

FEBRUARY 10, 2026



Watertown City Council

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

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

MINUTES

ACCESS INFORMATION:

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

1. ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

3. PUBLIC FORUM

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

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

4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS

A. Minutes from City Council Meeting January 27, 2026

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

The motion carried unanimously in a Voice Vote.

5. PRESIDENT’S REPORT

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

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

The motion carried unanimously in a Voice Vote.

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

6. PUBLIC HEARINGS

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

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

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

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

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

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

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

Denise Moroney replied that it would be about 10 years.

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

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

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

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

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

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

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

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

President Sideris asked if other municipalities had this item.

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

The motion carried unanimously in a Roll Call Vote.

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

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

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

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

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

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

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

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

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

The motion carried unanimously in a Roll Call Vote.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

and endorse the resolution.

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

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

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

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

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

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

7. MOTIONS, ORDINANCES, ORDERS, AND RESOLUTIONS

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

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

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

The motion carried unanimously in a Voice Vote.

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

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

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

The motion carried unanimously in a Voice Vote.

8. COMMUNICATIONS FROM THE CITY MANAGER

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

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

- B. Request for Referral for Proposed Pet Shop Ordinance

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

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

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

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

The motion carried unanimously in a Voice Vote.

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

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

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

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

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

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

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

Councilor Feltner made the following requests for information:

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

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

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

10. ANNOUNCEMENTS

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

11. PUBLIC FORUM

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

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

12. RECESS OR ADJOURNMENT

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

The motion was adopted unanimously in a Roll Call Vote.

The meeting adjourned at 9:26 p.m.

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above minutes were adopted by a vote of 4 for, 0 against, and 0 present on March 10, 2026.



Mark S. Sideris, Council President
s:/BTM

ELECTED OFFICIALS

Mark S. Sideris,
Council President

John G. Gannon,
Councilor At Large

Nicole Gardner,
District A Councilor

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

Theophilus Offei,
Councilor At Large

Lisa J. Feltner,
District B Councilor

Caroline Bays,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

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

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

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



City Council Meeting

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

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on February 10, 2026 at 7:00 P.M. Location: Richard E. Mastrangelo Council Chamber
- B. This is an in-person meeting - any remote access is provided solely as a courtesy and may not be relied upon as alternative access. Therefore, any interruption in remote access technology shall not interrupt the meeting, and the meeting will proceed accordingly in person. In the event of such interruption, in-person attendance is available and encouraged.
- C. The in-person meeting will also be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
- D. The public may join the in-person meeting online: <https://watertown-ma.zoom.us/j/92991331344>
- E. The public may join the in-person meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344
- F. Public may comment through email: wscd@watertown-ma.gov
- G. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>

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

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

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

Caroline Bays,
Councilor At Large

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

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

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

CITY COUNCIL ATTENDANCE
MEETING DATE: FEBRUARY 10, 2026

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

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

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

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

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

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

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

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

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

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



Watertown City Council

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

ORDER # 11

2026 - O - 11

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

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

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



Council Member

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



Brendan T. McCarthy, Council Clerk



Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

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

Caroline Bays,
Councilor At Large

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




George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: January 20, 2026

RE: Agenda Item – Proposed Loan Order

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

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

I respectfully request that the enclosed Loan Order be placed on the January 27, 2026 City Council Agenda for First Reading.

Thank you for your consideration.



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

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

January 16, 2026

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

RE: Draft Loan Order – Electric Vehicle Charging Platform Bonds

Dear George:

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

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

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

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

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder

Water

WATERTOWN

MASSACHUSETTS



Watertown City Hall
149 Main Street, Watertown, MA 02472

January 13, 2026

Water

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

Dear Mr. Proakis

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

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

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

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

THIS IS
Sincerely,

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

THIS IS
Sincerely,



SPARKCHARGE®

Max300 Battery Trailer

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



No Upfront Costs

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



Scalable & Flexible

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



Rapid Deployment

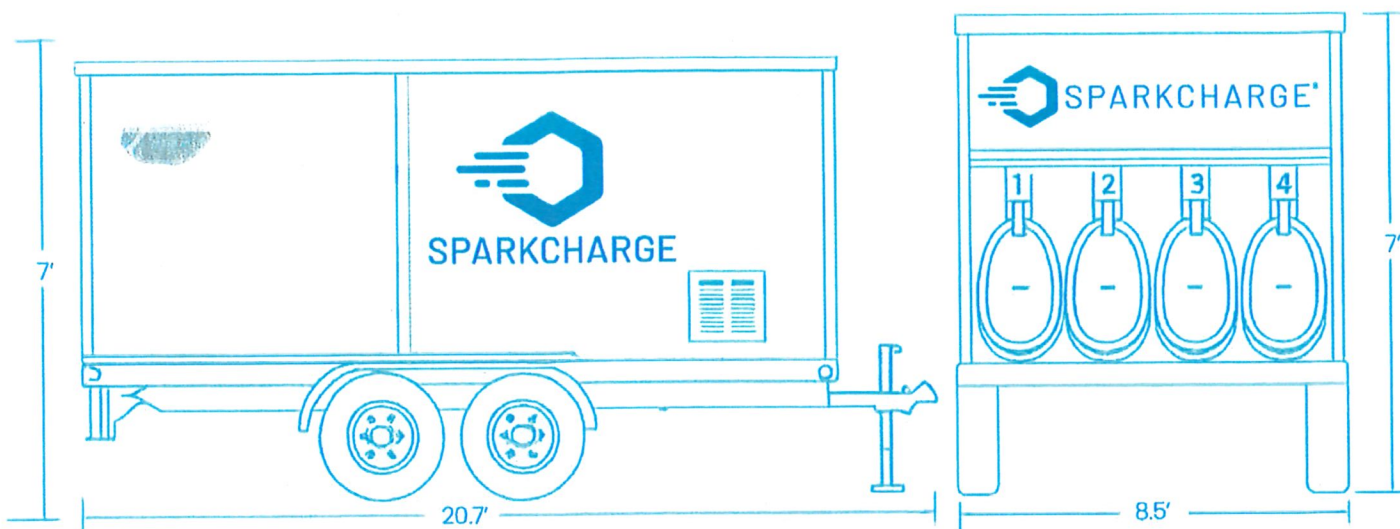
Deploy EV charging in as little as 7 days. Skip the long waits for utility approvals and costly electrical construction. Mobile Battery Trailers are delivered on-site & ready to go.

What you get

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

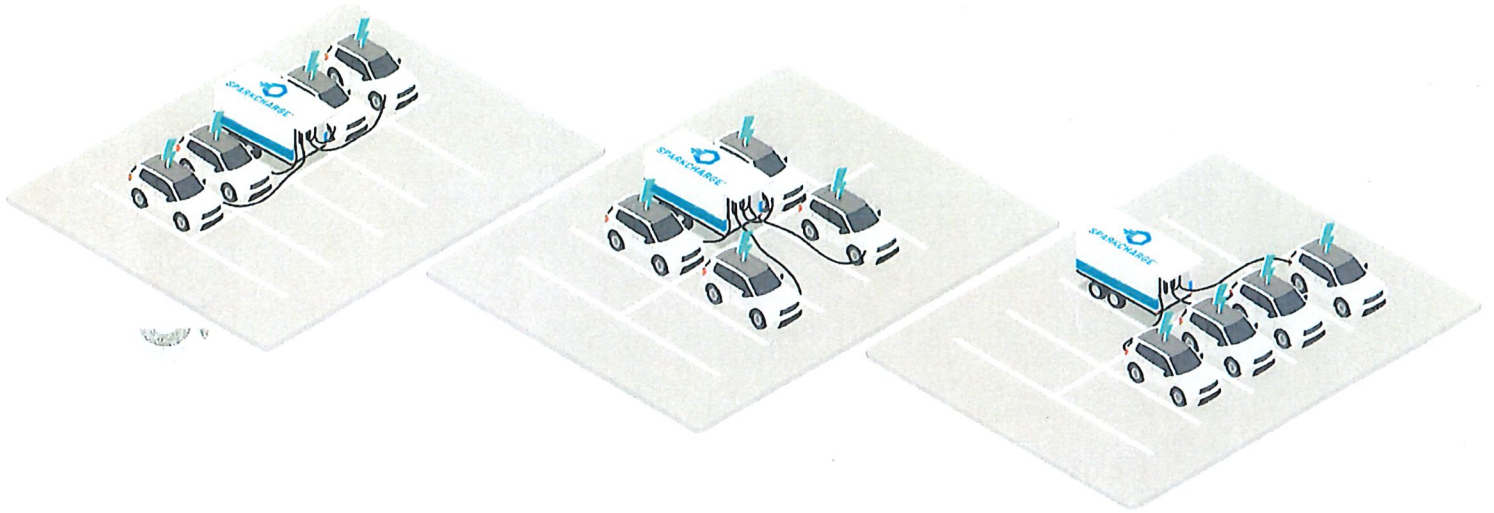


Max300 Specifications



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

Position Examples



In the Field



Pricing Overview

Location: Watertown, MA

Term: Monthly

Max300 Rental Option #1

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

Max300 Purchase Option #2

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

Recharging Service (Optional)

\$575 (per recharge, per unit)



Payment Terms:

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

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

Order Confirmation

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

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

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

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

Thank you,
 Boston Globe Classified Sales

617-929-1314
 Monday - Friday 9:30 am - 4:30 pm
legals@glb.com

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

AD PREVIEW:

Legal Notice

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

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

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

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

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

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



Watertown City Council

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

ORDER # 12

2026 - O - 12

ORDER TO APPROVE THE BORROWING OF FUNDS FOR ELECTRIC VEHICLE CHARGERS

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

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

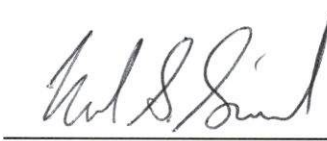


Council Member

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



Brendan T. McCarthy, Council Clerk



Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

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

Caroline Bays,
Councilor At Large


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



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

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

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

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

I respectfully request that the enclosed Loan Order be placed on the January 27, 2026 City Council Agenda for First Reading.

Thank you for your consideration.



28 State Street
Boston, MA 02109-1775

p: 617-345-9000 f: 617-345-9020
hinckleyallen.com

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

January 16, 2026

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

RE: Draft Loan Order – Electric Vehicle Charger Bonds

Dear George:

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

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

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

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

Sincerely,

/s/ Chelsea A. Tryder

Chelsea A. Tryder

WATERTOWN

MASSACHUSETTS



Watertown City Hall
149 Main Street, Watertown, MA 02472

January 13, 2026

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

Dear Mr. Proakis:

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

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

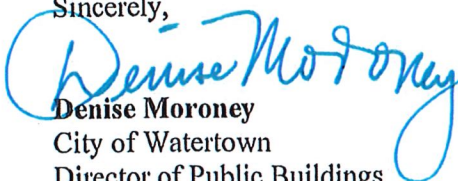
If this request is approved the Department of Public Buildings will apply to the electric utility "Make Ready" program to reduce this cost. "Make Ready" can cover:

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

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

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

Sincerely,


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



Pricing Sheet

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

DCFC Site

1/12/2026

Quote SW25-147

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

Estimate Totals

Description	Amount	Totals
Total		900,404

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

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

www.maverickcorporation.com

www.evservicescompany.com

HYC 400



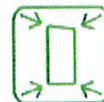
Up to **97.5 %**
efficiency under full load

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

50 kW
dynamic load management granularity

150 - 1000 V
output range

Bidirectional
future capability



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



Up to 4 simultaneous charge outputs



Power-Stack scalable architecture

100 kW to 400 kW
DC-charging system for EVs

HYC 400

General information

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

Configuration Options

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

Compliance and Safety

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

HYC 400

Charging Interfaces

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

Electrical

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

^① Standard environmental conditions 60°F [20°C], 10 ft [3 m] distance

^② See Manual for environmental derate

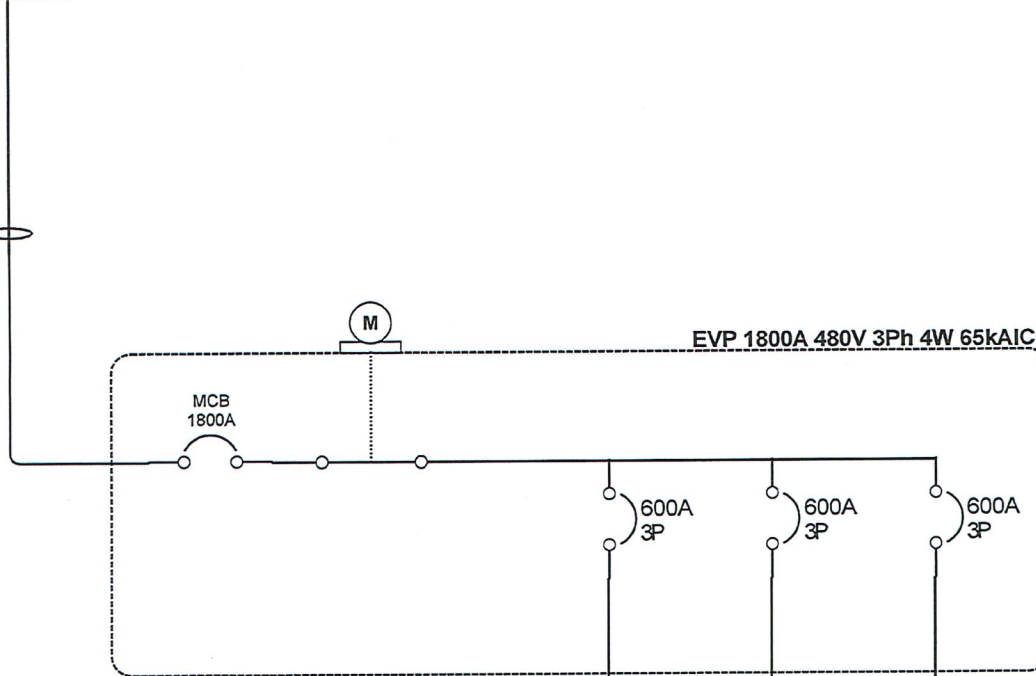
^③ Depending on the configuration

^④ Compliance assessment completed by PWC

NEW
TRANSFORMER



5 SETS OF
4 #600
4" PVC



6 #350
1 #1 GND
4" PVC

Alpitronic
HYC_400
400kW
480A 480V

Alpitronic
HYC_400
400kW
480A 480V

Alpitronic
HYC_400
400kW
480A 480V

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

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

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

REV	DATE	DESCRIPTION
0	12/16/2025	DESIGN PROPOSAL

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

CITY OF WATERTOWN, 552 MAIN ST.,
WATERTOWN, MA 02472

ELECTRIC VEHICLE
CHARGING STATIONS

SHEET TITLE
ONE-LINE DIAGRAM

SHEET NUMBER

E-1

Order Confirmation

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

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

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

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

AD PREVIEW:


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

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

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

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

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

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

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

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

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

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

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

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

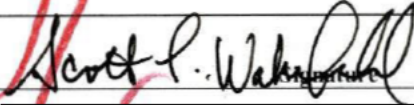
WHEREAS: The climate crisis, future pandemics, and numerous human security and social justice concerns highlight the need for greater investment in our communities; and

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

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

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

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

	Scott P. Wakefield Printed Name
WATERTOWN	



Watertown City Council

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

NOTICE OF PUBLIC HEARING

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

January 27, 2026

Dear Petitioner:

The City Council of the City of Watertown will hold a public meeting on Tuesday, February 10, 2026 at 7:00 p.m. in the Richard E. Mastrangelo Council Chamber, 149 Main St., Watertown, MA along with remote opportunities for participation with public access provided as follows:

ACCESS INFORMATION:

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

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

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

Sincerely,

Watertown City Council

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

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

Caroline Bays,
Councilor At Large

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

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

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

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



Watertown City Council

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

RESOLUTION # 13

2026 - R - 13

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

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

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

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


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

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



Council Member

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



Brendan T. McCarthy, Council Clerk



Mark S. Sideris, Council President

ELECTED OFFICIALS

**Mark S. Sideris,
Council President**

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

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

**Caroline Bays,
Councilor At Large**

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



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager

Date: February 2, 2026

RE: Agenda Item – Approval of Gift Expenditures

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

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

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

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

Thank you for your consideration and action on this matter

Resolution No. 2026-

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

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

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

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

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

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

Council Member

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

Brendan McCarthy, Council Clerk

Mark Sideris, Council President

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


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

Motion to approve an employee work exemption

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

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

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

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

Attach additional pages if necessary.

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

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

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

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

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

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

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

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

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



George J. Proakis
City Manager

CITY OF
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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: February 2, 2026
RE: Request for Confirmation – Appointment to the Memorialization Committee

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

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

Thank you for your anticipated cooperation in this matter.

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

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

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



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager

Date: February 3, 2026

RE: Draft Pet Shop Ordinance

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

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

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

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

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

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

118.01 Statement of Purpose

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

118.02 Definitions:

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

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

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

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

118.04 Enforcement

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

118.05 Penalty

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

- B. In addition to any other remedy provided by law, this Chapter may be enforced by animal control officers or police officers through any means available through law and equity, including but not limited to noncriminal disposition in accordance with G.L. c. 40, § 21D or seizure of animals.
- C. Nothing in this section shall be deemed to limit the use of other lawful methods of abating violations of this section, including but not limited to application for equitable relief from a court of law.



George J. Proakis
City Manager

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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.¹

Multi-member body	Term expiration date
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 ²	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 ³	September 15

¹ 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.

² 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.

³ 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.¹

Multi-member body	Term expiration date
<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 Commission <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 Commissioners²</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

¹ 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.

² 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 Directors³</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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

§ A-302 Affordable Housing Trust

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

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

§ A-302a Appeals, Zoning Board of

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

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

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

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

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

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

§ A-302b Election Commissioners, Board of

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

§ A-302c Human Rights Commission

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

§ A-302d Licensing Board

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

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

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

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

Terms are 3 years.

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

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

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

§ A-303a Affordable Housing Trust

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

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

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

boards of trustees by the General Laws.

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

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

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

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

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

§ A-303303b Aging, Council on

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

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

§ A-~~304~~303c Assessors, Board of

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

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

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

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

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

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

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

§ A-~~306303~~e Biosafety Committee

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

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

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

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

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

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

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

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

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

Local reference: Ch. 154

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

§ A-~~309~~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

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

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

Motion to adjourn

List of military nuclear accidents

This article lists notable military accidents involving nuclear material. Civilian accidents are listed at [List of civilian nuclear accidents](#). For a general discussion of both civilian and military accidents, see [nuclear and radiation accidents](#). For other lists, see [Lists of nuclear disasters and radioactive incidents](#).

Scope of this article

In listing military nuclear accidents, the following criteria have been adopted:

1. There must be well-attested and substantial health risks associated with nuclear materials; or, it must involve nuclear weapons (even if lacking an installed fissile core or if nuclear detonation was not possible).
2. To qualify as "military", the nuclear operation/material must be principally for military purposes.
3. To qualify as "accident", the damage should not be intentional, unlike in [nuclear warfare](#).

This list may be incomplete due to military secrecy.

1940s

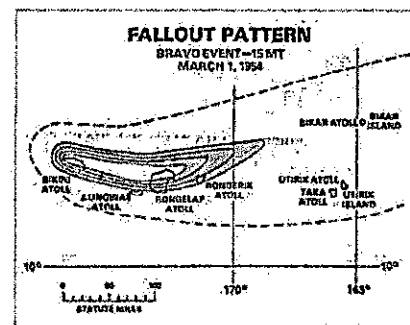
Date	Location	Type	Description
June 23, 1942	<u>Leipzig, Nazi Germany</u>	Steam explosion and reactor fire	<u>Leipzig L-IV experiment accident</u> : Shortly after the Leipzig L-IV atomic pile – worked on by <u>Werner Heisenberg</u> and <u>Robert Doepel</u> – demonstrated Germany's first signs of neutron propagation, the device was checked for a possible <u>heavy water</u> leak. During the inspection, air leaked in, igniting the uranium powder inside. The burning uranium boiled the water jacket, generating enough steam pressure to blow the reactor apart. Burning uranium powder scattered throughout the lab causing a larger fire at the facility. ^{[1][2]}
February 11, 1945	<u>Los Alamos National Laboratory, Los Alamos, New Mexico, United States</u>	Accidental criticality	During an experiment with the <u>Dragon machine</u> (a "fast burst" criticality experiment designed by <u>Otto Frisch</u>), <u>uranium hydride</u> cubes were used in increasingly larger amounts. During the final experiment, 10^{15} fissions were produced, blistering and swelling the cubes by approximately 1/8th of an inch. No personnel were injured. ^[3]
June 6, 1945	<u>Los Alamos National Laboratory, Los Alamos, New Mexico, United States</u>	Accidental criticality	A pseudosphere of 35.4 kg of <u>highly enriched uranium</u> (enriched to an average of 79.2% U-235) was put inside of a polyethylene box, and the box put into a tank that was filled with water. Before the tank was filled, the system unexpectedly went critical. An estimated $3-4 \times 10^{16}$ fissions occurred and the temperature of the metal may have risen to 200 °C. Several personnel were exposed to non-lethal amounts of radiation, and the material was re-used for experiments within days. ^[4]
August 21, 1945	<u>Los Alamos National Laboratory, Los Alamos, New Mexico, United States</u>	Accidental criticality	<u>Harry Daghlian</u> dropped a <u>tungsten carbide</u> brick onto a <u>plutonium</u> core, inadvertently creating a <u>critical mass</u> at the Los Alamos Omega site. He quickly removed the brick, but was fatally <u>irradiated</u> , and died on September 15. ^[5]
May 21, 1946	<u>Los Alamos National Laboratory, Los Alamos, New Mexico, United States</u>	Accidental criticality	<p>While demonstrating his technique to visiting scientists at Los Alamos, Canadian physicist <u>Louis Slotin</u> manually assembled a <u>critical mass</u> of <u>plutonium</u>. A momentary slip of a screwdriver caused a <u>prompt critical</u> reaction. Slotin died on May 30 from massive radiation poisoning, with an estimated dose of 1,000 <u>rads</u> (rad), or 10 <u>grays</u> (Gy). Seven observers, who received doses as high as 166 rads, survived, yet three died within a few decades from conditions believed to be radiation-related.^[6]</p> <div data-bbox="1008 1236 1515 1570" data-label="Image"> </div> <p>A sketch of <u>Louis Slotin's criticality accident</u> used to determine exposure of those in the room at the time.</p>

			Slotin worked with the same bomb core as Daghlian which became known as the " <u>demon core</u> ." It was later melted down and combined with existing weapons-grade material.
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1950s

Date	Location	Type	Description
February 13, 1950	British Columbia, Canada	Non-nuclear detonation of an atomic bomb	A <u>USAF B-36 bomber</u> was flying a simulated combat mission from <u>Eielson Air Force Base</u> , near <u>Fairbanks, Alaska</u> , to <u>Carswell Air Force Base</u> in <u>Fort Worth, Texas</u> , carrying a <u>Mark 4 nuclear bomb</u> (minus a <u>fissile core</u>). After six hours of flight, the bomber experienced mechanical problems and was forced to shut down three of its six engines at an altitude of 12,000 feet (3,700 m). Fearing that severe weather and icing would jeopardize a safe emergency landing, the weapon was jettisoned over the Pacific Ocean from a height of 8,000 ft (2,400 m). The weapon's <u>high explosives</u> detonated upon impact with a bright flash visible. All of the sixteen crew members and one passenger were able to parachute from the plane and twelve were subsequently rescued from <u>Princess Royal Island</u> . ^[7] The accident was categorized as a <u>Broken Arrow</u> , that is an accident involving a nuclear weapon but which does not present a risk of war. ^[8]
April 11, 1950	<u>Albuquerque, New Mexico, US</u>	Non-nuclear detonation of an atomic bomb	Three minutes after departure from <u>Kirtland Air Force Base</u> in <u>Albuquerque</u> a <u>USAF Boeing B-29 Superfortress</u> carrying a <u>Mark 4 nuclear bomb</u> (minus a <u>fissile core</u>), four spare detonators, and a crew of thirteen crashed into a mountain near <u>Manzano Base</u> . The crash resulted in a fire that <u>The New York Times</u> reported as being visible from 15 miles (24 km). The bomb's casing was demolished and its high explosives ignited upon contact with the plane's burning fuel. However, according to the <u>Department of Defense</u> , the four spare detonators and all nuclear components, including a "dummy capsule" simulating a nuclear core, were recovered. All thirteen crew members died. ^[7]
July 13, 1950	<u>Lebanon, Ohio, US</u>	Non-nuclear detonation of an atomic bomb	A <u>USAF B-50 aircraft</u> on a training mission from <u>Biggs Air Force Base</u> with a <u>Mark 4 nuclear bomb</u> (minus a <u>fissile core</u>) flew into the ground resulting in a high-explosive detonation, but no nuclear explosion. The cause of the accident could not be established; the aircraft gave no signals of distress, and was flying on a clear day, but simply went into a steep dive and crashed nose-first, killing four officers and twelve airmen. ^{[9][10]}
August 5, 1950	<u>Fairfield-Suisun AFB, California, US</u>	Non-nuclear detonation of an atomic bomb	A <u>USAF B-29 bomber</u> with a <u>Mark 4 nuclear bomb</u> (minus a <u>fissile core</u>) on board, flying to <u>Guam</u> , experienced malfunctions with two propellers and with landing gear retraction during take-off and crashed while attempting an emergency landing at <u>Fairfield Suisun AFB</u> . In the resulting fire, the bomb's high-explosive

			material exploded, killing nineteen people from the crew and rescue personnel. <u>Brigadier General Robert F. Travis</u> , command pilot of the bomber, was among the dead. ^[11]
November 10, 1950	<u>Rivière-du-Loup, Québec, Canada</u>	Non-nuclear detonation of an atomic bomb	Returning one of several U.S. <u>Mark 4 nuclear bombs</u> (minus a <u>fissile core</u>) secretly deployed in Canada, a USAF <u>B-50</u> had engine trouble and jettisoned the <u>weapon</u> at 10,500 feet (3,200 m). The crew set the bomb to self-destruct at 2,500 ft (760 m) and dropped over the <u>St. Lawrence River</u> . The explosion shook area residents and scattered nearly 100 pounds (45 kg) of <u>uranium (U-238)</u> used in the weapon's tamper. ^[12]
March 1, 1954	<u>Bikini Atoll, Republic of the Marshall Islands (then Trust Territory of the Pacific Islands)</u>	Nuclear test accident	<p>During the <u>Castle Bravo test</u> of the first deployable <u>hydrogen bomb</u>, a miscalculation resulted in the explosion being over twice as large as predicted, with a total explosive force of 15 megatons of TNT (63 PJ). Of the total yield, 10 Mt (42 PJ) were from fission of the natural uranium tamper, but those fission reactions were quite dirty, producing a large amount of <u>fallout</u>. Combined with the much larger than expected yield and an unanticipated wind shift, <u>radioactive fallout</u> spread into unexpected areas. A Japanese fishing boat, the <u>Daigo Fukuryu Maru/Lucky Dragon</u>, came into contact with the fallout, which caused many of the crew to become ill, with one fatality. The fallout spread eastward onto the inhabited <u>Rongelap</u> and <u>Rongerik Atolls</u>. These islands were not evacuated before the explosion due to the unanticipated fallout zone and the financial cost involved, but many of the <u>Marshall Islands</u> natives have since suffered from radiation burns and <u>radioactive dusting</u> and also similar fates as the Japanese fishermen and have received little, if any, compensation from the <u>federal government</u>.^[13] The test resulted in an international uproar and reignited Japanese concerns about radiation, especially with regard to the possible <u>contamination</u> of fish. Personal accounts of the Rongelap people can be seen in the documentary <i>Children of Armageddon</i>.</p>
November 29, 1955	<u>Idaho, US</u>	Partial meltdown	Operator error led to a partial <u>core meltdown</u> in the experimental <u>EBR-I breeder reactor</u> , resulting in temporarily elevated radioactivity levels in the reactor building and necessitating significant repair. ^{[14][15]}
March 10, 1956	<u>Over the Mediterranean Sea</u>	Loss of two capsules of nuclear weapons material in carrying cases	A USAF <u>B-47 Stratojet</u> on a non-stop mission from <u>MacDill Air Force Base, Florida</u> , to an overseas base descended into a cloud formation at 14,000 feet over the Mediterranean in preparation for an in-air refueling and vanished while transporting two capsules of <u>nuclear</u>



The Castle Bravo fallout pattern.

			<p><u>weapons</u> material in carrying cases (and no complete weapons; a nuclear detonation was not possible).^[16] A French news agency reported that the plane had exploded in the air Northeast of <u>Saïdia</u>, in French Morocco in the same general location of its last known position. The plane was lost while flying through dense clouds, and no trace of the cores and other wreckage was ever located.^{[17][18][19]}</p>
July 27, 1956	RAF <u>Lakenheath</u> in <u>Suffolk, UK</u>	Nuclear weapons damaged	<p>A USAF <u>B-47</u> crashed into a <u>storage igloo</u>, spreading burning fuel over three <u>Mark 6 nuclear bombs</u> at <u>RAF Lakenheath</u>. A bomb disposal expert stated it was a miracle exposed detonators on one bomb did not fire.^[20] The weapons were in a storage configuration and there were no fissile capsules inside the weapons or the igloo.^[21]</p>
May 22, 1957	<u>Kirtland AFB</u> in <u>New Mexico, US</u>	Non-nuclear detonation of a <u>Mark 17 thermonuclear bomb</u> ^[22]	<p>A B-36 ferrying a <u>Mark 17 nuclear bomb</u> from <u>Biggs AFB</u> to <u>Kirtland AFB</u> dropped a <u>thermonuclear weapon</u> on approach to Kirtland. The weapon struck the ground 4.5 miles south of the Kirtland control tower and 0.3 miles west of the <u>Sandia Base</u> reservation. The weapon was completely destroyed by the detonation of its high explosive material, creating a crater 12 feet (3.7 m) deep and 25 feet (7.62 m) in diameter. Radioactive contamination at the crater lip amounted to 0.5 milliroentgen.^[19] The aircraft contained a nuclear capsule, containing the fissile core for the weapon, but it was not installed in the weapon at the time of the accident, and was not involved in the explosion of the weapon.^[21]</p>
July 28, 1957	<u>Atlantic Ocean</u>	Two nuclear weapons jettisoned and not recovered	<p>A USAF <u>C-124</u> aircraft from <u>Dover Air Force Base, Delaware</u> was carrying three weapons and one nuclear capsule aboard the aircraft at the time. Nuclear components were not installed in the weapons. While flying over the Atlantic Ocean, the aircraft experienced a loss of power. For their own safety, the crew jettisoned two bombs which were never recovered.^[9] Neither of the weapons detonated. The C-124 landed later with the other weapon and the nuclear capsule.^[21]</p>
September 11, 1957	<u>Rocky Flats Plant, Golden, Colorado, US</u>	Fire, release of nuclear materials	<p>A fire began in a theoretically fireproof area inside the <u>plutonium</u> processing building, in a <u>glovebox</u> used to handle radioactive materials, igniting the combustible rubber gloves and <u>plexiglas</u> windows of the box. The fire quickly spread to the plutonium as various safety features failed. The fire spread through the ventilation system as the containment ability of the facility became compromised, with plumes of radioactive smoke sent high into the outside air. The fire raged inside the building for 13 hours over the night of the 11th & 12th before firefighters could finally extinguish it. In the aftermath, <u>Atomic Energy Commission</u> officials, and the <u>Dow Chemical</u> officials who ran the facility, did not admit</p>

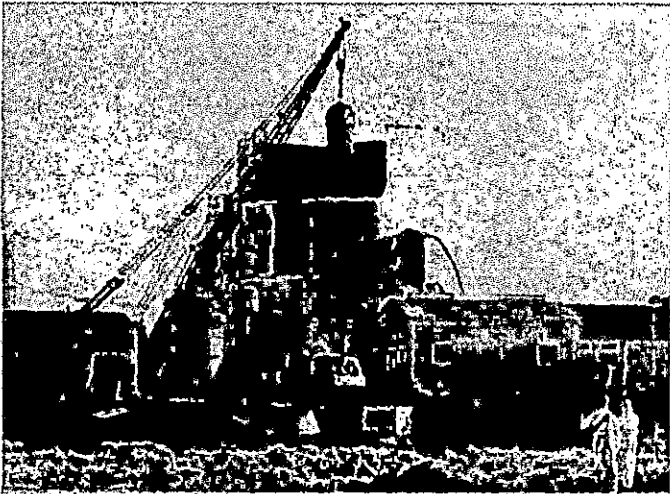
			<p>the extent of the catastrophe, or the radiation danger, to local officials or the media. Knowledge of the extent of the damage and contamination was kept from the public for years. After the fire, plutonium was detected near a school 12 miles (19 km) away and around <u>Denver</u> 17 miles (27 km) away. An independent group of scientists conducting off-site testing 13 years later found plutonium contamination in areas in nearby <u>Rocky Flats</u> to be 400 to 1,500 times higher than normal, higher than any ever recorded near any urban area, including <u>Nagasaki</u>. The Atomic Energy Commission then conducted its own off-site study, and that study confirmed plutonium contamination as far as 30 miles (48 km) from the plant.^{[23][24][25][26]}</p>
September 29, 1957	<u>Kyshtym, Chelyabinsk Oblast, Russian Soviet Federative Socialist Republic, USSR (now Russian Federation)</u>	Explosion, release of nuclear materials	<p>A <u>cooling system failure</u> at the <u>Mayak</u> nuclear processing plant resulted in a major explosion and release of radioactive materials. A large area was subjected to <u>radioactive contamination</u> and thousands of local inhabitants were evacuated.^[27]</p>
October 8–12, 1957	<u>Sellafield, Cumbria, UK</u>	Reactor core fire	<p>Technicians mistakenly overheated Windscale <u>Pile No. 1</u> during an <u>annealing</u> process to release <u>Wigner energy</u> from <u>graphite</u> portions of the reactor. Poorly placed temperature sensors indicated the reactor was cooling rather than heating. The excess heat led to the failure of a nuclear cartridge, which in turn allowed uranium and irradiated graphite to react with air. The resulting fire burned for days, damaging a significant portion of the reactor core. About 150 burning fuel cells could not be removed from the core, but operators succeeded in creating a <u>firebreak</u> by removing nearby fuel cells. An effort to cool the graphite core with water and the switching off of the air cooling system eventually quenched the fire. The reactor had released radioactive gases into the surrounding countryside, primarily in the form of <u>iodine-131</u> (¹³¹I). Milk distribution was banned in a 200-square-mile (520 km²) area around the reactor for several weeks. A 1987 report by the <u>National Radiological Protection Board</u> predicted the accident would cause as many as 100 long-term cancer deaths, although the <u>Medical Research Council Committee</u> concluded that "it is in the highest degree unlikely that</p>

			<p>any harm has been done to the health of anybody, whether a worker in the Windscale plant or a member of the general public." The reactor that burned was one of two air-cooled, graphite-moderated natural uranium reactors at the site used for production of <u>weapons-grade plutonium</u> for military purposes.^{[28][29][30]} A 2007 study concluded that because the actual amount of radiation released in the fire could be double the previous estimates, and that the radioactive plume actually travelled further east, there were 100 to 240 cancer fatalities in the long term as a result of the fire.^{[31][32][33]}</p>
October 11, 1957	<u>Homestead Air Force Base, Florida</u>	Nuclear bomb burned after B-47 aircraft accident	<p>B-47 aircraft crashed during take-off after a wheel exploded; one <u>Mark 15 Mod 0</u> nuclear bomb burned in the resulting fire.^[34] The aircraft was carrying the unarmed weapon in a ferry configuration in the bomb bay, and the nuclear capsule in the crew compartment. Two "low-order" explosions occurred during the two hours that the plane and weapons burned. The nuclear capsule was recovered intact with minor damage.^[21] The "pit" of the bomb itself melted and re-solidified within the weapon case.^[10]</p>
January 31, 1958	<u>Sidi Slimane Air Base, Morocco</u>	Nuclear bomb damaged in crash ^[34]	<p>During a simulated takeoff, a wheel casting failure caused the tail of a <u>USAF B-47</u> carrying a <u>Mark 36 Mod 1</u> nuclear bomb to hit the runway, rupturing a fuel tank and sparking a fire which burned for some 7 hours.^[35] The weapon used in-flight insertion and the weapon was in its retracted, unarmed state.^[36] The high explosives in the weapon burned but did not detonate, but the weapon capsule melted and "settled into a molten slag of the burned aircraft and bomb." A report described the slag as former "a slab of slag material weighing approximately 8,000 pounds, approximately 6 to 8 feet wide and 12 to 15 feet in length with a thickness of 10 to 12 inches," and that a jackhammer was used to break it into smaller pieces, with the "hot" pieces carted out, but the rest buried nearby. Some contamination was detected immediately following the accident in the remains of the airplane and weapon, as well as part of the runway, and <u>explosive ordnance disposal</u> crew tracked contamination on their shoes and clothing back to their home base.^{[34][37][38][10][39]} After the accident, B-47 flights were temporarily suspended pending inspection of their wheels for defects.^[21]</p>
February 5, 1958	<u>Savannah, Georgia, US</u>	Unarmed nuclear bomb lost	<p>A <u>USAF B-47</u> bomber jettisoned a <u>Mark 15 Mod 0 nuclear bomb</u> (the nuclear capsule was not aboard the aircraft; the bomb contained a simulated 150-pound (68 kg) capsule made of lead) over the Atlantic Ocean after a <u>midair collision</u> with a <u>USAF F-86 Sabre</u> during a simulated combat mission from <u>Homestead Air Force Base, Florida</u>. The F-86's pilot <u>ejected</u> and <u>parachuted to safety</u>.^[40] The USAF claimed the B-47 tried landing at <u>Hunter Air Force Base, Georgia</u> three times before the bomb was jettisoned at 7,200 ft (2,200 m) near <u>Tybee Island, Georgia</u>. The B-47 pilot successfully landed in</p>

			<p>one attempt only after he first jettisoned the bomb. A 3-square-mile (7.8 km²) area near <u>Wassaw Sound</u> was searched for nine weeks before the search was called off.</p>
February 28, 1958	<u>Greenham Common US Base, Newbury, England</u>		<p>A B-47E of the USAF 310th Bomb Wing developed problems shortly after takeoff and jettisoned its two 1,700 gallon external fuel tanks. They missed their designated safe impact area, and one hit a hangar while the other struck the ground 65 feet (20 m) behind a parked B-47E. The parked plane, which was fuelled, had a pilot on board, and was carrying a 1.1 megaton (4.6 PJ) <u>B28 nuclear bomb</u>, was engulfed by flames. The conflagration took sixteen hours and over a million gallons of water to extinguish, partly because of the magnesium alloys used in the aircraft. Although two men were killed and eight injured, the US and UK governments kept the accident secret: as late as 1985, the British government claimed that a taxiing aircraft had struck a parked one and that no fire was involved.</p>
March 11, 1958	<u>Mars Bluff, South Carolina</u>	Non-nuclear detonation of a nuclear bomb	<p>A USAF <u>B-47E bomber</u>, number 53-1876A, was flying from <u>Hunter Air Force Base</u> in <u>Savannah, Georgia</u>, to England in a formation of four B-47s on a top-secret mission called <u>Operation Snow Flurry</u> to perform a mock bombing exercise. The flight navigator/bombardier was checking the locking harness on the massive (7,600 pounds (3,447 kg)) <u>Mark 6 nuclear bomb</u> when he accidentally pushed the emergency release lever. The bomb fell on the bomb-bay doors, smashing them open and going into a 15,000 feet (4,572 m) free fall. The high-explosive detonator went off after it hit the ground 6.5 miles east of <u>Florence, South Carolina</u>, in <u>Mars Bluff</u>, creating a 70 feet (21 m) wide crater, 30 feet (9 m) deep.^[41] A nearby house was destroyed and several people were injured.^{[40]:136–137}^[42] The weapon did not have an installed nuclear capsule at the time of the accident, and so a nuclear detonation was not possible. There was a nuclear capsule onboard the plane, in another section of the aircraft.^[21]</p>
June 16, 1958	<u>Oak Ridge, Tennessee, US</u>	Accidental criticality	<p>A supercritical portion of highly enriched <u>uranyl nitrate</u> was allowed to collect in the drum causing a <u>prompt neutron criticality</u> in the C-1 wing of building 9212 at the <u>Y-12 complex</u>. It is estimated that the reaction produced 1.3×10^{18} fissions. Eight employees were in close proximity to the drum during the accident, receiving <u>neutron doses</u> ranging from 30 to 477 <u>rems</u>. No fatalities were reported.^[43]</p>

November 4, 1958	<u>Dyess Air Force Base, Texas, US</u>	Non-nuclear detonation of a nuclear bomb	A USAF B-47 bomber developed a fire shortly after take-off and went down with a sealed-pit Mark 39 Mod 1 nuclear weapon on board from an altitude of 1,500 ft (460 m). The detonation of the high explosive material in the bomb left a crater 35 feet (11 m) in diameter and 6 feet (1.8 m) deep. Three crew members escaped, and one was killed. ^[44] All weapons components were ultimately accounted for, after digging for them in the crater. ^{[21][10]}
November 26, 1958	<u>Chennault Air Force Base, Louisiana, US</u>	Non-nuclear detonation of a nuclear bomb	A USAF B-47 bomber with a sealed-pit nuclear weapon on board developed a fire while on the ground. The aircraft wreckage and the site of the accident were contaminated after a limited explosion of non-nuclear material. ^[45]
December 30, 1958	<u>Los Alamos, New Mexico, US</u>	Accidental criticality	During chemical purification, a critical mass of a plutonium solution was accidentally assembled at <u>Los Alamos National Laboratory</u> . A chemical operator named <u>Cecil E. Kelley</u> died of acute radiation sickness. The March 1961 <i>Journal of Occupational and Environmental Medicine</i> printed a special supplement medically analyzing this accident. Hand manipulation of critical assemblies was abandoned as a matter of policy in U.S. federal facilities after this accident. ^[43]
January 18, 1959	<u>Osan Air Base, South Korea</u>	Nuclear weapon on fire	A parked USAF F-100C Super Sabre, loaded with a nuclear weapon, developed a fire after its external fuel tanks were dropped and exploded during a practice alert. The resulting fire was put out in seven minutes and there was no nuclear explosion. ^[46] When originally disclosed in 1980, the location was identified as a base in the Pacific region. In 2016, the newspaper <i>Asahi Shimbun</i> reported that the location of the accident was <u>Osan Air Base</u> . ^[47]
July 6, 1959	<u>Barksdale AFB, Louisiana, US</u>	Limited contamination	A USAF C-124 transporting three Mark 39 Mod 2 sealed-pit nuclear weapons crashed and burned down during take-off. The high explosives did not detonate, but one weapon was completely destroyed by the fire, and the other two suffered heat damage and tritium leakage. The wreckage area experienced limited contamination. ^[10]
September 25, 1959	<u>Eastern Pacific Ocean</u>	Lost nuclear weapon casing	A U.S. Navy P5M antisubmarine aircraft patrolling out of NAS Whidbey Island with an unarmed Mark 90 nuclear depth charge casing on board crash-landed in the Pacific Ocean, about 100 miles (160 km) west of the Washington-Oregon border. ^[48] The casing was not recovered. ^[49]
October 15, 1959	<u>Hardinsburg, Kentucky, US</u>	Nuclear weapon partially damaged	After both planes took off from Columbus Air Force Base in Mississippi, a USAF B-52F-100-BO (No. 57-036), with two sealed-pit nuclear weapons collided at 32,000 feet (9,754 m) with a KC-135 refueling aircraft (No. 57-1513), during a refueling procedure near Hardinsburg, Kentucky. Both planes crashed killing eight crew members. One unarmed nuclear weapon was partially damaged, but no contamination resulted. ^[50]
November 20, 1959	<u>Oak Ridge, Tennessee, US</u>	Explosion	A chemical explosion occurred during decontamination of processing machinery in the radiochemical processing plant at <u>Oak Ridge National Laboratory</u> in Tennessee. (Report ORNL-2989, Oak Ridge National Laboratory). The accident resulted in the release of about 15 grams (0.53 oz) of ²³⁹ Pu.

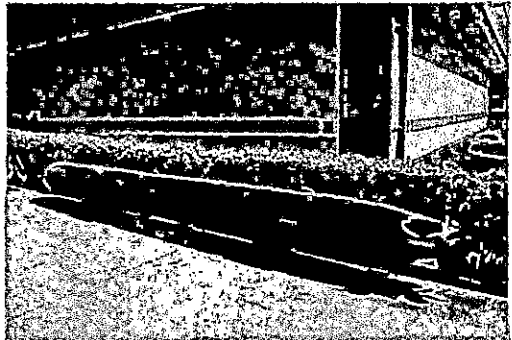
1960s

Date	Location	Type	Description
June 7, 1960	<u>New Egypt, New Jersey, US</u>	Nuclear warhead damaged by fire	A helium tank exploded and ruptured the fuel tanks of a USAF BOMARC-A surface-to-air missile at McGuire Air Force Base, New Jersey. The fire destroyed the missile, and contaminated the area directly below and adjacent to the missile. ^{[38][51]}
October 13, 1960	<u>Barents Sea, Arctic Ocean</u>	Release of nuclear materials	A leak developed in the steam generators and in a pipe leading to the compensator reception on the ill-fated <u>K-8</u> while the Soviet Northern Fleet November-class submarine was on exercise. While the crew rigged an improvised cooling system, radioactive gases leaked into the vessel and three of the crew suffered visible radiation injuries according to radiological experts in Moscow. Some crew members had been exposed to doses of up to 1.8–2 Sv (180–200 rem). ^[52]
January 3, 1961	<u>National Reactor Testing Station, Idaho, US</u>	Accidental criticality, steam explosion, 3 fatalities, release of fission products	<p>During a</p>  <p><u>SL-1 reactor</u> being removed from the <u>National Reactor Testing Station</u>.</p> <p>maintenance shutdown, the <u>SL-1</u> experimental nuclear reactor underwent a <u>prompt critical reaction</u> causing core materials to explosively vaporize. Water hammer estimated at 10,000 pounds per square inch (69,000 kPa) struck the top of the reactor vessel propelling the entire reactor vessel upwards over 9 feet (2.7 m) in the air. One operator who had been standing on top of the vessel was killed when a shield plug impaled him and lodged in the ceiling. Two other military personnel were also killed from the trauma of the explosion, one of which had removed the central control rod too far. The plant had to be dismantled and the contamination was buried permanently nearby. Most of the release of radioactive materials was concentrated within the reactor building.</p>
January 24, 1961	<u>Goldsboro, North Carolina, US</u>	Physical destruction of a nuclear bomb, loss of nuclear materials	A USAF <u>B-52 bomber</u> caught fire and exploded in midair due to a major leak in a wing fuel cell 12 miles (19 km) north of <u>Seymour Johnson Air Force Base, North Carolina</u> . Five crewmen <u>parachuted</u> to safety, but three others died—two in the aircraft and one on landing. The incident released the bomber's two <u>Mark 39 nuclear bombs</u> . Three of the four arming devices on one of the bombs activated,

			<p>causing it to carry out many of the steps needed to arm itself, such as the charging of the firing <u>capacitors</u> and, critically, the deployment of a 100-foot (30 m) diameter <u>retardation parachute</u>. The parachute allowed the bomb to hit the ground with little damage. The fourth arming device—the pilot's safe/arm switch—was not activated, preventing detonation. The second bomb plunged into a muddy field at around 700 mph (300 m/s) and disintegrated. Its tail was discovered about 20 feet (6 m) down and much of the bomb recovered, including the <u>tritium</u> bottle and the <u>plutonium</u>. However, excavation was abandoned due to uncontrollable ground water flooding. Most of the <u>thermonuclear</u> stage, containing <u>uranium</u>, was left on site. It is estimated to lie around 55 feet (17 m) below ground. The <u>Air Force</u> purchased the land and fenced it off to prevent its disturbance, and it is tested regularly for contamination, although none has so far been found.^[53]</p>
March 14, 1961	<u>Yuba City, California, US</u>	Physical destruction of a nuclear bomb, loss of nuclear materials	<p>USAF <u>B-52 bomber</u> departed <u>Mather Air Force Base, California</u> and experienced a <u>decompression event</u> that required it to fly below 10,000 feet. Resulting increased fuel consumption led to fuel exhaustion; the aircraft crashed near <u>Yuba City, California</u> with two nuclear bombs, which did not trigger a nuclear explosion.</p>
July 4, 1961	<u>Coast of Norway</u>	Near meltdown	<p>The Soviet <u>Hotel-class submarine K-19</u> suffered a failure in its cooling system. Reactor core temperatures reached 800 °C (1,500 °F), nearly enough to melt the fuel rods, although the crew was able to regain temperature control by using emergency procedures. The incident contaminated parts of the ship, some of the onboard ballistic missiles and the crew, resulting in several fatalities. The film <u>K-19: The Widowmaker</u>, starring Harrison Ford and Liam Neeson, offers a controversially fictionalized story of these events.</p>
May 1, 1962	<u>Sahara desert, French Algeria (now Algeria)</u>	Accidental venting of underground nuclear test	<p>The second French underground nuclear test, codenamed <u>Béryl</u>, took place in a shaft under Mount Taourirt, near <u>In Ecker</u>, 150 km (93 mi) north of <u>Tamanrasset</u>, Algerian <u>Sahara</u>. Due to improper sealing of the shaft, a spectacular flame burst through the concrete cap and radioactive gases and dust were vented into the atmosphere. The plume climbed up to 2,600 m (8,500 ft) high and radiation was detected hundreds of kilometers away. About a hundred soldiers and officials, including two ministers, were irradiated. The number of contaminated Algerians is unknown.</p>
May 22, 1962	<u>Chico, California, US</u>	Explosion of <u>Titan I ICBM</u>	<p>A <u>Titan I ICBM</u> exploded in its silo in <u>Chico, California</u>.^[54] During a contractor checkout, a leak and subsequent explosion occurred at launcher 1 at complex 4C at Chico, destroying a Titan I and causing heavy damage to the silo. The Air Force concluded that the two separate explosions occurred because of a blocked vent and blocked valve. All contractors and crew of the silo escaped unharmed.</p>

June 20, 1962	Johnson Island	Self-destruction of nuclear-armed Thor missile	Part of the <u>Starfish</u> test series by the US military, a Thor missile was launched but had its flight aborted one minute after its takeoff. No nuclear explosion took place. However, heavily contaminated missile components fell back down upon the island where service personnel worked and lived.
July 25, 1962	Johnson Island	Explosion of nuclear-armed Thor missile	A Thor missile exploded on its launchpad, scattering highly contaminated debris all over the island. Service personnel were heavily exposed to radiation both during the explosion and in subsequent emergency clean-up efforts. Veterans who were exposed to the high radiological hazards all suffered lethal long-term effects of radiation-based cancers.
April 10, 1963	Atlantic Ocean	Loss of nuclear reactor	The United States Navy submarine <u>USS Thresher</u> sank about 190 nmi (220 mi; 350 km) east of <u>Cape Cod, Massachusetts</u> due to improper welds allowing in seawater which forced a shutdown of the reactor. Poor design of its emergency blow system prevented the ship from surfacing and the disabled ship ultimately descended to <u>crush depth</u> and <u>imploded</u> , killing all 129 on board. Wreckage remains on the sea floor at 8,400 feet (2,600 m) below the surface
January 13, 1964	<u>Salisbury, Pennsylvania</u> and <u>Frostburg, Maryland, US</u>	Accidental loss and recovery of thermonuclear bombs	A USAF B-52 on airborne alert duty encountered a severe winter storm and extreme turbulence, ultimately disintegrating in midair over South Central Pennsylvania. ^[55] Only the two pilots survived. One crew member failed to bail out and the rest succumbed to injuries or exposure to the harsh winter weather. A search for the missing weapons was initiated, and recovery was effected from portions of the wreckage at a farm northwest of Frostburg, MD.
December 5, 1964	<u>Ellsworth AFB, South Dakota</u>	<u>Minuteman ICBM missile warhead separation</u>	The warhead separated in the launch tube due to an electrical short circuit and fell to the bottom of the tube, at launch facility Lima-02 near <u>Vale, South Dakota</u> . The missile site was part of the former <u>44th Missile Wing</u> at <u>Ellsworth AFB, South Dakota</u> . ^[56]
December 8, 1964	<u>Bunker Hill Air Force Base, Indiana, US</u>	Fire, radioactive contamination	A USAF <u>B-58 aircraft</u> carrying a <u>B53 nuclear bomb</u> internally, and four <u>B43 nuclear bombs</u> externally, caught fire while taxiing after its landing gear collapsed. The B53 burned, causing contamination of the crash area. Two of the B43s caused some plutonium and uranium contamination. ^{[9][57]} One of the B43 bombs was crushed between the plane's collapsed wing and a snowbank while the plane burned, causing a "unique and previously unevaluated situation" in which a nuclear weapon was made to experience "extreme cold, crushing impact, and intense heat simultaneously." ^[58]
January 1965	<u>Livermore, California, US</u>	Release of nuclear materials	An accident at <u>Lawrence Livermore National Laboratory</u> released 300 kCi (11 PBq) of <u>tritium gas</u> . Subsequent study found this release was not likely to produce adverse health effects in the surrounding communities. ^[59]
October 11, 1965	<u>Rocky Flats Plant, Golden, Colorado, US</u>	Fire, exposure of workers	A fire at Rocky Flats exposed a crew of 25 to up to 17 times the legal limit for radiation.
December 5, 1965	<u>Philippine Sea</u>	Loss of a nuclear bomb	A <u>U.S. Navy A-4E Skyhawk aircraft</u> with one <u>B43 nuclear bomb</u> on board fell off the <u>aircraft carrier USS Ticonderoga</u> into 16,200 feet (4,900 m) of water while the ship was

			<p>underway from <u>Vietnam</u> to <u>Yokosuka</u>, Japan. The plane, pilot and weapon were never recovered. There is dispute over exactly where the incident took place—the <u>U.S. Defense Department</u> originally stated it took place 500 miles (800 km) off the coast of Japan; The accident was said to occur 68 miles (59 nmi; 109 km) from <u>Kikai Island, Kagoshima Prefecture, Japan</u>.^[60] U.S. Navy documents later show it happened about 80 miles (130 km) from the <u>Ryukyu Islands</u> and 200 miles (320 km) from <u>Okinawa</u>.^[61]</p>
January 17, 1966	<u>Palomares, Almería, Spain</u>	Accidental destruction, loss and recovery of nuclear bombs	<p>A <u>USAF B-52</u> carrying four hydrogen bombs collided with a <u>USAF KC-135 jet tanker</u> during over-ocean <u>in-flight refueling</u>. Four of the B-52's seven crew members parachuted to safety while the remaining three were killed along with all four of the KC-135's crew. The conventional explosives in two of the bombs detonated upon impact with the ground, dispersing plutonium over nearby farms. A third bomb landed intact near <u>Palomares, Almería</u> (Spain) while the fourth fell 12 miles (19 km) off the coast into the Mediterranean sea. The U.S. Navy conducted a three-month search involving 12,000 men and successfully recovered the fourth bomb. The U.S. Navy employed the use of the deep-diving research submarine <u>DSV Alvin</u> to aid in the recovery efforts. During the ensuing cleanup, 1,500 <u>tonnes</u> (1,700 <u>short tons</u>) of radioactive soil and tomato plants were shipped to a nuclear dump in <u>Aiken, South Carolina</u>. The U.S. settled claims by 522 Palomares residents for \$600,000. The town also received a \$200,000 <u>desalinization</u> plant. The motion picture <u>Men of Honor</u> (2000), starring <u>Cuba Gooding, Jr.</u>, as <u>USN Diver, Master Chief Petty Officer Carl Brashear</u>, and <u>Robert De Niro</u> as <u>USN Diver, Chief Petty Officer Billy Sunday</u>, contained an account of the fourth bomb's recovery.^[62]</p>
January 21, 1968	<u>Thule Air Base, Greenland</u>	Loss and partial recovery of nuclear bombs	<p>A fire broke out in the <u>navigator's</u> compartment of a <u>USAF B-52</u> near Thule Air Base, Greenland. The bomber crashed 7 miles (11 km) from the airbase, rupturing the bomber's bomb bay and causing the conventional explosives in the four <u>B28F1 thermonuclear bombs</u> to detonate, fragmenting and spreading the <u>radioactive primary and secondary components</u> across a large area. The burning bomber and its fuel load melted through the ice, dropping wreckage to the seafloor underneath. The</p>

			recovery and decontamination effort was complicated by Greenland's harsh weather. Contaminated ice and debris were returned and buried in the United States. Recovered bomb fragments were recycled by <u>Pantex</u> , in <u>Amarillo, Texas</u> . The incident caused outrage and protests in <u>Denmark</u> , as Greenland is a Danish possession, and Denmark forbade nuclear weapons on its territory.
March 8, 1968	1,560 nautical miles (2,890 km) northwest of Oahu in the Pacific Ocean	?	The Soviet nuclear submarine <u>K-129</u> sank with a crew of 98 due to an explosion of unknown cause. The International Atomic Energy Agency stated that two nuclear warheads from K-129 were located in the Pacific 1,230 miles from Kamchatka at coordinates 40°6'N and 179°57'E at a depth of 6,000 metres (20,000 ft), and lists them as recovered.
Spring 1968	Atlantic Ocean	?	An official US Department of Defense summary of accidents in 1981 has one listing that reads only as: "Spring 1968 / At Sea, Atlantic. Details remain classified." ^[34] It has been suggested that this was a reference to the sinking of the <u>USS Scorpion</u> , and that its classification status was because at the time, the US Navy did not acknowledge that it contained nuclear torpedoes. ^[63] Another official, internal report on US nuclear accidents includes the <u>Scorpion</u> and the Thule accident (see below) as the only 1968 accidents, and describes it as taking place "in the late spring of 1968... in the mid-atlantic." ^[64]
May 22, 1968	740 km (400 nmi) southwest of the <u>Azores</u>	Loss of nuclear reactor and two <u>W34</u> nuclear warheads	<p>The <u>U.S. submarine USS Scorpion</u> sank while en route from Rota, Spain, to Norfolk, Virginia, United States. All 99 officers and men on board were killed, and while the cause of the sinking remains unknown, <u>Scorpion's</u> originally planned full overhaul was reduced in scope, and long-overdue SUBSAFE work, such as a new central valve control system, was not performed. The wreckage of the submarine, its <u>S5W nuclear reactor</u>, and its two <u>Mark 45</u> torpedoes with <u>W34</u> nuclear warheads, remain on the sea floor in more than 3,000 m (9,800 ft) of water.</p>  <p>Mark 45 nuclear torpedo, similar to the two that were lost</p>
May 24, 1968	<u>Barents Sea, Arctic Ocean</u>	Loss of cooling, radioactive contamination, nuclear fuel damaged	During sea trials, the Soviet nuclear submarine <u>K-27</u> (Project 645) suffered severe problems with its reactor cooling systems. After spending some time at reduced power, reactor output inexplicably dropped and sensors detected an increase of <u>gamma radiation</u> in the reactor compartment to 150 rad/h. The safety buffer tank released radioactive gases further contaminating the submarine. The crew shut the reactor down and subsequent investigation found that approximately 20% of the fuel assemblies were damaged. The entire submarine was scuttled in the <u>Kara Sea</u> in 1981.
August 27, 1968	<u>Severodvinsk, Russia (then USSR)</u>	Reactor power excursion, contamination	While in the naval yards at Severodvinsk for repairs, the Soviet <u>Yankee-class nuclear submarine K-140</u> suffered an uncontrolled increase of the reactor's power output. One of the reactors activated automatically when workers raised control rods to a higher position and power increased to 18 times normal, while pressure and temperature levels in the reactor increased to four times normal. The

December 1972	<u>Pawling, New York, US</u>	Contamination	A major fire and two explosions contaminated the plant and grounds of a plutonium fabrication facility resulting in a permanent shutdown. ^{[75][76]}
April 21, 1973	<u>Pacific Ocean, 370 miles from Puget Sound</u>	Primary coolant leak	<u>The primary coolant</u> leaked on board the submarine <u>USS <i>Guardfish</i></u> while underway. ^[77]
1975	Location unknown	Contamination	Radioactive resin contaminated the American <u><i>Sturgeon</i></u> -class submarine <u>USS <i>Guardfish</i></u> after the wind unexpectedly blew the powder back towards the ship. The resin is used to remove dissolved radioactive minerals and particles from the primary coolant loops of submarines. This type of accident was fairly common; however, U.S. Navy nuclear vessels no longer discharge resin at sea.
October 1975	<u>Apra Harbor, Guam</u>	Spill of irradiated water	While disabled, the submarine tender <u>USS <i>Proteus</i></u> discharged radioactive coolant water. A <u>Geiger counter</u> at two of the harbor's public beaches showed 100 <u>millirems/hour</u> , fifty times the allowable dose. ^{[78][79]}
August 1976	<u>Benton County, Washington, United States</u>	Explosion, contamination of worker	An explosion at the <u>Hanford site</u> Plutonium Finishing Plant blew out a quarter-inch-thick lead glass window. <u>Harold McCluskey</u> , a worker, was showered with <u>nitric acid</u> and radioactive glass. He inhaled the largest dose of ²⁴¹ Am ever recorded, about 500 times the U.S. government occupational standards. The worker was placed in isolation for five months and given an experimental drug to flush the isotope from his body. By 1977, his body's radiation count had fallen by about 80 percent. He died of natural causes in 1987 at age 75. ^[80]
1977	<u>Coast of Kamchatka</u>	Loss and recovery of a nuclear warhead	The <u>Soviet submarine <i>K-171</i></u> accidentally released a nuclear warhead. The warhead was recovered after a search involving dozens of ships and aircraft. ^[81]
January 24, 1978	<u>Northwest Territories, Canada</u>	Spill of nuclear fuel	<u>Kosmos 954</u> , a <u>Soviet Radar Ocean Reconnaissance Satellite</u> with an onboard nuclear reactor, failed to separate from its booster and broke up on reentry over <u>Western and Northern Canada</u> . The fuel was spread over a wide area and some radioactive pieces were recovered. The Soviet Union eventually paid the <u>Canadian government</u> 3 million <u>CAD</u> (\$13 million today) for expenses relating to the crash.
May 22, 1978	<u>Near Puget Sound, Washington, United States</u>	Spill of irradiated water	A valve was mistakenly opened aboard the submarine <u>USS <i>Puffer</i></u> releasing up to 500 US gallons (1,900 L; 420 imp gal) of radioactive water. ^[79]

1980s

Date	Location	Type	Description
September 18, 1980	<u>Little Rock AFB, Arkansas</u>	Nuclear missile fuel explosion	At about 6:30 p.m., an airman conducting maintenance on a USAF <u>Titan-II</u> missile at <u>Little Rock Air Force Base's Launch Complex 374-7 in Southside (Van Buren County)</u> , just north of <u>Damascus, Arkansas</u> , dropped a nine-pound (4 kg) <u>socket</u> from a socket wrench, which fell about 80 feet (24 m) before hitting and piercing the skin on the rocket's first-stage fuel tank, causing it to leak. The area was evacuated. Overnight, at about 3:00 a.m., the <u>hypergolic</u> fuel exploded. The <u>W53</u> warhead landed about 100 feet (30 m) from the launch complex's entry gate; its safety features operated correctly and prevented any explosion, chemical or nuclear. An Air Force airman, David Livingston, was killed and the launch complex was destroyed. ^[82]
February 1982 to December 1989	<u>Kola Peninsula, Russia (former USSR)</u>	Release of nuclear materials	The <u>Andreev Bay nuclear accident</u> was associated with leaks in a massive cooling and storage pool. The leaks caused about 700,000 tonnes of highly radioactive water to leak into the Barents Sea during that time period. During the extensive period of attempted repairs and subsequent dismantling of the pool, other incidents occurred on site, including accidental accumulations of critical masses of material releasing radiation and an "industrial accident" that caused two cleanup workers to plunge directly into the radioactive pool.
August 8, 1982	<u>Barents Sea</u>	Release of nuclear materials	While on duty in the Barents Sea, there was a release of liquid metal coolant from the reactor of the Soviet Project 705 <u>Alfa-class submarine K-123</u> . The accident was caused by a leak in the steam generator. Approximately two tons of metal alloy leaked into the reactor compartment, irreparably damaging the reactor so it had to be replaced. It took nine years to repair the submarine.
January 3, 1983	<u>South Atlantic</u>	Contamination	The Soviet nuclear-powered spy satellite <u>Kosmos 1402</u> burned up over the South Atlantic.
August 10, 1985	<u>Chazhma Bay, Vladivostok</u>	Release of nuclear materials	About 35 miles (56 km) from Vladivostok in Chazhma Bay, the Soviet <u>Echo-class submarine K-431</u> suffered a reactor explosion, producing fatally high levels of radiation. Ten men were killed, but the deadly cloud of radioactivity did not reach <u>Vladivostok</u> . ^[83]
1986	<u>Hanford Site, Washington, US</u>	Release of nuclear materials	The U.S. government declassified 19,000 pages of documents indicating that between 1946 and 1986, the Hanford Site near <u>Richland, Washington</u> , released thousands of <u>US gallons</u> of radioactive liquids. Many of the

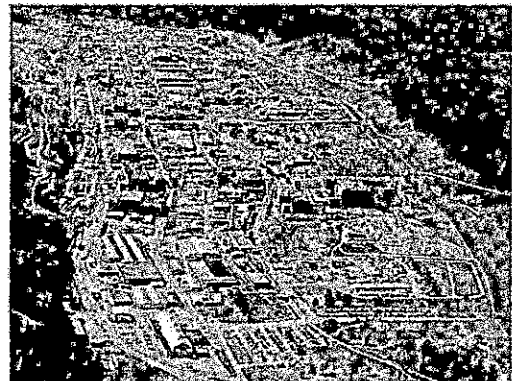
			people living in the affected area received low doses of radiation from ¹³¹ I.
October 3, 1986	North Atlantic	Loss of two nuclear reactors and either 32 or 48 warheads ^{[84][85][86][nb 1]}	480 miles (770 km) east of <u>Bermuda</u> , the Soviet <u>Yankee I-class submarine K-219</u> experienced an explosion in one of its missile tubes and at least three crew members were killed. Sixteen nuclear missiles and two reactors were on board. <u>Soviet leader Mikhail Gorbachev</u> privately communicated news of the disaster to U.S. President <u>Ronald Reagan</u> before publicly acknowledging the incident on October 4. Two days later, on October 6, the submarine sank in the Atlantic Ocean while under tow in 18,000 feet (5,500 m) of water. ^[87]
October 1988	Rocky Flats Plant, Golden, Colorado, US	Contamination, exposure of workers	At the nuclear pit fabrication facility at <u>Rocky Flats in Colorado</u> , two employees and a <u>United States Department of Energy</u> inspector inhaled radioactive particles, causing closure of the plant. Several safety violations were cited, including uncalibrated monitors, inadequate fire equipment, and groundwater contaminated with radioactivity.

1990s

Date	Location	Type	Description
1997	<u>Georgia</u>	Radiological accident	Soldiers suffered radiation poisoning and burns. They were eventually traced back to training sources abandoned, forgotten, and unlabeled after the <u>dissolution of the Soviet Union</u> . One was a ¹³⁷ Cs pellet in a pocket of a shared jacket which put out about 130,000 times the level of background radiation at a one-metre (3.3 ft) distance. ^[88]

2000s

Date	Location	Type	Description
February 2003	<u>Y-12 facility, Oak Ridge, Tennessee</u>	Processing vessel explosion	<p>During the final testing of a new saltless <u>uranium</u> processing method, there was a small explosion followed by a fire. The explosion occurred in an unvented vessel containing unreacted calcium, water and <u>depleted uranium</u>. An <u>exothermic</u> reaction in the vessel generated enough steam to burst the container. This small explosion breached its <u>glovebox</u>, allowing air to enter and ignite some loose uranium powder. Three employees were contaminated. BWXT Y-12 (now B&W Y-12), a partnership of <u>Babcock & Wilcox</u> and <u>Bechtel</u>, was fined \$82,500 for the accident.^[89]</p>



Y-12 National Security Complex

2010s

Date	Location	Type	Description
8 August 2019	<u>State Central Navy Testing Range near Nyonoksa</u>	Explosive destruction of a nuclear power source	According to the version presented by Russian officials, it was a result of a failed test of an " <u>isotope power source</u> for a liquid-fuelled rocket engine". ^{[90][91][92]} Nonproliferation expert <u>Jeffrey Lewis</u> and <u>Federation of American Scientists</u> fellow <u>Ankit Panda</u> suspect the incident resulted from a test of the <u>Burevestnik</u> cruise missile. ^[93] However, other arms control experts disputed the assertions; <u>Ian Williams</u> of the <u>Center for Strategic and International Studies</u> and <u>James Acton</u> of the <u>Carnegie Endowment for International Peace</u> expressed skepticism over Moscow's financial and technical capabilities to field the weapon, ^[94] while <u>Michael Kofman</u> of the <u>Wilson Center</u> concluded that the explosion was probably not related to <u>Burevestnik</u> but instead to the testing of another military platform. ^[95] According to <u>CNBC</u> , the Russians were trying to recover a missile from the seabed which was lost during a previously failed test. ^[96]

See also

- 1983 Soviet nuclear false alarm incident
- Broken Arrow (nuclear)
- International Nuclear Event Scale
- List of accidents and incidents involving military aircraft
- Lists of disasters
- Nuclear weapon
- Radiation
- United States military nuclear incident terminology
- Vulnerability of nuclear plants to attack



Notes and references

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External links

- ProgettoHumus: From Trinity Test to... (<https://web.archive.org/web/20080518071708/http://www.progettohumus.it/nucleare.php?name=specialtrinity>) List of nuclear explosions in the world
- ProgettoHumus (<http://www.progettohumus.it/public/forum/index.php?topic=40.0>) Archived (<https://web.archive.org/web/20110722050554/http://www.progettohumus.it/public/forum/index.php?topic=40.0>) 2011-07-22 at the Wayback Machine List of all nuclear accidents in the history (updated)
- Bibliography of military nuclear accidents from the Alsos Digital Library for Nuclear Issues (http://alsos.wlu.edu/adv_rst.aspx?keyword=accidents*military&creator=&title=&media=all&genre=all&disc=all&level=all&sortby=relevance&results=10&period=15) Archived (https://web.archive.org/web/20110606113108/http://alsos.wlu.edu/adv_rst.aspx?keyword=accidents*military&creator=&title=&me)

[dia=all&genre=all&disc=all&level=all&sortby=relevance&results=10&period=15](#)) 2011-06-06 at the [Wayback Machine](#)

- [Official List of accidents involving nuclear weapons from the UK Ministry of Defence \(https://web.archive.org/web/20031221154956/http://www.thememoryhole.org/nukes/mod-nuke-accidents.htm\)](https://web.archive.org/web/20031221154956/http://www.thememoryhole.org/nukes/mod-nuke-accidents.htm)
- [Schema-root.org: Nuclear Power Accidents \(http://schema-root.org/technology/nuclear/power/accidents/\)](http://schema-root.org/technology/nuclear/power/accidents/) 2 topics, both with a current news feed
- [US Nuclear Regulatory Commission \(NRC\) website \(https://www.nrc.gov/\)](https://www.nrc.gov/) with search function and electronic public reading room
- [International Atomic Energy Agency website \(http://www.iaea.org/\)](http://www.iaea.org/) with extensive online library
- [Concerned Citizens for Nuclear Safety \(http://www.nuclearactive.org/\)](http://www.nuclearactive.org/) Detailed articles on nuclear watchdog activities in the US
- [Radiation Doses \(https://web.archive.org/web/20060222055940/http://www.world-nuclear.org/education/ne/neap1.htm\)](https://web.archive.org/web/20060222055940/http://www.world-nuclear.org/education/ne/neap1.htm) Background on ionizing radiation and doses, [World Nuclear Association](#)
- [Canadian Centre for Occupational Health & Safety \(http://www.ccohs.ca/oshanswers/phys_agent/ionizing.html\)](http://www.ccohs.ca/oshanswers/phys_agent/ionizing.html) More information on radiation units and doses.
- [Radiological Incidents Database \(http://www.johnstonsarchive.net/nuclear/radevents/index.html\)](http://www.johnstonsarchive.net/nuclear/radevents/index.html) Extensive, well-referenced list of radiological incidents.
- [20 Mishaps That Might Have Started Accidental Nuclear War \(https://web.archive.org/web/20071012030433/http://www.nuclearfiles.org/menu/key-issues/nuclear-weapons/issues/accidents/20-mishaps-maybe-caused-nuclear-war.htm\)](https://web.archive.org/web/20071012030433/http://www.nuclearfiles.org/menu/key-issues/nuclear-weapons/issues/accidents/20-mishaps-maybe-caused-nuclear-war.htm) A handy (if somewhat chilling) list of close calls.
- [US Nuclear Weapons Accidents \(https://web.archive.org/web/20001118115400/http://www.cdi.org/Issues/NukeAccidents/accidents.htm\)](https://web.archive.org/web/20001118115400/http://www.cdi.org/Issues/NukeAccidents/accidents.htm) list published by the Center for Defense Information (CDI (<http://www.cdi.org/>))
- [Trinity Atomic Bomb by U.S. National Atomic Museum \(https://www.gutenberg.org/ebooks/277\)](https://www.gutenberg.org/ebooks/277)

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