



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, FEBRUARY 28, 2023 AT 7:00 PM

RICHARD E. MASTRANGELO COUNCIL CHAMBER

AGENDA

ACCESS INFORMATION:

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

-
- 1. ROLL CALL
 - 2. PLEDGE OF ALLEGIANCE
 - 3. PUBLIC FORUM
 - 4. PRESIDENT'S REPORT
 - 5. PUBLIC HEARING AND VOTE
 - A. Public Hearing and Vote on a Proposed Loan Order Authorizing the Sum of \$2,500,000 is appropriated to pay costs of Constructing, Reconstructing, Paving, Repairing or Otherwise Improving Streets and Sidewalks, Including Improving Underground Ducts and Conduits and Paying All Other Costs Incidental and Related to such Street and Sidewalk Work; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.
 - B. Public Hearing and Vote on a Proposed Order Authorizing the Sum of \$1,500,000 is appropriated to pay costs of Replacing the Turf at Victory Field, including the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.
 - 6. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS

- A. Vote to Endorse the Solid Waste and Recycling Advisory Committee's Recommendation on the Trash/Recycling Contract.
 - B. First Reading on a Proposed Loan Order authorizing the sum of \$1,380,000 is appropriated to pay costs of demolishing and removing existing tennis courts and basketball courts, constructing a new tennis court, basketball court and pre-fabricated multi-purpose rink system, and making other improvements to the courts and related facilities at Moxley Field, including court surfacing, a new court lighting system, site improvements and all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.
 - C. Resolution authorizing a transfer of funds in the amount of \$698,425 from the Fiscal Year 2023 City Council Reserve Fund to various Fiscal Year 2023 Departmental Accounts in order to move forward with proposed improvements at the Parker Annex Building.
7. REPORTS OF COMMITTEES
- A. Committee of the Budget and Fiscal Oversight Report Regarding ARPA Funds
 - Action Items:
 - 1. That the City Council move the maximum \$10 million into "revenue replacement" for reporting purposes as soon as possible.
 - 2. That the City Council agree to use the application process as described.
 - 3. That the City Council agree to use the assessment criteria as described.
8. NEW BUSINESS
9. COMMUNICATIONS FROM THE CITY MANAGER
10. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
11. ANNOUNCEMENTS
12. PUBLIC FORUM
13. RECESS OR ADJOURNMENT



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

TO: Honorable City Council

FROM: George J. Proakis, City Manager 

DATE: February 14, 2023

RE: Agenda Item – Proposed Loan Order – REVISED

As a follow up to the submitted request for the proposed loan order on tonight's City Council Agenda, item 6A Streets & Sidewalks Loan Order, attached please find the revised minutes from the November 1, 2022, Committee on Public Works report with recommendations on the 2023 Local Road Construction. The Honorable City Council adopted the recommendations at the December 13, 2022, Council Meeting.

Thank you for your consideration in this matter.

cc: Gregory M. St. Louis, Superintendent of Public Works
Thomas P. Watkins, Director of Administration and Finance, Public Works
Matthew Shuman, City Engineer
Steven Magoon, Director of Community Development and Planning/Assistant City Manager
Melissa Morrissey, City Treasurer/Collector

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 <https://www.watertowndpw.org/977/Annual-Road-Program>. Additional information on the 2022 sidewalk and street repairs can be found at <https://portal.laserfiche.com/Portal/DocView.aspx?id=17429&repo=r-5ece5628> Given the length of the presentation, the Secretary chose to list the highlights and related discussions by the Committee.

1) The City borrows annually for the Road Program, including \$2 million for road reclamation and \$500,000 for sidewalk repairs. Also, starting in FY 21 the City borrows \$1.5 million annually 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 streets 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. The borrowing for FY 22 and FY 23 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 the 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. There were 1,700 permits 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 state of disrepair, 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) Council Feltner raised the concern that the lack of curbing on streets can lead to the erosion of planting strips and hoped that every effort can be made to install curbing when streets that are not scheduled for reclamation are repaired. Councilor Piccirilli noted the City's ordinance addressing curbing does provide for DPW to install asphalt curbing as well as granite curbing.

9) DPW has 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.

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 that the Department of Public Works recommendation for the 2023 Road Program as presented using the FY 23 \$2.5 million loan order for Bates Road, Bates Road East, Essex Street, Francis Street, and Bradshaw Street.

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

The Committee recommends that the City Council approve that the Department of Public Works use of the FY 24 funding for the long streets and connector program for the repair of Forest and Springfield Streets, and to use the FY 25 funding for the long streets 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 streets 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 prepared by Councilor Palomba



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

TO: Honorable City Council

FROM: George J. Proakis, City Manager 

DATE: February 2, 2023

RE: Agenda Item – Proposed Loan Order

On March 22, 2022 the Honorable City Council adopted 34 conceptual recommendations on the Fiscal Year 2023-2027 Capital Improvement Program.

Conceptual recommendation #25 reads in part as follows:

Refer to the Public Works Committee, for policy guidance, plans for the FY23 \$2,500,000 proposed loan order (FY23 CIP Lines 270 & 276) for local road construction projects in the summer of 2023.

On November 22, 2022, the Honorable City Council approved the list of streets to be included in the Fiscal Year 2023 Road Program (see attached excerpt from the November 22, 2022 City Council Minutes and Committee on Public Works Report).

As a follow up to the above, enclosed please find correspondence from Gregory M. St. Louis, Superintendent of Public Works requesting action be taken to authorize the Treasurer to borrow \$2,000,000 as outlined and approved in the Fiscal Year 2023- 2027 Capital Improvement Program for Highway Reconstruction (Bonds), as well as another \$500,000 for Sidewalk Reconstruction (Bonds), for the total of \$2,500,000.

Therefore, given all of the above, I respectfully request the attached Proposed Loan Order of \$2,500,000 be placed on the February 14, 2023 City Council Agenda as a first reading.

Thank you for your consideration in this matter.

cc: Steve Magoon, Assistant City Manager
Greg St. Louis, DPW Superintendent
Matt Shuman, City Engineer
Melissa Morrissey, Treasurer/Collector



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

Jay Gonzalez
(617) 378-4256
jgonzalez@hinckleyallen.com

February 1, 2023

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

RE: Draft Loan Order – Street and Sidewalk Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of street and sidewalk improvements:

ORDERED: That the sum of \$2,500,000 is appropriated to pay costs of constructing, reconstructing, paving, repairing or otherwise improving streets and sidewalks, including improving underground ducts and conduits and paying all other costs incidental and related to such street and sidewalk work; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

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

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

Sincerely,

Jay Gonzalez

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

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



CITY OF WATERTOWN
DEPARTMENT OF PUBLIC WORKS
124 ORCHARD STREET

Gregory M. St. Louis, PE
Superintendent

(P) 617-972-6420
(F) 617-972-6402

TO: Mr. George Proakis, City Manager
FROM: Mr. Greg St. Louis, Superintendent, Department of Public Works
DATE: January 31, 2023
RE: Loan Order Request: Highway & Sidewalk Reconstruction

The Department of Public Works respectfully requests that the necessary actions be taken to authorize the Treasurer to borrow \$2,000,000.00 as outlined and approved in the Fiscal Year 2023 - 2027 Capital Improvement Program budget for Highway Reconstruction (Bonds), as well as another \$500,000.00 for Sidewalk Reconstruction (Bonds), for the total of \$2,500,000.00. This recommendation is in accordance with the City Council Committee on Public Works report that was reviewed and approved by the City Council on November 22, 2022.

The work will consist of the reconstruction of various streets and sidewalks which include Bates Road, Bates Road East, Essex Street, Nash Street, Francis Street and Bradshaw Street. These funds will be utilized for the design, engineering, construction and construction administration services associated with the full reconstruction efforts of the aforementioned roadways and sidewalk. Work will also include the installation of curbing, bicycle lanes, tree plantings and other appurtenant work, as appropriate.

This work is also in accordance with the 2023 Road Program presentation to the City Council Committee on Public Works provided on November 1, 2022. The 2023 Road Program presentation can be found on the DPW website:

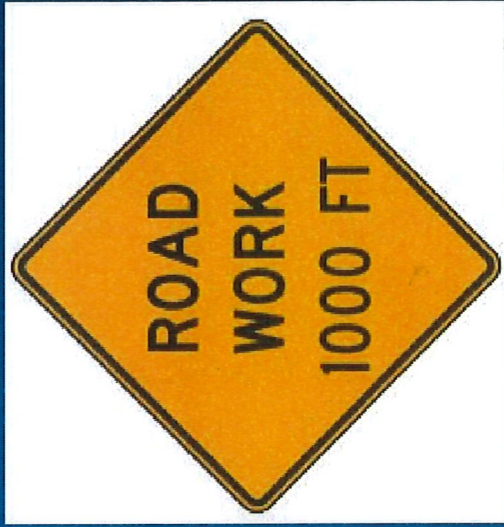
<https://www.watertowndpw.org/977/Annual-Road-Program>

If borrowing is approved as outlined in the FY2023 Capital Improvement Plan, construction is anticipated to begin later this Spring.

We thank you in advance for your consideration.

CC: T. Tracy
S. Magoon
J. Gonzalez
M. Shuman
T. Glode
E. Baptista
T. Watkins

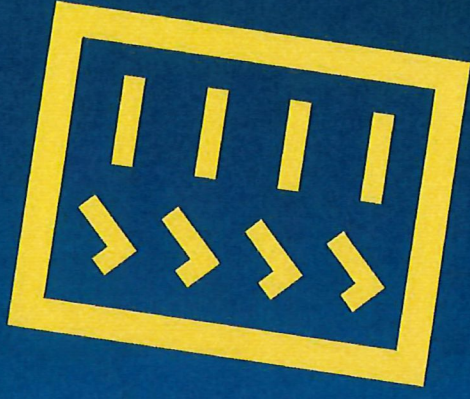
2023 Road Program



Public Works Subcommittee Presentation November 1, 2022

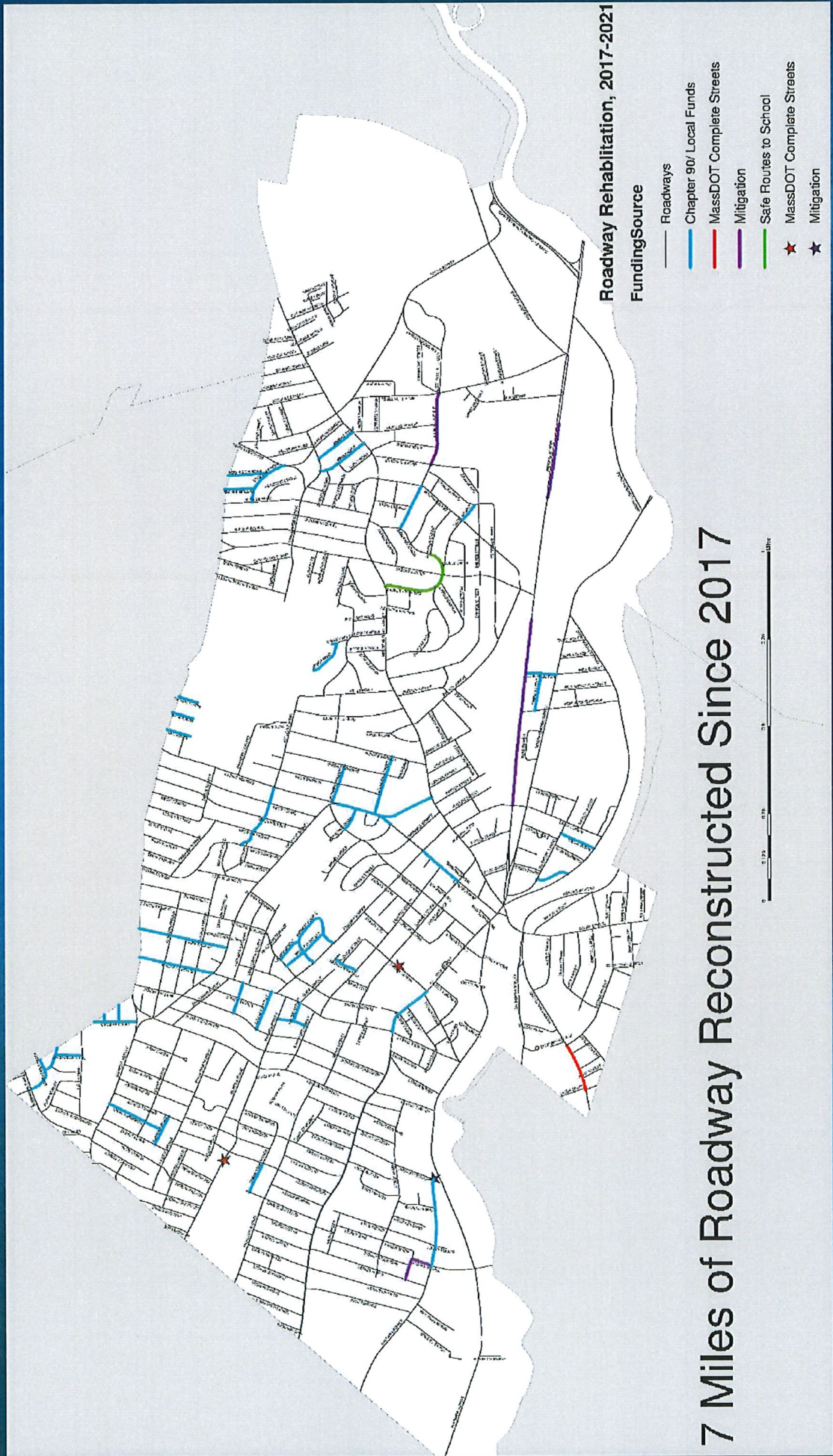
Agenda

- Road Program Updates
- Pavement Management Update
- 2023 Road Reconstruction Program
- Long Streets & Connector Program
- Recommendations
- Questions



Road Program Updates

Road Reconstruction Progress



Road Program Updates

Funding History

- \$2.5 million road program began in FY'13 and has remained constant
 - Budgeted increases to begin in FY'24 through FY'27
- Starting in FY'21, an additional \$1.5 million per year for long streets and connector program
 - FY'21 money borrowed for Highland Ave. (increased to \$2 million)
 - FY'22 and FY'23 monies have not been borrowed yet

Excerpts from FY 2023- FY 2027 CIP

	FY '23	FY '24	FY '25	FY '26	FY '27
Highway Recon.	\$2,000.0	\$2,100.0	\$2,200.0	\$2,300.0	\$2,400.0
Sidewalk Recon.	\$500.0	\$525.00	\$550.0	\$575.0	\$600.0
Long Streets/Connectors	\$1,500.0	\$1,575.0	\$1,650.0	\$1,725.0	\$1,800.0

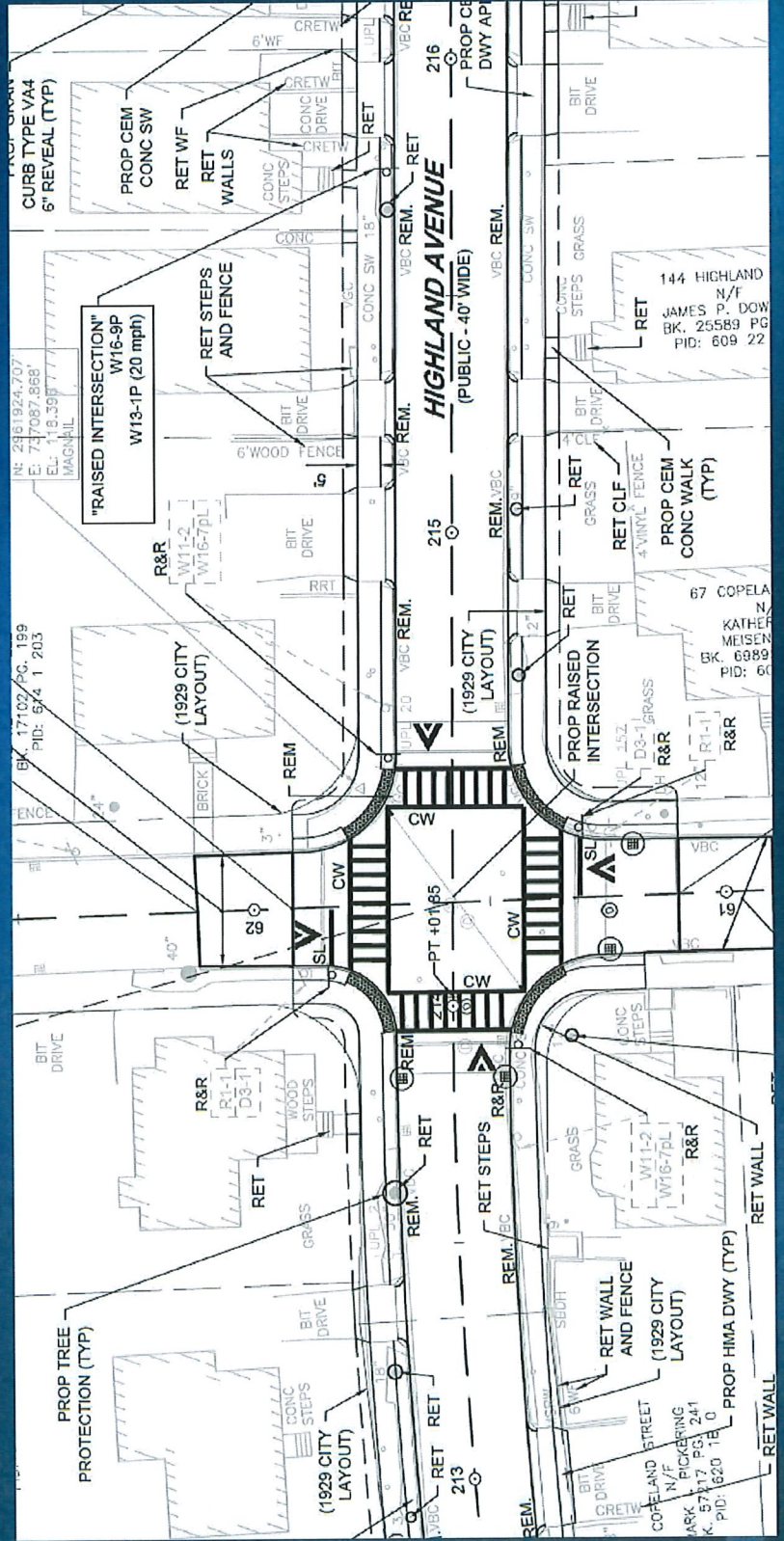
Road Program Updates

2023 Construction Updates

- Boylston Street (Fairfield Street to Porter Street)
- Chester Street
- Locke Street
- Chapman Street—bid with Highland Ave.



- Joint project bid out in August 2022
- Contract awarded to Newport Construction
- Anticipate construction to begin in Spring



Road Program Update

Morse Street & Fifth Ave.

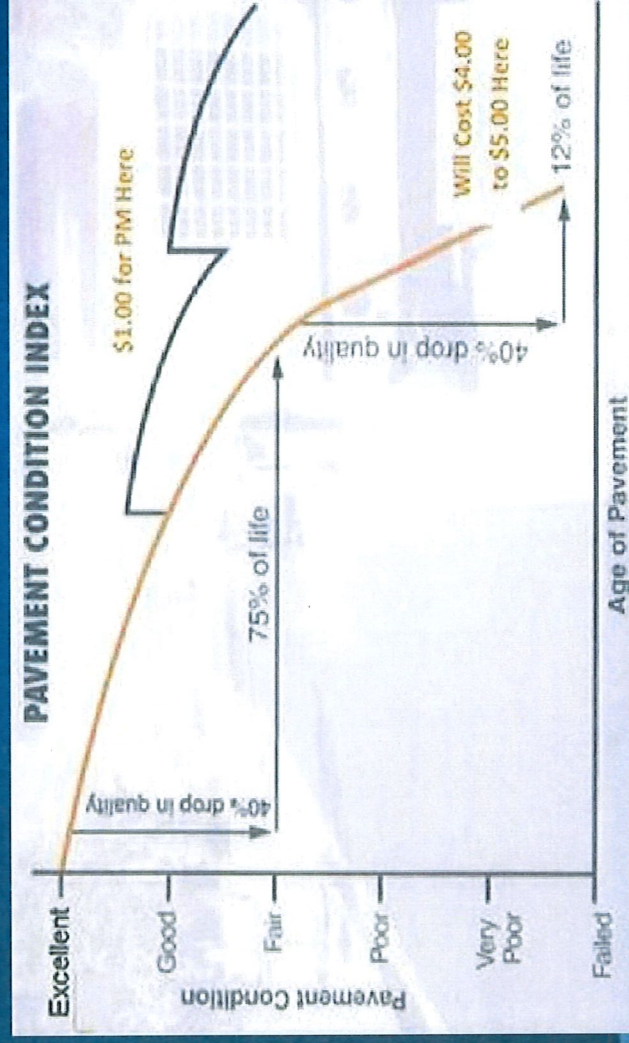
- Project recommended in 2021 for 2023 construction
- Morse Street concept plan being finalized
- Additional evaluation and funding required for Fifth Ave. and Watertown Street



Pavement Management Update

Pavement Preservation Techniques

- Pavement deteriorates more quickly as it ages
- Use a variety of methods to prolong the useful life of road surfaces
- Cost-effective versus complete reconstruction



Pavement Management Update

Typical Management Techniques

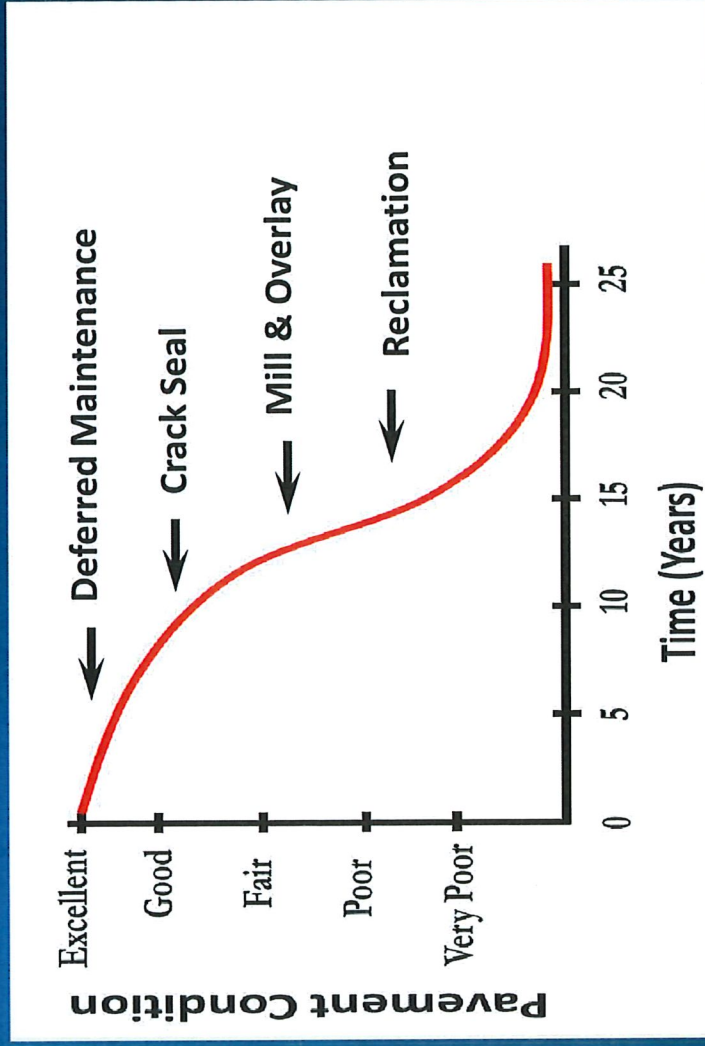
- Provide a variety of maintenance treatments to **prolong the useful life** of less deteriorated roadways

- Deferred Maintenance

\$ Crack Seal

\$\$ Mill & Overlay

\$\$\$\$ Reclamation



Pavement Management Update

Typical Management Techniques

- Deferred Maintenance

- \$ Crack Seal
- \$\$\$ Mill & Overlay
- \$\$\$\$\$ Reclamation



Pavement Management Update

Typical Management Techniques

- Deferred Maintenance

\$ Crack Seal

\$\$\$ Mill & Overlay

\$\$\$\$\$ Reclamation



Pavement Management Update

Typical Management Techniques

- Deferred Maintenance
- \$ Crack Seal
- \$\$\$ Mill & Overlay
- \$\$\$\$\$ Reclamation



Pavement Management Update

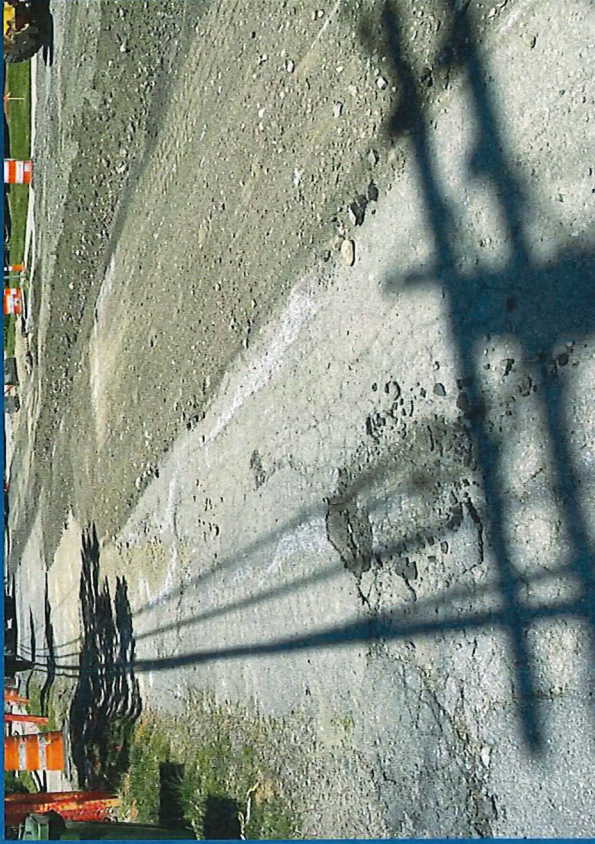
Typical Management Techniques

- Deferred Maintenance

\$ Crack Seal

\$\$\$ Mill & Overlay

\$\$\$\$\$ Reclamation



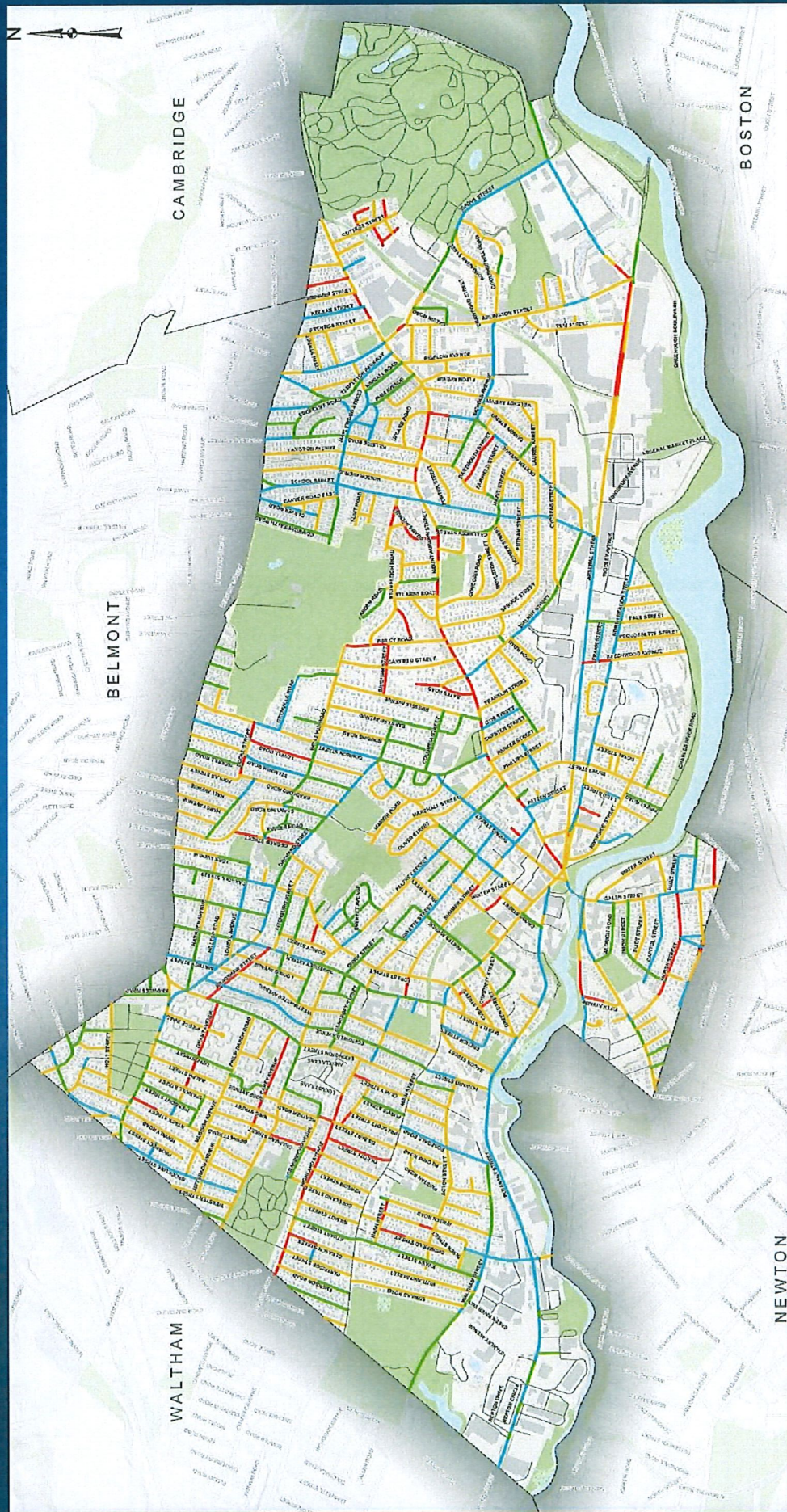
Pavement Management Update

Pavement Management Index (PCI)

- Snapshot of road conditions throughout City
- Street survey performed in 2021, evaluates many factors that contribute to road deterioration
- Develop a “Pavement Condition Index” (PCI) for all streets
 - Industry standard practice developed by Army Corps of Engineers, adopted by APWA
 - Numerical measure (0-100) of roadway condition based on observed surface distresses (cracking, patching, potholes, utility cuts, etc.)
- Planning level repair recommendations and cost estimates

Pavement Management Update

2021 Pavement Condition Index Map



<https://www.watertownpdpme.org/DocumentCenter/View/1716/Pavement-Condition-Index-PCI?bidId=>

Pavement Management Update

Pavement Management Index (PCI)

	2012	2016	2021
Average PCI	59	65	61
Backlog	\$92 M	\$88 M	\$106 M

- Between 2016 and 2021:
 - Almost 1,700 excavation permits issued
 - Over 750 municipal utility repairs
 - About 11.5 miles of gas main installed
 - Almost 3 miles of water main replaced
 - Almost 3/4 mile of sewer main replaced
 - Almost 1/3 mile of drain main replaced
- **VS.**
 - 5.6 miles of road reclaimed
 - 10 miles of road milled and overlaid

Challenges Affecting PCI

- Increased road repair needs as utility improvements are completed
 - National Grid gas main replacements
 - Water and sewer main rehabilitation and replacements
 - City-wide lead service replacement program
- Private development
 - Utility extensions/upgrades
- Severe weather conditions can lead to higher than expected levels of deterioration on streets

Pavement Management Update

Challenges Affecting Cost

- Contractor availability and bidding environment
- Materials cost escalations
- Roadway reconstruction includes curbing, sidewalks, and drainage improvements

Full Road Reconstruction Costs

	2018	2020	2021	2022
Price per linear foot of road	\$360	\$575	\$910	\$865

Pavement Management Goals

Pavement Reconstruction Techniques

- Roadway reclamation
 - Addresses the structural integrity of the roadway
 - Fully replaces the pavement surface (4-inch thickness)
 - Per City Ordinance, scope of work also includes:
 - Installation of granite curbing, concrete sidewalks, driveway aprons and handicap ramps
 - Rehabilitation or addition of a planting strip
 - Review of driveway openings for compliance with Zoning
 - Drainage and stormwater management improvements
 - Tree plantings
 - Streets proposed for road reconstruction are submitted to City Council for review

2023 Road Reconstruction Program

Developing a “Universe of Projects”

- City staff evaluate roadway conditions each year
 - Pavement Management Plan
 - Field reconnaissance
 - Status of utility work
 - Work order/maintenance requests
- Streets may be categorized for maintenance or reconstruction

2023 Road Reconstruction List

Developing the List

- Streets considered for full reconstruction based on a variety of factors:
 - Only streets with upgraded utilities will be completely reconstructed
 - Priority to streets in greatest state of disrepair
 - Program must fit within funding constraints
 - FY'23 CIP is level funded at \$2.5 Million
 - Secondary considerations include traffic volumes, the pedestrian network and geographic equity

2023 Road Reconstruction

Utility Coordination & Capital Planning

- Water main replacement program
 - Highland Ave. (Emerson Rd. to Partridge St.)
- Sewer and drain repairs and replacements
- Substandard water service replacements—110 locations
- National Grid gas main replacements

2023 Road Reconstruction List

Proposed Streets

- Bates Road
- Bates Road East
- Essex Street
- Nash Street
- Francis Street
- Bradshaw Street



2023 Road Reconstruction List

Bates Road & Bates Road East



**Bates Road &
Bates Road East**

- Gas main replacement in 2016
- Water main replacements in 2013
- Sewer replacements in 2020
- Alligator cracking, trench patches

1,220 feet long – 24 feet wide

2023 Road Reconstruction List

Essex Street



Essex Street

- Gas main replacement in 2021
- Water and sewer main replacement in 2020
- Alligator cracking, trench repairs
- Asphalt sidewalks in poor condition
- Portions lack curb, no complete sidewalk

290 feet long – 24 feet wide

2023 Road Reconstruction List

Nash Street



Nash Street

- Gas main replaced in 2015 & 2021
- Water main replaced in 2020
- Gaps in sidewalk network, mixture of curb and berm with gaps

630 feet long – 24 – 35 feet wide

2023 Road Reconstruction List

Francis Street



Francis Street

- Gas main replacement in 2021
- Potholes, trenches
- Concrete sidewalks with asphalt berm

610 feet long – 24 feet wide

2023 Road Reconstruction List

Francis Street

- Evaluated as part of Watertown Green Streets program
- Residents reported street flooding during high intensity rain events

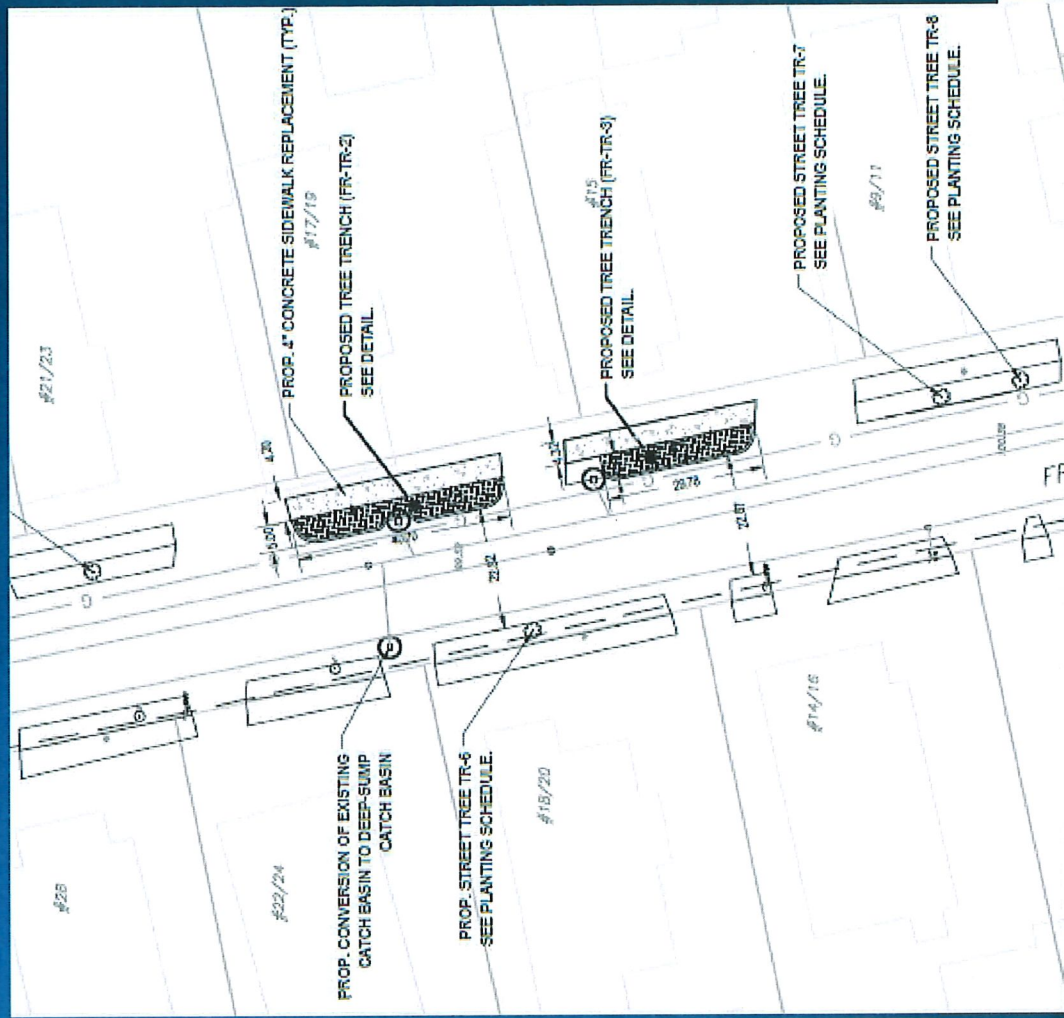


[Resilient Watertown \(watertown-ma.gov\)](http://watertown-ma.gov)

2023 Road Reconstruction List

Francis Street

- City cleaned and inspected drains in street
- Consultant developed 75% design plans to install 4 stormwater tree trenches and 1 drywell
- 25 to 75% reduction in runoff rates anticipated
- Identified locations for 7 additional street trees



2023 Road Reconstruction List

Bradshaw Street



Bradshaw Street

- Gas main replacement in 2021
- Alligator cracking, cross trenching
- Concrete and asphalt sidewalks
- Sections with no curb, concrete curb, or granite curb

1,035 feet long – 23.5-24'feet wide

2023 Road Reconstruction List

Next Steps

- Review driveways with DCDP
- Review street trees with Tree Warden
- Review water services and fire hydrants
- Green infrastructure review
- Finalize concepts, where applicable
- Complete Streets working group review
- Supplemental survey, where necessary
- Notify residents of future work
- Maintain schedule for January bid

Long Streets & Connector Program

Description

- \$1.5 million supplemental funding longer streets & connectors
- Short list streets
 - Forest Street (Springfield Street to Path) & Springfield Street (Fitchburg St. to Forest St.)
 - Riverside Ave.
- Considerations
 - Future utility needs
 - Traffic volumes
 - Connection to existing bike and pedestrian facilities, and important destinations

Long Streets & Connector Program

Forest Street & Springfield Street



Forest St. &
Springfield St.
Corridor

- Gas main replacement in 2015 and 2020
- Water main replacement in 2016
- Alligator cracking, cross trenching
- Concrete and asphalt sidewalks with some gaps
- Sections with no curb, concrete curb, or granite curb

2,400 feet long – 24' feet wide

Long Streets & Connector Program

Forest Street & Springfield Street

- Corridor included in City's *Complete Streets Prioritization Plan* (#20)

- Install granite curbing, install and/or replace sidewalks
- Provide ADA compliant accessible ramps at intersections
- Stripe crosswalks

<http://www.watertownpw.org/DocumentCenter/View/303/Watertown-Complete-Streets-Plan-Final>

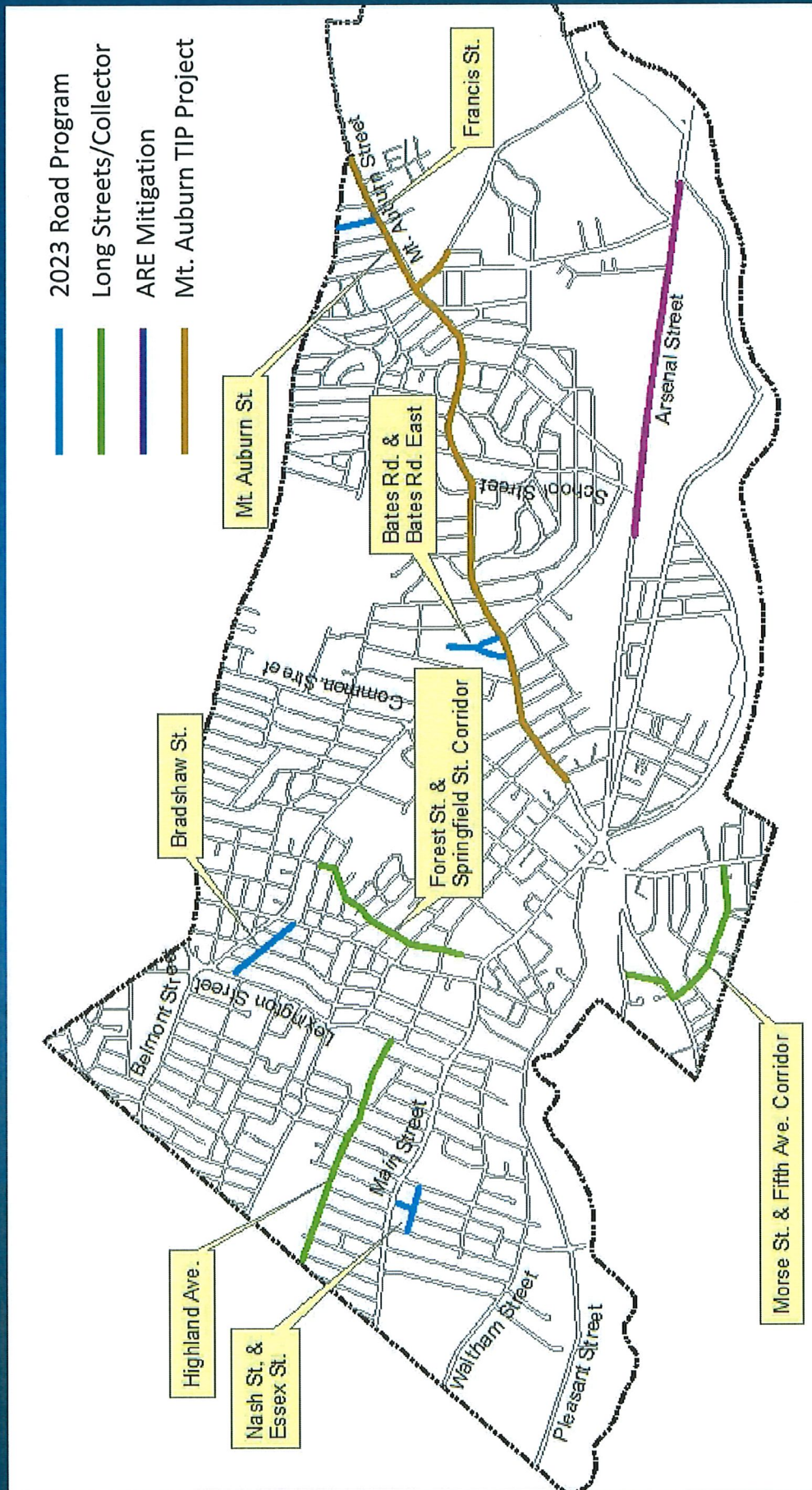
Long Streets & Connector Program

Forest Street & Springfield Street

- Next steps
 - Design during 2023
 - Complete Streets review
 - Develop concept plans
 - Bid for 2024 construction season

2023 Road Reconstruction List

Proposed Streets



Recommendations

Proposed Streets

- 2023 Road Program Streets

- Bates Road
- Bates Road East
- Essex Street
- Nash Street
- Francis Street
- Bradshaw Street

- Long Streets/Collector Program

- Forest Street—Springfield Street to Linear Path & Springfield Street—Fitchburg Street to Forest Street

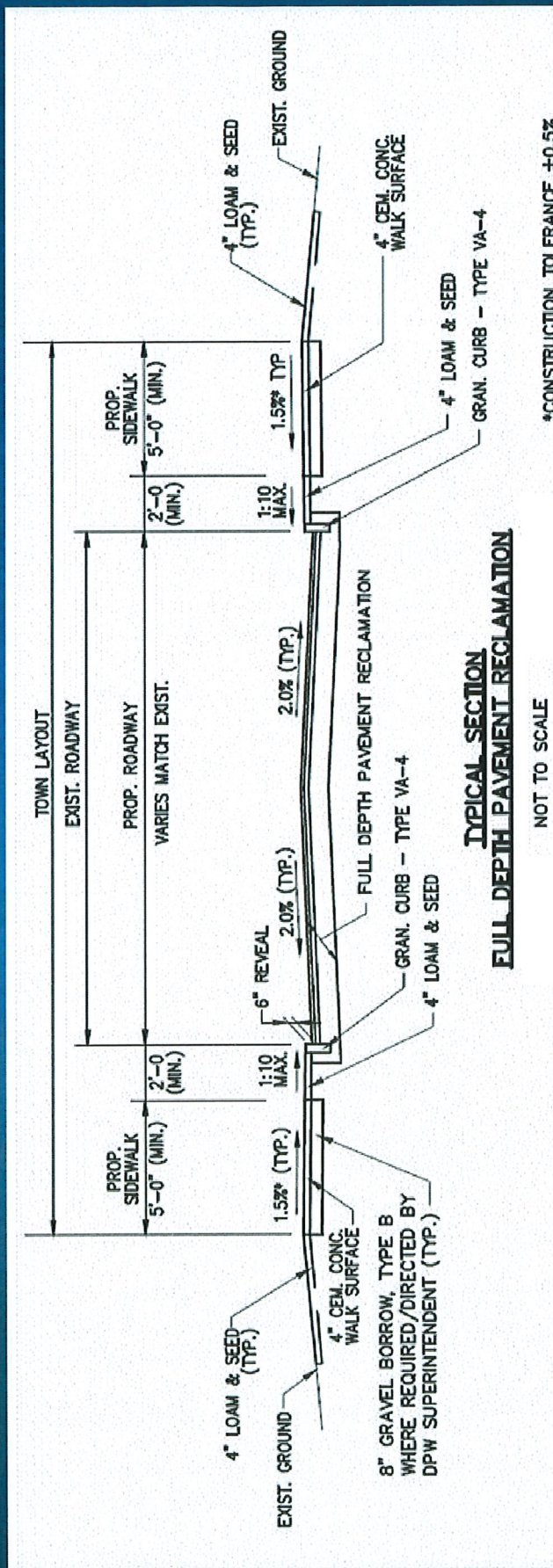
Recommendations

For Further Consideration

- Fund Fifth Ave. and Watertown St. road reconstruction through FY'23 long streets/connectors program
- Accelerate planned increases in CIP funding
- Increase long streets/connectors allocation to \$2 million
- Accelerate mill and overlay program to prolong roadway life

Excerpts from FY 2023- FY 2027 CIP

	FY '23	FY '24	FY '25	FY '26	FY '27
Highway Recon.	\$2,000.0	\$2,100.0	\$2,200.0	\$2,300.0	\$2,400.0
Sidewalk Recon.	\$500.0	\$525.00	\$550.0	\$575.0	\$600.0
Long Streets/Connectors	\$1,500.0	\$1,575.0	\$1,650.0	\$1,725.0	\$1,800.0



Questions?

<http://www.watertowndpw.org/191/Annual-Road-Program>



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager *GJP*

Date: February 8, 2023

RE: Agenda Item – Proposed Loan Order

Attached please find correspondence from Gregory M. St. Louis, Superintendent of Public Works requesting that the necessary actions be taken to authorize the Treasurer to borrow the \$1,500,000 as outlined and approved in the FY 2023-2027 Capital Improvement Program (CIP) budget for the Victory Field Turf Replacement project listed within Line 147 under Recreation & Parks of the CIP.

I respectfully request the attached proposed Loan Order of \$1,500,000 be placed on the February 14, 2023 City Council Agenda as a First Reading.

Thank you for your consideration in this matter.

cc: Gregory M. St. Louis, Superintendent of Public Works
Thomas P. Watkins, Director of Administration and Finance, Department of Public Works
Matthew I. Shuman, City Engineer
Steven T. Magoon, Director, Community Development and Planning/Assistant City Manager
Thomas J. Tracy, City Auditor/Assistant City Manager for Finance
Melissa A. Morrissey, City Treasurer/Collector
Peter Centola, Recreation Director



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

Jay Gonzalez
(617) 378-4256
jgonzalez@hinckleyallen.com

February 9, 2023

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

RE: Draft Loan Order – Victory Field Turf Replacement Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of replacing the turf at Victory Field:

ORDERED: That the sum of \$1,500,000 is appropriated to pay costs of replacing the turf at Victory Field, including the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

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

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

Sincerely,

Jay Gonzalez



CITY OF WATERTOWN
DEPARTMENT OF PUBLIC WORKS
124 ORCHARD STREET

Gregory M. St. Louis, PE
Superintendent

(P) 617-972-6420
(F) 617-972-6402

TO: Mr. George Proakis, City Manager

FROM: Mr. Gregory St. Louis, Superintendent of Public Works

DATE: February 1, 2023

RE: Department of Public Works - Loan Order Request: Victory Field Turf Replacement

The Department of Public Works respectfully requests that the necessary actions be taken to authorize the Treasurer to borrow the \$1,500,000.00 as outlined and approved in the FY 2023-2027 Capital Improvement Program (CIP) budget for the Victory Field Turf Replacement project listed within Line 147 under Recreation & Parks of the CIP.

These funds will be utilized for the design, engineering, construction and construction administration services associated with the removal of the existing turf and installation of new turf, as well as any and all associated costs.

Recently, the Department of Public Works engaged the services of design consultant, Tighe & Bond, to assist with the necessary design and engineering of the turf replacement at Victory Field. The existing turf was installed in the Fall of 2011 and has thus been in service for over 12 years. As such, the useable life of the turf has reached its end. The fibers of the turf are worn, leaving the surface with less height to provide infill, resulting in a harder field and impact for the City's student-athletes.

The infill of the proposed new turf will be of organic material (currently there is a crumb rubber application) and a shock pad will be installed underneath to further reduce the impact to student-athletes and restoring the required GMAX ratings.

Thank you in advance for your consideration of this request.

FY 2023 - FY 2027 CIP General Fund

	B	C	D	E	F	G	H	I	J	K	L	M
1		TOTALS	FY '23		FY '24		FY '25		FY '26		FY '27	
117												
118	Property/Building											
119	Boiler Replacement (2)	200.0	200.0	BR								
120	Heavy Duty 4x4 Forklift (Lull)	100.0			100.0	BE						
121	Rough Terrain Forklift	95.0							95.0	BE		
122	PROPERTY/BUILDING SUBTOTAL	395.0	200.0		100.0		-		95.0		-	
123												
124	Parks & Forestry											
125	Gazebo at Saltonstall Park	150.0	150.0	BR								
126	Swap Loader	200.0	200.0	BE								
127	Tree Chipper	75.0			75.0	BE						
128	Utility Truck	65.0			65.0	BE						
129	Farm Tractor	80.0									80.0	BE
130	Backhoe	140.0									140.0	BE
131	4x4 Landscape Dump Truck	160.0									160.0	BE
132	PARKS & FORESTRY SUBTOTAL	870.0	350.0		140.0		-		-		380.0	
133												
134	TOTAL DPW - TR	825.0	225.0	TR	150.0	TR	150.0	TR	150.0	TR	150.0	TR
135	TOTAL DPW - BE	3,177.0	230.0	BE	870.0	BE	202.0	BE	465.0	BE	1,410.0	BE
136	TOTAL DPW - BR	5,600.0	2,350.0	BR	1,250.0	BR	2,000.0	BR	0.0	BR	0.0	BR
137	PUBLIC WORKS SUBTOTAL	9,602.0	2,805.0		2,270.0		2,352.0		615.0		1,560.0	
138												
139	RECREATION & PARKS											
140	Tot Lot/Court Resurfacing as needed	550.0										
141	Victory Field (Phase III) Field House Addition	4,000.0	4,000.0	BR			100.0	TR	150.0	TR	150.0	TR
142	Filippello Park (Grove) Batting Tunnel	0.0	0.0	TR								
143	Resurface Basketball Courts/ Lowell & Saltonstall	50.0	50.0	TR								
144	Victory Field: Lacrosse Wall Ball	50.0	50.0	TR								
145	Howe PK: Design, Plygrd Equip, and resurface	100.0	100.0	TR								
146	Howe PK: Install Plygrd Equip, and resurface	500.0	500.0	BR								
147	Victory Field Turf Replacement	1,500.0	1,500.0	BR								
148	Bemis: Design, Plygrd Equip, new surf. & spray park	125.0			125.0	TR						
149	Bemis: Install Plygrd Equip, new surf. & spray park	800.0			800.0	BR						
150	Special Needs baseball/softball diamond	600.0			600.0	BR						
151	Filippello (Grove) Design, plygrnd equip and resurface	100.0					100.0	TR				
152	Filippello (Grove) Install plygrnd equip and resurface	600.0					600.0	BR				
153	Lowell Design Playground Equip & resurface	100.0							100.0	TR		
154	Lowell Install Playground Equip. & resurface	600.0							600.0	BR		
155	Filippello (Arlington) Design, plygrnd equip & resurface	100.0									100.0	TR
156	Filippello (Arlington) Install plygrnd equip & resurface	700.0									700.0	BR
157	RECREATION & PARKS SUBTOTAL	10,475.0	6,200.0		1,625.0		850.0		850.0		950.0	

Victory Field Turf Replacement Questions and Answers

What is the current status of Victory Field?

Victory Field, Watertown's most well used recreation area and open space, is a 14.2 acre park and athletic complex that is situated in the center of Watertown. Victory field is home to Watertown high School varsity sports, activities and graduation ceremonies.

Victory Field has been a topic of conversation and community process in recent years, focused on necessary upgrades to the facilities. The most significant forthcoming upgrade, called Victory Phase II, is completing design, based upon an extensive community process a few years ago. This work will be completed in the spring and summer of 2024. Victory Phase II includes the replacement of the Victory track and the grass inside of the oval, amongst other upgrades. The oval grass will be replaced with new natural grass. Upon completion of the design documents for construction, the City will hold one more community meeting on Phase II, to review the status of the project, design details based on the original plan, and the schedule for construction. A planned Victory Phase III, with upgrades to the field house and press box is now scheduled for 2026. Design and community meetings on this phase will begin in 2024.

In addition to this larger park overhaul program, there has been an item on the City's capital plan for the replacement of the artificial turf field that is used by Watertown's football, field hockey, lacrosse, soccer and baseball teams. This is a scheduled maintenance upgrade, to replace the current artificial turf on the playing field. This maintenance project, limited to the existing artificial turf area, is scheduled for June of 2023.

The information below is focused on the turf field replacement project.

Why do we need to replace the artificial turf field in 2023?

Victory Field was originally installed in the fall of 2011. The field consists of a 14" section and includes 10" of base stone, 2" of top stone and 2" of crumb rubber infill and a turf pile height (pile height is the length of each "Blade" of grass in the field) of 2 ½". The field is drained by perforated piping within the base stone which discharges to the municipal drainage system.

The field has been in service for twelve years and has provided the Town with years of service. The useable life of the synthetic turf surface has reached its end. The fibers of the synthetic turf are worn and are brittle and breaking. This leaves the surface with less height to provide infill, which in turn makes the field harder and increases the impact to athletes. GMAX Test scoring, a standardized test for impact attenuation (*aka* fall protection), has started to decline along with the wear of the synthetic turf, requiring additional maintenance and application of infill.

What is being proposed?

To address the aging field and take corrective measures to address fall protection, the proposed improvements to the field begin by removing the existing synthetic turf and infill.

The proposal is to install a new synthetic surface that will be a hybrid turf suitable for a multi-use field with an organic infill. We will also be installing a shock pad underneath the synthetic turf to reduce the potential impact to athletes and to restore required GMAX ratings. The infill and shock pad that we are specifying includes a top-of-the-line shock pad with a 25-year warrantee.

What is this infill?

The new infill is an organic/sand infill made from southern yellow pine. The new infill is an upgrade over the current crumb rubber, which is made of recycled tires. The infill is designed to improve traction, reduce artificial turf heat compared to the existing crumb rubber, and provide a lasting surface for the City that can accommodate the numerous competitive high level athletic sports per season. It also replaces an inorganic rubber substance that is often tracked away from the field, and often requires additional investment to continually replace the infill with additional rubber material. With a yellow pine infill, the regular replacement of infill will be sourced from a renewable organic source and will break down naturally when an athlete inadvertently takes some home on the bottom of their shoes.

What will happen to the old field?

The old synthetic turf will be rolled and delivered to a recycling facility. We have mandated as part of the specifications that full documentation of the turf removal, trucking and delivery to a recycling plant be provided by the contractor. Crumb rubber will similarly be brought to a facility for reuse as applicable.

Will this really be more environmentally sustainable than the existing field?

While there is no definitive opinion on the environmental risks and benefits of an artificial turf field, the City is making decisions to balance the use of the field as a high-intensity athletic facility with the need for sustainable and resilient solutions. Existing field elements will be recycled to the extent possible, and the new field will have organic infill that is renewable and reduces heat impacts.

Will this really reduce heat compared to the existing field?

Yes. Natural infills lower the surface temperature. Although we have not had to suspend play on our existing field due to heat, this new field will be cooler. We anticipate that the new infill will drop field temperatures by 20 degrees during summer heat waves, versus the current crumb rubber field infill.

Are there other benefits to organic infill?

With the new base pad, the field will be better designed to address impact injuries from a fall.

Why can't we replace this field with natural grass?

The Victory Field turf is used for high school football, lacrosse, field hockey, soccer and baseball. In addition, the field is used by many other youth organizations and leagues. Even with the new BBN fields, there is still limited practice and play space in Watertown.

Even the most well-designed and well-maintained natural grass fields need time to rest and recover from use. Watertown has limited field space to operate very popular sports. For example, this year the football team (that typically will play in wet weather) played on the Victory Field turf on Friday September 30th. The next morning (10/1) teams are practicing on the field. Then, youth football uses the field on Sunday. The following day, the field hockey team played a home game on the same surface. In a circumstance like this, a rainstorm on Friday night could turn a grass field into mud, with weekend practices further damaging the field. But Monday, the field hockey game would be on a surface with muddy grass or cancelled all together. A turf field does not have this challenge.

Recently, community members have noted that some major league sports teams are advocating to play their sports on natural grass. But, these teams have multiple practice fields, allowing them to rest their primary grass field for game day. Watertown cannot do this. Teams need both practice and play time on this field on a daily basis.

Is the artificial turf area expanding? Are any trees being removed?

No. This project simply replaces the existing turf in the same location as the current turf.

Will there be any other changes?

City staff is currently reviewing the design to determine if there should be changes to the sewed-in permanent lines and logos on the field and/or the design of the pitching mound. Otherwise, the field will operate as it has in past years.

Is the city planning to install any more artificial turf fields?

The grass inside the Victory oval will remain as grass. There is no other plan to build an artificial turf surface in Watertown at this time. Any new open space reconstruction projects will undergo a substantial community process. We are planning in the coming year to improve Irving Park, Moxley Court, Filippello Splash Pad and Upper Saltonstall Park. None of these projects introduces any new artificial turf. We will also be kicking off a process later in 2023 to design the newly purchased Walker Pond area. With extensive community input, there may be the opportunity for additional recreation use at this site. Any decision about field surfaces will be determined as a part of the community conversations about this new resource.

Currently, the only artificial turf project in front of the city is this maintenance proposal to replace and upgrade the existing turf at Victory Field.



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: February 23, 2023

RE: Agenda Item – Proposed Loan Order

Attached please find correspondence from Gregory M. St. Louis, Superintendent of Public Works requesting that the necessary actions be taken to authorize the Treasurer to borrow the \$1,380,000 as outlined and approved in the FY 2016 Capital Improvement Program (CIP) budget for the Moxley Field Court Renovations & Lighting project.

I respectfully request the attached proposed Loan Order of \$1,380,000 be placed on the February 28, 2023 City Council Agenda as a First Reading.

Thank you for your consideration in this matter.

cc: Gregory M. St. Louis, Superintendent of Public Works
Thomas P. Watkins, Director of Administration and Finance, Department of Public Works
Matthew I. Shuman, City Engineer
Steven T. Magoon, Director, Community Development and Planning/Assistant City Manager
Thomas J. Tracy, City Auditor/Assistant City Manager for Finance
Melissa A. Morrissey, City Treasurer/Collector
Peter Centola, Recreation Director



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

Jay Gonzalez
(617) 378-4256
jgonzalez@hinckleyallen.com

February 23, 2023

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

RE: Draft Loan Order – Moxley Field Court Renovation Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of the Moxley Field court renovations and lighting project:

ORDERED: That the sum of \$1,380,000 is appropriated to pay costs of demolishing and removing existing tennis courts and basketball courts, constructing a new tennis court, basketball court and pre-fabricated multi-purpose rink system, and making other improvements to the courts and related facilities at Moxley Field, including court surfacing, a new court lighting system, site improvements and all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

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

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

Sincerely,

Jay Gonzalez



CITY OF WATERTOWN
DEPARTMENT OF PUBLIC WORKS
124 ORCHARD STREET

Gregory M. St. Louis, PE
Superintendent

(P) 617-972-6420
(F) 617-972-6402

TO: Mr. George Proakis, City Manager

FROM: Mr. Gregory St. Louis, Superintendent of Public Works

DATE: February 23, 2023

RE: Public Works Dept. - Loan Order Request: Moxley Field Court Renovations & Lighting

The Department of Public Works respectfully requests that the necessary actions be taken to authorize the Treasurer to borrow the \$1,380,000.00 as outlined and approved in the FY 2016 Capital Improvement Program (CIP) budget for the Moxley Field Court Renovations & Lighting project.

These funds will be utilized for the construction, construction administration services and potential construction contingency costs associated with this project. As outlined in the enclosed letter from project engineering firm CDM-Smith, the \$1,380,000.00 will be utilized as follows:

Item	Amount	Remarks
Funding Request	\$1,380,000.00	FY23 Conceptual Recommendation 1
Construction Bid Amount	\$1,070,000.00	Quirk Construction Low Bid
Construction Administration/ Construction Services	\$68,000.00	CDM Smith Services during construction
Construction Contingency	\$242,000.00	Remaining Value

On February 15, 2023 three bids were received and opened by the Purchasing Office. The lowest and most eligible bid was from Quirk Construction in the amount of \$1,070,000.00. Construction Administration services, to be performed by CDM-Smith, amount to \$68,000.00. The remaining \$242,000.00 is being recommended to be carried by CDM-Smith, to cover any potential unexpected and unforeseen conditions which may result in change orders as this project moves forward.

Work on this project includes demolition, clearing, removals and disposal of existing tennis and basketball courts, furnishing one new tennis court, one new basketball court, one new pre-fabricated multi-purpose rink system, court surfacing, new court lighting system, segmental retaining wall, fencing, site furnishings, seeding and landscaping of the Moxley Field.

Thank you in advance for your consideration of this request.



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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

To: Honorable City Council
From: George J. Proakis, City Manager 
Date: February 23, 2023
RE: Agenda Item – Transfer of Funds Request

The attached transfer of funds is based on discussions regarding efforts in pursuing improvements to the Parker Annex Building.

Therefore, in order to move forward with the proposed improvements, I respectfully request the attached transfer be placed on the February 28, 2023 City Council Agenda.

Thank you for your consideration in this matter.

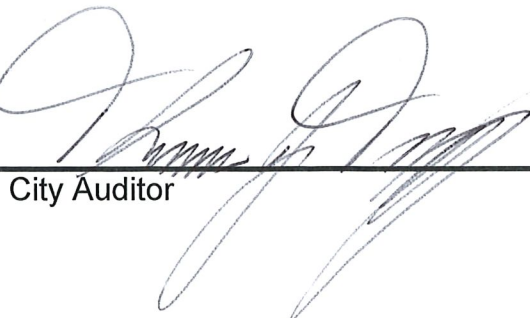
cc: Steven T. Magoon, Director of Community Development and Planning/Assistant City Manager
Thomas J. Tracy, City Auditor/Assistant City Manager for Finance
Melissa A. Morrissey, City Treasurer/Collector
James F. Kane, Jr, Director of Public Buildings
Christopher L. McClure, Chief Information Officer
Gregory M. St. Louis, Superintendent of Public Works

Transfer Amount \$698,425

From:	FY 2023 City Council- Council Reserve 0111152-570780	\$	698,425
To:	FY 2023 Transfer To Capital Projects - IT Dept.- Parker School 0193059-596511	\$	307,375
	FY 2023 Transfer To Cap Proj. - DPW- Parker Sch. Parking Lot 0193059-596502	\$	250,000
	FY 2023 Public Buildings Personnel- Overtime 0119551-510130	\$	10,000
	FY 2023 Public Buildings Supp. & Serv. - Electricity 0119552-520211	\$	17,750
	FY 2023 Public Buildings Supp. & Serv. - Gas 0119552-520213	\$	18,500
	FY 2023 Public Buildings Supp. & Serv. - Contracted Services 0119552-530303	\$	28,800
	FY 2023 Public Buildings Capital- Improvements/Bldg. Renov. 0119558-510130	\$	66,000

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

2/24/23
Date



City Auditor



Watertown City Council

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

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

Committee of the Budget and Fiscal Oversight Report of the Meeting of February 21, 2023

The Committee convened on Tuesday, February 21, 2023 at 7:00 pm in the Richard E. Mastrangelo Council Chamber. It was a hybrid meeting, with remote participation by Zoom, and was broadcast by WCATV. Present were Vincent Piccirilli, Chair; Emily Izzo, Vice Chair and Nicole Gardner, Secretary. Also present were Councilors Lisa Feltner, Caroline Bays, and John Gannon. Roughly 20 residents attended the meeting by zoom and in person. City Manager George Proakis was unable to attend, but he submitted an email with comments (Attachment A).

The purpose of the meeting was to continue the discussion to set priorities for the federal funds from the American Rescue Plan, specifically to 1) develop guidelines for interested parties to submit proposals for ARPA funding and 2) develop criteria for the Committee to use for evaluation and prioritizing proposals for ARPA funding. The Committee was not soliciting proposals for specific ARPA projects at this meeting.

Discussion of guidelines for submitting proposals

The Committee began by reviewing City Manager Proakis's email on information to be collected. All recommendations were agreed to and some additional ideas were added.

Information the Committee would like to receive is:

1. Applicant name
2. Contact person (if applicant is an organization)
3. Contact email address
4. Contact phone number
5. Project name
6. Amount of ARPA funds requested to run the project
7. Matching funds available for the project from other sources:
 - a. Source of funds
 - b. Amount
 - c. Are funds guaranteed or if not, likelihood
8. Other sources of funds that could be used for the project other than ARPA funds:
 - a. Source of funds
 - b. Amount
 - c. Are funds guaranteed or if not, likelihood
9. Minimum funds needed to make the project worth doing
10. Recommended project manager (i.e. City department, non-profit entity. Note that if a non-profit entity is proposed as project manager, they should submit the proposal.)

11. A narrative description of the project. This can vary from a simple description of an idea being recommended by a resident, to a proposal being submitted by a department or other entity. If possible it should include:
 - a. A detailed budget
 - b. A timeline for the project: encumbrance of funds by December 31, 2024, how soon can it start, key milestones, how long will it take to execute, and expenditures of funds complete by December 31, 2026
 - c. Any resources required in addition to the ARPA funding
 - d. Metrics for success of the project
 - e. Outputs / outcomes
 - f. What will be the overall benefit (financial or otherwise) to Watertown residents
 - g. How the project meets the City's ARPA proposal criteria (to be published on the city webpage)

The Committee would like to use the following process for proposal submissions:

1. They are to be submitted on our City ARPA Webpage whenever possible; residents and organizations may also submit them by email or on paper if needed.
2. Users will enter all data elements other than the project narrative into a google form on the webpage, and they'll attach the narrative on the webpage as well.
3. The City will post all proposals on the website, in the order received, so that there is full transparency for the public.

The Committee would like the City staff to support the process as follows:

1. Create an input form for the webpage.
2. Create an email address for people who need to email their submission rather than using the input form.
3. Ensuring all paper and email submissions are entered into an input form so they are visible to the public and the Committee.
4. Post all proposals on the ARPA webpage in the order in which they are received.
5. Once the submission form is on the website and ready for use, publicize that the 2 month proposal window is open and provide the link, using all possible channels.

Discussion of criteria for assessing proposals

The following criteria were developed together by the Committee, the Councilors attending, and the public. They fall into 4 categories: Practicalities, Benefits, Financial, and Strategic

Practical:

1. Can the project meet the deadlines for encumbrance no later than December 31, 2024 and expenditure in full by December 31, 2026?
2. Does the applicant demonstrate that they are qualified and have the capacity to execute the project?

Benefits to residents:

1. What number of residents are being served?
2. Does the project serve the most impacted residents?
3. Are the benefits long term and over what period?

Financial:

1. Does the project leverage other sources of funding so we get more bang for our buck?
2. Is there a funding cliff and if so what is the plan to deal with it when it comes?
3. Does the project address the unintended impact of COVID on our City's ability to maintain the service levels expected?

Strategic:

1. Is the project aligned with our Comprehensive Plan and our Charter Preamble?
2. Are we ensuring a variety and a balance of spending across priorities and needs?

Other issues discussed

The Committee discussed possibly using a survey to get public feedback once proposals were in. This could be using the website, or FlashVote. The Committee will come back to this at a future meeting.

The Committee agreed that it would be prudent to recommend that the City Council move the maximum \$10 million into "revenue replacement" for reporting purposes as soon as possible, as recommended by Hannah York of Clifton/Larsen/Allen at the February 1st Community Forum.

The Committee briefly discussed the possibility that some proposals with broad support might be approved for action before all funding decisions were taken.

Chair Piccirilli reminded the public of the process going forward, namely that the Committee would:

1. Create a page on the City website to provide ARPA information and to enable residents to make recommendations.
2. Invite suggestions and recommendations from both residents and from City departments.
3. Synthesize the input and assess it against the proposed criteria.
4. Develop a draft set of recommendations.
5. Share the draft recommendations publicly and invite community feedback and further input from the City Administration.
6. Revise the Committee's recommendations accordingly, and submit a proposal to the full City Council for debate and vote.

➔ **Action Item:** Councilor Gardner made a motion, seconded by Councilor Izzo, that the Committee recommend the City Council move the maximum \$10 million into "revenue replacement" for reporting purposes as soon as possible. Voted 3-0.

➔ **Action Item:** Councilor Gardner made a motion, seconded by Councilor Izzo, that the Committee recommend the City Council agree to use the application process as described above. Voted 3-0.

➔ **Action Item:** Councilor Gardner made a motion, seconded by Councilor Izzo, that the Committee recommend the City Council agree to use the assessment criteria as described above. Voted 3-0.

The meeting adjourned at 8:48 pm on a unanimous vote.

Report prepared by Nicole Gardner

Attachment A - City Manager George Proakis email February 14, 2023

ARPA application

Proakis, George <gproakis@watertown-ma.gov>

Tue 2/14/2023 2:49 PM

To: Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>

Dear Councilor,

Thank you for continuing to lead the process of determining how to spend Watertown's ARPA funds. As I mentioned when we last spoke on the phone, I will be returning from a vacation on Tuesday February 21st, and unable to join the committee meeting to discuss the ARPA funds application process.

So, I want to just share a few thoughts. Feel free to share this with the committee:

- A. The process should allow anybody with an idea to provide it – but should acknowledge that sometimes the person submitting the idea may have no method to execute it. I encourage us to invite applicants to share information about which government agency or non-profit partner may possibly execute an idea. But, after receiving all these applications, there may be a need to review to ensure that the proposed entity (especially if it is a city department) has the staffing capacity to take on the project.
- B. In general, I recommend that the City Council ask applicants for the following information:
 - a. Contact info
 - b. Amount of ARPA funds they need to run the project
 - c. If there are any matching funds available from other sources
 - d. If there are other sources of funds that could be used to fund this project instead of ARPA
 - e. If the project is still worth doing if it is only partially funded (i.e. what is the minimum necessary to make it worth doing the project)
 - f. Who should operate the project (city agency or a non-profit – and who is it)
 - g. Narrative about the project
 - h. How it meets ARPA goals
 - i. What will be the overall benefit (financial or otherwise) to Watertown residents
- C. Proposals will come with a wide range of ideas. Hopefully, we can use the ARPA web page to identify what is and what is not an eligible project, as well as provide access to the application. Our IT team is ready to help with this effort with the guidance of the council on the particulars of the application.
- D. I will make sure that city staff submit their own proposals for items such as water/sewer upgrades, etc. We will probably also submit a placeholder for high school cost overruns, as we keep an eye on the overall school cost.
- E. We have total funding in an amount of about \$10.5 million. There will be some funds that we will need to use for the administration of the program by CLA. The City Council should consider moving the maximum \$10 million into 'revenue replacement' for reporting purposes, even if the Council decides to use those funds for efforts that are permitted under any of the other categories.
- F. After the application process is complete, you will likely need to group together some repetitive and similar applications as you do reviews.
- G. We also have the FlashVote tool available at that point if you are interested in using it to get public feedback as you look to rank your priorities

I hope this info is helpful for the meeting on the 21st. If you have more questions, just ask. Otherwise, I'll also see you at the committee meeting on the 22nd to discuss the CIP.

Thanks,
George

George J. Proakis
City Manager
City of Watertown, Massachusetts
149 Main Street
Watertown, MA 02472
gproakis@watertown-ma.gov
Phone: 617-972-6465