



# City Council Meeting

Tuesday, March 10, 2026 at 7:00 PM  
Richard E. Mastrangelo Council Chamber

## Agenda

### ACCESS INFORMATION:

- A. This meeting will be held on March 10, 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: [wscd@watertown-ma.gov](mailto:wscd@watertown-ma.gov)
- G. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>

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- 1. ROLL CALL
  - 2. PLEDGE OF ALLEGIANCE
  - 3. PUBLIC FORUM
  - 4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
    - A. Minutes from City Council Meeting February 10, 2026
    - B. Minutes from City Council Meeting February 24, 2026
  - 5. PRESIDENT'S REPORT
    - A. Confirmation of Appointment of Alana Berman-Gnivecki as a member of the Solid Waste & Recycling Advisory Committee to a term expiring May 15, 2028
  - 6. PUBLIC HEARINGS
    - A. Public Hearing and Vote 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. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS

- A. First Reading on a Proposed Loan Order that the sum of \$450,000 is appropriated to pay costs of turnout gear replacement for the Fire Department, as more fully described in 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.
- B. Resolution Authorizing a Transfer of Funds in the amount of \$30,000 From the Fiscal Year 2026 City Council Reserve to the Fiscal Year 2026 Fire Replacement of Equipment account
- C. Intermunicipal Agreement for Therapeutic Recreation Services

8. REPORTS OF COMMITTEES

- A. Committee on Parks and Recreation Report regarding its meeting on February 19, 2026 - Offei, Chair

ACTION ITEM:

To recommend to the full City Council to appoint Marie-Sophie Rohwaeder to the Conservation Commission for a term expiring February 15, 2029

ACTION ITEM:

To recommend to the full City Council to reappoint Leo Martin to the Conservation Commission for a term expiring February 15, 2029

- B. Committee on Personnel and City Organization Report regarding its meeting from January 27, 2026 - Bays, Chair
- C. Committee on Personnel and City Organization Report regarding its meeting on February 10, 2026 - Bays, Chair
- D. Committee on Human Services Report regarding its meeting from February 26, 2026 - Palomba, Chair

ACTION ITEM:

To recommend to the full City Council to reappoint Dominic Amirtharaj, MD to the Board of Health for a term expiring February 5, 2029

- E. Committee on Human Services report regarding its meeting on February 26, 2025 - Palomba, Chair
- F. Committee on Climate and Energy Report regarding its meetings on February 12 & February 25, 2026 - Palomba, Chair

ACTION ITEM:

To recommend to the full City Council to appoint Laurel Schaidler to the Environment and Energy Efficiency Committee for a term expiring November 15, 2028

ACTION ITEM:

To recommend to the full City Council to appoint Susan LaDue to the Environment and Energy Efficiency Committee for a term expiring November 15, 2028

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

**ACTION ITEM:**

To recommend the draft ordinance to the City Council for a first reading

- H. Committee of the Budget and Fiscal Oversight Report regarding its meetings on February 4, February 11, and March 2, 2026

**ACTION ITEM:**

To ask the City Council to adopt the 36 CIP conceptual recommendations

**ACTION ITEM:**

To ask the City Council to recommend that the City Manager maintain the Fiscal Year 2027 capital spending so that it does not exceed 8% of the submitted Fiscal Year 2027 operating budget, in order to meet the City Council's Budget Policy Guideline that the City should seek to make capital expenditures (including debt and exclusive of the school Building for the Future Initiative funding and enterprise funds) equal to at least 7.5-8% of the operating budget

**ACTION ITEM:**

To request DPW provide a memo to the City Council about ADA compliance, as raised by the Commission on Disability, for the Arsenal St sidewalk from Louise St to the Toyota dealer, addressing issues, challenges, potential short-term fixes, and potential long-term fixes

**ACTION ITEM:**

To request DPW provide a memo to the City Council on the status of the remaining work to be done for lead water service and gooseneck replacements and the expected completion date

- 9. COMMUNICATIONS FROM THE CITY MANAGER
  - A. Request for Confirmation of Reappointments to the Human Rights Commission
  - B. Request for Confirmation of Appointment to the Public Arts & Culture Committee
- 10. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
- 11. ANNOUNCEMENTS
- 12. PUBLIC FORUM
- 13. RECESS OR ADJOURNMENT

**ELECTED OFFICIALS**

Mark S. Sideris,  
Council President

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

Caroline Bays,  
Councilor At Large

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

Theophilus Offei,  
Councilor At Large  
Lisa J. Feltner,  
District B Councilor

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



**FEBRUARY 10, 2026**



## Watertown City Council

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

**CITY COUNCIL MEETING  
TUESDAY, FEBRUARY 10, 2026, 7:00 P.M.  
RICHARD E. MASTRANGELO COUNCIL CHAMBER  
ADMINISTRATION BUILDING, 149 MAIN STREET**

### MINUTES

#### ACCESS INFORMATION:

- A. This meeting will be held on February 10, 2026 at 7:00 PM in the Richard E. Mastrangelo Council Chamber
- B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/?channel=3>
- C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>
- D. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344
- E. Public may comment through email: [vpiccirilli@watertown-ma.gov](mailto:vpiccirilli@watertown-ma.gov)
- F. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>

#### 1. ROLL CALL

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

## **2. PLEDGE OF ALLEGIANCE**

## **3. PUBLIC FORUM**

Russ Arico – 49 Fayette St – Remarked that the item regarding the petition on nuclear disarmament is a national issue and urged for it to be rejected. He stated that, though the sentiment may be well intentioned, the Watertown City Council should focus on many important local issues, and not allow the floodgates to be opened to create an arena for national issues. He then however stated that a national issue that should be brought up in this forum is mail-in voting. He stated that he has previously brought evidence that Watertown’s mail-in voting list has not being properly purged in town for over nine years, and that action should be taken by the City Council.

Adrian Hauck – 54 Jefferson Ave – Noted that he is a part of the Bicycle Pedestrian Committee, and that he wanted to thank the majority of residents and city workers for their snow removal efforts over the course of the past few weeks. He also noted, however, that there are still too many individuals who have not made any effort to clear their sidewalk frontage, which creates a safety issue for many members of the community. He asked the City Council to make available the funds for code enforcement.

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

### **A. Minutes from City Council Meeting January 27, 2026**

Councilor Piccirilli moved to adopt the minutes and Councilor Feltner seconded.

The motion carried unanimously in a Voice Vote.

## **5. PRESIDENT’S REPORT**

### **A. Request from the Committee of the Budget and Fiscal Oversight that the presentation of the recommendations on the Fiscal Year 2027-2031 Capital Improvement Program be moved from February 24 to March 10**

Councilor Piccirilli moved to move the BFO’s presentation date and Councilor Feltner seconded.

The motion carried unanimously in a Voice Vote.

President Sideris then reported that Lieutenant Governor Driscoll and members of her staff visited Watertown as part of a received grant for gardening and freight farming. He also stated that the new Watertown High School received a tour for the Metropolitan Area Planning Council which was met with notable acclaim. There have been over 46,000 views of social media posts from this event, which points to surrounding communities noticing the effort and progress that Watertown is making in the fields of climate and energy goals.

## 6. PUBLIC HEARINGS

- A. Public Hearing and Vote on a Proposed Loan Order that the sum of \$300,000 is appropriated to pay costs of purchasing a SparkCharge Level 3 mobile electric vehicle charging platform for the police station, including all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the amount of borrowing authorized by this order shall be reduced by any grant amount received for this purpose.

City Manager Proakis stated that this item and the next are related to enabling the police force to be able to charge their growing electric fleet efficiently.

Director of Public Buildings Denise Moroney and Assistant Director for Energy Management Silas Fyler presented slides pertaining to the two items. The first item would purchase a battery trailer that would provide charging for police vehicles as well as serve as a mobile charger for other needs around town; including during fortuitous times like power outages and events like Faire on the Square. They considered a lease for \$10k a month, but as there are CIP recommendations for EV funding, it seemed more prudent to purchase.

Elodia Thomas – 67 Marion Road – Asked for confirmation that item 6A refers to a mobile unit that is intended to be used throughout the town, where as item 6B refers to 3 specific charging units that would solely be used at the Watertown Police Department. She then noted that high price of the chargers and asked for more clarification.

Denise Moroney confirmed that that those are the intent of the two items and remarked that she would go into the stationary chargers in detail once 6A is settled.

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

Councilor Feltner asked what the expected life of the mobile platform was.

Denise Moroney replied that it would be about 10 years.

Councilor Feltner asked if there was concern with potential changes in technology over that time.

Silas Fyler replied that the basic technology of the charger will not change. There could be some connectors updates to the vehicles, but those are not expensive or difficult to facilitate.

Councilor Offei asked about the viability of SparkCharge as a company providing the equipment.

Silas Fyler replied that they are a reasonable growing company that has been picking up

steam locally. He added that the technology itself is pretty simple.

Councilor Offei voiced some concerns as the company was once a B to C, and now has shifted to B to B in order to survive. He stated that he would be hesitant to engage in a long commitment with them and remarked that startup companies rarely work.

Denise Moroney replied that, while there would be a relationship, Watertown would be buying this item outright. Should SparkCharge go out of business, there will be another company that could work maintenance on the item should it need it.

City Manager Proakis remarked that it is important that connectors are interchangeable with similar products on the market. He then stated that Watertown has decided to be a climate leader, which will ultimately mean that they will have to find creative solutions that involve technologies that are still in their earlier phases. He then expressed optimism in putting together an agreement with a Massachusetts based company in this field.

President Sideris asked if other municipalities had this item.

Denise Moroney replied that Zipcar in Massachusetts has it, but outside of California, Watertown would be the only municipality that she is aware of having this item.

The motion carried unanimously in a Roll Call Vote.

- B. Public Hearing and Vote on a Proposed Loan Order that the sum of \$900,404 is appropriated to pay costs of purchasing three Level 3 electric vehicle chargers for the police station, including all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the amount of borrowing authorized by this order shall be reduced by any grant amount received for this purpose.

City Manager Proakis cited CIP line 109 for this item as well as the previous item, and noted that the item is expensive but less expensive than previously anticipated.

Denise Moroney added this item is funding for three permanent EV chargers which would include three dual port, HYC 400 Alpitronic units located at the Watertown Police Station. The Alpitronic units are less expensive than the ChargePoint units that have been used before.

Libby Shaw – 71 Templeton Parkway – Stated that she wanted to make sure that no shade tree or shade tree roots are affected by the placement of the chargers.

Susan Falkoff – 19 Oliver Street – Also expressed concern of the placement on the chargers in terms of potentially reducing the size of permeable ground.

President Sideris remarked that there are no sizable trees in the area, they will be disturbing as little green space as possible, and the WPD needs as many parking spaces as possible.

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

Councilor Feltner asked if there is an existing utility pole that the trench and infrastructure will lead to or if they will be installing a new one.

Silas Fyler replied that it will be going to a new pole as the nearby existing pole is used to facilitate 911.

The motion carried unanimously in a Roll Call Vote.

C. Per Citizens' Petition: Public Hearing on a Request to Call on Federal Leaders to Support Nuclear Disarmament

President Sideris stated that this item was originally suggested by a singular councilor. Because the item was not consistent with policy of placing items on the agenda that are related to Watertown, he did not believe it was appropriate to be placed on an agenda. This item then went through the citizens' petition mechanism in the City Charter, which requirements were met through the staff appropriately. He then read the resolution for the record.

Joseph Gerson – 4 Washburn Street – Remarkd on his experience with success in the nuclear weapons freeze movement that led to preventing Boston Harbor from becoming a nuclear weapons base. He stated that he has written and edited several books on the topic and was member of the atomic bomb victim's delegation that was awarded the Nobel Peace Prize. He noted many instances of nuclear war coming perilously close to fruition from innocuous triggers that nearly lead to catastrophic events. Many hazardous moments have occurred over the course of time that have threatened humanity, but by endorsing this resolution, the council can help to ensure survival.

Jackie Gross – 210 Belmont Street – Stated that she worked to gather over 500 signatures. She noted that this item is an important issue on the local front as the community's lives are at stake. She urged for support from the council.

Lillian Koizumi - Hall Avenue – Spoke in support of the resolution, and stated that the potential consequences are both immediate, and can also create a ripple effect over infrastructure. There are many potential threats around the world, and currently the US has committed to revamping their arsenal. She closed by saying that it is imperative to engage in active talks about reduction of weapons and broaden the dialogues to an international level

Jeanne Trubek – Arsenal Street – Stated that item is a global issue, but also a local issue as it affects all our lives. We have taken on global issues like climate change – as evident with the items like EV chargers on the agenda tonight. She remarked that if Watertown were the only town to take these measures, it would not have an effect, but there are over 20 towns and cities that have adopted this resolution including most of our neighboring communities.

Todd Gross – 210 Belmont St – Stated that nuclear deterrence theory is if other countries have nukes, so should we, but he believes that is a lie to scare us into policy. The basis of

the idea is surrounded around threats and continuing precarious situations. The other assumption about the theory is that every leader will use best practice and be rational about not pushing the button. There are many leaders around the world that are not rational, and so, that's an assumption that we cannot trust.

Stephen Steadman – 91 Common Street – Remarked that he was a nuclear physicist at MIT and has used his knowledge to be a resource in town. Present day nuclear weapons are thousands of times stronger than the bombs that were dropped in Japan. There are no winners with nuclear war, so we should try to get rid of nuclear weapons.

Stephanie Turella – Pleasant Street – Believes that this item must be considered a local issue in addition to global. She stated Watertown has already known the weight of nuclear facilities and the cost it takes on the town's residents.

Nathaniel Harrison – 106 Franklin Street – Read materials supporting disarmament provided by Ted German. Nuclear weapons and their storage have already harmed millions of people for decades. He added that nuclear weapons are useless against modern threats from climate change, terrorism, and cyberattacks.

Millie English – Belmont Street – Said that we should always work toward solid personal relations with other countries to establish agreements and verifiable processes for monitoring the dismantling of nuclear weapons. She noted that Gorbachev and Reagan reached an agreement that led to a reduced arsenal. Anything local officials can do to influence the national authorities can contribute significantly to the safety of the people.

Joan Gumbleton – 32 Falmouth Rd – Remarked that Watertown is a small city in a small state and what we do is immaterial to US policy. She stated that she believes in peace through strength and that the US should protect itself. Watertown is first in many aspects like net zero, but this item is over our skis, and potentially putting ourselves in potential danger.

Dan Grossman – 25 Hawthorne Street – Believes that we haven't thought about nuclear weapons in a long time, but there was a movement during Reagan's term that gained steam in the "freeze" campaign, which led to agreements and a global deescalation. Now, however, the sabers are being rattled nationally with an emphasis on growing the nuclear arsenal. Back in the freeze campaign, many towns and cities were successful in raising consciousness to the cause.

Bruce Colton – 67 Marion Road – Agrees with most of what has been said, but believes it's tortured logic to tie this item into a local issue. Many institutions today have been eroded and lost power, but this Watertown City Council is well operating. He expressed concern that measures like this could lead to this forum becoming a "resolution factory" which would be an improper use of local government.

Jackie Gross – 210 Belmont Street – Stated that she understands everyone's point of view, but she urged the council to hear their concerns and support their cause. She remarked that hundreds of people signed the petition, that it is the concern of the community, and that the council should take action.

Joseph Gerson – 4 Washburn Street - Stated that the doomsday clock was recently moved to 85 seconds to midnight which is the closest it's been since the Hiroshima bomb.

He recalled the freeze moment, and remarked on how the freeze movement started small but grew to over 300 communities in many states, and that that movement caused Reagan and Gorbachev to come to their agreement. He called on the council to understand their responsibility, the context of history, and the actions of surrounding communities.

Elodia Thomas – 67 Marion Rd – Stated that she is not underestimating the work and passion the group of petitioners have exhibited. She remarked on coming to the country where she had to participate in drills to hide under desks in classrooms in fear of bombs dropping. She believes that there are some important aspects in the resolution, but that 500 signatures do not represent 35k residents in town. She encouraged the petitioners to team up with other communities and to go door to door to in a full court press pursuit, but she does not believe that this should be the mission of the council considering the litany of actionable items on their docket. She expressed concern that there are too many proclamations and resolutions that are proposed that have nothing to do with city government. She remarked on her experience with working on specific issues for decades at a time, and urged the petitioners to continue working and grow their cause to a much larger scale.

Todd Gross – 210 Belmont St – Expressed respect for all arguments. He remarked that this petition has given people hope as well as an opportunity for education and youth involvement. It's important to have people believe they can make a difference.

Suellen Hershman – 96 Russel Avenue – Stated that Arsenal is a personal history of damage from weapons manufacturing. So much hard work went into fixing those issues to get assets like housing and parks that help our community. She also remarked on the trillions of taxpayers' dollars that are being spent for nuclear armament, and that this is an opportunity to take a stand against that.

Stephanie Turella - Pleasant Street – Shared that, on a positive note, there was a large number of residents that signed, and that the individuals who organized the petition worked diligently.

Lillian Koizumi - Hall Avenue – Remarked that she moved here 5 years ago and was so encouraged that Watertown is a place where people fight for justice and many positive ideals.

Councilor Palomba moved that the resolution be put before the council for a vote and Councilor Gannon seconded.

Councilor Palomba remarked on the hard work that went into creating this petition. He said that they all agree that nuclear warfare is an existential threat. He believes that one of the responsibilities as a councilor is in protecting Watertown citizens. This is true in approving police and fire budget, hiring board of health staff, and creating climate forward policies, and that that is what he plans to do in voting for disarmament. This year's federal funds will reach \$80 billion for upgrading nuclear array, and federal funds directly affect local systems and programs. Cuts in funding will certainly affect individuals in Watertown. SNAP, roadwork, affordable housing will all be affected. He then noted that U.S. Representative McGovern from Worcester has re-introduced a "back from the brink" nuclear disarmament resolution in congress which is supported by many of his colleagues. He called for Watertown to join the ranks of other communities in the effort

and endorse the resolution.

Councilor Bays remarked that she has been struggling with her vote on this item. She stated she would not have seconded this item because she feels like they need to focus on items that relate to the purview of the town. She noted that her first job was akin to the mission of the item, but believes that this item will have little significance in passing today, and that she also does not want this to become a “resolution factory”

Councilor Gannon also mentioned that he is struggling with this vote, but believes it is in part a question of conscience. He noted that local items can become federal issues and vice versa. He also noted that aspects that seemed larger than Watertown, like the life science industry, turned into a budding enterprise that helped pay for new schools in town. He continued to remark on the work done by Kaiser Engineering in dismantling Watertown’s nuclear reactor and also noted on many other issues that have occurred in relation to nuclear weapons from the Cuban Missile Crises to Reagan. He said that there is an opportunity to take action, even if some people consider it symbolic. Bringing this to the state level of senators and congress is certainly a way to create more momentum. He remarked on how scary the talk of nuclear being casual is, and also remarked on financial ramifications in funding weapons programs.

Councilor Piccirilli stated that they have always made a point not to vote on items that are outside the jurisdiction of the council. While he would be happy to sign something to go forward to elected officials in congress, but creating a resolution that goes outside the purview of this council isn’t appropriate.

Councilor Offei remarked that he had struggled with the vote as well. He then thought to, and quoted, President Obama in saying how one voice can change room, then a city, then a state, and then a nation. He stated that he supports the resolution, and he commended the commitment of the petitioners as they embody democratic ideals. He continued by saying that his campaign rode on a platform of progress with purpose for Watertown. He wants the council’s efforts to be as impactful as possible for residents in Watertown, and while he sees this item to be a ripple of hope that could create a large effect, he also wants to be mindful and avoid becoming a resolution factory focused too strongly on symbolism.

President Sideris thanked everyone for their efforts, and stated that he doesn’t believe there is anyone that wouldn’t want nuclear disarmament. He stated that he must be focused on items that directly affect the city, and topics that the council has control over. He cited the winter parking ban progress and the upcoming demonstration project for the Watertown Square Plan as examples of such items.

The motion failed 4 yes (Offei, Palomba, Bays, Gannon) 5 no (Piccirilli, Feltner, Gardner, Izzo, Sideris) in a Roll Call Vote.

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

- A. Resolution Approving the Expenditure of a Gift of Funds to the Recreation Department

City Manager Proakis stated that this item was donated from the Watertown Savings Bank.

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

The motion carried unanimously in a Voice Vote.

- B. Consideration and Approval of Exemptions of Interests of Existing City Employees in Contracts with the City Including Summer, Winter, Holiday, and After-School Program Employment Positions in Response to Disclosures Filed with the City Clerk by Prospective Employees and Certification by the Recreation Director that No Employee of that Department is Available to Perform those Services as part of their Regular Duties in Accordance with G.L. c. 268A, sec 20(b)

City Manager Proakis stated this item pertains to a current employee seeking to take on an additional position as an athletic trainer.

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

The motion carried unanimously in a Voice Vote.

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

- A. Request for Confirmation of Appointment to the Memorialization Committee

President Sideris stated this item gets automatically referred to the Committee on Public Works.

- B. Request for Referral for Proposed Pet Shop Ordinance

Councilor Piccirilli moved to refer the item to the Committee on Rules and Ordinances and Councilor Gardner seconded.

Councilor Feltner asked when the council requested this policy guidance. She remarked that it was her understanding that current zoning already prevented the contents of a pet shop ordinance.

City Manager Proakis replied that zoning does contain provisions that would effectively prevent the operation of a typical pet shop, but a more specific ordinance could prevent loopholes and workarounds in zoning.

President Sideris added that the original request for policy guidance came under a President's Report item.

The motion carried unanimously in a Voice Vote.

- C. Submission of Administrative Code per Article 6, Section 6-2 of the City's

Home Rule Charter. Repeal of relevant sections of Chapters 30, 31, 34, 36, 37, 70, 152 & 156; and modification to Sections 50 & 51

City Manager Proakis stated this item will serve as a request for referral to committee to go over the one last time before it is taken up for a vote. This starts the timeline for the code itself to be voted on, but also to discuss reducing redundancies through repeals which requires public hearing.

President Sideris stated that this item gets referred to the Committee of the Whole.

City Manager Proakis announced the second year of the civics academy which is a course offered to residents interested in learning how local government works and to interact with staff. He then spoke on the extensive work the DPW and contractors have engaged in with the removal of an immense amount of snowfall and road maintenance. Watertown has 72 miles of roadway and 20 miles of sidewalk to clear while 856 tons of salt were used for maintenance and about 30,000 cubic yards of snow we removed. He also noted that the snow emergency parking ban enforcement has been effective, and that the snow shoveling ordinance is in effect, though they will be meeting each situation reasonably. He then announced that the overnight parking ban may extend into March as there will could be too much snow to ignore for safety purposed.

City Manager Proakis then turned his comments to I.C.E. – Immigration and Customs Enforcement. He shared that he has been asked by many residents about the relationship between local government and federal immigration enforcement. He remarked that national events have been very unsettling, and recognized that Watertown has many immigrant families living in it. As a city manager, there is no policy he can change from ICE's operation, but something he can address locally is the police work as it relates to ICE. The WPD has made it clear that it is not their role to enforce the federal immigration regulations, as their duty is to protect and serve everyone who lives, works, or visits the city regardless of where they are born or where they call home. Any person encountering the police will be afforded all of the civil rights and due process entitled to them. The police will not interrogate a person at the request of ICE, will not participate in civil immigration raids or facilitate an ICE agent's access to a dwelling, and they will not impede the rights of any person engaging in lawful peaceful protest or assembly. That said, they will not intervene to stop the actions of a federal law enforcement action. He then noted that, though he cannot endorse it, residents can connect with LUCE which is run by the Immigrant Justice Network of Massachusetts, as a resource for learning how to safely report and record activity.

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

Councilor Feltner made the following requests for information:

- Please provide a list of Watertown resources/facilities, with the contact information and process, that are available for public community meetings as a result of mitigation or planning efforts on new/redevelopment projects.
- Why are See-Click-Fix tickets showing as closed even though sidewalk snow-ice

blockages remain? Could you please explain how we're using the app's functions? For example, are they marked as closed/fixed if a warning or ticket is given, regardless of whether snow-ice gets cleared? How do we know the solution or action taken?

- When might we be able to add parking violation reports to See-Click-Fix?

## **10. ANNOUNCEMENTS**

Councilor Feltner announced a change in time for the Committee on Rules and Ordinances meeting on the 11<sup>th</sup>.

## **11. PUBLIC FORUM**

Elodia Thomas – 67 Marion Road – Voiced appreciation for cleaning up the request for information format on the website. She then voiced concern for potential open meeting law violations with certain committees and boards, specifically with inconsistencies with agendas and attachments to items. She shared that she has made her concerns known to chairs of committees, but is being received with responses that are not concerned with this issue. She urged City Manager Proakis to establish a standard for the boards' agendas that follow the City Council's example in documentation and order.

Adrian Hauck – 54 Jefferson Road – Stated that he believes the tickets for snow shoveling and parking enforcement are insufficient and wants to prioritize the safety of the public on sidewalks.

## **12. RECESS OR ADJOURNMENT**

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

The motion was adopted unanimously in a Roll Call Vote.

The meeting adjourned at 9:26 p.m.

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above minutes were adopted by a vote of \_\_\_ for, \_\_\_ against, and \_\_\_ present on March 10, 2026.

---

Mark S. Sideris, Council President  
s:/BTM

**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

**City Council Meeting**  
**Tuesday, February 10, 2026 at 7:00 PM**  
**Richard E. Mastrangelo Council Chamber**  
**Administration Building, 149 Main Street**  
**List of Documents**

1. Loan Order - \$300,000 – Mobile Electric Charging Platform – Item 6A
2. Loan Order - \$900,404 EV Chargers for Police – Item 6B
3. Citizens Petition – Nuclear Disarmament – Item 6C
4. Gift for Recreation Dept – Item 7A
5. Employee Exemption – Item 7B
6. Request for Confirmation to the Memorialization Committee – Item 8A
7. Request for Referral for Proposed Pet Shop Ordinance – Item 8B
8. Admin Code Submission – Item 8C

**ADDENDUM TO THE  
MINUTES OF THE FEBRUARY  
10, 2026 CITY COUNCIL  
MEETING**



**City Council Meeting**  
**Tuesday, February 10, 2026 at 7:00 PM**  
**Richard E. Mastrangelo Council Chamber**

**Agenda**

**ACCESS INFORMATION:**

- A. This meeting will be held on February 10, 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: [wscd@watertown-ma.gov](mailto:wscd@watertown-ma.gov)
- G. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>

- 
- 1. ROLL CALL
  - 2. PLEDGE OF ALLEGIANCE
  - 3. PUBLIC FORUM
  - 4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
    - A. Minutes from City Council Meeting January 27, 2026
  - 5. PRESIDENT'S REPORT
    - A. Request from the Committee of the Budget and Fiscal Oversight that the presentation of the recommendations on the Fiscal Year 2027-2031 Capital Improvement Program be moved from February 24 to March 10
  - 6. PUBLIC HEARINGS
    - A. Public Hearing and Vote on a Proposed Loan Order that the sum of \$300,000 is appropriated to pay costs of purchasing a SparkCharge Level 3 mobile electric vehicle charging platform for the police station, including all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes

of the City therefor; and that the amount of borrowing authorized by this order shall be reduced by any grant amount received for this purpose.

- B. Public Hearing and Vote on a Proposed Loan Order that the sum of \$900,404 is appropriated to pay costs of purchasing three Level 3 electric vehicle chargers for the police station, including all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the amount of borrowing authorized by this order shall be reduced by any grant amount received for this purpose.
  - C. Per Citizens Petition: Public Hearing on a Request to Call on Federal Leaders to Support Nuclear Disarmament
7. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
- A. Resolution Approving the Expenditure of a Gift of Funds to the Recreation Department
  - B. Consideration and Approval of Exemptions of Interests of Existing City Employees in Contracts with the City Including Summer, Winter, Holiday, and After-School Program Employment Positions in Response to Disclosures Filed with the City Clerk by Prospective Employees and Certification by the Recreation Director that No Employee of that Department is Available to Perform those Services as part of their Regular Duties in Accordance with G.L. c. 268A, sec 20(b)
8. COMMUNICATIONS FROM THE CITY MANAGER
- A. Request for Confirmation of Appointment to the Memorialization Committee
  - B. Request for Referral for Proposed Pet Shop Ordinance
  - C. Submission of Administrative Code per Article 6, Section 6-2 of the City's Home Rule Charter. Repeal of relevant sections of Chapters 30, 31, 34, 36, 37, 70, 152 & 156; and modification to Sections 50 & 51
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

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

Caroline Bays,  
Councilor At Large

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

Theophilus Offei,  
Councilor At Large  
Lisa J. Feltner,  
District B Councilor

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

**CITY COUNCIL ATTENDANCE  
MEETING DATE: FEBRUARY 10, 2026**

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

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 10, 2026**

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

Motion to adopt the minutes from City Council Meeting January 27, 2026

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 10, 2026**

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

Motion to move the Committee on Budget and Fiscal Oversight presentation on the Fiscal Year 2027-2031 Capital Improvement Program to March 10

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 10, 2026**

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

Motion to approve a loan order for \$300k for a SparkCharge Level 3 mobile electric vehicle charging platform



# Watertown City Council

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

ORDER # 11

2026 - O - 11

## ORDER TO APPROVE THE BORROWING OF FUNDS FOR AN ELECTRIC VEHICLE CHARGING PLATFORM

**ORDERED:** That the sum of \$300,000 is appropriated to pay costs of purchasing a SparkCharge Level 3 mobile electric vehicle charging platform for the police station, including all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the amount of borrowing authorized by this order shall be reduced by any grant amount received for this purpose.

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

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

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above order was adopted by a vote of 9 for, 0 against, and 0 present on February 10, 2026

  
\_\_\_\_\_  
Brendan T. McCarthy, Council Clerk

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

**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




George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: January 20, 2026

RE: Agenda Item – Proposed Loan Order

---

The Department of Public Buildings requests approval of a \$300,000 loan order to purchase a mobile EV charging platform from SparkCharge. This purchase is consistent with Line 109 of the FY2026–2030 Capital Improvement Program. The Department will also pursue a “Make Ready” grant to offset installation costs. This request accompanies a separate loan order for electric vehicle chargers scheduled for the January 27, 2026 City Council agenda.

The mobile charging platform will strengthen the City’s ability to support a growing municipal EV fleet by deploying charging capacity where vehicles operate, reducing reliance on fixed infrastructure. It will also improve operational readiness by enabling on-site charging for EV emergency vehicles throughout the city. In the event of a major power outage, the unit will help maintain continuity of operations by ensuring the emergency EV fleet remains functional.

I respectfully request that the enclosed Loan Order be placed on the January 27, 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

January 16, 2026

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

RE: Draft Loan Order – Electric Vehicle Charging Platform Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of acquiring a SparkCharge Level 3 mobile electric vehicle charging platform for the police station:

ORDERED: That the sum of \$300,000 is appropriated to pay costs of purchasing a SparkCharge Level 3 mobile electric vehicle charging platform for the police station, including all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the amount of borrowing authorized by this order shall be reduced by any grant amount received for this purpose.

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

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

Sincerely,

*/s/ Chelsea A. Tryder*

Chelsea A. Tryder

Water

# WATERTOWN

## MASSACHUSETTS



Watertown City Hall  
149 Main Street, Watertown, MA 02472

---

January 13, 2026

Water

Mr. George Proakis  
City Manager  
149 Main Street  
Watertown, MA 02472

Dear Mr. Proakis

The Department of Public Buildings respectfully requests the allocation of \$300,000 in capital funds from the Police Level 3 Electric Vehicle (EV) Charging Station line item for the acquisition of a mobile EV charging platform from SparkCharge.

This investment will provide the city with the flexibility needed to support the continued and dynamic growth of the municipal EV fleet by allowing charging resources to be deployed where vehicles are operating, rather than relying solely on fixed infrastructure. The mobile charging platform will also enhance operational readiness by enabling EV emergency vehicles to recharge on-site throughout the city as needed.

Additionally, in the event of a major power outage, the mobile EV charging unit will help ensure continuity of operations by allowing the City's emergency EV fleet to remain functional and in service.

Could you please support this request and forward it to City Council for approval at the January 27, 2026 council meeting?

THIS IS  
Sincerely,

**Denise Moroney**  
City of Watertown  
Director of Public Buildings  
124 Watertown St., Suite 3F  
Watertown, MA 02472

THIS IS  
Sincerely,



SPARKCHARGE®

# Max300 Battery Trailer

The SparkCharge Max300 is the perfect mobile EV charging solution for commercial electric vehicles. It is designed, engineered, and proven to be the ideal solution to charging trucks, vans, buses and cars at remote locations, special events and depots. The Max300 enables fleets, municipalities, last-mile delivery, OEMs, ports, rideshare, and more to streamline EV operations.



## No Upfront Costs

Equipment, installation, and maintenance are all included in one monthly cost.



## Scalable & Flexible

Add, relocate, or upgrade chargers as your fleet grows or location needs to change.



## Rapid Deployment

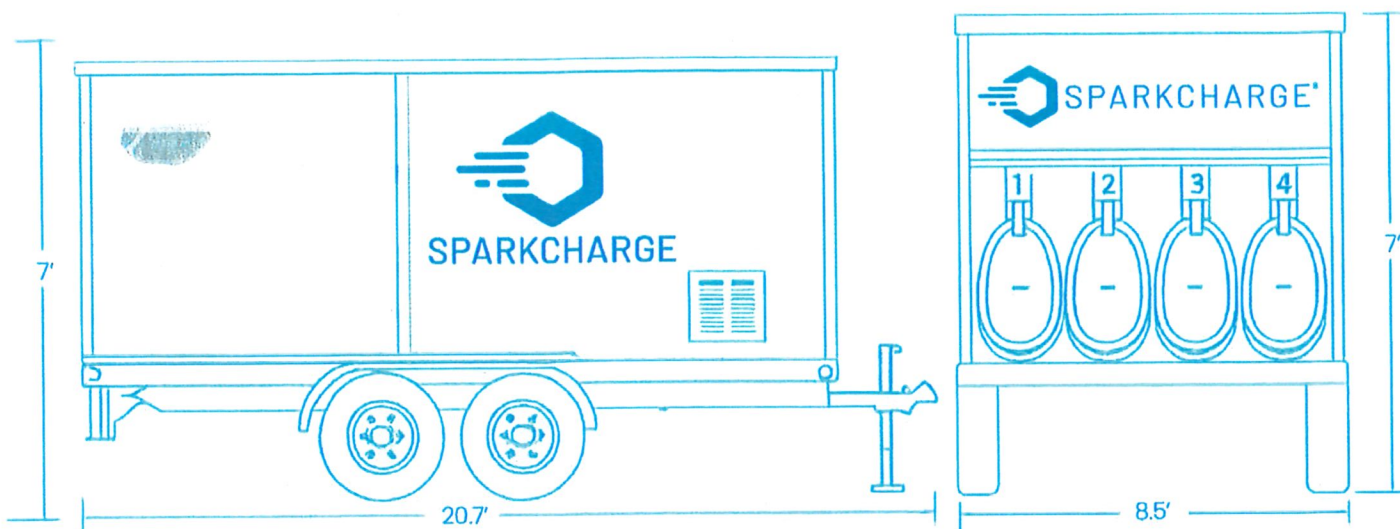
Deploy EV charging in as little as 7 days. Skip the long waits for utility approvals and costly electrical construction. Mobile Battery Trailers are delivered on-site & ready to go.

## What you get

- 125 - 250 kW DC fast charger
- 4 charge ports (CCS or NACS)
- OCPP certified
- 3 easy ways to recharge
  - Rent - Lease - Buy

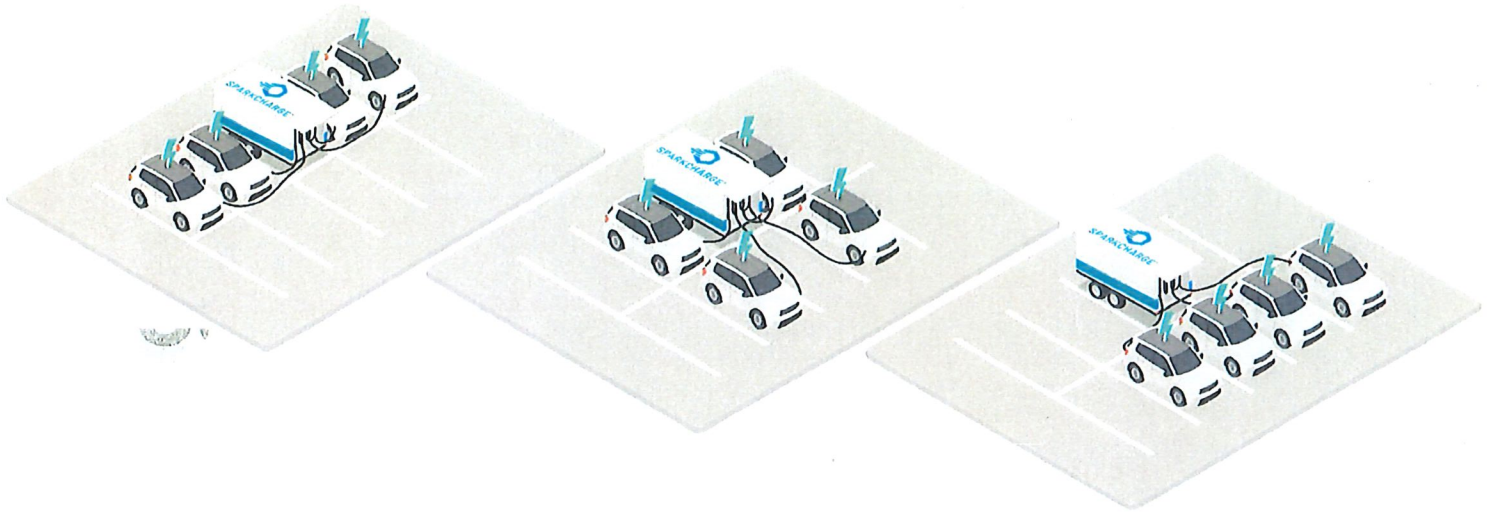


# Max300 Specifications

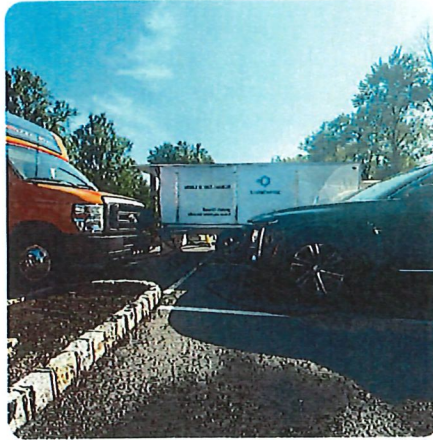


Battery capacity (kWh)	300+
# of DC outputs	4 CCS or NACS
Estimate weight	9,900 lbs
Est. length (w/ trailer tongue)	20.7 ft
Height x Width	7 ft x 8.5 ft (Optional Smaller Version)
Charging input from DCFC	CCSI 120 kW
Charging input from grid	480V 3 phase or AC Level 2 up to 19.2kW (optional)
Charging output (to EV)	DC Fast Charge CCS1 80 kW per port (4 ports max)
Input connector	CCS-1/J1772 port
Output connector	CCS-1 connector (DC)
Output cable length	20 ft - 30 ft
Output voltage	150-1000 VDC
Data reporting & analytics	OCPP 1.6J

# Position Examples



## In the Field



# Pricing Overview

Location: Watertown, MA

Term: Monthly

## Max300 Rental Option #1

	Qty	Price
Max300 unit 300 kWh (4 charge ports)	1	\$10,000/month

## Max300 Purchase Option #2

	Qty	Price
Max300 unit 300 kWh (4 charge ports)	1	\$300,000

## Recharging Service (Optional)

\$575 (per recharge, per unit)



## Payment Terms:

Net 30 Monthly, Auto renews monthly, 30 day written notice for cancellation. Purchase to lease option available upon customer request. Shipping and set up TBD. Customer responsible for associated shipping costs.

Please send purchase orders to [sales@sparkcharge.io](mailto:sales@sparkcharge.io) with a carbon copy (cc) to the SparkCharge sales representative listed. For proposal questions contact [tweston@SparkCharge.io](mailto:tweston@SparkCharge.io). SparkCharge reserves the right to acceptance of purchase orders from the customer.

**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](mailto:legals@globe.com).

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

Thank you,  
 Boston Globe Classified Sales

617-929-1314  
 Monday - Friday 9:30 am - 4:30 pm  
[legals@globe.com](mailto:legals@globe.com)

Order Number	<b>762586</b>	Order Price	<b>\$733.57</b>
Sales Rep.	<b>Jackson Kocak</b>	PO No.	
Account	<b>3028420</b>	Payment Type	
Publication	<b>Boston Globe</b>	Number of dates	<b>1</b>
First Run Date	<b>01/31/2026</b>	Last Run Date	<b>01/31/2026</b>
Payment Type			

**AD PREVIEW:**

Legal Notice

The City Council of Watertown hereby gives notice of a public hearing and vote to be held on Tuesday, February 10, 2026 at 7:00 PM in the Richard Mastrangelo Chamber Administration Building, 149 Main Street, Watertown, MA and online at the following link <https://watertown-ma.zoom.us/j/92991331344> which may be found on the City of Watertown's website, on a proposed Loan Order as follows:

**ORDERED:** That the sum of \$200,000 is appropriated to pay costs of purchasing a SparkCharge Level 3 mobile electric vehicle charging platform for the police station, including all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the amount of borrowing authorized by this order shall be reduced by any grant amount received for this purpose.

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

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 10, 2026**

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

Motion to approve a loan order for \$900,404 for three EV chargers



# Watertown City Council

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

ORDER # 12

2026 - O - 12

## ORDER TO APPROVE THE BORROWING OF FUNDS FOR ELECTRIC VEHICLE CHARGERS

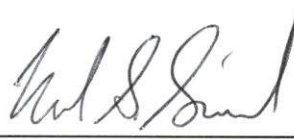
**ORDERED:** That the sum of \$900,404 is appropriated to pay costs of purchasing three Level 3 electric vehicle chargers for the police station, including all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the amount of borrowing authorized by this order shall be reduced by any grant amount received for this purpose.

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

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

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above order was adopted by a vote of 4 for, 0 against, and 0 present on February 10, 2026

  
\_\_\_\_\_  
Brendan T. McCarthy, Council Clerk

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

**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



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council  
From: George J. Proakis, City Manager   
Date: January 20, 2026  
RE: Agenda Item – Proposed Loan Order

---

The Department of Public Buildings requests approval of a \$900,404 loan order to purchase three Level 3 Electric Vehicle (EV) Chargers. This purchase is consistent with Line 109 of the FY2026–2030 Capital Improvement Program. The Department will also pursue a “Make Ready” grant to offset installation costs. This request accompanies a separate loan order for a mobile electric vehicle charging platform scheduled for the January 27, 2026 City Council agenda.

These chargers will provide the Police Department with the necessary capacity to reliably recharge its patrol EV fleet during shift changes, supporting operational efficiency and fleet readiness.

I respectfully request that the enclosed Loan Order be placed on the January 27, 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

January 16, 2026

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

RE: Draft Loan Order – Electric Vehicle Charger Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of acquiring three Level 3 electric vehicle chargers for the police station:

ORDERED: That the sum of \$900,404 is appropriated to pay costs of purchasing three Level 3 electric vehicle chargers for the police station, including all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; and that the amount of borrowing authorized by this order shall be reduced by any grant amount received for this purpose.

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

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

Sincerely,

*/s/ Chelsea A. Tryder*

Chelsea A. Tryder

# WATERTOWN

---

## MASSACHUSETTS



Watertown City Hall  
149 Main Street, Watertown, MA 02472

January 13, 2026

Mr. George Proakis  
City Manager  
149 Main Street  
Watertown, Ma 02472

Dear Mr. Proakis:

The Department of Public Buildings respectfully requests the allocation of \$900,404 in capital funds from the Police Level 3 Electric Vehicle (EV) Charging Station line item for the acquisition of three Level 3 EV Chargers for the Police Station.

These chargers will allow the Police Department to recharge the patrol EV fleet vehicles during their shift changes.

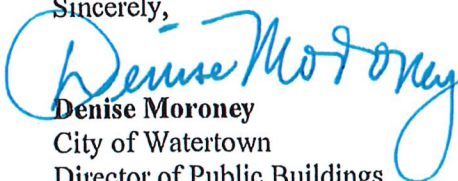
If this request is approved the Department of Public Buildings will apply to the electric utility "Make Ready" program to reduce this cost. "Make Ready" can cover:

- Grid-Side Upgrades: Utility-paid work in the public way, like transformer upgrades.
- Customer-Side Infrastructure: Subsidized costs for property upgrades (e.g., electrical panels, new circuits).
- Equipment Rebates: Rebates for the actual EV chargers (EVSE)

This program is expected to significantly reduce the cost of the infrastructure and EV chargers.

Could you please support this request and forward it to City Council for approval at the January 27, 2026, council meeting.

Sincerely,

  
**Denise Moroney**  
City of Watertown  
Director of Public Buildings  
124 Watertown St., Suite 3F  
Watertown, MA 02472



# Pricing Sheet

10-24-0055.668 Watertown PD, 552 Main St Watertown

DCFC Site

1/12/2026

Quote SW25-147

Description	Total Amount
Engineering & Permitting	4,081.00
Trenching & Backfill	77,413.85
Conduit & Wiring	168,380.41
Civil Works	39,991.20
Electrical Equipment	55,383.32
EV Charging Stations	555,153.30

## Estimate Totals

Description	Amount	Totals
<b>Total</b>		<b>900,404</b>

- All prices in USDS
- This pricing is not based on prevailing wages, as it is intended for submission under the Eversource EV Make-Ready Program. Please note that the pricing will be revised if the project does not proceed under the Eversource program.
- EV Charging Stations include:
  - DCFC Hardware, cable management, credit card reader, CCS1 16ft cables, BABA Compliant
  - 5 years Parts & Labor Warranty
  - 5 years networking
  - Shipping, installation and commissioning

One Westinghouse Plaza, Suite D6, Boston, Massachusetts, 02136

[www.maverickcorporation.com](http://www.maverickcorporation.com)

[www.evservicescompany.com](http://www.evservicescompany.com)

# HYC 400



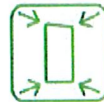
Up to **97.5 %**  
efficiency under full load

Up to **2x 600 A**  
simultaneous output

**50 kW**  
dynamic load management granularity

**150 - 1000 V**  
output range

**Bidirectional**  
future capability



All-in-one design for an ultra-compact footprint



Up to 4 simultaneous charge outputs



Power-Stack scalable architecture

100 kW to 400 kW  
DC-charging system for EVs

# HYC 400

## General information

<b>Operating temperature</b>	-30°C up to +55°C (-22°F to 131°F) <sup>(2)</sup>
<b>Storage/transport temperature</b>	-40°C to 70°C (-40°F to 158°F)
<b>Altitude</b>	<4,000 m (< 13,000 ft) <sup>(2)</sup>
<b>Humidity (in operation, storage)</b>	Up to 95% non-condensing
<b>Enclosure type</b>	NEMA 3R (IP54) Indoor/Outdoor
<b>Impact resistance (IEC 62262)</b>	IK10
<b>Noise emission</b>	< 52 dBA <sup>(1)</sup>
<b>Dimensions (H x W x D)</b>	88 x 29 x 26 in (2185 x 732 x 663 mm)
<b>Weight</b>	1235 lbs up to 1965 lbs (560 kg up to 890 kg) <sup>(3)</sup>
<b>Accessibility</b>	Meets ADA requirements for height and reach
<b>User interface</b>	15.6" display, 4 buttons, RGB connector status
<b>Multilingual system</b>	GUI in 27 languages
<b>Remote management</b>	Access control, configuration, diagnostics, software updates

## Configuration Options

<b>Branding</b>	Options for custom colors (powder coating), custom vinyl
<b>CMS (Cable Management System)</b>	Metal swing arm keeps 16.4 ft (5 m) off the ground
<b>Payment system</b>	Credit card reader optional (Payter/Nayax), EMV Chip, Tap to Pay

## Compliance and Safety

<b>NRTL</b>	UL 2202, UL 2231-1, UL 2231-2 CSA C22.2 No. 346.22, No. 281.1-12, No. 281.2-12 File No. E515867
<b>Metering</b>	CTEP No. 5966-24
<b>EMC</b>	FCC 47CFR Part 15B (Class A)
<b>Electrical safety</b>	NEC (NFPA 70) Article 625
<b>NEVI</b>	BABA <sup>(4)</sup>

# HYC 400

## Charging Interfaces

<b>Connection options</b>	CCS1, J3400 (NACS), CHAdeMO
<b>Cable lengths</b>	11.5 ft (3.5 m), 16.4 ft (5 m), 25 ft (7.5 m)
<b>RFID system</b>	ISO/IEC 14443A/B, ISO/IEC 15693, NFC
<b>Network communications protocol</b>	Dual SIM, 4G LTE Modems 10/100 Base-T Ethernet
<b>Energy management</b>	Configurable static power limit, Dynamic Power limit via OCPP/Modbus
<b>Network communications protocol</b>	Open Charge Point Protocol (OCPP) 1.6 and 2.0.1 Modbus, API
<b>Vehicle communications protocol</b>	DIN 70121, ISO 15118, Autocharge, Plug and Charge, CHAdeMO 1.2

## Electrical

<b>AC nominal voltage (RMS)</b>	480 V $\pm$ 10%
<b>AC nominal input current (RMS)</b>	480 A
<b>Input connection</b>	3-Phase: L1, L2, L3, GND (no neutral)
<b>Frequency</b>	60 Hz
<b>Power factor</b>	> 0.99 at full load
<b>THDi (Total harmonic distortion)</b>	< 5% at full load
<b>Conversion efficiency</b>	up to 97.5% at full load
<b>SCCR</b>	65 kA
<b>Surge protection</b>	Type 1, In 20 kA, I <sub>max</sub> 50 kA
<b>Standby power consumption</b>	43 W
<b>DC output</b>	100 kW (one Power-Stack), max. 300 A 200 kW (two Power-Stacks), max. 600 A 300 kW (three Power-Stacks), max. 900 A (600 A max. per cable) 400 kW (four Power-Stacks), max. 1200 A (600 A max. per cable)
<b>Output voltage</b>	150 - 1000 VDC

<sup>(1)</sup> Standard environmental conditions 60°F [20°C], 10 ft [3 m] distance

<sup>(2)</sup> See Manual for environmental derate

<sup>(3)</sup> Depending on the configuration

<sup>(4)</sup> Compliance assessment completed by PWC







**MAVERICK**  
ELECTRIC SERVICES  
1 WESTINGHOUSE PLAZA,  
SUITE D6, BOSTON,  
MA 02135  
+1 (617) 351 9700

**EVERSOURCE**  
ENERGY  
800 BOYLSTON ST.  
BOSTON, MA 02199  
+1 (800) 592 2000

PROJECT NO: TBD  
DRAWN BY: T.O.L.  
CHECKED BY: D.C.

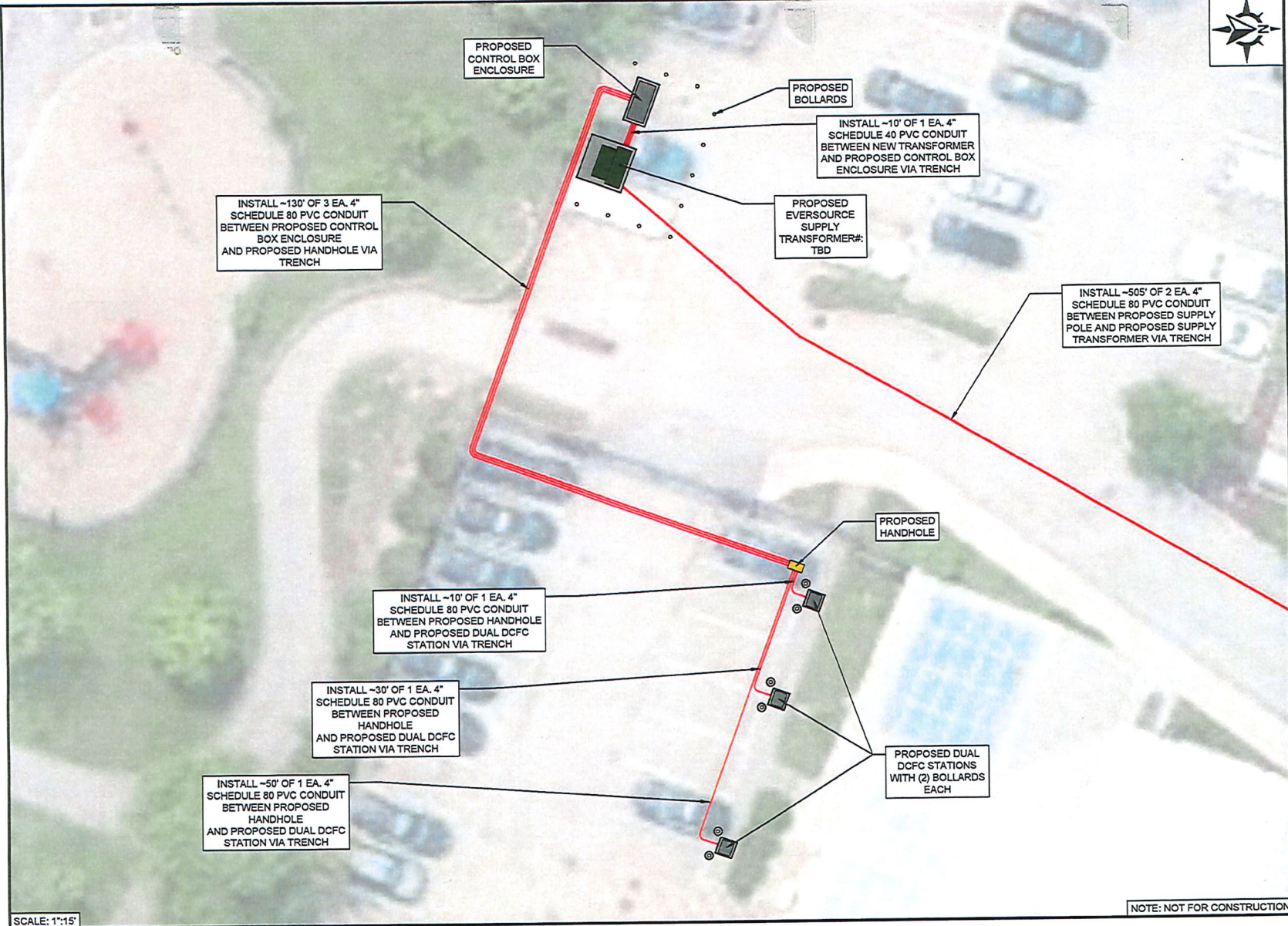
REV	DATE	DESCRIPTION
0	12/19/2025	DESIGN PROPOSAL

IT IS A VIOLATION OF LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT.

CITY OF WATERTOWN, 552 MAIN ST,  
WATERTOWN, MA 02472  
ELECTRIC VEHICLE  
CHARGING STATIONS

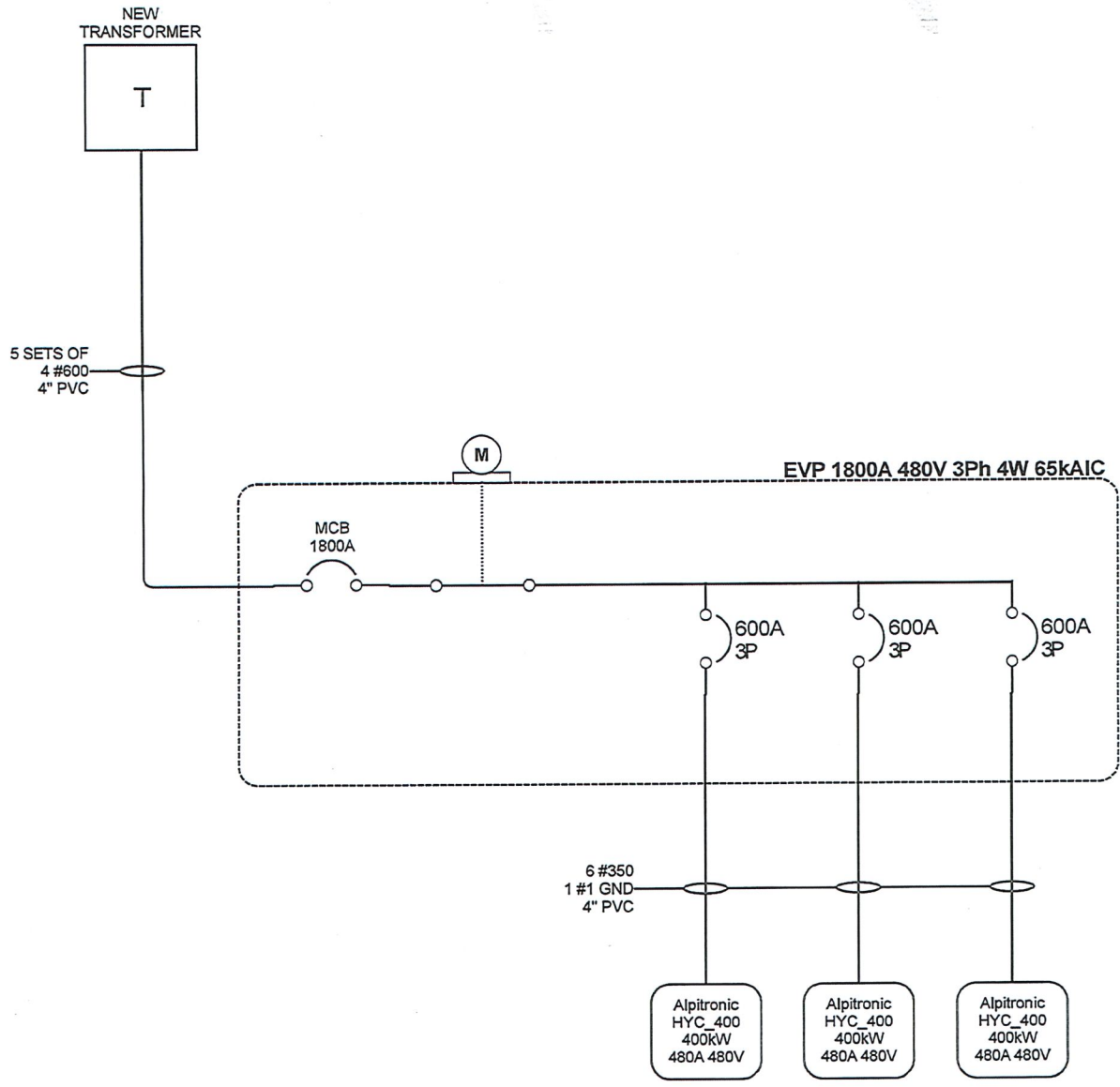
SHEET TITLE  
**PROPOSED SITE  
PLAN**

SHEET NUMBER  
**C-2**



SCALE: 1"=15'

NOTE: NOT FOR CONSTRUCTION



**MAVERICK**  
ELECTRIC VEHICLE SERVICES  
1 WESTINGHOUSE PLAZA,  
SUITE D6, BOSTON,  
MA 02135  
+1 (617) 351 6700

**EVERSOURCE**  
ENERGY  
800 BOYLSTON ST.  
BOSTON, MA 02199  
+1 (800) 592 2000

PROJECT NO: TBD  
DRAWN BY: T.O.L.  
CHECKED BY: D.C.

REV	DATE	DESCRIPTION
0	12/16/2025	DESIGN PROPOSAL

IT IS A VIOLATION OF LAW FOR ANY PERSON,  
UNLESS THEY ARE ACTING UNDER THE  
DIRECTION OF A LICENSED PROFESSIONAL  
ENGINEER, TO ALTER THIS DOCUMENT.

CITY OF WATERTOWN, 552 MAIN ST.,  
WATERTOWN, MA 02472  
  
ELECTRIC VEHICLE  
CHARGING STATIONS

SHEET TITLE  
**ONE-LINE DIAGRAM**

SHEET NUMBER  
**E-1**

**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@glb.com](mailto:legals@glb.com).

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

Thank you,  
 Boston Globe Classified Sales

617-929-1314  
 Monday - Friday 9:30 am - 4:30 pm  
[legals@glb.com](mailto:legals@glb.com)

Order Number	<b>762572</b>	Order Price	<b>\$708.35</b>
Sales Rep.	<b>Jackson Kocak</b>	PO No.	
Account	<b>3028420</b>	Payment Type	
Publication	<b>Boston Globe</b>	Number of dates	<b>1</b>
First Run Date	<b>01/30/2026</b>	Last Run Date	<b>01/30/2026</b>
Payment Type			

**AD PREVIEW:**


**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 10, 2026**

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

Motion to approve a resolution brought forward by citizens' petition for nuclear disarmament

RECEIVED  
CITY CLERK'S OFFICE  
WATERTOWN, MA  
2025 NOV 10 PM 3:34

**We, the undersigned registered voters of the City of Watertown, do hereby petition the City Council to call on our federal leaders to support nuclear disarmament.**

**WHEREAS:** Since the height of the Cold War, the United States and Russia have dismantled more than 50,000 nuclear warheads, but approximately 13,100 weapons still exist, far more destructive than those that killed hundreds of thousands in Hiroshima and Nagasaki, Japan in 1945, posing an intolerable risk to human survival; and

**WHEREAS:** Approximately 95 percent of these weapons are in the hands of the United States and Russia, while the remainder are held by 7 other countries, namely, China, France, Israel, India, North Korea, Pakistan, and the United Kingdom; and

**WHEREAS:** The detonation of even a small number of these weapons would kill hundreds of millions of people, cause unimaginable environmental damage, and result in the starvation of billions from catastrophic climate change; and

**WHEREAS:** In underground silos, the United States maintains several hundred nuclear missiles on hair-trigger alert, capable of being launched in minutes, which greatly increases the risk of accidental or mistaken or unauthorized launch; and

**WHEREAS:** The United States continues to reserve the right to use nuclear weapons first, and the U.S. president has the sole and unchecked authority to order the use of nuclear weapons; and

**WHEREAS:** Despite the popular notion that nuclear weapons arsenals exist solely to guarantee they will never be used, on multiple occasions nuclear armed states have advanced to the brink of using these weapons, and their use was narrowly averted; and

**WHEREAS:** The growing climate crisis is stressing communities around the world, intensifying the likelihood of conflict, while tension between countries with nuclear weapons increases the possibility of nuclear war; and


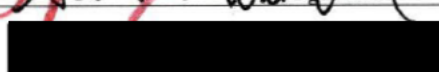
**WHEREAS:** The climate crisis, future pandemics, and numerous human security and social justice concerns highlight the need for greater investment in our communities; and

**WHEREAS:** The full cost of U.S. nuclear weapons in 2023 is estimated at \$540 billion and the U.S. plans to spend \$1.7 trillion by 2046 to replace its entire nuclear arsenal with more advanced and useable versions; and

**WHEREAS:** U.S. taxpayers spend roughly \$10.3 million every hour of every day to maintain our nuclear arsenal and its associated costs, for which Watertown taxpayers paid \$4.77 million in 2023; and

**THEREFORE BE IT RESOLVED:** That the City of Watertown calls on the United States to lead a global effort to prevent nuclear war by 1) actively pursuing a verifiable agreement among nuclear-armed states to eliminate their nuclear arsenals, 2) renouncing the option of using nuclear weapons first, 3) ending the sole, unchecked authority of any president to launch a nuclear attack, 4) taking U.S. nuclear weapons off hair-trigger alert; and 5) canceling the plan to replace its entire arsenal with enhanced weapons; and

**BE IT FURTHER RESOLVED:** That a copy of this resolution will be sent to U.S. Representative Katherine Clark, Senator Elizabeth Warren, Senator Edward Markey, and President Joseph Biden.

	Scott P. Wakefield Printed Name
	WATERTOWN Page 53 of 351



## Watertown City Council

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

### NOTICE OF PUBLIC HEARING

**A petition to the City Council to call on federal leaders to support nuclear disarmament.**

January 27, 2026

Dear Petitioner:

The City Council of the City of Watertown will hold a public meeting on Tuesday, February 10, 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](mailto:vpiccirilli@watertown-ma.gov)

The meeting is called in response to a petition filed to the City Council to call on federal leaders to support nuclear disarmament

Please reference Watertown's website: <https://watertown-ma.gov>

Sincerely,

Watertown City Council

**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

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 10, 2026**

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

**Motion to approve the expenditure of gift of funds for the Recreation Department**



## Watertown City Council

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

RESOLUTION # 13

2026 - R - 13

### A RESOLUTION AUTHORIZING THE ACCEPTANCE AND EXPENDITURE OF A GIFT TO THE RECREATION DEPARTMENT

**WHEREAS**, the Recreation Department is planning to host its first Community Family Paddle and Canoe Race on Saturday, May 9, 2026, along the Charles River dock area and Braille Trail; and

**WHEREAS**, Watertown Savings Bank has generously contributed One Thousand Dollars (\$1,000.00) to support this community event; and


**WHEREAS**, these funds will be used to assist with permitting costs associated with the event; and

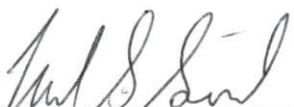
**WHEREAS**, in accordance with Massachusetts General Laws Chapter 44, Section 53A, the acceptance and expenditure of gifted funds requires the approval of both the City Manager and the City Council;

**NOW THEREFORE BE IT RESOLVED**, that the City Council hereby accepts the generous gift of \$1,000.00 from Watertown Savings Bank and authorizes the expenditure of said funds by the Recreation Department for the purposes stated above.

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

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 9 for, 0 against, and 0 present on February 10, 2026.

  
\_\_\_\_\_  
Brendan T. McCarthy, Council Clerk

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

**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**



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

Administration Building  
149 Main Street  
Watertown, MA 02472  
Phone: 617-972-6465

To: Honorable City Council  
From: George J. Proakis, City Manager  
Date: February 2, 2026  
RE: Agenda Item – Approval of Gift Expenditures

---

I am pleased to share the enclosed correspondence from Ernest Thebado, Director of Watertown Recreation, advising that Watertown Savings Bank has generously contributed \$1,000.00 in support of the Recreation Department's upcoming Community Family Paddle and Canoe Race.

This inaugural event is scheduled for Saturday, May 9, 2026, and will take place along the Charles River dock area and Braille Trail. The donated funds will be used to offset permitting costs associated with hosting the event.

In accordance with Massachusetts General Laws Chapter 44, Section 53A, the expenditure of gifted funds requires approval by both the City Manager and the City Council.

Therefore, I respectfully request that the attached resolution authorizing the expenditure of this gift be placed on the City Council agenda for February 10, 2026.

Thank you for your consideration and action on this matter

Resolution No. 2026-

Resolution Authorizing the Acceptance and Expenditure of a Gift to the Recreation Department

WHEREAS, the Recreation Department is planning to host its first Community Family Paddle and Canoe Race on Saturday, May 9, 2026, along the Charles River dock area and Braille Trail; and

WHEREAS, Watertown Savings Bank has generously contributed One Thousand Dollars (\$1,000.00) to support this community event; and

WHEREAS, these funds will be used to assist with permitting costs associated with the event; and

WHEREAS, in accordance with Massachusetts General Laws Chapter 44, Section 53A, the acceptance and expenditure of gifted funds requires the approval of both the City Manager and the City Council;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby accepts the generous gift of \$1,000.00 from Watertown Savings Bank and authorizes the expenditure of said funds by the Recreation Department for the purposes stated above.

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

I hereby certify that at a meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of \_\_\_\_ for \_\_\_\_ against and \_\_\_\_ present on February 10, 2026.

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

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

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 10, 2026**


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

Motion to approve an employee work exemption

**DISCLOSURE BY MUNICIPAL EMPLOYEE  
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT  
AS REQUIRED BY G. L. c. 268A, § 20(b)**

MUNICIPAL EMPLOYEE INFORMATION	
Name of municipal employee:	Tyler Gardiner
Title/ Position	Athletic Trainer
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	City of Watertown - Recreation Department
Agency Address	149 Main Street Watertown, MA 02472
Office phone:	617-972-6494
Office e-mail:	recreation@watertown-ma.gov
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a municipal employee.	August 2023
<b>BOX # 1</b>  Select either <b>STATEMENT #1</b> or <b>STATEMENT #2</b> .  Write an X beside your financial interest.	<b>ELECTED MUNICIPAL EMPLOYEE</b> I am an elected municipal employee.  ___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. <b>OR</b> ___ <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.  <b>My financial interest in a municipal contract is:</b> ___ I have a non-elected, compensated municipal employee position. ___ A municipal agency has a contract with me. ___ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ___ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
<b>BOX # 2</b>  Select either <b>STATEMENT #1</b> or <b>STATEMENT #2</b> .	<b>NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE</b> I am a non-elected municipal employee.  ___ <b>STATEMENT #1:</b> I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

<p>Write an X beside your financial interest.</p>	<p>My financial interest in a municipal contract is:</p> <p><input type="checkbox"/> A municipal agency has a contract with me, but not an employment contract.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p>-- OR --</p> <p><input type="checkbox"/> <b>STATEMENT # 2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a municipal contract is:</p> <p><input checked="" type="checkbox"/> I have a non-elected, compensated municipal employee position.</p> <p><input type="checkbox"/> A municipal agency has a contract with me.</p> <p><input type="checkbox"/> I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization.</p> <p><input type="checkbox"/> I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	<p>City of Watertown 149 Main Street Watertown, MA 02472</p>
<p>Please put in an X to confirm these facts.</p>	<p>"My Municipal Agency" is the municipal agency that I serve as a municipal employee.</p> <p>The "contracting agency" is the municipal agency that made the contract.</p> <p><input type="checkbox"/> My Municipal Agency is not the contracting agency.</p> <p><input type="checkbox"/> My Municipal Agency does not regulate the activities of the contracting agency.</p> <p><input checked="" type="checkbox"/> In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency.</p> <p><input type="checkbox"/> The contract was made after public notice or through competitive bidding.</p>
<p>FILL IN THIS BOX OR THE BOX BELOW</p>	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU.</p> <p>- Please explain what the contract is for.</p> <p>2nd Position with the Recreation Department</p>
<p>FILL IN THIS BOX OR THE BOX ABOVE</p>	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY.</p> <p>- Please identify the person or entity that has the contract with the municipal agency.</p> <p>- What is your relationship to the person or entity?</p> <p>- What is the contract for?</p>

What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it.
Date when you acquired a financial interest	
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired a financial interest	
Write an X to confirm each statement.	<p><b>FOR A CONTRACT FOR PERSONAL SERVICES –</b></p> <p>Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency).</p> <p>I will have a contract with a municipal agency to provide personal services.</p> <p><input checked="" type="checkbox"/> The services will be provided outside my normal working hours as a municipal employee.</p> <p><input checked="" type="checkbox"/> The services are not required as part of my regular duties as a municipal employee.</p> <p><input checked="" type="checkbox"/> For these services, I will be compensated for not more than 500 hours during a calendar year.</p>
Employee signature:	
Date:	2/3/2026

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

**FOR CONTRACTS FOR PERSONAL SERVICES ONLY:**

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

**CERTIFICATION BY HEAD OF CONTRACTING AGENCY**

<b>INFORMATION ABOUT HEAD OF CONTRACTING AGENCY</b>	
Name:	George Proakis
Title/ Position	City Manager
Municipal Agency:	City of Watertown
Agency Address:	149 Main Street Watertown, MA 02472
Office Phone:	617-972-6465
<b>CERTIFICATION</b>	
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,  
BOARD OF SELECTMEN OR TOWN COUNCIL**

<b>INFORMATION ABOUT APPROVING BODY</b>	
Name:	
Title/ Position	
Agency Address:	149 Main Street Watertown, MA 02472
Office Phone:	617-972-6470
<b>APPROVAL</b>	
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.  
File disclosure, Certification and Approval with the city or town clerk.



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council  
From: George J. Proakis, City Manager   
Date: February 2, 2026  
RE: Request for Confirmation – Appointment to the Memorialization Committee

---

In accordance with the provisions of the Watertown Home Rule Charter and Town Council Ordinance 2007-46, An Ordinance on the Timing and Process of Appointments to Town Boards, Commissions, and Committees, I am hereby submitting a request for appointment to the Memorialization Committee, which requires Council confirmation.

- Dimitri Petrosian – Appointment as a member of the Memorialization Committee to a term expiring September 15, 2027

Thank you for your anticipated cooperation in this matter.

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 10, 2026**

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

Motion to refer a proposed pet shop ordinance to the Committee on Rules and Ordinances



George J. Proakis  
City Manager

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To: Honorable City Council

From: George J. Proakis, City Manager

Date: February 3, 2026

RE: Draft Pet Shop Ordinance

---

In response to the City Council's request for policy guidance regarding limitations on pet shop operations, a draft Pet Shop Ordinance is attached for your review and consideration.

I will bring this up under Communications from the City Manager at the February 10, 2026 City Council Meeting and respectfully request the matter be referred to Committee for further review and consideration.

**WHEREAS** most puppies, kittens, and rabbits sold in pet stores come from large-scale, commercial breeding facilities where the health and welfare of animals is disregarded in order to maximize profits; and,

**WHEREAS** documented abuses endemic to such facilities include over-breeding, inbreeding, minimal veterinary care, lack of adequate food, water, and shelter, lack of socialization, and lack of sanitation; and,

**WHEREAS** the prohibition of pet stores from selling dogs, cats, and rabbits is likely to decrease the demand for these animals that are bred in mills;

**NOW THEREFORE BE IT ORDAINED** by the City Council of Watertown that Title XI, Chapter 118 of the Watertown Code of Ordinances, is hereby enacted as follows:

**118.01 Statement of Purpose**

- A. Puppies, kittens, and rabbits deserve to be free from the abuse that is rampant in commercial breeding mills. Such mills also mislead consumers, who sometimes watch their pet suffer from health challenges incurred as a result of abuse at a breeding mill. This chapter serves to protect animals as well as the public from the harms caused by puppy, kitten, and rabbit mills.

**118.02 Definitions:**

- A. Animal Rescue Group: A not-for-profit organization having tax-exempt status under 501(c)3 of the United States Internal Revenue Code, and registered with the Massachusetts Department of Agricultural Resources, if required, whose mission and practice is, in whole or in significant part, the rescue and placement of animals into permanent homes. The term animal rescue group does not include any person that breeds dogs, cats, or rabbits or obtains dogs, cats, or rabbits for payment or compensation from a person who breeds or facilitates the sale of dogs, cats or rabbits that were obtained from such a breeder.
- B. Dog: Any member of the species *Canis familiaris*
- C. Cat: Any member of the species *Felis catus*
- D. Rabbit: Any member of the species *Oryctolagus cuniculus domesticus*
- E. Sell: To exchange for consideration, adopt out, barter, auction, trade, lease, or otherwise transfer.
- F. Offer for sale: To advertise or otherwise proffer a dog, cat, or rabbit for acceptance by another person
- G. Person: An individual, corporation, partnership, association, or any other legal entity
- H. Pet shop: Any place where birds, mammals, or reptiles are kept for the purpose of sale at either wholesale or retail, import, export, barter, exchange, or gift

- I. Public Animal Control Agency or Shelter: A facility operated by the City of Watertown or any other municipal, state, or federal agency for the purpose of impounding seized, stray, homeless, abandoned, unwanted, or surrendered animals, or a facility operated for the same purposes under a written contract with the City or any other municipal, state, or federal government.

**118.03 Prohibition of the Sale of Dogs, Cats, and Rabbits**

- A. It shall be prohibited for any pet shop to sell or offer for sale a dog, cat, or rabbit
- B. A pet shop may provide space for the display of dogs, cats, or rabbits for adoption only if:
  - 1. Such animals are displayed and made available for adoption by either: a public animal control agency or shelter or an animal rescue group, as defined in Section 118.02 above
  - 2. Each pet shop shall maintain records sufficient to document the source of each dog, cat, or rabbit the pet shop displays, for at least one year following the date of acquisition. Such records shall be made available immediately upon request to any animal control officer or any duly appointed officer or representative of the city
- C. No person shall sell, exchange, trade, barter, lease, or display for a commercial purpose any dog, cat, or rabbit on or in any street, public grounds, commercial or retail parking lot, flea market, or other market, regardless of whether such access is authorized by the property owner, except for a dog, cat, or rabbit displayed:
  - 1. By a public animal control agency or shelter, or animal rescue group, as defined in Section 118.02 ; or
  - 2. As part of a state or county fair exhibition, 4-H program, or similar exhibition or educational programs

**118.04 Enforcement**

- A. The provisions of this chapter may be enforced by the Director of Public Health or his or her designee. The provisions of this chapter may also be enforced by the Chief of Police or his or her designee.

**118.05 Penalty**

- A. Any pet shop or person who violates any provision of this chapter shall be fined as follows, with each day on which a violation exists constituting a separate offense:
  - 1. \$100 for the first offense
  - 2. \$200 for the second offense
  - 3. \$300 for the third offense and each subsequent offense

- B. In addition to any other remedy provided by law, this Chapter may be enforced by animal control officers or police officers through any means available through law and equity, including but not limited to noncriminal disposition in accordance with G.L. c. 40, § 21D or seizure of animals.
- 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.



George J. Proakis  
City Manager

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Citymgr@watertown-ma.gov

To: Honorable City Council

From: George Proakis, City Manager

Date: February 5, 2026

RE: Agenda Item – Administrative Code

---

This memorandum and the attached Administrative Code are submitted as a follow-up to the Special City Council Meeting held on November 18, 2025, during which the Council considered and discussed potential action on the revised and updated Administrative Code.

Based on the comments and direction provided by Council members and members of the public, the proposed Administrative Code document has been updated to address feedback. The revised and completed version, including a redlined version reflecting the recommended revisions, clarifications, and updates, is attached for your review and action. I am requesting this item be reviewed by a council committee prior to final action by the Council.

Pursuant to the provisions of Article 6, Section 6-2 of the City of Watertown Home Rule Charter, I herewith present the attached Administrative Code for the administrative reorganization of City boards and committees by administrative code. This Administrative Code shall be subject to the referral, public hearing, report, and approval process as specified in Section 6-2 of the Home Rule Charter as further explained below.

**1. Reorganization Plan by Administrative Code – City Charter Process**

As noted above, this Administrative Code is being submitted pursuant to Article 6, Section 6-2 of the City of Watertown Home Rule Charter. This provision of the Charter authorizes the City Manager to “from time to time prepare and submit to the city council reorganization plans which may, unless prohibited by general law or the charter, reorganize, consolidate, or abolish any existing city agency in whole or in part, establish new city agencies, and prescribe the functions of any city agency.” Reorganization of City boards, committees, and commissions falls within this Charter process.

The process for consideration of such a reorganization by administrative code is as follows:

- A. The City Manager may submit a reorganization plan to the City Council with an explanatory

note.

B. Upon receipt of the plan by the City Council, City Council shall refer plan to an appropriate standing committee for study and report.

C. Within thirty days of such referral, a public hearing on the plan would be held either before the standing committee or the full City Council.

D. Within fourteen days following conclusion of the public hearing, a report of the standing committee would be filed, either approving or disapproving the plan.

E. Upon the ninetieth day following City Council receipt of the plan (unless the plan itself specifies

a later date) the plan becomes effective unless disapproved by the City Council.

F. A reorganization plan submitted by administrative code may not be amended by the City Council but shall either be approved or disapproved in the form as submitted.

## **2. Explanatory Note**

Article 3, Section 3-2 of the City of Watertown Home Rule Charter designates the City Manager as the City's chief administrative officer. The powers and duties of the City Manager include administration of all officers appointed by the City Manager and their respective agencies. The City Manager is also responsible for the coordination of activities of all agencies under his control with the activities of all other City agencies, whether elected or appointed by other elected officials. The City Manager is responsible for appointing all members of multi-member bodies for whom no other method of appointment is provided by general law, the charter, ordinance or resolution.

Appointments made by the City Manager to multi-member bodies are subject to confirmation by the City Council. The intent of this Administrative Code is to address roles and responsibilities of the City's multi-member bodies, address the organization of city departments, improve efficiencies, and centralize information regarding those bodies and departments. This plan is hereby offered to the City Council for action in accordance with Article 6, Section 6-2 of the City's Home Rule Charter

## **3. Conclusion**

The Administrative Code submitted with this Explanatory Note presents an organizational plan for the city government. This Plan will result in efficiencies and effective management of the functions of City departments, boards and commissions. I therefore respectfully request your favorable consideration and approval of the proposed Administrative Code.

February 10, 2026  
City of Watertown, MA Administrative Code

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## Article I – Introduction

### § A-101 Introduction and regulatory authority

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

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

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

Article 4: Appointments not Subject to City Council Confirmation: This establishes and describes City Manager appointments not subject to confirmation by the City Council.

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

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

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

## Article II – Elective Organization

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

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

- A. A City Council elected pursuant to Charter § 2-1. Pursuant to Chapter 405 of the Acts of 1987, the City Council serves as Watertown's Redevelopment Authority with the rights, powers, privileges, and immunities of a Redevelopment Authority including but not limited to those established in G. L. Ch. 121A and 121B.
- B. A School Committee elected pursuant to Charter § 4-1.
- C. A Board of Trustees of the Public Library elected pursuant to Charter § 4-2.

## Article III – Multiple-Member Appointive Organization

### § A-301 Offices and standards

- A. Generally.

This part of the Administrative Code describes all multiple-member bodies whose members are appointed by the City Manager and further delineates the manner and time of appointment, terms of appointment, and authorities and responsibilities. Multiple-member bodies are City agencies as that term is defined in the Charter.

This part of the Administrative Code is divided into two sections:

§ A-302 describes multi-member bodies established pursuant to the Charter, by special act, or by ordinance. These agencies are not subject to modification by the Administrative Code.

§ A-303 establishes multi-member bodies pursuant to Charter § 6-2, whereby the City Manager may, by administrative order, reorganize, consolidate, create, merge, divide, or abolish multiple-member bodies of the City, subject to approval of the City Council. These agencies are subject to modification by the Administrative Code.

- B. Terms of office.

Unless otherwise provided by the General Laws, the Charter, or the Administrative Code, the terms of office of multiple-member bodies shall be 3 years and shall be arranged so that one-third of the terms, or as nearly that number as possible, shall expire each year, on the annual dates noted in the table below.<sup>1</sup>

<b>Multi-member body</b>	<b>Term expiration date</b>
Appeals, Zoning Board of	February 15
Affordable Housing Trust Fund	June 30
Aging, Council on	May 15
Assessors, Board of	May 15
Bicycle and Pedestrian Committee	February 15
Biosafety Committee	July 15
Community Preservation Committee	February 1
Conservation Commission	February 15
Cultural Council	May 15
Disability, Commission on	November 1
Election Commissioners, Board of	April 1
Environment and Energy Efficiency Committee	November 15
Health, Board of	First Monday in February
Historic District Commission	November 15
Historical Commission	October 1
Housing Authority Board of Commissioners <sup>2</sup>	May 15
Human Rights Commission	April 1
Licensing Board	February 1
Memorialization Committee	September 15
Planning Board	February 15
Public Arts and Culture Committee	November 15
Stormwater Advisory Committee	July 15
Solid Waste and Recycling Advisory Committee	May 15
Traffic Commission	May 15
Watertown Cable Access Corporation Board of Directors <sup>3</sup>	September 15

<sup>1</sup> Members of multi-member bodies who were appointed prior to the creation of the Administrative Code whose terms are less or more than 3 years maintain their previously established term expiration date.

<sup>2</sup> Watertown established a Housing Authority on April 5, 1948, pursuant to G. L. Ch. 121B, §§ 3, 5 and City Code, Title III, Ch. 31.67. The Board of Commissioners of the Housing Authority is not a City agency and is not subject to the provisions established in § A-301. However, four members of the Board of Commissioners are appointed by the City Manager pursuant to G. L. Ch. 121B, § 5. The Manager's appointments are subject to City Council confirmation.

<sup>3</sup> The Watertown Cable Access Corporation Board of Directors is not a City agency and is not subject to the provisions established in § A-301. However, pursuant to their Articles of Organization and Bylaws, the City Manager appoints 6 of their members and the Superintendent of the Public Schools appoints 3 of their members. The Manager's appointments are subject to City Council confirmation.

C. Method of appointment; removal

1. The City Manager appoints all members of multiple-member bodies pursuant to Charter §3-2(3)(B). Appointments take effect as follows:
  - a. Appointments that are specifically identified as not being subject to the confirmation process will become effective immediately upon notification by the City Manager to the applicant, City Clerk, and City Council.
  - b. All other appointments are forwarded to the City Council for confirmation. If the City Council fails to take any action on an appointment within 30 days following the date notice of the appointment is filed by the City Manager with the City Council, such appointment shall be deemed to have been confirmed.
2. Appointments made upon expiration of term shall be as follows:
  - a. At least 90 days before the expiration of a member's term, the City Manager or their designee will notify the member in writing of the expiration date of the member's term and determine whether the member wishes to serve another term.
  - b. Within 7 business days of giving the notice required in § A-301(C)(2)(a), the City Manager will post the position. If the City Manager has determined that the current member wishes to serve another term, the posting will include that information.
  - c. The City Manager will transmit their appointment to the City Council at least 30 days prior to the expiration of the term.
3. Appointments other than upon expiration of term shall be as follows:
  - a. Vacancies occurring other than upon expiration of term, whether due to resignation, removal, or other cause, shall be filled by appointment by the City Manager for the unexpired term subject to Council confirmation.
  - b. Upon learning of such a vacancy, the City Manager may either:
    - i. Appoint a new member from among people who previously applied and were interviewed for a position on a multi-member body; or
    - ii. Post the position.
  - c. Preferably within 60 but not more than 90 days after learning of a vacancy, the City Manager shall transmit to the City Council their appointment for confirmation.
4. All members of multiple-member bodies shall take the oath of office within 4 weeks of their appointment and must take the oath of office prior to entering upon the duties of their office. The City Clerk administers oaths of office and provides members with information on the Public Records Law, the Open Meeting Law, and the State Ethics Law, to which all members are subject.
5. If a member of a multi-member body fails to attend regularly scheduled meetings for a period of 3 consecutive months or 3 consecutive meetings, whichever is longer, or

if such member is absent from their duties for the period of 1 year, the City Manager shall notify the member of the intent to declare the office vacant. Within 30 days, the member may provide the Manager in writing with a justification for their prolonged absence and their expected return to duty. The Manager in their discretion may approve the request or officially declare the office vacant.

6. Members of multiple-member bodies that require residency as a condition of membership shall be deemed to have vacated office if said member removes from the City.
  7. Unless otherwise prescribed by the General Laws, the Charter, or the Administrative Code, appointed members of multi-member bodies may only be removed, notwithstanding the term established by § A-301(B), by the City Manager and subject to confirmation of their removal by the City Council.
  8. Members whose terms have expired may continue serving in a hold-over capacity until they have either been reappointed and confirmed or their successor has been appointed and qualified in their stead.
- D. Annual reports. Pursuant to Charter § 3-2-13(C), all multiple-member bodies shall prepare an annual report of their activities and submit it to the City Manager and the City Clerk on or before the fourth Friday in March. The annual report shall describe activities for the calendar year ending each December 31. Where required by state, regional, or federal regulations, certain boards may be required to submit copies of their annual reports to appropriate state, regional, or federal agencies.
- E. Authority of multiple-member bodies. Multiple-member bodies may be:
1. Advisory, wherein the body has no legal authority to promulgate external rules or regulations, decide individual cases, or enact policy.
  2. Ministerial, wherein the body has legal authority to take actions that follow set rules and that are essentially administrative in nature.
  3. Quasi-judicial, wherein the body has legal authority to render decisions.
  4. Regulatory, wherein the body has legal authority to do one or more of the following:
    - a. Promulgate external rules and regulations;
    - b. Promulgate and enact policy.
  5. Combinations of advisory, ministerial, quasi-judicial, and regulatory.
- F. Multiple-member body internal organization; rules and regulations.

1. Each multiple-member body shall, at a minimum, annually elect from its membership a Chair, Vice Chair, and Clerk, and such other officer or officers as deemed necessary or required by the General Laws. The annual election shall occur within 45 days of the date upon which terms expire. The Chair presides over all meetings of the multiple-member body and is the official representative of the multiple-member body in all proceedings before the City Council and other officials of the City. The Vice Chair performs the Chair's functions in the absence of the Chair. The Clerk is responsible for the certification of the multiple-member body's meeting minutes, observance of the Open Meeting Law, and maintenance of the journal of proceedings of the multiple-member body. The City Manager and City Clerk shall be notified of the officers of each body upon their election.
  2. To acquaint new members of multiple-member bodies with the affairs which will come before them, the Chair, working with the staff liaison, shall make available to each new member the minutes of the meetings of the 2 previous years and copies of any applicable laws, ordinances, rules, or regulations governing such multiple-member body.
  3. Each multiple-member body shall conduct meetings in accordance with Robert's Rules of Order to the extent applicable unless otherwise specified in federal, state, and/or local laws or regulations, and shall provide for the keeping of minutes. Such minutes shall be available for public inspection. If requested by any member, any vote shall be taken by a call of the roll, and the vote shall be recorded in the journal provided. However, if the vote is unanimous, only that fact need be recorded. A majority of the full membership of the multiple-member body shall constitute a quorum. Multiple-member bodies shall establish internal administrative rules processes for the proper function of activities under their care and control.
- G. Time and place of meetings. The clerk of each multiple-member body is responsible for notifying the City Clerk of the regularly scheduled multiple-member body meeting times and dates for the ensuing calendar year. The notification shall also include a location for each regular meeting. This shall not prevent multiple-member bodies from amending the schedule or calling special meetings in addition to those regularly scheduled, provided that, in all instances, the provisions of the Open Meeting Law are followed. The City Clerk shall ensure posting of all meetings is consistent with the Open Meeting Law.
- H. Authority to establish subcommittees. Each multiple-member body may, by a majority vote of its membership, establish subcommittees of the multiple-member body for the purpose of addressing a particular issue or issues. The membership of a subcommittee shall be limited to the membership of the multi-member body establishing the subcommittee. A report of their activities shall regularly be made to the full multiple-member body. Each subcommittee so established shall be subject to laws pertaining to public records and open meetings.

- I. Eligibility for service. Any resident of Watertown is eligible to be appointed to a multiple-member body. Unless otherwise prohibited by the Charter, Administrative Code, or General Laws, the residency requirement may be waived by the City Manager at their discretion. Only where expressly authorized by the Charter, Administrative Code, or General Laws shall a City employee or elected official be appointed to serve on a multiple-member body.
- J. Special Municipal Employees. By Order 2023-O-17, as approved on March 28, 2023, the City Council has designated members of multi-member boards as special municipal employees pursuant to the Massachusetts Conflict of Interest Law, G. L. Ch. 268A, §1(n).
- K. Staff assistance. The City Manager shall designate 1 or more staff liaisons to a multiple-member body. Said liaison(s) shall be subject only to the supervision of the City Manager and shall perform such duties as the City Manager may prescribe. Staff liaisons assist multiple-member bodies in the pursuit of their missions and responsibilities and the efficient implementation of their activities by ensuring they receive objective, timely, professional, and accurate information upon request and recommendations based on City policies and plans. Multiple-member boards may not employ their own staff.
- L. Operating budget. The City Manager may, through the City budget, provide operating costs for a multiple-member body. Expenditure of these funds requires approval of a majority of the multiple-member body and coordination by the staff liaison. Contracts executed using funds of the multiple-member body shall require approval and signature of the City Manager.
- M. External communication. External communications generated by the multi-member appointive organization must be reviewed by the staff liaison and shall be approved by majority vote of the relevant multi-member body.
- N. Compensation. Unless otherwise provided by the Charter, ordinance, or the Administrative Code, members of multiple-member bodies shall receive no compensation.

## § A-302 Multi-Member Bodies Not Subject to Modification by Administrative Code

The following sections describe multi-member bodies established pursuant to the Charter, by special act, or ordinance that are not subject to modification by the Administrative Code.

### § A-302a Appeals, Zoning Board of

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

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

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

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

#### § A-302b Election Commissioners, Board of

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

#### § A-302c Human Rights Commission

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

### § A-302d Licensing Board

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

- A. Pursuant to Chapter 147 of the Acts of 2000, and notwithstanding the provisions of any general or special law to the contrary, the City Manager is authorized to appoint members to the Licensing Board, subject to the approval of the City Council as provided in the Charter. Said Board consists of 3 members, each of whom shall have been a resident of Watertown for at least 2 years immediately preceding such appointment. Members are appointed in accordance with G. L. Ch. 138, §4. The City Manager also appoints one alternate member, subject to the approval of the City Council. The alternate member shall have been a resident of Watertown for at least 2 years immediately preceding appointment and shall be appointed without regard to party enrollment. The alternate member sits on the Board at the designation of the Chair in the case of absence, inability to act, or conflict of interest on the part of any member of the Board, or in the event of a vacancy on the Board until such vacancy is filled in the manner provided for in this act.

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

Terms are 3 years.

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

### § A-303 Multi-Member Bodies Subject to Modification by Administrative Code

The following sections establish multi-member bodies pursuant to Charter § 6-2, whereby the City Manager may, by administrative order, reorganize, consolidate, create, merge, divide, or abolish multiple-member bodies of the City, subject to approval of the City Council. These agencies are subject to modification by the Administrative Code.

### § A-303a Affordable Housing Trust

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

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

- A. Established. There shall be a Municipal Housing Trust under G. L. Ch. 44, § 55C, called the Watertown Affordable Housing Trust, and this Trust shall have a Board of Trustees consisting of 7 Trustees, of which the City Manager or their designee shall serve as 1 Trustee.

- B. Authorities and responsibilities. The purpose of the Trust is to provide for the creation and preservation of affordable housing within the City for the benefit of low- to moderate-income households and for the funding of community housing, as defined in and in accordance with the provisions of G. L. Ch. 44B. The Trust has all the powers and authorities established through G. L. Ch. 44, § 55C. Additionally, the Affordable Housing Trust supports affordable housing development through real estate activities, including actively facilitating pre-development activities of affordable housing developers and potentially acting as an affordable housing developer. The Trust oversees the City's affordable housing monies, including but not limited to HOME funds via the West Metro HOME Consortium, Community Development Block Grant funds, and the City's Affordable Housing Trust Fund. The Trust also serves as a policy body on affordable housing matters, advocating for affordable housing and providing advice to the City administration and City Council on such matters, including but not limited to reviewing development applications which have or propose affordable housing units. The Board of Trustees for the Affordable Housing Trust Fund shall have other powers, duties, and responsibilities that are given to boards of trustees by the General Laws.
- C. Limitations. Neither the Board of Trustees nor any Trustee, agent, or officer of the Trust shall have the authority to bind the City, except in the manner specifically authorized herein. Any debt incurred by the Trust shall not constitute a pledge of the full faith and credit of the City, and all documents related to any debt shall contain a statement that the holder of any such debt shall have no recourse against the City, with an acknowledgement of said statement by the holder.
- D. Funds paid into the Trust. Notwithstanding any general or special law to the contrary, all monies paid to the Trust in accordance with any zoning ordinance, exaction fee, or private contribution shall be paid directly into the Trust and need not be appropriated or accepted into the Trust. General revenues appropriated into the Trust become Trust property and these funds need not be further appropriated to be expended. All monies remaining in the Trust at the end of any fiscal year, whether or not expended by the Board within 1 year of the date they were appropriated into the Trust, remain Trust property. The City Treasurer/Collector shall be the custodian of the Affordable Housing Trust's funds. The Treasurer/Collector shall invest the funds in the manner authorized by state statute. Any income or proceeds received from the investment of funds shall be credited to and become part of the Trust. Expenditures by the Trust shall be processed through the warrant but shall be controlled by the provisions of G. L. Ch. 44, § 55C.
- E. The Trust shall be of indefinite duration, unless terminated by a majority vote of the City Council in accordance with G. L. Ch. 4, § 4B, provided that an instrument of termination together with a certified copy of the City Council vote are duly recorded and/or filed with the registry. Upon termination of the Trust, subject to the payment of or making provisions for the payment of all obligations and liabilities of the Trust, the net assets of the Trust shall be transferred to the City and held by the City Council for affordable housing purposes. In making any such distribution, the Trustees may, subject to the

approval of the City Council, sell all or any portion of the Trust property and distribute the net proceeds thereof or they may distribute any of the assets in kind. The powers of the Trustees shall continue until the affairs of the Trust are concluded.

- F. The Trustees are authorized to execute a Declaration of Trust and Certificates of Trust for the Watertown Affordable Housing Trust, consistent with G. L. Ch. 44, § 55C and this section, to be recorded with the Middlesex South District Registry of Deeds and filed with the Middlesex South Registry District of the Land Court.
- G. The Board of Trustees for the Affordable Housing Trust fund is an advisory and ministerial multiple-member body of the City.

### § A-303b Aging, Council on

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

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

### § A-303c Assessors, Board of

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

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

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

Assessors may be compensated.

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

### § A-303d Bicycle and Pedestrian Committee

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

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

### § A-303e Biosafety Committee

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

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

acid (rDNA) and/or biologic agents in the City.

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

### § A-303f Community Preservation Committee

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

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

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

### § A-303g Conservation Commission

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

Local reference: Ch. 154

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

### § A-303h Cultural Council

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

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

### § A-303i Disability, Commission on

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

- A. Established. There shall be a Commission on Disability consisting of 9 members, 8 of whom are appointed pursuant to § A-301(C) and 1 City Councilor appointed by the City Council President. The majority of members must be people with disabilities, and 1 member must have a member of their immediate family with a disability.
- B. Authorities and responsibilities. The Commission on Disability researches local concerns experienced by people with disabilities and their families; advises and assists municipal officials and employees in ensuring compliance with state and federal laws affecting

people with disabilities; coordinates or carries out programs designed to meet the needs of people with disabilities and their families; assists with the development of policies, procedures, and services affecting people with disabilities and their families; provides closed captioning for City Council meetings; provides information, referrals, guidance, and technical assistance in all matters pertaining to disability; and helps coordinate activities of other local groups organized for similar purposes. The Commission on Disability shall have all powers, duties, and responsibilities that are given to disability commissions by the General Laws.

- C. The Commission on Disability is an advisory and ministerial multiple-member body of the City.

### § A-303j Environment and Energy Efficiency Committee

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

- A. Established. There shall be an Environment and Energy Efficiency Committee consisting of 7 members, at least 1 of whom shall have expertise in energy conservation.
- B. Authorities and responsibilities. The Environment and Energy Efficiency Committee researches energy use and greenhouse gas emissions; advises and assists municipal officials and employees in ensuring compliance with relevant national, regional, and state laws, regulations, and programs that aim to reduce greenhouse gas emissions; reviews and makes recommendations about policies, procedures, activities, and facilities of departments, boards, or agencies of the City as they relate to energy conservation and emissions reduction; provides information, referrals, guidance, and technical assistance to individuals, public agencies, businesses, and organizations in matters relating to energy conservation and emissions reduction; and coordinates activities of other local groups organized for similar purposes.
- C. The Environment and Energy Efficiency Committee is an advisory multiple-member body of the City.

### § A-303k Health, Board of

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

- A. Established. There shall be a Board of Health consisting of 3 members, 1 of whom must be a physician.
- B. Authorities and responsibilities. The Board of Health fulfills its duties under the General Laws including enforcement of the state sanitary and environmental codes, reporting diseases dangerous to public health, and enforcement of other applicable state and local laws and regulations. The Board of Health determines the health needs of the community and the health services available to the community in terms of the size and characteristics

of the population, specific health problems, and environmental conditions. The Board of Health shall have all powers, duties, and responsibilities that are given to boards of health by the General Laws.

- C. The Board of Health is an advisory, regulatory, and quasi-judicial multiple-member body of the City.

### § A-303I Historic District Commission

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

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

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

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

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

- B. Authorities and responsibilities. The Historic District Commission administers the Mount Auburn Street Historic District and seeks to preserve and protect the distinctive characteristics of buildings and places significant in the history of the commonwealth and its cities and towns. The Historic District Commission maintains and improves the settings of those buildings and places and encourages new designs compatible with existing buildings in the district. The Historic District Commission reviews exterior architectural features from the public way and can prevent demolitions and inappropriate alternations within the district.

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

- a. Terraces, walks, sidewalks, driveways, street lighting, and traffic lighting provided that any structure is substantially at grade level
- b. Storm doors and windows, screens, and window air conditioners

- c. The color of paint
- d. The color of materials used on roofs
- e. The reconstruction, substantially similar in exterior design, of a building, structure, or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided the reconstruction is begun within 1 year thereafter and carried forward with due diligence
- f. The ordinary maintenance, repair, or replacement of any exterior architectural feature which does not involve a change in design, material, or the outward appearance thereof or landscaping with plants, trees, or shrubs

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

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

### § A-303m Historical Commission

State Law Reference: Mass Gen law Ch 40 8

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

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

- A. Established. There shall be a Historical Commission consisting of 7 members.
- B. Authorities and responsibilities. The mission of the Historical Commission is to preserve, protect, and advocate for the City's historical and archaeological resources. The Commission's responsibilities include promoting awareness of historic landmarks; recommending designation of new landmarks; implementing the demolition delay ordinance; researching places of historic or archaeological value; conducting educational outreach to the community; and establishing long-lasting protection of these resources for future generations. The Commission promotes public awareness and appreciation of landmarks by maintaining a list of landmarks, distributing materials explaining their significance and, with the agreement of property owners, providing identifying signs and explanatory materials. The Commission assists owners of landmarks by providing preservation guides and information regarding maintenance, restoration, rehabilitation, tax benefits, grants, and listings on the National Register of Historic Places. The Commission cooperates with the Massachusetts Historical Commission and the state archaeologist and renders opinions and recommendations to the City Council, City departments, and the public.
- C. The Historical Commission is an advisory and quasi-judicial multiple-member body of the

City.

### § A-303n Memorialization Committee

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

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

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

The Committee may recommend that requestors for the installation of memorial objects in public spaces pay a reasonable fee to cover associated costs of the purchase, installation, and maintenance of the object. Recommendations made by the Committee are not binding and are subject to consideration by the City Council in their discretion.

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

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

### § A-303o Planning Board

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

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

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

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

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

#### § A-303p Public Arts and Culture Committee

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

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

#### § A-303q Stormwater Committee

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

- A. Established. There shall be a Stormwater Committee consisting of 7 members:
  - a. 3 resident members, 2 of whom shall be appointed pursuant to § A-301(C) and 1 of whom shall be appointed by the City Council President, and at least 2 of whom shall have relevant professional experience related to stormwater management

- b. The Director of Public Works or their designee as approved by the City Manager
  - c. The Conservation Agent.
- B. Authorities and responsibilities. The Stormwater Committee advises the department of public works by reviewing and making recommendations on stormwater ordinances and related regulations, identifying and advocating for stormwater funding through grants or other sources, developing educational programs to increase public awareness of stormwater management, and performing any other tasks relevant to assisting the department with the implementation of best practices for stormwater management.
- C. The Stormwater Committee is an advisory multiple-member body of the City.

### § A-303r Solid Waste and Recycling Committee

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

Local Reference: City Council Resolution 2022-R-1

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

### § A-303s Traffic Commission

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

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

- A. Established. There shall be a Traffic Commission consisting of 9 members:
  - a. The Chief of Police or their designee as approved by the City Manager
  - b. The Chief of the Fire Department or their designee as approved by the City Manager
  - c. The Director of Public Works or their designee as approved by the City Manager
  - d. The City Engineer or their designee as approved by the City Manager
  - e. The Assistant City Manager for Community Development and Planning or their designee as approved by the City Manager

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

## Article IV – Appointments Not Subject to City Council Confirmation

This part of the Administrative Code describes City Manager appointments not subject to confirmation by the City Council.

### § A-401 Ad hoc committees

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

### § A-402 Regional governmental boards and committees

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

### § A-403 Residents Advisory Committee

Local reference: Charter § 3-7.

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

## Article V – Administrative Organization

### § A-501 Offices and standards

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

administrative agencies under their jurisdiction by implementing the powers and duties delineated in Charter § 3-2.

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

#### § A-502 Assessing

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

#### § A-503 Auditing

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

government auditing standards. The outside auditor shall have an appropriate background and training in municipal account systems.

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

#### § A-504 City Clerk's Office

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

#### § A-505 City Manager's Office

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

#### § A-506 Community Development and Planning

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

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

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

#### § A-507 Constituent Services

- A. Established. There shall be a Constituent Services Department under the supervision of a Director of Constituent Services.
- B. Authorities and responsibilities. The Constituent Services Department manages the 311

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

#### § A-508 Fire

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

#### § A-509 Human Resources

- A. Established. There shall be a Human Resources Department under the supervision of a Human Resources Director.

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

#### § A-510 Human Services

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

#### § A-511 Information Technology

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

actions as prudent and assigned to ensure the prompt delivery of services.

#### § A-512 Legal Services

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

#### § A-513 Police

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

#### § A-514 Procurement

- A. Established. There shall be a Procurement Department under the supervision of a Procurement Director. The City Manager is hereby designated as the Chief Procurement Officer for all purposes pursuant to this chapter. The Procurement Director shall exercise general authority over the procurement process as set out in the General Laws and such additional responsibilities as may be delegated to the Procurement Director from time to

time by the City Manager. Any power, authority, judgment, determination, control, supervision, or discretion that may be exercised by the Procurement Director under this chapter, or any policies and procedures established from time to time by the Procurement Director with the approval of the City Manager, may also be exercised by the City Manager, at the City Manager's election.

- B. Authorities and responsibilities: The procurement department is responsible for managing the acquisition of goods, services, and construction to ensure that purchases are made legally, transparently, efficiently, and in a way that maximizes public value in accordance with state procurement law. The department approves purchase orders and encumbers funds through the requisition process. It prepares and distributes requests for proposals, invitations for bids, and other solicitations. The department administrates procurement proceedings, issues contract awards, prepares contract documents for execution, and ensures that contracts are reviewed and executed by the appropriate City officials. The department keeps a central file of all executed contracts. The department is also responsible for the disposition of surplus supplies and the acquisition and disposal of real property.

#### § A-515 Public Buildings

- A. Established. There shall be a Department of Public Buildings under the supervision of a Director of Public Buildings who is under the supervision of the City Manager and the School Superintendent. The Public Buildings Department is responsible for managing, maintaining, and improving all City and School buildings. The Public Buildings Department shall have the following divisions: Administration and Finance, Construction and Capital Projects, Energy Management, and Operations.
- B. Administration and Finance Division authorities and responsibilities. The Administration and Finance Division is responsible for budgeting and financial management, procurement, personnel management, and administrative coordination and oversight.
- C. Construction and Capital Projects Division authorities and responsibilities. The Construction and Capital Projects Division is responsible for planning, managing, and delivering construction and renovation projects, including capital project planning, stakeholder coordination, regulatory compliance, contract and vendor management, and budget and schedule oversight.
- D. Energy Management Division authorities and responsibilities. The Energy Management Division is responsible for reducing energy consumption and improving sustainability in City and School buildings consistent with the Resilient Watertown Climate and Energy plan, including energy use monitoring and analysis, energy-efficiency project planning and implementation, policy, and program development, and ensuring compliance with relevant federal, state, and local regulations.

- E. Operations Division authorities and responsibilities. The Operations Division is responsible for the day-to-day management and maintenance of City and School buildings, including custodial services, preventive maintenance, repairs, and snow and ice response.

#### § A-516 Public Health

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

#### § A-517 Public Works

- A. Established. There shall be a Department of Public Works under the supervision of a Director of Public Works. The Department of Public Works is responsible for the planning, construction, maintenance, operation, and improvement of essential public infrastructure systems. The Department of Public Works shall have the following divisions: Administration and Finance, Engineering, Fleet, Parks and Cemeteries, Solid Waste and Recycling, Streets Lighting and Wiring, Streets and Sidewalks, Traffic Control, Urban Forestry, and Public Utilities.
- B. Administration and Finance Division authorities and responsibilities. The Administration and Finance Division is responsible for budgeting and financial management, procurement, personnel management, and administrative coordination and oversight.
- C. Engineering Division authorities and responsibilities. The Engineering Division is responsible for the planning, design, oversight, and management of public infrastructure projects including streets, sidewalks, water, sewer, and stormwater. It assesses the condition of public infrastructure to develop capital improvement plan recommendations. The division is responsible for reviewing and issuing permits for construction, excavation,

and street openings and ensuring compliance with relevant federal, state, and local regulations. It maintains custody of all engineering plans and records for the City.

- D. Fleet Division authorities and responsibilities. The Fleet Division is responsible for the maintenance, repair, inspection, and disposal of all City-owned vehicles and equipment except for police cruisers. The division maintains asset management, record keeping, and fuel management systems; is responsible for lifecycle and replacement planning and for implementing strategies to reduce fuel use, emissions, and environmental impact; ensures compliance with relevant federal, state, and local regulations; and prepares vehicles for snow and ice operations.
- E. Parks and Cemeteries Division authorities and responsibilities. The Parks and Cemeteries Division is responsible for the maintenance and care of all public parks and landscaped areas as well as the operation, maintenance, and administration of City-owned cemeteries. The division prepares athletic fields for use and ensures that natural and artificial turf, landscaping, irrigation systems, fencing, lighting, and park and playground surfaces and equipment are clean, safe, and properly maintained. The division is responsible for burial operations, monument and marker oversight, administration and records management, long-term planning of cemetery spaces, and the maintenance of cemetery grounds.
- F. Solid Waste and Recycling Division authorities and responsibilities. The Solid Waste and Recycling Division is responsible for managing how the City collects, disposes of, and recycles waste in an efficient, environmentally responsible, and legally compliant way. The division develops and manages programs and conducts public outreach to achieve zero waste and sustainability goals.
- G. Public Utilities division authorities and responsibilities. The Public Utilities Division is responsible for maintaining and operating the City's essential underground infrastructure – water, sewer, and stormwater drain systems – to ensure reliable service delivery, public health, and environmental protection. The division is responsible for maintaining and operating all elements of these systems including water mains, valves, and hydrants; sewer mains and utility holes; and stormwater catch basins, culverts, and drainage pipes. It is responsible for installing and maintaining water meters and issuing water bills and the City's cross-connection control program, and it supports water quality and stormwater outfall testing as needed.
- H. Street Lighting and Wiring Division authorities and responsibilities. The Street Lighting and Wiring Division is responsible for the installation, repair, and maintenance of streetlights and lights in parking lots, parks, and other public spaces as well as the City's fire alarm system. The division ensures that all systems comply with electrical codes and safety regulations, and it maintains an inventory and records of all electrical infrastructure.
- I. Streets and Sidewalks Division authorities and responsibilities. The Streets and Sidewalks Division is responsible for the safe operation of the City's streets, sidewalks, and related infrastructure. It is responsible for maintenance and repair; ensuring sidewalks, curbs, and

ramps are safe for pedestrians and compliant with the Americans with Disabilities Act; managing pavement markings; sweeping of roads and parking lots; and overseeing the department of public works' snow and ice response.

- J. Traffic Control Division authorities and responsibilities. The Traffic Control Division is responsible for managing and maintaining systems that regulate the safe and efficient movement of vehicles, pedestrians, and bicyclists. It is responsible for enhancing traffic safety, minimizing congestion, and supporting orderly transportation by installing, maintaining, and improving traffic signal and sign systems.
- K. Urban Forestry Division authorities and responsibilities. The Urban Forestry Division is responsible for promoting a healthy, safe, and sustainable urban forest that enhances environmental quality, public safety, and community wellbeing. It plans and implements tree planting initiatives to increase canopy cover and biodiversity; proactively and reactively prunes trees to maximize growth and ensure safety; identifies and assesses hazardous trees or limbs and mitigates risk; maintains a tree inventory; and promotes the benefits of a healthy urban tree canopy. The Tree Warden enforces the Public Shade Tree Law as outlined in G. L. Ch. 87.

#### § A-518 Recreation

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

#### § A-519 Senior Services

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

## § A-520 Skating Rink

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

## § A-521 Treasurer / Collector

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

The Treasurer/Collector department is also responsible for the administration of the City's public parking program.

## § A-522 Watertown Free Public Library

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

## § A-523 Watertown Public Schools

- A. Established. The Watertown Public Schools are under the supervision of a Superintendent of Public Schools who shall be appointed by and report to the School Committee. The Superintendent of Public Schools appoints all staff positions in the Watertown Public Schools
- B. Authorities and responsibilities. The Watertown Public Schools is responsible for operating the public schools and ensuring students receive a free, appropriate public education in compliance with state and federal law. The department provides instruction, student services, and assessments and manages resources and facilities.

## Article VI – Administrative Policies

### § A-601 Introduction

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

### § A-602 Business Hours

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

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

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

### § A-603 Communications

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

Library.

#### § A-604 Oaths of Office

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

#### § A-605 Human Resources

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

#### § A-606 Volunteers

The City recognizes that volunteers are an integral part of the City's government. Their participation in the process of government contributes to the uniqueness of the City's quality of life. Volunteers choose to act in recognition of social responsibility and without concern for monetary gain. The City is committed to providing adequate support, training, leadership, and recognition for all its volunteers. It expects commitment and excellence from the volunteers. The

City Manager has the right to determine duties, authorities, and appropriateness of volunteers. Following established volunteer management protocol, the City Manager has the right to both select and remove volunteers.

**Sections of Watertown City Code of Ordinances to Repeal:**

- A. Chapter 30, in its entirety, as follows:
  - a. 30.01: Tax Collector
  - b. 30.02: Auditor
  - c. 30.03: Administration Building Hours of Operation; Closing
  - d. 30-15 to 30-32: Personnel Regulations
- B. Chapter 31 in its entirety EXCEPT 31.69-31.74, as follows:
  - a. 31.01 to 31.06: General Regulations on Boards and Commissions
  - b. 31.15 to 31.17: Legas Services Department
  - c. 31.30 to 31.35: Recycling Advisory Board – which was already replaced by the new Solid Waste Committee
  - d. 31.50 to 31.53: Timing and Process of Appointments
  - e. 31.60 to 31.61: Commission on Disabilities
  - f. 31.62: Board of Assessors
  - g. 31.63: Board of Health
  - h. 31.64: Planning Board
  - i. 31.65: School Committee
  - j. 31.66: Board of Appeals
  - k. 31.68: Board of Election Commissioners
- C. Chapter 34, in its entirety: Purchasing
- D. Chapter 36, in its entirety, as follows:
  - a. 36.01 to 36.05: Community Preservation Committee
  - b. 36.06 and 36.07: Bicycle and Pedestrian Committee
  - c. 36.08 to 36.10: Public Arts and Culture Committee
  - d. 36.11 to 36.15: Solid Waste and Recycling Committee
  - e. 36.16 to 36.21: Memorialization Committee
- E. Chapter 37, in its entirety, as follows:
  - a. 37.01 to 37.13: Affordable Housing Trust
- F. Chapter 50, Section 50.01: Duties of Superintendent of Public Works
- G. A portion of Chapter 70, as follows:
  - a. 70.01 to 70.07: Traffic Commission
- H. A portion of Chapter 152, as follows:
  - a. 152.30; 152.31; 152.32 (A): Historic District Commission
- I. A portion of Chapter 156, as follows:
  - a. 156.07: Historical Commission

**Sections of City Code of Ordinances to amend:**

- J. Chapter 51 as follows:
  - a. Assistant Superintendent for Wires becomes Supervisor of Wiring and Street Lighting

DRAFT

September 19, 2025

February 10, 2026

City of Watertown, MA Administrative Code

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## Article I – Introduction

### § A-101 Introduction and regulatory authority

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

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

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

Article 4: ~~Advisory Committees~~Appointments not Subject to City Council Confirmation: This establishes and describes ~~multiple-member advisory bodies and~~ City Manager appointments not subject to ~~Article 3~~confirmation by the City Council.

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

Article 6: Administrative Policies: This establishes administrative policies for the purpose of guiding the development and implementation of administrative procedures within the City.

## Article II – ~~Agencies not Subject to Modification by Administrative Code~~ Elective Organization

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

### ~~§ A-201 Elected Offices~~

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

- A. A City Council elected pursuant to Charter § 2-1. Pursuant to Chapter 405 of the Acts of 1987, the City Council serves as Watertown's Redevelopment Authority with the rights, powers, privileges, and immunities of a Redevelopment Authority including but not limited to those established in G. L. Ch. 121A and 121B.
- B. A School Committee elected pursuant to Charter § 4-1.
- C. A Board of Trustees of the Public Library elected pursuant to Charter § 4-2.

### ~~§ A-202 Appointed Offices~~

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

### ~~§ A-203 Appeals, Zoning Board of~~

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

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

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

- ~~A. Established. There shall be a Zoning Board of Appeals consisting of 5 members serving 5-year terms and up to 2 associate members. Terms are for 2 years and expire on February 15.~~
- ~~B.A. Authorities and responsibilities. The Zoning Board of Appeals hears and decides individual cases brought by persons seeking relief from the requirements of the zoning ordinance, as provided for by the General Laws and by the City zoning ordinance. Specifically, the Board hears and decides applications for variances from the zoning~~

~~ordinance requirements. It also hears and decides applications for certain special permits and appeals relating to actions or refusals to act by the Zoning Enforcement Officer. The Board has all of the other powers, duties, and responsibilities that are given to zoning boards of appeal by the General Laws.~~

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

#### ~~§ A-204 Election Commissioners, Board of~~

~~A. Established. Pursuant to Charter § 7-1, there is a Board of Election Commissioners consisting of 4 members, of whom 2 shall always represent each 1 of the 2 leading political parties, as defined by the General Laws. Members are appointed according to the procedures defined by Charter § 7-1(b). Terms are for 4 years and expire on April 1.~~

~~B.A. Authorities and responsibilities. The duties of the Board of Election Commissioners include performing voter registration, gathering the annual street listing or census, and the conduct of primaries, preliminaries, and elections in accordance with the General Laws and regulations. The Board establishes policies in matters dealing with municipal elections. The Board is also responsible for drawing district, ward, and precinct lines and the establishment of polling places. The Board has all of the other powers, duties, and responsibilities that are given to boards of election commissioners under G. L. c. 51, § 16 A and the Charter.~~

~~C. The Board of Elections Commissioners is compensated as noted in Charter § 7.1(e).~~

~~D. The Board of Election Commissioners is a regulatory multiple-member body of the City.~~

#### ~~§ A-205 Human Rights Commission~~

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

~~B.A. The Human Rights Commission is an advisory multiple-member body of the City.~~

#### ~~§ A-206 Licensing Board~~

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

~~A. Established. Pursuant to Chapter 147 of the Acts of 2000, and notwithstanding the provisions of any general or special law to the contrary, the City Manager is authorized to~~

~~appoint members to the Licensing Board, subject to the approval of the City Council as provided in the Charter. Said Board consists of 3 members, each of whom shall have been a resident of Watertown for at least 2 years immediately preceding such appointment. Members are appointed in accordance with G. L. c. 138, §4. The City Manager also appoints one alternate member, subject to the approval of the City Council. The alternate member shall have been a resident of Watertown for at least 2 years immediately preceding appointment and shall be appointed without regard to party enrollment. The alternate member sits on the Board at the designation of the Chair in the case of absence, inability to act, or conflict of interest on the part of any member of the Board, or in the event of a vacancy on the Board until such vacancy is filled in the manner provided for in this act.~~

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

~~Terms are 3 years and expire on February 15.~~

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

## Article III – Multiple-Member Appointive Organization—

### § A-301 Offices and standards

#### A. Generally.

This part of the Administrative Code establishes~~describes~~ all multiple-member bodies whose members are appointed by the City Manager and further delineates the manner and time of appointment, terms of appointment, and authorities and responsibilities. Pursuant~~Multiple-member bodies are City agencies as that term is defined in the Charter.~~

This part of the Administrative Code is divided into two sections:

§ A-302 describes multi-member bodies established pursuant to the Charter, by special act, or by ordinance. These agencies are not subject to modification by the Administrative Code.

§ A-303 establishes multi-member bodies pursuant to Charter § 6-2, whereby the City Manager may, by administrative order, reorganize, consolidate, create, merge, divide, or abolish multiple-member bodies of the City, subject to approval of the City Council. Administrative orders establishing multiple-member bodies shall specify the following: membership, term of office, and authorities and responsibilities. Multiple member bodies shall be established only through amendments to the Administrative Code. Multiple-

~~member bodies are considered to be City agencies as that term is defined in the Charter~~ These agencies are subject to modification by the Administrative Code.

B. Terms of office.

Unless otherwise provided by the General Laws, the Charter, or the Administrative Code, the terms of office of multiple-member bodies shall be 3 years and shall be arranged so that one-third of the terms, or as nearly that number as possible, shall expire each year, on the annual dates noted in the table below.<sup>1</sup>

<b>Multi-member body</b>	<b>Term expiration date</b>
<u>Appeals, Zoning Board of</u>	<u>February 15</u>
Affordable Housing Trust Fund	June 30
Aging, Council on	May 15
Assessors, Board of	May 15
Bicycle and Pedestrian Committee	February 15
Biosafety Committee	July 15
Community Preservation Committee	February 1
Conservation Commission	February 15
Cultural <del>Commission</del> <u>Council</u>	May 15
Disability, Commission on	November 1
<u>Election Commissioners, Board of</u>	<u>April 1</u>
Environment and Energy Efficiency Committee	November 15
Health, Board of	First Monday in February
Historic District Commission	November 15
Historical Commission	October 1
<u>Housing Authority Board of Commissioners<sup>2</sup></u>	<u>May 15</u>
<u>Human Rights Commission</u>	<u>April 1</u>
<u>Licensing Board</u>	<u>February 1</u>
Memorialization Committee	September 15
Planning Board	February 15

<sup>1</sup> Members of multi-member bodies who were appointed prior to the creation of the Administrative Code whose terms are less or more than 3 years maintain their previously established term expiration date.

<sup>2</sup> Watertown established a Housing Authority on April 5, 1948, pursuant to G. L. Ch. 121B, §§ 3, 5 and City Code, Title III, Ch. 31.67. The Board of Commissioners of the Housing Authority is not a City agency and is not subject to the provisions established in § A-301. However, four members of the Board of Commissioners are appointed by the City Manager pursuant to G. L. Ch. 121B, § 5. The Manager's appointments are subject to City Council confirmation.

Public Arts and Culture Committee	November 15
Stormwater Advisory Committee	July 15
Solid Waste and Recycling Advisory Committee	May 15
Traffic Commission	May 15
<u>Watertown Cable Access Corporation Board of Directors<sup>3</sup></u>	<u>September 15</u>

C. Method of appointment; removal

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

<sup>3</sup> The Watertown Cable Access Corporation Board of Directors is not a City agency and is not subject to the provisions established in § A-301. However, pursuant to their Articles of Organization and Bylaws, the City Manager appoints 6 of their members and the Superintendent of the Public Schools appoints 3 of their members. The Manager's appointments are subject to City Council confirmation.

- b. Upon learning of such a vacancy, the City Manager may either:
    - i. Appoint a new member from among people who ~~have~~ previously applied and ~~been~~were interviewed for a position on a multi-member body; or
    - ii. Post the position.
  - c. Preferably within 60 but not more than 90 days after learning of a vacancy, the City Manager shall transmit to the City Council ~~the City Manager's~~their appointment for confirmation.
4. All members of multiple-member bodies shall take the oath of office within 4 weeks of their appointment and must take the oath of office prior to entering upon the duties of their office. The City Clerk administers oaths of office.— and provides members with information on the Public Records Law, the Open Meeting Law, and the State Ethics Law, to which all members are subject.
  5. ~~Any~~a member of a ~~multiple~~multi-member body ~~shall be deemed to have vacated office if said member~~ fails to attend regularly scheduled meetings for a period of 3 consecutive months or 3 consecutive meetings, whichever is longer, ~~without express leave from the City Manager~~ or if such member is absent from ~~such~~their duties for the period of 1 year ~~notwithstanding, the City Manager shall notify the permission from member of the City~~intent to declare the office vacant. Within 30 days, the member may provide the Manager ~~to be absent~~in writing with a justification for their prolonged absence and their expected return to duty. The Manager in their discretion may approve the request or officially declare the office vacant.
  6. Members of multiple-member bodies that require residency as a condition of membership shall be deemed to have vacated office if said member removes from the City.
  7. Unless otherwise prescribed by the General Laws, the Charter, or the Administrative Code, appointed members of multi-member bodies may only be removed, notwithstanding the term established by § A-301(B), by the City Manager and subject to confirmation of their removal by the City Council.
  8. Members whose terms have expired may continue serving in a hold-over capacity until they have either been reappointed and confirmed or their successor has been appointed and qualified in their stead.
- D. Annual reports. Pursuant to Charter § 3-2-13(C), all multiple-member bodies shall prepare an annual report of their activities and submit it to the City Manager and the City Clerk on or before the fourth Friday in March. The annual report shall describe activities for the calendar year ending each December 31. Where required by state, regional, or federal regulations, certain boards may be required to submit copies of their annual reports to appropriate state, regional, or federal agencies.

~~E.~~ Authority of multiple-member bodies.

~~F.E.~~ Multiple-member bodies may be:

1. Advisory, wherein the body has no legal authority to promulgate external rules or regulations, decide individual cases, or enact policy.
- ~~2. Regulatory, wherein the body may have legal authority to promulgate external rules and regulations, set charges and fees subject to approval by the City Manager, decide individual cases, and/or enact policy.~~
- ~~3.2.~~ Ministerial, wherein the body has legal authority to take actions that follow set rules and that are essentially administrative in nature.
- ~~3.~~ Quasi-judicial, wherein the body has legal authority to render decisions.
- ~~4.~~ Regulatory, wherein the body has legal authority to do one or more of the following:
  - ~~a.~~ Promulgate external rules and regulations;
  - ~~b.~~ Promulgate and enact policy.
- ~~4.5.~~ Combinations of advisory, ~~regulatory, and~~ ministerial, quasi-judicial, and regulatory.

~~G.F.~~ Multiple-member body internal organization; rules and regulations; ~~setting charges and fees.~~

1. Each multiple-member body shall, at a minimum, annually elect from its membership a Chair, Vice Chair, and Clerk, and such other officer or officers as deemed necessary or required by the General Laws. The annual election shall occur within 45 days of the date upon which terms expire. The Chair presides over all meetings of the multiple-member body and is the official representative of the multiple-member body in all proceedings before the City Council and other officials of the City. The Vice Chair performs the Chair's functions in the absence of the Chair. The Clerk is responsible for the certification of the multiple-member body's meeting minutes, observance of the Open Meeting Law, and maintenance of the journal of proceedings of the multiple-member body. The City Manager and City Clerk shall be notified of the officers of each body upon their election.
2. To acquaint new members of multiple-member bodies with the affairs which will come before them, the Chair, working with the staff liaison, shall make available to each new member the minutes of the meetings of the 2 previous years and copies of any applicable laws, ordinances, rules, or regulations governing such multiple-member body.

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

H.G. Time and place of meetings. The clerk of each multiple-member body is responsible for notifying the City Clerk of the regularly scheduled multiple-member body meeting times and dates for the ensuing calendar year. The notification shall also include a location for each regular meeting. This shall not prevent multiple-member bodies from amending the schedule or calling special meetings in addition to those regularly scheduled, provided that, in all instances, the provisions of the Open Meeting Law are followed. The City Clerk shall ensure posting of all meetings is consistent with the Open Meeting Law.

H.H. Authority to establish subcommittees. Each multiple-member body may, by a majority vote of its membership, establish subcommittees of the multiple-member body for the purpose of addressing a particular issue or issues. The membership of a subcommittee shall be limited to the membership of the multi-member body establishing the subcommittee. A report of their activities shall regularly be made to the full multiple-member body. Each subcommittee so established shall be subject to laws pertaining to public records and open meetings.

H.I. Eligibility for service. Any resident of Watertown is eligible to be appointed to a multiple-member body. Unless otherwise prohibited by the Charter, Administrative Code, or General Laws, the residency requirement may be waived by the City Manager ~~in extenuating circumstances at their discretion~~. Only where expressly authorized by the Charter, Administrative Code, or General Laws shall a City employee or elected official be appointed to serve on a multiple-member body.

K.J. Special Municipal Employees. By Order 2023-O-17, as approved on March 28, 2023, the City Council has designated members of ~~volunteer multi-member boards and committees~~ as special municipal employees pursuant to the Massachusetts Conflict of Interest Law, G. L. ~~c~~Ch. 268A, §1(n).

H.K. Staff assistance. The City Manager ~~may~~shall designate 1 or more staff liaisons to a multiple-member body. Said liaison(s) shall be subject only to the supervision of the City Manager and shall perform such duties as the City Manager may prescribe. Staff liaisons assist multiple-member bodies in the pursuit of their missions and responsibilities and the

efficient implementation of their activities by ensuring they receive objective, timely, professional, and accurate information upon request and recommendations based on City policies and plans. Multiple-member boards may not employ their own staff.

M.L. Operating budget. The City Manager may, through the City budget, provide operating costs for a multiple-member body. Expenditure of these funds requires approval of a majority of the multiple-member body and coordination by the staff liaison. Contracts executed using funds of the multiple-member body shall require approval and signature of the City Manager.

M. External communication. External communications generated by the multi-member appointive organization must be reviewed by the staff liaison and shall be approved by majority vote of the relevant multi-member body.

N. Compensation. Unless otherwise provided by the Charter, ordinance, or the Administrative Code, members of multiple-member bodies shall receive no compensation.

#### § A-302 Affordable Housing Trust

#### § A-302 Multi-Member Bodies Not Subject to Modification by Administrative Code

The following sections describe multi-member bodies established pursuant to the Charter, by special act, or ordinance that are not subject to modification by the Administrative Code.

#### § A-302a Appeals, Zoning Board of

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

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

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

A. There is a Zoning Board of Appeals consisting of 5 members serving 5-year terms and up to 2 associate members serving 2-year terms.

B. Authorities and responsibilities. The Zoning Board of Appeals hears and decides individual cases brought by persons seeking relief from the requirements of the zoning ordinance, as provided for by the General Laws and by the City zoning ordinance. Specifically, the Board hears and decides applications for variances from the zoning ordinance requirements. It also hears and decides applications for certain special permits and appeals relating to actions or refusals to act by the Zoning Enforcement Officer. The Board has all of the other powers, duties, and responsibilities that are given to zoning boards of appeal by the General Laws.

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

### § A-302b Election Commissioners, Board of

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

### § A-302c Human Rights Commission

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

### § A-302d Licensing Board

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

- A. Pursuant to Chapter 147 of the Acts of 2000, and notwithstanding the provisions of any general or special law to the contrary, the City Manager is authorized to appoint members to the Licensing Board, subject to the approval of the City Council as provided in the Charter. Said Board consists of 3 members, each of whom shall have been a resident of Watertown for at least 2 years immediately preceding such appointment. Members are appointed in accordance with G. L. Ch. 138, §4. The City Manager also appoints one alternate member, subject to the approval of the City Council. The alternate member shall have been a resident of Watertown for at least 2 years immediately preceding appointment and shall be appointed without regard to party enrollment. The alternate member sits on the Board at the designation of the Chair in the case of absence, inability

to act, or conflict of interest on the part of any member of the Board, or in the event of a vacancy on the Board until such vacancy is filled in the manner provided for in this act.

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

Terms are 3 years.

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

### § A-303 Multi-Member Bodies Subject to Modification by Administrative Code

The following sections establish multi-member bodies pursuant to Charter § 6-2, whereby the City Manager may, by administrative order, reorganize, consolidate, create, merge, divide, or abolish multiple-member bodies of the City, subject to approval of the City Council. These agencies are subject to modification by the Administrative Code.

### § A-303a Affordable Housing Trust

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

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

- A. Established. There shall be a Municipal Housing Trust under G. L. ~~Ch.~~ 44, § 55C, called the Watertown Affordable Housing Trust, and this Trust shall have a Board of Trustees consisting of 7 Trustees, of which the City Manager or their designee shall serve as 1 Trustee.
- B. Authorities and responsibilities. The purpose of the Trust is to provide for the creation and preservation of affordable housing within the City for the benefit of low- to moderate-income households and for the funding of community housing, as defined in and in accordance with the provisions of G. L. ~~Ch. 44B.~~ Ch. 44B. The Trust has all the powers and authorities established through G. L. Ch. 44, § 55C. Additionally, the Affordable Housing Trust supports affordable housing development through real estate activities, including actively facilitating pre-development activities of affordable housing developers and potentially acting as an affordable housing developer. The Trust oversees the City's affordable housing monies, including but not limited to HOME funds via the West Metro HOME Consortium, Community Development Block Grant funds, and the City's Affordable Housing Trust Fund. The Trust also serves as a policy body on affordable housing matters, advocating for affordable housing and providing advice to the City administration and City Council on such matters, including but not limited to reviewing development applications which have or propose affordable housing units. The Board of Trustees for the Affordable Housing Trust Fund shall have other powers, duties, and responsibilities that are given to

boards of trustees by the General Laws.

C. Limitations. Neither the Board of Trustees nor any Trustee, agent, or officer of the Trust shall have the authority to bind the City, except in the manner specifically authorized herein. Any debt incurred by the Trust shall not constitute a pledge of the full faith and credit of the City, and all documents related to any debt shall contain a statement that the holder of any such debt shall have no recourse against the City, with an acknowledgement of said statement by the holder.

D. Funds paid into the Trust. Notwithstanding any general or special law to the contrary, all monies paid to the Trust in accordance with any zoning ordinance, exaction fee, or private contribution shall be paid directly into the Trust and need not be appropriated or accepted into the Trust. General revenues appropriated into the Trust become Trust property and these funds need not be further appropriated to be expended. All monies remaining in the Trust at the end of any fiscal year, whether or not expended by the Board within 1 year of the date they were appropriated into the Trust, remain Trust property. The City Treasurer/Collector shall be the custodian of the Affordable Housing Trust's funds. The Treasurer/Collector shall invest the funds in the manner authorized by state statute. Any income or proceeds received from the investment of funds shall be credited to and become part of the Trust. Expenditures by the Trust shall be processed through the warrant but shall be controlled by the provisions of G. L. eCh. 44, § 55C.

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

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

F.G. The Board of Trustees for the Affordable Housing Trust fund is an advisory and regulatory ministerial multiple-member body of the City.

§ A-303303b Aging, Council on

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

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

§ A-~~304~~303c Assessors, Board of

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

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

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

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

§ A-~~305~~303d Bicycle and Pedestrian Committee

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

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

§ A-~~306303~~e Biosafety Committee

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

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

§ A-~~307303~~f Community Preservation Committee

State law reference: G. L. ~~eCh.~~ 44B.

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

- A. Established. There shall be a Community Preservation Committee consisting of 9 members, 4 residents appointed pursuant to § A-301(C) and 5 members prescribed by statute and not subject to City Council confirmation, as follows:
  - a. one member of the Conservation Commission established under G. L. ~~eCh.~~ 40, § 8C, as designated by the Commission

- b. one member of the Historical Commission established under G. L. ~~e~~Ch. 40, § 8D, as designated by the Commission
  - c. one member of the Planning Board established under G. L. ~~e~~Ch. 41, § 81A, as designated by the Board
  - d. one member of the Housing Authority established under G. L. ~~e~~Ch. 121B, § 3, as designated by the Authority
  - e. one member, who may be a City employee, appointed by the City Manager to represent the interests of parks and open space.
- B. **Authorities and Responsibilities.** The Community Preservation Committee makes recommendations for the use of community preservation funds for initiatives related to open space, outdoor recreation, historic resources, and community housing. The Community Preservation Committee studies community preservation needs, opportunities, and resources; solicits input from other multiple-member bodies and holds an annual public hearing to solicit public input; prepares a community preservation plan and application process for vetting project proposals; votes on a slate of project recommendations and submits them to the City Council; submits an annual budget to the City Council; and keeps records regarding all Committee meetings, project applications, funding recommendations, and annual budgetary reports. The Committee shall, each fiscal year, recommend to the City Manager an operational and administrative budget, which cannot exceed the limits established in the General Laws. The Community Preservation Committee has all of the other powers, duties and responsibilities that are given to Community Preservation Committees by the General Laws.
- C. The Community Preservation Committee is an advisory and ministerial multiple-member body of the City.

§ A-~~308303~~**g** Conservation Commission

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

Local reference: Ch. 154

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

### § A-~~309~~303h Cultural Council

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

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

### § A-~~310~~303i Disability, Commission on

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

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

§ A-~~311~~303j Environment and Energy Efficiency Committee

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

- A. Established. There shall be an Environment and Energy Efficiency Committee consisting of 97 members, at least 1 of whom shall have expertise in energy conservation.
- B. Authorities and responsibilities. The Environment and Energy Efficiency Committee researches energy use and greenhouse gas emissions; advises and assists municipal officials and employees in ensuring compliance with relevant national, regional, and state laws, regulations, and programs that aim to reduce greenhouse gas emissions; reviews and makes recommendations about policies, procedures, activities, and facilities of departments, boards, or agencies of the City as they relate to energy conservation and emissions reduction; provides information, referrals, guidance, and technical assistance to individuals, public agencies, businesses, and organizations in matters relating to energy conservation and emissions reduction; and coordinates activities of other local groups organized for similar purposes.
- C. The Environment and Energy Efficiency Committee is an advisory multiple-member body of the City.

§ A-~~312~~303k Health, Board of

State law reference: G. L. ~~6~~. Ch. 111, § 26-33.

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

§ A-~~313~~303l Historic District Commission

State law reference: G. L. ~~6~~, Ch. 40C, §§ 1-17.

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

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

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

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

- B. Authorities and responsibilities. The Historic District Commission administers the Mount Auburn Street Historic District and seeks to preserve and protect the distinctive characteristics of buildings and places significant in the history of the commonwealth and its cities and towns. The Historic District Commission maintains and improves the settings of those buildings and places and encourages new designs compatible with existing buildings in the district. The Historic District Commission reviews exterior architectural features from the public way and can prevent demolitions and inappropriate alternations within the district.

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

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

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

this section.

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

#### § A-314303m Historical Commission

State Law Reference: Mass Gen law Ch 40 8

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

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

- A. Established. There shall be a Historical Commission consisting of 7 members.
- B. Authorities and responsibilities. The mission of the Historical Commission is to preserve, protect, and advocate for the City's historical and archaeological resources. The Commission's responsibilities include promoting awareness of historic landmarks; recommending designation of new landmarks; implementing the demolition delay ordinance; researching places of historic or archaeological value; conducting educational outreach to the community; and establishing long-lasting protection of these resources for future generations. The Commission promotes public awareness and appreciation of landmarks by maintaining a list of landmarks, distributing materials explaining their significance and, with the agreement of property owners, providing identifying signs and explanatory materials. The Commission assists owners of landmarks by providing preservation guides and information regarding maintenance, restoration, rehabilitation, tax benefits, grants, and listings on the National Register of Historic Places. The Commission cooperates with the Massachusetts Historical Commission and the state archaeologist and renders opinions and recommendations to the City Council, City departments, and the public.
- C. The Historical Commission is an advisory and regulatoryquasi-judicial multiple-member body of the City.

#### § A-315303n Memorialization Committee

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

- A. Established. There shall be a Memorialization Committee consisting of the City Manager or their designee, a member of the City Council as designated by the Council President, and 3 residents appointed pursuant to § A-301(C). The City Manager's designee may be a City employee.
- B. Authorities and responsibilities. The Memorialization Committee will serve to provide a systematic, consistent, and transparent approach for making recommendations to the City Council for the naming of all public spaces and the installation of all memorial objects

in public spaces, except for veteran memorials and dedications, pursuant to the City Code of Ordinances, Subchapter V, Ch. 36, §36.16ff. Public spaces include but are not limited to parks, playgrounds, and other open spaces; streets, squares, and intersections; and City buildings under the City Manager’s jurisdiction. The Watertown Public Library building and buildings, structures, and facilities on school property are excluded.

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

The Committee may recommend that requestors for the installation of memorial objects in public spaces pay a reasonable fee to cover associated costs of the purchase, installation, and maintenance of the object. Recommendations made by the Committee are not binding and are subject to consideration by the City Council in their discretion.

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

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

### § A-~~316303~~o Planning Board

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

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

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

The associate member shall be entitled to participate in all Planning Board meetings and discussions, but shall have no vote unless the Planning Board Chair shall designate the

associate member to sit as a member for the sole purpose of acting on a special permit application upon the absence, inability to act, or conflict of interest of any member of the Planning Board or upon a vacancy on the Planning Board.

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

#### § A-~~317303~~303p Public Arts and Culture Committee

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

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

#### § A-~~318303~~303q Stormwater-~~Advisory~~ Committee

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

- A. Established. There shall be a Stormwater ~~Advisory~~ Committee consisting of 7 members:
  - a. ~~43~~ 43 resident members, ~~32~~ 32 of whom shall be appointed pursuant to § A-301(C) and 1 of whom shall be appointed by the City Council President, and at least 2 of whom shall have relevant professional experience related to stormwater management
  - b. The ~~assistant City Manager for community development and planning~~Director of Public Works or their designee as approved by the City Manager  
The ~~director of public works or their designee as approved by the City Manager~~Conservation Agent.
  - c. ~~The conservation agent.~~
- B. Authorities and responsibilities. The Stormwater-~~Advisory~~ Committee advises the department of public works by reviewing and making recommendations on stormwater ordinances and related regulations, identifying and advocating for stormwater funding through grants or other sources, developing educational programs to increase public awareness of stormwater management, and performing any other tasks relevant to assisting the department with the implementation of best practices for stormwater

management.

- C. The Stormwater ~~Advisory~~ Committee is an advisory multiple-member body of the City.

§ A-~~319303r~~ Solid Waste and Recycling ~~Advisory~~ Committee

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

Local Reference: City Council Resolution 2022-R-1

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

§ A-~~320303s~~ Traffic Commission

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

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

- A. Established. There shall be a Traffic Commission consisting of 9 members:
  - a. The Chief of Police or their designee as approved by the City Manager
  - b. The Chief of the Fire Department or their designee as approved by the City Manager
  - c. The Director of Public Works or their designee as approved by the City Manager
  - d. The City Engineer or their designee as approved by the City Manager
  - e. The ~~Director of the Department of~~ Assistant City Manager for Community Development and Planning or their designee as approved by the City Manager
  - f. Four residents representing a broad range of road users including pedestrians, transit users, bicyclists, motorists, and commercial users appointed pursuant to § A-301(C).
- B. Staff liaisons. The City Manager shall designate a staff liaison to arrange meetings, supply records, obtain data, prepare reports, and attend to the other duties as shall be decided by the Commission. The Police Chief shall designate a Police liaison to the Commission who shall provide recommendations to the Commission based upon best practices in

community policing.

- C. Authorities and responsibilities. The Traffic Commission shall suggest and advise the City Manager in ways and means to regulate traffic in the City with a view towards implementing the City's comprehensive plan and complete streets strategies, reducing crashes, addressing traffic congestion, and increasing safety for motor vehicle drivers and passengers, pedestrians, bicyclists, and users of alternative modes of transportation. The Commission shall study and make recommendations on road and design projects and any proposed addition or deletion of crosswalks, stop signs, traffic signals, signage, parking meters, or parking spaces, as well as on any proposed traffic calming measures or traffic directional changes.
- D. All traffic rules and orders, complaints, or suggestions relative to traffic conditions in the City shall be submitted through the staff liaison to the Traffic Commission for study and recommendations before being acted on by the City Manager.
- E. The Traffic Commission is an advisory multiple-member body of the City.–

## Article IV – ~~Advisory~~ Appointments Not Subject to City Council

### Confirmation

#### ~~§ A-401 Offices and standards~~

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

#### ~~§ A-402~~ 401 Ad hoc committees

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

#### ~~§ A-403~~ 402 Regional governmental boards and committees

The City's representatives to regional governmental boards and committees shall be appointed by the City Manager and are not subject to City Council confirmation unless otherwise required

by law. These regional government boards and committees include but are not limited to the Metropolitan Area Planning Council, Massachusetts Port Authority Advisory Committee, Massachusetts Water Resources Authority Advisory Board, and Massachusetts Bay Transportation Authority Advisory Board.

#### ~~§ A-404 Watertown Cable Access Corporation Board of Directors~~

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

#### ~~§ A-405 Housing Authority~~

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

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

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

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

#### ~~§ A-403~~

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

#### ~~§ A-406 Residents Advisory Committee~~

~~Local reference: Charter § 3-7.~~

A. Established. There shall be a Residents Advisory Committee, consisting of up to 5 members with 3-year terms that expire January 1. Members of the Residents Advisory Committee are appointed by the City Manager and are not subject to confirmation by the City Council.

B. Authorities and Responsibilities. The Residents Advisory Committee assists with recruitment, evaluation, and selection of candidates for appointment to the City's volunteer multiple-member bodies. The Resident Advisory Committee works with the City Manager to establish policies and practices to actively encourage a diverse pool of applicants, recognizing the importance of diversity in appointments, including, but not limited to, gender identity, sexual orientation, race, and ethnicity.

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

## Article V – Administrative Organization

### § A-501 Offices and standards

- A. Generally. This part of the Administrative Code establishes and describes the administrative agencies of the City and broadly highlights the authorities and responsibilities of each.
- B. Supervision. All administrative agencies, except the Watertown Free Public Library and Watertown Public Schools, are under the jurisdiction and supervision of the City Manager. The City Manager shall be responsible for appointing all Department Heads and staff, except with respect to the Watertown Free Public Library and Watertown Public Schools. The Department of Public Buildings is under the joint supervision of the City Manager and the School Superintendent. The City Manager may assign daily oversight of individual agencies to 1 or more of the Assistant City Manager or Deputy City Manager positions, by providing notice of such oversight assignments to the City Council and providing an updated organizational chart with these assignments on the City’s website.
- C. Coordination of operations. The City Manager coordinates the operation of the administrative agencies under their jurisdiction by implementing the powers and duties delineated in Charter— § 3-2.
- D. City Council coordination. ~~Administrative agencies provide professional support to the City Council primarily through the City Manager.~~ All agencies under the jurisdiction of the City Manager ensure that the City Council receives objective, timely, professional, and accurate information upon request to better assist the City Council in its legislative and policy decision-making process. The transmittal of reports between the City Council and these agencies shall be routed through the City Manager.
- E. Annual reports. Pursuant to Charter § 3-2-13(C), all agencies shall prepare an annual report of their activities and submit it to the City Manager on or before the fourth Friday in March. The annual report shall be completed each April and describe the activities of the previous calendar year

### § A-502 Assessing

- A. Established. There shall be an Assessing Department under the supervision of a Chief Assessor.
- B. Authorities and responsibilities. The Assessing Department creates and maintains a

database that includes property characteristics and ownership information for every parcel within the City. This information forms the basis for the department to apportion the tax levy fairly and equitably among all the taxpaying accounts. In addition, the department administers motor vehicle excise tax, acts on statutory exemptions, and considers abatements regarding property values.

#### § A-503 Auditing

- A. Established. There shall be an Auditing Department under the supervision of a City Auditor. The City Auditor is appointed by the City Council under Charter § 2-7a and supervised by the City Council President under Charter § 2-7f. All additional Auditing department staff positions are appointed by the City Manager.
- B. Authorities and responsibilities.
  - a. The Auditor shall have and perform for the City all powers and duties prescribed by the provisions of the General Laws governing municipal auditors and accountants.
  - b. The City shall cause to be made annually, with the approval of the City Council, an outside audit of the books and accounts of the City. The audits shall be conducted in accordance with generally accepted government auditing standards and shall be presented to the City Council upon its completion.
  - c. The outside audit shall be performed by an external auditor or public accountant who meets the independent standards set forth under the generally accepted government auditing standards. The outside auditor shall have an appropriate background and training in municipal account systems.
  - d. The Auditing Department is responsible for ensuring the City's financial reports are accurate and legally compliant. The City Auditor oversees the financial management of City agencies by verifying cash balances, maintaining financial records, and compiling statements on expenditures and appropriations. The City Auditor examines all original bills, vouchers, and accounts to verify financial accuracy and legal compliance, scrutinizes all bills and payrolls, and issues warrants for payment if found correct. The Auditing department has the right to reject fraudulent, excessive, or unlawful claims. The City Auditor maintains custody of all City contracts and produces year-end statements detailing budgeted versus actual spending and future budget estimates for the City Manager and City Council as well as assists in developing the annual budget, capital improvement programs, and long-term financial forecasts.

#### § A-504 City Clerk's Office

- A. Established. There shall be a City Clerk's Office under the supervision of a City Clerk.
- B. Authorities and responsibilities. The City Clerk's Office is responsible for maintaining vital

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

### § A-505 City Manager's Office

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

### § A-506 Community Development and Planning

- A. Established. There shall be a Department of Community Development and Planning under the supervision of an Assistant City Manager for Community Development and Planning. The Department of Community Development and Planning is responsible for developing and implementing the City's Comprehensive Plan, area plans, and related programs and policies. The Department of Community Development and Planning shall have the following divisions: Community Design, Inspectional Services, and Planning and Zoning; and the following teams: Code Enforcement, Events, and Sustainability.
- B. Community Design Division authorities and responsibilities. The Community Design Division focuses on enhancing the quality of life and attracting investment in the City by pursuing urban design programs; parks, open space, and public realm improvements; arts and culture activities; historic preservation; and strategic engagement with the business community.
- C. Inspectional Services Division authorities and responsibilities. The Inspectional Services Division protects community health, welfare, and safety by enforcing codes as they pertain to the safe construction and operation of buildings, including building, electrical, and plumbing and gas codes.
- D. Planning and Zoning Division authorities and responsibilities. The Planning and Zoning Division is responsible for coordinating planning activities related to transportation,

housing, and land use, including updating and implementing the City's zoning ordinance.

- E. Code Enforcement Team authorities and responsibilities. The Code Enforcement Team enforces all zoning ordinances and general City ordinances, enforces decisions of the Planning Board and Zoning Board of Appeals, and educates the public about the City's codes and regulations.
- F. Events Team authorities and responsibilities. The Events Team is responsible for the organization, promotion, and planning of City-sponsored events, festivals, and activities, as well as the operation and management of the Commander's Mansion, a historic event venue owned by the City.
- G. Sustainability Team authorities and responsibilities. The Sustainability Team is responsible for development and implementation of the Resilient Watertown Climate and Energy plan as well as policies and programs to achieve the goals established in the plan to reduce the City's contribution to climate change and enhance the City's ability to prepare for its impacts.

#### § A-507 Constituent Services

- A. Established. There shall be a Constituent Services Department under the supervision of a Director of Constituent Services.
- B. Authorities and responsibilities. The Constituent Services Department manages the 311 Service Center and is responsible for managing all incoming inquiries, concerns, comments, and questions. The department is also responsible for logging non-emergency requests or guiding constituents on how to do so. It collaborates with departments to ensure that these requests are completed promptly and that constituents are informed about the status of their requests in a timely manner. Additionally, the Constituent Services Department contributes to the improvement of City government through accurate and consistent service delivery measurements. The Constituent Services Department upholds the highest quality assurance standards and serves as a bridge between the community and the government, keeping accurate records of customer interactions, requests, and feedback.

#### § A-508 Fire

- A. Established. There shall be a Fire Department under the supervision of a Fire Chief, who shall also function as the Emergency Management Director.
- B. Authorities and responsibilities.
  - a. The Fire Department takes all necessary steps for the extinguishment of fires and the mitigation of hazardous incidents within the City, including the utilization of

all necessary personnel and equipment, the destruction of any building or structure, and the removal of any obstruction for the purpose of checking or extinguishing fires or hazardous incidents. The department provides emergency medical services to include initial patient care and ambulance transportation to area hospitals. The department assists in the re-establishment of order in the event of civil disturbance, disaster, riot, or any other declared emergency. The department investigates the causes of all fires and provides written reports of all suspected arson and inspects all buildings and structures as provided for by the state fire code. The department establishes the location, relocation, or removal of all public fire alarm boxes.

- b. The Fire Department shall also function as the Emergency Management Department to carry out emergency management duties prescribed in the General Laws and local ordinances. The department provides planning, resources, communication, and recovery services in support of emergencies within the City. The department updates and maintains emergency plans including the comprehensive emergency management plan and affiliated hazardous materials emergency response plans.

#### § A-509 Human Resources

- A. Established. There shall be a Human Resources Department under the supervision of a Human Resources Director.
- B. Authorities and responsibilities. The Human Resources Department advises and assists the City Manager and department heads on a broad range of personnel matters, including position classification, compensation levels, employee and labor relations, grievances, and disciplinary actions. The department is responsible for the development, implementation, and administration of personnel policies and the City's classification and compensation plans. The department participates in collective bargaining negotiations and administers the provisions of collective bargaining agreements. It also plans, develops, and supervises training programs and professional development initiatives. The department is further responsible for developing and coordinating policies aimed at recruiting and retaining a diverse and qualified workforce. It ensures compliance with all applicable federal, state, and local labor and employment laws. Additionally, the department oversees the City's unemployment insurance program, the workers' compensation program, and administration of the Family and Medical Leave Act (FMLA). The department also identifies strategies that help foster a positive, inclusive, and respectful work environment that supports employee engagement, wellbeing, and professional growth.

## § A-510 Human Services

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

## § A-511 Information Technology

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

## § A-512 Legal Services

- A. Established. The City Manager, with the approval of the City Council, shall appoint an individual or legal firm to serve as City Attorney and oversee legal services for the City. Individuals tasked to provide legal services to the City shall be members in good standing of the Massachusetts bar.
- B. Authorities and Responsibilities. In addition to any statutory requirements or specific assignments by the City Manager, the legal services department or firm is responsible to counsel and advise all executive offices, boards, committees, and commissions in all legal matters, represent the City in all legal proceedings by or against the City, provide legal opinions, and assist in legal matters. The City Manager shall have full authority as agent of the City to institute and prosecute suits in the name of the City or its officers in the City Manager's official capacity and to appear and defend suits brought against its officers in their official capacity, unless otherwise ordered by a vote of the City Council or provided by law. The City Manager may institute, prosecute, defend, compromise, and settle claims, actions, suits, or other proceedings brought by, on behalf of, or against the City except that in no case shall a settlement be so made by a payment of more than \$20,000

without a vote of authority by the City Council. The City Manager may also employ special counsel whenever he or she deems it necessary.

#### § A-513 ~~Library~~Police

~~A. Established. There shall be a Watertown Free Public Library under the supervision of a Library Director. The Library Director shall report to the Board of Library Trustees. The Library Director appoints all Library staff positions.~~

~~B. Authorities and responsibilities. The Watertown Free Public Library provides for the free circulation of books and information technology and resources and for the maintenance of City memorabilia for the community and may receive and hold gifts, bequests, and devices for its use. The Library makes available public meeting space and programming for the community.~~

#### § A-514 Police

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

#### § A-~~515~~514 Procurement

- A. Established. There shall be a Procurement Department under the supervision of a Procurement Director. ~~The provisions of G. L. c. 30B are incorporated by reference into this section.~~ The City Manager is hereby designated as the Chief Procurement Officer for all purposes pursuant to this chapter. The Procurement Director shall exercise general authority over the procurement process as set out in the General Laws and such additional responsibilities as may be delegated to the Procurement Director from time to time by the City Manager. Any power, authority, judgment, determination, control, supervision, or discretion that may be exercised by the Procurement Director under this chapter, or any policies and procedures established from time to time by the Procurement Director with the approval of the City Manager, may also be exercised by the City Manager, at the City Manager's election.
- B. Authorities and responsibilities: The procurement department is responsible for

managing the acquisition of goods, services, and construction to ensure that purchases are made legally, transparently, efficiently, and in a way that maximizes public value in accordance with ~~G. L. c. 30B~~state procurement law. The department approves purchase orders and encumbers funds through the requisition process. It prepares and distributes requests for proposals, invitations for bids, and other solicitations. The department administrates procurement proceedings, issues contract awards, prepares contract documents for execution, and ensures that contracts are reviewed and executed by the appropriate City officials. The department keeps a central file of all executed contracts. The department is also responsible for the disposition of surplus supplies and the acquisition and disposal of real property.

#### § A-~~516515~~ Public Buildings

- A. Established. There shall be a Department of Public Buildings under the supervision of a Director of Public Buildings who is under the supervision of the City Manager and the School Superintendent. The Public Buildings Department is responsible for managing, maintaining, and improving all City and School buildings. The Public Buildings Department shall have the following divisions: Administration and Finance, Construction and Capital Projects, Energy Management, and Operations.
- B. Administration and Finance Division authorities and responsibilities. The Administration and Finance Division is responsible for budgeting and financial management, procurement, personnel management, and administrative coordination and oversight.
- C. Construction and Capital Projects Division authorities and responsibilities. The Construction and Capital Projects Division is responsible for planning, managing, and delivering construction and renovation projects, including capital project planning, stakeholder coordination, regulatory compliance, contract and vendor management, and budget and schedule oversight.
- D. Energy Management Division authorities and responsibilities. The Energy Management Division is responsible for reducing energy consumption and improving sustainability in City and School buildings consistent with the Resilient Watertown Climate and Energy plan, including energy use monitoring and analysis, energy-efficiency project planning and implementation, policy, and program development, and ensuring compliance with relevant federal, state, and local regulations.
- E. Operations Division authorities and responsibilities. The Operations Division is responsible for the day-to-day management and maintenance of City and School buildings, including custodial services, preventive maintenance, repairs, and snow and ice response.

## § A-517516 Public Health

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

## § A-518517 Public Works

- A. Established. There shall be a Department of Public Works under the supervision of a Director of Public Works. The Department of Public Works is responsible for the planning, construction, maintenance, operation, and improvement of essential public infrastructure systems. The Department of Public Works shall have the following divisions: Administration and Finance, Engineering, Fleet, Parks and Cemeteries, Solid Waste and Recycling, Streets Lighting and Wiring, Streets and Sidewalks, Traffic Control, Urban Forestry, and Public Utilities.
- B. Administration and Finance Division authorities and responsibilities. The Administration and Finance Division is responsible for budgeting and financial management, procurement, personnel management, and administrative coordination and oversight.
- C. Engineering Division authorities and responsibilities. The Engineering Division is responsible for the planning, design, oversight, and management of public infrastructure projects including streets, sidewalks, water, sewer, and stormwater. It assesses the condition of public infrastructure to develop capital improvement plan recommendations. The division is responsible for reviewing and issuing permits for construction, excavation, and street openings and ensuring compliance with relevant federal, state, and local regulations. It maintains custody of all engineering plans and records for the City.
- D. Fleet Division authorities and responsibilities. The Fleet Division is responsible for the maintenance, repair, inspection, and disposal of all City-owned vehicles and equipment except for police cruisers. The division maintains asset management, record keeping, and

fuel management systems; is responsible for lifecycle and replacement planning and for implementing strategies to reduce fuel use, emissions, and environmental impact; ensures compliance with relevant federal, state, and local regulations; and prepares vehicles for snow and ice operations.

- E. Parks and Cemeteries Division authorities and responsibilities. The Parks and Cemeteries Division is responsible for the maintenance and care of all public parks and landscaped areas as well as the operation, maintenance, and administration of City-owned cemeteries. The division prepares athletic fields for use and ensures that natural and artificial turf, landscaping, irrigation systems, fencing, lighting, and park and playground surfaces and equipment are clean, safe, and properly maintained. The division is responsible for burial operations, monument and marker oversight, administration and records management, long-term planning of cemetery spaces, and the maintenance of cemetery grounds.
- F. Solid Waste and Recycling Division authorities and responsibilities. The Solid Waste and Recycling Division is responsible for managing how the City collects, disposes of, and recycles waste in an efficient, environmentally responsible, and legally compliant way. The division develops and manages programs and conducts public outreach to achieve zero waste and sustainability goals.
- G. Public Utilities division authorities and responsibilities. The Public Utilities Division is responsible for maintaining and operating the City's essential underground infrastructure – water, sewer, and stormwater drain systems – to ensure reliable service delivery, public health, and environmental protection. The division is responsible for maintaining and operating all elements of these systems including water mains, valves, and hydrants; sewer mains and utility holes; and stormwater catch basins, culverts, and drainage pipes. It is responsible for installing and maintaining water meters and issuing water bills and the City's cross-connection control program, and it supports water quality and stormwater outfall testing as needed.
- H. Street Lighting and Wiring Division authorities and responsibilities. The Street Lighting and Wiring Division is responsible for the installation, repair, and maintenance of streetlights and lights in parking lots, parks, and other public spaces as well as the City's fire alarm system. The division ensures that all systems comply with electrical codes and safety regulations, and it maintains an inventory and records of all electrical infrastructure.
- I. Streets and Sidewalks Division authorities and responsibilities. The Streets and Sidewalks Division is responsible for the safe operation of the City's streets, sidewalks, and related infrastructure. It is responsible for maintenance and repair; ensuring sidewalks, curbs, and ramps are safe for pedestrians and compliant with the Americans with Disabilities Act; managing pavement markings; sweeping of roads and parking lots; and overseeing the department of public works' snow and ice response.
- J. Traffic Control Division authorities and responsibilities. The Traffic Control Division is responsible for managing and maintaining systems that regulate the safe and efficient

movement of vehicles, pedestrians, and bicyclists. It is responsible for enhancing traffic safety, minimizing congestion, and supporting orderly transportation by installing, maintaining, and improving traffic signal and sign systems.

- K. Urban Forestry Division authorities and responsibilities. The Urban Forestry Division is responsible for promoting a healthy, safe, and sustainable urban forest that enhances environmental quality, public safety, and community wellbeing. It plans and implements tree planting initiatives to increase canopy cover and biodiversity; proactively and reactively prunes trees to maximize growth and ensure safety; identifies and assesses hazardous trees or limbs and mitigates risk; maintains a tree inventory; and promotes the benefits of a healthy urban tree canopy. The Tree Warden enforces the Public Shade Tree Law as outlined in G. L. [eCh. 87](#).

#### § A-[519518](#) Recreation

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

#### § A-[520519](#) Senior Services

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

#### § A-[521520](#) Skating Rink

- A. Established. There shall be a Skating Rink Department, also known as the John A. Ryan Arena, under the direction of a Skating Rink Manager.

- B. Authorities and responsibilities. The John A. Ryan Arena provides a well-maintained and accessible ice rink that provides affordable opportunities to learn and develop skills in ice sports and offers a safe and enjoyable space for recreation and competition for City residents.

#### § A-522521 Treasurer / Collector

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

The Treasurer/Collector department is also responsible for the administration of the City's public parking program.

#### § A-522 Watertown Free Public Library

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

#### § A-523 Watertown Public Schools

- A. Established. The Watertown Public Schools are under the supervision of a Superintendent of Public Schools who shall be appointed by and report to the School Committee. The Superintendent of Public Schools appoints all staff positions in the Watertown Public Schools

B. Authorities and responsibilities. The Watertown Public Schools is responsible for operating the public schools and ensuring students receive a free, appropriate public education in compliance with state and federal law. The department provides instruction, student services, and assessments and manages resources and facilities.

## Article VI – Administrative Policies

### § A-601 Introduction

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

### § A-602 Business Hours

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

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

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

### § A-603 Communications

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

### § A-604 Oaths of Office

All officers, members of multiple-member bodies, police officers, special police officers, constables and firefighters shall be required to take an oath of office before entering upon the

discharge of duties, which oath shall be subscribed by the person taking it and shall be filed and preserved in the office of the City Clerk.

#### § A-605 Human Resources

- A. It is the policy of the City to establish and maintain an equitable human resources system. This system should also promote the efficiency and economy of government, promote the morale and well-being of City employees, and promote equal employment opportunity for all employees and candidates for employment.
- B. Pursuant to the Charter, the City Manager serves as the Chief Administrative Officer of the City and has responsibility for the administration of human resources related matters and oversight of human resources practices and procedures, directly or through the City Manager's designee(s), within the limits established by appropriation, ordinance, civil service law or collective bargaining agreement.
- C. The City Manager has the authority to promulgate and direct human resources policies, practices, and procedures, directly or through the City Manager's designee(s).
- D. The City Manager is responsible for the administration of the City's classification and compensation plans adopted pursuant to G. L. [cCh. 41, §108a](#). The City Manager or the City Manager's designee shall administer the plans and shall establish such procedures as the City Manager deems necessary for the proper administration thereof.
- E. Nothing in this section shall be construed to conflict with Mass. Gen. Laws Ch. 31 regarding civil service.
- F. Nothing in this section shall be construed to conflict with collective bargaining agreements between the City and relevant labor unions, associations, or organizations.

#### § A-606 Volunteers

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

**Sections of Watertown City Code of Ordinances to Repeal:**

- A. Chapter 30, in its entirety, as follows:
  - a. 30.01: Tax Collector
  - b. 30.02: Auditor
  - c. 30.03: Administration Building Hours of Operation; Closing
  - d. 30-15 to 30-32: Personnel Regulations
- B. ~~Section~~Chapter 31 in its entirety EXCEPT 31.69-31.74, as follows:
  - a. 31.01 to 31.06: General Regulations on Boards and Commissions
  - b. 31.15 to 31.17: Legas Services Department
  - c. 31.30 to 31.35: Recycling Advisory Board – which was already replaced by the new Solid Waste Committee
  - d. 31.50 to 31.53: Timing and Process of Appointments
  - e. 31.60 to 31.61: Commission on Disabilities
  - f. 31.62: Board of Assessors
  - g. 31.63: Board of Health
  - h. 31.64: Planning Board
  - i. 31.65: School Committee
  - j. 31.66: Board of Appeals
  - ~~k. 31.67: Housing Authority~~
  - l.k. 31.68: Board of Election Commissioners
- C. ~~Section~~Chapter 34, in its entirety: Purchasing
- D. ~~Section~~Chapter 36, in its entirety, as follows:
  - a. 36.01 to 36.05: Community Preservation Committee
  - b. 36.06 and 36.07: Bicycle and Pedestrian Committee
  - c. 36.08 to 36.10: Public Arts and Culture Committee
  - d. 36.11 to 36.15: Solid Waste and Recycling Committee
  - e. 36.16 to 36.21: Memorialization Committee
- E. ~~Section~~Chapter 37, in its entirety, as follows:
  - a. 37.01 to 37.13: Affordable Housing Trust
- F. Chapter 50, Section 50.01: Duties of Superintendent of Public Works
- F.G. A portion of ~~Section~~Chapter 70, as follows:
  - a. 70.01 to 70.07: Traffic Commission
- G.H. A portion of ~~Section~~Chapter 152, as follows:
  - a. 152.30; 152.31; 152.32 (A): Historic District Commission
- H.I. A portion of ~~Section~~Chapter 156, as follows:
  - a. 156.07: Historical Commission

**Sections of City Code of Ordinances to amend:**

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

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 10, 2026**

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

Motion to adjourn

**FEBRUARY 24, 2026**



## **Watertown City Council**

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

**CITY COUNCIL MEETING  
TUESDAY, FEBRUARY 24, 2026, 7:00 P.M.  
RICHARD E. MASTRANGELO COUNCIL CHAMBER  
ADMINISTRATION BUILDING, 149 MAIN STREET**

### **MINUTES**

#### **ACCESS INFORMATION:**

- A. This meeting will be held on February 24, 2026 at 7:00 PM in the Richard E. Mastrangelo Council Chamber
- B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/?channel=3>
- C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>
- D. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344
- E. Public may comment through email: [vpiccirilli@watertown-ma.gov](mailto:vpiccirilli@watertown-ma.gov)
- F. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>

#### **1. ROLL CALL**

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

## **2. PLEDGE OF ALLEGIANCE**

## **3. PUBLIC FORUM**

Clyde Younger – 188 Acton Street – Congratulated the DPW for a job well done in cleaning the streets during a difficult winter. He then referred to an email exchange between himself and Council President Sideris in which President Sideris stated that it is the responsibility of the City Council President to set the agenda, but Mr. Younger took issue with the omission of Robert’s Rules of Order which states that any councilor can make a motion to suspend the rules of a board to give a member of the public additional time to present their point of view. He then asked if there was any written criteria as to what is acceptable for a resolution to come before the board.

Mr. Younger’s allotted time in public forum, as per City Council Rules, then expired. President Sideris informed him of that fact and advised him to return to the podium during the second public forum in the meeting. Mr. Younger refused.

President Sideris called for a two-minute recess.

The City Council returned after the recess.

Jacelyn Tager – Resident – Remarked that Watertown passed a climate and energy plan in 2022 with a required three-year review several key commitments are not being met. While Watertown was the first municipality to adopt the state’s specialized stretch energy code, it is not a true net-zero code. Among areas that Watertown is falling short, she noted that Watertown has not adopted a BERDO, still allows new gas construction, lacks a tree protection ordinance, and has delayed updates to its solar ordinance. She added that Watertown also has not banned gas-powered lawn equipment, unlike many neighboring communities. She then voiced support for the upcoming Skip the Stuff item that could reduce waste, but again she emphasizes that overall, Watertown is falling behind neighboring communities and behind its own climate and energy plan goals.

Clyde Younger – 188 Acton Street – Remarked that he had submitted a resolution to be considered that denounced racist imagery posted on President Trump’s social media account. He added that the civil rights leader Jesse Jackson had died since he submitted the resolution, and had hoped that the council would have adopted it. He shared his outrage of the reprehensible images of the faces of former President and First Lady Obama placed on cartoon apes that was posted on President Trump’s social media page and stated his disappointment that this resolution wasn’t considered out of respect for black people.

## **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

Councilor Piccirilli moved to make the referral and Councilor Feltner seconded.

The motion carried unanimously in a Roll Call Vote.

President Sideris then thanked the DPW for their road maintenance, but asked the public to do their best to dig out fire hydrants in front of their properties as the WFD spends precious time finding hydrants to combat an active fires.

## **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

Joanne Callendar – Eversource – Presented the petition for the grant of location.

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

The motion carried unanimously in a Roll Call Vote.

- B. Public hearing and Vote on a Proposed Ordinance – “Skip the Stuff” Waste Reduction Ordinance

President Sideris voiced concern as the council received a last minute request for an amendment to the ordinance from the Commission on Disability. He continued to say that he doesn't want to ignore it, but that the COD had opportunities to voice their concerns during the subcommittee meetings when the ordinance was being discussed, and therefore, he doesn't feel like this current forum is an appropriate one to deliberate over their concerns.

City Attorney Reich remarked that this request came in very late, and that the amendment would have a significant impact on the ordinance in how the ordinance would be implemented and enforced. Typically, language of an ordinance is not drafted during the council meeting, and so the suggestion is that this item be referred back to the Committee on Rules and Ordinances to hold a hearing with the Commission on Disability to further discuss the language.

President Sideris then stated that this item will be heard on April 28<sup>th</sup>.

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

- A. Resolution Approving Excess Expenditures for Snow and Ice Removal Pursuant to Chapter 44, Section 31D, Massachusetts General Law

Deputy City Manager Monea presented the item and stated that its purpose is to replenish

funds to facilitate snow and ice removal for the rest of the year as the current budget will soon be depleted.

Councilor Piccirilli moved to approve the excess expenditures and Councilor Feltner seconded.

Councilor Gannon asked if the deficit would be satisfied and how it would affect next year's budget.

President Sideris replied that there are a few options; it could be added on to next year's tax bill, or it could be found in other funds. That decision wouldn't be answered until April or May.

Councilor Bays remarked that she's noticed trucks salting when there wasn't an active snowstorm and asked if that was necessary.

Director of Public Works Tom Brady replied that if the surfaces aren't treated, a frozen layer is created between the asphalt and the tire, which makes the road slick and unsafe. There was a long stretch of almost two weeks where the conditions had constant freezing and thawing, which made the "rinse repeat" action necessary.

The motion carried unanimously in a Roll Call Vote.

- 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.

Deputy City Manager Monea stated that this item is consistent with conceptual recommendation 51.

## **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

Councilor Gardner read the report.

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

The motion carried unanimously in a Roll Call Vote.

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

The motion carried unanimously in a Roll Call Vote.

- 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

Councilor Gannon read the report.

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

The motion carried unanimously in a Roll Call Vote.

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

The motion carried unanimously in a Roll Call Vote.

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

The motion carried unanimously in a Roll Call Vote.

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

The motion carried unanimously in a Roll Call Vote.

- 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

Councilor Gardner read the report.

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

The motion carried unanimously in a Roll Call Vote.

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

Councilor Palomba asked for the rationale behind changing the committee that oversees the Board of Health.

Councilor Gardner stated that there is no proposal to change it, but just in her mind, Board of Health relates to public safety like fire and police.

Councilor Feltner moved to make an amendment on rule 11.7 to change the word "residents" to "community stakeholders" in order to be more inclusive to individuals and groups of business and property owners. Councilor Gannon seconded the motion.

President Sideris asked for a motion to amend rule 7.5 to change the hour in which the Council Clerk publishes the City Council Agenda from 5:00 PM on the Friday before a regular meeting to 12:30 PM.

Councilor Piccirilli made the motion and Councilor Feltner seconded.

The motion to adopt the amendments carried unanimously in a Roll Call Vote.

Councilor Piccirilli moved to adopt the City Council Rules as amended and Councilor Feltner seconded.

The motion carried unanimously in a Roll Call Vote.

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

The motion carried unanimously in a Roll Call Vote.

- 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

Councilor Gardner read the report.

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

The motion carried unanimously in a Roll Call Vote.

President Sideris stated that the action item will not be voted on.

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

City Manager Proakis thanked the continued effort on keeping the streets and sidewalks clear from the snowstorms and gave additional updates on snow ordinances enforcement. He officially announced that the overnight parking ban will be continued past February 28<sup>th</sup> until further notice as there is still a significant amount of snow on the streets which makes conditions unsafe.

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

There were no requests for information.

## **10. ANNOUNCEMENTS**

There were no announcements.

## **11. PUBLIC FORUM**

Lena Vye – 14 Riverside Street – Stated that she was dismayed at how public forum was handled during Clyde Younger’s statements. She stated that she understands that there are rules, but at a time where the country is falling apart and violence is being enacted on citizens based on racism and prejudice, she questioned if it was right to call a recess when a constitute was raising those concerns. She asked the council how they are listening to the voices of the community, particularly the voices of black and brown people. She then urged the council to think critically about what actions they should take to protect the community from ICE.

Councilor Piccirilli read an email submission from Allyssa Clements

## **12. RECESS OR ADJOURNMENT**

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

The motion was adopted unanimously in a Roll Call Vote.

The meeting adjourned at 8:14 p.m.

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above minutes were adopted by a vote of \_\_\_ for, \_\_\_ against, and \_\_\_ present on March 10, 2026.

---

Mark S. Sideris, Council President  
s:/BTM

**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

**City Council Meeting**  
**Tuesday, February 24, 2026 at 7:00 PM**  
**Richard E. Mastrangelo Council Chamber**  
**Administration Building, 149 Main Street**  
**List of Documents**

1. Grant of Location – Eversource – Pleasant St – Item 5A
2. Skip the Stuff – Item 5B
3. Excess Expenditure for Snow and Ice – Item 6A
4. Loan Order - \$750k MWRA Sewer – Item 6B
5. Committee on Public Safety Report – 26-2-10 – Item 7A
6. Committee on Economic Development & Planning Report – 26-02-12 – Item 7B
7. Committee on Rules and Ordinances Report – 26-01-20 Item 7C
8. Committee on Rules and Ordinances Report – 26-02-11 – Item 7D
9. Clyde Younger Resolution Submission
10. Alisa Clements Pet Shop Ordinance Opposition

**ADDENDUM TO THE  
MINUTES OF THE FEBRUARY  
24, 2026 CITY COUNCIL  
MEETING**



**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](mailto:vpiccirilli@watertown-ma.gov)
- G. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>

- 
- 1. ROLL CALL
  - 2. PLEDGE OF ALLEGIANCE
  - 3. PUBLIC FORUM
  - 4. 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

**CITY COUNCIL ATTENDANCE**  
**MEETING DATE: FEBRUARY 24, 2026**

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

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 24, 2026**

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

Motion to refer a meeting with the Director of Human Services to the Committee on Human Services

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 24, 2026**

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

Motion to approve a petition for a grant of location in Pleasant Street



## Watertown City Council

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

RESOLUTION # 14

2026 – R - H

**BE IT RESOLVED:** That the Watertown Department of Public Works has reviewed the attached petition by N'star Electric DBA Eversource for consideration of 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 to 104 Main Street. Said Grant of Location shall be subject to the following recommendations and conditions.

### Standard Conditions

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

impacted and the Contractor shall not stockpile material or equipment within the drip zone of a public shade tree.

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


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

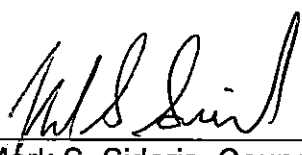
**BE IT FURTHER RESOLVED:** That the petitioner shall deposit sufficient cash surety as determined by the Superintendent of Public Works to be held in escrow until the Superintendent of Public Works is satisfied with the condition of repair and restoration of the street.

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

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

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 4 for, 0 against, and 0 present on February 24, 2026.

  
\_\_\_\_\_  
Brendan T. McCarthy, Council Clerk

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

**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](mailto: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

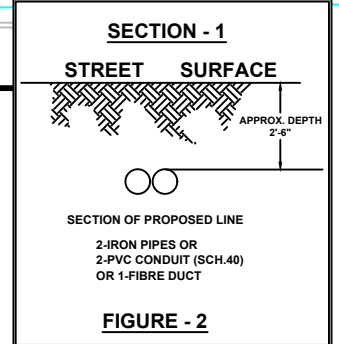
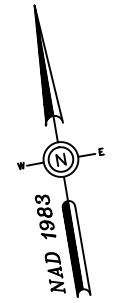
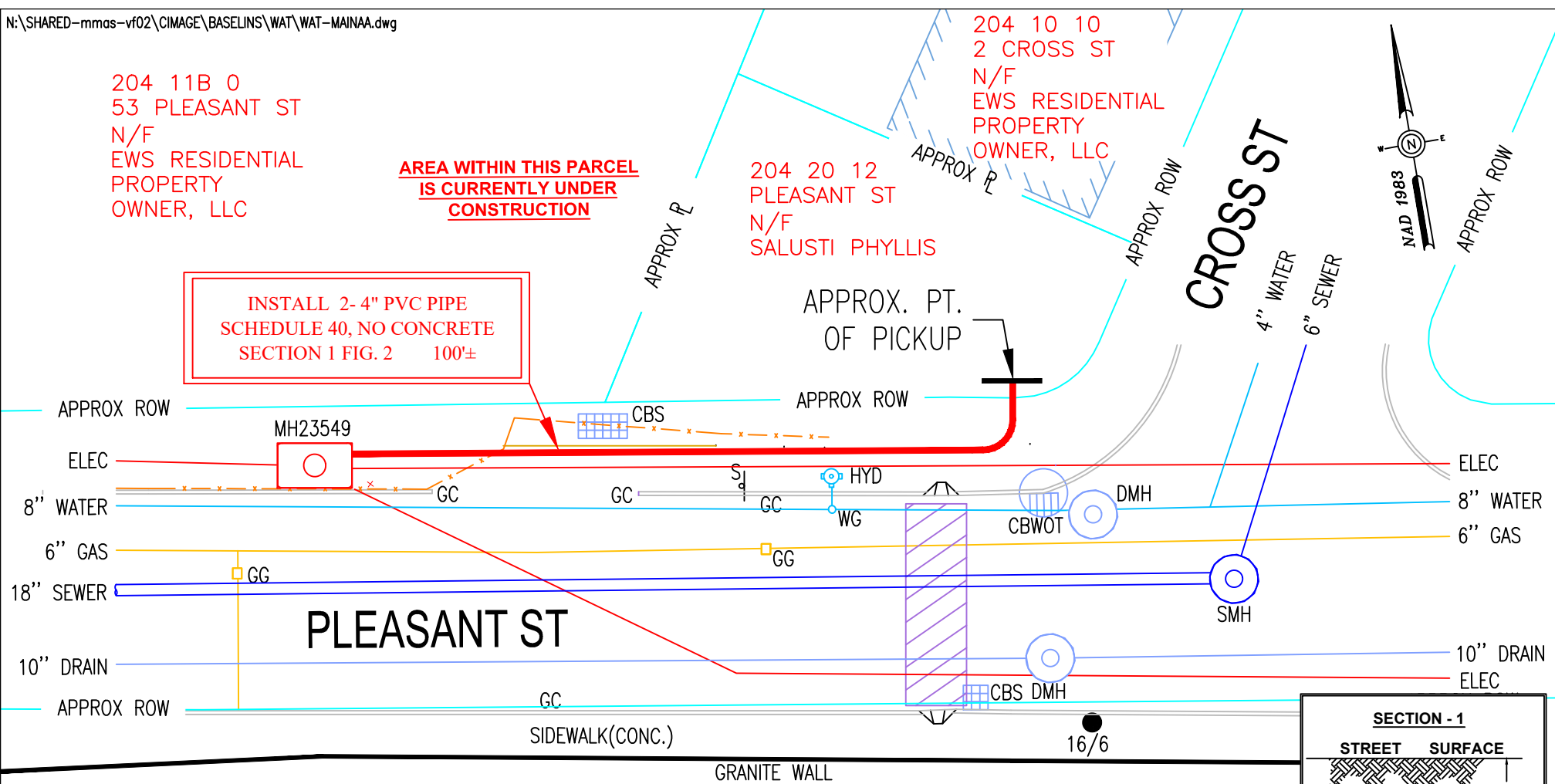
204 11B 0  
53 PLEASANT ST  
N/F  
EWS RESIDENTIAL  
PROPERTY  
OWNER, LLC

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

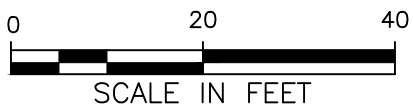
204 20 12  
PLEASANT ST  
N/F  
SALUSTI PHYLLIS

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.

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

**MASS. LAW**

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

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

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

**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.

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 24, 2026**

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

Motion to approve excess expenditure for snow and ice removal



## Watertown City Council

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

RESOLUTION# 15

2026 – R - 15

### 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 9 for, 0 against, and 0 present on February 24, 2026.

Brendan T. McCarthy, Council Clerk

Mark S. Sideris, Council President

**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




George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: 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
<b>TOTAL SNOW &amp; ICE - PERSONNEL SERV.</b>	<b>\$ 377,000</b>	<b>\$ -</b>	<b>\$ 377,000</b>	<b>\$ 416,059.12</b>	<b>\$ -</b>			<b>\$ (39,059.12)</b>
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
<b>TOTAL SNOW &amp; ICE - EXPENSES</b>	<b>\$ 1,043,000</b>	<b>\$ -</b>	<b>\$ 1,043,000</b>	<b>\$ 213,481.64</b>	<b>\$ 365,179.97</b>	<b>\$ 585,983.75</b>	<b>\$ -</b>	<b>\$ (121,645.36)</b>
0142358 SNOW & ICE - CAPITAL								
580870 REPLACEMENT OF EQUIPMENT	\$ 80,000	\$ -	\$ 80,000	\$ 10,960.72	\$ 34,467.28		\$ 7,165.79	\$ 27,406.21
<b>TOTAL SNOW &amp; ICE - CAPITAL</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ 10,961</b>	<b>\$ 34,467</b>	<b>\$ -</b>	<b>\$ 7,166</b>	<b>\$ 27,406</b>
<b>TOTAL SNOW &amp; ICE</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ 640,501</b>	<b>\$ 399,647</b>	<b>\$ 585,984</b>	<b>\$ 7,166</b>	<b>\$ (133,298)</b>



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council  
From: George J. Proakis, City Manager   
Date: 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.

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 24, 2026**

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

Motion to accept the report from the Committee on Public Safety from its meeting on February 10, 2026

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 24, 2026**

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

Motion to approve the action item from the report of the Committee on Public Safety from its meeting on February 10, 2026



# Watertown City Council

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

RESOLUTION # 16

2026 - R - 16

## RESOLUTION CONFIRMING THE APPOINTMENT OF JASON MERKIN TO THE TRAFFIC COMMISSION

**BE IT RESOLVED:** That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the appointment of Jason Merkin to the Traffic Commission for a term to expire on May 15, 2027.

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

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 4 for, 0 against, and 0 present on February 24, 2026

  
\_\_\_\_\_  
Brendan T. McCarthy, Council Clerk

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

### ELECTED OFFICIALS

Mark S. Sideris,  
Council President

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

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



## 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

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 24, 2026**

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

Motion to accept the report of the Committee on Economic Development and Planning from its meeting on February 12, 2026

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 24, 2026**

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

Motion to approve the first two action items from the report of the Committee on Economic Development and Planning from its meeting on February 12, 2026



# Watertown City Council

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

RESOLUTION # 17


2026 - R - 17

## RESOLUTION CONFIRMING THE REAPPOINTMENT OF AMY PLOVNICK TO THE COMMUNITY PRESERVATION COMMITTEE

**BE IT RESOLVED:** That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of Amy Plovnick to the Community Preservation Committee for a term to expire on February 1, 2029.

  
Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 9 for, 0 against, and 0 present on February 24, 2026

  
Brendan T. McCarthy, Council Clerk

  
Mark S. Sideris, Council President

### ELECTED OFFICIALS

Mark S. Sideris,  
Council President

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

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



# Watertown City Council

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

RESOLUTION # 19


2026 - R - 18


## RESOLUTION CONFIRMING THE REAPPOINTMENT OF DENNIS DUFF TO THE COMMUNITY PRESERVATION COMMITTEE

**BE IT RESOLVED:** That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of Dennis Duff to the Community Preservation Committee for a term to expire on February 1, 2029.

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

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 9 for, 0 against, and 0 present on February 24, 2026

  
\_\_\_\_\_  
Brendan T. McCarthy, Council Clerk

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

### ELECTED OFFICIALS

Mark S. Sideris,  
Council President

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

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

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 24, 2026**

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

Motion to approve the third action item from the report of the Committee on Economic Development and Planning from its meeting on February 12, 2026



# Watertown City Council

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

RESOLUTION # 19


2026 - R - 19

## RESOLUTION CONFIRMING THE REAPPOINTMENT OF PAYSON WHITNEY TO THE PLANNING BOARD

**BE IT RESOLVED:** That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of Payson Whitney to the Planning Board for a term to expire on February 15, 2029.

  
Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 9 for, 0 against, and 0 present on February 24, 2026

  
Brendan T. McCarthy, Council Clerk

  
Mark S. Sideris, Council President

### ELECTED OFFICIALS

Mark S. Sideris,  
Council President

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

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

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 24, 2026**

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

Motion to approve the fourth action item from the report of the Committee on Economic Development and Planning from its meeting on February 12, 2026



# Watertown City Council

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

RESOLUTION # 20


2026 - R - 20

## RESOLUTION CONFIRMING THE REAPPOINTMENT OF SARAH BAKER TO THE ZONING BOARD OF APPEALS

**BE IT RESOLVED:** That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of Sarah Baker to the Zoning Board of Appeals for a term to expire on February 15, 2031.

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

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 9 for, 0 against, and 0 present on February 24, 2026

  
\_\_\_\_\_  
Brendan T. McCarthy, Council Clerk

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

### 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

## 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

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 24, 2026**

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

Motion to accept the report of the Committee on Rules and Ordinances from its meeting on January 20, 2026

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 24, 2026**

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

Motion to make two amendments to the Council Rules as written on the report from the Committee on Rules and Ordinances from it's meeting on January 20, 2026:  
 Change residents to community stakeholders  
 Change 5:00 PM to 12:30 PM for posting agendas leading up to a meeting

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 24, 2026**

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

Motion to approve the first action item from then report of the Committee on Rules and Ordinances from its meeting on January 20, 2026 as amended

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 24, 2026**

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

Motion to approve the second action item from then report of the Committee on Rules and Ordinances from its meeting on January 20, 2026



## 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 &amp; Fiscal Oversight: City Budget and any other fiscal matters referred to it by City Council</i>		Assessor; Treasurer-Collector
<i>Climate &amp; Energy: Monitor and consider policy guidance on the implementation of Watertown's Climate &amp; Energy Plan (see "Resilient Watertown")</i>	Environment & Energy Efficiency Committee	Public Buildings Dir.
<i>Economic Development &amp; 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; <b>TBD= BICYCLE-PEDESTRIAN COMMITTEE; HISTORICAL COMMISSION; CULTURAL DISTRICT PARTNERSHIP; CULTURAL COUNCIL</b>	Asst. City Manager for Community Development & Planning
<i>Education &amp; 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 <b>TBD: BIOSAFETY COMMITTEE or to Public Safety?</b>	Public Health Dir; Human Services Dir; Senior Services Dir.
<i>Parks &amp; Recreation: Recreation, Parks, and the John A. Ryan Skating Arena</i>	Conservation Commission	Recreation Dir; Skating Rink/Ryan Arena Manager
<i>Personnel &amp; 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; <b>TBD: RESIDENTS' ADVISORY COMMITTEE</b>	Human Resources Dir; Chief Tech Officer/Information Technology Dir.
<i>Public Safety: Police, Fire, Emergency Management</i>	Traffic Commission <b>TBD: BIOSAFETY? or to Human Services?</b>	Fire Chief; Police Chief
<i>Public Works: Public Works</i>	Solid Waste & Recycling Advisory Committee; Stormwater Advisory Committee; <b>Memorialization Committee; TBD: COMMISSION ON DISABILITY</b>	Public Works Dir.
<i>Rules &amp; 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

<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	Election Commissioners	City Clerk
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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

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 24, 2026**

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

Motion to accept the report of the Committee on Rules and Ordinances from its meeting on February 11, 2026



## 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.

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: FEBRUARY 24, 2026**

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

Motion to adjourn

## **DRAFT RESOLUTION**

### **A Resolution of the Watertown City Council Denouncing Racist Imagery Posted on President Trump's Social Media Account**

**WHEREAS**, the City of Watertown affirms its commitment to dignity, equality, and respect for all people, regardless of race, ethnicity, or background; and

**WHEREAS**, on a late-night post on February 5 and early morning February 6, 2026, images depicting former President Barack Obama and First Lady Michelle Obama as apes appeared on the official social media account of the President of the United States; and

**WHEREAS**, such imagery has a long and painful history in the United States, having been used to demean, dehumanize, and degrade African Americans for generations; and

**WHEREAS**, these racist images surfaced immediately after the nation observed the birthday of the Rev. Dr. Martin Luther King Jr. and during Black History Month, a time dedicated to honoring the dignity, contributions, and history of African Americans; and

**WHEREAS**, the posting of such imagery on any official government communication channel — regardless of who pressed the button — undermines public trust, erodes civic norms, and violates the standards of decency expected of public institutions; and

**WHEREAS**, the President has publicly stated that he did not personally post the images and that an unidentified member of his administration may have done so, yet no individual has been identified, held accountable, or removed from their position; and

**WHEREAS**, the absence of accountability is itself harmful, as it signals that racist content can circulate through official channels without consequence; and

**WHEREAS**, the City of Watertown has a responsibility to speak clearly when public actions — or failures to act — contradict the values of inclusion, respect, and equal dignity that our community upholds; and

**WHEREAS**, the Office of the Presidency is disrespected when a former President and First Lady are subjected to racist abuse, undermining the dignity, authority, and symbolic importance of those who have served as the nation's head of state.

**NOW, THEREFORE, BE IT RESOLVED**, that the Watertown City Council denounces the posting of racist imagery on the President's official social media account; and calls upon national leaders of both major political parties to condemn vulgar, divisive actions and rhetoric that erode national unity; and

**BE IT FURTHER RESOLVED**, that the City of Watertown reaffirms its commitment to fostering a community grounded in respect, accountability, and the equal dignity of all residents.

# ADDRESSING MYTHS AGAINST LICENSED PET SHOPS & PROFESSIONAL BREEDERS

- ✘ Banning pet sales stops “puppy mills” (irresponsible breeders).**

This is false for two reasons. First, breeders who provide puppies to pet stores must have a federal license and be inspected by the USDA (and typically need a state license, as well). Second, the lobbying group behind pet sale bans has admitted the number of puppy mills has not dropped between 2007 and 2025.

✓
- ✘ Banning pet sales worsen shelter overcrowding.**

Shelter overcrowding is driven by stray animals, owner surrenders due to housing or economic pressures, imports from out-of-state, not by regulated retail sales.

✓
- ✘ Banning retail sales of pets improves animal welfare.**

California banned retail cat and dog sales in 2019. Yet since then, animal shelters up and down the state have still been at capacity. In 2025, local news reported, “Yet another overcrowding crisis looming over LA animal shelters.” Meanwhile, local news in the Bay Area reported, “San Francisco animal shelter overloaded again with dogs.”

✓
- ✘ “Adopt, don’t shop” is the only ethical choice.**

Adoption is a great option, but it is not appropriate or feasible for everyone. Shelters cannot reliably provide specific breeds or animals suitable for families with children, seniors, or individuals with allergies. Ethical pet ownership includes responsible adoption and responsible breeding.

✓
- ✘ Banning pet sales helps local animal shelters.**

When prospective pet owners can’t get the pet they want from a licensed local business, many will look on the Internet, where scams are rife. The Better Business Bureau has a database of pet scams that people report. Data show there was a 300% increase in reported scams in California after the state passed a ban on pet stores selling dogs and cats.

✓
- ✘ Dogs in shelters can replace dogs in pet stores.**

While many shelter animals are wonderful companions, many shelters have higher proportions of dogs with behavioral, medical, or placement challenges. This reality underscores why a one-size-fits-all mandate (eliminating consumer choice) does not serve animals, families, or communities.

✓
- ✘ Pet stores don’t need to sell pets.**

Pet sale bans have caused pet stores to close in California, New York, and other jurisdictions that have passed these laws. Advocates of these laws falsely claim that pet stores can stay in business without selling pets. This is untrue. Without the revenue and foot traffic from animals, many pet stores, especially independent, family-owned businesses, can’t survive. The activists saying otherwise have never run a pet store.

✓
- ✘ Licensed professional breeders are all “puppy mills.”**

Anti-pet store activists often pretend that any licensed, professional breeder is a “puppy mill” simply because they produce animals for pet stores. In reality, “puppy mills” are irresponsible breeders who do not provide for proper animal welfare.

✓
- ✘ Pet stores sell animals from “puppy mills.”**

Licensed pet stores source animals from federally regulated breeders that are subject to USDA inspections and enforcement. These breeders are often subject to state inspection and enforcement, as well. “Puppy mills” operate outside of regulations, often selling directly online or through classified ads — precisely the channels that expand when retail bans are enacted.

✓
- ✘ Transporting animals to pet stores is inherently inhumane.**

Animals transported to licensed pet stores must meet strict federal and state standards to ensure their welfare. By contrast, animals purchased online are often shipped illegally, without oversight, veterinary records, or enforceable standards. Many animal rescue transports are shipped in this way, too.

✓
- ✘ Fewer puppies are being bred in 2025 than 2020.**

This is cherry-picking. There was a boom in dog sales in 2020 during the pandemic. The fact that fewer dogs are being bred at licensed breeders is simply evidence that people aren’t buying as many dogs as they were during the initial stages of the pandemic, when people had to stay at home—which drove many to get a new pet.

✓



February 24, 2026

RE: Proposed ordinance on prohibiting the retail sale of mammals

Dear President Sideris and members of the Watertown City Council,

As the advocacy voice of the responsible pet care community, the [Pet Advocacy Network](#) represents the interests and expertise of retailers, companion animal suppliers, manufacturers, distributors, pet owners, and others involved in the many aspects of pet care across the United States. Our association promotes animal well-being and responsible pet ownership, fosters environmental stewardship, and ensures healthy pets' availability through our local, state, and federal work. In addition, we routinely advocate for legislative and regulatory proposals to protect the health, safety, and availability of companion animals.

**On behalf of the responsible pet care community, we ask that you vote NO on an ordinance which would prohibit retail pet stores from selling mammals.**

Proposed pet sale bans, like this one, remove consumer protection provided by pet stores. Retail pet stores are the most licensed, regulated, and inspected place where a family can seek out a pet companion.

Pet stores and the licensed, responsible breeders they work with are a highly regulated, best-in-class source of pets that have been raised under federal and state care standards and are inspected regularly, provided veterinary exams, and keep detailed records of the condition and care of their animals:

- The U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) established and enforces humane care standards under the federal government's Animal Welfare Act that regulate the transportation, purchase, sale, housing, care, handling, and treatment of animals for use as pets.
- Breeders with five or more breeding females not USDA-licensed, are prohibited from selling to pet stores.
- USDA-licensed breeders are routinely inspected to ensure they follow humane standards for veterinary care, shelter, food, and clean water.
- State laws regarding animal care and warranties also regulate pet stores. They must keep records related to health, veterinary care, and the source of the animals they sell.

1025 Connecticut Ave NW, Suite 1000  
Washington, DC 20036  
202.452.1525 | [info@petadvocacy.org](mailto:info@petadvocacy.org)  
[Petadvocacy.org](http://Petadvocacy.org)

While well-intentioned, retail pet sale bans will not stop bad breeders who are unregulated, unlicensed, and are not held accountable to any animal care standards. Retail pet sale bans often result in inconsistent standards of care and remove existing consumer protections specifically designed to protect against pet seller fraud and abuse. This ordinance does nothing to address the problem of substandard breeding practices.

While pet sale bans like this are often touted as the only way put an end to “puppy mills,” four percent of pets purchased across the country each year come from pet shops, and removing access to highly regulated pet stores not only undermines responsible choice, but it also increases the likelihood that someone ends up inadvertently contributing to puppy mills. Since 2008, the Humane Society of the United States (HSUS) has estimated that there are over 10,000 “puppy mills” – and yet, after years of claiming policies just like this proposed ordinance are the best way to crack down on bad actors, HSUS still estimates that there are over 10,000 “puppy mills” – which can only lead to the conclusion that despite claims that these bills are the best way forward, they have done nothing to achieve to shut down the bad actors but rather, have created environments that allow these bad actors not only to continue to exist, but to extend their reach.

In California, which passed a statewide ban on the sale of several species of pets, the unregulated, underground puppy market has since flourished. A 2024 *Los Angeles Times* investigation revealed that thousands of illegally sold puppies, often purchased online, at rest stops or from those claiming to be local “hobby breeders,” come from breeders that well-regulated pet stores do not, and cannot legally work with. These puppies are coming from breeders with animal welfare violations including severe neglect, overcrowding, and poor veterinary care. In one instance, puppies infected with parvovirus were knowingly transported without treatment, endangering both the puppies and their eventual owners.<sup>1</sup>

Veterinarians in California, citing the statewide ban, saw increase in consumers purchasing sick dogs from unregulated sources shortly after the state banned the sale of dogs, cats, and rabbits at pet stores, and without the consumer protection that came with purchasing a pet from a regulated pet store, families were left paying enormous veterinary bills, and in some cases, families never received the dog they paid for.<sup>2</sup>

Without pet stores to personally interact with and select their new pet, families may turn to these unregulated online sources, where they could fall victim to the “puppy scams” that have surged in recent years—tricked into sending unrecoverable money for a nonexistent dog.

---

<sup>1</sup> <https://www.latimes.com/california/story/2024-09-12/puppy-mill-pipeline>

<sup>2</sup> Puppy dies four hours after SD family buys it, Vets say new law may be part of the problem, <https://www.10news.com/news/team-10/puppy-dies-four-hours-after-sd-family-buys-it-vets-say-new-law-may-be-part-of-the-problem>

While there are reputable and responsible online sellers, the Better Business Bureau has stated that fake online puppy sellers and puppy scams have dramatically increased by 39 percent since 2017, and up to 80 percent of sponsored online ads for puppies may be fake.<sup>3</sup> Victims of these puppy scams often have no legal recourse because they purchased from a source without regulatory oversight and without a purchase warranty to protect them.

We have also started seeing the consequences of the ban passed in New York, just ten months after it went into effect. A Queens resident was [recently discovered](#) importing dogs from overseas and operating as a pet store out of her home. And another dealer in Manhattan was [caught selling](#) puppies out of the trunk of his car. This is the real-world consequence of legislation like this. It doesn't reduce demand. It just pushes it underground.

We have worked with state legislatures and municipalities across the country who have rejected extreme bans like this one in favor of increasing oversight and regulation, and we would welcome the opportunity to work with the city in raising the bar to ensure proper animal sourcing that protects dogs and cats.

**The best way to put the bad actors out of business is to evaluate, improve and increase the enforcement of existing animal care laws. We ask that you vote NO on this ordinance in favor of working together** to find ways to meaningfully address bad actors while protecting animals, consumers, and the local small businesses here in Watertown.

Thank you for your consideration,

Alisa Clements  
Director of Government Affairs

---

<sup>3</sup> <https://www.bbb.org/all/scamstudies/puppy-scams/puppy-scams-full-study>

# SIGN IN SHEET

**NAME**

**ADDRESS**

Clyde L. Younger

188 Acton St WAT

Joseph R. Tizy

Robins

Lena Tye

14 Riverside Watertown




George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: October 2, 2025

RE: Request for Confirmation – Appointment to the Solid Waste & Recycling Advisory Committee

---

Pursuant to the provisions of the Watertown Home Rule Charter and Town Council Ordinance 2007-46, An Ordinance on the Timing and Process of Appointments to Town Boards, Commissions and Committees, I am transmitting herewith a request for appointment to the Solid Waste & Recycling Advisory Committee which requires Council confirmation. The appointment of Alana Berman-Gnivecki will be to fill the unexpired term of Joseph Ganno.

- Alana Berman-Gnivecki - Appointment as a member of the Solid Waste & Recycling Advisory Committee to a term expiring May 15, 2028


Thank you for your anticipated cooperation in this matter.



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council  
From: George J. Proakis, City Manager   
Date: 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.

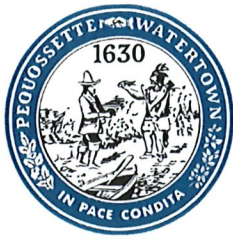
The order must be published at least five days prior to the holding of a public hearing with respect to the order and its final passage and requires the affirmative vote of at least two-thirds of all members of the City Council, as in the case of any other loan order for bonds.

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.

**Order Confirmation**

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

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

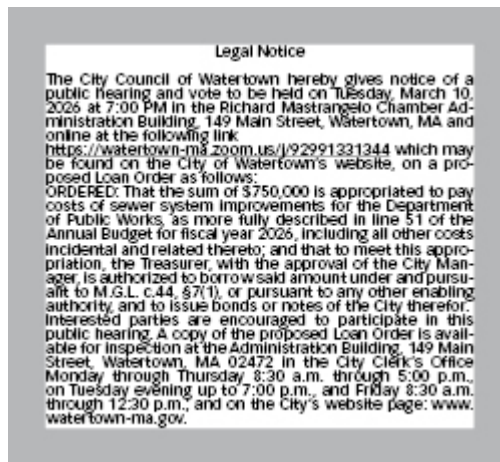
Your order information and a preview of your notice are displayed below for your review. If there are any changes or questions, please contact the Classified Department at 617-929-1314 or email [legals@lobe.com](mailto:legals@lobe.com).

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

Thank you,  
 Boston Globe Classified Sales

617-929-1314  
 Monday - Friday 9:30 am - 4:30 pm  
[legals@lobe.com](mailto:legals@lobe.com)

Order Number	<b>763785</b>	Order Price	<b>\$683.07</b>
Sales Rep.	<b>Jackson Kocak</b>	PO No.	
Account	<b>3028420</b>	Payment Type	
Publication	<b>Boston Globe</b>	Number of dates	<b>1</b>
First Run Date	<b>02/27/2026</b>	Last Run Date	<b>02/27/2026</b>
Payment Type			


**AD PREVIEW:**




George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council  
From: George J. Proakis, City Manager   
Date: March 4, 2026  
Re: Agenda Items –Proposed Loan Order and Transfer of Funds Request

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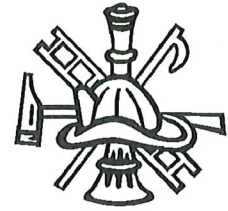
Attached is correspondence from Fire Chief Ryan A. Nicholson regarding the replacement of firefighters' protective outer gear.

This purchase aligns with Line 83 of the FY2026–2030 Capital Improvement Program and follows the department's five-year replacement cycle to maintain compliance with the 10-year service-life standard. The CIP allocates \$450,000 for this purpose; however, an additional \$30,000 is needed to outfit the eight new personnel approved to staff the second ambulance. A transfer of funds will be required for this additional amount should the City Council approve the proposed \$450,000 loan order.

Accordingly, I respectfully request that the loan order and transfer be placed on the March 10, 2026 City Council Agenda for First Reading.



**WATERTOWN FIRE DEPARTMENT**  
**OFFICE OF CHIEF OF DEPARTMENT**  
Fire Department Headquarters, 99 Main Street  
Watertown, Massachusetts 02472-4410  
Tel. (617) 972-6512 • Fax (617) 972-6575  
[www.fire.watertown-ma.gov](http://www.fire.watertown-ma.gov)



**RYAN A. NICHOLSON**  
Chief of Department

*Memorandum*

**To:** City Manager George Proakis  
**From:** Chief Ryan A. Nicholson  
**Date:** February 11, 2026  
**Subject:** Turnout Gear Replacement

---

As you are aware, the FY26 Capital Budget includes \$450,000 for the ongoing replacement of turnout gear (personal protective equipment) for our members. I recommend that we move forward with the replacement at this time.

Given that turnout gear has a 10-year expiration date and each member is issued two sets, our established replacement schedule has been to replace one full set every five years.

Attached, please find a quote totaling \$480,000. I am requesting an additional \$30,000 above the budgeted amount to allow us to fully equip the eight additional members.

It is also important to note that the quoted gear will be PFAS-free. Increased cancer rates within the fire service have been partially linked to the materials contained in the equipment we wear daily to protect ourselves. This new PFAS-free standard will better safeguard our long-term health while continuing to provide protection from the immediate dangers we face on the fireground.

Thank you for your attention to this matter. Please let me know if you have any questions or need any additional information.



Fire Tech & Safety  
 100 Business Park Dr #6  
 Tyngsborough, MA, 01879  
 Phone: (978) 649-6800  
<https://firetechusa.com/>

# Quote

Quote Nbr.: Q311359  
 Quote Date: 2/11/2026  
 Expiration Date: 2/26/2026  
 Customer ID: C002626  
 Created By: Matthew Wicks

<b>BILL TO:</b>	<b>SHIP TO:</b>
WATERTOWN FIRE DEPT.-MA 99 MAIN STREET WATERTOWN MA 02472	WATERTOWN FIRE DEPT.-MA 99 MAIN STREET WATERTOWN MA 02472

<b>CUSTOMER P.O. NO.</b>	<b>TERMS</b>	<b>CONTACT</b>
	Net 30 Days	RYAN NICHOLSON

**SHIP VIA**  
Best Way

ITEM	QTY.	PRICE	EXT PRICE
LION CUSTOM COAT - MADE WITHOUT PFAS I WATERTOWN SPEC	96.00	2,395.00	229,920.00
LION CUSTOM PANTS - MADE WITHOUT PFAS I WATERTOWN SPEC	96.00	1,780.00	170,880.00
LION REDZONE HOOD, PFAS FREE w/ CROSSTECH NANO, BLACK	96.00	150.00	14,400.00
RAGTOP FIRE DUTY MITT (PFAS FREE), SIZE LARGE	96.00	140.00	13,440.00
LION V FORCE BOOT, PFAS FREE	96.00	535.00	51,360.00

<b>Total Weight (LB):</b>	0	<b>Sales Total:</b>	480,000.00
<b>Total Volume (CFT):</b>	0	<b>Freight &amp; Misc.:</b>	0.00
		<b>Less Discount:</b>	0.00
		<b>Tax Total:</b>	0.00
		<b>Total (USD):</b>	480,000.00

*NOTICE...One or more of the products listed above may contain PFAS, for the reason the equipment contains PFAS chemicals, and the specific PFAS chemicals in the product you must contact the manufacturer of the items.*  
 Fire Tech & Safety Terms and Conditions: <https://firetechusa.com/FTSTAC.pdf>



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

March 4, 2026

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

RE: Draft Loan Order – Turnout Gear Replacement

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of turnout gear replacement for the Fire Department:

ORDERED: That the sum of \$450,000 is appropriated to pay costs of turnout gear replacement for the Fire Department, as more fully described in 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



# CITY OF WATERTOWN


## Auditor

Administration Building  
149 Main Street  
Watertown, MA 02472-4410

Megan Langan  
City Auditor

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

TO: GEORGE PROAKIS, CITY MANAGER

FROM: MEGAN LANGAN, CITY AUDITOR 

DATE: MARCH 03, 2026

RE: AGENDA ITEM – TRANSFER OF FUNDS REQUEST

---

Per your request, please find attached a Transfer of Funds request for turnout gear replacement for the Fire Department totaling \$30,000 for Fiscal Year 2026.

Line 83 of the FY26 – 30 Capital Improvement Plan included \$450,000 of borrowing towards firefighter's protective outer gear. As you know, the CIP was developed prior to the approved funding to fully staff a second ambulance. As such, the number held in the CIP does not allow for a full set of gear for all members of the Fire Department. The Fire Chief obtained a quote to purchase the gear for all members, which came in at \$480,000. As such we are currently requesting a transfer of \$30,000 from City Council Reserve to cover the difference.

I respectfully request the attached transfer be placed on the March 10, 2026, City Council Agenda.

Thank you for your consideration in this matter.

TRANSFER AMOUNT: \$ 30,000

FROM: FY 2026 CITY COUNCIL RESERVE \$ 30,000  
0111152-570780

TO: FY26 FIRE REPLACEMENT OF EQUIPMENT \$ 30,000  
0122058-580870

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

3/3/2026  
DATE

  
CITY AUDITOR




# CITY OF WATERTOWN

## Auditor

Administration Building  
149 Main Street  
Watertown, MA 02472-4410

Megan Langan  
City Auditor

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

TO: GEORGE PROAKIS, CITY MANAGER  
FROM: MEGAN LANGAN, CITY AUDITOR   
DATE: MARCH 03, 2026  
RE: AGENDA ITEM – TRANSFER OF FUNDS REQUEST

---

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Thank you for your consideration in this matter.

TRANSFER AMOUNT: \$ 30,000

FROM: FY 2026 CITY COUNCIL RESERVE \$ 30,000  
0111152-570780

TO: FY26 FIRE REPLACEMENT OF EQUIPMENT \$ 30,000  
0122058-580870

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

3/3/2026  
DATE

  
CITY AUDITOR

## INTERMUNICIPAL AGREEMENT FOR THERAPEUTIC RECREATION SERVICES

This Agreement is by and among the Town of Belmont, a Massachusetts municipal corporation, with an address of 455 Concord Avenue, Belmont, Massachusetts (“Belmont”), and the City of Watertown, a Massachusetts municipal corporation, with an address of 149 Main Street, Watertown, Massachusetts (“Watertown”). Belmont and Watertown are together referred to as the “Parties” and individually as a “Party.”

**WHEREAS**, the Parties recognize that the most effective and efficient means of providing Therapeutic Recreation services to both Parties is to do so jointly; and

**WHEREAS**, the Parties desire to expand and strengthen their long-standing partnership in Therapeutic Recreation services in order to enhance program quality, promote inclusion, and improve access to recreation opportunities for residents of all ages and abilities; and

**WHEREAS**, the Parties have each appropriated or will appropriate funds in their respective annual operating budgets to provide for such services; and

**WHEREAS**, Belmont has voted to authorize this Agreement pursuant to Massachusetts General Laws, Chapter 40, Section 4A, by vote of its Select Board; and

**WHEREAS**, Watertown has voted to authorize this Agreement pursuant to Massachusetts General Laws, Chapter 40, Section 4A, by vote of its City Council with approval of the City Manager; and

**WHEREAS**, for the purposes of providing Therapeutic Recreation services, the geographical areas containing both communities shall be considered a shared service district and shall be served cooperatively.

**NOW THEREFORE**, the Belmont Select Board and the Watertown City Manager, acting by and on behalf of the respective municipalities, in consideration of the mutual covenants contained herein, agree as follows:

1. Term. The term of this Agreement shall be for one (1) year, commencing on July 1, 2026, subject to annual appropriation by both Parties, and shall automatically renew on a year-to-year basis, provided that in no event shall the term of this Agreement exceed twenty five (25) years or such other maximum term for an intermunicipal agreement as set forth in Massachusetts General Laws Chapter 40, Section 4A, unless terminated as provided in Section 8 of this Agreement.
2. Recreation Therapist.
  - 2.1 The Recreation Therapist, employed by Belmont and subject to this Agreement, shall work a full-time schedule of forty (40) hours per week.
  - 2.2 The Recreation Therapist position shall be housed in and administratively based within Belmont.
  - 2.3 The Recreation Therapist shall perform services for both Parties. The weekly schedule and allocation of hours shall be determined by mutual agreement of the respective department heads and may be adjusted as operational needs require, with collaborative coordination between both Parties.
  - 2.4 While performing work for Belmont, the Recreation Therapist shall be under the direction and supervision of Belmont Community Services.

2.5 While performing work for Watertown, the Recreation Therapist shall be under the direction of the Watertown Recreation Department.

2.6 All necessary steps in the hiring process, payroll administration, and maintenance of employee records for the Recreation Therapist shall be the responsibility of Belmont. Any change in employment status shall occur only after consultation with Watertown.

2.7 In the event that either Party implements a formal employee performance evaluation process during the term of this Agreement, an annual written performance evaluation shall be prepared jointly, with input from both Parties, and a review meeting shall be held with appropriate supervisory staff.

2.8 The specific duties and responsibilities of the Recreation Therapist are outlined in the job description, which, attached hereto as Exhibit A and incorporated herein by reference.

2.9 Standard operating procedures related to shared Therapeutic Recreation services shall be determined jointly by the respective department managers of both Parties.

3. Compensation and Cost Sharing.

3.1 The Recreation Therapist shall be an employee of Belmont and shall receive salary and benefits in accordance with applicable collective bargaining agreements, personnel policies, and state law.

3.2 Watertown agrees to provide Belmont with an annual contribution of Fifty Thousand Dollars (\$50,000) to support the Recreation Therapist position.

3.3 The annual contribution from Watertown shall be paid to Belmont in a manner and schedule mutually agreed upon by the finance offices of both Parties.

3.4 Expenses covered under this Agreement shall include, but not be limited to, employee salary, employee benefits including retirement liability pursuant to Massachusetts General Laws Chapter 32, workers' compensation, unemployment insurance, training and professional development, and other costs reasonably associated with the provision of Therapeutic Recreation services.

4. Indemnification. Each Party shall indemnify and hold harmless the other and each and all of its officials, officers, employees, agents, servants and representatives from and against any claim arising from or in connection with the performance by the Recreation Therapist of their duties under this Agreement including, without limitation, any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission or intentional misconduct by the Recreation Therapist while performing services for the indemnifying Party.

5. Liability. Pursuant to G.L. c. 40, § 4A, each Party shall be liable for the acts and omissions of its own employees and not for the employees of the others in the performance of this Agreement, and to the extent provided by G. L. c. 258. By entering into this Agreement, none of the Parties has waived or abrogated any governmental immunity or limitation of damages which may be extended to them by operation of law.

6. Maximum Financial Liability.

6.1. The maximum financial liability of Watertown under this Agreement shall be Fifty Thousand Dollars (\$50,000) per fiscal year, unless modified by mutual written agreement of the Parties.

6.2. Cost of Living adjustments applicable to the Recreation Therapist position shall be reviewed annually by both Parties. Any mutually agreed upon increase shall be allocated between the Parties in a manner agreed to in writing by both parties.

7. Financial Accountability.

7.1. The Parties, acting through their respective department heads and finance officials, shall cooperate in the development and review of budgets related to this Agreement.

7.2. Belmont shall maintain appropriate financial records related to expenditures under this Agreement and shall make such records available to Watertown upon reasonable request.

7.3. All bills, payments, and financial records related to this Agreement shall clearly indicate that such costs were incurred pursuant to this Agreement.

8. Termination. The Parties may withdraw from and terminate this Agreement with the provision of at least ninety (90) days prior written notice to the other Party. No such termination shall affect any obligation of indemnification that may have arisen hereunder prior to such termination. Upon such termination, Belmont shall prepare full statement of outstanding unpaid financial obligations under this Agreement and present the same to Watertown for payment within [ ] days thereafter.

9. No Third-Party Beneficiaries. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the Parties.

10. Severability. If any provision of this Agreement is held by a court of appropriate jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

11. Amendment. The provisions, terms, and conditions of this Agreement shall be modified only by written amendments executed by the Parties.

12. Waiver. The obligations and conditions set forth in this Agreement may be waived only by a writing signed by the Party waiving such obligation or condition. Forbearance or indulgence by a Party shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that Party under this Agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default.

13. Assignment. No Party shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of the other Party.

14. Governing Law. This Agreement shall be governed by, construed and interpreted in accordance with the laws of the Commonwealth of Massachusetts and the Parties submit to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.

Commented [MR1]: Determine a reasonable timeline for submission of this information.

- 15. Headings. The section headings provided in this Agreement are for convenience only, are not part of this Agreement and shall not affect the interpretation of this Agreement.
- 16. Execution and Counterparts. A signed email or facsimile copy of this Agreement, or a signed portable document format (.pdf) copy of this Agreement, shall be binding upon the Parties as fully and to the same extent as an original signed copy. This Agreement may be signed in any number of counterparts all of which taken together, shall constitute one and the same instrument, and any Party may execute this Agreement by signing one or more counterparts.
- 17. Complete Agreement. This Agreement constitutes the entire agreement between the Parties concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Parties concerning the subject matter hereof. Each Party acknowledges that it has not relied on any representations by any other Party or by anyone acting or purporting to act for another Party or for whose actions the any other Party is responsible, other than the express, written representations set forth herein.
- 18. Notices. All notices required or permitted by this Agreement shall be in writing and shall be sent by certified mail, postage prepaid, or reputable overnight courier, and addressed as follows:

If intended for Belmont:

Town Administrator  
 Town of Belmont  
 455 Concord Avenue 1<sup>st</sup> Floor  
 Belmont, MA 02478

If intended for Watertown:

City Manager's Office  
 City of Watertown  
 149 Main Street  
 Watertown, MA 02427

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officials.

By: \_\_\_\_\_  
 Patrice Garvin, Town Administrator

By: \_\_\_\_\_  
 George Proakis, City Manager

Duly authorized by vote of Belmont Select Board on [\_\_\_\_], 202[\_\_]

Duly authorized by vote of Watertown City Council on [\_\_\_\_], 202[\_\_]



## Committee on Parks and Recreation

The Committee convened on Thursday February 19, 2026 at 5:05pm on Zoom. Present were Theo Offei, Chair, Tony Palomba, Vice Chair, and Nicole Gardner, Secretary. The purpose of the meeting was to conduct interviews for the Conservation Commission.

### Marie-Sophie Rohwaeder

Ms. Rohwaeder is an ecologist and biodiversity researcher. She moved to Watertown in 2024 from Germany, while working towards her PhD at the University of Potsdam. She is now looking for a job. Ms. Rohwaeder is happy to be settled into Watertown, and said it now feels like home. She is looking for ways to engage with others, and to serve the local community. She wants to do this in a sustained role with meaningful opportunities to participate in local decision making and so wants to serve on the Conservation Commission. She believes she can devote the time now, while looking for a job, to develop an in-depth working knowledge of the Committee's work, the relevant laws, and so on. Ms. Rohwaeder recently completed the Massachusetts Area Planning Council Fundamentals program, which is a training for conservation professionals on wetlands protection. She also watched recordings of fall and winter Con Comm meetings. She did both of these things for learning, and preparation if appointed. She is eager to bring a "fighting spirit" to the protection of our wetlands, a detail orientated and meticulous mind set, good communications skills, and strategies to resolve conflict and – where appropriate – achieve compromise. She is aware that a member of the Con Comm sits on the Community Preservation Committee and would be interested to learn more about that if appointed.

→ **Action Item:** Councilor Gardner made a motion seconded by Councilor Palomba to appoint Marie-Sophie Rohwaeder to the Conservation Commission with a term expiring February 15, 2029. The motion passed 3-0.

### Leo Martin

Mr. Martin is a retired engineering geologist and project manager, who has over 40 years of experience in siting, testing, licensing, and construction of tunnels and other infrastructure

facilities. He has served on the Conservation Commission since 1997 and has developed a deep knowledge of the open space, wetlands, and developments in Watertown. His goals in serving are

- To preserve the wetlands we still have, and, if possible, clean up areas that are still contaminated.
- While DPW does a very good job already, to ensure the City keeps improving stormwater management, in order to protect our wetlands
- To protect and preserve the limited open space we still have in Watertown.

Based on his professional work experience, he believes Watertown's Conservation Commission has, across its members, deep and highly valuable skills. He is sorry to see some folks stepping down but is confident new members will contribute in important ways.

→ **Action Item:** Councilor Gardner made a motion seconded by Councilor Palomba to reappoint Leo Martin to the Conservation Commission with a term expiring February 15, 2029. The motion passed 3-0.

The meeting adjourned at 5:45pm

#### **ELECTED OFFICIALS**

Theophilus Offei  
Chair

Anthony Palomba,  
Vice Chair

Nicole Gardner,  
Secretary



**Watertown City Council  
Committee on Personnel and City Organization  
Tuesday, January 27, 2026  
Third Floor Conference Room  
6:30pm**

Members Present: Councilor Caroline Bays, Chair; Councilor Nicole Gardner, Vice Chair; and Councilor John Gannon, Secretary

Also present was Doug Newton, City Council Municipal Policy Analyst.

Call to order. The meeting commenced at 5:39pm. The meeting agenda's stated purpose was to review referrals from the City Council to the Committee on Personnel and City Organization.

Councilor Bays commenced discussion of the first referral to the Committee, entitled "Discussion of Accessibility and Accommodations for Members of Boards, Commissions and Committees." She opened up discussion of the items. She stated that the referral pertained not only to providing physically accessible meeting spaces and accommodations to allow all members of the public to serve and to participate in public meetings, but to include other issues as well, such as providing childcare to board, commission and committee members so that parents of young children could participate in all meetings. Doug Newton stated that he had been researching communities that do provide childcare to committee members. He also noted that he is speaking to officials from the City of Somerville about providing language interpretation to board members, so that all may participate. Councilor Bays stated that she would consult with City Council President mark Sideris to discuss Doug Newton's scope of research, and determine future steps, such as cost and service impacts. The Committee decided to continue this referral.

Councilor Bays next took up another referral to the Committee, calling for an evaluation of the performance management process used to evaluate council staff. She stated that she will be working with the City's Human Resources Director on the evaluation methods used for city employees. The Committee decided to continue this referral.

Councilor Bays next took up the final referral, which required that the Committee review the qualities and qualifications for City Treasurer. Councilor Bays stated that a future Committee meeting will be held to consider this referral. Accordingly, the Committee will continue this referral.

Councilor Gardner made a motion to adjourn, which was seconded by Councilor Gannon. The vote was 3-0.

The meeting ended at 5:57pm.

Respectfully submitted,  
John Gannon, Secretary

**ELECTED OFFICIALS**

Caroline Bays,  
Councilor At Large

Nicole Gardner,  
Vice Chair

John G. Gannon,  
Secretary



**Watertown City Council  
Committee on Personnel and City Organization  
Tuesday, February 10, 2026  
Third Floor Conference Room  
6:00pm**

Members Present: Councilor Caroline Bays, Chair; Councilor Nicole Gardner, Vice Chair; and Councilor John Gannon, Secretary

Also present were City Councilor President Mark Sideris, Councilor Vinnie Piccirilli, Councilor Emily Izzo, and City Manager George Proakis.

Call to order. The meeting commenced at 6:04pm. The meeting agenda's stated purpose was to Discuss the Qualities and Qualifications for the City Treasurer/Collector.

Councilor Bays opened up the meeting by allowing City Manager George Proakis to speak. He stated that former City Treasurer/ Collector Melissa Morrissey was a skilled, talented city employee who took a similar position in a different community. He prefers that a new treasurer/collector have the treasurer/collector certification offered by the Massachusetts Collectors and Treasurers Association, which provides skill and career development classes to its member constituents. He would also prefer that the new treasurer/collector be savvy in the MUNIS accounting system. He stated that he spoke with City Assessor Earl Smith, who highly recommended that the new treasurer/collector have a MUNIS background. The City recently switched to this accounting system, so a new treasurer/collector skilled in MUNIS, and capable of interacting with MUNIS employees, would be essential for the City's municipal finance team, especially since the city has a residential exemption and has adopted the Community Preservation Act. Other qualifications discussed for the position included good customer service and communication skills. Councilor President Sideris noted that finding qualified individuals for this position has been addressed as a statewide problem. Councilor Izzo asked if Bernie Lynch, a municipal executive recruiter used by the city for previous executive searches would be retained for this search. City Manager Proakis said that Mr. Lynch would not be retained. He stated he knows of the capable individuals from the small talent pool, and he will contact each of them individually.

Councilor Gannon made a motion to adjourn, which was seconded by Councilor Gardner. The vote was 3-0.

The meeting ended at 6:34pm.

Respectfully submitted,  
John Gannon, Secretary

**ELECTED OFFICIALS**

Caroline Bays,  
Chair

Nicole Gardner,  
Vice Chair

John G. Gannon,  
Secretary



**Committee on Human Services Meeting  
Thursday, February 26, 2026 at 5:00 PM  
Remote Meeting**

The Committee on Human Services convened on Thursday February 26th at 5:00 pm. This was a remote meeting and the public could join via the zoom link – [https://watertownma.portal.civicclerk.com/?category\\_1d=80](https://watertownma.portal.civicclerk.com/?category_1d=80).

Present were Anthony Palomba, Chair, Caroline Bays, Vice Chair, and Emily Izzo, Secretary.

The purpose of the meeting was to conduct an interview Dominic Amirtharaj, MD for reappointment to the Board of Health to a term expiring February 5, 2029. Dominic Amirtharaj, MD.

Dr. Amirtharaj is serving on his second term, and he is currently Chair of the Board of Health. He has learned from previous chairs, and learned how to handle difficult situations especially the dangerous dog hearings. He has also learned how local government works, and has enjoyed working collaboratively with the Health Department. He has also enjoyed working on the massage parlor regulations. Dr. Amirtharaj feels his work as a physician and his science background has been helpful especially when it comes to Bio Lab safety. The Board of Health is the step after the Bio Safety Committee for final permit approval, sees the role of the Board of Health as a public advocate for safety specifically. Dr. Amirtharaj feels as though the next big challenge for the Board is taking up the tobacco free generation. Some communities in Massachusetts have adopted regulations which prevent selling to anyone who is not currently old enough to purchase tobacco products. He feels as though tobacco and cigarettes are the most preventative causes of many diseases. This issue has been paused since there is pending state action and further consideration with the Department of Health. He would like to continue taking preventative measures for Watertown including for issues like skin cancer.

⇒ Action Item:

Councilor Bays made a motion to reappoint Dominic Amirtharaj, MD to the Board of Health with a term expiring February 5, 2029.

The motion was seconded by Councilor Izzo and was passed 3-0.

Councilor Bays made a motion to adjourn which was seconded by Councilor Izzo and was passed 3-0.

The meeting adjourned at 5:15pm.

**ELECTED OFFICIALS**

Anthony Palomba,  
Chair

Caroline Bays,  
Vice Chair

Emily Izzo,  
Secretary



**Committee on Human Services Meeting  
Thursday, February 26, 2025 at 5:30 PM  
Richard E. Mastrangelo Council Chambers – Second Floor**

The Committee on Human Services convened on Thursday February 26th at 5:30 pm. This was a hybrid meeting and the public could join via the zoom link – [https://watertownma.portal.civicclerk.com/?category\\_1d=80](https://watertownma.portal.civicclerk.com/?category_1d=80).

Present were Anthony Palomba, Chair, Caroline Bays, Vice Chair, and Emily Izzo, Secretary. Also present were Jenna Bancroft, Director of Human Services, Stephanie Venizelos, Assistant Director of Human Services, Domenica Puel, Wellness Coordinator and resident Jacky van Leeuwen.

The purpose of the meeting was to have a discussion with the Human Services Director on the current work of the Human Services Department and their upcoming goals.

The Committee received a presentation from Jenna Bancroft, LICSW, Director of Human Services, and Stephanie Venizelos, Assistant Director of Human Services, regarding the structure, current programming, and strategic direction of the Department. Ms. Bancroft provided both an overview of existing initiatives and a forward-looking discussion of planned expansions, emphasizing that much of this work has already been underway and continues to evolve in response to community need. The presentation is attached.

She expressed strong support for her staff and noted that the Department’s progress reflects a collaborative, cross-departmental effort. The Human Services Department oversees programs and wellness initiatives designed to promote health, stability, and connection within the Watertown community. The Department includes oversight of Veterans Services and ADA coordination, the Food Pantry, wellness programming, and the Farmers Market, with an open position for a part-time Farmers Market assistant. The Department also works closely with community commissions and external partners to address food access, housing stability, mental health and substance use, and resource navigation.

**Food Access**

Ms. Bancroft reported that the Watertown Food Pantry has recently moved to the Parker Building and is currently operating in an interim space. She acknowledged that operating in borrowed church space in the past presented challenges, particularly in terms of scheduling flexibility and control over programming. The new location will allow the Department greater autonomy, expanded hours, and eventually co-location of the full Human Services team. The pantry currently serves approximately 170 households per week. Transportation access remains a key consideration, as the Parker Building location

is not equally accessible to all residents. The Department is developing transportation guides to assist patrons and is exploring coordination with the Senior Center bus to provide rides. Ms. Bancroft also noted that the Department hopes to solicit feedback directly from pantry patrons regarding desired services and improvements. Plans for expansion include maintaining Tuesday hours while potentially adding a Saturday or evening option, as well as implementing appointment times or sign-ups to better manage flow. The Department is also considering offering additional support services on site, such as health screenings.

Stephanie Venizelos, Assistant Director, discussed the growing demand for food access services and ongoing collaboration with the Catholic Collaborative Food Pantry, the Community Fridge, and other community partners. She noted that changes at the federal level have affected SNAP recipients, particularly with new eligibility requirements. The SNAP CSA program continues year-round and is state-funded, allowing eligible residents to receive fresh produce from participating farms during both market season and winter months. The Department is also exploring the development of a mobile pantry or market to reach residents who may face transportation or other barriers. Ms. Bancroft addressed concerns about residents who are hesitant to leave their homes. The Food Pantry maintains a low barrier to entry; no one is turned away. The Department provides some deliveries and partners with mutual aid groups to ensure food reaches families who are uncomfortable accessing services in person.

### **Housing Stability**

Housing stability efforts are coordinated in partnership with Wayside Youth and Family Support Network, the Police Department, the Senior Center, the Veterans Services Officer, and School Resource Officers. Ms. Bancroft described ongoing discussions to identify service gaps, adjust to changing housing needs, and implement responsive programming. Housing stability will formally fall under the Human Services Department, though she emphasized that the scope of the work requires collaboration and cannot be undertaken by the Department alone. Plans include establishing a Housing Stability Advisory Group to bring together community stakeholders and service providers. The Department is also considering how to measure effectiveness and track outcomes to determine whether interventions are achieving intended results.

### **Mental Health and Substance Use**

Ms. Bancroft discussed Live Well Watertown programming, which provides residents with resources and skills-building opportunities, often hosted at the Library. She also referenced the Watertown Cares Network, which originated during the height of the opioid epidemic and continues to support substance use response efforts. Watertown has received opioid settlement funds, distributed in waves through 2030, with approximately \$250,000 currently available. Ms. Bancroft noted that many communities have not yet allocated their funds and emphasized the importance of sustainability when funding programs. Current efforts include harm reduction initiatives such as distributing Narcan

kits, providing training on Narcan use, and installing kits in City buildings. She reported that these measures have not encountered pushback.

**Resource Navigation and Community Collaboration**

The Department continues to strengthen referral pathways through 311 coordination, direct services meetings, Veterans Services, and ADA request processing. Collaboration remains central to the Department’s approach, including partnerships related to digital equity, transportation access, and community food drives. Ms. Bancroft concluded by reiterating that the Department’s work is ongoing and adaptive. While new initiatives are planned, much of the foundation is already in place. The Department’s focus remains on expanding access, improving coordination, and ensuring that services are responsive to community needs. The Committee received the presentation and looks forward to continued updates as these initiatives progress.

Members of the Committee expressed their appreciation to Ms. Bancroft and her staff for the presentation.

Councilor Bays made a motion to adjourn which was seconded by Councilor Izzo and was passed 3 – 0.

The meeting adjourned at 7pm.

**ELECTED OFFICIALS**

Anthony Palomba,  
Chair

Caroline Bays,  
Vice Chair

Emily Izzo,  
Secretary

# Watertown Human Services

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Watertown City Hall

149 Main Street

Watertown, MA 02472

[watertown-ma.gov/humanservices](http://watertown-ma.gov/humanservices)

617-600-1180



# OVERVIEW

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The Human Services Department oversees the development and operation of programs and wellness opportunities that promote health, sustainability, and connection for the Watertown community. The Department brings together City partners to address needs related to food, housing, mental health, and social services; and works collaboratively to ensure all residents can access resources and support.

# MEET THE TEAM

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## **Director of Human Services**

Jenna Bancroft, LICSW

## **Veterans Services Officer & ADA Coordinator**

Jay Terminiello

## **Watertown Food Pantry Coordinator**

Kathy Cunningham

## **Assistant Director of Human Services**

Stephanie Venizelos

## **Wellness Coordinator**

Domenica Puleo

## **Farmer's Market PT Assistant**

Open

# DEPARTMENT PRIORITIES

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- Food Access
- Housing Stability
- Mental Health & Substance Use
- Healthy & Connected Community
- Resource Navigation & Referral Pathways
- Collaboration with City Departments & Community Partners

# CURRENT PROGRAMS & COMMISSIONS

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- Watertown Food Pantry
- Live Well Watertown
- Watertown Farmer's Market
- Veterans Services
- Americans with Disabilities Act (ADA) Coordination
- Watertown Social Services Resource Program  
(contract with Wayside Youth & Family Support Network)
- Watertown Commission on Disability
- Watertown Human Rights Commission

# FOOD ACCESS

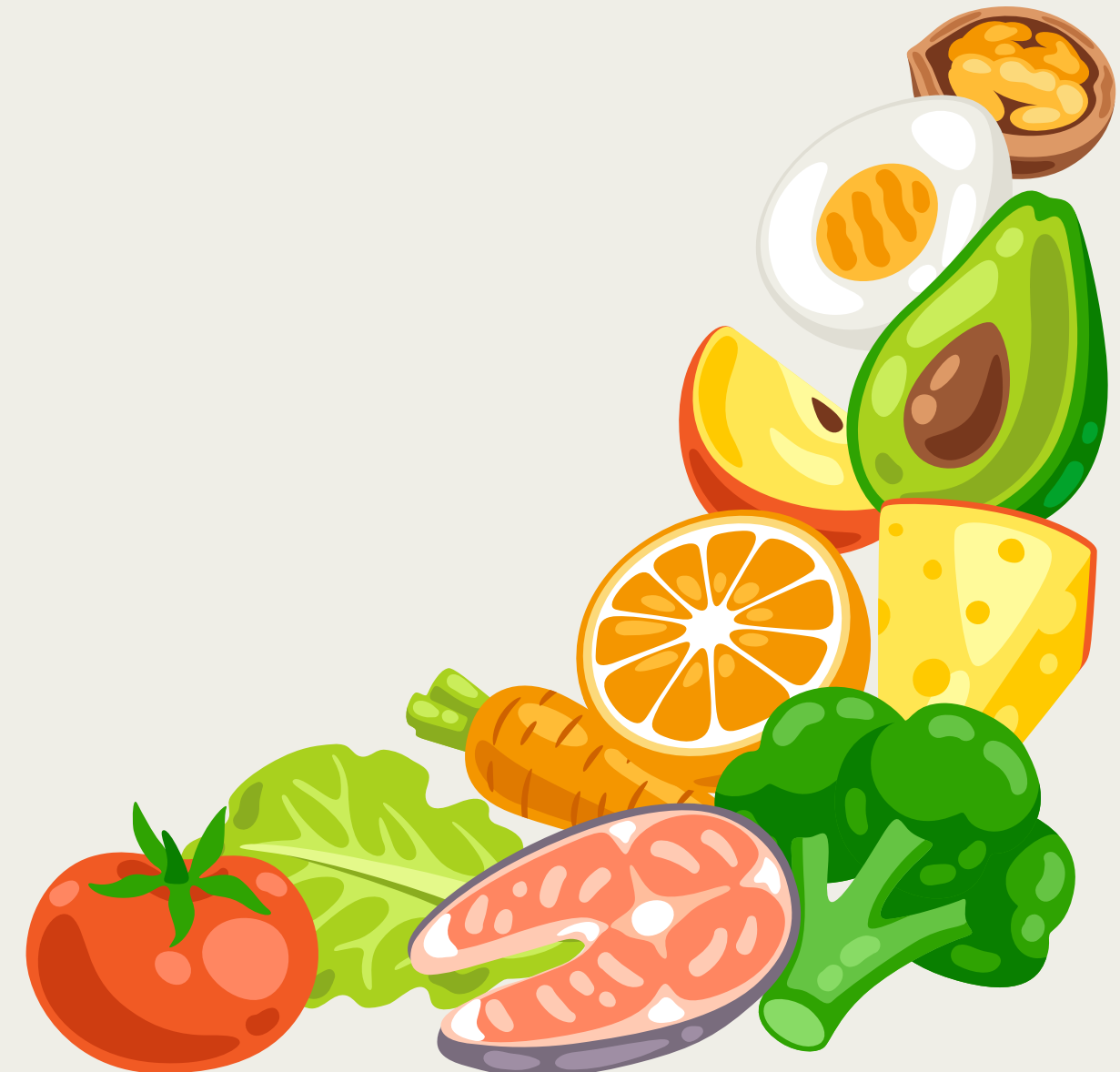
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## What we're doing:

- Watertown Food Pantry
- Watertown Farmer's Market Food Assistance
- SNAP CSA Program

## What we plan to do:

- Watertown Food Pantry
  - New Space
  - Additional Hours
  - Resource Collaborations
- Mobile Pantry/Market
- Winter Market
- Food Access Advisory Group



# HOUSING STABILITY

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## **What we're doing:**

Tenant/Landlord Resources

City Department Collaboration

Streamlining Services through Direct

Service Providers

## **What we plan to do:**

Housing Stability Program

- Resource Navigation
- Rent Assistance
- Tenant and Landlord Education
- Community Partnerships

Housing Stability Advisory Group



# MENTAL HEALTH & SUBSTANCE USE

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## **What we're doing:**

- Opioid Settlement Funds: Planning & Harm Reduction
- Live Well Watertown (Stress Less)
- Watertown Cares Network

## **What we plan to do:**

### Opioid Settlement Funds:

- Request for Information to fund existing providers and new programs for education/prevention, harm reduction, treatment, recovery
- Regional approach to recovery services

### Community Mental Health Programming

### Mental Health & Substance Use Advisory Group

# RESOURCE NAVIGATION & REFERRAL PATHWAYS

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## What we're doing:

Direct Services Meetings

311 Referral Pathway

Online Resources

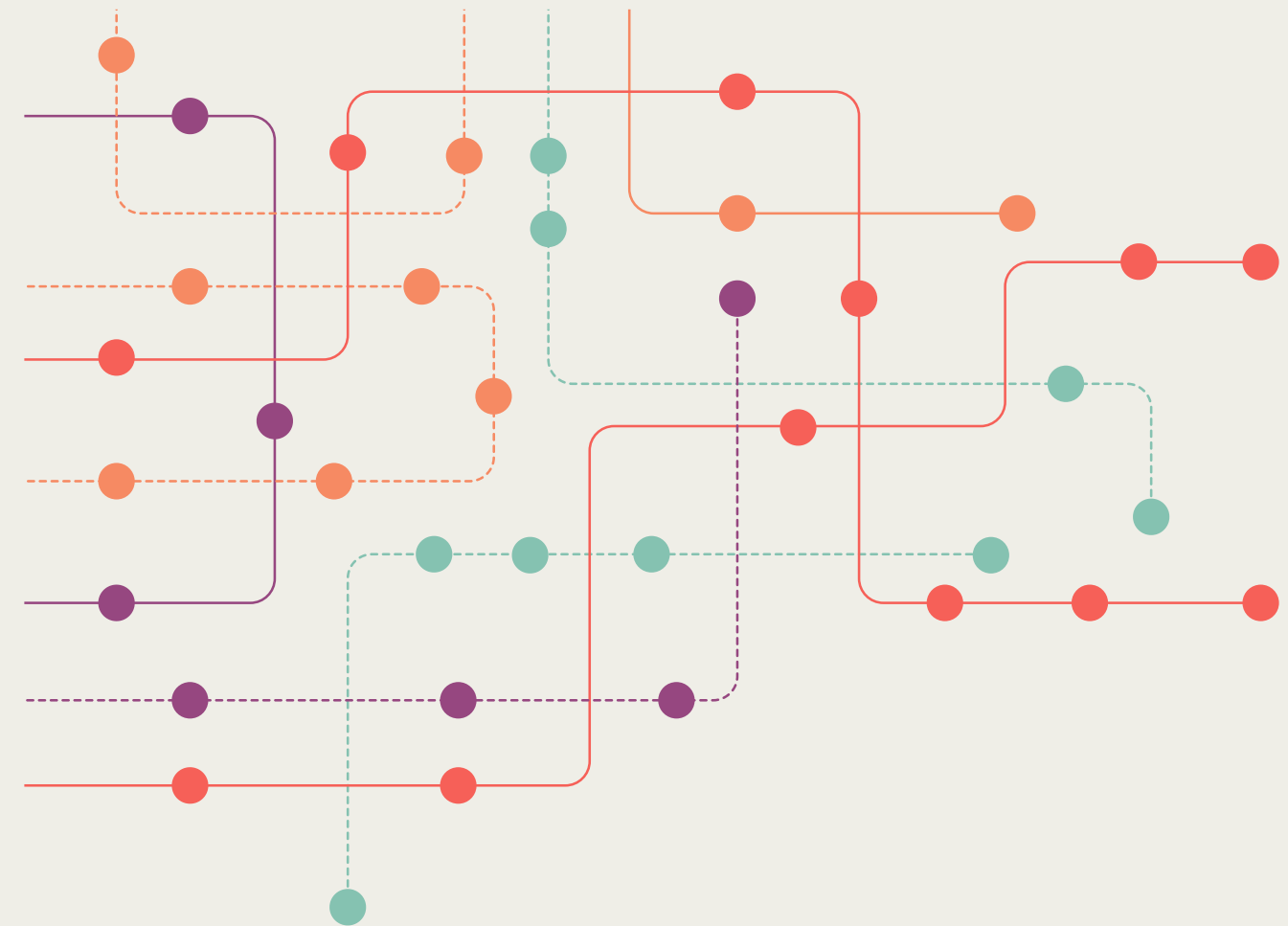
Veterans Services

Americans with Disabilities Act (ADA) Requests

## What we plan to do:

Resource Guide

Essential Needs Gift Cards (collaboration with  
Watertown Police Department & Recreation)



# HEALTHY & CONNECTED COMMUNITY

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## What we're doing:

Live Well Watertown

- Eat Well
- Move More
- Stress Less
- Connect with Community

Seasonal Farmer's Market

## What we plan to do:

New Community Connect Series

Volunteer Fair

Snow Shoveling Volunteer Expansion



# HUMAN SERVICES COLLABORATIONS

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## **What we're doing:**

Watertown Community Food Drive

Watertown Housing Authority Programs

Cradles to Crayons Partnership

Transportation Access

Digital Equity: Library, Senior Services, WHA, Wayside

## **What we plan to do:**

Human Services Quarterly Meeting

Advisory Groups: Housing Stability, Food Access, Mental Health &

Substance Use, Direct Services

# Thank you!

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Jenna Bancroft, LICSW

Director of Human Services

City of Watertown, MA

O: 617-600-1180 ext. 12118

C: 857-202-0176

[jbancroft@watertown-ma.gov](mailto:jbancroft@watertown-ma.gov)

Stephanie Venizelos

Assistant Director of Human Services

City of Watertown, MA

O: 617-972-6483 ext. 12184

C: 781-482-4511

[svenizelos@watertown-ma.gov](mailto:svenizelos@watertown-ma.gov)

**[Watertown-MA.gov/HumanServices](https://www.watertown-ma.gov/HumanServices)**



## **Committee on Climate and Energy**

### **Meeting Dates:**

**February 12, 2026**

**February 25, 2026**

The Committee convened on Thursday February 12, 2026 at 5:15 pm. Present were Tony Palomba, Chair; Caroline Bays, Vice Chair; and Theo Offei, Secretary. The purpose of the meeting was to conduct interviews for the Environment and Energy Efficiency Committee.

### **Laurel Schaider**

Dr. Laurel Schaider is a Senior Scientist in Environmental Chemistry and Engineering at Silent Spring Institute. She studies exposures to PFAS "forever chemicals" from drinking water, diet, and consumer products and how PFAS can affect human health. She works with communities to develop research studies and resources to address their concerns about chemical exposures. Dr. Schaider leads the Massachusetts PFAS and Your Health Study, part of the broader PFAS Multi-Site Study funded by the CDC in impacted communities across the US. She also leads the PFAS-REACH study and co-leads the Community Engagement Core for the University of Rhode Island STEEP Superfund Research Program. She has been interviewed by NPR, The Washington Post, and other major news outlets, and testified in front of a Senate subcommittee last December. Before joining Silent Spring Institute, she was a research associate at the Harvard T.H. Chan School of Public Health. Dr. Schaider earned her master's and PhD in Environmental Engineering at the University of California, Berkeley, and a bachelor's degree in Environmental Engineering Science from MIT.

She has an extensive background in policy engagement. Amongst those:

- Invited witness for U.S. Senate subcommittee hearing "Examining the Public Health Impacts of PFAS Exposures," December 2024.
- Wrote and contributed to technical written and/or oral comments to the U.S. Environmental Protection Agency, Agency for Toxic Substances and Disease Registry, Mass. Department of Environmental Protection, Mass. Department of Agricultural Resources, and legislative hearings in Massachusetts, Rhode Island, Maine, and California. Topics included PFAS health assessments, drinking water standards, PFAS in consumer products, and herbicide use on Cape Cod.
- Presented at legislative briefings at the Mass. State House and met with Senators and Representatives.
- Presented at the Maine PFAS Task Force, October 2019, and Massachusetts PFAS Interagency Task Force, July 2021.

Laurel hasn't worked at the local level before. She was inspired to get involved after federal funds for climate initiatives were defunded. She believes listening and taking initiative are essential to being a great team member.

### **Action Item**

Councilor Bays made a motion seconded by Councilor Offei to appoint Laurel Schaider to the Environment and Energy Efficiency Committee with a term expiring November 15, 2028. The motion passed 3-0.

*The meeting adjourned at 5.52 PM*

The Committee convened on Thursday February 25, 2026 at 6:03 pm. Present were Tony Palomba, Chair; Caroline Bays, Vice Chair; and Theo Offei, Secretary. The purpose of the meeting was to conduct interviews for the Environment and Energy Efficiency Committee.

### **Susan LaDue**

Ms. LaDue brings an extensive background in climate and energy work in Watertown. Amongst those: serving as a longstanding member of Watertown Faces Climate Change (WFCC), where she helped analyze the current state of energy use and climate issues and developed recommendations that directly informed the city's Climate and Energy Plan; gaining working knowledge of energy use and carbon emissions from buildings and transportation, the role of the urban tree canopy in carbon capture and cooling, and the financial and practical considerations of sustainable building through her WFCC involvement; engaging directly with developers on sustainable building practices for Watertown projects, working to understand their design and construction constraints rather than taking an adversarial approach; actively advocating for net zero energy construction during the planning, design, and construction of the Hosmer School, attending every School Building Committee meeting during that period and continuing to do so; and serving on the Town Personnel Board in Northborough, MA, where she completed a comprehensive compensation study and implemented changes to the non-union compensation structure in collaboration with the Town Manager, Board of Selectmen, and department heads.

Ms. LaDue emphasizes several strengths she would bring to the committee. Amongst those: a balanced, respectful approach to differing viewpoints, including constructive engagement with developers on energy-related issues; prior experience working within municipal governance structures across boards, committees, elected officials, and staff; and a clear understanding of the advisory nature of the committee and its relationship to the Climate and Energy Committee, city staff, and the City Council.

She has indicated eagerness to support the implementation of the Climate and Energy

Plan and to contribute productively to the committee's advisory role.

**Action Item**

Councilor Bays made a motion seconded by Councilor Offei to appoint Susan LaDue to the Environment and Energy Efficiency Committee with a term expiring November 15, 2028. The motion passed 3-0.

*The meeting adjourned at 6.23 PM*

**ELECTED OFFICIALS**

Anthony Palomba,  
Chair

Caroline Bays,  
Vice Chair

Theophilus Offei  
Secretary



**Watertown City Council  
Committee on Rules and Ordinances  
Tuesday, February 11, 2026  
Third Floor Conference Room  
5:30pm**

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

Also present: Doug Newton, City Council Municipal Policy Analyst; Kara Holmquist, Director of Advocacy, Massachusetts Society for the Prevention of Cruelty to Animals; Bethany Dezolt; Ann Cox. Also present by Zoom were City Manager George Proakis; and Alicia Clements, Pet Advocacy Network.

Call to Order. Committee Chair Gardner called the meeting to order at 7:00pm and introduced the other committee members present. The meeting agenda read as follows:

A. Confirm the Reappointment of John Labadini as member of the Licensing Board to a term expiring February 15, 2029; and

B. Review and Discuss Pet Shop Ordinance.

John Labadini informed the committee that he was delayed by work obligations and needed to reschedule his reappointment hearing to a later date.

The committee then took up the discussion of a draft ordinance (Attachment A) that would seek to prohibit the sale of dogs, cats and rabbits in Watertown. The Statement of Purpose listed in the draft ordinance reads as follows: “Puppies, kittens and rabbits deserve to be free from the abuse that is rampant in the commercial breeding mills. Such mills also mislead consumers, who sometimes watch their pet suffer from health challenges incurred as a result of abuse at a breeding mill. This chapter serves to protect animals as well as the public from the harms caused by puppy, kitten and rabbit mills.”

City Manager George Proakis was the first speaker. He introduced the need for the ordinance and addressed the issue of whether the ordinance is redundant as the City Zoning Ordinance does not presently allow for the siting of pet shops in Watertown. He stated that he initially thought that the zoning ordinance would encompass the banning of pet shops. He changed his mind, he said, as the zoning ordinance banned the locating of a pet shop in Watertown, but it would not ban the activity of selling pets in Watertown. He thought the general ordinance being considered by the committee would provide a more comprehensive ban than the present zoning ordinance as it would apply to prohibiting pet sales themselves, in addition to the locating of businesses that do so. When asked why the focus of the ordinance was limited to the sale of dogs, cats and rabbits, he explained that staff noted that “puppy mill” types of operations were more likely to sell those animals. He also noted that the City Council may choose as a policy matter to expand the scope of covered animals.

A question arose as to whether adopting the ordinance would impact on other types of animal regulations. Doug Newton stated that he had met with staff at the Health Department regarding the proposed ordinance and heard no concern that the ordinance would have such impact on present regulation on this field.

Ann Cox, a Watertown resident, spoke in support of the ordinance. She also advocated for expanding the scope of the ordinance so that it would ban the sale of “mammals,” which is a broader definition of animals beyond

those in the draft ordinance limiting the ban to sales of cats, dogs and rabbits.

Alicia Clements of the Pet Advocacy Network presented her organization's view opposing local pet shop bans.

Kara Holmquist, advocacy director for the Massachusetts Association for the Prevention of Cruelty to Animals, discussed the policy concept of banning pet shops. She stated that she had worked with 16 other municipalities to adopt similar pet shop bans. Other communities expand their bans beyond what is proposed for Watertown to include, for example, guinea pigs, and she recommended that Watertown expand the ban to include all mammals and birds. A committee discussion took place over whether to expand the present draft ordinance to include all mammals and birds. George Proakis expressed reluctance to broaden the scope of the ordinance, given the prior research and input by staff and the Animal Control Officer.

Councilor Gannon inquired whether the ordinance would apply to pet adoption events run by humane agencies or individuals who request reimbursement for medical issues pertaining to the adopted pet. Doug Newton and Kara Holmquist stated that such adoption events may continue.

**Action Item.** Councilor Feltner made a motion the draft ordinance be recommended to the City Council for a first reading. Councilor Gardner seconded the motion. The committee vote was 3-0.

Councilor Feltner made a motion to adjourn, which was seconded by Councilor Gannon. The committee vote was 3-0.

The meeting ended at 6:46pm.

Respectfully submitted,  
John Gannon, Secretary

#### **ELECTED OFFICIALS**

Nicole Gardner,  
Chair

Lisa J. Feltner  
Vice Chair

John G. Gannon,  
Secretary

**WHEREAS** most puppies, kittens, and rabbits sold in pet stores come from large-scale, commercial breeding facilities where the health and welfare of animals is disregarded in order to maximize profits; and,

**WHEREAS** documented abuses endemic to such facilities include over-breeding, inbreeding, minimal veterinary care, lack of adequate food, water, and shelter, lack of socialization, and lack of sanitation; and,

**WHEREAS** the prohibition of pet stores from selling dogs, cats, and rabbits is likely to decrease the demand for these animals that are bred in mills;

**NOW THEREFORE BE IT ORDAINED** by the City Council of Watertown that Title XI, Chapter 118 of the Watertown Code of Ordinances, is hereby enacted as follows:

**118.01 Statement of Purpose**

- A. Puppies, kittens, and rabbits deserve to be free from the abuse that is rampant in commercial breeding mills. Such mills also mislead consumers, who sometimes watch their pet suffer from health challenges incurred as a result of abuse at a breeding mill. This chapter serves to protect animals as well as the public from the harms caused by puppy, kitten, and rabbit mills.

**118.02 Definitions:**

- A. Animal Rescue Group: A not-for-profit organization having tax-exempt status under 501(c)3 of the United States Internal Revenue Code, and registered with the Massachusetts Department of Agricultural Resources, if required, whose mission and practice is, in whole or in significant part, the rescue and placement of animals into permanent homes. The term animal rescue group does not include any person that breeds dogs, cats, or rabbits or obtains dogs, cats, or rabbits for payment or compensation from a person who breeds or facilitates the sale of dogs, cats or rabbits that were obtained from such a breeder.
- B. Dog: Any member of the species *Canis familiaris*
- C. Cat: Any member of the species *Felis catus*
- D. Rabbit: Any member of the species *Oryctolagus cuniculus domesticus*
- E. Sell: To exchange for consideration, adopt out, barter, auction, trade, lease, or otherwise transfer.
- F. Offer for sale: To advertise or otherwise proffer a dog, cat, or rabbit for acceptance by another person
- G. Person: An individual, corporation, partnership, association, or any other legal entity
- H. Pet shop: Any place where birds, mammals, or reptiles are kept for the purpose of sale at either wholesale or retail, import, export, barter, exchange, or gift

- I. Public Animal Control Agency or Shelter: A facility operated by the City of Watertown or any other municipal, state, or federal agency for the purpose of impounding seized, stray, homeless, abandoned, unwanted, or surrendered animals, or a facility operated for the same purposes under a written contract with the City or any other municipal, state, or federal government.

**118.03 Prohibition of the Sale of Dogs, Cats, and Rabbits**

- A. It shall be prohibited for any pet shop to sell or offer for sale a dog, cat, or rabbit
- B. A pet shop may provide space for the display of dogs, cats, or rabbits for adoption only if:
  - 1. Such animals are displayed and made available for adoption by either: a public animal control agency or shelter or an animal rescue group, as defined in Section 118.02 above
  - 2. Each pet shop shall maintain records sufficient to document the source of each dog, cat, or rabbit the pet shop displays, for at least one year following the date of acquisition. Such records shall be made available immediately upon request to any animal control officer or any duly appointed officer or representative of the city
- C. No person shall sell, exchange, trade, barter, lease, or display for a commercial purpose any dog, cat, or rabbit on or in any street, public grounds, commercial or retail parking lot, flea market, or other market, regardless of whether such access is authorized by the property owner, except for a dog, cat, or rabbit displayed:
  - 1. By a public animal control agency or shelter, or animal rescue group, as defined in Section 118.02 ; or
  - 2. As part of a state or county fair exhibition, 4-H program, or similar exhibition or educational programs

**118.04 Enforcement**

- A. The provisions of this chapter may be enforced by the Director of Public Health or his or her designee. The provisions of this chapter may also be enforced by the Chief of Police or his or her designee.

**118.05 Penalty**

- A. Any pet shop or person who violates any provision of this chapter shall be fined as follows, with each day on which a violation exists constituting a separate offense:
  - 1. \$100 for the first offense
  - 2. \$200 for the second offense
  - 3. \$300 for the third offense and each subsequent offense

- B. In addition to any other remedy provided by law, this Chapter may be enforced by animal control officers or police officers through any means available through law and equity, including but not limited to noncriminal disposition in accordance with G.L. c. 40, § 21D or seizure of animals.
- 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.

# ADDRESSING MYTHS AGAINST LICENSED PET SHOPS & PROFESSIONAL BREEDERS

- ✘ Banning pet sales stops “puppy mills” (irresponsible breeders).**

This is false for two reasons. First, breeders who provide puppies to pet stores must have a federal license and be inspected by the USDA (and typically need a state license, as well). Second, the lobbying group behind pet sale bans has admitted the number of puppy mills has not dropped between 2007 and 2025.

✓
- ✘ Banning pet sales worsen shelter overcrowding.**

Shelter overcrowding is driven by stray animals, owner surrenders due to housing or economic pressures, imports from out-of-state, not by regulated retail sales.

✓
- ✘ Banning retail sales of pets helps local animal shelters.**

California banned retail cat and dog sales in 2019. Yet since then, animal shelters up and down the state have still been at capacity. In 2025, local news reported, “Yet another overcrowding crisis looming over LA animal shelters.” Meanwhile, local news in the Bay Area reported, “San Francisco animal shelter overloaded again with dogs.”

✓
- ✘ Banning retail sales of pets improves animal welfare.**

When prospective pet owners can’t get the pet they want from a licensed local business, many will look on the Internet, where scams are rife. The Better Business Bureau has a database of pet scams that people report. Data show there was a 300% increase in reported scams in California after the state passed a ban on pet stores selling dogs and cats.

✓
- ✘ “Adopt, don’t shop” is the only ethical choice.**

Adoption is a great option, but it is not appropriate or feasible for everyone. Shelters cannot reliably provide specific breeds or animals suitable for families with children, seniors, or individuals with allergies. Ethical pet ownership includes responsible adoption and responsible breeding.

✓
- ✘ Dogs in shelters can replace dogs in pet stores.**

While many shelter animals are wonderful companions, many shelters have higher proportions of dogs with behavioral, medical, or placement challenges. This reality underscores why a one-size-fits-all mandate (eliminating consumer choice) does not serve animals, families, or communities.

✓
- ✘ Pet stores don’t need to sell pets.**

Pet sale bans have caused pet stores to close in California, New York, and other jurisdictions that have passed these laws. Advocates of these laws falsely claim that pet stores can stay in business without selling pets. This is untrue. Without the revenue and foot traffic from animals, many pet stores, especially independent, family-owned businesses, can’t survive. The activists saying otherwise have never run a pet store.

✓
- ✘ Licensed professional breeders are all “puppy mills.”**

Anti-pet store activists often pretend that any licensed, professional breeder is a “puppy mill” simply because they produce animals for pet stores. In reality, “puppy mills” are irresponsible breeders who do not provide for proper animal welfare.

✓
- ✘ Transporting animals to pet stores is inherently inhumane.**

Animals transported to licensed pet stores must meet strict federal and state standards to ensure their welfare. By contrast, animals purchased online are often shipped illegally, without oversight, veterinary records, or enforceable standards. Many animal rescue transports are shipped in this way, too.

✓
- ✘ Pet stores sell animals from “puppy mills.”**

Licensed pet stores source animals from federally regulated breeders that are subject to USDA inspections and enforcement. These breeders are often subject to state inspection and enforcement, as well. “Puppy mills” operate outside of regulations, often selling directly online or through classified ads — precisely the channels that expand when retail bans are enacted.

✓
- ✘ Fewer puppies are being bred in 2025 than 2020.**

This is cherry-picking. There was a boom in dog sales in 2020 during the pandemic. The fact that fewer dogs are being bred at licensed breeders is simply evidence that people aren’t buying as many dogs as they were during the initial stages of the pandemic, when people had to stay at home—which drove many to get a new pet.

✓

February 24, 2026

RE: Proposed ordinance on prohibiting the retail sale of mammals

Dear President Sideris and members of the Watertown City Council,

As the advocacy voice of the responsible pet care community, the [Pet Advocacy Network](#) represents the interests and expertise of retailers, companion animal suppliers, manufacturers, distributors, pet owners, and others involved in the many aspects of pet care across the United States. Our association promotes animal well-being and responsible pet ownership, fosters environmental stewardship, and ensures healthy pets' availability through our local, state, and federal work. In addition, we routinely advocate for legislative and regulatory proposals to protect the health, safety, and availability of companion animals.

**On behalf of the responsible pet care community, we ask that you vote NO on an ordinance which would prohibit retail pet stores from selling mammals.**

Proposed pet sale bans, like this one, remove consumer protection provided by pet stores. Retail pet stores are the most licensed, regulated, and inspected place where a family can seek out a pet companion.

Pet stores and the licensed, responsible breeders they work with are a highly regulated, best-in-class source of pets that have been raised under federal and state care standards and are inspected regularly, provided veterinary exams, and keep detailed records of the condition and care of their animals:

- The U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) established and enforces humane care standards under the federal government's Animal Welfare Act that regulate the transportation, purchase, sale, housing, care, handling, and treatment of animals for use as pets.
- Breeders with five or more breeding females not USDA-licensed, are prohibited from selling to pet stores.
- USDA-licensed breeders are routinely inspected to ensure they follow humane standards for veterinary care, shelter, food, and clean water.
- State laws regarding animal care and warranties also regulate pet stores. They must keep records related to health, veterinary care, and the source of the animals they sell.

While well-intentioned, retail pet sale bans will not stop bad breeders who are unregulated, unlicensed, and are not held accountable to any animal care standards. Retail pet sale bans often result in inconsistent standards of care and remove existing consumer protections specifically designed to protect against pet seller fraud and abuse. This ordinance does nothing to address the problem of substandard breeding practices.

While pet sale bans like this are often touted as the only way put an end to “puppy mills,” four percent of pets purchased across the country each year come from pet shops, and removing access to highly regulated pet stores not only undermines responsible choice, but it also increases the likelihood that someone ends up inadvertently contributing to puppy mills. Since 2008, the Humane Society of the United States (HSUS) has estimated that there are over 10,000 “puppy mills” – and yet, after years of claiming policies just like this proposed ordinance are the best way to crack down on bad actors, HSUS still estimates that there are over 10,000 “puppy mills” – which can only lead to the conclusion that despite claims that these bills are the best way forward, they have done nothing to achieve to shut down the bad actors but rather, have created environments that allow these bad actors not only to continue to exist, but to extend their reach.

In California, which passed a statewide ban on the sale of several species of pets, the unregulated, underground puppy market has since flourished. A 2024 *Los Angeles Times* investigation revealed that thousands of illegally sold puppies, often purchased online, at rest stops or from those claiming to be local “hobby breeders,” come from breeders that well-regulated pet stores do not, and cannot legally work with. These puppies are coming from breeders with animal welfare violations including severe neglect, overcrowding, and poor veterinary care. In one instance, puppies infected with parvovirus were knowingly transported without treatment, endangering both the puppies and their eventual owners.<sup>1</sup>

Veterinarians in California, citing the statewide ban, saw increase in consumers purchasing sick dogs from unregulated sources shortly after the state banned the sale of dogs, cats, and rabbits at pet stores, and without the consumer protection that came with purchasing a pet from a regulated pet store, families were left paying enormous veterinary bills, and in some cases, families never received the dog they paid for.<sup>2</sup>

Without pet stores to personally interact with and select their new pet, families may turn to these unregulated online sources, where they could fall victim to the “puppy scams” that have surged in recent years—tricked into sending unrecoverable money for a nonexistent dog.

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<sup>1</sup> <https://www.latimes.com/california/story/2024-09-12/puppy-mill-pipeline>

<sup>2</sup> Puppy dies four hours after SD family buys it, Vets say new law may be part of the problem, <https://www.10news.com/news/team-10/puppy-dies-four-hours-after-sd-family-buys-it-vets-say-new-law-may-be-part-of-the-problem>

While there are reputable and responsible online sellers, the Better Business Bureau has stated that fake online puppy sellers and puppy scams have dramatically increased by 39 percent since 2017, and up to 80 percent of sponsored online ads for puppies may be fake.<sup>3</sup> Victims of these puppy scams often have no legal recourse because they purchased from a source without regulatory oversight and without a purchase warranty to protect them.

We have also started seeing the consequences of the ban passed in New York, just ten months after it went into effect. A Queens resident was [recently discovered](#) importing dogs from overseas and operating as a pet store out of her home. And another dealer in Manhattan was [caught selling](#) puppies out of the trunk of his car. This is the real-world consequence of legislation like this. It doesn't reduce demand. It just pushes it underground.

We have worked with state legislatures and municipalities across the country who have rejected extreme bans like this one in favor of increasing oversight and regulation, and we would welcome the opportunity to work with the city in raising the bar to ensure proper animal sourcing that protects dogs and cats.

**The best way to put the bad actors out of business is to evaluate, improve and increase the enforcement of existing animal care laws. We ask that you vote NO on this ordinance in favor of working together** to find ways to meaningfully address bad actors while protecting animals, consumers, and the local small businesses here in Watertown.

Thank you for your consideration,

Alisa Clements  
Director of Government Affairs

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<sup>3</sup> <https://www.bbb.org/all/scamstudies/puppy-scams/puppy-scams-full-study>

Dear Members of the Rules & Ordinance Committee,

I am a Watertown resident and am writing in support of the proposed Humane Pet Shop Ordinance, which would prohibit the retail sale of dogs, cats, and other mammals and birds in local pet shops in Watertown.

I support this commonsense ordinance because pet shops are a primary sales outlet for puppy mills and other commercially raised animals, and these for-profit companies hide the cruelty behind their operations from unsuspecting consumers. State and federal records have linked puppies imported by Massachusetts pet shops from Midwest puppy mill breeders and brokers, and they have linked puppies sold in MA to some of the worst breeders[i]. Undercover investigations have also documented horrendous cruelty and terrible housing conditions at small animal and bird[ii] breeding facilities too.

By prohibiting the retail sale of animals, this ordinance instead supports local animals by allowing pet shops to partner with shelters and rescues to hold adoption events at their shops, saving animals' lives and driving more consumers into their shops to buy all the supplies a new pet needs. This ordinance also doesn't impact local breeders or kennels, as people can still purchase animals from responsible breeders selling directly to consumers.

This measure is similar to those passed in 16 other MA municipalities that include: Arlington, Attleboro, Beverly, Boston, Brookline, Cambridge, Holliston, Lenox, Lexington, Marshfield, North Adams, North Andover, Pittsfield, Plymouth, Springfield, and Stoneham.

Many of these MA municipalities have passed these measures proactively to avoid having shops move in, even if they don't have any currently. For example, after New York passed a similar state law, some pet shops moved to other states like Connecticut, so new pet shops that sell animals are a real threat. With the large number of new commercial buildings in Watertown, many with retail space, there's potential for a new pet store to set up shop here. This ordinance allows us to take a humane stance to avoid that outcome.

Overall, this ordinance protects both animals and Watertown residents from unknowingly supporting the cruel mass breeding of animals for pet shops.

Thank you for your time and consideration,

Melanie Lary

*10 Green St.*

*Watertown, MA 02472*

Dear Councilors

I'm writing to express my support for the proposed ordinance regarding pet sale standards in our city should we have any current or future businesses looking to sell pets here. It's important to me that we value creativity & the freedom to build businesses that support our local economy, and residents, while also ensuring the health & safety of those businesses and residents. So, as with many areas of business, some regulation is in order.

By establishing the standard that all pet sellers source animals only from ethical breeding operations we prioritize healthy, safe, stable animals & we set everyone up for success

Adopting these standards locally is a practical way to:

- **Protect residents from Scams:** removing barriers for residents who want or need to purchase an animal it offers and maintains a transparent environment in which they will not fall victim to unethical breeders or online scams where people are often sold unhealthy, unstable or non-existent animals.
- **Support Long-Term Stability:** Ethical breeding ensures pets are healthy and behaviorally stable, reducing the risk of premature death, financial strain for residents & potential physical harm caused by an unhealthy or unstable animal.
- **Protect the rescue & public-resourced shelter system:** ethical breeders require any of 'their' animals to be returned to them if the purchaser is unable to keep them for any reason.
- **Protect businesses:** pet retailers can also be scammed-we would not want to see that for businesses that choose to operate in our city

I have not seen the proposed language, but here's a thought if it is not already included-

To support any local entrepreneurs who might apply to start a business, I'd consider language or references/footnotes (not sure how things are drafted) that includes reference to our Health Department & Animal Control Officer as sources of education on how to determine if someone they want to do business with is an ethical breeder or source as ethical breeders

I urge you to vote in favor of this ordinance.

Thank you for considering my input and for your service to Watertown.

Sincerely,

Devan Scott

472 Mt. Auburn St



# 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

## Committee of the Budget and Fiscal Oversight Meetings of February 4, February 11 and March 2, 2026 Report: March 10, 2026

The purpose of these meetings was to:

- Review the List of Referrals to the Committee
- Review Watertown’s FY2027-FY2031 Capital Improvement Program (CIP) dated January 27, 2026 as submitted by the City Manager to the City Council, and to make conceptual recommendations to the City Council.

The Committee convened on Wednesday, February 4 at 6:00 pm in the Phillip Pane Lower Hearing Room, as a hybrid meeting with remote participation by Zoom. Present were Vincent Piccirilli, Chair; Emily Izzo, Vice Chair and Caroline Bays, Secretary. Staff present were City Manager George Proakis, City Auditor Megan Langan, and Council Analyst Doug Newton. Also present by Zoom were Councilors Anthony Palomba and Lisa Feltner.

### Review the List of Referrals

The Committee revived the list of referrals and decided the following:

- Status of ARPA Grant Funding: completed, remove
- Real Estate Transfer Tax: ongoing, pending action from MA legislature
- Affordable Housing Property Tax Exemption: ongoing
- Optional COLA for FY26 Exemptions: ongoing

### FY2027-FY2031 Capital Improvement Program

Mr. Proakis began with an overview of the Fiscal Year 2027-2031 Capital Improvement Program memo (see <https://portal.laserfiche.com/Portal/DocView.aspx?id=135526&repo=r-5ece5628> ) with the following key points:

1) Unknowns: There are several unknowns which could affect projections in the budget. These include the following: a) whether the biotech industry continues to soften or rebounds, b) uncertainty about how policies at the federal level will affect costs (i.e. tariffs and grants) and c) and whether the state legislature passes the Watertown home rule petition to allow the city to change the shift between businesses and homeowners.

2) Priority Projects: The manager reviewed the five priority projects identified by Council including: the Senior Center/Recreation Center, the East End Fire Station, the DPW Staging Area, the Watertown Square Implementation Plan, and building a new Middle School. The first three cannot proceed until we find locations. The Watertown Square plan is in the planning phase and we are determining the price of a new Middle School.

3) Retirement and OPEB: We will maintain our fully funded pension, and, while we reduced the amounts we are paying per year to cover our OPEB liability, we are still on schedule to meet our 2031 goal to fully fund our OPEB debt.

4) Buildings: The CIP includes money to upgrade city buildings including the Parker Building, City Hall, and the Library. In addition, the Philips School is now listed as a city building instead of a school since it is used by the city as well as the school.

5) Community Development and Open Space: We are on schedule with Parks projects and we will be seeking CPA funds for the Walker Pond project and the Commander's Mansion. The status of all park projects reviewed can be found on Appendix A/page 14.

6) Streets: The status of all current and prior year Street projects were reviewed and the city is catching up on the back log of projects, as described in Appendix B/page 15.

The Committee reviewed all departments, except Schools and DPW, which will be discussed at the next meeting.

Because of difficulties with scheduling meetings, the Committee agreed to ask the City Council for an extension. Councilor Bays made a motion, seconded by Councilor Izzo, to ask the City Council to move the presentation of recommendations on the FY27-31 CIP from February 24 to March 10. Voted 3-0.

The meeting adjourned at 7:52 pm.

The Committee reconvened on Wednesday, February 11, at 5:00 pm in the Phillip Pane Lower Hearing Room, as a hybrid meeting with remote participation by Zoom. Present were Vincent Piccirilli, Chair; Emily Izzo, Vice Chair and Caroline Bays, Secretary. Staff present were City Manager George Proakis, City Auditor Megan Langan, Director of Public Works Thomas Brady, Deputy Director of Public Works John Zaccardi, and Council Analyst Doug Newton. Joining at 6:00 pm were Superintendent of Schools Deanne Galdston and Director of Public Buildings Denise Maroney. Also present by Zoom was Councilor Anthony Palomba, and DPW Director of Administration & Finance Michael Albano.

Ms. Langan distributed FY27-FY31 Water & Sewer Enterprise Fund CIP worksheet (Attachment A) and FY27-FY31 Water & Sewer Enterprise Fund Actual & Projected Debt worksheet (Attachment B).

The Department of Public Works went first, with Mr. Brady presenting the DPW CIP items. Highlights included the possibility of expanding and improving the Parker Building parking lot, the purchase of a number of electric utility vehicles, and an update on the effort to catch up on the backlog of streets we are reconstructing with an updated Appendix B/page 15 (see attachment C).

1) Streets and Sidewalks - Councilor Feltner had raised concerns about a long stretch of non-ADA compliant sidewalk on Arsenal St that the Commission on Disability had concerns with. The Committee asked the DPW to investigate the issue and send a memo with options to address the problem.

2) Water and Sewer - The remaining ARPA funds will be used to fix the few remaining lead gooseneck pipes and lead services to homes. The Committee asked the DPW send a memo on the work remaining and estimated completion.

The School Department went next with Dr. Galdston reviewing their CIP requests, with key issues:

- 1) There have been a few unanticipated issues with the new buildings which they are working to address. For example solar panels have been damaged by errant baseballs and require protective netting at Hosmer. They also need boosters for their cell phones so they can be used inside the buildings.
- 2) They are working on network upgrades throughout the schools which are already funded.
- 3) The School Building Committee is still reviewing costs for a new Middle School and will have updated numbers in May.
- 4) In FY27 there is a total of \$1,257,000 in requested school projects TBD that cannot be funded at this time due to the proposed Middle School project, and will need to be deferred to future years, or funded by the School Department if they have unexpended funds at the end of the year.

This completed the review of all CIP projects. Councilor Piccirilli announced that he will work with Mr. Newton to tabulate recommendations for the Committee to review and vote on the at our next meeting.

The meeting adjourned at 6:39 pm.

The Committee reconvened on March 2 at 6:00 pm in the Phillip Pane Lower Hearing Room, as a hybrid meeting with remote participation by Zoom. Present were Vincent Piccirilli, Chair; Emily Izzo, Vice Chair and Caroline Bays, Secretary. Staff present were City Manager George Proakis, City Auditor Megan Langan, Management and Grants specialist Mark Lang, and Council Analyst Doug Newton. Also present by Zoom was resident Linda Scott.

Ms. Langan distributed updated FY27-FY31 General Fund CIP Actual & Projected Debt worksheet (Attachment D) and FY27-FY31 General Fund CIP Cost Analysis worksheet (Attachment E) with minor updates per our prior discussions.

Mr. Piccirilli distributed a draft of recommendations to the Committee which included all prior discussions. The Committee reviewed and revised them and agreed on the final wording as follows:

1. Re-confirm the prior recommendation to proceed with the FY23 \$400,000 proposed loan order for Information Technology, consisting of:
  - a) Infrastructure Improvements @ 300,000
  - b) Permitting and Transparency Dashboards @ 100,000

Also cancel the prior recommendation to proceed with FY23 proposed loan order for Information Technology, for Document Scanning @\$100,000

2. Re-confirm the prior recommendation to proceed with the FY24 \$288,432 proposed loan orders for Information Technology, consisting of:
  - a) Infrastructure Improvements @ 138,432
  - b) Permitting and Transparency Dashboards @ 150,000

Also cancel the prior recommendation to proceed with the FY24 proposed loan orders for information technology, consisting of:

- Document Scanning @ 200,000
- MUNIS System Enhancements @ 150,000
- Parker Annex Technology @ 500,000

3. Re-confirm the prior recommendation to proceed with the FY24 \$190,000 proposed loan orders for the Fire Department, consisting of:
  - a) Main Station Interior Repairs @ 100,000
  - b) Main Station Emergency Generator Replacement @ 90,000
4. Re-confirm the prior recommendation to proceed with the FY24 \$2,100,000 proposed loan order for connector roads/longer street projects, in accordance with the Public Works Committee report approved by the City Council on December 13, 2022 for reconstruction of Forest and Springfield Streets in summer 2026 to 2028.
5. Re-confirm the prior recommendation to proceed with the FY25 \$350,000 proposed loan order for Information Technology, consisting of:
  - a) Infrastructure Improvements @ 200,000
  - b) Permitting and Transparency Dashboards @ 150,000

Also cancel the prior recommendation to proceed with the FY25 proposed loan order for Information Technology, consisting of:

- Document Scanning @ 200,000
- MUNIS Financial System Enhancements @ 100,000
- Parker Annex Technology @ 200,000
- Digital Equity and Broadband @ 250,000

6. Cancel the prior recommendation to proceed with the FY25 \$693,000 proposed loan order for the Police Department, consisting of:
  - a) Replace Training Simulator Computer System @ 93,000
  - b) Firing Range HVAC Upgrade @ 600,000
7. Re-confirm the prior recommendation to proceed with the FY25 \$650,000 proposed loan order for the Public Buildings Department for the roof replace/solar & Solar Canopy at the DPW parking lot.
8. Re-confirm the prior recommendation to proceed with the School Department's FY25 \$95,000 proposed loan order for District security systems enhancements.
9. Re-confirm the prior recommendation to proceed with the FY25 \$40,000 proposed loan order or transfer of funds for the Skating Rink Enclosure Soffits/outside walls.
10. Re-confirm the prior recommendation to proceed with the FY25 \$500,000 proposed loan order for Mt Auburn Street Non-participatory funds.

11. Confirm the prior recommendation to proceed with the FY26 \$300,000 proposed loan order for Administration Building Additional Roof/Masonry.
12. Confirm the prior recommendation to proceed with the FY26 \$550,000 proposed loan order for Information Technology, consisting of:
  - a) Infrastructure Improvements @ 200,000
  - b) Permitting and Transparency Dashboards @ 150,000
  - c) Document Scanning @ 200,000
13. Confirm the prior recommendation to proceed with the FY26 \$747,000 proposed loan orders for the Fire Department, consisting of:
  - a) East End Fire Station HVAC/Plumbing @ 126,000
  - b) East End Fire Station Painting-Carpet-Lighting @ 121,000
  - c) Firefighter Protective Outer Gear @ 500,000
14. Confirm the prior recommendation to proceed with the FY26 \$440,000 proposed loan orders for the Public Buildings Department, consisting of:
  - a) Inventory Equipment @ 150,000
  - b) Add EV Stations @ 90,000
  - c) DPW Garage Fan & Doors @ 200,000
15. Confirm the prior recommendation to proceed with the School Department's FY26 \$317,000 proposed loan order for School Improvements for consisting of:
  - a) Phillips School Masonry Repairs @ 222,000
  - b) District security systems enhancements @ 95,000
16. Proceed with the proposed loan orders for local road construction projects, in accordance with the Public Works Committee Report approved by the City Council on December 9, 2025, as follows:
  - a) The FY26 \$2,875,000 proposed loan order for local road construction in the summer 2027 for Cottage St and other roads.
  - b) The FY26 \$2,300,000 proposed loan order for connector roads/longer street projects for reconstruction of Forest and Springfield Streets in summer 2026 to 2028.
17. Confirm the prior recommendation to proceed with the FY26 \$1,100,000 Streets & Sidewalk proposed loan orders:
  - a) Underground Ducts for Utilities for \$300,000
  - b) Ornamental Street Lighting for \$300,000
  - c) Mt Auburn Street Non-participatory funds for \$500,000
18. Proceed with the FY27 \$2,441,000 City Buildings proposed loan orders:
  - a) \$641,000 for Parker Building ADA/Code Update Requirements
  - b) \$1,450,000 for Parker Building Roof Design/Replacement
  - c) \$100,000 for Phillips Building Roof Repairs/Replacement
  - d) \$250,000 for General ADA Upgrades per KMA Audit

19. Proceed with the FY27 \$800,000 Open Space Improvements proposed loan orders:
  - a) \$675,000 for Sullivan Park construction
  - b) \$125,000 for Victory Field Phase III- Field House & Elevator Design
20. Proceed with the FY27 \$450,000 Information Technology proposed loan order:
  - a) \$200,000 for Document Scanning
  - b) \$250,000 for Cybersecurity Enhancements
21. Proceed with the FY27 \$1,425,000 Fire Department proposed loan orders:
  - a) \$1,250,000 for Engine Truck replacement, 2013 Engine 3
  - b) \$175,000 for Replacement of 2 Cardiac Monitors
22. Proceed with the FY27 \$170,200 Police Department proposed loan order for Mobile Data Terminal System Replacement
23. Proceed with the FY27 \$230,000 Public Building Department proposed loan orders:
  - a) \$60,000 for Vehicles & Snow Equipment
  - b) \$100,000 for EV Stations
  - c) \$70,000 for DPW Garage MAU Replacement Design
24. Proceed with the FY27 \$160,000 Senior Center proposed loan order for the senior center shuttle bus.
25. Proceed with the FY27 \$1,600,000 Department of Public Works proposed loan order for Vehicle Replacements:
  - a) \$100,000 for Animal Control Vehicle #120
  - b) \$95,000 for Fleet Pick-up Truck #C5
  - c) \$335,000 for Heavy Duty Dump Truck #40
  - d) \$675,000 for Electric Street Sweeper #21
  - e) \$130,000 for Cemetery Dump Truck #70
  - f) \$95,000 for Cemetery Utility Vehicle #C7
  - g) \$170,000 for Parks & Forestry 4x4 Landscape Dump Truck #78
26. Proceed with the FY27 \$1,400,000 Department of Public Works proposed loan orders for Improvements:
  - a) \$400,000 for City Hall Parking Lot Repairs & ADA Improvements
  - b) \$100,000 for Parker Building Parking Lot Expansion
  - c) \$100,000 for Adaptive Traffic Management
  - d) \$300,000 for Ornamental Street Lighting
  - e) \$500,000 Mt Auburn Street Non-participatory funds
27. Refer to the Public Works Committee, for policy guidance, in accordance with Resolution 2013-76 *Watertown's Ongoing Capital Project Budget Guidelines*, the FY27 \$3,000,000 proposed loan order for local road construction projects (highway & sidewalk) in the summer of 2027.

28. Proceed with the FY27 \$2,400,000 proposed loan order for connector roads/longer street projects for reconstruction of Riverside Street in summer 2027, in accordance with the Public Works Committee Report approved by the City Council on December 9, 2025.
29. Proceed with the School Department's FY27 capital appropriation request for projects as shown in the CIP as follows:
  - \$230,000 for various items to be funded with tax revenues, consisting of:
    - i. \$75,000 Cunniff Retro-commissioning Study/Repairs (years 6-7)
    - ii. \$30,000 District update food service equipment
    - iii. \$125,000 District interior painting
  - A FY27 proposed loan order for \$95,000 for District security systems enhancements.
30. Revise the prior recommendation for the Watertown Middle School new building project, which is proposed using the most recent cost estimate of \$112,239,426, a figure which does not include potential savings from purchasing the modulars at Moxley Field: Continue with the design contract to produce bid documents by the end of 2026 to obtain an actual cost, with periodic cost estimates to be presented to the City Council, and keep the proposed FY27 loan order of \$10,000,000 as a placeholder until the City Council reaches a decision to fund the project and proceed with construction.

### **Water/Sewer Enterprise Fund CIP**

31. Re-confirm the prior recommendation to proceed with the FY19 proposed Sewer Enterprise Fund loan order for \$394,000 for a Heavy-duty Crane.
32. Confirm the FY26 Water & Sewer Enterprise Funds proposed MWRA loan orders:
  - a) Sewer Inflow & Infiltration Local Financial Assistance Program (I&I) for \$1,320,000 consisting of a \$990,000 grant and a \$330,000 interest-free loan.
  - b) Local Water System Assistance Program (LWSAP) \$500,000 interest-free loan to replace outdated unlined cast iron water mains.
  - c) Lead Loan Program (LLP) \$300,000 interest-free loan to replace lead service lines.
33. Proceed with the FY27 Water & Sewer Enterprise Funds proposed MWRA loan orders:
  - a) Sewer Inflow & Infiltration Local Financial Assistance Program (I&I) for \$1,320,000 consisting of a \$990,000 grant and a \$330,000 interest-free loan.
  - b) Sewer Inflow & Infiltration Local Financial Assistance Program (I&I) one-time interest-free loan for \$1,290,000.
  - c) Local Water System Assistance Program (LWSAP) \$500,000 interest-free loan to replace outdated unlined cast iron water mains.
  - d) Lead Loan Program (LLP) \$300,000 interest-free loan to replace lead service lines.
34. Proceed with the FY27 Sewer Enterprise Fund proposed loan order for \$780,000 for Sewer system improvements.
35. Proceed with the FY27 Sewer Enterprise Fund proposed loan order for \$100,000 for Sewer Siphon Rehabilitation Design & Construction.

36. Proceed with the FY27 Water Enterprise Fund proposed loan order for \$255,000 for Hook Lift (vehicle #59).

Next, the Committee discussed the summary of total proposed capital spending for FY27, with the following numbers provided by Ms. Langan:

Three Elementary School Project & High School Project (related Permanent Debt Service)	22,849,000.00
High School Project (related Auth/Unissued Debt Service)	0
<b>Total Building for the Future FY27 capital spending:</b>	<b>22,849,000.00</b>
All other FY27 capital spending (Debt Service + Transfer to Cap Projects)	17,738,573.00
<b>The total FY27 estimated capital spending</b>	<b>40,587,573.00</b>
FY27 revenue projection in the October 10, 2025 Preliminary Budget Overview:	222,642,674.00
Current FY27 Local Aid estimate increase (17,465,082 - 16,926,406)	538,676.00
<b>Revised FY27 revenue projection:</b>	<b>223,181,350.00</b>

Based on the revised FY27 revenue projection, the total proposed FY27 capital spending would be 18.19% of the operating budget, or 7.95% without the "Building for the Future" initiative.

The Mr. Proakis noted that while in the past we have maintained our debt at 7%, it has risen to 18% with school construction, but because we have almost finished paying off our OPEB liability as well as fully paid off our pension liability, we had room to borrow more. He assured us we can still maintain our current level of service despite the increase in school construction debt service.

- ➔ **ACTION ITEM** - Councilor Izzo made a motion, seconded by Councilor Bays, to ask the City Council to adopt the above 36 CIP conceptual recommendations. Voted 3-0
- ➔ **ACTION ITEM:** Councilor Izzo made a motion, seconded by Councilor Bays, to ask the City Council to recommend that the City Manager maintain the FY2027 capital spending so that it does not exceed 8% of the submitted FY2027 operating budget, in order to meet the City Council's Budget Policy Guideline that the City should seek to make capital expenditures (including debt and exclusive of the school Building for the Future Initiative funding and enterprise funds) equal to at least 7.5-8% of the operating budget. Voted 3-0

Finally, Mr. Piccirilli asked for motions on the memos the Committee requested.

- ➔ **ACTION ITEM** - Councilor Izzo made a motion, seconded by Councilor Bays, to request DPW provide a memo to the City Council about ADA compliance, as raised by the Commission on Disability, for the Arsenal St sidewalk from Louise St to the Toyota dealer, addressing issues, challenges, potential short-term fixes, and potential long-term fixes. Voted 3-0
- ➔ **ACTION ITEM** - Councilor Izzo made a motion, seconded by Councilor Bays, to request DPW provide a memo to the City Council on the status of the remaining work to be done for lead water service and gooseneck replacements and the expected completion date. Voted 3-0

The Committee adjourned at 7:07 pm.

This report was prepared by Caroline Bays and edited by Vincent Piccirilli

**Attachments:**

- A. FY27-FY31 Water & Sewer Enterprise Fund CIP worksheet
- B. FY27-FY31 Water & Sewer Enterprise Fund Actual & Projected Debt
- C. Updated CIP memo Appendix B/page 15
- D. Updated FY27-FY31 General Fund CIP Actual & Projected Debt worksheet
- E. Updated FY27-FY31 General Fund CIP Cost Analysis worksheet

## FY 2027 - FY 2031 CIP WATER/SEWER FUNDS

A	B	C	D	E	F	G	H	I	J	K	L	M
		<b>TOTALS</b>	<b>FY 27</b>		<b>FY 28</b>		<b>FY 29</b>		<b>FY30</b>		<b>FY31</b>	
2	<b>WATER/SEWER ENTERPRISE FUNDS</b>											
4	<b>SEWER</b>											
5	Additional Equipment	875.0	175.0	SR	175.0	SR	175.0	SR	175.0	SR	175.0	SR
6	Replacment of Equipment	400.0	80.0	SR	80.0	SR	80.0	SR	80.0	SR	80.0	SR
7	Sewer/Drain System Maintenance	5,250.0	950.0	SR	1,000.0	SR	1,050.0	SR	1,100.0	SR	1,150.0	SR
8	Stormwater & Drainage On-going Improve	1,500.0	300.0	SR	300.0	SR	300.0	SR	300.0	SR	300.0	SR
9	5 MWRA I & I LOAN (25%)	1,650.0	330.0	MWRAB	330.0	MWRAB	330.0	MWRAB	330.0	MWRAB	330.0	MWRAB
10	MWRA I & I GRANT (75%)	4,950.0	990.0	MWRAG	990.0	MWRAG	990.0	MWRAG	990.0	MWRAG	990.0	MWRAG
11	10 MWRA I & I ONE TIME LOAN (100%)	1,290.0	1,290.0	MWRAB								
12	10 Sewer System Improvements	4,200.0	780.0	SEB	810.0	SEB	840.0	SEB	870.0	SEB	900.0	SEB
13	Sewer/Drain System Projects	6,250.0	1,250.0	TBD	1,250.0	TBD	1,250.0	TBD	1,250.0	TBD	1,250.0	TBD
14	10 Electric Street Sweeper	475.0							475.0	SEB		
15	10 Crew Truck (Sewer #53 & 54)	470.0			220.0	SEB					250.0	SEB
16	10 Siphon Rehabilitation: Design & Construction	600.0	100.0	SEB	500.0	SEB						
17	10 Haz Mat Truck	240.0									240.0	SEB
18	<b>SEWER SUBTOTAL</b>	<b>28,150.0</b>	<b>6,245.0</b>		<b>5,655.0</b>		<b>5,015.0</b>		<b>5,570.0</b>		<b>5,665.0</b>	
20	<b>WATER</b>											
21	Water System Maintenance	2,250.0	350.0	WR	400.0	WR	450.0	WR	500.0	WR	550.0	WR
22	Replacement of Equipment	180.0	36.0	WR	36.0	WR	36.0	WR	36.0	WR	36.0	WR
23	10 MWRA LWSAP (100% loan)	2,500.0	500.0	MWRAB	500.0	MWRAB	500.0	MWRAB	500.0	MWRAB	500.0	MWRAB
24	10 MWRA LLP (100% loan)	1,500.0	300.0	MWRAL	300.0	MWRAL	300.0	MWRAL	300.0	MWRAL	300.0	MWRAL
25	Water System Projects	6,250.0	1,250.0	TBD	1,250.0	TBD	1,250.0	TBD	1,250.0	TBD	1,250.0	TBD
26	10 Backhoe (Water #67)	170.0					170.0	WEB				
27	10 Hook Lift (Water #59)	255.0	255.0	WEB								
28	10 Water Vactor	925.0									925.0	WEB
29	<b>WATER SUBTOTAL</b>	<b>14,030.0</b>	<b>2,691.0</b>		<b>2,486.0</b>		<b>2,706.0</b>		<b>2,586.0</b>		<b>3,561.0</b>	
31	<b>TOTAL WATER &amp; SEWER</b>	<b>42,180.0</b>	<b>8,936.0</b>		<b>8,141.0</b>		<b>7,721.0</b>		<b>8,156.0</b>		<b>9,226.0</b>	
33	<b>STORMWATER</b>											
34	Phase 2 MS4 Construction/Improvements	500.0	100.0	TBD	100.0	TBD	100.0	TBD	100.0	TBD	100.0	TBD
35	<b>STORMWATER SUBTOTAL</b>	<b>500.0</b>	<b>100.0</b>		<b>100.0</b>		<b>100.0</b>		<b>100.0</b>		<b>100.0</b>	
37	<b>TOT. WATER, SEWER &amp; STORMWATER</b>	<b>42,680.0</b>	<b>9,036.0</b>		<b>8,241.0</b>		<b>7,821.0</b>		<b>8,256.0</b>		<b>9,326.0</b>	

**FY 2027 - FY 2031 CIP WATER/SEWER FUNDS**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1			<b>TOTALS</b>	<b>FY 27</b>		<b>FY 28</b>		<b>FY 29</b>		<b>FY30</b>		<b>FY31</b>	
38													
39		<b>COSTS BY SOURCE OF FUNDS</b>											
40	SR	SEWER REVENUE	8,025.0	1,505.0	SR	1,555.0	SR	1,605.0	SR	1,655.0	SR	1,705.0	SR
41	SEB	SEWER EQUIPMENT BONDS	5,985.0	880.0	SEB	1,530.0	SEB	840.0	SEB	1,345.0	SEB	1,390.0	SEB
42	TBD	TO BE DETERMINED	13,000.0	2,600.0	TBD	2,600.0	TBD	2,600.0	TBD	2,600.0	TBD	2,600.0	TBD
43	MWRAB	MWRA Bond - Interest Free	5,440.0	2,120.0	MWRAB	830.0	MWRAB	830.0	MWRAB	830.0	MWRAB	830.0	MWRAB
44	MWRAG	MWRA GRANT	4,950.0	990.0	MWRAG	990.0	MWRAG	990.0	MWRAG	990.0	MWRAG	990.0	MWRAG
45	MWRAL	MWRA LLP	1,500.0	300.0	MWRAL	300.0	MWRAL	300.0	MWRAL	300.0	MWRAL	300.0	MWRAL
46	WR	WATER REVENUE	2,430.0	386.0	WR	436.0	WR	486.0	WR	536.0	WR	586.0	WR
47	WEB	WATER EQUIPMENT BONDS	1,350.0	255.0	WEB	0.0	WEB	170.0	WEB	0.0	WEB	925.0	WEB
48		<b>GRAND TOTAL - ENTERPRISE FUNDS</b>	<b>42,680.0</b>	<b>9,036.0</b>		<b>8,241.0</b>		<b>7,821.0</b>		<b>8,256.0</b>		<b>9,326.0</b>	

**FY 2027-2031  
CIP ENTERPRISE FUND DEBT PROJECTION**

**Attachment B**

	FY'27	FY'28	FY'29	FY'30	FY'31
<b>SEWER PERMANENT DEBT</b>					
FY 18 Bond (January 18)					
Prin (565,550) - Various Equipment	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -
L/T Int	\$ 3,600	\$ 1,800	\$ -	\$ -	\$ -
Subtotal	\$ 48,600	\$ 46,800	\$ -	\$ -	\$ -
FY18 Bond (March 19)					
Prin (262,500) - MWRA	\$ 26,250	\$ 26,250	\$ 26,250	\$ -	\$ -
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 26,250	\$ 26,250	\$ 26,250	\$ -	\$ -
FY 19 Bond (June 19)					
Prin (139,000) - Various Equipment	\$ 15,000	\$ 10,000	\$ 5,000	\$ -	\$ -
L/T Int	\$ 1,500	\$ 750	\$ 250	\$ -	\$ -
Subtotal	\$ 16,500	\$ 10,750	\$ 5,250	\$ -	\$ -
FY19 Bond (December 19)					
Prin (262,500) - MWRA	\$ 26,250	\$ 26,250	\$ 26,250	\$ 26,250	\$ -
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 26,250	\$ 26,250	\$ 26,250	\$ 26,250	\$ -
FY20 Bond (June 21)					
Prin (262,500) - MWRA	\$ 26,250	\$ 26,250	\$ 26,250	\$ 26,250	\$ -
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 26,250	\$ 26,250	\$ 26,250	\$ 26,250	\$ -
FY22 Bond (October 22)					
Prin (382,500) - MWRA	\$ 38,250	\$ 38,250	\$ 38,250	\$ 38,250	\$ 38,250
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 38,250	\$ 38,250	\$ 38,250	\$ 38,250	\$ 38,250
FY22 Bond (June 24)					
Prin (440,000)	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
L/T Int (4.5%)	\$ 17,500	\$ 15,250	\$ 13,000	\$ 10,750	\$ 8,500
Subtotal	62,500	60,250	58,000	55,750	53,500
FY23 Bond (June 24)					
Prin (750,000) - See Schedule	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
L/T Int (4.5%)	\$ 30,000	\$ 26,250	\$ 22,500	\$ 18,750	\$ 15,000
Subtotal	105,000	101,250	97,500	93,750	90,000

**FY 2027-2031  
CIP ENTERPRISE FUND DEBT PROJECTION**

	<b>FY'27</b>	<b>FY'28</b>	<b>FY'29</b>	<b>FY'30</b>	<b>FY'31</b>
FY24 Bond (Feb 25)					
Prin (330,000) - See Schedule	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>
FY25 Bond (June 25)					
Prin (330,000) - See Schedule	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 135,000
L/T Int (0%)	\$ 61,750	\$ 54,750	\$ 47,752	\$ 33,750	\$ 27,000
<b>Subtotal</b>	<b>201,750</b>	<b>194,750</b>	<b>187,752</b>	<b>173,750</b>	<b>162,000</b>
<b>SEWER PERMANENT DEBT</b>					
Prin	\$ 470,000	\$ 465,000	\$ 415,000	\$ 383,750	\$ 326,250
L/T Int	\$ 114,350	\$ 98,800	\$ 83,502	\$ 63,250	\$ 50,500
<b>TOTAL SEWER PERMANENT DEBT</b>	<b>\$ 584,350</b>	<b>\$ 563,800</b>	<b>\$ 498,502</b>	<b>\$ 447,000</b>	<b>\$ 376,750</b>
<b>SEWER AUTHORIZED UNISSUED DEBT</b>					
FY18 Bond (June 18)					
Prin (160,000) See schedule	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
L/T Int (4.5%)	\$ 7,200	\$ 6,480	\$ 5,760	\$ 5,040	\$ 4,320
<b>Subtotal</b>	<b>\$ 23,200</b>	<b>\$ 22,480</b>	<b>\$ 21,760</b>	<b>\$ 21,040</b>	<b>\$ 20,320</b>
FY25 Bond (June 25)					
Prin (418,000) - MWRA	\$ 41,800	\$ 41,800	\$ 41,800	\$ 41,800	\$ 41,800
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 41,800</b>	<b>\$ 41,800</b>	<b>\$ 41,800</b>	<b>\$ 41,800</b>	<b>\$ 41,800</b>
FY24 Bond (June 24)					
Prin (879,000) - See Schedule	\$ 87,900	\$ 87,900	\$ 87,900	\$ 87,900	\$ 87,900
L/T Int (4.5%)	\$ 39,555	\$ 31,644	\$ 27,689	\$ 23,733	\$ 19,778
<b>Subtotal</b>	<b>\$ 127,455</b>	<b>\$ 119,544</b>	<b>\$ 115,589</b>	<b>\$ 111,633</b>	<b>\$ 107,678</b>
FY25 Bond (June 25)					
Prin (510,000) - See Schedule	\$ 51,000	\$ 51,000	\$ 51,000	\$ 51,000	\$ 51,000
L/T Int (4.5%)	\$ 22,950	\$ 18,360	\$ 16,065	\$ 13,770	\$ 11,475
<b>Subtotal</b>	<b>\$ 73,950</b>	<b>\$ 69,360</b>	<b>\$ 67,065</b>	<b>\$ 64,770</b>	<b>\$ 62,475</b>
Prin	\$ 196,700	\$ 196,700	\$ 196,700	\$ 196,700	\$ 196,700
L/T Int	\$ 69,705	\$ 56,484	\$ 49,514	\$ 42,543	\$ 35,573
<b>TOTAL SEWER AUTHORIZED UNISSUED DEBT</b>	<b>\$ 266,405</b>	<b>\$ 253,184</b>	<b>\$ 246,214</b>	<b>\$ 239,243</b>	<b>\$ 232,273</b>

**FY 2027-2031  
CIP ENTERPRISE FUND DEBT PROJECTION**

	FY'27	FY'28	FY'29	FY'30	FY'31
<b>SEWER PLANNED DEBT</b>					
FY19 Bond (June 21)					
Prin (394,000) - Heavy Crane	\$ 39,400	\$ 39,400	\$ 39,400	\$ 39,400	\$ 39,400
L/T Int (4.5%)	\$ 17,730	\$ 14,184	\$ 12,411	\$ 10,638	\$ 8,865
Subtotal	57,130	53,584	51,811	50,038	48,265
FY26 Bond (June 26)					
Prin (750,000) - See Schedule	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
L/T Int (4.5%)	\$ 33,750	\$ 30,375	\$ 27,000	\$ 23,625	\$ 16,875
Subtotal	\$ 108,750	\$ 105,375	\$ 102,000	\$ 98,625	\$ 91,875
FY26 Bond (June 26)					
Prin (330,000) - See Schedule	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000
FY27 Bond (June 27)					
Prin (880,000) - See Schedule	\$ -	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000
L/T Int (4.5%)	\$ -	\$ 39,600	\$ 35,640	\$ 31,680	\$ 27,720
Subtotal	\$ -	\$ 127,600	\$ 123,640	\$ 119,680	\$ 115,720
FY27 Bond (June 27)					
Prin (1,620,000) - MWRA	\$ -	\$ 162,000	\$ 162,000	\$ 162,000	\$ 162,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ 162,000	\$ 162,000	\$ 162,000	\$ 162,000
FY28 Bond (June 28)					
Prin (1,530,000) - See Schedule	\$ -	\$ -	\$ 153,000	\$ 153,000	\$ 153,000
L/T Int (4.5%)	\$ -	\$ -	\$ 68,850	\$ 61,965	\$ 48,195
Subtotal	\$ -	\$ -	\$ 221,850	\$ 214,965	\$ 201,195
FY28 Bond (June 28)					
Prin (330,000) - MWRA	\$ -	\$ -	\$ 33,000	\$ 33,000	\$ 33,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ 33,000	\$ 33,000	\$ 33,000
FY29 Bond (June 29)					
Prin (840,000) - See Schedule	\$ -	\$ -	\$ -	\$ 84,000	\$ 84,000
L/T Int (4.5%)	\$ -	\$ -	\$ -	\$ 37,800	\$ 34,020
Subtotal	\$ -	\$ -	\$ -	\$ 121,800	\$ 118,020

**FY 2027-2031  
CIP ENTERPRISE FUND DEBT PROJECTION**

	FY'27	FY'28	FY'29	FY'30	FY'31
FY29 Bond (June 29)					
Prin (330,000) - MWRA	\$ -	\$ -	\$ -	\$ 33,000	\$ 33,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ 33,000	\$ 33,000
FY30 Bond (June 30)					
Prin (1,345,000) - See Schedule	\$ -	\$ -	\$ -	\$ -	\$ 134,500
L/T Int (4.5%)	\$ -	\$ -	\$ -	\$ -	\$ 60,525
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 195,025
FY29 Bond (June 29)					
Prin (330,000) - MWRA	\$ -	\$ -	\$ -	\$ -	\$ 33,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 33,000
Prin	\$ 147,400	\$ 397,400	\$ 583,400	\$ 700,400	\$ 867,900
L/T Int	\$ 51,480	\$ 84,159	\$ 143,901	\$ 165,708	\$ 196,200
<b>TOTAL SEWER PLANNED DEBT</b>	<b>\$ 198,880</b>	<b>\$ 481,559</b>	<b>\$ 727,301</b>	<b>\$ 866,108</b>	<b>\$ 1,064,100</b>

<b>SEWER PERMANENT, AUTH. UNISSUED AND PLANNED DEBT</b>					
Prin	\$ 814,100	\$ 1,059,100	\$ 1,195,100	\$ 1,280,850	\$ 1,390,850
L/T Int	\$ 235,535	\$ 239,443	\$ 276,917	\$ 271,501	\$ 282,273
<b>TOTAL SEWER PERMANENT, AUTH. UNISSUED AND PLANNED DEBT</b>	<b>\$ 1,049,635</b>	<b>\$ 1,298,543</b>	<b>\$ 1,472,017</b>	<b>\$ 1,552,351</b>	<b>\$ 1,673,123</b>

**WATER PERMANENT DEBT**

FY 16 Bond (November 16)					
Prin (500,000) MWRA LWSAP	\$ 50,000	\$ -	\$ -	\$ -	\$ -
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 50,000	\$ -	\$ -	\$ -	\$ -
FY 18 Bond (January 18)					
Prin (164,450) - Backhoe	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -
L/T Int	\$ 1,200	\$ 600	\$ -	\$ -	\$ -
Subtotal	\$ 16,200	\$ 15,600	\$ -	\$ -	\$ -
FY 18 Bond (February 18)					
Prin (478,000) - MWRA	\$ 47,800	\$ 47,800	\$ -	\$ -	\$ -
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 47,800	\$ 47,800	\$ -	\$ -	\$ -

**FY 2027-2031  
CIP ENTERPRISE FUND DEBT PROJECTION**

	<b>FY'27</b>	<b>FY'28</b>	<b>FY'29</b>	<b>FY'30</b>	<b>FY'31</b>
FY18 Bond (March 19)					
Prin (500,000) MWRA LWSAP	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>
FY 19 Bond (June 19)					
Prin (181,500) - Various Equipment	\$ 15,000	\$ 15,000	\$ 10,000	\$ -	\$ -
L/T Int	\$ 2,000	\$ 1,250	\$ 500	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 17,000</b>	<b>\$ 16,250</b>	<b>\$ 10,500</b>	<b>\$ -</b>	<b>\$ -</b>
FY20 Bond (February 20)					
Prin (500,000) - MWRA	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>
FY21 Bond (June 21)					
Prin (500,000) - MWRA	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
FY21 Bond (June 21)					
Prin (600,000) - MWRA	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>
FY22 Bond (October 21)					
Prin (4,216,500) See Schedule	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000
L/T Int (4.5%)	\$ 126,000	\$ 105,000	\$ 84,000	\$ 63,000	\$ 42,000
<b>Subtotal</b>	<b>\$ 546,000</b>	<b>\$ 525,000</b>	<b>\$ 504,000</b>	<b>\$ 483,000</b>	<b>\$ 462,000</b>
FY22 Bond (August 22)					
Prin (300,000) MWRA LLP	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
FY22 Bond (August 22)					
Prin (183,000) MWRA LLP	\$ 18,300	\$ 18,300	\$ 18,300	\$ 18,300	\$ 18,300
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 18,300</b>	<b>\$ 18,300</b>	<b>\$ 18,300</b>	<b>\$ 18,300</b>	<b>\$ 18,300</b>

**FY 2027-2031  
CIP ENTERPRISE FUND DEBT PROJECTION**

	<b>FY'27</b>	<b>FY'28</b>	<b>FY'29</b>	<b>FY'30</b>	<b>FY'31</b>
FY22 Bond (October 22)					
Prin (1,000,000) MWRA LWSAP	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
FY22 Bond (February 23)					
Prin (300,000) MWRA LLP	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
FY23 Bond (August 23)					
Prin (300,000) MWRA LLP	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
FY24 Bond (June 24)					
Prin (300,000) MWRA LLP	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
FY24 Bond (Feb 25)					
Prin (1,000,000) MWRA LWSAP	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
FY25 Bond (Feb 25)					
Prin (300,000) see schedule	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
<b>WATER PERMANENT DEBT</b>					
Prin	\$ 1,126,100	\$ 1,076,100	\$ 1,008,300	\$ 948,300	\$ 898,300
L/T Int	\$ 129,200	\$ 106,850	\$ 84,500	\$ 63,000	\$ 42,000
<b>TOTAL WATER PERMANENT DEBT</b>	<b>\$ 1,255,300</b>	<b>\$ 1,182,950</b>	<b>\$ 1,092,800</b>	<b>\$ 1,011,300</b>	<b>\$ 940,300</b>

<b>WATER AUTHORIZED UNISSUED DEBT</b>					
FY18 Bond (June 18)					
Prin (210,000) See Schedule	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
L/T Int (4.5%)	\$ 9,450	\$ 7,560	\$ 6,615	\$ 5,670	\$ 4,725
Subtotal	\$ 30,450	\$ 28,560	\$ 27,615	\$ 26,670	\$ 25,725

**FY 2027-2031  
CIP ENTERPRISE FUND DEBT PROJECTION**

	<b>FY'27</b>	<b>FY'28</b>	<b>FY'29</b>	<b>FY'30</b>	<b>FY'31</b>
FY22 Bond (May 22)					
Prin (317,000) LLP	\$ 31,700	\$ 31,700	\$ 31,700	\$ 31,700	\$ 31,700
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 31,700</b>	<b>\$ 31,700</b>	<b>\$ 31,700</b>	<b>\$ 31,700</b>	<b>\$ 31,700</b>
FY25 Bond (June 25)					
Prin (80,000) see schedule	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
L/T Int (4.5%)	\$ 3,600	\$ 3,240	\$ 2,520	\$ 2,160	\$ 1,800
<b>Subtotal</b>	<b>\$ 11,600</b>	<b>\$ 11,240</b>	<b>\$ 10,520</b>	<b>\$ 10,160</b>	<b>\$ 9,800</b>
<b>WATER AUTHORIZED UNISSUED DEBT</b>					
Prin	\$ 60,700	\$ 60,700	\$ 60,700	\$ 60,700	\$ 60,700
L/T Int	\$ 13,050	\$ 10,800	\$ 9,135	\$ 7,830	\$ 6,525
<b>TOTAL WATER AUTHORIZED UNISSUED DEBT</b>	<b>\$ 73,750</b>	<b>\$ 71,500</b>	<b>\$ 69,835</b>	<b>\$ 68,530</b>	<b>\$ 67,225</b>
<b>WATER PLANNED BOND DEBT</b>					
FY26 Bond (June 26)					
Prin (800,000) MWRA LWSAP & LLP	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>
FY27 Bond (June 27)					
Prin (800,000) MWRA LWSAP & LLP	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>
FY27 Bond (June 27)					
Prin (255,000) see schedule	\$ -	\$ 25,500	\$ 25,500	\$ 25,500	\$ 25,500
L/T Int (4.5%)	\$ -	\$ 11,475	\$ 10,328	\$ 9,180	\$ 8,033
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 36,975</b>	<b>\$ 35,828</b>	<b>\$ 34,680</b>	<b>\$ 33,533</b>
FY28 Bond (June 28)					
Prin (800,000) MWRA LWSAP & LLP	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ 80,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>
FY29 Bond (June 29)					
Prin (800,000) MWRA LWSAP & LLP	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>

**FY 2027-2031  
CIP ENTERPRISE FUND DEBT PROJECTION**

	<b>FY'27</b>	<b>FY'28</b>	<b>FY'29</b>	<b>FY'30</b>	<b>FY'31</b>
FY29 Bond (June 29)					
Prin (170,000) see schedule	\$ -	\$ -	\$ -	\$ 17,000	\$ 17,000
L/T Int (4.5%)	\$ -	\$ -	\$ -	\$ 7,650	\$ 6,885
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,650</b>	<b>\$ 23,885</b>
FY30 Bond (June 30)					
Prin (800,000) MWRA LWSAP & LLP	\$ -	\$ -	\$ -	\$ -	\$ 80,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	<b>80,000</b>
<b>WATER PLANNED DEBT</b>					
Prin	\$ 88,000	\$ 185,500	\$ 265,500	\$ 362,500	\$ 442,500
L/T Int	\$ -	\$ 11,475	\$ 10,328	\$ 16,830	\$ 14,918
<b>TOTAL WATER PLANNED DEBT</b>	<b>\$ 88,000</b>	<b>\$ 196,975</b>	<b>\$ 275,828</b>	<b>\$ 379,330</b>	<b>\$ 457,418</b>
<b>WATER PERMANENT, AUTH. UNISSUED AND PLANNED DEBT</b>					
Prin	\$ 1,274,800	\$ 1,322,300	\$ 1,334,500	\$ 1,371,500	\$ 1,401,500
L/T Int	\$ 142,250	\$ 129,125	\$ 103,963	\$ 87,660	\$ 63,443
<b>TOTAL WATER PERMANENT, AUTH. UNISSUED AND PLANNED DEBT</b>	<b>\$ 1,417,050</b>	<b>\$ 1,451,425</b>	<b>\$ 1,438,463</b>	<b>\$ 1,459,160</b>	<b>\$ 1,464,943</b>
<b>TOTAL WATER AND SEWER DEBT</b>					
Long Term Principal	\$ 2,088,900	\$ 2,381,400	\$ 2,529,600	\$ 2,652,350	\$ 2,792,350
Long Term Interest	\$ 377,785	\$ 368,568	\$ 380,879	\$ 359,161	\$ 345,715
<b>TOTAL WATER AND SEWER DEBT</b>	<b>\$ 2,466,685</b>	<b>\$ 2,749,968</b>	<b>\$ 2,910,479</b>	<b>\$ 3,011,511</b>	<b>\$ 3,138,065</b>

# Attachment C

2/11/26  
Page 15 changes

## Appendix B: DPW Street Improvements Update

### FY24-25 Streets Completed:

- Morse Street
- Arsenal Street – from Greenough Blvd to School Street
- Russell Avenue
- Bellevue Road – from Marcia Road to Common Street

### FY25 Projects Underway:

<u>Project</u>	<u>Construction Timeline</u>	<u>CIP FY</u>
Bottleneck Program – N Beacon & Arsenal	Complete by June 2026	FY22
MBTA Bus Stop Improvements - Main & Whites	Complete by June 2026	FY23
MassDOT TIP – Mt Auburn St Improvements	Complete by November 2028	FY23
MVP Green Streets Project - Dexter & Templeton	Complete by November 2026	FY24
FY25 Mill & Overlay Program - 20 Streets	Complete by August 2026	FY25
FY25 Sidewalk Program	Complete by June 2026	FY25

### Future Street Improvement Projects:

<u>Project</u>	<u>Construction Timeline</u>	<u>CIP FY</u>
FY23 Long St - Chapman Street	Fall 2026- Summer 2027 *	FY23
FY24 Road Program	Summer 2026	FY24
• George St, Bromfield St, Mangano Ct, Grandview Ave, & Dwight St.		
FY25 Road Program	Fall 2026 – Summer 27 *	FY25
• Poplar St, Pequosette ST, N. Irving Park, S. Irving Park, Royal St, Green St.		
FY25 Long St – Fifth Ave	Summer 2026	FY25
FY26 Road Program	Summer 2027 *	FY26
• Cottage St, Sawin St, Rifle Ct, Lyons St, Sexton St, Cottage Ln, Molloy St, Hearn St, Winter St. Bid Alternatives: Brigham St, Appleton Ter.		
FY24&26 Long Sts – Forest & Springfield	Summer 2026-2028 *	FY26
FY26 Mill & Overlay Program	Spring 2027 *	FY26
FY26 Sidewalk Program	Summer 2026	FY26
FY27 Road Program	Summer 2027	FY27
FY27 Long St – Riverside St	Summer 2027	FY24

FY27

	FY'27	FY'28	FY'29	FY'30	FY'31
<b>PERMANENT DEBT</b>					
FY09 Bond (Jul 08)					
Prin (15,650,000)	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ -
L/T Int	\$ 57,500	\$ 34,688	\$ 11,563	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 557,500</b>	<b>\$ 534,688</b>	<b>\$ 511,563</b>	<b>\$ -</b>	<b>\$ -</b>
FY10 Bond (Feb 10)					
Prin (5,452,000)	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000	\$ -
L/T Int	\$ 33,600	\$ 25,200	\$ 16,800	\$ 8,400	\$ -
<b>Subtotal</b>	<b>\$ 243,600</b>	<b>\$ 235,200</b>	<b>\$ 226,800</b>	<b>\$ 218,400</b>	<b>\$ -</b>
FY12 Bond (June 12)					
Prin (3,722,000)	\$ 125,000	\$ -	\$ -	\$ -	\$ -
L/T Int	\$ 3,750	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 128,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FY 14 Bond (Nov 13)					
Prin (6,000,000) ESCO	\$ 310,000	\$ 320,000	\$ 335,000	\$ 345,000	\$ 355,000
L/T Int	\$ 79,650	\$ 70,350	\$ 59,630	\$ 48,408	\$ 36,850
<b>Subtotal</b>	<b>\$ 389,650</b>	<b>\$ 390,350</b>	<b>\$ 394,630</b>	<b>\$ 393,408</b>	<b>\$ 391,850</b>
FY 12 Bond (May 2014)					
Prin (1,088,000) Victory Field	\$ 80,000	\$ -	\$ -	\$ -	\$ -
L/T Int	\$ 800	\$ -	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 80,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
FY 13 Bond (May 2014)					
Prin (1,350,000) ESCO	\$ 90,000	\$ 90,000	\$ 90,000	\$ -	\$ -
L/T Int	\$ 6,300	\$ 4,050	\$ 1,350	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 96,300</b>	<b>\$ 94,050</b>	<b>\$ 91,350</b>	<b>\$ -</b>	<b>\$ -</b>
FY 13 Bond (May 2014)					
Prin (207,000) Various School Buildings	\$ 10,000	\$ 10,000	\$ 5,000	\$ -	\$ -
L/T Int	\$ 550	\$ 300	\$ 75	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 10,550</b>	<b>\$ 10,300</b>	<b>\$ 5,075</b>	<b>\$ -</b>	<b>\$ -</b>
FY 13 Bond (May 2014)					
Prin (370,000) Casey Park	\$ 25,000	\$ 25,000	\$ 20,000	\$ -	\$ -
L/T Int	\$ 1,600	\$ 975	\$ 300	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 26,600</b>	<b>\$ 25,975</b>	<b>\$ 20,300</b>	<b>\$ -</b>	<b>\$ -</b>
FY 18 Bond (January 2018)					
Prin (1,793,000) Various Equipment & Vehicles	\$ 115,000	\$ 115,000	\$ 30,000	\$ 30,000	\$ 30,000
L/T Int	\$ 13,700	\$ 9,100	\$ 4,500	\$ 3,300	\$ 2,100
<b>Subtotal</b>	<b>\$ 128,700</b>	<b>\$ 124,100</b>	<b>\$ 34,500</b>	<b>\$ 33,300</b>	<b>\$ 32,100</b>

FY 18 Bond (January 2018)								
Prin (1,327,200) Various Municipal Buildings	\$	75,000	\$	75,000	\$	75,000	\$	75,000
L/T Int	\$	17,100	\$	14,100	\$	11,100	\$	8,100
Subtotal	\$	92,100	\$	89,100	\$	86,100	\$	83,100
FY 18 Bond (January 2018)								
Prin (4,034,800) Street and Sidewalks	\$	80,000	\$	-	\$	-	\$	-
L/T Int	\$	3,200	\$	-	\$	-	\$	-
Subtotal	\$	83,200	\$	-	\$	-	\$	-
FY 19 Bond (June 2019)								
Prin (247,500) Middle School Girls Locker Rooms	\$	25,000	\$	25,000	\$	20,000	\$	-
L/T Int	\$	3,500	\$	2,250	\$	1,000	\$	-
Subtotal	\$	28,500	\$	27,250	\$	21,000	\$	-
FY 19 Bond (June 2019)								
Prin (908,000) Filippello Park	\$	90,000	\$	90,000	\$	90,000	\$	-
L/T Int	\$	13,500	\$	9,000	\$	4,500	\$	-
Subtotal	\$	103,500	\$	99,000	\$	94,500	\$	-
FY 19 Bond (June 2019)								
Prin (1,443,500) Various Equipment & Vehicles	\$	120,000	\$	120,000	\$	105,000	\$	-
L/T Int	\$	17,250	\$	11,250	\$	5,250	\$	-
Subtotal	\$	137,250	\$	131,250	\$	110,250	\$	-
FY 20 Bond (June 2020)								
Prin (3,223,467) Cunniff Elementary Design	\$	160,000	\$	160,000	\$	160,000	\$	160,000
L/T Int	\$	69,600	\$	61,600	\$	53,600	\$	45,600
Subtotal	\$	229,600	\$	221,600	\$	213,600	\$	205,600
FY 20 Bond (June 2020)								
Prin (5,729,088) Hosmer Elementary Design	\$	285,000	\$	285,000	\$	285,000	\$	285,000
L/T Int	\$	123,975	\$	109,725	\$	95,475	\$	81,225
Subtotal	\$	408,975	\$	394,725	\$	380,475	\$	366,225
FY 20 Bond (June 2020)								
Prin (1,122,445) Hosmer Elementary OPM	\$	55,000	\$	55,000	\$	55,000	\$	55,000
L/T Int	\$	23,925	\$	21,175	\$	18,425	\$	15,675
Subtotal	\$	78,925	\$	76,175	\$	73,425	\$	70,675
FY 20 Bond (June 2020)								
Prin (245,000) Middle School Men's Locker room	\$	25,000	\$	25,000	\$	20,000	\$	-
L/T Int	\$	4,500	\$	3,250	\$	2,000	\$	1,000
Subtotal	\$	29,500	\$	28,250	\$	22,000	\$	21,000

FY 20 Bond (June 2020)						
Prin (1,100,000) Ladder Truck	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 70,000	
L/T Int	\$ 24,100	\$ 20,350	\$ 16,600	\$ 12,850	\$ 9,100	
Subtotal	\$ 99,100	\$ 95,350	\$ 91,600	\$ 87,850	\$ 79,100	
FY 20 Bond (June 2020)						
Prin (1,175,375) Filippello Lights & Scoreboard	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ -	
L/T Int	\$ 23,000	\$ 17,250	\$ 11,500	\$ 5,750	\$ -	
Subtotal	\$ 138,000	\$ 132,250	\$ 126,500	\$ 120,750	\$ -	
FY 21 Bond (January 2021)						
Prin (52,145,000) 3 Elementary School Project	\$ 2,610,000	\$ 2,610,000	\$ 2,610,000	\$ 2,610,000	\$ 2,605,000	
L/T Int	\$ 1,173,250	\$ 1,042,750	\$ 912,250	\$ 781,750	\$ 651,250	
Subtotal	\$ 3,783,250	\$ 3,652,750	\$ 3,522,250	\$ 3,391,750	\$ 3,256,250	
FY 21 Bond (April 2021)						
Prin (34,106,200) 3 Elem School Bldg.	\$ 1,705,000	\$ 1,705,000	\$ 1,705,000	\$ 1,705,000	\$ 1,705,000	
L/T Int	\$ 733,150	\$ 647,900	\$ 596,750	\$ 511,500	\$ 426,250	
Subtotal	\$ 2,438,150	\$ 2,352,900	\$ 2,301,750	\$ 2,216,500	\$ 2,131,250	
FY 21 Bond (April 2021)						
Prin (1,469,800) Middle Sch. Boilers & HVAC Cafeteria	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000	\$ 140,000	
L/T Int	\$ 31,700	\$ 24,450	\$ 20,100	\$ 12,850	\$ 5,600	
Subtotal	\$ 176,700	\$ 169,450	\$ 165,100	\$ 157,850	\$ 145,600	
FY 21 Bond (April 2021)						
Prin (1,771,000) Public Safety Radio Infrastructure	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 170,000	
L/T Int	\$ 38,300	\$ 29,550	\$ 24,300	\$ 15,550	\$ 6,800	
Subtotal	\$ 213,300	\$ 204,550	\$ 199,300	\$ 190,550	\$ 176,800	
FY 21 Bond (April 2021)						
Prin (355,000) Fire Ambulance	\$ -	\$ -	\$ -	\$ -	\$ -	
L/T Int	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
FY 21 Bond (April 2021)						
Prin (188,000) Admin. Bldg. Elevator	\$ -	\$ -	\$ -	\$ -	\$ -	
L/T Int	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	
FY 21 Bond (April 2021)						
Prin (1,200,000) Streets & Sidewalks	\$ -	\$ -	\$ -	\$ -	\$ -	
L/T Int	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	

FY 22 Bond (April 2022)								
Prin (243,000) Highway Dump Truck	\$	25,000	\$	25,000	\$	25,000	\$	20,000
L/T Int	\$	7,000	\$	5,750	\$	4,500	\$	2,000
Subtotal	\$	32,000	\$	30,750	\$	29,500	\$	22,000
FY 22 Bond (April 2022)								
Prin (265,000) SN & I:Combo Body 6-wheeler	\$	25,000	\$	25,000	\$	25,000	\$	25,000
L/T Int	\$	7,500	\$	6,250	\$	5,000	\$	2,500
Subtotal	\$	32,500	\$	31,250	\$	30,000	\$	27,500
FY 22 Bond (April 2022)								
Prin (85,000) Highway Service Flat Bed	\$	10,000	\$	10,000	\$	10,000	\$	5,000
L/T Int	\$	2,250	\$	1,750	\$	1,250	\$	500
Subtotal	\$	12,250	\$	11,750	\$	11,250	\$	5,500
FY 22 Bond (April 2022)								
Prin (120,000) Prop & Bldg. Sign Truck	\$	20,000	\$	-	\$	-	\$	-
L/T Int	\$	1,000	\$	-	\$	-	\$	-
Subtotal	\$	21,000	\$	-	\$	-	\$	-
FY 22 Bond (April 2022)								
Prin (85,000) Hwy Street Vector	\$	10,000	\$	10,000	\$	10,000	\$	5,000
L/T Int	\$	2,250	\$	1,750	\$	1,250	\$	500
Subtotal	\$	12,250	\$	11,750	\$	11,250	\$	5,500
FY 22 Bond (April 2022)								
Prin (280,000) SN & I: Salter 6-wheeler	\$	30,000	\$	30,000	\$	25,000	\$	25,000
L/T Int	\$	8,000	\$	6,500	\$	5,000	\$	2,500
Subtotal	\$	38,000	\$	36,500	\$	30,000	\$	27,500
FY 22 Bond (April 2022)								
Prin (300,000) SNOW & ICE: Loader	\$	30,000	\$	30,000	\$	30,000	\$	30,000
L/T Int	\$	9,000	\$	7,500	\$	6,000	\$	3,000
Subtotal	\$	39,000	\$	37,500	\$	36,000	\$	33,000
FY 22 Bond (April 2022)								
Prin (250,000) Street Sweeper	\$	25,000	\$	25,000	\$	25,000	\$	25,000
L/T Int	\$	7,500	\$	6,250	\$	5,000	\$	2,500
Subtotal	\$	32,500	\$	31,250	\$	30,000	\$	27,500
FY 22 Bond (April 2022)								
Prin (775,674) Hwy Cont./Throughways Waverly	\$	155,000	\$	-	\$	-	\$	-
L/T Int	\$	7,750	\$	-	\$	-	\$	-
Subtotal	\$	162,750	\$	-	\$	-	\$	-

FY 22 Bond (April 2022)								
Prin (423,826) Admin Bldg.: Replace Chiller	\$	20,000	\$	20,000	\$	20,000	\$	20,000
L/T Int	\$	13,250	\$	12,250	\$	11,250	\$	9,250
Subtotal	\$	33,250	\$	32,250	\$	31,250	\$	29,250
FY 22 Bond (April 2022)								
Prin (1,250,000) Fire Lader Truck	\$	85,000	\$	85,000	\$	85,000	\$	85,000
L/T Int	\$	41,000	\$	36,750	\$	32,500	\$	24,000
Subtotal	\$	126,000	\$	121,750	\$	117,500	\$	109,000
FY 22 Bond (April 2022)								
Prin (2,376,000) Public Safety Ph 2 Radio Infrast.	\$	240,000	\$	235,000	\$	235,000	\$	235,000
L/T Int	\$	70,750	\$	58,750	\$	47,000	\$	35,250
Subtotal	\$	310,750	\$	293,750	\$	282,000	\$	258,500
FY 22 Bond (April 2022)								
Prin (110,000) DPW Bldg. Sidewalks & Pkg Lot	\$	10,000	\$	10,000	\$	10,000	\$	10,000
L/T Int	\$	3,000	\$	2,500	\$	2,000	\$	1,000
Subtotal	\$	13,000	\$	12,500	\$	12,000	\$	11,000
FY 22 Bond (April 2022)								
Prin (300,000) Prop & Bldg: Underground Ducts	\$	60,000	\$	-	\$	-	\$	-
L/T Int	\$	3,000	\$	-	\$	-	\$	-
Subtotal	\$	63,000	\$	-	\$	-	\$	-
FY 22 Bond (June 2022)								
Prin (2,862,150) Elem School Design 1	\$	145,000	\$	145,000	\$	145,000	\$	145,000
L/T Int	\$	105,600	\$	98,350	\$	91,100	\$	76,600
Subtotal	\$	250,600	\$	243,350	\$	236,100	\$	221,600
FY 22 Bond (June 2022)								
Prin (572,301) Elem School Design 2	\$	30,000	\$	30,000	\$	30,000	\$	30,000
L/T Int	\$	21,000	\$	19,500	\$	18,000	\$	15,000
Subtotal	\$	51,000	\$	49,500	\$	48,000	\$	45,000
FY 22 Bond (June 2022)								
Prin (1,144,277) 3 Elem School Projects OPM Services,	\$	60,000	\$	60,000	\$	60,000	\$	55,000
L/T Int	\$	41,700	\$	38,700	\$	35,700	\$	29,700
Subtotal	\$	101,700	\$	98,700	\$	95,700	\$	84,700
FY 22 Bond (June 2022)								
Prin (22,211,272) Elem Schools (Lowell, Hosmer & Cunniff)	\$	1,110,000	\$	1,110,000	\$	1,110,000	\$	1,110,000
L/T Int	\$	821,400	\$	765,900	\$	710,400	\$	599,400
Subtotal	\$	1,931,400	\$	1,875,900	\$	1,820,400	\$	1,709,400

FY 23 Bond (June 2023)						
Prin (50,000,000) High School Construction #1	\$ 1,670,000	\$ 1,670,000	\$ 1,670,000	\$ 1,670,000	\$ 1,670,000	\$ 1,670,000
L/T Int	\$ 2,016,400	\$ 1,932,900	\$ 1,849,400	\$ 1,765,900	\$ 1,682,400	\$ 1,682,400
Subtotal	\$ 3,686,400	\$ 3,602,900	\$ 3,519,400	\$ 3,435,900	\$ 3,352,400	\$ 3,352,400
FY 23 Bond (June 2023)						
Prin (23,895,000) Elem Schools (Lowell, Hosmer & Cunniff	\$ 1,195,000	\$ 1,195,000	\$ 1,195,000	\$ 1,195,000	\$ 1,195,000	\$ 1,195,000
L/T Int	\$ 967,750	\$ 908,000	\$ 848,250	\$ 788,500	\$ 728,750	\$ 728,750
Subtotal	\$ 2,162,750	\$ 2,103,000	\$ 2,043,250	\$ 1,983,500	\$ 1,923,750	\$ 1,923,750
FY 23 Bond (June 2023)						
Prin (835,000) Elem Schools (Lowell, Hosmer & Cunniff	\$ 165,000	\$ 165,000	\$ -	\$ -	\$ -	\$ -
L/T Int	\$ 16,500	\$ 8,250	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 181,500	\$ 173,250	\$ -	\$ -	\$ -	\$ -
FY 23 Bond (June 2023)						
Prin (1,700,000) Streets & Sidewalks	\$ 340,000	\$ 340,000	\$ -	\$ -	\$ -	\$ -
L/T Int	\$ 34,000	\$ 17,000	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 374,000	\$ 357,000	\$ -	\$ -	\$ -	\$ -
FY 23 Bond (June 2023)						
Prin (200,000) Swap Loader Trash Compactor	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
L/T Int	\$ 7,000	\$ 6,000	\$ 5,000	\$ 4,000	\$ 3,000	\$ 3,000
Subtotal	\$ 27,000	\$ 26,000	\$ 25,000	\$ 24,000	\$ 23,000	\$ 23,000
FY 23 Bond (June 2023)						
Prin (300,000) Handicap Ramp (Ryan Skating Arena)	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
L/T Int	\$ 10,500	\$ 9,000	\$ 7,500	\$ 6,000	\$ 4,500	\$ 4,500
Subtotal	\$ 40,500	\$ 39,000	\$ 37,500	\$ 36,000	\$ 34,500	\$ 34,500
FY 23 Bond (June 2023)						
Prin (1,500,000) Victory Field Turf Replace	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
L/T Int	\$ 52,500	\$ 45,000	\$ 37,500	\$ 30,000	\$ 22,500	\$ 22,500
Subtotal	\$ 202,500	\$ 195,000	\$ 187,500	\$ 180,000	\$ 172,500	\$ 172,500
FY 23 Bond (June 2023)						
Prin (1,180,000) Moxley Field/Court Renovation	\$ 120,000	\$ 120,000	\$ 120,000	\$ 115,000	\$ 115,000	\$ 115,000
L/T Int	\$ 41,000	\$ 35,000	\$ 29,000	\$ 23,000	\$ 17,250	\$ 17,250
Subtotal	\$ 161,000	\$ 155,000	\$ 149,000	\$ 138,000	\$ 132,250	\$ 132,250
FY 23 Bond (June 2023)						
Prin (700,000) Filippello Spray Park Renovation	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
L/T Int	\$ 24,500	\$ 21,000	\$ 17,500	\$ 14,000	\$ 10,500	\$ 10,500
Subtotal	\$ 94,500	\$ 91,000	\$ 87,500	\$ 84,000	\$ 80,500	\$ 80,500
FY 23 Bond (June 2024)						

Prin (8,708,000 )Arsenal Park Renovation	\$ 580,000	\$ 580,000	\$ 580,000	\$ 580,000	\$ 580,000
L/T Int	\$ 371,200	\$ 342,200	\$ 313,200	\$ 284,200	\$ 255,200
Subtotal	\$ 951,200	\$ 922,200	\$ 893,200	\$ 864,200	\$ 835,200
FY 24 Bond (June 2024)					
Prin (2,625,000 )Street & Sidewalk Reconstruction	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
L/T Int	\$ 112,000	\$ 103,250	\$ 94,500	\$ 85,750	\$ 77,000
Subtotal	\$ 287,000	\$ 278,250	\$ 269,500	\$ 260,750	\$ 252,000
FY 24 Bond (June 2024)					
Prin (1,620,000 )High School Construction #2	\$ 1,620,000	\$ 1,620,000	\$ 1,620,000	\$ 1,620,000	\$ 1,620,000
L/T Int	\$ 2,007,200	\$ 1,926,200	\$ 1,845,200	\$ 1,764,200	\$ 1,683,200
Subtotal	\$ 3,627,200	\$ 3,546,200	\$ 3,465,200	\$ 3,384,200	\$ 3,303,200
FY 24 Bond (June 2024)					
Prin (2,000,000) Morse Street Long Road & Connectors	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -
L/T Int	\$ 80,000	\$ 60,000	\$ 40,000	\$ 20,000	\$ -
Subtotal	\$ 480,000	\$ 460,000	\$ 440,000	\$ 420,000	\$ -
FY 25 Bond (June 2025)					
Prin (54,000) Fire Ambulance FY25	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
L/T Int	\$ 2,000	\$ 1,500	\$ 1,000	\$ 500	\$ -
Subtotal	\$ 12,000	\$ 11,500	\$ 11,000	\$ 10,500	\$ -
FY 25 Bond (June 2025)					
Prin (885,000) Engine Truck 1 FY25	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
L/T Int	\$ 40,700	\$ 37,700	\$ 34,700	\$ 31,700	\$ 28,700
Subtotal	\$ 100,700	\$ 97,700	\$ 94,700	\$ 91,700	\$ 88,700
FY 25 Bond (June 2025)					
Prin (300,000) Underground Ducts for Utilities FY24	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ -
L/T Int	\$ 12,000	\$ 9,000	\$ 6,000	\$ 3,000	\$ -
Subtotal	\$ 72,000	\$ 69,000	\$ 66,000	\$ 63,000	\$ -
FY 25 Bond (June 2025)					
Prin (870,000) Various DPW Vehicles FY25	\$ 95,000	\$ 95,000	\$ 90,000	\$ 90,000	\$ 85,000
L/T Int	\$ 38,750	\$ 34,000	\$ 29,250	\$ 24,750	\$ 20,250
Subtotal	\$ 133,750	\$ 129,000	\$ 119,250	\$ 114,750	\$ 105,250
FY 25 Bond (June 2025)					
Prin (50,000,000)New HS Construction	\$ 1,670,000	\$ 1,665,000	\$ 1,665,000	\$ 1,665,000	\$ 1,665,000
L/T Int	\$ 2,247,550	\$ 2,164,050	\$ 2,080,800	\$ 1,997,550	\$ 1,914,300
Subtotal	\$ 3,917,550	\$ 3,829,050	\$ 3,745,800	\$ 3,662,550	\$ 3,579,300
	17,725,000	17,205,000	16,585,000	15,750,000	14,910,000

	11,752,000	10,887,763	10,081,818	9,278,708	8,500,050
<b>Subtotal</b>	<b>\$ 29,477,000</b>	<b>\$ 28,092,763</b>	<b>\$ 26,666,818</b>	<b>\$ 25,028,708</b>	<b>\$ 23,410,050</b>
PROOF LINE	\$ 29,477,000	\$ 28,092,763	\$ 26,666,818	\$ 25,028,708	\$ 23,410,050
	\$ -	\$ -	\$ -	\$ -	\$ -

**TOTAL AUTHORIZED UNISSUED DEBT**

FY 24 Bond (May 2024)					
Prin (95,000) School Items	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000
L/T Int (4.5%)	\$ 4,275	\$ 3,420	\$ 2,565	\$ 1,710	\$ 855
<b>Subtotal</b>	<b>\$ 23,275</b>	<b>\$ 22,420</b>	<b>\$ 21,565</b>	<b>\$ 20,710</b>	<b>\$ 19,855</b>
FY 24 Bond (May 2024)					
Prin (250,000) IT Infrastructure Buildout	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
L/T Int (4.5%)	\$ 11,250	\$ 9,000	\$ 6,750	\$ 4,500	\$ 2,250
<b>Subtotal</b>	<b>\$ 61,250</b>	<b>\$ 59,000</b>	<b>\$ 56,750</b>	<b>\$ 54,500</b>	<b>\$ 52,250</b>
FY 24 Bond (May 2024)					
Prin (125,000) Parker: Point/Repair Ext Masonry Façade	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
L/T Int (4.5%)	\$ 5,625	\$ 4,500	\$ 3,375	\$ 2,250	\$ 1,125
<b>Subtotal</b>	<b>\$ 30,625</b>	<b>\$ 29,500</b>	<b>\$ 28,375</b>	<b>\$ 27,250</b>	<b>\$ 26,125</b>
FY 24 Bond (May 2024)					
Prin (750,000) Parker: Install Fire Suppression System	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
L/T Int (4.5%)	\$ 33,750	\$ 31,500	\$ 29,250	\$ 27,000	\$ 24,750
<b>Subtotal</b>	<b>\$ 83,750</b>	<b>\$ 81,500</b>	<b>\$ 79,250</b>	<b>\$ 77,000</b>	<b>\$ 74,750</b>
FY 25 Bond (May 2025)					
Prin (1,350,000) Bemis Install Playground Equipment & Spray Pad	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000
L/T Int (4.5%)	\$ 60,750	\$ 54,675	\$ 48,600	\$ 42,525	\$ 36,450
<b>Subtotal</b>	<b>\$ 195,750</b>	<b>\$ 189,675</b>	<b>\$ 183,600</b>	<b>\$ 177,525</b>	<b>\$ 171,450</b>
FY 25 Bond (May 2025)					
Prin (2,217,000) Parker 2nd Floor Renovations	\$ 110,850	\$ 110,850	\$ 110,850	\$ 110,850	\$ 110,850
L/T Int (4.5%)	\$ 99,765	\$ 94,777	\$ 89,789	\$ 84,800	\$ 79,812
<b>Subtotal</b>	<b>\$ 210,615</b>	<b>\$ 205,627</b>	<b>\$ 200,639</b>	<b>\$ 195,650</b>	<b>\$ 190,662</b>
FY 25 Bond (May 2025)					
Prin (65,000) DPW Highway: Skid Steer	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
L/T Int (4.5%)	\$ 2,925	\$ 2,340	\$ 1,755	\$ 1,170	\$ 585
<b>Subtotal</b>	<b>\$ 15,925</b>	<b>\$ 15,340</b>	<b>\$ 14,755</b>	<b>\$ 14,170</b>	<b>\$ 13,585</b>
FY 25 Bond (May 2025)					
Prin (107,000) DPW Snow & Ice Loader 3/4 Yard	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700
L/T Int (4.5%)	\$ 4,815	\$ 4,334	\$ 3,852	\$ 3,371	\$ 2,889
<b>Subtotal</b>	<b>\$ 15,515</b>	<b>\$ 15,034</b>	<b>\$ 14,552</b>	<b>\$ 14,071</b>	<b>\$ 13,589</b>

## FY 25 Bond (May 2025)

Prin (30,000) DPW Cemetery Off Road Utility Veh (4x4) (2)	\$	6,000	\$	6,000	\$	6,000	\$	6,000	\$	6,000
L/T Int (4.5%)	\$	1,350	\$	1,080	\$	810	\$	540	\$	270
Subtotal	\$	7,350	\$	7,080	\$	6,810	\$	6,540	\$	6,270

## FY 25 Bond (May 2025)

Prin (140,000) DPW Cemetery Backhoe	\$	14,000	\$	14,000	\$	14,000	\$	14,000	\$	14,000
L/T Int (4.5%)	\$	6,300	\$	5,670	\$	5,040	\$	4,410	\$	3,780
Subtotal	\$	20,300	\$	19,670	\$	19,040	\$	18,410	\$	17,780

## FY 25 Bond (May 2025)

Prin (75,000) DPW Parks & Forestry Tree Chipper	\$	7,500	\$	7,500	\$	7,500	\$	7,500	\$	7,500
L/T Int (4.5%)	\$	3,375	\$	3,038	\$	2,700	\$	2,363	\$	2,025
Subtotal	\$	10,875	\$	10,538	\$	10,200	\$	9,863	\$	9,525

## FY 25 Bond (May 2025)

Prin (2,200,000) Highway Reconstruction Bonds	\$	440,000	\$	440,000	\$	440,000	\$	440,000	\$	440,000
L/T Int (4.5%)	\$	99,000	\$	79,200	\$	59,400	\$	39,600	\$	19,800
Subtotal	\$	539,000	\$	519,200	\$	499,400	\$	479,600	\$	459,800

## FY 25 Bond (May 2025)

Prin (550,000) Sidewalk Reconstruction Bonds	\$	110,000	\$	110,000	\$	110,000	\$	110,000	\$	110,000
L/T Int (4.5%)	\$	24,750	\$	19,800	\$	14,850	\$	9,900	\$	4,950
Subtotal	\$	134,750	\$	129,800	\$	124,850	\$	119,900	\$	114,950

## FY 25 Bond (May 2025)

Prin (2,200,000) Highway (Connector/Longer Streets) Fifth Ave	\$	440,000	\$	440,000	\$	440,000	\$	440,000	\$	440,000
L/T Int (4.5%)	\$	99,000	\$	79,200	\$	59,400	\$	39,600	\$	19,800
Subtotal	\$	539,000	\$	519,200	\$	499,400	\$	479,600	\$	459,800

## FY 26 Bond (May 2026)

Prin (230,000) Parker 2nd Floor Renovations	\$	23,000	\$	23,000	\$	23,000	\$	23,000	\$	23,000
L/T Int (4.5%)	\$	10,350	\$	9,315	\$	8,280	\$	7,245	\$	6,210
Subtotal	\$	33,350	\$	32,315	\$	31,280	\$	30,245	\$	29,210

## FY 26 Bond (May 2026)

Prin (2,106,000) Parker ADA/Code Update Requirements	\$	140,400	\$	140,400	\$	140,400	\$	140,400	\$	140,400
L/T Int (4.5%)	\$	94,770	\$	88,452	\$	82,134	\$	75,816	\$	69,498
Subtotal	\$	235,170	\$	228,852	\$	222,534	\$	216,216	\$	209,898

## FY 26 Bond (May 2026)

Prin (350,000) Parker Building: Masonry Additional Costs	\$	35,000	\$	35,000	\$	35,000	\$	35,000	\$	35,000
L/T Int (4.5%)	\$	15,750	\$	14,175	\$	12,600	\$	11,025	\$	9,450
Subtotal	\$	50,750	\$	49,175	\$	47,600	\$	46,025	\$	44,450

FY 26 Bond (May 2026)								
Prin (60,000) Public Buildings Sidewalk Snowblower	\$	12,000	\$	12,000	\$	12,000	\$	12,000
L/T Int (4.5%)	\$	2,700	\$	2,160	\$	1,620	\$	1,080
Subtotal	\$	14,700	\$	14,160	\$	13,620	\$	13,080
FY 26 Bond (May 2026)								
Prin (1,886,000) Roof Replace/Solar & Solar Canopy DPW Parking Lot	\$	125,733	\$	125,733	\$	125,733	\$	125,733
L/T Int (4.5%)	\$	84,870	\$	79,212	\$	73,554	\$	67,896
Subtotal	\$	210,603	\$	204,945	\$	199,287	\$	193,629
FY 26 Bond (May 2026)								
Prin (8,932,206) Victory Track, Field & CRT Reno Phase 2	\$	595,480	\$	595,480	\$	595,480	\$	595,480
L/T Int (4.5%)	\$	401,949	\$	375,153	\$	348,356	\$	321,559
Subtotal	\$	997,429	\$	970,633	\$	943,836	\$	917,039
FY 26 Bond (May 2026)								
Prin (911,900) How Park Phase 1	\$	91,190	\$	91,190	\$	91,190	\$	91,190
L/T Int (4.5%)	\$	41,036	\$	36,932	\$	32,828	\$	28,725
Subtotal	\$	132,226	\$	128,122	\$	124,018	\$	119,915
FY 26 Bond (May 2026)								
Prin (80,000) DPW Traffic Supervisor Vehicle (#C10)	\$	16,000	\$	16,000	\$	16,000	\$	16,000
L/T Int (4.5%)	\$	3,600	\$	2,880	\$	2,160	\$	1,440
Subtotal	\$	19,600	\$	18,880	\$	18,160	\$	17,440
FY 26 Bond (May 2026)								
Prin (300,000) DPW Highway Hotbox #49	\$	30,000	\$	30,000	\$	30,000	\$	30,000
L/T Int (4.5%)	\$	13,500	\$	12,150	\$	10,800	\$	9,450
Subtotal	\$	43,500	\$	42,150	\$	40,800	\$	39,450
FY 26 Bond (May 2026)								
Prin (320,000) DPW Snow & Ice Sander (#37)	\$	32,000	\$	32,000	\$	32,000	\$	32,000
L/T Int (4.5%)	\$	14,400	\$	12,960	\$	11,520	\$	10,080
Subtotal	\$	46,400	\$	44,960	\$	43,520	\$	42,080
FY 26 Bond (May 2026)								
Prin (100,000) DPW Cemetery Dump Truck (#202)	\$	20,000	\$	20,000	\$	20,000	\$	20,000
L/T Int (4.5%)	\$	4,500	\$	3,600	\$	2,700	\$	1,800
Subtotal	\$	24,500	\$	23,600	\$	22,700	\$	21,800
FY 26 Bond (May 2026)								
Prin (200,000) DPW Parks & Forestry Chipper Body #74	\$	40,000	\$	40,000	\$	40,000	\$	40,000
L/T Int (4.5%)	\$	9,000	\$	7,200	\$	5,400	\$	3,600
Subtotal	\$	49,000	\$	47,200	\$	45,400	\$	43,600
FY 26 Bond (May 2026)								

Prin (1,156,000) Parker Envelope & Mechanical Energy Upgrades	\$ 115,600	\$ 115,600	\$ 115,600	\$ 115,600	\$ 115,600
L/T Int (4.5%)	\$ 52,020	\$ 46,818	\$ 41,616	\$ 36,414	\$ 31,212
<b>Subtotal</b>	<b>\$ 167,620</b>	<b>\$ 162,418</b>	<b>\$ 157,216</b>	<b>\$ 152,014</b>	<b>\$ 146,812</b>
Prin	\$ 2,707,453	\$ 2,707,453	\$ 2,707,453	\$ 2,707,453	\$ 2,707,453
L/T Int	\$ 1,205,375	\$ 1,083,541	\$ 961,704	\$ 839,869	\$ 718,033
<b>Total Authorized Unissued</b>	<b>\$ 3,912,828</b>	<b>\$ 3,790,994</b>	<b>\$ 3,669,157</b>	<b>\$ 3,547,322</b>	<b>\$ 3,425,486</b>

**PLANNED BOND DEBT**

<b>FY 23 Bond (May 2023)</b>					
Prin (400,000) See Schedule	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
L/T Int (4.5%)	\$ 18,000	\$ 14,400	\$ 10,800	\$ 7,200	\$ 3,600
<b>Subtotal</b>	<b>\$ 98,000</b>	<b>\$ 94,400</b>	<b>\$ 90,800</b>	<b>\$ 87,200</b>	<b>\$ 83,600</b>
<b>FY 24 Bond (May 2024)</b>					
Prin (478,432) See Schedule	\$ 95,686	\$ 95,686	\$ 95,686	\$ 95,686	\$ 95,686
L/T Int (4.5%)	\$ 21,529	\$ 17,224	\$ 12,918	\$ 8,612	\$ 4,306
<b>Subtotal</b>	<b>\$ 117,215</b>	<b>\$ 112,910</b>	<b>\$ 108,604</b>	<b>\$ 104,298</b>	<b>\$ 99,992</b>
<b>FY 24 Bond (May 2024)</b>					
Prin (2,100,000) Walk, & Conn/Thrwys	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000
L/T Int (4.5%)	\$ 94,500	\$ 75,600	\$ 56,700	\$ 37,800	\$ 18,900
<b>Subtotal</b>	<b>\$ 514,500</b>	<b>\$ 495,600</b>	<b>\$ 476,700</b>	<b>\$ 457,800</b>	<b>\$ 438,900</b>
<b>FY 25 Bond (May 2025)</b>					
Prin (1,040,000) See Schedule	\$ 139,000	\$ 139,000	\$ 139,000	\$ 139,000	\$ 139,000
L/T Int (4.5%)	\$ 46,800	\$ 40,545	\$ 34,290	\$ 28,035	\$ 21,780
<b>Subtotal</b>	<b>\$ 185,800</b>	<b>\$ 179,545</b>	<b>\$ 173,290</b>	<b>\$ 167,035</b>	<b>\$ 160,780</b>
<b>FY 25 Bond (May 2025)</b>					
Prin (500,000) Str, Walk, & Conn/Thrwys	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
L/T Int (4.5%)	\$ 22,500	\$ 18,000	\$ 13,500	\$ 9,000	\$ 4,500
<b>Subtotal</b>	<b>\$ 122,500</b>	<b>\$ 118,000</b>	<b>\$ 113,500</b>	<b>\$ 109,000</b>	<b>\$ 104,500</b>
<b>FY 25 Bond (May 2025)</b>					
Prin (95,000) School Items	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000
L/T Int (4.5%)	\$ 4,275	\$ 3,420	\$ 2,565	\$ 1,710	\$ 855
<b>Subtotal</b>	<b>\$ 23,275</b>	<b>\$ 22,420</b>	<b>\$ 21,565</b>	<b>\$ 20,710</b>	<b>\$ 19,855</b>
<b>FY 26 Bond (May 2026)</b>					
Prin (3,637,000) See Schedule	\$ 517,400	\$ 517,400	\$ 517,400	\$ 517,400	\$ 517,400
L/T Int (4.5%)	\$ 163,665	\$ 140,382	\$ 117,099	\$ 93,816	\$ 70,533

Subtotal	\$	681,065	\$	657,782	\$	634,499	\$	611,216	\$	587,933
FY 26 Bond (May 2026)										
Prin (6,275,000) Str, Walk, & Conn/Thrwys	\$	1,255,000	\$	1,255,000	\$	1,255,000	\$	1,255,000	\$	1,255,000
L/T Int (4.5%)	\$	282,375	\$	225,900	\$	169,425	\$	112,950	\$	56,475
Subtotal	\$	1,537,375	\$	1,480,900	\$	1,424,425	\$	1,367,950	\$	1,311,475
FY 26 Bond (May 2026)										
Prin (317,000)School Items	\$	63,400	\$	63,400	\$	63,400	\$	63,400	\$	63,400
L/T Int (4.5%)	\$	14,265	\$	11,412	\$	8,559	\$	5,706	\$	2,853
Subtotal	\$	77,665	\$	74,812	\$	71,959	\$	69,106	\$	66,253
FY 27 Bond)										
Prin (8,176,200) See Schedule	\$	-	\$	1,018,607	\$	1,018,607	\$	1,018,607	\$	1,018,607
L/T Int (4.5%)	\$	-	\$	367,929	\$	322,092	\$	276,254	\$	230,417
Subtotal	\$	-	\$	1,386,536	\$	1,340,699	\$	1,294,861	\$	1,249,024
FY 27 Bond)										
Prin (10,000,000) New Middle School Project Borrowing #1	\$	-	\$	333,333	\$	333,333	\$	333,333	\$	333,333
L/T Int (4.5%)	\$	-	\$	450,000	\$	435,000	\$	420,000	\$	405,000
Subtotal	\$	-	\$	783,333	\$	768,333	\$	753,333	\$	738,333
FY 27 Bond										
Prin (95,000) School Items	\$	-	\$	19,000	\$	19,000	\$	19,000	\$	19,000
L/T Int (4.5%)	\$	-	\$	4,275	\$	3,420	\$	2,565	\$	1,710
Subtotal	\$	-	\$	23,275	\$	22,420	\$	21,565	\$	20,710
FY 27 Bond										
Prin (5,900,000)Str, Walk, Conn/Thrw Light	\$	-	\$	1,180,000	\$	1,180,000	\$	1,180,000	\$	1,180,000
L/T Int (4.5%)	\$	-	\$	265,500	\$	212,400	\$	159,300	\$	106,200
Subtotal	\$	-	\$	1,445,500	\$	1,392,400	\$	1,339,300	\$	1,286,200
FY 28 Bond										
Prin (17,653,000) See Schedule	\$	-	\$	-	\$	2,159,300	\$	2,159,300	\$	2,159,300
L/T Int (4.5%)	\$	-	\$	-	\$	794,385	\$	697,217	\$	600,048
Subtotal	\$	-	\$	-	\$	2,953,685	\$	2,856,517	\$	2,759,348
FY 28 Bond)										
Prin (44,000,000) New Middle School Project Borrowing #2	\$	-	\$	-	\$	1,466,667	\$	1,466,667	\$	1,466,667
L/T Int (4.5%)	\$	-	\$	-	\$	1,980,000	\$	1,914,000	\$	1,848,000
Subtotal	\$	-	\$	-	\$	3,446,667	\$	3,380,667	\$	3,314,667
FY 28 Bond										
Prin (495,000) School Items	\$	-	\$	-	\$	59,000	\$	59,000	\$	59,000
L/T Int (4.5%)	\$	-	\$	-	\$	22,275	\$	19,620	\$	16,965
Subtotal	\$	-	\$	-	\$	81,275	\$	78,620	\$	75,965

FY 28 Bond							
Prin (6,125,000)Str, Walk, Conn/Thrwy Light	\$	-	\$	-	\$	1,225,000	\$ 1,225,000
L/T Int (4.5%)	\$	-	\$	-	\$	275,625	\$ 220,500
<b>Subtotal</b>	\$	-	\$	-	\$	<b>1,500,625</b>	\$ <b>1,445,500</b>
FY 29 Bond							
Prin (33,008,000) See Schedule	\$	-	\$	-	\$	-	\$ 2,296,700
L/T Int (4.5%)	\$	-	\$	-	\$	-	\$ 1,485,360
<b>Subtotal</b>	\$	-	\$	-	\$	-	\$ <b>3,782,060</b>
FY 29 Bond)							
Prin (44,000,000) New Middle School Project Borrowing #3	\$	-	\$	-	\$	-	\$ 1,466,667
L/T Int (4.5%)	\$	-	\$	-	\$	-	\$ 1,980,000
<b>Subtotal</b>	\$	-	\$	-	\$	-	\$ <b>3,446,667</b>
FY 29 Bond							
Prin (845,000) School Items	\$	-	\$	-	\$	-	\$ 119,000
L/T Int (4.5%)	\$	-	\$	-	\$	-	\$ 38,025
<b>Subtotal</b>	\$	-	\$	-	\$	-	\$ <b>157,025</b>
FY 29 Bond							
Prin (5,850,000)Str, Walk, Conn/Thrwy Light	\$	-	\$	-	\$	-	\$ 1,170,000
L/T Int (4.5%)	\$	-	\$	-	\$	-	\$ 263,250
<b>Subtotal</b>	\$	-	\$	-	\$	-	\$ <b>1,433,250</b>
FY 30 Bond							
Prin (16,057,000) See Schedule	\$	-	\$	-	\$	-	\$ -
L/T Int (4.5%)	\$	-	\$	-	\$	-	\$ 722,565
<b>Subtotal</b>	\$	-	\$	-	\$	-	\$ <b>2,384,232</b>
FY 30 Bond							
Prin (1,845,000) School Items	\$	-	\$	-	\$	-	\$ 319,000
L/T Int (4.5%)	\$	-	\$	-	\$	-	\$ 83,025
<b>Subtotal</b>	\$	-	\$	-	\$	-	\$ <b>402,025</b>
FY 30 Bond							
Prin (6,075,000)Str, Walk, Conn/Thrwy Light	\$	-	\$	-	\$	-	\$ 1,215,000
L/T Int (4.5%)	\$	-	\$	-	\$	-	\$ 273,375
<b>Subtotal</b>	\$	-	\$	-	\$	-	\$ <b>1,488,375</b>
<b>TOTAL PLANNED BOND DEBT</b>							
Principal	\$	2,689,486	\$	5,240,426	\$	10,150,393	\$ 15,202,760
Long Term Interest	\$	667,909	\$	1,634,587	\$	4,471,053	\$ 7,780,920
<b>TOTAL PLANNED DEBT</b>	<b>\$</b>	<b>3,357,395</b>	<b>\$</b>	<b>6,875,013</b>	<b>\$</b>	<b>14,621,446</b>	<b>\$ 22,983,680</b>
							<b>\$ 26,574,188</b>

**Total Permanent, Authorized/Unissued, & Planned**

Principal	\$ 23,121,939	\$ 25,152,879	\$ 29,442,846	\$ 33,660,213	\$ 36,015,880
Long Term Interest	\$ 13,625,284	\$ 13,605,891	\$ 15,514,575	\$ 17,899,497	\$ 17,393,844
<b>Grand Total</b>	<b>\$ 36,747,223</b>	<b>\$ 38,758,770</b>	<b>\$ 44,957,421</b>	<b>\$ 51,559,710</b>	<b>\$ 53,409,724</b>

\*Loan Orders to be Voted by City Council at 01/27/2026 Meeting

AUTHORIZED UNISSUED DEBT	FY	COST	FY 27		FY 28		FY 29		FY 30		FY 31	
			PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
5 DISTRICT: SECURITY SYSTEM ENHANCEMENTS	BR 24	\$ 95,000	\$ 19,000	\$ 4,275	\$ 19,000	\$ 3,420	\$ 19,000	\$ 2,565	\$ 19,000	\$ 1,710	\$ 19,000	\$ 855
		\$ 95,000	\$ 19,000	\$ 4,275	\$ 19,000	\$ 3,420	\$ 19,000	\$ 2,565	\$ 19,000	\$ 1,710	\$ 19,000	\$ 855
5 IT INFRASTRUCTURE BUILDOUT	BE 24	\$ 250,000	\$ 50,000	\$ 11,250	\$ 50,000	\$ 9,000	\$ 50,000	\$ 6,750	\$ 50,000	\$ 4,500	\$ 50,000	\$ 2,250
5 PARKER:POINT/REPAIR EXT MASONRY FAÇADE	BR 24	\$ 125,000	\$ 25,000	\$ 5,625	\$ 25,000	\$ 4,500	\$ 25,000	\$ 3,375	\$ 25,000	\$ 2,250	\$ 25,000	\$ 1,125
15 PARKER:INSTALL FIRE SUPPRESSION SYSTEM	BR 24	\$ 750,000	\$ 50,000	\$ 33,750	\$ 50,000	\$ 31,500	\$ 50,000	\$ 29,250	\$ 50,000	\$ 27,000	\$ 50,000	\$ 24,750
		\$ 1,125,000	\$ 125,000	\$ 50,625	\$ 125,000	\$ 45,000	\$ 125,000	\$ 39,375	\$ 125,000	\$ 33,750	\$ 125,000	\$ 28,125
10 BEMIS INSTALL, PLYGRD EQUIP, SPRAY	BR 25	\$ 1,350,000	\$ 135,000	\$ 60,750	\$ 135,000	\$ 54,675	\$ 135,000	\$ 48,600	\$ 135,000	\$ 42,525	\$ 135,000	\$ 36,450
20 PARKER: 2ND FLOOR RENOVATIONS	BR 25	\$ 2,217,000	\$ 110,850	\$ 99,765	\$ 110,850	\$ 94,777	\$ 110,850	\$ 89,789	\$ 110,850	\$ 84,800	\$ 110,850	\$ 79,812
5 HIGHWAY: SKID STEER*	BE 25	\$ 65,000	\$ 13,000	\$ 2,925	\$ 13,000	\$ 2,340	\$ 13,000	\$ 1,755	\$ 13,000	\$ 1,170	\$ 13,000	\$ 585
10 SNOW AND ICE: LOADER 3/4 YARD*	BE 25	\$ 107,000	\$ 10,700	\$ 4,815	\$ 10,700	\$ 4,334	\$ 10,700	\$ 3,852	\$ 10,700	\$ 3,371	\$ 10,700	\$ 2,889
5 CEMETERY: OFF ROAD UTILITY VEH 4X4 (2)*	BE 25	\$ 30,000	\$ 6,000	\$ 1,350	\$ 6,000	\$ 1,080	\$ 6,000	\$ 810	\$ 6,000	\$ 540	\$ 6,000	\$ 270
10 CEMETERY: BACKHOE*	BE 25	\$ 140,000	\$ 14,000	\$ 6,300	\$ 14,000	\$ 5,872	\$ 14,000	\$ 5,040	\$ 14,000	\$ 4,410	\$ 14,000	\$ 3,780
10 PARKS & FORESTRY: TREE CHIPPER*	BE 25	\$ 75,000	\$ 7,500	\$ 3,375	\$ 7,500	\$ 3,038	\$ 7,500	\$ 2,700	\$ 7,500	\$ 2,363	\$ 7,500	\$ 2,025
5 HIGHWAY RECONSTR BONDS	STB 25	\$ 2,200,000	\$ 440,000	\$ 99,000	\$ 440,000	\$ 79,200	\$ 440,000	\$ 59,400	\$ 440,000	\$ 39,600	\$ 440,000	\$ 19,800
5 SIDEWALK RECONSTR BONDS	SWB 25	\$ 550,000	\$ 110,000	\$ 24,750	\$ 110,000	\$ 19,800	\$ 110,000	\$ 14,850	\$ 110,000	\$ 9,900	\$ 110,000	\$ 4,950
5 HIGHWAY (CONNECTOR/LONGER STREETS) Fifth Avenue	STB 25	\$ 2,200,000	\$ 440,000	\$ 99,000	\$ 440,000	\$ 79,200	\$ 440,000	\$ 59,400	\$ 440,000	\$ 39,600	\$ 440,000	\$ 19,800
		\$ 8,934,000	\$ 1,287,050	\$ 402,030	\$ 1,287,050	\$ 344,113	\$ 1,287,050	\$ 286,196	\$ 1,287,050	\$ 228,279	\$ 1,287,050	\$ 170,361
10 PARKER: 2ND FLOOR RENOVATIONS	BR 26	\$ 230,000	\$ 23,000	\$ 10,350	\$ 23,000	\$ 9,315	\$ 23,000	\$ 8,280	\$ 23,000	\$ 7,245	\$ 23,000	\$ 6,210
15 PARKER: ADA/CODE UPDATE REQUIREMENTS	BR 26	\$ 2,106,000	\$ 140,400	\$ 94,770	\$ 140,400	\$ 88,452	\$ 140,400	\$ 82,134	\$ 140,400	\$ 75,816	\$ 140,400	\$ 69,498
10 PARKER BUILDING: MASONRY ADDITIONAL COSTS	BR 26	\$ 350,000	\$ 35,000	\$ 15,750	\$ 35,000	\$ 14,175	\$ 35,000	\$ 12,600	\$ 35,000	\$ 11,025	\$ 35,000	\$ 9,450
5 PUB. BLDGS: SIDEWALK SNOWBLOWER	BE 26	\$ 60,000	\$ 12,000	\$ 2,700	\$ 12,000	\$ 2,160	\$ 12,000	\$ 1,620	\$ 12,000	\$ 1,080	\$ 12,000	\$ 540
15 PUB. BLDG: ROOF REPLACE/SOLAR & SOLAR CANOPY DPW PKG LOT	BR 26	\$ 1,886,000	\$ 125,733	\$ 84,870	\$ 125,733	\$ 79,212	\$ 125,733	\$ 73,554	\$ 125,733	\$ 67,896	\$ 125,733	\$ 62,238
15 CDP: VICTORY TRACK, FIELD & CRT RENO-Phase II	BR 26	\$ 8,932,206	\$ 595,480	\$ 401,949	\$ 595,480	\$ 375,153	\$ 595,480	\$ 348,356	\$ 595,480	\$ 321,559	\$ 595,480	\$ 294,763
10 CDP: HOW PARK PHASE 1	BR 26	\$ 911,900	\$ 91,190	\$ 41,866	\$ 91,190	\$ 36,932	\$ 91,190	\$ 32,828	\$ 91,190	\$ 28,725	\$ 91,190	\$ 24,621
5 FLEET: TRAFFIC SUPERVISOR VEHICLE (C#10)*	BE 26	\$ 80,000	\$ 16,000	\$ 6,800	\$ 16,000	\$ 2,880	\$ 16,000	\$ 2,160	\$ 16,000	\$ 1,440	\$ 16,000	\$ 720
10 HWY: HOT BOX #49*	BE 26	\$ 300,000	\$ 30,000	\$ 13,500	\$ 30,000	\$ 12,150	\$ 30,000	\$ 10,800	\$ 30,000	\$ 9,450	\$ 30,000	\$ 8,100
10 SNOW&ICE: 4X4 SANDER (#37)*	BE 26	\$ 320,000	\$ 32,000	\$ 14,400	\$ 32,000	\$ 12,960	\$ 32,000	\$ 11,520	\$ 32,000	\$ 10,080	\$ 32,000	\$ 8,640
5 CEMETARY: DUMP TRUCK 4X4 #202*	BE 26	\$ 100,000	\$ 20,000	\$ 4,500	\$ 20,000	\$ 3,600	\$ 20,000	\$ 2,700	\$ 20,000	\$ 1,800	\$ 20,000	\$ 900
5 PARKS & FORESTRY: CHIPPER BODY #74*	BE 26	\$ 200,000	\$ 40,000	\$ 9,000	\$ 40,000	\$ 7,200	\$ 40,000	\$ 5,400	\$ 40,000	\$ 3,600	\$ 40,000	\$ 1,800
10 PARKER: ENVELOPE & MECHANICAL/ENERGY UPGRADES	BR 26	\$ 1,156,000	\$ 115,600	\$ 52,020	\$ 115,600	\$ 46,818	\$ 115,600	\$ 41,616	\$ 115,600	\$ 36,414	\$ 115,600	\$ 31,212
		\$ 13,946,106	\$ 1,276,403	\$ 748,445	\$ 1,276,403	\$ 691,007	\$ 1,276,403	\$ 633,568	\$ 1,276,403	\$ 576,130	\$ 1,276,403	\$ 518,692
		\$ 24,100,106	\$ 2,707,453	\$ 1,205,375	\$ 2,707,453	\$ 1,083,540	\$ 2,707,453	\$ 961,704	\$ 2,707,453	\$ 839,869	\$ 2,707,453	\$ 718,033
<b>PLANNED DEBT</b>												
5 IT: INFRASTRUCTURE IMPROVEMENTS	BE 23	\$ 300,000	\$ 60,000	\$ 13,500	\$ 60,000	\$ 10,800	\$ 60,000	\$ 8,100	\$ 60,000	\$ 5,400	\$ 60,000	\$ 2,700
5 IT: PERMITTING/TRANSPARENCY DASHBRDS	BE 23	\$ 100,000	\$ 20,000	\$ 4,500	\$ 20,000	\$ 3,600	\$ 20,000	\$ 2,700	\$ 20,000	\$ 1,800	\$ 20,000	\$ 900
		\$ 400,000	\$ 80,000	\$ 18,000	\$ 80,000	\$ 14,400	\$ 80,000	\$ 10,800	\$ 80,000	\$ 7,200	\$ 80,000	\$ 3,600
5 IT: INFRASTRUCTURE IMPROVEMENTS	BE 24	\$ 138,432	\$ 27,686	\$ 6,229	\$ 27,686	\$ 4,984	\$ 27,686	\$ 3,738	\$ 27,686	\$ 2,492	\$ 27,686	\$ 1,246
5 IT: PERMITTING/TRANSPARENCY DASHBOARDS	BE 24	\$ 150,000	\$ 30,000	\$ 6,750	\$ 30,000	\$ 5,400	\$ 30,000	\$ 4,050	\$ 30,000	\$ 2,700	\$ 30,000	\$ 1,350
5 FIRE: MAIN STATION INTERIOR REPAIRS	BR 24	\$ 100,000	\$ 20,000	\$ 4,500	\$ 20,000	\$ 3,600	\$ 20,000	\$ 2,700	\$ 20,000	\$ 1,800	\$ 20,000	\$ 900
5 FIRE: MAIN STN. REPLACE EMERG GEN	BE 24	\$ 90,000	\$ 18,000	\$ 4,050	\$ 18,000	\$ 3,240	\$ 18,000	\$ 2,430	\$ 18,000	\$ 1,620	\$ 18,000	\$ 810
		\$ 478,432	\$ 95,686	\$ 21,529	\$ 95,686	\$ 17,224	\$ 95,686	\$ 12,918	\$ 95,686	\$ 8,612	\$ 95,686	\$ 4,306
5 HIGHWAY (CONNECTOR/THROUGHWAYS) (FOREST & SPRINGFIELD)	STB 24	\$ 2,100,000	\$ 420,000	\$ 94,500	\$ 420,000	\$ 75,600	\$ 420,000	\$ 56,700	\$ 420,000	\$ 37,800	\$ 420,000	\$ 18,900
		\$ 2,100,000	\$ 420,000	\$ 94,500	\$ 420,000	\$ 75,600	\$ 420,000	\$ 56,700	\$ 420,000	\$ 37,800	\$ 420,000	\$ 18,900
5 IT: INFRASTRUCTURE IMPROVEMENTS	BE 25	\$ 200,000	\$ 40,000	\$ 9,000	\$ 40,000	\$ 7,200	\$ 40,000	\$ 5,400	\$ 40,000	\$ 3,600	\$ 40,000	\$ 1,800
5 IT: PERMITTING/TRANSPARENCY DASHBOARDS	BE 25	\$ 150,000	\$ 30,000	\$ 6,750	\$ 30,000	\$ 5,400	\$ 30,000	\$ 4,050	\$ 30,000	\$ 2,700	\$ 30,000	\$ 1,350
10 PUBLIC BLDG: SOLAR CANOPY DPW PKG LOT	BR 25	\$ 650,000	\$ 65,000	\$ 29,250	\$ 65,000	\$ 26,325	\$ 65,000	\$ 23,400	\$ 65,000	\$ 20,475	\$ 65,000	\$ 17,550
10 RINK ENCLOSURE OF SOFFITS/OUTSIDE WALLS	BR 25	\$ 40,000	\$ 4,000	\$ 1,800	\$ 4,000	\$ 1,620	\$ 4,000	\$ 1,440	\$ 4,000	\$ 1,260	\$ 4,000	\$ 1,080
		\$ 1,040,000	\$ 139,000	\$ 46,800	\$ 139,000	\$ 40,545	\$ 139,000	\$ 34,290	\$ 139,000	\$ 28,035	\$ 139,000	\$ 21,780
5 MT. AUBURN ST NON PARTICIPATORY FUNDS	BR 25	\$ 500,000	\$ 100,000	\$ 22,500	\$ 100,000	\$ 18,000	\$ 100,000	\$ 13,500	\$ 100,000	\$ 9,000	\$ 100,000	\$ 4,500
		\$ 500,000	\$ 100,000	\$ 22,500	\$ 100,000	\$ 18,000	\$ 100,000	\$ 13,500	\$ 100,000	\$ 9,000	\$ 100,000	\$ 4,500
5 DISTRICT: SECURITY SYSTEM ENHANCEMENTS	BR 25	\$ 95,000	\$ 19,000	\$ 4,275	\$ 19,000	\$ 3,420	\$ 19,000	\$ 2,565	\$ 19,000	\$ 1,710	\$ 19,000	\$ 855
		\$ 95,000	\$ 19,000	\$ 4,275	\$ 19,000	\$ 3,420	\$ 19,000	\$ 2,565	\$ 19,000	\$ 1,710	\$ 19,000	\$ 855
5 ADMIN BLDG: ROOF SHINGLE REPLACMENT/ROOF REFURBISH	BR 26	\$ 300,000	\$ 60,000	\$ 13,500	\$ 60,000	\$ 10,800	\$ 60,000	\$ 8,100	\$ 60,000	\$ 5,400	\$ 60,000	\$ 2,700
5 IT: INFRASTRUCTURE IMPROVEMENTS	BE 26	\$ 200,000	\$ 40,000	\$ 9,000	\$ 40,000	\$ 7,200	\$ 40,000	\$ 5,400	\$ 40,000	\$ 3,600	\$ 40,000	\$ 1,800
5 IT: PERMITTING/TRANSPARENCY DASHBOARDS	BE 26	\$ 150,000	\$ 30,000	\$ 6,750	\$ 30,000	\$ 5,400	\$ 30,000	\$ 4,050	\$ 30,000	\$ 2,700	\$ 30,000	\$ 1,350
5 IT: DOCUMENT SCANNING	BE 26	\$ 200,000	\$ 40,000	\$ 9,000	\$ 40,000	\$ 7,200	\$ 40,000	\$ 5,400	\$ 40,000	\$ 3,600	\$ 40,000	\$ 1,800
5 FIRE: EAST END STATION HVAC/PLUMBING	BR 26	\$ 126,000	\$ 25,200	\$ 5,670	\$ 25,200	\$ 4,536	\$ 25,200	\$ 3,402	\$ 25,200	\$ 2,268	\$ 25,200	\$ 1,134
5 FIRE: EAST END STATION PAINTING-CARPET-LIGHTING	BR 26	\$ 121,000	\$ 24,200	\$ 5,445	\$ 24,200	\$ 4,356	\$ 24,200	\$ 3,267	\$ 24,200	\$ 2,178	\$ 24,200	\$ 1,089
10 FIRE: PROTECTIVE OUTER GEAR	BE 26	\$ 500,000	\$ 50,000	\$ 22,500	\$ 50,000	\$ 20,250	\$ 50,000	\$ 18,000	\$ 50,000	\$ 15,750	\$ 50,000	\$ 13,500
10 PHILIPS: LEVEL 3 EV CHARGING STATION INSTALL	BE 27	\$ 1,600,000	\$ 160,000	\$ 72,000	\$ 160,000	\$ 84,500	\$ 160,000	\$ 57,600	\$ 160,000	\$ 50,400	\$ 160,000	\$ 43,200
5 PUB BLDG: EQUIPMENT INVENTORY SYST	BE 26	\$ 150,000	\$ 30,000	\$ 6,750	\$ 30,000	\$ 5,400	\$ 30,000	\$ 4,050	\$ 30,000	\$ 2,700	\$ 30,000	\$ 1,350
5 PUB. BLDGS: ADD EV STATIONS	BR 26	\$ 90,000	\$ 18,000	\$ 4,050	\$ 18,000	\$ 3,240	\$ 18,000	\$ 2,430	\$ 18,000	\$ 1,620	\$ 18,000	\$ 810
5 PUB. BLDGS: DPW GARAGE FANS & DOORS	BR 26	\$ 200,000	\$ 40,000	\$ 9,000	\$ 40,000	\$ 7,200	\$ 40,000	\$ 5,400	\$ 40,000	\$ 3,600	\$ 40,000	\$ 1,800
		\$ 3,637,000	\$ 517,400	\$ 163,665	\$ 517,400	\$ 140,382	\$ 517,400	\$ 117,099	\$ 517,400	\$ 93,816	\$ 517,400	\$ 70,533
5 MT. AUBURN ST NON PARTICIPATORY FUNDS	BR 26	\$ 500,000	\$ 100,000	\$ 22,500	\$ 100,000	\$ 18,000	\$ 100,000	\$ 13,500	\$ 100,000	\$ 9,000	\$ 100,000	\$ 4,500
5 STREETS & SIDEWALKS: ORNAMENTAL STREET LIGHTING	BR 26	\$ 300,000	\$ 60,000	\$ 13,500	\$ 60,000	\$ 10,800	\$ 60,000	\$ 8,100	\$ 60,000	\$ 5,400	\$ 60,000	\$ 2,700
5 HIGHWAY (CONNECTOR/THROUGHWAYS) (FOREST & SPRINGFIELD)	STB 26	\$ 2,300,000	\$ 460,000	\$ 103,500	\$ 460,000	\$ 82,800	\$ 460,000	\$ 62,100	\$ 460,000	\$ 41,400	\$ 460,000	\$ 20,700
5 HIGHWAY RECONSTR	STB 26	\$ 2,300,000	\$ 460,000	\$ 103,500	\$ 460,000	\$ 82,800	\$ 460,000	\$ 6				

CITY OF WATERTOWN CIP GENERAL FUND COST ANALYSIS FY 2027 - FY 2031

20 SULLIVAN PARK CONSTRUCTION	BR	27	\$	675,000	\$	67,500	\$	30,375	\$	67,500	\$	27,338	\$	67,500	\$	24,300	\$	67,500	\$	21,263
10 CDP: VICTORY FIELD PHASE III - FIELD HOUSE & ELEVATOR DESIGN	BR	27	\$	125,000	\$	12,500	\$	5,625	\$	12,500	\$	5,063	\$	12,500	\$	4,500	\$	12,500	\$	3,938
5 IT: DOCUMENT SCANNING	BE	27	\$	200,000	\$	40,000	\$	9,000	\$	40,000	\$	7,200	\$	40,000	\$	5,400	\$	40,000	\$	3,600
5 IT: CYBERSECURITY ENHANCEMENTS	BE	27	\$	250,000	\$	50,000	\$	11,250	\$	50,000	\$	9,000	\$	50,000	\$	6,750	\$	50,000	\$	4,500
20 FIRE: Engine Truck Replacement for 2013 Engine 3	BE	27	\$	1,250,000	\$	62,500	\$	56,250	\$	62,500	\$	53,438	\$	62,500	\$	50,625	\$	62,500	\$	47,813
5 FIRE: REPLACEMENT 2 CARDIAC MONITORS	BE	27	\$	175,000	\$	35,000	\$	7,875	\$	35,000	\$	6,300	\$	35,000	\$	4,725	\$	35,000	\$	3,150
5 POLICE: MOBILE DATA TERMINAL SYSTEM REPLACEMENT	BE	27	\$	170,200	\$	34,040	\$	7,659	\$	34,040	\$	6,127	\$	34,040	\$	4,595	\$	34,040	\$	3,064
10 FLEET: ANIMAL CONTROL VEHICLE #120	BE	27	\$	100,000	\$	10,000	\$	4,500	\$	10,000	\$	4,050	\$	10,000	\$	3,600	\$	10,000	\$	3,150
10 FLEET: PICKUP TRUCK #C5	BE	27	\$	95,000	\$	9,500	\$	4,275	\$	9,500	\$	3,848	\$	9,500	\$	3,420	\$	9,500	\$	2,993
10 HIGHWAY: HEAVY DUTY DUMP TRUCK #40	BE	27	\$	335,000	\$	33,500	\$	15,075	\$	33,500	\$	13,568	\$	33,500	\$	12,060	\$	33,500	\$	10,553
10 HIGHWAY: ELECTRIC STREET SWEEPER #21	BE	27	\$	675,000	\$	67,500	\$	30,375	\$	67,500	\$	27,338	\$	67,500	\$	24,300	\$	67,500	\$	21,263
15 HIGHWAY: CITY HALL PARK LOT REPAIRS & ADA	BR	27	\$	400,000	\$	26,667	\$	18,000	\$	26,667	\$	16,800	\$	26,667	\$	15,600	\$	26,667	\$	14,400
5 HIGHWAY: PARKER BUILDING PARKING LOT EXPANSION DESIGN	BR	27	\$	100,000	\$	20,000	\$	4,500	\$	20,000	\$	3,600	\$	20,000	\$	2,700	\$	20,000	\$	1,800
10 CEMETARY: DUMP TRUCK #70	BE	27	\$	130,000	\$	13,000	\$	5,850	\$	13,000	\$	5,265	\$	13,000	\$	4,890	\$	13,000	\$	4,095
10 CEMETARY: UTILITY VEHICLE #C7	BE	27	\$	95,000	\$	9,500	\$	4,275	\$	9,500	\$	3,848	\$	9,500	\$	3,420	\$	9,500	\$	2,993
10 PARKS & FORESTRY: 4X4 LANDSCAPE DUMP TRUCK #78	BE	27	\$	170,000	\$	17,000	\$	7,650	\$	17,000	\$	6,885	\$	17,000	\$	6,120	\$	17,000	\$	5,355
5 TRAFFIC CONTROL: ADAPTIVE TRAFFIC MANAGEMENT	BE	27	\$	100,000	\$	20,000	\$	4,500	\$	20,000	\$	3,600	\$	20,000	\$	2,700	\$	20,000	\$	1,800
5 ST LIGHT & WIRING: ORNAMENTAL STREET LIGHTING	BR	27	\$	300,000	\$	60,000	\$	13,500	\$	60,000	\$	10,800	\$	60,000	\$	8,100	\$	60,000	\$	5,400
5 PUBLIC BLDG: SIDEWALK SNOWBLOWER/CABS	BE	27	\$	60,000	\$	12,000	\$	2,700	\$	12,000	\$	2,160	\$	12,000	\$	1,620	\$	12,000	\$	1,080
5 PUB. BLDGS: ADD EV STATIONS	BR	27	\$	100,000	\$	20,000	\$	4,500	\$	20,000	\$	3,600	\$	20,000	\$	2,700	\$	20,000	\$	1,800
10 PUB. BLDGS: DPW GARAGE MAU REPLACEMENT	BR	27	\$	70,000	\$	7,000	\$	3,150	\$	7,000	\$	2,835	\$	7,000	\$	2,520	\$	7,000	\$	2,205
5 SENIOR CENTER: SHUTTLE BUS	BE	27	\$	160,000	\$	32,000	\$	7,200	\$	32,000	\$	5,760	\$	32,000	\$	4,320	\$	32,000	\$	2,880
			\$	8,176,200	\$	817,620	\$	367,930	\$	1,018,607	\$	322,092	\$	1,018,607	\$	276,254	\$	1,018,607	\$	230,417
30 NEW MIDDLE SCHOOL	BR	27	\$	10,000,000	\$	333,333	\$	450,000	\$	333,333	\$	435,000	\$	333,333	\$	420,000	\$	333,333	\$	405,000
			\$	10,000,000	\$	333,333	\$	450,000	\$	333,333	\$	435,000	\$	333,333	\$	420,000	\$	333,333	\$	405,000
5 DISTRICT: SECURITY SYSTEM ENHANCEMENTS	BR	27	\$	95,000	\$	19,000	\$	4,275	\$	19,000	\$	3,420	\$	19,000	\$	2,565	\$	19,000	\$	1,710
			\$	95,000	\$	19,000	\$	4,275	\$	19,000	\$	3,420	\$	19,000	\$	2,565	\$	19,000	\$	1,710
5 MT. AUBURN SI NON PARTICIPATORY FUNDS	BR	27	\$	500,000	\$	100,000	\$	22,500	\$	100,000	\$	18,000	\$	100,000	\$	13,500	\$	100,000	\$	9,000
5 HIGHWAY RECONSTRUCTION BONDS	STB	27	\$	2,400,000	\$	480,000	\$	108,000	\$	480,000	\$	86,400	\$	480,000	\$	64,800	\$	480,000	\$	43,200
5 HWY RECONST-CONNECTOR ROADS/LONGER STREETS (RIVERSIDE)	STB	27	\$	2,400,000	\$	480,000	\$	108,000	\$	480,000	\$	86,400	\$	480,000	\$	64,800	\$	480,000	\$	43,200
5 SIDEWALK RECONSTRUCTION BONDS	SWB	27	\$	600,000	\$	120,000	\$	27,000	\$	120,000	\$	21,600	\$	120,000	\$	16,200	\$	120,000	\$	10,800
			\$	5,900,000	\$	590,000	\$	135,000	\$	590,000	\$	118,000	\$	590,000	\$	81,000	\$	590,000	\$	51,600
15 ADMIN: LIGHTING AND ELECTRICAL UPGRADES	BR	28	\$	300,000	\$	20,000	\$	13,500	\$	20,000	\$	13,500	\$	20,000	\$	13,500	\$	20,000	\$	11,700
15 PARKER: ADA/CODE UPDATE REQUIREMENTS	BR	28	\$	841,000	\$	56,067	\$	37,845	\$	56,067	\$	35,322	\$	56,067	\$	35,322	\$	56,067	\$	32,799
10 PARKER: ELEVATOR MODERNIZATION	BR	28	\$	450,000	\$	45,000	\$	20,250	\$	45,000	\$	18,225	\$	45,000	\$	16,200	\$	45,000	\$	16,200
5 PHILLIPS: Replace Boiler #2/Design Deep Energy Retrofit Heat Pumps	BR	28	\$	100,000	\$	20,000	\$	4,500	\$	20,000	\$	3,600	\$	20,000	\$	2,700	\$	20,000	\$	2,700
5 PHILLIPS: DESIGN/MODERNIZE/REPLACE ELEVATOR	BR	28	\$	100,000	\$	20,000	\$	4,500	\$	20,000	\$	3,600	\$	20,000	\$	2,700	\$	20,000	\$	2,700
5 PHILLIPS: ROOF REPAIR/REPLACEMENT	BR	28	\$	1,000,000	\$	200,000	\$	45,000	\$	200,000	\$	36,000	\$	200,000	\$	27,000	\$	200,000	\$	27,000
15 MISC BUILD: ADA UPGRADES PER KMA AUDIT	BR	28	\$	275,000	\$	18,333	\$	12,375	\$	18,333	\$	11,550	\$	18,333	\$	10,725	\$	18,333	\$	10,725
5 MISC BUILD: FIRE ALARM PANEL & DEVICE UPGRADES	BR	28	\$	190,000	\$	38,000	\$	8,550	\$	38,000	\$	6,840	\$	38,000	\$	5,130	\$	38,000	\$	5,130
20 MISC BUILD: GEOTHERMAL UPGRADES	BR	28	\$	500,000	\$	25,000	\$	22,500	\$	25,000	\$	21,375	\$	25,000	\$	20,250	\$	25,000	\$	20,250
10 CDP: WATERTOWN SQ TRANSPORTATION	BR	28	\$	5,000,000	\$	500,000	\$	225,000	\$	500,000	\$	202,500	\$	500,000	\$	180,000	\$	500,000	\$	180,000
10 CDP: LOWER SALTONSTALL TOT LOT & EQUIPMENT	BR	28	\$	500,000	\$	50,000	\$	22,500	\$	50,000	\$	20,250	\$	50,000	\$	18,000	\$	50,000	\$	18,000
10 CDP: COMMUNITY PATH DESIGN - TAYLOR/LINEAR	BR	28	\$	325,000	\$	32,500	\$	14,625	\$	32,500	\$	13,163	\$	32,500	\$	11,700	\$	32,500	\$	11,700
10 CDP: VICTORY FIELD DESIGN PLAYGROUND	BR	28	\$	100,000	\$	10,000	\$	4,500	\$	10,000	\$	4,050	\$	10,000	\$	3,600	\$	10,000	\$	3,600
10 CDP: VICTORY FIELD PHASE III - FIELD HOUSE & ELEVATOR CONSTRUCTION	BR	28	\$	4,000,000	\$	400,000	\$	180,000	\$	400,000	\$	162,000	\$	400,000	\$	144,000	\$	400,000	\$	144,000
5 IT: DOCUMENT SCANNING	BE	28	\$	200,000	\$	40,000	\$	9,000	\$	40,000	\$	7,200	\$	40,000	\$	5,400	\$	40,000	\$	3,600
5 IT: CLOUD OPTIMIZATION & COST MANAGEMENT	BE	28	\$	125,000	\$	25,000	\$	5,625	\$	25,000	\$	4,500	\$	25,000	\$	3,375	\$	25,000	\$	3,375
5 FIRE: MAIN STATION INTERIOR REPAIRS	BE	28	\$	100,000	\$	20,000	\$	4,500	\$	20,000	\$	3,600	\$	20,000	\$	2,700	\$	20,000	\$	2,700
5 FIRE: DOT TYPE III EMERGENCY AMBULANCE VEHICLE	BE	28	\$	600,000	\$	120,000	\$	27,000	\$	120,000	\$	21,600	\$	120,000	\$	16,200	\$	120,000	\$	16,200
5 POLICE: UNINTERRUPTED POWER SOURCE BATTERY REPL	BE	28	\$	52,000	\$	10,400	\$	2,340	\$	10,400	\$	1,872	\$	10,400	\$	1,404	\$	10,400	\$	1,404
5 HIGHWAY: WHEELED EXCAVATOR #12	BE	28	\$	150,000	\$	30,000	\$	6,750	\$	30,000	\$	5,400	\$	30,000	\$	4,050	\$	30,000	\$	4,050
5 HIGHWAY: LOADER #29	BE	28	\$	385,000	\$	77,000	\$	17,325	\$	77,000	\$	13,860	\$	77,000	\$	10,395	\$	77,000	\$	10,395
5 HIGHWAY: 6 WHEEL DUMP TRUCK #34	BE	28	\$	300,000	\$	60,000	\$	13,500	\$	60,000	\$	8,100	\$	60,000	\$	8,100	\$	60,000	\$	8,100
5 SNOW & ICE: 6 WHEEL DUMP/SANDER #30	BE	28	\$	385,000	\$	77,000	\$	17,325	\$	77,000	\$	13,860	\$	77,000	\$	10,395	\$	77,000	\$	10,395
5 PARKS & FORESTRY: DUMP TRUCK #75	BE	28	\$	150,000	\$	30,000	\$	6,750	\$	30,000	\$	5,400	\$	30,000	\$	4,050	\$	30,000	\$	4,050
5 PARKS & FORESTRY: IRRIGATION INSTALLATION & IMPROVEMENTS	BE	28	\$	50,000	\$	10,000	\$	2,250	\$	10,000	\$	1,800	\$	10,000	\$	1,350	\$	10,000	\$	1,350
5 ST LIGHTING & WIRING: ORNAMENTAL STREET LIGHTING	BR	28	\$	300,000	\$	60,000	\$	13,500	\$	60,000	\$	10,800	\$	60,000	\$	8,100	\$	60,000	\$	8,100
5 ST LIGHTING & WIRING: UNDERGROUND DUCT	BR	28	\$	300,000	\$	60,000	\$	13,500	\$	60,000	\$	10,800	\$	60,000	\$	8,100	\$	60,000	\$	8,100
5 PUBLIC BLDG: SIDEWALK SNOWBLOWER/CABS	BE	28	\$	65,000	\$	13,000	\$	2,925	\$	13,000	\$	2,340	\$	13,000	\$	1,755	\$	13,000	\$	1,755
5 PUB BLDGS: ADD EV STATIONS	BR	28	\$	11																

CITY OF WATERTOWN CIP GENERAL FUND COST ANALYSIS FY 2027 - FY 2031

5 PARKS & FORESTRY: IRRIGATION INSTALLATION & IMPROVEMENTS	BE	29	\$	60,000					\$	12,000	\$	2,700	\$	12,000	\$	2,160
5 ST LIGHTING & WIRING: ORNAMENTAL STREET LIGHTING	BR	29	\$	300,000					\$	60,000	\$	13,500	\$	60,000	\$	10,800
5 PUBLIC BLDG: SIDWALK SNOWBLOWER/CABS	BE	29	\$	70,000					\$	14,000	\$	3,150	\$	14,000	\$	2,520
5 PUB BLDGS: ADD EV STATIONS	BR	29	\$	120,000					\$	24,000	\$	5,400	\$	24,000	\$	4,320
30 NEW SENIOR CENTER	BR	29	\$	17,400,000					\$	580,000	\$	783,000	\$	580,000	\$	756,900
			\$	33,008,000	\$	-	\$	-	\$	2,296,700	\$	1,485,360	\$	2,296,700	\$	1,382,009
30 NEW MIDDLE SCHOOL	BR	29	\$	44,000,000					\$	1,466,667	\$	1,980,000	\$	1,466,667	\$	1,914,000
			\$	44,000,000	\$	-	\$	-	\$	1,466,667	\$	1,980,000	\$	1,466,667	\$	1,914,000
5 CUNNIFF: GENERATOR DESIGN/INSTALL	BR	29	\$	150,000					\$	30,000	\$	6,750	\$	30,000	\$	5,400
10 HOSMER: RETROCOMMISSIONING STUDY/REPAIRS	BR	29	\$	500,000					\$	50,000	\$	22,500	\$	50,000	\$	20,250
5 LOWELL: GENERATOR DESIGN/INSTALL	BE	29	\$	100,000					\$	20,000	\$	4,500	\$	20,000	\$	3,600
5 DISTRICT: SECURITY SYSTEM ENHANCEMENTS	BR	29	\$	95,000					\$	19,000	\$	4,275	\$	19,000	\$	3,420
			\$	845,000	\$	-	\$	-	\$	119,000	\$	38,025	\$	119,000	\$	32,670
5 HIGHWAY RECONSTRUCTION BONDS	STB	29	\$	2,600,000					\$	520,000	\$	117,000	\$	520,000	\$	93,600
5 HWY RECONST-CONNECTOR ROADS/LONGER STREETS (WESTMINSTER)	STB	29	\$	2,600,000					\$	520,000	\$	117,000	\$	520,000	\$	93,600
5 SIDEWALK RECONSTRUCTION BONDS	SWB	29	\$	650,000					\$	130,000	\$	29,250	\$	130,000	\$	23,400
			\$	5,850,000	\$	-	\$	-	\$	1,170,000	\$	263,250	\$	1,170,000	\$	210,600
15 ADMN: UPGRADE FIRE PROTECTION SYSTEM DESIGN/INSTALL	BR	30	\$	100,000									\$	6,667	\$	4,500
15 MISC BUILD: ADA UPGRADES PER KMA AUDIT	BR	30	\$	333,000									\$	22,200	\$	14,985
20 MISC BUILD: GEOTHERMAL UPGRADES	BR	30	\$	2,500,000									\$	125,000	\$	112,500
10 CDP: WATERTOWN SQ TRANSPORTATION	BR	30	\$	5,000,000									\$	500,000	\$	225,000
10 CDP: HOW PARK PHASE 2 CONSTRUCTION	BR	30	\$	2,500,000									\$	250,000	\$	112,500
10 CDP: MOXLEY PARK FIELD	BR	30	\$	250,000									\$	25,000	\$	11,250
10 CDP: FILLIPELLO PICKLEBALL DESIGN & INSTALLATION	BR	30	\$	400,000									\$	40,000	\$	18,000
10 CDP: FILLIPELLO - GROVE & ARLINGTON PLAYGROUND	BR	30	\$	150,000									\$	15,000	\$	6,750
5 IT: DOCUMENT SCANNING	BE	30	\$	200,000									\$	40,000	\$	9,000
5 IT: NETWORK INFRASTRUCTURE IMPROVEMENTS	BE	30	\$	425,000									\$	85,000	\$	19,125
5 FIRE: SOLAR POWERED RADIO BOX FOR EMERGENCY REPORTING(5)	BR	30	\$	75,000									\$	15,000	\$	3,375
5 FIRE: MAIN & NORTH STATION SECURITY UPGRADES/ACCESS CONTROL	BR	30	\$	50,000									\$	10,000	\$	2,250
5 FIRE: UTV REPLACEMENT	BR	30	\$	50,000									\$	10,000	\$	2,250
5 POLICE: EQUIPMENT PHONE LINE SYSTEM RECORDING EQUIP	BE	30	\$	22,000									\$	4,400	\$	990
5 POLICE: TRANSPORT VEHICLE (FORD F-150 EV)	BR	30	\$	82,000									\$	16,400	\$	3,690
5 ENGINEER: SE AWD #126	BR	30	\$	65,000									\$	13,000	\$	2,925
20 HIGHWAY: PARKER SCHOOL CONSTRUCTION	BR	30	\$	1,750,000									\$	87,500	\$	78,750
5 SNOW & ICE: 4X4 SANDER #38	BE	30	\$	385,000									\$	77,000	\$	17,325
5 SNOW & ICE: SKID STEER #102	BE	30	\$	125,000									\$	25,000	\$	5,625
5 SNOW & ICE: SANDER #20	BE	30	\$	175,000									\$	35,000	\$	7,875
10 SNOW & ICE: SIDEWALK TRACTOR #48	BE	30	\$	245,000									\$	24,500	\$	11,025
5 PARKS & FORESTRY: IRRIGATION INSTALLATION & IMPROVEMENTS	BE	30	\$	70,000									\$	14,000	\$	3,150
5 TRAFFIC CONTROL: ADAPTIVE TRAFFIC MANAGEMENT	BE	30	\$	100,000									\$	20,000	\$	4,500
5 ST LIGHTING & WIRING: ORNAMENTAL STREET LIGHTING	BR	30	\$	300,000									\$	60,000	\$	13,500
5 ST LIGHTING & WIRING: UNDERGROUND DUCT	BR	30	\$	300,000									\$	60,000	\$	13,500
5 PUBLIC BLDG: SIDWALK SNOWBLOWER/CABS	BE	30	\$	75,000									\$	15,000	\$	3,375
5 PUB BLDGS: ADD EV STATIONS	BR	30	\$	130,000									\$	26,000	\$	5,850
5 PUB BLDGS: DPW GENERATOR REPLACEMENT	BE	30	\$	200,000									\$	40,000	\$	9,000
			\$	16,057,000	\$	-	\$	-	\$	-	\$	-	\$	1,661,667	\$	722,565
5 CUNNIFF: GENERATOR DESIGN/INSTALL	BR	30	\$	600,000									\$	120,000	\$	27,000
10 LOWELL: RETROCOMMISSIONING STUDY/REPAIRS	BR	30	\$	500,000									\$	50,000	\$	22,500
5 LOWELL: GENERATOR DESIGN/INSTALL	BE	30	\$	650,000									\$	130,000	\$	29,250
5 DISTRICT: SECURITY SYSTEM ENHANCEMENTS	BR	30	\$	95,000									\$	19,000	\$	4,275
			\$	1,845,000	\$	-	\$	-	\$	-	\$	-	\$	319,000	\$	83,025
5 HIGHWAY RECONSTRUCTION BONDS	STB	30	\$	2,700,000									\$	540,000	\$	121,500
5 HWY RECONST-CONNECTOR ROADS/LONGER STREETS (TOWNLY)	STB	30	\$	2,700,000									\$	540,000	\$	121,500
5 SIDEWALK RECONSTRUCTION BONDS	SWB	30	\$	675,000									\$	135,000	\$	30,375
			\$	6,075,000	\$	-	\$	-	\$	-	\$	-	\$	1,215,000	\$	273,375
15 ADMN: UPGRADE FIRE PROTECTION SYSTEM DESIGN/INSTALL	BR	31	\$	800,000												
10 CITY HALL: ROOF REPLACEMENT	BR	31	\$	300,000												
15 MISC BUILD: ADA UPGRADES PER KMA AUDIT	BR	31	\$	366,000												
20 MISC BUILD: GEOTHERMAL UPGRADES	BR	31	\$	2,500,000												
10 CDP: WATERTOWN SQ TRANSPORTATION	BR	31	\$	5,000,000												
10 CDP: MOXLEY PARK FIELD	BR	31	\$	5,000,000												
10 CDP: CASEY PLAYGROUND DESIGN	BR	31	\$	125,000												
10 CDP: FILLIPELLO - GROVE & ARLINGTON PLAYGROUND	BR	31	\$	960,000												
5 IT: FIBER LOOP BUILD-OUT & CABLING	BE	31	\$	150,000												
5 IT: DOCUMENT SCANNING	BE	31	\$	200,000												
5 IT: SERVER & VITUALIZATION REFRESH	BE	31	\$	400,000												
5 FIRE: INCIDENT COMMAND VEHICLE	BE	31	\$	120,000												
10 POLICE: ROOF REPLACEMENT	BR	31	\$	275,000												
5 POLICE: GENERATOR REPLACEMENT	BE	31	\$	120,000												
5 HIGHWAY: DUMP TRUCK/SANDER #52	BE	31	\$	350,000												
5 HIGHWAY: F550 RACK TRUCK #28	BE	31	\$	170,000												
5 SNOW & ICE: SIDEWALK TRACTOR	BE	31	\$	250,000												
5 SNOW & ICE: 10 WHEEL HOOKLIFT SANDER #46	BE	31	\$	375,000												
5 SNOW & ICE: 6 WHEEL CHASSIS MT. SANDER #32	BE	31	\$	325,000												
5 PARKS: IRRIGATION INSTALLATION & IMPROVEMENTS	BE	31	\$	80,000												
5 ST LIGHTING & WIRING: ORNAMENTAL STREET LIGHTING	BR	31	\$	300,000												
5 PUBLIC BLDG: SIDWALK SNOWBLOWER/CABS	BE	31	\$	80,000												
5 PUB BLDGS: ADD EV STATIONS	BR	31	\$	140,000												
5 RINK: DESSICANT DEHUMIDIFIER	BR	31	\$	300,000												
			\$	18,686,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
5 DISTRICT: SECURITY SYSTEM ENHANCEMENTS	BR	31	\$	95,000												
			\$	95,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
5 HIGHWAY RECONSTRUCTION BONDS	STB	31	\$	2,800,000												
5 HWY RECONST-CONNECTOR ROADS/LONGER STREETS (IRVING)	STB	31	\$	2,800,000												
5 SIDEWALK RECONSTRUCTION BONDS	SWB	31	\$	700,000												
			\$	6,300,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
			\$	240,047,632	\$	2,689,486	\$	667,909	\$	5,240,426	\$	1,634,588	\$	10,150,393	\$	4,471,053
			\$	17,725,000	\$	11,752,000	\$	17,205,000	\$	10,887,763	\$	16,585,000	\$	10,081,818	\$	15,750,000
			\$		\$		\$		\$		\$		\$	9,278,708	\$	14,910,000
			\$		\$		\$		\$		\$		\$		\$	8,500,050

TOTAL PERMANENT DEBT

CITY OF WATERTOWN CIP GENERAL FUND COST ANALYSIS FY 2027 - FY 2031

TOTAL AUTHORIZED UNISSUED DEBT	\$ 2,707,453	\$ 1,205,375	\$ 2,707,453	\$ 1,083,540	\$ 2,707,453	\$ 961,704	\$ 2,707,453	\$ 839,869	\$ 2,707,453	\$ 718,033
TOTAL PLANNED DEBT (FY27 - FY 31)	\$ 2,689,486	\$ 667,909	\$ 5,240,426	\$ 1,634,588	\$ 10,150,393	\$ 4,471,053	\$ 15,202,760	\$ 7,780,920	\$ 18,398,427	\$ 8,175,781
<b>TOTAL</b>	\$ 23,121,939	\$ 13,625,284	\$ 25,152,879	\$ 13,605,891	\$ 29,442,846	\$ 15,514,575	\$ 33,660,213	\$ 17,899,497	\$ 36,015,880	\$ 17,393,844
	\$ 36,747,223	\$ 38,758,770	\$ 44,957,421	\$ 51,559,710	\$ 53,409,724					

	FY 27		FY 28		FY 29		FY 30		FY 31	
	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
Permanent Debt/Interest	\$ 4,845,000	\$ 1,297,050	\$ 4,320,000	\$ 1,068,363	\$ 3,850,000	\$ 865,488	\$ 3,095,000	\$ 690,450	\$ 2,275,000	\$ 538,850
ESCO - Permanent Debt/Interest	\$ 400,000	\$ 85,950	\$ 410,000	\$ 74,400	\$ 425,000	\$ 60,980	\$ 345,000	\$ 48,408	\$ 335,000	\$ 36,850
Three Elem. School & High School Proj. - Permanent Debt/Interest	\$ 12,480,000	\$ 10,369,000	\$ 12,475,000	\$ 9,745,000	\$ 12,310,000	\$ 9,155,350	\$ 12,310,000	\$ 8,539,850	\$ 12,300,000	\$ 7,924,350
TOTAL PERMANENT DEBT/INTEREST	\$ 17,725,000	\$ 11,752,000	\$ 17,205,000	\$ 10,887,763	\$ 16,585,000	\$ 10,081,818	\$ 15,750,000	\$ 9,278,708	\$ 14,910,000	\$ 8,500,050
Street & Sidewalk - Auth/Unissued & Planned	\$ 2,765,000	\$ 622,125	\$ 3,945,000	\$ 763,200	\$ 5,170,000	\$ 861,300	\$ 6,340,000	\$ 891,900	\$ 7,555,000	\$ 879,975
New Middle School - Authorized/Unissued & Planned	\$ -	\$ -	\$ 333,333	\$ 450,000	\$ 1,800,000	\$ 2,415,000	\$ 3,266,667	\$ 4,314,000	\$ 3,266,667	\$ 4,167,000
New Senior Center - Authorized/Unissued & Planned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 580,000	\$ 783,000	\$ 580,000	\$ 756,900
Watertown Square - Authorized/Unissued & Planned	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 225,000	\$ 1,000,000	\$ 427,500	\$ 1,500,000	\$ 607,500
Other Debt - Authorized/Unissued & Planned	\$ 2,631,939	\$ 1,251,159	\$ 3,669,546	\$ 1,504,928	\$ 5,387,846	\$ 1,931,457	\$ 6,723,546	\$ 2,204,389	\$ 8,204,213	\$ 2,482,419
TOTAL AUTHORIZED/UNISSUED & PLANNED DEBT	\$ 5,396,939	\$ 1,873,284	\$ 7,947,879	\$ 2,718,128	\$ 12,857,846	\$ 5,432,757	\$ 17,910,213	\$ 8,620,789	\$ 21,105,880	\$ 8,893,794
TOTAL PERMANENT, AUTH/UNISSUED & PLANNED DEBT	\$ 23,121,939	\$ 13,625,284	\$ 25,152,879	\$ 13,605,891	\$ 29,442,846	\$ 15,514,575	\$ 33,660,213	\$ 17,899,497	\$ 36,015,880	\$ 17,393,844
	\$ 36,747,223	\$ 38,758,770	\$ 44,957,421	\$ 51,559,710	\$ 53,409,724					

\$ - \$ - \$ - \$ - \$ -

FY27 \$	24,171,200
FY28 \$	68,273,000
FY29 \$	83,703,000
FY30 \$	23,977,000
FY31 \$	25,081,000

Forecasted Revenue	\$ 222,642,674	\$ 230,016,138	\$ 237,825,844
Forecasted Expenditure	\$ 226,245,566	\$ 233,055,134	\$ 242,486,901
	\$ 17,226,323	\$ 19,596,237	\$ 22,526,871
	7.96%	8.52%	9.47%
	7.83%	8.41%	9.29%
	\$ 17,683,323	\$ 19,540,537	\$ 22,337,171
	7.94%	8.50%	9.39%
	7.82%	8.38%	9.21%




George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

Administration Building  
149 Main Street  
Watertown, MA 02472  
Phone: 617-972-6465

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: March 5, 2026

RE: Request for Confirmation – Reappointments to the Human Rights Commission

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In accordance with the provisions of the Watertown Home Rule Charter and Town Council Ordinance 2007-46, An Ordinance on the Timing and Process of Appointments to Town Boards, Commissions, and Committees, I am hereby submitting a request for reappointments to the Human Rights Commission, which requires Council confirmation.

- Lisa LaPlante - Reappointment as a member of the Human Rights Commission to a term expiring April 1, 2029
- Susan Musinsky - Reappointment as a member of the Human Rights Commission to a term expiring April 1, 2029
- Mel Poindexter - Reappointment as a member of the Human Rights Commission to a term expiring April 1, 2029

Thank you for your favorable consideration in this matter.




George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: March 5, 2026

RE: Request for Confirmation – Appointment to the Public Arts & Culture Committee

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Pursuant to the provisions of the Watertown Home Rule Charter and Town Council Ordinance 2007-46, An Ordinance on the Timing and Process of Appointment to Town Boards, Commissions, and Committees, I hereby submit a request for appointment to the Public Arts & Culture Committee, which requires Council confirmation.

- Jan Taylor - Appointment as a member of the Public Arts & Culture Committee to a term expiring November 15, 2028

Thank you for your anticipated consideration in this matter.