



City Council Meeting

Tuesday, February 24, 2026 at 7:00 PM
Richard E. Mastrangelo Council Chamber

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on February 24, 2026 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. PRESIDENT'S REPORT
 - A. Referral to the Committee on Human Services to meet with the Director of Human Services to review current work and upcoming goals
- 5. PUBLIC HEARINGS
 - A. Public Hearing and Vote on a Petition from Nstar DBA Eversource for a Grant of Location in Pleasant Street easterly from manhole MH23549, approximately 120 feet west of Cross Street; to install approximately 100 feet of 2-4" conduit. This work is proposed to provide electrical service for 104 Main Street. The recommendations and conditions set out by the Department of Public Works shall be required upon approval of this application.
 - B. Public Hearing and Vote on a Proposed Ordinance - "Skip the Stuff" Waste Reduction Ordinance
- 6. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS

- A. Resolution Approving Excess Expenditures for Snow and Ice Removal Pursuant to Chapter 44, Section 31D, Massachusetts General Law
- B. First Reading on a proposed Loan Order that the sum of \$750,000 is appropriated to pay costs of sewer system improvements for the Department of Public Works, as more fully described in line 51 of the Annual Budget for fiscal year 2026, 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. REPORTS OF COMMITTEES

- A. Committee on Public Safety Report regarding its meeting on February 10, 2026 - Gardner, Chair

ACTION ITEM:

To recommend the City Council confirm Jason Merkin for appointment to the Traffic Commission for a term expiring May 15, 2027

- B. Committee on Economic Development and Planning Report regarding its meeting on February 12, 2026 - Gannon, Chair

ACTION ITEM:

To recommend the City Council confirm Amy Plovnick for reappointment to the Community Preservation Committee for a term expiring February 1, 2029

ACTION ITEM:

To recommend the City Council confirm Dennis Duff for reappointment to the Community Preservation Committee for a term expiring February 1, 2029

ACTION ITEM:

To recommend the City Council confirm Payson Whitney for reappointment to the Planning Board for a term expiring February 15, 2029

ACTION ITEM:

To recommend the City Council confirm Sarah Baker for reappointment to the Zoning Board of Appeals for a term expiring February 15, 2031

- C. Committee on Rules and Ordinances Report regarding its meeting on January 20, 2026 - Gardner, Chair

ACTION ITEM:

To recommend the Council Rules, as amended by the Committee, to the full Council

ACTION ITEM:

To seek referral to continue examining Board and Commission appointments after adoption of the administrative code

- D. Committee on Rules and Ordinances Report regarding its meeting on February 11, 2026 - Gardner, Chair

ACTION ITEM:

To adopt the ordinance amendments and to refer the ordinance to the City Council

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

ELECTED OFFICIALS

Mark S. Sideris,
Council President

John G. Gannon,
Councilor At Large
Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor
Theophilus Offei,
Councilor At Large
Lisa J. Feltner,
District B Councilor

Caroline Bays,
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: Pleasant Street at Cross Street WO # 19562447

February 9, 2026

Dear Abutters:

The City Council of the City of Watertown will hold a public meeting on Tuesday, February 24, 2026 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:

Pleasant Street – Easterly from manhole MH23549, approximately 120 feet west of Cross Street; install approximately 100 feet of 2-4” conduit.

This work is proposed to provide electrical service for 104 Main Street. We are submitting the following recommendations and conditions for consideration by the City Council should this Grant of Location application be approved. A photo of the location of the proposed work is attached to this document.

Standard Conditions

1. This Grant of Location does not authorize physical excavation. The Applicant or its Contractor must apply for and receive a Street Opening Permit and/or a Sidewalk

Crossing Permit from the Watertown Department of Public Works (DPW) prior to the commencement of any site activities.

2. The Applicant acknowledges that the City of Watertown is not a member of Dig Safe. The Applicant is solely responsible for notifying the DPW directly to mark City-owned infrastructure (water, sewer, drain, fire alarm, etc.) at least 72 hours prior to excavation.

3. If subsurface infrastructure not shown on the approved plans is encountered, or if a conflict arises between the proposed installation and existing public or private utilities, work shall cease in the affected area. The Applicant shall contact the City Engineer immediately to determine an appropriate resolution or redesign.

4. The Contractor shall coordinate with the City of Watertown Health Department to ensure compliance with all applicable rodent control and integrated pest management (IPM) requirements prior to and during construction.

5. Unimpeded pedestrian access, or temporary accessible facilities meeting ADA and PROWAG standards, shall be maintained at all times. Any temporary path must be clearly delineated, stable, and slip-resistant.

6. All work within the Right-of-Way (ROW) shall be performed in strict adherence to the Manual on Uniform Traffic Control Devices (MUTCD) and MassDOT Work Zone Safety Guidelines. The Contractor is responsible for scheduling and funding any required police details and implementing safety measures as mandated by OSHA.

7. Equipment, materials, and stockpiles shall be staged in a clean and orderly fashion. No materials or equipment shall be placed in a manner that obstructs intersectional sightlines or creates hazards for motorists or pedestrians.

8. The Applicant and its Contractor are responsible for the protection of all public and private property. Any damage to City-owned infrastructure (valves, hydrants, manholes) or private utilities shall be repaired or replaced at the Applicant's sole expense.

9. All disturbances to curbing, grass strips, sidewalks, and roadway surfaces shall be restored "in-kind" to the satisfaction of the DPW.

10. If a segment of sidewalk is removed, it must be replaced to full width. All restoration work must comply with current Americans with Disabilities Act (ADA), Massachusetts Architectural Access Board (MAAB), and City of Watertown construction standards.

11. All material stockpiled on-site must be protected with erosion control devices (e.g., silt fences, straw wattles). The Contractor is strictly liable for the removal of any sediment that enters the City's MS4 drainage system or sanitary sewer system as a result of the work.

12. Public shade trees within or adjacent to the work zone shall be protected per City standards. Individual tree protection (fencing) is required for impacted trees. No equipment or materials shall be stored within the Critical Root Zone (CRZ) of any public shade tree without prior written approval from the City Tree Warden.

13. Upon completion of the work, the Applicant shall submit an As-Built Survey Plan to the DPW. This plan shall be recorded with the City and must include the precise horizontal and vertical locations of all installed infrastructure.

14. The Applicant shall indemnify, defend, and hold harmless the City of Watertown and its employees from all claims, damages, or losses arising out of the installation, maintenance, or failure of the utility infrastructure authorized by this Grant of Location.

15. The Applicant shall be responsible for the maintenance of all trench and surface restoration for a period of two (2) years following the date of final acceptance by the DPW. Any settlement or failure of the restoration during this period shall be repaired by the Applicant at no cost to the City.

16. Unless otherwise authorized in writing by the DPW or in the event of a documented emergency, work within the Public ROW shall be limited to the hours of 7:00 AM to 4:00 PM, Monday through Friday.

17. The Applicant shall provide the DPW and the Watertown Police Department with a 24-hour emergency contact name and phone number for a representative authorized to address site safety or infrastructure issues.

18. The Applicant acknowledges that the City may have a pavement moratorium on recently paved streets. If work is proposed on a restricted street, additional restoration requirements (such as curb-to-curb infrared treatment or milling and overlay) may be mandated by the City Engineer.

Location Photos



Due to the recent snow storm and construction activities, the photos above are taken from Google Street View, dated Aug 2022.

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

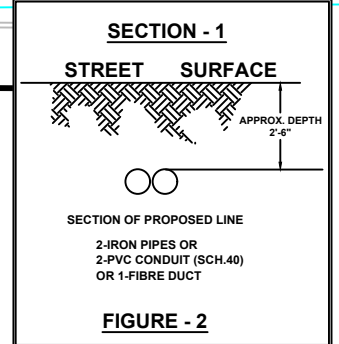
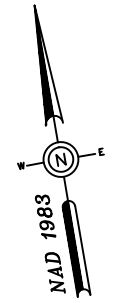
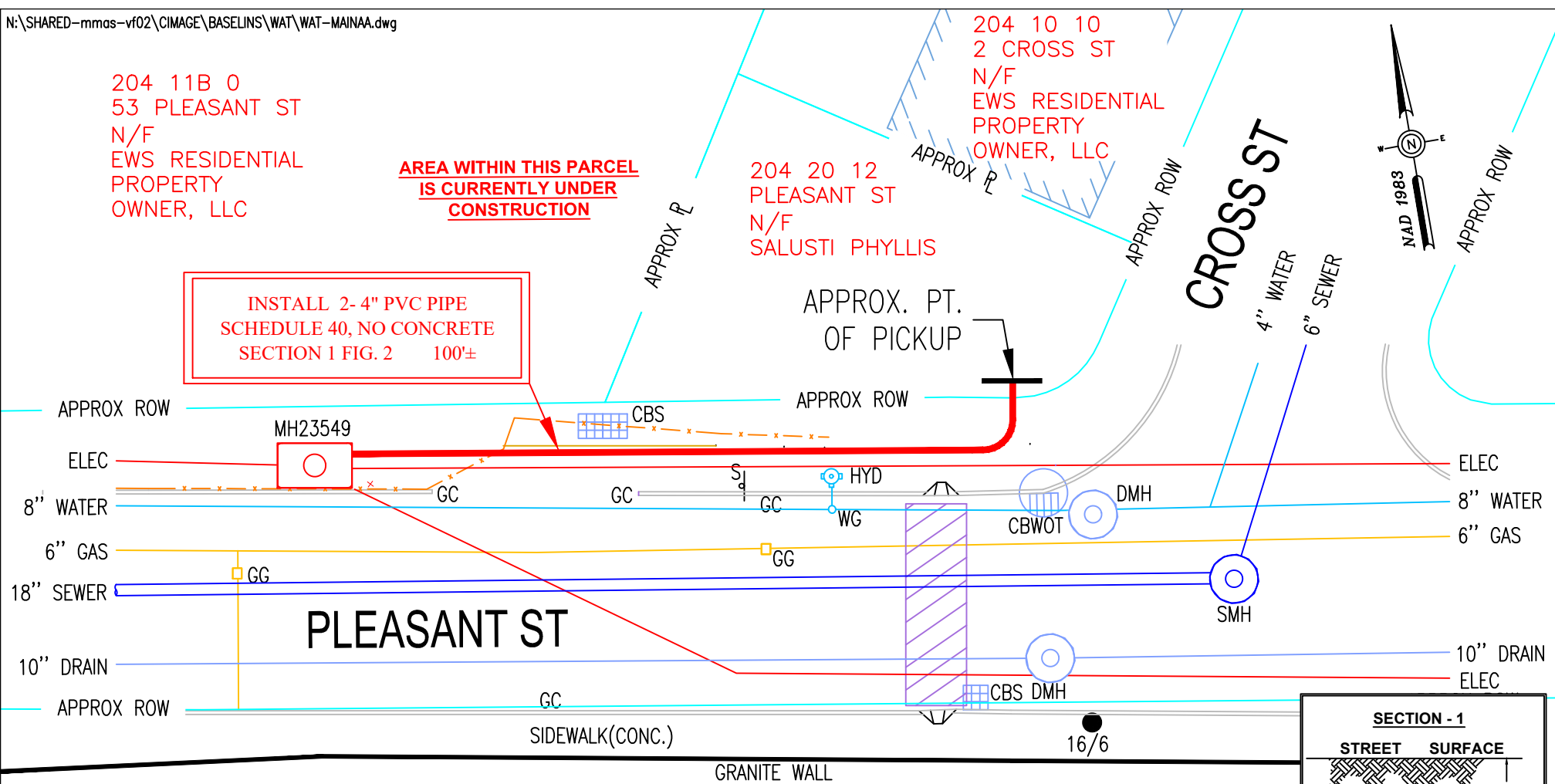
204 11B 0
53 PLEASANT ST
N/F
EWS RESIDENTIAL
PROPERTY
OWNER, LLC

**AREA WITHIN THIS PARCEL
IS CURRENTLY UNDER
CONSTRUCTION**

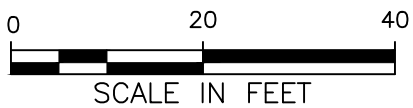
204 20 12
PLEASANT ST
N/F
SALUSTI PHYLLIS

204 10 10
2 CROSS ST
N/F
EWS RESIDENTIAL
PROPERTY
OWNER, LLC

**INSTALL 2- 4" PVC PIPE
SCHEDULE 40, NO CONCRETE
SECTION 1 FIG. 2 100'±**



202 1E 0
64 PLEASANT ST
N/F
BERKELEY PLEASANT ST
OWNER LLC



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, OFFICIERS, 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# 2-26
Ward #
Work Order # 19562447
Surveyed by: SJ/GR
Research by: GR
Plotted by: VT
Proposed Structures: VT
Approved: K RICE
P#

NSTAR EVERSOURCE ELECTRIC d/b/a 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125	
Plan of PLEASANT STREET WATERTOWN	
Showing PROPOSED CONDUIT LOCATION	
Scale 1"=20'	Date JANUARY 6, 2026
SHEET 1 of 1	

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 waste 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 reusable materials for non-recyclable single-use plastics will also reduce waste.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that the Watertown Code of Ordinances is hereby amended by adding new Title XI, Chapter 118, entitled “Skip the Stuff”, as follows:

Chapter 118

SKIP THE STUFF

118.1 Purpose

The ordinance 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.

118.2 Definitions

For the purpose of this Section 118, the following definitions apply:

A. **Condiment:** A single-use packet containing relishes, spices, sauces, confections, or seasonings, and similar ingredients, 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. **Food Establishment:** A retail establishment that stores, prepares, services, vends, or otherwise provides food for human consumption, including, but not limited to, any establishment requiring a permit to operate in accordance with the State Sanitary Code Chapter X- Minimum Sanitation Standards for Food Establishments, 105 CMR 590 (the Retail Food Code), as it may be amended from time to time.

C. **Full-Service Food Establishment:** A food establishment where customers are seated at a table and where orders are taken and served by waitstaff at the tables.

D. **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.

E. **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.

F. **Single-Use:** Items designed to be used once and then discarded and not designed for repeated use and sanitizing.

G. **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 as defined herein, tongs, chopsticks, straws, stirrers, splash sticks, cocktail sticks, and toothpicks, cup sleeves, cup trays, and food trays.

H. **Utensil:** Forks, spoons, knives, sporks, chopsticks, or other instruments used to serve food or to eat food.

I. **Reusable Food and Beverage Serviceware:** Containers, bowls, plates, trays, cups, glasses, utensils, 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.

118.3 Prohibited use and distribution of single-use food and beverage serviceware.

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

- A. Single-Use Foodware Accessories may be provided specifically upon the request of the consumer:
 - By asking directly;
 - By selecting the items in an online food ordering platform; or,
 - In response to an inquiry by the food establishment.
- B. Single-Use Foodware Accessories, including plastic Utensils, may not be wrapped in plastic or offered as bundled sets.
- C. Food Establishments may have Single-Use Foodware 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).

118.4 Options with Online Food Ordering Platforms

Online Food Ordering Platforms must provide Food Establishments with a method to list each Single-Use Foodware 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.

118.5 Restrictions on Full Service Food

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

118.6 Exemptions

A. Food Establishment may seek an exemption from the requirements of this Ordinance as follows:

- The Food Establishment must file a request for an exemption in writing with the Director of Public Health.
- 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.
- 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 an additional six-month period.
- The Director will issue a final decision in writing within 30 days of receipt of a written request for an exemption.

118.7 Enforcement

The Director of Public Health and/or his/her designee shall have the authority to administer and enforce this Ordinance. This Ordinance and any resulting rules and regulations may be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition in accordance with the provisions of G.L. c. 40, §21D pursuant to Chapter 35, § 35.05 of the City Code of Ordinances.

118.8 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.

118.9 Penalty

A. Any person who violates any provision of this Ordinance shall be issued a verbal and written warning for the first two offenses, then fined as follows:

- \$50 for the third offense
- \$100 for the fourth offense
- \$200 for the fifth offense and each subsequent offense

B. Each day the violation continues may constitute a separate offense.

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

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

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

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

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

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

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

Chapter 117

SKIP THE STUFF ORDINANCE

117.01 Purpose

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

117.02 Definitions

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

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

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

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

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

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

117.04 Options with Online Food Ordering Platforms

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

117.05 Restricted Packaging

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

117.06 Restrictions on Full Service Food

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

117.07 Exemptions

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

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

117.08 Enforcement

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

117.09 Effective Date

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

117.99 Penalty

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

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.
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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
- 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.

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

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

WHEREAS, ~~s~~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 reusable materials for non-recyclable single-use plastics will also reduce waste.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that the Watertown Code of Ordinances is hereby amended by adding a new Title X, Chapter 117, entitled “Skip the Stuff”~~be added to the of the Watertown Code of Ordinances,~~ as follows:

Chapter 117

SKIP THE STUFF ~~ORDINANCE~~

117.01 Purpose

~~This~~The purpose of this ~~chapter~~Ordinance 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 ~~O~~rdinance will reduce the amount of single use plastic used throughout the City.

117.2 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, and similar ingredients, 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 and are included within this definition.
- 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 as defined herein, 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~~Utensils, 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.

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

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

- A. Single-~~Use~~ Foodware 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~~ Foodware 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)

117.4 Options with Online Food Ordering Platforms

Online Food Ordering Platforms must provide Food Establishments with a method to list each Single-Use Foodware 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.

117.5 Restricted Packaging

- A. Single-Use Foodware Accessories, including plastic ~~forks, spoons and knives~~ Utensils, 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-are~~ recyclable from ~~their-a~~ City-permitted waste/recycling hauler and associated Materials Recovery Facility (“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.

117.6 Restrictions on Full Service Food

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

117.7 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 an additional six-month period.
- D. The Director will issue a final decision in writing within 30 days of receipt of a written request for an exemption.

117.8 Enforcement

The Director of Public Health and/or his/her designee shall have the authority to administer and enforce this Ordinance. This Ordinance and any resulting rules and regulations may be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition in accordance with the provisions of G.L. c. 40, §21D pursuant to Chapter 35, § 35.05 of the City Code of Ordinances.

117.9 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~~ Ordinance 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

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

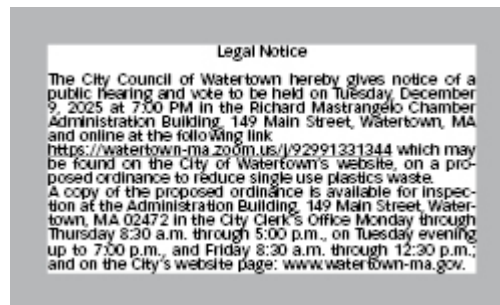
Your order information and a preview of your notice are displayed below for your review. If there are any changes or questions, please contact the Classified Department at 617-929-1314 or email legals@globe.com.

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

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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: February 19, 2026

RE: Resolution Approving Excess Expenditures for Snow and Ice Removal Pursuant to Chapter 44, Section 31D, Massachusetts General Laws

Attached is correspondence from Thomas Brady, Director of Public Works, indicating that the budgeted funds for snow and ice removal are nearly depleted. A report detailing the current balances of the Fiscal Year 2026 Snow and Ice Removal Budget is also provided for your review. With several weeks of winter remaining, additional appropriation authority will be required.

I am requesting that the Council act, by resolution, to authorize the provisions of Chapter 44, Section 31D of the Massachusetts General Laws, permitting the City to incur liabilities and make expenditures in excess of available appropriations for snow and ice removal for the remainder of the fiscal year.

Therefore, I respectfully request the attached Resolution be placed on the February 24, 2026 City Council Agenda for your consideration.

Thank you for your anticipated cooperation in this matter.

Excess Expenditures for Snow and Ice Removal

WHEREAS, The recent snowstorms have caused a depletion of accounts for snow and ice removal creating an emergency situation with respect to the City’s ability to finance the expected removal of snow and ice for the remainder of the fiscal year; and

WHEREAS, The current appropriation for snow and ice removal equals or exceeds the appropriation for the said purposes in the preceding fiscal year; and

WHEREAS, The City Manager has approved the incurring of liability and making of expenditures in excess of available appropriations for the current fiscal year and has requested that the City Council approve the same.

NOW THEREFORE BE IT RESOLVED that pursuant to the provisions of Chapter 44 Section 31D of the Massachusetts General Laws, the City of Watertown may incur liability and make expenditures in excess of available appropriations for snow and ice removal for the remainder of the fiscal year.

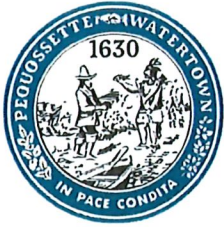
AND BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the City Auditor who shall certify expenditures made under the authority of this resolution to the Board of Assessors for the inclusion in the next annual tax rate.

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 __ for, __ against and __ present on February 24, 2026.

Brendan, McCarthy, City Council Clerk

Mark S. Sideris, Council President



WATERTOWN
MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS

TO: George Proakis, City Manager
FROM: Thomas Brady, Director of Public Works ^{TB}
DATE: February 19, 2026
RE: Snow & Ice Balances

This memo requests that the applicable authorizations be approved to allow the Department of Public Works (DPW) to make expenditures exceeding available appropriations to fund completed and prospective snow and ice management services throughout the City.

As of February 18, 2026, the City of Watertown has received a total of 38.9 inches of snow. The Department of Public Works has responded via 13 separate snow and ice events with both in-house and contracted services to address the impacts associated with these events.

Date	Snowfall	DPW Management Action
12/2/25	1"	Salting
12/14/25	1.25"	Salting
12/23/25	0.3"	Salting
12/26/25	4"	Salting
12/29/25	Refreezing of past precipitation	Salting
12/31/25	1"	Salting
1/5/26	0.25"	Salting
1/6/26	0.25"	Salting
1/18/26	5.3"	Plowing
1/25/26	18.7"	Plowing
1/26/26-1/30/26	No new precipitation, cleanup	Bus stops, crosswalks, snow removal
2/7/26	4.5"	Salting
2/10/26	1.5"	Salting
2/18/26	0.25"	Salting

Ultimately, the high accumulation snow event in late January, coupled with smaller snow and ice events, required labor and materials that exceeded the allocated funds in the approved budget. Snow and ice operations are critical to public safety, and the Department of Public Works will continue snow and ice operations to ensure our public spaces are safe and accessible in Watertown after snow and ice events. To continue providing the expected level of service for snow and ice operations and to ensure safe conditions for residents of Watertown for the remainder of this winter season, I respectfully request that the Honorable City Council authorize DPW spending on snow and ice management in excess of the previously allocated funds.

Thank you for your consideration of this request.

**SNOW AND ICE ACTIVITY
AS OF FEBRUARY 18, 2026**


	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	INVOICES NOT ENCUMBERED	REQUISITIONS	AVAILABLE BUDGET
0142351 SNOW & ICE - PERS. SVC								
510130 OVERTIME	\$ 375,000	\$ -	\$ 375,000	\$ 416,059.12	\$ -			\$ (41,059.12)
510192 MEALS ALLOWANCE	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -			\$ 2,000.00
TOTAL SNOW & ICE - PERSONNEL SERV.	\$ 377,000	\$ -	\$ 377,000	\$ 416,059.12	\$ -			\$ (39,059.12)
0142352 SNOW & ICE - EXPENSES								
520271 RENTAL OF EQUIPMENT	\$ 485,000	\$ -	\$ 485,000	\$ 82,160.00	\$ 6,000.00	\$ 563,983.75		\$ (167,143.75)
530380 WEATHER REPORTS	\$ 4,000	\$ -	\$ 4,000	\$ 3,975.00	\$ -			\$ 25.00
540480 GASOLINE	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -			\$ 30,000.00
540481 VEHICLE PARTS & SUPPLIE	\$ 124,000		\$ 124,000	\$ 47,590.11	\$ 61,138.37			\$ 15,271.52
550533 SAND & SALT	\$ 400,000		\$ 400,000	\$ 79,756.53	\$ 298,041.60	\$ 22,000.00		\$ 201.87
TOTAL SNOW & ICE - EXPENSES	\$ 1,043,000	\$ -	\$ 1,043,000	\$ 213,481.64	\$ 365,179.97	\$ 585,983.75	\$ -	\$ (121,645.36)
0142358 SNOW & ICE - CAPITAL								
580870 REPLACEMENT OF EQUIPMENT	\$ 80,000	\$ -	\$ 80,000	\$ 10,960.72	\$ 34,467.28		\$ 7,165.79	\$ 27,406.21
TOTAL SNOW & ICE - CAPITAL	\$ 80,000	\$ -	\$ 80,000	\$ 10,961	\$ 34,467	\$ -	\$ 7,166	\$ 27,406
TOTAL SNOW & ICE	\$ 1,500,000	\$ -	\$ 1,500,000	\$ 640,501	\$ 399,647	\$ 585,984	\$ 7,166	\$ (133,298)



George J. Proakis
City Manager

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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: February 11, 2026
RE: Agenda Item – Proposed Loan Order

The Department of Public Works requests approval of a \$750,000 loan order to support essential Sewer System Improvements. This request aligns with Conceptual Recommendation Line 51 of the FY26 Annual Budget and reflects necessary investments to maintain day-to-day operations within the Utilities Division.

I respectfully request that the enclosed Loan Order be placed on the February 24, 2026 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

February 17, 2026

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

RE: Draft Loan Order – Sewer System Improvements

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of sewer system improvements for the Department of Public Works:

ORDERED: That the sum of \$750,000 is appropriated to pay costs of sewer system improvements for the Department of Public Works, as more fully described in line 51 of the Annual Budget for fiscal year 2026, 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
DEPARTMENT OF PUBLIC WORKS

TO: Mr. George Proakis, City Manager

FROM: Mr. Thomas Brady, Director of Public Works

Mr. Michael Albano, Director of Administration & Finance

Mr. Tyler R. Globe, PE City Engineer

DATE: February 5, 2026

RE: Public Works Department –FY26 Water Enterprise Funding Request

The Department of Public Works (DPW) respectfully requests that the necessary actions be taken to authorize the Treasurer to borrow \$750,000 for the following:

- Line 51: \$750,000
 - Sewer System Improvements at \$750,000

This request corresponds with conceptual recommendation line 51 of the Annual Budget for fiscal year 2026. The requested improvements are necessary for day-to-day operations of the City's Utilities Division of the Department of Public Works. All goods and services related to these items will be procured in compliance with Massachusetts law.

Thank you in advance for your consideration of this request.



Committee on Public Safety

The Committee convened on Tuesday February 10, 2026 at 5:30pm in the City Council Office. Present were Nicole Gardner, Chair, Vinnie Piccirilli, Vice Chair, and Emily Izzo, Secretary. The purpose of the meeting was to conduct an interview for the Traffic Commission.

Jason Merkin

Mr. Merkin has worked at various bio tech companies in the area for around 12 years. Mr. Merkin moved here for school to complete his PhD and currently works in Cambridge. He has lived in Watertown with his family including three young children and a dog. Mr. Merkin drives his car, takes the bus, bikes, walks, and his kids all bike, walk and take buses so public safety and traffic calming measures are very important to him. He understands the need to balance people who need to drive and those who do not drive, and how everyone who uses the roads and sidewalks has an impact on the community. Mr. Merkin wants to be sure that the streets serve everyone and wants to try and help make the community as accessible as possible. He feels as though he will make a difference on the Traffic Commission by bringing an analytical approach to problem solving. He believes it is important to have a commission with a diversity of views, and experiences on ways to get around the City. He has been happy seeing movement on the public safety considerations and wants to continue the work on traffic flow and non car options including lighted crosswalks which he'd like to see factored into development and construction projects.

⇒ **Action Item-** Councilor Piccirilli made a motion seconded by Councilor Izzo to appoint Jason Merkin to the traffic commission with a term expiring May 15, 2027. The motion passed 3-0.

Nicole Gardner,
Chair

Vincent J. Piccirilli, Jr.,
Vice Chair

Emily Izzo,
Secretary



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

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

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Theophilus Offei,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

Minutes of the City Council Committee on Economic Development and Planning Meeting Date: February 12, 2026

The Committee convened on Thursday, February 12, 2026, at 5:00 pm in the Louis P. Andrews Conference Room on the third floor. Present were John Gannon, chair; Vincent Piccirilli, vice chair; and Lisa Feltner, secretary.

The purpose of the meeting was to conduct interviews with residents to serve on the Community Preservation Committee, Planning Board, and Zoning Board of Appeals.

Amy Plovnick is seeking reappointment to the Community Preservation Committee. She still feels new to the CPC, as she was a new appointee last August, but she is getting her bearings as she learns from other members, and she also appreciated the recent training provided by the Community Preservation Coalition. There hasn't been interest in one person serving as a long-term chair beyond three months yet, and they plan on rotating until after more time has passed with a fully appointed committee. The CPC has started talking about the process of updating their five-year plan and looks forward to hearing from the Watertown community about what they feel our priorities should be. She appreciates in-person meetings with a remote option for the public.

Dennis Duff is seeking reappointment to the Community Preservation Committee and thoroughly enjoys serving on the CPC and he helps provide needed historical context for preservation priorities in their discussions, given his lifelong residency and involvement in other Watertown redevelopment projects. He hopes a long-term chair will be identified this year to provide more continuity and momentum for the committee. Ongoing coordination provided by Lanae Handy continues to be welcomed and appreciated by members. Limited quality and passive open space remains a concern; there is excitement about the approach to preservation efforts at the Commander's Mansion; and affordable housing efforts are receiving a lot of support but not everyone realizes how complex projects such as Willow Park are.

Payson Whitney is seeking reappointment to the Planning Board. He is grateful to be working with staff on developing specific rules for developers in bringing projects forward for review and/or approval. He thinks it's important to ask hard questions and having access to some history of applicants' work with Gamble Assoc. would provide better context and help inform their decisions. He also feels the community meeting reports should be improved, even if it was just a transcript, along with renderings that reflect a project's surroundings or neighborhood. Most applications for ADUs so far have been rather straightforward, but he looks forward to seeing proposed regulations for Watertown and see what things could be streamlined vs. what might need more public review. He feels it would benefit everyone to have a joint meeting with the Historic District as part of the HDC process; the public also more closely watches the calendar with regularly scheduled Planning Board meetings compared to occasional and remote-only HDC meetings.

Sarah Baker is seeking reappointment to the Zoning Board of Appeals. She is thoroughly enjoying serving on the ZBA even though she initially started out feeling nervous because she feels the caliber of her ZBA colleagues is so high. She finds herself noticing more about the built environment when she drives around or walks in different neighborhoods, especially as she thinks about her continued investment with her children growing up in Watertown. Sarah tries to ask good questions that others haven't thought of, and they're not afraid to ask the petitioner to come back with more information if they don't provide enough detail or have important answers. We definitely see a variety in quality from different developers, and Sarah feels ZBA tries to balance the economic tradeoffs with potential costs and keeps an eye out for enhanced beautification. This winter has also been a reminder about important considerations for landscaping, snow removal or storage, and ways to minimize impacts to abutters from trash-recycling services and fencing.

Action Item: Councilor Piccirilli made a motion, seconded by Councilor Feltner, to recommend City Council confirm Amy Plovnick for reappointment to the Community Preservation Committee for a term expiring February 1, 2029; approved 3-0.

Action Item: Councilor Piccirilli made a motion, seconded by Councilor Feltner, to recommend City Council confirm Dennis Duff for reappointment to the Community Preservation Committee for a term expiring February 1, 2029; approved 3-0.

Action Item: Councilor Piccirilli made a motion, seconded by Councilor Feltner, to recommend City Council confirm Payson Whitney for reappointment to the Planning Board for a term expiring February 15, 2029; approved 3-0.

Action Item: Councilor Piccirilli made a motion, seconded by Councilor Feltner, to recommend City Council confirm Sarah Baker for reappointment to the Zoning Board of Appeals for a term expiring February 15, 2031; approved 3-0.

The meeting adjourned at 6:43 p.m.

Respectfully submitted, Lisa Feltner



Rules & Ordinances Committee Meeting Minutes

January 20, 2026

Agenda: Review List of Referrals to the Committee on Rules and Ordinances; Review and Update City Council Rules

The meeting was called to order at 5:00 PM in the City Council Chamber. Present were Nicole Gardner, Chair; Lisa Feltner, Vice Chair; John Gannon, Secretary. Also present were Council President Mark Sideris, Councilor Caroline Bays, residents Linda Scott and Elodia Thomas (via Zoom), and Council Analyst Doug Newton

Outstanding Referrals

The Committee reviewed the following outstanding referrals:

- Rules regarding Councilor annual meetings,
- Noise ordinance,
- Appointment process for boards, commission, and committees,
- Skip the stuff ordinance,
- Building Emissions Reduction & Disclosure Ordinance (BERDO) ordinance, and
- City Council 2026-7 Rules.

Councilor Gannon made a motion, seconded by Councilor Feltner, to remove the referral regarding the appointment process for boards, commissions, and committees. The motion passed unanimously.

Councilor Gannon then made individual motions, seconded by Councilor Feltner, to continue each of the remaining outstanding referrals. Each motion passed unanimously.

Councilor Feltner noted that a referral for a tree ordinance had been dropped in error. After confirming this, the Chair added the tree ordinance back to the list.

City Council 2026-2027 Rules

Councilors were invited to submit proposed edits or additions to the Rules before the meeting (see Attachment 1). The Committee reviewed the Rules and discussed the proposed changes. All proposed changes and final decisions are summarized in Attachment 1.

Rule 2.6: Councilor Gardner proposed simplifying the language about scheduling special meetings. After discussion, she withdrew the proposal.

Rule 2.10: The Committee approved the following language: “The City Council President and the City Attorney shall report to the City Council their findings after each periodic review.” The Committee also reviewed Rule 7.9 in this context and determined that the addition to Rule 2.10 was sufficient.

Rule 7.10: The Committee then turned to the rules governing formal requests for information by Councilors. Councilor Gardner proposed revising Rule 7.10 by removing the words “and questions” from the following sentence: “Requests for Information and questions raised by Council members and accompanying responses and answers will be posted to the Council web page within a 14-day period.” After discussion, the Committee agreed to remove “and questions.” The Committee also agreed to add language stating that responses to Requests for Information must be emailed to all members of the City Council, not just the Councilor who submitted the request.

New Rule 7.11: The Council approved a new rule, 7.11, stating that referrals to Committee will be posted to the City Council web page within 14 days.

Rule 11.1: The Committee agreed to remove the word “and” before “public works.”

The meeting was continued to February 9 and adjourned at 5:54 PM.

February 9, 2026

The Committee continued this meeting on February 9, 2026 in the 3rd Floor Conference Room at 7:00 PM. Present were Committee Members Nicole Gardner, Chair, Lisa Feltner, Vice Chair, and John Gannon, Secretary. Also present were Councilors Bays and Piccirilli and Council Analyst Doug Newton.

Rule 5.2. Councilor Bays proposed adding the following sentence to the end of Rule 5.2: “Discussion shall be limited to the subject of the agenda item currently before the Council.” She explained that although the Open Meeting Law already prohibits discussion of items not on the posted agenda, adding this language would help keep Council discussions focused. After discussion, Councilor Feltner made a motion, seconded by Councilor Gannon, to add the proposed sentence. Councilor Feltner then made a second motion, seconded by Councilor Gannon, to insert the phrase “in compliance with the Open Meeting Law” before the new sentence. Both motions passed unanimously.

Rule 8.8: The Committee discussed whether to clarify if and how requests for information may be made outside of a formal Council meeting, particularly by email. Councilor Feltner expressed concern that waiting until the next Council meeting could create unreasonable delays. No change was made at this time. The Committee agreed to continue the discussion with the Council President.

Rule 10.1: The Committee reviewed the process that occurs after an ordinance is recommended by Committee for consideration by the full Council. It was agreed that the existing language incorrectly described the sequence of events.

The Committee approved the following language to replace Rule 10.1: “Upon introduction, every proposed ordinance shall be referred for hearing and consideration to the Committee on Rules and Ordinances singly, or jointly with another appropriate committee, or singly to another appropriate Committee. Referrals shall be made by the Council President, unless a motion is made and a vote of the Council determines otherwise.”

Rule 10.3: The Committee discussed clarifying the process for sending ordinances from Committee to the full Council for consideration. The Committee agreed on the following language: “When a proposed ordinance is reported out of Committee for a recommended first reading, it will be published in a future agenda as a first reading. At a subsequent meeting, it will be subject to debate and vote by the City Council.” Councilor Gannon made a motion, seconded by Councilor Feltner, to approve this language. The motion passed unanimously.

Rule 11.1: Councilor Gardner suggested that appointments to the Board of Health and Biosafety Committee should be referred to the Committee on Public Safety rather than Public Health. The Committee discussed how the responsibilities of the Board of Health and Biosafety Committee relate to both Committees. No change was made.

Rule 11.7: Councilor Gannon proposed adding the following language: “Chairs of committees shall endeavor, unless an urgent circumstance exists, to schedule committee meetings to provide residents with seven or more days’ posting notice.” After discussion, the Committee decided not to include this language.

Councilor Gardner also proposed changing the word “citizens” to “residents” in Rule 11.7. Councilor Gannon made the motion, seconded by Councilor Feltner. The motion passed unanimously.

Rule 15.3: Councilor Gardner proposed making the second public forum language consistent with the first, as follows: “At the second Public Forum, a member of the public shall state their name and address before making any remarks or asking any question, shall limit their remarks or questions to matters of City business or to items that are on the posted agenda for the meeting but are not scheduled for a public hearing, and shall speak for no more than two minutes.” Councilor Piccirilli explained that this is by design, to allow residents disappointed in the outcome of a vote after a public hearing to express their thoughts at the second public forum.

Board and Commission Appointments: The Committee then discussed how appointments to the City’s boards and commissions will be referred to Council Committees for review. Councilor Feltner made a motion, seconded by Councilor Gannon, to adopt the language shown in blue in Attachment 2. The motion passed unanimously.

Final Actions

→ **Action Item:** Councilor Feltner made a motion, seconded by Councilor Gannon, to recommend the Council Rules, as amended by the Committee, to the full Council. The motion passed unanimously.

→ **Action Item:** Councilor Feltner then made a motion, seconded by Councilor Gannon, to seek a referral to continue examining Board and Commission appointments after adoption of the administrative code. The motion passed unanimously.

The meeting adjourned at 9:14 PM.

Minutes prepared by Doug Newton and Nicole Gardner.

CITY OF WATERTOWN, MASSACHUSETTS RULES OF THE CITY COUNCIL

Approved by the City Council on April 23, 2024

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Rule 1. ORGANIZATION

- 1.1** The City Council shall meet for the purpose of organization on the first secular day of January following the municipal election and the members shall severally, before the City Clerk, take their respective oaths of office to perform faithfully the duties of such office, provided that any member-elect who shall not be present at such organizational meeting shall take said oath at the first regular or special meeting of the City Council which such Councilor-elect shall attend.
- 1.2** The City Council shall, by majority vote of all members elected, elect a Vice President and such other officers as it shall from time-to-time deem appropriate.
- 1.3** Seating of the Council at the organizational meeting or at its first regular meeting thereafter, the order of seating of the members shall be determined by drawing of lots, provided however that the

President of the Council shall occupy the center seat and the Vice President of the Council shall occupy the seat to the immediate right of the President. Members shall draw for such purpose in order of seniority of service, provided however, that in the event that two or more members shall have similar seniority in service, then the member who shall be senior in both service and age shall have precedence.

- 1.4 As soon as practical after the start of each new term, the Rules and Ordinances Committee shall review the Council Rules per referral of the City Council and strive to make recommendation/s to the full Council by March 15.
- 1.5 Each new City Council that is seated following the November municipal election shall, as soon as practical, place on the agenda of a Council meeting a referral to the Personnel and City Organization Committee to review Council compensation and make a recommendation to the full Council pursuant to Section 2-3(a) of the Charter.

Rule 2. MEETINGS OF THE COUNCIL

- 2.1 Regular meetings of the City Council shall be held in the Richard E. Mastrangelo Chamber of the Watertown Administration Building or, if agreed upon by a majority of the members, any other suitable location within the City of Watertown, at 7:00 p.m. of the second and fourth Tuesday of each month, provided however, that the members may, by two-thirds vote, agree to hold any regular meeting on such other date as may be convenient.
- 2.2 The City Council shall be required to meet only once during the months of July, August and December, said meeting to be held on the second Tuesday of said months, and may meet a second time upon prior approval by vote of the members.
- 2.3 In the event any holiday or primary or general election shall fall on the regular meeting date, the City Council shall meet on the business day next following.
- 2.4 No board, commission or committee of the City shall meet concurrently with the time of any regular or special meeting of the City Council, provided however that this rule may be waived by the Council President, and provided further that a copy of any waiver granted under this rule shall be filed with the City Clerk.
- 2.5 No agenda item at a regular meeting of the City Council, except Executive Session and Public Forum, may be brought forward for consideration after 10:30 p.m. A regular meeting of the City Council shall adjourn after action is taken on the agenda item being considered at 10:30 p.m. An adjourned meeting of the Council shall not and may not be reconvened.
- 2.6 Special meetings of the City Council shall be held at the call of the Council President, or at the call of any three or more members, with such call to be by written notice to each member or by email; any such notice shall contain a listing of the specific matters to be acted upon. Except in the case of emergency, of which the Council President shall be sole judge of the time set for such meeting, a copy of any such notice shall be delivered not less than forty-eight hours in advance of the time set for such meeting, and a copy of any such notice to the members shall forthwith, be posted upon the City bulletin board and all other sites where meeting notices are regularly posted.

- 2.7** All special meetings of the City Council shall be held in the Richard E. Mastrangelo Chamber unless an emergency, of which the Council President shall be sole judge, shall require such meeting to be held elsewhere, in which case the nature of the emergency and the location of such special meeting shall be clearly stated in the notice required by these rules.
- 2.8** The City Manager or designee shall be expected to attend all regular and special meetings of the City Council, unless otherwise specified by the Council President.
- 2.9** Except as otherwise authorized or provided by General Law, all sessions of the City Council and every committee or subcommittee thereof shall be open to the public and the media.
- 2.10** At the discretion of the Council President, an executive session may be called. Executive sessions shall be convened as allowed under Massachusetts General Law. All matters discussed in an executive session shall remain confidential until a vote is taken by the Council to release the minutes of the meeting or report publicly said discussions.
- 2.11** The presence of five members shall constitute a quorum for the transaction of business. Except as provided by General Law, the City Charter or these rules, the affirmative approval of not fewer than five members shall be required to adopt any ordinance or appropriation order.
- 2.12** The minutes of regular and special meetings of the City Council shall consist of the proceedings of the Council's order of business, including motions and second, votes, and questions of order along with the decisions thereon; said minutes shall list those members of the Council or of the public speaking on a given issue and shall provide only in summary form the major points raised by speakers. The minutes shall also include:
- a) a copy of all items that were linked to the meeting agenda, including all items that were presented at the meeting;
 - b) a copy of all Committee reports presented during the meeting;
 - c) a copy of any statement presented by a member during a meeting which has been delivered in written form prior to the end of the meeting;
 - d) a copy of the tally sheets for each roll call vote of the Council indicating the vote of each member; and
 - e) a copy of any other written document submitted during the meeting by any person.
- 2.13** No subcommittee or committee of the City Council may schedule or hold any meeting before 5:00 p.m. during the week or at any time on weekend days. The only exception being when the City Council President has deemed the matter being discussed time sensitive and/or determines that the meeting time would not be a detriment to public discourse.

Rule 3. PRESIDING OFFICER

- 3.1** The President of the City Council, if present, shall preside at all meetings. In the absence of the President, the Vice President shall preside. In the absence of both the President and the Vice President, a temporary chair shall preside who shall be the senior member in length of service, provided however, that in the event that two or more members shall have similar seniority in service, then the member who

shall be senior in both service and age shall have precedence and serve during the absence of both the President and the Vice President.

- 3.2** It is the duty of the presiding officer to preserve the decorum and order of a council meeting. They may speak to questions of order in preference to other members. They shall decide all questions of order, subject to an appeal of the City Council, which appeal shall be seconded; and no other business shall be in order until the question on the appeal from the ruling of the chair shall be decided by the members by a call of the roll, and the ruling of the chair shall stand unless a majority of members shall vote to the contrary. The chair shall be permitted to vote on any question of appeal.
- 3.3** The presiding officer shall declare all votes or other action of the members and, if the result shall be in doubt, may call for a roll call vote. Such declarations by the presiding officer shall stand unless reversed by a call of the roll.

Rule 4. VOTING

- 4.1** All final votes of the City Council on matters involving appropriations, expenditures, transfers of monies and/or bonding, shall be taken by a call of the roll and the result of such call of the roll shall be entered into the records. Additionally, the roll shall be called upon any other pending matter at the request of any member. In the calling of the roll, the order in which the names of the members are called shall be rotated following each such call of the roll.
- 4.2** When a question is put by the presiding officer, every member shall be entitled to vote yes, no, or present.
- 4.3** Prior to any vote, the Council Clerk shall record and may be asked to read aloud the exact language of the measure or motion to be voted on.
- 4.4** Members shall not participate in the consideration of, nor vote on, any question, nor serve on any committee in which their private interest shall be immediately considered distinct from that of the City or the public.
- 4.5** Prior to the announcement of the result of a call of the roll by the presiding officer, any member may ask to have their name called again for the purpose of confirming their vote or being recorded differently.
- 4.6** Any use of Charter Privilege shall follow Charter Section 2-8(b) of the Watertown Home Rule Charter.
- 4.7** A member who invoked the Charter Privilege may present a motion to withdraw the Charter Privilege. The motion will be treated according to Rules of the Council. If the members vote in favor of the motion, the presiding officer shall place the original measure before the Council.

Rule 5. DEBATE

- 5.1** Every member, when about to speak, shall respectfully address the presiding officer and await recognition. Once recognized, such members shall avoid personalities and confine themselves to the question under debate.

- 5.2** No member shall speak more than twice to the same question without leave of the presiding officer, nor more than once until all other members desiring to do so shall have spoken. No member shall have or hold the floor for more than ten consecutive minutes of debate, unless such time shall be extended by the affirmative vote of two-thirds of the members. Discussion shall be limited to the subject of the agenda item currently before the Council.
- 5.3** Once stated or read by the presiding officer, a matter shall be deemed to be in the possession of the City Council and shall be disposed of by vote or other appropriate action, provided however, that the mover may withdraw the motion or other matter at any time prior to amendment or other action by the members.

Rule 6. PRECEDENCE OF MOTIONS

- 6.1** During consideration of any matter properly before the members, the presiding officer shall receive no motion except those listed herein, which motions shall have precedence in the order listed: To adjourn
To recess
To lay on the table
To take from the table
To move the previous question
To limit or extend the limits of debate
To postpone to a date and/or time certain
To refer
To amend
To postpone indefinitely
- 6.2** Following a vote of the City Council, it shall be in order for any member who shall have voted with the prevailing side to move reconsideration thereof at the same meeting at which said vote was taken, or to file with the Council Clerk not later than noon on the next business day following such meeting, a written motion for reconsideration. Following receipt of such a written motion for reconsideration, the Council Clerk shall place said motion on the calendar for the next regular or special meeting of the City Council, and cause the same to be included in the call thereof, and the Council Clerk shall also notify each member in writing of the filing of any such written motion for reconsideration. If any matter shall have been decided by a tie vote, the prevailing side shall be considered to be that side in whose favor the question was decided. Not more than one motion for reconsideration shall be entertained for any one vote, and no vote upon any motion to adjourn, to lay upon the table, to take from the table or to move the previous question shall be subject to reconsideration.

Rule 7. CLERK OF THE COUNCIL

- 7.1** The Council Clerk shall attend and keep records for all regular and special meetings of the City Council, shall record the names of members present, and shall have the care and custody of all records, documents, maps, plans, papers and other records and materials pertaining to the business of the City Council, including a compilation of voting records which can also be found in Council Minutes.
- 7.2** Matters to be placed on the agenda for the City Council, including but not limited to reports and communications from the City Manager and other city officials, boards, departments and commissions, and any ordinance, order, resolution, proclamation or other matter of business to be presented to the

members for action at a regular meeting of the City Council shall be submitted to the Council Clerk not later than 5:00 p.m. on the Thursday preceding the regular meeting at which such matter is to be considered by the City Council, or not later than 5:00 p.m. on the Wednesday preceding the regular meeting when it follows a Monday holiday. With concurrence of the Council President, an item may be added to the Council agenda up to noon Friday, or up to noon Thursday preceding a Monday holiday. Items for placement on the agenda of upcoming Council meetings shall, in the absence of the Council Clerk, be submitted to the office of the City Manager. Every effort shall be made to have all matters that are submitted for placement on the agenda accompanied by materials sufficient to inform Council members of the nature and purpose of the agenda item.

- 7.3** If the timing of an event does not allow a proclamation to be submitted in accordance with Rule 7.2, any member shall notify the Council President and the Council Clerk as soon as possible. Any proclamation issued in this manner shall be subject to ratification by the City Council at its next meeting, at which time the proclamation shall be recorded in the minutes of the meeting.
- 7.4** Items submitted by members shall be placed on the agenda if they have a direct bearing on the business of the City Council, unless the Council President removes an item and informs the sponsoring member why such action was taken. In the instance that an item is removed from the agenda by the Council President, said item may be placed on the agenda of the subsequent meeting, at the request of the sponsoring member.
- 7.5** The agenda for each regular meeting of the City Council, together with copies of matters to be considered shall be delivered by the Council Clerk to the members not later than 5:00 p.m. on the Friday preceding such regular meeting.
- 7.6** The Council Clerk is authorized and directed by these rules to order and publish notice of hearings on petitions presented which require such public hearing by the City Council. Such petition/s and supporting materials, including signatures shall be forwarded to Council members prior to the public hearing.
- 7.7** The Council Clerk shall prepare the draft minutes of each regular City Council meeting and shall provide a copy to each member ideally no later than 5:00 p.m. on the Monday following the meeting, or by 5:00 p.m. on Tuesday following a Monday holiday, or by 5:00 p.m. on the third business day following a special meeting. If necessary, exceptions to this timetable may be made by the Council President.
1. The draft minutes shall include a copy of Council Clerk's summary of the meeting, including motions and seconds, votes, and major points raised by Council members and members of the public. The names of the public speakers will be included as possible.
 2. The Council Clerk shall note in the official minutes of all regular and special meetings of the City Council the names of all elected officials and invited guests as possible.
 3. Members shall provide the Council Clerk all agenda submissions in electronic form.
 4. Members may propose corrections of factual errors/or additional comments. Corrections of factual errors shall identify the specific information in the draft minutes that is in error and, if approved

by the Council, shall result in a change in the body of the minutes. Additional comments shall elaborate upon remarks and comments made by the members at the Council meeting and if approved by the Council, shall be appended to the final minutes. Additional comments shall be limited to one page. Corrections or additions shall be delivered to the Council Clerk no later than 5:00 p.m. of the Thursday, or 5:00 p.m. on Wednesday when there is a Monday holiday preceding the next regular Council meeting. In the case of a special meeting, such submission deadline shall be at noon on the fifth business day following the day of delivery of the draft minutes. In voting on the acceptance of the minutes at the following City Council meeting, the City Council shall take a single vote on the draft minutes including corrections and additions, unless any single member requests separate votes.

5. In the event that a member submits a written request for a correction or addition on the publication of the agenda prior to a regular City Council meeting, the minutes shall be automatically laid on the Table at the City Council meeting, and not taken up until the subsequent Council meeting so as to allow members the opportunity to consider fully such corrections or additions prior to the vote for the acceptance of the minutes.
6. If a motion is made to table the draft minutes for the purpose of amending or modifying the minutes, and this motion is approved by the City Council, the councilor who made this motion shall provide to the Council Clerk such amendments/modifications in writing within 5 business days of the action to table the minutes. All amendments/modifications will be provided to the Council Clerk and included in materials forwarded to councilors for the next meeting of the City Council.
7. Other than typing errors, any correction or addition to the draft minutes must be approved by a majority vote of the City Council.
8. Upon acceptance of the draft minutes by a vote of the City Council, the Council Clerk shall revise the draft minutes to incorporate corrections and append additions accepted by the City Council, and shall file the final minutes with the City Clerk within one week of the City Council's vote of acceptance.
9. Typing errors, whether in the draft or final minutes, should be reported to the Council Clerk who will be responsible for correcting the errors. The correction of typing errors in the draft or final minutes will not require a Council vote.

7.8 The Council Clerk shall distribute all Council-related documents electronically. Paper copies of any Council-related document can be provided upon request.

7.9 Pursuant to release of Executive Session minutes, every three months the Council President shall consult with the City Attorney to determine whether the purpose of keeping Executive Session meeting minutes and accompanying material withheld from the public is still met. Once it has been agreed that such records are no longer exempt from the Public Records Law, the City Council shall vote to release such minutes and other materials in the same manner as with meeting minutes of open meetings. The City Council President and the City Attorney shall report to the City Council their findings after each periodic review.

7.10 Requests for Information raised by Council members and accompanying responses and answers will be posted to the Council web page within a 14-day period.

7.11 Referrals to Committee will be posted to the Council web page within a 14-day period.

Rule 8. ORDER OF BUSINESS

8.1 The Order of Business for regular meetings of the City Council, which order shall not be departed from except by the affirmative vote of a majority of the members present, shall be as follows: Call of the Roll

- Pledge of Allegiance
- Public Forum
- Examination of records of previous meetings
- President's Report
- Presentations of petitions, proclamations, and similar papers and matters
- Motions for reconsideration
- Unfinished business from prior meetings
- Public Hearings
- Informational Presentations
- Motions, Ordinances, Order, and Resolutions
- Reports of Committees
- Communications from the City Manager
- Consideration of nomination for appointments
- Requests for Information/Review of List of Pending Matters
- Announcements
- Public Forum
- Recess or adjournment

8.2 The posted notice of the Agenda for the City Council shall state this order of business.

8.3 All matters and items of business appearing on the agenda of the City Council shall be taken up in the order in which they appear on said agenda, shall be subject to full and open debate, and shall be disposed of by vote or other action of the City Council prior to consideration of any other item of business. The City Council President may alter the order of the Council Agenda.

8.4 To comply with the Open Meeting Law, each Committee report on the agenda shall specify the action items, if any, that the City Council will be asked to vote on during the meeting.

8.5 No matter or item of business shall be referred to committee except for one or more of the following purposes:

- a) for study and report to a subsequent meeting;
- b) for the purpose of drafting an ordinance, order, or resolution;
- c) for the purpose of gathering information from persons with knowledge of or interest in matters of importance to the Council, or
- d) for any other purpose by an affirmative vote of the members.

- 8.6** Action by the City Council regarding appointments by the City Manager or other persons, which appointments shall require confirmation by the City Council, shall be received and automatically referred to the appropriate committee for hearing, review, and recommendation. If within thirty days of the City Council meeting where the appointment was presented, the committee takes no action to schedule a meeting for interviews; or if subsequent meetings are required and the committee takes no action to schedule subsequent meetings, then the Council Clerk shall automatically place a motion for a confirmation vote on the agenda of the next scheduled City Council meeting.
- 8.7** Each committee shall provide a report to the City Council on any meeting it held, ideally within thirty days. The report will subsequently be included on the next regularly scheduled City Council meeting agenda in compliance with all applicable Council rules.
- 8.8** A member who makes a request for information shall, no later than the next business day, provide a written summary of their request to the City Manager and a copy to the Council Clerk for inclusion in the minutes of the meeting when the request was made. A member who considers the response to their request for information to be inadequate or incomplete may repeat or supplement the request at one subsequent meeting. If, after the second request, the member feels that the response is inadequate or incomplete and wishes to request further information on the same or substantially the same matter, they must make a motion seeking a vote of the majority of the Council for their request.
- 8.9** No ordinance, order, resolution, or proclamation shall be received or acted upon unless submitted by a member of the City Council or the City Manager.
- 8.10** A petition or other matter which shall have been rejected by the members shall not be presented to the City Council for consideration in the same form or in a petition or other matter embodying substantially the same subject matter until the expiration of six months following said rejection, unless reintroduced shall have received prior approval in writing by not less than two-thirds of the entire City Council.

Rule 9. ENACTING STYLE

- 9.1** All laws enacted by the City Council shall be entitled ordinances and the enacting style shall be: “Be It Ordained by the Watertown City Council”. All actions by which the City Council expresses its will shall be entitled orders and the enacting style shall be: “Be it Ordered by the Watertown City Council”. In all actions by which the City Council expresses its opinions, principles, or purposes shall be entitled resolutions and the enacting style shall be: “Be it Resolved by the Watertown City Council”. In all actions by which the City Council congratulates or thanks an individual(s) or organization(s), or marks a holiday, occasion, or event shall be entitled proclamations and the enacting style shall be: “Be it Proclaimed by the Watertown City Council”.
- 9.2** All ordinances, orders, resolutions, and proclamations approved by the City Council, and other matters in the discretion of the Council, shall be signed by the Council President and the Council Clerk. Ordinances, orders, and resolutions shall also be signed after each meeting by an additional individual councilor (other than the Council President) on a rotating basis according to seniority. For proclamations, the additional councilor may be the sponsoring councilor. If no documents requiring

signature are approved at a meeting, the councilor with signature responsibility at that meeting continues in that role until such time as a meeting requires their signature. If a councilor misses their turn in the rotation due to absence or other reason, the signature responsibility rotates to the next councilor.

Rule 10. ORDINANCES

- 10.1** Upon introduction, every proposed ordinance shall be referred for hearing and consideration to the Committee on Rules and Ordinances singly, or jointly with another appropriate committee, or singly to another appropriate Committee. Referrals shall be made by the Council President, unless a motion is made and a vote of the Council determines otherwise.
- 10.2** Except in the instance of a special emergency involving the health and safety of the people or their property, no ordinance, loan order, borrowing or bond authorization shall be passed finally on the date of its first introduction. Any such emergency shall first be defined and declared in a preamble to the vote of the City Council, said preamble to be adopted upon a separate call of the roll and receive the affirmative votes of not less than two-thirds of all the members.
- 10.3** When a proposed ordinance is reported out of a committee for a recommended first reading, it will be published in a future agenda as a first reading. At a subsequent meeting, it will be subject to debate and vote by the City Council.
- 10.4** Every ordinance, or order involving a bond issue or other action pledging the credit of the City shall, before final action and passage by the City Council, be referred to the City Attorney or Bond Counsel, who shall forthwith examine same and advise the members regarding legality and notify the City Council of their findings in writing.

Rule 11. COMMITTEES: See chart which aligns referrals to committees for confirmations

- 11.1** As soon as practicable following the organization of the City Council, the President shall appoint chairs, vice-chairs, secretaries, and members of the following standing committees:

Committee of the Whole: To consist of all members of the Council with the President as Chair, to deal with all matters referred to it by the Council.

Committee on Budget and Fiscal Oversight: To consist of three members of the Council, to consider matters pertaining to the City Budget and any other fiscal matters referred to it by the Council.

Committee on Climate and Energy: To consist of three members of the Council, to monitor and consider policy guidance on the implementation of the Watertown Climate and Energy Plan, and matters pertaining to the Environment and Energy Efficiency Committee.

Committee on Economic Development and Planning: To consist of three members of the Council, to consider matters pertaining to planning, development, redevelopment, zoning, land use, transportation networks, marketing, promotion of current and prospective businesses in Watertown, and the Planning Board, Zoning Board of Appeals, Historic District Commission, Community Preservation Committee, Public Arts and Culture Committee.

Committee on Education and School System Matters: To consist of three members of the Council, to consider matters involving the School Department and education generally, and pertaining to the Watertown Cable Access Corp. Board.

Committee on Human Services: To consist of three members of the Council, to consider matters pertaining to Senior Services and the Council on Aging, Social Service programs, Veterans Services, Public Health, Affordable Housing, and the Board of Health, the Watertown Housing Authority, the Affordable Housing Trust, and the Human Rights Commission.

Committee on Parks and Recreation: To consist of three members of the Council, to consider matters pertaining to Parks, Recreation, the John A. Ryan Skating Arena, and the Conservation Commission.

Committee on Personnel and City Organization: To consist of three members of the Council, to consider matters involving City personnel, including Civil Service and proposals for organization or reorganization of the City's departments and agencies, and the Board of Assessors.

Committee on Public Safety: To consist of three members of the Council, to consider matters pertaining to Emergency Management, Police, and Fire departments of the city, and the Traffic Commission.

Committee on Public Works: To consist of three members of the Council, to consider matters pertaining to the Department of Public Works, the Stormwater Advisory Committee, and the Solid Waste & Recycling Advisory Committee.

Committee on Rules and Ordinances: To consist of three members of the Council, to consider the advisability and merit of proposed new ordinances or amendments to current ordinances, including the form and legality thereof; and all related legal matters, together with the City Attorney; and the Licensing Board.

Committee on State, Federal, and Regional Government: To consist of three members of the Council, to consider matters involving the Election Commission and City Clerk, and to serve as a liaison between the City and Federal Government and the Commonwealth of Massachusetts and its authorities, regional bodies, and political subdivisions.

11.2 City Council may from time to time establish other special or standing committees as it shall deem necessary or appropriate, which special or standing committees shall be appointed by the President as soon as practicable following the establishment thereof.

11.3 The terms of membership on committees shall be the same as the terms of the City Council.

11.4 Following the President's appointment of all committee members, the Council shall determine whether matters referred to committee but not acted upon by the prior Council shall be referred to a committee of the current Council. No matters referred to committee by a prior Council which have not been acted upon shall be taken up by a committee of the current Council unless referred by vote of the

current Council. Referrals for matters that have been acted upon by a Council committee shall be considered ongoing.

- 11.5 Every committee to which a matter has been referred shall meet within a reasonable time to consider such matter. If the chair of the committee fails to call a meeting within 30 days of a referral, a majority of the committee may call a meeting. The Council may at any time vote to revoke a referral and take up a matter previously referred to committee or refer the matter to a different committee.
- 11.6 Each committee shall cause records to be kept of its proceedings.
- 11.7 It is the goal of the City Council to actively involve residents in the work of city government through Council committees. All committees are encouraged to work with community and neighborhood groups and committees on issues that relate to these groups' mandates and interests.
- 11.8 If appropriate, City Council members shall make referral(s) to standing Committee(s) after first having communicated the essence of said referral(s) to the appropriate Department Head(s) or equivalent and received a response from said Department Head(s) or equivalent, regarding said referral. Referrals customarily made to Committee on an annual or otherwise regular basis, for example as required by City Charter, or deemed an emergency or time sensitive by the Council President, are exempt from this provision.

Rule 12. COMMUNICATIONS TO THE COUNCIL

- 12.1 The Council Clerk shall provide each member with a copy of all communications addressed to the City Council as a body or to the President or Clerk on matters of interest to the entire City Council, which would not in the course of regular business of the City Council be referred thereto for appropriate action.

Rule 13. ADMISSION WITHIN THE RAIL

- 13.1 No person shall approach the Council table in the Richard E. Mastrangelo Chamber or enter the Council Office, except upon permission of the President or other presiding officer.
- 13.2 No member of the City Council shall take the podium without the permission of the Council President or other presiding officer.

Rule 14. RECORDING OF MEETINGS

- 14.1 Except as otherwise authorized by General Law, any member or member of the public shall be permitted to make an audio or video recording of any regular or special meeting of the City Council, provided however, that such member or member of the public, shall have given notice of their intent to make such a recording to the presiding officer prior to the start of any such meeting to be so recorded and that the presiding officer shall announce at the start of each meeting that it is being recorded.

Rule 15. PUBLIC PARTICIPATION

- 15.1** All members of the public are invited to speak at the first Public Forum at the beginning of a City Council meeting. A member of the public wishing to speak at the first Public Forum must place their name on a list that the Council Clerk will make available at the meeting location prior to the scheduled start of the meeting. The presiding officer shall recognize speakers at the first Public Forum in the order in which their names appear on the list. All members of the public are also invited to speak at the second Public Forum at the end of a City Council meeting.
- 15.2** At the first Public Forum, a member of the public shall state their name and address before making any remarks or asking any questions, shall limit their remarks or questions to matters of City business or to items that are on the posted agenda for the meeting but are not scheduled for a public hearing, and shall speak for no more than two minutes.
- 15.3** At the second Public Forum, a member of the public shall state their name and address before making any remarks or asking any questions and shall speak for no more than two minutes.
- 15.4** During any public forum, there shall be no direct reply to the speaker or comment from Council members. Should the topic be a policy matter, the City Council President shall provide a response, which shall also be provided to the full City Council and posted on the Council web page. Should the topic be an administrative matter, the City Manager shall provide a response, which shall also be provided to the full City Council and posted on the City website.
- 15.5** All members of the public are also invited to speak at any Public Hearing at the presiding officer's recognition on the topic of the Public Hearing. The presiding officer shall recognize those wishing to speak in the order they raise their hand.
- 15.6** All members of the public recognized by the presiding officer to speak during a Public Hearing on the topic of the Public Hearing shall state their name and address before making any remarks or asking any questions, shall limit their remarks or questions to matter of the Public Hearing, and shall speak for no more than two minutes. They may be recognized by the presiding officer to speak a second time on the topic of the Public Hearing for no more than two minutes but only after all other members of the public wishing to speak have spoken once.
- 15.7** Copies of Rule 15 shall be made available to the public at all meetings of the Council.

Rule 16. PARLIAMENTARY AUTHORITY

- 16.1** In all matters of parliamentary procedure not provided for in General Law, the City Charter, City bylaws, or ordinances, or these rules, the City Council shall be governed by "Robert's Rules of Order, Newly Revised".

Rule 17. AMENDMENT OR SUSPENSION OF THE RULES

- 17.1** In so far as these rules are not statutory in source or origin, the same may be amended, suspended or repealed at any meeting by two-thirds vote of all the members. In the event that action taken by the City Council shall be inconsistent with these rules, such action shall be deemed to have been taken in suspension thereof, provided however, that the members concur in such action.

Rule 18. DISPUTE RESOLUTION PROCESS

18.1 This dispute resolution process is intended to provide a framework to resolve disputes pertaining to work-related matters and the professional manner in which Councilors and employees of the City Council interact. Disputes may arise from a variety of issues. This process may be used to resolve disputes arising between Council employees as well as between Council employees and Councilors. This process is not intended for use in resolving disputes between Councilors. This process does not replace any rights that City Councilors or Council employees have under any applicable Federal or State Laws.

It is hoped that most disputes will be resolved fairly and amicably among the parties without having to utilize this formal process. It is further hoped that matters not resolved informally between the parties can be resolved working with the Council President.

The process consists of three steps as follows:

Step 1: Council President

To initiate the Dispute Resolution Process the employee(s) or Councilor(s) shall file a written complaint with the Council President outlining the matter under dispute. After receiving a complaint, the Council President must meet with both parties to the dispute within fifteen days (or by the date of the next regularly scheduled full City Council meeting, whichever is later) to attempt to resolve the matter. After meeting with the parties, the Council President must make a decision on the matter within seven days. If either party disagrees with the Council President's decision, they may appeal the decision in writing within seven days. If the decision is not appealed within seven days, the decision is considered final.

Appeals involving the City Council employees, except the City Manager, must be made in writing to the Chair of the Personnel and City Organization Committee for an appeal hearing at Step 2. Appeals involving the City Manager must be made in writing to the Council President for an appeal hearing at Step 3.

The Dispute Resolution Process begins at Step 1 except in the following instances:

- (a) In the event that the Council President is a part to the dispute, the City Council employee(s), except the City Manager, must file their written complaint with the Chair of Personnel and City Organization Committee and proceed directly to Step 2.
- (b) In the case of a dispute between the Council President and the City Manager, the written complaint must be filed with the Vice President of the City Council for a hearing before the full City Council at Step 3.

Step 2: Personnel and City Organization Committee

Upon receipt of a complaint or appeal, the Chair of Personnel and City Organization Committee must schedule a hearing on the dispute within fifteen days (or by the date of the next regularly scheduled

full City Council meeting, whichever is later). The hearing will be held in Executive Session unless the employee requests an open session in writing. After hearing the dispute, the Committee will meet in Executive Session to make their decision on the matter by simple majority. The Chair of Personnel and City Organization Committee must then issue the Committee's decision within seven days. If either party disagrees with the Personnel and City Organization Committee's decision, they may appeal the ruling in writing within seven days. If the decision is not appealed within seven days, the decision is considered final. Appeals must be filed in writing with the Council President (or Vice President if the Council President is a party to the dispute).

Step 3: Full City Council

Upon receipt of a complaint or appeal, the Council President (or Vice President if the Council President is a party to the dispute) must schedule a hearing on the dispute before the full City Council within fifteen days (or at the next regularly scheduled full City Council meeting, whichever is later). The hearing will be held in Executive Session unless the employee requests an open session in writing. After hearing the dispute, the Council will meet in Executive Session to make a decision on the dispute by simple majority. The Council President (or Vice President if the Council President is a party to the dispute) must then issue the City Council's decision on the matter within seven days. The decision of the full City Council shall be final.

Rule 19. SANCTIONS FOR VIOLATION OF RULES

- 19.1** The Council may, by a majority vote, approve a motion to sanction any member who, after being given a warning by the presiding officer, again violates the Rules of the Council or the City Charter. Sanctions that the Council may impose include a reprimand, censure, and loss of committee chair or membership. All proceedings and actions related to this motion shall be conducted in executive session and shall comply with provisions of the Massachusetts Open Meeting Law, including but not limited to the provision that the subject member shall be given written notice at least forty-eight hours prior to consideration of any such action by the Council. If the Council chooses to consider such action in open session or the subject member exercises their right under the Open Meeting Law to require that the action be considered in open session, the subject member may speak on their own behalf and may have counsel or a representative present to advise them. However, the counsel or representative may not speak in the meeting.

City Council Rules Referrals Chart, 2026 Recommendations

Blue text clarifies current practice. Red caps text is desirable but also TBD with proposed draft Admin Code; more discussion is needed concerning Biosafety Committee

WATERTOWN COUNCIL COMMITTEE	RELATED BOARD/COMMITTEE/COMMISSION	Per City Charter Art 3, Sec 3-2, 3A) Prior to posting and beginning the search for a department head position, the city manager shall meet with the city council to discuss priorities for the department and desirable qualifications and qualities of candidates for the position.
<i>Committee of the Whole: City Manager, City Auditor, Analyst, Clerk of the Council*, City Attorney**</i>	By Affirmative vote of at least five members; *nominated by the President; **appointed by City Manager, approved by City Council	
<i>Budget & Fiscal Oversight: City Budget and any other fiscal matters referred to it by City Council</i>		Assessor; Treasurer-Collector
<i>Climate & Energy: Monitor and consider policy guidance on the implementation of Watertown's Climate & Energy Plan (see "Resilient Watertown")</i>	Environment & Energy Efficiency Committee	Public Buildings Dir.
<i>Economic Development & Planning: Planning, development, redevelopment, zoning, land use, transportation networks, marketing, and promotion of current and prospective businesses in Watertown</i>	Planning Board; Zoning Board of Appeals; Historic District Commission; Community Preservation Committee; Public Arts & Culture Committee; TBD= BICYCLE-PEDESTRIAN COMMITTEE; HISTORICAL COMMISSION; CULTURAL DISTRICT PARTNERSHIP; CULTURAL COUNCIL	Asst. City Manager for Community Development & Planning
<i>Education & School System Matters: involving the School Department and education generally</i>	Watertown Cable Access Corp. Board	
<i>Human Services: Senior Services, Council on Aging, Social Services, Veterans Services, Public Health, Affordable Housing</i>	Board of Health; Housing Authority; Affordable Housing Trust; Human Rights Commission TBD: BIOSAFETY COMMITTEE or to Public Safety?	Public Health Dir; Human Services Dir; Senior Services Dir.
<i>Parks & Recreation: Recreation, Parks, and the John A. Ryan Skating Arena</i>	Conservation Commission	Recreation Dir; Skating Rink/Ryan Arena Manager
<i>Personnel & City Organization: involving City personnel, including Civil Service, and proposals for organization or reorganization of the city's departments and agencies</i>	Board of Assessors TBD the Chair to be appt by Manager-only; TBD: RESIDENTS' ADVISORY COMMITTEE	Human Resources Dir; Chief Tech Officer/Information Technology Dir.
<i>Public Safety: Police, Fire, Emergency Management</i>	Traffic Commission TBD: BIOSAFETY? or to Human Services?	Fire Chief; Police Chief
<i>Public Works: Public Works</i>	Solid Waste & Recycling Advisory Committee; Stormwater Advisory Committee; Memorialization Committee; TBD: COMMISSION ON DISABILITY	Public Works Dir.
<i>Rules & Ordinances: considers the advisability and merit of proposed new ordinances or amendments to current ordinances, including the form and legality thereof, and all related matters, together with the City Attorney</i>	Licensing Board	City Attorney

<p><i>State, Federal, and Regional Government:</i> involving the Election Commission and City Clerk, and to serve as a liaison between the city and federal government and the Commonwealth of Massachusetts and its authorities, regional bodies, and political subdivisions</p>	<p>Election Commissioners</p>	<p>City Clerk</p>
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Definitions

Approved at the April 23, 2024, City Council meeting.

Order – *an enactment that expresses the will of the City Council and is adopted by a vote. The enacting style of an Order shall be: “Be it Ordered by the Watertown City Council”.*

Ordinance – *any City Council enactment that regulates or governs people and provides a penalty for its violation and is adopted by a vote. Ordinances have the effect of law. The enacting style of an Ordinance shall be: “Be It Ordained by the Watertown City Council”.*

Proclamation – *an enactment of the City Council only for the purpose of congratulating or thanking individuals or organizations for their accomplishments or contributions to the community or marking important holidays, occasions, or events and is adopted by a vote. The enacting style shall be: “Be it Proclaimed by the Watertown City Council”.*

Public Forum – *an opportunity for a member of the public to address the City Council for no longer than two minutes and limit his or her remarks or questions to matters of City business or to items that are on the posted agenda for the meeting but are not scheduled for a public hearing. Members of the public must give their name and address before speaking. Public Forum will take place at the beginning and the end of the City Council meeting.*

Public Hearing – *a discussion that takes place before action is taken by the City Council on a particular matter before it and during which members of the public are invited to speak. The members of the public must give their name, address and limit their comments and questions to the matter of the public hearing and speak for only two minutes. Upon the presiding officer’s discretion, a member of the public may speak during the Council’s discussion of the topic. A member of the public may be recognized by the presiding officer to speak for a second time after all other members of the public wishing to speak have spoken once.*

Request for Information – *a formal action by a member of the City Council to the City Manager or Council President for administrative, operational, or financial information related to the City of Watertown.*

Resolution – *an enactment of the City Council that formally expresses its opinions, directives or principles and is adopted by a vote. The enacting style shall be: Be it Resolved by the Watertown City Council. A resolution differs from an ordinance in that a resolution provides direction, while an ordinance permanently amends the code of the city and enforcement of that code.*

Councilor Proposing Change	Section & Existing Language	Proposed Change	Committee Decision
Gardner	2.6 Special meetings of the City Council shall be held at the call of the Council President, or at the call of any three or more members, with such call to be by written notice to each member or by email; any such notice shall contain a listing of the specific matters to be acted upon. Except in the case of emergency, of which the Council President shall be sole judge of the time set for such meeting, a copy of any such notice shall be delivered not less than forty-eight hours in advance of the time set for such meeting, and a copy of any such notice to the members shall forthwith, be posted upon the City bulletin board and all other sites where meeting notices are regularly posted	Special meetings of the City Council shall be held at the call of the Council President, or at the call of any three or more members. Notice to each member shall be provided by email and shall list the specific matters to be acted upon. Except in the case of emergency, of which the Council President or designee shall be sole judge of the time set for such meeting, notice shall be delivered at least forty-eight hours in advance, and be posted upon the City website in the same manner as other meeting notices.	Withdrawn
Gardner	7.9 Pursuant to release of Executive Session minutes, every three months the Council President shall consult with the City Attorney to determine whether the purpose of keeping Executive Session meeting minutes and accompanying material withheld from the public is still met. Once it has been agreed that such records are no longer exempt from the Public Records Law, the City Council shall vote to release such minutes and other materials in the same manner as with meeting minutes of open meetings.	Pursuant to release of Executive Session minutes, every three months the Council President shall consult with the City Attorney to determine whether confidentiality is still warranted. Once records are no longer exempt from the Public Records Law, the Council shall vote to release such minutes and other materials in the same manner as open meetings minutes.	Approved adding "The City Council President and the City Attorney shall report to the City Council their findings after each periodic review" to the end of existing language
Gardner	7.10 Requests for Information and questions raised by Council members and accompanying responses and answers will be posted to the Council web page within a 14-day period.	Remove "and questions"	Approved removing "and questions"; 2/9 insert ", and emailed to all members of the City Council."
Gardner	N/A	7.11 Referrals to Committee will be posted to the Council web page within a 14-day period.	Approve

Gardner	None	11.1 I would like to request the Council President and Analyst research best practices in which committee oversight of Board of Health in other communities – Committee for Board of Health – Public Safety or Human Services.	Not added as a rule but to be discussed further
Gardner	Committee on Public Works: To consist of three members of the Council, to consider matters pertaining to the Department of Public Works, the Stormwater Advisory Committee, and the Solid Waste & Recycling Advisory Committee	To consist of three members of the Council, to consider matters pertaining to the Department of Public Works, [DELETE and] the Stormwater Advisory Committee, and the Solid Waste & Recycling Advisory Committee	Approved deletion of "and"
Gardner	15.3 At the second Public Forum, a member of the public shall state their name and address before making any remarks or asking any question, and shall speak for no more than two minutes.	At the second Public Forum, a member of the public shall state their name and address before making any remarks or asking any question, shall limit their remarks or questions to matters of City business or to items that are on the posted agenda for the meeting but are not scheduled for a public hearing, and shall speak for no more than two minutes.	Withdrawn
Gannon	2.10 At the discretion of the Council President, an executive session may be called. Executive sessions shall be convened as allowed under Massachusetts General Law. All matters discussed in executive session shall remain confidential until a vote is taken by the Council to release to minutes of the meeting or report publicly said discussions.	The Council President and the City Attorney shall meet every four months to review executive session minutes to determine if confidentiality is still needed, with disclosure required once the reason for secrecy no longer applies, unless exemptions like attorney-client privilege apply, pursuant to the state Open Meeting Law and Public Records Law. The City Council President and the City Attorney shall report to the City Council their findings after each periodic review.	Approved addition of "The City Council President and the City Attorney shall report to the City Council their findings after each periodic review" to the end of the existing language for Rule 7.9

Gannon	11.7 It is the goal of the City Council to actively involve citizens in the work of city government through Council committees. All committees are encouraged to work with community and neighborhood groups or committees on issues that relate to these groups' mandates and interests.	Addition: Chairs of committees shall endeavor, unless an urgent circumstance exists, to schedule committee meetings to provide residents with seven or more days' posting notice.	Withdrawn
Bays	5.2 No member shall speak more than twice to the same question without leave of the presiding officer, nor more than once until all other members desiring to do so have spoken. No member shall have or hold the floor for more than ten consecutive minutes of debate, unless such time shall be extended by the affirmative vote of two-thirds of the members	Discussion shall be limited to the subject of the agenda item currently before the Council.	Approved as an addition to the last sentence: "In compliance with the open meeting law, discussion shall be limited to the subject of the agenda item currently before the Council."
Feltner	8.8 A member who makes a request for information shall, no later than the next business day, provide a written summary of their request to the City Manager and a copy to the Council Clerk for inclusion in the minutes of the meeting when the request was made. A member who considers the response to their request for information to be inadequate or incomplete may repeat or supplement the request at one subsequent meeting. If, after the second request, the member feels that the response is inadequate or incomplete and wishes to request further information on the same or substantially the same matter, they must make a motion seeking a vote of the majority of the Council for their request.	Proposal to allow a Councilor to make an RFI in writing prior to a meeting.	Leave as is. An RFI can already be in writing prior to a meeting.

Committee as a whole	10.1 Upon introduction, every proposed ordinance shall receive its first reading and shall then be referred for hearing and consideration to the Committee on Rules and Ordinances singly or jointly with such committee that shall be appropriate with such recommendation by a vote of the full Council.	Upon introduction, every proposed ordinance shall be referred for hearing and consideration to the Committee on Rules and Ordinances singly, or jointly with another appropriate committee, or singly to another appropriate Committee. Referrals shall be made by the Council President, unless a motion is made and a vote of the Council determines otherwise.	Approved
Gardner	10.3 When a proposed ordinance is reported out of a committee, it is subject to debate and amendment by the City Council. The proposed ordinance shall be published in accordance with Section 2-8 (c) of the Watertown City Charter prior to a public hearing.	When a proposed ordinance is reported out of Committee for a recommended first reading, it will be published in a future agenda as a first reading. At a subsequent meeting, it will be subject to debate and vote by the City Council .	Approved
Gardner	11.1: Committees	Add memorialization committee to public works	Yes
Gardner	11.7 It is the goal of the City Council to actively involve citizens in the work of city government through Council committees. All committees are encouraged to work with community and neighborhood groups and committees on issues that relate to these groups' mandates and interests	Change "citizens" to residents.	Yes



Rules & Ordinances Meeting Feb 11, 2026

Members Present: Councilor Nicole Gardner, Chair; Councilor Lisa Feltner, Vice Chair; and Councilor John Gannon, Secretary

Also present: Councilor Vinnie Piccirilli; Mia Kania, Sustainability Planner, Department of Community Development & Planning; Max Woolf, Charles River Regional Chamber; John “JD” Donohue, Donohue’s Restaurant.

Committee Chair Gardner called the meeting to order at 7:00pm and introduced the other committee members present. The meeting agenda was to continue discussion of a draft ordinance relative to food and beverage single-use items, commonly known as “Skip the Stuff,” which is part of a nationwide campaign by waste reduction advocates.

Chair Gardner began by explaining the procedural history relative to the amended ordinance, namely

- On October 7, 2025, the Committee on Rules and Ordinances approved a draft of the Skip the Stuff ordinance and recommended sending it to the City Council.
- On November 12, 2025, the City Council accepted the Committee’s report and moved the ordinance forward.
- On December 9, 2025, City Council President Sideris said the Council would delay a final vote so the City Attorney could review the ordinance. He also noted that the original referral focused only on reducing the use of single-use plastics, and the current draft ordinance included a materials ban. For that reason, the ordinance was sent back to the Committee to allow more input from local business owners.
- Before this meeting, the City Attorney provided an amended version of the ordinance.

Chair Gardner then welcomed members of the public to provide their comments. JD Donohue, owner of Donohue’s Bar & Grill, stated his concerns with the ordinance. He is concerned that compliance in finding alternatives for materials that would be banned would increase costs to local businesses, including his own. He showed various take-out packaging materials used by his and other businesses that would be banned. He also said that eliminating the typical plastic pre-bundled package containing a knife, fork, spoon and napkins and instead giving customers only the utensils they wanted would create a higher risk of cross-contamination, creating health effects.

Max Woolf of the Charles River Regional Chamber said that the Chamber has seen “Skip the Stuff” work well in other communities. He stated that the three other chamber municipalities, Wellesley, Newton and Needham, have adopted versions of the ordinance. He noted that the materials ban provided for by the Watertown ordinance could increase business costs and possibly reduce the amount of local taxes produced by Watertown restaurants. He is also concerned about the potential for excessive fines being imposed on restaurants for the violations of the ordinance.

Mia Kania, Sustainability Planner with the City's Department of Community Development & Planning stated that the City plans a six-month education campaign for both restaurants and patrons on what the ordinance means for them. She also discussed health concerns arising from the use of black plastics for food.

Councilor Piccirilli stated that he was surprised that the "skip the stuff" referral resulted in a proposed ordinance that also included a ban on food service materials. He feels the ordinance should just address reducing the original intent which is to reduce the use of unwanted single use plastic utensils and foodware accessories, and condiments. He feels the ordinance should be limited to skip the stuff.

Council Gardner next commenced a review of each section of the ordinance. Councilor Feltner made a motion to strike Section 118.5 Restricted Packaging in its entirety. Councilor Gardner stated her preference that specific revisions to the ordinance proceed on a consensus basis, rather than a call for a formal vote on each change deemed appropriate by the Committee.

The Committee then engaged in a detailed review and robust discussion of amendments to the ordinance, reaching a consensus on the final language. Key changes from the last version are:

- The provisions to prohibit single use food containers and packaging materials made in whole or part from foam polystyrene, black plastic, and materials lined with polyethylene or other petroleum based plastics was removed.
- It was agreed that cup lids would not be defined as a single-use food accessory; the rationale was the safety of patrons getting hot beverages
- The definition of a Food Establishment was amended to refer to the State Sanitary Code and Retail Food Code, on the advice of counsel.
- Food establishments will receive verbal and written warnings for the first two offenses, and the fines will be \$50 for the 3rd offense, \$100 for the 4th offense, and \$200 for the 5th offense and all subsequent offenses.

Councilor Gannon asked whether city ordinance enforcement personnel have the technology to track subsequent offense violations leading to higher fines. Councilor Gardner researched this following the meeting and was assured by the Health Director that they have what they need.

Action Item: Councilor Feltner made a motion to adopt the ordinance amendments and to refer the ordinance to the City Council. Councilor Gannon seconded. The vote was 3-0.

Councilor Gannon made a motion to adjourn, which was seconded by Councilor Feltner. The vote was 3-0. The meeting adjourned at 9:07pm

Respectfully submitted (along with ordinance draft),

John Gannon, Secretary

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 waste 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 reusable materials for non-recyclable single-use plastics will also reduce waste.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that the Watertown Code of Ordinances is hereby amended by adding new Title XI, Chapter 118, entitled “Skip the Stuff”, as follows:

Chapter 118
SKIP THE STUFF

118.1 Purpose

The ordinance 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.

118.2 Definitions

For the purpose of this Section 118, the following definitions apply:

A. **Condiment:** A single-use packet containing relishes, spices, sauces, confections, or seasonings, and similar ingredients, 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. **Food Establishment:** A retail establishment that stores, prepares, services, vends, or otherwise provides food for human consumption, including, but not limited to, any establishment requiring a permit to operate in accordance with the State Sanitary Code Chapter X- Minimum Sanitation Standards for Food Establishments, 105 CMR 590 (the Retail Food Code), as it may be amended from time to time.

C. **Full-Service Food Establishment:** A food establishment where customers are seated at a table and where orders are taken and served by waitstaff at the tables.

D. **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.

E. **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.

F. **Single-Use:** Items designed to be used once and then discarded and not designed for repeated use and sanitizing.

G. **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 as defined herein, tongs, chopsticks, straws, stirrers, splash sticks, cocktail sticks, and toothpicks, cup sleeves, cup trays, and food trays.

H. **Utensil:** Forks, spoons, knives, sporks, chopsticks, or other instruments used to serve food or to eat food.

I. **Reusable Food and Beverage Serviceware:** Containers, bowls, plates, trays, cups, glasses, utensils, 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.

118.3 Prohibited use and distribution of single-use food and beverage serviceware.

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

- A. Single-Use Foodware Accessories may be provided specifically upon the request of the consumer:
 - By asking directly;
 - By selecting the items in an online food ordering platform; or,
 - In response to an inquiry by the food establishment.
- B. Single-Use Foodware Accessories, including plastic Utensils, may not be wrapped in plastic or offered as bundled sets.
- C. Food Establishments may have Single-Use Foodware 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).

118.4 Options with Online Food Ordering Platforms

Online Food Ordering Platforms must provide Food Establishments with a method to list each Single-Use Foodware 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.

118.5 Restrictions on Full Service Food

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

118.6 Exemptions

A. Food Establishment may seek an exemption from the requirements of this Ordinance as follows:

- The Food Establishment must file a request for an exemption in writing with the Director of Public Health.
- 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.
- 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 an additional six-month period.
- The Director will issue a final decision in writing within 30 days of receipt of a written request for an exemption.

118.7 Enforcement

The Director of Public Health and/or his/her designee shall have the authority to administer and enforce this Ordinance. This Ordinance and any resulting rules and regulations may be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition in accordance with the provisions of G.L. c. 40, §21D pursuant to Chapter 35, § 35.05 of the City Code of Ordinances.

118.8 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.

118.9 Penalty

A. Any person who violates any provision of this Ordinance shall be issued a verbal and written warning for the first two offenses, then fined as follows:

- \$50 for the third offense
- \$100 for the fourth offense
- \$200 for the fifth 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, ~~h~~Implementing Watertown’s “Resilient Watertown” Climate Plan is a top priority of the City Council and the Community; and,

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

WHEREAS, ~~s~~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 reusable materials for non-recyclable single-use plastics will also reduce waste.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that the Watertown Code of Ordinances is hereby amended by adding a new Title X, Chapter 117, entitled “Skip the Stuff”~~be added to the of the Watertown Code of Ordinances,~~ as follows:

Chapter 117

SKIP THE STUFF ~~ORDINANCE~~

117.01 Purpose

~~This~~The purpose of this ~~chapter~~Ordinance 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 ~~O~~rdinance will reduce the amount of single use plastic used throughout the City.

117.2 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, and similar ingredients, 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 and are included within this definition.
- 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 as defined herein, 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~~Utensils, 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.

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

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

- A. Single-~~Use~~ Foodware 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~~ Foodware 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)

117.4 Options with Online Food Ordering Platforms

Online Food Ordering Platforms must provide Food Establishments with a method to list each Single-Use Foodware 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.

117.5 Restricted Packaging

- A. Single-Use Foodware Accessories, including plastic ~~forks, spoons and knives~~ Utensils, 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-are~~ recyclable from ~~their-a~~ City-permitted waste/recycling hauler and associated Materials Recovery Facility (“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.

117.6 Restrictions on Full Service Food

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

117.7 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 an additional six-month period.
- D. The Director will issue a final decision in writing within 30 days of receipt of a written request for an exemption.

117.8 Enforcement

The Director of Public Health and/or his/her designee shall have the authority to administer and enforce this Ordinance. This Ordinance and any resulting rules and regulations may be enforced through any lawful means in law or in equity, including, but not limited to, non-criminal disposition in accordance with the provisions of G.L. c. 40, §21D pursuant to Chapter 35, § 35.05 of the City Code of Ordinances.

117.9 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~~ Ordinance 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.