elevator Package Design begins
January 2026	Window Restoration begins
February 2026	Envelope Architect/Engineering team selected and under contract
February 2026	Landscape Architect accessible routes package complete with estimates
April 2026	Elevator Package issued for bid
May 2026	Window Restoration completed
May 2026	Envelope Restoration package for review and estimation
June 2026	Elevator contractor under contract
July 2026	Envelope restoration package construction cost estimate
Jan 2027	Elevator construction begins
April 2027	Elevator modernization complete, inspected and operational

The full proposal is available at: <https://watertownma.viewpointcloud.com/records/375139>



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: December 3, 2025

RE: Agenda Item – Proposed Loan Order

Attached is a request from the Department of Public Buildings for approval of up to \$1,156,000 in supplemental capital funds to advance critical upgrades at the Parker Building during current construction, avoiding higher costs and delays if deferred to FY27–FY28. Early investment will deliver improved comfort, energy efficiency, and sustainability while maximizing cost-effectiveness.

Proposed Scope of Work:

- New Building Management System (HVAC controls): \$121,000
- Roof deck/attic and wall insulation: \$90,000
- Acoustic ceiling tile replacement (3rd floor suites): \$120,000
- Replacement of gas-fired RTUs with all-electric air source heat pumps: \$740,000
- Removal of gas lines and new electrical service for RTUs: \$85,000

Approval of this funding will enable the Department to complete these upgrades efficiently while the building is open, ensuring improved performance, sustainability, and cost avoidance.

I respectfully request that the attached Loan Order be placed on the December 9, 2025 City Council Agenda for First Reading.

Thank you for your consideration.



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

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

December 2, 2025

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

RE: Draft Loan Order – Parker Building Project Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of envelope and mechanical/energy system upgrades to the Parker Building:

ORDERED: That the sum of \$1,156,000 is appropriated to pay costs of envelope and mechanical/energy system upgrades to Parker Building, including all costs incidental and related thereto:

<u>Description</u>	<u>Amount</u>
New building management system/HVAC controls	\$121,000
Insulation of top floor roof deck/attic space and adjacent walls	90,000
Acoustic ceiling tile replacement on third floor suites	120,000
Replacement of existing gas-fired roof top units with all electric air source heat pumps	740,000
Removal of gas lines and new electrical service for roof top units	85,000

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

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

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

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder

WATERTOWN

MASSACHUSETTS



Watertown City Hall
149 Main Street, Watertown, MA 02472

December 1, 2025

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

Dear Mr. Proakis

The Department of Public Buildings is requesting approval for up to \$1,156,000 in capital funds per the below write-up provided by Chris Nixon, Assistant Director for Construction and Capital Projects:

To better and more effectively provide for envelope and mechanical/energy system upgrades while the Parker Building is opened up during construction (rather than FY27-FY28), the Department of Public Buildings is recommending supplemental funding in the amount of \$1,156,000 to fund four key elements:

New BMS (building management system/HVAC controls): \$121,000
Insulation of top floor roof deck/attic space and adjacent walls: \$90,000
Acoustic ceiling tile replacement in 3rd floor suites: \$120,000
Replacement of existing gas-fired RTUs (roof top units) with new all-electric air source heat pumps: \$740,000
Removal of gas lines and new electrical service for RTUs: \$85,000
Total supplemental request: \$1,156,000

Funding this work now will provide for a more comfortable and energy efficient Parker Building sooner, in lieu of subsequent demolition/construction with higher costs.

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

Thank you,

Denise Moroney
Director of Public Buildings
617-686-3184



94 Reservoir Park Drive
Rockland, MA 02370
(617)-544-3200

12/01/2025

Solution: Parker Building Roof & Wall Insulation

Site: CITY OF WATERTOWN

Presented To:

Silas Fyler
CITY OF WATERTOWN
silas.fyler@watertown.k12.ma.us

Prepared By:

Tony Castro
Solutions Consultant
tcastro@inovisenergy.com

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

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

Tony Castro

Tony Castro
Solutions Consultant
Inovis Energy, Inc.



94 Reservoir Park Drive
Rockland, MA 02370
(617)-544-3200

Solution: Parker Building Roof & Wall Insulation

Proposed Scope of Work:

Currently, no insulation in the roof or walls.

Proposal is to install insulation in roof and walls for older building section.

A general description of work is as follows:

Install 3" Closed-Cell Foam Insulation - R-21 closed cell foam insulation.

Roof: 7,590 SF

Masonry Walls: 6,000 SF

No insulating paint included.

Clarifications, Omissions, and Assumptions:

Customer is required to ensure no one is at least 50 feet away from where we are spraying so most of that top floor will need to be vacant.

GENERAL:

Unimpeded access to the worksite needed.

All work is to be performed during normal working hours, Monday through Friday.

Inovis cannot be held responsible for any delays caused by weather, federal, state, or local officials, or any other circumstances beyond our control.

Inovis will not be responsible for any existing code violations that are present prior to the start of work.

Inovis can rectify any violations or code non-compliance, if you choose, on a time and materials basis separate from this quote.

Financials:

Location / EEM Description	Total	MassSave Rebate *	Total Less Rebates	kWh Savings	Electric Savings **	Therm Savings	Natural Gas Savings ***
EEM #1 - Install Attic & Wall Insulation	\$88,492	\$24,462	\$64,030	521	\$188	2,270	\$3,973
Totals	\$88,492	\$24,462	\$64,030	521	\$188	2,270	\$3,973
* PRESCRIPTIVE REBATE							
** ELECTRIC COST BASED ON \$.36/kWh							
*** NATURAL GAS SAVINGS BASED ON \$1.75/Therm							



George J. Proakis
City Manager

CITY OF
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Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: December 3, 2025

RE: Agenda Item – Proposed Loan Order

Attached is a request from the Department of Public Buildings for approval of up to \$95,000 in capital funds, identified in line 238 of the FY2026–2030 School CIP under Security System Enhancements. This item has been included in prior CIP documents and reaffirmed by the City Council as noted in Conceptual Recommendation #9 of the FY2026-2030 CIP, confirming alignment with established priorities.

The funds will support installation of a standby generator and related equipment at Phillips School to provide emergency backup power for the Watertown Public Schools network server. This project will safeguard critical systems and ensure continuity of educational services during outages.

I respectfully request that the attached Loan Order be placed on the December 9, 2025 City Council Agenda for First Reading.

Thank you for your consideration.



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

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

December 2, 2025

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

RE: Draft Loan Order – Security System Enhancements (Phillips School) Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of security system enhancements for the Phillips School:

ORDERED: That the sum of \$95,000 is appropriated to pay costs of the security system enhancements, including the installation of a standby generator and associated equipment, at the Phillips School, as more fully described in the City's Fiscal Year 2026 through 2030 Capital Improvement Plan, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

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

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

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder

WATERTOWN

MASSACHUSETTS



Watertown City Hall
149 Main Street, Watertown, MA 02472

November 21, 2025

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

Dear Mr. Proakis

The Department of Public Buildings staff is requesting approval for up to \$95,000 in capital funds as shown in line 238 of the School FY26 to FY30 CIP as "Security System Enhancements" for the installation costs of a standby generator and associated equipment at the Phillips School.

JC Lentine has provided the attached proposal dated November 7, 2025 which is for the installation of a standby generator to serve as an emergency power backup to protect the Watertown Public Schools network server against the effects of any loss of building power. The installation of a standby generator at Phillips will enable WPS to provide continual educational services to the school community in the event of a power outage.

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

Thank you,

Denise Moroney

Director of Public Buildings
617-686-3184

JC LENTINE ELECTRIC SERVICE, INC.

ELECTRICAL AND FIRE ALARM CONTRACTORS
COMMERCIAL – INDUSTRIAL – MUNICIPAL – INSTALLATIONS
MASTER ELECTRICIAN LIC. A-16522

PHONE (617) 361-1500
FAX (617) 364-2006

54R WALTER STREET #6
HYDE PARK, MA 02136

November 7, 2025

Mr. Christian Nixon
Assistant Director
Construction and Capital Projects
Department of Public Buildings
124 Watertown Street, Suite 3F
Watertown MA 02472

PROPOSAL FOR INSTALLATION OF STANDBY GENERATOR and ASSOCIATED EQUIPMENT – PHILLIPS SCHOOL

Dear Chris:

We are pleased to provide the following proposal for your consideration:

Provide labor, equipment, and materials to install the pre-purchased standby diesel generator for the Phillips School as discussed and in accordance with the drawings prepared by Fitzemeyer and Tocci Associates for subject project.

The work will generally follow the provided drawings. Any deviation from the project drawings will result in a better quality of installation than specified, not a lesser quality.

Install all wiring in the building interior in EMT conduit with steel set screw fittings.

Install all underground wiring in schedule 40 PVC conduit. Emerge out of the ground or through concrete pads with galvanized rigid steel conduit and sweeps.

Install warning ribbon over underground conduits in trenches as required by code.

All wiring on the exterior of the building to be run in galvanized rigid steel conduit.

All wiring to be copper. All underground wiring to be type XHHW insulation. All interior wiring to be type THHN or XHHW insulation.

Install a 100 amp 3 phase, 4 wire feeder with equipment ground from the generator to the new automatic transfer switch. Install a 100 amp 3 phase, 4 wire feeder with equipment ground from existing panel MDP to the new automatic transfer switch. Install a 100 amp 3 phase, 4 wire feeder with equipment ground from the new automatic transfer switch to new panel OX-P1. Minimum wire size for these feeders to be #3 copper with #8 copper equipment ground.

Install and connect pre-purchased automatic transfer switch.

Provide and install (1) Siemens factory assembled panelboard for panel OX-P1 as specified. Panel to be 42 circuit, surface mount, top feed, 10,000 AIC, tin plated copper bus rated at 250 amps, 100 amp main breaker, door-in-door construction, with the following bolt-on breakers: (2) 2 pole 20 amp, (1) 2 pole 30 amp, (24) 1 pole 20 amp, and (12) bussed spaces.

Provide conduits from building to generator for remote annunciator, data, engine start circuit, and 120 volt power for block heater, battery charger, and louvers (if needed). 120 volt power circuits for the generator support circuits to be derived from future panel PP-X1.

Mr. Christian Nixon
Proposal – Page Three
November 7, 2025

Reconfigure existing circuits in existing panel MDP as needed to provide space for the normal power feed to panel OX-P1. Provide (1) 3 pole, 100 amp GE type TEY circuit breaker for this feed.

Provide (1) 2 pole, 100 amp breaker in existing panel MDP to refeed the existing circuit being moved to allow for the installation of the aforementioned 3 pole, 100 amp TEY breaker. It is assumed this breaker to be a GE type THQD22100. This proposal assumes the existing position specified to install the THQD22100 has the necessary bus extensions/hardware to accommodate the breaker. This proposal does not include breaker mounting hardware or bus kits.

Install pre-purchased generator remote annunciator in the ground floor lobby by the elevator as discussed.

Provide and install generator remote monitoring system with one year subscription service by Power Telematics as specified.

Receive, unload, uncrate, and provide crane and rigging services to install the pre-purchased generator on the concrete pad by others.

Provide UL listed liquid-tight flexible metal conduit connections from the underground conduits to the generator as needed.

Install external emergency stop button on the generator as required.

Install 4/0 copper ground ring with Cadweld connections and 3/4" x 10' copper clad ground rods around the generator pad as specified.

Provide a full tank of diesel fuel for the generator.

Coordinate with generator supplier for start-up, testing, and training.

Mr. Christian Nixon
Proposal – Page Four
November 7, 2025

Coordinate and work with the City of Watertown Department of Public Works as needed to perform the work.

Provide any necessary core drilling to complete the work.

Patch/fire-stop all holes through rated walls, ceilings, or floors created by this work.

Trace specified existing circuits per the project drawings to determine their current source. Refeed these circuits as specified from panel OX-P1. It is assumed that these circuits can be intercepted within the main electric room, removed from the panel(s) currently serving them, and connect them to the new circuits in junction boxes or wireways – NOT within the existing panels.

This proposal does not include supplying the generator, remote annunciator, or automatic transfer switch as those items have been pre-purchased.

This proposal does not include any cutting or patching of bituminous asphalt pavement, excavation, sand bedding, back-filling, compaction, reinforcing steel, concrete forms, concrete, or concrete placement and finishing.

This proposal is based on all work being performed during normal (non-holiday) work hours of Monday – Friday, 7:00 AM to 3:30 PM (or 6:00 AM – 2:30 PM), with Prevailing Wage Labor Rates based on our current contract with the City of Watertown being paid to all employees working on this project. All work will be performed by Massachusetts licensed electricians and/or state registered apprentices. All employees have completed the 10-Hour OSHA mandated training class.

Mr. Christian Nixon
Proposal – Page Five
November 7, 2025

This proposal includes a City of Watertown electrical permit with permit fee waived.

This proposal does NOT include the cost of any Surety Bonds if required. If a 50% payment bond is required, please **ADD: \$2,715.00** to the proposal amount below.

COST TO PERFORM THIS WORK: \$90,500.00

If you have any questions, require any additional information or would like to schedule the above work, please do not hesitate to contact me.

Very truly yours,

John C. Lentine

JCL



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: December 1, 2025

RE: Agenda Item – Authorization to Sign Contract Exceeding Three Years

The City's current Bluebikes contract with Lyft Urban Solutions (LUS) will expire in early 2026. Following a regional Request for Proposals issued by the Metropolitan Area Planning Council, LUS was selected to continue operating the system.

Participating municipalities propose entering into a five-year agreement with two optional two-year renewals, for a maximum term of nine years. This longer contract structure is designed to enhance service delivery, strengthen title sponsorship funding, and support continued system growth both regionally and within Watertown.

Pursuant to G.L. c. 30B, §12, City Council approval is required for contracts exceeding three years. Authorization of up to nine years is requested, with Council retaining discretion to approve a shorter duration or decline renewals at the option periods.

Therefore, I respectfully request that this matter be included on the City Council agenda for December 9, 2025, for favorable consideration.

Thank you for your attention to this matter.



WATERTOWN

MASSACHUSETTS

COMMUNITY DEVELOPMENT AND PLANNING

To: George Proakis, City Manager

From: Zeke Mermell, AICP, LEED AP, Senior Transportation Planner; Gideon Schreiber, AICP, Director of Planning and Zoning; Steve Magoon, Director of Community Development & Planning

Date: November 21, 2025

Re: Authorization of Future Bluebikes Contract Exceeding Three Years

This memorandum summarizes the request to authorize a future contract with the operator of Bluebikes for a period exceeding three years, as required by section twelve of Chapter 30B of the General Laws.

The City's contract with Lyft Urban Solutions (LUS), the operator of the regional bikeshare system that Watertown participates in, Bluebikes, will expire in early 2026. Metropolitan Area Planning Council (in 2025) issued a request for proposals (RFP) on behalf of all the municipalities in Bluebikes, including Watertown, to select a new operator. Through a competitive process, LUS was re-selected as the operator to manage the entire system so that it continues to operate regionally. Each municipality will have the opportunity in early 2026 to contract with LUS separately or enter into a joint contract.

Consensus of Bluebikes' municipalities is to enter into a five-year contract with two, 2-year options to renew with the operator LUS. The municipal (including Watertown) transportation planners believe that entering into a longer-term contract will encourage LUS to provide a higher level of service to help secure more funding through the system's title sponsorship, to allow Bluebikes to continue growing regionally and in Watertown.

Pursuant to Section 12 of Chapter 30B of the General Laws, Watertown City Council approval is required for the City to enter in a contract under that law for a period exceeding three years. Thus, **we are asking City Council to approve a contract with Lyft Urban Solutions (Bluebikes' operator) for a period not to exceed nine years total**, as described above, inclusive of renewal options. The other Bluebikes municipalities' staff are also seeking the equivalent approval in their cities/towns.

While Council may now authorize the full, anticipated contract length of 9 years, Council has the discretion under G.L. c. 30B, sec. 12, to authorize a different contract duration. Note that authorization by Council of the full, requested contract duration does not require the City to contract with the operator for the *entire* period. The City still can decline to renew the contract for one or both recommended renewal periods.

Bluebikes is a key part of meeting our Resilient Watertown transportation goals and provide ways for our residents to traverse the City and region in a sustainable and equitable manner. During this new contract period, we will work to expand Bluebikes in Watertown due in large part to City Councilors' positive feedback and requests. Thank you for your time and consideration.



Watertown City Council

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

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

Report of the Committee on Economic Development and Planning Meeting Date: November 20, 2025

The Committee convened on Thursday November 20, 2025, at 5:00 pm in the City Council Office. Present were Lisa Feltner, chair; John Gannon, vice chair; and Vincent Piccirilli, secretary. The purpose of the meeting was to conduct Historic District Commission and Public Arts and Culture Committee interviews.

Lei Ma is seeking appointment to the Public Arts & Culture Committee. She is a biologist and educator working at Harvard. Last year she was the Dragon Boat co-captain for the Chinese American Association of Watertown, and attended the Civics Academy, and she's eager to do more to give back to the community. Lei feels her skills in building relationships will be a good fit in helping to make Watertown an arts destination.

Brendan Shanahan is seeking appointment to the Historic District Commission as the Historical Society of Watertown representative, to fill the unexpired term of Robert Bloomberg. He joined HSW in 2022 was able to transcribe their past minutes from the 18th and 19th centuries. Brendan studied at the North Bennet Street School and works as a carpenter specializing in historic woodworking and construction, which he feels will be very helpful to evaluate projects in the district. He also volunteers at the Royall House and Slave Quarters in Medford.

Dawn Scaltreto is seeking reappointment to the Public Arts & Culture Committee at the encouragement of committee members. She is an artist, musician, illustrator, and art teacher and was one of the original members of the PACC in 2021. Dawn currently serves as Secretary, and loves coordinating efforts with other arts groups, the schools, and the library. With our full-time Public Arts & Culture Planner and funding from several sources, they have been able to offer diverse cultural events that generated excitement and were well attended, and she looks forward to doing many more.

Harvey Steiner and Linda Sternberg are seeking reappointment to the Historic District Commission and were interviewed together. They live in the district and were both originally appointed in 2003 at its inception, and they currently serve as Chair and Vice Chair. There has been a lot of change in Watertown, but they both feel it is important to balance that change with preserving Watertown's historic characteristics. They discussed how the new "wayfinding" signs are practically unreadable and don't offer a visual representation for the Historic District. They are eager to have the commission work with staff to develop better signage and the public amenities that enhance the area's character, especially with the Mt. Auburn corridor improvements underway and interest by residents to see period-appropriate materials. They have previously shared some ideas with DPW and DCDP but there has since been a lot of staff changeover. They also expressed a desire to return to in-person meetings.

Matt Hanna is seeking reappointment to the Public Arts & Culture Committee, which he has served on since 2023. He is a musician, a music teacher, and a podcast host. He has also been attending some Live Well walks and Watertown Business Coalition events to generate new ideas for community engagement. One of the initiatives he worked on was the inaugural Porchfest in 2024, which was a big success, and it has now transitioned from the PACC to the Cultural District Partnership to manage. Matt is now working on getting more live music in restaurants as part of the creative economy, which proved to be an economic success for participants in the first Porchfest “after hours” this May, and opportunities for live music help make Watertown a more vibrant place.

- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, to recommend that the City Council confirm Lei Ma for appointment to the Public Arts & Culture Committee for a term expiring November 15, 2027. Voted 3-0.
- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, to recommend that the City Council confirm Brendan Shanahan for appointment to the Historic District Commission for a term expiring November 15, 2026. Voted 3-0.
- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, to recommend that the City Council confirm Dawn Scaltreto for reappointment to the Public Arts & Culture Committee for a term expiring November 15, 2028. Voted 3-0.
- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, to recommend that the City Council confirm Harvey Steiner for reappointment to the Historic District Commission for a term expiring November 15, 2028. Voted 3-0.
- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, to recommend that the City Council confirm Linda Sternberg for reappointment to the Historic District Commission for a term expiring November 15, 2028. Voted 3-0.
- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, to recommend that the City Council confirm Matt Hanna for reappointment to the Public Arts & Culture Committee for a term expiring November 15, 2028. Voted 3-0.

The meeting adjourned at 7:00 pm.

Report prepared by Vincent Piccirilli



Watertown City Council

Administration Building
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Phone: 617-972-6470

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Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

Report of the Committee on Economic Development and Planning

Meeting Date: October 21, 2025

The Committee convened on Tuesday October 21, 2025, at 6:00 pm in the Richard E. Mastrangelo Council Chamber, as a hybrid meeting with remote participation by zoom. Present were Lisa Feltner, chair; John Gannon, vice chair; and Vincent Piccirilli, secretary. Staff present were Assistant City Manager for Community Development & Planning Steven Magoon, Director of Planning and Zoning Gideon Schreiber, Transportation Planner Zeke Mermell, Director of Senior Services Lydia McCoy, and by zoom Sustainability Program Manager Laurel Schwab, and Watertown TMA Director Sophia Galimore. Also present were consultants Liza Cohen from Stantec, and Dan Berez, from Journey; and Councilors Anthony Palomba and Nicole Gardner, and by zoom President Mark Sideris. Residents present were Jeanne Trubek, Lise Paul, Bob Shay, Ernesta Krackiewicz, Deborah Peterson, Mark Peterson, and by zoom Angie Kounelis.

The purpose of the meeting was:

1. Presentation and discussion of the ARPA-Funded Study for Improving City-Supported Mobility; make recommendation on preferred options as time allows.
2. Update on consideration and recommendation of Transportation Network Company (TNC) Funds.

Mobility Study

Mr. Magoon began by explain the dual goals of the study: how to efficiently serve the most people for transit options in getting around Watertown, and how to best reduce vehicle emissions. This robust study provides a framework in guiding our policy and mitigation based on best practices and cost effective, results oriented approaches to reducing single occupancy vehicle trips, which is consistent with both our climate action and comprehensive plans' goals.

Both consultants Ms. Cohen, a principal for Stantec's Urban Mobility Group and Mr. Berez, Journey's Transit Practice Lead for transportation management acknowledged a positive collaboration with stakeholders and presented a summary of the study (Attachment A).

They describe metrics for success of the study:

1. Expand access for underserved neighborhoods.
2. Reduce travel by single occupancy vehicle, including those who can't walk or bike.

They listed seven key issues from the data and community-driven needs assessment:

1. Watertown has limited options for traveling north-south by transit or bicycle.
2. More people are traveling from Watertown neighborhoods to Arsenal Yards and Boston Landing.
3. Nearly 2/3 of trips that start in Watertown are local.
4. Many trips occurring in Watertown are just passing through.
5. Most trips within Watertown require crossing a major street, some of which lack signalized crossings.
6. All of Watertown has the density of people and jobs needed to support fixed-route transit service.
7. Neighborhoods farther from Watertown Square have transit access to fewer destinations.

They described five key strategies that were developed:

1. Expand a Local Transit Approach
2. Become a Leader in Universal Access Design
3. Invest in Top Corridors by Use
4. Develop a Comprehensive Safety Approach
5. Pursue Local + Regional Priorities

Regarding the Local Transit Approach, they expanded on exploring ways to fill transit gaps and unmet needs, including:

1. Create a unified Watertown Connector route.
2. Create a Microtransit Service for seniors and people with disabilities.

3. Create a Microtransit Service for the general public. In particular, they presented a hypothetical scenario where these three objectives could be met with a fleet of six vans, which would have an estimated annual operating cost of \$3 million.

Finally, they presented a “Universe of Projects” for consideration and classified them as follows:

- High Feasibility, High Impact Projects
- Low Feasibility, High Impact Projects
- High Feasibility, Low Impact Projects
- Low Feasibility, Low Impact Projects

Next, the Committee took public comments:

- Jeanne Trubek from Watertown Faces Climate Change asked about reducing the city speed limit to 25 mph, and ways to improve safety by reducing cut-through traffic.
- Deborah Peterson, Ernesta Krackiewicz, and Lise Paul presented a letter from Watertown Faces Climate Change (Attachment B) and offered to assist the Committee, emphasizing both a Local Transit and Vision Zero approach; highlights included learning about sources of funding, how to strengthen engagement with the business community, the importance of a N-S route, connections with Newton, and ongoing advocacy with MBTA such as bus #65, etc.
- Bob Shay spoke about microtransit benefits for the environment and for people with disabilities, and an ideal alignment with what is being done in neighboring communities.
- Mark Peterson put in a plug for “unified connectors”. The #70 bus serves about 800 riders a day despite its inconsistencies and lack of shelters. He said the TMA includes 20 to 30 businesses along Pleasant and Arsenal Streets, but more effort is needed to expand its operations; the large board just meets quarterly for about an hour. He suggested a subcommittee would be beneficial to plan for future mobility recommendations per the study.
- Lydia McCoy related what she hears from seniors about what they need, and the Senior Center is currently using GoGo Grandparent after a pilot, which costs about \$2,000 per month for about 90 low-income seniors and is means-tested and has provided over 1200 free door-door transit so far. GoGo Grandparent also provides delivery services. An increase in funding, from \$11K to \$30K would go a long way and would also benefit mid-income seniors. She and Zeke Mermell are exploring different models that are offered, including how the City of Newton is using this service.

The Committee discussed the recommendations presented, how to determine what the costs will be and where the funding will come from, and how to prioritize them. It was agreed that more discussion is needed with staff before any recommendations could be made to the City Council. Many approaches and implementation details will depend on funding.

Councilor Piccirilli made a motion, seconded by Councilor Gannon, to continue the discussion at a future meeting. Voted 3-0.

TNC Funds for 2024

Mr. Magoon presented a memo (Attachment C) describing the \$59,525.50 TNC Fund FY2024 disbursement -the amount is based on a per-ride assessment for rides originating in Watertown per the state this summer- and the recommendation to apply it towards support in operating the Pleasant Street Shuttle branch of the Watertown Connector. This is consistent with what we have done in prior years in line with our vision for transportation and sustainability. More detail is available through the state TNC dashboard at <https://www.mass.gov/info-details/2024-rideshare-data-report>.

- ➔ **Action Item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, to recommend the City Council appropriate the 2024 TNC Funds of \$59,525.50 to the operation of the Pleasant Street Watertown Connector Shuttle. Voted 3-0.

The meeting adjourned at 8:00 pm.

Report prepared by Vincent Piccirilli

Attachments:

- A. Watertown Study to Improve City Supported Mobility
- B. Watertown Faces Climate Change memo
- C. Memo Transportation Network Funds 2024 Disbursement

Watertown Study to Improve City Supported Mobility



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Executive Summary

Introduction

What is the Purpose of this Study?

The City set out on this project to improve mobility and access within Watertown in three key ways:

- Identifying **opportunities within City control**. Although the City has an important voice in the region, it is challenging for it to invest in major regional projects such as highways or train lines, or to influence policies at the state or local level that are not the City's own.
- Projects that are in alignment with **twin goals to increase access for particular groups and reduce emissions**. The study sought to identify the best options to connect people to where they want to go locally without a personal automobile in accordance with the City's goal of reducing single-occupancy vehicle (SOV) travel mileage by 50% by 2050. The charge of the study was also to consider the needs of residents whose mobility needs are not being met, including older adults, those with disabilities, low-income residents, students, parents with children, and households without vehicles. These groups often cannot rely on private automobile ownership, nor can they all make use of cycling or walking.
- Guided by the goals, the study identified **needs defined through both empirical data and community conversations**. Each hold equal weight, as data alone cannot tell the whole story of mobility.

Project Process

Universe Of Projects

The Project Team reviewed recent Watertown plans and reports for City-identified projects, best practices from peer municipalities, and regional initiatives that may impact Watertown, highlighting projects the City could pursue or advocate for to enhance its overall development and accessibility.

Data- and Community-Driven Needs Assessment

Community conversations and a review of key data revealed important characteristics of Watertown's mobility network. The analysis used these findings to narrow down and add to the list of strategies for the City to consider:

- Watertown has limited options for traveling north-south by transit or bicycle
- More people are traveling from Watertown neighborhoods to Arsenal Yards and Boston Landing
- Nearly 2/3 of Trips that Start in Watertown are Local
- Many Trips Occurring in Watertown are Just Passing Through
- Most trips within Watertown require crossing a major street, some of which lack signalized crossings
- All of Watertown has the density of people and jobs needed to support fixed-route transit service
- Neighborhoods farther from Watertown Square have transit access to fewer destinations

Final Strategies

The final set of strategies target the above identified needs and include additional detail regarding implementation, potential partners, funding sources, and next steps for the City.

Executive Summary

Key Strategies

What is the Outcome of this Study?

The analysis identified five key mobility strategies for the City to prioritize, several of which have sub-recommendations and additional details which are discussed later in this report:

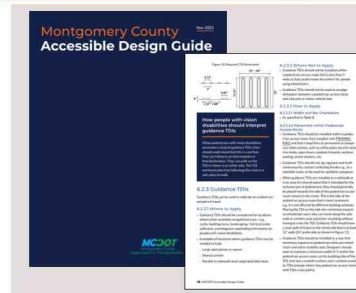
1. Expand a Local Transit Approach

- Explore ways (within the City's direct control) to fill transit gaps and unmet needs. Sub-recommendations include:
 - Approaches for a Unified Watertown Connector
 - Expanding Community Microtransit Services
 - Creating a Community Transit Platform

	Early Morning	AM Rush Hour	Midday	PM Rush Hour	Late Evening
Trip Purpose	Shift Workers	9 to 5 Commuters	Shopping, Medical, Activities	9 to 5 Commuters	Shift Workers, Dining, Activities
Trip Type	Dispersed	Concentrated	Dispersed	Concentrated	Dispersed
Commuter Shuttle					
Microtransit for Seniors and People with Disabilities					
Public Microtransit					
Scheduled Trips for Seniors					

2. Become a Leader in Universal Access Design

- Begin by developing a Universal Design Guide and associated standards with local community partners like Perkins School for the Blind, the Council on Aging, and other organizations representing those with mobility challenges.
- Beginning with a pilot corridor, implement Universal Access corridors, focusing on predictability, consistency, and ease of use for all users.



3. Invest in Top Corridors by Use

- In addition to the Universal Access corridors (Strategy 2) the City should invest in specific corridors for Bus Preservation (for future transit routes) and Bike Priority.
- Emphasis on North-South streets was identified both by analysis and stakeholders as a challenging direction of travel.



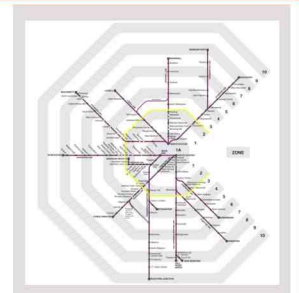
4. Develop a Comprehensive Safety Approach

- Continue to prioritize safety on Watertown's streets, including via recent federal grant awards as well as the Boston Region MPO's Safety Action Plan.
- Develop a Traffic Calming Program that links resident feedback to a catalog of pre-approved street design interventions that can be installed first as a quick-build, and then as a permanent design.



5. Pursue Local + Regional Priorities

- Sub-recommendations include:
 - Creating a north-south MBTA bus route through Watertown
 - Extending MBTA Bus Route 65 from Brighton to Watertown Square
 - Reducing commuter fares at inner core stations to match subway fares
 - Additional long-term recommendations (see section)



See City-Supported Mobility Strategies section of this report for details on each.



Acknowledgements

CONSULTING TEAM

Stantec Consulting Inc.

- Ralph DeNisco
- Liza Cohen
- Erin Cameron
- Adam Gendreau

Journey (WBE)

- Dan Berez

CITY OF WATERTOWN

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- Assistant City Manager for Community Development and Planning, City of Watertown

Zeke Mermell, AICP, LEED AP

- Senior Transportation Planner, City of Watertown

Gideon Schreiber, AICP

- Director of Planning and Zoning, City of Watertown

CITY STEERING COMMITTEE

Erika Jerram

- City of Watertown Director of Community Design

Laurel Schwab

- City of Watertown Sustainability Manager

Lydia McCoy

- City of Watertown Executive Director of Senior Services

Tyler Cote

- City of Watertown Community Engagement Specialist



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WATERTOWN
MASSACHUSETTS





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1. Introduction
2. Needs Assessment and Outreach Findings
3. City-Supported Mobility Strategies
4. Appendix
 - A. Universe of Projects
 - B. Local and Regional Efforts with Agency Partners-Additional Details
 - C. Stakeholder Summaries





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1

Introduction



What is the Watertown Transportation Strategy?

The City set out on this project to improve mobility and access within Watertown in three key ways:

- Identifying **opportunities within City control**. Although the City has an important voice in the region, it is challenging for it to invest in major regional projects such as highways or train lines, or to influence policies at the state or local level that are not the City's own.
- Projects that are in alignment with **twin goals to increase access for particular groups and reduce emissions**. The study sought to identify the best options to connect people to where they want to go locally without a personal automobile in accordance with the City's goal of reducing single-occupancy vehicle (SOV) travel mileage by 50% by 2050. The charge of the study was also to consider the needs of residents whose mobility needs are not being met. These groups include older adults, those with disabilities, low-income residents, students, parents with children, and households without vehicles. They often cannot rely on private automobile ownership, nor can they all make use of cycling or walking.
- Guided by the goals, the study identified **needs defined through both empirical data and community conversations**. Each hold equal weight, as data alone cannot tell the whole story of mobility.

This report provides a brief overview of the study process, followed by the data findings relative to the emissions reduction and community access goals. The bulk of the report focuses on five strategy areas for the City to focus on in the immediate future, although elements of each strategy may be more mid- or long-term. **These strategies emerged directly from the project process and strike a balance between strategies that would directly decrease vehicle miles traveled and those that target groups that are underserved today.**

Watertown, MA Transit and Bicycle Map

Bicycle Infrastructure

Protected Bike Lane or Shared Use Path with Access Point

Bike Lane

Shared Lane Markings

Dirt or Stone Dust Trail



Bluebikes (Bikeshare)
Station [Nexton stations close in winter]

Bus Routes

##

Bus Arrives Every 30 Minutes or Better

##

Bus Arrives Every 60 Minutes or Better

##

Less Than Hourly or Better.
Some Routes Run More Frequently At Rush Hour

###

Rush Hour Only

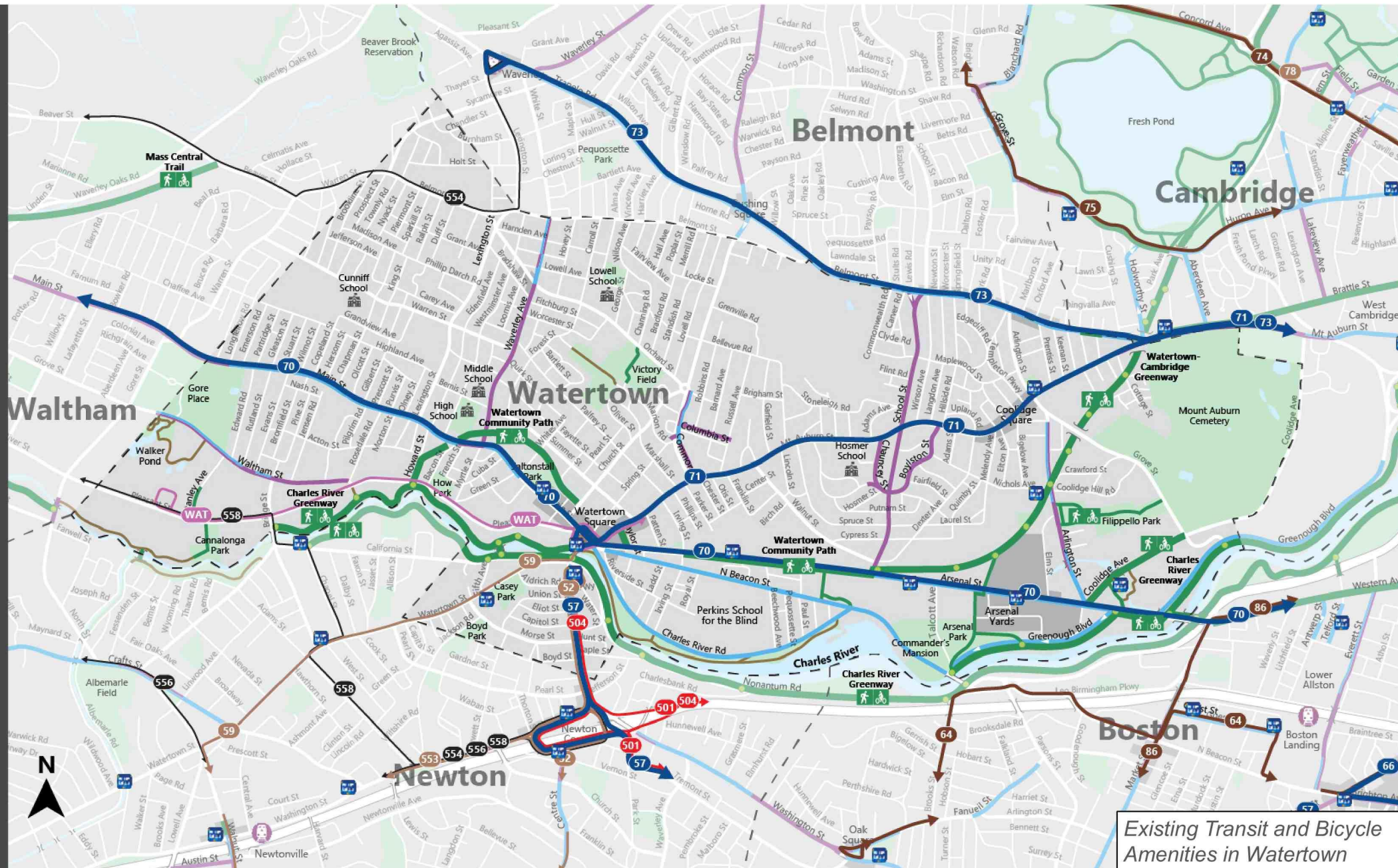
###

Commuter Rail

Station

WATConnector - Pleasant Street Shuttle

WAT



Existing Transit and Bicycle
Amenities in Watertown



Existing Community Transit Services

The City of Watertown and the Watertown Transportation Management Association (Watertown TMA) support a range of community transportation services and programs, including:

- **Watertown Connector – Pleasant Street:** A commuter shuttle connecting Pleasant Street, Watertown Square, and Harvard Square. The shuttle is provided by the City, open to the public for a \$1 fare, and free to participating TMA members. The City currently funds the shuttle using fare revenue and TMA member contributions.
- **Watertown Connector – Arsenal Street:** Two commuter shuttle services connecting the Arsenal Street area and Harvard Square – one serving residential users and another serving corporate users. These shuttles are managed by the ARE and are open only to participating members.
- **Senior Shuttle:** The City operates weekly grocery trips and scheduled excursion trips for seniors, using a City owned-and-operated shuttle van.
- **School Bus Transportation:** The City provides school bus transportation for qualified students at Hosmer K-5, as well as temporary service for Middle School and High School students during the 25-26 school year.
- **GoGo Transportation & Taxi Subsidies for Seniors:** Two programs that enable qualified Watertown seniors to access subsidized or free Uber, Lyft, and Taxi rides. These programs are funded by the City and the Marshall Home Fund.
- **MBTA Student Passes:** The City participates in the MBTA Student Pass Program, providing discounted fare products for Middle and High School students.

The City and the Watertown TMA currently contract with third-party vendors to operate the Watertown Connector and School Bus Transportation services.



Project Goals

This study is motivated by the goals outlined in the previously-adopted Comprehensive Plan. To guide the Watertown Study for City-Supported Mobility, the City developed two specific metrics, calling for expanded access and reduced single-occupancy vehicle travel. In this report, the recommended priority projects will be evaluated by how well they meet these two goals.

COMPREHENSIVE PLAN GOALS

1. Be a **leader on municipal sustainability** and managing climate change impacts.
2. Enhance the **character and quality of life** in Watertown's neighborhoods, squares, and along the corridors that connect them to help build community.
3. Cultivate a **mix of diverse businesses** that strengthens our community by providing jobs, services, and support for City infrastructure.
4. Provide **safe, efficient multimodal transportation options** that provide access to homes, jobs, amenities, and services.
5. Facilitate a **range of housing types** and affordability.
6. Ensure **high-quality parks, recreation, and open spaces** that meet the needs of residents and the environment, and encourage active and passive use.
7. **Support community wellness** through inclusive programs and events, diverse arts and culture, enhanced natural and historic resources, and livelier public and private spaces.
8. **Proactively maintain** and improve infrastructure and services.

METRICS OF SUCCESS FOR THIS STUDY

1. Expand access for underserved groups/neighborhoods
2. Reduce travel by single occupancy vehicle, including for those who can't walk and bike



Project Process

The Project built on the community's prior work to identify detailed plans for sustainability, bicycle and walk access, and an overall community vision. This was the first step in the process of developing a "Universe Of Projects" that Watertown could pursue. Specifically, the Universe draws from:

- Watertown Comprehensive Plan
- Watertown Square Area Plan
- Watertown and Coolidge Square Parking Management Plan
- Resilient Watertown
- Watertown Bicycle and Pedestrian Plan

The Universe of Projects also includes best practices from peer municipalities and regional initiatives that may impact Watertown, highlighting projects the City could advocate for to enhance its overall development and accessibility. Examples include the MBTA's planning efforts, the Boston Region Metropolitan Planning Organization's (BOS MPO) long-range plans, and planned Bluebikes expansions, among others.

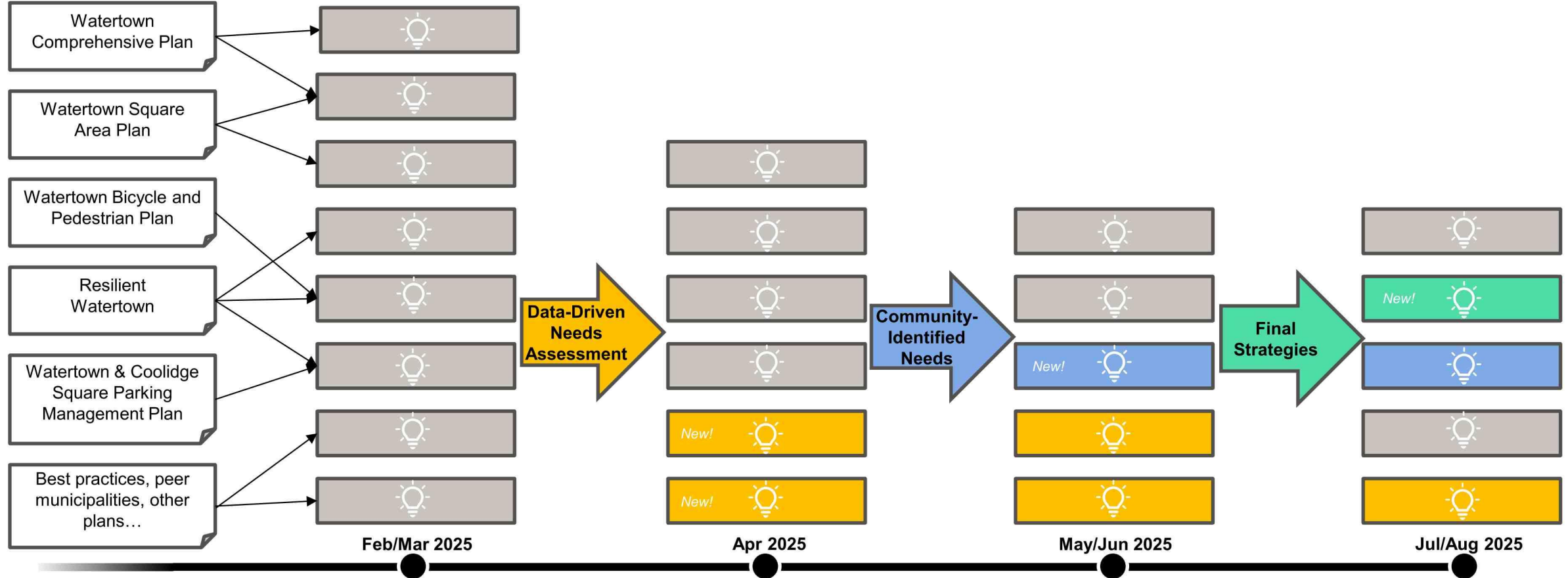
The next task was to narrow and hone the Universe to key recommendations in two stages. The first was an empirical data-based needs assessment. This analysis helped the Project Team identify key projects from the Universe that could meet these identified needs. The second was a series of detailed meetings with community, business, and civic partners to identify projects that would best meet their own identified needs. Stakeholder sessions were grouped around the following themes:

- Commercial/Business
- Active Transportation & Resilience
- Youth and Schools
- Accessibility
- Transit Riders

Further detail about the outcomes of these meetings can be found in the appendix. This stakeholder input helped refine the needs assessment, determining which projects should be prioritized to expand access for and reduce single-occupancy vehicle travel.

This process identified five priority projects that would push Watertown towards its goals of increasing access while reducing VMT, as outlined in the following pages.

Project Process Diagram





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2

Needs Assessment and Outreach Findings





Needs Assessment Overview

DATA APPROACH AND METHODOLOGY

- **Reviewed the City of Watertown's available data**
The Project Team examined spatial GIS datasets including land use and transportation infrastructure. The Project Team also reviewed development plans, Bluebikes ridership, and City and TMA-provided transportation service data.
- **Analyzed data from prior planning efforts**
This included recommendations from the City's *Comprehensive Plan* and the *Bicycle and Pedestrian Plan*, and regional plans, such as *Focus40* and the *MBTA Capital Investment Plan*.
- **Leveraged Replica travel flow data to understand travel behavior**
Replica is a data platform that uses anonymized mobile location data to model travel patterns and estimate trip origins, destinations, and volumes within and beyond Watertown, providing a detailed picture of how people move through the area across different modes.
- **Assessed transit service using data from the MBTA Bus Network Redesign and MassDOT Open Data Portal**
The MBTA Bus Network Redesign is a system-wide initiative to improve bus service through route restructuring and service changes. The team reviewed proposed routes to evaluate potential impacts on transit accessibility in Watertown. General Transit Feed Specification (GTFS) data was used to analyze current transit schedules and service levels.

NEEDS ASSESSMENT FINDINGS

- **Watertown has limited options for traveling north-south by transit or bicycle**
- **More people are traveling from Watertown neighborhoods to Arsenal Yards and Boston Landing**
- **Nearly 2/3 of Trips that Start in Watertown are Local**
- **Many Trips Occurring in Watertown are Just Passing Through**
- **Most trips within Watertown require crossing a major street, some of which lack signalized crossings**
- **All of Watertown has the density of people and jobs needed to support fixed-route transit service**
- **Neighborhoods farther from Watertown Square have transit access to fewer destinations**



Intentionally Left Blank

Watertown has limited options for traveling north-south by transit or bicycle



NEEDS ASSESSMENT FINDINGS

- Watertown has **no transit service for north-south travel** within the City or to adjacent/nearby communities such as Belmont and Arlington.
- Similarly, there are **limited bicycle facilities for north-south travel**. Several primary north-south streets have also significant hills, which makes it more difficult and higher-stress for people to bike or walk.
- The lack of north-south transit and bicycling options is **in direct contrast to frequent transit service and high-quality bicycle facilities available for east-west travel**.
- Most of Watertown is located within two miles of MBTA Commuter Rail stations on the Worcester Line and Fitchburg Line, which are to the north and south of the City. These rail lines provide fast and reliable access to Boston, Cambridge, Newton, Waltham and many western suburbs. **Many Watertown residents cannot easily access commuter rail service due to the lack of north-south transit and bicycle connections.**
- Watertown has several primary north-south streets, including School Street, Common Street, Waverley Street, and Lexington Street. These **north-south streets are generally narrow and therefore require careful planning and management to ensure they function well for people driving, using transit, walking or biking.**



KEY COMMENTS FROM STAKEHOLDERS

- There are strong transit connections to places like Cambridge, but **intra-City transit and north-south transit service is lacking**.
- Existing TMA shuttles are useful but primarily connect to Harvard Square, which is already well served by MBTA bus routes. The City should explore service to new locations, in partnership with the Watertown TMA as well as stakeholders in adjacent communities.
- Improvements are needed to create walkable corridors between **the Perkins School for the Blind** and the Charles River Greenway, Watertown Square, and other local destinations.
- Improvements are needed for **north-south bicycle connections**
- Strong interest in improving north-south transit connections via multiple streets: Arlington Street, School Street (connecting to Belmont Center), and Lexington Street (**serving seniors, low-income, and disabled residents**). Topography challenges particularly on Common Street should be considered.
- **Gaps in transit service to major hubs like Boston Landing and Waverly Square** cause frustration. An extension of MBTA Bus Route 65 connecting Watertown to Boston Landing and further destinations like Brookline and Longwood was supported by stakeholders.

Watertown, MA Transit and Bicycle Map

Bicycle Infrastructure

Protected Bike Lane or Shared Use Path with Access Point

Bike Lane

Shared Lane Markings

Dirt or Stone Dust Trail



Bluebikes (Bikeshare) Station (next to stations close in winter)

Bus Routes

##

Bus Arrives Every 30 Minutes or Better

##

Bus Arrives Every 60 Minutes or Better

##

Less Than Hourly or Better. Some Routes Run More Frequently At Rush Hour

###

Rush Hour Only

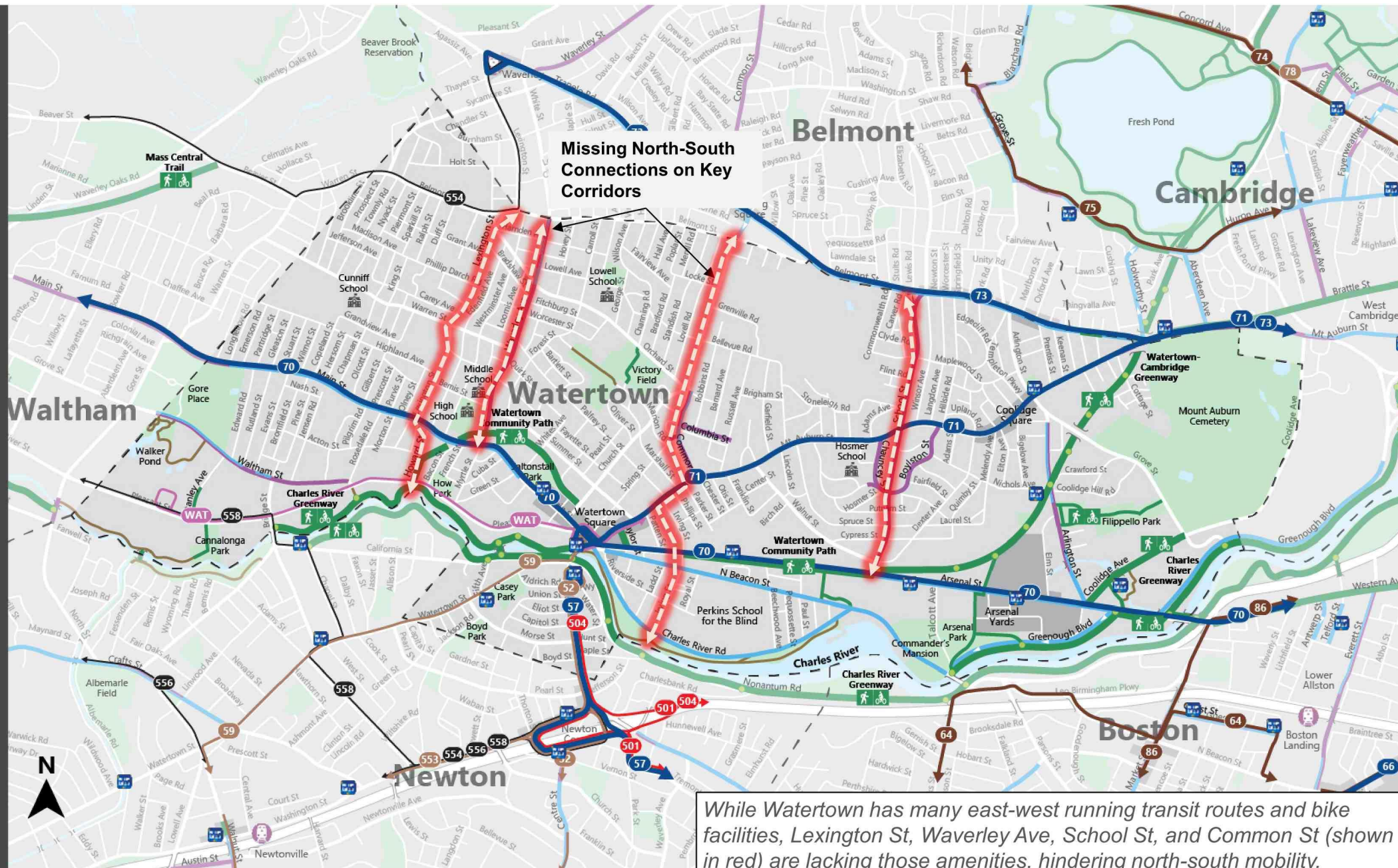
###

Commuter Rail

Station

WATConnector - Pleasant Street Shuttle

WAT



Missing North-South Connections on Key Corridors

While Watertown has many east-west running transit routes and bike facilities, Lexington St, Waverley Ave, School St, and Common St (shown in red) are lacking those amenities, hindering north-south mobility.





More people are traveling from Watertown neighborhoods to Arsenal Yards and Boston Landing



NEEDS ASSESSMENT FINDINGS

- The number of trips that both begin and end in Watertown increased by about 28% (or 9,700 additional trips) between 2019 and 2024.
- Nearly 5,000 more people are traveling from Watertown to Arsenal Yards and Boston Landing each day in 2024 than in 2019. This increase in travel is likely being generated by significant development in these neighborhoods.
- Trips from Watertown to surrounding municipalities and Downtown Boston saw modest levels of growth (expected during a 5-year span), though there are still **notable volumes of daily trips to these destinations beyond Watertown’s borders.**

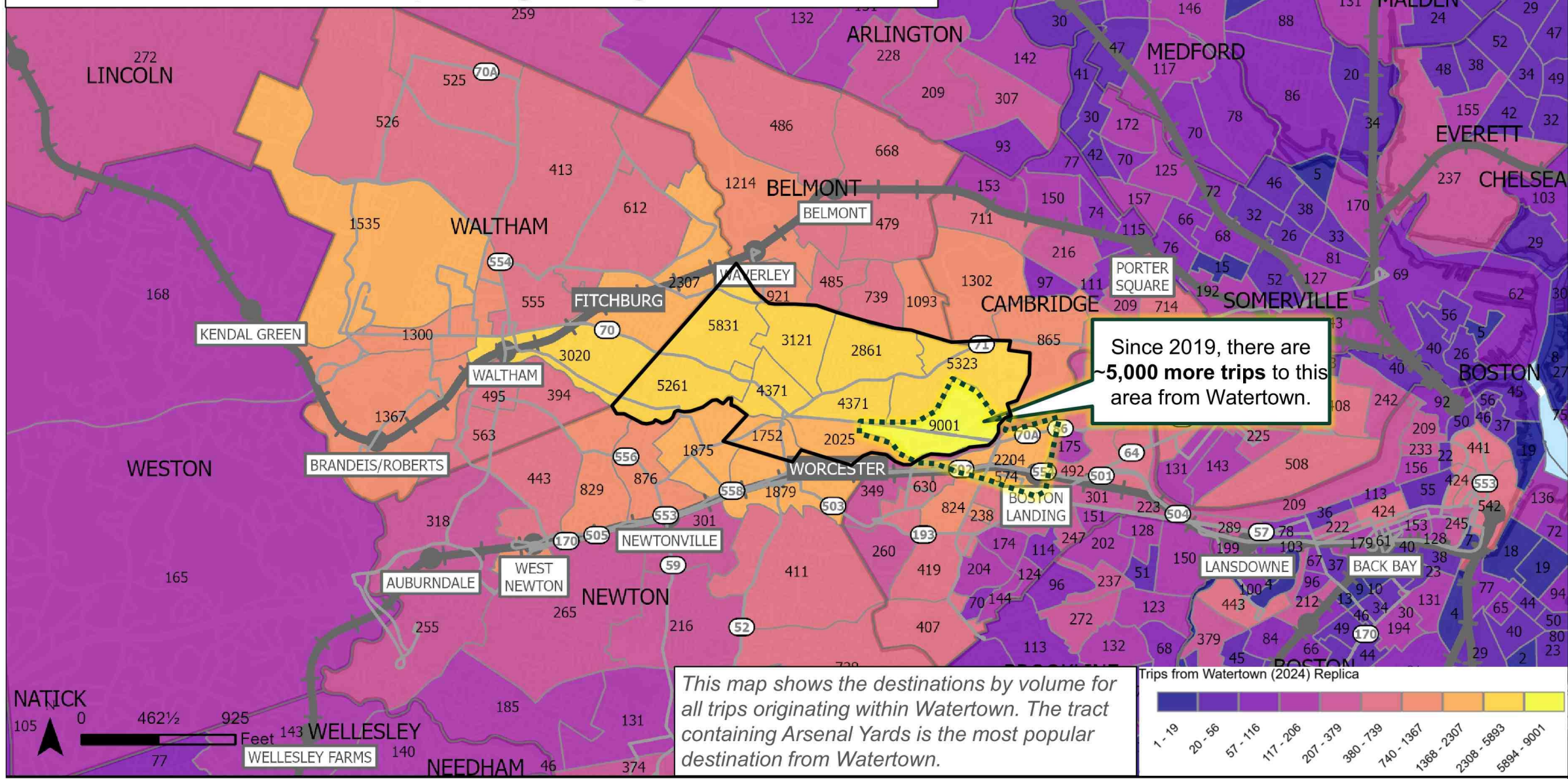


KEY COMMENTS FROM STAKEHOLDERS

- When asked where there were major transit gaps, transit rider stakeholder group identified from Watertown to Boston Landing and Waverley.
- No direct MBTA Commuter Rail access from Watertown was cited as a major disadvantage by stakeholders.
- Gaps in transit service to major hubs like Boston Landing cause frustration. A MBTA Bus Route 65 extension to Arsenal Street was proposed and supported by the stakeholders.
- There is interest in transit priority throughout Watertown’s busiest corridors and improved amenities at bus stops, such as shelters, benches, and real-time information. Participants noted the Mt Auburn Street transit lane as something that is working well and should be replicated on other popular corridors.
- The City should **advocate for improved MBTA service**, with particular emphasis on improving the frequency and reliability of Route 70, which connects Watertown to Waltham, Lower Allston, and Cambridge. Stakeholders expressed concern about the proposed discontinuation of direct Route 70 service to Market Basket in Waltham.

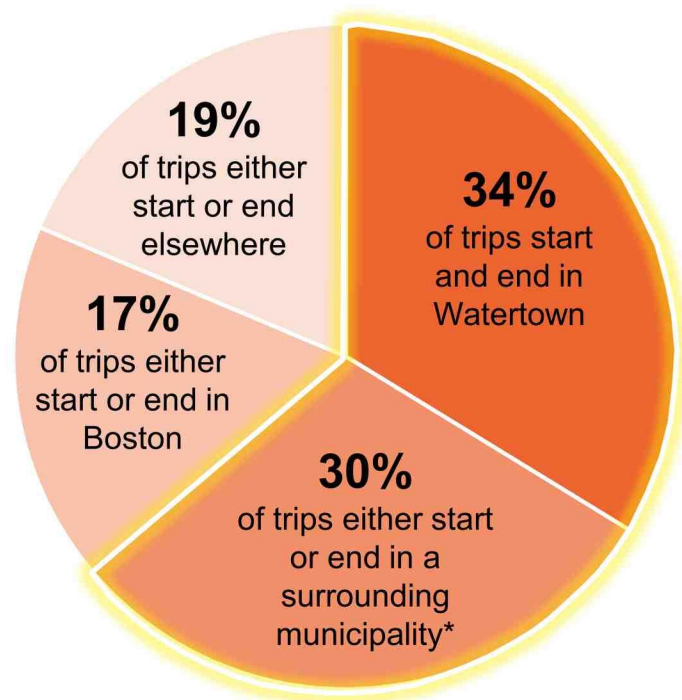


Destinations of Total Trips Originating in Watertown





All Trips Starting or Ending In Watertown



Nearly 2/3 of Trips that Start in Watertown are Local



NEEDS ASSESSMENT FINDINGS

- **Two thirds of trips are local: 2/3 of trips that begin in Watertown (using any mode of transportation) either end in Watertown or a surrounding municipality***
 - **34%** of trips start and end in Watertown
 - **30%** of trips either start in Watertown and end in a surrounding municipality*, or start in a surrounding municipality* and end in Watertown



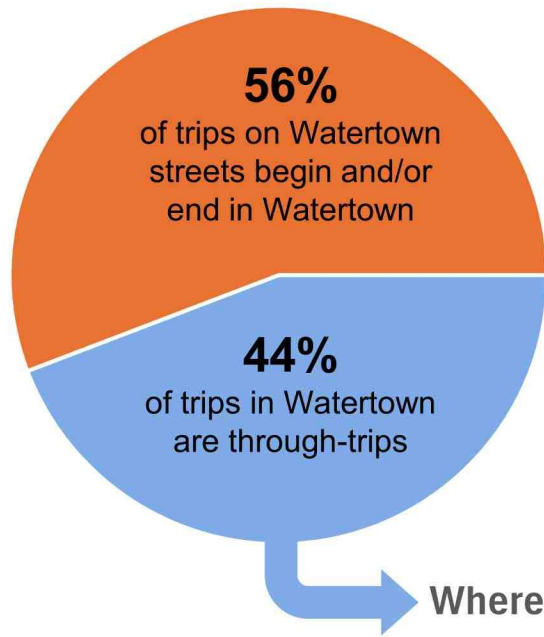
KEY COMMENTS FROM STAKEHOLDERS

- There are existing transit opportunities to get to areas beyond Watertown, but **intra-City transit is lacking**.
- **Bluebike stations** throughout the City, specifically concentrated in commercial corridors would increase business access.
- Traffic calming measures **to improve walking and biking safety along key corridors can improve safety** for a variety of user groups.
- **Expand eligibility for microtransit services**, as stakeholders who want to ride do not technically meet the criteria to ride.

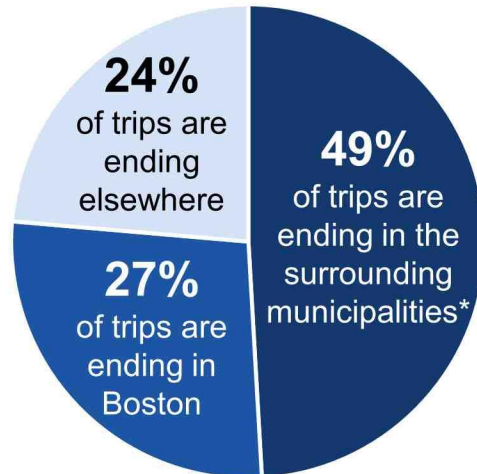
Source: Replica, Spring 2024 Data. All trips refers to trips across all modes of transportation.

*Surrounding Municipality refers to Waltham, Belmont, Newton, and Cambridge

All Trips In Watertown



Where are Through Trips Going?



Many Trips Occurring in Watertown are Just Passing Through



NEEDS ASSESSMENT FINDINGS

- **56%** of trips on Watertown streets are either start or end in Watertown
- **44%** of all trips on Watertown streets are going through the city on the way to something else. Of that 44%...
 - **49%** of trips end in a surrounding municipality*
 - **27%** of trips end in Boston
 - **24%** of trips end elsewhere



KEY COMMENTS FROM STAKEHOLDERS

- Existing non-MBTA transit services (WATConnector, other private shuttles) have a bias towards rush-hour travel; optimized **microtransit should provide all day service for non-commuting trips**.
- A **Vision Zero Policy** would be helpful to guide a targeted City-wide traffic calming intervention using primarily quick-build strategies.
- Traffic calming measures **to improve walking and biking safety along key corridors** like elevated crossings, rapid-rectangular flashing beacons (RRFBs), and other low-cost interventions could help various user groups traverse major arterial roads in Watertown to work, school, recreation, etc.

Source: Replica, Spring 2024 Data. All trips refers to trips across all modes of transportation.

*Surrounding Municipality refers to Waltham, Belmont, Newton, and Cambridge



Most trips within Watertown require crossing a major street, some of which lack signalized crossings



NEEDS ASSESSMENT FINDINGS

- **Watertown is bisected by several major streets that carry high volumes of regional traffic**, several of which are over 80 feet wide. Most trips in Watertown require crossing at least one of these streets.
- Apart from Arsenal Street and the area around Watertown Square, **major corridors in Watertown have few or inconsistently spaced signalized crossings for people walking**.
- **Several bus stops on Main Street, Mount Auburn Street, and Belmont Street are not located at signalized intersections**. The lack of signalized crosswalks at these locations makes it more difficult to access bus service.
- **Key corridors with limited or no transit service, such as Pleasant Street and North Beacon Street, also have limited signalized crossings**. This makes it more difficult for people to make local trips or walk to bus stops on nearby streets.
- There are likely **opportunities to improve conditions for walking and biking between Watertown residential neighborhoods and schools**.



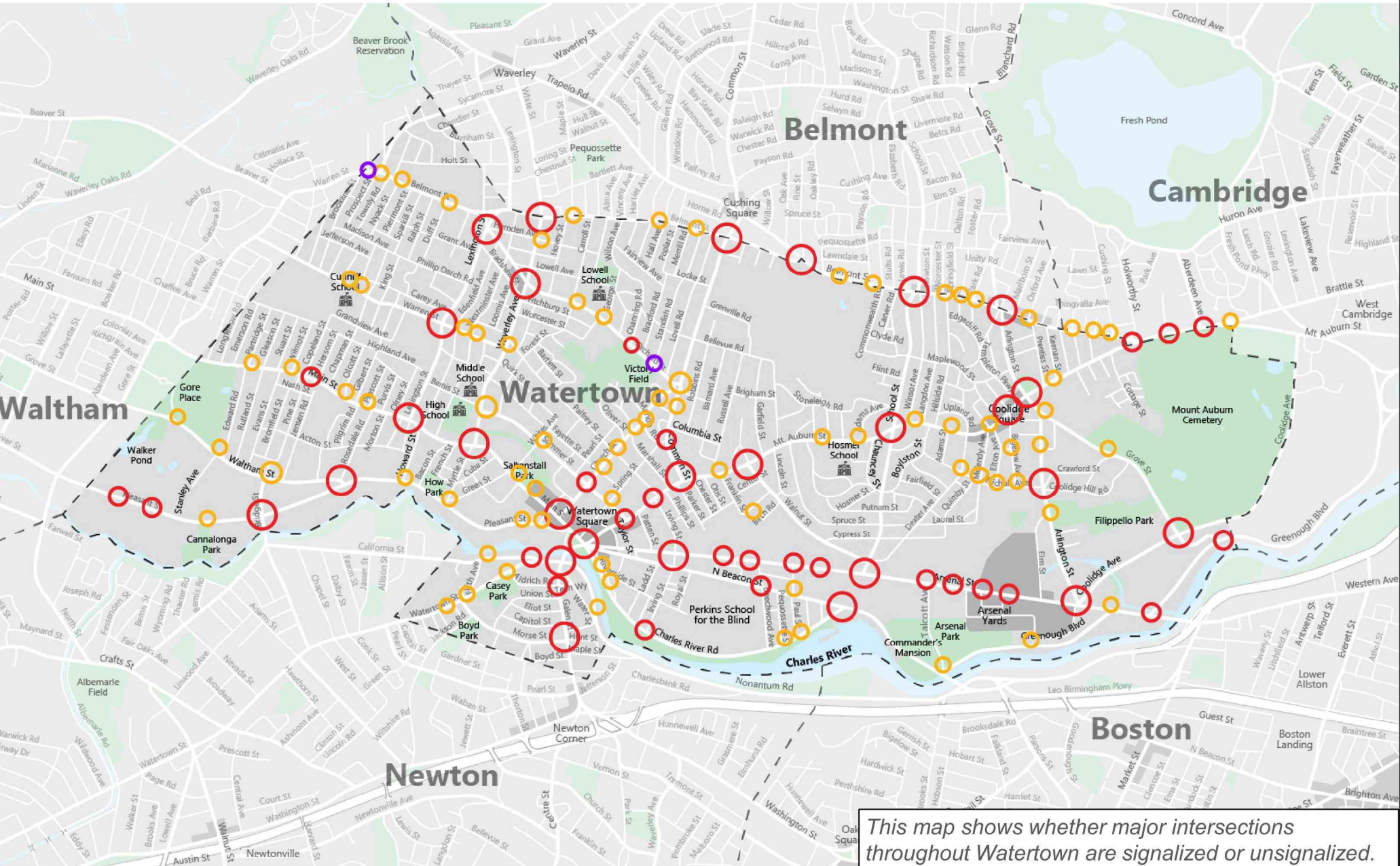
KEY COMMENTS FROM STAKEHOLDERS

- **Interest in traffic calming measures to improve walking and biking safety** along key corridors. This could include interventions like elevated crossings, rapid-rectangular flashing beacons (RRFBs), and other low-cost interventions.
- A Vision Zero Policy, ADA Sidewalk Audit, or something similar would be helpful to guide **a targeted City-wide traffic calming intervention** using primarily quick-build strategies, including for those with additional mobility challenges.
- General **support and excitement for the Watertown Square Area Redesign** project currently underway.
- **Consistency in streetscape design is very helpful for the low vision community**, as it increases predictability throughout one's journey. Participants **noted challenges with the City's tactical street improvements** that leverage paint and flex posts, which are not standardized and hard to interpret for people with low vision.
- **Interest in leveraging emerging technologies**, especially for local navigation, including the NavLens system being piloted by the MBTA and the Polara PEDAPP. Participants also noted increasing usage of AI image analysis to read signs, including at bus stops.



Watertown, MA Crossing Map

-  Signalized Intersection
-  Unsignalized Intersection
-  Pedestrian-Signalized Intersection



This map shows whether major intersections throughout Watertown are signalized or unsignalized.

All of Watertown has the density of people and jobs needed to support fixed-route transit service



NEEDS ASSESSMENT FINDINGS

- Watertown has about 9,000 people per square mile – **a residential density comparable to Arlington, Medford, Roslindale, and Hyde Park.**
- **Residential and employment density is highest along Arsenal Street, Mount Auburn Street, Pleasant Street, and surrounding Watertown Square.** These areas all have the density to support high frequency transit service operating at least every 10-15 minutes.
- While density is lower in Watertown's primarily residential neighborhoods, **all areas in Watertown have the density to support all-day fixed-route MBTA bus service operating at least every 20 to 30 minutes.**
- About 8% of Watertown residents commute to work by transit. This **commute mode share is lower than communities with similar residential density**, such as Arlington (13%) and Medford (17%), as well as several communities that are significantly less dense, such as Newton (9%), Belmont (11%), Melrose (16%).
- **Watertown is one of the only inner core suburbs that lacks direct subway or commuter rail service.** While commuter rail lines run directly north and south of Watertown, the lack of north-south bus and bicycle connections to nearby stations, as well as significant congestion affecting the high frequency bus lines that connect to the subway network, likely reduces Watertown's transit commuting mode share.



KEY COMMENTS FROM STAKEHOLDERS

- There is interest in **transit priority throughout** Watertown's busiest corridors **and improved amenities at bus stops**, such as shelters, benches, and real-time information.
- Stakeholders identified recent successes including **reliable service on Route 73 (attributed to transit priority infrastructure minimizing slowdowns) and improved headways on Route 57** during rush hours.
- Strong interest in improving north-south transit on Arlington Street, School Street (connecting to Belmont Center), and/or Lexington Street (**serving seniors, low-income, and disabled residents**).
- Existing TMA shuttles are **useful but are limited in their destination range**, with all connecting to Harvard Square. The City should explore partnerships with other TMAs, and **expansion of private-shuttle service to destinations within Watertown and neighboring communities.**

Community	Drive Alone	Transit	Walk/Bike	Other (no commute, carpool, taxi, etc.)
Medford	64%	17%	6%	13%
Watertown	61%	8%	7%	24%
Brookline	28%	20%	20%	32%
Waltham	55%	5%	7%	33%
Melrose	50%	16%	2%	32%
Arlington	46%	13%	7%	34%
Belmont	49%	11%	5%	35%
Newton	50%	9%	6%	35%

-
- The map displays the town of Watertown, New York, with its irregular shape and surrounding areas. The town is colored in shades of red and orange, indicating higher elevations, while the surrounding areas are in shades of green and yellow, indicating lower elevations. Major roads are shown in yellow, and the city's boundary is outlined in black. The map includes labels for various streets such as Paver Street, Warren Street, and Mount Auburn Street, as well as the Hudson River to the west and the Massachusetts border to the east.

Composite Jobs and Population Density of the Boston Region

Composite Density
Jobs (x2) + Population per sq mi

Limited transit demand
– supports no or infrequent service

Strong transit demand
– supports very frequent service.

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Neighborhoods farther from Watertown Square have transit access to fewer destinations



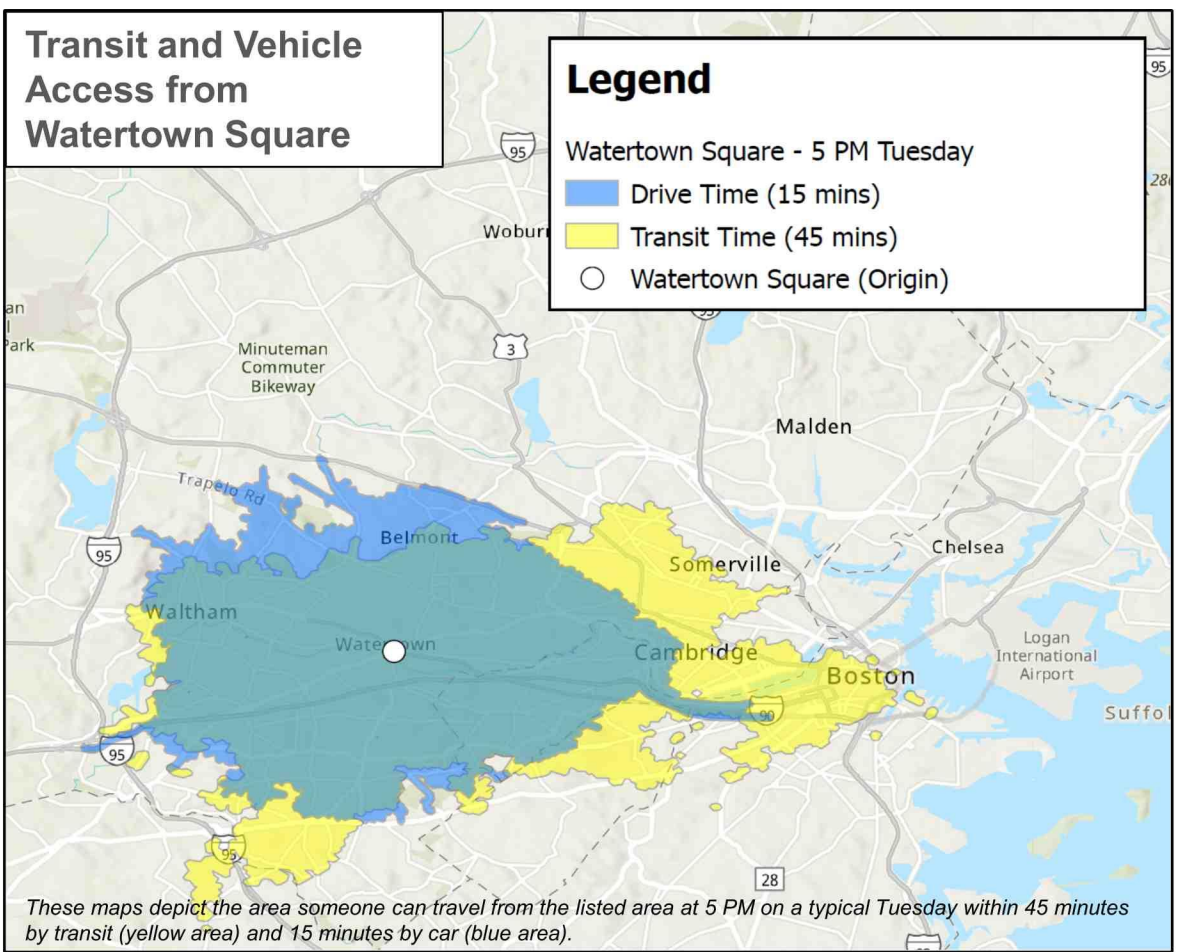
NEEDS ASSESSMENT FINDINGS

- **Watertown Square and the adjacent Watertown Yard serve as the City's primary bus hub. The hub is among the most frequently served locations in the MBTA network that is not a subway station.**
- Watertown Square is served by three high frequency bus routes (57, 70, 71) that connect to Cambridge, Allston/Brighton, Kenmore Square, and Waltham. Additionally, the hub has lower frequency express service to Downtown Boston via the Mass Pike and local service to Newton, with more local service planned to be extended from Newton Corner as part of the MBTA Bus Network redesign.
- Watertown Square is accessible to significantly more places within a 45-minute transit trip than other City neighborhoods. **The farther a Watertown resident lives from Watertown Square, the fewer places they can access within 45-minutes using transit.**
- **This disparity in transit access is primarily due to the lack of north-south transit options in Watertown** – residents who do not live near Watertown Square often need to walk a long distance to the closest bus route, take a short bus ride to the Square, and then transfer. This significantly increases travel times and reduces access.

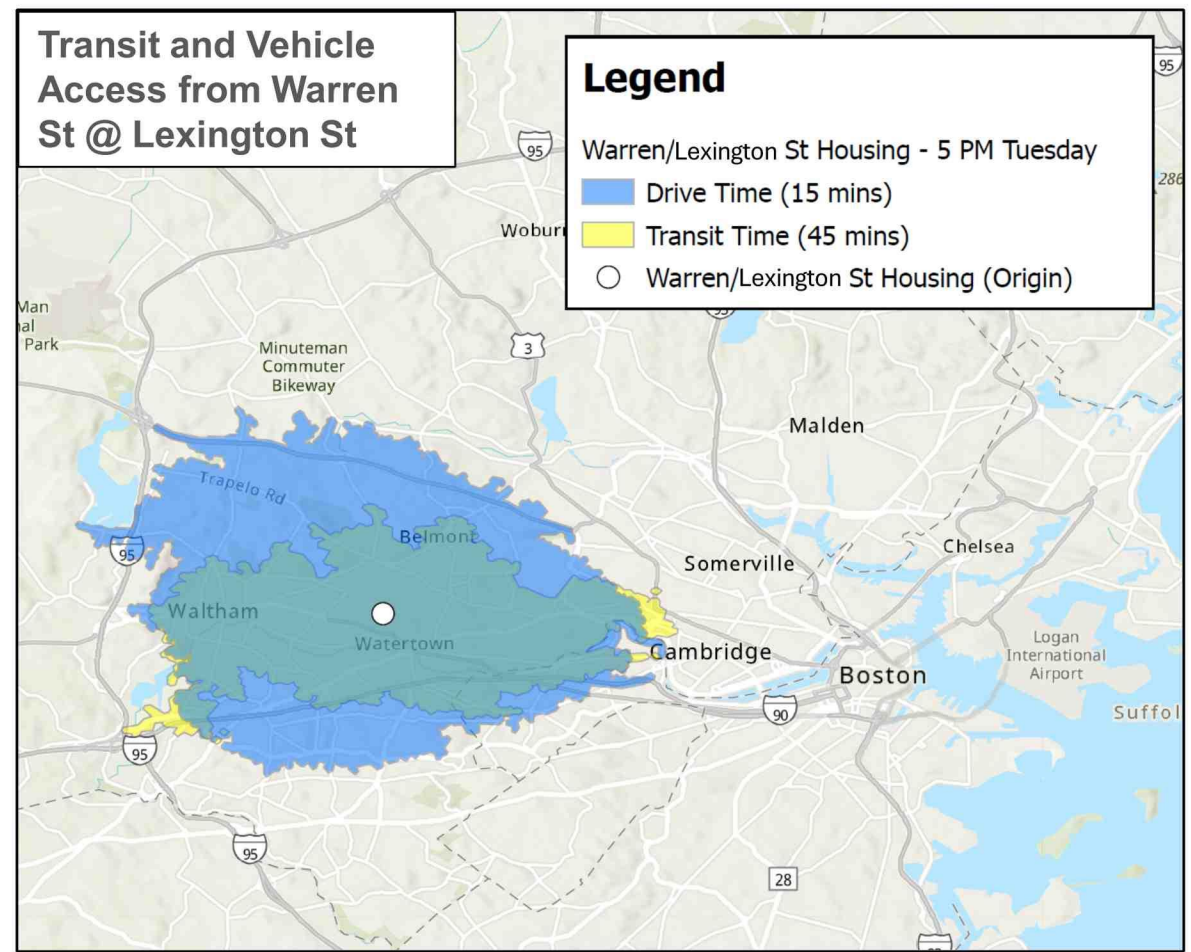


KEY COMMENTS FROM STAKEHOLDERS

- The existing MBTA transit service faces challenges such as **reduced service on Route 71 during off-peak hours**, “ghost buses” (when a scheduled bus never arrives), bus bunching on weekends, and real-time information issues on the MBTA app.
- **City-operated transit (WATConnector) should be better advertised and expanded for public access** during off-peak hours and on weekends. Stakeholders expressed interest in exploring a microtransit **shared-fleet model**, which would incorporate services like the Senior Center shuttle.
- Strong interest in improving north-south transit on Arlington Street, School Street (connecting to Belmont Center), and Lexington Street (**serving seniors, low-income, and disabled residents**).
- Stakeholders identified recent successes including **reliable service on Route 73 and improved headways on Route 57** during rush hours.



➤ Watertown Square is a major MBTA hub served by multiple high frequency bus routes and express service to Downtown Boston. People near Watertown Square have access to many more destinations using transit (yellow area on map above) than other locations within Watertown.



➤ In contrast, Warren and Lexington Streets (an area with lots of senior and low-income housing) is a ten minute walk from the closest bus route on Main Street. They may also need to transfer at Watertown Square to complete their trip. As a result, they have access to significantly fewer destinations using transit (yellow area on map above) than people starting at Watertown Square, despite being able to access a similar number of places by car (blue area).





3

City-Supported Mobility Strategies

Recommendations At A Glance

- The Project Team identified 5 key strategies (and sub-recommendations) that the City can pursue to expand access, reduce SOV trips, and meet additional City goals:

- **Expand A Local Transit Approach**
 - Approaches for a Unified Watertown Connector
 - Expanding Community Microtransit Services
 - Creating a Community Transit Platform
- **Become a leader in Universal Access Design**
- **Invest in Top Corridors by Use**
- **Develop a Comprehensive Safety Approach**
- **Pursue Local and Regional Priorities with Agency Partners**
 - Creating a north-south MBTA bus route through Watertown
 - Extending MBTA Bus Route 65 from Brighton to Watertown Square via Boston Landing and Arsenal Street
 - Reducing commuter fares at inner core stations to match subway fares
 - Other long-term recommendations (see appendix)

- In the following pages, each recommendation has a two-page spread with additional information including:
 - Cost
 - Implementation Timeline
 - Possible Funding Sources
 - Potential Partners
 - Next Steps
- If a strategy has additional sub-recommendations, figures, or details, this information will be found on additional pages following the two-page spread
- Given the broadness and complexity of the 5th strategy, additional information has been provided in the appendices of this report (see Appendix B).

1. Expand A Local Transit Approach

TIMELINE: Long-term

COST: \$\$

FEASIBILITY: High

OVERVIEW AND BENEFITS

The project team identified three community transit strategies that could assist Watertown in meeting its mobility and climate goals:

- **Create a Unified Watertown Connector Route**
- **Create a Microtransit Service for Seniors and People with Disabilities**
- **Create a Microtransit Service for the General Public**

These strategies are designed to fill gaps in Watertown’s existing transit options – including limited options for north-south travel within the City and the lack of direct service to medical and social service facilities in neighborhood communities.

Watertown could implement these three strategies independently or as a unified coordinated transportation service. A coordinated approach would enable the City to provide comprehensive mobility options at more efficient cost and access additional federal, state, and private funding sources. Watertown could also continue existing mobility programs, such as GoGo Transportation & Taxi Subsidies for Seniors, in lieu of or in addition to these options.

The following pages detail the range of potential community transit options, and an implementation approach for each recommended strategy. For a review of existing services, see Introduction.

Required initial capital and ongoing operating costs vary widely based on program implementation, service design, and contracting decisions. The project team estimates that could be operated for between \$1 million (basic unified shuttle) and \$3.5 million (full implementation) each year. *See page 43 for cost calculation assumptions.*



- MetroWest RTA operates five curb-to-curb microtransit services branded as “Catch Connect.” These services are designed to provide both local mobility and first/last mile connections to MWRTA and MBTA transit. Catch Connect is funded through a variety of federal and local grant programs, as well as local contributions. MWRTA uses a shared van fleet to provide the services, which are also integrated with the agency’s ADA paratransit call center.



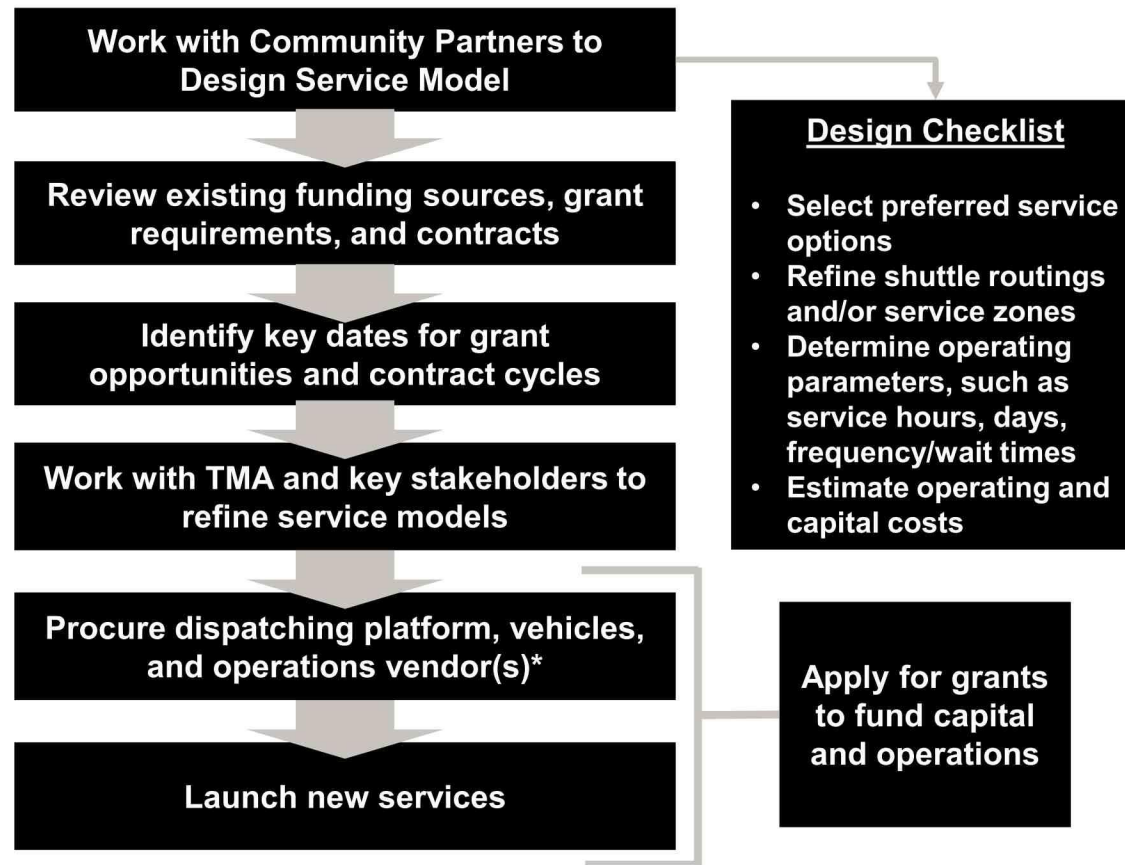
1. Expand A Local Transit Approach



DRAFT

STUDY FOR CITY-SUPPORTED MOBILITY
CITY OF WATERTOWN

NEXT STEPS AND IMPLEMENTATION



POSSIBLE FUNDING SOURCES

- Developer Contributions (via Watertown TMA)
- Massachusetts TNC Rideshare Fund
- Parking Benefits District
- [Microtransit and Last Mile Transit Grant](#)
- [MassDOT TMA Grant](#)
- Community Transit Grant Program (5310, CDBG, Mobility Assistance Program, Education and Transportation Fund)
- Boston MPO Community Connections Grant (CMAQ)
- EOE Council on Aging Formula Grant
- Older Americans Act Title III-B Grant

POTENTIAL PARTNERS

- Watertown TMA (ARE, AY/BP)
- Watertown City's Council on Aging
- Commission on Disability
- Perkins School for the Blind
- Watertown Housing Authority
- Watertown Public Schools

The following pages document potential approaches for local transit in Watertown and are intended to provide a starting point for selecting a preferred service model. Page 389 of 534



Approaches for a Unified Watertown Connector

Watertown could combine the existing three Watertown Connector services into unified service. This service would be open to the public and tailored to meet the needs of both Watertown residents and corporate users. The project team identified two options for a unified Watertown Connector. The first option creates a single route connecting most existing Watertown Connector stops to Harvard Square. The other creates two routes, serving all existing Watertown Connector stops, with one route serving Harvard Square and the other serving Boston Landing.

ONE-ROUTE OPTION

Service Design: This option creates a single route running between Pleasant Street, Watertown Square, Perkins, the Arsenal Street corridor, Coolidge Square, and Harvard Square.

Benefits:

- Better Connectivity within Watertown, including one-seat rides between Pleasant Street, Perkins, Arsenal Yards, and LINX.
- More Connections to MBTA Network, including a transfer at Coolidge Square that makes it easier for residents of Northern Watertown to access Arsenal Street.
- More Efficient (or More Frequent) Service, by creating a single route to Harvard Square for all users.

Tradeoffs:

- Service is discontinued to 99 Coolidge to reduce travel times for all other riders.
- Service to 66 Galen requires deviation from Watertown Square that adds several minutes (and potential traffic delays) for people traveling to and from Pleasant street.

TWO-ROUTE OPTION

Service Design: This option creates two routes, one that runs from 66 Galen to Harvard Square via Arsenal Street and Coolidge Square, and a second that runs from Pleasant Street to Boston Landing via Watertown Square and Arsenal Street.

Benefits:

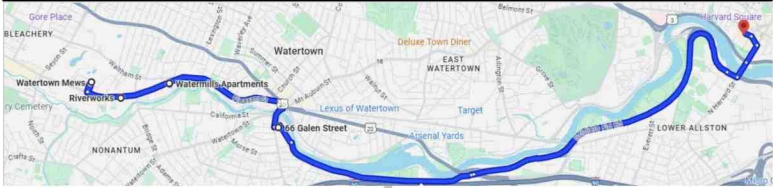
- **New one-seat ride to Boston Landing from Watertown Square**, a short trip that often takes three seats from parts of Watertown.
- **Frequent, front-door service between Perkins, Watertown Square, and Arsenal Yards**, making it easier to access the MBTA and local amenities.
- **Retains service to all existing Watertown Connector stops**, including 99 Coolidge.
- **Eliminates deviation to 66 Galen Street**, reducing travel times between Pleasant Street and areas east of Watertown Square.

Tradeoffs:

- Higher operating costs (or less service on each route) than with one route.



Existing Pleasant Street Shuttle



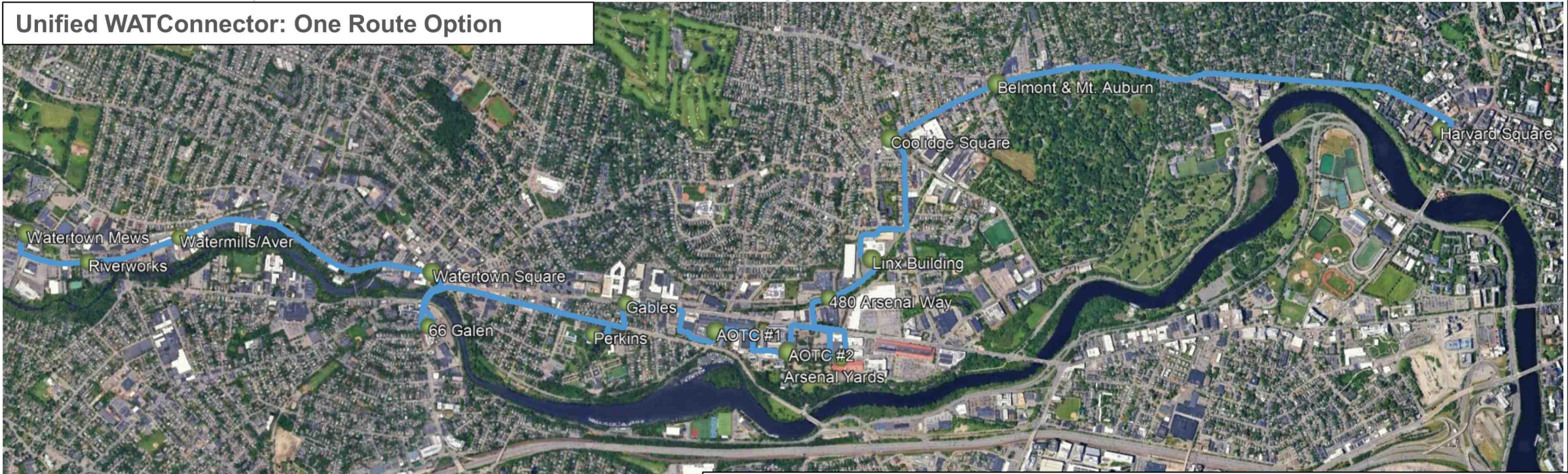
Existing Arsenal Street/ Corporate Shuttle



Existing Arsenal Street/ Residential Shuttle



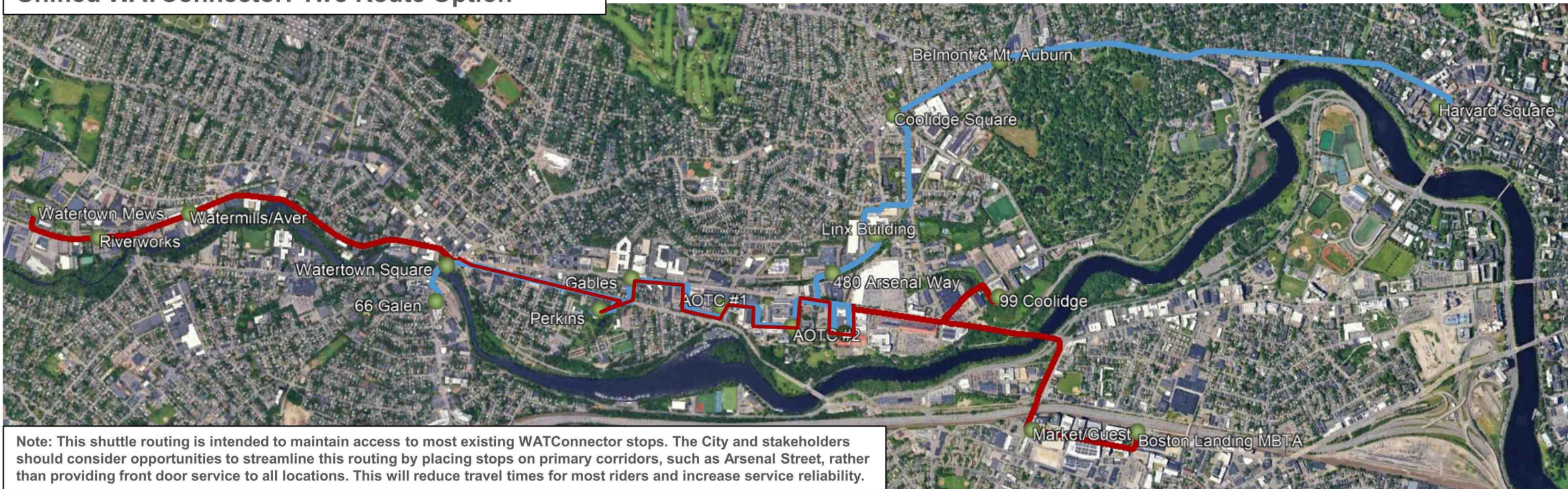
Unified WATConnector: One Route Option



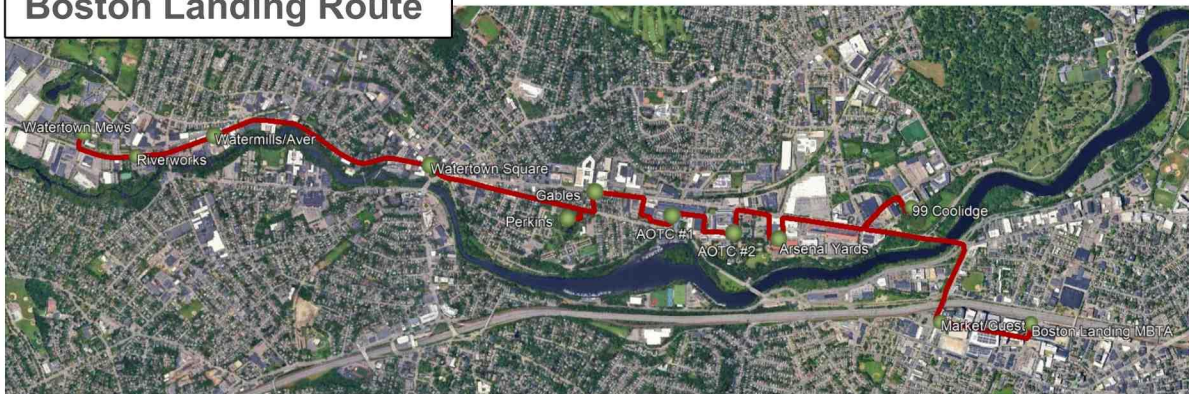
Note: This shuttle routing is intended to maintain access to most existing WATConnector stops. The City and stakeholders should consider opportunities to streamline this routing by placing stops on primary corridors, such as Arsenal Street, rather than providing front door service to all locations. This will reduce travel times for most riders and increase service reliability.



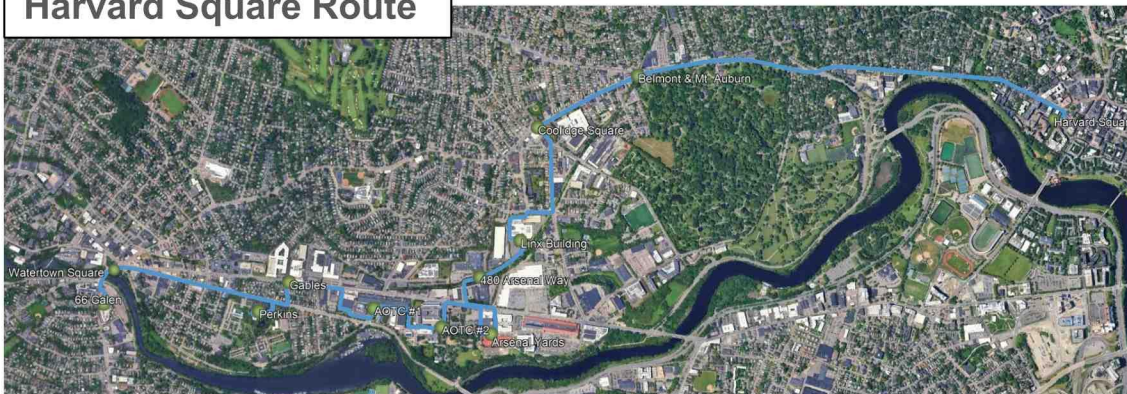
Unified WATConnector: Two Route Option



Boston Landing Route



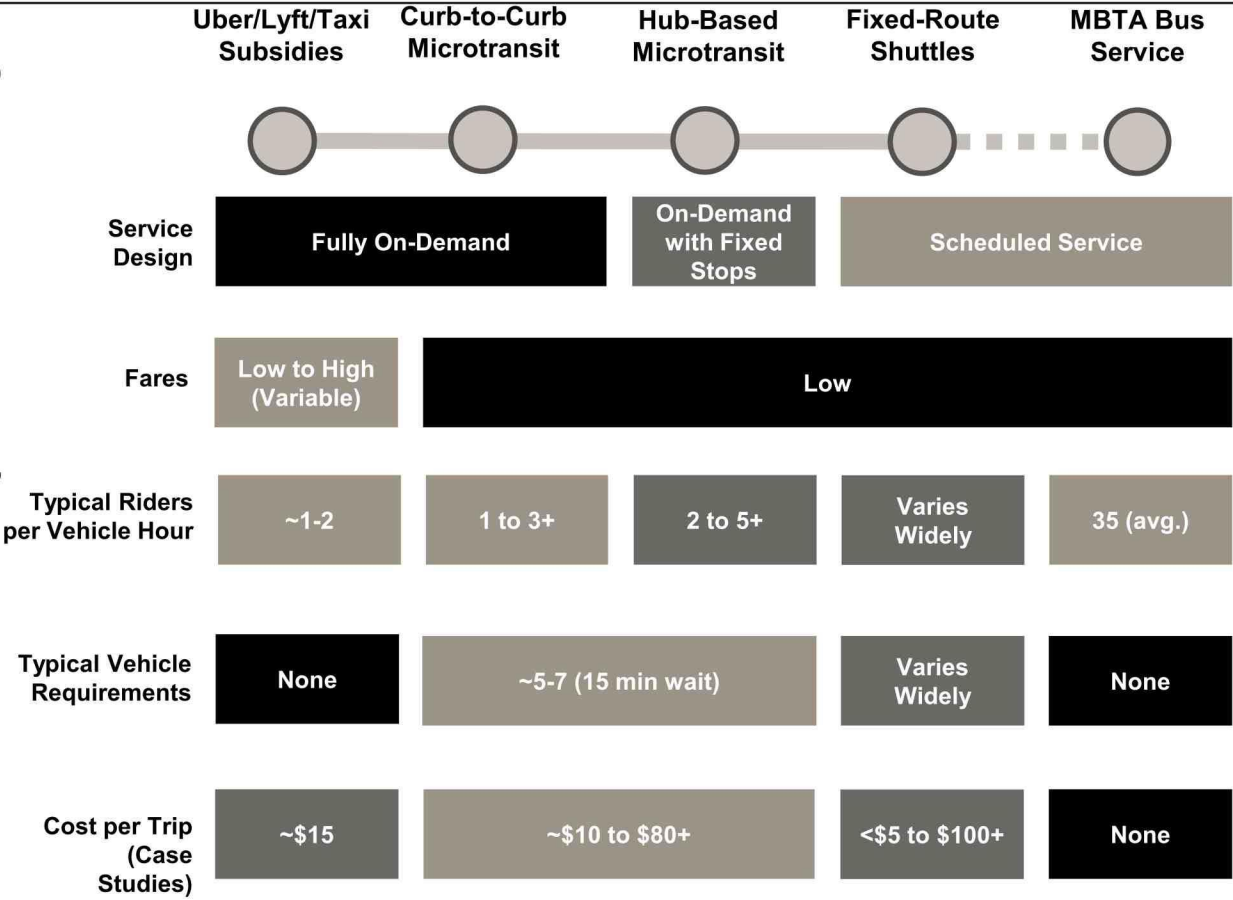
Harvard Square Route



Community-Focused Transit Service Models

The adjacent graphic details several local transit options applicable to Watertown – documenting their service design, operational efficiency, and general cost per trip – including:

- **Uber/Lyft Subsidies:** A fixed subsidy per trip (or time-period) for trips on Uber or Lyft. Watertown currently provides these subsidies to qualified seniors via the GoGo program.
- **Curb-to-Curb Microtransit:** Small shuttles that provide on-demand trips between any two places. Riders are typically picked up within 15 minutes and trips are shared with other riders.
- **Hub-Based Microtransit:** An alternative microtransit model where riders must begin and/or end their trip at designated pick-up points, such as a transit station. This model is often more operationally efficient and can provide faster travel times for many riders.
- **Fixed-Route Shuttles:** Regularly scheduled service operating on a fixed route, like an MBTA bus route. Often designed to fill gaps in the regional fixed-route transit network.
- **MBTA Bus Service:** Public transit services operated and funded by the MBTA (including Watertown’s mandated contributions to the MBTA Local Assistance Fund). Unlike the options above, Watertown does not directly control, but can influence, where the MBTA operates transit service, or provide funding for specific services.



The figures in the graphic above were collected from case studies and best practice examples. They are not performance and cost projections for services designed specifically for Watertown.

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Expanding Community Microtransit Services

Microtransit is a local transportation service that uses shuttle vans to provide on-demand mobility. Riders request trips via an app or by phone, receive a pick-up time and location, and are then transported to their requested destination, making stops for other riders along the way. Communities typically use microtransit to fill gaps in the regional transit network, including for short trips to local retail or medical facilities and first/last mile connections to other transit services. The project team identified two strategies for launching microtransit in Watertown, which could be implemented independently or in combination.

MICROTRANSIT FOR SENIORS & PEOPLE WITH DISABILITIES

- **Eligibility:** Qualified seniors and people with disabilities
- **Service Model:** Curb-to-curb microtransit
- **Service Area:** All of Watertown, select destinations in adjacent communities, including medical facilities and social service centers, and select MBTA rail stations.
- **Funding:** Specialized transportation services for seniors and people with disabilities are eligible for FTA 5310 funding, which is distributed in Massachusetts via the Community Transit Grant Program. Watertown may also be able to leverage some funds and grant programs accessible via the Council on Aging and Area Association on Aging.

MICROTRANSIT FOR THE GENERAL PUBLIC

- **Eligibility:** All Watertown residents, workers, and visitors
- **Service Model:** Hub-based microtransit
- **Service Area:** All of Watertown, select destinations in adjacent communities, including medical facilities and social service centers, and select MBTA rail stations.
- **Funding:** Massachusetts has multiple active grant programs that assist communities in launching new microtransit services. The City could also collaborate with the Watertown TMA to generate funding through TMA-member contributions and the MassDOT TMA Grant Program.

Creating a Community Transit Platform

The Challenge:

Microtransit works better with more vehicles, but providing more vehicles is expensive.



A Solution:

Pool existing Watertown fleets to provide great on-demand service...*most of the time.*

HOW IT COULD WORK

- Watertown mobility providers contribute towards shared pool of vehicles and drivers with unified dispatching
- Specialized services continue to operate during key hours of use for direct constituents
- At other times, vehicles are available to provide on-demand service for all Watertown residents

The graphic on the following page provides an example of how a community transit platform could work in Watertown using six vehicles.

- **Commuter Shuttle:** The fixed-route shuttle(s) operate during rush hours (4 vehicles), with limited early morning and late evening service (1 vehicle).
- **Microtransit for Seniors and People with Disabilities:** This service would have at least one dedicated vehicle all day, with additional vehicles utilized if needed to meet demand.
- **Microtransit for the General Public:** This service would operate early morning, midday, and late evening – using up to four vehicles that would otherwise be out of service. During rush hours, service would be limited to space available trips on vehicles dedicated to trips for seniors and people with disabilities.
- **Scheduled Trips for Seniors:** The Watertown Council of Aging would continue to have access to a vehicle as needed to provide group trips.



How a Shared Fleet Could Work in Watertown

	Early Morning	AM Rush Hour	Midday	PM Rush Hour	Late Evening
Trip Purpose	Shift Workers	9 to 5 Commuters	Shopping, Medical, Activities	9 to 5 Commuters	Shift Workers, Dining, Activities
Trip Type	Dispersed	Concentrated	Dispersed	Concentrated	Dispersed
Commuter Shuttle		   		   	
Microtransit for Seniors and People with Disabilities		 	 	 	
Public Microtransit	   		  		   
Scheduled Trips for Seniors					

This graphic is an example – not a recommended service plan. Exact fleet configuration would be determined as part of finalizing a complete service plan.

Estimated Costs by Service

The project team developed example cost estimates based on the operational characteristics of the services outlined above. All estimates assume a total operating cost of \$150 per hour – which is at the high end of privately-contracted van services in the Boston area.

Final cost estimates will be based on the specific service design, operating frequency, and service hours selected by the City and its partners. The table below shows unit costs and an example service plan is provided on the right.

Transportation Service	Unit	Cost per Unit
One Route Option	1 Round Trip	~\$200
Two Route Option: Harvard Square Boston Landing	1 Round Trip	~\$150 (per route)
Microtransit	1 Hour	\$150

Example Annual Cost Calculation

The annual cost of providing community transit services is primarily determined by the number of days and hours each service operates. The following is an example service model and its resulting costs.

Watertown Connector (One-Route Option)

- Operates Monday to Friday
- Service every 20 minutes from 7 AM to 10 AM and 4 PM to 7 PM
- Assumptions: 4 vehicles / ~7,200 annual hours
- Approximate Annual Cost: \$1 million

Microtransit for Seniors and People with Disabilities

Microtransit for General Public

- Operates every day
- Available on weekdays from 6 AM to 10PM / weekends from 8 AM to 8 PM
- 10-minute average response time (longer for general public during peak)
- Assumptions: 2 to 5 vehicles (varies by time of day) / ~17,000 annual hours
- Approximate Annual Cost: \$2.5 million

Total Annual Cost: \$3.5 million

2. Become a Leader in Universal Access Design

TIMELINE: Long-term

COST: \$\$\$

FEASIBILITY: High

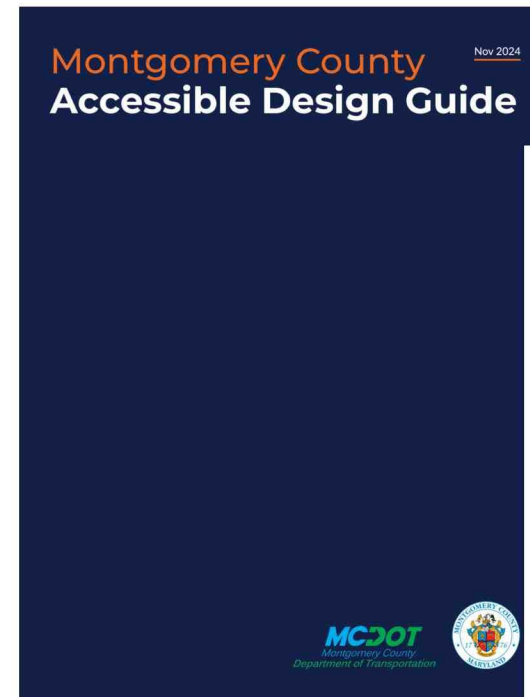
OVERVIEW AND BENEFITS

Create and/or adopt an Accessible Design Guide, building on existing partnership with the Perkins School for the Blind. The Guide would be a comprehensive resource that outlines best practices and standards for creating accessible environments for everyone, meeting any physical, sensory, or cognitive needs.

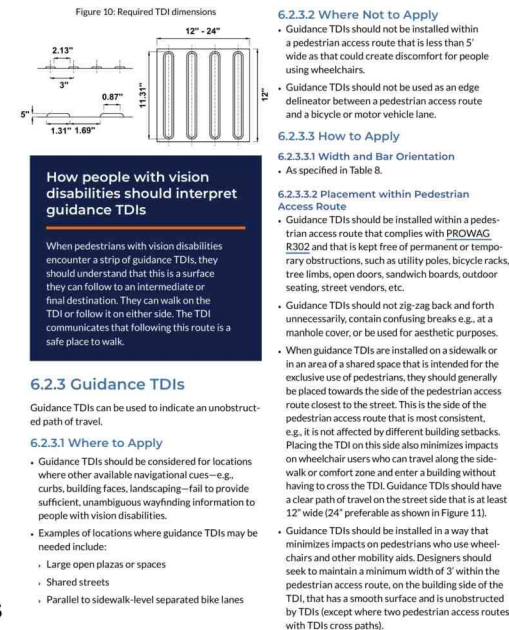
In the long-term, **invest in key Universal Access Corridors** throughout the City, potentially starting with one pilot corridor on which to test the latest design thinking. Based on stakeholder feedback, the analysis identified some key corridors that would significantly expand access for those with mobility challenges. These corridors connect to the transit hub of Watertown Square, commercial uses along Arsenal Street, and provide north-south connections where the topography is challenging. Ultimately, all corridors should be easily traversed by those of all ages and abilities.

Key benefits of this strategy include:

- Predictability and consistency in streetscape design benefit all users, not just the disabled community.
- Watertown can become a regional leader in this effort, creating a resource that nearby communities can also draw from.
- The City has a unique opportunity to partner with local institution Perkins School for the Blind to develop standards.



- The Montgomery County Accessible Design Guide provides significant detail on street design components. Watertown could adopt this or adapt it as needed.



28 | MCDOT Accessible Design Guide

EXPANDING ACCESS:



REDUCING VMT:



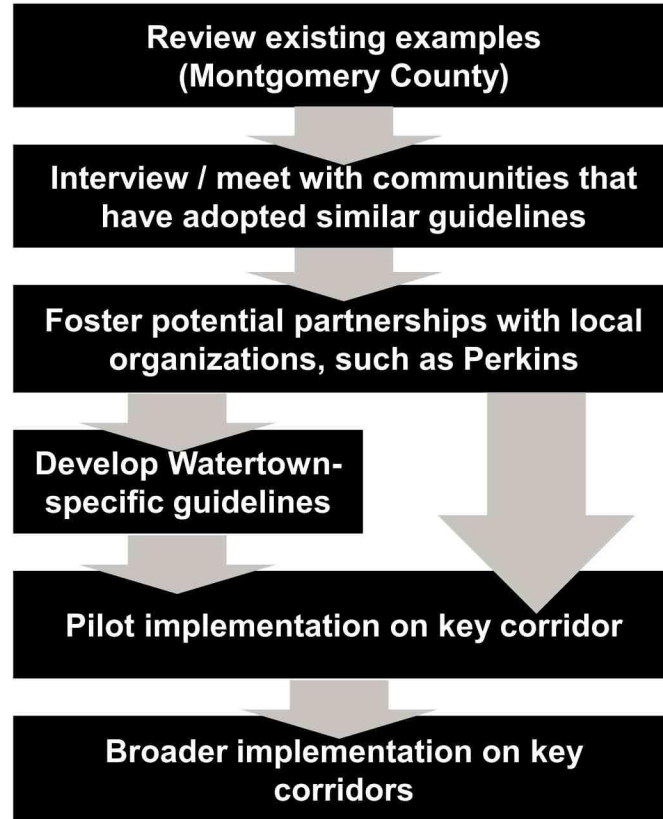
2. Become a Leader in Universal Access Design



DRAFT

STUDY FOR CITY-SUPPORTED MOBILITY
CITY OF WATERTOWN

NEXT STEPS AND IMPLEMENTATION



POSSIBLE FUNDING SOURCES

- Massachusetts Office on Disability Municipal ADA Improvement Grant Program
- MassDOT Complete Streets Funding Program
- Safe Streets for All Grant Program (USDOT)
- Local Advocacy Organizations

POTENTIAL PARTNERS

- Perkins School for the Blind
- Watertown Commission on Disability
- Watertown City's Council on Aging
- Watertown for all Ages
- Watertown Public Schools

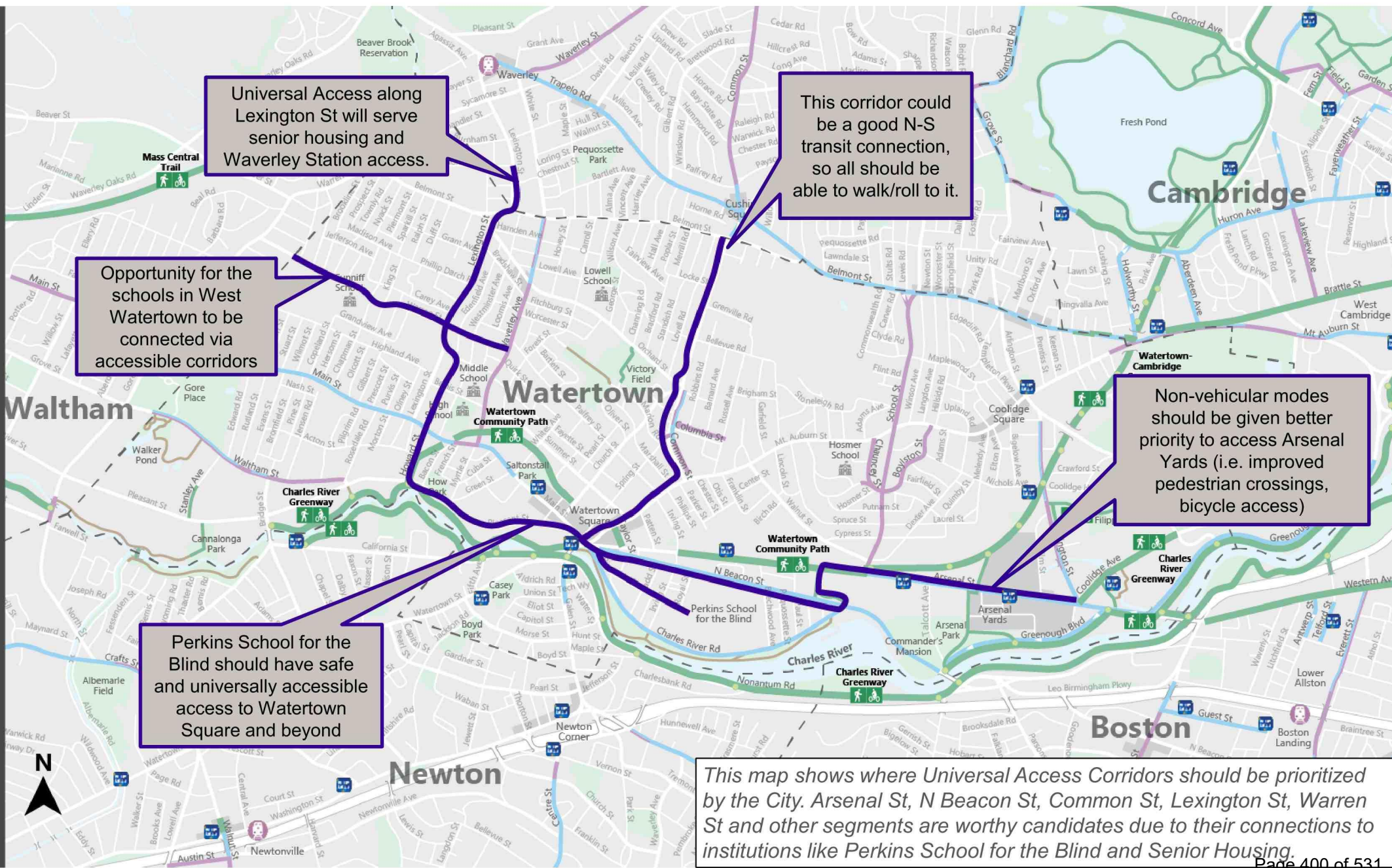


Watertown, MA Proposed Corridors

Proposed Priority Corridors
Universal Access Corridor

Bicycle Infrastructure
Protected Bike Lane or Shared Use Path with Access Point
Bike Lane
Shared Lane Markings
Dirt or Stone Dust Trail

Bluebikes (Bikeshare) Station (Newton stations close in winter)
Commuter Rail Station



This map shows where Universal Access Corridors should be prioritized by the City. Arsenal St, N Beacon St, Common St, Lexington St, Warren St and other segments are worthy candidates due to their connections to institutions like Perkins School for the Blind and Senior Housing.



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3. Invest in Top Corridors By Use

TIMELINE: Long-term

COST: \$\$\$

FEASIBILITY: High

OVERVIEW AND BENEFITS

Invest in key corridors (shown on the map) to improve overall mobility, either by building new infrastructure or planning for future infrastructure. Specifically, identify and/or invest to prioritize corridors for bus preservation, bike comfort, and universal access. People will not bike in Watertown if there is not a safe, useful network. Similarly, people will not take the bus if it is slow, and people with mobility challenges will be unable – comfortably or at all – walk/roll to their destination without streets that they can use. Investing in these improvements will allow people to choose these other modes instead of traveling by car.

The data analysis and conversations with community partners highlighted the need for improved connections for different modes, and the challenges associated with trying to fit amenities for all modes onto one street. While all streets should at a minimum be safe for travel, some corridors emerged as useful bus connections, while others can serve people using bikes, and others can be Accessible Corridors as mentioned in recommendation #2.



➤ *“Super Sharrow” and Advisory Lane – Summer Street, Somerville. These interventions create a comfortable bike environment on lower-volume residential roads in particular*

- A **Bus Preservation Corridor** should:
 - Accommodate/preserve space for bus and shuttle transit services (e.g. WATConnector or MBTA)
 - Avoid elements that could hinder bus operations like narrowed travel lanes, raised crossings, curb extensions, tight turn radii, and others
 - Incorporate the ability for transit signal priority in any signal upgrades
- A **Bike-Prioritized Corridor** should:
 - Generally follow the pre-existing guidance from the Watertown Bicycle and Pedestrian Plan
 - Incorporate protected bicycle lanes where possible
 - Use traffic-calming measures to create a safe shared street where bike lanes are not possible, such as speed tables, curb extensions, lane narrowing, advisory lanes, and ‘super-sharrows’
- A **Universal Access Corridor** should:
 - Implement features based on the City’s Universal Access Design Guide (for more detail, see the *Leadership in Universal Access Design* Recommendation)

EXPANDING ACCESS: ●●○

REDUCING VMT: ●●○

3. Invest in Top Corridors By Use



NEXT STEPS AND IMPLEMENTATION

Integrate bus preservation corridors into asset management / other planning



Consider field trip to Somerville (with partners such as Bike-Ped Committee) to try out 'bicycle boulevard' facilities



Initiate design process for School Street and Waverly Avenue bikeways. Include parking counts/study.



Follow process for Universal Access Corridors

POSSIBLE FUNDING SOURCES

- Safe Streets for All Grant Program (USDOT)
- Transportation Network Company (TNC) Municipal Disbursements
- MassDOT
 - Complete Streets Funding Program
 - Safe Routes to School Program
 - Shared Streets and Spaces
- Mass Gaming Commission

POTENTIAL PARTNERS

- Perkins School for the Blind
- Watertown Public Schools
- Watertown Bike-Ped Committee
- Watertown Faces Climate Change
- MBTA

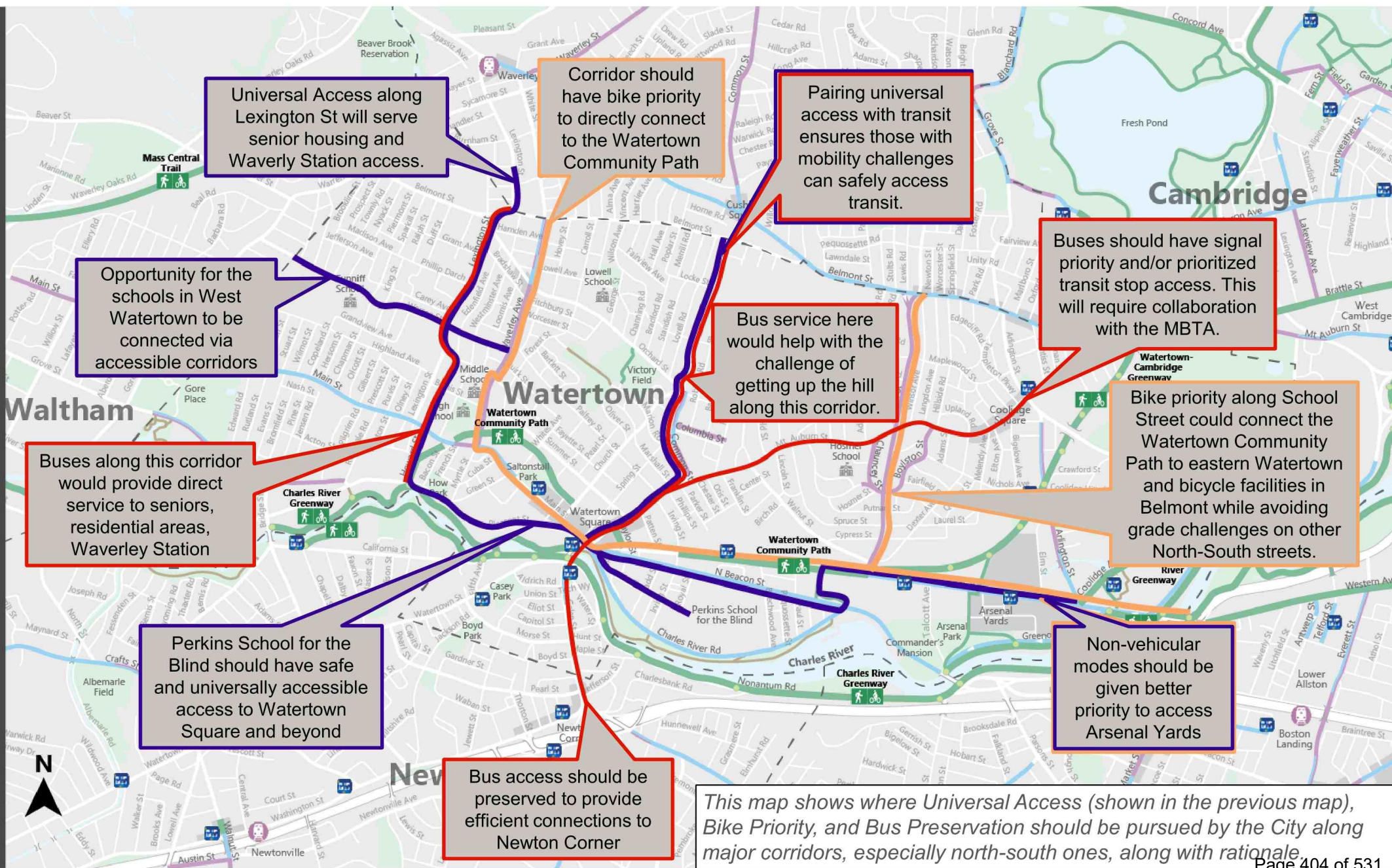


Watertown, MA Proposed Corridors

- Proposed Priority Corridors**
- Universal Access Corridor
 - Bike-Prioritized Corridor
 - Bus Preservation Corridor

- Bicycle Infrastructure**
- Protected Bike Lane or Shared Use Path with Access Point
 - Bike Lane
 - Shared Lane Markings
 - Dirt or Stone Dust Trail

- Bluebikes (Bikeshare)**
Station (Newton stations close in winter)
- Commuter Rail**
Station



This map shows where Universal Access (shown in the previous map), Bike Priority, and Bus Preservation should be pursued by the City along major corridors, especially north-south ones, along with rationale.



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4. Develop a Comprehensive Safety Approach

TIMELINE: Short-term

COST: \$

FEASIBILITY: High

OVERVIEW AND BENEFITS

Adopt a formal commitment to Vision Zero, which is to eliminate all traffic fatalities and severe injuries on Watertown’s Streets. Becoming a Vision Zero community will inspire confidence and serve as a guiding principal for many projects that the City hopes to pursue. Additional components of this recommendation include:

- Continue to work with the Boston Region MPO, who recently developed a [Vision Zero Action Plan](#) that covers Watertown. Review the “high injury network” (HIN) for Watertown-specific locations and apply the toolkit.
- Consider a more tailored, City-wide plan, as called for in the Comprehensive Plan and Bike & Ped Plan.
- Implement the federal Safe Streets for All grant that the City received to review speeds and pursue safety projects on select corridors.
- Consider creating a local dashboard or reporting system to increase transparency and messaging around crashes in the City

Create a formalized **Traffic Calming Program** that links resident feedback with an established set of street design interventions to reduce vehicle speeds and volumes, improving safety and comfort for non-motorized street users.

- This should be a transparent application-based program, that selects specific streets or intersections for improvement based on a criteria-based selection process.
- Many strategies can be “quick-build” pilot strategies, followed by evaluation, and then long-term installation.
- Empowers residents to participate in the safety improvement process, fostering community engagement and ensuring that interventions are targeted where constituents most need them.
- Traffic calmed streets are more comfortable for walking and biking, so more people can choose this for short trips.

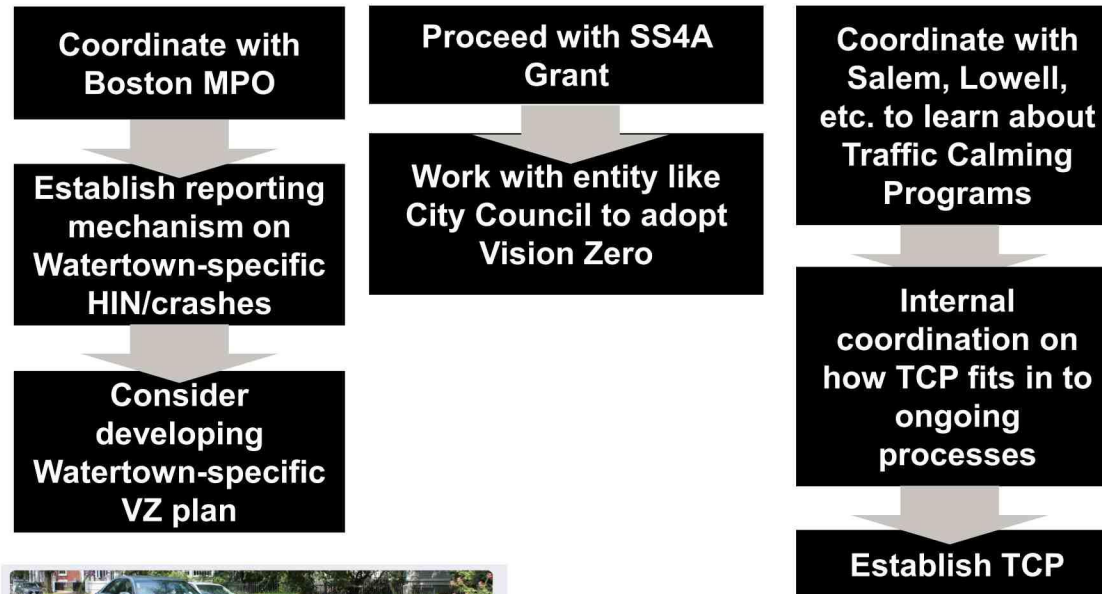
4. Develop a Comprehensive Safety Approach



DRAFT

STUDY FOR CITY-SUPPORTED MOBILITY
CITY OF WATERTOWN

NEXT STEPS AND IMPLEMENTATION



City of Salem Neighborhood Traffic Calming Program Application

The goal of the Neighborhood Traffic Calming Program is to evaluate and determine whether to implement small-scale, inexpensive projects to calm traffic on local, residential streets by using semi-permanent materials to test ideas that can become hardened and permanent if successful. These projects can be initiated by residents or the Traffic and Parking Department, but in both cases will involve a collaborative process with residents, City staff, Ward Councilors, and the Police Traffic Unit. The program seeks to fund projects costing less than \$25,000 and is intended to complement the larger repaving and repair work as well as other major intersection and corridor projects.

To submit an application, please complete the below form. Thank you!

- The City of Salem, MA has a comprehensive approach to traffic calming, including visualizations of where crashes and speeding occur

POSSIBLE FUNDING SOURCES

- Safe Streets for All (SS4A) USDOT Grant
- Boston Region MPO
- MassDOT

POTENTIAL PARTNERS

- Boston Region MPO
- Watertown Traffic Commission
- Watertown Complete Streets Working Group
- Watertown Public Schools
- Watertown Bike-Ped Committee
- Watertown Faces Climate Change
- Massachusetts Vision Zero Coalition

5. Pursue Local and Regional Priorities with Agency Partners

TIMELINE: Short-term to Long-term

COST: Varies

FEASIBILITY: Moderate

OVERVIEW AND BENEFITS

Many projects, programs, and policies that can improve mobility for Watertown fall under the purview of the state legislature and regional agencies, especially the MBTA and MassDOT, or require close collaboration with neighboring municipalities. Watertown should take a proactive role in advocating for its regional mobility priorities, bringing clear asks and specific justifications to ongoing coordination processes.

To assist with this process, Appendix B provides detail that the City can bring to regional agencies on the topics listed below.

Short-term priorities identified and confirmed as part of this study include:

- Creating a north-south MBTA bus route through Watertown
- Extending MBTA Bus Route 65 from Brighton to Watertown Square via Boston Landing and Arsenal Street
- Reducing commuter fares at inner core stations to match subway fares

Medium-term and long-term priorities identified and confirmed as part of this study include:

- Improving transit circulation through Newton Corner
- Implementing transit priority projects on Western Ave and River Street (Route 70), Washington Street & Cambridge Street (Route 57), and into and through Harvard Square (Routes 71 & 73)
- Advancing regional rail implementation, including a new station at Newton Corner, fully accessible stations in Newton and Belmont (including Waverley Square), and frequent service



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Priority Projects Summary: Understanding Metric Rankings

This study recommends **five key projects/efforts** that will help the City of Watertown meet its goals of expanding access and reducing vehicle miles traveled. There are additional projects that may also or better meet these dual goals, which is why Watertown has other comprehensive plans it is pursuing. However, the study process identified these projects to directly address the needs and opportunities that the conversations with community partners and empirical data analysis identified.

Priority projects include:

- **Expand A Local Transit Approach**
 - Approaches for a Unified Watertown Connector
 - Expanding Community Microtransit Services
 - Creating a Community Transit Platform
- **Become a Leader in Universal Access Design**
- **Invest in Top Corridors by Use**
- **Develop a Comprehensive Safety Approach**
- **Pursue Local and Regional Priorities with Agency Partners**



Priority Projects Summary: Metrics & Explanations



The table below provides a planning-level overview of the VMT reductions and costs associated with each strategy. Understanding the VMT impacts of various strategies is challenging. However, the California Air Pollution Control Officers Association (CAPCOA) has created a handbook for government entities to understand the impacts of various tools that communities use to reduce VMT and GHGs. The table below draws from that handbook to compare the strategies proposed to one another.

Costs also vary wildly; the table below provides planning-level estimates based on previous work and MassDOT costs (see Appendix D for detail)

Priority Project	Reducing VMT		Expanding Access		Cost	
	Ranking	Details	Ranking	Details	Estimate	Details
Expand A Local Transit Approach	●●○	Extend transit network coverage: 5% reduction Increase transit service frequency: 11% reduction Note: impact will vary based on model selected; i.e. direct subsidy for rideshare use could increase VMT.	●●●	An increase in local transit services can be used by a greater amount of residents, with a renewed focus for those with mobility challenges	\$ \$	\$1-3.5 million per year*
Become a Leader in Universal Access Design	●●○	Pedestrian network improvements: 6% reduction	●●●	Improving the pedestrian experience throughout Watertown, especially those with mobility challenges, will greatly enhance access for all users.	\$ \$ \$	\$200,000 for guidelines \$10-15 million per corridor mile
Invest in Top Corridors by Use	●●○	Transit supportive infrastructure: 0.6% reduction Bicycle infrastructure investments: 0.8% reduction	●●○	Enhances connections and convenience for pedestrians, bikes, and transit riders, particularly in the North-South direction which currently has limited coverage.	\$ \$ \$	\$10-15 million per corridor mile
Develop a Comprehensive Safety Approach	●○○	Over time, safer roads will encourage a mode shift towards non-SOV modes. Further research is needed to determine a direct link.	●●○	Safer streets ensures that all groups (including seniors, those with limited mobility, and students on the way to school) have safe options for travel.	\$	\$250,000-\$500,000 to establish reporting mechanism and plans
Pursue Local and Regional Efforts with Agency Partners	●●●	Extend transit network coverage: 5% reduction Increase transit service frequency: 11% reduction	●●○	Increased transit access and multimodal projects will help more people get to more places from Watertown without a car.	Varies	City staff time MBTA staff time Additional operations costs (fuel, driver, etc.)

*Assumes an all-in annual cost if the City procured a private vendor to operate the service, who would typically provide the vehicles rather than requiring the City to purchase them directly.

*[Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity](#). We note that "emissions reductions achieved by transportation measures are estimated using the expected percent reduction in vehicle trips or VMT, with an associated adjustment to account for the relationship between VMT reduction and vehicle emissions." In other words, CAPCOA assumes a direct relationship between VMT and GHG so percentage reductions are interchangeable. It is also important to note that the reductions may not be additive.



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Appendix A:

Universe of Projects

Universe of Projects Classification

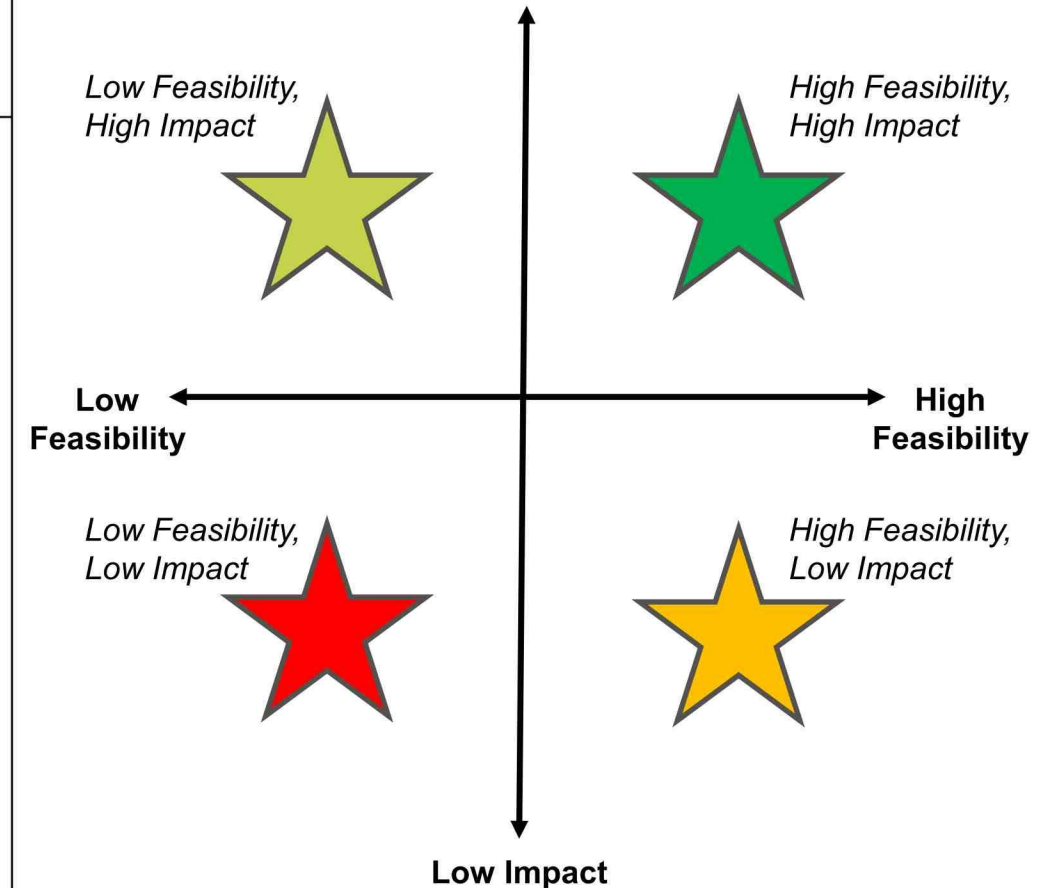
As noted earlier in the report, the Project built on the community's prior work to identify detailed plans for sustainability, bicycle and walk access, and an overall community vision. This was the first step in the process of developing a "Universe Of Projects" that Watertown could pursue.

The following organization is only a lens to view the universe of projects; it is not a prioritized list of projects. Projects have varying impacts, costs, and political feasibility. To help the study team and stakeholders digest and understand the list of projects, the team used impact and feasibility to group projects with like status, presented in this overview.

Impact is defined as advancing the community goals identified in the RFP and through the project initiation process. These goals are:

- SOV reduction
- Expanding access for underserved groups/neighborhoods

Feasibility is an assessment of the project's likelihood to advance, including financial cost to the City of Watertown and political feasibility. *It is not just how likely a project is to happen, but how many obstacles it may face.*





High Feasibility, High Impact Projects (1 of 3)

ID	Project Name	Source	Project Type
2	Communication Strategy for Transportation- regularly publish more updates and data	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
3	Promote Bicycling Citywide (list of specific actions)	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
4	Parking Requirements Review	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
7	Development Policies to Promote Multimodal Access	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
8	Review and Update Bicycle Parking Requirements Review	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
10	Improve Bicycle Access to Charles River Path (Private Developments)	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
45	ADA Audit of Key Corridors	Comp. Plan; Bicycle and Pedestrian Plan	Watertown-identified project
14	Trail-Oriented Development	Comprehensive Plan	Watertown-identified project
16	Bikeshare Expansion	Comprehensive Plan	Watertown-identified project
19	Watertown Thoroughfare Plan	Comprehensive Plan	Watertown-identified project
20	Establish Vision Zero Policy	Comp. Plan; Bicycle and Pedestrian Plan	Watertown-identified project
25	Transit Service Evaluation	Comprehensive Plan	Watertown-identified project
24	Last-Mile Solutions	Comprehensive Plan	Watertown-identified project
27	Expand MBTA Service in Watertown	Comprehensive Plan	Watertown-identified project
31	Common Street Safety Improvements	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
32	Watertown Street Safety Improvements	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
41	Methodology for Evaluating ROW Use	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
43	Promote Safe Routes to School	Watertown Bicycle and Pedestrian Plan	Watertown-identified project



High Feasibility, High Impact Projects (2 of 3)

ID	Project Name	Source	Project Type
51	Cross-City Bike Routes (E-W, N-S)	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
54	Improved Charles River Path Maintenance	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
55	Develop Micromobility Policy for operations and parking	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
59	Expand Free Micro transit	Watertown Mobility Study Kickoff Meeting	Watertown-identified project
61	Relocate MBTA Route 59 and 71 Terminus	Watertown Square Area Plan	Watertown-identified project
65	Create new north/south transit connections	Stantec	Stantec Recommendation
29	Bus Prioritization (dedicated bus lanes and signal priority)	Resilient Watertown	Watertown-identified project
67	Price Parking to Reduce Demand in Watertown Square and Coolidge Square	Stantec	Stantec Recommendation
42	Active Transportation Plan for Watertown Schools	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
28	Improve MBTA Accessibility (Physical Access to Bus) in Watertown	Resilient Watertown	Watertown-identified project
B1	Newton	GoGo Newton	Peer City Best Practice
B2	Everett	Everett Shuttles (via Encore Casino)	Peer City Best Practice
B3	Salem	Salem Skipper	Peer City Best Practice
B4	Boston	Boston E-Bike Incentive Program	Peer City Best Practice
B5	Worcester	Worcester E-Bike Voucher Program	Peer City Best Practice
B7	Allston Brighton	Western Avenue Corridor Study and Rezoning-Mobility Recommendations	Peer City Best Practice
B8	Lexington, Bedford, Burlington	Tri-Town Efficiency and Regionalization Transit Study and Middlesex TMA Shuttles	Peer City Best Practice



High Feasibility, High Impact Projects (3 of 3)

ID	Project Name	Source	Project Type
B9	Pilot / quick-build projects for traffic calming	Watertown Mobility Study Kickoff Meeting	Watertown-identified project
R1	Reduce MBTA bus service delays	MBTA Bus Priority Vision	Regional Initiative
R2	Improve the Alewife MBTA Station	Transit Oriented Development at Alewife	Regional Initiative
R3	Extend the MCRT to nearby municipalities	Mass Central Trail Feasibility Study	Regional Initiative
R6	Expanding the Allston-Brighton shuttles	Allston-Brighton Neighborhood Link Study	Regional Initiative
R11	Provide more bus service in busy neighborhoods	MBTA Bus Network Redesign	Regional Initiative
R12	Provide more around-the-clock bus service	MBTA Bus Network Redesign	Regional Initiative
R13	Expand the MBTA network- (including non-downtown centers)	MBTA Bus Network Redesign	Regional Initiative
R16	Regional Blue Bike Expansion	Bluebikes Expansion Planning	Regional Initiative
R20	Upgrade Newton Commuter Rail Stations	Regional Rail Modernization Program	Regional Initiative
R21	Provide more frequent, all-day regional rail service on the Framingham/Worcester and Fitchburg Lines	Regional Rail Modernization Program	Regional Initiative
R22	Upgrade Belmont Commuter Rail Stations	Regional Rail Modernization Program	Regional Initiative



Low Feasibility, High Impact Projects (1 of 2)

ID	Project Name	Source	Project Type
1	Complete Pedestrian and Bicycle Network- close gaps and improve safety and accessibility	Comprehensive Plan	Watertown-identified project
5	Establish All-Season Bicycle Facility Maintenance Procedures	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
23	Improve Bicycle and Pedestrian Connections to Retail, Parks, and Community Amenities	Comprehensive Plan/Resilient Watertown	Watertown-identified project
30	Electrify the transit system that connects areas of Watertown not served by the MBTA to MBTA services	Resilient Watertown	Watertown-identified project
35	Galen Street Separated Bicycle Facility and Pedestrian Safety Improvements	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
37	Mt Auburn - Watertown/Cambridge Greenway / Belmont Street-Mt Auburn Street Integration	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
39	North-South Bicycle Facility and Sidewalk Reconstruction with Raised Intersections	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
47	Mt Auburn Street - Watertown/Cambridge Greenway Pedestrian Route	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
50	Watertown Community Path- implement missing links	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
52	West Watertown Pedestrian Improvements and connections to Charles River	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
53	Walnut Street Bicycle Improvements	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
56	School Street Reconstruction (no additional detail identified)	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
58	Subsidize Transit for Low and Middle Income Riders	Watertown Mobility Study Kickoff Meeting	Watertown-identified project
60	Watertown Square Area Plan Intersection Redesign*	Watertown Square Area Plan	Watertown-identified project
64	Expand transit on Pleasant Street	Stantec	Stantec Recommendation



Low Feasibility, High Impact Projects (2 of 2)

ID	Project Name	Source	Project Type
66	Create direct connection between Watertown and Boston Landing	Stantec	Stantec Recommendation
26	Expanded operation of WATConnector (Watertown Operated Transit/Shuttle Service)	Comprehensive Plan	Watertown-identified project
33	Summer Street Intersection Improvements	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
32	Watertown and North Beacon Street Safety Improvements	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
B13	Establish a Parking Benefit District	Various Towns	Peer City Best Practice
B16	Tri-Town Efficiency and Regionalization Transit Study- streamlined shuttle service between towns	Tri-Town Efficiency Study (Lexington, Bedford, Burlington)	Peer City Best Practice
B17	Tri-Town Efficiency and Regionalization Transit Study- add Sunday service to certain MBTA bus routes	Tri-Town Efficiency Study (Lexington, Bedford, Burlington)	Peer City Best Practice
B19	Continue Parking and Transportation Demand Management (PTDM) Monitoring	Cambridge	Peer City Best Practice
R10	Improve transit equity	MBTA Bus Network Redesign	Regional Initiative
R14	Streamline the MBTA network	MBTA Bus Network Redesign	Regional Initiative
R15	Transit-aiding tech (transit priority, etc.)	MBTA Bus Network Redesign	Regional Initiative
R17	Expanding the Watertown-Cambridge Greenway	MassDOT Bicycle and Pedestrian Plan Update	Regional Initiative
R19	Newton Corner Improvements, with Bike/Ped Connections and Signalized I-90 Ramps (improved multimodal access to Watertown Sq. and beyond)	Newton Corner Improvements Project	Regional Initiative
R23	Newton Corner Infill Commuter Rail Station (brings additional option for rail access nearby)	Regional Rail Modernization Program	Regional Initiative



High Feasibility, Low Impact Projects

ID	Project Name	Source	Project Type
11	Wayfinding - Coolidge Square	Comprehensive Plan	Watertown-identified project
12	Wayfinding - Charles River Greenway	Comprehensive Plan	Watertown-identified project
13	Wayfinding - Watertown Community Path	Comprehensive Plan	Watertown-identified project
15	Inventory the current Bicycle Network	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
18	Define Gateways via wayfinding, landscaping, lighting, and coordination with stakeholders (e.g. DCR IHOP rotary)	Comprehensive Plan	Watertown-identified project
21	Establish Curbside Use Policy	Comprehensive Plan	Watertown-identified project
34	Belmont Street Pedestrian and Bicycle Improvements (no additional detail identified)	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
38	Pleasant Street and Arsenal Street Pedestrian Improvements (no additional detail identified)	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
40	Little Greenough Improvements	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
44	Improve Crash Reporting	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
62	Improve Customer Parking Experience (technology and signage)	Parking Management Plan	Watertown-identified project
63	Manage Parking Demand through Priced Parking and a Parking Benefit District	Parking Management Plan	Watertown-identified project
57	Watertown Square and Coolidge Square Bike and Pedestrian Facilities (no add'l detail identified)	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
6	Wayfinding to facilitate walking and biking downtown and to regional paths	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
B18	Tri-Town Efficiency and Regionalization Transit Study- bus stop consolidation around Burlington Mall	Tri-Town Efficiency Study (Lexington, Bedford, Burlington)	Peer City Best Practice



Low Feasibility, Low Impact Projects

ID	Project Name	Source	Project Type
17	Traffic Calming techniques (specifically on cut through streets)	Comprehensive Plan	Watertown-identified project
22	Loading Study- to establish dedicated loading zones in commercial areas	Comprehensive Plan	Watertown-identified project
36	Improve Bicycle Access to Charles River Path (Grove St and Greenough Blvd)	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
48	Connections between Charles River Greenway and How Park	Watertown Bicycle and Pedestrian Plan	Watertown-identified project
49	Bridge Street Connections- physical access and wayfinding	Watertown Bicycle and Pedestrian Plan	Watertown-identified project

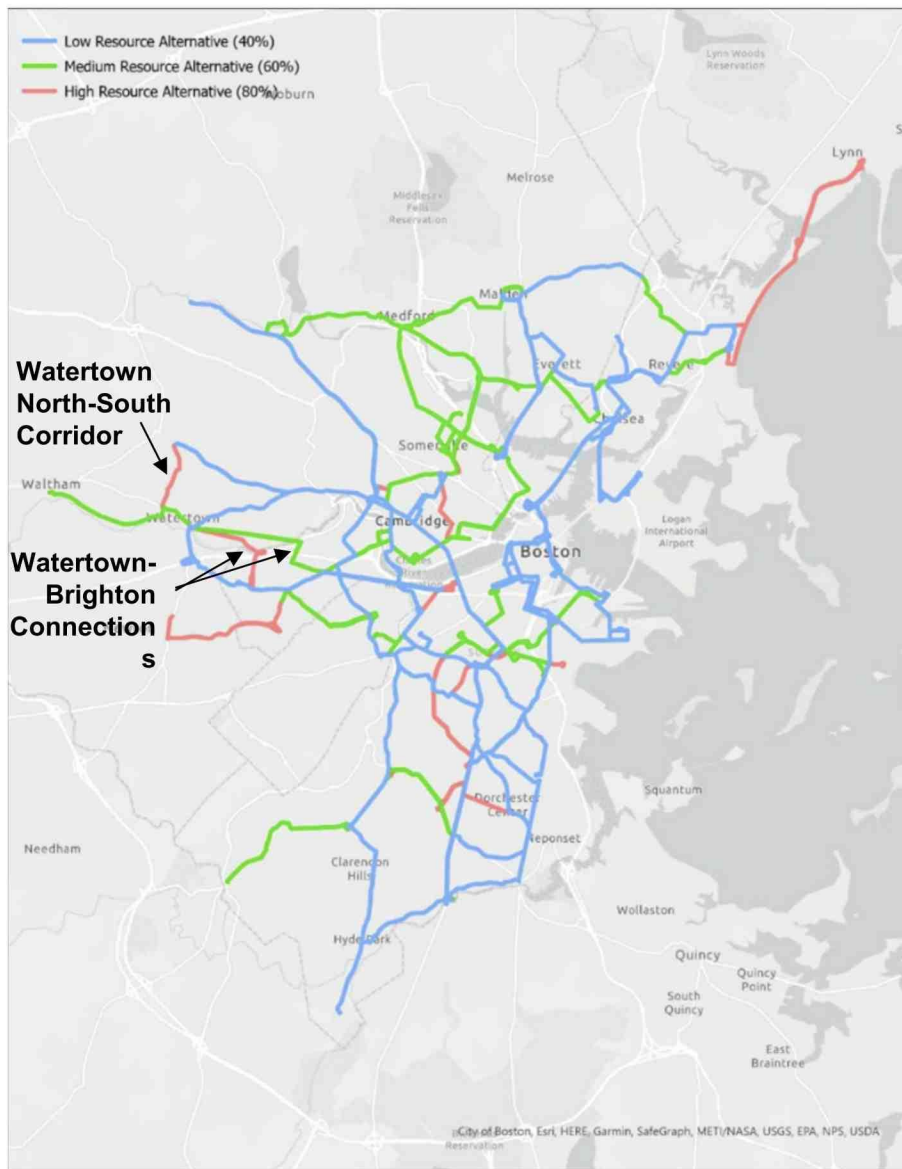
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Appendix B:

*Local and Regional Efforts
with Agency Partners-
Additional Details*

Figure 5 Map of High-Frequency Networks for Each Resource Alternative Following Automated Network Generation Process



Create a North-South MBTA Bus Route Through Watertown

Justification: While Watertown has strong east-west transit service, there is currently no transit running north-south. As a result, transit is not a realistic option for many short trips within Watertown or to neighboring communities such as Belmont, Arlington, or Chestnut Hill.

Research conducted as part of MBTA Bus Network Redesign determined there is enough north-south demand in Watertown to justify buses running every 15 minutes. The final redesigned bus network does not include a north-south route. In fact, the north-south corridor is one of only two identified high demand segments that remain completely unserved by transit in the future network.

Recommendation: The study team evaluated multiple potential north-south bus corridors, including School Street, Common Street, Waverley Avenue, and Lexington Street. Based on data findings and stakeholder insights, our team recommends that Watertown first pursue north-south transit on Lexington Avenue. This corridor has a high density of older adults and people living in lower income households that often benefit most from transit access. Additionally, the corridor could facilitate direct service between Watertown, Belmont, and Arlington – including connections to rail service in Waverley Square and/or Belmont Center.

Implementation:

- Recommend to MBTA staff that Lexington Street is evaluated for service as part of implementing the Watertown phase of Bus Network Redesign
- Coordinate with Belmont, Arlington, and Newton to advocate for north-south service – including working with the MBTA to develop a full route proposal
- Preserve Lexington Street as a transit supportive corridor



Extend Route 65 to Connect Watertown, Boston Landing, Brookline, and Longwood

Justification: Watertown does not have a direct transit connection to activity centers southeast of the city, such as Boston Landing, Brookline, and the Longwood Medical Area (LMA). The MBTA Bus Network Redesign identified demand between the Arsenal Street corridor in Watertown, Boston Landing, and Brighton Center as justifying high frequency bus service.

Car trips between these locations take 10 to 30 minutes, while transit trips can take over an hour and often require multiple transfers. For example, a trip between Arsenal Yards and Boston Medical Center Brighton takes 10 minutes by car versus 30 to 40 minutes via transit – about the same amount of time it would take to walk.

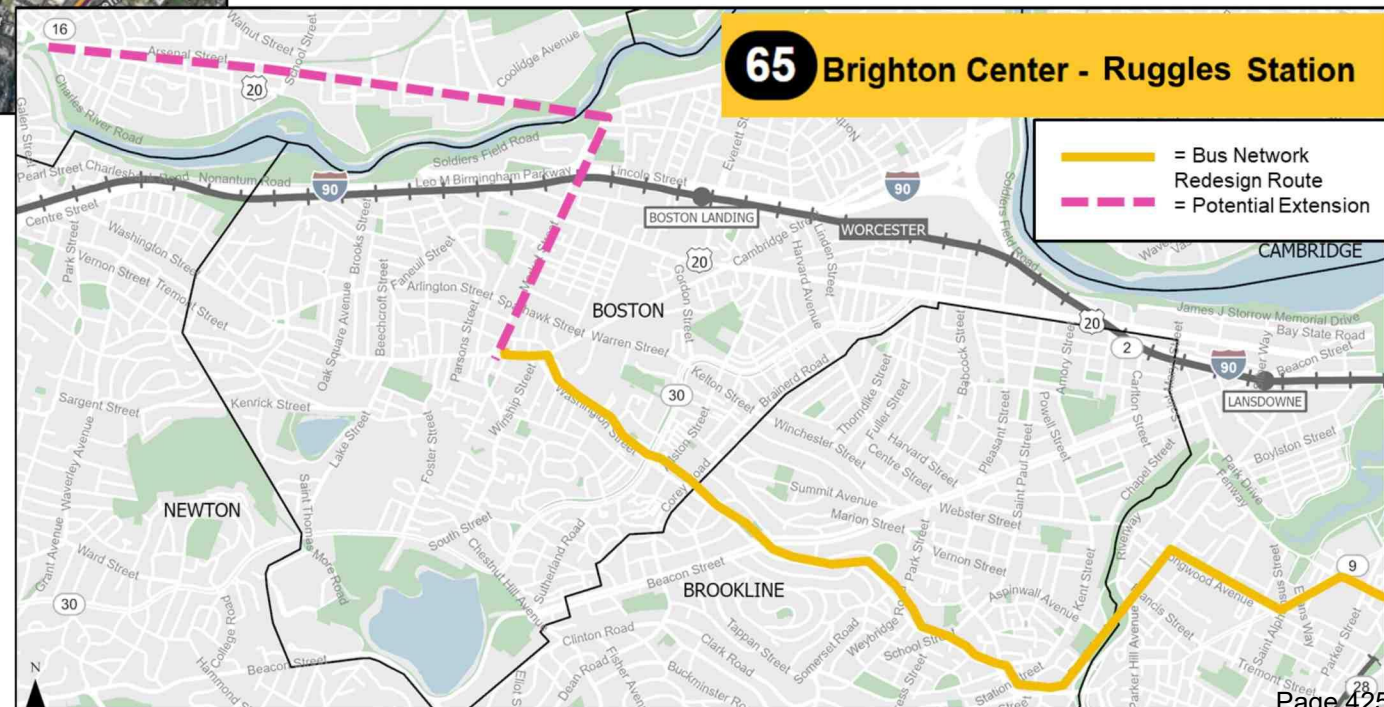
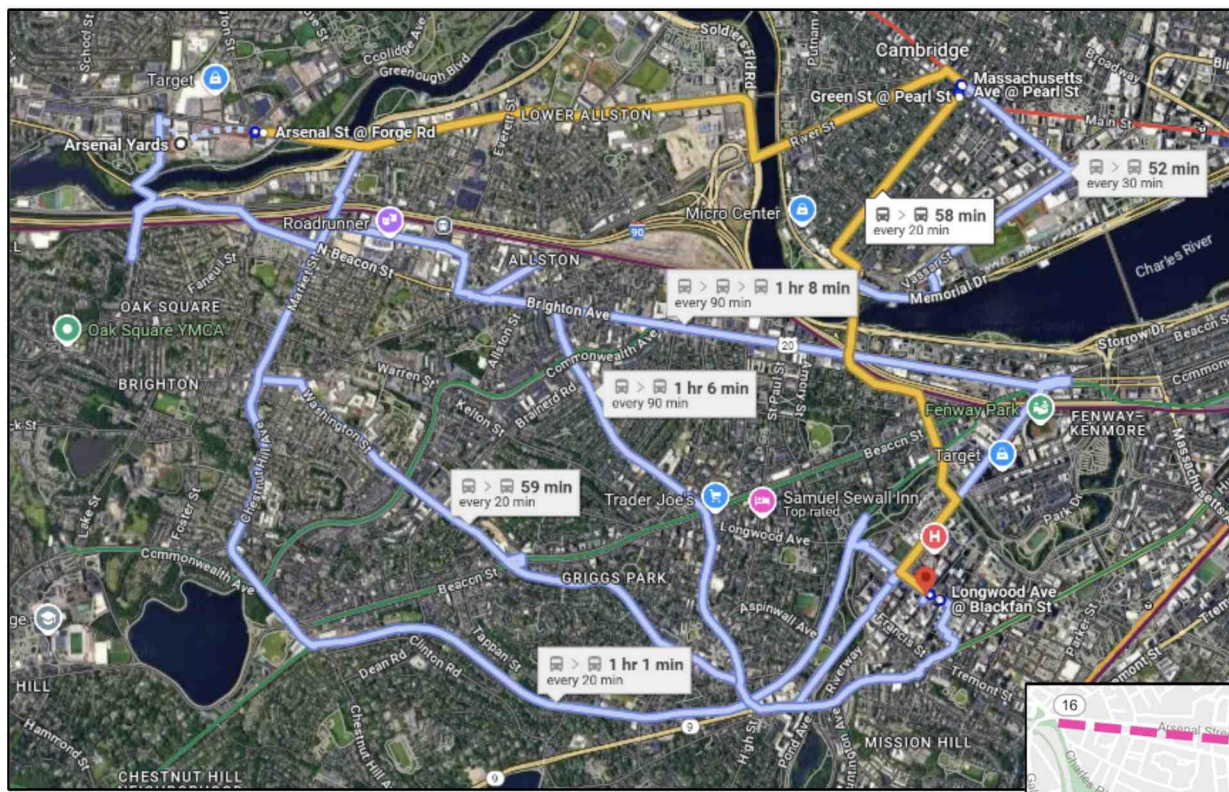
As part of Bus Network Redesign, the MBTA will modify Route 65 to run between Brighton Center and Ruggles Station via Washington Street and the LMA. This route, like the existing Route 65 that runs to Kenmore Station, will likely continue to have highly directional rush hour demand – with most riders traveling towards the LMA in the morning and back towards Brookline in the afternoon.

Recommendation: Watertown should advocate for the MBTA to extend the planned Route 65 from Brighton Center to Watertown Square via Arsenal Street and Market Street. Although this is a long route, the MBTA operates routes that are significantly (such as the frequent Route 109, among many others). The route could be run reliably in practice and adding a strong complementary anchor to the western end of the route will likely improve the route's operational efficiency. This extension will provide benefits for multiple stakeholders, including:

- Creating a faster and more reliable connection between Arsenal Street, Boston Landing, Brighton, Brookline, and the LMA - with transfers to all Green Line branches and the Orange Line.
- Leverage growing demand at Boston Landing and Arsenal Street as a complementary ridership generator to the LMA – filling otherwise underutilized reverse peak service on the planned Route 65.

Implementation:

- Recommend to MBTA staff that a Route 65 extension evaluated for service as part of implementing the Watertown phase of Bus Network Redesign
- Coordinate with Boston, Brookline, the Watertown TMA, and A Better City TMA to advocate for the service extension



➤ A GPS software like Google Maps presents a vast array of transit options from Arsenal Yards to Longwood Ave (above), all of which take about an hour. None of the existing transit routes are one-seat rides. An extension of the 65 Bus (right) would enable a one-seat ride from Watertown to Brookline, Boston Landing, Longwood, and Ruggles. The exact routing of the extension could continue to be workshopped.



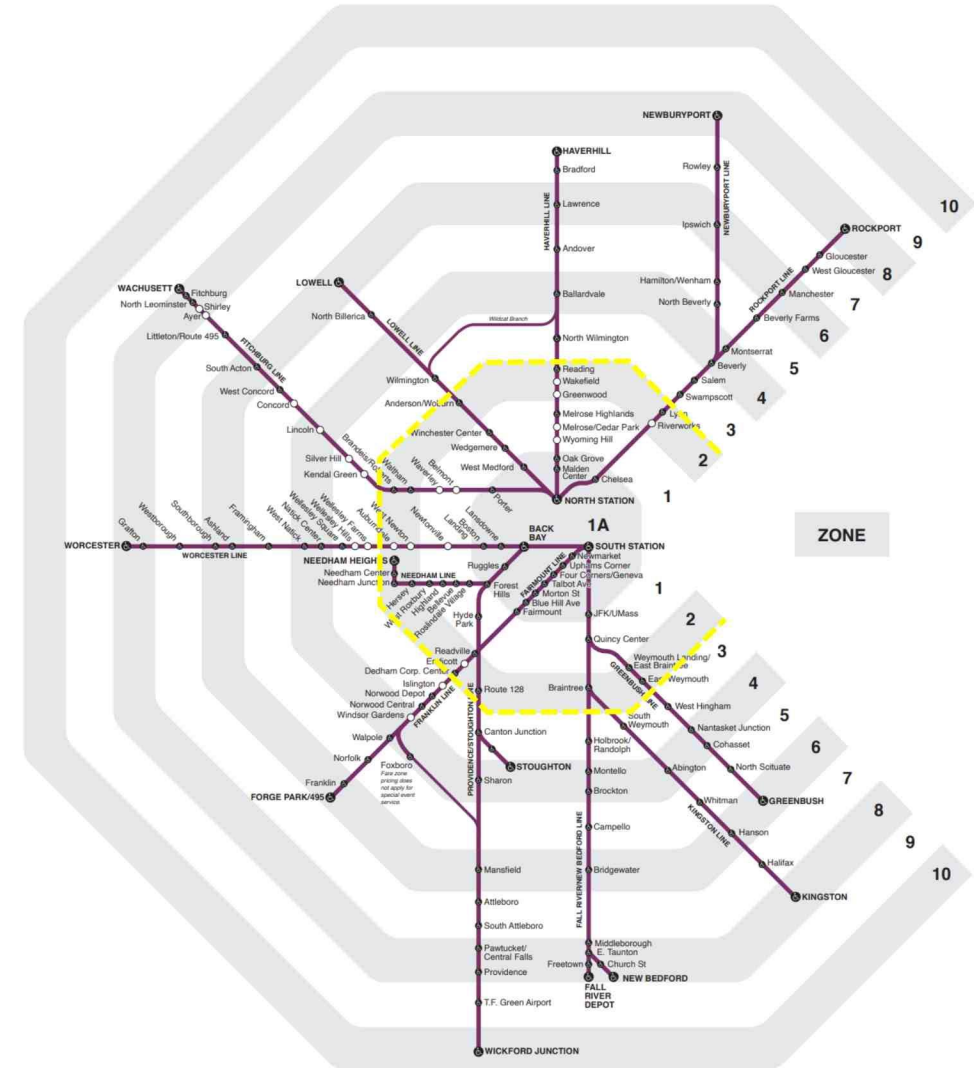
Reduce Inner Core Commuter Rail Fares (Zone 1A-2)

Justification: Watertown is served by MBTA Commuter Rail stations in Belmont and Newton. This service provides direct access to Downtown Boston, as well as regional access to the western suburbs, often with travel times that are competitive to driving. Today, however, commuter rail fares are significantly higher than other transit modes, including for short trips. For example, traveling between Waverley Square and Porter Square takes 8 minutes by commuter rail versus 20 minutes by car. The MBTA charges \$6.50 each way for this trip – nearly three times more than a subway fare (\$2.40) – even though the trip is significantly shorter than many subway trips (such as Braintree to Downtown Boston).

Recommendation: Watertown should advocate for the MBTA to charge subway fares (\$2.40) for all trips between Zones 1A, 1 and 2. These fares should also include free transfers to subway and bus lines, like the subway fare, which will made more technically feasible via the Automated Fare Collection (AFC) 2.0 roll out at commuter rail stations—a new account-based, contactless fare system—at commuter rail stations starting in 2026. AFC 2.0 is the MBTA’s new account-based fare collection system that will support contactless payments and fare integration across all transit modes, making it easier to implement consistent pricing and seamless transfers. As a secondary priority, Watertown could advocate for the MBTA to reduce interzone fares (the fares charged for trips between all zones except Zone 1A) to a flat \$2.40 per trip.

Implementation:

- Identify municipal and community partners interested in similar commuter rail fare reforms. About twenty municipalities have Zone 1A, 1, and/or 2 stations – including high transit ridership communities such as Boston, Cambridge, Chelsea, Lynn, and Medford.
- Advocate for recommended changes via both direct outreach and official forums, such as the MBTA Advisory Board and MAPC.



Improve Transit Circulation Through Newton Corner

Justification: Newton Corner and Watertown Square function as an interconnected bus hub. Upon the completion of the MBTA Bus Network Redesign, as many as 45 buses per hour will run on the half mile stretch of Galen Street, Centre Street that connects these community centers. Newton Corner has severe congestion and a complex roadway layout that adds as much as 10 minutes to bus trips. This congestion makes transit less reliable and increases bus operating costs.

Recommendation: MassDOT is [actively studying long-term solutions](#) for reconfiguring Newton Corner. Watertown is in the Newton Corner MassDOT Project's working group already, and should to continue to advocate for prioritized transit as part of the new design. Priority strategies for transit include:

- Transit priority for buses on Washington Street and Galen Street, including on the bridge over the Mass Pike, ideally fully separated from car traffic.
- Two-way circulation that enables buses to take direct routes between Galen Street and Washington Street, Park Street, and Centre Street.
- A new commuter rail station with direct vertical circulation to an adjacent bus hub, preferably as close to the existing Washington Street bridge as possible.

Implementation:

- Continue to actively participate in the MassDOT Newton Corner Long-Term Planning Study, advocating for the transit priorities identified above.



Implement Transit Priority Projects in Boston and Cambridge that Benefit Watertown Bus Routes

Justification: Watertown is served by four bus routes currently or planned to have “frequent” service – defined by the MBTA as operating every 15 minutes or better. These routes include:

- Route 57, which runs between Watertown Square and Kenmore Square via Tremont Street, Washington Street, and Commonwealth Ave.
- Route 70, which runs between Waltham, Watertown Square, and Central Square in Cambridge via Main Street, Arsenal Street, Western Avenue, and River Street.
- Route 71, which runs between Watertown Square and Harvard Square via Mount Auburn Street.
- Route 73, which runs between Waverley Square and Harvard Square via Trapelo Road, Belmont Street, and Mount Auburn Street.

These routes operate on roads with significant congestion and complex intersections that reduce reliability and increase travel times, making transit more difficult to use and more expensive to operate. These delays will increase as the region grows, especially with large planned developments along Arsenal Street and within Lower Allston. While Watertown can work to improve bus speed and reliability on its own roadways, all bus routes serving the City cross municipal boundaries. Reliable bus operations for Watertown also relies on transit priority projects led by other jurisdictions, notably Boston and Cambridge.

Recommendation: Watertown should support transit priority projects along streets served by Routes 57, 70, 71, and 73 outside its boundaries. Notable active or proposed projects in

- MBTA's Arsenal Street (Route 70) Study which Watertown is already collaborating with the MBTA on.
- [Route 57 Transit Priority Corridor Study \(City of Boston\)](#)
- [Western Avenue Transitway \(City of Boston\)](#)
- [River Street Reconstruction \(City of Cambridge\)](#)

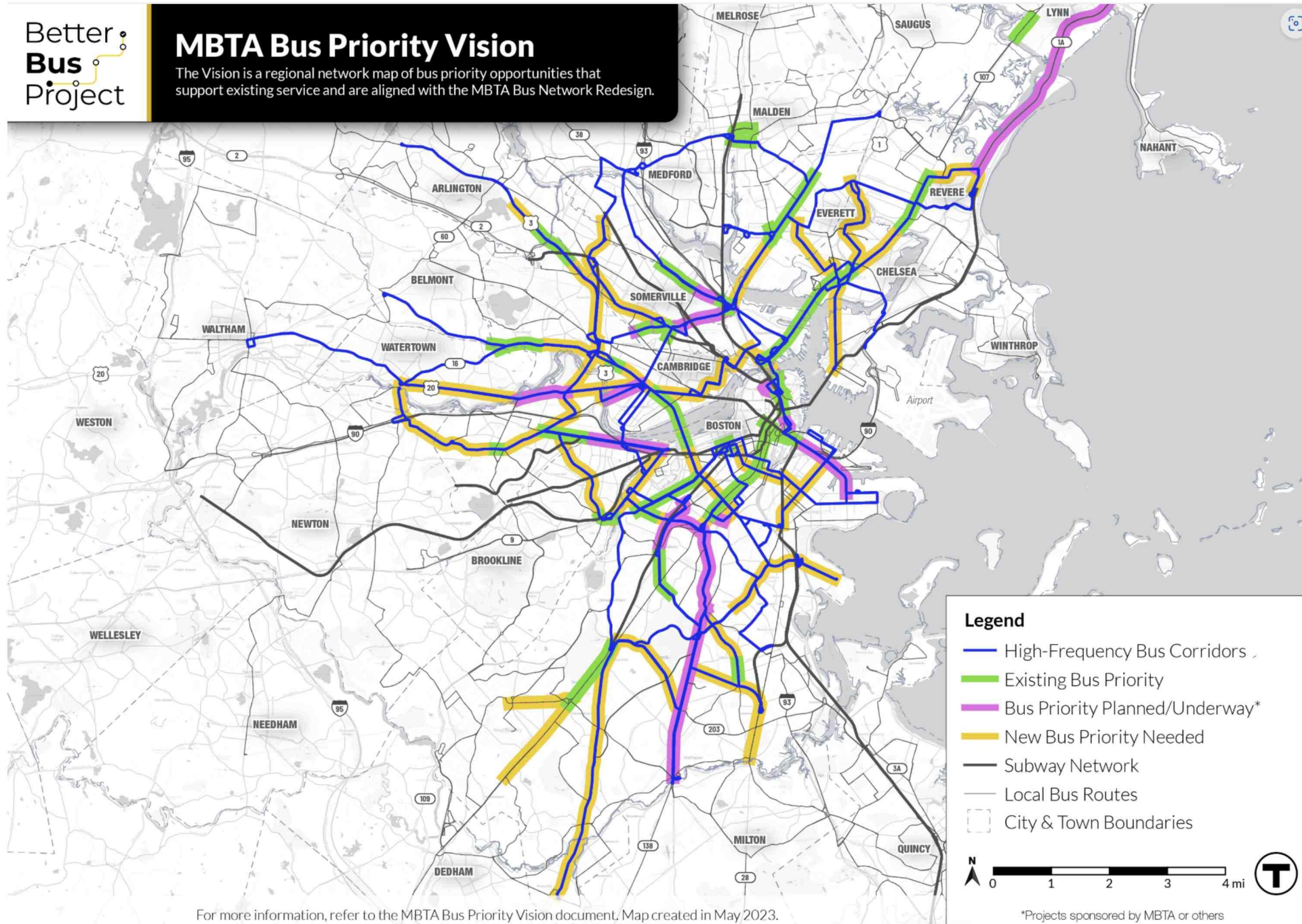
The [MBTA Bus Priority Vision](#) identified several additional locations within Cambridge where the agency plans to pursue transit priority projects supporting Watertown-bound routes, including along Western Avenue, Mount Auburn Street, and through Harvard Square. Additional information about these corridors are included on the proceeding pages.

Implementation:

- Coordinate with Cambridge, Boston, and the MBTA to plan, identify funding, and program transit priority projects supporting Route 57, 70, 71, and 73.

MBTA Bus Priority Vision

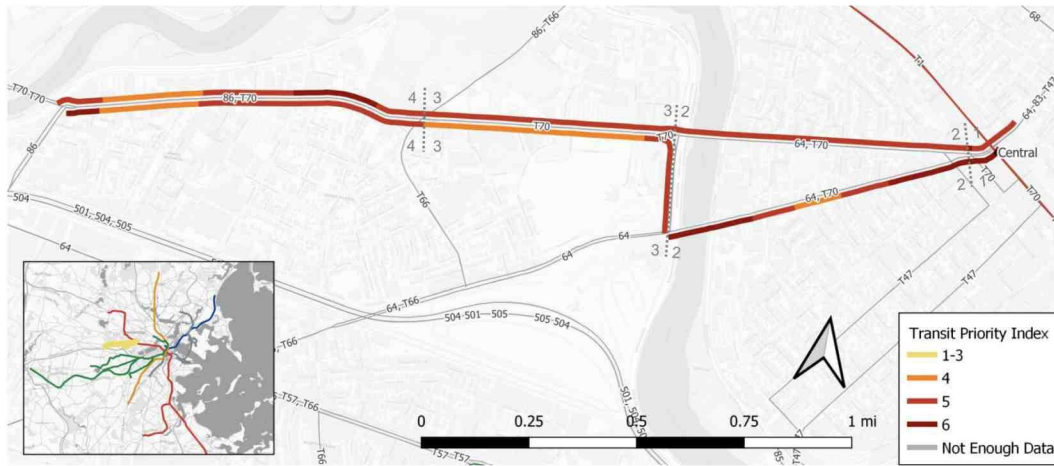
The Vision is a regional network map of bus priority opportunities that support existing service and are aligned with the MBTA Bus Network Redesign.



For more information, refer to the MBTA Bus Priority Vision document. Map created in May 2023.



Central Sq to Arsenal St (via Western Ave)



Harvard Sq to Belmont St (via Mt Auburn St)



Central Sq to Arsenal St (via Western Ave)– Service and Customer Attributes

	BNRD Routes	Length (miles)	Person-Hours of Delay	Bus-Hours of Delay	Service Volume (Bus Trips)				Percentage of Riders			Transit Critical?
					Peak Hour BNRD	Peak Hour Increase	All Day BNRD	All Day Increase	Minority	Low-Income	Zero-Auto	
Central Sq	64, 83, T47, T70	0.1	88	3	20	+6	309	+146	16%	16%	20%	52
Central Sq to Soldiers Field Rd	64, T70	0.7	357	11	11	+3	158	+70	16%	15%	20%	51
Soldiers Field Rd to Harvard St	T70	0.6	49	2	8	+3	114	+49	21%	20%	25%	66
Harvard St to Arsenal St	86, T70	0.8	252	8	11	+2	157	+46	14%	13%	18%	45

Harvard to Belmont St (via Mt Auburn St) – Service and Customer Attributes

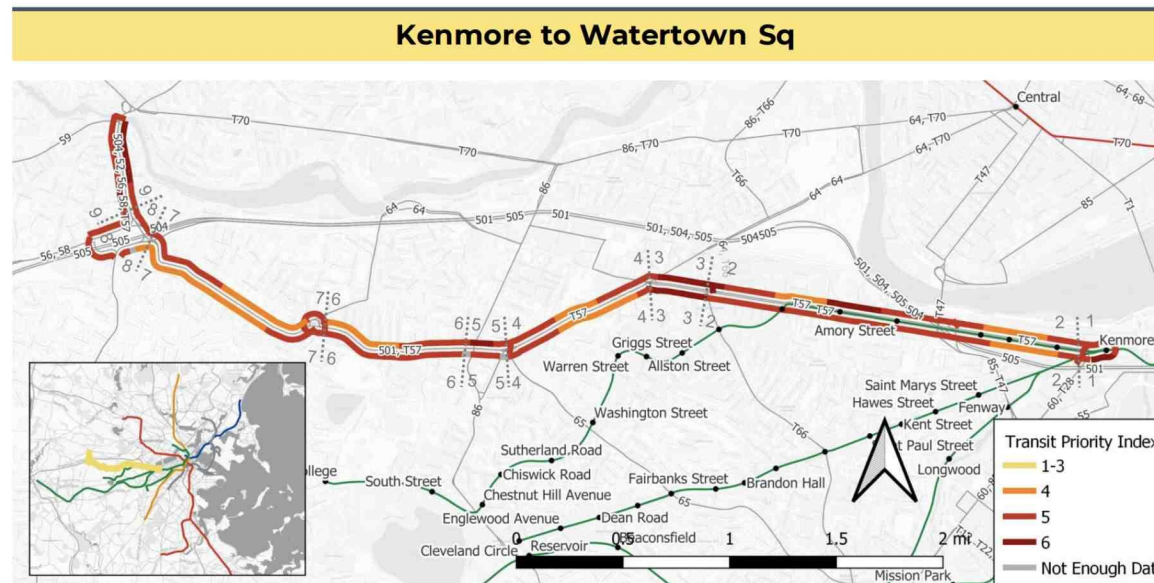
	BNRD Routes	Length (miles)	Person-Hours of Delay	Bus-Hours of Delay	Service Volume (Bus Trips)				Percentage of Riders			Transit Critical?
					Peak Hour BNRD	Peak Hour Increase	All Day BNRD	All Day Increase	Minority	Low-Income	Zero-Auto	
Mt Auburn St	T71, T73	1.5	310	13	16	-2	228	+30	11%	12%	12%	35

Central Sq to Arsenal St (via Western Ave) – Development Attributes

	Customer Activity (Boardings + Alightings)	New Commercial Development		New Residential Development		Residential Density (Units per Acre)		Number of New Developments by Size (Sq Ft)		
		Additional Sq Ft	Percent Growth	New Units	Percent Growth	Existing	Projected	Small < 20k	Medium 20k – 50k	Large > 50k
Central Sq	1,121	42k	3%	121	3%	41.7	43.1	0	3	0
Central Sq to Soldiers Field Rd	755	20k	2%	300	10%	19.4	21.4	0	1	0
Soldiers Field Rd to Harvard St	494	1,550k	45%	250	210%	0.5	1.5	1	0	3
Harvard St to Arsenal St	2,439	604k	20%	742	51%	3.4	5.2	0	8	2

Harvard Sq to Belmont St (via Mt Auburn St) – Development Attributes

	Customer Activity (Boardings + Alightings)	New Commercial Development		New Residential Development		Residential Density (Units per Acre)		Number of New Developments by Size (Sq Ft)		
		Additional Sq Ft	Percent Growth	New Units	Percent Growth	Existing	Projected	Small < 20k	Medium 20k – 50k	Large > 50k
Mt Auburn St	16,779	0	0%	0	0%	155.6	155.6	0	0	0



Kenmore to Watertown Sq – Service and Customer Attributes

	BNRD Routes	Length (miles)	Person-Hours of Delay	Bus-Hours of Delay	Service Volume (Bus Trips)				Percentage of Riders			Transit Critical?
					Peak Hour BNRD	Peak Hour Increase	All Day BNRD	All Day Increase	Minority	Low-Income	Zero-Auto	
Kenmore Station	60, T28, T57	0.1	133	14	18	-4	264	+18	29%	40%	24%	92
Kenmore Station to Harvard Ave	85, T47, T57	0.7	261	9	10	+1	136	-5	42%	28%	39%	109
Harvard Ave to Cambridge St	T57, T66	0.3	3,681	138	18	+2	253	+43	23%	22%	30%	75
Brighton Ave to Washington St	T57	0.7	51	3	10	-1	135	+15	35%	32%	40%	108
Washington St to Chestnut Hill Ave	65, 501, T57	0.2	44	3	17	+6	205	+85	37%	26%	34%	97
Chestnut Hill Ave to Oak Sq	501, T57	0.8	51	4	14	-1	161	0	24%	16%	22%	62
Oak Sq to Newton Corner	64, 501, T57	1.0	60.5	3.4	14	-1	162	+1	19%	13%	18%	50
Newton Corner Crossing Mass Pike	52, 56, 58, 501, 504, T57	0.2	265.0	19.2	22	+3	253	+55	10%	10%	10%	30
Newton Corner to Watertown St	56, 58, 504, T57	0.4	54.6	5.7	18	0	226	+30	15%	13%	14%	42

Kenmore to Watertown Sq – Development Attributes

	Customer Activity (Boardings + Alightings)	New Commercial Development		New Residential Development		Residential Density (Units per Acre)		Number of New Developments by Size (Sq Ft)		
		Additional Sq Ft	Percent Growth	New Units	Percent Growth	Existing	Projected	Small < 20k	Medium 20k – 50k	Large > 50k
Kenmore Station	19,098	1,541k	75%	400	21%	7.5	9.1	0	2	6
Kenmore Station to Harvard Ave	5,338	552k	17%	243	14%	6.0	6.9	0	1	2
Harvard Ave to Cambridge St	10,784	890k	78%	1,639	151%	10.4	26.1	0	5	2
Brighton Ave to Washington St	3,088	0	0%	71	5%	8.1	8.5	0	1	0
Washington St to Chestnut Hill Ave	899	14k	1%	83	6%	10.9	11.5	1	2	0
Chestnut Hill Ave to Oak Sq	4,406	33k	5%	65	3%	10.4	10.6	0	3	0
Oak Sq to Newton Corner	1,841	0	0%	0	0%	9.4	9.4	0	0	0
Newton Corner Crossing Mass Pike	2,635	0	0%	0	0%	2.9	2.9	0	0	0
Newton Corner to Watertown St	3,673	2k	0%	24	1%	11.8	11.9	0	1	0



Watertown Priorities for Regional Rail Modernization

Justification: Watertown is served by Worcester Line and Fitchburg Line commuter rail stations in Newton and Belmont. Rail service at these stations is limited and expensive, with mostly hourly off-peak service and fares starting at \$6.50 each way. In the coming years, the [MBTA Regional Rail Modernization Program](#) will transition the commuter rail network to a “Regional Rail” operating model – with more frequent all-day service and electric trains.

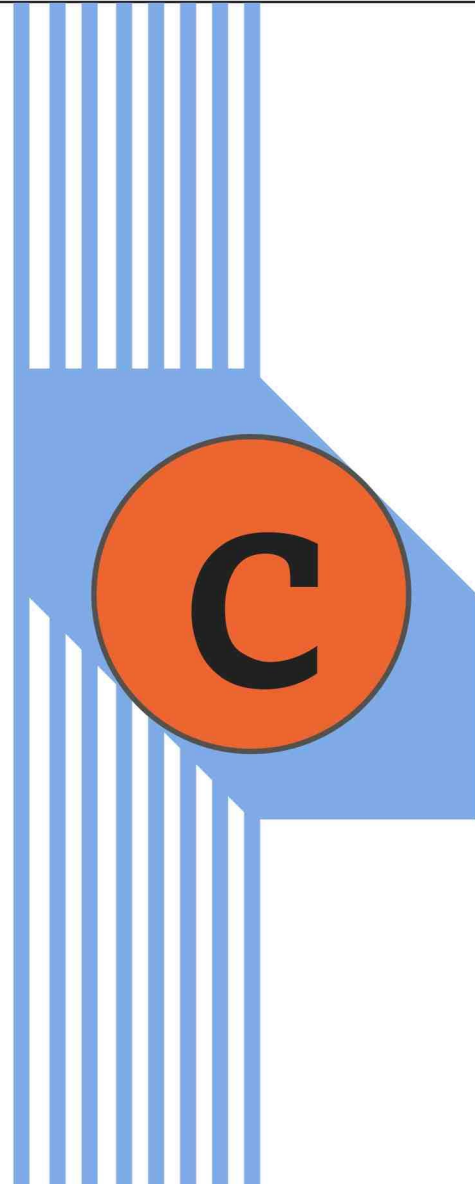
Regional Rail service has the potential to make transit a significantly more competitive option for travel to and from Watertown. However, this transition requires significant capital and operations investments – and thus will be implemented gradually.

Recommendation: Watertown should advocate for specific Regional Rail investments and strategies that optimize benefits for people traveling to and from the city. Priority projects and programs include:

- **Fare Policy:** Reduce inner core commuter rail fares to match subway fares and include free transfers (see project sheet for additional information).
- **Service Design:** Increase service frequency on both the Worcester and Fitchburg Lines to rapid transit levels, with a short-term goal of all day service every 30 minutes using existing equipment and a long-term goal of trips every 10 minutes as the MBTA transitions to an electrified rail fleet.
- **Capital Projects:**
 - Construct a new commuter rail station at Newton Corner, with direct vertical circulation to bus connections to and from Watertown
 - Complete bi-directional high-level platforms and other accessibility upgrades at Belmont Center, Waverley Square, Waltham, Newtonville, West Newton, Auburndale, and Back Bay Stations. Ensure that these stations incorporate features that streamline connections, including bicycle parking, bus stops with enhanced amenities, Bluebikes, and pick up/drop off space.
 - Advance capital projects that enable increased service at inner core Worcester Line and Fitchburg Line stations, such as signal upgrades, turnback tracks, and vehicle layover.

Implementation:

- Identify municipal and community partners interested in priority Regional Rail projects, such as Belmont, Newton, Watertown, Boston, and Cambridge.
- Advocate for recommended projects and programs via both direct outreach and official forums, such as the MBTA Advisory Board and MAPC, as well as through MassDOT and MBTA capital planning processes.



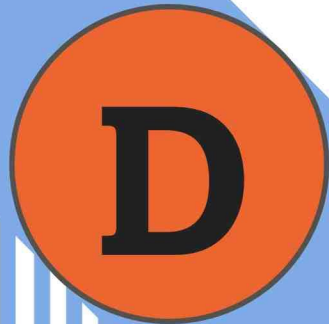
Appendix C:

Costs



Cost Sources:

Priority Project	Cost		
	Estimate	Details	
Expand A Local Transit Approach	\$ \$ \$	\$1-3.5 million per year*	Assumes an all-in annual cost if the City procured a private vendor to operate the service, who would typically provide the vehicles rather than requiring the City to purchase them directly. The project team developed example cost estimates based on the operational characteristics of the services outlined above. All estimates assume a total operating cost of \$150 per hour – which is at the high end of privately-contracted van services in the Boston area. See Report p.42 for more info.
Become a Leader in Universal Access Design	\$ \$	\$200,000 for guidelines \$10-15 million per corridor mile	Guidelines: consultant opinion on cost to develop. Corridor investment: Low end based on MassDOT's State Aid Reimbursable Programs Estimating Tool (SARPET) tool for Common Ave as an example (~0.8 mi). Key assumptions include: upgrade all curbs, replace road signs, adjust drainage, new 8ft sidewalk, no signal replacements, resurfacing needed. This results in a cost estimate of ~\$8M or about ~\$10M/mi.
Invest in Top Corridors by Use	\$ \$	\$10-15 million per corridor mile	Mt. Auburn Street cost estimate was about \$18M/mi, but that included full-depth reconstruction which might not be needed on each corridor. (https://www.mass.gov/doc/rehabilitation-of-mount-auburn-street-report-to-the-board-on-january-17-2024/download)
Develop a Comprehensive Safety Approach	\$	\$250,000-\$500,000 to establish reporting mechanism and plans	Consultant opinion on cost to develop dashboard, plan docs. Smaller cities in the northeast that recently received funding to develop safety action plans : City of Pittsfield, Massachusetts – Awarded \$250,000 to develop a new Comprehensive Safety Action Plan. City of Schenectady, New York – Granted \$250,000 to create a safety action plan targeting high-risk corridors. Auburn, ME - \$250,000 to create a safety action plan. Additional funding would be needed to develop a Traffic Calming Program and/or Watertown-specific crash dashboard.
Pursue Local and Regional Efforts with Agency Partners	Varies	City staff time MBTA staff time Additional operations costs (fuel, driver, etc.)	Important to consider cost of T operations, e.g. fuel, driver, etc., charges with an extended mileage of the bus route.



Appendix D:

Stakeholder Summaries

Watertown Faces Climate Change
Comments Submitted October 20, 2025

RESPONSE TO MOBILITY STUDY to CITY COUNCIL COMMITTEE ON ECONOMIC DEVELOPMENT Oct 21, 2025

As members of the team that brought attention to the need and advocated for the Mobility Study, we would like to express our enthusiastic support for the framework and recommendations in the Mobility Study.

We are glad to see the Mobility Study embrace big and transformational goals and are willing to champion and promote as needed.

We have some comments, suggestions and observations that we hope can be incorporated in the final report and implementation.

EXPAND A LOCAL TRANSIT APPROACH

Support for Community Transit Platform. We strongly support the creation of the recommended Community Transit Platform. Implementing the three described strategies as a unified coordinated transportation service would provide comprehensive mobility options at more efficient cost and with ability to access multiple funding sources. The existing programs such as GoGo and Taxi subsidies are extremely limited in funding and impact, and the existing shuttles suffer from low ridership.

Is One Seat to Harvard Square Best? The One and Two Route Options for a Unified Watertown Connector prioritize a one seat ride and Harvard Square destination (or origin). Since Harvard Square is already extremely well served by transit, we would like to see an evaluation of whether other high priority destinations could be incorporated relying on transfers to the frequent Harvard Square bound buses.

Sources of Support Regarding expenditures we would like to understand better what could be diverted from current expenditures and what the incremental costs would be. For instance, estimated costs are given for the various aspects of the recommended Community Transit Platform; how much of that is the amount in addition to what is currently spent on all the existing shuttles? Along with current steps to improve monitoring of TDM compliance and resulting compliance, as well as new developments coming online, more transit options, couldn't we expect an increase in contributions to the TMA from participating businesses?

Structure and Role of WTMA A Unified Watertown Connector and the Community Transit Platform are an opportunity to restructure and refocus the WTMA and local businesses on the potential for more transit and its benefits. We hope this will be incorporated in the planning. With the right organizational focus, transit configuration, businesses will see more benefits from their potential contribution to the network and that increased support should be taken into account.

Synching Climate Goals with TDM targets is Needed. Finally and most importantly, we would like to point out that the City TDM requirements are not in synch with our climate goals and that an update should be incorporated as a first step. This will ensure that all new developments have higher targets, provide mechanisms for getting existing buildings in synch and set the stage for greater business participation and support.

BECOME A LEADER IN UNIVERSAL ACCESS DESIGN

This sounds like an exciting and fruitful approach. It should be noted that the recommendations under the Comprehensive Safety Approach are important also for Universal Access; adoption and enforcement of lower speed limits is the most powerful and universal intervention that should be considered, along with physical design to support them.

INVEST IN TOP CORRIDORS BY USE

Thank you for including WFCC as a partner in this initiative. The opportunities identified in the map are comprehensive. The types of investments recommended for key corridors in order to maximize their benefits for bus operations, bike comfort and universal access will greatly improve transportation options in Watertown.

We believe the North-South routes need to be a priority and hope that collaboration with Belmont on extending these routes into Belmont and Belmont center will be part of the plan. Likewise, the Belmont-Trapelo Route for the 73 bus should be included as well as access to Waverly Square Commuter Rail; these are other areas for collaboration with Belmont involvement. Could a route to a Commuter Rail station in Newton also be evaluated?

Having followed closely, the MBTA prioritization process, it seems clear that the MBTA responds favorably to those routes where localities have planned and offered extensive and bold transit priority infrastructure to routes as in Rt 70 and 57. Watertown should consider initiating a plan for bold transit prioritization on a North-South route in its advocacy with the MBTA.

DEVELOP A COMPREHENSIVE SAFETY APPROACH

A key component of Vision Zero is lower speed limits. More than any other tool, speed limit reduction and enforcement has a universal safety effect. Vision Zero and lower speed limits has been on every plan for the last 5-10 years and has yet to be implemented. Lower speed limits universally make walking and bicycling more attractive and safer. Every community neighboring Watertown has adopted this tool. We would like to see a more explicit recognition of its role and a more forceful recommendation for its implementation. Traffic calming measures are also important to encourage compliance with slower speeds [and we are in support of the neighborhood approach recommended in this study.](#)

We would also like to suggest that the safety approach include identifying by-passes for heavily congested areas. Identifying safer routes is a low cost, quick approach. Some examples are Nichols and Maplewood around Coolidge Square, and Templeton/Salisbury instead of Arlington Street.

PURSUE LOCAL and REGIONAL PRIORITIES with AGENCY PARTNERS

We applaud these initiatives. We specifically would like to partner with the City in advocating that the MBTA reverse their decision to not include a north-south bus route in their bus network redesign; as pointed out in the study, “this north-south corridor is one of only two high demand segments identified in the MBTA Bus Network Redesign that will remain completely unserved in the future network.” This exclusion is particularly egregious because as the consultants state: “Watertown is one of the only inner core suburbs that lacks direct subway or commuter rail service.” We also highly recommend advocating for the extension of planned Route 65 from Brighton Center to Watertown Square along the route that would provide connections to Boston Landing (including the new commuter rail stop) and the Longwood Medical area as well as Green Line branches and the Orange line.

Signed,

Lise Paul, Ernesta Krackiewicz Jeanne Trubek, Deborah Peterson



CITY OF WATERTOWN
Community Development and Planning
PLANNING OFFICE

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6417
Fax: 617-972-6484
www.watertown-ma.gov

To: Watertown City Council

From: Zeke Mermell, Senior Transportation Planner; Gideon Schreiber, Director of Planning & Zoning;
Steve Magoon, Assistant City Manager for Community Development & Planning

Date: October 21, 2025

Re: Transportation Network Companies Funds: 2024 Disbursement

The City of Watertown receives funds from the State's Department of Public Utilities (DPU) from Transportation Network Companies (TNCs) such as Lyft and Uber. Municipalities get half of a \$0.20 assessment for all TNC rides starting in their boundaries. For Fiscal Year 2024 we received **\$59,526.50**.

TNCs are a growing segment of Watertown's and the overall region's transportation modeshare. In 2024, there were 595,265 TNC rides starting in Watertown, whereas in 2023 there were 556,964. This represents noteworthy growth over time. According to DPU, these funds must be used *"to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town including, but not limited to, the complete streets program... and other programs that support alternative modes of transportation."*

Watertown's funds from past years were allocated to support, including local matches for, the Watertown Connector (WATConnector) electric shuttle on Pleasant Street and Watertown's local bikeshare network of Bluebikes.

We propose utilizing the \$59,526.50 in funds to pay for operational costs of the Pleasant Street Watertown Connector shuttle. This will help pay for the costs to charge, drive, and maintain our fleet of two electric vans and a backup van. In turn, this will reduce greenhouse gas emissions and single-occupancy vehicle driving, in line with our City's goals. Recent efforts such as the Study to Improve City-Supported Mobility have identified the WATConnector as a key component of a local convenient, affordable and environmentally-friendly transportation system that we will build upon in coming years.



Watertown City Council Committee on Public Works

Councilor Piccirilli-Chair, Councilor Feltner-Vice Chair, Councilor Palomba- Secretary

Committee Report of October 22, 2025 Meeting Presented to the City Council on December 9, 2025

The Committee on Public Works met on Wednesday October 22, 2025 at 6:00 PM in the 3rd Floor Conference Room in City Hall with zoom capacity. Public comments could be submitted to apalomba@watertown-ma.gov.

Purpose of the meeting was to:

A. Review and Make Recommendations on the Fiscal Year 2026 Capital Improvement Program item #42:

- a. The FY26 \$2,875,000 proposed loan order for local road construction projects in the summer of 2026.**
- b. The FY26 \$2,300,000 proposed loan order for connector roads/longer street projects for the summer of 2026.**

B. Review and Make Recommendations on the FY2026 Capital Improvement Program item #44: Policy guidance and plans for the FY26 \$390,000 Chapter 90 Fair Share Amendment Appropriation.

Present: Tom Brady, Director, Department of Public Works (DPW), John Zaccardi, Deputy Director, DPW, Tyler Glode, City Engineer, DPW, Michael Albano, Director of Finance and Administration, DPW, Ed Baptista, Supervisor, Highway Division, DPW and Matt Baker, Interim Assistant Director of Public Utilities, DPW. Also attending either in-person or on zoom were residents Yasmin Daikh, Alissa Maryia, Nyles Gislason, Libby Shaw, Laura Murphy, Kristin Bulter, William Doran, Margaret Fitzgerald, Aric Wax, Sergery Sian, Angeline Kornelis, the Hacketts, and BW.

Please note: This meeting lasted approximately 2 hours and 45 minutes. These minutes provide a summary of the meeting. Please see the WCATV recoding of the meeting at <http://vodwcatv.org/internetchannel/show/4163?site=3> for more details. Included below is information from DPW's "Public Works Subcommittee Presentation October 22, 2025" (Presentation), learnings based on questions to DPW from committee members and residents, and general information about how DPW operates. Below is the link to DPW's Presentation.

- At this meeting the Committee was considering city borrowing by way of loan orders, that need the approval of the City Council, for local road construction and for connector roads/longer street projects. The city also annually receives state funding, known as Chapter 90 funding, that can be used for a variety of transportation related projects including road and bridge repairs, sidewalks, pavement improvement, bike paths, etc. These funds are overseen by the Department of Public Works which can recommend how these funds should be used via the city's five-year Capital Improvement Plan (CIP).

- There can be other sources of money that are project-specific and most likely will not continue beyond the completion of the project, such as federal funds and mitigation monies from developers and utilities. In general, annual loan orders are used for the maintenance, repair, and reconstruction of local roads

and connector roads/longer street projects. Chapter 90 money and grants are used for engineering costs and funds from DPW's budget are used for limited sidewalk repairs.

- Borrowing, bidding, construction, and final city sign-off of a project for local road construction projects and for connector roads/longer streets projects can span a number of years and is somewhat complicated by the time period used for borrowing (fiscal years) and the time period for construction (calendar year), and the construction season which is between April and November.

- The general process that DPW follows after a street has been approved for maintenance, repair, or reconstruction varies depending on the state of the street, but general includes consultation with the Bicycle-Pedestrian Committee and the Complete Street Working Group during the design phase, review of the condition of underground utilities, and coordination with agencies and utility companies performing work. Design documents are created, the cost of the project and duration of the project are estimated, and the source of the funding is determined. The project is then put out for bid. Bids are reviewed and a contractor is awarded the project. The work of the contractor is monitored by DPW staff and once the major elements of the project are completed, DPW staff conducts a final review to confirm that all elements are completed. The complete design phase can take a full year before bidding occurs and construction begins.

- The primary determination of what streets and roads are ultimately recommended by the DWP each year is the Pavement Conditions Index (PCI) of the street or road. However, there are other factors considered including the condition of the utilizes the city maintains (water, sewer, drains), plans for public utility work to be done by Natural Grid and Eversource, estimates of traffic and transportation impacts, safety improvements and considerations related to multi-modal transportation, city design standards, and the city's driveway ordinance. Thus, streets not selected for full depth reconstruction may have a lower CPI than some of the streets that are selected. It should also be noted that the current PCI information is from a 2024 review, which is not available to the public, and that a new review of the PCI for our streets and roads will take place in 2027.

- The completion of streets and road repairs, as well as sidewalk repairs (not including in a full depth road reclamation project) can vary widely and can be influenced by a number of factors including delays in bidding a project, contractor availability, weather, etc. For example, borrowing for Morse Street was done in FY22 with construction to begin in the spring of calendar year 2023 with the hope of completing the project in the fall of 2024 or the spring of 2025. The DPW's Presentation notes that Morse Street is completed and in punch list review as of the fall of 2025.

- DPW does spot repairs on sidewalks that are in need of repair for safety and ADA compliance. This is usually done on a street that is scheduled for the Maintenance and Repair activity known as "mill and overlay" which includes grinding up the top layer of asphalt, putting down a binder and then laying new asphalt. It should be noted that mill and overlay can happen on particular sections of a street as well as on a complete street.

- During the October 28, 2024 meeting of the Committee on Public Works it was noted that there were five streets for which funding was approved for construction in 2024. During that meeting, DPW recommend full depth reconstruction of Poplar Street, Partridge Street, north and south Irving Park, Royal Street and Green Street. In addition, there were five streets for which funding was approved in FY25. These were George Street, Bromfield Street, Mangano Court, Grandview Avenue and Dwight

Street. DPW stated that it was their intention to complete all ten of these streets during the construction season of April 2025 to November 2025. At this October 22, 2025 meeting we learned that work has been completed on gas mains, water mains, sewers and drains, but no road repair or maintenance work has been done.

DEPARTMENT OF PUBLIC WORKS COMMITTEE PRESENTATION – OCTOBER, 2025

Tyler Glode our City Engineer reviewed the DPW Presentation which can be found at https://watertownmassgov-my.sharepoint.com/:f:/g/personal/tglode_watertown-ma_gov/Eig1LejsbxdFt9eTxGsG9pkBAAzHhV9qCwislvLTJ7iRsg?e=50rUGEHed.

The Presentation included information about the anticipated replacement, rehabilitation, and repair of gas mains (as planned by National Grid), water mains, sewer mains, and sewers and drains and gas mains. The Presentation noted that the overall city-wide *Pavement Condition Index (CPI)* is 66, which is an increase from the 60 PCI of last year. You can see a color-code review of the PCI for individual streets in Watertown on page 4 of the presentation. The Maintenance Summary shows streets ranging from a PCI of 90-100 to streets with a PCI of 1-12). The maintenance and repair activity for our streets is directly related to the PCI of the road with the goal of prolonging the useful life of a street to as long as possible while improving “accessibility and safety for all users using Complete Streets principles”. The degree of maintenance and repair varies and can include sealing cracks in streets, full depth patch repairs, mill and overlay, and, for roads with an CPI of 1 through 29, full depth reconstruction. The time involved and the cost varies with each of these activities. The most extensive, and the most expensive, activity is full depth road reconstruction which includes road reclamation and paving, drainage repairs, curbing, concrete sidewalks, ADA accessibility requirements, grass borders, and street trees.

The Presentation provided a recap of 2025 completed streets and streets that are need completion. Morse Street and Russell Avenue are completed and the punch list for each is under review. The North Beacon Street Bottleneck Program is under construction and it is estimated to be completed in the spring 2026. The source of funding for these projects includes city funds acquired through borrowing, mitigation funds, that is funds from agencies like the MWRA or developers, or a combination of both. It was noted that the various phases of the Arsenal Street reconstruction, which was funded in part by mitigation money from developers, lasted three years. And there still remains a number of elements of the project that need to be completed. In addition, DPW reported that the 14 signals on Arsenal Street are being coordinated (adaptive signaling) to facilitate the steady flow of traffic. There was discussion of the North Beacon Bottle Neck Program which has also taken three years. The project, which is funded by a grant, will not be affected by future plans related to the renovation of Watertown Square. Finally, there is concern about the bump out at the corner of Arsenal Street and Walnut Street. DPW is in the process of reviewing that situation.

LOCAL ROAD CONSTRUCTION PROJECTS

The Presentation included the recommendations that the following streets be selected for full depth reclamation in 2026 - in the Cottage Street neighborhood – Cottage Street, Sawin Court, Rifle Court, Lyons Street, Sexton Street, Cottage Lane, Molloy Street, and Hearn Street – as well as Winter Street and potentially Brigham Street and Appleton Terrace. Brigham and Appleton are bid alternate projects which means that their inclusion for 2026 will depend on funding and other factors as the bidding

process evolves. The bids for this construction will be put between November 2025 and January 2026 which is the most competitive bidding period and can result in lower bids.

It was noted that the streets in the Cottage Street neighborhood are relatively short and narrow streets and will pose challenges to implementing the typical elements of full depth road reconstruction such as concrete sidewalks, ADA accessibility requirements, grass boards and street trees. There was also concern about driveway curve cuts and related safety issues. How to proceed and address these constraints will be determined during the engineering design phase of the project.

CONNECTOR ROADS/LONGER STREETS PROJECTS

Similar to last year, there were no new recommendations for full reconstruction of Connector Roads/ Longer Street projects since funds have already been approved for the streets listed below. Other than Morse Street, these streets are in the early stages of the process.

- As mentioned, **Morse Street** is in the punch list stage.
- The borrowing for **Fifth Avenue** was done in FY23. Invitations for Bids (IfB) are planned for November 2025 with construction to follow in the spring of 2026. Please note that Director Brady amended the IfB to October 2025.
- The borrowing for **Springfield Street and Forest Street** was done in FY24. While construction was to begin in the spring of 2025. At this time the design phase is 50% complete with the hope that 75% will be completed by Halloween.
- The borrowing for **Riverside Street** was done in FY25 and construction was to begin in the spring of 2026. While this may still be possible, at the present time the design development/coordination is only 25% complete.

There was concerned that these projects have been in the works for some time and it is disappointing that the progress is so slow. Please review the WCAT recording for an update by DPW why the timeline for the completion of these projects has been extended. - It was noted that some of the connector roads/longer street projects cost more than originally estimated and this resulted in some reallocation of the funds that have already been approve from one year to another year. It was also noted that cost of road work is raising, with estimated costs, including stormwater work, reaching \$1,000 per foot.

The presentation ended with a brief review of the status of capital projects including plans for Watertown Square, engineering and landscaping design of the Arsenal Street Corridor Study, the MassDOT design and funding for the Galen Street/Nonantum Road/Watertown Street intersection, and the reconstruction of Mt. Auburn Street.

PUBLIC COMMENT

There was extensive public comment from both those residents at the meeting and those on zoom.

Green Environment – a representative of Trees for Watertown requested that during the process of road maintenance, repair, and reconstruction there be a priority given to protecting the existing tree canopy and that when installing new trees the latest best practices be employed.

- **Herson Street** – A resident, who explained that she has spoken to other residents, raised concern about the disrepair of Herson street and its sidewalks. Residents have been advocating for reconstruction of the street for over three and a half years, beginning in May of 2022. It was noted that long-term residents of the street, those living on the street 25 – 30 years, say street repairs have never occurred during the time they have lived there. The residents have raised safety concerns, both for elderly residents and the children attending a daycare facility, related to the difficulty walking on the sidewalks as well as in the street. There was also concern about gas leaks. In addition, residents were disappointed that a couple of years ago mature trees were removed, without resident notice. The reason given was that the trees would not survive planned street repairs. However, these repairs have not happened as of this committee meeting.

DPW Response - Herson is scheduled for mill and overlay in the spring of 2026. Design has been completed and Chapter 90 monies will be used to fund the project. DPW is not responsible and does it monitor public underground utilities such as gas line repairs. However, they will coordinate with, in this case National Grid, to be assured that there are no plans to upgrade the service before beginning the mill and overlay. DPW will also survey the sidewalks and replace panels that are step hazards and/or do not meet ADA accessibility requirements before beginning the mill and overlay activity. DPW believes the repair activities will extend the life of the street for 15 years.

Summer Street/Fayette Street/Forest Street – There was extensive discussion of the situation on these streets. Residents at the meeting and on-line expressed a litany of concerns, including the need to redesign and reconstruct the streets and the installation of traffic safety measures. They wished that this be a priority for DPW and the Traffic Commission. Below are only some of the key points.

- Summer Street is major thoroughfare leading to downtown Watertown. For example, it is estimated that there are 20,000 vehicles traveling on Summer Street per week.

- Fayette Street also experiences high volume, particularly during peak hours. Data shows that speeding is a major concern on both streets. During peak hours vehicles can travel between 40 and 60 miles per hour and during off peak hours, speeds can range from 60 to 90 miles per hour.

- Parking on both sides of the street and sometimes on the sidewalk significantly narrows these streets and there are few stop signs and no speed bumps. This situation increases the potential for accidents.

- The predominate concern raised by these and other issues, such as drag racing, is safety. The safety of pedestrians, particularly children and seniors, was mentioned by all the residents who spoke about these streets during the public comment period.

It should be noted that the Committee received many emails from residents of Summer Street, Fayette Street, Forest Street and Herson, as well as a slide show presentation analyzing traffic data. These are attached to the minutes.

DPW response – While not in the present list of connector roads/longer street projects recommended for funding in 2026, it is the intention of DPW to recommend Summer Street and Fayette Street for the next major design effort. DPW would come forth with a recommendation at a committee meeting, tentatively scheduled for October 2026, to use FY27 funds for construction of Summer Street, and

potentially of Fayette Street, that would take place in 2028. Design work for these two streets will occur in FY26 and be paid for with Chapter 90 money.

Following this discussion the Committee and DPW reviewed the various loan orders for connector roads/longer street projects and the how the funds would be used.

- FY26 money for connector roads/longer street projects, an agenda item for this meeting, would be used for completing the construction of Forest Street and Springfield Street.

- FY27 money for connector roads/longer long streets projects, would be earmarked for construction of Summer Street and possibly Fayette Street as noted above in the DPW's response to public comments. However, the first priority would be Summer Street with Fayette being a bid alternate. If there is no money for Fayette, it would be pushed to FY29 for construction.

RECOMMENDATIONS OF THE COMMITTEE

Councilor Palomba made the following motion that was seconded by Councilor Feltner and passed 3-0.

The Committee recommends that the full Council approve the loan order of \$2.875 million for the construction of the following streets - Cottage Street, Sawin Court, Rifle Court, Lyons Street, Sexton Street, Cottage Lane, Molloy Street, Hearn Street, and Winter Street, and potentially Brigham Street and Appleton Terrance.

Councilor Feltner made the following motion that was seconded by Councilor Palomba and passed 3-0.

The Committee recommends that the full Council approve the loan order for \$2.3 million for connector roads/longer street projects for the second half of construction of Springfield Street and Forest Street.

While the following decision by the committee does not require a formal vote, the committee agreed to endorse the DPW plans dedicate future FY27 money for Spring Street and if possible, Fayette Street.

There were committee requests, concerns, and decisions:

- Request to DPW for a list of the streets that are scheduled to be repaired via mill and overlay.
- Request to DPW that design work for Summer, Fayette, and Forest Streets be coordinated and that recommendations from the Traffic Commission for traffic, pedestrian, and bicycle safety be included in the design.
- Concern about and the need for more sidewalks and curbing on streets to address safety issues, environmental priorities, green space, tree planting, and related issues.
- Decision to make a referral for another meeting of the Committee on Public Works to discuss the resolution in the latest CIP to update the standing recommendations for capital improvement projects.

Agenda Item B. Review and Make Recommendations on the FY2026 Capital Improvement Plan item #44: Policy guidance and plans for the FY26 \$390,000 Chapter 90 Fair Share Amendment Appropriation.

Points made during the discussion of this agenda item.

- There was a typo in the CIP and in the agenda regarding the money that was available in FY24. The published figure was \$390,000 while the correct figure is \$309,000.

- Watertown received \$309,000 Fair Share funds in FY24 and \$167,000 in FY25. These funds were allocated for Main Street Bus Stop and Crosswalk Improvements as described in the MBTA and Watertown Memorandum of Understanding. This project is in the process of being completed.
- At this time, the Department of Transportation has not calculated how much Fair Share money will be allocated to cities and towns and there is no information about when the decision will be made. However, it was agreed that the committee and DPW should move forward with the understanding that Watertown will get some money.
- There was discussion of two possible projects for how funds might be used including:
 - o installing Rapid Flashing Beacons, with a cost estimate of \$100,000 per Beacon, at the Police Station and the intersection of School Street and Belmont Street, and
 - o installing ADA transition ramps as well as repairing ramps that are in disrepair. The rough estimate for the installation of an ADA compliant ramp was \$4,000.

The idea of installing more granite curbing was voiced, but the estimated cost of installing granite curbing is \$100/linear foot. The cost made this suggestion impractical.

The discussion concluded with the Committee asking DPW to create a list of possible projects and the cost of those projects so that when the Fair Share money is allocated, the committee would be prepared to hold a meeting to evaluate potential projects.

Councilor Palomba made a motion to adjourn which was seconded by Councilor Feltner and passed 3 – 0. The meeting concluded at 8:47 PM and the minutes were prepared by Councilor Palomba.

Vincent J. Piccirilli, Jr.,
Chair

Lisa J. Feltner
Vice Chair

Anthony Palomba,
Secretary

FY2026 Road Program



Public Works Subcommittee Presentation
October 22, 2025

Agenda

- Road Program Goals
- 2025 Road Reconstruction Update
- 2026 Road Reconstruction List
- Capital Projects and Planning
- Complete Streets Update
- Planning, Design & Construction
- Summary



Road Program Goals

Key Facts & Considerations

- 72 centerline miles of City roads
 - 55 miles of residential roads
 - Average width of residential roads is 25 feet
- Anticipated Construction Season Impacts
 - ~3,000 feet of water main replacement
 - ~2,600 feet of sewer main rehabilitation
 - ~1,000 feet of drain replacement / Over 25 Infiltration Trenches
 - ~10,000 feet of gas main replacement by National Grid
- Pavement Management
 - ~3,000 feet of road reconstruction
 - ~4,000 feet of sidewalk rehabilitation
 - ~5,000 feet of mill & overlay
- City-Wide Pavement Condition Index: 66**
- Total Work Backlog: \$75+ million**

Road Program Goals

Road Reconstruction Progress

Maintenance Summary (PCI Score Range)

Defer Maintenance (90-100)

Preventative (70-89)

Rehab (30-69)

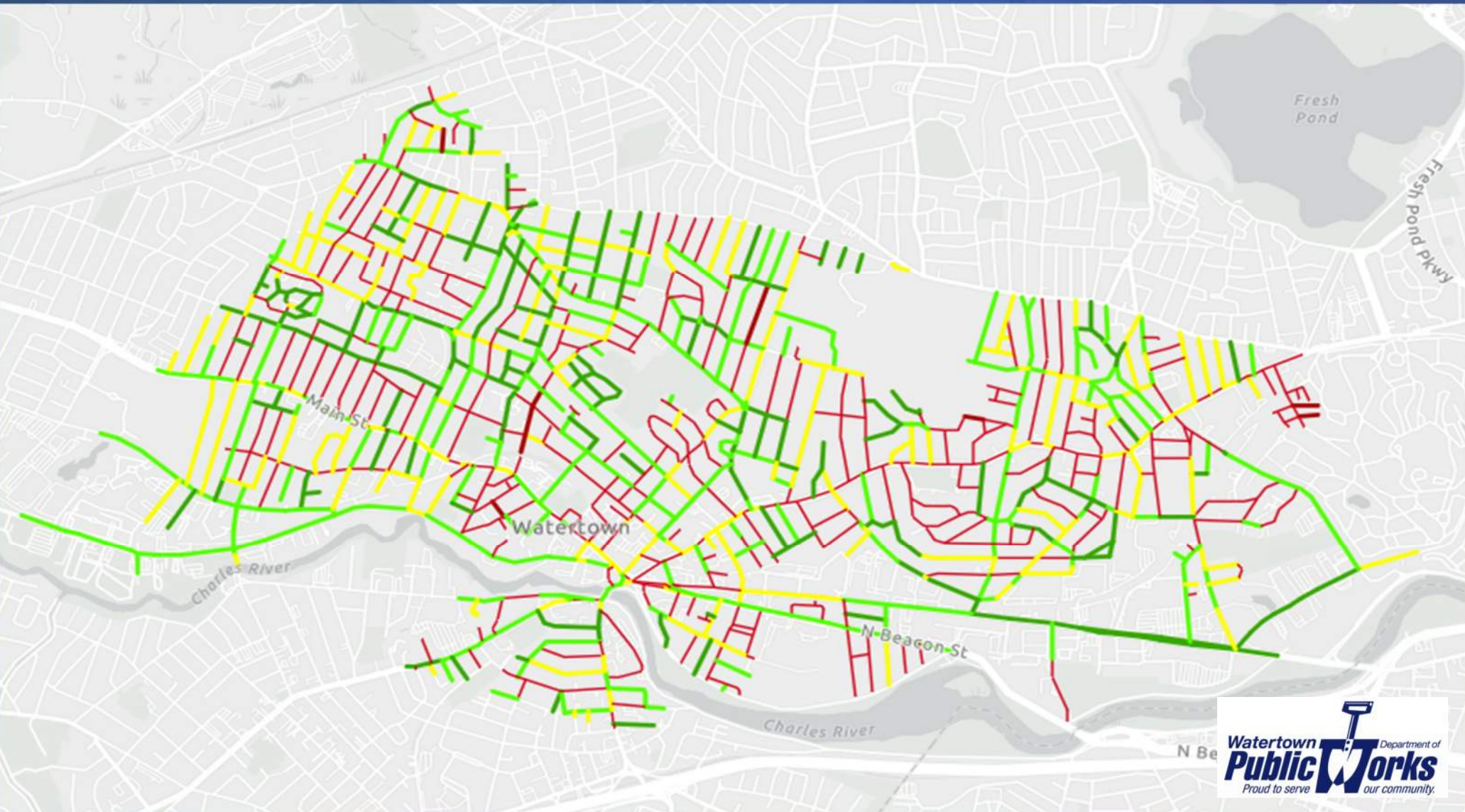
Reconstruction (1-29)

No Evaluation (0)

Building

Open Space

Massachusetts Town Boundaries



Road Program Goals

Program Activities

● Maintenance and Repair

- Mill and overlay repairs
- Full depth patch repairs
- Crack sealing
- Sidewalk reconstruction

● Road Reconstruction

- Road Reclamation
- Mill and overlay



Road Program Goals

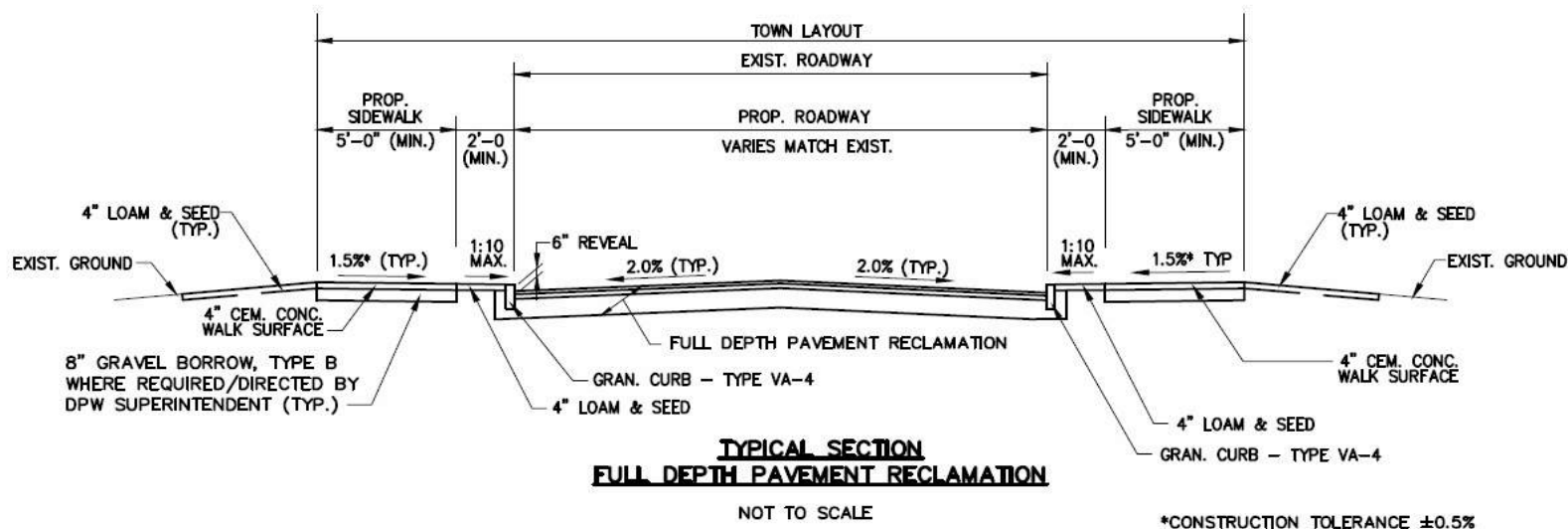
Maintenance, Repair & Reconstruction

- Provide a variety of maintenance treatments to prolong the useful life of less deteriorated roadways
- Coordinate road reconstruction activities with capital planning and utility work
- Seek long term planning and alternative funding for large-scale projects
- Improve accessibility and safety for all users by using “Complete Streets” principles

Road Program Goals

Typical Elements of Road Reconstruction

- Road reclamation and paving
- Drainage repairs
- Curbing
- Concrete sidewalks
- ADA Accessibility
- Grass borders and street trees



2025 Road Reconstruction Recap

Completed Streets and Remaining Construction

- Morse Street – Long Street and Connector
- Arsenal Street Phases A, B, D, & F – Mitigation
 - Arsenal Street Phase A
 - Arsenal Street Phase B
 - Bus Lane Addition on Arsenal Street
 - School Street & Dexter Avenue
- Russell Avenue – MWRA Mitigation & City Funds
- Bellevue Road – MWRA Mitigation & City Funds
- North Beacon Street Bottleneck Program

2025 Road Reconstruction Update

Morse Street



Morse Street - Before



Morse Street - After

Complete – Punch list under review

2025 Road Reconstruction Update

Arsenal Street Phase A & B, D, and F



Arsenal St Ph A&B - Before



Arsenal St Ph D - Before



Arsenal St Ph F - Before



Arsenal St Ph A&B - After



Arsenal St Phase D - After



Arsenal St Ph F - After

2025 Road Reconstruction Update

Russell Avenue



Russell Avenue - Before



Russell Avenue - After

Complete – Final punch list review and closeout underway

2025 Road Reconstruction Update

Bellevue Road



Bellevue Road - Before



Bellevue Road - After

Complete – Final punch list review and closeout underway

2025 Road Reconstruction Update

North Beacon Street Bottle Neck Program

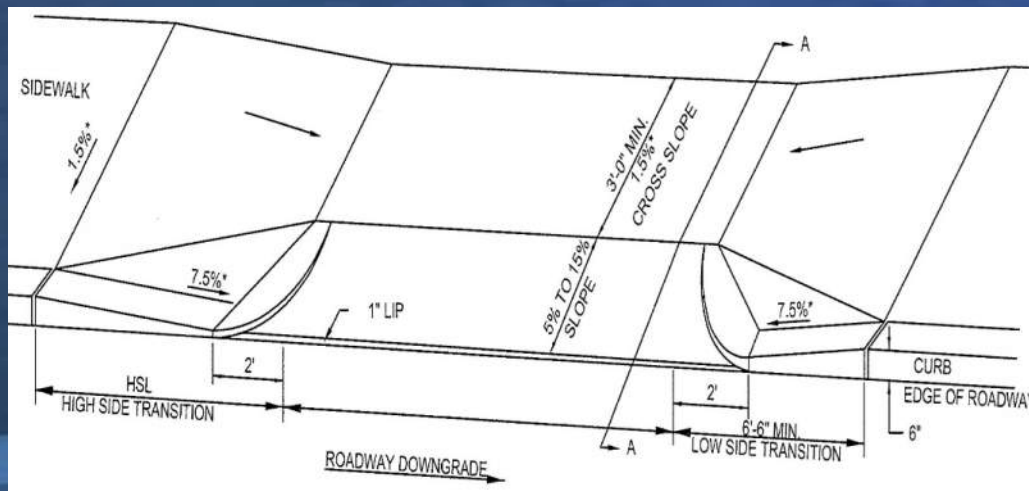


Under construction – Est. Completion
Spring 2026

2025 Road Reconstruction List

Developing the List

- Review Pavement Condition Index (PCI)
- Review Utilities (Water, Sewer, Drain)
- Review Public Utilities (NGRID, Eversource, ...)
- Review & Estimate Traffic and Transportation Impacts
- Safety Improvements, Multi-modal Transportation, and other City Design Standards
- Driveway Ordinance



- Section 6.02
- max of two curb cuts
- max of 11-foot width
- 20 feet between curb cuts
- max of 40% of frontage, or 22 feet, whichever is less

2025 Road Reconstruction

Utility Coordination & Capital Planning

- Water main replacement program
 - Implement approximately 3,000 linear feet of water main replacement
- Sanitary sewer and storm sewer repairs
 - Proceed with due diligence for CIP Phase 4 and 5
- National Grid plans to complete about 10,000 linear feet of gas main replacement in CY 2026 with approximately 12,000 linear feet of total repairs in design development

2023-2025 Road Reconstruction List

FY24 Proposed Streets

- George Street
- Bromfield Street
- Mangano Court
- Grandview Avenue
- Dwight Street

FY25 Proposed Streets

- Poplar Street
- Pequossette Street
- N. & S. Irving Park
- Royal Street
- Green Street

FY23 Streets to be Completed in FY26

- Chapman Street with water main replacement

2026 Road Reconstruction List

Proposed Streets

● Cottage Street Neighborhood

- Cottage Street
- Sawin Street
- Rifle Court
- Lyons Street
- Sexton Street
- Cottage Lane
- Molloy Street
- Hearn Street

- Winter Street
- Brigham Street
 - Bid Alternative
- Appleton Terrace
 - Bid Alternative

2024 Road Reconstruction List

George Street



George Street

- Gas main replaced; water main replaced
- Lack of curb, sidewalks in poor condition
- Multiple cross & mainline trenches

Approximately 1,000 feet long– 24 feet wide

2024 Road Reconstruction List

Bromfield Street



Bromfield Street

- Gas main replaced; water main replaced
- Lacks consistent curb
- Significant cracking and spalling

Approximately 1,200 feet long – 24 feet wide

2024 Road Reconstruction List

Mangano Court



Mangano Court

- Gas main replaced; sewer and drain replaced
- Lacks consistent curb
- Sidewalks in poor condition
- Significant cracking, spalling, and potholes

Approximately 350 feet long – 24 feet wide

2024 Road Reconstruction List

Grandview Avenue



Grandview Avenue

- Gas main replaced; sewer and drain replaced
- Lacks consistent curb
- Cracking and spalling

Approximately 500 feet long – 24 feet wide

2024 Road Reconstruction List

Dwight Street



Dwight Street

- Gas main replaced; sewer and drain replaced
- Lacks consistent curb
- Cracking and spalling

Approximately 250 feet long – 24 feet wide

2025 Road Reconstruction List

Poplar Street



Poplar Street

- Gas main replaced; sewer and drain replaced
- Significant cracking, spalling, potholes
- Significant mainline trenches and patch repairs
- No curb

Approximately 700 feet long – 24 feet wide

2025 Road Reconstruction List

Pequossette Street



Pequossette Street

- Gas main replaced; sewer and drain replaced
- Significant cracking, spalling, potholes
- Significant mainline trenches and patch repairs
- No curb in most areas, asphalt berm curb sporadic

Approximately 900 feet long – 24 feet wide

2025 Road Reconstruction List

North & South Irving Street



North and South Irving Street

- Gas main replaced; sewer and drain replaced
- Significant cracking, spalling, potholes
- Significant mainline trenches and patch repairs
- Granite curb located sporadically

Approximately 1,200 feet long – 24 feet wide

2025 Road Reconstruction List

Green Street



Green Street

- Gas main replaced; sewer and drain replaced
- Significant cracking, spalling, potholes
- Significant mainline trenches and patch repairs
- Granite curb located sporadically

Approximately 1,100 feet long – 24 feet wide

2026 Road Reconstruction List

Cottage Street



Cottage Street

- Gas main replaced; water main replaced
- Curbing and sidewalk varies
- Multiple cross & mainline trenches

Approximately 1,000 feet long– 20 feet wide

2026 Road Reconstruction List

Sawin Street



Sawin Street

- Gas main replaced; water main replaced
- Lacks curbing or sidewalk
- Significant cracking and spalling

Approximately 500 feet long – 15-20 feet wide

2026 Road Reconstruction List

Rifle Court



Rifle Court

- Gas main replaced; water main replaced
- Lacks curbing or sidewalk
- Significant cracking and spalling

Approximately 150 feet long – 16 feet wide

2026 Road Reconstruction List

Lyons Street



Lyons Street

- Gas main replaced; water main replaced
- Lacks curbing or sidewalk
- Significant cracking and spalling

Approximately 350 feet long – 14 feet wide

2026 Road Reconstruction List

Sexton Street



Sexton Street

- Gas main replaced; water main replaced
- Lacks curbing or sidewalk
- Significant cracking and spalling

Approximately 275 feet long – 15 feet wide

2026 Road Reconstruction List

Cottage Lane



Cottage Lane

- Gas main replaced; water main replaced
- Lacks curbing or sidewalk
- Significant cracking and spalling

Approximately 200 feet long – 15 feet wide

2026 Road Reconstruction List

Molloy Street



Molloy Street

- Gas main replaced; water main replaced
- Lacks curbing or sidewalk
- Significant cracking and spalling

Approximately 300 feet long – 15 feet wide

2026 Road Reconstruction List

Hearn Street



Hearn Street

- Gas main replaced; water main replaced
- Lacks curbing or sidewalk
- Significant cracking and spalling

Approximately 350 feet long – 13 feet wide

2026 Road Reconstruction List

Winter Street



Winter Street

- Gas main replaced
- Curbing and sidewalk varies
- Significant cracking and spalling

Approximately 1100 feet long – 20 feet wide

2026 Road Reconstruction List

Brigham Street – Bid Alternate



Brigham Street (Bid Alt.)

- Iron gas main; water main good
- Curbing and sidewalks vary
- Significant cracking and spalling

Approx. 700 feet long – 24 feet wide

2026 Road Reconstruction List

Appleton Terrace – Bid Alternate



Appleton Terrace (Bid Alt.)

- Iron gas main; water main ok
- Some curbing, sidewalks both side
- Significant cracking and spalling

Approx. 200 feet long – 24 feet wide

Capital Projects



- Watertown Square
- Long Streets / Connectors
 - Fifth Ave – IFB November 2025
 - Springfield Street – 50% Design Complete
 - Riverside Street – 25% Design Complete
- Mount Auburn Street MassDOT TIP



Capital Projects and Planning

Watertown Square

- Proceed with Engineering and Landscaping Design of Arsenal Street Corridor Study for Watertown Square
- MassDOT design and funding for Galen Street/Nonantum Road/Watertown Street intersection



Capital Projects and Planning

Long Street / Connectors

- Morse St – Punch list wrapping up.
- Fifth Ave – Invitation for Bids planned for November, construction to follow in the spring of 2026.
- Forest St & Springfield St – In design development/coordination, 50% complete.
- Riverside St – In design development/coordination, 25% complete, survey performed.

Capital Projects and Planning

Mt. Auburn Street

- Construction is ongoing, completion estimated for November 2027
 - Contract Expiration: April 11, 2028
 - Utility and signal work ongoing with sidewalk and curb installation
 - Drainage and tree trench work is underway
 - Paving to continue in sections until the winter moratorium.



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FY2026 Construction Season Plan of Anticipated Work



Questions?

2023-2025 Road Reconstruction List

FY24 Proposed Streets

- George Street
- Bromfield Street
- Mangano Court
- Grandview Avenue
- Dwight Street

FY25 Proposed Streets

- Poplar Street
- Pequossette Street
- N. & S. Irving Park
- Royal Street
- Green Street

FY23 Streets to be Completed in FY26

- Chapman Street with water main replacement

2026 Road Reconstruction List

Proposed Streets

- Cottage Street Neighborhood
 - Cottage Street
 - Sawin Street
 - Rifle Court
 - Lyons Street
 - Sexton Street
 - Cottage Lane
 - Molloy Street
 - Hearn Street

- Winter Street
- Brigham Street
 - Bid Alternative
- Appleton Terrace
 - Bid Alternative



Urgent request for Hersom St rehabilitation and pavement

From Y D <ydaikh1@gmail.com>

Date Fri 10/10/2025 12:11 PM

To DPWDept <dpwdept@watertown-ma.gov>; Lisa Feltner, Councillor <councillorfeltner@gmail.com>; Palomba, Anthony <councilorpalomba@gmail.com>; Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>

Hello Mr Brady, Mr Glide, and Councilors Feltner, Palomba, and Piccirilli,

I am requesting, on behalf of my family and my Hersom St. neighbors, that the City of Watertown immediately add Hersom St to the list of streets to be repaved and rehabilitated in 2026.

We understand that the choice of streets to be put on this list will be made imminently.

We have been requesting this for several years now.

The road has been in terrible shape for many, many years and it continually deteriorates.

To begin with, we were told by the DPW that this work was scheduled in 2022.

This was the answer given to us immediately after three of the shade trees from our end of the street were cut down in May 2022.

To give you more background information, these trees were cut down without warning (no public or personal notifications, as we all understood to be the City procedure).

The following day the stumps were grinded out, again without warning.

After many phone calls, we were told that the City was preparing to do the road work, and that someone had decided that the trees would not survive this work and needed to be cut down in advance of this work.

We residents of Hersom St were traumatized by these removals, and still feel distress and dismay over those actions and the response of the City since then.

We are a close-knit community of responsible homeowners and renters, who take good care of our properties, who had cherished and cared for the trees we had, and who feel that we are due to have a safe and decent-looking street, like many of those in our part of the City.

The removal of the trees, and the lack of repair, has made our street ugly, rendered it devoid of shade in the hot summer months since then, and has made many of our grass verges perpetually vulnerable to wash-out during heavy rains. Sink holes have opened up, we have had gas leaks, etc. Each time, it was like pulling teeth to get the road serviced by the City, with only patchwork offered, and no comprehensive repair.

Furthermore, the removed trees showed no obvious sign of decay as they were cut down, as witnessed by many neighbors.

In the case of the tree just in front of our house, the crew actually broke our retaining wall in the process of the tree's removal; we struggled for almost three years to gain some accountability with this, from the City and its insurance company, and then from the contractor and their insurance company, all to no avail.

It is true that since then, after very many, many requests from several of us to the City, immature trees were put in a couple of these places, but as you know, they cannot replace mature healthy shade trees.

Meanwhile, the street has continued to deteriorate.

We feel that it is only fair that Hersom St will finally be repaired in 2026.

The communications pertaining to the above with the City officials, can be found in the public records.

Can you please assure us that Hersom St. will finally get on the list for repavement and rehabilitation during the 2026 calendar year?

Thank you for your consideration,
Yasmin Daikh
17 Hersom St.
Watertown



Outlook

Fayette Street Curb Request

From Kelly Kurlbaum <kkurlbaum@gmail.com>

Date Tue 10/14/2025 1:27 PM

To Palomba, Anthony <apalomba@watertown-ma.gov>

Cc Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Sam Garwin <sgarwin@gmail.com>

Kelly Kurlbaum

152 Fayette Street

Watertown, MA 02472

kkurlbaum@gmail.com

October 14, 2025

To: Committee on Public Works/ Watertown Public Works Department

Subject: Request for Traffic-Calming Measures to Reduce Speeding and Increase Safety on Fayette Street

Dear Committee on Public Works,

I am writing as a concerned resident of Fayette Street to request the installation of traffic-calming measures—such as speed humps, curb extensions, or other curb modifications.

Our community has noticed an ongoing problem with vehicles exceeding the posted speed limit, particularly early mornings, late evenings and during rush hour. This has created safety concerns for pedestrians, cyclists, and especially children and pets in the area. The street's current design encourages through-traffic and higher speeds, which makes it difficult for residents to feel safe walking, biking, or even backing out of driveways.

As you know, Fayette Street is a wide street with no curbs which allows parked cars to extend onto sidewalks, not only blocking the ability of neighbors and students to safely use sidewalks but encourages speeding due to wide roadway and lack of stop signs. We have had several instances where my kids have had to walk into the street because cars are parked on our sidewalk in order to get to the Middle School.

Curb extensions, speed cushions, or similar measures would not only help slow down traffic but also improve visibility and encourage safer driving behavior. Curbs would force parked cars to remain on the street leaving sidewalks fully accessible and serve as a calming measure to naturally slow traffic. I

believe this improvement would greatly benefit both residents and those passing through our neighborhood.

I kindly ask that the City seriously review these conditions on Fayette Street and strongly consider installing appropriate safety measures. I have spoken to Sergeant Sampson several times and although they've temporarily added a radar speed sign and claimed no major findings, I don't believe that's the case. I was recently made aware that an initial finding from speed signs has a maximum recorded speed at 98mph. There should be no street in our town which is designed in a manner to even allow a vehicle to reach 98mph. This clearly illustrates that measures must be taken to make our streets safer for everyone.

Thank you for your time and attention to this matter. I look forward to your response and am happy to provide additional information or participate in any neighborhood discussions if needed.

Sincerely,

Kelly Kurlbaum



Sergey&Angela Sian (43 Forest St, Watertown) story to the Committee on Public Works on 19oct2025

From ssian@rcn.com <ssian@rcn.com>

Date Sun 10/19/2025 6:35 PM

To Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Feltner, Lisa <lfeltner@watertown-ma.gov>; Palomba, Anthony <apalomba@watertown-ma.gov>; Brady, Thomas <tbrady@watertown-ma.gov>; Glode, Tyler <tglode@watertown-ma.gov>; Mermell, Zeke <zmermell@watertown-ma.gov>

Cc sgarwin@gmail.com <sgarwin@gmail.com>; Angela Angela <agsi65@yahoo.com>

3 attachments (11 MB)

6101_Cars parked on the intersection of the Forest and Summer streets on 18 October 2025.jpg; 95f7_Cars parked on the intersection of the Forest and Summer streets on 18 October 2025.jpg; 5741_Cars parked on the intersection of the Forest and Summer streets on 18 October 2025.jpg;

To whom it may concerned:

Our names are Sergey and Angela Sian and we have been a residents of 43 Forest St. in Watertown since 2002.

Recently we started to get cautious about safety of our neighborhood. There is a Middle School just a block away from our house and a lot of kids are walking down Summer street without paying much attention to the speeding cars. We believe it has to be considered if we want to keep out beautiful neighborhood safe (speed bumps, speed limits, no commercial trucks, etc.).

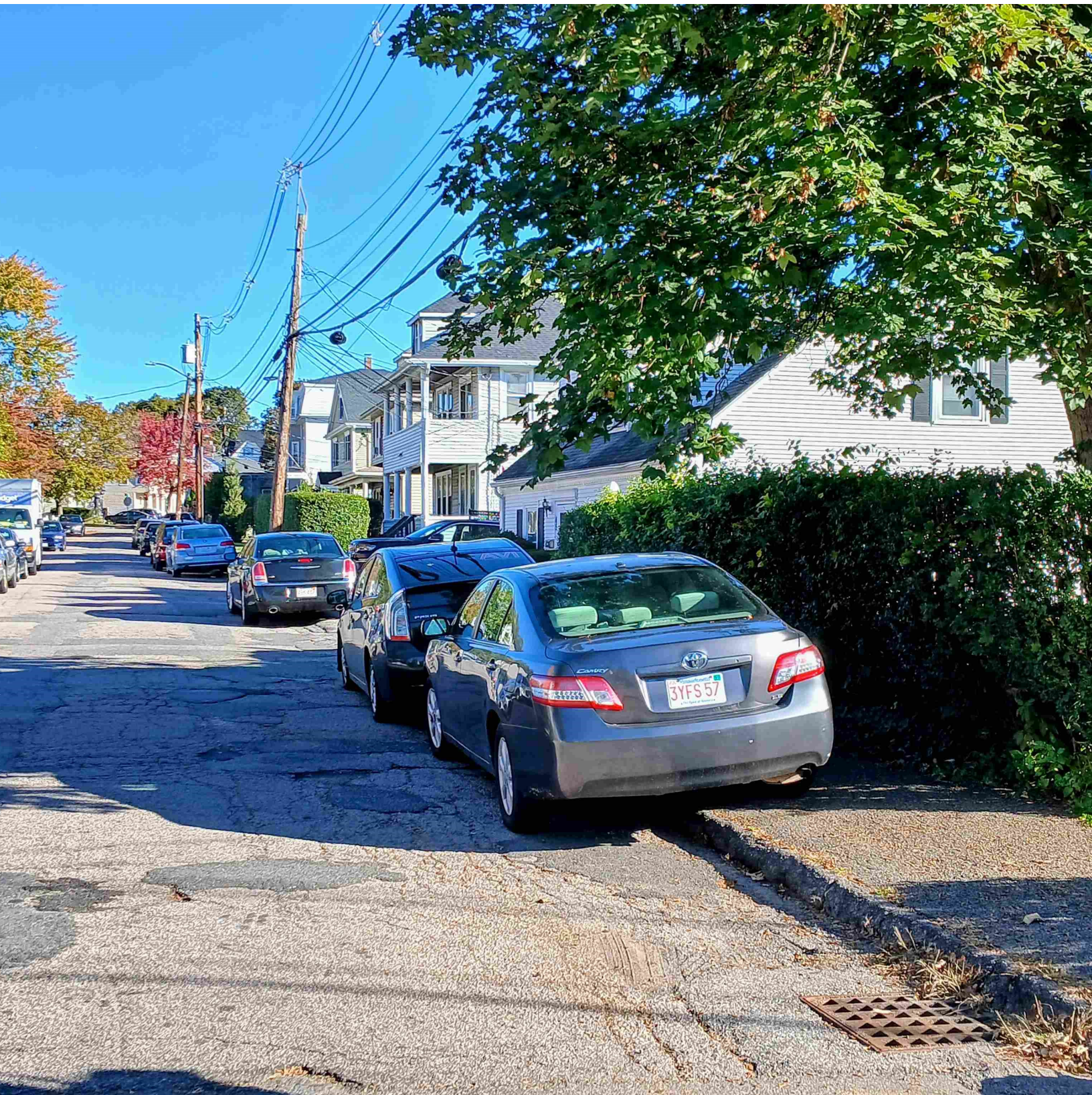
Also, we have a lot of cars parked on the sidewalk of Forest street too close to the intersection with Summer street (see attachments). Cars are parked very tightly on both sides of the quite narrow Forest street, and driving between

them makes the drivers to miss the stop sign on the corner where there were many car accidents. It creates problems not only for pedestrians but also for us, since out trash was left not picked up a few times because truck was not be able to reach the bins.

Please, put a sign preventing cars to park close to the intersection of Forest and Summer streets and consider addressing speed limits and no commercial trucks on Summer street.

Regards,
Sergey and Angela Sian





Do you want a **SAFER**
SUMMER STREET?

Share your concerns and ask
the Public Works Committee to
prioritize Summer St. for redesign!

WED, OCTOBER 22, 2023
6:00 pm via Zoom
<https://bit.ly/oct22-pw-committee>

Or email publicworkscommittee@cityofcamden.com with a written request

Camden is a city in Camden County, New Jersey, and is the county seat. It is the largest city in the county and the second largest in the state. The city is located on the Delaware River, which is the border between New Jersey and Delaware. The city is known for its historic architecture and its proximity to the river. The city is also known for its annual Cherry Blossom Festival, which is held in April. The city is a major center for commerce and industry in the region. The city is also home to several universities and colleges, including Camden County College and the University of Camden. The city is a diverse and vibrant community with a rich history and a bright future.



Fayette Street Traffic Comments

From Amanda Maynard <a.maynard6@gmail.com>

Date Tue 10/21/2025 12:38 PM

To Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Feltner, Lisa <lfeltner@watertown-ma.gov>; Palomba, Anthony <apalomba@watertown-ma.gov>; Brady, Thomas <tbrady@watertown-ma.gov>; Glode, Tyler <tglode@watertown-ma.gov>; Mermell, Zeke <zmermell@watertown-ma.gov>

Cc sgarwin@gmail.com <sgarwin@gmail.com>

Dear Watertown City Counselors,

I am a Watertown resident at 8 Fayette Street and I have lived here with my family (spouse and now 5 year old daughter) since 2021. Prior to that, we lived at 107 Spring Street. I've been in this specific section of Watertown for 8 years now and have seen a lot of concerning traffic patterns.

I have often seen people speeding down this short stretch of Fayette, which has stop signs on either end. It's especially concerning when there are cars parked on both sides of the street that only allow enough space for one car down the center of the road at any given time. I find myself every year very grateful for the winter parking ban, which makes it a little easier and safer to back out of our driveway because parked cars allow for a larger field of view. That said, I'm not sure the street parking ban is the real solution to the problem of cars speeding down this road.

One day, I was backing out of my driveway, I looked to both sides multiple times before backing into the street, and by the time the rear of my car was in the road, a car that was going very fast had turned onto Fayette from Spring and laid on their horn. They had given me no space to keep backing up, so I had to pull back into my driveway to let them pass before leaving my house. The speed was not new. I see and hear cars zoom down the road regularly, but there was an aggression present as well that is inappropriate on small city streets.

I would love to feel comfortable with my daughter playing in our front yard, but sometimes I do worry about how fast cars are going. Our lot doesn't have any buffer between the sidewalk and the road, so if she is on the sidewalk doing chalk, it is very apparent how quickly cars are traveling and how unsafe it feels for a child to be that close to the road.

I urge Watertown to look into strategies to address high speeds and aggressive driving in this area. I know roadway redesigns can be challenging and take many things into account, so it may not be an easy or fast solution. However, I think it is valuable work to keep our community safe while also improving the ways that cars can navigate our streets safely.

Thank you for your time,
Amanda Maynard
8 Fayette Street



DPW vote on Summer & Fayette redesign

From Stephen Addonizio <saddoniz410@gmail.com>

Date Tue 10/21/2025 12:59 PM

To Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Feltner, Lisa <lfeltner@watertown-ma.gov>; Palomba, Anthony <apalomba@watertown-ma.gov>; Brady, Thomas <tbrady@watertown-ma.gov>; Glode, Tyler <tglode@watertown-ma.gov>; Mermell, Zeke <zmermell@watertown-ma.gov>

Cc sgarwin@gmail.com <sgarwin@gmail.com>

Hello Committee,

My name is Stephen Addonizio, I have lived on Fayette street for 6 years and many of you may know me from my time previously working in the city clerk's office.

I am writing in support of Samantha Garwins request to have Summer and Fayette streets included in redesigns.

I have actually written about fayette street a few times, and the most recently i had the opportunity to have conversations with sergeant samson about some traffic mitigating attempts. While those attempts worked at the time, since they have been relaxed the issues are still happening. I have personally seen many cars going well over the speed limit on Fayette street, which according to Ms. Garwins research showed someone was recorded as going 98mph. scary as this is a residential road which abuts the High school and middle school and also has a daycare facility on it. Also many cars park in the wrong direction and also double park making it nearly impossible to pass down the street.

This year in may my roommate who works for the City but i will not name was t-boned at the intersection of fayette and pearl streets as the driver going down pearl street was speeding and went through the stop sign. 2 months later at the same intersection i almost had the same thing happen but luckily i was farther through the intersection that the car missed me.

Please don't ignore the request of the residents who live on these streets, something needs to be done and our police force is busy enough that having an officer watching them is not the right solution.

Respectfully,

--

Stephen Addonizio (he/his)

Justice of the Peace

617-777-7116



Watertown Safe Streets: DPW vote on Summer & Fayette redesign

From Alissa Murgia <alissamurgia@gmail.com>

Date Tue 10/21/2025 1:35 PM

To Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Feltner, Lisa <lfeltner@watertown-ma.gov>; Palomba, Anthony <apalomba@watertown-ma.gov>; Brady, Thomas <tbrady@watertown-ma.gov>; Glode, Tyler <tglode@watertown-ma.gov>; Mermell, Zeke <zmermell@watertown-ma.gov>

Cc Sam Garwin <sgarwin@gmail.com>

Dear Vinnie Piccirilli, Lisa Feltner, Anthony Palomba, Thomas Brady, Tyler Glode, Zeke Mermell,

My name is Alissa Murgia, a new owner of 71 Winter St. as of May, 2025 and a resident since July 30, 2025.

I have witnessed fast moving cars in excess of the speed limit on Summer St as well as Winter St (appearing to cut through from Fayette St. to Summer St.) I walk across Summer St. regularly to go to the Library, Saltonstall Park Farmer's Market, CVS, the Dr. Paul Dudley White Path and it appears that most drivers are not expecting walkers in the neighborhood based on the speed at which they are driving. I am concerned for my safety and the safety of my visiting family members and friends and neighbors.

An issue I had noticed but was highlighted when walking down the Winter St. hill to the Watertown Town Faire on Sept. 13 with my niece and nephew (who are 8&6 yrs old) was that there are parts of Winter Street (on both sides of Summer Street) without a sidewalk which is dangerous due to the steep hill and limited visibility.

Additionally, during the morning commute hours cars are backed up bumper to bumper from Summer St @ Church Street to the Summer St. at Winter St. When taking one of my first walks as a new Watertown resident I thought that the safety of the intersection at Summer St and Winter St. would increase tremendously with a pedestrian crosswalk. I soon heard of other neighbors who have lived here for many more years than me who share the same safety concerns.

Please prioritize Summer Street as one of Watertown's next road projects.

Thank you for your service to Watertown and attention to this matter.

Regards,
Alissa Murgia

Sent from my iPhone



Traffic concerns on Summer Street

From Nyla Gislason <gislason2@comcast.net>

Date Tue 10/21/2025 2:11 PM

To Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>

Cc Sam Garwin <sgarwin@gmail.com>

Committee on Public Works

I am Nyla Gislason. I live in a duplex condo at the corner of Summer and Winter streets (105-107). I have lived here for 28 years.

I attended the Traffic Commission meeting last week. I heard Samantha Garwin's Watertown Safe streets survey report from residents and I had a chance to share my observations and concerns. Thank you for the opportunity to address you.

My traffic concerns are:

- 1) Large commercial semi trucks in out residential area that are very noisy and broken many branches from the trees on the boulevard
- 2) commuter traffic that makes getting out of my driveway safely, a challenge
- 3) Speeding cars. Stopped at the Church Street traffic lights, cars "gun it" and pick up speed in the two blocks to our corner. My guess is the next block to Whites is faster
- 4) Vehicles parked temporarily on Summer street (Amazon, UPS, Door dash, Landscapers) force cars to swerve around them. Two cars cannot meet, or pass safely around parked vehicles
- 5). Summer street is a major thoroughfare for public school children and public bus commuters. There is no crosswalk at Winter and Summer Street

Accidents that I have witnessed: (I don't have the dates; they were not in the last 3 years)

- 1). A car coming up the hill on Winter Street and was pulling out into Summer Street, was hit by a car speeding on summer street. The damaged car ended up on our boulevard between our two trees.
- 2) My neighbor at 107, Erin Cronin, was hit backing out of her driveway.
- 3). At least two single car accidents involved "hitting the stone wall" on the Winter Street corner
- 4). My neighbor, Larry Varn, said he had appealed for a 4 way stop at our corner after an older woman, dressed in black, was accidentally killed as she tried to cross the road at dusk. That was before I lived here.

Requests/ recommendations:

- 1). Ban large commercial trucks from Summer and Fayette Streets. 18 wheelers do not belong here
- 2) put temporary 4-way stop signs @ Winter, Spring and Whites streets as they cross Summer (until your final plan can be established)
- 3). Add a cross walk at Winter and Summer
- 4) Three years seems like along wait! Is there any way we can receive temporary help?
Or that the Summer and Fayette could receive priority status?

Thanks for your consideration! Nyla

Sent from my iPhone



Requesting Traffic Calming Measures for Fayette Street

From Liz Marino <emarino1021@gmail.com>

Date Tue 10/21/2025 3:04 PM

To Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Feltner, Lisa <lfeltner@watertown-ma.gov>; Palomba, Anthony <apalomba@watertown-ma.gov>; Brady, Thomas <tbrady@watertown-ma.gov>; Glode, Tyler <tglode@watertown-ma.gov>; Mermell, Zeke <zmermell@watertown-ma.gov>

Cc Sam Garwin <sgarwin@gmail.com>

2 attachments (481 KB)

image1.jpeg; image2.jpeg;

Dear Members of the Committee on Public Works,

My name is Liz Marino, and I live at 181 Fayette Street. I've been a Watertown resident for over 12 years and have lived on Fayette Street since 2018. Over the past several years, I've seen our city make thoughtful progress toward safer, more livable streets, like the traffic calming measures added around the Hosmer when I lived on the East End. Unfortunately, Fayette Street has not kept pace with those improvements, and it has become increasingly unsafe for pedestrians, cyclists, and even drivers.

One of my favorite features of where I live is the proximity to so many local businesses, the Boys and Girls Club, the library, parks, City Hall, and our schools. Unfortunately, walking on our street or letting children ride bikes has become an exercise in vigilance. Many of us plan our routes around traffic patterns to avoid the worst stretches. It shouldn't feel dangerous to simply walk in one's own neighborhood.

The traffic on Fayette Street has grown noticeably heavier and faster in recent years. Cars frequently use it as a shortcut between Mt. Auburn and Main Streets, often accelerating well above the speed limit to make up time. I've seen several near accidents and actual collisions at the Fayette-Forest intersection and have often been woken from my sleep by speeding cars who drive full throttle down Fayette Street in the middle of the night.

Because curbs are lacking on the majority of Fayette Street, drivers often park their cars partially on the sidewalk. For those of us who live here, this situation affects daily life. Anyone with a stroller, wheelchair, or other mobility aid often has to walk in the middle of the street due to this.

I strongly urge the Committee to prioritize Fayette Street as one of its next road projects. Traffic-calming interventions such as raised crosswalks (especially at the Whites Ave intersection), curbs, one-sided street parking, and clearer signage would go a long way toward restoring safety and livability for everyone who uses this street. These measures would not only protect residents but also align with Watertown's broader goals of promoting safe, multimodal transportation and strong neighborhood connections.

Fayette Street is overdue for attention and addressing it now would demonstrate the city's continued commitment to making every neighborhood a safe place to live, walk, and drive.

Thank you for your time, your service, and your commitment to the people of Watertown.

Sincerely,
Liz Marino

Attachment: Pictures of broken tactile paving at the intersection of Fayette and Waverley, and asphalt that replaced the broken tactile paving on the opposite corner. This is a detriment to our blind and low-vision residents. I submitted this via the See-Click-Fix app (Request ID: #15876518) in January of 2024, followed up in July of 2025, and have not heard anything back.







Prioritization of Summer Street for Redesign

From Sam Garwin <sgarwin@gmail.com>

Date Tue 10/21/2025 4:11 PM

To Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Feltner, Lisa <lfeltner@watertown-ma.gov>; Palomba, Anthony <apalomba@watertown-ma.gov>; Brady, Thomas <tbrady@watertown-ma.gov>; Glode, Tyler <tglode@watertown-ma.gov>; Mermell, Zeke <zmermell@watertown-ma.gov>

 1 attachment (4 MB)

Summer Street - PW Committee Meeting (Oct 22, 2025).pdf;

Dear Committee Members,

I am writing to urge the Committee on Public Works to prioritize Summer Street as the city's next road for complete redesign. When I moved to 139 Summer St. in December 2024 I had no idea how much the volume, speed, and type of traffic in my neighborhood would impact my quality of life and sense of safety. I've now spent the better part of a year documenting these issues, educating myself on potential solutions, and – most importantly – connecting with long-time residents who have been increasingly concerned for over a decade. With the upcoming changes to Watertown Square, I couldn't be more convinced that the time to act is now.

Summer Street represents an urgent safety crisis in the heart of Watertown. Although Summer Street is only 0.6 miles long, it sees an unusually high number of accidents – 15 in the period of June 2024-25 – and the frequency is increasing rapidly. The intersection of Summer and Spring Streets alone has experienced 5 accidents in two separate 12-month periods and is on track to do so again this year, meeting the federal threshold for traffic control intervention multiple times over. Ironically, Summer Street experiences these issues because it has *fewer* traffic calming and pedestrian safety measures than the Main Street it runs parallel to – and therefore is a popular choice for speeding commuters and commercial vehicles. It also has substandard sidewalks, deteriorating curbs, narrow lanes, and no shoulder.

The urgency is compounded by the upcoming Watertown Square renovation. Summer Street will be exceptionally vulnerable to even more increased cut-through traffic during the upcoming Watertown Square reconstruction. Without proactive intervention, we risk entrenching dangerous traffic patterns that will persist long after construction concludes. Every month we delay represents another month of preventable risk to the hundreds of children, seniors, and families who use this street daily to access the middle school Boys & Girls Club, public library, Linear Park, senior housing facilities, and multiple parks, playgrounds, and childcare centers.

Please designate Summer Street for full engineering assessment and complete redesign as one of the next "connector roads/longer streets" projects. Specifically, please consider:

- Traffic calming measures throughout the corridor, including raised speed tables, granite curbs, and bump-outs
- Installation of raised crosswalks and crossing requests signs at key intersections (Forest St, Whites Avenue, Winter Street)
- Restrictions on commercial traffic, particularly oversized vehicles like tractor-trailers

Attached you will find a presentation that provides additional data, resident testimonials, and recommendations.

Thank you for your consideration and your service to our community.

Respectfully submitted,

Samantha Garwin
139 Summer Street #2
sgarwin@gmail.com | 610-247-4934

Summer Street Safety

Committee on Public Works

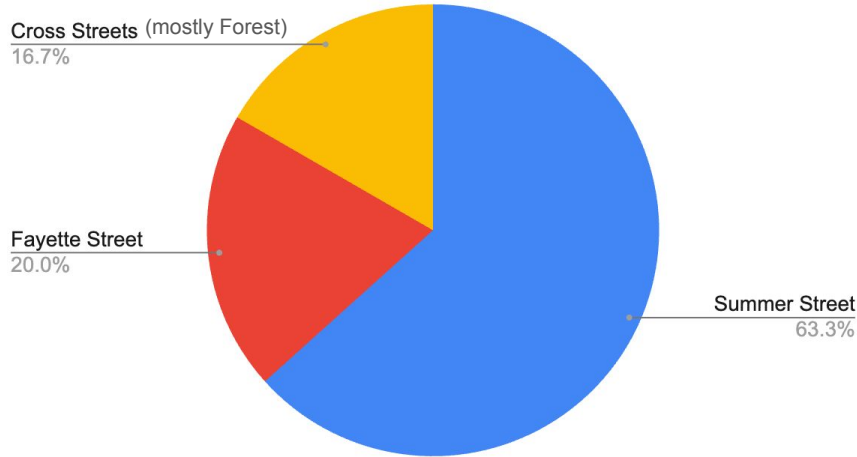
October 22, 2025

Samantha Garwin, 139 Summer St #2
sgarwin@gmail.com

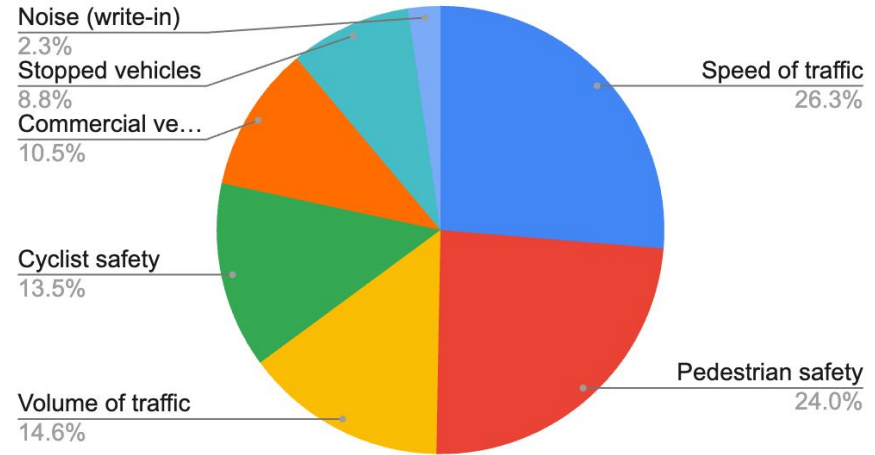
Summer & Fayette Resident Survey

- 250+ letters were handed out by going door-to-door to every unit on Summer and Fayette in July / August 2025
- Over 50 people responded either online or via paper survey
- 100% of respondents said they were concerned with traffic in our neighborhood
- 89.7% said they were interested in staying in the loop and getting involved

Survey Responenents



Top Concerns



Resident stories are included in full at the end of this packet.

Themes of Resident Concerns

Winter Street Intersection

- No crosswalk, despite being a major pedestrian route to Library, Farmers Market, and Main St.
- Steep hill = low visibility. No sidewalk on Winter.
- Often completely blocked by morning commuter traffic



Winter St. intersection during morning rush hour

Whites Ave Intersection

- Honking occurs at all times of day, as drivers attempt to cut into fast-moving Summer St. east-bound traffic with limited visibility
- Multiple MVAs have resulted in damage to adjacent properties
- Main ped crossing to Linear Park, Boys & Girls Club, and Saltonstall



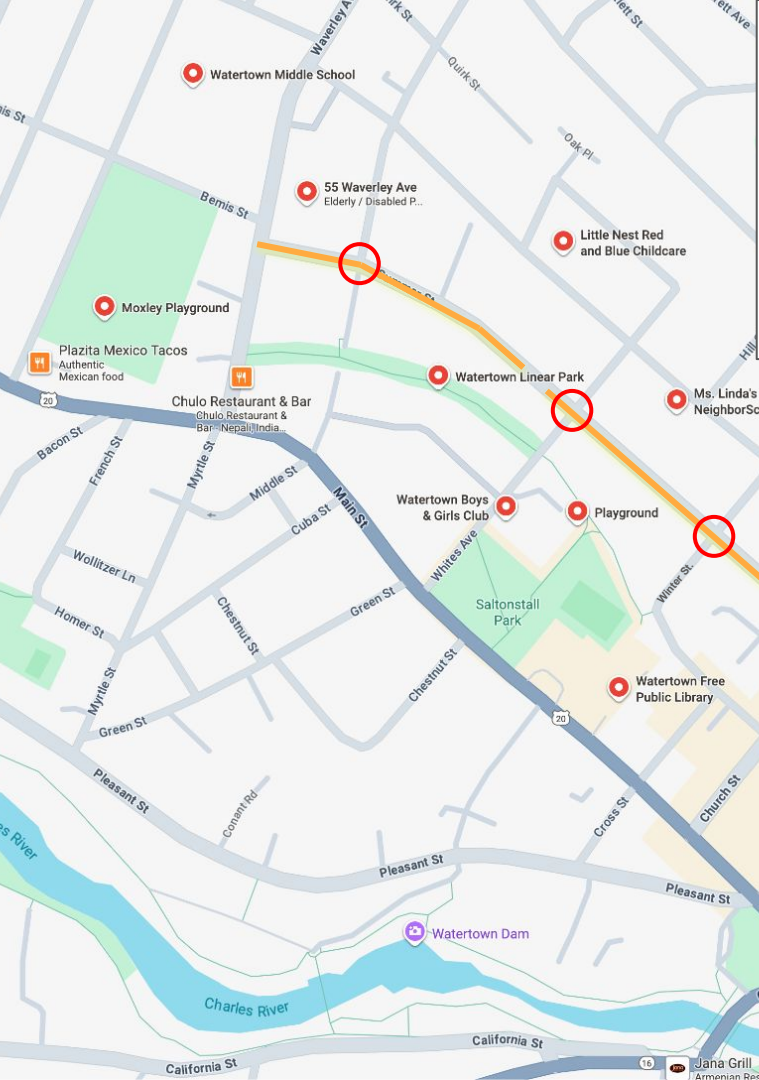
View looking West on Summer St. at Whites Ave

Speed, Volume, and Type of Traffic

- 250+ vehicles per hour during commuting hours = dangerous to cross or enter the street
- Speeding is the norm outside of commuting hours
- Tractor trailers are frequent; they drive fast, ignore crosswalks, and drive over the centerline



Trucks speeding down the center of Summer Street



Summary of MVAs on Summer Street, Jun 2022 - Aug 2025				
Intersection	6/15/2025 - Present	6/15/2024 - 6/14/2025	6/15/2023 - 6/14/2024	6/15/2022 - 6/14/2023
Summer + Mt. Auburn	1	2	2	4
Summer + Church	0	3	2	2
Summer + Spring	4	5	6	1
Summer + Winter	0	1	0	0
Summer + Whites	0	2	1	0
Summer + Cozy	1	2	0	0
Summer + Forest	0	0	0	0
	6	15	11	7

MVA Data Shows:

- Frequency of accidents on Summer Street is **increasing rapidly**
- The stop light at Church Street is insufficient to prevent accidents
- The Spring Street intersection is particularly dangerous, with 15 MVAs in under 2 years

A crash problem is indicated by 5 or more reported crashes in a 12-month period, and is a warrant for a multi-way stop or signal (MUTCD)

Substantial Vulnerable Users

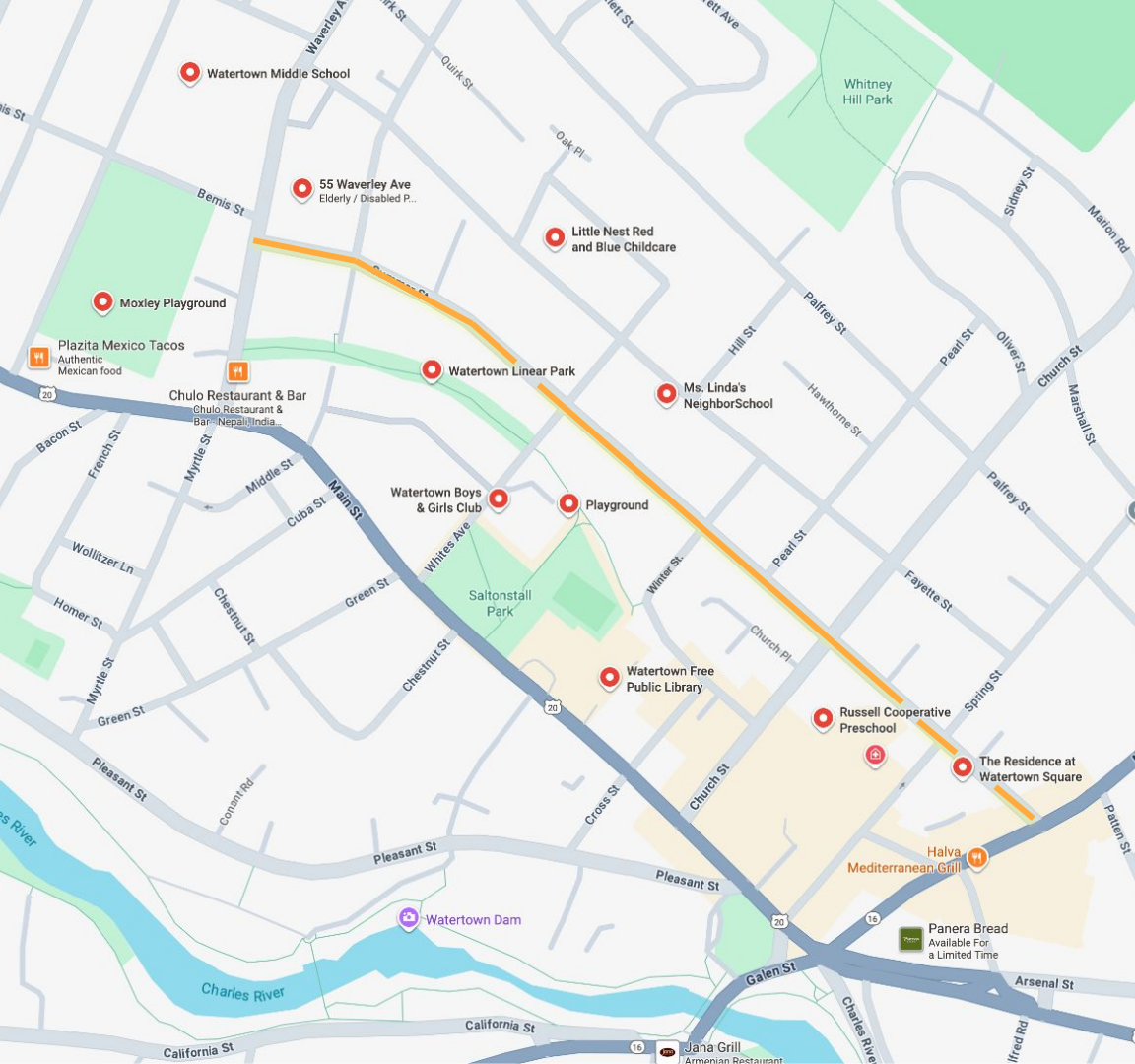
In just 0.6 miles, there are:

- 2 Senior citizen residences
- 5 Childcare centers + schools
- 4 Playgrounds and parks

Safety zones (Mass.gov)

Safety zones are specially designated areas such as **parks, playgrounds, senior citizen housing, hospitals, and childcare centers**. Within these zones, speed limits must be set at 20 mph. Safety zones should have treatments that cue drivers to slow down.

40% of pedestrians struck by a car going 30 mph will die. At 20 mph, the fatality rate drops to 5% (Watertown Complete Streets). We are currently asking for a fatality



Insufficient Road Design

Summer St. has substantially fewer traffic calming and pedestrian safety measures than Main St., despite it being a thickly settled residential street.

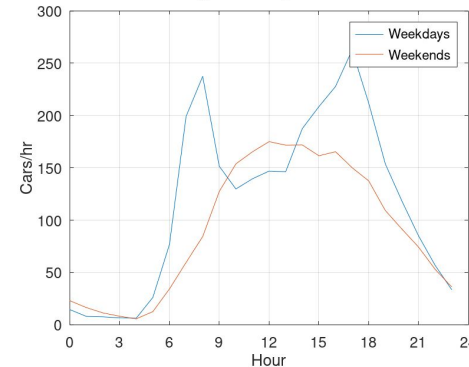
7 crosswalks + 2 traffic lights on Summer St.

vs.

10 crosswalks + 5 traffic lights on Main St.

This disparity **actively encourages** commuter and commercial traffic to use Summer St. and Fayette St. rather than proper arterial roads and connectors.

Average car rate, Summer St.



Summer St. has **minimal curbs, no shoulder**, and is only **23 ft. wide** curb-to-curb from Waverly to Church.

CITY OF CAMBRIDGE Truck Routes & Restrictions

Trucker tendency to abuse
**residential roads parallel to
main streets** is a well-known
issue, and can be solved with
smart, proactive, resident-first
city planning and policies

Legend

- TruckRoute
- TruckRestrictions
- Numbered Highway

Requests for Committee on Public Works

Short Term

- **Spring Street** - Address proven crash problem with a 4-way stop
- **Winter Street** - Paint 4 new crosswalks, with lighted signs to request crossing
- **Whites Ave** - Install In-Street Pedestrian Safety Signs at Summer St. and *Cross Traffic Does Not Stop* signs on Whites Ave; Consider 4-way stop.
- **Waverly / Mt. Auburn** - Install *No Commercial Vehicles* or *No Trucks* signage

Medium Term

- Prioritize Summer Street as one of the city's next Long-Road Projects, redesigning it based on full engineering assessments
- Consider adding physical traffic calming measures, lowering the speed limit, and removing Summer St. from the "Primary" road classification
- Ensure that safety and quality of life of Summer Street residents is considered and safeguarded as Watertown Square development plans proceed

Thank you for your attention to this important matter!

Summer & Fayette Resident Stories

These stories were gathered via a survey of 250+ Summer & Fayette St. residents in July-August 2025

Please contact Sam Garwin at sgarwin@gmail.com for more information.

I wanna thank you for taking this initiative because this is a conversation that definitely needs to take place. My husband and I go on walks around Watertown almost every day and we particularly are concerned about pedestrian safety. The new construction happening in Watertown Square is where we feel there needs to be a safer pedestrian pathway.

In regards to our Summer Street traffic, the intersection of Summer and Spring Street, there is always traffic and speeding cars. Many times I wait for the cars to leave before crossing. A lot of times the cars don't even stop when I am standing to cross because they are going so fast.

- 69 Summer St.

People drive crazy fast at night. Loud spending motorcycles or cars roar down the street as some sort of flex. Only a matter of time before someone gets hurt. We need speed bumps like, yesterday.

Vehicles often stop on the road and because of the hill sometimes it can be very dangerous to pass them because of low visibility. If you don't go around them folks honk and go around anyway

- 180 Summer St.

Occasionally, drivers speed down Summer St with no regard for the speed limit.

Also, the intersection Summer St / Whites Ave near the Boys and Girls Club needs different traffic signage, as some drivers coming downhill from Whites Ave do not stop when crossing Summer St. I have lived here for three years and have gone through several dangerous situations.

Watertown Sq is awful for pedestrians and cyclists. And there is no real connection for bikes between Church St and Arsenal St. Driving across the CVS parking lot by bike and crossing Mt Auburn St is always dangerous.

- 15 Cozy St

There are cars that primarily use Summer St. to bypass Main St. Some of them fully disregard the speed limits and can go upwards of 50+ MPH, endangering residents and pets. Additional stop signs or speed bumps seem to be the best solution.

- 55 Forest St.

Two pets have already died and my granddaughter was almost run over and crashed by cars, one ended up on my neighbor's porch at 6 in the morning. It's very dangerous here, we need 4-way stops.

- 154 Summer St.

The intersection of Summer and Whites is quite dangerous, I often see many cars almost colliding as people try to turn off of Whites and onto Summer and either pull out in front of someone they don't see or end up sitting in the intersection. In general I think this intersection generates a lot of honking. Overall the street is indeed busier than I first anticipated so I am open to traffic mitigation, whether maybe additional stop signs or a well placed speed bump.

- 153 Summer St.

Intersection of Whites Ave & Summer St needs a four way stop sign. During my ownership of the condo unit on that crossing I have experienced hit and run of my retaining wall and a car driving into a porch of the neighbors across from me.

- 155 Summer St.

I've emailed the city about the speeding traffic and failure to stop at (clearly marked) pedestrian crosswalks. They did put up a speed reader but it obviously has not solved the issue. They did invite me to the monthly meetings but unfortunately I cannot attend because it's right when I put my kids to bed. I requested a raised crosswalk at summer/whites or lights to indicate crossers, or just a 4 way stop. I think the lack of stops between the light on church and the stop sign on waverly allows cars to build too much speed. We have had many accidents on our segment of Summer due to speeding and cars leaving the roadway and jumping the curb) particularly around the curve by Cozy st). Pedestrians aren't safe crossing or walking on the sidewalk.

- 183 Summer St.

We lost our kitten in an accident; she ran away, and we didn't even have a chance to find her alive, as she was brutally run over. Cars speed past all the time, even in the early hours of the morning. I'm afraid for my two children and don't let them play in front of the house.

- 152 Summer St.

I live one house away from Spring St. You wouldn't believe how many accidents there are. I know the sound so well that I'm often the first person to call 911. It sucks.

I'm a little scared every time I'm at the intersection of Spring and Summer, especially on my motorcycle. I see many people going too fast, and about 1 in 3 people are actively using their cell phones.

- 43 Summer St.

First off, thank you so much for leading this effort. This has been something that has bothered us since moving in and it's continually getting worse.

We have lived here for 9 years and seen/heard both traffic and noise steadily rise. Obviously, rush hour is out of control, but even midday on weekdays is getting bad. Cars routinely speed through over the speed limit and noisy trucks often cut through at high speeds, shaking our whole house. It is especially noisy where we are as trucks have to work extra hard as they climb up the hill. We have heard and seen many accidents at the intersection of church and summer.

- 77 Summer St.

I have lived at 59 Summer for 21 years. Traffic was not bad at first. Then in 2012 (?) the street from Mt. Auburn to Church to Winter St. was dug up and redesigned. A nightmare. The result was a widening of the portion of Mt. Auburn to Church, new lights at each corner, and limited parking. To avoid waiting on lights [on Main St.], cars zoom down Summer, are aggravated that there is another light at Church, and often gun through when the light turns red. Accidents have happened frequently at Summer and Spring, and Summer and Church.

When the assisted living was built myself and some others requested speed bumps as elderly would be out walking – no response from the city.

Then cars speed from Church to Waverly. Again, at the corner of Summer & Waverly – elderly housing. Speed bumps should be put on Summer near that intersection. And from Church to Waverly the street is very residential – children, high school kids walking, etc.

My observation is that they put up signs, add markers on the street, but drivers pay no attention. Speed bumps, and cameras, to me, are the only solution. Plus, we have no bike lane. Commercial vehicles should be permitted to drive on specific streets, not Summer. The city always laments – not enough money, personnel for enforcement.

I hope your efforts result in something! I admire your efforts to bring people together to make a change.

- 59 Summer St.

You have already heard from me. I wonder if a focus on the intersection of Summer and Winter would be effective. Massive pedestrian safety issue. A light with a crosswalk and sidewalk on Winter.

- 126 Summer St.

Thank you so much for trying to create an initiative to improve the traffic situation in our neighborhood. It's fairly horrible.

I moved here in December 2024 and had NO idea how much traffic and noise existed – until I opened the windows. Backing out of the driveway is difficult with nonstop vehicles in both directions. Crossing the street is also precarious.

The Winter/Summer Street intersection is where many folks walk down to Main St, library, farmer's market, etc. It would be wonderful to have a crosswalk with blinking light there.

- 101 Summer St. #2

As related on the paper form I am dropping off in person, I brought up concerns with Watertown's Traffic Commission about ten years ago, specifically asking about marking additional crosswalks in the neighborhood. While the Commission had already planned for the (raised) marked crosswalk now present on Whites Ave. at the beginning/end of Linear Park, they were upfront during the public meeting I attended about their view, namely that at the other locations I had requested (marked) crosswalks (Forest-Summer and Forest-Fayette) would not necessarily be appropriate or improve safety.

This was, as you can imagine, mildly frustrating, especially from my perspective at the time of being new to the neighborhood and also a parent to a very young child. (The initial impetus to petitioning the Traffic Commission was witnessing several people driving at what I considered unsafe speeds along our block the evening and night of Halloween.) In the years since, I have mostly set aside my initial concerns as we learned to navigate the streets we typically drive and walk along.

That said, I do believe that additional traffic calming is warranted. I have educated myself a bit more on some of the research and law with regards to this, for example the criteria required to install additional stop signs, and the data that suggest that (marked) crosswalks by themselves do not improve pedestrian safety, and may even pose risk if haphazardly used.

It is still clear to me, at least anecdotally, and even from the period of time when I didn't leave here but frequently drove through along these streets, that the city should strongly consider adding more traffic calming measures, especially along Summer and Fayette Streets. Crosswalks that are marked AND raised, and perhaps curb cutouts in appropriate places, would be welcome in my view, in addition to other creative ideas that may be devised.

Thanks for the survey, and I hope we can make something from this!

- 51 Forest St.

I find that people drive extremely fast down Summer St which makes me uncomfortable when walking with my young daughters.

I'm sure there are a lot of good solutions. A simple one that I think could help is making the intersection of Whites Ave and Summer St a 4 way stop.

- 171 Summer St.

I'm afraid for pedestrians & children in this neighborhood with the speed of traffic. It seems Summer St is a prominent cut through st during many people's morning commutes. It can make backing out of our driveway dangerous, too. I'd be happy to see measures taken to change this.

- 240 Summer St.

Thank you, Sam, for leading these efforts. We have lived at this property for more than 20 years, and it has always been our concern.

- 43 Forest St. (corner of Summer)
-

Forest St is a through way for foot and bike commuters to the Watertown Linear Park to get to the square. A safe crossing option at Forest and Summer would be appreciated by the community.

- 60 Forest St.
-

Have seen multiples accidents in front of our house. Cars drive way too fast.

- 157 Summer St.
-

Hi Sam,

Thanks for reaching out! I just moved to Watertown 2.5 weeks ago. Today I walked to O'Some Cafe and thought - it would be really nice to have a pedestrian cross walk from Winter Street across Summer St. And then after I crossed Main Street (on foot) I heard a car "crash". A car had stopped (I imagine a bit abruptly) to allow a pedestrian to cross main street in front of the library and the third car behind slammed into the second car behind the stopped car at the crosswalk.

All that to say....your letter was incredibly timely!! I wasn't aware of the reconstruction project and would love to hear more of your experience, vision to make our neighborhood streets safer and how I can support.

- 71 Winter St.
-

Bumpers on the street, more traffic signals, speed limit notices.

- 80 Summer St.
-

I would love to see speed bumps put in on Summer Street.

- 188 Summer St. #1
-

Date: Tue, Sep 2, 2025 at 2:46 PM

Subject: Re: [Watertown Safe Streets] Watertown Safe Streets: Update #1

To: Sam Garwin <sgarwin@gmail.com>

Hey Sam,

Thank you so much for organizing this! It's really important and I'm glad to see someone (and the whole community it seems!) getting behind it. I just wanted to update that at 2:32pm today there was an accident on Summer near Whites, and currently that intersection is closed and being directed by police. Just an incident to add to your gathering evidence!

Kind regards,

153 Summer St.

We have lived in Watertown since 2017 and the traffic and speed of cars has been concerning the whole time we've lived here. I would love to actually tackle this issue.

- 8 Fayette St.

As a driver and pedestrian, I've noticed cars excessively speeding on Fayette (between Spring and Church), Spring (between Summer and Palfrey), and Summer (between Church and Mt. Auburn) Streets.

I would like to see speed bumps on Spring between Summer and Palfrey, on Fayette between Spring and Church, and a raised intersection at Fayette and Spring, mirroring the raised intersection at Fayette and Church.

Additionally, I would love to see crosswalk bump outs at the Summer/Spring intersection and crossing signs with flashers.

- 8 Fayette St.

Fayette St. isn't wide enough to support parking on both sides of the street as well as two-way traffic. Much of the street doesn't have curbs, and so people quite regularly park on the tree belt or sidewalk--sometimes so close to the front of someone's property that pedestrians are forced to walk in the road. (A few months ago, someone even drove up onto the sidewalk as I was walking and parked right in front of me so I couldn't get by.) Pedestrians need to be especially alert when it's dark, as the street is straight enough for cars to speed on, and I often choose my route home from work in the winter based on which bus stop I feel safest walking from. I've also observed that in the middle of the street, where cars are often parked on both sides on the weekend, drivers are sometimes forced to play chicken with vehicles coming from the opposite direction. I don't see many cyclists on the street and don't bike myself, but this clearly doesn't create a safe situation for them, either.

- 195 Fayette St.

Fayette Street needs actual curbs and sidewalks. This will narrow the street and will force drivers to go more slowly – and provide kids going to/from the middle school a safer passage. We've had 2 cars parked in front of our house damaged by speeding hit-and-run drivers.

Vincent Piccirilli is the Councillor to speak with. He has brought a rational approach to roads/sidewalk work in Watertown. From talking with him, a complete rebuild of Fayette St., like what is in progress on Morse St., is not yet in the planning stage, but is coming. There are 3 major projects ahead of it.

- 107 Fayette

Car accident at intersection of Fayette and Church St. where car drove onto our and neighbor's lawn. It could have been disastrous if there were pedestrians or if we were sitting/working outside at the time. I've been told that cars have even crashed into the house on the corner in the past. Drivers still seem to zoom over speed bumps on Church St., and commercial vehicles can be quite loud. I imagine this will get worse with Watertown Square construction.

- *65 Church St.*
-

I recently had a long conversation with Sergeant Samson of the WPD about this issue. Which led to the installing of speed monitoring devices on Fayette St. He did have a good counterpoint about parking but I think there is still room for improvement

- *Fayette St.*
-

People speed down Fayette. People ignore the stop signs on the side streets or not looking before entering Fayette.

- *48 Fayette St.*
-

I pray to God that no one gets killed here. I was here the day the car flipped over – the neighbor's car got hit – it was terrible.

- *179 Fayette St.*



CPW - Considering improvements to Summer & Fayette streets

From Kirstin Butler <kirstinbutler@gmail.com>

Date Tue 10/21/2025 4:49 PM

To Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Feltner, Lisa <lfeltner@watertown-ma.gov>; Palomba, Anthony <apalomba@watertown-ma.gov>; Brady, Thomas <tbrady@watertown-ma.gov>; Glode, Tyler <tglode@watertown-ma.gov>; Mermell, Zeke <zmermell@watertown-ma.gov>

Cc sgarwin@gmail.com <sgarwin@gmail.com>

To members of the Committee on Public Works:

My name is Kirstin Butler and I live at 55 Forest Street, which is the section of Forest between Fayette and Summer Streets. We've been concerned about traffic on both streets for some time in my household, and really appreciate that the Committee is considering remedial action.

In the eight-plus years that I've lived at this address, I've personally witnessed multiple car accidents on Fayette Street. Most have been minor fender benders, but one during the last six months involved a car that was flipped over onto its roof, necessitating emergency services. My sense is that the accidents are a result of motorists driving too fast—cars often pass through at speeds exceeding what's safe for such a dense residential area—and low visibility where cross streets feed onto Fayette.

In addition, as the number of residents in Watertown increases but parking options remain fixed, more and more cars are parked along all of the streets in the section of Watertown where I live, further limiting visibility and making speeding even more consequential. Some sections of both Fayette and Summer also lack sidewalk curbs, leading cars that attempt to pass by each other in tight sections to drive up on what would otherwise be sidewalk. All of these elements increase hazards for pedestrians and motorists.

I would like to personally request that the Committee make addressing Fayette and Summer Streets a priority during its next round of road improvements. Installing speedbumps and/or four-way stops along both streets would really help moderate traffic, and make residents feel much safer when driving and walking in the neighborhood.

Thanks for your consideration, and I very much appreciate everything you do to keep Watertown such a great place to live.

Sincerely,
Kirstin Butler



Outlook

Improvements to Summer and Fayette Streets

From Joshua Lawton <jtlawton@gmail.com>

Date Mon 10/20/2025 6:13 PM

To Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Feltner, Lisa <lfeltner@watertown-ma.gov>; Palomba, Anthony <apalomba@watertown-ma.gov>; Brady, Thomas <tbrady@watertown-ma.gov>; Glode, Tyler <tglode@watertown-ma.gov>; Mermell, Zeke <zmermell@watertown-ma.gov>

Cc sgarwin@gmail.com <sgarwin@gmail.com>

 1 attachment (17 KB)

Traffic Commission letter-2014.doc;

Dear Committee Members,

My name is Joshua Lawton, and I have lived at 51 Forest Street for twelve years, and in Watertown for more than twenty. Attached is a letter than I sent to the Watertown Traffic Commission in 2014 expressing concerns about pedestrian and driving safety around Summer and Fayette Streets. I did in fact attend the Commission meeting that November, and it was elucidating for me at the time. For example, I appreciate more than I did that crosswalks by themselves are not necessarily the best solution for any given roadway.

However, my child now attends Watertown Middle School, and I continue to be cognizant of road risks in this area of the city. While the hedge at the corner of Summer and Forest has gotten trimmed lower than it used to be, it is still quite common to find motor vehicles traveling well over the speed limit, especially along Summer Street, where there isn't legal on-street parking west of Church Street. While many drivers behave appropriately, crossing or turning onto or from these roads can be a stressful exercise, day or night.

I urge you to consider adding some combination of traffic calming measures, including those that can be found elsewhere in Watertown, such as raised intersections, additional marked crosswalks, curb extensions/neckdowns, and speed tables.

Thank you for your attention to this and for your service,
Joshua T. Lawton

Joshua Lawton
51 Forest Street
Watertown, MA 02472

November 4, 2014

Town of Watertown
Traffic Commission
Attn: Sergeant David Sampson
Re: Crosswalks near Forest Street/Linear Park

Dear Sergeant Sampson,

When my spouse and I moved to our present address, I was already aware that certain roads parallel to Main Street, including Fayette but especially Summer Street, carry a fair amount of traffic, being useful in circumventing the long lights and heavy traffic at the center of town. I would like to draw the Traffic Commission's attention to three busy places in particular where I think Watertown residents would benefit from having additional crosswalks.

The first is the intersection of Forest Street and Summer Street. Crossing Summer is fairly dangerous, because of the tendency of cars to speed slightly along the stretch between Whites Avenue and Waverly Avenue. A hedge on the odd-numbered side of Forest also makes it nearly impossible for drivers to see pedestrians approaching the intersection from the north, headed towards Linear Park.

The second place is the intersection of Linear Park and Whites Avenue. I think this is an obvious case, with a path designed for cyclists and pedestrians crossing a roadway, close to Main Street, with visually obstructing parked vehicles. The nearby presence of the Boys and Girls Club, First Path Daycare and playground at Saltonstall Park, and Linear Park's access from the Middle School to the Public Library and shopping areas around CVS would seem to provide additional incentive for a crosswalk.

Third, the intersection of Fayette and Forest streets has some visual obstruction from at least one direction. A resident frequently parks a large business truck on the south side of Fayette looking towards Waverly Avenue, making it very difficult (also because of the house and fence on that corner) for cars driving north at the stop sign on Forest Street to see any traffic heading east from the direction of Waverly. Crosswalks would alert drivers on Fayette to the approaching intersection where foot and vehicle traffic may emerge from both sides.

In the interest of full disclosure, these concerns arise in part from the fact that my family includes a small child, born last year. Furthermore, two of our immediate neighbors each have a child very close in age to ours, and another family in our own building is expecting one of their own next year.

(over)

However, as regular pedestrians and users of public transportation, we have noticed that there are many others who walk across the intersections mentioned above, with or without children, whether to work, bus stops, school, the library, the commercial areas of Watertown Square, etc.

The existence of parks such as Linear and Saltonstall is of great benefit to people of all ages. I think that access to these parks and general pedestrian and vehicle safety would be greatly enhanced by the addition of crosswalks as suggested. This comes to mind especially in light of recent Halloween activities, where we witnessed a fair number of young families crossing all of these streets in the dark, with close to the usual amount of vehicle traffic present.

Thank you again for speaking over the phone, and for your help. I hope that I can attend the November meeting of the Traffic Commission, in case I can address any questions you or others may have.

Warm wishes,

Joshua Lawton



Summer Street Redesign

From Darren Smith <darbos77@gmail.com>

Date Mon 10/20/2025 7:36 PM

To Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Feltner, Lisa <lfeltner@watertown-ma.gov>; Palomba, Anthony <apalomba@watertown-ma.gov>; Brady, Thomas <tbrady@watertown-ma.gov>; Glode, Tyler <tglode@watertown-ma.gov>; Mermell, Zeke <zmermell@watertown-ma.gov>

Cc sgarwin@gmail.com <sgarwin@gmail.com>

Hi,

My name is Darren Smith. Me and my wife Kim are professionals with a young 6 year old daughter. We have been living at 77 Summer Street for over 8 years now.

In that time, I have witnessed Summer Street go from a fairly busy connector street to a high-traffic cut-through speedway. The noise from the street has become constant and my house literally rattles all day from cars, trucks and motorcycles speeding through a street that is basically an express alternative version of Main Street, but with no traffic lights and less traffic. Additionally, there are no stop signs, no speed bumps, and no warning signs, all things that were added to Church Street, which I would argue has less traffic.

We regularly witness accidents right in front of our house, with one accident so bad that the car veered off into the house across the street. Reversing out of my driveway is dangerous and sometimes can take minutes during rush hour due to the backup from the intersection. I am nervous for my daughter to be in front of my house or walk down the sidewalk .

Equally shameful is the state of the street and sidewalks in this area. Despite endless street work, the street has never been paved in the 8 years since I've lived here. The curbs are either rolled asphalt or falling apart. The sidewalk is uneven, cracked, and is just plain ugly. In some places, such as in front of my house, it is just asphalt instead of concrete. I pay \$12k a year in taxes to live on a street that was rough when I moved in 8 years ago and has been completely neglected since. **It's embarrassing!**

Please prioritise a redesign of Summer Street. It is way long past due.

Sincerely,
Darren, Kim and London Smith
77 Summer St. Watertown



Outlook

Public Works Committee consideration of Summer Street issues

From Paul Davis <pdavis@intelligent-isi.com>**Date** Thu 10/23/2025 6:51 PM**To** Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Feltner, Lisa <lfeltner@watertown-ma.gov>; Palomba, Anthony <apalomba@watertown-ma.gov>; Brady, Thomas <tbrady@watertown-ma.gov>; Glode, Tyler <tglode@watertown-ma.gov>; Mermell, Zeke <zmermell@watertown-ma.gov>**Cc** sgarwin@gmail.com <sgarwin@gmail.com>**From:** Paul Davis, 126 Summer Street**To:** Members of the Watertown Public Works Committee

Our family has lived at 126 Summer Street since 2009. A half dozen kids have grown up in the house. My primary concern is safety. The speed of the cars is an issue, but a key point is the intersection of Winter Street and Summer Street. Fast cars and limited visibility on turns, the absence of a crosswalk, and a lack of a sidewalk on Winter Street in the context of an unworkable two-way Winter Street create major risks for everyone – but especially kids. The impacted neighborhood really stretches back beyond Fayette Street. Thank you for your consideration. psd