



**City Council Meeting**  
**Tuesday, March 24, 2026 at 6:45 PM**  
**Richard E. Mastrangelo Council Chamber - Second Floor**

**Agenda**

**ACCESS INFORMATION:**

- A. This meeting will be held on March 24, 2026 at 6:45 P.M. Location: Richard E. Mastrangelo Council Chamber - Second Floor
- 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>

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- 1. ROLL CALL
  - 2. EXECUTIVE SESSION - 6:45 P.M.
    - A. To discuss strategy with respect to collective bargaining if an open meeting may have detrimental effect on the bargaining position of the public body and the chair so declares (DPW Union, Watertown Municipal Employee Group, Library Union, Fire Union, Police Patrol Union, Police Supervisors Union)
  - 3. RETURN TO SESSION – 7:00 P.M.
  - 4. PLEDGE OF ALLEGIANCE
  - 5. PUBLIC FORUM
  - 6. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
    - A. Minutes from City Council Meeting March 10, 2026
  - 7. PRESIDENT’S REPORT
  - 8. PRESENTATION OF PETITIONS, PROCLAMATIONS, AND SIMILAR PAPERS AND MATTERS

- A. Proclamation Commending Ethan Ho
- 9. PUBLIC HEARINGS
  - A. Public Hearing and Vote 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.
- 10. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
  - A. First Reading on a Proposed Pet Shop Ordinance
  - B. First Reading on a Proposed Loan Order that the sum of \$1,000,000 is appropriated to pay costs of installation of storm water management improvements, electrical and telecommunication improvements, and catenary pole removal along the corridor in connection with the Mount Auburn Street Transportation Improvement Project for the Department of Public Works, as more fully described in the City's Fiscal Year 2026 through 2030 Capital Improvement Plan, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.
  - C. Resolution Authorizing a Transfer of Funds in the amount of \$4,052,660 from the Fiscal Year 2026 3 Elementary Schools Transfer Out to Other Funds account to the Fiscal Year 2026 Middle School Feasibility Study account and the Fiscal Year 2026 Watertown High School Transfer In from Other Funds account
  - D. Resolution Authorizing a Transfer of Funds in the amount of \$8,000 from the Fiscal Year 2026 City Council Reserve to the Fiscal Year 2026 Police Staff Development account
  - E. Resolution Authorizing a Transfer of Funds in the amount of \$291,100 from the Fiscal year 2026 City Council Reserve to various Fiscal Year 2026 Police Personnel accounts
  - F. Consideration and Action on the Administrative Code as submitted by the City Manager
- 11. COMMUNICATIONS FROM THE CITY MANAGER
  - A. Request for Confirmation of Reappointment of Chairman of the Board of Assessors
- 12. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
- 13. ANNOUNCEMENTS
- 14. PUBLIC FORUM
- 15. RECESS OR ADJOURNMENT

**ELECTED OFFICIALS**

Mark S. Sideris,  
Council President

Vincent J. Piccirilli, Jr.,  
Vice President &

Caroline Bays,  
Councilor At Large

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

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

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

MARCH 10, 2026



## **Watertown City Council**

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

### **CITY COUNCIL MEETING TUESDAY, MARCH 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 March 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>
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## **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, Doug Newton, Council Analyst and Brendan T. McCarthy, Council Clerk.

## **2. PLEDGE OF ALLEGIANCE**

### **3. PUBLIC FORUM**

Ed Scheinbart – 275 Main Street – Thanked several of the councilors for their attendance at a recent session discussing antisemitism.

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

- A. Minutes from City Council Meeting February 10, 2026

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

The motion carried unanimously in a Voice Vote.

- B. Minutes from City Council Meeting February 24, 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. Confirmation of Appointment of Alana Berman-Gnivecki as a member of the Solid Waste & Recycling Advisory Committee to a term expiring May 15, 2028.

President Sideris stated that this appointment was made in October, and as no action was taken to conduct the confirmation hearing, the appointment is automatic per City Council rules.

### **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.

City Manager Proakis stated that this is a request for sewer improvements under the sewer enterprise fund.

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

The motion carried unanimously in a Roll Call Vote.

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

City Manager Proakis stated that this item will provide updated personal protective equipment for firefighters. This loan order, in addition to an upcoming transfer will also suffice for the new hiring of additional firefighters and paramedics.

- 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

City Manager Proakis stated that this transfer is to help facilitate the turnout gear item.

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

The motion carried unanimously in a Roll Call Vote.

- C. Intermunicipal Agreement for Therapeutic Recreation Services

City Manager Proakis stated that the therapeutic recreation partnership with Belmont has grown significantly, and both communities agree a full-time shared staff position is now needed. Belmont will host and manage the role, and the costs and responsibilities will be split 50/50. The position is included in Watertown's FY27 budget request, and an inter-municipal agreement and hiring process will begin so the role is in place by July.

Director of Recreation Ernie Thebado highlighted the long-running 30-year partnership with Belmont on therapeutic recreation. The program now serves about 200 participants and offers more than 15 Special Olympics activities, along with events like dances. He noted that this is an opportunity for Watertown to bridge the gap in terms of responsibility for staffing this program, and the proposed shared full-time position is a valuable opportunity to support the program's continued growth.

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

President Sideris stated that there is precedent for inter-municipality agreements and believes that this is a worthy cause.

Councilor Piccirilli and Councilor Gannon also lauded the efforts.

The motion carried unanimously in a Voice Vote

## **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

Councilor Offei read the report.

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

The motion carried unanimously in a Voice Vote.

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

The motion carried unanimously in a Voice Vote.

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

The motion carried unanimously in a Voice Vote.

- B. Committee on Personnel and City Organization Report regarding its meeting from January 27, 2026 - Bays, Chair

Councilor Bays read the report.

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

Councilor Feltner noted a typo on the header of the report to be corrected for the record.

The motion carried unanimously in a Voice Vote.

- C. Committee on Personnel and City Organization Report regarding its meeting on February 10, 2026 - Bays, Chair

Councilor Bays read the report.

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

The motion carried unanimously in a Voice Vote.

- 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

Councilor Palomba read the report.

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

The motion carried unanimously in a Voice Vote.

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

The motion carried unanimously in a Voice Vote.

- E. Committee on Human Services report regarding its meeting on February 26, 2025 - Palomba, Chair

Councilor Palomba read the report.

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

The motion carried unanimously in a Voice Vote.

- 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 Schaider 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

Councilor Palomba read the report.

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

The motion carried unanimously in a Voice Vote.

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

The motion carried unanimously in a Voice Vote.

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

**ACTION ITEM:**

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

Councilor Gardner read the report.

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

The motion carried unanimously in a Voice Vote.

President Sideris remarked that the pet shop ordinance will be on the next City Council's agenda as a first reading.

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

**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

Councilor Piccirilli read the report.

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

The motion carried unanimously in a Voice Vote.

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

Councilor Gardner raised some concern with the language regarding the placeholder funds for the middle school as it seemed to her that the way it's written suggests that building the school is a forgone conclusion.

Councilor Feltner asked why there are still old loan orders in the recommendations.

City Manager Proakis replied that there were loan orders that were ten years old when he first arrived, and the administration has been working diligently to lower those numbers and facilitate orders.

Councilor Feltner asked about ornamental lighting that appears over the course of several years.

City Manager Proakis replied that that is a DPW item. He added that the item typically appears every year as they aim to add and update.

Councilor Offei asked how confident the City Manager is in the revenue projection.

City Manager Proakis replied that they are very confident in the revenue projection as it is dependent on tax and new growth data that is solid.

The motion carried unanimously in a Voice Vote.

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

The motion carried unanimously in a Voice Vote.

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

The motion carried unanimously in a Voice Vote.

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

The motion carried unanimously in a Voice Vote.

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

### **A. Request for Confirmation of Reappointments to the Human Rights Commission**

City Manager Proakis requested confirmation hearings for Lisa LaPlante, Susan Musinsky, and Mel Poindexter.

President Sideris stated he needed to consider the new rules and upcoming admin code for the referral.

### **B. Request for Confirmation of Appointment to the Public Arts & Culture Committee**

City Manager Proakis request a confirmation hearing for Jan Taylor.

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

Fire Chief Nicholson announced the ninth anniversary memorial for fallen Firefighter Joe Tuscano on March 17<sup>th</sup>. The demonstration will take place on Bigelow Ave in remembrance of Mr. Tuscano's sacrifice.

City Manager Proakis then announced a new visitors' guide which is available in public buildings and hotels. It includes an ad for Treaty Day, which marks the 250 anniversary of the first treaty signed by the US; a treaty between the City of Watertown and the Massachusetts, Mi'kmaq, and Maliseet peoples. He then announced that Watertown was recently honored and given a plaque commemorating the city as part of the Knox Trail; the path taken by Henry Knox in delivering cannons during the Revolutionary War that helped turn the tide for the US.

City Manager Proakis then announced the end of the Winter Parking Ban. He noted that the overnight parking ban is in fact a year-round ban that they annually lift outside of winter. They attempted to only have the ban in effect for January and February this year, but due to heavy snow falls through the beginning of March, they had to extend it. He added that there is the possibility of reactivating the ban should they receive a large storm in the near future.

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

There were no requests.

## **11. ANNOUNCEMENTS**

Councilor Palomba announced a Committee on Climate and Energy meeting on March 23<sup>rd</sup>.

## 12. PUBLIC FORUM

Lena Vye – 14 Riverside Street – Stated that Chelsea’s City Manager created an executive order to protect residents from aggressive federal immigration enforcement. She urged the Watertown City Council to follow his example to reinforce public safety and constitutional protections. She stated that escalating federal immigration enforcement activities threatens the fabric of our communities, and that trust between local government and the community is essential for effective governing and emergency response.

## 13. RECESS OR ADJOURNMENT

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

The motion was adopted unanimously in a Voice Vote.

The meeting adjourned at 8:31 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 24, 2026.

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

1. Loan Order - \$750k MWRA Sewer – Item 6A
2. Loan Order - \$450k Fire Turnout Gear – Item 7A
3. Transfer of Funds - \$30k – CC Reserve to Fire Equipment – Item 7B
4. Intermunicipal Agreement – Item 7C
5. Committee on Parks and Recreation Report - 26-02-19 – Item 8A
6. Committee on Personnel and City Organization Report – 26-01-27 – Item 8B
7. Committee on Personnel and City Organization Report – 26-02-10 – Item 8C
8. Committee on Human Services Report – 26-02-26 – Item 8D
9. Committee on Human Services Report – 26-02-26 – Item 8E
10. Committee on Climate and Energy Report – 26-02-12 & 26-02-25 – Item 8F
11. Committee on Rules and Ordinance Report – 26-02-11 – Item 8G
12. Committee of the Budget and Fiscal Oversight Report – 26-02-04, 26-02-11, 26-03-02 – Item 8 H
13. Request for Confirmation of Reappointments to the Human Rights Commission – Item 9A
14. Request for Confirmation of Appointment to the Public Arts & Culture Committee – Item 9B
15. Lena Vye Email

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



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

**Agenda**

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- 1. ROLL CALL
  - 2. PLEDGE OF ALLEGIANCE
  - 3. PUBLIC FORUM
  - 4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
    - A. Minutes from City Council Meeting 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 - Piccirilli, Chair

**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

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: MARCH 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: MARCH 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 February 10, 2026

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MARCH 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 February 24, 2026



# Watertown City Council

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

RESOLUTION # 21


2026 - R - 21

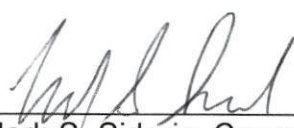
## RESOLUTION CONFIRMING THE APPOINTMENT OF ALANA BERMAN-GNIVECKI TO THE SOLID WASTE & RECYCLING ADVISORY COMMITTEE

**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 appointment of Alana Berman-Gnivecki to the Solid Waste & Recycling Advisory Committee for a term expiring May 15, 2028.

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

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 4 for, 0 against, and 0 present on March 10, 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: MARCH 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 of \$750,000 for sewer system improvements



# Watertown City Council

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

ORDER # 22

2026 - O - 22

## ORDER TO APPROVE THE BORROWING OF FUNDS TO SUPPORT ESSENTIAL SEWER SYSTEM IMPROVEMENTS

**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.

**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 7 for, 0 against, and 0 present on March 10, 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  
Theophilus Offei  
Councilor At Large  
Lisa J. Feltner  
District B Councilor

Caroline Bays,  
Councilor At Large

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


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 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.

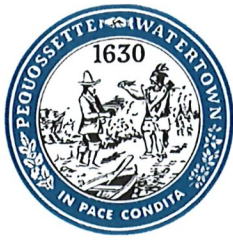
The order must be published at least five days prior to the holding of a public hearing with respect to the order and its final passage and requires the affirmative vote of at least two-thirds of all members of the City Council, as in the case of any other loan order for bonds.

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.

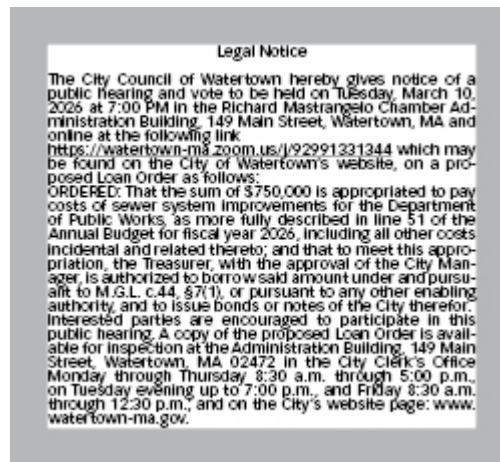
Your order information and a preview of your notice are displayed below for your review. If there are any changes or questions, please contact the Classified Department at 617-929-1314 or email [legals@globe.com](mailto:legals@globe.com).

*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>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

---

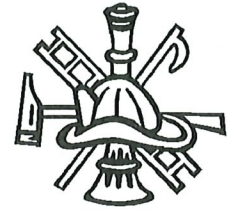
Attached is correspondence from Fire Chief Ryan A. Nicholson regarding the replacement of firefighters' protective outer gear.

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 COUNCIL ROLL CALL VOTE  
MEETING DATE: MARCH 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 authorize a transfer of funds in the amount of \$30,000 from the FY26 City Council Reserve to the FY26 Fire Replacement of Equipment account**



# Watertown City Council

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

RESOLUTION # 23

2026 - R - 23

## RESOLUTION APPROVING A TRANSFER OF FUNDS FROM THE FISCAL YEAR 2026 CITY COUNCIL RESERVE TO THE FISCAL YEAR 2026 FIRE REPLACEMENT OF EQUIPMENT ACCOUNT

**BE IT RESOLVED:** That the City Council of Watertown hereby approves the 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.

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

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

I hereby certify that at a meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 9 for, 0 against, and 0 present on March 10, 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 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 COUNCIL ROLL CALL VOTE  
MEETING DATE: MARCH 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 intermunicipal agreement with Belmont for therapeutic recreation services

## 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[\_\_]

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MARCH 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 accept the report of the Committee on Parks and Recreation from its meeting on February 19, 2026

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MARCH 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 first action item from the report of the Committee on Parks and Recreation from its meeting on February 19, 2026

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MARCH 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 second action item from the report of the Committee on Parks and Recreation from its meeting on February 19, 2026



## 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

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

RESOLUTION # *24*

2026 - R - *24*

## RESOLUTION CONFIRMING THE REAPPOINTMENT OF MARIE-SOPHIE ROHWAEDER TO THE CONSERVATION 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 reappointment of Marie-Sophie Rohwaeder to the Conservation Commission for a term expiring 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 7 for, 0 against, and 0 present on March 10, 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 # 25

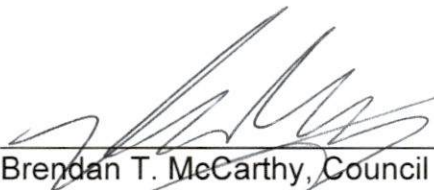
2026 - R - 25

## RESOLUTION CONFIRMING THE REAPPOINTMENT OF LEO MARTIN TO THE CONSERVATION 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 reappointment of Leo Martin to the Conservation Commission for a term expiring 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 4 for, 0 against, and 0 present on March 10, 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: MARCH 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 accept the report of the Committee on Personnel and City Organization from its meeting on January 27, 2026



**Watertown City Council  
Committee on Personnel and City Organization  
Tuesday, January 27, 2026  
Third Floor Conference Room  
5:30pm**

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

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MARCH 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 accept the report of the Committee on Personnel and City Organization from its meeting on February 10, 2026



**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

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MARCH 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 accept the report of the Committee on Human Services from its meeting on February 26, 2026

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MARCH 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 action item from the report of the Committee on Human Services from its meeting on February 26, 2026



**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



# Watertown City Council

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

RESOLUTION # 26


2026 - R - 26

## RESOLUTION CONFIRMING THE REAPPOINTMENT OF DOMINIC AMIRTHARAJ, MD TO THE BOARD OF HEALTH

**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 Dominic Amirtharaj, MD to the Board of Health for a term expiring February 5, 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 March 10, 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: MARCH 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 accept the report of the Committee on Human Services from its second meeting on February 26, 2026



**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

---

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

---

## **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

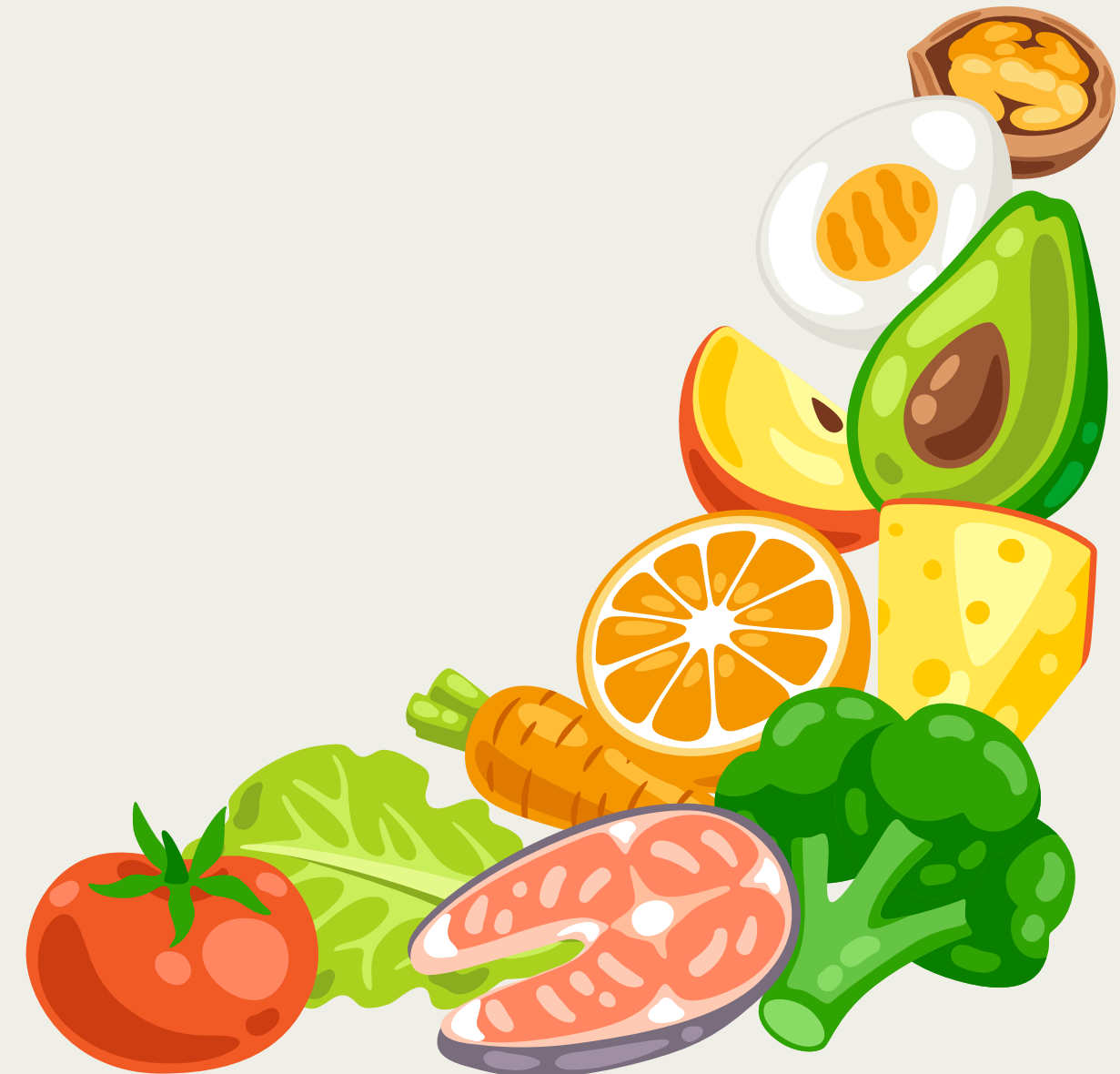
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## What we're doing:

- 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

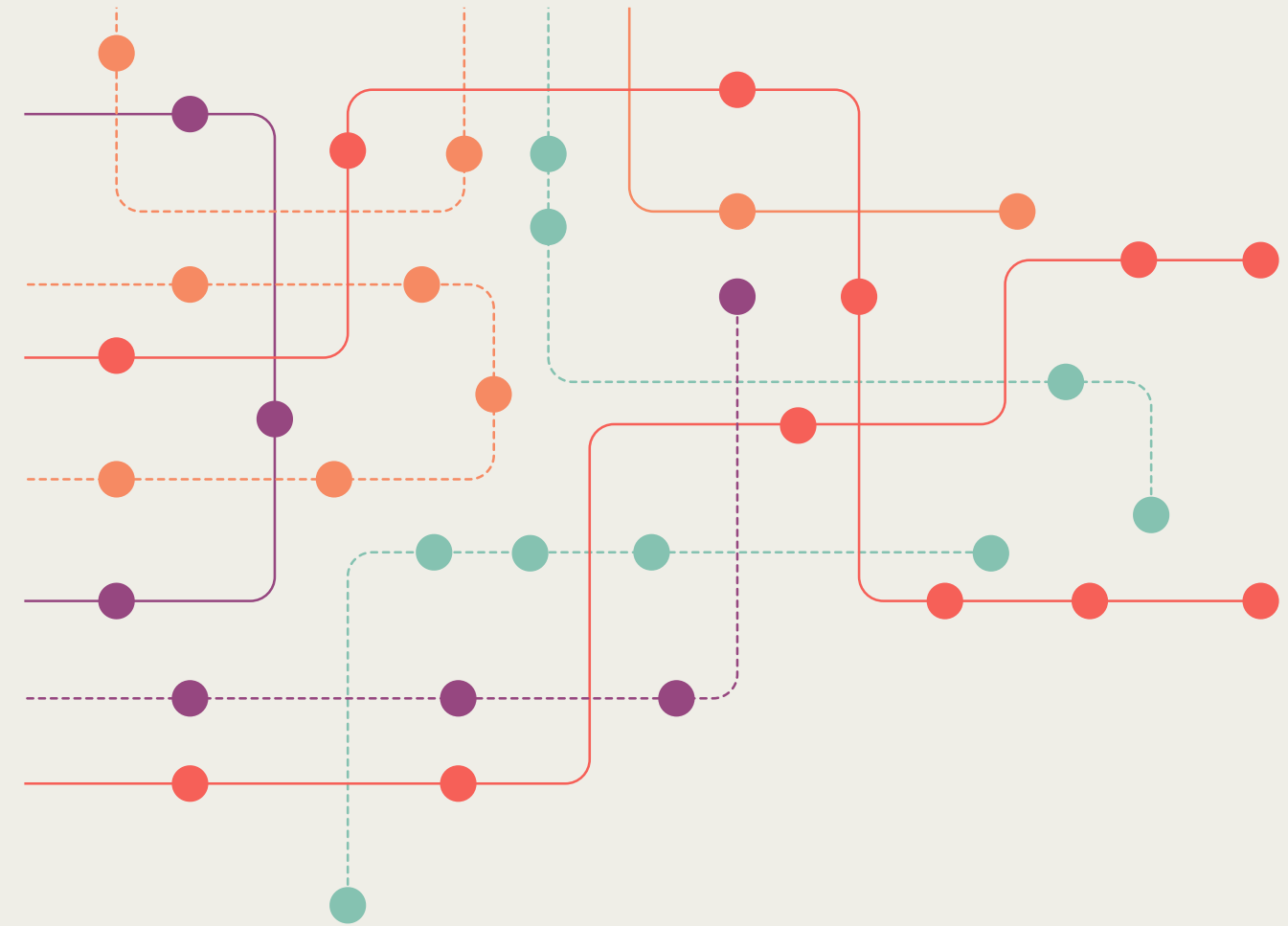
Veterans Services

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

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City of Watertown, MA

O: 617-972-6483 ext. 12184

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**[Watertown-MA.gov/HumanServices](https://www.watertown-ma.gov/HumanServices)**

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MARCH 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 accept the report of the Committee on Climate and Energy from its meetings on February 12 & February 25, 2026

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MARCH 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 action items from the report of the Committee on Climate and Energy from its meetings on February 12 & February 25, 2026



## **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

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

RESOLUTION # 27


2026 - R - 27

## RESOLUTION CONFIRMING THE APPOINTMENT OF LAUREL SCHAIDER TO THE ENVIRONMENT & ENERGY EFFICIENCY 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 appointment of Laurel Schaider to the Environment & Energy Efficiency Committee for a term expiring November 15, 2028.

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

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 9 for, 0 against, and 0 present on March 10, 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 # 28

2026 - R - 28

## RESOLUTION CONFIRMING THE APPOINTMENT OF SUSAN LADUE TO THE ENVIRONMENT & ENERGY EFFICIENCY 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 appointment of Susan LaDue to the Environment & Energy Efficiency Committee for a term expiring November 15, 2028.

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

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of 9 for, 0 against, and 0 present on March 10, 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: MARCH 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 accept the report of the Committee on Rules and Ordinances from its meeting on February 11, 2026



**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 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.

✔
- ✘ Banning pet sales 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.”

✔
- ✘ 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.

✔
- ✘ 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 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.

✔
- ✘ “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 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.

✔
- ✘ 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.

✔
- ✘ 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.

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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

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MARCH 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 accept the report of the Committee of the Budget and Fiscal Oversight from its meeting on February 4, February 11, and March 2, 2026

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MARCH 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 first action item from the report of the Committee of the Budget and Fiscal Oversight from its meeting on February 4, February 11, and March 2, 2026

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

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

Motion to approve the second action item from the report of the Committee of the Budget and Fiscal Oversight from its meeting on February 4, February 11, and March 2, 2026

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

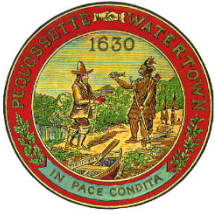
	YES	NO	PRESENT
CAROLINE BAYS	__X__	_____	_____
LISA J. FELTNER	__X__	_____	_____
JOHN G. GANNON	__X__	_____	_____
NICOLE GARDNER	__X__	_____	_____
EMILY IZZO	__X__	_____	_____
THEOPHILUS OFFEI	__X__	_____	_____
ANTHONY PALOMBA	__X__	_____	_____
VINCENT J. PICCIRILLI JR.	__X__	_____	_____
MARK S. SIDERIS,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

Motion to approve the third action item from the report of the Committee of the Budget and Fiscal Oversight from its meeting on February 4, February 11, and March 2, 2026

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MARCH 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 fourth action item from the report of the Committee of the Budget and Fiscal Oversight from its meeting on February 4, February 11, and March 2, 2026



# 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	Replacement 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**

	FY'27	FY'28	FY'29	FY'30	FY'31
FY18 Bond (March 19)					
Prin (500,000) MWRA LWSAP	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>
FY 19 Bond (June 19)					
Prin (181,500) - Various Equipment	\$ 15,000	\$ 15,000	\$ 10,000	\$ -	\$ -
L/T Int	\$ 2,000	\$ 1,250	\$ 500	\$ -	\$ -
Subtotal	<u>\$ 17,000</u>	<u>\$ 16,250</u>	<u>\$ 10,500</u>	<u>\$ -</u>	<u>\$ -</u>
FY20 Bond (February 20)					
Prin (500,000) - MWRA	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ -</u>
FY21 Bond (June 21)					
Prin (500,000) - MWRA	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>
FY21 Bond (June 21)					
Prin (600,000) - MWRA	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>
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
Subtotal	<u>\$ 546,000</u>	<u>\$ 525,000</u>	<u>\$ 504,000</u>	<u>\$ 483,000</u>	<u>\$ 462,000</u>
FY22 Bond (August 22)					
Prin (300,000) MWRA LLP	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>
FY22 Bond (August 22)					
Prin (183,000) MWRA LLP	\$ 18,300	\$ 18,300	\$ 18,300	\$ 18,300	\$ 18,300
L/T Int (0%)	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>\$ 18,300</u>	<u>\$ 18,300</u>	<u>\$ 18,300</u>	<u>\$ 18,300</u>	<u>\$ 18,300</u>

**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	\$ -	\$ -
Subtotal	\$ 557,500	\$ 534,688	\$ 511,563	\$ -	\$ -
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	\$ -
Subtotal	\$ 243,600	\$ 235,200	\$ 226,800	\$ 218,400	\$ -
FY12 Bond (June 12)					
Prin (3,722,000)	\$ 125,000	\$ -	\$ -	\$ -	\$ -
L/T Int	\$ 3,750	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 128,750	\$ -	\$ -	\$ -	\$ -
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
Subtotal	\$ 389,650	\$ 390,350	\$ 394,630	\$ 393,408	\$ 391,850
FY 12 Bond (May 2014)					
Prin (1,088,000) Victory Field	\$ 80,000	\$ -	\$ -	\$ -	\$ -
L/T Int	\$ 800	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 80,800	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -
Subtotal	\$ 96,300	\$ 94,050	\$ 91,350	\$ -	\$ -
FY 13 Bond (May 2014)					
Prin (207,000) Various School Buildings	\$ 10,000	\$ 10,000	\$ 5,000	\$ -	\$ -
L/T Int	\$ 550	\$ 300	\$ 75	\$ -	\$ -
Subtotal	\$ 10,550	\$ 10,300	\$ 5,075	\$ -	\$ -
FY 13 Bond (May 2014)					
Prin (370,000) Casey Park	\$ 25,000	\$ 25,000	\$ 20,000	\$ -	\$ -
L/T Int	\$ 1,600	\$ 975	\$ 300	\$ -	\$ -
Subtotal	\$ 26,600	\$ 25,975	\$ 20,300	\$ -	\$ -
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
Subtotal	\$ 128,700	\$ 124,100	\$ 34,500	\$ 33,300	\$ 32,100

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	\$	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	\$	23,500
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
L/T Int	\$	2,016,400	\$	1,932,900	\$	1,849,400
Subtotal	\$	3,686,400	\$	3,602,900	\$	3,519,400
FY 23 Bond (June 2023)						
Prin (23,895,000) Elem Schools (Lowell, Hosmer & Cunniff	\$	1,195,000	\$	1,195,000	\$	1,195,000
L/T Int	\$	967,750	\$	908,000	\$	848,250
Subtotal	\$	2,162,750	\$	2,103,000	\$	2,043,250
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
L/T Int	\$	7,000	\$	6,000	\$	5,000
Subtotal	\$	27,000	\$	26,000	\$	25,000
FY 23 Bond (June 2023)						
Prin (300,000) Handicap Ramp (Ryan Skating Arena)	\$	30,000	\$	30,000	\$	30,000
L/T Int	\$	10,500	\$	9,000	\$	7,500
Subtotal	\$	40,500	\$	39,000	\$	37,500
FY 23 Bond (June 2023)						
Prin (1,500,000) Victory Field Turf Replace	\$	150,000	\$	150,000	\$	150,000
L/T Int	\$	52,500	\$	45,000	\$	37,500
Subtotal	\$	202,500	\$	195,000	\$	187,500
FY 23 Bond (June 2023)						
Prin (1,180,000) Moxley Field/Court Renovation	\$	120,000	\$	120,000	\$	115,000
L/T Int	\$	41,000	\$	35,000	\$	29,000
Subtotal	\$	161,000	\$	155,000	\$	149,000
FY 23 Bond (June 2023)						
Prin (700,000) Filippello Spray Park Renovation	\$	70,000	\$	70,000	\$	70,000
L/T Int	\$	24,500	\$	21,000	\$	17,500
Subtotal	\$	94,500	\$	91,000	\$	87,500
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
<b>Subtotal</b>	<b>\$ 951,200</b>	<b>\$ 922,200</b>	<b>\$ 893,200</b>	<b>\$ 864,200</b>	<b>\$ 835,200</b>
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
<b>Subtotal</b>	<b>\$ 287,000</b>	<b>\$ 278,250</b>	<b>\$ 269,500</b>	<b>\$ 260,750</b>	<b>\$ 252,000</b>
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
<b>Subtotal</b>	<b>\$ 3,627,200</b>	<b>\$ 3,546,200</b>	<b>\$ 3,465,200</b>	<b>\$ 3,384,200</b>	<b>\$ 3,303,200</b>
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	\$ -
<b>Subtotal</b>	<b>\$ 480,000</b>	<b>\$ 460,000</b>	<b>\$ 440,000</b>	<b>\$ 420,000</b>	<b>\$ -</b>
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	\$ -
<b>Subtotal</b>	<b>\$ 12,000</b>	<b>\$ 11,500</b>	<b>\$ 11,000</b>	<b>\$ 10,500</b>	<b>\$ -</b>
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
<b>Subtotal</b>	<b>\$ 100,700</b>	<b>\$ 97,700</b>	<b>\$ 94,700</b>	<b>\$ 91,700</b>	<b>\$ 88,700</b>
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	\$ -
<b>Subtotal</b>	<b>\$ 72,000</b>	<b>\$ 69,000</b>	<b>\$ 66,000</b>	<b>\$ 63,000</b>	<b>\$ -</b>
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
<b>Subtotal</b>	<b>\$ 133,750</b>	<b>\$ 129,000</b>	<b>\$ 119,250</b>	<b>\$ 114,750</b>	<b>\$ 105,250</b>
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
<b>Subtotal</b>	<b>\$ 3,917,550</b>	<b>\$ 3,829,050</b>	<b>\$ 3,745,800</b>	<b>\$ 3,662,550</b>	<b>\$ 3,579,300</b>
	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
L/T Int (4.5%)	\$	1,350	\$	1,080	\$	810	\$	540
Subtotal	\$	7,350	\$	7,080	\$	6,810	\$	6,540
FY 25 Bond (May 2025)								
Prin (140,000) DPW Cemetery Backhoe	\$	14,000	\$	14,000	\$	14,000	\$	14,000
L/T Int (4.5%)	\$	6,300	\$	5,670	\$	5,040	\$	4,410
Subtotal	\$	20,300	\$	19,670	\$	19,040	\$	18,410
FY 25 Bond (May 2025)								
Prin (75,000) DPW Parks & Forestry Tree Chipper	\$	7,500	\$	7,500	\$	7,500	\$	7,500
L/T Int (4.5%)	\$	3,375	\$	3,038	\$	2,700	\$	2,363
Subtotal	\$	10,875	\$	10,538	\$	10,200	\$	9,863
FY 25 Bond (May 2025)								
Prin (2,200,000) Highway Reconstruction Bonds	\$	440,000	\$	440,000	\$	440,000	\$	440,000
L/T Int (4.5%)	\$	99,000	\$	79,200	\$	59,400	\$	39,600
Subtotal	\$	539,000	\$	519,200	\$	499,400	\$	479,600
FY 25 Bond (May 2025)								
Prin (550,000) Sidewalk Reconstruction Bonds	\$	110,000	\$	110,000	\$	110,000	\$	110,000
L/T Int (4.5%)	\$	24,750	\$	19,800	\$	14,850	\$	9,900
Subtotal	\$	134,750	\$	129,800	\$	124,850	\$	119,900
FY 25 Bond (May 2025)								
Prin (2,200,000) Highway (Connector/Longer Streets) Fifth Ave	\$	440,000	\$	440,000	\$	440,000	\$	440,000
L/T Int (4.5%)	\$	99,000	\$	79,200	\$	59,400	\$	39,600
Subtotal	\$	539,000	\$	519,200	\$	499,400	\$	479,600
FY 26 Bond (May 2026)								
Prin (230,000) Parker 2nd Floor Renovations	\$	23,000	\$	23,000	\$	23,000	\$	23,000
L/T Int (4.5%)	\$	10,350	\$	9,315	\$	8,280	\$	7,245
Subtotal	\$	33,350	\$	32,315	\$	31,280	\$	30,245
FY 26 Bond (May 2026)								
Prin (2,106,000) Parker ADA/Code Update Requirements	\$	140,400	\$	140,400	\$	140,400	\$	140,400
L/T Int (4.5%)	\$	94,770	\$	88,452	\$	82,134	\$	75,816
Subtotal	\$	235,170	\$	228,852	\$	222,534	\$	216,216
FY 26 Bond (May 2026)								
Prin (350,000) Parker Building: Masonry Additional Costs	\$	35,000	\$	35,000	\$	35,000	\$	35,000
L/T Int (4.5%)	\$	15,750	\$	14,175	\$	12,600	\$	11,025
Subtotal	\$	50,750	\$	49,175	\$	47,600	\$	46,025

## FY 26 Bond (May 2026)

Prin (60,000) Public Buildings Sidewalk Snowblower	\$	12,000	\$	12,000	\$	12,000	\$	12,000	\$	12,000
L/T Int (4.5%)	\$	2,700	\$	2,160	\$	1,620	\$	1,080	\$	540
Subtotal	\$	14,700	\$	14,160	\$	13,620	\$	13,080	\$	12,540

## 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	\$	125,733
L/T Int (4.5%)	\$	84,870	\$	79,212	\$	73,554	\$	67,896	\$	62,238
Subtotal	\$	210,603	\$	204,945	\$	199,287	\$	193,629	\$	187,971

## FY 26 Bond (May 2026)

Prin (8,932,206) Victory Track, Field & CRT Reno Phase 2	\$	595,480	\$	595,480	\$	595,480	\$	595,480	\$	595,480
L/T Int (4.5%)	\$	401,949	\$	375,153	\$	348,356	\$	321,559	\$	294,763
Subtotal	\$	997,429	\$	970,633	\$	943,836	\$	917,039	\$	890,243

## FY 26 Bond (May 2026)

Prin (911,900) How Park Phase 1	\$	91,190	\$	91,190	\$	91,190	\$	91,190	\$	91,190
L/T Int (4.5%)	\$	41,036	\$	36,932	\$	32,828	\$	28,725	\$	24,621
Subtotal	\$	132,226	\$	128,122	\$	124,018	\$	119,915	\$	115,811

## FY 26 Bond (May 2026)

Prin (80,000) DPW Traffic Supervisor Vehicle (#C10)	\$	16,000	\$	16,000	\$	16,000	\$	16,000	\$	16,000
L/T Int (4.5%)	\$	3,600	\$	2,880	\$	2,160	\$	1,440	\$	720
Subtotal	\$	19,600	\$	18,880	\$	18,160	\$	17,440	\$	16,720

## FY 26 Bond (May 2026)

Prin (300,000) DPW Highway Hotbox #49	\$	30,000	\$	30,000	\$	30,000	\$	30,000	\$	30,000
L/T Int (4.5%)	\$	13,500	\$	12,150	\$	10,800	\$	9,450	\$	8,100
Subtotal	\$	43,500	\$	42,150	\$	40,800	\$	39,450	\$	38,100

## FY 26 Bond (May 2026)

Prin (320,000) DPW Snow & Ice Sander (#37)	\$	32,000	\$	32,000	\$	32,000	\$	32,000	\$	32,000
L/T Int (4.5%)	\$	14,400	\$	12,960	\$	11,520	\$	10,080	\$	8,640
Subtotal	\$	46,400	\$	44,960	\$	43,520	\$	42,080	\$	40,640

## FY 26 Bond (May 2026)

Prin (100,000) DPW Cemetery Dump Truck (#202)	\$	20,000	\$	20,000	\$	20,000	\$	20,000	\$	20,000
L/T Int (4.5%)	\$	4,500	\$	3,600	\$	2,700	\$	1,800	\$	900
Subtotal	\$	24,500	\$	23,600	\$	22,700	\$	21,800	\$	20,900

## FY 26 Bond (May 2026)

Prin (200,000) DPW Parks & Forestry Chipper Body #74	\$	40,000	\$	40,000	\$	40,000	\$	40,000	\$	40,000
L/T Int (4.5%)	\$	9,000	\$	7,200	\$	5,400	\$	3,600	\$	1,800
Subtotal	\$	49,000	\$	47,200	\$	45,400	\$	43,600	\$	41,800

## 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	\$	1,225,000
L/T Int (4.5%)	\$	-	\$	-	\$	275,625	\$	220,500	\$	165,375
Subtotal	\$	-	\$	-	\$	1,500,625	\$	1,445,500	\$	1,390,375
FY 29 Bond										
Prin (33,008,000) See Schedule	\$	-	\$	-	\$	-	\$	2,296,700	\$	2,296,700
L/T Int (4.5%)	\$	-	\$	-	\$	-	\$	1,485,360	\$	1,382,009
Subtotal	\$	-	\$	-	\$	-	\$	3,782,060	\$	3,678,709
FY 29 Bond)										
Prin (44,000,000) New Middle School Project Borrowing #3	\$	-	\$	-	\$	-	\$	1,466,667	\$	1,466,667
L/T Int (4.5%)	\$	-	\$	-	\$	-	\$	1,980,000	\$	1,914,000
Subtotal	\$	-	\$	-	\$	-	\$	3,446,667	\$	3,380,667
FY 29 Bond										
Prin (845,000) School Items	\$	-	\$	-	\$	-	\$	119,000	\$	119,000
L/T Int (4.5%)	\$	-	\$	-	\$	-	\$	38,025	\$	32,670
Subtotal	\$	-	\$	-	\$	-	\$	157,025	\$	151,670
FY 29 Bond										
Prin (5,850,000)Str, Walk, Conn/Thrwy Light	\$	-	\$	-	\$	-	\$	1,170,000	\$	1,170,000
L/T Int (4.5%)	\$	-	\$	-	\$	-	\$	263,250	\$	210,600
Subtotal	\$	-	\$	-	\$	-	\$	1,433,250	\$	1,380,600
FY 30 Bond										
Prin (16,057,000) See Schedule	\$	-	\$	-	\$	-	\$	-	\$	1,661,667
L/T Int (4.5%)	\$	-	\$	-	\$	-	\$	-	\$	722,565
Subtotal	\$	-	\$	-	\$	-	\$	-	\$	2,384,232
FY 30 Bond										
Prin (1,845,000) School Items	\$	-	\$	-	\$	-	\$	-	\$	319,000
L/T Int (4.5%)	\$	-	\$	-	\$	-	\$	-	\$	83,025
Subtotal	\$	-	\$	-	\$	-	\$	-	\$	402,025
FY 30 Bond										
Prin (6,075,000)Str, Walk, Conn/Thrwy Light	\$	-	\$	-	\$	-	\$	-	\$	1,215,000
L/T Int (4.5%)	\$	-	\$	-	\$	-	\$	-	\$	273,375
Subtotal	\$	-	\$	-	\$	-	\$	-	\$	1,488,375
<b>TOTAL PLANNED BOND DEBT</b>										
Principal	\$	2,689,486	\$	5,240,426	\$	10,150,393	\$	15,202,760	\$	18,398,427
Long Term Interest	\$	667,909	\$	1,634,587	\$	4,471,053	\$	7,780,920	\$	8,175,761
<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>\$</b>	<b>22,983,680</b>	<b>\$</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	\$ 6,000	\$ 14,000	\$ 5,872	\$ 14,000	\$ 5,048	\$ 14,000	\$ 4,410	\$ 14,000	\$ 3,720
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	\$ 41,906	\$ 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	\$ 64,500	\$ 160,000	\$ 57,600	\$ 160,000	\$ 50,400	\$ 160,000	\$ 43,200
5 PUB BLDG: EQUIPMENT INVENTORY SYST	BE 26	\$ 150,000	\$ 30,000	\$ 13,500	\$ 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,					

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: SIDWALK 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	\$	1,180,000	\$	265,500	\$	1,180,000	\$	212,400	\$	1,180,000	\$	159,500	\$	1,180,000	\$	106,200
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	\$	32,799	\$	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	\$	10,800	\$	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: SIDWALK 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																		

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

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<b>TOTAL AUTHORIZED UNISSUED DEBT</b>	\$ 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>TOTAL PLANNED DEBT (FY27 - FY 31)</b>	\$ 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
<b>TOTAL PERMANENT DEBT/INTEREST</b>	\$ 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
<b>TOTAL AUTHORIZED/UNISSUED &amp; PLANNED DEBT</b>	\$ 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
<b>TOTAL PERMANENT, AUTH/UNISSUED &amp; PLANNED DEBT</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					

\$ - \$ - \$ - \$ - \$ -

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%

On March 7, 2026, Chelsea City Manager Fidel Maltez took decisive action to protect his residents from the chaos of aggressive federal immigration enforcement. His Executive Order established clear protocols that preserve public safety, uphold constitutional rights, and maintain the trust essential for effective local governance. I'm urging you to follow the city of Chelsea's leadership and issue a similar declaration reinforcing Watertown's commitment to public safety and constitutional protections.

The escalating federal immigration enforcement activities threaten the fabric of our communities. When residents fear interaction with any government official, public safety deteriorates for everyone. Trust between local government and the community is essential for effective governing and emergency response. Chelsea's Executive Order demonstrates how municipalities can protect all residents while upholding constitutional rights.

Watertown should adopt comparable measures that:

- Reaffirm that local resources will not be used for federal immigration enforcement
- Ensure all residents can safely access city services without fear of intimidation
- Direct city employees to respect constitutional protections against warrantless searches and detentions
- Commit to transparent communication about enforcement activities affecting our community

This is not about obstructing legitimate law enforcement—it's about preserving the trust and cooperation that make effective local governance possible. Our police, fire, health, and education services depend on every resident feeling safe to engage with them.

Watertown has an opportunity to stand with Chelsea and other Massachusetts communities in protecting the safety, dignity, and constitutional rights of all residents.

-Lena Vye

**CITY COUNCIL ROLL CALL VOTE  
MEETING DATE: MARCH 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



## Watertown City Council

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

### PROCLAMATION COMMENDING ETHAN A. HO

**WHEREAS**, Ethan A. Ho, is a member of Troop 30, Watertown, Massachusetts Scouting America; and

**WHEREAS**, Ethan A. Ho, after completing all rank requirements and earning 25 merit badges, 14 of which were Eagle Required, including the recently-paused Citizenship in Society; and

**WHEREAS**, Ethan earned the prestigious rank of Eagle Scout on February 17, 2026; and

**WHEREAS**, Ethan joined Watertown's scouting tradition in 2017 as a Cub Scout in Pack 30, and he earned the Arrow of Light rank in 2019; and

**WHEREAS**, Ethan joined Troop 30 in 2019, joining the Baconator Patrol, and with that patrol in February 2020 won the Northern Light Klondike Derby while camping in below-zero temperatures; and

**WHEREAS**, Ethan has served in numerous leadership roles while a scout within Troop 30, guiding others as Den Chief, Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader and Instructor, and

**WHEREAS**, Ethan won for Troop 30 its first camp wide contest at Yawgoog Scouting Reservation's Sandy Beach, having taken on scouts four years older in a basketball game of Shoot Out, making baskets until he was the only scout left standing; and

**WHEREAS**, Ethan led Troop 30's efforts to gather 3.2 tons of food in the 2023 Scouting for Food effort to secure months' worth of food for the Watertown Food Pantry; and

**WHEREAS**, as a Life Scout, Ethan chose to create a garden for his Eagle Project, having created a pollinator garden at the Lowell School, leading 15 volunteers who performed a combined 121 hours of service for Watertown's children in August 2025; and

**WHEREAS**, Ethan has attended the Hosmer School, Watertown Middle School and Belmont Hill High School, and will be attending the University of Chicago in the fall; and

**WHEREAS**, Ethan, having camped 40 nights and having performed 59 hours of service on others' efforts with Troop 30, and has satisfied all requirements as an upstanding scout to attain the rank of Eagle.

**NOW THEREFORE BE IT PROCLAIMED:** That the City Council of Watertown commends Ethan A. Ho on his recent accomplishment of earning the rank of Eagle Scout and extends well wishes to him for his promising future.

**IN WITNESS WHEREOF**, I have  
hereunto set our hand and caused the  
Great Seal of the City of Watertown  
to be affixed on this 24th day of  
March 2026

---

Mark S. Sideris, Council President



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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[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

---

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

**Order Confirmation**

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

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

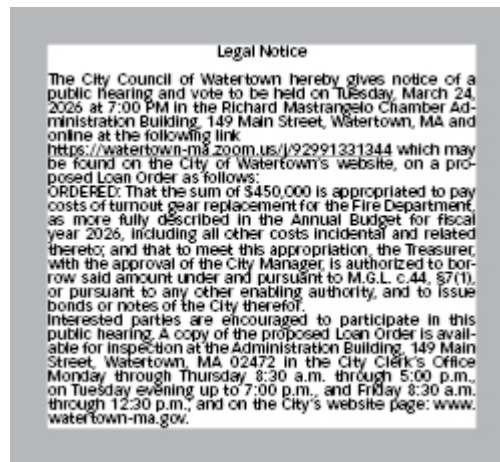
Your order information and a preview of your notice are displayed below for your review. If there are any changes or questions, please contact the Classified Department at 617-929-1314 or email [legals@lobe.com](mailto:legals@lobe.com).

*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>764428</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>03/14/2026</b>	Last Run Date	<b>03/14/2026</b>
Payment Type			


**AD PREVIEW:**




George J. Proakis  
City Manager

CITY OF  
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*Office of the City Manager*

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[citymgr@watertown-ma.gov](mailto:citymgr@watertown-ma.gov)

To: Honorable City Council  
From: George J. Proakis, City Manager   
Date: March 18, 2026  
RE: Agenda Item – First Reading on a Proposed Pet Shop Ordinance

---

At the June 10, 2025 City Council meeting, under the President's Report, President Sideris requested that the Administration develop policy guidance or an ordinance regarding the allowance of pet shop operations within the City.

In response to that request, a draft Pet Shop Ordinance was presented at the February 10, 2026 City Council meeting, at which time a request was made to refer the matter to the Committee on Rules and Ordinances for further review and consideration.

The Committee on Rules and Ordinances met on February 11, 2026 to review and discuss the proposed ordinance. Following deliberation, the Committee voted to recommend that the attached draft ordinance be forwarded to the full City Council for a First Reading.

Given the above, I respectfully request that the attached ordinance be placed on the agenda for the March 24, 2026 City Council meeting for its First Reading.

Thank you for your consideration in this matter.

**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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*Office of the City Manager*

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

To: Honorable City Council  
From: George J. Proakis, City Manager   
Date: March 18, 2026  
RE: Agenda Item – Proposed Loan Order

---

The Department of Public Works requests authorization to borrow \$1,000,000 in non-participatory funds for the Mount Auburn Street Transportation Improvement Project in coordination with MassDOT, consistent with recommendations 28 and 43 of the FY26–30 CIP.

As outlined in the attached memo, these funds support City-requested project elements, including stormwater management upgrades, electrical and telecommunication improvements, and removal of the obsolete catenary pole system. These improvements will enhance stormwater performance, modernize utilities, and remove aging infrastructure along the corridor.

I respectfully request that the enclosed Loan Order be placed on the March 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

March 16, 2026

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

RE: Draft Loan Order – Mount Auburn Street Transportation Improvement Project

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of installation of stormwater management improvements, electrical and telecommunication improvements, and catenary pole removal along the corridor in connection with the Mount Auburn Street Transportation Improvement Project for the Department of Public Works:

ORDERED: That the sum of \$1,000,000 is appropriated to pay costs of installation of stormwater management improvements, electrical and telecommunication improvements, and catenary pole removal along the corridor in connection with the Mount Auburn Street Transportation Improvement Project for the Department of Public Works, as more fully described in the City's Fiscal Year 2026 through 2030 Capital Improvement Plan, including all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

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

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

Sincerely,

*/s/ Chelsea A. Tryder*

Chelsea A. Tryder



# WATERTOWN

## MASSACHUSETTS

### 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. Glode, PE City Engineer

**DATE:** March 5, 2026

**RE:** Public Works Department – FY25-26 Mt Auburn Street – Non-participatory Funds Request

---

The Department of Public Works (DPW) respectfully requests that the necessary actions be taken to authorize the Treasurer to borrow \$1,000,000 for Non-participatory Funds associated with the Mount Auburn Street Transportation Improvement Project (TIP) and the Massachusetts Department of Transportation (MassDOT). This request corresponds with conceptual recommendations 28 and 43 of the FY26 – 30 CIP.

The non-participatory funds will be utilized for improvements the City requested to be included in the TIP through MassDOT. These improvements include the installation of stormwater management improvements, electrical and telecommunication improvements, and catenary pole removal along the corridor. The above improvements provide several benefits to the city including but not limited to stormwater treatment and retention, improved utility layout, and the overall removal of an aging unused catenary pole system. All goods and services related to these projects will be procured in compliance with Massachusetts law.

Thank you in advance for your consideration of this request.



George J. Proakis  
City Manager

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[citymgr@watertown-ma.gov](mailto:citymgr@watertown-ma.gov)

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: March 19, 2026

RE: Agenda Item - Transfer of Funds Request  
Three Elementary School Project Closeout

---

Attached is correspondence from City Auditor Megan Langan regarding a requested Transfer of Funds. With the 3 Elementary School Construction Project now officially concluded, a remaining balance of \$4,052,660 has been identified due to prior Council approved transfers.

A transfer has been prepared for Council consideration to reallocate these funds as follows:

High School Construction Project: \$1,802,660

Middle School Feasibility Study: \$2,250,000

These reallocations will support ongoing school capital needs.

Thank you for your consideration in this matter.



**CITY OF WATERTOWN**  
**Auditor**

Administration Building  
149 Main Street  
Watertown, MA 02472-4410

Megan Langan  
City Auditor

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

TO: GEORGE PROAKIS, CITY MANAGER  
FROM: MEGAN LANGAN, CITY AUDITOR *ML*  
DATE: MARCH 19, 2026  
RE: AGENDA ITEM – TRANSFER OF FUNDS REQUEST

---

Per your request, please find attached a Transfer of Funds request to close out the 3 Elementary School Project and add funding to the High School Project and the Middle School Feasibility Project.

As you are aware, the 3 Elementary School Construction Project has officially been concluded this year. At the close of the project, we identified \$4,052,660 available funds still available within the fund due to various Council Transfers throughout the duration of the project. As requested, a transfer has been put together to bring before the Honorable City Council to add funding to both the High School Construction Project as well as the Middle School Feasibility Study in the amounts of \$1,802,660 and \$2,250,000 respectively.

I respectfully request the attached transfer be placed on the March 24, 2026, City Council Agenda.

Thank you for your consideration in this matter.

**TRANSFER AMOUNT \$4,052,660**

FROM:	FY 2026 3ELEM SCHOOL TRANS OUT TO OTHER FUNDS 50405-596000	\$ 4,052,660
TO:	FY 2026 MIDDLE SCHOOL FEASIBILITY STUDY 0194000-530349	\$ 2,250,000
	FY 2026 WATERTOWN HIGHSCHOOL TRANSF IN FROM OTHER FUNDS 50364-497000	\$ 1,802,660

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

3/19/2026  
DATE

  
CITY AUDITOR




George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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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: March 19, 2026

RE: Agenda Item - Transfer of Funds Request Police Assessment Centers

---

Attached is correspondence from City Auditor Megan Langan regarding a requested Transfer of Funds. With the completion of the police promotional exams held on Saturday, March 7th it has been determined in order to conduct the assessment centers, the department will require three assessors per rank for a total of \$8,000 for the assessment centers being held on Saturday, March 28th (Sergeant) and Saturday, April 11th (Lieutenant & Captain).

A transfer has been prepared for Council consideration to move these funds from Council Reserve to Police Staff Development.

Thank you for your consideration in this matter.



# CITY OF WATERTOWN

## Auditor

Administration Building  
149 Main Street  
Watertown, MA 02472-4410

Megan Langan  
City Auditor

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

TO: GEORGE PROAKIS, CITY MANAGER  
FROM: MEGAN LANGAN, CITY AUDITOR *ML*  
DATE: MARCH 19, 2026  
RE: AGENDA ITEM – TRANSFER OF FUNDS REQUEST

---

Per your request, please find attached a Transfer of Funds request in the amount of \$8,000. We are requesting a transfer from Council Reserve to Police Staff Development to cover the cost of the three assessors for the assessment centers being held on Saturday, March 28<sup>th</sup> (Sergeant) and Saturday, April 11<sup>th</sup> (Lieutenant & Captain).

I respectfully request the attached transfer be placed on the March 24, 2026, City Council Agenda.

Thank you for your consideration in this matter.





George J. Proakis  
City Manager

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[citymgr@watertown-ma.gov](mailto:citymgr@watertown-ma.gov)

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: March 19, 2026

RE: Agenda Item - Transfer of Funds Request  
Watertown Police Supervisors Association, MCOP, Local 373

---

I am pleased to inform you that the City of Watertown has successfully reached a collective bargaining agreement with Watertown Police Supervisors Association for a three-year contract covering the period July 1, 2025 through June 30, 2028.

This agreement represents a fair and equitable resolution that serves the best interests of Watertown's taxpayers, the City, and union members. I respectfully request your support in advancing this agreement.

To implement the terms of this agreement, I ask that the attached transfer be placed on the City Council agenda for March 24, 2026, to fund the first year (FY2026) of the contracts.

Thank you for your favorable consideration in this matter.



# CITY OF WATERTOWN

## Auditor

Administration Building  
149 Main Street  
Watertown, MA 02472-4410

Megan Langan  
City Auditor

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

TO: GEORGE PROAKIS, CITY MANAGER  
FROM: MEGAN LANGAN, CITY AUDITOR *M*  
DATE: MARCH 19, 2026  
RE: AGENDA ITEM – TRANSFER OF FUNDS REQUEST

---

Per your request, please find attached a Transfer of Funds request in the amount of \$291,100 from City Council Reserve to various Police Personnel accounts for the purpose of funding the Police Supervisor Union for Fiscal Year 2026.

Thank you for your consideration in this matter.

**TRANSFER AMOUNT \$291,100**

FROM:	FY 2025 CITY COUNCIL RESERVE 0111152-570780	\$	291,100
TO:	FY 2026 POLICE FULL TIME SALARIES 0121051-510111	\$	136,000
	FY 2026 POLICE SPECIALIST PAY 0121051-510122	\$	26,100
	FY 2026 POLICE OVERTIME 0121051-510130	\$	25,000
	FY 2026 POLICE SHIFT DIFFERENTIAL 0121051-510141	\$	7,000
	FY 2026 POLICE HOLIDAY 0121051-510142	\$	13,000
	FY 2026 POLICE FITNESS & BILINGUAL STIPEND 0121051-510152	\$	30,000
	FY 2026 POLICE CAREER INCENTIVE 0121051-510191	\$	54,000

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

3/19/26  
DATE

  
CITY AUDITOR



George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

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

To: Honorable City Council

From: George Proakis, City Manager

Date: 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 administers procurement proceedings, issues contract awards, prepares contract documents for execution, and ensures that contracts are reviewed and executed by the appropriate City officials. The department keeps a central file of all executed contracts. The department is also responsible for the disposition of surplus supplies and the acquisition and disposal of real property.

#### § A-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-~~304303c~~ 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-~~305303d~~ 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~~303~~h~~ 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~~303~~i~~ 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




George J. Proakis  
City Manager

CITY OF  
WATERTOWN  
*Office of the City Manager*

Administration Building  
149 Main Street  
Watertown, MA 02472

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: March 16, 2026

RE: Request For Confirmation – Reappointment of Chairman, Board of Assessors

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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 Appointments to Town Boards, Commissions and Committees, I am transmitting herewith a request for the reappointment of Earl L. Smith, as the Chairman of the Board of Assessors. This reappointment is for a three-year term expiring on May 15, 2029 and requires City Council confirmation.

Thank you for your anticipated cooperation in this matter.



Earl L. Smith, Chair

## CITY OF WATERTOWN

Board of Assessors  
Administration Building  
149 Main Street  
Watertown, MA 02472  
Phone: 617-972-6410  
Fax: 617-972-6497

[www.watertown-ma.gov](http://www.watertown-ma.gov)  
[esmith@watertown-ma.gov](mailto:esmith@watertown-ma.gov)

# MEMO

To: George Proakis, City Manager  
From: Earl L. Smith  
Date: March 24, 2026  
RE: Reappointment

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This memo is to notify you I am seeking reappointment as Chair of the Board of Assessors.

My current term is set to expire on May 15<sup>th</sup>, having served in this capacity for eight years, I remain committed to providing the best customer service to the residents of Watertown and providing fair and accurate property assessments. Additionally, my focus is on protecting the financial integrity of the city, minimizing liability and creating the broadest, fairest tax burden among the residents, property owners, and business owners. Lastly, I recognize the importance of training, educating and professionally developing the future leaders of the assessing department to ensure uninterrupted world class service to the community.

During my eight-year tenure, the assessor's office has tracked, listed and valued \$2,399,049,409 in new growth providing \$48,780,621 in additional tax dollars to the community. Through aggressive management of tax liability cases, we have resolved 94% of the outstanding appellate tax board cases allowing the Board of Assessors to vote four overlay surpluses returning \$3,750,000 to the city. While every prospectus warns "past performance is not indicative of future results", I can assure you I will bring the same dedication and commitment to the next three-year term.

I respectfully ask you to consider my reappointment for a new three-year term beginning May 15<sup>th</sup>, 2026. Thank you for your continued support and opportunity to serve the community.