



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, NOVEMBER 22, 2022 AT 7:00 PM

**RICHARD E. MASTRANGELO COUNCIL CHAMBER
ADMINISTRATION BUILDING, 149 MAIN STREET**

AGENDA

ACCESS INFORMATION:

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

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- 1. ROLL CALL
 - 2. PLEDGE OF ALLEGIANCE
 - 3. PUBLIC FORUM
 - 4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
 - A. City Council Meeting Minutes - November 9, 2022
 - 5. PRESIDENT'S REPORT
 - 6. PUBLIC HEARINGS
 - A. Public Hearing and Vote on a Proposed Order Allocating the Property Tax Levy Among or Between Property Classes for Fiscal Year 2023
 - B. Public Hearing and Vote on a Proposed Amendment to the Fiscal Year 2023 Budget
 - 7. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
 - A. First Reading on a Proposed Amendment to the Fiscal Year 2023 Budget
 - 8. REPORTS OF COMMITTEES
 - A. Committee of the Budget and Fiscal Oversight Report Regarding the Review of Input and the Recommendations Made for the Fiscal Year 2024 Budget Policy Guidelines - Vincent J. Piccirilli, Chair

ACTION ITEM:

That the City Council Adopt the FY 2024 Budget Policy Guidelines as Drafted

- B. Committee on Human Services Report Regarding a Discussion of the Position of the Director of Senior Services and the Council on Aging with City Manager George Proakis - Anthony Palomba, Chair

- C. Committee on Human Services Reports Regarding the Review of the Request for Proposal (RFP) for a Health and Human Services Needs Assessment (September 26, 2022 and October 27, 2022) - Anthony Palomba, Chair

ACTION ITEM:

That the City Council Vote to Approve the Attached RFP for a Health and Human Services Assessment (October 27, 2022 Report)

- D. Committee on Public Works Report Regarding the 2023 Local Road Construction Program - Vincent J. Piccirilli, Chair

ACTION ITEMS:

1. That the City Council Approve the Department of Public Works Recommendation for the 2023 Road Program as presented using the FY2023 \$2,500,000 Loan Order for Bates Road, Bates Road East, Essex Street, Francis Street, and Bradshaw Street

2. That the City Council Approve the Department of Public Works Recommendation to Remove Fifth Avenue from the FY2022 Long Street and Connector Program (Which Includes Morse Street), and Use the FY2023 \$1,500,000 Loan Order for the Long Street and Connector Program for the Repair of Fifth Avenue and Related Work on Watertown Street

3. That the City Council Approve the Department of Public Works Use of the FY2024 Funding for the Long Street and Connector Program for the Repair of Forest and Springfield Streets, and to use the FY 2025 Funding for the Long Street and Connector Program for the Repair of Riverside Street

4. That the City Council Ask the Administration to Increase the Annual Funding for the Long Street and Connector Program in the CIP from \$1,500,000 to \$2,000,000

- E. Committees on Public Works and Rules and Ordinances Report Regarding Recommendations on a Snow Shoveling Ordinance - Vincent J. Piccirilli, Chair of Public Works; John G. Gannon, Chair of Rules and Ordinances

9. NEW BUSINESS

10. COMMUNICATIONS FROM THE CITY MANAGER

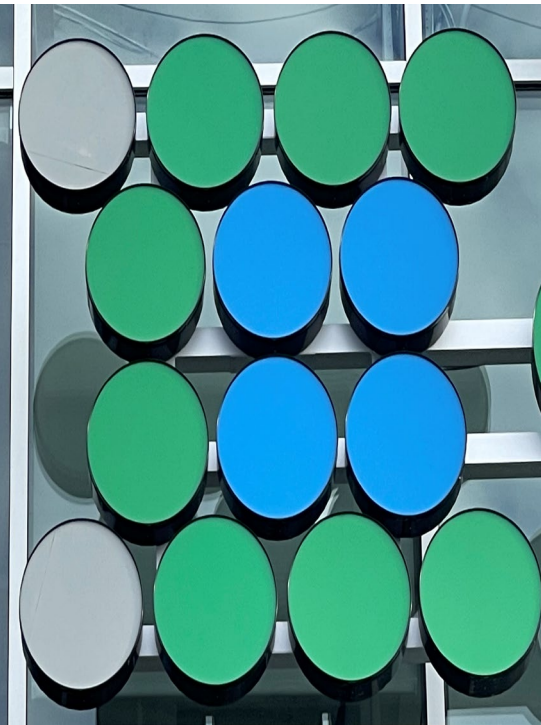
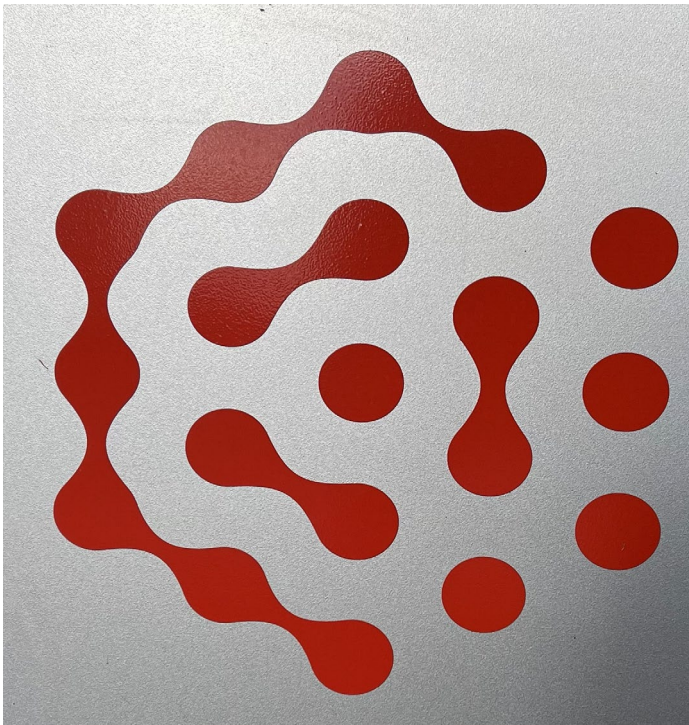
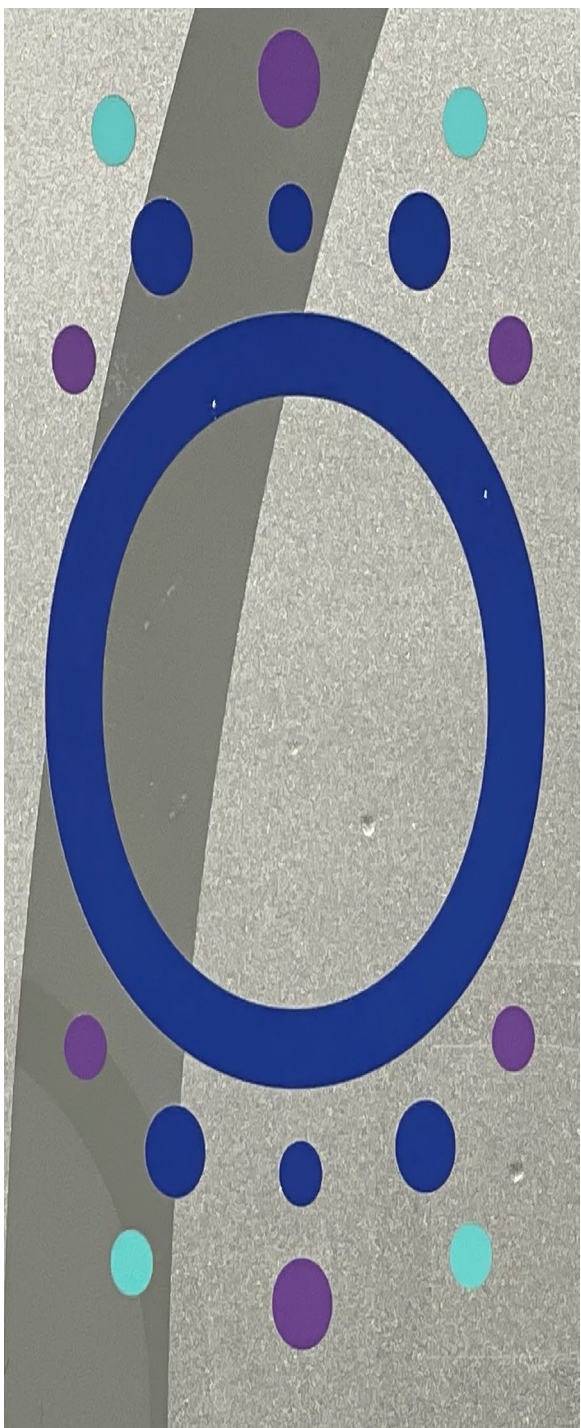
- A. Request for Confirmation of Appointment and Reappointments to the Environment & Energy Efficiency Committee
- B. Request for Confirmation of Appointment and Reappointments to the Historic District Commission
- C. Request for Confirmation of Reappointments to the Public Arts & Culture Committee
- D. Fire Chief Assessment Center

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

12. ANNOUNCEMENTS

13. PUBLIC FORUM

14. RECESS OR ADJOURNMENT



Fiscal Year 2023 Tax Classification Hearing November 9, 2022

Summary Highlights

Item	FY22	FY23
Average Residential Assessment	\$757,802	\$802,987
Residential Tax Rate	\$13.25	\$13.64*
Average Tax Bill	\$10,040	\$10,953
Residential Exemption (Tax Dollars)	-\$3,012	-\$3,614*
Average Residential Tax Bill with Residential Exemption	\$7,028	\$7,338
Total Residential Value	\$7,602,271,296	\$8,100,534,759
Total CIP Value	\$2,447,353,029	\$2,850,351,099
Total Real and Personal Property Value	\$10,049,624,325	\$10,950,885,858

*Projected Tax Rate and Residential Exemption.
Contingent on Council adopting maximum shift
allowed by law and increasing Residential Exemption
to 33%.

WATERTOWN HISTORIC ASSESSMENT/CLASSIFICATION REPORT

TEN YEAR LOOKBACK

Fiscal Year	Total Value		Residential Value	Residential Percentage		Commercial Industrial Personal Property Value	Commercial Industrial Personal Property Percentage
2023	\$10,950,885,858		\$8,100,534,759	73.97%		\$2,850,351,099	26.03%
2022	\$10,049,624,325		\$7,602,271,296	75.65%		\$2,447,353,029	24.35%
2021	\$9,398,370,344		\$7,342,750,000	78.13%		\$2,055,620,344	21.87%
2020	\$9,098,604,508		\$7,209,091,371	79.23%		\$1,889,513,137	20.77%
2019	\$7,998,921,648		\$6,382,738,095	79.79%		\$1,616,183,553	20.21%
2018	\$7,193,842,933		\$5,808,343,439	80.74%		\$1,385,499,494	19.26%
2017	\$6,615,124,690		\$5,387,245,133	81.44%		\$1,227,879,557	18.56%
2016	\$6,272,536,699		\$5,088,998,429	81.13%		\$1,183,538,270	18.87%
2015	\$5,444,172,323		\$4,423,338,299	81.25%		\$1,020,834,024	18.75%
2014	\$5,167,075,222		\$4,170,633,977	80.72%		\$996,441,245	19.28%
2013	\$5,052,185,496		\$4,101,515,874	81.18%		\$950,669,622	18.82%

Levy Limit, Single Tax Rate

- First step in setting the tax rate is determining tax levy followed by calculating a single tax rate.

Calculating the Levy Limit				Calculating a Single Tax Rate	
FY22 Levy Limit	\$134,418,141				
Plus 2.5%	\$3,360,454			Total Tax Levy	\$144,133,270
FY23 New Growth	\$6,354,675 *			÷ Total Assessed Value	\$10,950,885,858
FY23 Levy Limit	\$144,133,270	7.23%		= Single Tax Rate	\$13.16
* New Growth Further Detailed Next Page		Increase over FY22			

Fiscal Year 2023 New Growth – Further Detail

	FY23 New Growth Major Contributors				
	Historically:				Current:
Permits, Conversions New Construction	Actual New Growth Tax Dollars			Three Year Average	FY23 Actual New Growth Tax Dollars
	FY20	FY21	FY22		
Single Family	\$62,384	\$73,635	\$29,389	\$55,136	\$54,166
Condominium	\$182,687	\$228,153	\$217,920	\$209,587	\$270,610
Two & Three Family	\$75,530	\$103,123	\$45,374	\$74,676	\$82,008
Apartment, Mixed Use	\$771,388	\$197,230	\$271,491	\$413,370	\$70,712
Commercial	\$2,310,691	\$1,585,148	\$1,076,673	\$1,657,504	\$966,561
Industrial	\$367,266	\$314,322	\$5,534,371	\$2,071,986	\$4,202,589
Personal Property	\$1,149,322	\$900,936	\$716,974	\$922,411	\$708,029
	\$4,919,268	\$3,402,547	\$7,892,192	\$5,404,669	\$6,354,675
	<i>Significant:</i>	<i>Significant:</i>	<i>Significant:</i>		<i>Significant:</i>
	<i>Arsenal Yards (1.5M)</i>	<i>Arsenal Yards (967K)</i>	<i>705 Mt Auburn St (\$3.3M)</i>		<i>85 Walnut St (\$1M+)</i>
	<i>Personal Property (1.1M)</i>	<i>Personal Property (900K)</i>	<i>Arsenal Yards (\$1.3M)</i>		<i>Arsenal on Charles (\$1M+)</i>
	<i>65 Grove Street (443K)</i>	<i>Arsenal on Charles (614K)</i>	<i>Personal Property (\$717K)</i>		<i>Arsenal Yards (\$1M+)</i>
	<i>Elan Union Market (392K)</i>	<i>65 Grove Street (197K)</i>	<i>Arsenal on Charles (\$425K)</i>		<i>99 Coolidge Avenue (\$803K)</i>
	<i>Linx (290K)</i>	<i>650 Pleasant Street (100K)</i>	<i>650 Pleasant Street (\$410K)</i>		<i>580 Pleasant Street (\$791K)</i>
		<i>80 Elm Street (90K)</i>	<i>64 Grove St (\$379K)</i>		<i>Personal Property (\$717K)</i>

Classification

Massachusetts Law permits cities and towns to classify property according to use or property type, and to establish separate tax rates for the different classes. One hundred and eight cities and towns in the Commonwealth have chosen to split or “shift” the single rate into two rates: a residential rate and a commercial (CIP) rate*. The shift in the tax rates is intended to help alleviate residential tax rates by “shifting” more of the tax burden onto the commercial (CIP) class.

Watertown has adopted Chapter 200 of the Acts of 1988 amended M.G.L. c. 58, § 1A to allow cities and towns to give Residential property taxpayers greater tax relief by adopting a shift up to 175% of the property tax burden from Residential taxpayers to the Commercial, Industrial and Personal Property taxpayers, provided certain parameters are not exceeded.

Under Chapter 200,

- Commercial/Industrial/Personal Property taxpayers cannot pay more than 175% of their full and fair cash value share of the tax levy.
- Residential taxpayers must pay the greater of:
 - 50% of their full and fair cash value share of the levy, or
 - The lowest percentage share of the tax levy they have paid since classification began.
 - Watertown’s lowest residential percentage share of the levy, since classification began, is 61.2420%.

From Fiscal Year 2004 – Fiscal Year 2021, the Council has voted to adopt a 175% shift of the tax burden from Residential taxpayers to the Commercial, Industrial and Personal Property (CIP) taxpayers. In Fiscal Year 2022, the increasing CIP percentage triggered the lowest residential percentage resulting in the maximum allowable shift of 159.1528%. The increasing CIP continues resulting in the maximum shift for Fiscal Year 2023 of 150%.

If the Council shifts the maximum allowed by law in Fiscal Year 2023, the shift will save the Residential taxpayers **\$18,750,205**.

***Nearby communities with split tax rates include Boston, Brookline, Burlington, Cambridge, Canton, Dedham, Framingham, Lexington, Lincoln, Marlborough, Medford, Needham, Newton, Norwood, Quincy, Randolph, Somerville, Waltham, Westwood, Wilmington, and Woburn.**

No Shift/Shift Comparison

No Shift				Maximum Shift by Law 150%			
Class	Total Assessed Value	Single Tax Rate	Taxes	Class	Total Assessed Value	Split Tax Rates	Taxes
Residential	\$8,100,534,759	13.16*	\$106,617,545	Residential	\$8,100,534,759	10.85**	\$87,867,339
Commercial, Industrial, Personal Property	\$2,850,351,099	\$13.16	\$37,515,725	Commercial, Industrial, Personal Property	\$2,850,351,099	\$19.74	\$56,265,931
	\$10,950,885,858	Total	\$144,133,270		\$10,950,885,858	Total	\$144,133,270
*Residential Tax Rate Without Residential Exemption				**Residential Tax Rate Without Residential Exemption			

Community Comparison

When considering the impact of tax rates and shifts, it is useful to look beyond our borders to discover how nearby communities are dealing with similar issues. The next page provides a view of the tax structure of other nearby cities and towns for Fiscal Year 2022. Some of our neighbors have split tax rates while others do not. Generally, the smaller the commercial/industrial and personal property (CIP) share is of the total assessed value, the less benefit there is to shifting the tax rate. Arlington and Belmont both have very low CIP shares while Boston and Cambridge have high CIP shares. Boston and Cambridge also offer a larger residential exemption percentage, which coupled with large commercial tax bases, serves to push down the average residential tax bill. While Newton does have a commercial shift, they have chosen not to utilize the residential exemption and consequently the average residential tax bill is higher. Waltham, which is most like Watertown in its socio-economic structure, has a much larger commercial tax base which results in a lower residential tax rate.

Taxpayers often cite that other nearby cities and towns have lower tax rates, but they fail to realize that the average residential assessments in those municipalities may be considerably higher. Just looking at the tax rate in Newton for example, a taxpayer might conclude that taxes are lower than in Watertown. But with a much higher average assessed value, the average tax bill in Newton is much higher than Watertown's.

COMMUNITY COMPARISON

For Fiscal Year 2022

FISCAL YEAR 2022

	RES	COMM	Share of Value									AVE		RES	AVE
	TAX	TAX	RES	CIP	2016	2017	2018	2019	2020	2021	2022	RES VALUE	RES	EXEMPT.	RES
MUNICIPALITY	RATE	RATE	%	%	SHIFT	SHIFT	SHIFT	SHIFT	SHIFT	SHIFT	SHIFT	FY2022	EXEMPT.	SAVINGS	TAX
BELMONT	\$11.56	\$11.56	94.76	5.24	1.00	1.00	1.00	1.00	1.00	1.00	1.00	\$1,118,844	no	\$-	\$ 12,934
NEWTON	\$10.52	\$19.95	90.47	9.53	1.75	1.75	1.75	1.75	1.75	1.72	1.75	\$1,167,985	no	\$-	\$ 12,287
ARLINGTON	\$11.42	\$11.42	94.32	5.68	1.00	1.00	1.00	1.00	1.00	1.00	1.00	\$799,147	no	\$-	\$ 9,126
WATERTOWN	\$13.25	\$21.28	75.65	24.35	1.75	1.75	1.75	1.75	1.75	1.75	1.59	\$757,802	30%	\$3,012	\$ 7,029
BOSTON	\$10.88	\$24.98	66.67	33.33	1.75	1.75	1.75	1.75	1.75	1.75	1.75	\$867,964	35%	\$3,305	\$ 6,138
CAMBRIDGE	\$5.92	\$11.23	54.91	45.09	1.73	1.71	1.66	1.64	1.59	1.51	1.45	\$1,476,852	30%	\$2,623	\$ 6,120
WALTHAM	\$11.14	\$22.88	66.41	33.59	1.75	1.75	1.75	1.75	1.75	1.75	1.75	\$693,240	35%	\$2,703	\$ 5,020

Historic Shifts in Watertown, Median Bill Changes

HISTORY				RESIDENTIAL							CIP	COMM, INDUST. & PP		
	Fiscal Year	tax shift	tax rate	average assmnt	average tax	exempt dscnt	exempt amount	tax bill	tax bill change	tax rate	average assmnt	tax bill	tax bill change	
	2013	1.75	14.68	\$ 420,841	\$ 6,178	20	\$ 1,236	\$ 4,942	4.50%	27.15	\$ 1,586,806	\$ 43,082	3.44%	
	2014	1.75	14.96	\$ 427,057	\$ 6,389	20	\$ 1,278	\$ 5,111	3.41%	27.96	\$ 1,680,711	\$ 46,993	12.83%	
	2015	1.75	15.03	\$ 451,638	\$ 6,788	20	\$ 1,358	\$ 5,430	6.25%	27.87	\$ 1,728,848	\$ 48,183	2.53%	
	2016	1.75	13.68	\$ 517,701	\$ 7,082	20	\$ 1,416	\$ 5,666	4.33%	25.40	\$ 2,048,119	\$ 52,022	7.97%	
	2017	1.75	13.89	\$ 547,540	\$ 7,605	22	\$ 1,673	\$ 5,932	4.70%	25.32	\$ 2,108,193	\$ 53,379	2.61%	
	2018	1.75	13.47	\$ 587,413	\$ 7,912	23	\$ 1,820	\$ 6,093	2.71%	24.63	\$ 2,412,502	\$ 59,420	11.32%	
	2019	1.75	12.88	\$ 643,680	\$ 8,291	23	\$ 1,907	\$ 6,384	4.78%	23.95	\$ 2,846,621	\$ 68,177	14.74%	
	2020	1.75	12.14	\$ 723,586	\$ 8,784	24	\$ 2,108	\$ 6,676	4.58%	22.53	\$ 3,259,984	\$ 73,447	7.73%	
	2021	1.75	12.25	\$ 733,688	\$ 8,988	25	\$ 2,247	\$ 6,741	0.98%	22.97	\$ 3,546,313	\$ 81,459	10.91%	
	2022	1.59	13.25	\$ 757,802	\$ 10,041	30	\$ 3,012	\$ 7,029	4.28%	21.28	\$ 4,282,020	\$ 91,121	24.06%	
					Median Increase Past 10 Years				4.42%	Median Increase Past 10 Years			9.44%	
Line	OPTIONS		tax rate	average assmnt	average tax	exempt dscnt	exempt amount	tax bill	tax bill change	tax rate	average assmnt	tax bill	tax bill change	
1	2023	1.50	13.33	\$ 802,987	\$ 10,704	30	\$ 3,211	\$ 7,493	6.6%	19.74	\$ 5,097,743	\$ 100,629	10.43%	
2	2023	1.50	13.43	\$ 802,987	\$ 10,784	31	\$ 3,343	\$ 7,441	5.9%	19.74	\$ 5,097,743	\$ 100,629	10.43%	
3	2023	1.50	13.53	\$ 802,987	\$ 10,864	32	\$ 3,477	\$ 7,388	5.1%	19.74	\$ 5,097,743	\$ 100,629	10.43%	
4	2023	1.50	13.64	\$ 802,987	\$ 10,953	33	\$ 3,614	\$ 7,338	4.4%	19.74	\$ 5,097,743	\$ 100,629	10.43%	
5	2023	1.50	13.75	\$ 802,987	\$ 11,041	34	\$ 3,754	\$ 7,287	3.7%	19.74	\$ 5,097,743	\$ 100,629	10.43%	
6	2023	1.50	13.86	\$ 802,987	\$ 11,129	35	\$ 3,895	\$ 7,234	2.9%	19.74	\$ 5,097,743	\$ 100,629	10.43%	

FY2023's Inventory, Assessments, Value Changes & Residential Exemptions.



CONDOMINIUM				
Assessment	% of Condos	Number of Properties	Avg. Asmt. Change	Median Asmt. Change
Under \$500K	43.92%	1,730	5.89%	7.62%
500K-750K	44.00%	1,733	7.26%	6.40%
751K-1M	9.55%	376	7.16%	7.34%
1M+	2.54%	100	7.84%	7.83%
		3,939		

SINGLE FAMILY				
Assessment	% of Single	Number of Properties	Avg. Asmt. Change	Median Asmt. Change
Under \$500K	1.19%	34	6.12%	4.80%
500K-750K	56.17%	1602	7.25%	6.98%
751K-1M	32.78%	935	7.55%	7.19%
1M+	9.85%	281	6.52%	6.96%
		2852		

Total Residential Properties (1,2,3 Family and Condos) 9796				
Assessment	% of Properties	Number of Properties	Avg. Asmt. Change	Median Asmt. Change
Under 500K	18.05%	1768	5.89%	7.62%
500K-750K	36.60%	3585	7.03%	7.62%
751K-1M	36.63%	3588	6.11%	5.95%
1M+	8.73%	855	6.36%	5.79%
Total		9796		

Who Gets Residential Exemption			
Use	Inventory	# Exemptions	Percentage Receiving Exemption
Single Family	2852	2424	85%
Condominium	3,939	2476	63%
Two-Family	2,647	1226	46%
Three-Family	358	129	36%
Total	9796	6255	64%

TWO FAMILY				
Assessment	% of 2-Fam	Number of Properties	Avg. Asmt. Change	Median Asmt. Change
Under 750K	9.18%	243	4.45%	4.79%
750K-1M	79.11%	2,094	5.35%	5.26%
1M+	11.71%	310	5.61%	4.69%
		2,647		

THREE FAMILY				
Assessment	% of 3-Fam	Number of Properties	Avg. Asmt. Change	Median Asmt. Change
Under \$750K	1.96%	7	6.40%	6.50%
750K-1M	52.23%	187	5.68%	5.79%
1M+	45.81%	164	6.57%	5.99%
		358		



Board of Assessors' Thoughts on Residential Exemption

- The Board of Assessors recommends an increase in the residential exemption from 30% to 33%. This would offset some of the increase for owner occupants domiciled in Watertown and bring the projected increase in taxes to slightly under the ten-year median increase.
- Going forward, the Board of Assessors policy is to review the impact change of the residential tax bills and if the average residential tax bill increases more than the previous ten-year median, the Board will consider recommending a further increase. The maximum exemption allowed by law is 35%.

Residential Exemption Consideration

The Residential Exemption is a reduction of a fixed assessment amount off every qualified taxpayer's assessment. To qualify, you must apply, and you must own and occupy your home as your primary residence (domicile) as of January 1st, 2022. The Residential Exemption is revenue neutral within the residential class meaning the reduction is paid for by a higher residential tax rate, high valued properties and taxpayers that don't qualify for the exemption.

The Residential Exemption Benefits:

- Owner occupants that purchased their primary residence home prior to 1/1/22 and have applied for the exemption and their assessment is less than \$1,295,050.
- Because the reduction is the same fixed amount (33% of the average residential assessment) off every bill, lower assessed properties reap more of the benefit by having a larger percentage of their taxes reduced.

The Residential Exemptions Costs:

- All residential property with an assessment greater than \$1,295,050.
- Investor-owned property.
- Home buyers that purchase for the first time after January 1, 2022 (qualify for FY24 but miss FY23).
- Taxpayers that have transferred their home into a Trust and have given up being a trustee and beneficial interest.
- Taxpayers that have a second home in which they have declared that home as their primary residence.

Actual Fiscal Year 2022 Average Assessments and Average Tax Bills

Description	FY22 Average Assessment	FY22 Tax Rate	30% Residential Exemption	Residential Exemption Amount	Avg Tax Bill With Res Ex	FY22	Last Year	Avg Tax Bill No Res. Ex.
Single Family	\$723,159	\$13.25	3,012	\$204,607	\$6,570			\$9,582
Condominium	\$510,221	\$13.25	3,012	\$204,607	\$3,748			\$6,760
Two Family	\$837,454	\$13.25	3,012	\$204,607	\$8,084			\$11,096
Three Family	\$951,305	\$13.25	3,012	\$204,607	\$9,593			\$12,605

Residential Exemption Scenarios For Fiscal Year 2023

No Res Ex.

Description	FY23 Average Assessment	Projected Tax Rate	30% Res Ex	Res Ex Value Amount	Avg Tax Bill With Res Ex	Dollar Difference From FY22	Tax Bill Change % From FY22	Avg Tax Bill No Res. Ex.	Dollar Difference From FY22	Tax Bill Change % From FY22
Single Family	\$775,833	\$13.33	\$3,211	\$240,896	\$7,131	\$561	8.54%	\$10,342	\$760	7.93%
Condominium	\$548,372	\$13.33	\$3,211	\$240,896	\$4,099	\$350	9.35%	\$7,310	\$549	8.13%
Two Family	\$881,526	\$13.33	\$3,211	\$240,896	\$8,540	\$456	5.64%	\$11,751	\$654	5.90%
Three Family	\$1,009,175	\$13.33	\$3,211	\$240,896	\$10,241	\$649	6.76%	\$13,452	\$848	6.72%

Description	FY23 Average Assessment	Projected Tax Rate	33% Res Ex	Res Ex Value Amount	Avg Tax Bill With Res Ex	Dollar Difference From FY22	Tax Bill Change % From FY22	Avg Tax Bill No Res. Ex.	Dollar Difference From FY22	Tax Bill Change % From FY22
Single Family	\$775,833	\$13.64	\$3,614	\$264,986	\$6,968	\$398	6.06%	\$10,582	\$1,001	10.44%
Condominium	\$548,372	\$13.64	\$3,614	\$264,986	\$3,865	\$117	3.13%	\$7,480	\$719	10.64%
Two Family	\$881,526	\$13.64	\$3,614	\$264,986	\$8,410	\$326	4.03%	\$12,024	\$928	8.36%
Three Family	\$1,009,175	\$13.64	\$3,614	\$264,986	\$10,151	\$558	5.82%	\$13,765	\$1,160	9.21%

Description	FY23 Average Assessment	Projected Tax Rate	35% Res Ex	Res Ex Value Amount	Avg Tax Bill With Res Ex	Dollar Difference From FY22	Tax Bill Change % From FY22	Avg Tax Bill No Res. Ex.	Dollar Difference From FY22	Tax Bill Change % From FY22
Single Family	\$775,833	\$13.86	\$3,895	\$281,045	\$6,858	\$288	4.39%	\$10,753	\$1,171	12.22%
Condominium	\$548,372	\$13.86	\$3,895	\$281,045	\$3,705	-\$43	-1.15%	\$7,600	\$840	12.43%
Two Family	\$881,526	\$13.86	\$3,895	\$281,045	\$8,323	\$239	2.95%	\$12,218	\$1,122	10.11%
Three Family	\$1,009,175	\$13.86	\$3,895	\$281,045	\$10,092	\$499	5.21%	\$13,987	\$1,382	10.97%

	SHIFT = 1.50		Projected Tax Rates							
		\$ 10.85	\$ 13.33	\$ 13.43	\$ 13.53	\$ 13.64	\$ 13.75	\$ 13.86	\$ 13.33	\$ 13.86
	Discount %	0%	30%	31%	32%	33%	34%	35%	non qualifying property at 30% factor	non qualifying property at 35% factor
	Exemption	Exemption	Exemption	Exemption	Exemption	Exemption	Exemption	Exemption		
	value credit	0	\$240,896	\$248,926	\$ 256,956	\$264,986	\$273,016	\$281,045		
	tax credit	0	\$ 3,211	\$ 3,343	\$ 3,477	\$ 3,614	\$ 3,754	\$ 3,895		
	Assessment	taxes	taxes	taxes	taxes	taxes	taxes	taxes	taxes	taxes
	\$ 250,000	\$ 2,713	\$ 333	\$ 336	\$ 338	\$ 341	\$ 344	\$ 347	\$ 3,333	\$ 3,465
	\$ 350,000	\$ 3,798	\$ 1,454	\$ 1,357	\$ 1,259	\$ 1,160	\$ 1,059	\$ 956	\$ 4,666	\$ 4,851
low	\$ 450,000	\$ 4,883	\$ 2,787	\$ 2,700	\$ 2,612	\$ 2,524	\$ 2,434	\$ 2,342	\$ 5,999	\$ 6,237
	\$ 550,000	\$ 5,968	\$ 4,120	\$ 4,043	\$ 3,965	\$ 3,888	\$ 3,809	\$ 3,728	\$ 7,332	\$ 7,623
	\$ 650,000	\$ 7,053	\$ 5,453	\$ 5,386	\$ 5,318	\$ 5,252	\$ 5,184	\$ 5,114	\$ 8,665	\$ 9,009
	\$ 750,000	\$ 8,138	\$ 6,786	\$ 6,729	\$ 6,671	\$ 6,616	\$ 6,559	\$ 6,500	\$ 9,998	\$ 10,395
avg	\$ 802,987	\$ 8,712	\$ 7,493	\$ 7,441	\$ 7,388	\$ 7,338	\$ 7,287	\$ 7,234	\$ 10,704	\$ 11,129
	\$ 850,000	\$ 9,223	\$ 8,119	\$ 8,072	\$ 8,024	\$ 7,980	\$ 7,934	\$ 7,886	\$ 11,331	\$ 11,781
	\$ 950,000	\$ 10,308	\$ 9,452	\$ 9,415	\$ 9,377	\$ 9,344	\$ 9,309	\$ 9,272	\$ 12,664	\$ 13,167
	\$1,050,000	\$ 11,393	\$ 10,785	\$ 10,758	\$ 10,730	\$ 10,708	\$ 10,684	\$ 10,658	\$ 13,997	\$ 14,553
upper	\$1,150,000	\$ 12,478	\$ 12,118	\$ 12,101	\$ 12,083	\$ 12,072	\$ 12,059	\$ 12,044	\$ 15,330	\$ 15,939
	\$1,250,000	\$ 13,563	\$ 13,451	\$ 13,444	\$ 13,436	\$ 13,436	\$ 13,434	\$ 13,430	\$ 16,663	\$ 17,325
breakeven	\$1,295,050	\$ 14,051	\$ 14,052	\$ 14,049	\$ 14,045	\$ 14,050	\$ 14,053	\$ 14,054	\$ 17,263	\$ 17,949
	\$1,500,000	\$ 16,275	\$ 16,784	\$ 16,802	\$ 16,818	\$ 16,846	\$ 16,871	\$ 16,895	\$ 19,995	\$ 20,790
	\$2,000,000	\$ 21,700	\$ 23,449	\$ 23,517	\$ 23,583	\$ 23,666	\$ 23,746	\$ 23,825	\$ 26,660	\$ 27,720
-	The residential exemption amount (value credit) is based on the average residential assessment (yellow) multiplied by the chosen discount factor which can range between 1 and 35%									
-	This value credit is then subtracted from the assessed value of every qualifying property. The reduced assessment is then multiplied by the tax rate that results from the selected discount factor.									
-	Essentially, the residential exemption is funded by the non-qualified residential property owner, they are taxed at the full assessed value with no value credit.									
-	As the property assessment increases, the tax savings from the exemption diminishes to a point where high value properties actually pay more with the residential exemption in place than if it didn't exist (gray shaded area).									

Board of Assessors' Recommendations

- Council adopt the maximum shift allowed by law which is 150%.
- Council accepts the provisions of Chapter 59, section 5C approving a residential exemption of 33% off average assessed value for residents that are domiciled in Watertown for Fiscal Year 2023.



George J. Proakis
City Manager

CITY OF
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Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: November 7, 2022

RE: Proposed Amendment to the Fiscal Year 2023 Budget

Below please find, for your review and consideration, a Proposed Amendment to the Fiscal Year 2023 Budget. The Proposed Amendment is to authorize spending on Stanley Avenue – Parcel 807 1B 1A.

REVENUE	INCREASE (DECREASE)	TO READ
TRANSFER FROM ACQUISITION OF LAND STABILIZATION FUND	\$ 11,150,000	\$ 11,150,000
TOTAL REVENUE ADJUSTMENT	\$ 11,150,000	
EXPENDITURES	INCREASE (DECREASE)	TO READ
ACQUISITION OF LAND 0194000-580950	\$ 11,150,000	\$ 11,250,000
TOTAL EXPENDITURE ADJUSTMENT	\$ 11,150,000	

Given this Amendment, the Fiscal Year 2023 Revenues and Expenditures will be each increased by \$11,150,000. Therefore, the revised Fiscal Year 2023 Revenues and Expenditures would be \$190,264,000.

I respectfully request this Amendment be placed on the November 9, 2022 City Council Agenda as a First Reading amending the Fiscal Year 2023 Budget.

cc: Department Heads



George J. Proakis
City Manager

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To: Honorable City Council

From: George J. Proakis, City Manager 

Date: November 17, 2022

RE: Proposed Amendment to the Fiscal Year 2023 Budget

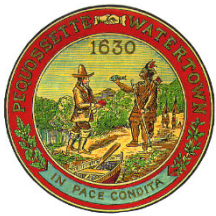
Below please find, for your review and consideration, a Proposed Amendment to the Fiscal Year 2023 Budget. The Proposed Amendment is for the acquisition of the Parker School.

<u>REVENUE</u>	<u>INCREASE (DECREASE)</u>	<u>TO READ</u>
UTILIZATION OF FREE CASH	\$ 12,000,000	\$ 14,000,000
TOTAL REVENUE ADJUSTMENT	<u>\$ 12,000,000</u>	
<u>EXPENDITURES</u>	<u>INCREASE (DECREASE)</u>	<u>TO READ</u>
ACQUISITION OF LAND 0194000-580950	\$ 12,000,000	\$ 23,250,000
TOTAL EXPENDITURE ADJUSTMENT	<u>\$ 12,000,000</u>	

Given this Amendment, the Fiscal Year 2023 Revenues and Expenditures will be each increased by \$12,000,000. Therefore, the revised Fiscal Year 2023 Revenues and Expenditures would be \$202,264,000.

I respectfully request this Amendment be placed on the November 22, 2022 City Council Agenda as a First Reading amending the Fiscal Year 2023 Budget.

cc: Department Heads



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

Meeting: November 2, 2022

Report: November 22, 2022

The Committee convened at 6:00 pm on Wednesday November 2, 2022 in the Louis P. Andrews Upper Conference Room. Present were Vincent Piccirilli, Chair; Emily Izzo, Vice Chair; and Nicole Gardner, Secretary. Also present were City Manager George Proakis; Councilors Caroline Bays, Anthony Palomba, John Airasian and John Gannon; and Council President Mark Sideris.

The purpose of this meeting was to review input from Councilors and make recommendations to the City Council on the FY2024 Budget Policy Guidelines.

Mr. Piccirilli sent instructions to Councilors explaining that the Committee's task is not to decide whether each request is a good idea or not; rather the Committee acts as an editor to take input from nine Councilors and synthesize it into a concise, actionable document for the Manager. The Committee may decide to defer or exclude a request because it:

- a) requires policy direction from the Council before the Manager can include it in the operating budget;
- b) is substantially complete;
- c) is too ambiguous to be included in the operating budget;
- d) is part of the Capital Improvement Program and not the operating budget;
- e) is within the authority of another body who has not weighed in it;
- f) overlaps with other existing goals or requests.

To facilitate the process, Mr. Piccirilli arranged the requests from each Councilor, in the order received, into a worksheet for the Committee to use. The Committee completed the review of the FY24 Budget Policy Guidelines, and a summary of the Committee discussions are contained within the worksheet (see attachment 1).

During the review, Councilor Palomba recommended that the BFO review *Watertown's Ongoing Budget Policy Guidelines Resolution 2012-72* and *Amending Watertown's Ongoing Budget Policy Guidelines Resolution 2017-84* and propose updates to the Council. This recommendation was taken under advisement by the Chair.

➔ **ACTION ITEM:** Councilor Gardner made a motion, seconded by Councilor Izzo, that the Committee recommends to the City Council that it adopt the FY2024 Budget Policy Guidelines as drafted. The motion passed by a vote of 3-0.

The final Budget Policy Guidelines (see attachment 2) will be ranked by the City Council after they are approved. The order they are now shown reflects last year's priority ranking and the timing of when new requests were received.

The Committee agreed to use the same weighted ranking method as in past years, with each Councilor filling out a ranking sheet (see attachment 3).

The meeting adjourned at 8:19 pm by a vote of 3-0.

Report prepared by Nicole Gardner

Attachments:

1. FY2024 Budget Policy Guidelines Worksheet
2. FY2024 Budget Policy Guidelines For Approval by the City Council (unranked)
3. FY2024 Budget Policy Guidelines Ranking Sheet

Watertown's FY2024 Budget Policy Guidelines Worksheet – For Committee Report November 22, 2022

The City Council is adopting these budget policy guidelines pursuant to Section 5-1 of the Watertown Home Rule Charter. Based on these guidelines, the City Manager will develop budgetary goals and the City budget for FY24.

I. COST-SAVINGS/REVENUES - The City Council believes that identification of cost savings and/or new revenues should be a precondition to additional expenditures. To this end, in developing the FY24 budget, the City Manager should:		
FY23 Guideline	Input & Discussion	Draft FY24 Guideline
I. A. Continue to proceed with the guidelines of the Strategic Framework for Economic Development, with the long-term goal to promote a diversified and growing tax base.	Feltner: note: there should be some recognition of impacts that necessitate expenditures identified with growing the tax base, such as public safety. Committee Discussion: Noted that the ability to build a new High School without an override was possible from the growing commercial tax base. Review based on recommendations from the update to the Comprehensive Plan.	No changes.
I. B. Continue pursuing mitigation monies and/or other measures for larger scale projects.	Feltner: Change to “Continue pursuing mitigation monies and other measures from redevelopment and new projects.” Committee Discussion: Add in linkage fees, which are a strategic priority in the October 11, 2022 Preliminary Budget Overview.	Continue pursuing mitigation monies, linkage fees, and/or other measures from larger scale projects.
I. C. Consider filing additional applications to all applicable federal and Commonwealth programs and grants, including, but not limited to, the Commonwealth’s Community Compact program, the Municipal Vulnerability Preparedness program, the Green Communities program, the Housing Choice program and the Community Oriented Policing Services (COPS) grant.	Feltner: Change to “All departments should actively file applications for all applicable federal and Commonwealth programs and grants.” Committee Discussion: See New Item #3, and revise to include public and private entities, and broaden language from specific programs shown.	Require all Departments to actively pursue filing applications for all relevant state, federal, and private foundation grant programs.
I. D. Actively seek Payment In Lieu Of Taxes (PILOT) agreements with each non-profit organization owning or purchasing property in Watertown.	Committee Discussion: Add in “or other in-kind services” to encompass agreements such as the BB&N fields.	Actively seek Payment In Lieu Of Taxes (PILOT) agreements, or other in-kind services, with each non-profit organization owning or purchasing property in Watertown.

New Request	Input & Discussion	Draft FY24 Guideline
New Item #1	Feltner: Implementation of the long-term Watertown Climate and Energy Master Plan, support operations and transition to 100% renewable energy - note: this topic falls under both I. and II, and by department, as a cost is to realize cost-savings post-implementation. Committee Discussion: Last year, the Committee noted this is an expenditure item, not a revenue & cost saving item. See New Item #3 under Section II.	Do not add.
New Item #2	Feltner: Continue support and pursuit of combined and shared resources with our School Department, including Public Buildings and Information Technology services. Committee Discussion: Last year, the Committee noted this is already in the incorporated <i>Ongoing Budget Policy Guidelines</i> Resolution 2012-72 item II.G.	Do not add.
New Item #3	Gannon: Seeking out grant funding opportunities from public and private entities. Committee Discussion: Include in item I.C.	Include in item I.C.

II. PROGRAM ENHANCEMENTS/EXPENDITURES - To the extent that resources allow, in light of the financial policies stated above, and adhering to the principle of first identifying cost-savings and/or new revenue, the following program enhancements and, if necessary, new expenditures should receive priority in the FY24 budget. Education program enhancements and expenditures should be considered subsequently in light of the recommendations of the School Committee.		
FY23 Guideline	Input & Discussion	Draft FY24 Guideline
II. A. Continue support for Building for the Future Initiative funding in collaboration with the School Building Committee, for the Three Elementary Schools project, and for the MSBA High School project, without debt exclusion funding.	Feltner: Change to “Continue ongoing support for Building for the Future Initiative funding in collaboration with the School Building Committee, for completing the Lowell and Hosmer Elementary Schools project, and for the MSBA High School project until completion.” Committee Discussion: Keep as is. Note \$2,000,000 additional funding for the High School Stabilization Fund was included in the FY23 Budget Amendment to deal with inflation costs.	No changes.
II. B. Continue to work collaboratively with the Watertown Public Schools to develop a comprehensive multi-year educational budget that assures sustainable funding for our schools and the successful education of our children, and seek to accommodate a FY23 Education appropriation that will provide level-service funding for our schools.	Feltner: Change to “Continue to work collaboratively with the Watertown Public Schools on the comprehensive multi-year educational budget that assures sustainable funding for our schools and the successful education of our children. Conduct further review to examine the sustainability of increases in FY24 and beyond, including the ongoing impacts of the Covid-19 Pandemic.” Committee Discussion: Update with language in the October 11, 2022 Preliminary Budget Overview for a projected increase of 3.5% annually from FY24 through FY26.	Continue to work collaboratively with the Watertown Public Schools on the comprehensive multi-year educational budget that assures sustainable funding for our schools and the successful education of our children, and seek to accommodate a 3.5% annual increase for FY24 for the Education appropriation that will provide level-service funding for our schools.

FY23 Guideline	Input & Discussion	Draft FY24 Guideline
II. C. Improve the operational efficiency, flexibility, and capacity of the Public Works Department to meet the City’s growing needs to manage contractors, respond to work order requests, oversee development projects, plan and implement infrastructure improvements, improve communications to residents about road construction, comply with the MassDEP 2030 Solid Waste Management Plan, and maintain complete streets infrastructure. Consider what technology platforms are needed to support the Department.	Airasian: Add “add more funding to the city rodent control program” after “Solid Waste Management Plan” Feltner: Change to “Improve the operational efficiency, flexibility, and capacity of the Public Works Department to meet the City’s growing needs, including to comply with the MassDEP 2030 Solid Waste Management Plan, and maintain complete streets infrastructure, including a review of improvements and their snow and ice removal. Continue exploring technology platforms, and support for maintenance of our existing parks and green space with effective and climate-friendly products and approaches (for example: explore using the services of a trained “geese-policing” dog).” Committee Discussion: See new item #19. In light of the Committee discussion on a sidewalk snow removal ordinance, include “Review improvements for snow and ice removal”. For rodent control, see new items #9 & 17.	Improve the operational efficiency, flexibility, and capacity of the Public Works Department to meet the City’s growing needs to manage contractors, respond to work order requests, oversee development projects, plan and implement infrastructure improvements, improve communications to residents about road construction, comply with the MassDEP 2030 Solid Waste Management Plan, and maintain complete streets infrastructure. Review improvements for snow and ice removal. Consider what technology platforms are needed to support the Department.
II. D. Update the five year plan and funding schedule for the integrated improvements of the City's streets and sidewalks, water-sewer-stormwater infrastructure, and underground utilities. The plan should show status of ongoing projects, identify future projects including those with no funding source, identify sources of stormwater and sewage outflow to the Charles River, and coordination with water-sewer-stormwater projects and underground utility projects.	Feltner: Change to “Update the five-year plan and funding schedule for the integrated improvements of the City's streets, sidewalks, water-sewer-stormwater infrastructure, underground utilities, overhead street wires and lighting, street signage and furniture or amenities. The plan should show status of ongoing projects, by specific street, identify future projects, including those with no funding source, and follow-up on the upcoming upgrade of all water meters, identify sources of stormwater and sewage outflow to the Charles River, and coordination with water-sewer-stormwater projects and underground utility projects.” Committee Discussion: Keep as is.	No changes.

FY23 Guideline	Input & Discussion	Draft FY24 Guideline
II. E. With the creation of the Acquisition of Land/Open Space Stabilization Fund, continue working on plans with the City Council to meet the identified and ongoing need for acquisition of land for open space and recreational use; including proposals submitted to the Community Preservation Committee.	Airasian: Add “Actively seek ways to increase open space/recreation by purchase or long term lease of property along the Charles River currently owned by DCR.” (see New Item 2 below - this could be added to Land Stabilization...rather than a stand alone) Feltner: Change to “Continue working to meet the identified and ongoing need for acquisition of land for open space and recreational use, with ongoing support from the Acquisition of Land/Open Space Stabilization Fund, including proposals submitted to the Community Preservation Committee.” Committee Discussion: See new item #2. With the imminent acquisition of the Walker Pond land, reword to explore future acquisitions. Note \$2,000,000 additional funding for the Acquisition of Land/Open Space Stabilization Fund was included in the FY23 Budget Amendment.	Continue working to identify additional acquisition of land for open space and recreation, using the Acquisition of Land/Open Space Stabilization Fund, and including proposals submitted to the Community Preservation Committee.
II. F. Continue to work with the Watertown Transportation Management Association to identify sustainable sources of funding, including tax revenue if needed, for the shuttle bus program in Watertown.	Airasian: Add “Analyze existing data in order to determine how to increase ridership/participation.” Feltner: Change to “Continue working to strengthen the Watertown Transportation Management Association (TMA), including evaluating the PILOT Shuttle Program and identify sustainable sources of funding.” Committee Discussion: Alternative transit systems are a key component of the Climate & Energy Plan that was adopted on August 9, 2022. The Pleasant Street shuttle pilot program launched on October 14, 2021. The Council would like to see the Arsenal Street shuttle also opened up to public ridership.	Continue to work with the Watertown Transportation Management Association to identify sustainable sources of funding for the shuttle bus program in Watertown. Use data from the pilot program to explore strategies to increase ridership in a permanent program.

FY23 Guideline	Input & Discussion	Draft FY24 Guideline
II. G. Hire a management consultant to review the structural operations of the Personnel Department and to make recommendations for improvements, including issues of Diversity, Equity, and Inclusion.	Feltner: Change to “Continue support for a management consultant to review the structural operations of the Personnel Department and to make recommendations for improvements, including issues of Diversity, Equity, and Inclusion.” Committee Discussion: The FY23 Budget included \$50,000 for a Personnel Department Assessment Review and \$35,000 for a Salary Study. Completing these studies are strategic priorities in the October 11, 2022 Preliminary Budget Overview.	Consider funding for the recommendations of the Personnel Department Assessment Review and the Salary Study in the FY24 budget.
II. H. Continue to develop an evolving comprehensive IT master plan to ensure Watertown’s commitment to government technology leadership remains strong, including but not limited to implementing the remaining recommendations of the City-wide Information Technology Assessment.	Feltner: Change to “Carry out the remaining recommendations of the City-wide Information Technology Assessment.” Committee Discussion: Change as suggested.	Carry out the remaining recommendations of the City-wide Information Technology Assessment.
II. I. Continue to enhance the capabilities of the Department of Community Development and Planning by adding resources and/or redeploying existing resources.	Feltner: Change to “Enhance the capabilities of the Department of Community Development and Planning by adding resources and/or redeploying additional resources, including support for hiring a Planner in support for economic development (see I. A above).” Committee Discussion: See new items # 4 and 14. Update to include new recommendations from the update to the Comprehensive Plan. Expanding Economic Development efforts for small businesses and local business districts is a strategic priority in the October 11, 2022 Preliminary Budget Overview.	With the ongoing update to the Comprehensive Plan, which will include new goals and strategies for development in Watertown, continue to enhance the capabilities of the Department of Community Development and Planning by adding resources and/or redeploying existing resources.

FY23 Guideline	Input & Discussion	Draft FY24 Guideline
II. J. Continue to enhance the capabilities of the Department of Public Works Forestry Department by adding resources and/or redeploying additional resources for improving Watertown's public shade trees and increasing the City's overall tree canopy by: (1) Developing a robust data collection process for public shade trees in Watertown, and (2) Analyzing the data to determine an action plan and to seek collaboration and partnership opportunities with community groups such as Trees for Watertown.	Feltner: Change to "Continue support of the enhanced Department of Public Works Forestry Department by adding resources and/or redeploying additional resources for improving Watertown's public shade trees and increasing the Town's overall tree canopy by: (1) Developing and maintaining robust data collection for public shade trees in Watertown, and (2) Analyzing the data to determine an action plan, and to seek collaboration and partnership opportunities with community groups, such as Trees for Watertown. This should also include options for protection of planting strips and trees where there is inadequate or nonexistent granite curbing." Committee Discussion: Minor revision to indicate point (3)	Continue to enhance the capabilities of the Department of Public Works Forestry Department by adding resources and/or redeploying additional resources for improving Watertown's public shade trees and increasing the City's overall tree canopy by: (1) Developing a robust data collection process for public shade trees in Watertown, (2) Analyzing the data to determine an action plan and (3) to seek collaboration and partnership opportunities with community groups such as Trees for Watertown.
II. K. Finalize re-use of the former north branch library, and the former police station.	Feltner: Change to "Finalize..." to "Continue evaluation for..." Committee Discussion: See new item #1, 10 & 12. Change to Finalize. Remove former police station as this should be considered in the Watertown Square study.	Finalize re-use of the former north branch library.
II. L. Based on final City Council policy direction, develop a budgetary plan to meet the identified need for DPW staging space.	Committee Discussion: Evaluation of the need is ongoing, in light of the renovation of the Howard St/Bacon St parcel.	No changes.

New Request	Input & Discussion	Draft FY24 Guideline
New Item #1	Airasian: In accordance with the upcoming, updated Comprehensive Plan, begin a plan and process of improving Watertown Square, including but not limited to, mixed use development, traffic/parking, MBTA routes and overall aesthetics. Committee Discussion: See New Items #10 & 12 and also Item II.K. The Watertown Square Initiative was identified as a strategic priority in the October 11, 2022 Preliminary Budget Overview.	Provide funding for a study of Watertown Square that will incorporate goals of the updated Comprehensive Plan, and include Intersection Design, Development & Zoning changes, Small Business strategies, and better use of City owned land, parking lots, and former police station.
New Item #2	Airasian: Actively seek ways to increase open space/recreation by purchase or long term lease of property along the Charles River currently owned by DCR. (See II. E. above - this could be added to Land Stabilization...rather than a stand alone) Committee Discussion: See item II.E.	See item II.E.
New Item #3	Feltner: Comply with the Watertown Climate and Energy Master Plan, supporting operations and transition to 100% renewable energy. -note: topic falls under both I. Expenditures to invest and implement, and II. Savings realized with sustainability measures and programs in our operating budget. Committee Discussion: See New Items #8, 11 & 15. On August 9, 2022, the Resilient Watertown Climate and Energy Plan was adopted by the Council. Climate Mitigation and Resiliency was identified as a strategic priority in the October 11, 2022 Preliminary Budget Overview. Resolution 2019-R-02 Transition to 100% Renewable Energy, requires the City Manager to provide an annual report to the City Council on the progress toward a transition to 100% renewable energy, for both municipal and non-municipal uses.	Beginning with FY24, all departments should prepare their budgets to address the strategies and action items in the Climate and Energy Plan adopted August 9, 2022.
New Item #4	Feltner: Continue support of the update to the Watertown Comprehensive Plan. Committee Discussion: See item II.I.	See item II.I
New Item #5	Feltner: Continue to explore ways to reduce trash costs, including ongoing support of recycling, public organic waste composting, yard waste, and the like. Committee Discussion: As noted last year, this is already included in II.C. Curbside organic waste pickup was implemented in the FY23 budget, and \$75,000 additional funding was included in the FY23 Budget Amendment.	See item II.C.

New Request	Input & Discussion	Draft FY24 Guideline
New Item #6	Feltner: Continue to enhance the capabilities of the Senior Center to strengthen the programming directed to seniors, including facility's needs, and support for Food Pantry. Committee Discussion: As noted last year, this item was completed and removed in FY20. The hiring of the new Director of Senior Services should inform the discussion.	Do not add.
New Item #7	Feltner: Hire a management consultant to review the structural operations of the Health Department and to make recommendations for improvements, including issues of Diversity, Equity, and Inclusion. Committee Discussion: See new item #16. A Health & Human Services Study for \$90,000 was included in the FY23 Budget Amendment. Completing this study is a strategic priority in the October 11, 2022 Preliminary Budget Overview.	Consider funding for the recommendations of the Health & Human Services Study in the FY24 budget.
New Item #8	Bays: Develop plan to pursue recommendations in the Climate Action Plan. Committee Discussion: See new item #3.	See new item #3.
New Item #9	Bays: Provide resources for plan to decrease rodent population. Committee Discussion: See comment under II. C. and new Item #17. In the FY23 budget, an increase of \$100,000 for Pest Control Funding was included for the DPW to address issues in the Mt Auburn St corridor with the proposed reconstruction project, and anticipate this approach will be on-going iterative process which will be periodically refined based on best management practices to best address minimizing the presences of pests in the City. Comprehensive City-wide rodent control is the subject of ongoing Human Services Committee meetings, and is pending policy recommendations from the Committee to be adopted by the Council.	Provide increased funding and resources for City-wide rodent control in the FY24 budget.
New Item #10	Bays: Provide resources for studying & improving Watertown Square. Committee Discussion: See new item #1.	See new item #1.
New Item #11	Sideris: Support and move forward with the managers Climate mitigation and Resiliency priorities as outlined and described in the preliminary budget overview. Committee Discussion: See new item #3.	See new item #3.

New Request	Input & Discussion	Draft FY24 Guideline
New Item #12	Sideris: Support and move forward with the Watertown Square initiative including possible redesign and other strategies for improving the intersection. Committee Discussion: See new item #1.	See new item #1.
New Item #13	Sideris: Move forward with the 311 launch. Committee Discussion: On June 22, 2021, the Council voted on the Media and Public Outreach Committee's recommendation to engage the Collins Center in a contract for the development of a "311" customer service system. The launch of the 311 system is a strategic priority in the October 11, 2022 Preliminary Budget Overview.	Provide funding and resources for launch of the 311 system in the FY24 budget.
New Item #14	Palomba: Enhance the Department of Community Development and Planning by hiring a Director of Communication responsible for communicating to the public and publicizing all aspects of developments over 10,000 square feet including, but not limited to, when a property is purchased, a developer's initial proposal, the results of the developer's conference, the formal request of a permit, the results of the developer's required community meeting, the dates and times of Planning Board and Zoning Board of Appeals meeting and the staff reports for these meetings. Committee Discussion: See Item II.I. At the October 11, 2022 Council meeting, there was a referral to the Committee on Economic Development and Planning for discussion and recommendations for providing a process to notify neighborhoods affected by a proposed development. This is pending policy recommendations from the Committee to be adopted by the Council.	See Item II.I.
New Item #15	Palomba: Create a Department of Climate and Energy and a position of Director of the Department of Climate and Energy with the responsibility of implementing the City's Climate and Energy Plan and coordinating the efforts of other City departments to meet the goals of the Plan. Committee Discussion: See new item #3.	See new item #3.
New Item #16	Palomba: Hire an additional Jail Diversion Clinician to work with the Watertown Police Department. The additional clinician will make it possible to provide the City 24 hour assistance to those with substance use and mental health problems who interact with police officers. Committee Discussion: See new item #7.	See new item #7.
New Item #17	Palomba: Establish a fund to be used to implement a city-wide rodent control program with funding coming from 5% to 10% of the Council Reserve on an annual basis. Committee Discussion: See new item #9.	See new item #9.

New Request	Input & Discussion	Draft FY24 Guideline
New Item #18	Palomba: Increase an annual borrowing for street and sidewalk repairs by \$500,000. Committee Discussion: In the FY2023-2027 Capital Improvement Program, Highway Bonds were scheduled to increase \$100,000 per year, Sidewalk Bonds were scheduled to increase \$25,000 per year, and Longer Roads/Connectors Bonds were scheduled to increase \$75,000 per year. Based on the recent loan order for Highland Ave being increased from \$1.5M to \$2.0M due to increasing costs, at the Public Works Committee meeting on November 1, 2022, upon recommendation from the DPW, the Committee made a recommendation to the Council to vote on a request to the Administration to seek to accommodate an increase the Longer Roads/Connectors Bonds to \$1.5M to \$2.0M in the FY24 CIP.	Do not add.
New Item #19	Palomba: Establish a fund to pay temporary workers at a rate of \$15.00 for cleaning the sidewalks of snow and ice of residents who are elderly and/or disabled that are therefore unable to clear their sidewalks and residents who are unable to afford to pay to have their walks cleared. The funding for this fund would come from 5% for the Council Reserve on an annual basis. Committee Discussion: See comment under II. C. Sidewalk snow and ice removal is the subject of ongoing Public Works/Rules & Ordinances Joint Committee meetings, and is pending policy recommendations from the Committee to be adopted by the Council.	Do not add.

Watertown's FY2024 Budget Policy Guidelines

For Approval by the City Council

November 22, 2022

The City Council is adopting these budget policy guidelines pursuant to Section 5-1 of the Watertown Home Rule Charter. Based on these guidelines, the City Manager will develop budgetary goals and the City budget for Fiscal Year 2024. *Watertown's Ongoing Budget Policy Guidelines* Resolution 2012-72, *Amending Watertown's Ongoing Budget Policy Guidelines* Resolution 2017-84 and *Watertown's Ongoing Capital Project Budget Guidelines* Resolution 2013-76 are hereby incorporated by reference.

I. COST-SAVINGS/REVENUES

Note: The items in this section will be ranked in order of priority by the City Council after adoption

The City Council believes that identification of cost savings and/or new revenues should be a precondition to additional expenditures. To this end, in developing the FY24 budget, the City Manager should:

- A. Continue to proceed with the guidelines of the Strategic Framework for Economic Development, with the long-term goal to promote a diversified and growing tax base.
- B. Continue pursuing mitigation monies, linkage fees, and/or other measures from larger scale projects.
- C. Require all Departments to actively pursue filing applications for all relevant state, federal, and private foundation grant programs.
- D. Actively seek Payment In Lieu Of Taxes (PILOT) agreements, or other in-kind services, with each non-profit organization owning or purchasing property in Watertown.

II. PROGRAM ENHANCEMENTS/EXPENDITURES

Note: The items in this section will be ranked in order of priority by the City Council after adoption

To the extent that resources allow, in light of the financial policies stated above, and adhering to the principle of first identifying cost-savings and/or new revenue, the following program enhancements and, if necessary, new expenditures should receive priority in the FY24 budget. Education program enhancements and expenditures should be considered subsequently in light of the recommendations of the School Committee.

- A. Continue support for Building for the Future Initiative funding in collaboration with the School Building Committee, for the Three Elementary Schools project, and for the MSBA High School project, without debt exclusion funding.
- B. Continue to work collaboratively with the Watertown Public Schools on the comprehensive multi-year educational budget that assures sustainable funding for our schools and the successful education of our children, and seek to accommodate a 3.5% annual increase for FY24 for the Education appropriation that will provide level-service funding for our schools.
- C. Improve the operational efficiency, flexibility, and capacity of the Public Works Department to meet the City's growing needs to manage contractors, respond to work order requests, oversee development projects, plan and implement infrastructure improvements, improve communications to residents about road construction, comply with the MassDEP 2030 Solid Waste Management Plan, and maintain complete streets infrastructure. Review improvements for snow and ice removal. Consider what technology platforms are needed to support the Department.
- D. Update the five year plan and funding schedule for the integrated improvements of the City's streets and sidewalks, water-sewer-stormwater infrastructure, and underground utilities. The plan should show status of ongoing projects, identify future projects including those with no funding source, identify sources of stormwater and sewage outflow to the Charles River, and coordination with water-sewer-stormwater projects and underground utility projects.
- E. Continue working to identify additional acquisition of land for open space and recreation, using the Acquisition of Land/Open Space Stabilization Fund, and including proposals submitted to the Community Preservation Committee.
- F. Continue to work with the Watertown Transportation Management Association to identify sustainable sources of funding for the shuttle bus program in Watertown. Use data from the pilot program to explore strategies to increase ridership in a permanent program.
- G. Consider funding for the recommendations of the Personnel Department Assessment Review and the Salary Study in the FY24 budget.

- H. Carry out the remaining recommendations of the City-wide Information Technology Assessment.
- I. With the ongoing update to the Comprehensive Plan, which will include new goals and strategies for development in Watertown, continue to enhance the capabilities of the Department of Community Development and Planning by adding resources and/or redeploying existing resources.
- J. Continue to enhance the capabilities of the Department of Public Works Forestry Department by adding resources and/or redeploying additional resources for improving Watertown's public shade trees and increasing the City's overall tree canopy by: (1) Developing a robust data collection process for public shade trees in Watertown, (2) Analyzing the data to determine an action plan and (3) to seek collaboration and partnership opportunities with community groups such as Trees for Watertown.
- K. Finalize re-use of the former north branch library.
- L. Based on final City Council policy direction, develop a budgetary plan to meet the identified need for DPW staging space.
- M. Provide funding for a study of Watertown Square that will incorporate goals of the updated Comprehensive Plan, and include Intersection Design, Development & Zoning changes, Small Business strategies, and better use of City owned land, parking lots, and former police station.
- N. Beginning with FY24, all departments should prepare their budgets to address the strategies and action items in the Climate and Energy Plan adopted August 9, 2022.
- O. Consider funding for the recommendations of the Health & Human Services Study in the FY24 budget.
- P. Provide increased funding and resources for City-wide rodent control in the FY24 budget.
- Q. Provide funding and resources for launch of the 311 system in the FY24 budget.

Watertown's FY2024 Budget Policy Guidelines Priority Ranking

For both sections I and II, rank each item by priority (1=highest) and return to the Chair of the Budget & Fiscal Oversight Committee no later than 5:00 pm Tuesday November 29, 2022. The final published budget policy guidelines will be ranked by composite priority.

Councilor Name: _____

I. COST-SAVINGS/REVENUES	
FY24 Guideline	Ranking
I. A. Continue to proceed with the guidelines of the Strategic Framework for Economic Development, with the long-term goal to promote a diversified and growing tax base.	
I. B. Continue pursuing mitigation monies, linkage fees, and/or other measures from larger scale projects.	
I. C. Require all Departments to actively pursue filing applications for all relevant state, federal, and private foundation grant programs.	
I. D. Actively seek Payment In Lieu Of Taxes (PILOT) agreements, or other in-kind services, with each non-profit organization owning or purchasing property in Watertown.	

II. PROGRAM ENHANCEMENTS/EXPENDITURES	
FY24 Guideline	Ranking
II. A. Continue support for Building for the Future Initiative funding in collaboration with the School Building Committee, for the Three Elementary Schools project, and for the MSBA High School project, without debt exclusion funding.	
II. B. Continue to work collaboratively with the Watertown Public Schools on the comprehensive multi-year educational budget that assures sustainable funding for our schools and the successful education of our children, and seek to accommodate a 3.5% annual increase for FY24 for the Education appropriation that will provide level-service funding for our schools.	
II. C. Improve the operational efficiency, flexibility, and capacity of the Public Works Department to meet the City's growing needs to manage contractors, respond to work order requests, oversee development projects, plan and implement infrastructure improvements, improve communications to residents about road construction, comply with the MassDEP 2030 Solid Waste Management Plan, and maintain complete streets infrastructure. Review improvements for snow and ice removal. Consider what technology platforms are needed to support the Department.	
II. D. Update the five year plan and funding schedule for the integrated improvements of the City's streets and sidewalks, water-sewer-stormwater infrastructure, and underground utilities. The plan should show status of ongoing projects, identify future projects including those with no funding source, identify sources of stormwater and sewage outflow to the Charles River, and coordination with water-sewer-stormwater projects and underground utility projects.	
II. E. Continue working to identify additional acquisition of land for open space and recreation, using the Acquisition of Land/Open Space Stabilization Fund, and including proposals submitted to the Community Preservation Committee.	
II. F. Continue to work with the Watertown Transportation Management Association to identify sustainable sources of funding for the shuttle bus program in Watertown. Use data from the pilot program to explore strategies to increase ridership in a permanent program.	
II. G. Consider funding for the recommendations of the Personnel Department Assessment Review and the Salary Study in the FY24 budget.	
II. H. Carry out the remaining recommendations of the City-wide Information Technology Assessment.	
II. I. With the ongoing update to the Comprehensive Plan, which will include new goals and strategies for development in Watertown, continue to enhance the capabilities of the Department of Community Development and Planning by adding resources and/or redeploying existing resources.	
II. J. Continue to enhance the capabilities of the Department of Public Works Forestry Department by adding resources and/or redeploying additional resources for improving Watertown's public shade trees and increasing the City's overall tree canopy by: (1) Developing a robust data collection process for public shade trees in Watertown, (2) Analyzing the data to determine an action plan and (3) to seek collaboration and partnership opportunities with community groups such as Trees for Watertown.	
II. K. Finalize re-use of the former north branch library.	
II. L. Based on final City Council policy direction, develop a budgetary plan to meet the identified need for DPW staging space.	
II. M. Provide funding for a study of Watertown Square that will incorporate goals of the updated Comprehensive Plan, and include Intersection Design, Development & Zoning changes, Small Business strategies, and better use of City owned land, parking lots, and former police station.	
II. N. Beginning with FY24, all departments should prepare their budgets to address the strategies and action items in the Climate and Energy Plan adopted August 9, 2022.	
II. O. Consider funding for the recommendations of the Health & Human Services Study in the FY24 budget.	
II. P. Provide increased funding and resources for City-wide rodent control in the FY24 budget.	
II. Q. Provide funding and resources for launch of the 311 system in the FY24 budget	

Watertown City Council
Committee on Human Services
Councilor Palomba-Chair, Councilor Bays-Vice Chair, Councilor Gannon-Secretary
Committee Report – Meeting on October 27, 2022

Members Present: Councilor Tony Palomba, Chair; Councilor Caroline Bays, Vice Chair; and Councilor John Gannon, Secretary

The Committee on Human Services held a public meeting on October 27, 2022 at 5:30 PM to Discuss the Position of Director of Senior Services and the Council on Aging with City Manager George Proakis. This was a hybrid meeting so residents could join on Zoom. Also, questions and comments could be sent to Councilor Gannon at jgannon@watertown-ma.gov.

Councilor Palomba stated that his meeting was the first effort to implement a change in the new Watertown City Charter, which stated as *“Prior to posting and beginning the search for a department head position, the city manager shall meet with the town council to discuss priorities for the department and desirable qualifications and qualities of candidates for the position.”*

He thanked everyone for attending and expressed his hope that the Committee will carry out the intention of the Charter change. He then acknowledged Helen Dempsey, Chair of COA and directed the committee’s attention to a letter written by Ms. Dempsey and sent to Mr. Proakis. Ms. Dempsey noted that the letter included the sentiments of all the COA members and was personally signed by each member. The letter recommended that the new director not be afraid to try new ideas and think outside the box, be a good listener, and possess academic credentials and a background in human services. The individual should be willing to collaborate with other departments and constituency groups and be open to envisioning a new senior center complex. That person should also be willing to broaden the services of the center beyond the status quo. A complete list of the COA’s expectations for the new director and the skills they hope he/she will possess can be found in their letter that is attached.

Councilor Palomba introduced Susan Flint, who is on the board of Watertown for All Ages and the Marshall Home Fund. She also hopes the new director will continue reaching out to, and create and implement programs for isolated seniors, as well as for “young seniors” who do not presently participate in the center’s programs. She would also prefer that the new director conduct an assessment of space needs for the senior center. As the director is also responsible for the Watertown Food Pantry, she hopes that the director can expand staffing to further address food insecurity.

Other residents expressed hope that the new director can expand the range of groups that are brought in to support seniors, and provide opportunities to get more people involved. Sharon Schumack hopes that City Manager Proakis will take a long-term view in expectations for the new director.

Councilors Bay and Gannon reiterated what residents stated about the need for a director with a larger vision for senior services in Watertown. Councilor Gannon noted that an ideal skill of a new director is the ability to bring in grants from public and private entities to establish new outreach programs.

City Manager Proakis noted that replacing the senior services director comes at a transitional moment for the city. The proposed acquisition of the former Parker School to accommodate space needs for Watertown government presents an opportunity for senior services. He envisions that the new director will evaluate space needs for senior citizen programs. He is very attentive to filling the position with the right person and will keep the position open until such a person is found. He noted that the City Council has authorized funding for an evaluation of the city's health and human services needs and confirmed that senior citizen issues will be a part of that study.

Councilor Bays moved to adjourn, which was seconded by Councilor Gannon. The vote was 3-0 to adjourn. The meeting concluded at 6:12 PM.

Respectfully submitted,
John Gannon



CITY OF WATERTOWN
Council on Aging
SENIOR CENTER

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

Helen Dempsey, Chairperson

Mr. George Proakis,
City Manager, Town of Watertown
149 Main St., Watertown, MA 02472

August 15, 2022

Dear Mr. Proakis,

Welcome to Watertown! We hope to have the pleasure of meeting you in-person at our Senior Center in the near future, but one of the first items on your docket will be the appointment of a new Director of Senior Services. I asked all our COA Board members to share a few of the attributes that they would like to see most in our new Director. Our Board members are a good representation of the makeup of our Senior Center clients.

Probably the most important quality we would like to see is someone who is not afraid to try new ideas, who is willing to think, "outside the box." We need someone who is willing to push the status quo on generating ideas which address the needs of seniors.

Our new Director should be a good listener. She/he should be outgoing and interested in getting to know our members by spending time at our various activities, whether they are in person or on zoom. While academic credentials are important, it is more important that she/he be an experienced caregiver, with a background in human services. She/he should be technically proficient and should feel equally comfortable on zoom and in-person. Our activities at the Senior Center should reflect the positive vibes of our leader. We would like our Director to be someone who will be collaborative, who will work with other city departments to provide service and infrastructure improvements that will enhance senior living in Watertown.

Looming large over us is the necessity for a new Senior Center, as we believe that we are outgrowing our current space due to the expanding demand for programs and services. Our new Director will be one of the people leading this initiative. It might take the form of a new, standalone Senior Center, or be part of a large new community center that will house other client-driven departments that provide direct services to residents.

We know how busy your schedule is, but we would like to extend an open "zoom Invitation" to a COA Board meeting, which takes place on the second Wednesday of the month at 4:00 pm.

We wish you the very best of everything in your new job and we are happy to have you here.

Sincerely,

The COA Board

Helen Dempsey
Arlene A. Smith
Russ Ainsworth
Janet McCullough
Esther Keane
Jaime Myers
Carol Girasian
Tom Lewis

Director of Senior Services

Susan Flint – long time member of the Marshall Home Fund board and of WAA

Thank you for this opportunity to speak about the search for a new Director of Senior Services.

It's my hope that the new Director be someone who will maintain and nurture the strong core services and programs that the Senior Center now offers – but also be a person who has an expanded and inclusive vision of senior services moving forward.

The Senior Center currently serves just a fraction of those over 60 in Watertown – and I know the staff works hard to meet their needs despite significant space and budget constraints.

The new director hopefully will prioritize outreach to attract more older adults to the senior center and Implement programming to engage them. It is especially important at this moment in time to develop strategies to reach isolated seniors – so crucial now because of the extreme isolation caused by the pandemic.

Of course an expanded budget will be necessary to support these and other new initiatives that many older adults would like to see.

In that regard, to get a fuller picture of what seniors desire and need, it's long overdue for a needs assessment to gather data to use in developing a strategic plan for serving the older population In Watertown – well beyond the small number of those who currently use the Senior Center.

I know the needs assessment that this committee is planning is inclusive of older adults – but I think a deeper dive into the needs and desires of people over 60 is warranted – as the basis for a strategic plan for the next decade and beyond.

In the meantime, through work that WAA has done, we know that evening and weekend hours at the Senior Center are important because so many seniors work and cannot participate during day.

Of course this will require more staff, so I'll stress the importance of additional resources for an overall expansion of senior services.

I'm aware of the City's interest in potential redevelopment of the Phillips School / senior center parcel which hopefully will include a substantially bigger Senior Center – and the new director should be actively engaged in these discussions and advocate for the space and budget to accommodate new initiatives.

Moving Watertown toward becoming an Age Friendly City (as defined by the World Health Organization) — requires a whole-of-community effort with the director of senior services central to this work -- with full engagement of other city entities – involving housing, transportation, food security – and everything else needed to ensure that seniors can be fully involved in the richness of community life in Watertown –

Too often “senior services” are seen as limited to addressing PROBLEMS that seniors have – rather than viewing us as valuable assets in a community and designing services and programs that support us as highly engaged and productive people as we age.

Thus I envision the new director as someone who is externally, as well as internally, oriented. She or he should be excited about looking beyond what takes place within the walls of the senior center and partner with those who share the vision.

I want to end by saying that to attract the strongest pool of applicants possible, it's essential to offer a competitive salary (which I saw posted as lower than the range for the senior services director in Belmont).

These are exciting and optimistic times for Watertown, and with this new hire there is an incredible opportunity for senior services to be taken to a new level.

Thank you –
And best of luck

Watertown City Council
Committee on Human Services
Councilor Palomba-Chair, Councilor Bays-Vice Chair, Councilor Gannon-Secretary
Committee Report – Meeting on September 26, 2022

Members Present: Councilor Tony Palomba, Chair, Councilor Caroline Bays, Vice Chair, and Councilor John Gannon, Secretary.

The Committee on Human Services held a public meeting on September 26, 2022, at 6:00 PM to Review the Request for Proposal (RFP) for a Health and Human Services Needs Assessment. This was a hybrid meeting so residents could attend on Zoom. Also questions and comments could be sent to Councilor Gannon at jgannon@watertown-ma.gov.

1. Call to Order

Committee Chair Palomba called the meeting to order at 6:05 PM and introduced the other committee members present: Caroline Bays, Vice Chair and John Gannon, Secretary. Also present during the course of the meeting were City Councilors Vinnie Piccirilli and Nicole Gardner, as well as Stephanie Venizelos, Community Wellness Program Manager at the Health Department, Lieutenant Daniel Unsworth, Director of Community and Staff Development at the Watertown Police Department and Co-Coordinator of Watertown Cares, Caitlin Browne, Director of the Watertown Free Public Library, and many members of the community.

Councilor Palomba expressed his appreciation to Steve Magoon, Assistant City Manager and Director of Community Development and Planning, for preparing the draft RFP. (See attached.) He then went section by section through the draft and asked for comments from the committee and residents attending the meeting. He emphasized that the proposed study is not designed to be an organizational study of the Health Department, but it is designed to assess the unmet health and human services needs in Watertown as well as review how city departments provided services.

Library Director Caitlin Browne stated that the library staff sees many patrons with unmet needs. The library staff often deals with persons in crisis, and she feels that they are not trained to intervene effectively when such situations occur. She advises that the study should consider a holistic and cohesive approach to Watertown health and human services needs.

Stephanie Venizelos stated that the study should address mental health needs in all city departments, as other many departments encounter people with unmet needs. She would advise that the consultant speak to staff in these departments.

Sheila Krishnan recommended that the study's timeframe should be six months, and that whoever is responsible for reviewing the responses to the RFP should consider the applicants' experience with diversity, since the selected consultant should interview broad and diverse populations.

Councilor Palomba stated that he had met to discuss the RFP with local resident Bevin Croft, who works in the field of public health program evaluation. Based on his conversation he thinks that the evaluation should reach city government personnel and the staff at local nonprofit and for profit providers. He hopes the consultant chosen will arrange focus groups with local residents and recipients of existing services. He also mentioned his concern that the draft RFP states that travel time shall not be reimbursable and wonders if that language might limit the pool of responders to those living in Massachusetts.

Councilor Nicole Gardner suggested that the study start by figuring out what the needs are and then find ways to address them. The study should also address how health and human service needs are changing over time.

Sophia Suarez-Friedman, our Social Service Resources Specialist, thinks the study should look broadly when evaluating the causes of emotional stress in individuals, to include housing, food insecurity, and fuel assistance needs.

Susan Flint, who is on the board of the Marshall Home Fund which provides assistance to local residents facing financial insecurity, felt she could offer valuable information on the financial needs many Watertown residents face.

Councilor Palomba stated that he wants to amend the draft RFP to reflect the suggestions of those attending the meeting and clarify that the RFP should identify community/government assets, identify the existing unmet needs, determine what services are presently provided, and identify the gaps in services. He suggested the Committee would reconvene as soon as possible to review a revised draft RFP before presenting it to the full City Council for approval.

Councilor Gannon stated that no emails had been sent to the meeting. Councilor Bays moved to adjourn, seconded by Councilor Gannon. The motion was approved 3-0. The meeting adjourned at 7:15 PM.

Respectfully submitted,
John Gannon

REQUEST FOR PROPOSALS TO PROVIDE A HEALTH AND HUMAN SERVICES NEEDS ASSESSMENT FOR THE CITY OF WATERTOWN AND THE ORGANIZATION AND OPERATION OF HEALTH AND HUMAN SERVICES IN WATERTOWN

RFP

The City of Watertown is seeking the services of a Consultant to provide an assessment of the organization and operation of the Watertown Health and Human Services functions and an assessment of needs in the community.

BACKGROUND

The City is eager to evaluate the provision of Health and Human Services in the City. The current provision of services includes a number of City departments and outside agencies.

SCOPE OF SERVICES

Conduct a City-wide health and human service needs assessment to determine the unmet needs of the residents of the City. Evaluate the non-profit and for profit health and human service agencies serving the residents of the City to determine the services they provide to residents as background information. The consultant will then evaluate and make recommendations with regard to the operation of the various health and human services functions within the City. This will include the Health Department, Wayside, where the City contracts for a Social Services Resource Specialist, the Police Department, where the jail diversion program has 2 full time clinicians, the Veterans Services, and the Senior Center and any other City services. The Consultant should plan to report on whether this arrangement is optimal as it relates to health and human services.

The Consultant's scope of work would include, but not be limited to an examination of the present state of these efforts, the staffing and functions, which include, but are not limited to the management of the respective Departments and programs.

The Consultant shall determine whether best practices are being applied to the provision of health and human services to the public and staff. This should include both services that are currently being provided, and an assessment of any unmet needs for services in the community. This includes the provision of substance use disorders and mental health services, including quantitative analysis of services provided and needs within the community. The consultant should perform interviews of stakeholders, including City leadership, program providers, and the public in order to inform their work.

The Consultant shall conduct a review of existing programs and management, in an effort to determine whether they are considered up-to-date with respect to issues of crucial importance in today's environment. Finally, the Consultant shall determine whether best practices are being applied to the overall management of the provision of services. It shall recommend organizational and program efficiencies and enhancements, along with a timeline for implementation of the recommendations.

TIMELINE OF DELIVERABLES

Review of programs and interviews of stakeholders shall be completed within one hundred and eighty (180) days of commencement of work. Consultant will produce a complete review within ninety (90) days

of completing interviews. Consultant shall provide the City with an Executive Summary and comprehensive Final Report of its findings and recommendations within thirty (30) days of completion of the review. Consultant should be prepared to make a presentation of its findings to the City Council and Administration upon completion of the Final Report.

CONSULTANT INFORMATION AND QUALIFICATIONS

All proposals should include items 1 through 7 below.

1. Name of Consultant.
2. Address of principal place of business and corresponding telephone and fax numbers.
3. Description of staff education, experience, qualifications, number of years with the Consultant and a description of their experience with projects similar to those described above. Please note specifically which staff will be assigned to work with the City.
4. Experience working with cities and other public entities.
5. References, especially those with knowledge of the Consultant's work with a public entity.
6. The Consultant's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).
7. Any other information that the interested Consultant deems relevant.

PRICING

The proposal shall include a separate fee proposal in a total not-to-exceed amount for all services. The fee proposal should clearly indicate the services associated with the fees and reflect the full scope of services requested. Proposers shall also provide a schedule of titles and billing rates for key personnel. The Consultant will be compensated for actual hours worked and should submit monthly invoices detailing personnel, billing rate, task performed and hours worked. Other out-of-pocket expenses, including printing and reproduction/copying, may be billed as a direct reimbursement as they are incurred based on unit costs. Travel time shall not be reimbursable.

Watertown City Council
Committee on Human Services
Councilor Palomba-Chair, Councilor Bays-Vice Chair, Councilor Gannon-Secretary
Committee Report – Meeting on October 27, 2022

Members Present: Councilor Tony Palomba, Chair, Councilor Caroline Bays, Vice Chair, and Councilor John Gannon, Secretary

The Committee on Human Services held a public meeting on October 27, 2022 at 6:15 PM to Continue the Discussion of the Health and Human Services Assessment. This meeting was a hybrid meeting so residents could join on Zoom. Also, comments and questions could be sent to Councilor Gannon at jgannon@watertown-ma.gov.

1. Call to Order

Committee Chair Palomba called the meeting to order at 6:15 PM and introduced the other committee members present: Caroline Bays, Vice Chair and John Gannon, Secretary. Councilor Vinnie Piccirilli was also present as was resident Jacky van Leeuwen on Zoom.

Chair Palomba thanked Steve Magoon, Assistant City Manager and Director of the Department of Community Development and Planning for developing the draft RFP presented at the committee meeting on September 26, 2022. He then presented the new modified RFP. (See attached.) He acknowledged the talent and commitment of the Watertown residents who are professionals in the fields of health and human services and who provided input on the new draft RFP.

Councilor Palomba proceeded to review the modifications in the expanded RFP section by section. The scope of the RFP will include an assessment of the assets in Watertown, include a review of city and state services as well as services provided by local and area non-profit and for profit providers, and seek to determine whether the services provided are appropriate for today's environment. The RFP asked that the data gathering tools include focus groups, surveys, and community listening sessions. The timeline for completion will be ten months. The committee agreed that the issue of whether or not the consultant can charge for travel time could be encompassed in an applicant's final bid offer.

Action Item –

Councilor Bays made the following motion:

The Committee on Human Services recommends that the City Council vote to approve the attached RFP for a Health and Human Services Assessment.

Councilor Gannon seconded the motion. The motion passed by a vote of 3-0.

Councilor Bays made a motion to adjourn, which was seconded by Councilor Gannon. The motion was approved by a vote of 3-0. The meeting concluded at 6:54 PM. Councilor Gannon did not receive any emails.

Respectfully submitted,
John Gannon

REQUEST FOR PROPOSALS TO PROVIDE A HEALTH AND HUMAN SERVICES ASSESSMENT FOR THE CITY OF WATERTOWN

RFP

The City of Watertown is seeking the services of a Consultant to provide an assessment of the health and human service needs of the residents of Watertown.

BACKGROUND and RATIONALE

Watertown is a diverse community of 35,600 residents. In requesting this needs assessment the City is seeking to, in the words of the Preamble to our Charter, “foster wise management of resources that guarantee the opportunity for all residents to reach their full potential while caring for one another and promoting the health, safety, and welfare of our community”.

The request for proposals demonstrates the City’s commitment to addressing the social determinants of health and creating a community with equitable, effective, and easy-to-access services. The results of the assessment will offer the City the information and recommendations to:

- ensure comprehensive, data-driven services to make Watertown a healthy and vibrant community for all residents;
- promote collaboration among and between the existing network of City departments and community providers; and
- advocate so that Watertown receives the full benefit of state and federal health and human service resources.

SCOPE OF SERVICES

Conduct a City-wide health and human service assessment to determine the City’s health and human services assets and needs. “Health and human services” should be broadly defined and include, but not be limited to, programs and services that address housing security, food security, financial security, social and emotional wellness promotion, employment and education, disability supports, older adult supports, childcare needs, communications and language access, physical and mental healthcare, and substance use prevention, treatment and recovery.

The Consultant shall provide a comprehensive, qualitative, and quantitative identification of the community’s assets and needs, determine what services are presently available to meet the needs, identify what gaps in services remain, and recommend what services and resources are required to fill those gaps.

To the extent possible, the Consultant shall evaluate public and private health and human service organizations serving the residents of the City to determine the type, volume, and quality of the services they provide. The consultant shall identify populations who are not being adequately served and barriers and facilitators to access for these populations. It is important that the consultant elicit information about how these organizations publicize the services they provide. And it is important that the consultant elicit a range of community stakeholder perspectives in regards to the strengths and needs of health and human services in Watertown. The consultant shall gather data from an extensive

list of agencies including, but not limited to, Watertown Boys and Girls Club, Watertown Community Foundation, Metro West Collaborative Development, Helen Robinson Wright Fund, Marshall Home Fund, Springwell, Mt. Auburn Hospital, Right Turn, Wayside Youth and Family Support Services, Square Medical Group, and Beaverbrook STEP, Inc.

The Consultant will evaluate the operation of the various health and human services functions within the City. This will include the Board of Health, Department of Health and its Live Well Watertown program, Public Schools, particularly the family liaisons and social workers, Wayside, where the City contracts for a Social Services Resource Specialist, the Police Department, where the jail diversion program has two full-time clinicians, the Veterans Services, and the Senior Center, and any other City services. The Consultant's scope of work would include, but not be limited to an examination of the present state of these efforts, the staffing and functions, which include, but are not limited to the management of the respective Departments and programs. The Consultant should plan to report on whether this arrangement is optimal as it relates to health and human services and subsequently make recommendations accordingly.

With both the public and private providers of services the consultant will identify the relationships and collaborations they have with agencies and departments in the Commonwealth and the extent to which these relationships and collaborations result in health and human services resources for the City.

The consultant shall conduct a scan of best practices related to the provision, management, and evaluation of health and human services in cities and towns comparable to Watertown.

In its review of public, non-profit, and for-profit providers of health and human services, the consultant shall determine whether the services are up-to-date with respect to issues of critical importance in today's environment. It shall recommend organizational and program efficiencies and enhancements, along with a timeline for implementation of the recommendations

DATA GATHERING

The consultant shall use a variety of tools to gather the necessary information to assess needs, identify gaps, and make recommendations, including, but not limited, to interviews, focus groups, surveys, and community listening sessions. It shall go beyond City employees and providers to collect information and perspectives from various community groups, such as the Council on Aging and Watertown for All Ages, and houses of worship, as well as from individuals of various ages, income levels, and backgrounds. The consultant will detail how it will reach historically marginalized and underserved populations, especially those not presently accessing health and human services. The consultant will identify a range of quantitative data sources including publicly available data and data provided by health and human service providers. The City will work with the consultant to identify and access data sources that are not publicly available.

TIMELINE OF DELIVERABLES

Review of programs and data gathering shall be completed within one hundred and eighty (180) days of commencement of work. Consultant will produce a complete review within one hundred and twenty (120) days of completing reviews and data gathering. Consultant shall provide the City with an Executive

Summary and comprehensive Final Report of its findings and recommendations within thirty (30) days of completion of the review. Consultant should be prepared to make a presentation of its findings to the City Council and Administration upon completion of the Final Report.

CONSULTANT INFORMATION AND QUALIFICATIONS

All proposals should include items 1 through 8 below.

1. Name of Consultant.
2. Address of principal place of business and corresponding telephone and fax numbers.
3. Description of staff education, experience, qualifications, and number of years with the Consultant and a description of their experience with projects similar to those described above. Please note specifically which staff will be assigned in which roles to work with the City.
4. Experience working with cities and other public entities.
5. Experience working with POC and marginalized communities, including those with limited English proficiency, and is familiar employing social justice and equity lenses to its work.
6. References, especially those with knowledge of the Consultant's work with a public entity.
7. The Consultant's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).
8. Any other information that the interested Consultant deems relevant.

PRICING

The proposal shall include a separate fee proposal in a total not-to-exceed amount for all services. The fee proposal should clearly indicate the services associated with the fees and reflect the full scope of services requested. Proposers shall also provide a schedule of titles and billing rates for key personnel. The Consultant will be compensated for actual hours worked and should submit monthly invoices detailing personnel, billing rate, task performed and hours worked. Other out of-pocket expenses, including printing and reproduction/copying, may be billed as a direct reimbursement as they are incurred based on unit costs. The Consultant can work remotely, but will be required to conduct at least two site visits. Travel time shall not be reimbursable.

Watertown City Council
Committee on Public Works
Councilor Piccirilli, Chair, Councilor Feltner, Vice Chair, Councilor Palomba, Secretary
Committee Report of November 1, 2022 Meeting

The Committee on Public Works met on Monday, November 1 in the City Council Chambers at 6:30 PM. It was a hybrid meeting so residents could attend the meeting on Zoom. Also, comments could be directed through email to vpiccirilli@watertown-ma.gov.

The purpose of the meeting was to review and make recommendations on the **2023 Local Road Construction Program**.

Present at the meeting were the three members of the Committee, Councilors Piccirilli, Chair, Councilor Feltner, Vice Chair, Councilor Palomba, Secretary as well as Councilor Gardner and Councilor Bays. Also present were the following employees of the Department of Public Works (DPW), Greg St. Louis, Superintendent, Tom Watkins, Director of Administration and Finance, and Matt Shuman, City Engineer. Members from the Bicycle/Pedestrian Committee included Maria Saiz, Hanna Rokoff, and Andy Campagna. Resident Ed Marcus was also present.

Councilor Piccirilli began that meeting at 6:30 PM and introduced himself and the members of the Committee. He invited Mr. Shuman to give the 2023 Road Program slide presentation. This is available on the DPW website at <http://www.watertowndpw.org/191/Annual-Road-Program>. Additional information on the 2022 sidewalk and street repairs can be found at <https://www.watertowndpw.org/DocumentCenter/View/1774/2022-Work-Completed-To-date?bidId= .> Given the length of the presentation, the Secretary has chosen to list the highlights and related discussions by the Committee.

- 1) The City borrows annually for the Road Program, including \$2 million for the road reconstruction and \$500,000 for sidewalk reconstruction. Also, starting in FY 21 the City borrows \$1.5 million for the long streets and connector program.
- 2) Boylston, Chester, and Locke Streets, the roads selected in the 2022 Local Road Construction Program, have been or will be completed by the end of the 2022 construction season (April 2022 through November 2022).
- 3) However the long street and connector program for the reconstruction of Highland Avenue was delayed and is anticipated to begin in the spring of 2023. Funding for this project is from FY 21. While the borrowing for FY 22 and FY 23 monies for the long streets and connector program has not happened at this time.
- 4) The anticipated future long streets and connector program include:
 - Morse Street- FY 22 borrowing – construction spring of 2023
 - Fifth and Watertown Streets – FY 23 borrowing- construction spring of 2024
 - Forest and Springfield Streets – FY 24 borrowing – construction spring of 2025
 - Riverside Street – FY 25 borrowing – construction spring of 2026

5) DPW's priority is to maintain pavement on all Watertown streets and roads. To that end they employ pavement management techniques including deferred maintenance, crack sealing, mill and overlay, and reclamation. Reclamation is the most expensive and involves the complete excavation of the road, granite curbing, concrete sidewalks, driveway aprons, handicap ramps, and rehabilitation or additions of planting strips.

6) DPW also employs a Pavement Management Index or PCI which is a snap shot of the road conditions throughout the City. Our PCI has declined since 2016 dropping from a PCI of 65 to a PCI of 61 in 2021. The decline is attributed to the significant number of excavation permits, 1,700, issued between 2016 and 2021 for gas main installations and gas, water, and sewer main replacements. In part this is related to the many new developments being built, all of which access these services.

7) After considering a number of factors including whether upgraded utility services are or will be completed, what streets are in the greatest stay of repair, the funding that is available, and other factors, DPW has selected the following streets for reclamation in the spring of 2023 – **Bates Road, Bates Road East, Essex Street, Nash Street, Francis Street and Bradshaw Street.**

8) It should be noted that during the presentation, Council Feltner twice raised the concern that when DPW does mill and overlay on roads and streets they do not repair or install curbing, even asphalt curbing, which results in deteriorating and unsafe planting stripes. Councilor Piccirilli noted the City's ordinance addressing curbing does provide for DPW to install asphalt curbing as well as granite curbing.

9) There was quite a bit of discussion regarding sidewalk repairs. Key points included:

a) DPW does have funds for sidewalk repairs separate from the funds in the road programs. It also is in the process of developing a sidewalk index. Though it has not been completed, it is used to determine what sections of sidewalks are repaired during a construction season by contractors hired by the DPW.

b) Contractors provide a one year guarantee on their work. Unfortunately if the sidewalk begins to spall, that is, begins to crumble, after a year, the City is required to repair the sidewalk.

c) DPW does temporary repairs where sidewalks have been lifted due to tree roots. When repairing these sections they use flexi-pave that expands. However these temporary repairs only marginally prevent tripping and do not allow access to individuals using wheelchairs or canes.

The following four motions were made by Councilor Feltner, seconded by Councilor Palomba and approved by a 3 – 0 votes.

The Committee recommends that the City Council approve the Department of Public Works recommendation for the 2023 Road Program as presented using the FY 23 \$2.5 million load order for Bates Road, Bates Road East, Essex Street, Francis Street, and Bradshaw Street.

The Committee recommends that the City Council approve the Department of Public Works recommendation to remove Fifth Avenue from the FY 22 long street and connector program (which includes Morse Street), and use the FY 23 \$1.5 million load order for the long street and connector program for the repair of Fifth Avenue and related work on Watertown Street.

The Committee recommends that the City Council approve the Department of Public Works use the FY 24 funding for the long street and connector program for the repair of Forest and Springfield Streets, and to use the FY 25 funding for the long street and connector program for the repair of Riverside Street.

The Committee recommends that the City Council ask the Administration to increase annual funding for the long street and connector program in the CIP from \$1.5 million to \$2 million.

Councilor Palomba made a motion to adjourn which was seconded by Councilor Feltner and passed by a 3-0 vote.

The minutes were written by Councilor Palomba

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 of Meeting Held on
Monday, October 17, 2022, 6:00 PM

The meeting took place on Monday, October 17 at 6:00 PM in the City Council Chambers on the second floor of City Hall. It was a hybrid meeting which allowed for the public to join via Zoom. The public was also 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 Gardner. Also attending were Steve Magoon, Acting Assistant City Manager and Director of the Department of Community Development and Planning and Greg St. Louis, Superintendent of the Department of Public Works. Residents included Andy Campagna from the Bicycle and Pedestrian Committee, Susan Flint and Bob Shay from Watertown for All Ages, and residents Cindy Wentz and Michael Bundy.

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 6:02 PM and announced that the first item for discussion was whether the draft ordinance prepared by the Department of Community Development and Planning (DCDP), labeled *DCDP Draft 4/14/22*, (See attached.) incorporated all the changes that were made by the Committees at their March 29, 2022 meeting. Committee members indicated that they felt the draft did incorporate the changes. However, Councilor Piccirilli raised a concern about the wording in Section 96.99 Penalty (C), specifically whether the word “anyone” should be changed to “abutting property owner” so as to be consistent. There was a short discussion of the issue and a determination that KP Law should be consulted on how best to proceed. Also there was a small correction in (C)(1) which was removing the word “projects” and replace it with the word “properties”.

Councilor Piccirilli suggested the Committees discuss the draft *Regulations for Exemptions* prepared by DCDP (See attached.) **However, before doing so there was a brief discussion of Section 96.27 Enforcement of snow and ice removal in the draft ordinance.** The summary of this discussion included the following.

- a) The City has a complaint-based enforcement policy, which means the City responds to complaints about property owners who are in violation of the present snow and ice removal policies.
- b) The City does not have the staff to survey streets to identify violations of the existing policies and has not identified resources to do so.
- c) The City does have some data about the enforcement of the existing snow removal policies, though it could be more robust

- d) The City favors a carrot versus a stick approach that encourages residents and businesses to be good neighbors and abide by the existing snow removal policies.
- e) The Zoning Code Enforcement Officer and the Code Enforcement Officer carry tablets that allow them to pull up the owners of properties who are in violation of city codes, including the existing snow remove codes.
- f) A more extensive discussion of the enforcement section of the draft ordinance will take place at a separate meeting of the Committees.

The Committees returned to the discussion of the draft Regulations for Exemptions as prepared by DCDP. There were a number of comments about the draft as well as suggestions for additional information.

- a) There was agreement that the exemptions should apply to the property owner not the tenant. However a number of questions will need to be addressed. For example, can exemptions apply to absentee property owners? If an owner lives in Sudbury and he/she is disabled, can he/she apply to have their property in Watertown exempt?
- b) What happens when there is a multi-family house shared by relatives and one of the relatives is disabled? Is the property exempt?
- c) The draft regulations state that all members of a household must qualify for an exemption based on income. Does this assume that the members are joint property owners? If there was an elderly property owner, who qualifies for exemption base on income, but s/he lives with a son or relative who is not an owner and does not qualify for the exemption based on income, should the property be exempt?
- e) Similarly, in regards to the exemption based on disability, if a property is owned jointly, do both owners have to be disabled to qualify for an exemption?
- f) Can there be temporary exemptions? For example a property owner is temporarily injured or is temporarily hospitalized.
- g) There should be a deadline for applying for exemptions in the Regulations as well as what is the process for filing an appeal and who will hear the appeal.
- h) Enforcement officers will need to have a list of the exempt properties.

The Committees asked DCDP to consider these questions and prepare a revised “Regulations for Exemptions”.

Members of the Committees raised additional concerns that either require more research or provide the basis for discussion at future meetings. These included the following.

- a) How will residents learn when the clock starts to tick, that is when does the time for clearing their sidewalks begins? Will it be through a reverse 911 call? Notice on the City’s website? Announced on the City’s social media platforms?
- b) Returning to the issue of enforcement, there was a discussion about scofflaws, that is someone who refuses to pay their fines. The Committees requested an opinion of KP Law about adopting state regulations that would allow the City to put a lien on the property or apply the unpaid fees to the property owner’s tax bill.
- c) There were suggestions how to assist those who have an exemption, but still need to have their sidewalks cleared.

- 1) Expand and incentivize the existing program that the Department of Recreation and the Senior Center operate.
 - 2) Enlist the support of local scout troops and/or teen groups at houses of worship.
 - 3) Reach out to civic and community groups who would take responsibility for particular exempt properties for the duration of the winter, similar to the Adopt- an- Island program.
 - 4) Create a pool of temporary workers who would be paid by the City to shovel walks wherever they are needed, similar to what package deliver companies do during the peak holiday season.
- d) Explore the possibility of creating a fund to pay for hiring temporary workers.

Finally there were two requests from the Committees –

a) Ask the Chairs to consider inviting KP Law to attend the next meeting given that there were two requests for legal opinions made during the meeting and there could be more. Having KP Law present to render a ruling could save time and be more efficient.

b) Request that the Department of Public Works provide the following information:

- 1) The priority list of sidewalks and corners they clear.
- 2) The priority list of city-owned properties they clear.
- 3) The list of state-owned properties they clear.

Councilor Feltner made a motion to adjourn, seconded by Councilor Airisian and passed 5 – 0.
The meeting adjourned at 7:56 PM. The Secretary did not receive any comments via email.
The minutes were prepared by Councilor Palomba.

Watertown Ordinance.

SUBCHAPTER II Snow and Ice Removal

§ 96.25 Snow and ice on public way.

[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 city'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 42 inch pathway along the sidewalk, or the full width of the sidewalk if narrower, is provided for passage within 24 hours of cessation of snow, sleet or freezing rain.

§ 96.26 Removal of snow and ice on sidewalks by abutting property owners

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

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

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.

SMALL RESIDENTIAL PROPERTY

Any residential property with one, two or three residential units contained within.

(B) Snow and ice to be removed from sidewalks by abutting property owners.

(1)

(a) In order to provide for safe pedestrian passage and universal access, abutting property owner shall remove and clear away, or cause to be removed and cleared away, snow and ice from a path of at least 42 inches, or to 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.

(b) 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.

(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 abutting property owner shall, within the time mentioned in this section, cause enough sand 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 to be cleared of such snow and ice of at least 42 inches in width, or to the full width of the sidewalk if narrower.

(3) In the event of a 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 provision 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. The City Manager may extend the deadlines set forth above as conditions may warrant.

§ 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, all Watertown police officers, the Code Enforcement Officer, and any other city employees from time to time designated by the City Manager, are empowered and authorized to enforce § 96.25 and § 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) unchanged

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

(1) For Small Residential Projects

- a. First Violation: documented warning
- b. Second Violation: \$50 shall be imposed
- c. Third and Subsequent Violations: \$100 shall be imposed for the third and all subsequent violations in the same winter season

(2) All Other Properties

- a.** First Violation: documented warning.
- b.** Second Violation: \$100 shall be imposed
- c.** Third Violation: \$200 shall be imposed

d. Fourth and Subsequent Violations: \$300 shall be imposed for a fourth and all subsequent violations during the same winter season.

(D). Exemptions. The City Manager may issue Regulations providing exemptions from this Section for residents who are unable to meet the physical requirements of this section, particularly for low income elderly or disabled residents, or for other unusual circumstances.

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

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

Sidewalk Snow Shoveling Exemptions

DRAFT: 4-22-22

Regulations for Exemptions from Watertown Ordinance, SUBCHAPTER II Snow and Ice Removal, § 96.26 Removal of snow and ice on sidewalks by abutting property owners

The Watertown City Manager or designee may exempt certain property owners from the requirements of **§ 96.26 Removal of snow and ice on sidewalks by abutting property owners** for reasons of physical and financial limitations that prevent them from clearing snow from abutting sidewalks. Applicants must be over 65 OR have a disability, AND be income eligible, and must show proof. Income limits are set at 50% of median income as determined by HUD and updated from time to time. Acceptable proof of income includes a copy of SNAP EBT card, MassHealth Card, fuel assistance authorization, Watertown property tax exemption, or other income limited program, or your most recent tax return showing gross household income. Proof of disability includes information from a doctor or other health care provider, or SSDI documentation. All members of the household must be qualified.

The City Manager or designee may also exempt property owners and properties from the requirements of § 96.26 for other unusual or extenuating circumstances including physical constraints of the property.

Application for Exemption is available online or from the Council on Aging. Call 617 972-6490. Certified exemptions will be kept at the Zoning Office for enforcement. The Recreation Department may also be able to provide shoveling assistance.

HUD Income Limits 2021

Household size	1	2	3	4	5
Very Low Income (50% of median)	\$47,000	\$53,700	\$60,400	\$67,100	\$72,500