



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,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

CITY COUNCIL MEETING TUESDAY, APRIL 12, 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. Minutes of the City Council Meeting - March 8, 2022
 - B. Minutes of the City Council Meeting - March 22, 2022
 - 5. PRESIDENT'S REPORT
 - 6. PRESENTATIONS OF PETITIONS, PROCLAMATIONS, AND SIMILAR PAPERS AND MATTERS
 - A. Proclamation Celebrating Arbor Day 2022 - April 29, 2022
 - 7. PUBLIC HEARINGS
 - A. Public Hearing and Vote on a Proposed Ordinance Amending the City Auditor and the Acting City Manager's Compensation
 - B. Public Hearing and Vote on a Proposed Ordinance Amending the Acting Deputy City Manager's Compensation
 - 8. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
 - A. Resolution Authorizing Acceptance and Expenditure of Gifts of Funds in the Amount of \$86,446 to the Watertown Food Pantry from 174 Donors Since November 18, 2021

- B. Resolution Authorizing a Transfer of \$226,000 from the Fiscal Year 2022 Council Reserve Account to the Fiscal Year 2022 Fire Department Overtime Account.
 - C. Resolution Authorizing a Transfer of Funds in the Amount of \$572,670 from the Fiscal Year 2022 Debt Retirement – Planned Debt Account to the Fiscal Year 2022 Transfer to Capital Projects – IT Department Account in Order to Move Forward with Four (4) Information Technology Items Listed in Conceptual Recommendation #18 on the Fiscal Year 2023-2027 Capital Improvement Program
9. REPORTS OF COMMITTEES
- A. Committee of the Budget and Fiscal Oversight Report Regarding an Increase in the Base of the Retiree COLA; the Review of the Water and Sewer Rate Study; and the Setting of Priorities for Federal Funds from the American Rescue Plan Act - Vincent J Piccirilli, Chair
ACTION ITEM:
That the City Council Increase the Base of the Cost of Living Adjustment for Retirees from \$13,000 to \$14,000, as Allowed by Law
 - B. Committee on Personnel and City Organization Report Regarding the Development of a Job Description for a City Council Analyst - Caroline Bays, Chair
 - C. Committees on Public Works and Rules and Ordinances Report Regarding Recommendations on a Sidewalk Snow Shoveling Ordinance - Vincent J. Piccirilli, Chair, Public Works; John G. Gannon, Chair, Rules and Ordinances
10. NEW BUSINESS
- A. Referral to the Committee on Economic Development and Planning, for Policy Guidance, Plans for the FY 2023 \$1,000,000 Proposed Loan Order for Designing a New Building at the Site of the Former Police Station
 - B. Referral to the Committee on Parks and Recreation the Review and Discussion of Dark Sky Lighting Principles and Appropriate Lighting in Watertown City Parks
 - C. Referral to the Committee on Parks and Recreation the Review and Discussion of Park Signage in Watertown City Parks
 - D. Referral to the Committee on Parks and Recreation for Policy Guidance on the Special Needs Baseball/Softball Diamond Shown as a FY 2024 \$600,000 Proposed Loan Order as to Where Such Diamond Could be Located and What the Facility Would Entail, Subject to the Condition that the Recreation Department Shall Hold Community Meetings to Develop a Design Proposal and Have One or More Informational Presentations to the City Council
11. COMMUNICATIONS FROM THE CITY MANAGER
- A. Request for Confirmation of Appointments to the Affordable Housing Trust
 - B. Request for Confirmation of Appointments to the Solid Waste and Recycling Advisory Committee
 - C. Request for Confirmation of Appointment and Reappointment to the Traffic Commission
12. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
13. ANNOUNCEMENTS
14. PUBLIC FORUM
15. RECESS OR ADJOURNMENT



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Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

PROCLAMATION

WHEREAS: In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and,

WHEREAS: This holiday, called Arbor Day, was first observed with the plantings of more than one million trees in Nebraska; and,

WHEREAS: Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate temperature, clean the air, produce oxygen, and provide a habitat for wildlife; and,

WHEREAS: Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and,

WHEREAS: Trees in our cities increase property values, enhance the economic vitality of our business area, and beautify our community; and,

WHEREAS: Trees, wherever they are planted, are a source of joy and spiritual renewal;

NOW THEREFORE BE IT RESOLVED: That the City Council of the City of Watertown is proud to proclaim April 29, 2022 as **ARBOR DAY** and urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

IN WITNESS WHEREOF,
I hereunto set my hand
And caused the Great Seal of
The City of Watertown on this
26th day of April 2022.

Mark S. Sideris, Council President

LEGAL NOTICE

-insert seal -

The City Council of the City of Watertown hereby gives notice of a public hearing and vote on Tuesday, April 12, 2022 at 7:00 PM, in the Richard E. Mastrangelo Chamber, Administration Building, 149 Main Street, Watertown, MA on proposed Ordinances as follows:

NOW THEREFORE BE IT ORDAINED: That the City Council of the city of Watertown adjusts the City Auditor's salary as follows:

- (a) Effective July 1, 2021 (Fiscal Year 2022), the City Auditor's salary shall be set at an annualized amount of \$126,632 (2% COLA increase).
- (b) Effective July 1, 2021 (Fiscal Year 2022), the City Auditor's salary shall be set at an annualized amount of \$128,532, (1.5% Performance increase).

NOW THEREFORE BE IT ORDAINED: By the City Council of the City of Watertown that Chapter XIV of the Watertown Ordinances is hereby amended as follows:

By deleting Section 1: Compensation and inserting in its place the following:

Section 1: Compensation

- (a) Effective February 1, 2022 (Fiscal Year 2022) the Acting City Manager's compensation shall be set at annualized amount of \$188,000.

A copy of the Ordinance is available for inspection please contact City Council Clerk Marilyn Pronovost at mpronovost@watertown-ma.gov or the City Manager's Office at citymgr@watertown-ma.gov.

LEGAL NOTICE

-insert seal -

The City Council of the City of Watertown hereby gives notice of a public hearing and vote on Tuesday, April 12, 2022 at 7:00 PM, in the Richard E. Mastrangelo Chamber, Administration Building, 149 Main Street, Watertown, MA on proposed Ordinances as follows:

NOW THEREFORE BE IT ORDAINED: That the City Council of the city of Watertown adjusts the Acting Deputy City Manager's salary as follows:

- (a) Effective February 1, 2022 (Fiscal Year 2022), the Acting Deputy City Manager's salary shall be set at an annualized amount of \$165,085, additional salary in the amount of \$22,500 annualized.

A copy of the Ordinance is available for inspection please contact City Council Clerk Marilyn Pronovost at mpronovost@watertown-ma.gov or the City Manager's Office at citymgr@watertown-ma.gov.



Thomas J. Tracy
Acting 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: Thomas J. Tracy, Acting City Manager
Date: April 7, 2022
RE: Agenda Item – Approval of Gift Expenditures

I am very pleased to forward the enclosed email correspondence from Anne-Marie Gagnon, Director of Senior Services indicating the Watertown Food Pantry continues to receive generous support of both food and cash donations from various individuals, groups, businesses and foundations in response to the COVID-19 pandemic. The City is grateful for all of the community support.

Total cash gifts of \$86,446 was received from 174 donors from various individuals, groups, businesses, and foundations from November 18, 2021 – March 8, 2022.

Pursuant to Massachusetts General Laws Chapter 44, Section 53A, any expenditure of gifts of funds needs the approval of the City Manager and City Council.

I respectfully request the attached Resolution approving these gift expenditures be placed on the April 12, 2022 City Council Agenda for your consideration.

Thank you for your consideration in this matter.

cc: Anne-Marie Gagnon, Director of Senior Services
Kathy Cunningham, Watertown Food Pantry Coordinator
Steven Magoon, Acting Deputy City Manager/Director of CD&P
Melissa Morrissey, City Treasurer/Collector
Mark R. Reich, Esquire, KP Law

Resolution approving the Acceptance and Expenditure of Gifts of Funds

WHEREAS: From time to time, this community is the beneficiary of a gift donated towards improving the quality and spirit of its inhabitants' lives; and,

WHEREAS: The Watertown Food Pantry continues to receive generous support of both food and cash donations from various individuals, groups, businesses and foundations in response to the COVID-19 pandemic; and

WHEREAS: Total cash gifts of \$86,446 was received from 174 donors from various individuals, groups, businesses, and foundations from November 18, 2021 – March 8, 2022, and

WHEREAS: Donations are used to purchase food from our partners, including the Greater Boston Food Bank and various local grocers.

NOW THEREFORE BE IT RESOLVED: that the City Council of the City known as the City of Watertown, hereby accepts and appropriates, pursuant to Massachusetts General Laws Chapter 44, Section 53A, monetary gifts from various individuals, groups and foundations.

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 April 12, 2022.

Council Clerk

Mark Sideris, Council President

Hand, JoAnna

From: Gagnon, Anne-Marie
Sent: Thursday, March 24, 2022 4:37 PM
To: Tracy, Tom
Cc: Hand, JoAnna; Grassia, Rae
Subject: Donation_Gift Acceptance_Recent Food Pantry Donations 11082021-03082022.docx
Attachments: Donation_Gift Acceptance_Recent Food Pantry Donations 03252022.docx

Dear Sir,

Attached please find the latest Gift Acceptance Request to the Honorable City Council for its review and acceptance for donations made to the Watertown Food Pantry from November 8, 2021 through March 8, 2022.

Our sincere appreciation to all donors for their continued generous support.

Sincerely,

Anne-Marie Gagnon, MSW

Director of Senior Services

Watertown Council on Aging/Senior Center | 31 Marshall Street | Watertown, MA 02472

(617) 972-6490 | agagnon@watertown-ma.gov



CITY OF WATERTOWN
Council on Aging
SENIOR CENTER

31 MARSHALL STREET
WATERTOWN, MA 02472-3403
TELEPHONE: (617) 972-6490
FAX: (617) 972-6493
www.watertown-ma.gov

MEMORANDUM

To: Tom Tracy, Acting City Manager
From: Anne-Marie Gagnon, Director of Senior Services
Date: March 25, 2022
Subject: **Donation – Gift Acceptances – Watertown Food Pantry**

In response to the COVID-19 pandemic, the Watertown Food Pantry continues to receive generous support of both food and cash donations. Total cash gifts received from November 18, 2021 – March 8, 2022, amounts to \$86,446.

Donors include various individuals, groups, businesses, and foundations. Donations of \$1,000 or more are noted below*. Sincere appreciation to the Watertown Community Foundation for processing credit card donations, and to the Friends of the Watertown COA/Senior Center for accepting some donations on behalf of the Watertown Food Pantry.

I respectfully request your assistance in presenting this information to the Honorable City Council for its review and action. Please contact me with any questions. Thank you.

Donations to Watertown Food Pantry: 174 donors totaling \$86,446 (November 18, 2021 – March 8, 2022)*

\$1,000.	Anonymous	\$2,000.	Kenneth Leinbech
\$1,000.	AAPC Chapter Assoc. Watertown	\$2,000.	C2SENCE
\$1,000.	Law Office of Nicholas Poser	\$2,750.	Waltham-Watertown Elks Ldg. 953
\$1,000.	The Chaisson Family Foundation	\$2,780.	VHB "Turkey Trot"
\$1,000.	Elizabeth Grieco	\$3,055.	Odysseys Unlimited
\$1,000.	Torrice Family Charitable Trust	\$4,726.	VHB Employee Match Program
\$1,000.	Mark Polin	\$5,000.	Eastern Bank Foundation
\$1,000.	Amber Lynn & Riley Ben Lovendale	\$5,000.	The Adams Green Family Fund
\$1,212.	Bling	\$10,000.	SENS Foundation
\$1,500.	Watertown Girls Basketball Club	\$10,000.	Grace Chapel Lexington
\$1,500.	Watertown Community Foundation		

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Thomas J. Tracy
Acting City Manager

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citymgr@watertown-ma.gov

TO: Honorable City Council
FROM: Thomas J. Tracy, Acting City Manager
DATE: April 7, 2022
RE: Agenda Item – Transfer of Funds Request

Enclosed please find correspondence from Fire Chief Robert J. Quinn regarding the need for additional funding of the Fire Department Overtime Account for the remainder of Fiscal Year 2022.

Therefore, I respectfully request the attached transfer be placed on the April 12, 2022 City Council Agenda.

Thank you for your consideration in this matter.

cc: Robert J. Quinn, Chief of Fire
Ryan Nicholson, Assistant Fire Chief
Steve Magoon, Acting Deputy City Manager

TRANSFER AMOUNT \$226,000

FROM: FY 2022 Council Reserve
0111152-570780

\$ 226,000

TO: FY 2022 Fire Overtime
0122051-510130

\$ 226,000

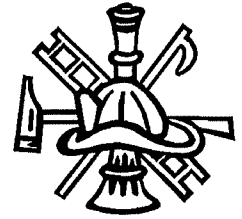
I hereby certify to the availability, authority of funding source, mathematical accuracy and appropriate fiscal year.

4/7/2022
DATE

Shan Adyar
ASST. CITY AUDITOR



WATERTOWN FIRE DEPARTMENT
OFFICE OF CHIEF OF DEPARTMENT
Fire Department Headquarters, 99 Main Street
Watertown, Massachusetts 02472-4410
Tel. (617) 972-6512 • Fax (617) 972-6575
www.fire.watertown-ma.gov



ROBERT J. QUINN
Chief of Department

To: Acting City Manager Thomas Tracy
From: Chief Robert J. Quinn
Date: April 5, 2022
RE: Fire Department Overtime

The Fire Department overtime needs this fiscal year have far exceeded the original estimates due to extenuating circumstance with firefighters being out with extended sick, injury or for other reasons. Since July 1, 2021, we have had 22 people out for various extended sick reasons, greater than 8 consecutive shifts, for a total of 603 shifts of sick leave. We still have three individuals out on sick leave. We have had 4 people out for injury leave for a total of 313 shifts. We still have one individual out on injury leave. We have had 38 people out on other leave (COVID, military, academy, vacancies, and administrative leave) for 504 shifts. Two individuals are starting the academy next week, we have one still on military deployment, and three vacancies we are working to fill. This leave alone has left us short the equivalent of 3 people per shift since July 1, 2021. This leave does not include any sick leave under eight shifts. Our COVID leave has increased significantly, as we have had 25 firefighters test positive for COVID since December 1, 2021 and are expecting that number to increase.

Right now, our overtime balance is approximately \$99,000. Due to the vacancies, we have made internal transfers from our other salary budgets into our overtime budget to help the situation, but at this time we have nothing more available for transfer. Although we have made these internal transfers, we don't feel that this will be enough overtime funding to continue to operate with a 17-person minimum staffing for the entire fiscal year. We anticipate the need of \$325,000 in our overtime budget to make it through the fiscal year. I respectfully request an addition of \$226,000 be added to our overtime budget so that we can maintain the minimum staffing levels for the remainder of the year.

With COVID, and the extended leave situations that we have expecting to continue, this transfer is necessary for continued fire department operations. This combination of leave situations has been the worst I have seen since being appointed as Chief, and the worst we have experienced in many years.

I appreciate your attention to this matter, and if there is anything further that you need, please let me know.



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Thomas J. Tracy
Acting City Manager

To: Honorable City Council
From: Thomas J. Tracy, Acting City Manager
Date: April 7, 2022
RE: Agenda Item – Transfer of Funds Request

As you recall, on January 25, 2022 the Proposed Fiscal Year 2023-2027 Capital Improvement Program (CIP) was submitted pursuant to the provisions of the Watertown Home Rule Charter and the City Council Resolution on the Fiscal Year 2023 Budget Process.

The Council's Committee on Budget and Fiscal Oversight met several times thereafter developing conceptual recommendations for presentation to the Honorable City Council for their review and adoption. On March 22, 2022, the Honorable City Council adopted thirty-four (34) conceptual recommendations on the Fiscal Year 2023-2027 CIP.

One of the conceptual recommendations reads in part as follows:

18. Proceed with the FY22 \$700,000 proposed loan order or transfer of funds for Information Technology, consisting of:
- Infrastructure Improvements @ 300,000
 - Permitting/Transparency Dashboards @ 100,000
 - Video Security & Access Control @ 100,000
 - Fiber Loop Buildout and Cabling @ 100,000

As a follow-up to that conceptual recommendation and for additional background purposes, attached please find four (4) February 2022 email correspondences from Christopher L. McClure, Chief Information Officer.

The intent had been to bring forward a proposed loan order for this project. At this time, monies are available to fund the project from the Debt Retirement Planned Debt Account as a result of not moving forward with some items in Fiscal Year 2022.

The utilization of unspent Debt Retirement account monies for the acquisition of capital equipment items is consistent with the Honorable City Council's Ongoing Budget Policy Guideline to make annual capital expenditures (including debt and exclusive of the school Building for the Future

Initiative funding and enterprise funds) equal to at least 7.5 – 8% of the operating budget in order to maintain and improve its infrastructure, facilities, and equipment.

Therefore, given all of the above, I respectfully request the attached transfer be placed on the April 12, 2022 City Council Agenda.

Thank you for your consideration in this matter.

cc: Christopher L. McClure, Chief Information Officer
Department Heads

Transfer Amount \$572,670

From: FY 2022 Debt Retirement - Planned Debt \$ 572,670
0171000-590927

To: FY 2022 Transfer To Capital Projects - IT Dept. \$ 572,670
0193059-596511

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

4/7/2022
Date


Asst. City Auditor

Tracy, Tom

From: McClure, Christopher
Sent: Monday, February 28, 2022 10:41 AM
To: Tracy, Tom
Cc: Magoon, Steve; Hand, JoAnna
Subject: FY2022 IT Capital Project 1/5 Infrastructure
Attachments: IT Infrastructure Capital.pdf

Tom,

Please find attached the IT Infrastructure capital project scope and quote for \$218,228.79.

The original request for this project was \$300,000.

We are increasing the amount requested for permitting and document management to expedite those projects.

The IT Infrastructure capital project includes:

- Upgrading all city-wide server and storage hardware and software
- Upgrading the DPW network switches and adding secure and public WIFI at the DPW

While we continue to migrate servers and services to the cloud, we still require local servers for many of our applications. Our current server hardware is past its end of life and not adequate to accommodate our needs. We plan to upgrade the Munis financial servers this year and complete the virtualization of several physical servers at City Hall and the Police Headquarters. This project will improve our local server and storage capacity, performance, redundancy, and security.

We completed network upgrades at City Hall as part of the FY2021 Infrastructure capital project. DPW is the next phase. This project will upgrade end of life network switches at the DPW and install secure and public WIFI access points in the building.

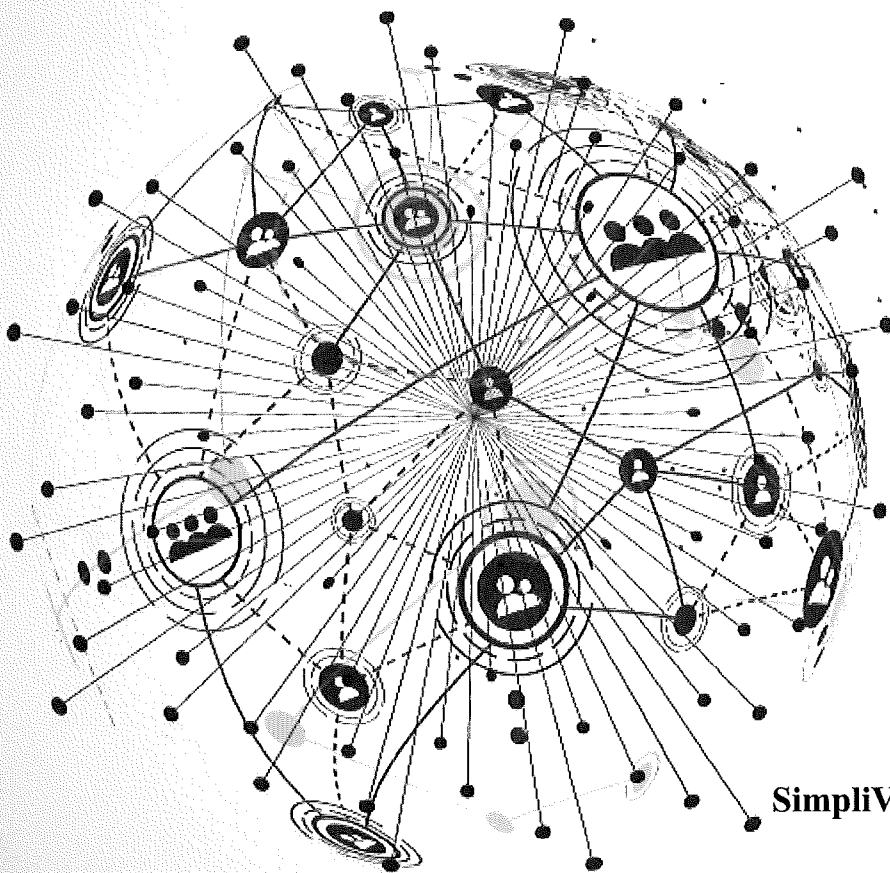
In 2021, we conducted a network and wireless survey of all municipal buildings and are implementing that as part of our ongoing capital plan.

Respectfully submitted,

Christopher McClure
Chief Information Officer
City of Watertown, MA

617-715-8631
cmcclore@watertown-ma.gov
watertown-ma.gov

We have prepared a quote for you



SimpliVity 2 plus 1 DPW Network and Wifi

Quote # 003284
Version 1
Opportunity: 3230

Prepared for:
Town Of Watertown

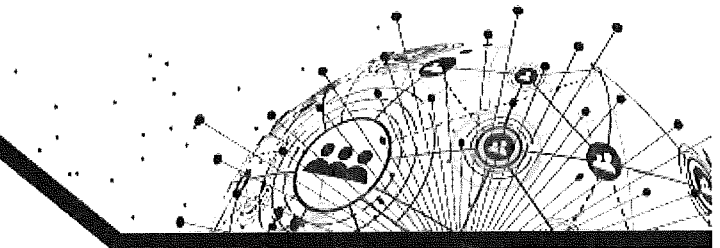
Christopher McClure
cmclure@watertown-ma.gov

Prepared by:
Hub Technical Services LLC

Lori Slabine
lori@hubtech.com



44 Norfolk Avenue
South Easton, MA 02375
www.hubtech.com
508-238-9887



Executive Summary

SCOPE OF SimpliVity - TOWN

Specifics for 15TB nodes, for a SimpliVity 3-node cluster

Parameter	Description/Details/Specifications
Processor	QTY 1 Intel Xeon-Gold 6240R (2.4GHz/24-core/165W)
Memory	256GB (8x32GB) DDR4-2933 Registered DIMMs (open slots for future needs)
Boot Drives	QTY 2 (mirrored) 300GB 10K RPM HDDs
Data Storage	QTY 12 1.92TB SSDs (RAID protected in each node)
Workload Capacity	Just over 15TB per node (~21TB total for a 3-node HA N+1 setup)
Data Protection	RAIN (survive loss of 1 node) + RAID (loss of up to 2 drives in any node)
Networking	1 dual-port 10Gb SFP+ NIC and 1 dual-port 10GbaseT/RJ45/CAT6 NIC
GPU	No GPU configured (up to 2 GPUs could be added if required later on)
Power Supplies	QTY 2 800W redundant power supplies
Rack Units (RU) needed	Each node is 2U, so total 6U are needed for three nodes
vSphere LTUs needed	QTY 1 vSphere LTU per node, three total LTUs for three nodes
Other licenses	- No vSAN LTUs needed (all HA storage operations are SimpliVity-based). - VMware vCenter is needed for SimpliVity operation (vCenter plug-in/Tab) - SimpliVity backups between clusters are included with SimpliVity OS - Compression and Global cross-cluster Deduplication always-on, included

SCOPE OF ARUBA - DPW

City of Watertown has requested a proposal to upgrade the DPW network infrastructure. HUB Tech recommends replacing the end of support switches with Aruba CX switches. There will be four new Aruba CX 6100 48G switches to replace and consolidate the existing switches in the basement MDF. The 2nd floor IDF will be getting an Aruba CX 6100 48G and the 2nd floor Command Room will be getting a Aruba CX 6100 24G.

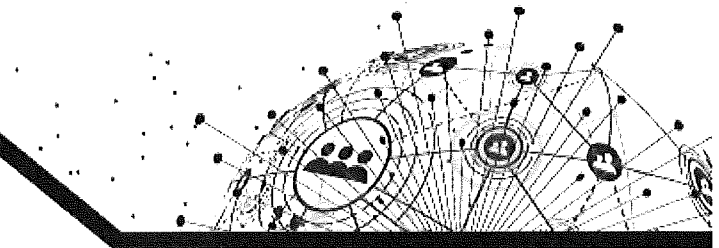
There will also be a total of 8 new Aruba Wireless Access Points installed with new cabling required to connect the access points back to the MDF/IDF's. 7 of the access points are indoor and the 1 outdoor access point will be a directional access point going into the vehicle bays.

HUB Tech will be using the existing fiber and ethernet cabling to connect the new switches. The only new cabling will be for the wireless access points.

Project is planned to be done during normal working hours.



44 Norfolk Avenue
South Easton, MA 02375
www.hubtech.com
508-238-9887



Assumptions

Assumptions

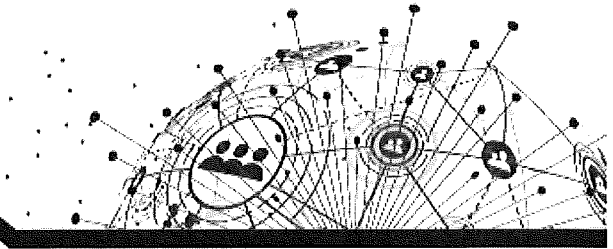
- The Client shall designate a point of contact for all project communications who has the authority to act on all aspects of this project.
- The Client shall arrange for site access for HUB Tech installation personnel according to the agreed schedule. This will include arranging for after hours access (as needed and agreed upon), access badges, security escorts, or other arrangements in accordance with the Client's corporate security policies.
- The Client shall provide coordination between HUB Tech and any 3rd party vendors. HUB Tech is not responsible for 3rd party applications or databases.
- The Client is responsible for compatibility of any hardware requiring installation in non-standard configurations (server racks, network racks, etc.) that do not meet current ANSI specifications.
- The Client is responsible for ensuring there is a restorable backup of all data to be manipulated during the course of the project. HUB Tech is not responsible for the loss of any data under any circumstances.
- HUB Tech is not responsible for existing infrastructure issues, such as servers and networking errors.
- During the implementation of the proposed project the client will discuss any modifications to the existing network / infrastructure with HUB Tech before implementing them.
- The work stated in this SOW is to be performed during normal business hours of 9:00 AM to 5:00 PM, Monday through Friday. Any work requested outside those hours will be considered overtime and subject to different rates.
- For security purposes, HUB Tech does not retain passwords or other user credential information after project finalization.
- Pricing does not include any applications or hardware not detailed in the Statement of Work.
- Work requested outside of the Statement of Work will result in a change of scope.
- Integration of new solution with existing client equipment not explicitly stated in this Statement of Work will result in a change of scope.
- Additional labor required to interface with other vendors, (i.e. software, hardware, electric, construction, furniture, etc.) in excess of the hours set forth in this Statement of Work, will result in a change of scope.

SimpliVity (3nodes)

Description		Price	Qty	Ext. Price
R2G96A	HPE SIMPLIVITY 380 GEN10 G NODE	\$665.72	3	\$1,997.16
R2G97A	HPE SIMPLIVITY 380 GEN10 VMW NODE TRK	\$0.24	3	\$0.72
P24470-L21	INTEL XEON-G 6240R FIO KIT FOR DL380 G10	\$2,667.74	3	\$8,003.22
R4C23A	HPE SIMPLIVITY 256G (8X32G) RDIMM KIT	\$3,362.91	3	\$10,088.73
826691-B21	HPE DL380 GEN10 BOX1/2 CAGE BKPLN KIT	\$200.05	3	\$600.15



44 Norfolk Avenue
South Easton, MA 02375
www.hubtech.com
508-238-9887



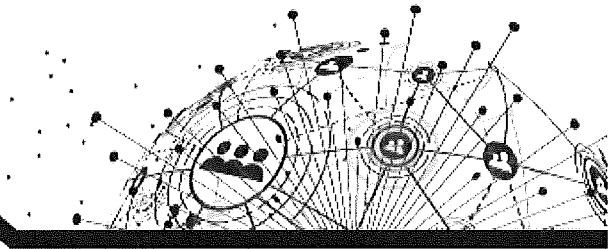
SimpliVity (3nodes)

Description		Price	Qty	Ext. Price
872475-K21	HPE 300GB SAS 10K SFF SC MV HDD	\$135.65	6	\$813.90
R2Z28A	HPE SIMPLIVITY 4X1.92TB SFF SSD KIT	\$3,055.25	9	\$27,497.25
P01366-B21	HPE 96W SMART STG LI-ION BATT 145MM KIT	\$99.20	3	\$297.60
804338-B21	HPE SMART ARRAY P816I-A SR GEN10 CTRLR	\$876.06	3	\$2,628.18
817709-B21	HPE 10/25GBE 2P FLR-SFP28 BCM957414 ADP	\$545.91	3	\$1,637.73
865414-B21	HPE 800W FS PLAT HT PLG LH PWR SPLY KIT	\$257.50	6	\$1,545.00
BD505A	HPE ILO ADV 1-SVR LIC 3YR SUPPORT	\$254.25	3	\$762.75
R4D15A	HPE SIMPLIVITY 380 G 1P 15TB SW	\$2,231.36	3	\$6,694.08
813661-B21	HPE ETH 10GB 2P 535T ADPTR	\$499.83	3	\$1,499.49
733664-B21	HPE 2U CMA FOR EASY INSTALL RAIL KIT	\$54.22	3	\$162.66
864279-B21	HPE TPM 2.0 GEN10 KIT	\$58.01	3	\$174.03
867809-B21	HPE GEN10 2U BEZEL KIT	\$47.16	3	\$141.48
826703-B21	HPE DL380 GEN10 SYS INSGHT DSPLY KIT	\$117.64	3	\$352.92
733660-B21	HPE 2U SFF EASY INSTALL RAIL KIT	\$64.51	3	\$193.53
455883-B21	HPE BLC 10G SFP+ SR TRANSCEIVER	\$413.64	6	\$2,481.84
AJ836A	HPE 5M MULTI-MODE OM3 LC/LC FC CABLE	\$58.08	6	\$348.48
HA114A1#5LY	HPE SIMPLIVITY 380 HW STARTUP SVC	\$876.53	3	\$2,629.59
HU4A6A5#R2M	HPE ILO ADVANCED NON BLADE SUPPORT	\$26.27	3	\$78.81
HU4A6A5#Z9X	HPE SVT 380 GEN10 NODE (1 NODE) SUPPORT	\$2,521.60	3	\$7,564.80
HU4A6A5#Z5V	HPE SIMPLIVITY 380 G 1P 15TB SW SUPPORT	\$9,795.14	3	\$29,385.42
HA124A1#5LZ	HPE SVT FOR VMWARE REMOTE SW ST SVC	\$1,263.01	3	\$3,789.03
487655-B21	HP BLC SFP+ 10GBE Cable - 9.84ft	\$115.10	2	\$230.20
				

Subtotal: \$111,598.75



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Microsoft Data Center Licensing

Description	Price	Qty	Ext. Price
DG7GMGF0D65 WINDOWS SERVER 2022 DATACENTER VLIC 2 CORE N0003COM COMMERCIAL	\$752.50	20	\$15,050.00
DG7GMGF0D5 WINDOWS SERVER 2022 1 USER CAL VLIC COMMERCIAL VX0007COM	\$44.95	200	\$8,990.00

Subtotal: \$24,040.00

VMWare

Product Details	Qty
VSPHERE 7 STD 1 PROC LICS	1
PROD SNS VSPHERE 7 STD 1 PROC 3LICS YR	1
VCTR SERVER 7 STD VSPHERE 7 P LICS ER INSTANCE	1
PROD SNS VCTR SERVER 7 STD VSPHLICS ERE 7 PER INSTANCE 3YR	1

Subtotal: \$12,378.51

Professional Services SimpliVity

Product Details	Qty
Labor Services	1
Labor Services	

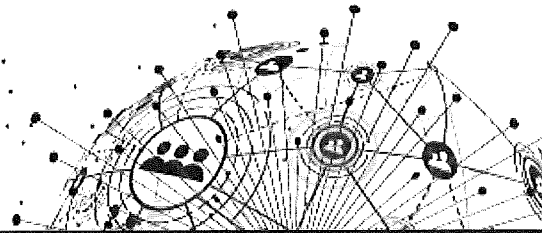
Subtotal: \$21,000.00

ARUBA Network DPW

Description	Price	Qty	Ext. Price
2nd Floor Commanders Room			
JL679A#ABA ARUBA 6100 12G CL4 2SFP+ 139W SWCH	\$929.12	1	\$929.12
HV2L8E CAREPACK ARUBA 3YR FC NBD EX 6100 12G	\$332.92	1	\$332.92
J9150D ARUBA 10G SFP+ LC SR 300M MMF XCVR	\$277.36	1	\$277.36
2nd Floor IDF			
JL675A#ABA ARUBA 6100 48G CL4 4SFP+ SWCH	\$2,782.31	1	\$2,782.31



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ARUBA Network DPW

Description	Price	Qty	Ext. Price
HV0M6E CAREPACK ARUBA 3YR FC NBD EX 6100 48G	\$654.17	1	\$654.17
J9150D ARUBA 10G SFP+ LC SR 300M MMF XCVR	\$277.36	1	\$277.36
Basement - MDF			
JL675A#ABA ARUBA 6100 48G CL4 4SFP+ SWCH	\$2,782.31	4	\$11,129.24
HV0M6E CAREPACK ARUBA 3YR FC NBD EX 6100 48G	\$654.17	4	\$2,616.68
J9150D ARUBA 10G SFP+ LC SR 300M MMF XCVR	\$277.36	6	\$1,664.16
J9151E ARUBA 10G SFP+ LC LR 10KM SMF XCVR	\$1,109.67	4	\$4,438.68
J4859D ARUBA 1G SFP LC LX 10KM SMF XCVR	\$203.73	4	\$814.92

Subtotal: \$25,916.92

ARUBA Wireless DPW

Description	Price	Qty	Ext. Price
Q9H63A ARUBA AP-515 US UNIFIED AP	\$699.92	7	\$4,899.44
HC4K0E CAREPACK ARUBA 3YR FC NBD EXCHG AP-515	\$134.56	7	\$941.92
Q9G69A AP-MNT-MP10-B AP MOUNT BRKT 10PK B	\$113.43	1	\$113.43
R4W49A ARUBA AP-567 US OUTDR 11AX AP	\$829.95	1	\$829.95
HU5F5E CAREPACK ARUBA 3YR FC NBD EXCH 567 OUTDR	\$160.84	1	\$160.84
JW053A ARUBA AP-270-MNT-V2 270 SERIES MOUNT KIT	\$75.30	1	\$75.30
Q9Y59AAE ARUBA CENTRAL AP FND 3YR SUB E-STU	\$197.98	8	\$1,583.84
Q9Y69AAE ARUBA CENTRAL 25/6100 F 3YR R E-STU	\$301.12	6	\$1,806.72

Subtotal: \$10,411.44

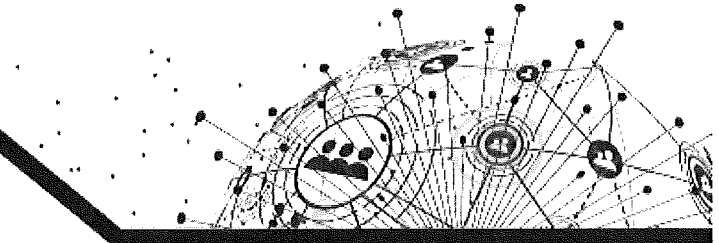
Professional Services DPW

Product Details	Qty
Project Management Services	1
Project Management Services	

Subtotal: \$8,400.00



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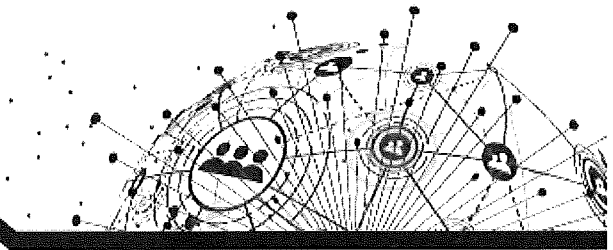
AP Installation Services

Product Details	Qty
Services - Labor	1
Labor Services - Installation & Configuration	

Subtotal: \$4,483.17



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SimpliVity 2 plus 1 DPW Network and Wifi

Quote Information:

Quote #: 003284

Version: 1

Delivery Date: 01/21/2022

Expiration Date: 01/30/2022

Prepared for:

Town Of Watertown

149 Main Street

Watertown, MA 02472

Christopher McClure

(617) 972-6414

cmcclure@watertown-ma.gov

Prepared by:

Hub Technical Services LLC

Lori Slabine

(508) 238-9887 x 4202

lori@hubtech.com

Quote Summary

Description	Amount
SimpliVity (3nodes)	\$111,598.75
Microsoft Data Center Licensing	\$24,040.00
VMWare	\$12,378.51
Professional Services SimpliVity	\$21,000.00
ARUBA Network DPW	\$25,916.92
ARUBA Wireless DPW	\$10,411.44
Professional Services DPW	\$8,400.00
AP Installation Services	\$4,483.17

Total: \$218,228.79

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Hub Technical Services LLC

Town Of Watertown

Signature: _____

Name: Lori Slabine

Title: Sales Account Manager

Date: 01/21/2022

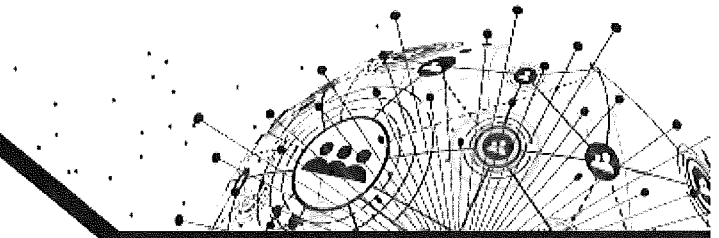
Signature: _____

Name: Christopher McClure

Date: _____



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508-238-9887



Terms & Conditions

Statement of Confidentiality

The contents of this document have been developed by HUB Technical Services, LLC. HUB Technical Services, LLC considers the contents of this document to be proprietary and business confidential information where applicable by law. This information is to be used only in the performance of its intended use. This document may not be released to another vendor, business partner or contractor without prior written consent from HUB Technical Services, LLC. Additionally, no portion of this document may be communicated, reproduced, copied or distributed without the prior consent of the client and HUB Technical Services, LLC.

Quotation Terms

Tax, Freight, Insurance, Delivery, Setup Fees, Cabling and Cabling Services are not included unless specified above. All prices are subject to change without notice. Supply subject to availability.

Tracy, Tom

From: McClure, Christopher
Sent: Monday, February 28, 2022 12:39 PM
To: Tracy, Tom
Cc: Magoon, Steve; McLaughlin, Peter; Helie, Deborah; Puleo, Domenica; Ramdin, Larry; Murphy, Janet; Hand, JoAnna; Smith, Earl
Subject: FY2022 IT Capital Project 3/5 Permitting and Transparency
Attachments: Zones_Quote_K1872456.pdf; Watertown MA_SOW_DD-01909_V521.pdf

Tom,

Please find attached the IT Permitting and Transparency project scope and quote for \$161,975.00.

The original request for this project was \$100,000.

The increase of \$61,975.00 is offset by decreases in the Infrastructure and Fiber projects.

This IT Capital project has the most public and departmental impact and visibility. I am including the Building, Health, and Clerk departments to allow them to share additional input and support.

This project will completely overhaul our online permitting and licensing systems. The public will have access to a more user friendly and feature rich service. Watertown permitting staff will have access to improved workflow and communication tools.

This phase of the project will encompass creating permit templates and workflow for all building, health, and clerk permits. It will also import historical data from our existing systems. Training is also included.

The system supports unlimited users. The system will integrate into our GIS and document management systems.

We will also be setting up our financial and permitting transparency web dashboards as part of this project.

Future phases will include fire, planning, zoning, and other permit types we identify.

Respectfully submitted,

Christopher McClure
Chief Information Officer
City of Watertown, MA

617-715-8631
cmclure@watertown-ma.gov
watertown-ma.gov



1/27/2022

Bill To:
TOWN OF WATERTOWN
149 Main Street
Watertown, MA 02472
Phone : (617) 926-7741

Ship To:
CHRISTOPHER MCCLURE
TOWN OF WATERTOWN
149 Main Street
Watertown, MA 02472
USA

Account # 0071095150
Quote : K1872456
PO# :

Software prices subject to change

Hardware quotes are valid for 7 business days

Memory Prices are valid for 24 hours only, call for verification

REMIT PAYMENT TO:
ZONES LLC
PO Box 34740
Seattle WA 98124-1740

PLEASE SEND PURCHASE
ORDERS DIRECTLY TO YOUR
ZONES LLC ACCOUNT MANAGER
VIA FAX OR EMAIL

Phil Olsen
AE
Phone: 253-205-3057

Email: Phillip.Olsen@zones.com

Item #	Qty.	Mfr. Name	Description	Manufacturers Part #	Unit Price	Total
O 00162805 SPO N	1	ZONES INC (ITD)	Citizen Services - 3 Service Areas-3/1/2022-6/30/2022	O 00162805 SPO	15475.00	15,475.00
O 00162805 SPO N	1	ZONES INC (ITD)	Citizen Services - 3 Service Areas- 7/1/2022-6/30/2023 - see details below.	O 00162805 SPO	46450.00	46,450.00
O 00162805 SPO N	1	ZONES INC (ITD)	Professional Services - Prepaid - 3/1/2022-6/30/2022	O 00162805 SPO	100050.00	100,050.00
			ITS75 Citizen Services - 3 Service Areas MAT / Assessor Integration, Esri ArcGIS Integration, Flag Systems Integration, AutoFill Integration, Contractor Licence Verification OPENGOV LEGAL TERMS: Annual invoices will be delivered by the start of each consecutive annual period. Payment of invoices shall be annually in advance. Customer's use of the OpenGov Services is pursuant to the the Terms and Conditions - Software Service Agreement (Purchase through an OpenGov Authorized Reseller) set forth at https://opengov.com/terms-of-service . Any Professional Services shall be performed pursuant to the attached Statement of Work.			

ZONES LLC
1102 15th Street S.W. Suite 102
Auburn, USA 98001
Phone: (800) 419-9663



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MINORITY BUSINESS
ENTERPRISE
by the NMSDC

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WE APPRECIATE THIS OPPORTUNITY TO EARN YOUR BUSINESS, AND LOOK FORWARD TO SERVING YOU SOON! THANK YOU!

ZONES™

1/27/2022

Bill To:

TOWN OF WATERTOWN
149 Main Street
Watertown, MA 02472
Phone : (617) 926-7741

Ship To:

CHRISTOPHER MCCLURE
TOWN OF WATERTOWN
149 Main Street
Watertown, MA 02472
USA

Account # 0071095150

Quote : K1872456
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REMIT PAYMENT TO:
ZONES LLC
PO Box 34740
Seattle WA 98124-1740

PLEASE SEND PURCHASE
ORDERS DIRECTLY TO YOUR
ZONES LLC ACCOUNT MANAGER
VIA FAX OR EMAIL

Phil Olsen
AE
Phone: 253-205-3057

Email: Phillip.Olsen@zones.com

Item #	Qty.	Mfr. Name	Description	Manufacturers Part #	Unit Price	Total
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ASK US ABOUT

Installation Services

On-site Technical Services and Hourly Service Rates

Remote Help Desk and Remote Network OS Support

Sub-Total: \$161,975.00

Estimated Sales Tax:

FedEx Ground: \$0.00

Grand Total: \$161,975.00

Visit us on the web: <http://www.zones.com>

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LEASING@ZONES.COM FOR MORE INFORMATION !

ZONES LLC
1102 15th Street S.W. Suite 102
Auburn, USA 98001
Phone: (800) 419-9663



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WE APPRECIATE THIS OPPORTUNITY TO EARN YOUR BUSINESS, AND LOOK FORWARD TO SERVING YOU SOON! THANK YOU!



Statement of Work

Town of Watertown, MA

Created by: Watertown, MA
Creation Date: 01/12/2022
Document Number: DD-01909
Version Number: 2

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1. Overview

1.1. Preamble

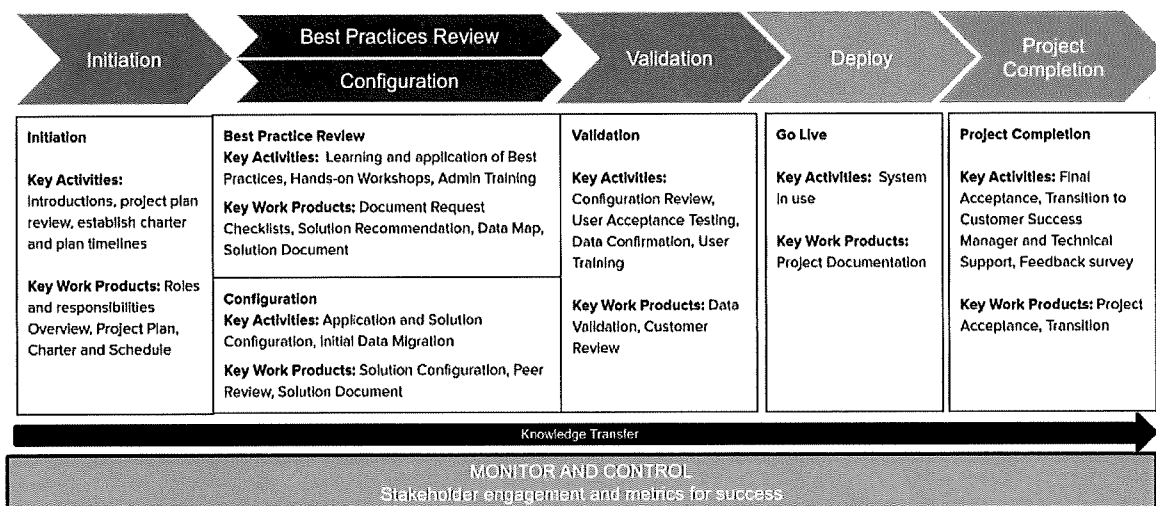
This Statement of Work ("SOW") identifies services that OpenGov, Inc. ("OpenGov" or "we") will perform for Watertown ("Customer" or "you") pursuant to that order for Professional Services entered into between OpenGov and the Customer ("Order Form") which references the Software Services Agreement or other applicable agreement entered into by the parties (the "Agreement"). For clarity, Customer's use of the Professional Services are governed by the Agreement and not this SOW. Upon execution of the Order Form or other documentation referencing the SOW, this SOW shall be incorporated by reference into the Agreement. In the event of any inconsistency or conflict between the terms and conditions of this SOW and the Agreement, the terms and conditions of this SOW shall govern with respect to the subject matter of this SOW only. Unless otherwise defined herein, capitalized terms used in this SOW shall have the meaning defined in the Agreement. This SOW may not be modified or amended except in a written agreement signed by a duly authorized representative of each party.

1.2. OpenGov's Modern Cloud ERP

OpenGov is the leader in modern cloud ERP software for our nation's cities, counties, and state agencies. On a mission to power more effective and accountable government, OpenGov serves agencies across the United States. Built exclusively for the unique budgeting, financial management, and citizen services needs of the public sector, the OpenGov ERP Cloud enables organizations to plan more strategically and collaboratively, streamline mission-critical processes, and communicate with stakeholders more transparently.

- **Cloud ERP for local government.** OpenGov offers transformative solutions for budgeting, financial management, and citizen services with the market-leading reporting and transparency platform--allowing customers to re-allocate up to 1% of their budgets for more strategic outcomes and save thousands of hours on manual and paper-based processes.
- **A trusted and dedicated partner.** Governments nationwide partner with OpenGov to drive more effective and accountable operations and strengthen public trust. Built exclusively for state and local government, OpenGov's software, services, and expertise are backed by years of employee experience in the public sector.
- **A platform built to grow with you.** Modern cloud architecture ensures all of your users have access to the latest features and upgrades while reducing your IT burden, minimizing your cost footprint, and breaking down system and data silos. TYou can future-proof your investment for the next generation thanks to world-class professional services and a roadmap driven by customer feedback, you future-proof your investment for the next generation.

OpenGov Implementation Methodology



2. Methodology

OpenGov's deployment methodology, often referred to as the OpenGov Way ("OG Way"), delivers on OpenGov's mission to power more effective and accountable governments. It is an innovative, modern, and iterative approach that leads our customers to successfully deploy our products and help them successfully achieve their vision. The OG Way differentiates itself in the market by its foundation of customer empowerment. We rely on our years of experience working with governments, leading in governments, and leveraging best practices from the public and private sector in order to coach our customers through the change management needed to leverage our best practices and quality software. This methodology requires a degree of focus and engagement to ensure collaboration between both parties to produce the desired results in a timely manner. We look forward to our partnership and can't wait to show you how The OG Way will improve the way you do business and the services you're able to provide to your citizens!

Project Initiation

During project initiation, we will introduce project resources, review the products and services purchased, finalize project timelines, and conduct the kickoff meeting. Both OpenGov and Customer are responsible for assigning their Project Managers for the project. We will hold a planning meeting to review all project documents OpenGov has received to date. We'll also provide additional worksheets that need to be included. We'll

set-up meetings to finalize the project plan and ensure there is a centralized location for these documents to be stored for collaboration. Lastly, we'll determine the date for the larger kickoff meeting and discuss the agenda for this critical meeting.

Best Practice Review

- OpenGov will provide your team with access to OG University and OpenGov's Resource Center so that you can start learning.
- Provided checklists with samples of data and information that we'll need completed. We will obtain all data and integration information at this time in our standard format.
- We will review your agency-specific documents to validate your business requirements.
- We will then coach you on our best practices by showing you how our tool works in the most effective manner.
- Based on our best practices review, we'll make solution recommendations based on our domain expertise.
- We'll align with your team based on our understanding of your operating processes based on technical requirements and product functionality.
- We'll review all data and integration requirements. A data map will be mutually agreed upon and signed off on by Customer.
- We'll present a solution document to be mutually agreed upon prior to starting the configuration.

Configuration

- We will set-up the base configuration based on the mutually agreed upon solution document.
- We will mutually configure the use cases based on the mutually agreed upon solution document.
- We will migrate your data based on our mutually agreed upon data map.

Validation

- Review the completed work performed during configuration.
- The appropriate members of the Customer project team will confirm that the solution has been configured correctly based on the solution and data mapping documents by testing the use of the solution.
- Training will be provided based on the selected package, or as set forth herein.
- Any items that were configured or migrated incorrectly based on the data map and solution document will be tracked via an issue log. We will work with your team to identify deployment critical issues that will be worked out prior to launch. If the item is not included in the mutually agreed upon data map and solution document, a

mutually agreed upon change order will be discussed as defined in Section 10 Change Management of this SOW.

- The exit criteria for this phase is the sign off by the Customer's Project Manager of the configuration based on the mutually agreed upon solution and data map as defined in Section 9 Acceptance of this SOW.

Deploy

- The solution is usable by Customer.

Project Completion

- Customer is sent a project acceptance form to sign as defined in Section 9 Acceptance of this SOW.
- Customer will be asked to respond to a brief survey to provide feedback about the experience.
- Customer is introduced to Customer Support and educated on how to engage with customer support based on Customer's procured package.

3. Project Schedule

OpenGov will schedule resources for this project upon signature of the order form. Unless specifically noted, the OpenGov assigned project manager (as identified below or such alternate designated by OpenGov, the "OpenGov Project Manager") will work with Customer Project Manager to develop the project schedule for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by the Customer.

4. Roles and Responsibilities

4.1. Roles and Responsibilities Matrix

OpenGov	
Role	Role Description
Executive Sponsor ("ES")	Responsible for ensuring alignment on project value proposition and vision. Escalation point for Customer Executive Sponsor to mitigate any risks that the project team cannot resolve. Executive

	Sponsor attends monthly (or other frequency) executive meetings to review deployment status, documented issue list, status and closure summary.
Project Manager ("PM")	Responsible for the delivery of the professional services based upon the agreed upon contract and SOW within the budgeted hours and timeframe. Ensures the project is properly forecasted, assigns tasks/resources, and tracks toward project completion. Holds executive steering committee meetings and/or quarterly business reviews as appropriate to ensure project issues are properly escalated and success is achieved. Facilitates the transition to support.
Analyst ("IA")	Responsible for helping Customer configure OpenGov's product suites as assigned. The Analyst is the primary consultant, guiding Customer through configuration working sessions to put together successful workflows.
Subject Matter Expert ("SME")	OpenGov Subject Matter Experts ("SMEs") will engage in strategy, design, and execution discussions internally and with Customer during the deployment. The SME has a specific area of expertise, and depending on the scope of the project more than one SME may engage. The SME will not be on all working sessions, but will be involved per the direction of the OpenGov Project Manager.
Integration Engineer ("IE")	Responsible for migrations, conversions, and integrations as assigned. Responsible for providing clear direction on specifications to ensure proper delivery of migration, conversions, and integrations. Clear data mapping and data validation to be provided with customer sign-offs obtained by the OpenGov Project Manager.
Account Executive ("AE")	The Account Executive is responsible for the sales cycle. Aligning on program vision, value proposition, and contract terms. The Account Executive will facilitate project kickoff along with the OpenGov Project Manager. The Account Executive will be engaged with the customer throughout their journey with OpenGov, post-deployment and beyond.
Customer Manager ("CM")	The Customer Manager ("CM") is the primary customer relationship holder post-Deploy. The "Air Traffic Controller" or "Quarterback" of OpenGov resources with focus on long term success of Customer's partnership with OpenGov. The CM will engage with Customer to discuss adoption strategy and conduct periodic reviews to ensure Customer's key stakeholders

	understand all OpenGov offerings and how they align to key Customer priorities. The CM will be introduced at deployment kick-off, but will not be an active participant in deployment working sessions. As the deployment approaches closure, the CM's engagement will ramp-up, and the OpenGov Project Manager to CM meeting with Customer will occur prior to Project Completion.
Customer	
Role	Role Description
Budget Owner ("BO")	The Customer Budget Owner commits the funds to the project deployment, assesses the value to the cost (ROI), and approves changes orders. In some cases, the Budget Owner and Executive Sponsor are the same person.
Executive Sponsor ("ES")	Responsible for ensuring Customer team is aligned to core project value proposition and goals. Able to intervene if the project goes off track, and has ability to make decisions on timeline and budget when decisions are stalled. The Executive Sponsor is not expected to regularly attend deployment working sessions. Executive Sponsors, attend monthly (or other frequency) executive meetings to review deployment status, documented issue list, status and closure summary.
Project Manager ("PM")	Serves as the primary contact for OpenGov Project Initiation, Best Practice Review, Configuration, Validation, Deploy, Project Completion. Coordinates meetings and schedules. Controls communication between the Customer and OpenGov project teams.
Project Lead ("PL")	Is an internal SME in the functional area of deployment. Attends working sessions, trainings, and responsible for reviewing configurations. Primary OpenGov counterpart will be the Analyst.
Data and SystemsLead ("DSL")	Responsible for mapping out data infrastructure and validating migration, conversion, integration requirements. Someone who is able to connect OpenGov team with any of Customer's third-party data sources and vendors as needed to fulfill SOW requirements.

5. Governance

Project Governance provides the foundation and framework to manage deployments by assessing progress and addressing questions and challenges during the course of deployment. OpenGov follows three guiding principles for governance to maximize the deployment value with our customers:

- **Regular communication** aligned to the agreed upon project plan and timing will occur. OpenGov expects our customers to raise questions or concerns as soon as they arise. OpenGov will do the same, as we can only address items when known.
- **Executive involvement** is expected from both OpenGov and Customer. Not only may Executives be called upon to clarify expectations and/or confusion, but also to steer strategic items to maximize the value through the deployment.
- **Commitment to the direction** outlined in this SOW and critical assessment change orders to ensure they drive value.

5.1. Regular Communication Components

Meeting		Frequency	Purpose	Participants	
				OpenGov	Customer
Quarterly Management Review ("QMR")	Engagement Review	Quarterly	Overview of Program Status, Value Realization, trends, savings reports, program improvement, technology, and discuss program adjustments	PM, ES, others as necessary	PM, PL, ES, others as necessary
	Statement Committee	Bi-Annually	Review of milestones per commercial agreement, review budget and fiscal matters. Discuss strategic	PM, ES, AE, CM	PM, BO. ES

			direction from deployment, alignment of OpenGov with Customer's 3-year roadmap, evaluate potential shift in strategy and impact to relationship		
Executive Sponsor Meeting	Monthly / Bi-Monthly	Discuss deployment: - Strategic impacts: timing, scope, process - Value prop changes, confusion - Project specific: items that need guidance, support and/or clarity	PM, ES, plus others as necessary	PM, ES, plus others as necessary	
Weekly Deployment Updates	Weekly	Summary of project actions against project plan. Risks and achievements highlighted in addition to asks of leadership.	Project Team + ES(s)	Project Team + ES(s)	

5.2. Commitment to Project Direction and Goals

This SOW is the direction agreed upon by Customer and OpenGov. Transparency of the plan is paramount for our Customers to attain the value the SOW or any subsequent change order outlines.

Should direction of the deployment become disconnected, OpenGov and Customer Project Managers will outline the gaps as they understand them and communicate the gaps to their respective Executive Sponsor(s) (or Project Teams) for discussion and resolution.

The communication path for this engagement will be outlined in the kick off meeting, documenting both phone numbers and email. The general path is:

OpenGov Project Manager → Professional Services Sr. Manager / SVP → Executive Sponsor

6. Escalation Process

The purpose of this section is to define the escalation process, should it be needed, to support closing issues that are raised, discussed to move forward with the deployment. OpenGov and Customer agree to raise concerns and follow the escalation process, resource responsibility, and documentation.

6.1. Process

- Identification of an issue impeding deployment progress, outcome or capturing the value proposition, that is not acceptable.
- Customer or OpenGov Project Manager summarizes the problem statement and impasse.
- Customer and OpenGov Project Managers will outline solution, acceptance or schedule Executive review in accordance with SLA as defined in Section 7 General Project Assumptions.
- Resolution will be documented and signed off following Executive review in accordance with SLA as defined in Section 7 General Project Assumptions.

6.2. Escalation Requirements

- OpenGov and Customer Project Managers will summarize the impasse and recommendation to present at scheduled or ad hoc executive meetings. Unless otherwise noted in this SOW, Customer Project Manager can approve how hours are used, but not where funding is required.
- Executive Sponsors attend monthly (or other frequency) executive meetings to review deployment status, documented issue list, status, and closure summary.
- Steering Committees, where applicable, will be the arbitrator to direction and issue closure. Unless otherwise noted in this SOW, the Customer Executive Sponsor must approve change orders that result in additional cost.
- Customer or OpenGov Subject Matter Experts may be requested to provide input to the issue and assist in closure. Both Customer and OpenGov will make best effort to enable those Subject Matter Experts to be available and participate.

6.3. Documentation

- Issue Escalation: Problem Statement with clear impact to the deployment and/or engagement.
- Acceptance Document: Which will include any change order(s) or other process adjustments required and summary of the resolution.
- Notes from Project Meetings, Executive Reviews, and Steering Committee meetings, as appropriate.

7. General Project Assumptions

OpenGov is excited to work with Customer on the implementation of our OpenGov ERP Cloud. In order to ensure we are able to meet the project timeline of this SOW and ensure Customer is successful in this implementation, OpenGov asks that Customer abide by the General Assumptions detailed in this SOW.

- This SOW is limited to the Implementation of the OpenGov Cloud as defined in the Project Scope. Any additional services or support will be considered out of scope.
- Customer will commit and provide access to all necessary stakeholders and subject matter experts, and other key parties whose roles are defined in Section 4.1, necessary to the successful implementation of the OpenGov ERP Cloud as defined in this SOW.
- Customer is responsible for internal change management associated with the purchase of new software.
- Response Protocol
 - OpenGov and Customer commit to responding to inquiries, updates, or any other project-related matters in no more than 10 business days throughout the course of this project. If Customer is delayed in its response, Customer acknowledges that: a) the delay may impact the project schedule; and b) any fees for Professional Services due to OpenGov after such delay shall become due and OpenGov may invoice Customer for such prepayment.
 - As set forth in Section 6.1(e) of the Agreement, if extended delays in Customer responsiveness are encountered, OpenGov may opt to put the project into an "On Hold" status, which includes causing OpenGov to stop or cause to be stopped the Professional Services to be provided to the Customer, until the Customer has fulfilled its obligations set forth in the On Hold Notice as described in the Agreement.

- The Professional Services will be provided during regular business hours (8am to 6pm Eastern Time) Monday through Friday (holidays excluded).
- SOW Expiration:
 - This SOW is valid for up to 90 days from the Creation Date, or as agreed to in writing by OpenGov and Customer.

8. Project Scope

8.1. OpenGov Reporting & Transparency Platform

8.1.1. OpenGov Reporting & Transparency Platform Project Deliverables

Deliverable	Description
OpenGov Reporting & Transparency Platform	Cloud based Reporting & Transparency Platform that includes: ● Stories ● Open Town Hall ● Reporting ● Dashboards ● Transparency Portal

8.1.2. Project Tasks

The tasks listed below are required for OpenGov and Customer to successfully complete the OpenGov Reporting & Transparency Platform implementation.

8.1.2.1. Initiate

Functionality	Description
Provisioning R&T Platform	OpenGov will provision Customer's OpenGov entity and verify Customer has access to all purchased modules.
OpenGov University Platform Training	OpenGov will provide access to OpenGov University online training courses intended to teach users on the basics of the Reporting & Transparency Platform.
Stories and Open Town	OpenGov will build out an example of a Story: ● One standard story based on available templates in OpenGov.

Hall Examples	OpenGov will build out an example of a topic in Open Town Hall.
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8.1.2.2. Best Practices

Functionality	Description
Overview of Best Practice	OpenGov assesses and identifies how best to configure and map data to ensure success based on materials provided by Customer.
Stories and Open Town Hall Review	The Implementation Analyst will conduct a review of the examples created.
Solution Document	OpenGov will present a solution document to be mutually agreed upon prior to beginning configuration.

8.1.2.3. Configuration

Functionality	Description
CIT Reports	OpenGov will provide 2 CIT reports in the OpenGov Reporting & Transparency Platform: • Daily Cashout • Summary Report (Weekly/Monthly/Annual)

8.1.2.4. Validation

Functionality	Description
Data	Customer will validate and sign off on the datasets uploaded as part of the implementation.

8.1.2.5. Deploy

Functionality	Description
Training Stories	OpenGov will review configured story and train Customer on how to: • Create new stories • Update/Maintain current stories

	• Publish internally and externally
Training Open Town Hall	OpenGov will present configured Open Town Hall site and theme. OpenGov will train Customer on Open Town Hall functionality
Training OpenGov Reports	OpenGov will review configured OpenGov reports. OpenGov will train Customer on report: • Configuration • Update/Maintenance • Publishing internally and externally
Training Dashboards	OpenGov will review configured Dashboards OpenGov will train Customer on Dashboard: • Configuration • Update/Maintenance • Publishing internally and externally
Platform Training	OpenGov will review OpenGov will train Customer on Platform maintenance:: • Users • Uploading data
Sign Off	Customer will sign off that they have: • Configured Story • Configured Open Town Hall • Configured OpenGov reports • Configured Dashboard • Been trained on Stories, Open Town Hall, OpenGov reports, Dashboards

8.2. OpenGov Citizen Services Suite (CIT Suite)

8.2.1. CIT Suite Project Deliverables

Functionality	Description
CIT Suite	Cloud based Permit, Licensing, Code Enforcement software for 3 Service Areas to include • 25 Record Type(s) (forms, document templates, fee schedules, workflows) built by OpenGov • CIT System Training • Configuration Training • Internal user Training

	• Migrations and Integrations
--	---

8.2.2. Project Tasks

The tasks listed below are required for OpenGov and Customer to successfully complete the OpenGov CIT Suite implementation.

8.2.2.1. Initiate

Functionality	Description
Creating Environment	OpenGov will provision a CIT environment and FTP site. Customer system administrator will be added to the environment following contract signing and creation.
Documentation Receipt	Customer will provide OpenGov with: • Existing application forms • Current workflows • Gathering all existing supporting documentation
System Training	During the CIT System Configuration, OpenGov will provide System Training designed for system administrators, which will include: • How to create and customize the public portal in CIT • How to create and customize CIT record types (forms, document templates, fee schedules, workflows) • How to set up inspections in CIT • How to create datasets in CIT • The basic functions of any integrations or other customizations included in the SOW • How to export a dataset from the app

8.2.2.2. Best Practice

Functionality	Description
Overview of Best Practice	OpenGov assesses and identifies how best to configure and map data to ensure success based on materials provided by Customer.
Customer Inputs	OpenGov will share what is needed to obtain from Customer and why the information drives a successful outcome.
Discuss Recommended	OpenGov will review department specific documents. Coach the Customer on Best Practice application. OpenGov will make solution

Process Versus Current Process	recommendations based on our domain expertise.
Solution Document	OpenGov will present a solution document to be mutually agreed upon prior to beginning configuration.

8.2.2.3. Configuration

Functionality	Description
Record Type Configuration (OpenGov - Standard)	OpenGov will configure up to 25 standard record type drafts of Customer's record types in the CIT system. Along with Customer input OpenGov will be responsible for building: • Customer Application Forms • Customer Workflow • Output Documents • Adding in Customer Fees OpenGov will hold working sessions* between the OpenGov and Customer for the purpose of validating, reviewing, and iterating upon draft record types configuration.
*Working Session	All working sessions will focus on: • Forms • Workflows • Fee structures • Attachment requirements • Permit/license/letter templates • User access • Renewal processes • Inspection checklists • Public portal
Record Type Configuration Training Sessions	OpenGov will provide 3, 60-minute configuration training sessions to enable Customer to own configuration of their remaining Record Types. • Sessions will focus on: ○ Hands-on training for building, configuring, and maintaining Record Types in CIT. ○ Best practice recommendations on Record Type: ■ Building ■ Configuring ■ Maintenance

	At the end of configuration training sessions, Customer will be responsible for maintenance and configuration of all Record Types.
CIT Reports	OpenGov will provide 2 CIT reports in the OpenGov Reporting & Transparency Platform: • Daily Cashout • Summary Report (Weekly/Monthly/Annual)
Migrations and Integrations	
Functionality	Description
Historical Data Migration	OpenGov will scope, format, and script data from Customer's PeopleGIS (Peopleforms) and GeoTMS export to the CIT suite. • Resulting migration script provides an initial load of data into the CIT suite. • Just prior to Deploy, after Customer acceptance, OpenGov will re-run the migration with the latest data. • Dependant on having an MAT migration Data migration includes: • Applicant data • Location information (Records will only be linked to locations if an ID, MBL, or other logical link is provided to match up to the Customer's address integration) • Fees and payments (will be migrated as form data) • Inspections (will be migrated as form data) • Contractors, work description and other Form Data • Other multi-entry form data • Grouping of records under project names Data Migration and File Requirements: • OpenGov will accept: ◦ Text Delimited File (i.e. CSV) ◦ Excel (.xlsx file) • OpenGov will not accept: ◦ Non-relational database All other databases require additional scoping and may not work Data migration does not include: • Cleaning of any corrupted data • Creation and linking of applicant accounts • Integration of historical fees and payments into workflow or financial reports. • Logs of permit changes

	• Migration of any data into the workflow (i.e. pending or completed sign-offs, fee steps, document issuance, inspections). • Permit attachments • Import of contractor database • Hierarchical relationships between records
Document Migrations	OpenGov will import documents attached to either migrated permits or locations provided through a Master Address Table (MAT) integration. • Requirement: ○ Dependent on having a Historical Migration and/or MAT Integration ○ Customer must provide a single file (Excel, CSV, etc) with one row per document, with a unique identifier for the related permit or location, and the file's physical location (a file path or URL). ○ Customer will need to either provide a copy of the files or grant CIT access to the file locations in order to migrate them. ○ The folder structure of the documents provided must reflect the paths provided in the file. ○ Data cleanup/correction is not included
Recurring Master Address Table (MAT) Import	OpenGov will import the Customer's location information from your Master Address Table (MAT) file (CSV) into CIT. Customer will provide a clean MAT including all of the community's location information. It must contain the parcel properties latitude/longitude coordinates, and at least 1 unique ID field. The unique ID can never change. OpenGov does not take responsibility for 'dirty' data.
ESRI ArcGIS Server Integration	OpenGov will integrate the CIT suite with the Customer's ArcGIS Server. Customer is responsible for providing a publicly-accessible secure ESRI REST API URL. Note: WFS link will not suffice
GIS Flag Integration	OpenGov will enable GIS Flag Integration: • Import a list of flags into the CIT suite. Flags can be provided either on the Parcel Layer or other layer on the GIS Server through the ESRI REST API URL. • Layers must be configured as a polygon--polylines and points are not supported in this integration.

	Dependent upon Master Address Table and ESRI ArcGIS Server Integration
State Contractor Integration	Allow for dynamic search within the application form to auto-populate a set of form fields. Data will be managed by the State of Massachusetts. OpenGov will integrate the CIT suite with the Massachusetts licensed professional dataset for use within the CIT platform and refreshed daily/weekly.
Autofills	
Premium	Allow for dynamic search within the application form to auto-populate a set of form fields. • Premium autofill is used for data managed by Customer through a flat file. • Data sets larger than 100k rows are allowed. • Premium Azure search, and can be updated as often as nightly.

8.2.2.4. Validation

Functionality	Description
Confirmation	Customer confirms OpenGov has created 25 Record Types.
User Acceptance Testing (admin)	OpenGov will require Customer to validate • Application is working as intended ◦ Internal processes and or workflows ◦ Front End processes (Public views) • The administrator knows how to: ◦ Make changes ◦ Troubleshoot problems ◦ Create or configure new Record Types

8.2.2.5. Deploy

Functionality	Description
Internal User Training	OpenGov will provide 1 two-hour training sessions designed for Internal Users such as Inspectors or Intake Review staff. • Internal Users are trained to:

	○ Understand how to use the system to complete the tasks needed perform their roles/responsibilities ○ Understand the functionality and workflow of the Permitting, Licensing or Code Enforcement process.
Sign Off	Customer to complete OpenGov-provided sign off document Customer will provide written approval that Administrator can: ● Build/Configure ● Troubleshoot ● Maintain Customer will provide written approval that Internal Users: ● Have been trained on: ○ Functionality ○ Tasks needed to perform their roles/responsibilities

9. Acceptance

9.1. Acceptance Process

All Deliverables require acceptance from the Customer Project Manager(s) following the completion of Deliverables and upon Project Closure. Customer is responsible for conducting any additional review or testing of such Deliverable pursuant to any applicable mutually agreed upon acceptance criteria agreed upon by the parties for such Deliverable. Upon completion of these phases, the OpenGov Project Manager shall notify the Customer Project Manager(s) and provide the necessary documents for review and sign off.

The following process will be used for accepting or acknowledging Deliverables and Project Closure:

- OpenGov shall submit the completed Deliverables to Customer to review or test against the applicable acceptance criteria. Customer shall notify OpenGov promptly of its acceptance or rejection in accordance with the agreed upon acceptance criteria.
- Customer must accept all Deliverables that meet the applicable acceptance criteria. OpenGov Project Manager will provide the Customer Project Manager with the OpenGov Acceptance form to sign off on the Deliverable and project. Once all Deliverables required to meet a particular phase have been accepted or are deemed accepted, the phase shall be deemed complete.
- Upon completion of the phase or project, OpenGov allows Customer 10 business days to communicate that the particular Deliverable(s) does not meet Customer's requirements. Failure to communicate that the particular Deliverable(s) does not

meet Customer's requirements will be deemed as acceptance and any further work provided to remedy Customer's complaint might incur additional cost.

- Customer shall provide to OpenGov a written notice detailing the reasons for rejection and the nature of the failure to meet the acceptance criteria. OpenGov shall make best effort to revise the non-conforming Deliverable(s) to meet the acceptance criteria and re-submit it to Customer for further review and testing.
- If the acceptance form is not received in accordance with Section 7 General Project Assumptions, the project phase and/or project will be considered accepted and automatically closed.

9.2. Acceptance Requirements

- All acceptance milestones and associated review periods will be tracked on the project plan.
- The Customer Project Manager will have decision authority to approve/reject all project Deliverables, Phase Acceptance and Project Acceptance.
- Any open issues shall receive a response in accordance with Section 7 General Assumptions of this SOW following the Validation Acceptance review, or as mutually agreed upon between the parties, for resolution prior to advancing on in the project.
- Both OpenGov and Customer recognize that failure to complete tasks and respond to open issues may have a negative impact on the project.
- For any tasks not yet complete, OpenGov and/or Customer will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the project.

10. Change Management

This SOW and related efforts are based on the information provided and gathered by OpenGov. Customer acknowledges that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing or email, by both Customer and OpenGov, and documented as such via a:

- *Change Order* - Work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date and be paid for by Customer. Changes might include:
 - Timeline for completion
 - Sign off process
 - Cost of change and Invoice timing

- Signed by OpenGov and Customer Executives approving funds.

Change documentation will be mutually agreed upon as defined in Section 7 General Assumptions of this SOW. Should that not occur, the change will be added to the next Executive Sponsor agenda for closure.

Example of changes that might arise during a deployment:

- Amending the SOW to correct an error.
- Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov.
- Change in type of OpenGov resources to support the SOW. For example Subject Matter Experts to address simplifying Chart of Account structure.

Tracy, Tom

From: McClure, Christopher
Sent: Monday, February 28, 2022 12:52 PM
To: Tracy, Tom
Cc: Magoon, Steve; St. Louis, Gregory; Jaynes, Sean; Demos, George
Subject: FY2022 IT Capital Project 4/5 Access Control and Video Security
Attachments: Watertown DPW Access Control & New Add Cameras - QUOTE_12837.PDF

Tom,

Please find attached the Access Control and Video Security project scope and quote for \$99,247.65.

The original request for this project was \$100,000.

The IT Access Control and Video Security project will upgrade all door access control and video security at the DPW. This is part of a multi-year project to standardize all security hardware and software for municipal buildings and is compatible with current projects at City Hall and Police Headquarters.

The DPW is ranked top priority in this plan.

Respectfully submitted,

Christopher McClure
Chief Information Officer
City of Watertown, MA

617-715-8631
cmclure@watertown-ma.gov
watertown-ma.gov





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90 Longwater Drive
Norwell, MA 02061
781-871-5888

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BILL TO		JOB LOCATION	
Company:	Watertown; Town of	Company:	Watertown; Town of
Address:	149 Main St Bldg Dept Watertown, MA 02472	Address:	149 Main St Bldg Dept Watertown, MA 02472
Contact:	Christopher McClure	Contact:	
Phone:		Phone:	(617)972-6400

Date: 2021-08-02
Sales Rep: Drew FitzGerald
Phone: (774)454-4566
Email: drew.fitzgerald@signetgroup.net

TITLE
Watertown DPW Access Control But Now Adding Cameras

SCOPE OF WORK

1. Access Control Existing Conditions

The access control system is an upgraded (from what was communicated to me during review) Keyscan system. The workstation acting as the server was on a rolling metal cart also in the building MDF. In the MDF is a wall cabinet with an (8) door controller (Telco Rm) that appears to be connected to a small consumer network switch connecting it to both the workstation in the same room and a second location with a (4) door controller (Water Shop).

I found no use of door position switches or request to exit devices being wired or utilized and assumption is therefore no wiring existing to support these devices.

The Four Door Panel (Water Shop) is supporting the following:

1. Garage Bay Door
2. Water Shop Side Door
3. Door #03
4. Door #04

The Eight Door Panel (Telco Rm) is supporting the following:

1. Employee Entrance
2. Basement Door
3. Door #03
4. Rear Door
5. Storm Room Door
6. Inside Lobby
7. Outside Front
8. Door #08

The card readers I was able to review had a keypad as well. After reviewing Keyscan's web site it appears to be a dormakaba Keyscan K-KPR. This is a standard Wiegand reader, but I noticed the wiring was short one conductor. I only saw five conductors at the controller. I would assume the pre-alert or sounder is not working but I did not ask. The cut sheet states 125 kHz and next to the computer in the telco room was HID 1346L66BM Format C15001 with Facility Code 41 key fobs

1. Proposed SIGNET SOW

Regarding the fact that the existing wiring is wrong and that it does not support all functionality of a standard reader, and there is no field door position switches and request to existing functionality, it was communicated to SIGNET that Watertown would furnish and install new wiring from each of the two closet locations to each portal.

In order to accomplish this, we will make the following important assumptions. Watertown will self-perform or sub-contract the cabling portion of this scope. Wire will be purchased similar to Belden 658AFS and physically installed from the same closet locations to each portal. A junction box with cover will be installed within 4' of each portal, the new cable will be brought into the junction box and then within the junction box each cable type will be separated for DPS, REX, CR and EL. Conduit or raceway will be further provided from the "JB" to each door device and the cable will be pulled into this raceway as needed using this raceway with sufficient spare length to allow a SIGNET technician to perform field terminations and testing. The electrified lock is existing. The existing CR location will be re-utilized for a new proximity reader as well. A surface mount door position and REX PIR has been included and will be provided to the Watertown contractor – to coordinate the raceway system installation.

Upon completion of the scope by others, SIGNET technicians will remove the existing two controllers and replace with new, making the connections of the new cabling into these controllers. The IP connections currently used to support these two closets will be re-utilized and incorporated into the town wide Genetec solution.

The existing card readers also have a keypad. We were unsure if the new readers needed keypads as well. We have included the SIGNO 40K which does. These are the newest HID readers available, they should be able to support the existing proximity credentials and will also be able to support the smart card



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standard the City has adopted.

Lastly and most important, the workstation in the Telco room will no longer be required and will be abandoned. To administrate this facility, users will need to be access the Genetec System currently deployed. Both closets will require IP connections be re-programmed into the town wide system. Per our records the police station system is the system this system would require connectivity and would be added to/on. It is currently the "Pro" Version of Synergis. We have included a 1 years SMA in this quotation.

CCTV

During our site survey we took photos of the existing system configuration and found that the existing system is supporting (41) cameras. The application details the model numbers of each camera and in summary there are...

(2) Arecont Cameras

(21) Geovision Cameras

(5) Hikvision Cameras

(13) Honeywell Cameras

Summary moving forward...

1. The Arecont 5255PMIR-SH are supported by Genetec and will remain.
2. The Geovision Cameras are not supported by Genetec and they will be replaced.
3. All Hikvision Cameras are not supported by Genetec but these units were off line – were not working and the model # not provided/indicated. They will remain since we do not know where they are or what they are – they will not be incorporated into Genetec.
4. And lastly (5) of the (13) Honeywell Cameras are not supported by Genetec and they will be replaced, the remaining will be incorporated into Genetec.

Remaining consistent, the DPW will not be a stand-alone site but simply an extension of the existing Genetec City Wide System. Therefore, Enterprise camera licenses and a 1 Year SMA have been included along with a new Axis camera for each location we are replacing the camera.

If the existing camera is a bullet style it will be replaced by a bullet camera, the domes will be replaced by domes. The Geovision cameras, existing are either 2MP or 4MP, these will be replaced by the Axis P1455-LE for the 1080P models and the Axis P3247-LVE 5MP to up the resolution for the 4MP models. The Honeywell models that are not supported were 3MP so in this quote we are replacing those with the same Axis P3247-LVE upping the resolution to 5MP.

As discussed previously – we are assuming that Watertown will be providing the network connectivity and physical server/Archiver machine. This quotation does not include a server. If Watertown would like to have SIGNET prepare a quote for that option please let us know.

MFG	PART NO	PART DESCRIPTION	QTY
GENETEC	SY-LP1502	Mercury Intelligent Controller - IP Required in Water Shop Location and One Telco	2.00
AXIS	01596-001	Axis P3247-LVE Network Camera (To Replace the Geovision GV-EBD4700)	12.00
AXIS	01596-001	Axis P3247-LVE Network Camera (To Replace the H4D3PRV3)	5.00
GENETEC	SY-DV8RD-E4M-WPG	LifeSafety Power - Genetec Enclosure with Power Supply Capable of Supporting up to Eight Ports	1.00
GENETEC	SY-MR52-S3	Mercury MR52 2-Reader Interface Module - One Req. Water Shop Three Telco	4.00
GENETEC	GSC-Om-E-1C	1 camera connection	41.00
GENETEC	ADV-CAM-E-1Y	Genetec Advantage for 1 Omnicast Enterprise Camera 1 year	41.00
GENETEC	SY-CLOUDLINK	Synergis Cloud Link with 2GB of RAM One Required in Telco Room	1.00
GENETEC	SY-40KTKS-00-000000	HID Signo 40K reader, Wall mount w/Keypad, 13.56mHz & 125kHz	12.00
BOSCH SECURITY	DS1511	PIR Request to Exit Sensor Black	12.00
POWERSONIC	PS1270	PowerSonic 1200702602 12V 7 AH Battery Two per Cabinet	8.00
GENETEC	ADV-RDR-P-1Y	Genetec Advantage for 1 Synergis Pro Reader 1 year	12.00



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MFG	PART NO	PART DESCRIPTION	QTY
SIGNET	FREIGHT	Freight	1.00
SIGNET	PROJSERV	Misc. Project Services	1.00
SIGNET	PROFSERV	Professional Services	1.00
			Total: \$99,247.65

Does not include any applicable sales tax.

PAYMENT TERMS

Terms:

Billing Method:

Unless otherwise specified herein, the total price of the project is to be paid as follows: Unless otherwise specified, equipment is sold FOB origin-customer to pay all shipping charges. If this quotation covers equipment for more than one system, room, suite, or location, for purposes of payment in accordance with payment terms stated on the face hereof each room, suite, or location shall be treated as if the subject of a separate sale and payment made accordingly. Company shall not be liable for failures of or delays in manufacture, delivery or installation resulting from any cause or causes beyond its reasonable control.

Provided the client has an open account in good standing, and unless specifically set forth in this written Agreement, payment for goods or services from SIGNET is as stated above under terms from the date of invoice. For clients without an open account, payments in advance or deposits will be required.

Overdue payments shall bear interest from the due date at the rate of the lower of one and one-half percent per month (1.5%), or the maximum rate permissible under applicable law. Unless specifically set forth in this written proposal or within the project specifications, equipment will be invoiced upon delivery and labor provided will be invoiced in progress fashion. In the event that SIGNET has to engage an attorney and/or file suit to collect any unpaid Invoice, and/or in the event of any other litigation or arbitration arising out of this Agreement, SIGNET will be entitled to recover its attorneys' fees, expenses and all other costs of collection. Unless specifically set forth in this written proposal, all labor and parts will be warrantied for one year. Any other manufacturer warranties above and beyond one year are not included in this proposal. Installation services will be provided in a professional and workmanlike manner, in accordance with applicable law.

SIGNET reserves the right to observe the following days as holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Patriot's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas

CHANGES: Any price changes that should follow any amendment or Change Order will be reflected on the final bill unless otherwise stated or agreed upon by Company and the Customer.



SIGNET Electronic Systems, Inc.
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781-871-5888

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This quote shall become binding on the parties hereto when signed by Customer and accepted and approved by SIGNET Electronic Systems, Inc. By Customer's signature, Customer acknowledges that they have read, understood and agreed to the Terms and Conditions.

CUSTOMER: Watertown; Town of

SIGNET Electronic Systems, Inc.

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

Tracy, Tom

From: McClure, Christopher
Sent: Monday, February 28, 2022 10:57 AM
To: Tracy, Tom
Cc: Magoon, Steve; Hand, JoAnna; Demos, George; St. Louis, Gregory; George Skuse
Subject: FY2022 IT Capital Project 2/5 Municipal Fiber
Attachments: SOW Watertown FMAN - Phase 1 Budgetary ITC 68 V.02 1-21-22.pdf

Tom,

Please find attached the IT Municipal Fiber project scope and quote for \$93,170.00.

The original request for this project was \$100,000.

We are increasing the amount requested for permitting and document management to expedite those projects.

The IT Municipal Fiber project includes running City-owned fiber to

- Police Headquarters – 552 Main Street – City Network Hub (Also RF Site)
- Ridgelawn Cemetery – 184 Highland Street
- Cunnif Elementary School – 246 Warren Street
- Fire Station – North – 270 Orchard Street
- Library – North Branch – 267 Orchard Street
- Lowell Elementary School – 175 Orchard Street

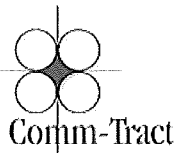
This is part of a 5-year plan to connect every City and School building with a city-owned multi-strand fiber ring. This fiber network will improve network redundancy, performance, and flexibility. Currently, most of our sites utilize fiber owned and managed by RCN for connectivity to other locations and the internet. The Watertown sites with municipal fiber also require additional strands to support radio, phone, infrastructure, and other dedicated networks.

This first leg prioritizes connecting the Cunnif school to the Police Headquarters to support the radio upgrade capital project.

Respectfully submitted,

Christopher McClure
Chief Information Officer
City of Watertown, MA

617-715-8631
cmclure@watertown-ma.gov
watertown-ma.gov



Town of Watertown
Budgetary Scope of Work ITC 68
Fiber Optic Municipal Area Network
Phase 1

Prepared by:	Comm-Tract 235 Summer Road Bldg. 4 Boxborough, MA 01719	Contact: Telephone: Email:	Bryan Hopkins (781) 890-5070 x6952 bhopkins@comm-tract.com
Date:	January 21 st 2022		

Bid No.	Watertown – FMAN Phase 1 Budgetary V.02
SPIN:	143008129
ITC 54:	VC 6000166632
FCC Registration:	0024175408

Bill To: Company: Address:	Town of Watertown 149 Main Street Watertown, MA 02472	Ship To: Company: Address:	Town of Watertown 149 Main Street Watertown, MA 02472
Contact Name: Phone: Fax: Email:	Chris McClure (617) 972-6486 (617) 972-6403 cmccclure@watertown-ma.gov	Contact Name: Phone: Fax: Email:	Chris McClure (617) 972-6486 (617) 972-6403 cmccclure@watertown-ma.gov

Description of Work

This Scope of Work (SOW) that follows was developed in with information as provided by the Town of Watertown IT personnel and has been supplemented by preliminary field site surveys as conducted by Comm-Tract engineers.

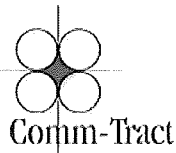
Comm-Tract will provide and install the 1st Phase of the fiber optic municipal area network (FMAN):

A. Sites – Phase 1:

1. Police Headquarters – 552 Main Street – Town Network Hub (Also RF Site)
2. Ridgelawn Cemetery – 184 Highland Street
3. Cunnif Elementary School – 246 Warren Street
4. Fire Station – North – 270 Orchard Street
5. Library – North Branch – 267 Orchard Street
6. Lowell Elementary School – 175 Orchard Street

B. Overview of the Project:

1. The overall design of the network is a single mode fiber (SMF) dual physical ring architecture on the east side and west side of the town geography. This first phase, for each remote site is designed with a 12 count SMF lateral entrance to the building MDF or Demarcation Point. The 12 count SMF from the remotes sites is assigned directly to the planned City Network Hub at the Police HQ with no



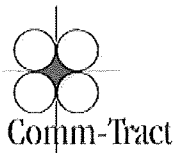
Town of Watertown
Budgetary Scope of Work ITC 68
Fiber Optic Municipal Area Network
Phase 1

interruption.

2. The 1st phase of this project will have one (1) 216 count SMF installed on the route as shown in the map below. This sets up the future phases of the ring architecture of the planned network.
3. All work will be fully complete including all fiber splicing at the pole location for the fiber lateral into the building, the fiber entrance cable, the fiber termination panels, the connectors, and all other materials for a complete and fully functional fiber termination in the communications room of each individual site.
4. The fiber optic municipal area network's passive optical design will accommodate all types of wireless, and/or Ethernet connectivity for future additional requirements on the core network.
5. The Network Hub Communications Rooms at the Police Headquarters will have (1) high-density Single Mode Fiber (SMF) rack mount housings and associated SC/PC termination panels installed. The 216 count SMF will be fully terminated at this location.
6. The new remote sites will each have (1) 12- strand SMF wall or rack mount panel with associated 1U housings and SC/PC termination panels.
7. Both the backbone and lateral fiber cables will be field terminated using SC/PC single-mode connectors.
8. All backbone fibers throughout the network will be fusion spliced.
9. All optical testing will conform to industry standards.
10. The customer shall receive OTDR traces and Power Meter Test results at both 1310nm and 1550nm.
11. All test data will be compiled in electronic copy...

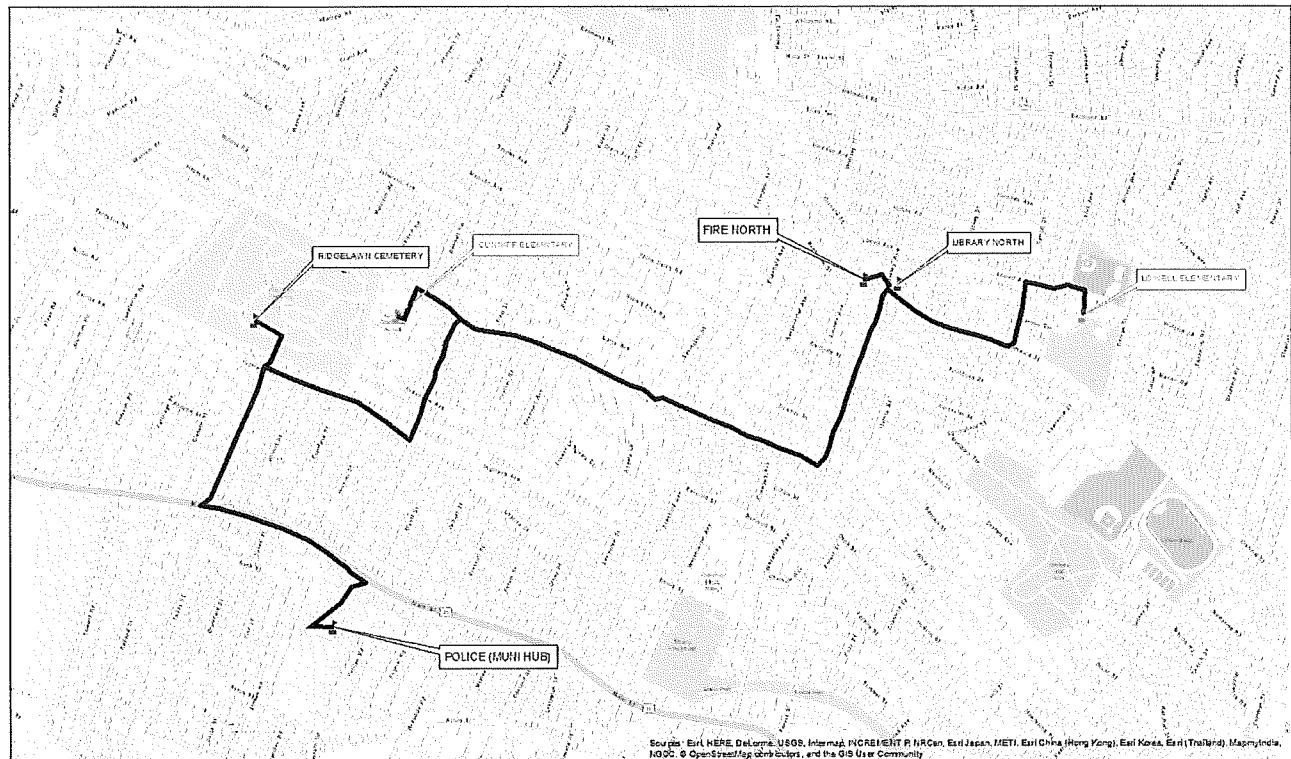
C. Notes:

1. Pricing is budgetary until such time as final engineering is completed, and final SOW issued.
2. Pricing assumes access to the aerial routes, and/or conduit systems is not restricted in any way, and Comm-Tract will have free and clear access for installation purposes.
3. Pricing assumes the Customer would utilize existing location agreements with the carrier and/or utility for rights to the municipal space on the poles for the route(s).
4. Pricing assumes the project is installed in one deployment. Should any site(s) not be ready for installation and require return trip(s) additional costs may apply.
5. Customer is responsible for providing trash receptacle for non-hazardous waste disposal of fiber cable scrap, wooden fiber reels, and corrugated shipping boxes.



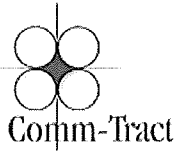
Town of Watertown
Budgetary Scope of Work ITC 68
Fiber Optic Municipal Area Network
Phase 1

E. Overview Map: Phase 1



CITY OF WATERTOWN
NEW FIBER OPTIC NETWORK
PHASE 1

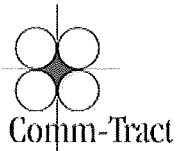
PREPARED BY: C. AUCCIN
DATE: JANUARY 20 2022
PROPRIETARY AND CONFIDENTIAL



Town of Watertown
Budgetary Scope of Work ITC 68
Fiber Optic Municipal Area Network
Phase 1

Quantity	Bill of Materials Description
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To be provided with final submittals with final scope of work



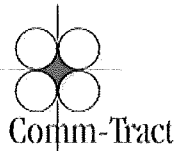
Town of Watertown
Budgetary Scope of Work ITC 68
Fiber Optic Municipal Area Network
Phase 1

Warranty Information - Technical and Compliance Notes:

The Comm-Tract provided warranty and technical compliance with design and installation standards information is provided below as associated with this scope of work.

- Comm-Tract is a certified provider and partner for the Manufacturer and provides a 25 Year Warranty.
- The 25 Year Warranty commencing on the date of an accepted installation by the Customer covers all Manufacturer's products and materials, and covers the repair, and/or replacement of all installed components including, but not limited to fiber cable, fiber connectors, fiber patch panels, fiber jumpers and patch cords, and other materials as installed.
- The repair and/or replacement of any component in the certified and approved network solution as provided and installed by Comm-Tract under the 25 Year Warranty is provided at no cost to the Customer over the period of the 25 Year Warranty.

- Comm-Tract adheres to the following design and installation standards relative to the scope of work as provided.
- BICSI Design and Installation Applicable Standards
- Telecommunications Industry Association (TIA) Applicable Standards
- Electronics Industry Association (EIA) Applicable Standards
- ANSI/TIA/EIA – 568 Standards
- ANSI/TIA/EIA – 569 Standards
- TIA/EIA 604 Fiber Optic Standards
- TIA-492 Fiber Optic Installation Standards
- TSB-149 Fiber Optic Workmanship Standards
- IEEE 802.3 Standards



Town of Watertown
 Budgetary Scope of Work ITC 68
 Fiber Optic Municipal Area Network
 Phase 1

Pricing and Terms	
Customer agrees to the following payment schedule:	
30% Initial Payment upon Delivery of Materials:	\$ 27,951.00
65% Payment upon actual Project Progress:	\$ 60,560.50
5% Final Balance upon Completion:	\$ 4,658.50

- The Project Price shall be subject to adjustment in the event of any mutually agreed upon written changes made to the Scope of Work.
- Prices are valid for 90-days.
- The Project Price does not include licensing of pole or underground facilities.
- The Project Price does not include police details.
- The Project Price does not include permitting if applicable.
- The Project Price does not include any new underground construction.
- The Project Price does not include any applicable taxes as the project is tax exempt.
- The Project Price includes shipping charges.
- The Project Price assumes access to each location is free and clear for installation and all sites are ready for installation under a single deployment. Should a site not be ready, and return trip(s) are required, additional charges will apply.
- Comm-Tract will perform during normal business hours – Monday through Friday, 7am to 3pm unless otherwise specified in the Description of Work.
- Customer hereby agrees to the terms and conditions set forth in the Scope of Work by signing below or issuing a Purchase order referencing this Scope of Work.
- This Scope of Work is governed by the terms and conditions of the Commonwealth of Massachusetts ITC 68 blanket contract.

Site Surveys, Design and Engineering:	Included
Materials:	Included
Labor:	Included
Engineering Documentation:	Included
Certification and Warranty:	Included
Total	\$ 93,170.00

Customer Name:	
Authorized Signature:	
Name:	
Date:	



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,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

Committee of the Budget and Fiscal Oversight Report of the Meeting of March 21, 2022

The Committee convened on Monday March 21, 2022 at 7:00 pm in the Richard E. Mastrangelo Council Chamber. Present were Vincent Piccirilli, Chair; Emily Izzo, Vice Chair and Nicole Gardner, Secretary.

Staff present were Acting City Manager Thomas Tracy; Gregory St. Louis, Superintendent of Public Works; Tom Watkins, DPW Director of Administration and Finance; Megan Langan, DPW Management Analyst; and Consultants Margaret McCarthy from Weston & Sampson, and Matt Abrahams from the Abrahams Group.

Also present were Councilors John Airasian, Caroline Bays, Lisa Feltner, John Gannon, and Anthony Palomba, and resident Robert Patey.

The purpose of the meeting was:

1. Increase in the Base of the Retiree COLA
2. Review of the Water and Sewer Rate Study
3. Set Priorities for Federal Funds from the American Rescue Plan Act

1. Increasing the base on Retiree's COLA

Mr. Tracy presented a recommendation from the Retirement Board (Attachment A) that the Council increase the basis for the Cost-of-Living Adjustment from 3% of \$13,000 to 3% of \$14,000. This would be the first increase since 2015, when it was moved from \$12,000 to \$13,000. Note that adjustments must be made in \$1,000 increments.

Mr. Tracy explained that the Retirement Board, working with their actuaries, had already built this increase into the funding schedule. If this increase is not approved, the additional monies would go into the Retirement Boards accounts, for future use. The cost to the City will be between \$300,000 and \$400,000 per year, with the total fund value approximately \$260M.

Mr. Tracy noted that retired City Manager Driscoll supported this change at the last Retirement Board meeting and recommended that the City Council approve this change when he addressed the Council on January 25th, 2022.

- ➔ **ACTION ITEM:** Councilor Gardner made a motion, seconded by Councilor Izzo, to recommend that the City Council increase the base from \$13,000 to \$14,000, as allowed by law. Voted unanimously 3-0.

2 Review of the Water & Sewer Rate Study

Mr. St. Louis presented the draft report with conceptual recommendation from a study recently conducted by consulting firms Weston & Sampson and The Abrahams Group. The purpose of the study was to recommend water and sewer rate changes that will generate sufficient revenue, as follows:

1. To fund the operational costs, indirect costs, debt service costs, and short and long-term capital improvements needed for our systems to perform well, and
2. To ensure that the water enterprise fund and the sewer enterprise fund are able to generate healthy retained earnings of 15% within 5 years.

Note: Draft report is Attachment B, presentation is Attachment C.

Mr. St. Louis began by outlining the status of our water and sewer funds. Key points:

1. Water and sewer are paid for via Enterprise Funds, essentially closed loop system like any other utility where the user fees pay the costs in full.
2. Last year, the City put in a nominal increase in rates, due to the economic pressures on residents of COVID.
3. Our funds are experiencing shortfalls, and a substantial rate hike is needed; if we do nothing, the funds will be \$900,000 in the red (sewer) and \$1.3 million in the red (water) in 2023
4. Water and sewer systems are very high fixed cost, with only 48% of water and 61% of sewer costs covering the charges from MWRA.
5. Despite increases in our population, usage has been going down; this reflects high efficiency appliances being used in the new housing developments and in existing houses that are being improved.
6. Heavy rains due to climate change push the costs up in two ways:
 - a. Our usage of water goes down and the cost per gallon paid by users goes up.
 - b. The stormwater leaks into our sewer pipes and we are charged for more sewage than we produce.
7. As new meters are put in, we can expect a further reduction in usage, as users are able to monitor their usage and manage it more carefully.
8. We have deferred maintenance on our pipes; some are as much as 80 years old and deteriorating and need to be replaced. This is costly, for example one mile of replacement costs roughly \$2.5 million.

In the developing the conceptual proposal, the DPW staff and consultants:

- Considered all aspects of the fees: the rates, the number of tiers, the break points of tiers, and the base charges.
- Revised the model of the system, including pressures & flows, history of water quality, age of the equipment and other criteria.
- Took into account expected residential and commercial growth, and environmental and weather trends.

The DPW recommends the following conceptual approach:

1. Move to a 4-tier system: Tier 1 is 0-2500 cu.ft for most residential users, Tier 2 is 2501-5000 cu.ft for heavy residential users and some small businesses, Tier 3 is 5001 to 25,000 cu.ft. for mid-size commercial users, and Tier 4 is over 25,000 cu.ft. for large scale industrial users. This is consistent with many other municipalities and enables the city to minimize the impact on

single family residences and by allocating more of the fee increase to higher users, such as larger commercial establishments

2. Adjust the rate structure to enable the Funds to get to Retained Earnings at 15% minimum, and to be able to return to annual increases that reflect the MWRA costs increases, both by 2015. It was noted the industry norm for Retained Earnings is 20%; and this can be considered in the future.

After a robust Q&A and discussion period with all Councilors present participating, Councilor Gardner made a motion, seconded by Councilor Piccirilli, for the Committee to endorse the conceptual approach proposed by the DPW. Voted unanimously 3-0

Next steps: the DPW and City will refine and finalize their proposal for a review by the full Council.

3. Setting priorities for Watertown's fund from the American Rescue Plan Act

Attached to these minutes are two reference documents:

- Memo from KP Law entitled "American Rescue Plan Act Funded Project & Expenses; Treasury Department Issues Final Rule Governing Use of ARPA Funds" dated March 9, 2022. (Attachment D)
- A presentation from Clifton Larson Allen entitled "Update on Coronavirus State and Local Fiscal Recovery Funds Funded by ARPA" (Attachment E)

The Committee began by reviewing the status of the CARES Act spending: Watertown spent \$3.1 of the \$3.2 million dollars available to us. We had to return ~\$100,000 because the expenditure was not considered an allowable cost.

Mr. Tracy then outlined our current status:

- We will receive an estimated \$10.5 million (estimated as of 3/12/21).
- We have received \$5 million this far; all funds are being held in a special grant fund.
- Watertown has been awaiting final guidance, which was issued in mid-January 2022.
- Our spending must be obligated by 12/31/24 and the work must be completed, and funds disbursed by 12/31/25.
- There are allowable categories of ARPA spending, which are detailed in the two attached documents.

The Committee and other Councilors present then discussed what process should be used in order to set spending priorities. Philosophically there was broad consensus that our approach should be transparent and include community input.

The Committee agreed upon the following process:

1. Kick off with a Community Meeting hosted by the BFO Committee on Zoom, at which an expert (likely from Massachusetts Municipal Association) will deliver a presentation explaining what ARPA funding is, how it may be spent (i.e. what are allowable categories), how it may not be spent, by when, by when must it be spent etc. The presentation would be followed by an open Q&A. The meeting will be recorded and posted for viewing on our website, WCATV, & other channels. The City will promote both the upcoming meeting and the video, using social media, its website, the press, and any other channels available.

2. The public will then have a period of time respond with questions, suggestions, proposals and general feedback. Chris McClure will be invited to the next BFO meeting to discuss how we might engage the public to share their views as input to the BFO and the full Council. This could include creating a special web page on ARPA posted on our City's homepage, an online survey shared on our home page and using other channels, posting all Questions received with Answers on the ARPA page, have a place on the page where residents can publicly post their proposals, and so on.
3. Once the input period is complete, the Department Heads will be invited to make their proposals, informed by the ideas and views shared by the public.
4. The BFO will analyze and synthesize the input from Department Heads and the public and will then develop a set of recommendations for the City Council.

The Committee will next meet on Thursday April 7th at 5:30 PM to discuss another proposal from the Retirement Board, and develop a plan for an ARPA page on our City website.

9:52 p.m. the Committee voted unanimously to adjourn.

Respectfully submitted by Nicole Gardner, Secretary

List of attachments:

- A. Retirement Board Letter on COLA Increase
- B. Draft Water & Sewer Rate Study from Weston & Sampson and The Abrahams Group
- C. Presentation on the Water & Sewer Rate Study
- D. KP Law entitled "American Rescue Plan Act Funded Project & Expenses; Treasury Department Issues Final Rule Governing Use of ARPA Funds" dated March 9, 2022
- E. Presentation from Clifton Larson Allen entitled "Update on Coronavirus State and Local Fiscal Recovery Funds Funded by ARPA"



Watertown Contributory Retirement Board

Administration Building
149 MAIN STREET
WATERTOWN, MA 02472
TEL (617) 972-6456 - FAX (617) 923-3531
www.watertownretirement.com

THOMAS V. THIBAUT, JR., Chairman
THOMAS J. TRACY, Ex-Officio

DOMENIC ARONE, Elected Member
JOHN T. LOUGHRAN, Appointed Member
KATHLEEN KIELY-BECCHETTI, Fifth Member

January 20, 2022

Watertown City Council
Administration Building
Watertown, MA 02472

RE: Increase to Base of Retiree Cost of Living Adjustment

Dear Honorable Council Members:

At the most recent Watertown Retirement Board (Board) meeting held on January 18, 2022 the Board discussed the current retiree cost of living adjustment (COLA) which is currently 3% of \$13,000 (max of \$390 per year per retiree). In attendance at this meeting was all of the Board members as well as Michael J. Driscoll, City Manager and the Board's Actuary Dan Sherman. We discussed our current funding schedule, current funding status, as well as the Board's significant Return on Investments for the last three calendar years.

After discussion with the City Manager, the Watertown Retirement Board (Board) respectfully requests approval by the City Council to increase the base amount upon which a retiree's cost of living adjustment (COLA) can be calculated, from its current maximum of 3% of \$13,000, last approved in 2015, to 3% of \$14,000. After review of the social and financial impact of such action, and after consultation with its actuary, the Board unanimously supports this proposed increase.

Additionally, it was agreed that the Board would determine if certain financial indicators were met each year prior to considering or requesting future Retiree COLA base increases. The City Manager participated in this discussion and believed it to be a prudent approach in working collaboratively with the City Council, Retirement Board and City Manager in accordance with the City Council's Ongoing Budget Policy Guideline 1C.

Therefore, the Board respectfully requests that the Honorable City Council vote to allow the increase COLA base from 3% of \$13,000 (max \$390 per year per retiree) to 3% of \$14,000 (max \$420 per year per retiree).

Retiree COLA History

Chapter 17 of the Acts of 1997 changed the way in which COLAs were granted to retirees, which previously required an act of the Legislature. Because of the enactment of Proposition 2½, which prohibited state mandated costs upon municipalities, from 1982 to 1997 reimbursement to each retirement board from the State Retirement System was required.

The law was changed so that each retirement system would pay for the COLAs that were granted by the retirement board. The Public Employee Retirement Administration Commission (PERAC) annually reports the COLA as determined for benefit recipients by the Social Security Administration, which is based upon the Consumer Price Index (5.9% for 2022). The retiree COLA would be based upon that amount, or three percent (3%), whichever was less, as applied to the first \$12,000 of a retiree's allowance, or \$360 annually. The changes, incorporated into Section 103 of Chapter 32, were subject to local acceptance, and accepted by the City Council Meeting.

Subsequently, Section 51 of Chapter 127 of the Acts of 1999 was enacted, again subject to local acceptance, which allowed for retirement boards to grant a COLA up to 3% of the first \$12,000 of benefits.

Chapter 188 of the Acts of 2010 was enacted to allow a local option to increase the \$12,000 base amount of the retiree COLA. Section 103(j) of Massachusetts General Laws Chapter 32 provides authority to municipalities and retirement boards to increase the COLA base in increments of \$1,000, for members and surviving spouses of members of the retirement system receiving retirement allowances on June 30th of the prior fiscal year.

With the approval of the Board and the City Council, the COLA base was increased to \$13,000 effective July 1, 2015, where it remains today. Acceptance of this new COLA option, as is the case with previous COLA enactments, is irrevocable.

Social and Financial Impact

The Board has noted with some concern that inflation is on the rise. Costs for energy, food, housing, and medical treatment have steadily increased while the economy strives to recover from the pandemic. Inflationary increases impact our retirees significantly. As noted above, based on the CPI increase, Social Security recipients have received a 5.9% COLA as of January 2022, an increase which is based in the full amount of the Social Security. The average Social Security benefit in Massachusetts is now \$19,000 a year, and the Social Security COLA is uncapped.

The current retirement COLA has been factored into the System's funding schedule, which will be revised upon approval of 3% COLA on the first \$14,000 of benefits. Such increase will have no financial impact on the System's funding. The Board voted to reduce the System's assumed rate of investment return to 7.75%, which also will have no impact on the System's funding. The Board will continue to review all of the actuarial assumptions on an annual basis.

The System's investments have been successful in the long term; the System's funding is on solid ground and is fiscally sustainable. The Board firmly believes that under all of these circumstances, it is reasonable and appropriate to increase the retiree COLA base to \$14,000 as of July 1, 2022. It is respectfully requested that the City Council act favorably on this request.

Sincerely,



Thomas V. Thibaut, Jr., Chairman

cc: Michael J. Driscoll, City Manager

MEMORANDUM

TO: Gregory St. Louis, Superintendent of Public Works, City of Watertown

FROM: Matthew Abrahams (The Abrahams Group), Margaret McCarthy, PE (Weston & Sampson)

DATE: March 18, 2022

SUBJECT: Water and Sewer Rate Study 2022

We are pleased to present the following memorandum summarizing the Water and Sewer Rate Study Analysis performed for the City of Watertown ("City") by The Abrahams Group. This study was performed to provide the City with recommended water and sewer rate changes that will generate sufficient revenue to fund the operational costs, indirect costs, debt service costs, and short-term and long-term capital improvements and will ensure the water fund and sewer fund continue to maintain healthy retained earnings. This draft memorandum, including the rate tables, will need to be updated once the FY 2023 budget is received from the City.

Background

The City of Watertown consists of primarily urban commercial and residential development with a population of approximately 32,000, according to the 2010 U.S. Census. The Water and Sewer Department through its Department of Public Works ("DPW"), provides services to approximately 9,500 commercial, residential, industrial, and institutional accounts.

The Water and Sewer Department is responsible for providing its users with drinking water and sewage collection and conveyance in a cost-effective and environmentally friendly manner that meets EPA and DEP standards.

Water Utility

The City is a member community of the Massachusetts Water Resource Authority ("MWRA"), and the MWRA supplies water to the City, with an average daily demand of 2.6 million gallons per day per the Water System Analysis and Capital Improvement Plan dated March 9, 2015. The water is then conveyed to its residents through the City's 76 miles of water distribution mains.

Sewer Utility

The City's sewer system consists of approximately 76 miles of the sewer with an average daily flow of 3 million gallons per day per the Sewer Collection System Capital Improvement Plan dated December 2017, which transports the wastewater to the MWRA interceptors.

Existing Rate Structure and Charges

The City's water and sewer rates are based on a multi-tier rate structure in which the rate per 100 cubic feet of water increases with consumption. All 9,500 plus residential, commercial, and irrigation accounts are billed quarterly (every three months) which are staggered across each quarter according to the billing cycle.

The City currently has an inclining, three-tier structure for non-irrigation water consumption and sewer flow and a flat fee for irrigation water consumption, as well as meter and fire protection charges. Tables 1 through 3 show the current charges for the fiscal year 2022.

Table 1 – FY 2022 Water and Sewer Rates (Effective July 1, 2021)

Tier	Consumption	Water Rate (per 100 cubic feet)	Sewer Rate (per 100 cubic feet)
1	0-3,000 cu ft	\$5.15	\$10.11
2	3,001-30,000 cu ft	\$8.00	\$13.07
3	Over 30,000 cu ft	\$12.62	\$17.50
Irrigation	All	\$12.62	N/A

Table 2 – FY 2022 Meter Service Charges (Effective July 1, 2021)

Meter Size (inches)	Rates/quarter
5/8	\$7.88
3/4	\$8.39
1	\$9.91
1 1/4	\$11.92
1 1/2	\$11.92
2	\$17.41
3	\$57.98
4	\$73.00
6	\$108.07

Table 3 – FY 2022 Fire Service Charges (Effective July 1, 2021)	
Service Size (inches)	Rates
2	\$11.49
3	\$40.23
4	\$80.46
6	\$235.62
8	\$499.98
10	\$902.27

Comparison to Neighboring Communities

When considering rate and/or tier changes, comparing the City's rates and tiers to neighboring communities' rates and tiers provides helpful information on how communities measure up. Table 4 below compares water rates by tier and base charges and Table 5 compares sewer rates by tier and base charges. The average user's bill, based on an industry-standard 2,800 cubic feet of usage, is also included in the tables. Each community in the tables is a member of the MWRA.

Table 4 – Water Rates/Tiers Comparison to Neighboring Communities												
Community	Tiers					Base	Rates					Average Bill
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5		Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	
Watertown	0-3,000	3,000-30,000	Over 30,000			\$7.88	\$5.15	\$8.00	\$12.62			\$152.08
Waltham	0-2,100	2,100-4,500	4,500-12,000	Over 12,000		\$9.21	\$3.07	\$4.15	\$6.65	\$8.89		\$102.73
Needham	0-600	600-2,700	2,700-4,200	Over 4,200		\$15.00	\$3.18	\$3.39	\$4.26	\$5.24		\$109.53
Lexington	0-4,000	4,000-8,000	Over 8,000				\$4.40	\$6.59	\$8.70			\$123.20
Wellesley	0-500	500-1,200	1,200-2,400	2,400-3,600	Over 3,600	\$9.99	\$2.99	\$3.51	\$5.57	\$7.21	\$9.18	\$145.19
Brookline	0-1,800	Over 1,800				\$31.94	\$2.81	\$7.02				\$152.72
Belmont	0-3,000	Over 3,000				\$20.87	\$6.62	\$7.59				\$206.23
Arlington	0-1,500	1,500-3,000	Over 3,000			\$15.08	\$7.08	\$7.58	\$9.20			\$219.82
Newton	0-1,000	1,000-2,500	2,500-6,000	Over 6,000			\$7.12	\$8.23	\$8.46	\$11.80		\$220.03

Data is per quarter. Tiers are in cubic feet. Rates per 100 cubic feet. Average bill is for usage of 2,800 cubic feet with 5/8" meter.

Table 5 – Sewer Rates/Tiers Comparison to Neighboring Communities

Community	Tiers					Base	Rates					Average Bill
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5		Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	
Watertown	0-3,000	3,000-30,000	Over 30,000				\$10.11	\$13.07	\$17.50			\$283.08
Waltham	0-2,100	2,100-4,500	4,500-12,000	Over 12,000		\$5.46	\$5.46	\$7.13	\$10.76	\$13.01		\$170.03
Needham	0-600	600-2,700	2,700-4,200	Over 4,200		\$9.00	\$9.08	\$10.02	\$10.81	\$11.79		\$284.71
Lexington	0-4,000	4,000-8,000	Over 8,000				\$8.34	\$13.61	\$21.64			\$233.52
Wellesley	Flat Rate					\$15.00	\$9.40					\$278.20
Brookline	Flat Rate					\$31.94	\$8.40					\$267.14
Belmont	Flat Rate					\$18.25	\$12.91					\$379.73
Arlington	0-1,500	1,500-3,000	Over 3,000			\$15.08	\$8.34	\$8.89	\$10.78			\$255.75
Newton	0-1,000	1,000-2,500	2,500-6,000	Over 6,000			\$10.98	\$12.85	\$13.80	\$15.87		\$343.95

Data is per quarter. Tiers are in cubic feet. Rates per 100 cubic feet. Average bill is for usage of 2,800 cubic feet with 5/8" meter.

Existing Expenses and Revenues

With an FY 2021 water rate increase of 7.0% and a sewer increase of 9.5%, along with increased consumption due to a dry summer in 2020 and the impact of the COVID-19 pandemic on consumption patterns, FY 2021 ended in surplus for both the water and sewer funds. The water fund's surplus in FY 2021 was \$283,398 and the sewer fund's surplus in FY 2021 was \$270,913. The City increased water and sewer rates by 3.2% for FY 2022. Primarily due to water consumption for FY 2022 trending below FY 2021's consumption, FY 2022 projections show a significant water deficit. Consumption in FY 2022 is projected to decrease due to a wet summer in 2021 and conservation efforts. The City's MWRA water assessment increased 6.3% from FY 2021 to FY 2022 and water long-term debt more than doubled from \$542,000 in FY 2021 to more than \$1.1 million. FY 2022 projections for sewer show a surplus of about \$200,000, as sewer expenditures in FY 2022 are projected to increase by about 4%, and user charges revenue projects to increase slightly over FY 2021's amount. These projections assume the FY 2022 water and sewer budgets will be fully expended. Assuming retained earnings are used to provide for the deficit, based on the FY 2022 projections, available retained earnings will be about \$1.5 million for water and about \$1.1 million for sewer.

At the time of the writing of this memorandum, the City's FY 2023 water and sewer budgets were not available. Projected debt was determined by working with City staff. The City's MWRA water assessment was projected using the MWRA's methodology to calculate the City's assessment using its average flow share and the expected annual increase in MWRA's water expenses. The City's MWRA sewer assessment was projected using a conservative annual increase of 4%, which is slightly above the City's annual increase. Capital outlay expenses were held steady using the FY 2022 budgeted

amount. The remaining expenditures, including salaries, indirect costs, and other expenses, were increased annually based on the amounts in the FY 2022 budgets. The resulting total projected expenditures for FY 2023 are \$9,162,148 for water and \$11,791,318 for sewer.

The MWRA's FY 2022 water and sewer assessments were \$4,184,354 for water and \$6,859,624 for sewer. Using the projection methodologies described above, the projected MWRA's FY 2023 water and sewer assessments are \$4,265,867 for water and \$7,134,009 for sewer, with a percent increase of 1.9% for water and a 4.0% increase for sewer. The MWRA's assessment is the most significant expense for the Water Enterprise Fund and the Sewer Enterprise Fund.

The City plans to invest in capital improvements via its regularly maintained capital improvement plans ("CIPs") and via additional capital improvements over the next five years. Included in the water projections presented, in addition to the funding of the CIP, is funding for capital improvements of \$1 million per year from FY 2023 to FY 2027. Included in the sewer projections presented, in addition to the funding of the CIP, is funding for sewer capital improvements of \$1 million per year from FY 2023 to FY 2027. Funding of these capital improvements would be via long-term debt and are in addition to the City's use of available MWRA grant and loan funding.

Without any changes in revenue, as presented in the baseline financial analysis, total projected water revenues for FY 2023 are \$7,839,231 and projected expenditures are \$9,162,148, leaving a deficit of over \$1.3 million for FY 2023. These numbers will be reviewed and adjusted when the FY 2023 budget is available. In addition, the revenue total does not include liens, which is revenue from prior years that the City has already identified as revenue in those years.

Without any changes in revenue, as presented in the baseline financial analysis, total projected sewer revenues for FY 2023 are \$10,845,879 and projected expenditures are \$11,791,318, leaving a deficit of almost \$900,000 for FY 2023. In addition, the revenue total does not include liens, which is revenue from prior years that the City has already identified as revenue in those years.

The Water Enterprise Fund and the Sewer Enterprise Fund are experiencing budgetary shortfalls because revenue recovered from rates is insufficient to cover expenditures. The City should strongly consider rate action for FY 2023 and beyond to ensure sufficient revenue is realized from rates. The City should also consider whether the City's current three-tiered rate structure should be adjusted.

Billing Data Analysis

The City extracted billing information from its Munis billing system and provided the information to The Abrahams Group, which compiled the data into a single Excel model. The model can be used to project water and sewer billings based on rate changes and/or tier changes.

There were 38,217 bills with an FY 2021 bill date from July 1, 2020, to June 30, 2021. Most accounts are residential, accounting for approximately 90% of total bills sent. Table 6 below shows a breakdown of the number and percentage of FY 2021 bills by tier.

Table 6 – Bills by Tier		
Tier	# Bills	%
No Usage or Usage < 0	1,528	4.0%
1	29,385	76.9%
2	7,105	18.6%
3	199	0.5%
Total	38,217	100.0%

The total amount billed for water and sewer consumption for FY 2021 was \$17,898,322. The total amount billed for meter service charges was \$357,308. The total amount billed, but not necessarily collected, was \$18,255,631. Table 7 below shows the total billed amounts by tier.

Table 7 – Total Billings and Consumption in FY 2021								
			Water		Sewer		Total	
Tier	Usage (cu. ft.)	% Consumption	Billings	% Billings	Billings	% Billings	Billings	% Billings
1	70,268,297	68.6%	\$3,784,726	54.2%	\$6,876,662	63.0%	\$10,661,387	59.6%
2	20,742,969	20.3%	\$1,760,340	25.2%	\$2,410,743	22.1%	\$4,171,083	23.3%
3	11,364,529	11.1%	\$1,434,204	20.5%	\$1,631,648	14.9%	\$3,065,852	17.1%
Total	*102,375,795	100.0%	\$6,979,269	100.0%	\$10,919,053	100.0%	\$17,898,322	100.0%

*765.82 million gallons of water

Usage Trends

Consumption during FY 2020 and FY 2021, years presumably impacted by the COVID-19 pandemic's impact on consumption patterns, increased after multiple years of decreased consumption. Based on recent trends, and the presumed lessening of the COVID-19 pandemic's impact on consumption patterns, it is very likely that usage for FY 2022 will be lower than usage in recent years. Accuracy with usage estimates is critical to the estimation of future revenues. If usage exceeds projections, the City will generate surplus revenue that can be used to fund future needs or can be used to offset future rates increases. If usage is less than anticipated, the City may need to adjust its operating expenses, postpone capital improvement projects, and/or utilize reserves. Table 8 shows usage since FY 2015 and projected usage for FY 2022.

Table 8 – Water Usage		
Fiscal Year	Usage	Change
	(Cu. Ft.)	%
2015	105,294,393	-
2016	107,480,202	2.03%
2017	109,147,768	1.53%
2018	104,773,747	-4.01%
2019	103,788,033	-0.94%
2020	105,135,564	1.30%
2021	105,386,263	0.24%
2022	*103,995,613	*-1.32%

* Projected by Weston & Sampson and The Abrahams Group

Options for Rates and Charges

Each of the three options for updated rates and charges included in this memorandum is designed to ensure retained earnings are not depleted from FY 2023 to FY 2027 and to target healthy retained earnings of 15% of total expenditures by the end of the five-year period. The City would ultimately like to target a retained earnings balance of 20% of total expenditures, but, given the current environment, the City is seeking more time to target 20% retained earnings. The recommended retained earnings balance is between 10% and 25%.

Since the analysis conducted was a five-year look-ahead, rates are presented for the next five fiscal years, including FY 2023. Each of these options will help the City achieve its goals of covering actual costs of services, maintaining healthy retained earnings, investing in capital improvements, and ensuring long-term fiscal stability.

Option 1

Option 1 is designed to change rates and charges only, without changes to the City's rate structure. This is consistent with how the City has changed rates and charges in the recent past.

Increases to rates are presented in Table 9 below:

Table 9 – Proposed Increases					
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Water	12.0%	10.75%	5.5%	5.0%	4.0%
Sewer	9.0%	8.75%	5.5%	5.0%	4.0%

Tables 10 and 11 below present the current rates and charges and proposed FY 2023 rates and charges along with the differences between them. The increases to the meter service and private fire protection

charges are not the same as the increases to rates. Table 12 below presents the quarterly bill impact for sample users.

Table 10 – Current and Proposed Meter Service Charges				
Meter Charge	FY 2022	FY 2023	Difference	
Meter Size	Current	Proposed	\$	%
5/8"	\$7.88	\$8.47	\$0.59	7.5%
3/4"	\$8.39	\$9.02	\$0.63	7.5%
1"	\$9.91	\$10.65	\$0.74	7.5%
1 1/4"	\$11.92	\$12.81	\$0.89	7.5%
1 1/2"	\$11.92	\$12.81	\$0.89	7.5%
2"	\$17.41	\$18.72	\$1.31	7.5%
3"	\$57.98	\$62.33	\$4.35	7.5%
4"	\$73.00	\$78.48	\$5.47	7.5%
6"	\$108.07	\$116.18	\$8.11	7.5%

Table 11 – Volumetric Rates (per 100 cubic feet)					
Tier	Volume	FY 2022	FY 2023	Difference	
Water	(cu. Ft)	Current	Proposed	\$	%
1	0-3,000	\$5.15	\$5.77	\$0.62	12.0%
2	3,001-30,000	\$8.00	\$8.96	\$0.96	12.0%
3	Over 30,000	\$12.62	\$14.13	\$1.51	12.0%
Irrigation		\$12.62	\$14.13	\$1.51	12.0%
Sewer					
1	0-3,000	\$10.11	\$11.02	\$0.91	9.0%
2	3,001-30,000	\$13.07	\$14.25	\$1.18	9.0%
3	Over 30,000	\$17.50	\$19.08	\$1.58	9.0%
Combined					
1	0-3,000	\$15.26	\$16.79	\$1.53	10.0%
2	3,001-30,000	\$21.07	\$23.21	\$2.14	10.2%
3	Over 30,000	\$30.12	\$33.21	\$3.09	10.3%
Irrigation		\$12.62	\$14.13	\$1.51	12.0%
Private Fire Protection					
2"		\$11.49	\$12.35	\$0.86	7.5%
3"		\$40.23	\$43.25	\$3.02	7.5%
4"		\$80.46	\$86.49	\$6.03	7.5%
6"		\$235.62	\$253.29	\$17.67	7.5%
8"		\$499.98	\$537.48	\$37.50	7.5%
10"		\$902.27	\$969.94	\$67.67	7.5%

Table 12 – Bill Impacts for Sample Users (quarterly)									
Meter	Consumption	FY 2022			FY 2023			Difference	
Size	(cu. ft)	Water	Sewer	Total	Water	Sewer	Total	\$	%
5/8"	2,500	\$136.63	\$252.75	\$389.38	\$152.67	\$275.50	\$428.17	\$38.79	10.0%
5/8"	4,000	\$242.38	\$434.00	\$676.38	\$271.11	\$473.06	\$744.17	\$67.79	10.0%
5/8"	15,000	\$1,122.38	\$1,871.70	\$2,994.08	\$1,256.71	\$2,040.15	\$3,296.86	\$302.78	10.1%
1"	25,000	\$1,924.41	\$3,178.70	\$5,103.11	\$2,154.89	\$3,464.78	\$5,619.68	\$516.57	10.1%
4"	75,000	\$8,066.50	\$11,707.20	\$19,773.70	\$9,031.20	\$12,760.85	\$21,792.04	\$2,018.34	10.2%

The information presented for Option 1 includes the additional funding of \$1 million in water capital projects per year and the additional funding of \$1 million in sewer capital projects per year. This funding is in addition to what is in the City-maintained water and sewer CIPs.

Option 1 was also compiled for additional funding of \$500,000 in water capital projects per year and additional funding of \$500,000 in sewer capital projects per year and the rate plan for that is presented in Table 9a below:

Table 9a – Proposed Increases					
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Water	10.75%	10.0%	5.5%	5.0%	4.0%
Sewer	8.75%	7.5%	5.5%	5.0%	4.0%

Option 1 was also compiled with no additional funding for water capital projects and no additional funding for sewer capital projects and the rate plan for that is presented in Table 9b below:

Table 9b – Proposed Increases					
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Water	10.0%	8.75%	5.5%	5.0%	4.0%
Sewer	8.0%	7.0%	5.5%	5.0%	4.0%

Option 2

Option 2 is designed to maintain the City's current three-tier rate structure, but to lower the tiers' breaks. The proposed rate structure does not impact the tiers that the average residential user and most of the small to medium commercial users fall into with their bills. By lowering the breaks in the tiers, the increases in the rates per tier are lower than they are in Option 1 since usage on bills hits tiers 2 and 3 more quickly than with the current tier structure.

Increases to rates, including the weighted average for FY 2023, are presented in Table 13 below:

Table 13 – Proposed Increases					
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Water	9.5%	8.25%	5.5%	5.0%	4.0%
Sewer	8.0%	6.75%	5.5%	5.0%	4.0%

Tables 14 and 15 below present the current rates and charges and proposed FY 2023 rates and charges along with the differences between them. The increases to the meter service and private fire protection charges are not the same as the increases to rates. Table 16 below presents the quarterly bill impact for sample users.

Table 14 – Current and Proposed Meter Service Charges				
Meter Charge	FY 2022	FY 2023	Difference	
Meter Size	Current	Proposed	\$	%
5/8"	\$7.88	\$8.47	\$0.59	7.5%
3/4"	\$8.39	\$9.02	\$0.63	7.5%
1"	\$9.91	\$10.65	\$0.74	7.5%
1 1/4"	\$11.92	\$12.81	\$0.89	7.5%
1 1/2"	\$11.92	\$12.81	\$0.89	7.5%
2"	\$17.41	\$18.72	\$1.31	7.5%
3"	\$57.98	\$62.33	\$4.35	7.5%
4"	\$73.00	\$78.48	\$5.47	7.5%
6"	\$108.07	\$116.18	\$8.11	7.5%

Table 15 – Volumetric Rates (per 100 cubic feet)					
Tier	Volume	FY 2022	FY 2023	Difference	
Water	(cu. Ft)	Current	Proposed	\$	%
1	0-2,500	\$5.15	\$5.63	\$0.48	9.3%
2	2,501-15,000	\$8.00	\$8.78	\$0.78	9.8%
3	Over 15,000	\$12.62	\$13.91	\$1.29	10.2%
Irrigation		\$12.62	\$13.91	\$1.29	10.2%
Sewer					
1	0-2,500	\$10.11	\$10.97	\$0.86	8.5%
2	2,501-15,000	\$13.07	\$14.05	\$0.98	7.5%
3	Over 15,000	\$17.50	\$18.64	\$1.14	6.5%
Combined					
1	0-2,500	\$15.26	\$16.60	\$1.34	8.8%
2	2,501-15,000	\$21.07	\$22.83	\$1.76	8.4%

3	Over 15,000	\$30.12	\$32.55	\$2.43	8.1%
Irrigation		\$12.62	\$13.91	\$1.29	10.2%
Private Fire Protection					
2"		\$11.49	\$12.35	\$0.86	7.5%
3"		\$40.23	\$43.25	\$3.02	7.5%
4"		\$80.46	\$86.49	\$6.03	7.5%
6"		\$235.62	\$253.29	\$17.67	7.5%
8"		\$499.98	\$537.48	\$37.50	7.5%
10"		\$902.27	\$969.94	\$67.67	7.5%

Table 16 – Bill Impacts for Sample Users (quarterly)

Meter	Consumption	FY 2022			FY 2023			Difference	
Size	(cu. ft)	Water	Sewer	Total	Water	Sewer	Total	\$	%
5/8"	2,500	\$136.63	\$252.75	\$389.38	\$149.13	\$274.23	\$423.36	\$33.98	8.7%
5/8"	4,000	\$242.38	\$434.00	\$676.38	\$280.83	\$484.99	\$765.82	\$89.44	13.2%
5/8"	15,000	\$1,122.38	\$1,871.70	\$2,994.08	\$1,246.63	\$2,030.52	\$3,277.15	\$283.07	9.5%
1"	25,000	\$1,924.41	\$3,178.70	\$5,103.11	\$2,640.17	\$3,894.27	\$6,534.43	\$1,431.32	28.0%
4"	75,000	\$8,066.50	\$11,707.20	\$19,773.70	\$9,664.76	\$13,213.02	\$22,877.78	\$3,104.08	15.7%

The information presented for Option 2 includes the additional funding of \$1 million in water capital projects per year and the additional funding of \$1 million in sewer capital projects per year. This funding is in addition to what is in the City-maintained water and sewer CIPs.

Option 2 was also compiled for additional funding of \$500,000 in water capital projects per year and additional funding of \$500,000 in sewer capital projects per year and the rate plan for that is presented in Table 13a below:

Table 13a – Proposed Increases					
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Water	8.5%	7.5%	5.5%	5.0%	4.0%
Sewer	7.25%	6.25%	5.5%	5.0%	4.0%

Option 2 was also compiled with no additional funding for water capital projects and no additional funding for sewer capital projects and the rate plan for that is presented in Table 13b below:

Table 13b – Proposed Increases					
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Water	7.75%	6.25%	5.5%	5.0%	4.0%
Sewer	6.24%	6.0%	5.5%	5.0%	4.0%

Option 3

Option 3 is designed to change the City's rate structure from a three-tier structure to a four-tier structure. Adding a fourth tier allows tier breaks to be more in line with similar communities' tier breaks. With this structure, the average residential user remains in tier 1, the small commercial user falls in tier 1 or tier 2, most commercial users fall in tier 3, and the large industrial users fall in tier 4. Like with Option 2, with the breaks in the tiers, the increases in the rates per tier are generally lower than they are in Option 1 since usage on bills hits tiers 2, 3, and 4 more quickly than with the current tier structure.

Increases to rates, including the weighted average for FY 2023, are presented in Table 17 below:

Table 17 – Proposed Increases					
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Water	8.75%	8.0%	5.5%	5.0%	4.0%
Sewer	8.24%	7.5%	5.5%	5.0%	4.0%

Tables 18 and 19 below present the current rates and charges and proposed FY 2023 rates and charges along with the differences between them. The increases to the meter service and private fire protection charges are not the same as the increases to rates. Table 20 below presents the quarterly bill impact for sample users.

Table 18 – Current and Proposed Meter Service Charges				
Meter Charge	FY 2022	FY 2023	Difference	
Meter Size	Current	Proposed	\$	%
5/8"	\$7.88	\$8.47	\$0.59	7.5%
3/4"	\$8.39	\$9.02	\$0.63	7.5%
1"	\$9.91	\$10.65	\$0.74	7.5%
1 1/4"	\$11.92	\$12.81	\$0.89	7.5%
1 1/2"	\$11.92	\$12.81	\$0.89	7.5%
2"	\$17.41	\$18.72	\$1.31	7.5%
3"	\$57.98	\$62.33	\$4.35	7.5%
4"	\$73.00	\$78.48	\$5.47	7.5%
6"	\$108.07	\$116.18	\$8.11	7.5%

Table 19 – Volumetric Rates (per 100 cubic feet)					
Tier	Volume	FY 2022	FY 2023	Difference	
Water	(cu. Ft)	Current	Proposed	\$	%
1	0-2,500	\$5.15	\$5.29	\$0.14	2.7%
2	2,501-5,000	\$8.00	\$8.22	\$0.22	2.8%
3	5,001-25,000	\$12.62	\$11.02	\$(1.60)	-12.7%
4	Over 25,000	N/A	\$15.14	N/A	N/A
Irrigation		\$12.62	\$15.14	\$2.52	20.0%
Sewer					
1	0-2,500	\$10.11	\$10.79	\$0.68	6.7%
2	2,501-5,000	\$13.07	\$13.95	\$0.88	6.7%
3	5,001-25,000	\$17.50	\$15.52	\$(1.98)	-11.3%
4	Over 25,000	N/A	\$18.90	N/A	N/A
Combined					
1	0-2,500	\$15.26	\$16.08	\$0.82	5.4%
2	2,501-5,000	\$21.07	\$22.17	\$1.10	5.2%
3	5,001-25,000	\$30.12	\$26.54	\$(3.58)	-11.9%
4	Over 25,000	N/A	\$34.04	N/A	N/A
Irrigation		\$12.62	\$15.14	\$2.52	20.0%
Private Fire Protection					
2"		\$11.49	\$12.35	\$0.86	7.5%
3"		\$40.23	\$43.25	\$3.02	7.5%
4"		\$80.46	\$86.49	\$6.03	7.5%
6"		\$235.62	\$253.29	\$17.67	7.5%
8"		\$499.98	\$537.48	\$37.50	7.5%
10"		\$902.27	\$969.94	\$67.67	7.5%

Table 20 – Bill Impacts for Sample Users (quarterly)									
Meter	Consumption	FY 2022			FY 2023			Difference	
Size	(cu. ft)	Water	Sewer	Total	Water	Sewer	Total	\$	%
5/8"	2,500	\$136.63	\$252.75	\$389.38	\$140.76	\$269.81	\$410.57	\$21.19	5.4%
5/8"	4,000	\$242.38	\$434.00	\$676.38	\$264.06	\$479.09	\$743.16	\$66.78	9.9%
5/8"	15,000	\$1,122.38	\$1,871.70	\$2,994.08	\$1,448.26	\$2,170.68	\$3,618.94	\$624.86	20.9%
1"	25,000	\$1,924.41	\$3,178.70	\$5,103.11	\$2,552.44	\$3,722.74	\$6,275.19	\$1,172.08	23.0%
4"	75,000	\$8,066.50	\$11,707.20	\$19,773.70	\$10,192.27	\$13,172.74	\$23,365.01	\$3,591.31	18.2%

The information presented for Option 3 includes the additional funding of \$1 million in water capital projects per year and the additional funding of \$1 million in sewer capital projects per year. This funding is in addition to what is in the City-maintained water and sewer CIPs.

Option 3 was also compiled for additional funding of \$500,000 in water capital projects per year and additional funding of \$500,000 in sewer capital projects per year and the rate plan for that is presented in Table 17a below:

Table 17a – Proposed Increases					
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Water	8.25%	7.0%	5.5%	5.0%	4.0%
Sewer	7.5%	7.0%	5.5%	5.0%	4.0%

Option 3 was also compiled with no additional funding for water capital projects and no additional funding for sewer capital projects and the rate plan for that is presented in Table 17b below:

Table 17b – Proposed Increases					
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Water	7.23%	6.5%	5.5%	5.0%	4.0%
Sewer	7.0%	6.0%	5.5%	5.0%	4.0%

Recommendations

It is important to the City that the proposed rate increases are mitigated as much as possible, given the current environment. The City should weigh the different options presented. Option 1 includes the current rate structure and rate increases only. Option 2 includes an adjusted three-tier structure, with lower rates per tier than Option 1, that impacts the smaller residential users, smaller commercial users, and average residential users similarly and impacts larger users more. Option 3 includes a four-tier structure that impacts the smaller residential users and average residential users similarly, the smaller and mid-sized commercial users more, and the large industrial users the most. ***Considering the City has shown interest in adding a fourth tier and Option 3's impact on different user types as described, we are recommending the City strongly consider adopting Option 3.***

It is important for the City to continue to fund its water and sewer capital improvement plans. The projections in this memorandum include the full funding of the CIPs, as well as funding of additional capital improvements. ***The Town is considering the use of ARPA funds for water and sewer capital improvements. Use of these funds have not been included in the analysis and would result in a slightly lower rate increase needed to fully fund water and sewer enterprise accounts.***

The projections provided in the memorandum are based on many assumptions. We recommend that the water and sewer analyses conducted for the City are reviewed and updated each year. Assumptions, like, for example, planned expenditures and consumption trends, change year to year and it is important to capture those changes to ensure that the rate plans presented are based on the most accurate information available at the time.

If, in future years, retained earnings projections show balances lower than those acceptable to the City, the City can look at its planned expenses to see if any can be adjusted for a given year. This review should include any planned debt as the City can choose to push out planned debt a year or two, if necessary.

Water & Sewer Rates – FY 2023



City of Watertown

March 21, 2022



Weston & SampsonSM



Study Objectives

- Recommend rate increase for 5-year study window that will generate sufficient revenue to fund:
 - Operational costs
 - Indirect costs
 - Debt service costs
 - Capital improvements
- Continue to maintain retained earnings to industry recommended 15% to 20% of budget
- Review current rate structure in comparison to peer communities



Assumptions/Observations

- Retained earnings to provide for FY 22 shortfalls
- MWRA Assessment
 - Water 48% of budget and increasing 1.9%/year FY 23 then 3.9% annually
 - Sewer 61% of budget and increasing 4.0%/year
- Water & Sewer Enterprise Funds are experiencing shortfalls
- Weather variations have impacted usage



Usage has been on the decline

Table 8 – Water Usage

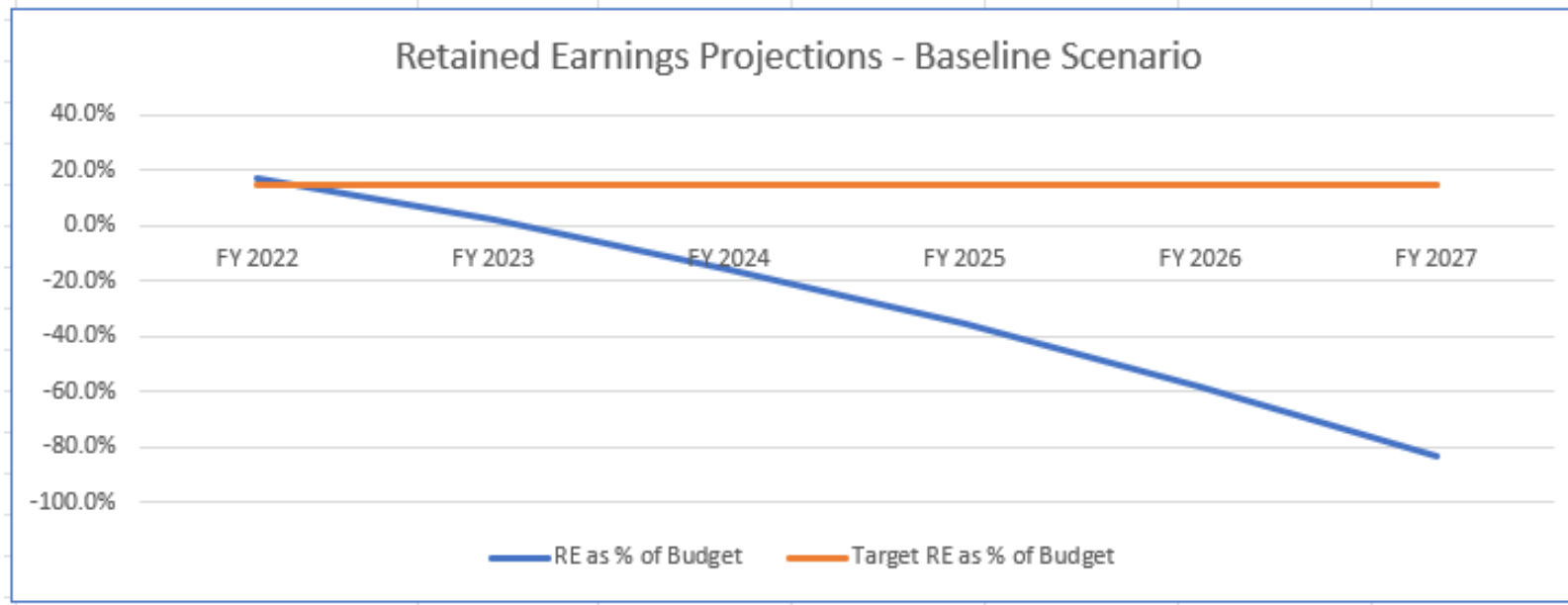
Fiscal Year	Usage (Cu. Ft.)	Change (%)
2015	105,294,393	-
2016	107,480,202	2.03%
2017	109,147,768	1.53%
2018	104,773,747	-4.01%
2019	103,788,033	-0.94%
2020	105,135,564	1.30%
2021	105,386,263	0.24%
2022	*103,995,613	*-1.32%

* Projected by Weston & Sampson and The Abrahams Group



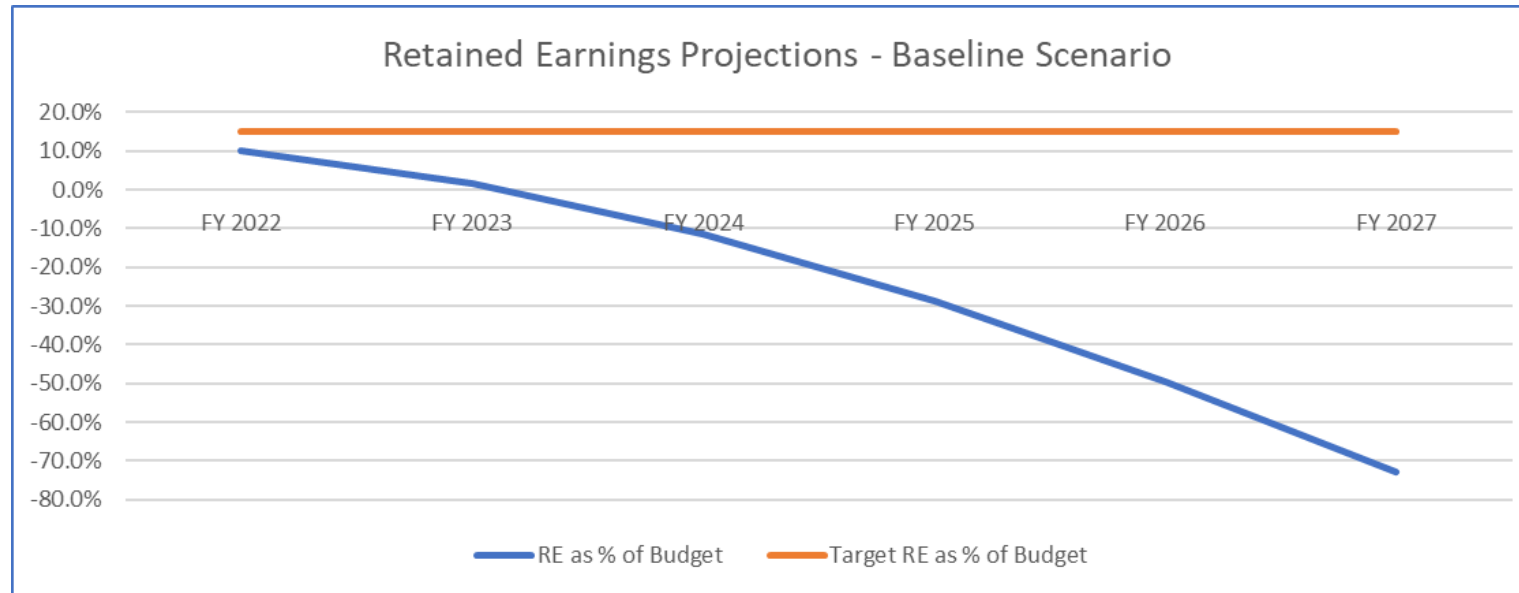
Baseline – Do Nothing (Water)

Baseline	FY 2022 PROJECTED	FY 2023 PROJECTED	FY 2024 PROJECTED	FY 2025 PROJECTED	FY 2026 PROJECTED	FY 2027 PROJECTED
Surplus/Deficit	\$ (583,796)	\$ (1,322,917)	\$ (1,639,898)	\$ (2,050,631)	\$ (2,499,451)	\$ (2,961,736)
Projected Retained Earnings	\$ 1,480,878	\$ 157,961	\$ (1,481,937)	\$ (3,532,568)	\$ (6,032,019)	\$ (8,993,755)
RE as % of Budget	17.1%	1.7%	-15.6%	-35.7%	-58.3%	-83.3%
Target RE as % of Budget	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%



Baseline – Do Nothing (Sewer)

Baseline	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
Surplus/Deficit	\$ 202,034	\$ (945,439)	\$ (1,611,763)	\$ (2,352,031)	\$ (3,094,787)	\$ (3,738,050)
Projected Retained Earnings	\$ 1,115,577	\$ 170,138	\$ (1,441,626)	\$ (3,793,657)	\$ (6,888,444)	\$ (10,626,494)
RE as % of Budget	10.1%	1.4%	-11.6%	-28.7%	-49.4%	-72.9%
Target RE as % of Budget	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%



Current Tier Structure Rates

Current	Start	End	Water	Sewer
1	1	3,000	\$ 5.15	\$ 10.11
2	3,001	30,000	\$ 8.00	\$ 13.07
3	30,001	+	\$ 12.62	\$ 17.50
IRR	N/A		\$ 12.62	N/A



Option 1 – Rate Change Only

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Water w/\$1 M add'l CIP	12.0%	10.75%	5.5%	5.0%	4.0%
Water w/\$500K add'l CIP	10.75%	10.0%	5.5%	5.0%	4.0%
Water	10.0%	8.75%	5.5%	5.0%	4.0%
Sewer w/\$1 M add'l CIP	9.0%	8.75%	5.5%	5.0%	4.0%
Sewer w/\$500K add'l CIP	8.75%	7.5%	5.5%	5.0%	4.0%
Sewer – no CIP	8.0%	7.0%	5.5%	5.0%	4.0%



Option 2 – Modify 3 Tier Rate

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Water w/\$1 M add'l CIP	9.5%	8.25%	5.5%	5.0%	4.0%
Water w/\$500K add'l CIP	8.5%	7.5%	5.5%	5.0%	4.0%
Water	7.75%	6.25%	5.5%	5.0%	4.0%
Sewer w/\$1 M add'l CIP	8.0%	6.75%	5.5%	5.0%	4.0%
Sewer w/\$500K add'l CIP	7.25%	6.25%	5.5%	5.0%	4.0%
Sewer – no CIP	6.24%	6.0%	5.5%	5.0%	4.0%



Recommend Option - 4 Tier

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Water w/\$1 M add'l CIP	8.75%	8.0%	5.5%	5.0%	4.0%
Water w/\$500K add'l CIP	8.25%	7.0%	5.5%	5.0%	4.0%
Water	7.23%	6.5%	5.5%	5.0%	4.0%
Sewer w/\$1 M add'l CIP	8.24%	7.5%	5.5%	5.0%	4.0%
Sewer w/\$500K add'l CIP	7.5%	7.0%	5.5%	5.0%	4.0%
Sewer – no CIP	7.0%	6.0%	5.5%	5.0%	4.0%





Recommended Tier Structure

New	Start	End	Water	Sewer
1	1	2,500	\$ 5.29	\$ 10.79
2	2,501	5,000	\$ 8.22	\$ 13.95
3	5,001	25,000	\$ 11.02	\$ 15.52
4	25,001	+	\$ 15.14	\$ 18.90
IRR	N/A		\$ 15.14	N/A

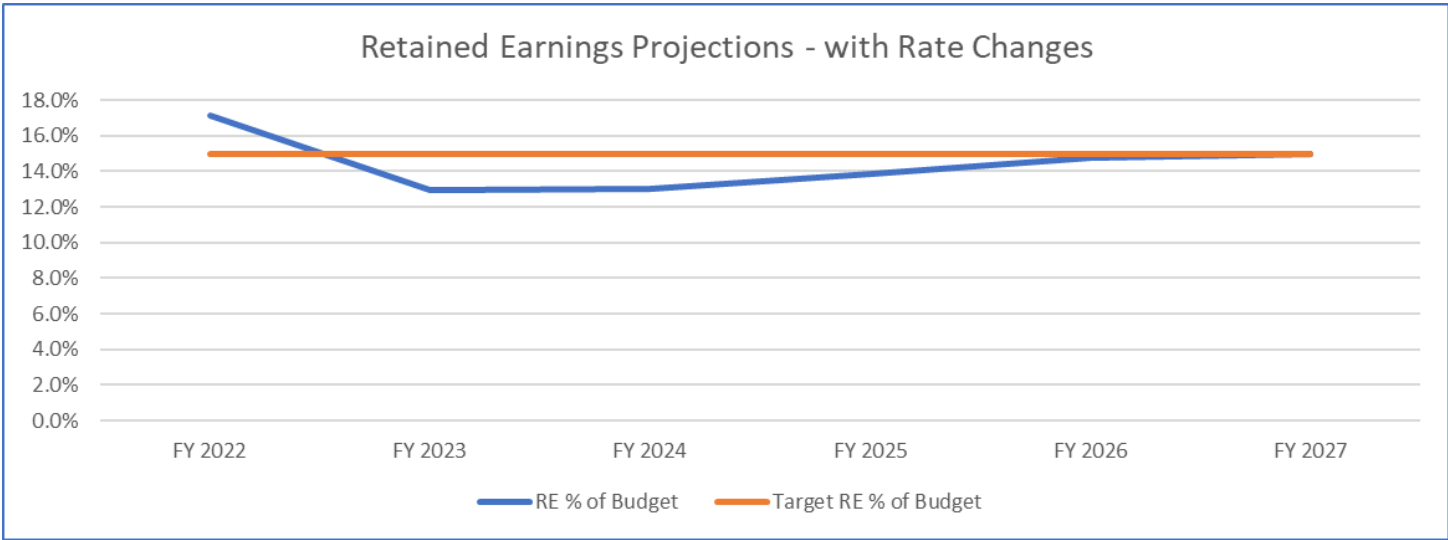




Rate Recommendation – Water

Rate Increases:	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
	Tiers/Rates	8.0%	5.5%	5.0%	4.0%

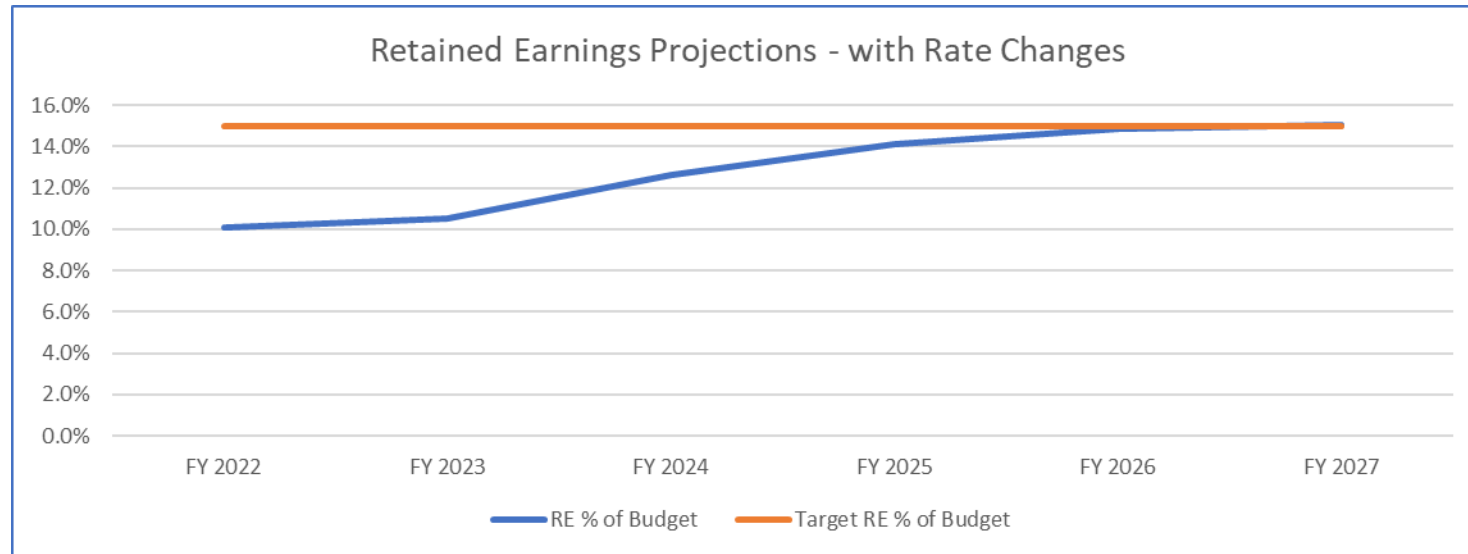
Rate Impact	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
Surplus/Deficit	\$ (583,796)	\$ (296,859)	\$ 50,824	\$ 133,605	\$ 158,108	\$ 93,416
Projected Retained Earnings	\$ 1,480,878	\$ 1,184,019	\$ 1,234,843	\$ 1,368,448	\$ 1,526,556	\$ 1,619,972
RE % of Budget	17.1%	12.9%	13.0%	13.8%	14.8%	15.0%
Target RE % of Budget	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%



Rate Recommendation – Sewer

Rate Increases:	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
	Tiers/Rates	7.5%	5.5%	5.0%	4.0%

Rate Impact	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
Surplus/Deficit	\$ 202,034	\$ 121,876	\$ 334,430	\$ 287,010	\$ 208,759	\$ 123,680
Projected Retained Earnings	\$ 1,115,577	\$ 1,237,453	\$ 1,571,883	\$ 1,858,893	\$ 2,067,652	\$ 2,191,332
RE % of Budget	10.1%	10.5%	12.6%	14.1%	14.8%	15.0%
Target RE % of Budget	15.0%	15.0%	15.0%	15.0%	15.0%	15.0%



Total Bill Impact FY-2022 (Quarterly)

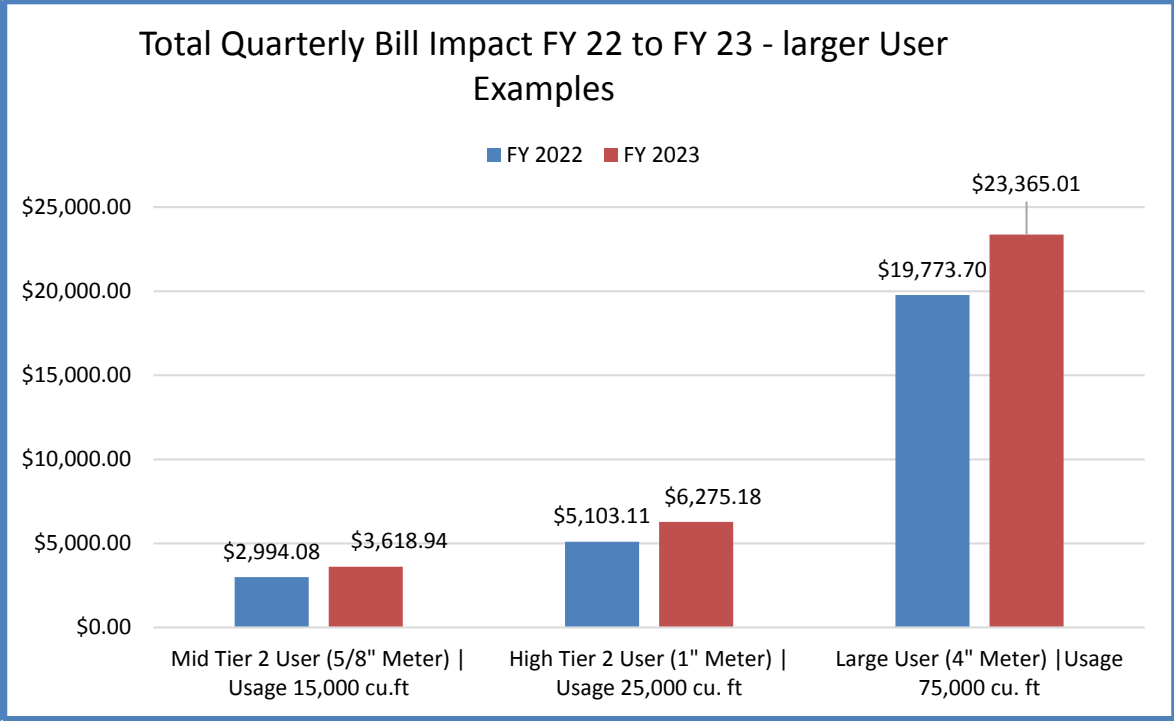
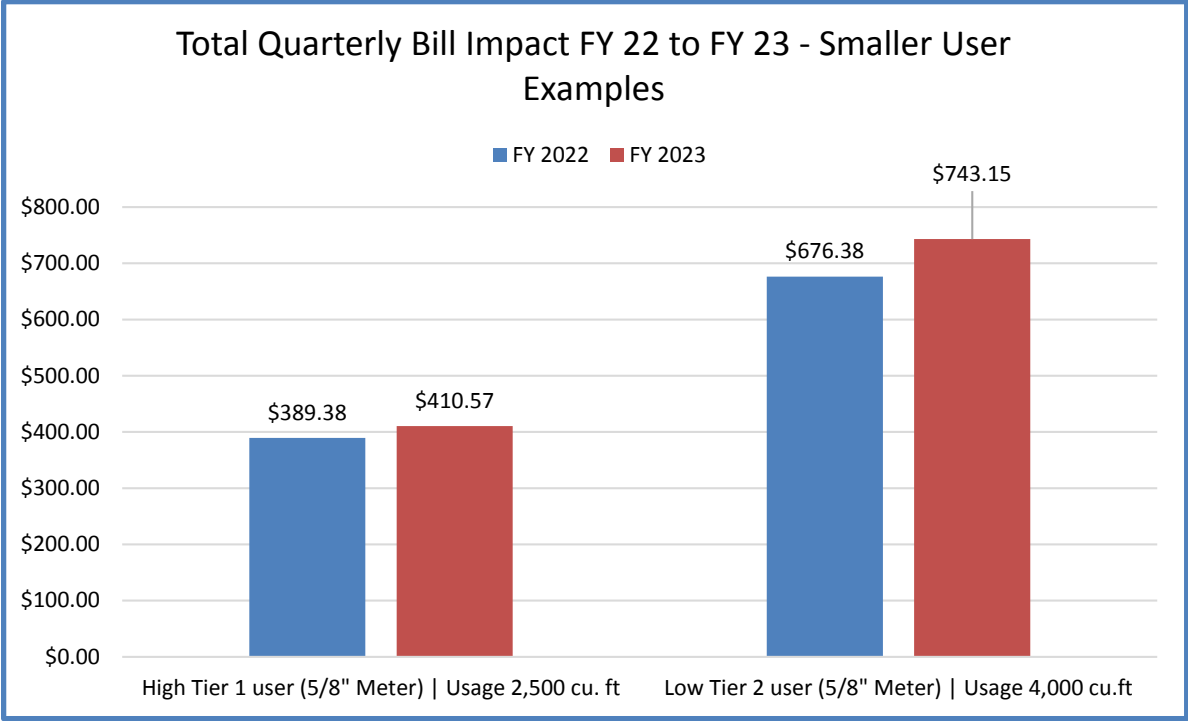
Table 20 – Bill Impacts for Sample Users (quarterly)

Meter	Consumption	FY 2022			FY 2023			Difference	
Size	(cu. ft)	Water	Sewer	Total	Water	Sewer	Total	\$	%
5/8"	2,500	\$136.63	\$252.75	\$389.38	\$140.76	\$269.81	\$410.57	\$21.19	5.4%
5/8"	4,000	\$242.38	\$434.00	\$676.38	\$264.06	\$479.09	\$743.16	\$66.78	9.9%
5/8"	15,000	\$1,122.38	\$1,871.70	\$2,994.08	\$1,448.26	\$2,170.68	\$3,618.94	\$624.86	20.9%
1"	25,000	\$1,924.41	\$3,178.70	\$5,103.11	\$2,552.44	\$3,722.74	\$6,275.19	\$1,172.08	23.0%
4"	75,000	\$8,066.50	\$11,707.20	\$19,773.70	\$10,192.27	\$13,172.74	\$23,365.01	\$3,591.31	18.2%





Total Bill Impact FY 2022 (Quarterly)



Peer Comparison – Water Rates

Table 4 – Water Rates/Tiers Comparison to Neighboring Communities												
Community	Tiers					Base	Rates					Average Bill
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5		Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	
Watertown	0-3,000	3,000-30,000	Over 30,000			\$7.88	\$5.15	\$8.00	\$12.62			\$152.08
Waltham	0-2,100	2,100-4,500	4,500-12,000	Over 12,000		\$9.21	\$3.07	\$4.15	\$6.65	\$8.89		\$102.73
Needham	0-600	600-2,700	2,700-4,200	Over 4,200		\$15.00	\$3.18	\$3.39	\$4.26	\$5.24		\$109.53
Lexington	0-4,000	4,000-8,000	Over 8,000				\$4.40	\$6.59	\$8.70			\$123.20
Wellesley	0-500	500-1,200	1,200-2,400	2,400-3,600	Over 3,600	\$9.99	\$2.99	\$3.51	\$5.57	\$7.21	\$9.18	\$145.19
Brookline	0-1,800	Over 1,800				\$31.94	\$2.81	\$7.02				\$152.72
Belmont	0-3,000	Over 3,000				\$20.87	\$6.62	\$7.59				\$206.23
Arlington	0-1,500	1,500-3,000	Over 3,000			\$15.08	\$7.08	\$7.58	\$9.20			\$219.82
Newton	0-1,000	1,000-2,500	2,500-6,000	Over 6,000			\$7.12	\$8.23	\$8.46	\$11.80		\$220.03

Data is per quarter. Tiers are in cubic feet. Rates per 100 cubic feet. Average bill is for usage of 2,800 cubic feet with 5/8" meter.



Peer Comparison – Sewer Rates

Table 5 – Sewer Rates/Tiers Comparison to Neighboring Communities												
Community	Tiers					Base	Rates					Average Bill
	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5		Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	
Watertown	0-3,000	3,000-30,000	Over 30,000				\$10.11	\$13.07	\$17.50			\$283.08
Waltham	0-2,100	2,100-4,500	4,500-12,000	Over 12,000		\$5.46	\$5.46	\$7.13	\$10.76	\$13.01		\$170.03
Needham	0-600	600-2,700	2,700-4,200	Over 4,200		\$9.00	\$9.08	\$10.02	\$10.81	\$11.79		\$284.71
Lexington	0-4,000	4,000-8,000	Over 8,000				\$8.34	\$13.61	\$21.64			\$233.52
Wellesley	Flat Rate					\$15.00	\$9.40					\$278.20
Brookline	Flat Rate					\$31.94	\$8.40					\$267.14
Belmont	Flat Rate					\$18.25	\$12.91					\$379.73
Arlington	0-1,500	1,500-3,000	Over 3,000			\$15.08	\$8.34	\$8.89	\$10.78			\$255.75
Newton	0-1,000	1,000-2,500	2,500-6,000	Over 6,000			\$10.98	\$12.85	\$13.80	\$15.87		\$343.95

Data is per quarter. Tiers are in cubic feet. Rates per 100 cubic feet. Average bill is for usage of 2,800 cubic feet with 5/8" meter.



Recommendations

- Annual review and update to water and sewer analysis
- Closely monitor usage trends



Discussion



Thank you

westonandsampson.com





Meter Service Charges

Meter Charge	FY 2022	FY 2023	Difference	
Meter Size	Current	Proposed	\$	%
5/8"	\$7.88	\$8.47	\$0.59	7.5%
3/4"	\$8.39	\$9.02	\$0.63	7.5%
1"	\$9.91	\$10.65	\$0.74	7.5%
1 1/4"	\$11.92	\$12.81	\$0.89	7.5%
1 1/2"	\$11.92	\$12.81	\$0.89	7.5%
2"	\$17.41	\$18.72	\$1.31	7.5%
3"	\$57.98	\$62.33	\$4.35	7.5%
4"	\$73.00	\$78.48	\$5.47	7.5%
6"	\$108.07	\$116.18	\$8.11	7.5%



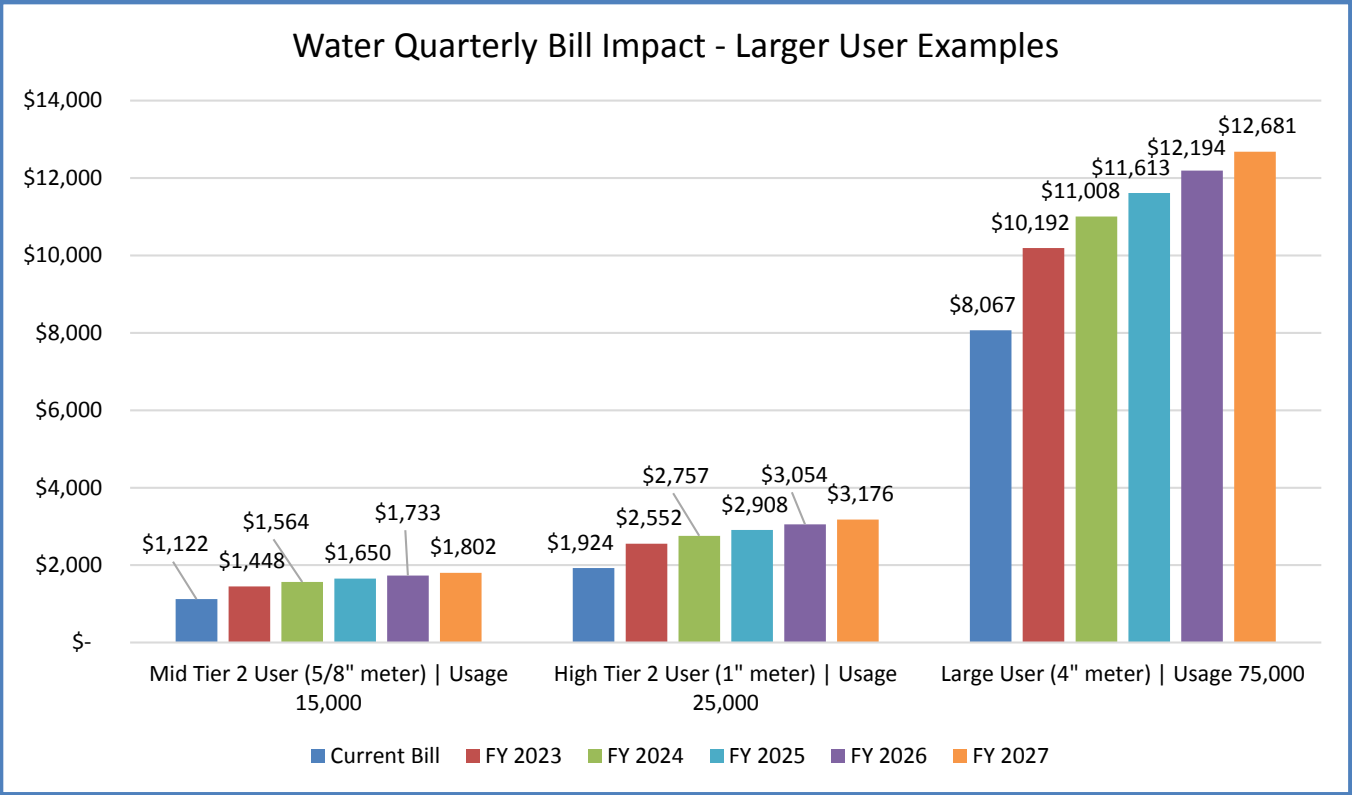
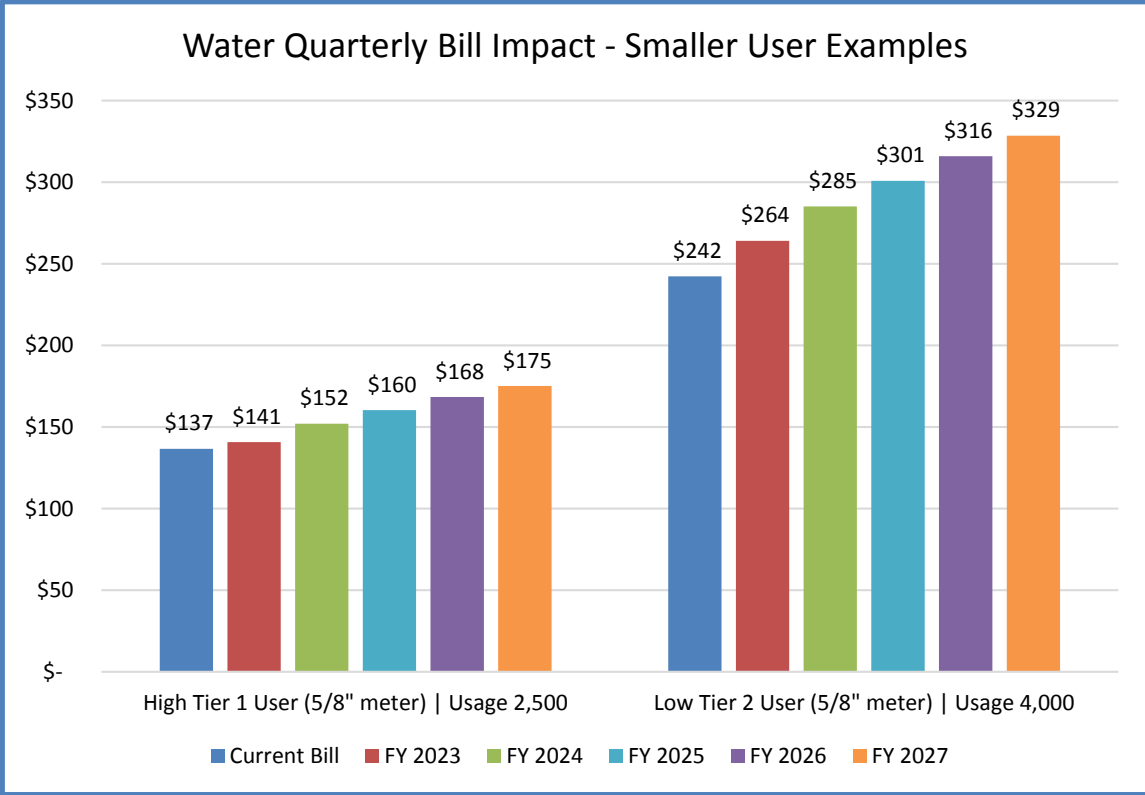
Water Bill Impact

User Impact (per Bill) - Water Bills Only			New Bills				
User Type	Usage	Current Bill	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Low-End User (5/8" meter)	1,000	\$ 59.38	\$ 61.39	\$ 66.30	\$ 69.94	\$ 73.44	\$ 76.38
High Tier 1 User (5/8" meter)	2,500	\$ 136.63	\$ 140.76	\$ 152.02	\$ 160.38	\$ 168.40	\$ 175.14
Low Tier 2 User (5/8" meter)	4,000	\$ 242.38	\$ 264.06	\$ 285.19	\$ 300.87	\$ 315.92	\$ 328.55
Mid Tier 2 User (5/8" meter)	15,000	\$ 1,122.38	\$ 1,448.26	\$ 1,564.12	\$ 1,650.15	\$ 1,732.66	\$ 1,801.96
High Tier 2 User (1" meter)	25,000	\$ 1,924.41	\$ 2,552.44	\$ 2,756.64	\$ 2,908.25	\$ 3,053.67	\$ 3,175.81
Large User (4" meter)	75,000	\$ 8,066.50	\$ 10,192.27	\$ 11,007.65	\$ 11,613.07	\$ 12,193.72	\$ 12,681.47
Large Irrigation User (5/8" mtr)	10,000	\$ 1,269.88	\$ 1,522.87	\$ 1,644.70	\$ 1,735.16	\$ 1,821.92	\$ 1,894.79





Water Bill Impact





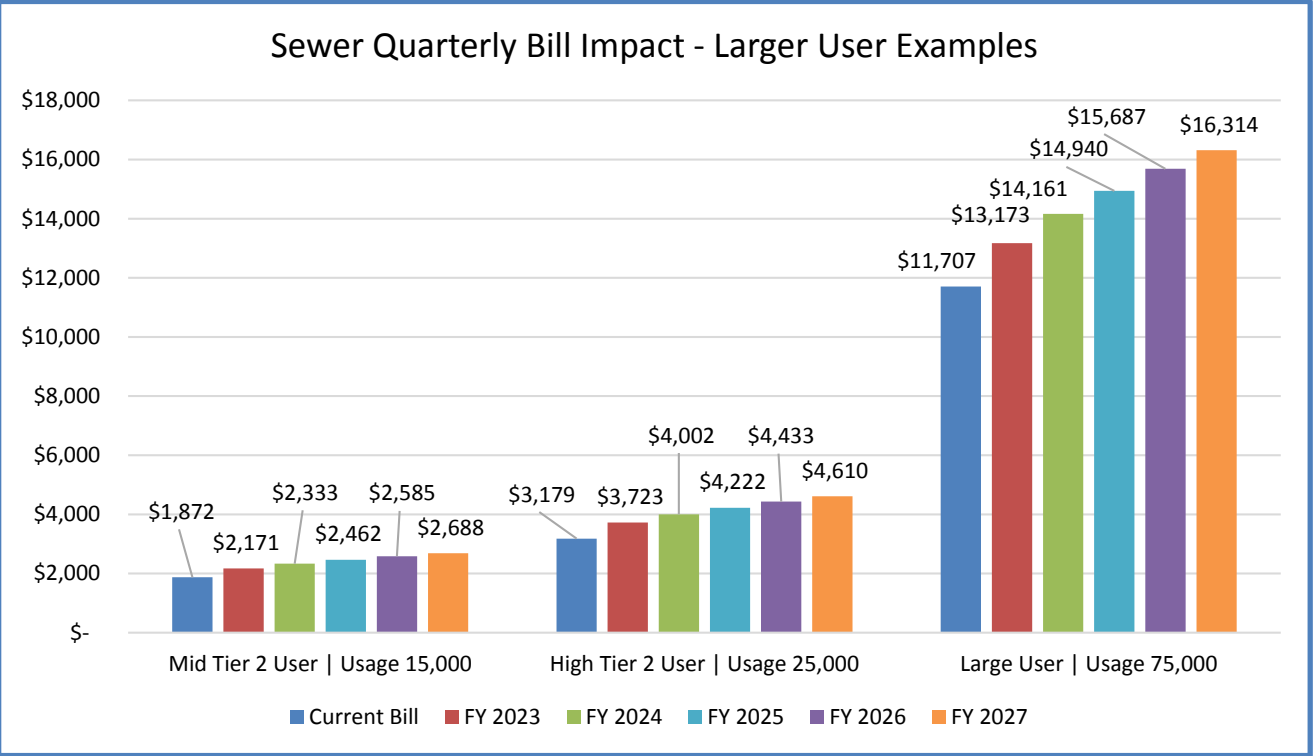
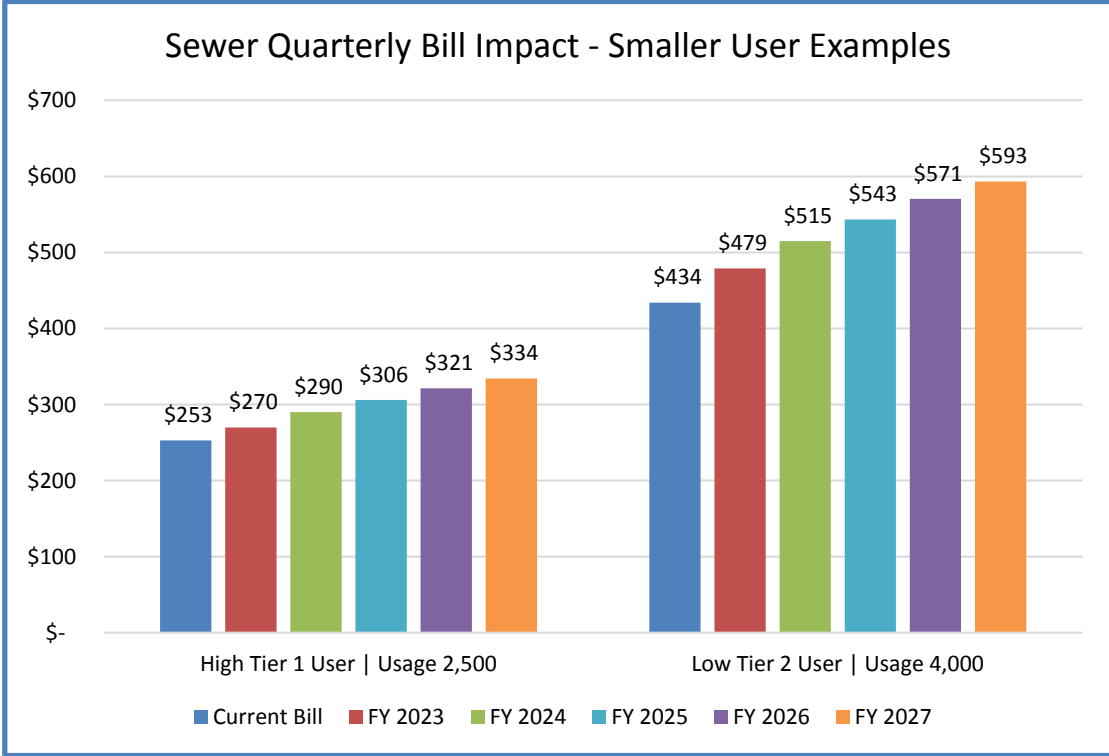
Sewer Bill Impact

User Impact (per Bill) - Sewer Bills Only			New Bills				
User Type	Usage	Current Bill	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Low-End User	1,000	\$ 101.10	\$ 107.92	\$ 116.02	\$ 122.40	\$ 128.52	\$ 133.66
High Tier 1 User	2,500	\$ 252.75	\$ 269.81	\$ 290.05	\$ 306.00	\$ 321.30	\$ 334.15
Low Tier 2 User	4,000	\$ 434.00	\$ 479.09	\$ 515.03	\$ 543.35	\$ 570.52	\$ 593.34
Mid Tier 2 User	15,000	\$ 1,871.70	\$ 2,170.68	\$ 2,333.48	\$ 2,461.82	\$ 2,584.91	\$ 2,688.31
High Tier 2 User	25,000	\$ 3,178.70	\$ 3,722.74	\$ 4,001.95	\$ 4,222.05	\$ 4,433.16	\$ 4,610.48
Large User	75,000	\$ 11,707.20	\$ 13,172.74	\$ 14,160.70	\$ 14,939.54	\$ 15,686.51	\$ 16,313.97





Sewer Bill Impact



American Rescue Plan Act Funded Projects and Expenses Treasury Department Issues Final Rule Governing Use of ARPA Funds

Original: November 15, 2021; Updated March 9, 2022

Regulatory History and Issuance of the Final Rule

The U.S. Treasury Department has released its Final Rule governing the use of State and Local Fiscal Recovery Funds (SLFR Funds), made available to state and local governments through the American Rescue Plan Act (ARPA). Since passage of ARPA in March 2021 and the distribution of the first tranche of ARPA funds in or around May 2021, communities have been planning for and spending ARPA funds under the regulatory guidance provided pursuant to the U.S. Treasury Department's Interim Final Rule, which we explained in detail in our November 15, 2021 eUpdate. On January 6, 2022, the Treasury Department issued its Final Rule governing state and local governments' use of SLFR Funds, the text of which is available [here](#).

While substantially similar to the Interim Final Rule, the Final Rule includes some important changes to the Interim Final Rule that are based upon comments submitted during the notice and comment period for the Interim Final Rule. Here, we have updated our November 15, 2021 eUpdate with a summary of the significant changes incorporated into the Final Rule. The discussion in the original, November 15, 2021 eUpdate of all eligible uses has been retained and follows the overview of the Final Rule immediately below.¹

- I. **Lost Revenue – \$10 Million Standard Allowance:** SLFR Funds may be used for the provision of “government services” in an amount equal to the reduction in the recipient’s lost revenue in fiscal years 2020 to 2023. To determine a community’s lost revenue, Treasury created a somewhat complex formula in the Interim Final Rule that involved comparing actual annual revenue to estimated revenue based on average revenue growth over the past three fiscal years. Treasury received many comments that the calculation was too complex and did not take into account all revenue streams, and responded by incorporating the so-called “standard allowance” into the Final Rule. Final Rule, §35.6(d)(1). **Now, any recipient can elect to take a standard allowance of up to \$10 million, which will be deemed the funding recipients lost revenue for the entire period of performance (March 3, 2021 to December 31, 2024).** This is a one-time election, and once made a recipient cannot elect to calculate and cover actual lost revenue with ARPA funds later. For many smaller communities, this means all of their SLFR Funds may be allocated for the provision of “government services.”

¹ All of the eligible uses contained in the Interim Final Rule, described in Section V, below, remain in the Final Rule. The Final Rule has only clarified or expanded the requirements or scope of existing eligible uses. Therefore, the information contained in Sections I-IV of this eUpdate supplements, but does not replace, the information contained in Section V.

- II. Premium Pay – Presumptive Eligibility for Employees Not Exempt from FLSA Overtime Provisions:** ARPA funds may be used to provide premium pay that “responds to eligible workers performing essential work.” Treasury has defined each of those three elements. All municipal employees are “eligible workers,” and “essential work” is any work performed in-person (i.e. not from home) and that involves regular interaction with the public or the regular handling of items handled by the public. Under the Interim Final Rule, premium pay would presumptively “respond to” such workers if it were provided to low- and moderate-income workers, meaning those whose income is at or below 150% of the mean state or county income (whichever is greater). After receiving comments that this threshold was too restrictive and administratively burdensome, **Treasury expanded the types of employees presumptively eligible for premium pay to include employees not exempt from the overtime provisions of the FLSA. Final Rule, §35.6(c)(2).** It is important to note, however, that this is merely a presumption for purposes of satisfying the “responds to” component of a premium pay program; ARPA recipients may still provide premium pay to higher income workers that are exempt from the FLSA’s overtime provisions if it provides written justification for such pay to Treasury.
- III. Eligible Water and Sewer Infrastructure Investments Expanded:** ARPA funds may be used to make necessary investments in water, sewer, and broadband infrastructure. With respect to water and sewer infrastructure projects, the Interim Final Rule incorporated the requirements of the EPA’s Clean Water State Revolving Fund (CWSRF) and Drinking Water State Revolving Fund (DWSRF) programs. However, Treasury received many comments requesting additional flexibility to use ARPA funds for water and sewer projects local officials deem necessary, and the Final Rule now provides that additional flexibility.
- a. **Sewer Projects:** Under the Final Rule, ARPA funds may be used for sewer projects regardless of their impact on the drinking water supply (a critical component of stormwater project eligibility under the CWSRF), so long as the project otherwise complies with certain provisions of the Federal Water Pollution Control Act. Final Rule, §35.6(e)(1)(ii).
 - b. **Drinking Water Projects:** Treasury has expanded the types of projects that are eligible for those serviced by private wells. While projects connecting homes serviced by private wells to a public water supply system and those addressing installation, repair, and replacement of private septic systems were already eligible under the Interim Final Rule, communities may now use ARPA funds for rehabilitation, testing, and treatment and remediation for private wells. Final Rule, §35.6(e)(1)(vii).
 - c. **Population Growth:** The Final Rule permits ARPA funds to be used for water projects needed to serve anticipated population growth, with certain conditions, Final Rule, §35.6(e)(1)(v), contrary to the DWSRF requirement that projects eligible for that program be designed to serve the existing population (i.e. not be based on anticipated future growth.)
- IV. Public Health and Negative Economic Impact Measures:** Recipients may use ARPA funds for capital expenditures, programs to improve public health services, and to address the negative economic impacts of the COVID-19 pandemic. Under the Interim Final Rule, one negative economic impact that could be addressed with ARPA funds were those resulting in public sector layoffs, and therefore one eligible use of ARPA funds was payroll and associated costs to support the public sector workforce by hiring or rehiring staff to fill

budgeted positions that existed on January 27, 2020. Treasury received comments concerning historic underinvestment in the public sector workforce and the need to hire above previous levels, and now **recipients may use ARPA funds to increase the number of budgeted, full-time employees above the number that existed as of January 27, 2020.** This increase is limited to the difference between full time employees as of January 27, 2020 multiplied by 1.075 and full-time employees as of March 3, 2021. Final Rule, §35.6(b)(3)(ii)(E)(2)(ii). However, recipients must elect to use ARPA funds either to hire and rehire up to past levels, or to increase staffing as noted; recipients cannot use ARPA funds for both purposes.

Finally, Treasury clarified and expanded the types of capital expenditures recipients could make with SLFR Funds to support those impacted by COVID-19. Recipients may use ARPA funds for capital expenditures that serve “impacted” or “disproportionately impacted” households and businesses, and the Final Rule expands the set of households presumed to be “impacted” by the pandemic to include the general public. Final Rule, §35.6(b)(2)(ii). Moreover, the Final Rule includes an expanded list of the types of assistance and relief that may be provided, the list now including programs that make affordable housing, childcare, and early learning services available in “impacted” communities, Final Rule, §35.6(b)(3)(ii)(A)(3)&(5), and funding community development and neighborhood revitalization programs in “disproportionately impacted” communities. Final Rule, §35.6(b)(3)(ii)(A)(11)(iv).

V. Eligible Uses: Below we have provided a list of eligible uses under the IFR. It is important to note this is a summary list, and some items have been combined or summarized for conciseness and ease of reference. When actually relying on a listed eligible use or designing an ARPA-funded program, it is critical the full text of the IFR, and perhaps legal counsel, be consulted. The eligible uses of ARPA funds are:

- **Responding to the COVID-19 public health emergency and its negative economic impacts:**
 - Expenses related to vaccination programs and clinics and COVID-19 testing, monitoring, and contact tracing (e.g. staff, equipment and supplies, facilities, IT, and administrative expenses);
 - COVID-19-related expenses of public hospitals, temporary medical facilities, clinics, congregate care facilities, long-term care facilities, incarceration settings, homeless shelters, and group living facilities;
 - COVID-19- related emergency medical, transportation, and telemedicine expenses;
 - Expenses related to provision and distribution of personal protective equipment, sanitizing products, and supplies and equipment (including ventilation upgrades) to mitigate the risk of spreading COVID-19;
 - Expenses for quarantining and isolating individuals, including providing paid sick and paid family and medical leave to public employees; and
 - Expenses related to the treatment of long-term symptoms, mental health treatment, and behavioral health services related to COVID-19.
- **Payroll and covered benefits for:**
 - Public safety, public health, human services, and similar employees to the extent the employee’s time is spent mitigating or responding to COVID-19; and
 - New employees hired to increase staffing to the level of employees employed as of January 27, 2020.
- **Unemployment Benefits and Support:**
 - Assistance and job training for individuals who are unemployed or underemployed; and

- Contributions to the state unemployment insurance trust fund up to the level required to restore the fund to its balance as of January 27, 2020.
- **Addressing Negative Economic Impacts:**
 - Support to small businesses and nonprofits (e.g. loans, grants, in-kind assistance, technical assistance, and other services) that responds to the negative economic impacts of COVID-19;
 - Assistance to households, including cash assistance programs, that responds to the negative economic impacts of COVID-19; and
 - Aid to impacted industries, such as tourism, travel, hospitality, and other impacted industries, that responds to the negative economic impacts of COVID-19.
- **Improvements to Public Health or Economic Relief Programs:**
 - Administrative costs associated with these services and programs, including data reporting and IT improvements.
- **Infrastructure Investments:**
 - Investments in water, sewer, and broadband infrastructure;
 - Water and sewer projects must be eligible under certain sections of the Federal Water Pollution Control Act or Safe Drinking Water Act; and
 - Broadband infrastructure must be designed to reliably provide a certain level of service (e.g. 100 Mbps upload/download speed).
- **Miscellaneous:**
 - Providing premium pay to essential workers or grants to certain employers that provide premium pay to essential workers, with priority of premium pay provided to low- and moderate-income workers;
 - Survivor's benefits for family members of those who have died of COVID-19; and
 - Programs, social services, educational improvements, or other assistance to disproportionality impacted populations, meaning those in "Qualified Census Tracts."²

VI. Recoupment: Misuse of ARPA funds could subject the funding recipient to recoupment. The Treasury Department will be monitoring use of ARPA funds and enforcing the Act's and the IFR's requirements with respect to the use of ARPA funds through 2026. While the precise level of oversight and standards by which Treasury enforces these requirements is currently unknown, Treasury has outlined in the IFR the process by which it will seek to recoup improperly spent ARPA funds. Therefore, we strongly recommend strict compliance with the eligible uses outlined in the IFR.

In general, any ARPA funds used in violation of the Act or the IFR will be subject to recoupment **prior to December 31, 2026**. Recoupment may occur if Treasury finds or is notified, by any person, that an ARPA funding recipient has used CSLFR Funds in violation of the eligible use and lost revenue provisions of the IFR. The primary means by which Treasury will identify misuses of ARPA funds is through reporting provided by

² "Any census tract which is designated by the Secretary of Housing and Urban Development and, for the most recent year for which census data are available on household income in such tract, either in which 50 percent or more of the households have an income which is less than 60 percent of the area median gross income for such year or which has a poverty rate of at least 25 percent." 26 U.S.C. 42(d)(5)(B)(ii)(I).

recipients. Recipients will be required to report ARPA funding expenditures quarterly, however, Treasury will also consider information from other sources, including members of the public.

Where Treasury identifies a misuse of ARPA funds, it will send the recipient a Notice of Violation. The Notice of Violation will identify and explain the amount of ARPA funding it has deemed misused and subject to recoupment. A recipient issued a Notice of Violation may request reconsideration of any amounts identified in the Notice of Violation. The recipient may provide additional information concerning the use of ARPA funds or its calculation of its tax revenue, and Treasury thereafter will consider whether the Notice of Violation was properly issued and the amount appropriate for recoupment, if any. A request for reconsideration must be submitted with **60 calendar days of the Notice of Violation**, and Treasury will respond with a decision to affirm, withdraw, or modify the Notice of Violation within **60 calendar days of receipt of the request for reconsideration**. Finally, payment of amounts subject to recoupment must be made within 120 calendar days of the initial Notice of Violation, if no request for reconsideration is made, or 120 calendar days of the final Notice of Violation if reconsideration is requested.

This eUpdate is designed to provide a broad overview of the ARPA funding process and eligible uses, but should not be relied on exclusively to make ARPA funding decisions. As noted above, even if a use is generally eligible, the manner in which the expenditure is made must still comply with all of the terms and conditions of ARPA funding, and must be properly reported to Treasury. If you have any questions concerning whether a particular use is eligible or have been issued a Notice of Violation, please do not hesitate to contact your KP Law contact at (617) 556-0007.

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Update on Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) Funded by ARPA

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Learning Objectives

- Identify how to apply the most recent Treasury guidance
- Describe and implement common practices in CSLFRF grant management
- Identify compliance issues and common pitfalls



Meeting Agenda

- Introduction
- Final Rule Released!
- Eligible Expenditures:
 - Public Sector Revenue Loss
 - Responding to Negative Economic Impacts
 - Public Health
 - Premium Pay for Essential Workers
 - Water, Sewer & Broadband Infrastructure
- Capital expenditures
- Q&A





Final Rule Released January 6, 2022

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Introduction

- On March 11, 2021, ARPA was signed into law and provided \$350 billion of funding to states, territories, tribal and local governments to respond to the COVID-19 public health emergency and its economic impacts.
- Interim Final Rule outlined revenue loss calculation and allowable costs under the various categories
 - [Interim Final Rule \(treasury.gov\)](https://www.treasury.gov)
- Final Rule issued on January 6, 2022
 - Clarified prior guidance and enumerated additional allowable expenditures
 - [SLFRF-Final-Rule.pdf \(treasury.gov\)](https://www.treasury.gov)



Introduction - continued

- Treasury provided a summary of the major changes under the Final Rule
 - [Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule \(treasury.gov\)](#)
- Compliance and reporting guidance & user guide
 - [SLFRF-Compliance-and-Reporting-Guidance \(treasury.gov\)](#)
 - [Project and Expenditure Report User Guide - State and Local Fiscal Recovery Funds \(treasury.gov\)](#)





Public Sector Revenue Loss

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Revenue Loss – Use of funds

- MAJOR Revenue Loss change: The Final Rule allows recipients to elect a standard allowance of \$10 million revenue loss instead of using the calculation.
 - Allowance covers entire period of performance
 - Allowance is not dependent on the “size” of the entitlement.
- The Interim Final Rule gave recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue.
- These expenditures do *not* have to qualify under one of the other ARPA categories, but do have the same time frame for when the costs must be obligated or expended
- More resource: <https://www.claconnect.com/events/2022/demystifying-revenue-loss-and-arpa-funds>



Spending on Government Services

- ✓ Construction of schools and hospitals
- ✓ Road building and maintenance, and other infrastructure
- ✓ Health services
- ✓ General government administration, staff, and administrative facilities
- ✓ Environmental remediation
- ✓ Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)

Government services generally include any service traditionally provided by a government, unless Treasury has stated otherwise.



Restriction on Uses

(A) statutory restrictions under the ARPA

- 1) offsetting a reduction in net tax revenue
- 2) deposits into pension funds

(B) other restrictions on use

- 1) debt service and replenishing reserves
- 2) settlements and judgments
- 3) general restrictions.



Restriction on Uses – Statutory Restrictions

May not “use the funds ... to either directly or indirectly offset a reduction in ... net tax revenue ... resulting from a change in law, regulation, or administrative interpretation during the covered period that reduces any tax ... or delays the imposition of any tax or tax increase.”

- Step by step processes for assessing potential “offset” of revenue

Prohibit all recipients, except Tribal governments, from using funds for deposit into any pension fund.

- Does not address OPEB



Restriction on Uses - Other

Debt service and replenishing financial reserves

- This is not considered a government service to constituents

Settlements or judgments

- If a settlement or judgment requires a government to provide governmental services that be allowable, then those services are allowable under Revenue Loss rules

Other

- Terms and Conditions
- Violations of Conflict of Interest (TC and OMB)
- Other Federal, State and Local rules and regulations





Responding to Negative Economic Impacts

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Negative Economic Impacts Final Rule Overview

Assistance to Households (pages 72-141 of FR):

- Impacted Households definition (pages 29-46)
 - Low or moderate income households or communities (at or below 300% the Federal Poverty Guidelines, FPG, or 65% of area median income, AMI, for the county and size of household based on most recently published data)
 - Households experiencing unemployment or increased food or housing insecurity
 - Households that qualify for CHIP, the CCDF program, or Medicaid
 - For Affordable Housing initiatives: qualify under the National Housing Trust Fund and HOME program
 - For services to address lost instructional time for K-12: any student that lost in person instruction for a significant period of time
- Disproportionately Impacted Households definition (pages 29-46)
 - Low income households or communities (at or below 185% of FPG or 50% of AMI)
 - Households residing in Qualified Census Tracts (<https://www.huduser.gov/portal/datasets/qct.html>)
 - Households that qualify for TANF, SNAP, NSLP/SBP programs, Medicare Part D Low-Income Subsidies, SSI, Head Start and/or Early HS, WIC, Section 8, LIHEAP, and Pell Grants
 - Households in U.S. territories or receiving services from Tribal governments



Household Assistance Example Projects

Impacted Households/Communities

- Food assistance and food banks
- Emergency housing assistance
- Health insurance coverage expansion
- Re-employment and job training
- Financial services for unbanked/underbanked
- Burials, home repair and weatherization
- Programs/equipment for internet access and digital literacy
- Cash assistance
- Paid sick/medical/family leave programs
- Childcare and early learning services
- Assistance for K-12 learning loss
- Affordable housing and permanent supporting housing

Disproportionately Impacted Households/Communities

- Pay for community health workers to help with health and social service access
- Primary care clinics, hospitals, investments in medical equipment/facilities to address health disparities
- Housing vouchers and assistance
- Investments in neighborhoods to promote improved health outcomes
- Improvements to vacant and abandoned property
- Educational disparities assistance
- Schools and other educational equipment/facilities



Assistance to Small Businesses (pages 142-153 of FR):

Definition: no more than 500 employees and are a small business concern as defined in section 3 of the Small Business Act (independently owned and operated and not dominant in field of operation)



Types of Small Businesses

Impacted Small Businesses

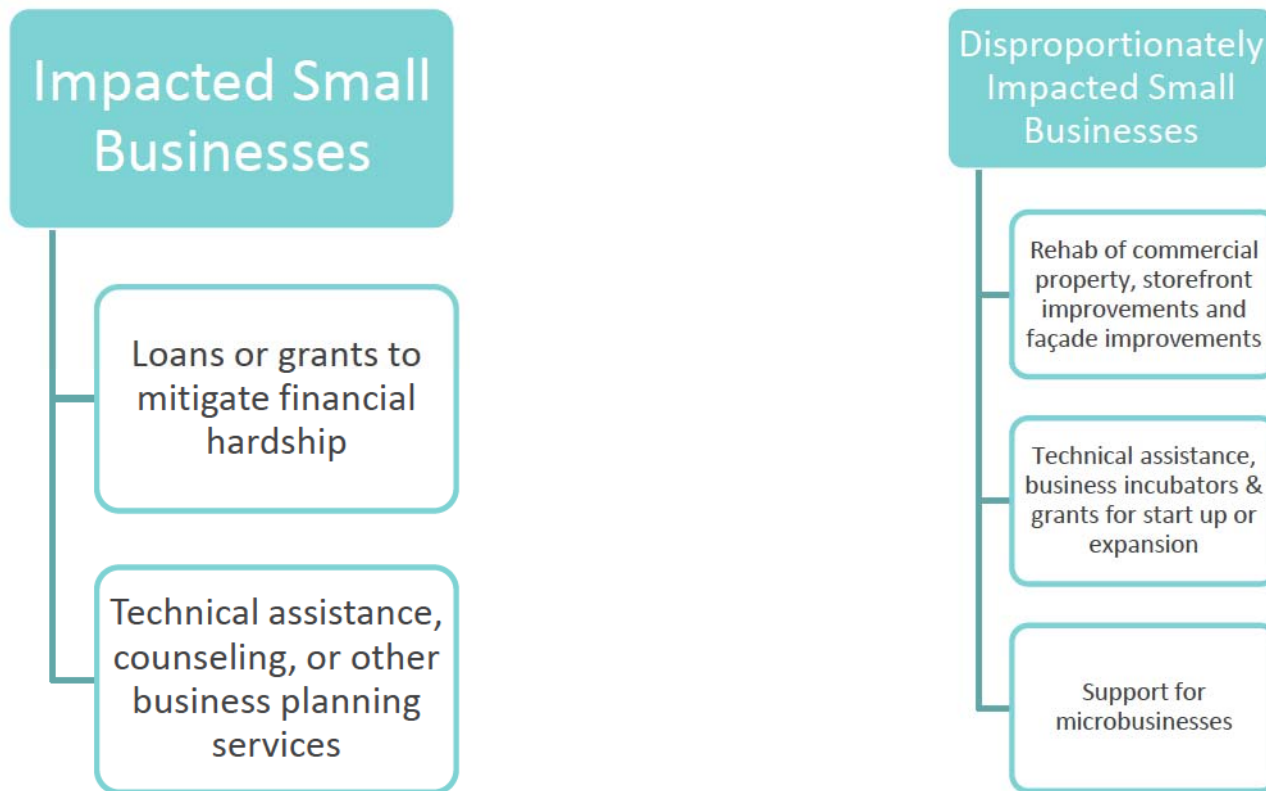
- Decreased revenue or gross receipts
- Financial insecurity
- Increased costs
- Capacity to weather financial hardship
- Challenges in covering operating costs

Disproportionately Impacted Small Businesses

- Operating in QCTs
- Operated by Tribal governments or on Tribal lands
- Operated in U.S. territories



Small Business Assistance Example Projects



Assistance to Nonprofits (pages 153-161 of FR):

Impacted Nonprofits

- Decreased revenue
- Financial insecurity
- Increased costs
- Capacity to weather financial hardship
- Challenges covering operating costs

Disproportionately Impacted Nonprofits

- Nonprofits in QCTs
- Nonprofits operated by Tribal governments or on Tribal lands
- Nonprofits operated in U.S. territories



Example Aid to Nonprofits

Loans or grants to
mitigate financial
hardship

Technical or in-
kind assistance to
mitigate negative
economic impacts
of pandemic



Aid to Impacted Industries (pages 161-172 of FR):

1. Designate an impacted industry

- Travel, tourism or hospitality sector
- OR: at least 8% employment loss from pre-pandemic levels or industry experienced comparable or worse economic impacts as the national travel/tourism/hospitality sectors

2. Provide eligible aid to impacted industry

- Aid to mitigate financial hardship
- Technical assistance, counseling or business planning services
- COVID-19 mitigation and infection prevention measures



Public Sector Rehiring and Employment Uses (pages 172-190 of FR)

Public Safety, Public Health and Human Services Staff

- Identify eligible employees
- Determine time spent on COVID-19 response and use funds for payroll and covered benefits for eligible COVID-19 time

Government employment and rehiring public sector staff

- Pre-pandemic employment
- Supporting and retaining government workers (including worker retention incentives)
- Cover admin costs for administering hiring, support and retention programs

Effective service delivery

- Program evaluation, data and outreach and administrative needs





Public Health

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Public Health Final Rule Overview

- COVID-19 mitigation and prevention
- Medical Expenses
- Behavioral health care, such as mental health treatment, substance use treatment, and other behavioral health services
- Preventing and responding to violence



COVID-19 mitigation and prevention - Enumerated eligible uses include:

- Vaccination programs, including vaccine incentives and vaccine sites
- Testing programs, equipment and sites
- Monitoring, contact tracing & public health surveillance (e.g., monitoring for variants)
- Public communication efforts
- Public health data systems
- COVID-19 prevention and treatment equipment, such as ventilators and ambulances
- Medical and PPE/protective supplies
- Support for isolation or quarantine
- Ventilation system installation and improvement
- Technical assistance on mitigation of COVID-19 threats to public health and safety
- Transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations
- Support for prevention, mitigation, or other services in congregate living facilities, public facilities, and schools
 - Including improvements to public building
- Support for prevention and mitigation strategies in small businesses, nonprofits, and impacted industries
- Medical facilities generally dedicated to COVID-19 treatment and mitigation (e.g., ICUs, emergency rooms)
- Temporary medical facilities and other measures to increase COVID-19 treatment capacity
- Emergency operations centers & emergency response equipment (e.g., emergency response radio systems)
- Public telemedicine capabilities for COVID-19 related treatment



Medical Expenses - Enumerated eligible uses include:

- Unreimbursed expenses for medical care for COVID-19 testing or treatment, such as uncompensated care costs for medical providers or out-of-pocket costs for individuals
- Paid family and medical leave for public employees to enable compliance with COVID-19 public health precautions
- Emergency medical response expenses
- Treatment of long-term symptoms or effects of COVID-19



Behavioral health care

Treasury recognized that the pandemic broadly impacted Americans' behavioral health and allowed that recipients can provide these services to the general public to respond. Enumerated eligible uses include:

- Prevention, outpatient treatment, inpatient treatment, crisis care, diversion programs, outreach to individuals not yet engaged in treatment, harm reduction & long-term recovery support
- Enhanced behavioral health services in schools
- Services for pregnant women or infants born with neonatal abstinence syndrome
- Support for equitable access to reduce disparities in access to high-quality treatment
- Peer support groups, costs for residence in supportive housing or recovery housing, and the 988 National Suicide Prevention Lifeline or other hotline services
- Expansion of access to evidence-based services for opioid use disorder prevention, treatment, harm reduction, and recovery
- Behavioral health facilities & equipment



Preventing and responding to violence

Due to the increased violence in some communities, Treasury has allowed recipients to respond to these communities through:

Referrals to trauma recovery services for victims of crime

Community violence intervention programs, including:

- Evidence-based practices like focused deterrence, with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance

In communities experiencing increased gun violence due to the pandemic:

- Law enforcement officers focused on advancing community policing
- Enforcement efforts to reduce gun violence, including prosecution
- Technology & equipment to support law enforcement response





Premium Pay for Essential Workers

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Premium Pay Overview

- ARPA funds may be used to provide premium pay to eligible workers (see subsequent slides) performing essential work during the pandemic. Premium pay may be awarded to eligible workers up to \$13 per hour. Premium pay must be in addition to wages or compensation the eligible worker otherwise receives.
 - Premium pay may not exceed \$25,000 for any single worker during the program.
- Premium pay may be awarded in installments or lump sums and may be awarded to hourly, part-time, or salaried or non-hourly workers.
- Premium pay may be paid retrospectively.
- ARPA funds cannot be used to reimburse itself for premium pay or hazard pay already received by the workers
- Premium pay may not be paid to volunteers.



Steps to Provide Premium Pay

1. Identify an “eligible worker”. Eligible workers “needed to maintain continuity of operations of essential critical infrastructure sectors.” Examples to follow.
2. Verify that the eligible worker performs “essential work”, meaning:
 - i. Is not performed while teleworking from a residence; and
 - ii. Involves either regular, in-person interactions with the public/coworkers or regular physical handling of items handled by the public/coworkers.



Steps to Provide Premium Pay

3. Confirm that the premium pay “responds to” workers performing essential work during the COVID-19 public health emergency. You can do this via one of three ways:
 - i. Eligible worker receiving premium pay is earning (with the premium included) at or below 150% of their residing state or county’s average annual wage for all occupations, as defined by the Bureau of Labor Statistics, which is higher, on an annual basis; or
 - ii. Eligible worker receiving premium pay is not exempt from the Fair Labor Standards Act overtime provisions; or
 - iii. If a worker does not meet either of the above requirements, the recipient must submit written justification to Treasury detailing how the premium pay is otherwise responsive to workers performing essential work during the public health emergency.



Premium Pay Eligible Workers

- The sectors and occupations to the right are deemed eligible.
 - Beyond this list, a government may designate additional non-public sectors as critical, so long as doing so is necessary to protecting the health and wellbeing of the residents.
- ✓ Health care
 - ✓ Emergency response
 - ✓ Sanitation, disinfection & cleaning
 - ✓ Maintenance
 - ✓ Grocery stores, restaurants, food production, and food delivery
 - ✓ Pharmacy
 - ✓ Biomedical research
 - ✓ Behavioral health
 - ✓ Medical testing and diagnostics
 - ✓ Home and community-based health care or assistance with activities of daily living
 - ✓ Family or child care
 - ✓ Social services
 - ✓ Public health
 - ✓ Mortuary
 - ✓ Critical clinical research, development, and testing necessary for COVID-19 response
 - ✓ State, local, or Tribal government workforce
 - ✓ Workers providing vital services to Tribes
 - ✓ Educational, school nutrition, and other work required to operate a school facility
 - ✓ Laundry
 - ✓ Elections
 - ✓ Solid waste or hazardous materials management, response, and cleanup
 - ✓ Work requiring physical interaction with patients
 - ✓ Dental care
 - ✓ Transportation and warehousing
 - ✓ Hotel and commercial lodging facilities that are used for COVID-19 mitigation and containment





Water, Sewer and Broadband Infrastructure

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Water and Sewer Infrastructure

Clean Water State Revolving Fund Projects

- Construction of publicly owned treatment works
- Projects pursuant to implementation of a nonpoint source pollution management program established under the Clean Water Act (CWA)
- Decentralized wastewater treatment systems that treat municipal wastewater or domestic sewage
- Management and treatment of stormwater or subsurface drainage water
- Water conservation, efficiency, or reuse measures
- Development and implementation of a conservation and management plan under the CWA
- Watershed projects meeting the criteria set forth in the CWA
- Energy consumption reduction for publicly owned treatment works
- Reuse or recycling of wastewater, stormwater, or subsurface drainage water
- Security of publicly owned treatment works



Water and Sewer Infrastructure

Drinking Water State Revolving Fund Projects

- Facilities to improve drinking water quality
- Transmission and distribution, including improvements of water pressure or prevention of contamination in infrastructure and lead service line replacements
- New sources to replace contaminated drinking water or increase drought resilience, including aquifer storage and recovery system for water storage
- Green infrastructure, including green roofs, rainwater harvesting collection, permeable pavement
- Storage of drinking water, such as to prevent contaminants or equalize water demands
- Purchase of water systems and interconnection of systems
- New community water systems



Water and Sewer Infrastructure

Other “Necessary” projects

- Culvert repair, resizing, and removal, replacement of storm sewers, and additional types of stormwater infrastructure
- Infrastructure to improve access to safe drinking water for individual served by residential wells, including testing initiatives, and treatment/remediation strategies that address contamination
- Dam and reservoir rehabilitation if primary purpose of dam or reservoir is for drinking water supply and project is necessary for provision of drinking water
- Broad set of lead remediation projects eligible under EPA grant programs authorized by the Water Infrastructure Improvements for the Nation (WIIN) Act, such as lead testing, installation of corrosion control treatment, lead service line replacement, as well as water quality testing, compliance monitoring, and remediation activities, including replacement of internal plumbing and faucets and fixtures in schools and childcare facilities



Water and Sewer Infrastructure

- Definition of “Necessary”
 - responsive to an identified need to achieve or maintain an adequate minimum level of service, which may include a reasonable projection of increased need, whether due to population growth or otherwise,
 - a cost-effective means for meeting that need, taking into account available alternatives, and
 - for investments in infrastructure that supply drinking water in order to meet projected population growth, projected to be sustainable over its estimated useful life



Broadband Infrastructure

- Requirements
 - Eligible area
 - Encouraged to prioritize locations without access to 100/20 Mbps
 - Lack of access to reliable high-speed broadband connection
 - Lack of affordable broadband
 - Lack of reliable service



Broadband Infrastructure

- Requirements
 - Meet high-speed technical standards
 - 100 Mbps download and upload speeds unless not practicable
 - 100/20 Mbps minimum scalable to 100 MBps download and uploads speeds
 - Low-income subsidy program
 - Requires the service provider to either
 - Participate in the FCC's Affordable Connectivity Programs (ACP)
 - Provide access to a low income program commensurate to ACP



Broadband Infrastructure

- Cybersecurity
 - Eligible use for cybersecurity for existing and new broadband infrastructure
 - Includes modernization of hardware and software





Capital Expenditures

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Overview

- Excluding water, sewer and broadband infrastructure, capital expenditures can be incurred under the following eligible use categories
 - Public health and negative economic impact
 - Revenue loss (government services)



Public Health and Negative Economic Impact

Capital Expenditure Requirements

- Except for Tribal Governments, must comply with **capital expenditure requirements**, in addition to other standards for uses of funds
- Must be related and reasonably proportional to the pandemic impact identified and reasonably designed to benefit impacted population or class
- Final Rule identifies enumerated types of capital expenditures that respond to pandemic
- Recipients may also identify other responsive capital expenditures

If a project has total capital expenditures of	and the use is enumerated by Treasury as eligible, then	and the use is beyond those enumerated by Treasury as eligible, then
Less than \$1 million	No Written Justification required	No Written Justification required
Greater than or equal to \$1 million, but less than \$10 million	Written Justification required but recipients are not required to submit as part of regular reporting to Treasury	Written Justification required and recipients must submit as part of regular reporting to Treasury
\$10 million or more	Written Justification required and recipients must submit as part of regular reporting to Treasury	



Written Justification



Description of harm or need to be addressed and why this was exacerbated or caused by the pandemic

May provide quantitative information



Explanation of why a capital expenditure is appropriate

Should include explanation why existing facilities, equipment, policy changes or additional funding to programs or services would be inadequate



Comparison of proposed capital project against **at least** 2 alternative capital expenditures and demonstrate why the proposed capital expenditure is superior



Ineligible Use Presumptions

Construction of new correctional facilities as a response to increase in crime

Construction of new congregate facilities to decrease spread of COVID-19 in the facility

Construction of convention centers, stadiums, or other large capital projects intended for general economic development or to aid impacted industries



Treasury Encourages

Adherence to strong labor standards

- Project labor agreements and community benefit agreements that offer at or above prevailing wage and include local hires

Prioritization of procurements with employers with high labor standards

- Prioritize employers without recent violations of federal and state labor and employment laws



Framework for “Non-Enumerated” Uses

Step	1. Identify COVID-19 public health or economic impact	2. Design a response that addresses or responds to the impact
Analysis	• Can identify impact to a specific household, business or nonprofit or to a class of households, businesses or nonprofits (i.e., group) • Can also identify disproportionate impacts, or more severe impacts, to a specific beneficiary or to a class	• Types of responses can include a program, service, or capital expenditure • Response should be related and reasonably proportional to the harm • Response should also be reasonably designed to benefit impacted individual or class



Reasonably Proportional

- Scale of response vs. scale of harm
- Targeting of response to beneficiaries to the amount of harm experienced
 - For example, small aid to a group that experienced severe harm and large aid to a group that experienced little harm
- Considerations include size



Revenue Loss (Government Services)

- Government services include, but are not limited to:
 - Maintenance or **pay-go** funded building of infrastructure, including roads;
 - Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure;
 - Health services;
 - Environmental remediation;
 - School or educational services;
 - And the provision of police, fire, and other public safety services
- Pay-go infrastructure funding is the practice of funding capital projects with cash-on-hand from taxes, fees, grants, and other sources, rather than with borrowed sums



Revenue Loss (Government Services)

- Treasury's overview of the final rule included additional government services (which are not exhaustive):
 - Construction of schools and hospitals
 - Road building and maintenance, and other infrastructure
 - General government administration, staff, and administrative facilities
 - Provision of public safety services includes purchase of fire trucks and police vehicles





Questions and Answers

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Closing & Resources

- CLA Resources:
 - [Governments: Review This Checklist Before Spending COVID-19 Relief Funds : 2021 : Articles : Resources : CLA \(CliftonLarsonAllen\) \(claconnect.com\)](#)
 - [Demystifying Revenue Loss and ARPA Funds : 2022 : Events : CLA \(CliftonLarsonAllen\) \(claconnect.com\)](#)
 - [Managing Your ARPA Funds : 2021 : Events : CLA \(CliftonLarsonAllen\) \(claconnect.com\)](#)
 - [ARPA Basics for Governments and Potential Impact on Communities : 2021 : Events : CLA \(CliftonLarsonAllen\) \(claconnect.com\)](#)
 - [Overcoming Workforce Challenges : 2022 : Events : CLA \(CliftonLarsonAllen\) \(claconnect.com\)](#)
- ARPA Treasury:
 - [Coronavirus State and Local Fiscal Recovery Funds | U.S. Department of the Treasury](#)
 - [WEBINAR: State & Local Fiscal Recovery Funds: An Introduction to the Final Rule - YouTube](#)
- Revenue Loss Calculation classification:
 - [U.S. Bureau of the Census - Government Finance and Employment](#)
- ARPA FAQs:
 - [American Rescue Plan Act: Coronavirus State & Local Fiscal Recovery Fund FAQs \(naco.org\)](#)



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Watertown City Council
149 Main Street, Watertown, MA 02472
Committee on Personnel & City Organization
Meeting Minutes of Monday, March 14, 2022

The purpose of the meeting was to discuss the development of the job description for a City Council Analyst to be hired in accordance with Watertown's revised city charter.

Present were Councilors Caroline Bays, Chair, John Gannon, Vice-Chair, and Nicole Gardner, Secretary, Councilor Tony Palomba, Councilor Vincent Piccirilli, City Council President Sideris, and resident Jacky Van Leeuwen

Chair Bays called the meeting to order at 6:37 pm.

Chair Bays began by handing out two documents. The first was a compilation of the suggestions received from the City Councilors on what the responsibilities of the role should be, the skills that the new hire should have, and the parameters of the role. (Attached) On that document, areas for discussion where there was no natural consensus among the councilors are highlighted in red. The second document is a comparable job description from the City of Bellingham, Washington, sent in by Councilor Gardner as a source of ideas.

There was broad consensus among the PCO Committee members and other councilors present on the appropriate responsibilities for the role, as reflected in the suggestions submitted to the PCO. They are:

- **Research and analysis.** The analyst will conduct primary and secondary research in support of Council Committees or the Council in its entirety, for the purpose of developing ordinances or policies for Watertown, including research on rules & ordinances used by other municipalities, municipal public policy, regulations, best practices, and emerging practices. Once the analyst has analyzed their findings, they will document and/or present their findings and implications to the relevant Committee or the Council. It was agreed that research tasks can be requested by a committee chair, but assignments will go through the council president or designee. If an individual councilor wants research support, however, then the request must be brought to the full council to be approved in order for the work to be assigned.
- **Drafting legislation.** The analyst will prepare draft language for ordinances and resolutions, under the direction of an appropriate committee chair as designated by the Council President.

- **Communicating with the Council.** The analyst will attend Council and Committee meetings as directed and will be responsible for keeping committee chairs up to date on projects they are working on.
- **Communicating with others.** The analyst will be expected to develop collegial working relationships with City Administration employees and Watertown Boards, Committees & Commissions. They will be expected to develop relationships with relevant professional organizations such as MAPC and MMA, and with peer staff in other municipalities. They will not communicate with constituents or get involved with local advocacy groups.
- **Budget.** The analyst should support the BFO by researching, reviewing, and assisting in the drafting the Capital Improvement Program recommendations, and in compiling, researching, and assisting in drafting the Budget Policy Guideline recommendations.
- **Explicitly excluded from the role:** constituent services, work for individual councilors, administrative tasks that are the responsibility of the Council Clerk, and tasks that are the responsibility of the City Administration

There was broad consensus on the skills and experience required for the position, which are:

- Experience in primary and secondary research, data analysis and interpretation, and data visualization
- Strong verbal and written communication skills, including crafting compelling and data driven narratives
- Good working knowledge of standard computer programs and productivity tools used in business, i.e. word processing, spreadsheets, slide writing, cloud-based file management
- Strong organizational skills and self-management skills; a high degree of initiative
- Capable of developing Collaborative and Collegial working relationships across all diverse stakeholders

There was broad consensus on the experience desired for the position, which is:

- A Bachelor's degree
- A minimum of 2 years of relevant experience, such as working on legislation, policy and programs at a municipal, state or federal level, familiarity with municipal budgeting processes, or familiarity with municipal, state or federal law
- A Master's degree a plus

After some discussion, the Committee agreed the job parameters would be as follows:

- The title (pending benchmarking) will be Municipal Policy Analyst
- Full-time position preferred, but with flexible hours to ensure the analyst can attend committee or council meetings as needed
- Confidential non-union position, salaried and exempt, with a full benefits package
- Reporting to the City Council President or designee; may report to other councilors in their capacity as Committee Chairs, when instructed to do so by the Council President
- Report daily to the City Hall; not a remote or hybrid position
- Salary to be determined based on benchmarking similar positions and/or getting advice from relevant organizations such as MMA, and commensurate with experience.
- Salary to be set by ordinance
- The analyst will have a six-month probationary period followed by a review, and assuming a full-time appointment, will then receive annual reviews

The Committee affirmed that we are an Equal Opportunity / Affirmative Action employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

Next, the Committee reviewed a job description for a similar role from the City of Bellingham, Washington, and discussed the additional job duties noted there which were not on our list. Coming out of this review the Committee agreed that no additional duties should be added.

Next steps will be to draft a job description, and benchmark job titles and compensation.

At 8:26 p.m. the Committee voted unanimously to adjourn.

Respectfully submitted by Nicole Gardner, Secretary

Combined feedback on Analyst Position

Job Responsibilities - What work do you envision this person doing? What would the responsibilities and tasks of this job be on a day-to-day basis? What type of major work streams or projects do you envision being assigned to the analyst?

Research

Research topics that the members of the Council or members of a Committee are discussing or that individual councilors would like to address. This could be researching what other cities and towns in the nation are doing around electrification of city vehicles and contracted vehicles. Or it could be as simple as how many other cities and towns have a triple AAA rating. - *Palomba*

I would envision this person being able to research both general laws and city ordinances. - *Izzo*

Researching both general and municipal law. - *Airaisian*

I also would like to see the analyst be able to research surrounding communities rules and ordinances. For instance with the proposed snow shoveling ordinance, it would be helpful to have the analyst be able to explain Newton, Belmont and Waltham etc. to the Council. - *Izzo*

Look into other cities and towns' rules and ordinances. - *Airaisian*

Being able to retrieve feedback from other cities and towns on applicable rules and ordinances and relay that information to the proper Councilor or person who assigned the task. - *Airaisian*

Undertake policy-oriented research projects as assigned, with periodic updates and with draft reports (as noted in Charter), *Feltner*

Gather resources for council committees on the subjects they are working on. Examples are researching what other cities and towns are doing to address diversity and equity issues, climate change, and compensation for city councilors. - *Sideris*

Undertake research projects as assigned, periodically updating supervisors of progress on research projects, and produce draft reports. - *Gannon*

I would prefer to have this position as a resource where we can ask questions and get thorough research on proposed rules and ordinances. - *Izzo*

If I had a question about a proposed policy I would picture myself starting out by asking the analyst to do some preliminary research and continuing to further research as we move along on a project. - *Izzo*

Co-create and manage public policy initiatives; - *Gannon*

Drafting legislation

Gather existing legislation from cities and towns, nationally and locally, and draft a series of ordinances or resolutions that might be used in Watertown. *Palomba*

Drafting of legislation: various Committees have met over the past few years to tackle large issues which could be brought to fruition more easily, and more quickly, with an Analyst who could perform research, compile benchmarking analyses, and assist in drafting recommendations for Committees to review. - *Piccirilli*

Present information and communication with the council -

The Analyst should provide consistency and professionalism in the work output of the Council, by providing a framework for collecting, organizing, and presenting information to the Council and its Committees, so they can more effectively perform their legislative and oversight duties. - *Piccirilli*

When requested, speak at CC meetings and Committee meetings. *Palomba*

The analyst should keep us up to date on budget and other issues, and send regular communications to councilors on the projects they are working on. - *Gannon*

They would also help provide clear scope of work for proposed project/s, *Feltner*

The Analyst should attend Council and Committee meetings as needed so there will need to be flex hours. - *Piccirilli*

Reports of their findings should go to the council. - *Sideris*

Communication/Communicating with constituents and town allies/employees

Help in identifying and communicating with constituency groups, and build relationships with other allied organizations -. *Feltner*

Budget

Budget & Fiscal Oversight Committee – Capital Improvement Program research, review, and assistance in drafting recommendations. As Chair I personally spend about 40-50 hours each year in preparing this for the Committee. - - *Piccirilli*

Budget & Fiscal Oversight Committee – Budget Policy Guidelines – compilation, research, and assistance in drafting recommendations. As Chair I personally spend about 30-40 hours each year in preparing this for the Committee. - *Piccirilli*

Original conception to help with how we budget our resources - Sideris

Miscellaneous

Responsible for becoming familiar with how Watertown government operates, how departments are organized and the specific responsibilities of each department. *Palomba*

Provides advice and instruction regarding the Town's operations to interested parties, including without limitation municipal officials, legislators, and state and federal agencies. - *Gannon*

Qualifications - What relevant experience (i.e. education, work history and other qualifications) would be required for the position?

Verbal/written/communication skills

Should be able to summarize and present his/her information clearly in writing and verbally to the members of the Council - *Palomba*

Candidates should have both excellent communications skills (both in public speaking and written communications) - *Piccirilli*

Excellent verbal and written communication skills - *Gannon*

Demonstrated ability to gather relevant information from trusted and accurate sources to prepare internal analysis, translate findings into compelling and data-driven narratives and/or visual presentations, including for final public reports. *Feltner*

Demonstrated ability to communicate effectively, with experience in research design, methods, and interpretation; skills in data analysis and visualization. *Feltner*

Computer experience

Mathematical analysis using spreadsheets. - *Piccirilli*

Working knowledge of Word, Excel and similar office technology. - *Gannon*

Education

A bachelor's degree, preferable, a master's degree in government, municipal law, political science, or related fields. - *Palomba*

I believe at a minimum candidates should have a Bachelor's degree, and relevant work history. - *Piccirilli*

At the minimum they should have a bachelors degree - *Izzo*

A Bachelor's degree in a related field may be substituted for a maximum of two (2) years of the required experience or A Master's degree or higher in a related field may be substituted for a maximum of three (3) years of the required experience- *Gannon*

Typical descriptions for this type of position include: -Bachelor's degree in public administration, public policy, statistics, or related field. *Feltner*

Municipal/policy Experience

Some type of municipal experience should be required.- *Sideris*

At least 2 years of experience working on local, state, or federal legislation, policy and programs, including a minimum of 1 year of recent direct experience working with city, state, and/or federal legislators and legislative staff, municipal and state agencies, and state and local officials.- *Gannon*

Knowledge of inner workings of federal, state and/or city government; policymaking and budgetary processes. Familiarity with current US and Massachusetts public policy context-
Gannon

Basic, not extensive, knowledge of state municipal law and legislative practices and the ability to interpret such so as to provide councilors with options. - *Palomba*

Someone who considers themselves a "generalist" but also may have an expertise in one or more areas such as climate policy, economic development, or housing. - *Palomba*

I would think someone who is a researcher for either a committee at the state or federal level.-
Izzo

Interest and experience in municipal, state or federal law. -*Izzo*

Knowledge of or ability to comprehend state and local budgets. - *Gannon*

Working knowledge of state and local public policy matters. - *Gannon*

A minimum of 10 years work experience in government, academia, or in organizations, as a writer or researcher, that serve as a resource for local and state governments, such as MMA, MAPA, Route51, etc. - *Palomba*

Organizational skills

Ability to multi-task, [prioritize] and be organized. At the same time the PA should be able to recognize and communicate when the requests for information and research are unrealistic. - *Palomba*

The Candidate needs to be a self-starter and independent worker, and needs to be able to figure out what we want, how to do it, and what the best format is to present the information. - *Piccirilli*

Strong time and project management skills, ability to stay organized, establish and stick to key priorities, and deliver strong follow-up across multiple competing demands, timelines, and components relating to Town Council priorities. - *Gannon*

Ability to think strategically. - *Gannon*

Ability to demonstrate initiative and can work both collaboratively and independently - *Gannon*

People skills

Ability to establish and maintain strong working relationships with Town Councilors and other Council employees, Administration senior and junior staff, state legislators, municipal policy organizations, residents and other community stakeholders and partners. - *Gannon*

willingness to learn and ask questions. - *Gannon*

Can work both collaboratively and independently - *Gannon*

I think the candidate for this position should be able to demonstrate the ability to work on various projects for different councilors. - *Gannon*

Demonstrated ability to work independently as well as part of a team. *Feltner*

Preferred demonstrated ability to build effective relationships across diverse groups. *Feltner*

Job Parameters - What reporting system do you envision? Who should the employee report to? How does work get assigned to the analyst? Who is responsible for managing the employee's workload, addressing time management, and providing feedback to the analyst?

Office/Remote work?

Ability to work in-person regularly at our office in Watertown. - *Gannon*

Supervision

A good employee would appreciate supervision, someone s/he can turn to review the status of their projects, evaluate their timelines, and generally support their work. I would suggest a phone call or meeting every two weeks. - *Palomba*

The candidate cannot have 9 bosses, there needs to be one person who can meet regularly with the PA to check-in, offer suggestions, and address any problems that might arise and hear and consider suggestions from the PA on how operations can improve. - *Palomba*

I would suggest either Councilor Bays who is the chair of the Committee on Personnel and Town Organization or Councilor Gardner who has extensive professional experience in the field of human resources. Either person should consult with President Sideris when there are issues that cannot be resolved between the PA and an individual councilor. Either of these councilors should also be responsible for approving time and related employee requests. - *Palomba*

Perhaps the Vice President of the Council should be assigning the work to the analyst and Vice versa. Just coming straight from the individual Councilor is a possibility, however, one issue I can envision is that the analyst may feel overwhelmed at times if there is no system in place. - *Airaisian*

I think the analyst should report to the council president. I would think the analyst would get assigned work as it comes in and as questions arise through the year. - *Izzo*

I would think the council president would be able to manage the workload and provide feedback to the analyst. - *Izzo*

The Analyst should report to the President, like the Council Clerk, as there needs to be a single point of supervision for the employee for timesheets, vacation, etc. - *Piccirilli*

The most effective way for the Analyst to be assigned tasks would be at the direction of the Council, which may be done two ways:

- a. Committees could request the Analyst provide assistance for a matter referred to the Committee. The Committee would use its discretion to outline what tasks were needed and a format and timeline to support its referral.
- b. The Council could make a direct request of the Analyst by vote.
- c. There are some recurring annual tasks, typically budget related, that the Council can assigned to the Analyst on an ongoing basis. - *Piccirilli*

Assignments and managing workload should go through President or designee. 9 people dictating assignments will not work.- *Sideris*

All items should be filtered through council clerk to keep things on record.- *Sideris*

I think there should be a standing committee of councilors to work with the analyst on issues such as assignments given by individual councilors, prioritization of projects, deciding whether individual councilor requests are too time-consuming, and/or overly comprehensive and irrelevant to Council priorities.- *Gannon*

Reports to the full Council by way of the Council President, with research projects undertaken as assigned/by majority vote, and possible referral to relevant Council Committee/s. - *Feltner*

Full-time vs part-time (no consensus)

I believe the position should be full-time as I think it will be hard to attract a qualified candidate part-time, unless there is a qualified individual who prefers to work less than full-time. - *Piccirilli*

There will need to be flex hours. - *Piccirilli*

I would strongly suggest this begins as a part time position with hours added as needed. - *Sideris*

I think this analyst capacity could be fulfilled with consultant/s vs. a single appointed person, *Feltner*

Salary

The Analyst should have the salary set by ordinance, like the Council Clerk. - *Piccirilli*

Pay them a decent salary as opposed to hiring a student out of college - *Izzo*

Performance Review

The Analyst should have an annual performance review, like the Council Clerk. - *Piccirilli*

Miscellaneous

I think the position should have the title of Research Analyst, or Town Council Research Analyst to provide a more accurate descriptive job title than, simply, Analyst - *Gannon*

One of the challenges for the PA is to be able to manage, with supervision, the personalities of nine councilors as well as the leadership of the Administration. She/her will need to build a working relationship with existing senior Administration staff while remembering they are an employee of the City Council. Finally, the PA will need to develop a professional working relationship with Marilyn. Therefore, I think Marilyn should be allowed to sit in on the interviews with the three finalists. There should be a six month evaluation period for the PA to determine whether the Council feels or the PA feels it is a good fit. - *Palomba*

I believe it is important to delineate that the role of the Analyst is to support the Council, not individual Councilors, consistent with the language of Section 2-7(c):

- a. The Analyst should not act as legislative aide to perform tasks at the direction of individual Councilors.
- b. The Analyst should not be performing constituent services for individual Councilors.
- c. The Analyst should not be performing administrative tasks that fall under the responsibility of the Council Clerk.
- d. The Analyst should not be performing tasks that fall under the Administrative branch of City government. - *Piccirilli*

I would not want to see the analyst become a legislative aide who has to schedule everything for the council and deal with constituent inquiries. -*Izzo*

May also result in advancing sustainability and cost savings for Watertown. -*Feltner*

Candidates should be prepared to provide examples of the type of work they have done. - *Piccirilli*

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.- *Gannon*

Research Analyst position

Coordinates and carries out research on key policy areas assigned by the Watertown City Council; coordinates approaches to policy formation, approval and adoption.

Responsible for providing professional assistance to the Watertown City Council **with long-and-short-range planning**, research and analysis in the areas of policy development and fiscal oversight.

Researches and provides independent judgment in analyzing complex or unique problems, issues and situations; **develops and justifies recommendations and findings**.

Writes ordinances and resolutions and takes them through all aspects of the legislative process.

Conducts fiscal analysis of programs and supports Council in its consideration of the City budget.

Includes evaluation of proposed actions based on the Watertown Municipal Code, multi-jurisdictional relationships, State legislation and federal laws.

Serves as liaison to other community stakeholder groups and entities, including other bodies of government and the nonprofit and for-profit private sector.

A high level of discretion and sensitivity is required in performing the work.

May also be assigned special project work by the City Council.

Reports to City Council President.

- Works in consultation with other City staff, City legal advisors and staff of outside agencies.
- Works independently under the guidance of City policies and procedures and various local, state and federal statutes and regulations.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Legislation and Amendments: Researches and drafts innovative ordinances and regulations related to a diversity of topics, such as environment and sustainability; transportation planning; urban growth issues and other policy areas as assigned. Manages ordinances or resolutions through the legislative process, including: research, analysis, writing, and design of materials needed to inform a decision; presentation before Council, legislative and advisory bodies, and community groups; revision of ordinances in response to Council direction, etc.

2. Policy Research & Development: Under direction of City Council President or an identified Councilor,

- Researches and analyzes potential Council initiatives or policies, summarizes and presents findings.
 - Conducts short-term research projects for individual Council members.
 - Networks with all sectors, including content experts, in defining best practices, community needs and collaborative policy solutions.
 - Identifies, researches, organizes, and synthesizes both qualitative and quantitative information for City Council. Sources may be City, County, State and federal law, as well as existing programs from other jurisdictions.
 - Considers City department needs and contributions during policy formation.
 - Evaluates possible long-and-short range effects on policy; financial and budgetary ramifications; and relative risks of potential legislation. Decision-analysis reports to Council will include options, impacts and pros and cons of each option.
 - Reports issues and progress and confers with elected officials and staff regarding policies.
3. Fiscal Oversight: Provides analytical support to the Council in its annual consideration of the City Budget. Conducts fiscal analysis of policies or programs and develops program or policy specifications.
4. Public Outreach: Provides outreach to key constituencies, reports feedback to the City Council and assists with the formation of municipal strategy on matters relevant to ecological, economic, development of human capital and preservation of local culture.
5. Special Issues Liaison: On behalf of and as assigned by the City Council, serves as liaison for City-wide/interdepartmental or inter-jurisdictional issues. Leads or participates in internal and external committees with other City staff, Council, other agencies and citizens.
6. Strategic Planning: Participates in City Council policy discussions and strategic planning. Provides support for the Council in annual strategic planning processes. May work with Chief Engagement Officer (under direction of Council) to effectively coordinate communication of City priorities, policy ramifications or the means for public involvement in policy formation or special projects. Attends meetings to remain current on information about City initiatives and major projects when necessary.
7. Legal Issues. Identifies legal questions and presents it to chair or relevant councilor, refers to legal counsel and incorporates legal advice and opinions into policy analysis and recommendations to Council.
8. Self management of schedule and work products: Manages assigned projects and tasks, assuring timely completion. Prepares and presents work products and recommendations to Council members, committees and others as appropriate through oral summaries, written

reports and computer-generated software programs. Develops management processes and reports necessary to provide information to the Council and manage the work activities of the position.

PERFORMANCE REQUIREMENTS

Working knowledge of:

- Principles and practices of public administration and policy analysis; research methods and techniques.
- Various public entity best practice models, their applicability and efficacy for Watertown.
- Mathematical principles sufficient to perform statistical, financial and economic analyses.
- The role of the legislative branch of City government; state and local government agencies including special purpose and general purpose governments.
- Principles of planning, time management, project coordination and management, facilitation group dynamics, and program and process evaluation.
- Computer software programs and applications at an advanced level including word processing, spreadsheet, database and presentation software as well as operation of standard office equipment.

Skills:

- Excellent interpersonal skills for establishing and maintaining effective working relationships with the private sector, neighborhood leadership, citizens, elected and appointed City officials and staff.
- Demonstrated excellent written and verbal communications skills, including skill in preparation of various materials for publication and/or dissemination.
- Problem analysis and decision-making.
- Excellent planning, organizing and time management skills.
- Research, analysis, and program planning and evaluation skills.
- Proficient in use of word processing, internet, and other technology applications needed to carry out professional work.
- Meeting facilitation and conflict mediation skills.

Ability to:

- Conduct self in an ethical, professional and respectful manner at all times.
- Establish, facilitate and maintain productive, cooperative and effective working relationships with City departments and staff; elected officials; stakeholders; citizens and general public; and staff of other agencies; demonstrating discretion, respect, diplomacy and tact.
- Articulate the City's goals and constituent concerns and goals in an understandable and appropriate manner for the particular audience.
- Prepare and make presentations in a persuasive and informative manner.
- Facilitate the efficient conduct of business meetings and committee work, whether as leader or liaison.
- Adapt and be flexible.
- Analyze and evaluate economic, political and social trends, impacts and consequences of legislative policies and actions.
- Assess the relative advantages and disadvantages of alternative courses of action.
- Plan, organize, and work independently without immediate supervision; exercise good judgment to determine when independent action is appropriate and when to refer situations to a higher authority.
- Communicate effectively, both verbally and in writing; initiate, compose and/or edit correspondence, records, narrative and other reports and documents in a manner which can be understood by non-technical listeners and readers.
- Organize facts and present findings, conclusions and recommendations in a clear and logical manner; prepare clear and concise reports.
- Work effectively in a multi-task environment; take appropriate initiative; develop ways to improve and promote efficient work methods.
- Maintain consistent and punctual attendance.

EXPERIENCE

- Experience in a similar legislative or executive staff role highly desirable. Any combination of education and related experience that provides the required knowledge, skills, and abilities to perform the job will be considered.
- Bachelor's degree in planning, environmental science, public administration or related field, required; Master's degree in public administration, communications, community organizing, environmental science, health and human services or related field, or other additional advanced training desirable.

- Prior professional-level experience in public policy work, including two (2) years of experience with community group processes, negotiated collaborative projects and processes, including working with complex, sensitive issues and developing collaborative, creative solutions to problems.
- Proven record of customer service excellence.
- Ability to attend meetings outside of normal office hours including early mornings, evenings and weekends.

Watertown City Council
Committee on Public Works

Councilor Piccirilli, Chair, Lisa Feltner, Vice Chair, Councilor Palomba, Secretary

Committee on Rules and Ordinances

Councilor Gannon Chair, Councilor Airasian, Vice Chair, Councilor Feltner, Secretary

Committee Report

Tuesday, March 29, 2022, 7:00 PM

This meeting had only remote opportunities for participation with public access provided by joining a virtual meeting online or joining audio only by phone. Public was able to submit comments through email to apalomba@watertown-ma.gov.

Those attending included all the members of the Committee on Public Works and the Committee on Rules and Ordinances (see above) as well as City Council President Sideris, Councilor Bays, and Councilor Izzo. Also attending were Steve Magoon, Acting Assistant City Manager and Director of the Department of Community Development and Planning and Laura Weiner, Senior Transportation Planner (retired), Department of Community Development and Planning. Members of the Bicycle and Pedestrian Committee including Amy Plovnick, Andy Campagna, Maria Saiz, Hannah Rakoff, and Shelia Fay. Also attending were Susan Flint and Bob Shay from Watertown for All Ages, and residents Cindy Wentz, Susan Falkoff, Colleen Tracey, Jamie Burke, and Rachel Kay.

The purpose of the meeting was to continue discussion in order to make recommendations on a Sidewalk Snow Shoveling Ordinance.

Councilor Piccirilli called the meeting to order at 7:02 PM and announced that the meeting would be a discussion among the Committee members and that there would be no public participation. The members extended their appreciation to Ms. Weiner who, though officially retired, amended the existing Watertown Snow and Ice Removal Ordinance (See pages 5-7 of the attached document). Councilor Piccirilli proposed, and the Committee agreed, that members would go through each section of the proposed revised ordinance.

There was extensive and valuable discussion during the meeting that resulted in a series of proposals and votes (see below). However, there were three suggestions that were central to many of the changes.

1) Councilor Piccirilli's proposal to eliminate the distinction between resident districts and business districts and replace them with two categories of buildings - **small residential properties** and **non-small residential properties**. There was support for this proposal among all the Committee members.

2) Councilor Feltner's proposal to eliminate the **12 hour requirement for businesses** and the **24 requirement of residences** and replace these with a **uniforme 24 hour requirement**. Councilor Airasian stated his strong preference for this proposal.

3) Councilor Gannon's proposal to broaden the **minimum 36 inches** wide shoveled path to **42 inches or the full width of the sidewalk if narrower**. This also received the support of all the members.

NOTES FROM THE SECRETARY

- 1) All votes were roll call votes.
- 2) Last names were used when identifying the Councilor who made a proposal and the Councilor who seconded it.
- 3) While a Councilor is listed as proposing a change, one should not interpret this to mean she or he was the only member who suggested the change.
- 4) The Secretary took the prerogative to rewrite sections of the draft if there were too many individual changes within the section that would cause confusion to the reader.

Section 96.25 – Snow and ice on public ways.

After discussion, there were two amendments to this Section both occurring in the last sentence. Gannon propose changing “minimum 36 inches” to “**42 inches or the full width of the sidewalk if narrower**” and adding the words “**of the end**” before the words “of snow fall” so it reads “**of the end of the snow fall**”. Airasian seconded, passed 5- 0.

Section 96.26 – Removal of snow and ice by private persons in the business district.

There was significant discussion about this section. A contributing factor was Councilor Piccirilli’s suggestions that we streamline all existing categories to only two – “**small residential properties**” and “**non-small residential properties**”.

Gannon proposed changing the title of Section 96.26 to read “**Removal of snow and ice on sidewalks by abutting property owner.**” Airasian seconded, passed 5-0.

Under (A) Definitions the following changes were made:

- 1) Piccirilli proposed the addition of two new terms – “**Small residential properties**” and “**Non-small residential**”. Feltner seconded, passed 5-0.
- 2) Gannon proposed that the terms “**Business District**” and “**Residential District**” be deleted. Feltner seconded, passed 5-0.
- 3) Gannon proposed that the terms “**Business Day**” and “**Business Hours**” be deleted. Palomba seconded, passed 5-0.
- 4) Gannon proposed that the term “**Private Person**” be deleted and replaced with the term “**abutting property owner**”. Palomba seconded, passed 5-0.

Under (B) Snow and ice to be removed from sidewalks by private persons-abutting property owner.

The discussion resulted in major rewrites of (1) (a) and (1) (b). In particular, Council Feltner suggested the members incorporate wording from the Somerville ordinance – “For properties abutting sidewalks with curb cuts, ramps, and other access points, property owners are responsible for shoveling proper pathways for access”.

(1)(a) was rewritten to read,

"In order to provide for safe pedestrian and wheelchair passage, abutting property owner shall remove and clear away or cause to be removed and cleared away, snow and ice from a path of 42 inches or the full width of the sidewalk if narrower from that portion of the sidewalk which abuts their property. For properties abutting sidewalks with curb cuts, ramps, and other access points, the abutting property owner shall provide unimpeded access to the street. "

(1)(b) was rewritten to read,

"Except as provided in (B) (2), snow and ice shall be removed from sidewalks within 24 hours of cessation of snow, sleet, or freezing rain."

Feltner proposed these changes, seconded by Gannon, and passed 5-0.

Please note the acceptance of these changes required that the approved change in Section 96.25 in the last sentence be changed again. Palomba proposed changing **"of the end of snow fall"** to **"of cessation of snow, sleet, or freezing rain"**. Seconded by Feltner, passed 5-0

There were three proposed changes to (B) (2) so as to make the section read;

"In the event that snow and ice on a sidewalk has become so hard that it cannot be removed without likelihood of damage to the sidewalk, the abutting property owner shall within the time mentioned in this section, cause enough sand and/or melting agent to be put on the sidewalk to make travel thereon reasonably safe, and thereafter, as soon as weather permits, shall cause a path in said sidewalk of at least 42 inches or the full width of the sidewalk if narrower to be cleared of such snow and ice."

Feltner proposed this change, seconded by Gannon, and passed 5-0.

Gannon proposed **section (B) (3) be deleted in entirety**. Seconded by Airasian, passed 5-0.

Piccirilli proposed the addition of the following sentence to the end of Section (B) (4) (now (B) (3),

"The City Manager may extend the deadlines set forth above as conditions may warrant."

Seconded by Airasian, passed 5-0.

Section 96.27 – Enforcement of snow and ice removal.

(A) Feltner made the proposal to remove "Deputy Superintendent of Public Works" and include "the Code Enforcement Officer, as well as add chapter "96.26" to the end of the sentence, so as the section would read, **"The City Manager, the Superintendent of Public Works, all Watertown police officers, the Code Enforcement Officer, and any other City employee from time to time designated by the City Manager are empowered and authorized to enforce Chapter 96.25 and 96.26".**

Proposed by Feltner, seconded by Gannon, passed 5-0.

(B) Piccirilli proposed the **elimination of (B)**, seconded by Airasian, passed 5-0.

There were a number of changes (C) to what is now (B).

1) The order of **(B) (1) and (B) (2) would be reversed** so that the language in (B) (2) would become the language in (B) (1), and the language in (B) (1) would become the language in (B) (2).

2) The term **“In a Business Zone”** would be replaced with the term **“Non-small residences defined as all other properties that are not a 1, 2, 3, family homes”** and the term **“In a Residential Zone”** would become **“Small residences defined as 1, 2, 3, family homes”**.

These changes were proposed by Airasian, seconded by Gannon, and passed 5-0.

Gannon proposed that the word **“snowfall”** in (C) (1) (b) now (B) (1) (b) and (B) (2) (b) be replaced by the term, **“snow, sleet, and ice event”**. Seconded by Feltner, passed 5-0.

Feltner proposed the fine in (C) (2) (b), now (B) (2) (b) be increased from **\$25 to \$50**. Seconded by Palomba, passed 5-0

Piccirilli made the following motion –

The Committee on Public Works and the Committee on Rules and Ordinances ask the Administration to provide regulations for exemptions to Section 96.27 as well as prepare a revised copy of the Ordinance that reflects the changes made during this meeting.

Councilor Airasian seconded the motion and it was passed 5-0.

Councilor Piccirilli suggested that the Committees meet three more times. Once to review the Administration’s suggested exemptions and to review the new draft to make sure all approved changes were incorporated. A second meeting would be held to hear from only residents and others with no input from Committee members. This would be followed by a third meeting where the Committees would review the suggestions from residents, make change accordingly, and vote to move the Ordinance to the full Town Council.

Palomba made a motion to adjourn the meeting which was seconded by Councilor Airasian and passed 5-0. The meeting ended at approximately 9:45 PM

Minutes were prepared by Councilor Palomba



CITY OF WATERTOWN

Department of
Community Development and
Planning

Administration Building
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To: City Council, Committees on Public Works and Rules and Ordinances
From: Steve Magoon, Director of Community Development and Planning and Assistant City Manager
Laura Wiener, Senior Transportation Planner
RE: Residential Snow Removal
Date: 1/11/22

Following up on the meeting of November 16, 2021 of the Council Committees on Public Works and Rules and Ordinances regarding Snow Removal from residential properties, please find the following:

1. Information about Belmont and Newton's snow removal programs. Waltham does not have a snow removal ordinance.
2. A single page from MAPC's 2012 Snow Removal Policy Toolkit, regarding liability for snow and ice injury claims. Here is the link to the full Toolkit document.
<https://www.mapc.org/resource-library/snow-removal-policy-toolkit/>
3. A draft amendment to the Town Ordinance, Subchapter II, Snow and Ice Removal

Newton Snow Removal Ordinance

1. Applicability. Every building or lot abutting a sidewalk is subject to this ordinance. Fines are higher for businesses.
2. Time requirements.
 - a. In Business, Mixed-Use or Manufacturing district, as well as Commercial, Institutional and Multi-family housing uses in any district, snow and ice is to be removed, sidewalks sanded or salted within **12 hours** of end of snowfall.
 - b. For all other buildings/lots abutting paved sidewalks (small scale residential), snow and ice to be removed, sidewalks and ramps treated, **within 24 hours** after snow ceases to fall. Commissioner of Public Works may extend time.
3. Fines.
 - a. Residential—
 - i. First offense per year—written warning.
 - ii. Second and subsequent offenses per year--\$50.00 for each offense, up to one every 24 hours.
 - b. Commercial
 - i. First Offense--\$100
 - ii. Second Offense--\$200
 - iii. Third and each subsequent offenses in a calendar year--\$300
4. Municipal snow clearance.
 - a. "Commissioner of Public Works shall clear snow from certain city sidewalks including...school pedestrian routes and specific arterial and collector roadways, subject to appropriation and availability of equipment and personnel".
 - b. "Commissioner of Public Works shall endeavor to minimize the blocking of sidewalks and intersections with plowed snow so as not to hinder pedestrian passage. The Commissioner shall remove plowed snow from sidewalks and intersections that block pedestrian access to the extent that such removal is feasible, as determined by the commissioner and subject to appropriations."
5. Exemptions.
 - a. "Commissioner (PW) shall annually prepare lists of persons available to provide snow clearing assistance for a fee or on a volunteer basis, available upon request to any Newton resident".
 - b. "The Mayor or designee is authorized to coordinate volunteer snow clearing assistance or to grant an exemption, renewable annually, for citizens who upon written petition demonstrate hardship due to a combination of health and financial duress, or religious circumstances". Must apply annually to Council on Aging.

- c. “Financial duress” defined as HUD low income, seniors (over 60) and People with disabilities (physical condition which limits ability to engage in snow clearance activities), certified through senior center.
 - d. In 2019 there were 23 exemptions granted (including 6 religious). In 2020 there were 13 exemptions, (including 3 religious).
- 6. Enforcement
 - a. Entirely complaint driven. Newton 3-1-1 system is primary source.
 - b. Enforced by DPW, Engineering Inspectors (2), who are less busy in the winter because there is less construction.
 - i. 2020 was first season with fines.
 - 1. 1300 complaints
 - 2. 380 warnings
 - 3. 225 tickets
- 7. Outreach to residents. Brochure that summarizes all requirements. Sent to all residents once. Currently posted on website and in Newton Tab.
- 8. Contact: Garrett Ross, Customer Service Manager, Newton DPW. Final comment: “It’s painful but it is making a difference. People are paying attention.”

Belmont Snow Removal Bylaw

- 1 Applicability. Commercial and residential property.
- 2 Time requirements.
 - a. Commercial Property within 12 hours of end of snowfall. Town may remove snow and charge owner/tenant if non-compliant.
 - b. Residential—no later than 8:00PM on the day following the end of the storm.
- 3 Fines.
 - c. Residential—one citation per snow event.
 - i. First offense is a warning. No follow-up for that snowfall.
 - ii. Second snow event is \$50 fine.
 - iii. Third and all subsequent events is \$100 fine.
 - iv. Maximum \$350 per season.
 - d. Commercial
 - i. \$300 for each offense. No warnings.
- 4. Municipal snow clearance. Not addressed in bylaw.
- 5. Exemptions. Allows up to 5 days for residents on vacation. Must call in ahead.
- 6. Enforcement
 - a. Proactive enforcement around school walking routes. Complaint driven outside school areas.
 - b. Enforcement. Administered by Office of Community Development Assistant Director. On site enforcement by Building Inspectors.

- i. Warning letters—30-40 per season
 - ii. Tickets—5-6 per season
- 7. Outreach to residents. Town uses reverse 911 system at the beginning of each season to send message about requirement. Also has a one-page summary sent to residents.
- 8. Contact: Ara Yougurtian, Assistant Director for Community Development. He prepares the list of streets and addresses to be visited by Building Inspector, and also sends violation letters.

MAPC Snow Removal Policy Toolkit

1. Implications of *Papadopoulos v. Target Corporation*

Before the *Papadopoulos v. Target Corporation* decision by the Massachusetts Supreme Judicial Court, property owners were not liable for any injuries that may result from a “natural” or untouched accumulation of snow or ice. Only if the property owner in some way acted to create an “unnatural accumulation” of snow or ice could they be held liable. Simply stated, if a property owner did not shovel or otherwise create the hazardous snow or ice condition, then they would not be held liable. This standard is known as the “Massachusetts Rule,” since Massachusetts is the only snow state using that standard. All other snow states use the standard of general premises liability in which the owner has an affirmative duty of reasonable care to maintain property in a reasonably safe condition under all the circumstances.

In the July 2010 *Target* decision, the Court abolished the “Massachusetts Rule,” which had been part of the state’s laws for more than 100 years. In the future, the standard for snow and ice injuries will be the same as that for any other premises injury claim in Massachusetts. The premises liability standard imposes an affirmative duty on a property owner to use reasonable care to maintain the property in a reasonably safe condition. This standard applies to snow and ice cases, so property owners may no longer feel secure that “doing nothing” to make snow and ice accumulations reasonably safe, whether those accumulations are natural or unnatural, will protect them from liability.¹

For more information about the Massachusetts Supreme Judicial Court case *Papadopoulos v. Target Corporation*, visit <http://www.compliancebuilding.com/2010/08/02/snow-and-ice-in-august>.

**LW Draft Changes to Watertown Snow and Ice Removal Ordinance
1/11/22**

Watertown Ordinance.

SUBCHAPTER II Snow and Ice Removal

§ 96.25 Snow and ice on public way. (No changes to this section)

[1982 Code, Ch. VII, § 5; amended Ord. 90, passed 12-10-1991; amended Ord. 4, passed 1-28-1992; amended Ord. 38, passed 5-13-1997; amended Ord. 13, passed 3-11-2003]

No person or entity, regardless of its ownership, tenancy, or other status or relationship to any real property, nor any agent, employee, contractor, or servant of any such person or entity, shall place, throw, plow or in any way move, any snow or ice onto any portion of the town's streets and ways. Without limiting the generality of the foregoing, streets and ways shall include the vehicular pavement, sidewalks, ramps, islands, and medians, whether or not used by vehicles or pedestrians. Notwithstanding the foregoing, however, this section shall not be construed to prohibit owners or lawful occupants of residential premises from placing snow and ice on the sidewalks immediately adjacent to the driveway opening as long as a minimum 36 inches wide pathway along the sidewalk is provided for passage within 24 hours of snow fall.

Changes begin here.

§ 96.26 Removal of snow and ice by private persons.

[Ord. 39, passed 5-13-1997]

(A) Definitions. For this purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BUSINESS DAY

Any day that an establishment is open for business.

BUSINESS DISTRICT

Every parcel of land which the town zoning ordinance has classified as a business district, including Neighborhood Business, Limited Business, and Central Business Districts, as well as Industrial-1, Industrial-2, and Industrial-3 Districts, or any additional district hereafter established under the zoning ordinance.

BUSINESS HOURS

The hours during which an establishment is open for business.

PRIVATE PERSON

Every person, partnership, corporation, joint-stock company, or other entity, whether as owner, tenant, occupant, lessee, or other agent.

RESIDENTIAL DISTRICT

Every parcel of land which the city zoning ordinance has classified as a residential district, including Single Family, Two Family, Single Family Conversion, Residential multi-family, and Cluster Residential.

SIDEWALK

That portion of a street between the curb lines, or the lateral lines of a roadway, and the adjacent property lines, paved and intended for the use of pedestrians.

(B) Snow and ice to be removed from sidewalks by private persons.

(1) _____

(a) In order to provide for safe pedestrian and wheelchair passage, every private person in charge or control of any building or lot of land in any district in the city fronting on or abutting a paved sidewalk, whether as owner, tenant, occupant, lessee, or otherwise, shall remove and clear away, or cause to be removed and cleared away, snow and ice from a path of at least 36 inches in width from that portion of the sidewalk which abuts any side of the building or lot of land. The cleared path shall extend to the traveled way of the street at each corner of an intersection of two or more streets and at each intermediate curb cut so as to provide access from the street to the sidewalk.

(b) Except as provided in (B)(2) below, snow and ice shall be removed from sidewalks in all business districts by twelve hours after the cessation of any fall of snow, sleet, or freezing rain during business hours or by the beginning of business hours of the next business day following such fall. In residential districts, all snow and ice shall be removed within 24 hours of cessation of snow, sleet or freezing rain.

(2) In the event that snow and ice on a sidewalk have become so hard that it cannot be removed without likelihood of damage to the sidewalk, the person or entity charged with its removal shall, within the time mentioned in this section, cause enough sand or other abrasive to be put on the sidewalk to make travel thereon reasonably safe, and thereafter, as soon as weather permits, shall cause a path in said sidewalk of at least 36 inches in width to be cleared of such snow and ice.

(3) In the event that snow and ice are not removed from a sidewalk as provided herein, an initial warning may be issued to the responsible private person. If, thereafter, the sidewalk location that was the subject of the initial warning remains covered with snow and ice 12 hours after the said warning in a business district, and 24 hours in a residential district, a notice of violation may be issued and the appropriate penalty assessed to said responsible private person. No more than one penalty shall be assessed with respect to any one snowfall within a twenty-four-hour period.

(4) In the event of the declaration of a State of Emergency by the Governor, applicable to an area of the Commonwealth which includes the City of Watertown, as a result of snow, sleet or freezing rain, the provisions of this section shall be suspended for a period of 24 hours after the cessation of the fall of such snow, sleet or freezing rain or until the end of the State of Emergency, whichever is the latest to occur.

§ 96.27 Enforcement of snow and ice removal.

[1982 Code, Ch. VII, § 5(C); amended Ord. 90, passed 12-10-1991; amended Ord. 4, passed 1-28-1992; Ord. 39, Sec. C(2), passed 5-13-1997; amended Ord. O-2016-47, passed 8-9-2016]

(A) The City Manager, the Superintendent of Public Works, the Deputy Superintendent of Public Works, all Watertown police officers, and any other town employees from time to time designated by the City Manager are empowered and authorized to enforce § 96.25.

(B) Any member of the Watertown Police Department, parking enforcement officer, or any designee of the City Manager shall be authorized to enforce § 96.26.

§ 96.99 Penalty.

[1982 Code, Ch. VIII, § 24; 1982 Code, Sec. 5(B); amended Ord. 90, passed 12-10-1991; amended Ord. 4, passed 1-28-1992; Ord. 39, passed 5-13-1997; amended Ord. O-2016-47, passed 8-9-2016]

(A) And (B) apply to S. 96.25 and are unchanged

(C) Anyone violating § 96.26 of this chapter shall be fined as follows:

(1) In a Business Zone

a. First Violation: documented warning.

b. A fine of \$100 shall be imposed for the second violation for any given snowfall.

A fine of \$200 shall be imposed for a third violation during that same winter season.

c. A fine of \$300 shall be imposed for a fourth and subsequent violation during that same winter season.

(2) in a Residential Zone

a. First Violation: documented warning

b. A fine of \$25 shall be imposed for the second violation for any given snowfall.

c. A fine of \$50 shall be imposed for the third violation during the same winter season.

d. A fine of \$100 shall be imposed for the fourth and subsequent violations during the same winter season.

e. Exemption. The City Council may issue Rules and Regulations providing exemptions from this Section for residents who are unable to meet the physical requirements of this section, particularly for elderly or disabled residents.

(4) These penalties may be enforced by non-criminal disposition procedures pursuant to Mass. Gen. Laws Ch. 40, § 21D and § 36.05 of this code.

(D) Any person violating any other provision of this chapter shall be punished according to **§ 10.99** of this code.