



Watertown City Council

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

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
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Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

CITY COUNCIL MEETING TUESDAY, FEBRUARY 8, 2022 AT 7:00 PM RICHARD E. MASTRANGELO COUNCIL CHAMBER AGENDA

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://watertown-ma.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 comment through email: vpiccirilli@watertown-ma.gov

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- 1. ROLL CALL
 - 2. PLEDGE OF ALLEGIANCE
 - 3. PUBLIC FORUM
 - 4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
 - A. City Council Meeting Minutes - December 14, 2021
 - B. City Council Meeting Minutes - January 11, 2022
 - 5. PRESIDENT'S REPORT
 - A. Consideration and Action on City Manager Job Posting
 - 6. PRESENTATIONS OF PETITIONS, PROCLAMATIONS, AND SIMILAR PAPERS AND MATTERS
 - A. Confirmation of Proclamation Honoring Leone Cole on Her Retirement as Library Director
 - 7. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
 - A. Coolidge School Apartments: Request of Lessee, Coolidge School LLC, for Consent to Refinance Leasehold Mortgage Loan from the Massachusetts Housing Finance Authority
 - B. Consideration and Vote to Adopt M.G.L. Chapter 138, Section 33B Regarding the Sale of Alcoholic Beverages by On-Premise Licensees on Sundays and Certain Legal Holidays; Sales Between 10:00 A.M. and 12:00 Noon

C. Consideration and Action to Amend the Current Regulations Under Section 2B
(Show Cause Hearings) of the Watertown Licensing Board's Rules and Regulations

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

Watertown, MA – City Manager



Position Statement

Watertown, MA (35,329 pop.), is a thriving community that provides a suburban-like setting with urban amenities. Located just six miles from Boston, the City is a hidden gem offering many of the benefits of a smaller town with access to the economic, cultural, and educational resources of a big city. Cultural destinations like the Arsenal Center for the Arts are complemented by safe neighborhoods, a good school system, international food offerings, coffee shops, and fresh green grocers. The City, which has a diverse population including the second-largest Armenian population in the country, celebrates and supports the rich and varied cultures within the community. Watertown is a City in transition as it has been experiencing demographic and socio-economic changes in recent years.

Watertown is well managed and well situated for continued success. It has an AAA rating and an FY22 budget of \$164.4 million. The City's challenges include managing its growth, maintaining its superior financial stability, continuing to build a strong team of municipal department heads as retirements occur, increasing communications with residents, and maintaining the City's relative affordability.

The position of City Manager has become available following the current City Manager's retirement after serving the community for 45 years, including 29 years as City Manager. Watertown is seeking an experienced, knowledgeable, and talented leader with superior communication and community engagement skills, strong financial acumen as well as strong personnel management and project management skills to serve as its next City Manager. Preferred candidates should have a bachelor's degree (master's preferred) in public administration or a related field and experience as a city/town manager or assistant city/town manager or an equivalent public or private sector level of experience. Candidates should be proactive and strategic thinkers, instill confidence and trust, and be able to build collaborative relationships with appointed/elected officials, business owners, residents, and employees. The next City Manager should be engaged, forward-thinking, and innovative. Watertown is an exciting place to live and work and an exciting City to manage.



Annual salary: \$200K+/-. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. Watertown is an Equal Opportunity Employer.

Challenges and Opportunities

Government

Watertown recently completed a charter review process in which it became a City and changed from Town Council-Town Manager form of government to City Council-City Manager. The nine-member City Council serves as the legislative and policy-making body of Watertown. The Council appoints the City Manager as the Chief Administrative Officer of the City. The City Manager is responsible for implementation of policies established by the City Council, for the efficient administration of all city activities under the manager's control, appointment of all department heads, town officers, and employees under the manager's supervision, preparation of the annual operating budget and capital outlay program as well as other responsibilities detailed in the City Charter. Other elected bodies include: School Committee and Board of Library Trustees. The next City Manager must engage and collaborate with Watertown's various elected and appointed boards and commissions.



Finances

Watertown has an FY22 budget of approximately \$164.4 million and a Standard and Poor's rating of AAA with a stable outlook. The City is in exceptionally strong and stable financial condition. Watertown has a fully funded Retirement System (as of July 2021) and a long-range funding plan has been created for addressing the unfunded OPEB liability which is scheduled to be fully funded in 2031. Additionally, it has a Building for the Future plan, which is a comprehensive, forward-looking initiative to address learning, operational, and capacity improvements for all school facilities. The FY22 tax rate is \$13.25 for residential properties and \$21.28 for commercial properties. Approximately 7.9% of the City's budget comes from state aid. New growth in FY21 was \$3.4 million and is projected to be \$4 million in FY23. The total assessed value of Watertown properties is in FY21 is nearly \$9.4 trillion. Free cash for FY21 is estimated at \$20 million.

Important Links:

- [City of Watertown](#)
- [Home Rule Charter](#)
- [City Code](#)
- [Annual Town Reports](#)
- [FY22 & FY21 Budgets](#)
- [FY23 Preliminary Budget Overview](#)
- [Watertown Comprehensive Plan](#)
- [Arsenal Park Master Plan](#)
- [Economic Development Report](#)
- [Open Space & Recreation Plan](#)
- [Watertown Organizational Chart](#)

The next City Manager should have solid financial acumen and the ability to help maintain Watertown's healthy finances. The next City Manager needs to be decisive and forward-thinking regarding finances and all aspects of municipal management. Collective bargaining experience would be beneficial in this position.

Education

The [Watertown Public Schools](#) provides an excellent education and currently serves slightly more than 2,600 students. It has a preschool, three elementary schools, a middle school, and a high school. Watertown's student



body is diverse – 63.6% White, 19.1% Hispanic, 7.2% Asian, 5.3% multi-race non-Hispanic, 4.3% African American, and 0.4% Native American – reflecting the ever-changing demographics of the community and the country. Approximately 39.1% of students come from homes where English is not the first language. Special education serves about 19% of students. Watertown Public Schools prepares students for life by engaging them in a challenging and

meaningful education within an inclusive, diverse community.

Economic and Community Development

Watertown, founded in 1630 as a settlement based on agriculture, is today transitioning into a post-industrial community with a mix of cultural, racial, educational, and economic diversity. The City benefits from its location, bordering Soldiers Field Road and the Massachusetts Turnpike, which are major arteries into downtown Boston. It is close to Cambridge and Kendall Square.

With a network of squares and multi-modal corridors, Watertown is a well-connected and attractive place to live and work. A variety of housing types and innovative reuse of old industrial sites along the river and former rail corridor provides flexible options for a mix of business and residential uses. In addition to having a key location, Watertown is a well-maintained community, with a popular public library, recently constructed police station, three well-maintained fire stations, relatively new DPW facility, and upgraded recreation fields. The City is thriving, which is apparent via its vibrant downtown, squares, and mixed-use developments.



There has been considerable investment in Watertown from biotechnology and life science industries as well as in the retail and restaurant sectors in recent years. Additionally, a second hotel in the City was recently completed and opened for business. A number of prestigious academic institutions have facilities located in or near Watertown, including Harvard University, Massachusetts Institute of Technology, and Boston University. Watertown is a thriving community with such major employers as Perkins School for the Blind, Tufts Health Plan, New England Sports Network, Exergen Corporation, Harvard Business Publishing, Athena Health, New England Sports Network, and Vanasse Hangen Brustlin Inc. In addition to easy access to the Mass. Turnpike and Route 128, Watertown is served by several MBTA bus and trackless trolley routes. Residential and open space account for slightly over 78% of the City's total property valuation.

Departments

Watertown's department heads and employees are collaborative and supportive of the City's many initiatives. For example, the [Community Development & Planning](#) department, with 14 full-time and four part-time employees, is currently working on the Comprehensive Plan Update, the Climate and Energy Plan, implementation of the Public Art and Culture Master Plan, among other initiatives. The [Department of Public Works](#) Director was hired relatively recently and is overseeing numerous projects, including major sidewalk initiatives. The [Watertown Free Public Library](#) is considered a crown jewel of the community and is strongly supported by residents; the longtime Library Director is retiring and the search for a new Director is in progress. The [Police Department](#) has four divisions – detective, patrol, traffic, and community and staff development – with 83 full-time and 21 part-time employees. The [Fire Department](#) has 87 full-time employees and three fire stations; the Fire Chief recently announced his upcoming retirement. The [Council on Aging/Senior Center](#) offers myriad programs and services, with most programs currently running via Zoom due to the ongoing pandemic. The finance-related departments – Assessing, Auditor, and Treasurer/Collector – are well regarded and will assist the next City Manager in maintaining the City's current financial stability. The City recently created the position of Community Engagement Officer which is charged with reaching out to residents and increasing transparency. All departments continue to adapt to increased service requirements in relation to the City's ongoing development.

Open Space and Recreation

Watertown has beautiful open space along the Charles River, in the reservation owned and managed by the Massachusetts Department of Conservation and Recreation, including more than four miles of direct frontage. The City is also home to the multi-use [Arsenal Park](#), Filippello Park, the Whitney Hill Conservation Area, the [John A. Ryan Arena](#) (skating rink), and 10 playgrounds. The City's [Open Space and Recreation Plan](#) was developed to identify Watertown's open space and recreation resources and to ensure that the resources are not lost due to pressures of development or uncoordinated individual actions. Watertown is continuing its efforts to increase the amount of protected open space.



Projects

- Construction of a new high school is expected to begin in 2023 with the facility slated to open in 2026. The high school is potentially on a path for MSBA assistance.
- A new elementary school is scheduled to open later this year, a second elementary school has nearly completed construction, and a third elementary school is slated to begin construction. Total cost of the three schools is \$170 million and is being fund within the confines of Proposition 2½.
- Continue work on updating the Comprehensive Plan.
- The Watertown Open Space Study is in progress.
- Determine future use of the former police station building.
- Possible recruitment and hiring of a Deputy City Manager.
- Continue efforts to acquire additional open space.
- Determine resolution to space needs at City Hall.
- Continuing to increase the City's walkability.
- Determining appropriate use of ARPA funding.





The Ideal Candidate

- Bachelor's degree, preferably in a field related to public or business administration; advanced degree preferred.
- Minimum of five years of experience as a City/Town Manager or Assistant City/Town Manager or equivalent experience.
- Skilled in communications, financial management, personnel management, community development, project management, and collective bargaining.
- Strong knowledge of municipal laws and rules.
- Skilled at community engagement and interested in social issues; inclusive.
- Recognizes and embraces the diversity of the community.
- A strong communicator, both internally and externally; approachable; active listener.
- Data-driven decision making; analytical.
- Understands the balance between housing and commercial development.
- Strong leadership skills and experience.
- Able to create a vision for the future and secure buy-in.
- Embraces transparency in government.
- Works in partnership with City Council.
- Values the uses of modern technologies.
- Experience in setting goals and priorities.
- Creates a welcoming environment for all.
- Treats everyone fairly and respectfully.
- Strong leadership qualities and experience.
- Skilled in long-term planning; organized.
- Forward thinking; proactive; strategic.
- Team-oriented; able to build morale.
- Knowledgeable of best practices.

How To Apply

Send cover letter and résumé via email, in a single PDF, by **February XX**, 2022, 3:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Watertown
City Manager**

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
Blynch@communityparadigm.com
978-621-6733

*The City of Watertown, Mass., is an Affirmative
Action/Equal Opportunity Employer.*



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PROCLAMATION HONORING LEONE COLE ON HER RETIREMENT AS LIBRARY DIRECTOR

WHEREAS: Leone Cole has served Watertown as its Library Director for 27 years beginning March 20, 1995 and has created a library that removes access barriers by expanding library hours of operation to 70 hours a week, abolishing library fines, and adopting cutting edge technology. Through her leadership the library was among the first in the region to provide computers, internet service, a library website, and other technology to increase access to library resources; and

WHEREAS: Ms. Cole directed a multi-million-dollar library renovation in 2006 that preserves the original library and adds a modern building that is welcoming and greatly loved by patrons; and

WHEREAS: Ms. Cole has preserved and displayed the rich local history of Watertown with a dedicated Local History room to showcase Watertown's past with a local author collection, art, photographs, and other ephemera documenting Watertown's past. In 2016 the Library began highlighting this collection with digital displays and providing access to hundreds of digitized primary sources on the library website; and

WHEREAS: Ms. Cole successfully advocated for funding resulting in a 211% increase during her tenure to enlarge support for Project Literacy; establish the Hatch Makerspace; add new positions including Outreach Librarian, Local History Librarian, and Makerspace Coordinator; increase collection funding; establish a Library of Things collection; and create a soon to be launched bookmobile; and

WHEREAS: Ms. Cole exhibited exemplary leadership during the pandemic by providing remote programming opportunities, curbside access to books and library materials, and reopening to the public safely; and

WHEREAS: Ms. Cole has been a fierce advocate for intellectual freedom in the public library, maintaining an environment where no content is arbitrarily censored; and

WHEREAS: Watertown Free Public Library, the staff, and Trustees are constantly praised as the "gem of the city" made possible by Ms. Cole's dedication to provide exceptional library services.

NOW THEREFORE BE IT RESOLVED: That the City Council of Watertown extends its congratulations to

LEONE COLE ON HER RETIREMENT AS LIBRARY DIRECTOR

IN WITNESS WHEREOF,
I have hereunto set my hand and caused the
Great Seal of the City of Watertown to be
Affixed on this 1st day of February 2022.


Mark S. Sideris, Council President
MS/S





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Emily Izzo,
District D Councilor

RESOLUTION

2022 – R –

WHEREAS: The City is the Lessor under a Lease Agreement between the City of Watertown and Coolidge School LLC (as “Lessee”) for the land and building thereon located at 319 Arlington Street, Watertown, dated as of November 29, 2007, and is also a subordinated leasehold mortgagee to the Lessee pursuant to a certain HOME Investment Partnership promissory note dated December 7, 2007 by the Lessee payable to the City in the original principal amount of \$390,000 and certain other agreements evidencing such HOME loan; and

WHEREAS: Coolidge School LLC is also the borrower (“Borrower”) under a Massachusetts Housing Finance Authority (“MHFA”) first priority leasehold mortgage loan, and has requested that the City consent to the Borrower refinancing that existing MHFA loan; and Coolidge School LLC has represented to the City that: the refinanced MHFA loan will be in the approximate restated principal amount of \$5,700,000 and that the basic terms will be for a term of seven (7) years, at an interest rate at the then 10 year United States Treasury rate plus approximately 190 basis points, amortizing pursuant to a 35 year amortization schedule; and there will be included in the restated principal amount a re-advance of loan proceeds which will be used to (i) fund a replacement reserve in excess of \$1,000,000 and (ii) repay a deferred developer fee loan;

NOW THEREFORE BE IT RESOLVED: That the City Council of the City of Watertown hereby consents to the refinancing of the MHFA loan as requested and represented by Coolidge School LLC, and authorizes the City Manager to execute such documents as are necessary and appropriate to evidence this consent to the Lessee/Borrower or to other financing parties, including (i) an amendment to the existing intercreditor agreement for the loan or an amended and restated intercreditor agreement as deemed necessary or appropriate, (ii) an updated landlord estoppel and agreement, and (iii) such other agreements as deemed necessary or appropriate to effectuate the MHFA loan refinance.

Council Member

I hereby certify that as a regular meeting of the Town Council for which a quorum was present, the above Resolution was adopted by a vote of ___ for, ___ against, and ___ present on February 8, 2022.

Marilyn W. Pronovost, Council Clerk

Mark S. Sideris, Council President



CITY OF WATERTOWN

LICENSING BOARD

Administration Building

149 Main Street

Watertown, Massachusetts 02472-4410

TELEPHONE (617) 972-6486

FAX (617) 972-6595

TO: Mark Sideris, City Council President

FROM: Janet M. Murphy, City Clerk

DATE: 24 January 2022

SUBJ: Requests from the Licensing Board

Mr. Council President –

The Licensing Board has received numerous requests from our licensees requesting that the City amend our current restriction on the sale of alcoholic beverages before Noon on Sundays. This restriction is causing hardship to restaurants that offer Brunch on Sunday. Brunch typically begins earlier than Noon, yet there currently can be no sale of alcohol until Noon.

Chapter 138, Section 33B reads as follows:

Section 33B: Sales of alcoholic beverages by on-premise licensees on Sundays and certain legal holidays; sales between 10:00 A.M. and 12:00 noon

Section 33B. The local licensing authority of any city or town which accepts this section may authorize licensees under section twelve to sell alcoholic beverages between the hours of 10:00 a.m. and 12:00 noon on Sundays, the last Monday in May and on Christmas day or on the day following when said day occurs on Sunday.

If we accept this section, it will allow the Licensing Board to amend our Rules & Regulations and allow businesses to apply for a change of hours if they so choose. We would very much like to be able to offer these extended hours for alcohol sales on Sunday to our licensees.

Additionally, we would also like to propose an amendment to the current regulations under Section 2B (Show Cause Hearings) of the Watertown Licensing Board Rules & Regulations, which reads as follows:

B. Show Cause Hearings

Licensees in violation of the terms under which a license has been granted, or in violation of the ordinances or rules and regulations of Watertown, or in violation of state laws that apply to the licensed activity may be summoned to a Show Cause Hearing. (For details, see Section XII of these Watertown Licensing Board Rules and Regulations.)

A Show Cause Hearing may be requested by the Watertown Police Department, Fire Department, Zoning Enforcement Officer, Health Department, Collector/Treasurer, or any other local authority with responsibility for overseeing the activities conducted by the licensee. In addition, the Licensing Board may conduct a Show Cause Hearing on its own initiative.

If the Licensing Board schedules a Show Cause Hearing, the licensee shall be asked to appear at a designated place and time to respond to the complaint(s). At this public hearing, the licensee may be represented by an attorney and will have the opportunity to answer questions about the reported violation(s).

Upon hearing the complaint(s), the Licensing Board may vote to suspend or revoke the license, alter its terms, revise the operating conditions, change the hours of operation, or apply any other remedies that address the issue(s) described in the Show Cause hearing.

We would like to amend this Section to include the ability to impose Warnings and/or Fines, in addition to the ability to revoke or suspend a license. Especially in these days of the extended pandemic, the suspension of a license can cause a major financial burden on a small business who may already be struggling with the pandemic, and will directly and negatively affect their employees.

Thank you for your time and consideration on these matters. I would be more than happy to answer any questions you may have or to provide you with additional information.

cc: Licensing Board members
Michael Driscoll, City Manager
Noelle Gillian, Head Clerk/City Clerk's Office



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