



# 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

## SPECIAL CITY COUNCIL MEETING WEDNESDAY, JANUARY 4, 2023 AT 6:00 PM RICHARD E. MASTRANGELO COUNCIL CHAMBER ADMINISTRATION BUILDING, 149 MAIN STREET

### AGENDA

In accordance with the provisions of Rule 2.6 of the Rules of the City Council, and pursuant to the Call of the Council President, the members of the City Council of the City of Watertown are hereby notified of a Special Meeting of the City Council to be held on Tuesday, January 4, 2023 at 6:00 p.m., in the Richard E. Mastrangelo Council Chamber, Administration Building. The public may also participate remotely using any of the public access methods listed below:

#### ACCESS INFORMATION:

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

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1. ROLL CALL
  2. MEETING DISCUSSION - ACTION
    - A. Interview City Auditor Candidates - Charles Doherty and Donna Tuccinardi
    - B. Discussion and Vote
  3. RECESS OR ADJOURNMENT

December 20, 2022

Mr. Mark Sideris, President  
Watertown City Council  
149 Main Street  
Watertown, MA 02472

RE: City Auditor Finalists

Dear President Sideris:

I am happy to present two finalists for the position of City Auditor to you and the members of the City Council. We believe both candidates to be highly qualified for the position based upon a review of their experience, the interviews conducted with the City Auditor Screening Committee and communication with people that are professionally familiar with the individuals in their current roles in municipal government.

As you know, the current market for municipal finance officials is extremely competitive. As such the search process for two highly qualified candidates was lengthier than regularly anticipated and required a greater level of aggressive active recruitment than in the past, or for other positions in municipal government. These efforts resulted in obtaining seven applicants for the position. Several candidates had adequate experience and credentials for the position; however, we determined to interview three individuals for the position. These individuals were chosen based upon their experience and the quality of their submitted materials and preliminary investigation of their backgrounds.

Based upon the interviews with the appointed Screening Committee and subsequent deliberations, the members unanimously chose two candidates for presentation to the Council for consideration for appointment pending further communication with individuals familiar with their professional work in local government to verify their ability to perform the duties of the City Auditor position and to attest to their character and their ability to work within a municipal organization. We have since conducted these reference checks and are prepared to present these candidates to the Council.

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COMMUNITY PARADIGM  
ASSOCIATES

One Saddleback, Plymouth, MA 02360  
[www.communityparadigm.com](http://www.communityparadigm.com)

Charles Doherty is currently the City Auditor for the City of Woburn, a position that he has held since 2015 following five years in the position of Deputy City Auditor. These positions followed fourteen years with Fidelity Investments in a variety of increasingly responsible positions related to financial analytics, and two years working for State Street Bank and Trust where he was a Fund Accountant. Mr. Doherty also served for eight years on the Woburn City Council including four years as Council President. He holds a B.S in Business Management Science from Bridgewater State College.

We spoke with a number of people familiar with Mr. Doherty's work in Woburn including current and former fellow employees from the finance team, another department head, and City Councilors. The following is a bulleted summary of the comments and feedback that we received:

- The go-to person in the city and effectively serves as the CFO, handling everything, maintaining all our records, dealing with grants, and processing all of the state filings.
- Would welcome the opportunity to hire him for my organization.
- Excellent with technology, knows MUNIS inside and out.
- Worked with him as a fellow City Councilor as well as in his role as city auditor. He has tremendous attention to detail.
- He has extremely high integrity.
- He remembers everything and he is a wealth of knowledge and history.
- Very forthcoming with information, knowing where and how funds could be used for local projects and programs to improve city services.
- Extremely responsible and knowledgeable. He knows municipal finance inside and out, understands all of the state grant programs especially the MSBA.
- Started after him in the city, he has been a resource for me by providing great knowledge of the city and government processes.
- Very strong in his knowledge of financial matters. Has done great things for the city.
- He's proactive which is crucial to our issuance of debt and the setting of the tax rate.
- Diligent and a good communicator with excellent technical skills.
- Budgets conservatively and has been key to the city's efforts to build up its reserves to achieve our AAA bond rating.
- From the beginning, he was very much on top of the work necessary to comply with COVID related funding.
- Is very capable in holding departments accountable on compliance but in a very cooperative way.
- Charlie's efforts were crucial to the 2019 bond upgrade by being a vital member of the team and displaying competence and professionalism with his public presentations.
- He's a superstar, he's extremely innovative and sees the big picture, not bean counter.
- He's been a reliable member of the mayor's team.

- He's the problem solver in the City as all departments go to him help solve problems. An example is the solar PILOTs where the required methodology had changed, and reports had to be revised but he got right to work to handle the problem without any drama. He's very adaptable to get the work done.
- As a department head I have relied upon him to help me navigate the financial waters to generate money from my department and get funds through various grants.
- He provides important data to other city officials and makes it understandable.
- Proactive, sees problems before they become serious and gives early warnings to any issues by flagging them for the departments.
- A real team player and in addition, he's just a good guy.
- Generally quiet, but when he speaks, he has credibility.
- Does good hard work and doesn't engage in rumors and politics.

Donna Tuccinardi is currently employed by the Town of Belmont as the Assistant Town Accountant, a position that she has held for seven years. Previously, Ms. Tuccinardi was a Senior Accounting Manager and Senior Accountant for Five Star Quality Care, Inc., formerly known as REIT Management & Research, a developer/manager of senior living communities. She holds a Master's in Business Administration from Bentley University and a B.S. of Science in Business Management from Boston College.

We spoke with a number of people familiar with Ms. Tuccinardi's work in Belmont including current and former fellow employees from the finance team, and individuals that have interacted with her with the annual audit. The following is a bulleted summary of the comments and feedback that we received:

- Very well-versed and excellent at analysis. Regularly develops her own answers to problems and then check to insure she has it right so that she's constantly learning.
- She serves as a liaison for the audit and extremely helpful in getting information for a smooth process.
- Successfully instituted a number of new procedures for reconciliation.
- Very proactive and hard worker that does things right, not just enough.
- Has shown great acumen and works well with upper management to fix problems.
- She's great, if I had the chance to bring her into my organization, I would scoop her up.
- Very personable and never projects frustration, very collaborative.
- Always wanting to take on more, embraces challenges and willing to test processes.
- Doesn't just use last year's processes, instead focuses on continual improvement and always willing to work to get things done in modernizing the systems.
- She comes with a different perspective coming out of the private sector, a different set of experiences and she provides strengths that didn't exist previously in the organization and made it better.

- Smart enough to learn on her own, she really needed the opportunity that has been given her in the past few years to run on her own, and that growth has made the office better.
- She's shown great drive and is excellent dealing with adversity and grabbing opportunities that have made her better and that benefit the organization.
- She does she doesn't just go for long for the ride, she's creative, smart and works hard.
- She has the skill to know when to pull back and get a lay of the land before trying to make changes.
- We've grown to depend on her greatly for our major capital projects where cash flow is extremely important. She knows where the money is being spent, which is important to the MSBA, and she's doing similar work now with the library project.
- She's been key to the early certification of free cash and handles all our state filings.
- Very good at planning and organizing and then implementing, making adjustments as necessary to make it all work.
- She's implemented a variety of technology improvements such as scanning invoices which reduces paper and improves our record keeping, and also implemented processes with departmental input of invoices with Accounting Office approvals. Currently handling bringing payroll in house.
- Excellent communication with department managers and working with them on their budgets and matters of compliance such as procurement laws.
- An active participant in budget meetings providing input and suggestions and is also helpful in our capital budget process.
- She's outstanding and has all the characteristics of a number one.
- She shows great passion, commitment, and purpose it would be a great loss.

The application materials (cover letters and resumes) of Mr. Doherty and Ms. Tuccinardi are attached for review by the Council. As always, I am happy to address any questions that the Council members might have regarding the candidates or the process of the search.

We look forward to assisting the Council as it moves forward to a selection of a new City Auditor. Please feel free to contact me via email or by phone.

Sincerely,



Bernard Lynch  
Principal

# Charles E. Doherty

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37 Warren Ave, Woburn, Ma. 01801 | 781 389-3346 | [kc4doherty@gmail.com](mailto:kc4doherty@gmail.com)

10/24/2022

**Bernard Lynch**

Principal – Community Paradigm Associates

Dear Mr. Lynch,

My name is Charles Doherty and I'm excited to be applying for the open City Auditor's position for the City of Watertown. I've spent the last 12 years working in municipal government for the City of Woburn, I believe my background will bring a valuable perspective to the City of Watertown's financial team.

Before working for the City of Woburn, I was employed with Fidelity Investments for several years both in Boston MA and Merrimack NH. I also have experience in local government as an elected official, I served for 8 years as an Alderman for the City of Woburn – 4 years as City Council President.

I look forward to hearing from you and having the opportunity to discussing what I have to offer the City of Watertown and to learn more about the position and all that the City of Watertown has to offer as a place to work.

Sincerely,



Charles Doherty

# CHARLES ERNEST DOHERTY

37 Warren Ave • Woburn, Massachusetts, 01801 • kc4doherty@gmail.com • (781) 389-3346

## QUALIFICATIONS PROFILE

- ◆ **Operations Management:** A dynamic 20+ year financial professional who has experience in financial management. An outstanding problem solver who combines analytical and creative talents to simplify complex issues and communicate solutions.
- ◆ **Key Strengths:** Experienced in government accounting, UMAS and, MUNIS operating system. Proficient with Microsoft Office: Excel, Word, PowerPoint, Access, & Outlook. Excellent interpersonal, communication and networking skills.
- ◆ **Member of the Woburn City Council:** Elected 8 years (4 years as City Council President)

## PROFESSIONAL EXPERIENCE

### City of Woburn

City Auditor

2015 to Present

Deputy Auditor

2010 to 2015

My work experiences as the Auditor for the City of Woburn has enabled me to gain a deep and diverse understanding of the mindset and skills needed to succeed in municipal government. These experiences, combined with my ability to adapt to a wide variety of circumstances and to manage many responsibilities while nurturing necessary lines of communication with others, make me a very suitable candidate for the role of City Auditor.

- Performed accounting and auditing work in accordance with Federal and Massachusetts General Laws and the standards and regulations of the Governmental Accounting Standards Board (GASB) and the Massachusetts Department of Revenue (DOR). Assisted in planning, directing, and coordinating all financial and accounting functions for the City, maintaining all accounting records, preparing financial statements and reports.
- Responsible for the preparation of annual budgets; for assisting the City Council on municipal fiscal affairs.
- Oversight of Departmental budgets and interacts with department heads and staff for the purposes of monitoring, measuring, and analyzing differences between budgeted and actual results. Designed, created, and produced financial reports for purposes of maintaining financial control.
- Responsible for planning and maintaining the municipal accounting function, including general ledger maintenance, internal audits and financial reporting functions. Also, the processing of journal entries and postings to the general and subsidiary ledgers. Maintenance of the General Ledger and performed monthly and year end closings.
- Supervised the processing, completion, and review of all payrolls and weekly vendor warrants. Prepared correcting journal entries and works with other departments to prevent errors and omissions; inputs the City's financial appropriations, expenditures, cash receipts, transfers, balance sheets and other financial reports.
- Oversight on all City capital projects and corresponding state reimbursements. (Schools, Water Treatment Plant, New Centralized Fire Dept. Headquarters, and Chapter 90 projects)
- Prepared required schedules and reports for the annual audit and assists the independent audit firm throughout the process to identify and remediate any issues.
- Provided accounting and financial assistance for grant/revolving programs for the City of Woburn.

### Accomplishments:

- **Achieved a AAA Bond Rating and GFOA Distinguished Budget Award during my tenure as City Auditor.**

# CHARLES ERNEST DOHERTY

- Page Two -

- **Launched the Wu-Stat program for departmental and budgetary oversight. Worked with UMASS Collins Center to develop monthly meeting and reporting standards.**
- **Developed and released the Open Checkbook Website with MUNIS to give transparency to the city. Currently transitioning to OpenGov for our on-line budgeting process.**
- **Centralized the Chapter 90 reporting and reimbursement process under Auditor's Office for greater oversight.**

## **Fidelity Investments – Boston, Massachusetts**

**QA Manager – Pricing Group**

**2006 to 2009**

- **Worked with senior management team to ensure they are receiving analytics and recommendations necessary to manage business. Developed and implemented daily, weekly and monthly reports for Senior Management. Tracked the department's quality outcomes and provided standardized reports of the results. Provided information via analysis of work that allows senior management to understand the impact on portfolio performance and risk analysis for all funds under management. Tracked and monitored quality standards within department. Managed operational risks and prescribed actions to mitigate risk and their impact on portfolio performance.**

**Pricing Manager**

**2003 to 2006**

- **Managed a specialized staff of twenty analysts.**
- **Developed key relationships with Treasurer's Office, external security price vendors, and fund accounting groups that drove communications on a daily and monthly basis. Streamlined process to eliminate outdated procedures developed automated spreadsheet to improve nightly sign off times.**

**Lead Senior Pricing Analyst**

**2001 to 2003**

- **Synthesized information from various sources, such as Fund Accounting, portfolio management, custody operations, trading, brokers, and pricing services, in order to verify and report to our internal and external clients. Delivered improved quality of the security prices to Fidelity shareholders, clients, and financial reporting agencies.**

**Senior Analyst**

**1995 to 2001**

**Fixed Income Group – Merrimack, NH**

- **Responsibilities included daily pricing, accounting, and review of numerous international equity and high yield mutual funds. Prepared and reviewed semi-annual and annual financial statements for external audit.**

## **State Street Bank and Trust – Quincy, Massachusetts**

**Fund Accountant**

**1993 to 1995**

- **Maintained cash book of accounts for clients. Maintained complete accounting records of assets, liabilities, income, and expenses.**

## **EDUCATION BACKGROUND**

**B.S., BUSINESS MANAGEMENT SCIENCE, 1992**

**Major: Business      Minor: Economics**

**Bridgewater State College**



**Donna Tuccinardi**

144 Lovell Road, Watertown, MA 02472  
617-610-0345

February 1, 2022

Town of Belmont  
455 Concord Avenue  
Belmont, MA 02472

To Whom it May Concern,

My experience makes me a strong candidate for the City Auditor position. My financial background includes budgeting, cash management and working closely with diverse and outside groups. I have managed many people on various project over the years from overseeing restatement audits to implementation of software.

In working for the Town of Belmont, I have used my experience to streamline processes and have learned a great deal about town government. I have worked with the building committees, completing cash flows and worked closely with the OPM's. I excel at working with others to find solutions.

I believe I offer a great combination of experience and municipal knowledge that would be ideal for this position and at the same time, allow me to grow professionally. Thank you for your consideration.

Sincerely,

Donna Tuccinardi

# DONNA TUCCINARDI

144 Lovell Road · Watertown, MA · 617-610-0345

[DMTUCCINARDI2012@GMAIL.COM](mailto:DMTUCCINARDI2012@GMAIL.COM)

## EXPERIENCE

### 2015 TO PRESENT

#### ASSISTANT TOWN ACCOUNTANT

##### TOWN OF BELMONT

- Filed and received FY22 Certified Free Cash by August 15
- Work with Assessor and Treasurer to submit RECAP
- Implemented accounts payable, budget entry and journal entry workflow.
- Work to create encumbrance policy
- Implemented Content Manager – on-line data storage management system
- Implemented accounting ticket system that department to monitor and track requests from other departments
- Coordinated town audit
- Coordinated workers compensation audit.
- Implemented multiple third-party software and integrated with town accounting system (Munis)
- File 1099's
- Decentralized payroll, implement workflow and working to streamline payroll process.
- Prepared department budget
- Created import to load town budget
- Rolled and posted town budget in Central Budget
- Worked to determine cost effectiveness of Munis modules
- Working with high school building and DPW/Police station Building committees and OPM

### 2000-2015

#### SENIOR ACCOUNTING MANAGER (PROMOTED INTERNALLY)

##### FIVE STAR QUALITY CARE, INC., NEWTON, MA (FORMERLY REIT MANAGEMENT & RESEARCH INC.)

- Managed three accountants, supervised up to 16 accountants for various projects
- Oversee P&L and account reconciliations for 45 senior living communities
- Set up training manual for community training and accountants
- Oversee Cash Management Function
- Implemented Kyriba cash management system
- Created forecast, specifically to manage \$150M credit facility
- Corporate liaison with lenders and auditors (Ernst & Young, state Medicaid and Medicare audits)
- Involved with overseeing accounting SOX procedures, walk through and testing.
- Communicated with communities to complete budgets
- Selected Contributions:
- Created original SOX testing/selection schedule template that is still used by Five Star as well as other sister companies.
- Involved with selection and implementation of on-line expense reporting software.
- Involved with selection and implementation of on-line account reconciliation software.
- Worked with bank and state of FL to release half million in restricted funds.
- Worked with payroll and accounts payable on processes that effected cash

**2000-2015**

**SENIOR ACCOUNTANT**

REIT MANAGEMENT & RESEARCH INC., NEWTON, MA

Sole accountant for Senior Housing properties Trust and Hospitality Property Trust. Involved with overseeing accounting SOX procedures, walk through and testing.

- Monitored cash daily
- Close financials and balance sheet accounts monthly
- Prepared 10Q's and 10K's
- Prepared prospectus for public offerings of stock and debt
- Accounted for acquisitions and dispositions

**EDUCATION**

**BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT, CONCENTRATION ACCOUNTING,** BOSTON COLLEGE – CARROLL SCHOOL OF MANAGEMENT

**MASTERS IN BUSINESS ADMINISTRATION, CONCENTRATION TAXATION,** BENTLEY UNIVERSITY (FORMALLY BENTLEY COLLEGE)

**SKILLS**

- Microsoft Excel
- Munis software
- Peoplesoft software
- Exceptional oral and written communication

**ACTIVITIES & INTERESTS**

- Watertown Community Foundation / Board Member since February 2022
- Event Coordinator Watertown Youth Baseball
- St. Peter's Parent Association Co-chair
- Former Lowell School PTO president/Vice President (over 7 years)

**PROFESSIONAL DEVELOPMENT**

- Attend MMAAA conferences/meetings
- Attend Municipal Finance Law Seminar Annually
- Attended classes presented by Abrahams Group