



City Council Meeting
Tuesday, December 12, 2023 at 7:00 PM
Richard E. Mastrangelo Council Chamber
149 Main St
Watertown, MA

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on December 12, 2023 at 7:00 P.M. Location: Richard E. Mastrangelo Council Chamber
 - B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
 - C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>
 - D. 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
 - E. Public may comment through email: vpiccirilli@watertown-ma.gov
 - F. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>
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- 1. ROLL CALL
- 2. PLEDGE OF ALLEGIANCE
- 3. PUBLIC FORUM
- 4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
 - A. Minutes from City Council Meeting November 14, 2023
 - B. Minutes from City Council Meeting November 27, 2023
- 5. PRESIDENT'S REPORT
- 6. PUBLIC HEARINGS
- 7. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
 - A. First Reading on a Proposed Ordinance Requiring Closed Captioning for Public-Facing Televisions
 - B. First Reading on a Proposed Ordinance regarding Snow and Ice Removal
 - C. Resolution on Appropriation of American Rescue Plan Act (ARPA) Funds
 - D. Resolution Authorizing a Transfer of Funds in the Amount of \$79,000 from FY24 City Council Reserve to FY24 Fire Clothing Allowance Account

- E. Consideration and Approval of exemptions of interests of existing City employees in contracts with the City including summer, winter, holiday, and after school program employment positions in response to disclosures filed with the City Clerk by prospective employees and certification by the Recreation Director that no employee of that Department is available to perform those services as part of their regular duties in accordance with G.L. c. 268A, sec 20(b)

8. REPORTS OF COMMITTEES

- A. Committee on Personnel and City Organization Report regarding its meeting on November 27, 2023 - Bays, Chair

ACTION ITEM:

To recommend the City Council approve provisionally the change in hours until the start of summer hours. At which time the DPW should report back to the PCO on whether the change is working as expected for residents, contractors, and staff. Based on that meeting, the PCO will make a final recommendation to the Council.

- B. Committee of the Budget and Fiscal Oversight Report regarding its meetings on November 13 & 21, 2023 - Piccirilli, Chair
- C. Committee of the Budget and Fiscal Oversight Report regarding its meeting on December 4, 2023 - Piccirilli, Chair
- D. Committee on Public Works Report regarding its meeting on November 16, 2023 - Piccirilli, Chair

ACTION ITEM:

The Committee Recommends that the City Council approve the Department of Public Works recommendations for the 2023 Local Road Construction Program as presented using the FY24 \$2.5 million loan order for George Street, Bromfield Street, Mangano Court, Grandview Avenue, and Dwight Street.

9. NEW BUSINESS

10. COMMUNICATIONS FROM THE CITY MANAGER

- A. Request for Confirmation for Reappointments to the Historic District Commission

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

12. ANNOUNCEMENTS

13. PUBLIC FORUM

14. RECESS OR ADJOURNMENT

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large
Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor
John G. Gannon,
Councilor At Large
Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large
Anthony Palomba,
Councilor At Large
Emily Izzo,
District D Councilor

NOVEMBER 14, 2023



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

CITY COUNCIL MEETING

TUESDAY, NOVEMBER 14, 2023, 7:00 P.M.

RICHARD E. MASTRANGELO COUNCIL CHAMBER

ADMINISTRATION BUILDING, 149 MAIN STREET

MINUTES

ACCESS INFORMATION:

A. This meeting will be held on November 14, 2023 at 7:00 PM in the Richard E. Mastrangelo Council Chamber

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1. ROLL CALL

Council President Sideris called to order a regular meeting of the City Council at 7:00 p.m. in the Richard E. Mastrangelo Chamber, Administration Building. Those present were Councilors John M. Airasian, Caroline Bays, John G. Gannon, Nicole Gardner, Lisa J. Feltner, Emily Izzo, Anthony Palomba, Vice President Vincent J. Piccirilli, Jr., and Council President Mark S. Sideris. Also present were George Proakis, City Manager, Mark Reich, City Attorney, and Brendan T. McCarthy, Council Clerk.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC FORUM

Cedar Pruitt – 2 Wyoming Rd, Newton - Stated that this is her second time speaking at

Public Forum regarding the noise pollution emanating from the biolab buildings along the Charles River. She stated that there are many products, such as acoustic curtains, that are designed to mitigate noise from these types of buildings that are used well in neighboring communities such as Waltham. She continued to say that, while she now lives in Newton, she lived in Watertown for years working at Athena Health making philanthropic investments in Watertown for the sake of community. She stated that the Charles River is home to a plethora of wildlife, but now that is being affected by the constant drones of biolabs.

Melissa Prudhomme – 14 Wyoming Rd, Newton – Echoed comments made by Cedar Pruitt. She stated that her neighborhood was quiet for years, but since the establishment of 580 Pleasant, the neighborhood has been loud and disturbing. She continued to say that she is realistic, and is not asking for the company to cease, but just that they put up screens that are engineered for the purpose of mitigating the noise. She then noted that the new biolab on Galen Street has such products and doesn't understand why the labs on Pleasant Street do not. She concluded with asking Watertown to request the labs in question, as well as all new construction labs, to use noise mitigating products on their buildings.

Linda Scott – 55 Olcott St – Stated that she researched a 2020 Conservation Committee Meeting wherein the Chair remarked that a project proposal for 650 Pleasant Street was a year and a half late, there was little to no communication with Con Com, and that the plan lacked several important items: no plan for stored water, no clear delineation where DCR land ended and the client's land began, no buffer zones, no report of excavating trees. She expressed concern on behalf of Watertown's Newton neighbors, while urging that Watertown must hold developers and their own stewardship of development to a higher standard.

Cathleen Callahan – 68 Stuart St – Expressed her concern with the sidewalk and street work on Highland Ave. She stated that her fence was damaged, and that they have not heard back from anyone after seeking repairs. She stated that her driveway was once flush with the sidewalk, but now there is an 18" incline which has caused cars to bottom out getting in and out of the driveway. She continued to say that her concerns have been left unanswered.

Paul Weeden – 102 Lexington St – Expressed concerns about the sidewalk and street work on Highland Ave. He stated that a curb has been put up that blocks a portion of his driveway. He stated that now he currently has 17' of access to his driveway, but that the access of the driveway has been at the previous larger size for decades and decades. He made reference to the 11' and 22' foot (driveway) rule but noted that he has seen much larger driveways than 22' in town and stated that the rule is being applied inconsistently. He stated that Tony Mancini is responsible for the inconsistency and "horrific planning", and that the Assistant City Manager and City Manager are allowing it to happen. He continued to note that City Manager Proakis is slated for a performance bonus, but he does not believe this is representative of a job well done. He concluded that this project should be for the betterment of the City and not take away from its residents.

Russ Arico – 49 Fayette St – Remarked on the Watertown Town Square kickoff, particularly with an idea that was proposed which would reduce the traffic lanes down to one for streets coming into the square. He expressed his doubts with this notion but

proposed to put the idea to the test with a pilot program over the course of 30-60 days to see if reducing the lanes would be feasible, particularly through snowstorms. He remarked that the intersection includes route 20 and route 16, which are state roads, and altering them would cause complications with the state. He concluded by saying that any change that is made to the square should be backed by hard evidence, and that he personally doesn't want to see the square overdeveloped.

Joan Gumbleton - 32 Falmouth Rd – Stated that the residents are paying good taxes in the city, and that Watertown should set a high standard of living for its residents with regard to noise from biolabs that abut the residential neighborhoods, as well as grandfathering in existing driveways during the streets and sidewalk updates.

Dennis Holland – 29 Nyack St – Remarked on the ongoing work on Highland Ave. He stated that he has experience in road work, and to his observations, there doesn't seem to be a lack of oversight as to work going on, and that common sense should have prevailed to eliminate the grass strips on narrow streets in order to add a curb if that was the purpose of the project. He continued to mention that work regarding safety measures around the school should have taken place during the summer as opposed to the school year, and that work that is going on is often drawn out longer than necessary which leaves unfinished and unsafe construction sites. He then stated that the city can't stop the low bidding process, but that there should be a performance review of the contractors doing work, and remarked that it would be a mistake to use this particular contractor for the Mt. Auburn Corridor. He remarked on a road grader on Mt. Auburn St. that was taking up parking spaces in front of small businesses and asked whether Mt. Auburn is getting excavated.

Annee Marie Cloonan - 14-16 Winthrop St – Remarked on the negative traffic flow around the Hosmer School as well as the presented gate and signage. She stated that the flow is hazardous, that there is no crossing guard or any governance of traffic, and that it has become a nightmare for the residents of that neighborhood. She requested to have a follow-up meeting with the council to work out solutions and stated that the School has not been responsive to their requests.

Carl Paulson – Partridge St – Stated that there is currently a significantly leaning telephone pole at the entrance of the Ridgelawn Cemetery that became askew during the sidewalk construction and stated that the cables from the pole are hanging dangerously low. He also remarked that the finish coat of the pavement is seemingly delayed.

Maureen Foley – 10-12 Winthrop St – Stated that she attended the traffic meeting concerning the area around the Hosmer School. She said that the status of the traffic around the neighborhood is so poor that she often avoids going home during certain hours of the day to avoid it. She continued to remark on the portion of Winthrop Street that was extended in front of the school is only being used for teacher's parking, but its purpose was for bus drop off and visitor temp parking. She stated that all other new schools have a dedicated space for school bus drop off, but that isn't the case for Hosmer. She expressed disappointment that the space isn't being used as it was proposed.

Janet Nolen - 217 Highland Ave – Stated that her sidewalk was changed from concrete to a rubberized mixture, and that the work on the sidewalk has altered her walkway by 5" in height. The height and material change was due to a dead tree on the sidewalk, and while

she anticipated the tree and roots to be cleared away, that did not happen. After she asked the purpose of the change in material, she was told that it is so the roots of the trees and grow and the sidewalk would grow and adjust with it. She believed did not make any sense and pointed out that, instead of cracks, the sidewalk will be rolling and unstable.

Dean Martino – Resident – Stated that he does not believe the city does a good job in doing a project recap once a construction job is done and said there should be a review of problems/areas of improvement for each project. He stated that he has seen a lack of oversight on these projects, that the work seemed inconsistent on a schedule level which included much delay, and that there was little care for the houses surrounding the projects. He urged the city to learn from shortfalls of previous projects so that they can be avoided in the future.

Josh Wheeler – 25 Highland Ave – Echoed statements of complaints with the work done on Highland Ave. He claimed that he had two legal parking spots prior to the project, but now has zero legal parking spots due to the construction. He stated that Mr. Mancini has been demeaning and disingenuous in response to his complaints in claiming that there are still two parking spots, because the spots in question aren't big enough to fit a car.

Elodia Thomas – 67 Marion Rd – Stated that there are so many individuals coming forward with concerns about the community and asked the Council to represent its residents. She cited issues on many streets around town, and that there needs to be a better response from the City. She continued to say that she understands that the City is in a period of great flux with a new City Manager, but these issues have been pent up for a long time. She stated that there is a lot of ongoing development and that there needs to be action in response to the residents' concerns.

Cathleen Callahan – 68 Stuart St – Stated that she lives near a telephone pole that was knocked down in October, and while some work was done to clean it up and the street was temporarily closed, the street and sidewalk are now open, but the telephone pole is still dangerously leaning. She asked what the City was going to do to attend to the matter.

Joan Gumbleton - 32 Falmouth Rd – Spoke on the parking matter that coincides with the street and sidewalk work on. She stated changes to on-street parking aren't always posted in advance and asked for the Council to come up with a system to properly inform the residents prior to changes.

Elodia Thomas – 67 Marion Rd – Stated that residents don't have enough time to go in front of the planning board to challenge when something like their driveway widths are suddenly being changed. She stated that there is little notification for road work, surveyors are hard to come by, and residents are caught flat footed. She asked for an improvement in process.

Linda Scott - 55 Olcott St – Asked the Council to not forget about the children's safety with regard to the lack of signs for crosswalks around the Cuniff School.

President Sideris asked to bring up item 10 A as it pertains to the majority of comments heard during Public Forum.

Councilor Piccirilli made a motion to move 10A up and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

10. COMMUNICATION FROM THE CITY MANAGER

A. Review of Policies and Strategies for DPW Streets and Sidewalks Projects

City Manager Proakis acknowledged the amount of public comment regarding the ongoing streets and sidewalks project. He stated that the one key issue that he is struggling with most is separating the policies and strategies about street construction with the particular challenges the City has encountered with contractors -specifically on Highland Ave. He continued to say that he believes the residents and the City collectively share a frustration with the speed and organization of how work is getting done. He stated that this issue will be receiving more attention with the new personnel in the City Engineering Management Team.

Superintendent St. Louis presented DPW's Road Program Goals which includes 72 centerline miles of City roads, over 10,000 feet of gas, water, and sewer main replacement, and over 10,000 feet of pavement in road reconstruction, sidewalk rehabilitation, and mill & overlay. He stated that the City-Wide Pavement Condition Index scores a 65. He continued to say that the score is improving with ongoing projects, but it's imperative to make the improvements in correct order to avoid redoing work. He stated that elements of road reconstruction includes reclamation & paving, curbing, drainage repairs, providing ADA ramps, and grass borders with street trees. He stated that the DPW's annual roadway program review is focused on developing pavement condition, utilities, public utilities, an estimation on traffic and transportation impacts, and safety improvements. After reviewing that information, the DPW determines an order of what streets to work on. DPW notifies all residents with when they are planning on doing work on their streets in advance with what work they intend to do. After that, they walk through the sites with contractors to specifically mark what work needs to be done so that the contractor doesn't make ad hoc decisions.

Superintendent St. Louis presented the sequence of a typical capital improvement project: water main work and/or lead services, gas main replacement, complete street and design guidelines identified, secure budgets, bid projects, construction & punch list. He stated that the state bid guidelines dictate the DPW to accept the lowest responsible & responsive bidder. He continued to say that if an accepted bidder proves to be irresponsible or unresponsive, you can create a paper trail so that it can be taken into account when it comes time for the next project to be sent out to bids. He stated that there are punch lists that the DPW execute during site walks during the construction period of projects that review the work being done.

Superintendent St. Louis presented the upcoming Capital Projects: Watertown Square, Arsenal Street, Long Streets/Connectors, Coolidge Ave, and Mt Auburn Street. He concluded by stating the DPW is working hard to combat challenges for projects: limited number of vendors, weather, planned and unplanned utility work, private development, limiting scope creep on impacting budgets, and staffing demands.

City Manager Proakis offered to gather staff and help sort out some of the project

challenges on site, specifically with Highland Ave. He continued to say that he is keeping a closer on the responsible and responsive characteristics of contractors. He stated that the City is trying to get the standard of the streets up to the “complete street” standard defined in the comprehensive plan. He stated that the effect of the narrowing of streets is somewhat by design as it promotes slower traffic and safer neighborhoods, and referenced that the completed streets in the Watertown are good successful examples of what they are trying to achieve. He spoke to the driveway ordinances stating that notifications were sent out in April of '22, and stated that there is a zoning officer whose job is to make sure that driveways are in compliance, but also mentioned that there is an opportunity for certain driveway to be grandfathered – driveways that were recently paved without going through the proper channels do not comply with the ordinance. He stated that if a resident disagrees with the enforcement of the ordinance, there is an appeal process that they can take up with the Zoning Board, and if the appeal fails, they can ask for a variance. He concluded by saying that his staff is working to apply the ordinance while keeping the concerns of the public in mind, and again offered to go on site to Highland Ave to better understand the issues at hand.

4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS

- A. Minutes from City Council Meeting October 24, 2023

Councilor Piccirilli moved to approve the minutes from the October 24th meeting and Councilor Feltner seconded.

The minutes were accepted unanimously in a Voice Vote.

5. PRESIDENTS REPORT

- A. Proposed Resolution Regarding the Fiscal Year 2025 Budget Process

President Sideris presented the Resolution.

Councilor Piccirilli moved to approve the Resolution and Councilor Feltner seconded.

The Resolution was approved unanimously in a Voice Vote.

6. PUBLIC HEARINGS

- A. Public Hearing and Vote on a Proposed Order Allocating the Property Tax Levy Among or Between Property Classes for Fiscal Year 2024

City Manager Proakis stated that with the arrival of the Home Rule Petition, the City now

has the ability to give relief to the residential portion of property taxes and shift the burden more to the commercial side. He also noted that this reduction in taxes is a “one time back” for 2024 and that work still needs to be done to make this reprieve permanent.

Assessor Earl Smith presented the Tax Classification for Watertown. He stated that Massachusetts law allows cities and towns to shift their tax rate between the residential and commercial property class.

The table below illustrates the effect of the tax shift Watertown will implement with the proposed Order, as well as residential & commercial property value information.

Item	FY23	FY24
Average Residential Assessment	\$802,987	\$840,331
Residential Tax Rate	\$13.58	\$11.70*
Average Tax Bill	\$10,904	\$9,832
Residential Exemption (Tax Dollars)	-\$3,598	-\$3,245*
Average Residential Tax Bill with Residential Exemption	\$7,306	\$6,587
Total Residential Value	\$8,100,534,759	\$8,502,470,850
Total CIP Value	\$2,850,351,099	\$3,428,833,774
Total Real and Personal Property Value	\$10,950,885,858	\$11,931,304,624
*Projected Tax Rate and Residential Exemption. Contingent on Council adoption maximum shift allowed by law and maintaining residential Exemption at 33%		

The table below illustrates the change in residential and commercial industrial property value & percentages from 2014 to 2024.

Fiscal Year	Total Value	Residential Value	Residential Percentage	Commercial Industrial Personal Property Value	Commercial Industrial Personal Property Percentage
2014	\$5,167,075,222	\$4,170,633,977	80.72%	\$996,441,245	19.28%
2024	\$11,931,304,624	\$8,502,470,850	71.26%	\$3,428,833,774	28.74%

Assessor Smith remarked on the record-breaking new growth over the past few years thanks to new development and increase in value of personal real estate. He stated that the Council has voted to adopt a 175% shift of tax burden from residential taxpayers to CIP. The Council also passed a resolution enabling the ability to lower the minimum allowable residential burden from 61.6240% to 50% provided the shift doesn't exceed

175%. He stated that if the Council votes for the order, it will save the residential taxpayers \$33,665,310 in FY 2024. He continued to say that Watertown has a residential exemption of 33%, which was the highest in the state in 2023 – illustrating more tax relief while understanding that property value is increasing. He concluded that the Board of Assessors' Recommend that the Council adopt the maximum shift of 173.985% and that the Council accepts the provisions of Chapter 59, section 5C approving a residential exemption of 33% off average assessed value for residents that are domiciled in Watertown for FY 2024.

Councilor Piccirilli moved to adopt the maximum shift and Councilor Feltner seconded.

Councilor Piccirilli stated that this is awesome news.

Councilor Gannon asked how the numbers are looking beyond FY24 in terms of new growth.

Assessor Smith stated that the new growth of this past year was more than they anticipated for the year, but they knew that that growth was coming, it just came ahead of schedule. He stated that they have scaled back "new growth" for the next few years. He continued to say that there are projects planned that have been delayed, but he is hopeful they will begin in the near future.

Councilor Izzo thanked the Assessors and the State Delegation as well as former Councilor Dinardo for their work on the home rule petition and tax shift legislation. She stated that she was happy for the residents to see some financial relief as a result of commercial development.

Assessor Smith stated that Councilor Izzo and Councilor Airasian, in particular, made this issue a priority and helped keep it on track to be passed.

The motion passed unanimously in a Roll Call Vote.

Councilor Piccirilli moved accept a residential exemption of 33% for FY24 and Councilor Feltner Seconded.

Councilor Feltner asked why the exemption has yearly been voted on to be 33% as opposed to the apparent maximum of 35%

Assessor Smith replied that they achieved the goal they hoped for this year, but that with variables in commercial development, that might shift could alter in coming years, and the extra percentages give the Assessors a little bit of room to offset.

The motion passed unanimously in a Roll Call Vote.

B. Public Hearing and Vote on a Proposed Ordinance Amending the City Manager's Salary

President Sideris stated that there was an issue with properly advertising this Ordinance, so it will be addressed in a future meeting.

7. MOTIONS, ORDERINANCES, ORDER, AND RESOLUTIONS

A. Resolution Approving the Acceptance of Gift of Tangible Personal Property of a City Flag from Athena Health to be used during City Celebrations

City Manager Proakis presented the Resolution.

Councilor Piccirilli moved to approve the Resolution and Councilor Feltner seconded.

The Resolution was approved unanimously in a Voice Vote.

B. Resolution Authorizing a Petition for Special Legislation Regarding Municipal Charges Liens for Nonpayment of Any Local Charge, Fee, or Fine

City Manager Proakis stated that this Resolution had appeared on a previous meeting, that was then referred to Committee. At the Committee meeting where the purpose was to solidify the legitimacy using a provision of state law to allow using municipal charge liens for nonpayment of fines, there was some question as to whether that particular piece of state law would be appropriate, and there was a suggestion to get legislature to authorize Watertown to perform this practice. He continued to say that in efforts to expedite this, they decided they wouldn't use that state law, and instead submit a clearer legal strategy; a proposal to allow the City to authorize a Home Rule Petition to perform this practice.

Councilor Piccirilli moved to approve the Resolution and Councilor Feltner seconded

Councilor Gannon stated that he was happy to support the Home Rule Petition, as he believed using the state law provision was inappropriate for this means.

The Resolution was approved unanimously in a Voice Vote.

C. Resolution to Undertake the Creation of a Watertown Square Cultural District

Assistant City Manager Magoon stated that the City has tried to establish a Cultural District, but it has encountered a few false starts. He continued to say that due to the hard

work of many, particularly Liz Helfer, a clear and specific plan to organize the many public arts and cultural communities to create this district is ready to be implemented. He stated that in addition to making the community more aware of its arts entities, it allows the district to receive grants as well.

Councilor Piccirilli moved to adopt the Resolution and Councilor Feltner seconded.

Councilor Piccirilli thanked the Department of Community Development, the different arts organizations, the Watertown Cultural Council, and the Watertown Public Arts and Culture Committee. He stated that the first time he attended a meeting regarding the creation of a Cultural District was July of 2015, so he is appreciative that it has come into fruition.

Councilor Palomba asked how the district is being determined, and remarked on its proposed odd shape.

Assistant City Manager Magoon replied that the guidelines of the shape of the district state that the district be walkable and not too large. He continued to say that one of the boundaries was stretched to incorporate the sculpture walk on the community path, another portion was stretched to include art studies, but the result is compact and incorporates many artistic features in the community.

Councilor Palomba asked about the partnership with the Cultural District and the City, particularly how involved and intertwined the two will be.

Assistant City Manager Magoon replied that it would be something that needs to be flushed out when it's on its feet but can vary from being very involved to passive.

Councilor Feltner extended her congratulations.

Councilor Gardner stated she believed the timing is perfect with the development of Watertown Square.

The Resolution was approved unanimously in a Voice Vote.

8. REPORTS OF COMMITTEES

- A. Committee on Education and School System Matters report regarding its meeting on October 10, 2023 - Izzo, Chair

ACTION ITEM:

To recommend that the City Council confirm the reappointment of Jen Nicholson to the Watertown Cable Access Corporation's Board of Directors with a term expiring on September 15, 2026

ACTION ITEM:

To recommend that the City Council confirm the reappointment of Robert Romano to the Watertown Cable Access Corporation's Board of Directors with a term expiring on September 15, 2026

ACTION ITEM:

To recommend that the City Council confirm the reappointment of Elaine Mello to the Watertown Cable Access Corporation's Board of Directors with a term expiring on September 15, 2026

Councilor Izzo presented the report.

Councilor Piccirilli moved to accept the report and Councilor Gannon Seconded.

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve the Action Items and Councilor Gardner seconded.

The motion passed unanimously in a Voice Vote.

B. Committee on Park and Recreation report regarding its meeting on September 28, 2023 – Palomba, Chair

ACTION ITEM:

The committee recommends that the full City Council ask the Administration to take a pause and reevaluate the design for Casey Park and its use.

Councilor Piccirilli moved to accept the report and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve the Action Items and Councilor Feltner seconded.

Councilor Palomba stated for the record that the agenda was to discuss the renovation and the changes to the baseball area of the park, and that he believed they could have moved forward with the plans as is, and didn't think that any renovations would affect the baseball field where it stands.

Councilor Airasian agreed with Councilor Palomba in terms of going forward with the plans for the baseball field, and that some issues raised were correctable.

Councilor Feltner noted that there were questions raised about ADA access elements, and how they were going to be implemented with the field renovations. She continued to state that adding proposed batting cages would greatly change the area, and that the pause would allow the Committee to address these concerns.

The motion passed 7 (Sideris, Gardner, Gannon, Izzo, Feltner, Bays, Piccirilli) – 2 (Airasian, Palomba) in a Voice Vote.

C. Committee on Rules & Ordinances & Committee on Public Works report regarding its joint meeting on September 25, 2023 - Gannon, Chair of Committee on Rules and Ordinances; Piccirilli, Chair of Committee on Public Works

ACTION ITEM:

- A) The Committees ask the Administration to have KP LAW review the final draft of the proposed Ordinance.
- B) The Committees ask the Council President to bring the proposed Ordinance forward for a first reading after the KP Law review.
- C) The Committees ask the City Council to endorse the Regulations to the Ordinance.

ACTION ITEM:

The Committee on Public Works and the Committee on Rules and Ordinances shall review the data after the first winter but prior to May 30 to evaluate the results of the program and propose possible changes to the Ordinance and the Regulations.

ACTION ITEM:

The Committees agreed to refer to the Committee on Public Works a discussion of how the clearing of sidewalks abutting municipal and state owned properties, as well as sidewalks in unusual situations, will be addressed; and a discussion of snow plowing at the corners of intersections.

Councilor Gannon presented the report.

Councilor Piccirilli moved to accept the report and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve Action Item 1 and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve Action Item 2 and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve Action Item 3 and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

- D. Committee on Personnel and City Organization report regarding its meeting on October 30, 2023 – Bays, Chair

Councilor Bays presented the report.

Councilor Piccirilli moved to accept the report and Councilor Gannon seconded.

The motion passed unanimously in a Voice Vote.

- E. Committee on Economic Development & Planning report regarding its meeting on September 27, 2023 - Feltner, Chair

ACTION ITEM:

To recommend the City Council endorses the changes to the regulations for Community Meeting Requirements, as follows:

1. In the 2nd paragraph, the words “of new development” will be deleted.
2. Throughout the regulations, change 10 days or 2 weeks to “10 business days”.
3. For item 2, include a recommended list of documents that must be provided.

Councilor Feltner presented the report.

Councilor Piccirilli moved to accept the report and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve the Action Items and Councilor Gannon seconded.

Councilor Palomba remarked that there are some discrepancies in community meeting requirements compared to the code, and wanted to confirm they will work in concert. He then asked if the conferences are subject to open meeting law.

Assistant City Manager Magoon replied that they were not.

Councilor Palomba commented that the City of Cambridge’s Development Department’s guidelines for pre-application community engagement was excellent, and hoped that the engagement officer would look closely at their example.

The motion passed unanimously in a Voice Vote.

F. Committee on Human Services report regarding its meeting on October 31, 2023 – Palomba, Chair

ACTION ITEM:

Confirmation for appointment (James Mello) as the tenant representative to the Watertown Housing Authority for a term to expire on May 15, 2028

Councilor Palomba presented the report.

Councilor Piccirilli moved to accept the report and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve the Action Item and Councilor Gannon seconded.

The motion passed unanimously in a Voice Vote.

9. NEW BUSINESS

- A. Consideration to designate a Hero Square in honor of WWII (KIA) Veteran, Vincent Ranucci at the intersection of Nichols Avenue and Bigelow Avenue.

President Sideris stated that this has been brought forward by the Veteran's Agent, and is following the process defined by the Council. He continued to mention there is a proclamation in the works regarding this event.

Councilor Piccirilli moved to authorize the naming of the Hero Square and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

- B. Consideration for the dedication of a flagpole in memory of the late Fire Chief Mario A. Orangio.

President Sideris stated that this was brought forward by Chief Nicholson, and that this action is consistent with the Watertown Fire Stations.

Councilor Piccirilli moved to approve the dedication and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

10. COMMUNICATION FROM THE CITY MANAGER

- B. DPW Front Office Hours

City Manager Proakis asked for the review of a proposal of the front office hours of the DPW to match the hours of the laborers as opposed to the clerical staff. This would effectively change their front office hours to 7:00 AM - 3:30 PM. He mentioned that the staff and union have expressed interest in the change.

Councilor Piccirilli moved to have this referred to the Committee on Personnel and City Organization and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

City Manager Proakis announced the Administrations Building's hours over Thanksgiving, the Whoville Jubilee, that a Community Engagement Specialist has been hired, the Senior Fitness and Health Fair, and the upcoming Watertown Square Charette. He continued to note parks improvement updates and upcoming park projects and process thereof. He encouraged residents to sign up/apply to be a part of the Human Rights Commission. He thanked the City Clerk's office for a job well done during election season and thanked the Veteran's Agent for his work over the Veteran's Day holiday. He commented on Watertown's electricity choice, stating that the City has created a separate greener and discounted plan for residents. He concluded by remarking on trash and recycling, whose pick-ups are being delayed due to construction, and encouraged residents to put out trash the night before so that the collectors can pick up earlier.

11. REQUESTS FOR INFORMATION

Councilor Gardner asked to receive information on the parks in town: a spreadsheet of the names of the parks and the multiuse games used there, information of the percent of the space that is programed vs. green passive use (excluding parking lots), and data on usage on the parks based on gender and age.

Councilor Gannon asked if there will be coordination of traffic routes during considerable construction and street closures, and if that information will be sent out to the residents.

Councilor Feltner asked for clarification of times for trash and recycling pickups.

12. ANNOUNCEMENTS

President Sideris announced that the new Watertown High School will have a groundbreaking ceremony on Thursday the 16th of November.

Councilor Gardner announced that World in Watertown is hosting a workshop for the Human Rights Commission.

Councilor Palomba announced the upcoming Committee on Human Services to discuss the qualities of the future Health Director as well as the rodent control program.

Councilor Gannon announced a food drive that Scouts of Watertown Troop 30 is conducting for Thanksgiving.

13. PUBLIC FORUM

Dean Martino – Resident – Thanked the efforts of rodent control at the High School site but stated that it begs the question why similar efforts weren't set in place prior to the Moxley project. He stated that he attended multiple meetings on rodent control, voiced detailed concerns about the effects of the excavation at Moxley, and stated that his concerns became a real problem for the residents around that area. He concluded by saying that he is looking for accountability and assurance that proper measures are being taken proactively anywhere excavation is happening in town.

Elodia Thomas – 67 Marion Rd – Remarked that there were huge problems with the zoom and cable access feeds of the meeting. She commented that the issue of short term rentals has yet to come before the City Council despite multiple Committee Meetings over the course of the past year. She continued to say that there are no minutes available, and that there is no recommendation from the Council. She asked when this is going to be wrapped up and expressed the collective concern of the residents.

Councilor Piccirilli read an email from Amy Krupke – Resident – Requested that a noise barrier ordinance be put in place for new commercial development. She noted that certain buildings have partial barriers that lack coverage over the river, and that sounds travel greatly over the bodies of water.

Paul Weeden – Watertown Resident – Reiterated a plea to not take away from Watertown residents and urged the Council and the Manager to speak to Tony Mancini.

15. RECESS OR ADJOURNMENT

Councilor Piccirilli made a motion to adjourn and Councilor Feltner seconded.

The motion was adopted unanimously in a Voice Vote.

The meeting adjourned at 9:55 p.m.

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above minutes were adopted by a vote of ___ for, ___ against, ___ present on December 12, 2023.

Mark S. Sideris, Council President
s:/BTM

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

City Council Meeting
Tuesday, November 14, 2023 at 7:00 PM
Richard E. Mastrangelo Council Chamber
Administration Building, 149 Main Street
List of Documents

1. FY25 Budget Process– Item 5A
2. FY24 Tax Levy Between Property Classes – Item 6A
3. Athena Flag Gift – Item 7A
4. Municipal charges Lien – Item 7B
5. Watertown Square Cultural District – Item 7C
6. Committee on Education and School System Matters Report from 10/10/23 – Item 8A
7. Committee on Parks and recreation Report from 9/28/23 – Item 8B
8. Committee on Rules & Ordinance and Committee on Public Works Report from 9/25/23 – Item 8C
9. Committee on Personnel and City Organization Report from 10/30/23 – Item 8D
10. Committee on Economic Development & Planning Report from 9/27/23 – Item 8E
11. Committee on Human Services Report from 10/31/23 – Item 8F
12. Consideration for Ranucci Hear Square – Item 9A
13. Consideration for Orangio flagpole – Item 9B

ADDENDUM TO THE MINUTES OF THE NOVEMBER 14, 2023 CITY COUNCIL MEETING



City Council Meeting
Tuesday, November 14, 2023 at 7:00 PM
Richard E. Mastrangelo Council Chamber
149 Main St.
Watertown, MA

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on November 14, 2023 at 7:00 P.M. Location: Richard E. Mastrangelo Council Chamber
 - B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
 - C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>
 - D. 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
 - E. Public may comment through email: vpiccirilli@watertown-ma.gov
 - F. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>
-

- 1. ROLL CALL
- 2. PLEDGE OF ALLEGIANCE
- 3. PUBLIC FORUM
- 4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
 - A. Minutes from City Council Meeting October 24, 2023
- 5. PRESIDENT'S REPORT
 - A. Proposed Resolution Regarding the Fiscal Year 2025 Budget Process
- 6. PUBLIC HEARINGS
 - A. Public Hearing and Vote on a Proposed Order Allocating the Property Tax Levy Among or Between Property Classes for Fiscal Year 2024.
 - B. Public Hearing and Vote on a Proposed Ordinance Amending the City Manager's Salary
- 7. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
 - A. Resolution Approving the Acceptance of Gift of Tangible Personal Property of a City Flag from Athena Health to be used during City Celebrations

- B. Resolution Authorizing a Petition for Special Legislation Regarding Municipal Charges Liens for Nonpayment of Any Local Charge, Fee, or Fine
- C. Resolution to Undertake the Creation of a Watertown Square Cultural District

8. REPORTS OF COMMITTEES

- A. Committee on Education and School System Matters report regarding its meeting on October 10, 2023 - Izzo, Chair

ACTION ITEM:

To recommend that the City Council confirm the reappointment of Jen Nicholson to the Watertown Cable Access Corporation's Board of Directors with a term expiring on September 15, 2026

ACTION ITEM:

To recommend that the City Council confirm the reappointment of Robert Romano to the Watertown Cable Access Corporation's Board of Directors with a term expiring on September 15, 2026

ACTION ITEM:

To recommend that the City Council confirm the reappointment of Elaine Mello to the Watertown Cable Access Corporation's Board of Directors with a term expiring on September 15, 2026

- B. Committee on Parks and Recreation report regarding its meeting on September 28, 2023 - Palomba, Chair

ACTION ITEM:

The Committee recommends that the full City Council ask the Administration to take a pause and reevaluate the design for Casey Park and its use.

- C. Committee on Rules & Ordinances & Committee on Public Works report regarding its joint meeting on September 25, 2023 - Gannon, Chair of Committee on Rules and Ordinances; Piccirilli, Chair of Committee on Public Works

ACTION ITEM:

A) The Committees ask the Administration to have KP LAW review the final draft of the proposed Ordinance.

B) The Committees ask the Council President to bring the proposed Ordinance forward for a first reading after the KP Law review.

C) The Committees ask the City Council to endorse the Regulations to the Ordinance.

ACTION ITEM:

The Committee on Public Works and the Committee on Rules and Ordinances shall review the data after the first winter but prior to May 30 to evaluate the results of the program and propose possible changes to the Ordinance and the Regulations.

ACTION ITEM:

The Committees agreed to refer to the Committee on Public Works a discussion of how the clearing of sidewalks abutting municipal and state owned properties, as well as sidewalks in unusual situations, will be addressed; and a discussion of snow plowing at the corners of intersections.

- D. Committee on Personnel and City Organization report regarding its meeting on October 30, 2023 - Bays, Chair
- E. Committee on Economic Development & Planning report regarding its meeting on September 27, 2023 - Feltner, Chair

ACTION ITEM:

To recommend the City Council endorses the changes to the regulations for Community Meeting Requirements, as follows:

- 1. In the 2nd paragraph, the words “of new development” will be deleted.
 - 2. Throughout the regulations, change 10 days or 2 weeks to “10 business days”.
 - 3. For item 2, include a recommended list of documents that must be provided.
- F. Committee on Human Services report regarding its meeting on October 31, 2023 - Palomba, Chair

ACTION ITEM:

Confirmation for appointment as the tenants representative to the Watertown Housing Authority for a term to expire on May 15, 2028

9. NEW BUSINESS

- A. Consideration to designate a Hero Square in honor of WWII (KIA) Veteran, Vincent Ranucci at the intersection of Nichols Avenue and Bigelow Avenue
- B. Consideration for the dedication of a flagpole in memory of the late Fire Chief Mario A. Orangio

10. COMMUNICATIONS FROM THE CITY MANAGER

- A. Review of Policies and Strategies for DPW Streets and Sidewalks Projects
- B. DPW Front Office Hours

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

12. ANNOUNCEMENTS

13. PUBLIC FORUM

14. RECESS OR ADJOURNMENT

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large
Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large
Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large
Emily Izzo,
District D Councilor

CITY COUNCIL ATTENDANCE
MEETING DATE: NOVEMBER 14, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 14, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to accept the minutes for the October 24, 2023 City Council Meeting.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 14, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Resolution regarding the Fiscal Year 2025 Budget Process.



Watertown City Council

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

RESOLUTION# 74

2023 - R - 79

WHEREAS: Article 5 of the Watertown Home Rule Charter sets out a process for the development and adoption of the annual operating budget and capital improvement program; and

WHEREAS: The City Council wishes to establish a timeline, consistent with the Charter, by which it will provide policy guidance to the City Manager on the development of the budget and capital improvement program; and

WHEREAS: Such a timeline will also give city residents notice of their opportunity to offer input on these important financial matters;

NOW THEREFORE BE IT RESOLVED: That the City Council of the City of Watertown establishes the following timeline for the development of the Fiscal Year 2025 operating budget and capital improvement program:

1. The Fiscal Year 2025 Preliminary Budget Overview will be presented to the City Council by October 10, 2023.
2. The City Council will adopt its Fiscal Year 2025 Budget Policy Guidelines by November 27, 2023.
3. The proposed Fiscal Year 2025-2029 Capital Improvement Program will be presented to the City Council by January 23, 2024.
4. The City Council will adopt its conceptual recommendations on the Fiscal Year 2025-2029 Capital Improvement Program by February 27, 2024, subject to the availability of funds.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above Resolution was adopted by a vote of 4 for, 0 against, and 0 present on November 14, 2023.


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor



CITY OF WATERTOWN

Auditor

Administration Building
149 Main Street
Watertown, MA 02472-4410

Megan Langan
City Auditor

Telephone: (617) 972-6460
Facsimile: (617) 972-6563

TO: Honorable City Council

FROM: Megan Langan, City Auditor

DATE: November 8, 2023

RE: Proposed Resolution – Fiscal Year 2025 Budget Process

WHEREAS: Article 5 of the Watertown Home Rule Charter sets out a process for the development and adoption of the annual operating budget and capital improvement program; and

WHEREAS: The City Council wishes to establish a timeline, consistent with the Charter, by which it will provide policy guidance to the City Manager on the development of the budget and capital improvement program; and

WHEREAS: Such a timeline will also give city residents notice of their opportunity to offer input on these important financial matters;

NOW THEREFORE BE IT RESOLVED: That the City Council of the City of Watertown establishes the following timeline for the development of the Fiscal Year 2025 operating budget and capital improvement program:

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4. The City Council will adopt its conceptual recommendations on the Fiscal Year 2025-2029 Capital Improvement Program by February 27, 2024, subject to the availability of funds.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 14, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Order allocating the property tax levy among or between property classes for FY24.



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

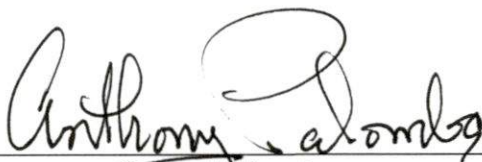
ORDER# 80

2023-O- 80

AN ORDER ALLOCATING THE PROPERTY TAX LEVY AMONG OR BETWEEN PROPERTY CLASSES FOR FISCAL YEAR 2024

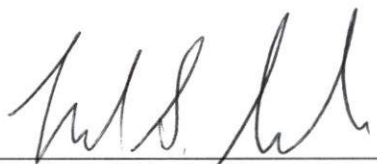
BE IT ORDERED: That for Fiscal Year 2024 for the purposes of Section 1A of the General Laws, Chapter 58, the Watertown Board of Assessors, in allocating the tax levy shall

1. Adopt a factor of 173.985% of the flat tax rate on the portion of the total tax levy imposed on the value of the Industrial, Commercial and Personal Property classes.
2. Adopt a 33% Residential Exemption


Council Member

I hereby certify that a regular meeting of the nine member City Council for which a quorum was present, the above Order was adopted by a vote of 9 for, 0 against, and 0 present on November 14, 2023.


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

Fiscal Year 2024

Tax Classification Hearing
November 14, 2023



Summary Highlights

Item	FY23	FY24
Average Residential Assessment	\$802,987	\$840,331
Residential Tax Rate	\$13.58	\$11.70*
Average Tax Bill	\$10,904	\$9,832
Residential Exemption (Tax Dollars)	-\$3,598	-\$3245*
Average Residential Tax Bill with Residential Exemption	\$7,306	\$6,587
Total Residential Value	\$8,100,534,759	\$8,502,470,850
Total CIP Value	\$2,850,351,099	\$3,428,833,774
Total Real and Personal Property Value	\$10,950,885,858	\$11,931,304,624
*Projected Tax Rate and Residential Exemption. Contingent on Council adopting maximum shift allowed by law and maintaining Residential Exemption at 33%.		

WATERTOWN HISTORIC ASSESSMENTS/CLASSIFICATION REPORT

TEN YEAR LOOKBACK

Fiscal Year	Total Value		Residential Value	Residential Percentage		Commercial Industrial Personal Property Value	Commercial Industrial Personal Property Percentage
2024	\$11,931,304,624		\$8,502,470,850	71.26%		\$3,428,833,774	28.74%
2023	\$10,950,885,858		\$8,100,534,759	73.97%		\$2,850,351,099	26.03%
2022	\$10,049,624,325		\$7,602,271,296	75.65%		\$2,447,353,029	24.35%
2021	\$9,398,370,344		\$7,342,750,000	78.13%		\$2,055,620,344	21.87%
2020	\$9,098,604,508		\$7,209,091,371	79.23%		\$1,889,513,137	20.77%
2019	\$7,998,921,648		\$6,382,738,095	79.79%		\$1,616,183,553	20.21%
2018	\$7,193,842,933		\$5,808,343,439	80.74%		\$1,385,499,494	19.26%
2017	\$6,615,124,690		\$5,387,245,133	81.44%		\$1,227,879,557	18.56%
2016	\$6,272,536,699		\$5,088,998,429	81.13%		\$1,183,538,270	18.87%
2015	\$5,444,172,323		\$4,423,338,299	81.25%		\$1,020,834,024	18.75%
2014	\$5,167,075,222		\$4,170,633,977	80.72%		\$996,441,245	19.28%

Levy Limit, Single Tax Rate

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

Calculating the Levy Limit				Calculating a Single Tax Rate	
FY23 Levy Limit	\$144,133,270				
Plus 2.5%	\$3,603,332			Total Tax Levy	\$158,336,628
FY24 New Growth	\$10,600,026	*		÷Total Assessed Value	\$11,931,304,624
FY24 Levy Limit	\$158,336,628	9.85%		=Single Tax Rate	\$13.27
* New Growth Further Detailed Next Page		Increase over FY23			

Fiscal Year 2024

New Growth – Further Detail



Historically:

Permits, Conversions New Construction	Actual New Growth Tax Dollars			Three Year Average	FY24 Actual New Growth Tax Dollars
	FY21	FY22	FY23		
Single Family	\$73,635	\$29,389	\$54,166	\$52,397	\$78,240
Condominium	\$228,153	\$217,920	\$270,610	\$238,894	\$279,604
Two & Three Family	\$103,123	\$45,374	\$82,008	\$76,835	\$40,652
Apartment, Mixed Use	\$197,230	\$271,491	\$70,712	\$179,811	\$162,428
Commercial	\$1,585,148	\$1,076,673	\$966,561	\$1,209,461	\$1,149,340
Industrial	\$314,322	\$5,534,371	\$4,202,589	\$3,350,427	\$7,827,667
Personal Property	\$900,936	\$716,974	\$708,029	\$775,313	\$1,062,095
	\$3,402,547	\$7,892,192	\$6,354,675	\$5,883,138	\$10,600,026
	<i>Significant:</i>	<i>Significant:</i>	<i>Significant:</i>		<i>Significant:</i>
	<i>Arsenal Yards (967K)</i>	<i>705 Mt Auburn St (\$3.3M)</i>	<i>85 Walnut St (\$1M+)</i>		<i>Arsenal Yards (\$2M)</i>
	<i>Personal Property (900K)</i>	<i>Arsenal Yards (\$1.3M)</i>	<i>Arsenal on Charles (\$1M+)</i>		<i>Arsenal on Charles (\$1.8M)</i>
	<i>Arsenal on Charles (614K)</i>	<i>Personal Property (\$717K)</i>	<i>Arsenal Yards (\$1M+)</i>		<i>99 Coolidge Avenue (\$1.2M)</i>
	<i>65 Grove Street (197K)</i>	<i>Arsenal on Charles (\$425K)</i>	<i>99 Coolidge Avenue (\$803K)</i>		<i>85 Walnut St (\$1.2M)</i>
	<i>650 Pleasant Street (100K)</i>	<i>650 Pleasant Street (\$410K)</i>	<i>580 Pleasant Street (\$791K)</i>		<i>Personal Property (\$1M+)</i>
	<i>80 Elm Street (90K)</i>	<i>64 Grove St (\$379K)</i>	<i>Personal Property (\$717K)</i>		<i>66 Galen Street (\$737K)</i>

Classification

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

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

Under Chapter 200,

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

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

In August of 2022, the Honorable City Council passed a resolution enabling city to file special legislation seeking ability to lower the minimum allowable residential burden from 61.6240% to 50% provided the shift doesn't exceed 175%. Watertown's delegation worked diligently to secure passage of this legislation. Special thanks to Representative Steve Owens, Representative John Lawn and Senator William Brownsberger for shepherding this legislation through. Special legislation (H2910) passed in October of 2023. Watertown's commercial, industrial, personal property base continues to expand. Lowering the minimum amount the residential class tax burden from 61.24% to 50% allows for a maximum shift of 173.985%.

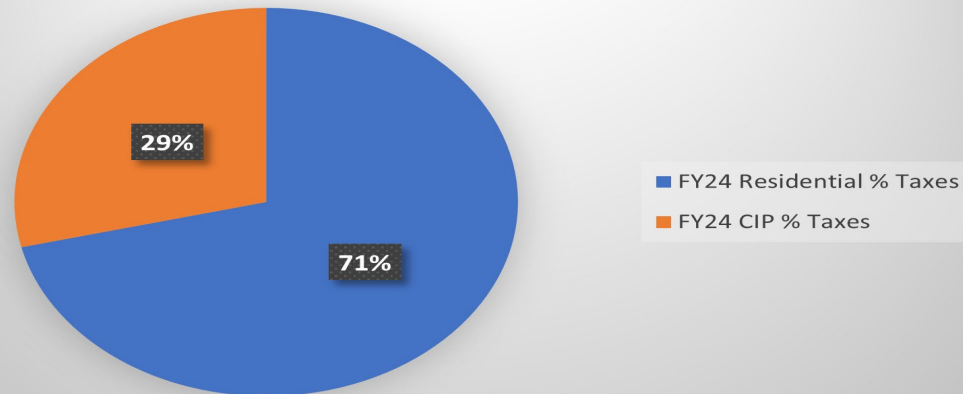
If the Council shifts the maximum allowed by law in Fiscal Year 2024, the shift will save the Residential taxpayers **\$33,665,310**. This amount is an additional \$14,915,105 over last year's amount of \$18,750,205.

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

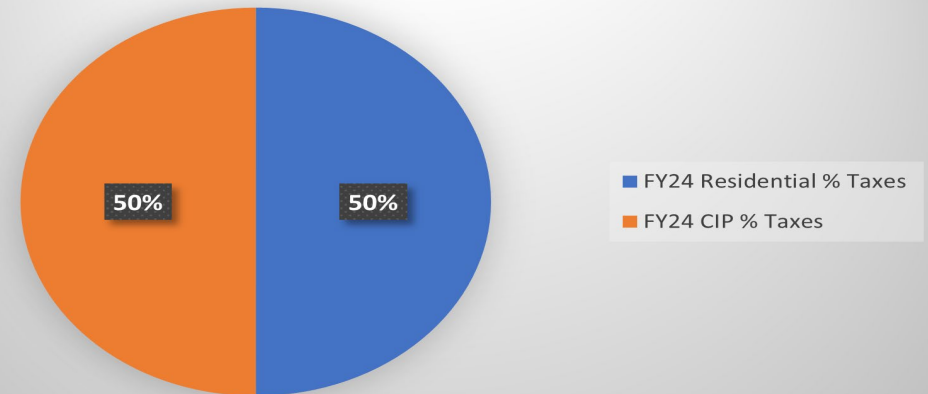
No Shift/Shift Comparison

No Shift				Maximum Shift by Law 173.985%			
Class	Total Assessed Value	Single Tax Rate	Taxes	Class	Total Assessed Value	Split Tax Rates	Taxes
Residential	\$8,502,470,850	\$13.27	\$112,833,740	Residential	\$8,502,470,850	\$9.31	\$79,168,430
Commercial, Industrial, Personal Property	\$3,428,833,774	\$13.27	\$45,502,888	Commercial, Industrial, Personal Property	\$3,428,833,774	\$23.09	\$79,168,198
	\$11,931,304,624	Total	\$158,336,628		\$11,931,304,624	Total	\$158,336,628
*Residential Tax Rate Without Residential Exemption				**Residential Tax Rate Without Residential Exemption			

No Split Tax Burden



Maximum Split Tax Burden



Community Comparison

When considering the impact of tax rates and shifts, it is useful to look beyond our borders to discover how nearby communities are dealing with similar issues. The next page provides a view of the tax structure of other nearby cities and towns for Fiscal Year 2023. Some of our neighbors have split tax rates while others do not. Generally, the smaller the commercial/industrial and personal property (CIP) share is of the total assessed value, the less benefit there is to shifting the tax rate. Arlington and Belmont both have very low CIP shares while Boston and Cambridge have high CIP shares. Boston and Cambridge also offer a larger residential exemption percentage, which coupled with large commercial tax bases, serves to push down the average residential tax bill. While Newton does have a commercial shift, they have chosen not to utilize the residential exemption and consequently the average residential tax bill is higher. Waltham, which is most like Watertown in its socio-economic structure, has a much larger commercial tax base which results in a lower residential tax rate.

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

COMMUNITY COMPARISON
For Fiscal Year 2023

FISCAL YEAR 2023

MUNICIPALITY	RES TAX RATE	COMM TAX RATE	Share of Value RES % CIP %	2017 SHIFT	2018 SHIFT	2019 SHIFT	2020 SHIFT	2021 SHIFT	2022 SHIFT	2023 SHIFT	AVE RES VALUE FY2023	RES EXEMPT.	RES EXEMPT. SAVINGS	AVE RES TAX
BELMONT	\$11.24	\$11.24	95.18 4.82	1.00	1.00	1.00	1.00	1.00	1.00	1.00	\$1,202,411	no	\$-	\$ 13,515
NEWTON	\$10.18	\$19.07	90.90 9.10	1.75	1.75	1.75	1.75	1.72	1.75	1.74	\$1,262,792	no	\$-	\$ 12,855
ARLINGTON	\$11.21	\$11.21	94.53 5.47	1.00	1.00	1.00	1.00	1.00	1.00	1.00	\$849,336	no	\$-	\$ 9,521
WATERTOWN	\$13.58	\$19.73	73.97 26.03	1.75	1.75	1.75	1.75	1.75	1.59	1.5	\$802,987	33%	\$3,599	\$ 7,306
CAMBRIDGE	\$5.86	\$10.38	52.66 47.34	1.71	1.66	1.64	1.59	1.51	1.45	1.39	\$1,569,411	30%	\$2,759	\$ 6,438
BOSTON	\$10.74	\$24.68	66.69 33.31	1.75	1.75	1.75	1.75	1.75	1.75	1.75	\$919,526	35%	\$3,457	\$ 6,419
WALTHAM	\$10.32	\$21.95	65.29 34.71	1.75	1.75	1.75	1.75	1.75	1.75	1.75	\$744,154	35%	\$2,688	\$ 4,992

Historic Shifts in Watertown, Median Bill Changes

HISTORY			RESIDENTIAL							COMMERCIAL & INDUSTRIAL			
	Fiscal Year	tax shift	tax rate	average assmnt	average tax	exempt dscnt	exempt amount	tax bill	tax bill change	tax rate	average assmnt	tax bill	tax bill change
	2014	1.75	14.96	\$ 427,057	\$ 6,389	20	\$ 1,278	\$ 5,111	3.41%	27.96	\$ 1,680,711	\$ 46,993	12.83%
	2015	1.75	15.03	\$ 451,638	\$ 6,788	20	\$ 1,358	\$ 5,430	6.25%	27.87	\$ 1,728,848	\$ 48,183	2.53%
	2016	1.75	13.68	\$ 517,701	\$ 7,082	20	\$ 1,416	\$ 5,666	4.33%	25.40	\$ 2,048,119	\$ 52,022	7.97%
	2017	1.75	13.89	\$ 547,540	\$ 7,605	22	\$ 1,673	\$ 5,932	4.70%	25.32	\$ 2,108,193	\$ 53,379	2.61%
	2018	1.75	13.47	\$ 587,413	\$ 7,912	23	\$ 1,820	\$ 6,093	2.71%	24.63	\$ 2,412,502	\$ 59,420	11.32%
	2019	1.75	12.88	\$ 643,680	\$ 8,291	23	\$ 1,907	\$ 6,384	4.78%	23.95	\$ 2,846,621	\$ 68,177	14.74%
	2020	1.75	12.14	\$ 723,586	\$ 8,784	24	\$ 2,108	\$ 6,676	4.58%	22.53	\$ 3,259,984	\$ 73,447	7.73%
	2021	1.75	12.25	\$ 733,688	\$ 8,988	25	\$ 2,247	\$ 6,741	0.98%	22.97	\$ 3,546,313	\$ 81,459	10.91%
	2022	1.59	13.25	\$ 757,802	\$ 10,041	30	\$ 3,012	\$ 7,029	4.28%	21.28	\$ 4,282,020	\$ 91,121	24.06%
	2023	1.50	13.58	\$ 802,987	\$ 10,905	33	\$ 3,598	\$ 7,307	4.0%	19.73	\$ 5,097,743	\$ 100,578	10.38%
							Median Increase Past 10 Years		4.31%		Median Increase Past 10 Years		10.64%
Line	OPTIONS		tax rate	average assmnt	average tax	exempt dscnt	exempt amount	tax bill	tax bill change	tax rate	average assmnt	tax bill	tax bill change
1	2024	1.74	11.7	\$ 840,331	\$ 9,832	33	\$ 3,245	\$ 6,587	-6.3%	23.09	\$ 6,063,711	\$ 140,011	39.21%
2	2024	1.74	11.8	\$ 840,331	\$ 9,916	34	\$ 3,371	\$ 6,544	-6.9%	23.09	\$ 6,063,711	\$ 140,011	39.21%
3	2024	1.74	11.9	\$ 840,331	\$ 10,000	35	\$ 3,500	\$ 6,500	-7.5%	23.09	\$ 6,063,711	\$ 140,011	39.21%

Snapshot FY2024's Inventory, Assessments, Value Changes & Residential Exemptions.



Total Residential Properties (1,2,3 Family and Condos) 9827				
Assessment	% of Properties	Number of Properties	Avg. Asmt. Change	Median Asmt. Change
Under 500K	15.39%	1512	4.23%	3.89%
500K-750K	33.78%	3320	4.53%	4.12%
751K-1M	37.75%	3710	4.50%	3.20%
1M+	13.08%	1285	5.80%	3.74%
Total		9827		

Who Gets Residential Exemption			
Use	Inventory	# Exemptions	Percentage Receiving Exemption
Single Family	2849	2385	84%
Condominium	3,997	2521	63%
Two-Family	2,627	1196	46%
Three-Family	354	110	31%
Total	9827	6212	63%

CONDOMINIUM				
Assessment	% of Condos	Number of Properties	Avg. Asmt. Change	Median Asmt. Change
Under \$600K	37.05%	1,481	4.37%	3.91%
\$600K-\$799K	47.41%	1,895	4.67%	3.88%
\$800K-\$1M	11.93%	477	5.50%	3.77%
\$1M+	3.60%	144	7.49%	4.53%
		3,997		

SINGLE FAMILY				
Assessment	% of Single	Number of Properties	Avg. Asmt. Change	Median Asmt. Change
Under \$600K	5.27%	150	3.48%	4.28%
\$600K-\$799K	51.98%	1481	5.02%	4.44%
\$800K-\$1M	25.80%	735	7.80%	7.58%
1M+	16.95%	483	12.16%	10.20%
		2849		

TWO FAMILY				
Assessment	% of 2-Fam	Number of Properties	Avg. Asmt. Change	Median Asmt. Change
Under \$800K	15.72%	413	2.20%	2.37%
\$800K-\$899K	35.93%	944	2.80%	3.03%
\$900K-\$1.1M	41.04%	1,078	3.56%	2.98%
1.1M+	7.31%	192	6.89%	4.70%
		2,627		

THREE FAMILY				
Assessment	% of 3-Fam	Number of Properties	Avg. Asmt. Change	Median Asmt. Change
Under \$900K	14.69%	52	2.17%	0.99%
\$900K-\$999K	31.64%	112	2.65%	1.67%
\$1M-1.1M	36.16%	128	2.38%	2.23%
\$1.1M+	17.51%	62	4.55%	3.01%
		354		



Board of Assessors' Thoughts on Residential Exemption

- The Board of Assessors recommends maintaining the residential exemption at 33%. The passage of special legislation has provided significant tax relief to the residential class.
- Going forward, the Board of Assessors policy is to review the impact change of the residential tax bills and if the average residential tax bill increases more than the previous ten-year median, the Board will consider recommending a further increase. The maximum exemption allowed by law is 35%.

Residential Exemption Consideration

The Residential Exemption is a reduction of a fixed assessment amount off every qualified taxpayer's assessment. To qualify, you must apply, and you must own and occupy your home as your primary residence (domicile) as of January 1st, 2023. The Residential Exemption is revenue neutral within the residential class meaning the reduction is paid for by a higher residential tax rate, high valued properties and taxpayers that don't qualify for the exemption.

The Residential Exemption Benefits:

- Owner occupants that purchased their primary residence home prior to 1/1/23, have applied for the exemption, and their assessment is less than \$1,358,000.
- Because the reduction is the same fixed amount (33% of the average residential assessment) off every bill, lower assessed properties reap more of the benefit by having a larger percentage of their taxes reduced.

The Residential Exemption is Paid by:

- All residential properties with an assessment greater than \$1,358,000.
- Investor-owned property.
- Home buyers that purchase for the first time after January 1, 2023 (qualify for FY25 but miss FY24).
- Taxpayers that have transferred their home into a Trust and have given up being a trustee and beneficial interest.
- Taxpayers that have a second home in which they have declared that home as their primary residence.

Actual Fiscal Year 2023 Average Assessments and Average Tax Bills

Description	FY23 Average Assessment	FY23 Tax Rate	33% Residential Exemption	Residential Exemption Amount	Avg Tax Bill With Res Ex	FY23	Last Year	Avg Tax Bill No Res. Ex.
Single Family	\$775,833	\$13.58	3,598	\$264,986	\$6,938			\$10,536
Condominium	\$548,372	\$13.58	3,598	\$264,986	\$3,849			\$7,447
Two Family	\$881,526	\$13.58	3,598	\$264,986	\$8,373			\$11,971
Three Family	\$1,009,175	\$13.58	3,598	\$264,986	\$10,107			\$13,705

Residential Exemption Scenarios For Fiscal Year 2024

No Res Ex.

Description	FY24 Average Assessment	Projected Tax Rate	33% Res Ex	Res Ex Value Amount	Avg Tax Bill With Res Ex	Dollar Difference From FY23	Tax Bill Change % From FY23	Avg Tax Bill No Res. Ex.	Dollar Difference From FY23	Tax Bill Change % From FY23
Single Family	\$833,543	\$11.70	\$3,245	\$277,309	\$6,507	-\$430	-6.20%	\$9,752	-\$783	-7.44%
Condominium	\$578,637	\$11.70	\$3,245	\$277,309	\$3,525	-\$324	-8.41%	\$6,770	-\$677	-9.09%
Two Family	\$911,557	\$11.70	\$3,245	\$277,309	\$7,420	-\$953	-11.38%	\$10,665	-\$1,306	-10.91%
Three Family	\$1,036,362	\$11.70	\$3,245	\$277,309	\$8,880	-\$1,226	-12.13%	\$12,125	-\$1,579	-11.52%

Description	FY24 Average Assessment	Projected Tax Rate	34% Res Ex	Res Ex Value Amount	Avg Tax Bill With Res Ex	Dollar Difference From FY23	Tax Bill Change % From FY23	Avg Tax Bill No Res. Ex.	Dollar Difference From FY23	Tax Bill Change % From FY23
Single Family	\$833,543	\$11.80	\$3,369	\$285,712	\$6,467	-\$471	-6.79%	\$9,836	-\$700	-6.64%
Condominium	\$578,637	\$11.80	\$3,369	\$285,712	\$3,459	-\$390	-10.13%	\$6,828	-\$619	-8.31%
Two Family	\$911,557	\$11.80	\$3,369	\$285,712	\$7,387	-\$986	-11.77%	\$10,756	-\$1,215	-10.15%
Three Family	\$1,036,362	\$11.80	\$3,369	\$285,712	\$8,860	-\$1,247	-12.33%	\$12,229	-\$1,476	-10.77%

Description	FY24 Average Assessment	Projected Tax Rate	35% Res Ex	Res Ex Value Amount	Avg Tax Bill With Res Ex	Dollar Difference From FY23	Tax Bill Change % From FY23	Avg Tax Bill No Res. Ex.	Dollar Difference From FY23	Tax Bill Change % From FY23
Single Family	\$833,543	\$11.90	\$3,495	\$294,115	\$6,424	-\$514	-7.40%	\$9,919	-\$617	-5.85%
Condominium	\$578,637	\$11.90	\$3,495	\$294,115	\$3,391	-\$458	-11.90%	\$6,886	-\$561	-7.53%
Two Family	\$911,557	\$11.90	\$3,495	\$294,115	\$7,353	-\$1,021	-12.19%	\$10,848	-\$1,124	-9.39%
Three Family	\$1,036,362	\$11.90	\$3,495	\$294,115	\$8,838	-\$1,269	-12.56%	\$12,333	-\$1,372	-10.01%

SHIFT = 1.73985

		\$ 9.31	\$ 11.40	\$ 11.70	\$ 11.80	\$ 11.90	\$ 11.40	\$ 11.90
	Discount %	0%	30%	33%	34%	35%	non qualifying property at 30% factor	non qualifying property at 35% factor
	Exemption	Exemption	Exemption	Exemption	Exemption			
	value credit	0	\$252,099	\$277,309	\$285,713	\$294,116		
	tax credit	0	\$ 2,874	\$ 3,245	\$ 3,371	\$ 3,500		
	Assessment	taxes	taxes	taxes	taxes	taxes	taxes	taxes
	\$ 250,000	\$ 2,328	\$ 285	\$ 293	\$ 295	\$ 298	\$ 2,850	\$ 2,975
	\$ 350,000	\$ 3,259	\$ 1,116	\$ 850	\$ 759	\$ 665	\$ 3,990	\$ 4,165
low	\$ 450,000	\$ 4,190	\$ 2,256	\$ 2,020	\$ 1,939	\$ 1,855	\$ 5,130	\$ 5,355
	\$ 550,000	\$ 5,121	\$ 3,396	\$ 3,190	\$ 3,119	\$ 3,045	\$ 6,270	\$ 6,545
	\$ 650,000	\$ 6,052	\$ 4,536	\$ 4,360	\$ 4,299	\$ 4,235	\$ 7,410	\$ 7,735
	\$ 750,000	\$ 6,983	\$ 5,676	\$ 5,530	\$ 5,479	\$ 5,425	\$ 8,550	\$ 8,925
avg	\$ 840,331	\$ 7,823	\$ 6,706	\$ 6,587	\$ 6,544	\$ 6,500	\$ 9,580	\$ 10,000
	\$ 850,000	\$ 7,914	\$ 6,816	\$ 6,700	\$ 6,659	\$ 6,615	\$ 9,690	\$ 10,115
	\$ 950,000	\$ 8,845	\$ 7,956	\$ 7,870	\$ 7,839	\$ 7,805	\$ 10,830	\$ 11,305
	\$1,050,000	\$ 9,776	\$ 9,096	\$ 9,040	\$ 9,019	\$ 8,995	\$ 11,970	\$ 12,495
upper	\$1,150,000	\$ 10,707	\$ 10,236	\$ 10,210	\$ 10,199	\$ 10,185	\$ 13,110	\$ 13,685
	\$1,250,000	\$ 11,638	\$ 11,376	\$ 11,380	\$ 11,379	\$ 11,375	\$ 14,250	\$ 14,875
breakeven	\$1,358,000	\$ 12,643	\$ 12,607	\$ 12,644	\$ 12,653	\$ 12,660	\$ 15,481	\$ 16,160
	\$1,500,000	\$ 13,965	\$ 14,226	\$ 14,305	\$ 14,329	\$ 14,350	\$ 17,100	\$ 17,850
	\$2,000,000	\$ 18,620	\$ 19,926	\$ 20,155	\$ 20,229	\$ 20,300	\$ 22,800	\$ 23,800

- The residential exemption amount (value credit) is based on the average residential assessment (yellow) multiplied by the chosen discount factor which can range between 1 and 35%
- This value credit is then subtracted from the assessed value of every qualifying property. The reduced assessment is then multiplied by the tax rate that results from the selected discount factor.
- Essentially, the residential exemption is funded by the non-qualified residential property owner, they are taxed at the full assessed value with no value credit.
- As the property assessment increases, the tax savings from the exemption diminishes to a point where high value properties actually pay more with the residential exemption in place than if it didn't exist (gray shaded area).



Board of Assessors' Recommendations

- Council adopt the maximum shift allowed by law which is 173.985%.
- Council accepts the provisions of Chapter 59, section 5C approving a residential exemption of 33% off average assessed value for residents that are domiciled in Watertown for Fiscal Year 2024.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 14, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Resolution approving the acceptance of gift of tangible personal property of a City Flag from Athena Health.



Watertown City Council

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

RESOLUTION# 81

2023 – R – 81

RESOLUTION APPROVING THE ACCEPTANCE OF GIFT OF TANGIBLE PERSONAL PROPERTY

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

WHEREAS: Athena Health, formerly of Watertown, has offered to donate a city flag that was flown at the former Athena Health Building, located at the Arsenal on the Charles. 311 Arsenal Street; and,

WHEREAS: This generous gift of the city flag will be used at city celebrations and serve as a reminder of the city's long-standing friendship with Athena Health.

NOW THEREFORE BE IT RESOLVED: That the City Council of the City of Watertown, hereby approves the Acceptance of Tangible Personal Property pursuant to Massachusetts General Laws Chapter 44, Section 53A1/2, a gift of a city flag from Athena Health, formerly of Watertown.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above Resolution was adopted by a vote of 4 for, 0 against, and 0 present on November 14, 2023.


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor



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
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: November 6, 2023

RE: Agenda Item – Acceptance of Gift of Tangible Personal Property

I am very pleased to inform you that Athena Health, formerly of Watertown has generously gifted a city flag that was flown at the former Athena Health Building, located at the Arsenal on the Charles. 311 Arsenal Street.

Pursuant to Massachusetts General Laws Chapter 44, Section 53A1/2, municipalities are authorized to accept gifts of tangible personal property with the approval of the City Council.

I respectfully request the attached Resolution accepting this gift of tangible personal property be placed on the November 14, 2023, City Council Agenda.

Thank you for your favorable consideration and action on this matter.

Resolution #

R – 2023 -

Resolution Approving the Acceptance of Gift of Tangible Personal Property

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

WHEREAS: Athena Health, formerly of Watertown, has offered to donate a city flag that was flown at the former Athena Health Building, located at the Arsenal on the Charles. 311 Arsenal Street; and,

WHEREAS: This generous gift of the city flag will be used at city celebrations and serve as a reminder of the city's long-standing friendship with Athena Health.

NOW THEREFORE BE IT RESOLVED: That the City Council of the City of Watertown, hereby approves the Acceptance of Tangible Personal Property pursuant to Massachusetts General Laws Chapter 44, Section 53A1/2, a gift of a city flag from Athena Health, formerly of Watertown.

Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above resolution was adopted by a vote of ____for, ____against and ____present on November 14, 2023.

Council Clerk

Mark S. Sideris, Council President

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 14, 2023**

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Resolution authorizing a petition for special legislation regarding Municipal Charges Liens for nonpayment of any local charge, fee, or fine.



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

RESOLUTION# 82

2023 – R – 82

RESOLUTION AUTHORIZING A PETITION FOR SPECIAL LEGISLATION REGARDING MUNICIPAL CHARGES LIENS FOR NONPAYMENT OF ANY LOCAL CHARGE, FEE, OR FINE

WHEREAS: the City seeks to ensure compliance with the City Code and locally enforced statutory requirements through imposition of charges and fees, including issuance of fines for violations as necessary to ensure such compliance; and

WHEREAS: the City finds that existing methods of enforcement for violations of City rules, such as criminal complaints and non-criminal disposition, are inadequate or too cumbersome to administer in all cases; and

WHEREAS: the City seeks a more efficient and effective method of collecting municipal charges, fees, and fines.

NOW THEREFORE BE IT RESOLVED: that the City Council of the City of Watertown hereby authorizes the filing of a petition with the General Court for special legislation to authorize the collection of municipal charges, fees, and fines via municipal charges liens, as follows:

AN ACT AUTHORIZING THE CITY OF WATERTOWN TO PLACE MUNICIPAL CHARGE LIENS ON CERTAIN PROPERTIES IN THE CITY OF WATERTOWN FOR NONPAYMENT OF ANY LOCAL CHARGE, FEE OR FINE.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. (a) The city of Watertown may impose a lien on property located within the city for any local charge, fee, or fine that has not been paid by the due date. This lien shall be known as a municipal charges lien. For purposes of this act, local charge, fee or fine shall mean any charge, fee, or fine imposed by the city under the city code, city regulations, statute or regulations of the commonwealth, and any charge, fee, or fine imposed by a court payable to the city as a result of any action initiated by city officials to enforce the city code, city regulations, statute or regulations of the commonwealth.

(b) A lien authorized under this act shall take effect upon recording of the unpaid municipal charge, fee, or fine, by parcel of land and by the name of the property owner assessed for the fine in the Middlesex south registry of deeds.

(c) If a charge, fee, or fine which is secured by a municipal charges lien remains unpaid when the city assessors are preparing a real estate tax list and warrant to be committed under section 53 of chapter 59 of the general laws, then the board or officer in charge of the collection of the municipal charge, fee, or fine shall certify such charge, fee, or fine to the assessors, who shall add the charge, fee, or fine to the tax on the property to which it relates and commit it with the warrant to the collector of taxes as part of the tax.

(d) If the property to which such charge, fee, or fine relates is tax exempt, the charge, fee, or fine shall be committed as the tax.

(e) A lien under this section may be discharged by filing in the Middlesex south registry of deeds, a certificate from the treasurer/collector that all municipal charges, fees, or fines constituting the lien, together with any interest and costs thereon, have been paid or legally abated.

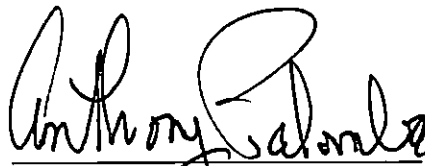
(f) All costs of recording or discharging a lien under this act shall be borne by the owner of the property.

(g) Prior to any lien being imposed for any local charge, fee, or fine as defined by this act, a vote of the city council shall be taken specifying each type of charge, fee, or fine to be collected pursuant to this act.

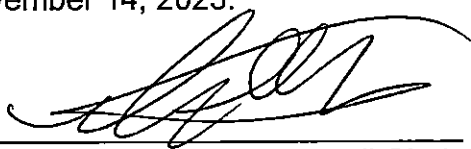
SECTION 2. This act shall take effect upon its passage.

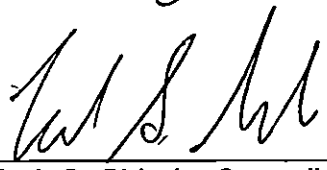
and

BE IT FURTHER RESOLVED, that the General Court may make clerical or editorial changes of form only to the proposed special act, unless the City Council approves such changes as are consistent with the public purposes of this petition prior to enactment by the General Court.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above Resolution was adopted by a vote of 9 for, 0 against, and 0 present on November 14, 2023.


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor



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: November 8, 2023

RE: Agenda Item – Resolution Authorizing a Petition for Special Legislation Regarding
Municipal Charges Liens for Nonpayment of Any Local Charge, Fee, or Fine

Attached please find a proposed Resolution Authorizing a Petition for Special Legislation regarding
Municipal Charges Liens for Nonpayment of any Local Charge, Fee, or Fine.

I respectfully request the attached Resolution be placed on the November 14, 2023, City Council
Agenda.

Thank you for your consideration in this matter.

**RESOLUTION AUTHORIZING A PETITION FOR SPECIAL LEGISLATION
REGARDING MUNICIPAL CHARGES LIENS FOR NONPAYMENT OF ANY LOCAL
CHARGE, FEE, OR FINE.**

RESOLUTION #

R-

WHEREAS, the City seeks to ensure compliance with the City Code and locally enforced statutory requirements through imposition of charges and fees, including issuance of fines for violations as necessary to ensure such compliance; and

WHEREAS, the City finds that existing methods of enforcement for violations of City rules, such as criminal complaints and non-criminal disposition, are inadequate or too cumbersome to administer in all cases; and

WHEREAS, the City seeks a more efficient and effective method of collecting municipal charges, fees, and fines.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Watertown hereby authorizes the filing of a petition with the General Court for special legislation to authorize the collection of municipal charges, fees, and fines via municipal charges liens, as follows:

**AN ACT AUTHORIZING THE CITY OF WATERTOWN TO PLACE
MUNICIPAL CHARGE LIENS ON CERTAIN PROPERTIES IN THE
CITY OF WATERTOWN FOR NONPAYMENT OF ANY LOCAL
CHARGE, FEE OR FINE.**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. (a) The city of Watertown may impose a lien on property located within the city for any local charge, fee, or fine that has not been paid by the due date. This lien shall be known as a municipal charges lien. For purposes of this act, local charge, fee or fine shall mean any charge, fee, or fine imposed by the city under the city code, city regulations, statute or regulations of the commonwealth, and any charge, fee, or fine imposed by a court payable to the city as a result of any action initiated by city officials to enforce the city code, city regulations, statute or regulations of the commonwealth.

(b) A lien authorized under this act shall take effect upon recording of the unpaid municipal charge, fee, or fine, by parcel of land and by the name of the property owner assessed for the fine in the Middlesex south registry of deeds.

(c) If a charge, fee, or fine which is secured by a municipal charges lien remains unpaid when the city assessors are preparing a real estate tax list and warrant to be committed under section 53 of chapter 59 of the general laws, then the board or officer in charge of the collection of the municipal charge, fee, or fine shall certify such charge, fee, or fine to the assessors, who shall add the charge, fee, or fine to the tax on the property to which it relates and commit it with the warrant to the collector of taxes as part of the tax.

(d) If the property to which such charge, fee, or fine relates is tax exempt, the charge, fee, or fine shall be committed as the tax.

(e) A lien under this section may be discharged by filing in the Middlesex south registry of deeds, a certificate from the treasurer/collector that all municipal charges, fees, or fines constituting the lien, together with any interest and costs thereon, have been paid or legally abated.

(f) All costs of recording or discharging a lien under this act shall be borne by the owner of the property.

(g) Prior to any lien being imposed for any local charge, fee, or fine as defined by this act, a vote of the city council shall be taken specifying each type of charge, fee, or fine to be collected pursuant to this act.

SECTION 2. This act shall take effect upon its passage.

and

BE IT FURTHER RESOLVED, that the General Court may make clerical or editorial changes of form only to the proposed special act, unless the City Council approves such changes as are consistent with the public purposes of this petition prior to enactment by the General Court.

Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above Resolution was adopted by a vote of ____ for and ____ against on _____, 2023.

Mark S. Sideris, Council President

Brendan McCarthy, Council Clerk

885769/WATR/0103



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: September 21, 2023

RE: Agenda Item – Order Accepting The Provisions Of G.L. C. 40, §58 Allowing For The Imposition Of A “Municipal Charges Lien” On Property Located Within The City For Any Local Charge Or Fee That Has Not Been Paid By The Due Date

I respectfully recommend and request your favorable consideration on the attached “Order Accepting the Provisions of G.L. c. 40, §58 allowing for the imposition of a “municipal charges lien” on property located within the City for any local charge or fee that has not been paid by the due date.”

Thank you for your consideration in this matter.

cc: Steven Magoon, Assistant City Manager for Community Development & Planning
Mark R. Reich, Esquire, KP Law

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 14, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Resolution to undertake the creation of a Watertown Square Cultural District.



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

RESOLUTION# 83

2023 – R – 83

RESOLUTION TO UNDERTAKE THE CREATION OF A WATERTOWN SQUARE CULTURAL DISTRICT

WHEREAS: the provisions of G.L. c. 10, §58A provide for the establishment of cultural districts to attract artists and cultural enterprises to a community, encourage business and job development, establish tourist destinations, preserve and reuse historic buildings, enhance property values and foster local cultural development; and

WHEREAS: the City of Watertown wishes to pursue designation of a state-authorized cultural district as provided for in G.L. c. 10, §58A; and

WHEREAS: the City of Watertown has a mixed-use geographical area that has a concentration of cultural facilities and assets, and

WHEREAS: the City of Watertown has held a public meeting as required to establish a state-designated cultural district, and

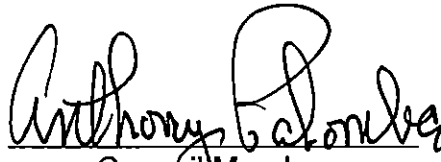
WHEREAS: the City of Watertown created a broad and diverse partnership of stakeholders committed to cultural, community, and economic development to provide oversight of the district, and

WHEREAS: the Massachusetts Cultural Council will be petitioned in accordance with its guidelines and criteria to designate said cultural district.

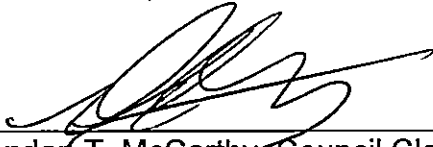
NOW THEREFORE BE IT RESOLVED: that the City of Watertown undertake creation of a state-authorized cultural district for a period of at least (5) years to be named the Watertown Square Cultural District, and in doing so agrees to:

1. foster the development of the Cultural District;
2. endorse the state-sponsored cultural district goals of attracting artists and cultural enterprises, encouraging business and job development, establishing tourist destinations, preserving and reusing historic buildings, enhancing property values, and fostering local cultural development;
3. appoint a City official to represent the City within the District partnership of said Cultural District;

4. encourage all who own property or business within the Cultural District to involve themselves and participate in the full development of the District; and
5. direct City agencies to identify programs and services that could support and enhance the development of the Cultural District and ensure that those programs and services are accessible to the Cultural District.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above Resolution was adopted by a vote of 7 for, 0 against, and 0 present on November 14, 2023.


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large
Nicole Gardner,
District A Councilor

Vincent J. Piccirilli, Jr.,
Vice President &
District C Councilor
John G. Gannon,
Councilor At Large
Lisa J. Feltner,
District B Councilor

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Councilor At Large

Anthony Palomba,
Councilor At Large
Emily Izzo,
District D Councilor



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

October 30, 2023

Mass Cultural Council
10 St James Ave #302
Boston, MA 02116

To Whom It May Concern:

Re: Watertown Square Cultural District – Letter of Support

On behalf of the City Manager's Office for the City of Watertown, please accept this letter of support for the designation of the Watertown Square Cultural District as proposed by the 20 organizations and individuals who comprise the Watertown Square Cultural District Partnership.

Watertown has a long and storied history, back to the first people who lived here through to today's support of arts and culture. Watertown boasts a premiere regional arts center, the Mosesian Center for the Arts, as well as world class institutions like Mount Auburn Cemetery, Perkins School for the Blind, and the Armenian Museum of America. In the 2010s, the arts found a champion with the original Watertown Public Arts & Culture Committee, who produced several public murals and pushed the city to create and adopt a Public Arts Master Plan (2021). The Public Arts Master Plan provided the framework for the new Public Arts & Culture Committee and a Public Arts & Culture Planner who is embedded in Watertown's Department of Community Development & Planning.

A Cultural District builds upon past successes and a groundswell of support for the arts. The location of the Cultural District also aligns with broad city goals to enhance walkability and economic development throughout Watertown Square. The timing could not be better as Watertown continues its legacy of support for arts and culture.

Sincerely,



George Proakis
City Manager

George Proakis, City Manager
149 Main Street
Watertown, MA 02472

October 17, 2023

Dear Manager Proakis,

A working group of 20 cultural organizations and individual artists, collectively known as the Cultural District Partnership, began collaborating on a Cultural District for Watertown in September 2022, following several efforts in previous years that demonstrated strong community backing. The Cultural District Partnership asks for a letter of support from you, before bringing the proposal to the City Council. With a letter of support, and a resolution to create a district from the City Council, the proposal will be submitted to the Massachusetts Cultural Council for review, with anticipated state designation in August 2024.

The benefits of Cultural District designation are numerous, from the Mass Cultural Council website: *“Launched in 2011 by an act of the state legislature, Cultural Districts drive economic growth, strengthen our distinctive local character, and improve the quality of life of families across Massachusetts. By supporting arts, humanities, and science organizations, Cultural Districts attract tourists and entrepreneurs, which in turn help communities foster their cultural sector and expand their tax base. And that benefits everyone.”*

As you know, Watertown has a long and spectacular list of arts and cultural assets. Watertown boasts a premiere regional arts center, the Mosesian Center for the Arts, as well as world class institutions like Mount Auburn Cemetery, Perkins School for the Blind, and the Armenian Museum of America. There are also many public artworks and historical sites to visit. Many of these assets are located in or around Watertown Square, making it the ideal location to highlight.

The key to long term success of the Watertown Square Cultural District is community input. It is with this in mind that the Partnership has determined that a public-private partnership is the necessary format to govern the Cultural District. This format leverages city resources while allowing for diverse participation across the city. In addition to broad organizational support, the Cultural District Partnership hosted a Public Meeting at the Watertown Free Public Library on October 3, 2023, that drew 46 people and is still collecting feedback through an online survey promoted through city and partner channels. A second public meeting will be held on November 1, 2023, at the Armenian Museum of America which the partnership anticipates will draw more people to give feedback on the proposal.

With your support, this initiative for improving Watertown will move forward. A copy of the proposal is included. If you have any questions, please contact Liz Helfer, Public Arts & Culture Planner.

Sincerely,

Watertown Square Cultural District Partnership (listed on back)

Cultural District Partnership:

Public Arts & Culture Planner, Department of Community Development & Planning
Watertown Farmers' Market, Department of Community Development & Planning

Watertown Free Public Library

Watertown Cultural Council

Watertown Public Schools

Project Save Armenian Photograph Archive

Armenian Cultural & Educational Center

Historical Society of Watertown

Armenian Museum of America

Watertown Business Coalition

Watertown Cable Access Corp

Mosesian Center for the Arts

Perkins School for the Blind

AANE Artists Collaborative

Mount Auburn Cemetery

World in Watertown

Watertown Center for Healing Arts

Maria Hendricks, Artist

Jack Dargon, Artist

Susan Jones, Artist

Seth Deitch, Artist

WHEREAS, the provisions of G.L. c. 10, §58A provide for the establishment of cultural districts to attract artists and cultural enterprises to a community, encourage business and job development, establish tourist destinations, preserve and reuse historic buildings, enhance property values and foster local cultural development; and

WHEREAS, the City of Watertown wishes to pursue designation of a state-authorized cultural district as provided for in G.L. c. 10, §58A; and

WHEREAS, the City of Watertown has a mixed-use geographical area that has a concentration of cultural facilities and assets, and

WHEREAS, the City of Watertown has held a public meeting as required to establish a state-designated cultural district, and

WHEREAS, the City of Watertown created a broad and diverse partnership of stakeholders committed to cultural, community, and economic development to provide oversight of the district, and

WHEREAS, the Massachusetts Cultural Council will be petitioned in accordance with its guidelines and criteria to designate said cultural district.

NOW THEREFORE, BE IT RESOLVED that the City of Watertown undertake creation of a state-authorized cultural district for a period of at least (5) years to be named the Watertown Square Cultural District, and in doing so agrees to:

1. foster the development of the Cultural District;
 2. endorse the state-sponsored cultural district goals of attracting artists and cultural enterprises, encouraging business and job development, establishing tourist destinations, preserving and reusing historic buildings, enhancing property values, and fostering local cultural development;
 3. appoint a City official to represent the City within the District partnership of said Cultural District;
 4. encourage all who own property or business within the Cultural District to involve themselves and participate in the full development of the District;
- and

5. direct City agencies to identify programs and services that could support and enhance the development of the Cultural District and ensure that those programs and services are accessible to the Cultural District.

Council Member

I hereby certify that at a regular meeting of the nine member City Council for which a quorum was present, the above Resolution was adopted by a vote of ___ for and ___ against on _____, 2023.

Brendan McCarthy, Council Clerk

Mark S. Sideris, Council President

889984/WATR/0103



WATERTOWN SQUARE

Cultural District

PROPOSAL

11/1/23

Location

Centered on Watertown Square, the Cultural District extends down Main Street to Waverly Ave, across the Charles River on Galen St, and up Mount Auburn St to Common Street

Governance

The Cultural District is overseen by the Cultural District Partnership. The Partnership consists of nonprofits, businesses, individual artists, and a representative from the city.

Benefits

A Cultural District positions Watertown, particularly Watertown Square and the Main Street corridor, as a cultural destination in Massachusetts.



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Executive Summary

The Watertown Square Cultural District proposed here has been the collective effort of many individuals and organizations over many years. The development of a Cultural District is a large undertaking that requires municipal, organizational, business, and individual support. This planning process was started in 2022, following several efforts in previous years that demonstrated strong community backing for a Cultural District in Watertown.

A Cultural District is a Massachusetts state designation that a municipality must apply for through the Mass Cultural Council. The benefits of Cultural District designation are numerous, from the Mass Cultural Council website:

“Launched in 2011 by an act of the state legislature, Cultural Districts drive economic growth, strengthen our distinctive local character, and improve the quality of life of families across Massachusetts. By supporting arts, humanities, and science organizations, Cultural Districts attract tourists and entrepreneurs, which in turn help communities foster their cultural sector and expand their tax base. And that benefits everyone.”

Watertown has a long and spectacular list of arts and cultural assets. A Cultural District builds upon past successes and a groundswell of support for the arts in recent years. Watertown boasts a premiere regional arts center, the Mosesian Center for the Arts, as well as world class institutions like Mount Auburn Cemetery, Perkins School for the Blind, and the Armenian Museum of America. In the 2010s, the arts found a champion with the original Watertown Public Arts & Culture Committee, which produced several public murals and pushed the city to create and adopt a Public Arts Master Plan (2021). The Public Arts Master Plan provided the framework for the new Public Arts & Culture Committee and a Public Arts & Culture Planner who is embedded in Watertown’s Department of Community Development & Planning. All of these developments have paved the way for a Cultural District in Watertown.

The city and Cultural District Partnership members (listed on page 4) are committed to the success and sustainability of the Watertown Square Cultural District. The mission and goals they have developed, with input from numerous community stakeholders, are intended to showcase Watertown as a welcoming place and center the cultural programs that already exist here, while also making space for new initiatives. It is with this in mind that the Partnership has determined that a public-private partnership is the necessary vehicle to govern the Cultural District. This format leverages city resources while allowing for diverse participation across the city.

The key to long term success of the Watertown Square Cultural District is community input. Broad public input throughout the planning process ensures community support and annual evaluation plays a distinct role in ensuring Cultural District programming supports all stakeholders now and in the future.

Cultural District Partnership

Current Members

An asterisk (*) indicates that the organization operates/resides inside the cultural district boundary.

Map of Cultural District Partnership Members with full descriptions: <https://arcg.is/1eDO4C>.

*Public Arts & Culture Planner, Department of Community Development & Planning (public)

*Watertown Farmers' Market, Department of Community Development & Planning (public)

*Watertown Free Public Library (public)

*Watertown Cultural Council (public)

*Watertown Public Schools (public)

*Historical Society of Watertown (nonprofit)

*Armenian Museum of America (nonprofit)

*Watertown Business Coalition (nonprofit)

*Watertown Cable Access Corp (nonprofit)

*AANE Artists Collaborative (nonprofit)

*Watertown Center for Healing Arts (business)

*Susan Jones, Artist (business)

*Seth Deitch, Artist (business)

Project Save Armenian Photograph Archive (nonprofit)

Armenian Cultural & Educational Center (nonprofit)

Russell Cooperative Preschool (nonprofit)

Mosesian Center for the Arts (nonprofit)

Friends of Watertown Music (nonprofit)

Perkins School for the Blind (nonprofit)

Mount Auburn Cemetery (nonprofit)

World in Watertown (nonprofit)

Maria Hendricks, Artist (business)

Jack Dargon, Artist (business)



Artist Amir Tabatabaei with a volunteer crew to paint his mural "I See a Dream" in 2023.

Governance Structure

The Cultural District Partnership (CDP) is a public/private partnership that oversees management of the Watertown Square Cultural District. As a public/private partnership, the city will appoint a current employee to serve as City Liaison and Treasurer for the CDP, funds will be managed by the city in a standalone account, and the CDP must adhere to [Massachusetts Open Meeting Law](#). The partnership has several internally elected roles, following a traditional executive board model that includes the following officers:

- Chair
- Vice Chair
- Secretary
- City Liaison (serving in the traditional role of Treasurer)

All elections and votes are won by a majority of current partners when a quorum is present. Partners should include individual appointments from:

- City of Watertown
- Watertown Public Schools
- Watertown Business Coalition

The ideal partnership also includes, at minimum:

- 2 individual artists
- 1 business within boundaries
- 1 resident (regardless of affiliation)
- 2 nonprofit organizations

Inclusion in the Cultural District Partnership is voluntary. The city, schools, and Watertown Business Coalition are expected to appoint a representative to the Partnership, who will represent the interests of their organization at regular meetings.

Nominations to officer (executive board) positions are by self-appointment that requires a majority vote of current partnership members to confirm. There are no term limits for partnership but term limits of four years for the officers, with the exception of the City Liaison, who has no term limit. Officers at the end of their term limit are encouraged to train their successor before their term expires. Termination of membership may occur through written resignation or a majority vote when a quorum is present.

Standing subcommittees and temporary working groups or project teams may be formed to address the goals of the Watertown Square Cultural District. Subcommittees or other groups/teams may be formed by a majority vote when a quorum is present or dissolved by the same.

Mission

The Watertown Square Cultural District supports inclusive and diverse cultural experiences that showcase the arts and strengthen the local economy.

Goals

1. Establish Watertown as a cultural destination that is welcoming and engaging.
2. Encourage public interaction with art in all its forms and from diverse culture bearers.
3. Encourage resident and visitor use of public space through inclusive cultural experiences that engage broad identities and interests in our community.
4. Promote the creation of public art that celebrates creativity and promotes conversation and connection.
5. Partner with businesses and developers to stimulate the creative economy.
6. Support and honor artists working in all genres that represent our multicultural community.
7. Preserve and amplify Watertown's diverse history.

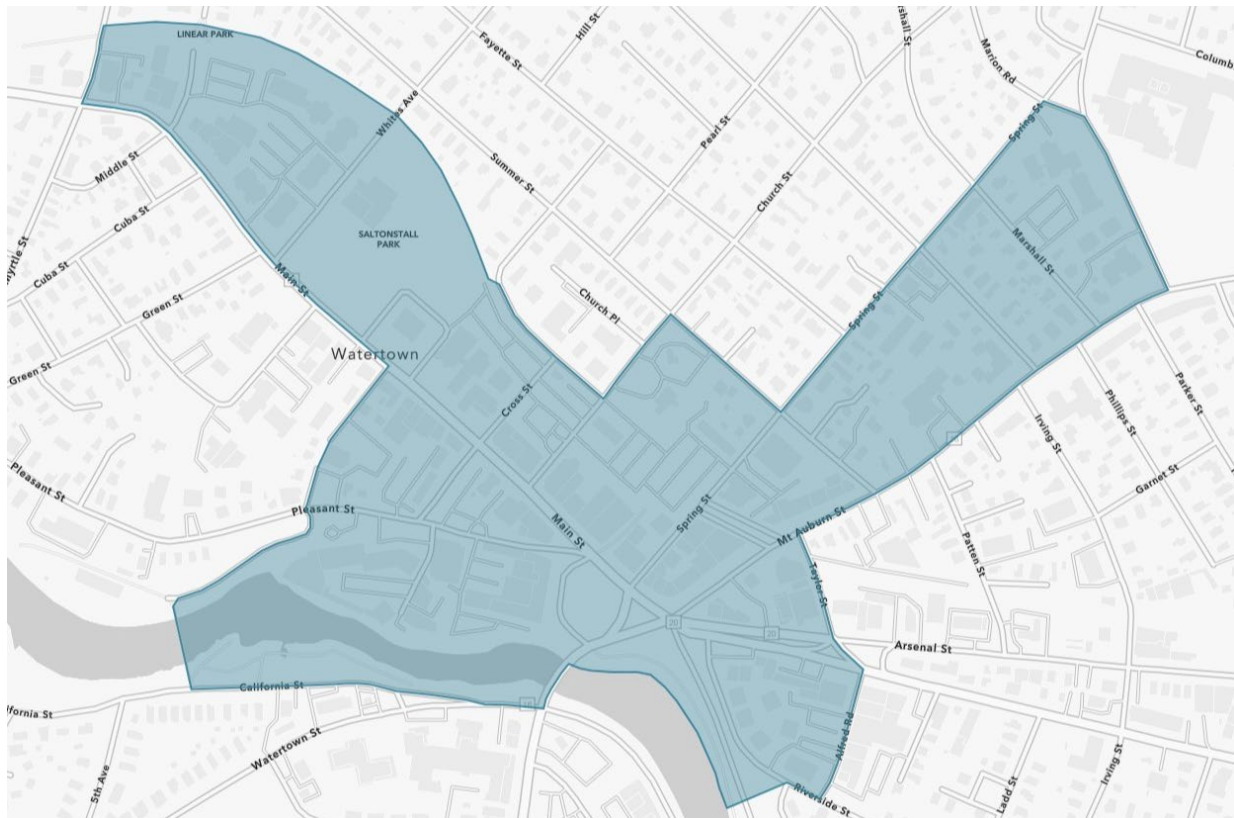


Artist James Payne installs his sculpture "Opposition" for the 2023 Community Sculpture Walk.

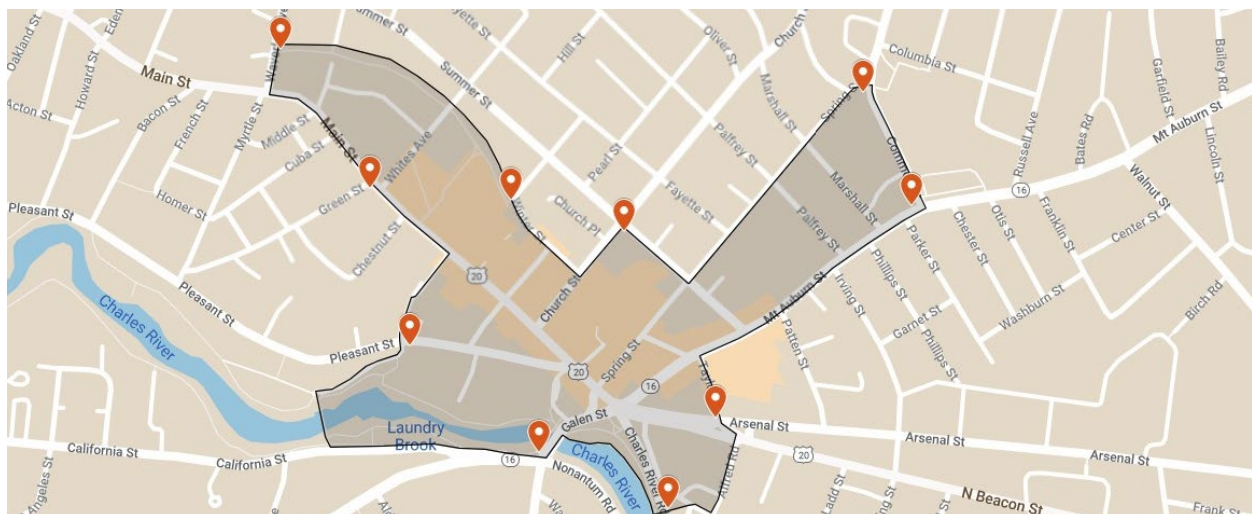
Location

The Watertown Square Cultural District extends from Watertown Square (the five-way intersection of Main Street, Mount Auburn Street, Arsenal Street, Charles River Road, and Galen Street) west down Main Street to Waverley Avenue, north to the intersection of Church Street and Summer Street, east down Mount Auburn Street to Common Street, and south across the Charles River to California Street.

Proposed Watertown Square Cultural District boundary:

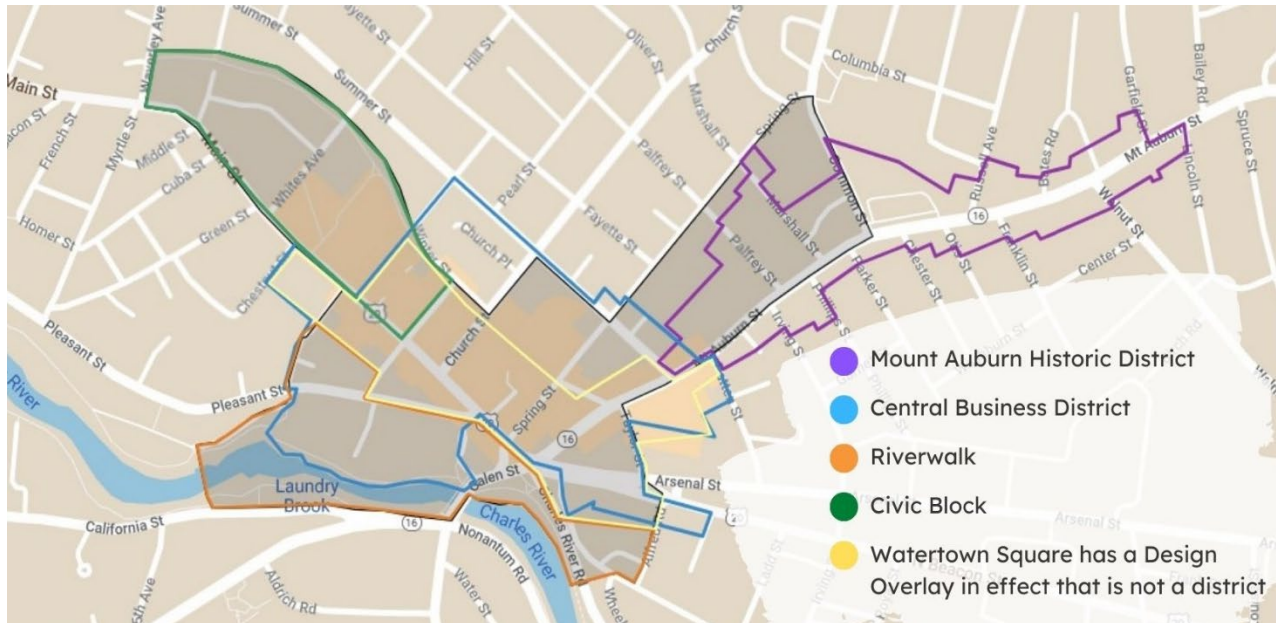


There are ten locations selected for Watertown Square Cultural District gateway signs:



District Areas

The Watertown Square Cultural District can be broken down into four, smaller, thematically linked areas.



Map of the four Watertown Square Cultural District areas.

Mount Auburn Historic District

The Mount Auburn Historic District, in purple, is an official city zoning overlay with specific ordinances enforced by the Historic District Commission. Part of the Mount Auburn Historic District falls within the Cultural District boundaries and the entirety of the Mount Auburn Historic District is celebrated for its distinctive architecture and historic assets, including the seat of the Historical Society of Watertown, the Edmund Fowle House. Learn more: <https://www.watertown-ma.gov/213/Historic-District-Commission>

Central Business District

The Central Business District, in blue, is an official city zoning overlay with specific ordinances enforced by the Department of Community Development & Planning. The majority of the Central Business District overlaps with the Cultural District. The Central Business District is designed to support small businesses and recognize the density of business in the area.

Riverwalk

The Riverwalk, in orange, includes the Charles River Greenway on both sides of the river, the pedestrian bridge that spans the river just above the Watertown Dam, the Watertown dock, and two monuments along Charles River Road. Much of this area, including the trails, is managed by the Massachusetts Department of Conservation & Recreation (DCR). Highlighting this area supports connectivity to the river.

Civic Block

The Civic Block, in green, includes many of Watertown's civic assets including the Watertown Free Public Library, Watertown Administration Building, Fire Station, Saltonstall Park, Community Path, and the post office.

Note on the Design Overlay

Watertown Square has a Design Overlay in effect, in yellow, that is not a district area but falls squarely within the Cultural District. The Design Overlay is enforced by the Department of Community Development & Planning and affects development, signage, and other visual choices by local businesses and residents. Learn more: <https://www.watertown-ma.gov/220/Design-Standards-Guidelines>



c

*Exhibitors at
Watertown Pride
Extravaganza
2022 at Saltonstall
Park.*

Assets

Several categories of assets are included in the Watertown Square Cultural District. The District boundaries were chosen for the density of assets that exist, as well as the need to highlight them. *An asterisk (*) on the lists below indicates an historic site.*

See the virtual tours below for more on public art in Watertown:

- Public Art: <https://storymaps.arcgis.com/stories/590fd35a981a43caabd50baeee3c8492>
- Historical Markers: <https://watertown.maps.arcgis.com/apps/MapTour/index.html?appid=ac36c0443659489a92878c6958aab720>

Public Art and Monuments (20)

- Mural: I See a Dream (2023), by Amir Tabatabaei with Niloufar Keyhani, Merchants Row
- Mural: A Bike Ride Through Watertown, by Gregg Bernstein and students (2013), Linear Park
- Mural: Tapestry of Cultures, by Gregg Bernstein and students (2014), Baptists Walk
- Mural: The Time is Always Right, by Ruth Henry and resident (2018), 25 Whites Avenue
- Community Sculpture Walk, rotating exhibit (2023), Community Path
- Watertown Fire Department Memorial, 99 Main Street
- *Watertown Veterans Memorial, Watertown Square
- *Civil War Monument and Saltonstall Plaza, Saltonstall Park, 149 Main Street
- *Richard Saltonstall Monument, 20 Riverside Street
- *George Washington marker (1914), 123 Main Street
- *George Washington marker (1914), Common St Cemetery
- *Time capsules, 149 Main Street
- *Coolidge Tavern marker, Watertown Square
- *Columbus Delta marker (1940), Watertown Square
- *Benjamin Robbins Curtis marker, Watertown Square
- *Thomas Mayhew marker, Watertown Square
- *Hood Rubber WWI and WW2 Monument, Watertown Square
- *Council marker, intersection of Marshall St and Mount Auburn Street
- *Meeting House marker, intersection of Common St and Mount Auburn Street
- *Thaxter Levi House (c 1815), historic private residence, 262 Main St.

Nonprofit and Public Organizations (19)

Cultural (16)

- *Historical Society of Watertown, Edmund Fowle House (1772), 28 Marshall St.
- *Belmont-Watertown United Methodist Church, 80 Mount Auburn St.
- *Armenian Museum of America, 65 Main St.
- Watertown Cable Access Corp (WCA-TV), Phillips School, 30 Common St.
- Rotary Club, 47 Main St.
- Hatch Makerspace (part of the Watertown Free Public Library), 20 Summer St.

- AANE Artists Collaborative, 85 Main St.
- First Parish Church, 35 Church St.
- Watertown Boys & Girls Club, 25 Whites Ave.
- Watertown Council on Aging/Senior Center, 31 Marshall St.
- *Watertown Free Public Library, 123 Main St.
- *Watertown Administration Building, 149 Main St.
- *Saint Patrick's Church (1847), 212 Main St.
- *Phillips School, 30 Common St
- Watertown Family Network, Phillips School, 30 Common St
- Live Well Watertown, Watertown Administration Building, 149 Main St

Other (3)

- Pathfinder International, 9 Galen St.
- Watertown Fire Department, 99 Main St.
- Watertown Food Pantry, 80 Mount Auburn St.

Businesses (116)

Cultural (8)

- *Drive-By Projects (Gallery), 81 Spring St.
- *Storefront Art Projects (Gallery), 83 Spring St.
- Watertown Center for Healing Arts, 22 Mt Auburn St.
- Mindful Wellness, 56 Mount Auburn St.
- Koltun Ballet, 23 Main St.
- Comic Stop, 134 Main St.
- Kimura Jiu Jitsu Boston, 15 North Beacon St.
- MacDonald Academy of Martial Arts, 6 Riverside St.

Restaurants and Food (18)

- Not Your Average Joe's, 55 Main St.
- Molana, 5 Spring St.
- Ixtapa Cantina, 18 Mt Auburn St.
- Sichuan Cuisine, 30 Mt Auburn St.
- Meat Spot, 28 Mt Auburn St.
- Tresca's Eating Place, 25 Church St.
- *Red Leaf Cafe, in the Watertown Free Public Library, 123 Main St.
- TruFoods Kitchen, 142 Main St.
- Super Fusion Cuisine II, 54 Mount Auburn St.
- Home Taste, 58 Mount Auburn St.
- Demos Watertown, 64 Mount Auburn St.
- Tabrizi Bakery, 56 Mount Auburn St.
- La Guanaquita Market, 76 Main St.
- Ginger Exchange, 98 Main St.

- Crown Cafe, 106 Main St.
- Chulo Restaurant & Bar, 1 Waverly Ave.
- The Diner at 11 North Beacon, 11 North Beacon St.
- Bar'Cino, 47 Main St

Other (86)

- Russell Cooperative Preschool, 35 Church St
- Neugebauer Towing & Roadside, 10 Riverside St
- Sullivan Tire & Auto Service, 21 N Beacon St
- Salon JohnPeter, 131 Spring St
- Sugar and Love, 135 Spring St
- Mcadam Painting Co., 81 Spring St
- *TNT Dental Care P.C., Samuel Noyes House (r 1840), 230 Main St.
- *Winnick Building, Shamrock House (r 1850, plaque reads 1785), 170 Main St.
- *SMG Watertown Primary Care & Ob/Gyn, Saint Patrick's Roman Catholic Church School (1888), 63 Pleasant St.
- *Watertown Savings Bank (1892, 1900), 60 Main St.
- *Insight Enterprises, Inc., Site of Lewando's French Dyers and Cleaners (1906), 9 Galen
- Blue Moon Smoke Shop, 80 Main St.
- *Uniforms for America, Otis Building (1889), 15-25 Main St.
- Thompson Safaris, 14 Mt Auburn St.
- JC Hair, 8 Mt Auburn St.
- Marcou Jewelers of Watertown, 13 Main St.
- Italian Design Interiors, 19 Spring St.
- Natuzzi Gallery Boston, 19 Spring St.
- Diamond Nail, 26 Mt Auburn St.
- Eastern Bank, 1 Church St.
- Salon Sabrina, 25 Church St.
- Grays Laundromat, 25 Church St.
- Beaverbrook STEP, Inc., 85 Main St.
- Thriveworks Counseling & Psychiatry Watertown, 85 Main St.
- United Cerebral Palsy, 122 Main St.
- SoHo Nails & Spa, 140 Main St.
- Town Hall Shoe Repair, 136 Main St.
- Byrne William V DMD, 148 Main St.
- Hope Elder Law, 182 Main St.
- Mavor Chiropractic, 182 Main St.
- First Path Daycare Center, in the Boys & Girls Club, 25 White Ave.
- Guy's Hair Shop, 311 Main St.
- Watertown Florist Shop, 315 Main St.
- Ricci's Beer & Wine, 331 Main St.
- Circle of Boston Nursery School, 309 Main St.
- Belleza Hair Studio, 38 Mount Auburn St.
- Atlantic Battery Company, 309 Main St.
- Greenough, 1 Brook St.

- EditShare, 3 Brook St.
- Primary Source, 63 Pleasant St.
- Associates of Dermatology, 40 Spring St.
- Munhall Energy Co Inc, 40 Summer St.
- Stick Shift Academy, 44 Spring St.
- The Residence at Watertown Square, 20 Summer St.
- Miracle-Ear Hearing Aid Center, 31 Spring St.
- Greene & Greene Optometry, 31 Spring St.
- Dyer Liquors, 40-42 Mount Auburn St.
- Attractive Nails, 68 Mount Auburn St.
- Dolce Appliance Repair, 54 Mount Auburn St.
- S & A Cigars, 52 Mount Auburn St.
- Steffi L. Shapiro MSW, 62 Mount Auburn St.
- Zhanna Lee Holistic Intimacy, 17 Spring St.
- UPS Store, 15 Main St.
- Michael Computer Repair & Tech Services, 36 Mount Auburn St.
- Watertown Sportswear, 34 Mount Auburn St.
- Boston Color Group, 6 Mount Auburn St.
- Watertown Dental, 6 Mount Auburn St.
- H&R Block, 1 Main St.
- Boston Specific Chiropractic, 3 Main St.
- All Dental Center, 21 Main St.
- *Otis Realty, 17 Main St.
- CVS, 27 Main St.
- Bank of America Financial Center, 39 Main St.
- H & K Insurance Agency, 182 Main St.
- Dr. Joseph Salusti Dentistry, 118 Main St.
- Hamilton Place, 233 Main St.
- Whitney Towers Apartments, 275 Main St.
- Lony Salon, 315 Main St.
- Martents MD, 48 Summer St.
- Culia Ki Clinic, 25 Church St.
- Sullivan Tire & Auto Service, 21 North Beacon St.
- Family physicians, 11 Mount Auburn St.
- Supercuts, 1 Mount Auburn St.
- Verizon, 3 Mount Auburn St.
- O'Reilly & Son Autobody, 32 Arsenal St.
- Maureen L. Doherty, Attorney at Law, 63 Mount Auburn St.
- Lampasona & Bloomer Electrical, 1 Summer St.
- Chase & Tolan Plumbing & Heating, 1 Summer St.
- McAdam Painting Co, 81 Spring St.
- Sugar & Love, 135 Spring St.
- The Custom Shop, 137 Mount Auburn St.
- Graphic Connections, 145 Mount Auburn St.
- Snip Plus Salon, 159 Mount Auburn St.
- Pet Haven Animal Hospital, 153 Mount Auburn St.

- Berkshire Hathaway Real Estate, 161 Mount Auburn St.

Open Space (9)

- *Watertown Dam
- Saltonstall Park, 149 Main St.
- Columbus Delta (name change pending), Watertown Square
- Community Path
- Linear Park
- Merchants Row
- Watertown Dock, on the Charles River Greenway, managed by DCR
- Charles River Greenway, managed by DCR
- Laundry Brook, managed by DCR

The flyer is a blue rectangular poster for the "SUMMER CONCERT SERIES" at Saltonstall Park, held on Wednesdays from 6:30-8 PM. It features a grid of concert dates and band names in yellow and white text. The background of the flyer shows a collage of images related to the series, including a crowd at a concert, a band performing, and a close-up of a band member. A QR code is located in the bottom left corner, and a circular seal of the Watertown Public Arts & Culture Committee is in the bottom right. The text "BRING A BLANKET OR CHAIR" is at the bottom right.

JUNE 21: 90-MILE PORTAGE
Original folk songs by Jamie Kallestad and Ben Cosgrove.

JUNE 28: SOUTHERN RAIL
Watertown originals with band members inducted into the RI Bluegrass Alliance Hall of Fame.

JULY 5: TWO SHOWS!
4:30-6 PM: SIX IS NINE
Watertown's "Joe Pete" Wetherbee presents his rock 'n' roll trio.

6:30-8 PM: LIGHTNING RISING
Watertown-based rock 'n' roll featuring covers from the '60s, '70s, and '80s.

JULY 12: BEANTOWN BUCKAROOS
Classic Western Swing and Country with a dash of Tex-Mex and Cajun for picante.

JULY 19: THE SANDY RIDGE BOYS
Traditional bluegrass with a twist featuring Sofia Chiarandini.

JULY 26: THE RICO BARR BAND
FEATURING THE JJR HORNS
Nominated as Swing Band of The Year by the National Swing Awards, with a wide-ranging repertoire.

AUGUST 2: CLASSIC GROOVE
Motown, R&B soul with rock and jazz influences.

AUGUST 9: EZEKIEL'S WHEELS
KLEZMER BAND
"They make you happy to watch them." - KG

AUGUST 16: RUTH AND BEN
STRING BAND
Appalachian-style by Ruth Rappaport and Ben Wetherbee.

AUGUST 23: KIDS CONCERT!
PERFECT CRIME BAND
Killer Classic Rock with rich, layered vocals and guitar chops to engage kids of all ages.

THE PUPPETEERS COOPERATIVE
Play and dance with large artist-made puppets!

AUGUST 30: THE LOVE DOGS
Howl away at the series finale with New Orleans rock 'n' roll style and a brass band parade!

BROUGHT TO YOU BY:

LEARN MORE:

WATERTOWN PUBLIC ARTS & CULTURE COMMITTEE

BRING A BLANKET OR CHAIR

SUMMER CONCERT SERIES
SALTONSTALL PARK
WEDNESDAYS 6:30-8 PM

*Flyer for the 2023
Summer Concert Series.*

Annual Public Programs

Faire on the Square

Started in 2009, Saltonstall Park and Field, hosted by the city. An all-day event on the last Saturday of August. Showcases over 100 local exhibitors (vendors and nonprofit/public organizations) with free entertainment. Draws over 4000 visitors each year. Learn more: <https://www.faireonthesquare.com/>

Summer Concert Series

Started in 2010, Saltonstall Park, hosted by Public Arts & Culture. Free weekly outdoor concerts that run from June-August. Averaging 14 performance groups (40+ performers) and audiences of 250+. Learn more: <https://www.watertown-ma.gov/761/Summer-Concert-Series>

Watertown Farmers Market

Started in 2014, Saltonstall Park, hosted by Live Well Watertown, part of the Department of Community Development & Planning. Runs seasonally from June-October with an average of 15 vendors, including 1-2 “artisan” vendors. An average of 750 people shopped at the farmers market each week in 2023. Learn more: <https://www.livewellwatertown.org/farmers-market>

YardArt Watertown

Started in 2021, hosted by an ad hoc group of residents. For the month of April YardArt encourages everyone in Watertown to exhibit their creativity on their own property, in view of the street or sidewalk. Over 140 participants annually, with thousands of residents and visitors viewing the installations. Learn more: <https://www.mosesianarts.org/yardart>

Live Well Walks

Started in 2021, Live Well Watertown hosts seasonal walks with specific conversation topics relevant to Watertown residents. Learn more: <https://www.livewellwatertown.org/watertown-moves/walk-programs-locations>

Watertown Pride Extravaganza

Started in 2022, Saltonstall Park, hosted by the Watertown Free Public Library in partnership with the Public Arts & Culture Committee. A parade and all-day celebration of Watertown’s LGBTQ+ communities. Features 20+ exhibitors and performers and draws about 1400 visitors. Learn more: <https://www.watertownmanews.com/2023/05/18/watertown-pride-extravaganza-returns-to-saltonstall-park-in-june/>

Multicultural Fest

Started in 2022, Saltonstall Park Plaza, hosted by the Watertown Free Public Library
Born out of monthly domino night, the Multicultural Fest features Watertown culture bearers for an evening of celebration and immersion that hosted 475 people in it’s first year. Learn more: <https://www.watertownlib.org/717/Multicultural-Fest>

Indigenous Peoples' Day Celebration

Started in 2022, at the First Parish Church, the Indigenous Peoples' Day Celebration is hosted by the Pigsgusset Initiative, a working group of Watertown Citizens for Peace, Justice, and the Environment. The event centers education and features indigenous music, food, and other culture bearers.

Approximately 250 visitors experienced the event in 2023. Learn more:

<https://watertowncitizens.org/working-groups/pigsgusset-initiative/>

Memorial Day Parade

Started in the 1950s, passes through Main St, hosted by Veterans Services. A parade to commemorate veterans that includes military and civic groups. An average of 20+ groups participate and 2000+ turn out to watch. Learn more: <https://www.watertownmanews.com/2023/05/22/watertowns-memorial-day-week-schedule-includes-parade-ceremonies-at-cemeteries-poppy-social/>

Juneteenth Celebration

Started in 2021, formerly at Saltonstall Park and currently at the Watertown Free Public Library, hosted by Watertown Citizens for Black Lives. An educational event that celebrates black citizens and commemorates the emancipation of enslaved people in the United States. Learn more:

<https://www.watertownmanews.com/2023/06/07/watertown-teaming-with-belmont-for-2-day-juneteenth-celebration/>

Community Sculpture Walk

Started in 2023, along the Community Path from the parking lot behind the Watertown Free Public Library to Howard St, hosted by the Public Arts & Culture Committee. The walk enhances the use of open space, encourages public interaction with contemporary art, and creates an annual exhibition opportunity for artists at all stages of career working in a variety of mediums. Sculptures are selected annually through an open call to artists and on view for two years. Learn more:

<https://www.watertown-ma.gov/816/5211/Community-Sculpture-Walk>

Library Programming

Watertown Free Public Library has been community-based from its earliest days. Solon Whitney was named our first librarian in 1867. Throughout his 50-year career he publicly stated his firm belief that the library belonged to the citizens. This is still our basic belief today. During Whitney's tenure the 1884 building was constructed. The library hosts hundreds of free community programs through the Adult, Teen, and Childrens Departments, as well as Hatch Makerspace located at 20 Summer St. Learn more:

<https://www.watertownlib.org/>

Spring Ramble

Started in 2014, Russell Cooperative Preschool at the First Parish Church invites families for a day of fun and crafts, including a puppet show. MORE INFO. Learn more:

<https://www.russellpreschool.org/about/programinfo>

Marketing Plan

To ensure the success of the Watertown Square Cultural District, a comprehensive marketing plan was created. This marketing plan features a range of audience subgroups with the goal of reaching these groups through strategic and tailored marketing efforts.

Goal

The goal of the Watertown Square Cultural District (WSCD) marketing plan is to position the WSCD as a cultural destination to both residents and visitors by:

- Supporting the arts and artistic community
- Promoting a robust arts community
- Amplifying the diversity of Watertown
- Recognizing the history of Watertown
- Providing engagement opportunities for a wide-range of audiences including intergenerational, cross-cultural, and cross-disciplinary offerings

City Commitment

Watertown is committed to the creation of a Cultural District and ensuring its longevity. This includes committing resources to the Watertown Square Cultural District that include: staff time, financial oversight, outreach and promotion through city channels, and other support as deemed appropriate.

Target Audience

For all of our audiences, we are considering both Watertown residents and visitors. “Residents” are defined as individuals and organizations who live or claim an address in Watertown. “Visitors” are defined as anyone who travels from outside of the city to access Watertown businesses, events, and/or services. The Watertown Square Cultural District plans to attract audiences of residents and visitors that include families with children, young professionals, retirees, students, children and teens, nonprofit organizations, and the business community. The WSCD understands that arts and cultural interests expand beyond traditional formats. The WSCD plan to market its assets to people with these affinities, among others: art lovers, community-focused individuals, foodies, and nature lovers.

Another important distinction is the differentiation between “internal” and “external” stakeholders. For this purpose, “internal stakeholders” are members of the Cultural District Partnership, and “external stakeholders” include everyone—residents or visitors. Internal stakeholders will be committed to providing necessary evaluation metrics that will drive Cultural District planning. External stakeholders may contribute to planning efforts through public forums and voluntary participation in evaluation surveys.

Marketing Channels

The Watertown Square Cultural District will use multi-channel outreach and promotion using a combination of the following:

- Website
- Arts Calendar
- Email
- Social media
- Press releases
- Word of mouth
- Cross-promotion
- Member networks
- Signage (wayfinding, billboards, a-frame, banners, permanent)
- Paid advertising (physical, paper, online)
- Brand ambassadors
- Representation at events
- Hotel and short-term rental visitors

Activities

Community Engagement

Community Engagement includes the promotion of cultural work of organizations and individuals within the district boundaries, as well as the cultural work of organizations and individuals outside of the district boundaries if it accomplishes the mission and goals of the WSCD. It also includes outreach to Watertown's diverse communities and communities outside of Watertown, and continued engagement during and after visitors come to the WSCD.

Some current community engagement includes:

- Traditional media outlets
- Word of mouth at community and networking events
- Email updates to a growing listserv

Potential community engagement includes:

- Online directory and calendar of events
- Paid online and print advertisement
- Create a paid position for a Community Engagement Specialist

Events

The Watertown Square Cultural District will support existing and new cultural events within the district boundaries. The WSCD will also partner with organizations and individuals outside of the district

boundaries if it accomplishes the mission and goals of the WSCD. This may include financial contributions, promotion, volunteerism, or other forms of support.

Some current events include:

- Watertown Farmers Market
- Watertown Pride Extravaganza
- Faire on the Square

Potential events include:

- Indigenous History Tour
- Quinobequin River Day

Initiatives

The Watertown Square Cultural District will engage in arts and culture initiatives that promote Watertown as a cultural destination. This includes advocacy at a local and state level for changes that benefit artists and cultural organizations. These may be developed by the Cultural District Partnership or in collaboration with external partners.

Some current initiatives include:

- Utility Box Artwork
- Music in Restaurants
- Watertown Square Small Business Alliance

Potential initiatives include:

- Artist residency program
- Porchfest
- Film festival

Evaluation

The WSCD will assess baseline statistics from which to measure progress towards goals and rigorous evaluation metrics to track annual growth and develop strategies.

Current evaluation includes:

- Online survey to measure internal and external stakeholder perception of:
 - Watertown as an arts and culture destination (compared to neighboring municipalities)
 - Cultural District benefits
 - General support for a Cultural District
- Included as Exhibit A: annual online and print survey for organizations and businesses to measure:
 - Annual job/volunteer growth or loss
 - Cultural event growth or loss
 - Artist participation
 - Annual attendance and online statistics

Potential evaluation includes:

- Standard Exit Survey for individuals attending Cultural District programming for internal stakeholder use
 - Track attendance
 - Track satisfaction
 - Track gaps in services
- Annual assessment of the Watertown Square Cultural District:
 - Develop online and print survey for businesses, organizations, property owners, workers, residents, visiting artists, and visitors to:
 - Track change in perception of Watertown as an arts destination compared to neighboring communities

Community Engagement Specialist

To accomplish the goals of the Watertown Square Cultural District, the WSCD proposes to hire a consultant contracted as a “Community Engagement Specialist” to primarily conduct the Community Engagement and Evaluation components of the WSCD activities. Secondly, the Community Engagement Specialist will support WSCD Events and Initiatives.

This is someone who has strong computer graphics knowledge and is experienced with developing online content, forms, and databases. They must also possess strong writing skills. The ideal candidate has a background in the arts, administration, or business management and is passionate about the arts and building community.

- Online presence:
 - Website
 - Arts Calendar: a central location for residents and visitors to find out “what to do” in Watertown, e.g., [ArtsBoston Calendar](#).
 - Facebook
 - Instagram
 - Email newsletter (quarterly? Monthly? As needed?)
 - Monitor email account
 - Respond to email inquiries
 - Distribute email inquiries to appropriate CDP channels
- Promotional materials:
 - Write and distribute press releases for WSCD events and initiatives
 - Develop online and print graphics for events, including flyers, posters, and banners
 - Develop an annual ad campaign
 - Coordinate PSAs and interviews with news outlets
 - Video
 - Radio

Two-year plan

Year One

1. Host first executive board election
2. Commence monthly meetings
3. Collect baseline survey results
 - a. Create baseline report
4. Develop district branding
 - a. Develop compelling messaging (i.e. “Bridging cultures”)
5. Develop online resources
 - a. Website and social media
 - b. Arts Calendar with strong user interface
 - c. Begin email newsletter
6. Develop Community Engagement Specialist consultant description
 - a. Post opening and select consultant
7. Develop system for event and initiative support
8. Implement district gateway signage

Year Two

1. Develop annual advertising campaign
2. Refine online presence
3. Develop graphics
4. Support events
5. Develop new and support existing initiatives
6. Collect annual survey results
 - a. Create annual report

Learn More

City Website

Cultural District Planning: <https://www.watertown-ma.gov/1176/Cultural-District-Planning>

Scan the QR code to visit the city website.



Thank you

Thank you to all who contributed their time and expertise to the planning process:

Jason Sohigian
Nicole Gardner
Steve Magoon
Darren Farrington
Julie-Anne Whitney
Angelica Potter
Arto Vaun
Dawn Scaltreto
Connie Henry
Kristen Kenny
Doug Orifice
Andrea Santopietro
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Mishy Lesser
Jennifer Wolfrum
Lydia McCoy
Sheri Kennedy
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Barbara Epstein
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Kristen Kenny
David Knoerr
Erin Webb

Mapping Subcommittee

Seth Deitch
Monica Fairbairn
Susan B. Jones
Carole Katz
Sally Young



Exhibit A

Annual Survey for Organizations and Businesses: How has the Watertown Square Cultural District impacted you?

My business or organization is: For profit, nonprofit, unincorporated, unsure

What type of work do you do? Arts and Culture, Food, Other

My business or organization is located: Inside the Watertown Square Cultural District, Outside the Watertown Square Cultural District (but still in Watertown), Outside of Watertown but doing business/serving Watertown

How many years has your business or organization been doing work in Watertown?

How many paid positions does your business or organization have?

How many paid positions has your business or organization added in the past year?

How many paid positions has your business or organization lost in the past year?

How many paid position vacancies did you have at the close of this year?

How many volunteers have you enlisted in the past year (please include unpaid interns in this category)?

How many volunteer vacancies did you have at the close of this year?

How many arts and culture activities (events or services) did you host this year?

How many new arts and cultural activities (events or services) did you add in the past year?

How many new arts and culture activities (events or services) did you lose in the past year?

How many artists have been directly engaged in your programs this year (leading workshops, participating in exhibitions, etc.)?

How many Watertown artists have been directly engaged in your programs this year?

How many people engaged with your business or organization this year?

How many people who engaged in your business or organization were from Watertown this year?

If you have a website, can you share the number of website visits logged this year?

If you have social media accounts, can you share the number of social media subscribers you have across platforms?

Do you use social media or other online advertising?

Do you use other advertising methods?

Is there any other data relevant to the Watertown Square Cultural District you would like to share?

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 14, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to accept the Committee on Education and School System Matters Report.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 14, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve the Committee on Education and School System Matters Action Items to reappoint Jen Nicholson, Robert Romano, and Elaine Mello to the Watertown Cable Access Corporation's Board of Directors with terms expiring on September 15, 2026:



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

Report of the Committee on Education and School System Matters October 10, 2023

The Committee convened on Tuesday October 10th at 5:15 pm in the City Council Office. Present were Emily Izzo, chair; Nicole Gardner, vice chair; and John Airasian, secretary. The purpose of the meeting was to conduct three interviews for reappointment to the Watertown Cable Access Corporation.

The meeting was called to order and the first candidate interviewed was Jen Nicholson. Mrs. Nicholson explained that it was a very exciting time to be on the board as there was an influx of new talent. In addition to being a voice for the schools, she has learned a lot on the technical side of things which has been enjoyable. Mrs. Nicholson serves on the Bylaws and Organizational subcommittee which is charged with reviewing bylaws, policies and employee handbook. She closed by stating there is a great variety of perspectives and an active group who truly care for the WCA-TV and its ability to thrive.

Action Item: Councilor Gardner made a motion, seconded by Councilor Airasian, to recommend that the City Council confirm the reappointment of Jen Nicholson on the Watertown Cable Access Corporation with a term expiring September 15, 2026.
The motion passed 3-0

The second interview was with Robert Romano. Mr. Romano began by showing appreciation for the job that the Executive Director has done in a difficult period. He explained that the current group working on the board have been supportive through an arduous move and financial situation, but they all understand the importance WCA-TV brings to the community and committed to seeing it through. He feels the board as constituted works very well with the ED and her staff.

Action Item: Councilor Gardner made a motion, seconded by Councilor Airasian, to recommend that the City Council confirm the reappointment of Robert Romano on the Watertown Cable Access Corporation with a term expiring September 15, 2026.
The motion passed 3-0

The final interview was with Elaine Mello. Ms. Mello explained that the best part of being on the board was the ability to use the knowledge she has from her experience, specifically in the construction of studios. She mentioned the current construction of the studio has been difficult to manage. Ms. Mello is looking forward to being able to sustain for the future via grants and membership.

Action Item: Councilor Gardner made a motion, seconded by Councilor Airasian, to recommend that the City Council confirm the reappointment of Elaine Mello on the Watertown Cable Access Corporation with a term expiring September 15, 2026.

The motion passed 3-0

Councilor Gardner made a motion to adjourn which was seconded by Councilor Airasian and passed 3-0 at 5:55pm.

Minutes prepared by John Airasian

ELECTED OFFICIALS

Emily Izzo,
Chair

Nicole Gardner,
Vice Chair

John M. Airasian,
Secretary

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 14, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to approve the Committee on Parks and Recreation Report.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 14, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	_____	___X___	_____
CAROLINE BAYS	___X___	_____	_____
LISA J. FELTNER	___X___	_____	_____
JOHN G. GANNON	___X___	_____	_____
NICOLE GARDNER	___X___	_____	_____
EMILY IZZO	___X___	_____	_____
ANTHONY PALOMBA	_____	___X___	_____
VINCENT J. PICCIRILLI JR.	___X___	_____	_____
MARK S. SIDERIS, COUNCIL PRESIDENT	___X___	_____	_____

Motion to approve the Committee on Parks and Recreation Action Item to pause and reevaluate the design on Casey Park.



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

Committee on Parks and Recreation

Councilor Palomba, Chair, Councilor Feltner, Vice Chair, Councilor Bays, Secretary

Committee Report

November 14, 2023

The Committee convened on September 28, 2023 at 5:00 pm with remote participation. Present were Councilors Anthony Palomba, chair, Lisa Feltner, vice-chair, Caroline Bays, secretary, John Airasian, Vinnie Piccirilli, and Council President Mark Sideris. Also present were School Committee member David Stokes, City employees Steve Magoon, Assistant City Manager and the Director of the Department of Community Development and Planning, Greg St. Louis, Superintendent of Public Works, Peter Centola, Director of the Department of Recreation, as well as architects from CDM Smith Scott Landgren and Glenn Howard, and residents Elodia Thomas, Bill Furtado, Peter Schwartz, Annette Farrell, Greg Salvucci, Dawn Duff, and Dennis Duff.

Councilor Palomba called the meeting to order at 5:04 pm

Signage

Steve presented the proposed signs that will be posted on all parks. Councilor Feltner proposed adding a QR code that will take people to the City's website. Councilor Bays suggested minor wording changes. We agreed that the park name would be on a different sign. Elodia Thomas read her version of the park sign ([see attachment](#)). She said signage should be simple and positive and, given the issues in Casey Park, that loud and inappropriate language should be noted as inappropriate. After discussion we agreed to keep the language with the minor amendments from Councilor Bays, the inclusion of a QR code, and the addition of Be Safe, Have Fun at the bottom ([see attachment](#)). After a brief discussion we decided to include the city seal.

Councilor Feltner made a motion that we accept the sign with the recommended revisions, Councilor Bays seconded and the motion passed 3-0. Note: Attached please find the revised sign that was developed by the Administration following the Committee meeting.

Casey Park

Glenn Howard went through some of the changes to the park. This is Phase 2 for Casey Park renovations which was proposed in 2017 and included primarily additions and improvement to

the ballpark, which is the official field for Little League baseball. The changes were the addition of prefabricate dugouts, a batting tunnel, a new backstop, bleachers, and a renovated lightening system. There were also plans to repave of the 4-square play area behind the backstop. The only changes since this the plan was originally presented were resurfacing the playground, gate improvements around the basketball courts, and adding a restroom/storage space near the bleachers

.

There were only a few comments about the renovations that the Committee was charged to review. Resident Elodia Thomas expressed concern about the placement of the batting cage and its proximity to houses. Mr. Duff thought the bathroom/storage facility should be relocated to a more central location accessible by patrons throughout the park. Ms. Thomas and other residents also felt the bathroom should be relocated. Superintendent St. Louis said the necessary water and sewage infrastructure could be done if necessary. Council President Sideris also had concerns about the proposed bathroom. He wanted to know who would be responsible for maintaining it and suggested that patrons use Parker School as an alternative

The President of Watertown Baseball, Mr. Furtado, said they have been waiting for these improvements for a long time and they need these repairs both for the coaches, players and parents. Councilor Airasian also said that as a parent of three baseball players, he feels improvements to the baseball field are needed.

A good portion of the meeting, and the Committee Chair took responsibility for this, focused on the other side of the park, particularly the hockey rink, which was not on the agenda. There were no renovations in the 2017 plan for changes to this portion of the park other than the resurfacing of the playground and the replacing the portable toilets with a permanent bathroom and storage area.

The comments below reflect the focus on the noise from the hockey rink, patrons' behavior, and who is allowed to use the rink.

1) Annette Farrell from Union Street expressed concern about the changes that were made during the 2015 renovation which have resulted in loud noise from the hockey rink including abusive and disrespectful language from the players.

2) Ms. Thomas felt Watertown youth can't use the facility because it is rented to outside groups. She is concerned about the noise residents are enduring from the rink. She felt the park should be built for our residents and ensure their happiness.

3) Peter Schwarz from Union Street (see attached letter signed by Mr. Schwartz, Annette Farrell, and Shelby Farrell) expressed distress at the negative impact the changes to the park have made on his family's life including loud noise from the hockey rink and disrespectful and aggressive players.

4) Dennis Duff (see attachment) suggested removing the rink, which is used by out of town people, and thereby creating more open space.

5) Councilor Piccirilli also expressed concerned about the rink noise, the bathroom, as well as why adults are on our facilities. He also wanted to know why, given the bad behavior, we continue to rent to people abusing the facility and disturbing the neighbors.

In response to the concern about adults using the hockey rink, Mr. Centola explained that the only time an adult league uses the rink is on Wednesdays but acknowledged there are adults who use the rink without a permit despite a permit being required. He acknowledged the City needs to do a better job of enforcing permit requirements and addressing adult intrusive behavior.

Pursuing the concern about adult behavior, Councilor Bays asked why rude and disorderly people were not kicked out. Mr. Centola said he is happy to come down and talk to people anytime but he hasn't received calls. Councilor Bays also asked what could be done to dampening the noise from the hockey rink. Mr. Howard said that the original design did not call for this, unlike the design for the rink at Moxley Park. However the City could look into retrofitting the existing rink with sound dampening board.

Mr. Centola concluded this portion of the meeting by saying that the park is used and designed for children. He will look at addressing the issues residents have complained about and ensuring the changes will have minimal impact on residents.

A Comprehensive Look.

Council President Sideris suggested that no further action be taken at this time and that we should take a more comprehensive look at the design. Councilor Piccirilli agreed with this sentiment as did Councilor Feltner who thought a pause was necessary since there are too many complaints and no community consensus.

Councilor Palomba felt that there is some work that can be done. He felt that the issues with the rest of the park shouldn't prevent us from addressing the baseball field and moving forward with the batting cages, the dugouts, the bleachers, upgrading the lighting, and repaving the four-square play area.

Councilor Bays felt that given the scope of the problems we should not approach the park improvements in a piecemeal manner especially since it could be years before we get around to addressing the other issues at the park.

Councilor Feltner made the following motion, which was seconded by Councilor Bays:

ACTION ITEM

Committee on Parks and Recreation recommends that the full City Council ask the Administration to take a pause and reevaluate the design for Casey Park and its use

The motion passed 2 in favor and 1 opposed with Councilor Palomba voting no.

With a unanimous vote the meeting adjourned at 7:13 pm.

ELECTED OFFICIALS

Anthony Palomba,
Chair

Lisa Feltner,
Vice Chair

Caroline Bays,
Secretary



City of Watertown

Welcome to Our Park

While enjoying the amenities, please be respectful
of the recreational facility and the neighbors.

Park Rules:

- ◆ Parks are open 8:00 am to dusk. If artificially lit, parks close at 10:00 pm.
- ◆ Please carry out what you carry in or find an appropriate receptacle for your trash.
- ◆ No dogs are allowed on fields, courts, or playgrounds unless they are on pathways or in designated dog parks.
- ◆ Loud or inappropriate language or music is not permitted. Groups must have prior approval from the Department of Recreation for amplified sound.
- ◆ All use of recreational facilities by groups is by permit only.
Contact the Recreation Department, 617-972-6494

Be Safe. Have Fun.

QR

Welcome to Victory Field

Please be considerate of your neighbors: amplified music, public disturbances, smoking/vaping, and the consumption of alcohol are prohibited.

Please carry out what you carry in and help keep our park trash free.

Leashed dogs are only allowed on the sidewalk and roadway.

Park Hours: 8:00 am to 10:00 pm

Please call 311 with any questions or concerns.

Play Smart - Be Safe - Have Fun!

City of Watertown
Welcome to Our Park

While enjoying the amenities, please be respectful of the recreational facilities and the neighbors.

Park Rules

- Parks are open 8:00 am to dusk. If artificially lit, parks close at 10:00 pm.
- Please carry out what you carry in or find an appropriate receptacle for your trash.
- No dogs are allowed on fields, courts, or playgrounds unless they are on pathways or in designated dog parks.
- Loud or inappropriate language or music is not permitted. Groups must have prior approval from the Department of Recreation for amplified sound.
- All use of recreational facilities by groups is by permit only. Contact the Department of Recreation at 617-972-6494.

(QR code)

Be Safe - Have Fun!

CASEY PARK Phase 2 Committee Meeting, Thursday September 28, 2023

Sorry this is so long, but because issues have not been dealt with in a timely manner, they have to be reiterated to understand the big picture situation.

Introduction:

The hockey rink in Casey Park was forced into a residential corner, feet from our homes, changing the zoning of what was once all low-impact tennis courts to the high-impact hockey arena with loud and inappropriate noise, parking and safety issues. We need park signage, noise remediation, more frequent police presence, a reduction in the lighting hours to 9pm — not more development for more competitive sports instead of a peaceful, beautiful green space for all — especially our community — which Casey Park is no longer.

The hockey rink at Casey was never finished being built from 9 years ago, has never had the noise insulation installed or had the outer panels put on, or had the safety netting put on correctly. The new Moxley rink was built with these upgrades from day one, the way I have asked the town multiple times to fix the Casey rink due to the noise which exceeds the EPA and town's own noise regulations. I have recorded between 92 and 97dB for the booming pucks hitting wood and banging reverb of pucks hitting metal. When the puck/biscuit hits the single inner layer backboard a few feet from my property line, it makes a noise close to an M-80 with the accompanying reverberation repetitively echoing off the back of my house.

During a meeting at Casey Park, the aggressive hockey players that day began purposely aiming and shooting the pucks at us, including Peter Centola and Lisa Feltner, making loud acoustic bangs with the pucks hitting inches from our heads. We were standing where the Women's Bathroom was planned on going, again near our homes. Hopefully I have convinced the Committee that the bathroom should not go near the hockey rink because of inappropriate behavior leading to privacy and safety issues. These rinks should go into a dedicated skate park away from homes because of the nature of the sport.

Casey Park hockey rink was also built incorrectly, the rink has never held water to make ice in the winter, though the town has tried many times. There have never been signs displaying the hours and rules. Boomboxes are used almost daily, along with fights, injuries, flying pucks with glass and shingle damage. People begin using the park at around 6-7am and sometimes the party doesn't end until 11:30 pm after some games. It was eight years of pucks flying into my yard almost daily until I could convince the town to finally put up another one piece netting a few weeks ago (instead of two lateral pieces that funneled the puck directly into our yard). I'm not sure why it took that many years of asking, emailing, phoning and letters to the Committee and Parks Dept. The difference between the way we have been treated at Casey versus the quick construction with noise abatement measures at Moxley is striking.

Despite our calls for noise abatement and signs, pickle ball courts were added to the tennis courts a few weeks ago as well, adding another layer of noise to the 8 abutting homes with small children and the many homes that can hear the noise in our Aldrich, Union, Capital streets neighborhood but do not know about these meetings. The most distressing aspect of this is the screamed swears when players miss a goal, a basket, or a point and the inappropriate lyrics that you can hear in my videos of the park. It has become ubiquitous. It is loud, angry and stressful, and has become persistent and daily.

"F" bombs, C bombs, MF bombs, P-bombs screamed when there are fights or injuries (documented in the audio). During an hour of hockey sometimes hundreds of times, next to a kid's playground and our homes with small children and the handicapped like my daughter who has autism, you can repeatedly hear "F*CK!" screamed in anger. Last Sunday September 24th at 8am was particularly noteworthy. I am told I should call the police, but that would be impossible because of the frequency it now happens, plus retribution which has happened in the past against me for speaking out.

The able-bodied players use the handicapped parking space and ramp to park in because of the very limited parking situation. Police do not patrol or give tickets when called so there has been no deterrent to using these handicapped spaces. To his credit, Peter Centola did see this during the Casey Park meeting and asked the hockey players if they could move their cars. This is what started the angry attack on our group, including Peter and Lisa Feltner. I believe she was the only City Commissioner there that day and I hope she can explain what happened. This type of behavior

is not uncommon (though not all are disrespectful of others). Leagues are at the top of the list of those who do not care who they bother with bad behavior. Scheduling eight or ten teams in a league (ex: June 18, 2023) into a space built for two teams makes our lives unbearably loud, having garbage and things like vapes tossed into our yards. These seem to be people outside of Watertown, scheduling and paying the Parks Department for rink time at citizen's expense.

Please stop overdeveloping Casey Park. We, the abutters are asking that another batting tunnel or dugouts not be installed at this location which would cover the hopscotch pad and that little open green space that is used by girls and small children. Replacing the benches and small bleacher seating unit for baseball/softball would be fine if parents who are now using blankets and beach chairs require this, but we want green space as well for people who are not into competitive sports. Women and girls in particular are now told that if we want to use the parks, we need to join these (men's) sports teams. Please leave space for walking in the grass, picnicking, sunning, kite flying, sledding, flowers, trees, NOISE BUFFERS, because Casey Park was built in a pond basin which carries noise from one end of the park to the other, with echoes.

I have uploaded a number of recent video/audio to YouTube that highlights the loud noise and disruption that we deal with in our backyard. The bangs, clangs and booms from the pucks hitting metal and wood, the heavy doors which are not noise-insulated, the players kicking and hitting the wood panels over and over with their sticks and skates, and the excessive swearing needs to be addressed and I am begging for relief from this Commission.

When I grew up here as a child, I had direct access to the park from our yard. There were more tennis courts where the hockey rink is now, and the full area which was one big space with no fencing, just a small rounded bump-up at the edges, was flooded and made into an ice skating "pond". Girls in the winter were given half the area to ice skate and the other half for boys to play hockey, sharing respectfully. Now there is no space for girls skating, hockey has become too aggressive and dangerous to share a space, and the hopscotch pad, which could be a colorful and unique space for our communities' kids including a sensory park for our autism community, is being taken away again with no space earmarked for women and girls to replace the ones taken away.

Conclusion:

Take the money earmarked for this new expansion, that would increase noise in an already overdeveloped and overused park, and use it for putting up signs to inform about the City Park rules, into finishing the exterior hockey rink walls with the noise insulation (done at Moxley) covered by noise-reduction outer panels that was never finished. Insulate the rink doors so they do not slam! every time they are opened and closed (hundreds of times a day). Put up padding behind the backboards (*see footnotes) and padding on the metal poles (*see footnotes), landscape the back portion of the rink with a wall of tall pine bushes that abuts our homes which would remediate noise and also beautify. There should also be noise buffers within the park because of the pond basin amplification of noise.

My understanding is that the public bathroom will be moved to the corner of the basketball court closer to Watertown St if the Port-a-Johns which have worked fine in the past are replaced with this expensive option. The hopscotch pad is used by kids despite being neglected by the town, it should be updated and maintained. We have other batting tunnels in town, we do not need another one here in our small park. I can think of other parks which have lots more room, parking and no residential abutters where this would be more appropriate.

Our community would like volleyball netting and open space, but keep sledding in the winter. Also please consider closing the parks at 9pm instead of 10pm, the same as Moxley Park has already done, with the Dark Skies compliant lighting. With increased population usage Casey Park has become too loud late into the nights. Play these videos on a loop from 8am to 10pm everyday in the background of your life and see what kind of impact a badly zoned area makes to your family and neighbors.

Please calibrate your audio to my voice to match the Real Life level of noise, my cell phone mutes the audio so you have to turn it up; when you hear the puck hit the backboard, it should be at the 95dB range (recorded from my deck). Appreciated.

<https://www.youtube.com/watch?v=3sKTIT1rSXc> Sat. June 18, 20203 (not May) later in the day

<https://www.youtube.com/shorts/0oX2AgxTJrI>

<https://www.youtube.com/watch?v=Cx9iDlmAtgs>

<https://www.youtube.com/watch?v=DwkOJp9j0NY>

My YouTube channel with 10 currently uploaded videos: <https://www.youtube.com/@SqueakyWheel-hj2rb>

I implore you to turn up your volume and bass to hear the shock wave after the booms, to listen to the excessive swearing in the audio and honestly ask if you'd want this in your backyard every day for your daughter to listen to, your children to grow up with, these inappropriately screamed swears invading your every day, night and holiday even with the windows closed, and people climbing your fence and walking around your property to shag their balls that fly into your yard. It would be great if the town replaced the ugly chain link fence and black plastic tarp they put in my yard with a nice, tall, unclimbable, privacy wood fence.

Please do not approve the short-sighted and exclusionary Phase 2 plans for Casey Park as written before finishing the work that needs to be done — to make it a livable and beautiful park for all well into the future.

Annette Farrell

annetteafarr@gmail.com

Hello City Councilors,

I have owned 68 Aldrich Road for over 40 years!
For many years the park was peaceful and pleasant.

I just want to speak again to the unwarranted noise and poor behavior by out-of-town hooligans playing in the street hockey rink as being unacceptable, and why are we catering to out-of-town groups anyway?? Parks should be preserved for Local residents!

My suggestion for the best way to remedy this situation is to allow the street hockey for Watertown residents only; therefore REMOVE the street hockey rink at Casey Park, while allowing street hockey to continue at Moxley Field new hockey rink..,

The Casey Park should be used for Green Open Space !!!
And not for dogs either !!! Many dog owners bring their dogs to the street hockey rink when not in use and the dogs are inside the rink.
They allow the dogs to run unleashed inside the rink!!

The bathroom location suggested by the recreation dept, will be very poorly located. It should be centrally located within the park.
A handicapped person using park facilities and coming from the former Parker school (end of the park) will have an extremely long and difficult journey to reach the facilities.

Please put these comments into your meeting tonight.
I will be on Zoom.

Thank you very much, Dennis J. Duff

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 14, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to accept the Committee Rules & Ordinances and Committee on Public Works Report and its Action Items.



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

Committee on Public Works

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

Committee on Rules and Ordinances

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

Committee Report

November 14, 2023

The meeting took place on Monday, September 25 at 6:30 PM in the City Council Chambers on the second floor of City Hall. It was a hybrid meeting which allowed for the public to join via Zoom. It was also being recorded by Cable Access TV. The public was able to submit comments by email to apalomba@watertown-ma.gov.

Those attending included all the members of the Committee on Public Works and the Committee on Rules and Ordinances (see above) as well as City Council President Sideris and Councilor Gardner. Also attending were Steve Magoon, Assistant City Manager and Director of the Department of Community Development and Planning, Michael Albano, Zoning Code Enforcement Officer, and Andy Campagna from the Bicycle Pedestrian Committee. Joining on Zoom were Greg St. Louis, Superintendent of the Department of Public Works, Dean Martino, Susan Flint from Watertown for All Ages, Joan Gumbleton, and Cindy Wentz.

PLEASE NOTE: The meeting lasted nearly 3 hours and 30 minutes. The minutes represent an effort to report on key discussions and decisions. Please visit

<http://vodwcatv.org/CablecastPublicSite/show/2772?site=3> to view the full recording of the meeting.

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

Councilor Piccirilli asked that the Committees refer to the Sidewalk Snow Shoveling Exemptions – Regulations for Watertown Ordinance draft dated 12/13/22 from the Administration (see the attachment). It should be noted that the Exemptions are appearing in the Regulations and not in the Ordinance because it allows for changes to be made based on new information without amending the Ordinance.

There are two major reasons for allowing an exemption –

- 1) The applicant must be over 65 years of age or have a disability
AND
- 2) be income eligible.

In addition “all members of the household or residential structure must qualify”.

(Please see the draft for specifics about income limits and proof of disability.)

There was also an exemption that the City Manager or designee could make for unusual or extenuating circumstances, such as corner lot where snow has been piled.

In response to a question about what exemptions other communities have in their snow shoveling ordinances, Mr. Magoon noted that Belmont only allows an exemption if the owner is going to be

absent for more than five days and that Newton does allow for exemptions based on hardship and health and based on financial or religious circumstances.

Discussion Among Members of the Committees

There was little discussion regarding the issue of age or disability, but significant discussion regarding the income requirement and the requirement that all members of the household or residential structure must also be over 65 years of age or have a disability AND be income eligible.

Regarding the income limits, there was a suggestion that an owner who is renting apartments may not be eligible for an exemption because they are running a business and therefore might not meet the income requirements. However it was pointed out that even if this is so the expenses of running a business may exceed the rental income and thus the owner may still qualify. It was suggested that the income limits be a combination of income and assets which is what the Assessor uses when determine if a senior qualifies for a tax exemption. Finally, there was the question of how “income” is calculated by HUD – is it total income or adjusted income. This discussion did not result in any changes to the draft Regulations.

There was more discussion regarding the requirement that all members of the household qualify for an exemption. During the discussion we learned that tenants are not responsible for shoveling any area rather it is the owner who is responsible, by state law, to clear the path between the house and the sidewalk and the driveway. The Ordinance would now make the owner also responsible for clearing the sidewalk in front of their property. We also learned that a personal care attendant cannot be considered a member of a household as they are usually an employee of an agency. In addition it was clarified that a condo association would be responsible for shoveling and would not be exempt and the association would be ticketed if the sidewalk was not cleared.

A key issue was whether anyone in the household, who does not qualify for the exemption, could be responsible for shoveling the sidewalk. For example, if a son or daughter is living with their mother who owns the property and who is 65 years of age or has a disability and meets the income limits, then there would be no exemption, since not everyone in the household qualifies.

Related was the concern of what is meant by “residential structure”. If a father and mother live on the first floor of a two family house and their daughter and her family live on the second floor, but do not pay rent, can the house be exempt. In such a situation, which is not usual, the property would not be exempt since the Regulations reads “All members of the household or residential structure must be qualified.” (Note: While there is a definition in the Ordinance for “small residential property”, there is no definition for “household” or “residential structure”.)

Eventually, Councilor Feltner made a motion to strike the words “or residential structure” from 1D which was seconded by Councilor Palomba. Following additional discussion and a statement by Councilor Gannon that his ultimate goal throughout the process is to make Watertown a more walkable city and that exemptions should not be given easily, the motion passed 4 in favor and 1 opposed, with Councilor Gannon voting against the motion.

The members of the Committees agreed to three additional changes to the Regulations.

- 1) Under Application – #4 the Committees agreed to add the Commission on Disabilities, the Watertown Police Department, and the Department of Public Works.
- 2) Under Application – #3 the Committees agreed to add the words “to be appointed by the Manager” at the end of the first sentence.
- 3) Under Application – #5 The Committees agreed to add the words “to household receiving an exemption” after the word, “assistance”.

Councilors Feltner and Gardner raised a concern about the narrowness of #2 under Application as it could be read to imply that applications can only be made in September and October and did not take into account a variety of possibilities such as someone became disabled after those dates. It was decided that the Administration could address these and other similar situations and that the intention was to get as many applications as possible submitted so a list of exempt properties could be developed and ready to be distributed to the departments listed above. It was noted that resident Cindy Wentz agreed with Councilors Gardner and Councilor Feltner that #2 was not clear and would be interpreted to mean applications were only accepted in September and October.

The discussion on the exemptions concluded and the Committees moved on to a number of specific questions that had been brought up at an earlier meeting.

1) The first question was addressed to the Administration regarding how exemptions would be managed, particularly where there is an exemption on a sidewalk that has a high volume of users or is on a busy road. Mr. Magoon spoke about the volunteer program through the Recreation Department and Senior Services, but noted that there are more requests for help than there are students to help. Another suggestion was to pay students but upon discussion with the Recreation Department it was determined that there are not a lot of students willing to work in the winter months during school. There was also consideration of hiring snow removal crews. However at this time the Administration has not approved spending money to shovel the walks of exempt properties, in part because there is no data yet on how many exemptions there will be. Continued discussion included the following suggestions:

- a) Estimate the cost of hiring crews based on the square footage that would need to be shoveled and the number of anticipated exempt properties.

- b) Appeal to neighbors to help those whose properties are exempt and possibly creating a “Help Your Neighbor” campaign.
- c) Call on the many civic groups in the City to have their members be responsible for a certain number of exempt properties.

Mr. Magoon offered that he would speak with the Administration and others and come up with a one-page statement about the approach that will be followed to address this particular problem and share it with the Committees.

2) The next question was about enforcement. After a discussion with the Committee members and Mr. Magoon there was consensus that:

- a) There should be a robust awareness/education campaign about the new Ordinance using the City’s social media platforms, the web pages of individual departments, and the outreach capacities of civic groups – Watertown Business Coalition, Watertown Community Foundation, etc.
- b) The City does not have the resources to actively look for those individuals who do not comply with the Ordinance and that enforcement will continue to be compliant driven.
- c) That the City’s main goal on all code-related issues is compliance not punishment.
- d) That it is possible to go through the first winter only issuing warnings except for those individuals who are continually in violation of the Ordinance.
- e) That the City, depending on the availability of staff, would re-inspect properties that have been issued a warning and if the walk has not been shoveled they would issue a ticket.
- f) Enforcement personnel hope to have hand-held devices that would produce the ticket at the location and would flag a property that has already been warned or ticketed. Presently this is not possible.
- g) The Administration will develop a one-page statement about how enforcement would work during the first year the Ordinance and share it with the Committees.

3) The next issue had to do with the shoveling of sidewalks abutting city property. We received a list of all bus stops and crosswalks cleared by the Department of Public Works as well as a list of school sidewalk routes that are cleared (see the attached lists and related memo from Superintendent St. Louis). Councilor Piccirilli noted that there are a significant number of sidewalks abutting city properties and asked how these walks would be cleared and what department would be responsible for doing it. He also was concerned about snow plow operators leaving large piles of snow on the corners and crosswalks of intersections. Superintendent St. Louis said that DPW does shovel the walks abiding city property but may not do it until a day or two after the snowfall. He also stated that if DPW was to shovel all the walks abiding City properties in the 24-hour period required by the Ordinance it would require more personnel and additional financial resources.

4) There was a discussion of properties that do not naturally abut a resident’s property (for example on Arsenal Street near Toyota), that are under the control of DCR (for example on Wheeler Street), and that are simply not tended to by DPW (for example on Cozy Street). The Committee agreed to request that DPW create memo that includes a complete inventory of all city-owned streets, state properties, and special situation such as the Arsenal Street example (above), prioritize the inventory based on factors such as level of use, offer a strategy of how to clear those priorities, and include an estimate of what resources would be needed to do so. There were two additional requests to this memo:

- a) Clarify and update two lists of sidewalks that DPW says are plowed – “Bus Stops and Crosswalks to be Cleared” and “School Sidewalk Routes”, and
- b) Address the problem of snow plow operators plowing corners of intersection in such a way that result with high piles of snow at the crosswalk and the corner of the intersection.

5) Councilor Gannon identified a mistake in the Ordinance in E under Section 96.99 Penalty such that 35.05 should read “36.06 of the code”.

6) Regarding a concern raised at the last meeting, it was stated that the opinion of the City’s attorney was that the word “anyone” that appears in Section 96.99(C) under Section 96.99 Penalty in the Ordinance does not need to be changed to “abutting property owner” (see the attached memo from KP Law).

Discussions of Motions

The Committees turned their attention to possible motions. The following motion was put forth by Councilor Feltner and was seconded by Councilor Gannon.

Three Part Motion/ACTION ITEM

- a) The Committees ask the Administration to have KP Law review the final draft of the proposed Ordinance.**
- b) The Committees ask the Council President to bring the proposed Ordinance forward for a first reading after the KP Law review.**
- c) The Committees ask the City Council to endorse the Regulations to the Ordinance.**

However before the vote on the Motion, we heard from resident Dean Martino who asked if he would be liable if someone was injured on the his sidewalk since he will now be responsible for shoveling it and could be ticketed if he does not. He was assured that he would not be liable. The liability rests with the property owner and the property under the sidewalk belongs to the City. He was also informed that he is responsible for clearing his sidewalk more than once if necessary within the 24-hour period and that he is not responsible for any damage to the sidewalk from salt he might use. Mr. Martino also asked whether students could fulfill their community service requirements by being part of the Recreation Department and Senior Services program that matches students with residents who need their sidewalks shoveled. He was told that this does happen. Finally, he pointed to the sidewalk on Main Street in front of Saltonstall Park that is not shoveled regularly.

The Committees also heard from Andy Campagna who was concerned about the probability that snow will not be removed from many of the exempt properties and that we need to manage our expectations and be prepared to address this problem. He further suggested that if the Committees are going to review the implementation of the Ordinance after the first year that the decision should be formalized. He was assured that a motion regarding revisiting the Ordinance will be presented tonight.

The Committees then voted in favor of the three-part Motion 5 – 0.

Councilor Feltner made a motion that was seconded by Councilor Palomba.

Motion/ACTION ITEM

The Committee on Public Works and the Committee on Rules and Ordinances shall review the data after the first winter but prior to May 30 to evaluate the results of the program and propose possible changes to the Ordinance and the Regulations.

Prior to voting on the motion there was a recommendation to include a date by when the data will be available and what data specifically should be required. The Committees agreed to add “but prior to

May 30” to the motion (see above). The Committees also felt confident that the Mr. Magoon understood the type of data that the Committees would need in order to properly evaluate the program.

The Motion passed 5 – 0.

Councilor Palomba made a motion that was seconded by Councilor Airasian.

Motion/ACTION ITEM

The Committees agreed to refer to the Committee on Public Works a discussion of the how the clearing of sidewalks abutting municipal and state own properties, as well as sidewalks in unusual situations, will be addressed; and a discussion of snow plowing at the corners of intersections.

The Motion passed 5 – 0.

Councilor Palomba made a motion to adjourn which was seconded by Councilor Gannon and was passed 5 – 0. The meeting adjourned at 9:53 PM.

The Minutes were prepared by Council Palomba

Sidewalk Snow Shoveling Exemptions

DRAFT: 12-13-22

Regulations for Watertown Ordinance, SUBCHAPTER II Snow and Ice Removal

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

Exemptions

1. The Watertown City Manager or designee (probably should name a designee) may exempt certain property owners who reside at an address within Watertown from the requirements of § 96.26 Removal of snow and ice on sidewalks by abutting property owners for one or more of the following reasons.
 - a. reasons of physical and financial limitations that prevent them from clearing snow from abutting sidewalks.
 - i. Applicants must be over the age of 65
OR have a disability
 - ii. AND be income eligible
 - b. Income limits are set at 50% of median household income as determined by HUD and updated from time to time. Acceptable proof of income includes a copy of SNAP EBT card, MassHealth Card, fuel assistance authorization, Watertown property tax exemption, or other income limited program, or your most recent tax return showing gross household income.
 - c. Proof of disability that would prevent snow removal activities includes information from a doctor or other health care provider, or SSDI documentation.
 - d. All members of the household or residential structure, must be qualified.
2. The City Manager or designee may also exempt property owners and properties from the requirements of § 96.26 for other unusual or extenuating circumstances including physical constraints of the specific property that make it unreasonably difficult to clear snow or for temporary circumstances that impact a property. This is for unique circumstances that are not found in other locations in the City.

Application

1. Application for Exemption is available online or from the Council on Aging. Call 617 972-6490.
2. Application can be made in the months of September and October of each year.
3. A denied application can be appealed to a Hearing Officer. A decision of the Hearing Officer is final.
4. Certified exemptions will be kept at the Council on Aging and the Zoning Office for enforcement.
5. The Recreation Department may be able to provide shoveling assistance, which is arranged on a first come first served basis.

HUD Income Limits 2021

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

WATERTOWN DEPARTMENT OF PUBLIC WORKS
BUS STOPS AND CROSSWALKS TO BE CLEARED

ARLINGTON STREET

203 ARLINGTON STREET	CROSSWALK
NICHOLS & COOLIDGE HILL ROAD	CROSSWALK
ARSENAL	CROSSWALK

ARSENAL STREET

MILLER'S ALE HOUSE	BUS STOP / CROSSWALK
AT SARRIS AUTOMOTIVE	CROSSWALK
HOME DEPOT	CROSSWALK
RESIDENT INN MARRIOTT	BUS STOP / CROSSWALK
ACROSS FROM FRIENDLIES	BUS STOP
ACROSS FROM WATERTOWN MALL	BUS STOP
WATERTOWN MALL	CROSSWALK
NEXT TO OMNI FOODS	BUS STOP
ARSENAL MALL FRONT ENTRANCE	CROSSWALK
WATERTOWN MALL REAR ENTRANCES	CROSSWALK & OPEN CORNERS
AUTO ZONE	CROSSWALK
440 ARSENAL STREET	BUS STOP / CROSSWALK
SCHOOL STREET AT ARSENAL STREET	BUS STOP / CROSSWALK
TOYOTA OF WATERTOWN	BUS STOP
LOUISE	CROSSWALK EACH SIDE
BEECHWOOD	BUS STOP / CROSSWALK
187 ARSENAL	CROSSWALK
N BEACON PARK	BUS STOP
160 ARSENAL STREET	BUS STOP
IRVING STREET	BUS STOP / CROSSWALK
EDISON PLANT	BUS STOP
TAYLOR STREET (FIRESTONE)	CROSSWALK
AT SQUARE	CROSSWALK

GALEN STREET

AT SQUARE	CROSSWALK
NONANTUM	CROSSWALK
WATERTOWN ST	CROSSWALK
97 GALEN ST	BUS STOP
MORSE ST	CROSSWALK
BOYD ST	EACH BUS STOP

WATERTOWN DEPARTMENT OF PUBLIC WORKS

BUS STOPS AND CROSSWALKS TO BE CLEARED

BELMONT STREET

NEAR DUFF ST	BUS STOP AT EACH SIDE
TOWNLY ROAD	CROSSWALK
SYCAMORE STREET	CROSSWALK
CIRCUIT LANE	CROSSWALK
ORCHARD AND WAVERLEY	CROSSWALK
ORCHARD AND CARROLL	4 CORNERS

MT AUBURN STREET

17 MT AUBURN	BUS STOP
TAYLOR STREET	CROSSWALK
SUMMER STREET	CROSSWALK AT BUS STOP
PATTEN STREET	BUS STOP - EACH SIDE
IRVING STREET	CROSSWALK
133 MT AUBURN STREET	BUS STOP / CROSSWALK
COMMON STREET	CROSSWALK
195 MT AUBURN STREET	BUS STOP / CROSSWALK
WALNUT STREET	BUS STOP / CROSSWALK
254 MT AUBURN STREET	BUS STOP
271 MT AUBURN STREET	BUS STOP - EACH SIDE
305 MT AUBURN STREET	BUS STOP - EACH SIDE
348 MT AUBURN STREET	CROSSWALK
361 MT AUBURN STREET	BUS STOP - EACH SIDE
WINTHROP	BUS STOP / CROSSWALK
SCHOOL STREET	CROSSWALK
465 MT AUBURN STREET	BUS STOP
EACH BRANCH LIBRARY	CROSS WALK
535 MT AUBURN STREET	BUS STOP / CROSSWALK
ELTON AVE	CROSSWALK
7-11 MARKET	BUS STOP
TOWN DINER	BUS STOP
BIGELOW AVE	CROSSWALK
ARLINGTON STREET	CROSSWALK
705 MT AUBURN STREET (TUFTS BLDG)	BUS STOP / CROSSWALK
781 MT ABURN STREET	BUS STOP / CROSSWALK
805 MT AUBURN STREET	BUS STOP
CAMBRIDGE LINE	BUS STOP / CROSSWALK

WATERTOWN DEPARTMENT OF PUBLIC WORKS

BUS STOPS AND CROSSWALKS TO BE CLEARED

WATERTOWN STREET

194 WATERTOWN STREET	BUS STOP - EACH SIDE
STOP & SHOP ENTRANCE	CROSSWALK
HYBERNIANS	BUS STOP - EACH SIDE
FIFTH AVE	CROSSWALK
65 WATERTOWN STREET	BUS STOP
50 WATERTOWN STREET	BUS STOP
AT BUS STOP SHELTER NEXT TO RIVER	BUS STOP

MAIN STREET

ACROSS FROM LONGFELLOW RD	BUS STOP
ACROSS FROM EDWARD RD	BUS STOP
683 MAIN STREET	BUS STOP / CROSSWALK
MAIN STREET AT EVANS	BUS STOP
625 MAIN STREET	CROSSWALK AT BUS STOP
590 MAIN STREET	CROSSWALK AT BUS STOP
POLICE STATION	BUS STOP / CROSSWALK
MAIN STREET AT PILGRIM ROAD	CROSSWALK
476 MAIN STREET	BUS STOP
MAIN STREET AT LEXINGTON STREET	4 CROSSWALKS
MAIN STREET AT DUNKIN DONUTS	BUS STOP
E.C. SHAW (FRENCH STREET)	BUS STOP
MAIN STREET & WAVERLEY AVE	4 CROSSWALKS / BUS STOP
MAIN STREET AT WHITES AVE	BUS STOP
ST PATS	2 CROSSWALKS / BUS STOP
TOWN HALL	BUS STOP / CROSSWALK
POST OFFICE	CROSSWALK
ACROSS FROM FIRE DEPARTMENT	BUS STOP
85 MAIN STREET	CROSSWALK
MAIN STREET & CHURCH STREET	CROSSWALK
MAIN STREET & PLEASANT STREET	BUS STOP / CROSSWALK
WATERTOWN SQUARE	ALL CROSSWALKS & BUS STOPS
MAIN STREET AT MT AUBURN STREET	CROSSWALK

NORTH BEACON STREET

ALFRED	CROSSWALK
IRVING STREET	CROSSWALK
BEECHWOOD	CROSSWALK
LOGAN FURNITURE	CROSSWALK

SCHOOL SIDEWALK ROUTES

<u>STREET</u>	<u>AREA TO BE DONE</u>	<u>DONE</u>
WESTMINSTER AVE	SCHOOL SIDE , MAIN ST TO BANCROFT ST	
BANCROFT ST	SCHOOL SIDE, WESTMINSTER AVE TO WAVERLEY AVE	
WAVERLEY AVE	ONE SIDE, ORCHARD ST TO MAIN ST	
ORCHARD ST	ONE SIDE, COMMON ST TO LEXINGTON ST	
WARREN ST	ONE SIDE, WAVERLEY AVE TO TOWN LINE	
COMMON ST	ONE SIDE, ORCHARD ST TO COLUMBIA ST	
COMMON ST	BOTH SIDES, COLUMBIA ST TO MT AUBURN ST	
CARROLL ST	SCHOOL SIDE, ORCHARD ST TO LOWELL AVE	
LOWELL AVE	SCHOOL SIDE, CARROLL ST TO GEORGE ST	
YORK AVE	PARK SIDE	
GEORGE ST	SCHOOL SIDE, ORCHARD ST TO WILSON AVE	
BOYLSTON ST	SCHOOL SIDE, MT AUBURN ST TO CONCORD RD	
CONCORD RD	SCHOOL SIDE SIDE, FULL LENGTH	
CHAUNCEY ST	SCHOOL SIDE, CONCORD RD TO HANCOCK ST	
HANCOCK ST	SCHOOL SIDE, FULL LENGTH	
WINTHROP ST	SCHOOL SIDE, FULL LENGTH	
MAIN ST	BOTH SIDES, WATERTOWN SQ TO WALTHAM LINE AND AROUND DELTA AND BRIDGE	
NORTH BEACON ST	PERKINS SCHOOL SIDE, WATERTOWN SQUARE TO BEECHWOOD AVE	
MT AUBURN ST	BOTH SIDES, WATERTOWN SQUARE TO CAMBRIDGE LINE	
GALEN ST	BOTH SIDES, WATERTOWN SQUARE TO NEWTON LINE	
WATERTOWN ST	ONE SIDE, GALEN ST TO NEWTON LINE	
	SALTONSTALL / LINEAR PARK	
	MERCHANTS ROW	
FILLIPELLO PARK	GROVE ST TO ARLINGTON ST	
SULLIVAN PARK	MT AUBURN ST TO END OF PARK	

[Watertown] Snow Shoveling Ordinance - draft regulations

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

Mon, Sep 25, 2023 at 11:02 AM

To: "Gannon, John" <jgannon@watertown-ma.gov>, "Feltner, Lisa" <lfeltner@watertown-ma.gov>, John Airasian <jairasian@watertown-ma.gov>, "Palomba, Anthony" <apalomba@watertown-ma.gov>

FYI

From: St. Louis, Gregory <gstlouis@watertown-ma.gov>

Sent: Monday, September 25, 2023 10:40 AM

To: Magoon, Steve <smagoon@watertown-ma.gov>; Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Mark R. Reich <mreich@k-plaw.com>

Cc: Proakis, George <gproakis@watertown-ma.gov>; Gannon, John <jgannon@watertown-ma.gov>; Cookson, Michael <mcookson@watertown-ma.gov>

Subject: Re: Snow Shoveling Ordinance - draft regulations

1) The priority list of sidewalks and corners they clear.

Snow & Ice | Watertown, MA - Official Website (watertown-ma.gov)

Snow & Ice | Watertown, MA - Official Website

Information about snow and ice.

www.watertown-ma.gov

These are all detailed on the Snow and Ice webpage.

DPW clears and salts linear path from Church St to Waverly

(Gravel path at Howard does not get cleared as it is not paved)

(Commercial properties clear linear path School St to Irving St.

2) The priority list of city-owned properties they clear.

Property and Buildings clears and salts walkways at all school and municipal locations.

DPW opens up the parking lots and public sidewalks at the end of the storm and

salt all school parking lots and municipal parking lots.

3) The list of state-owned properties they clear.

MBTA: SHOULD clear the Bus Stops loading areas

DOT: SHOULD clear the bridge at Galen and bridge at Main

Plow Main Street Waltham to Bacon

DCR at the Square through Charles River Road to Brighton

DCR Nonantum from Galen to Newton
DCR /DOT to clear Arsenal @ Brighton Bridge
DCR /DOT to clear N. Beacon @ Brighton Bridge
DCR clears linear path from Arsenal Street to Cambridge

Greg

Gregory M. St. Louis, PE, LEED AP BD+C
Superintendent of Public Works
124 Orchard Street
Watertown, MA 02472
gstlouis@watertown-ma.gov
O: 617.972.6420 ext.13117

From: Magoon, Steve <smagoon@watertown-ma.gov>
Sent: Monday, September 25, 2023 10:16 AM
To: Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; St. Louis, Gregory <gstlouis@watertown-ma.gov>; Mark R. Reich <mreich@k-plaw.com>
Cc: Proakis, George <gproakis@watertown-ma.gov>; Gannon, John <jgannon@watertown-ma.gov>
Subject: RE: Snow Shoveling Ordinance - draft regulations

Both Tony Mancini and I will be attending. Thanks

From: Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>
Sent: Monday, September 25, 2023 10:11 AM
To: Magoon, Steve <smagoon@watertown-ma.gov>; St. Louis, Gregory <gstlouis@watertown-ma.gov>; Mark R. Reich <mreich@k-plaw.com>
Cc: Proakis, George <gproakis@watertown-ma.gov>; Gannon, John <jgannon@watertown-ma.gov>
Subject: Re: Snow Shoveling Ordinance - draft regulations

Steve & Greg & Mark

The meeting is tonight at 6:30 pm <https://watertownma.portal.civicclerk.com/event/5411/files>

Mark: In the Committee report, we need KP Law to attend the meeting given that there were two requests for legal opinions made during the meeting and there could be more. Having KP Law present to render a ruling could save time and be more efficient. Can KP Law provide answers to the questions raised at the last meeting, in writing, for tonight's meeting? Can you confirm someone from KP Law will attend tonight?

Greg: In the Committee report, we requested that the Department of Public Works provide the following information:

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

Can you please provide answers in writing for tonight's meeting? Can you confirm someone from DPW will attend tonight?

Steve: I assume someone from DCDP will attend tonight also.

Let me know.

Thanks

Vinnie

From: Magoon, Steve <smagoon@watertown-ma.gov>

Sent: Tuesday, December 13, 2022 1:52 PM

To: Feltner, Lisa <lfeltner@watertown-ma.gov>; Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Gannon, John <jgannon@watertown-ma.gov>

Cc: Mark R. Reich <mreich@k-plaw.com>; St. Louis, Gregory <gstlouis@watertown-ma.gov>; Proakis, George <gproakis@watertown-ma.gov>; Wiener, Laura <lwiener@watertown-ma.gov>; Schreiber, Gideon <gschreiber@watertown-ma.gov>

Subject: Snow Shoveling Ordinance - draft regulations

Councilors, attached is a draft of the regulations that tries to capture all of the discussion items identified at our last work session. I have also included both Mark Reich and Greg St. Louis on this, as you requested information from each of them when we hold our next meeting. For Mark you asked that he respond to the ability to lien properties for unpaid fines and that it may be beneficial for an attorney to attend the next work session. You also asked that DPW provide a priority list of the sidewalks, city properties, and any State property that we clear of snow. Let me know if there are any questions. Thanks

Steve Magoon

Acting Deputy City Manager, Director, Community Development and Planning

Watertown Administration Building

149 Main Street

Watertown, MA 02472

Office 617 972-6417

Cell 617 987-1136

When writing or responding, please remember that any email sent or received by an employee of the City of Watertown is subject to the Massachusetts Public Records Law (M.G.L. c. 66).

[Watertown] Snow Shoveling Ordinance - draft regulations

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

Mon, Sep 25, 2023 at 2:38 PM

To: "Gannon, John" <jgannon@watertown-ma.gov>, "Feltner, Lisa" <lfeltner@watertown-ma.gov>, John Airasian <jairasian@watertown-ma.gov>, "Palomba, Anthony" <apalomba@watertown-ma.gov>

FYI

From: Mark R. Reich <MReich@k-plaw.com>

Sent: Monday, September 25, 2023 12:28 PM

To: Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Magoon, Steve <smagoon@watertown-ma.gov>; St. Louis, Gregory <gstlouis@watertown-ma.gov>

Cc: Proakis, George <gproakis@watertown-ma.gov>; Gannon, John <jgannon@watertown-ma.gov>; Sideris, Mark <msideris@watertown-ma.gov>

Subject: RE: Snow Shoveling Ordinance - draft regulations

Councilor –

I have reviewed the report from the joint meeting of the Committee on Public Works and the Committee on Rules and Ordinances held on October 17, 2022 which was attached to your e-mail. That report presented two questions for consideration by the City Attorney.

1. "Committee members indicated that they felt the draft did incorporate the changes. However, Councilor Piccirilli raised a concern about the wording in Section 96.99 Penalty (C), specifically whether the word "anyone" should be changed to "abutting property owner" so as to be consistent. There was a short discussion of the issue and a determination that KP Law should be consulted on how best to proceed."

Please note that §96.99(C) provides for enforcement of §96.26 of the Ordinance, which addresses the removal of snow and ice by private persons in the Business District. The provisions of §96.26 govern actions by private persons not limited to abutting property owners, stating in part, "Every person in charge or control of any building or lot of land within a business district and used for business purposes in the city fronting on or abutting a paved sidewalk, whether as owner, tenant, occupant, lessee, or otherwise, shall remove and clear away, or cause to be removed and cleared away, snow and ice..." §96.26(B)(1)(a). Thus, enforcement may be taken against any "private person", which term is defined in §96.26 as "Every person, partnership, corporation, joint-stock company, or other entity, whether as owner, tenant, occupant, lessee, or other agent." In my opinion, this definition is broader than "abutting property owner" as it addresses individuals who may be in violation of the Ordinance and who are not abutting property owners. In my opinion, revisions would be required to §96.26 if the intent is to limit enforcement to "abutting property owner". Otherwise, in my opinion, the word "anyone" is appropriate as it addresses any private person violating the Ordinance. However, consideration may be given to amending the Ordinance to revise the references to "person" as it appears in §96.26 as the definition of "private person" includes but is broader than "person".

2. Returning to the issue of enforcement, there was a discussion about scofflaws, that is someone who refuses to pay their fines. The Committees requested an opinion of KP Law about adopting state regulations that would allow the City to put a lien on the property or apply the unpaid fees to the property owner's tax bill.

2.

The provisions of G.L. c. 40, §58 allow for the imposition of a "municipal charges lien" on property located within the City for any local charge or fee that has not been paid by the due date. This statute is subject to consideration by the

City Council, with the municipal charges lien for each type of charge or fee to be undertaken pursuant to a separate vote of the City Council. I have drafted an Order for consideration by the City Council which includes a variety of City charges for which municipal charges lien may be imposed based upon non-payment, including snow and ice enforcement charges. That Order appears on the agenda for the City Council meeting tomorrow night.

Please note that the below e-mail was the first notice I received of this meeting. Unfortunately, based upon this late notice and the pending Jewish holiday, I am unable to attend tonight's meeting. I hope that the above opinion addresses the issues being raised.

Thank you.

Mark

Mark R. Reich, Esq.

KP | LAW

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Boston, MA 02110

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mreich@k-plaw.com

www.k-plaw.com

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[Quoted text hidden]

[Quoted text hidden]

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 14, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to accept the Committee on Personnel and City Organization Report.



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

Committee of the Personnel and City Organization Meeting October 30, 2023

The Committee convened at 5:30 pm on Monday, October 30, 2023 in the Council Chambers

Present were Caroline Bays, Chair; John Gannon, Vice Chair; and Nicole Gardner, Secretary. Also present were City Manager George Proakis, Assistant City Manager Emily Monea, and joining by zoom, Micheal Albano.

The purpose of this meeting was to discuss the qualities for the role of City Clerk with the City Manager.

Chair Bays called the meeting to order at 5:33pm,

The meeting began with a discussion of the many varied responsibilities embedded in the role, including all election matters, city census, vital records, claims, licensing, appropriation orders, and maintaining city records in perpetuity. The job description is appended to these minutes.

Chair Bays asked the committee for their thoughts on important skills and experiences for this role.

Councilor Gannon said he would value

- Familiarity with relevant Massachusetts laws (e.g. permitting, record keeping, duties of recording, etc.)
- Prior experience in a clerk's office
- Customer service skills and orientation
- Ability to work with diverse community members

Councilor Gardner said that in addition to those already noted, she would value

- Integrity and courage of convictions
- Attention to detail / quality
- Process management
- Grace under pressure
- Team management
- Communications

Chair Bays said that in addition, she would value

- Familiarity with Watertown
- Team player
- Collaborative working style since many stakeholders are in different City departments

In the ensuing discussion, the following points were made

1. Under Clerk Murphy, enormous progress was made in digitizing, organizing, and making available to the public an overwhelming number of records, It is important that the department not lose momentum (however the short staffing will make this challenging).
2. The department is down two people right now, and it is very difficult to hire for the positions. This may be alleviated somewhat when the compensation and classification study is implemented. The work of this department is very broad, and carries high impact of failure. Watertown is not at market in current compensation.
3. One major work item outstanding is to index the City's records from 1978 forward.

At 5:52 p.m. Councilor Gardner made a motion to adjourn, seconded by Councilor Gannon. Approved unanimously.

Report prepared by Nicole Gardner

Attachments:
Job Description for City Clerk

ELECTED OFFICIALS

Caroline Bays,
Chair

John G. Gannon,
Vice Chair

Nicole Gardner,
Secretary

TOWN CLERK

Definition

The Town Clerk is responsible for the direction of election activities, maintenance and preservation of official town records and official documents, as defined by Massachusetts General Laws and the Home Rule Charter; other related work, as required.

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Responsible for ensuring the accuracy, filing, and issuing of the town's vital records, including birth, death and marriage records; ensures the accurate recording of Uniform Commercial Code filings and business certificates; responsible for records management and providing a legal and accurate records of town actions.

Ensures compliance with the Commonwealth's Public Records Law and the disposition schedule; ensures compliance with the Open Meeting Law; ensures compliance with rules and regulations of the Alcoholic Beverage Control Commission and the State Fire Marshal's office.

Ensures the accessibility of all municipal polling places; responsible for managing all details and procedures for elections, including final tabulations and reporting of results; supervises the processing of voter affidavits and maintenance of permanent voter records.

Serves as the town's burial agent; serves as secretary of the municipal corporation and official keeper of the records.

Administers the oath of office to elected and appointed town officials.

Performs similar or related work as required, or as situation dictates.

Supervision

Works under the administrative direction of the Town Manager and the policy direction of the Board of Election Commissioners, in conformance with applicable provisions of the Massachusetts General Laws and relevant municipal policies; statutory duties and responsibilities are defined by applicable state laws; duties require the exercise of considerable judgment and discretion.

Supervisory Responsibilities

Supervises four full-time administrative employees, one part-time employee and election workers.

Work Environment

Work is performed in typical office conditions; the workload changes according to scheduled events, including elections and Town Meetings; may be required to work additional hours.

The employee operates standard office equipment and voting machines.

The employee has regular contact with the public, other municipal departments, and state agencies to provide information in person, by telephone, fax, e-mail and in writing.

*Watertown, Massachusetts
Town Clerk
1*

The employee has access to personnel files, collective bargaining negotiations, legal proceedings and impounded records.

Failure to comply with statutes could result in monetary loss or legal repercussions.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree; three years of municipal administrative experience, including records management; or an equivalent combination of education and experience.

Knowledge, Ability and Skill

Knowledge of state, local and federal statutes and regulations applicable to the duties and responsibilities of a Town Clerk's office; knowledge of office procedures and records management; familiarity with budget process and implementation.

Ability to interact tactfully and appropriately with the general public and the press; ability to establish and maintain working relationships with town departments and state agencies; ability to establish and maintain record keeping systems; ability to handle multiple tasks and meet deadlines; ability to manage details accurately.

Public relations and customer service skills; organization skills; oral and written communication skills.

Physical Requirements

Minimal physical effort is generally required. The employee is required to stand, walk, sit, speak and hear, and use hands to operate equipment and move ballot boxes. Vision requirements include the ability to read and analyze documents and use a computer.

*Watertown, Massachusetts
Town Clerk*

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CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 14, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to accept the Committee on Economic Development & Planning Report and its Action Item.



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

Report of the Committee on Economic Development & Planning Meeting Date: September 27, 2023

The Committee convened on Wednesday September 27, 2023 at 6:00 pm in the Philip Pane Lower Hearing Room, with remote participation by Zoom. Present were Lisa Feltner, chair; John Gannon, vice chair; and Vincent Piccirilli, secretary. Staff present were Steven Magoon, Assistant City Manager/Director of Community Development and Planning; Gideon Schreiber, Assistant Director of Planning; Antonio Mancini, Zoning Enforcement Officer; George Proakis, City Manager (by zoom). Also present were Council President Mark Sideris, and Councilors John Airasian and Emily Izzo. See Attachment A for other attendees.

The purpose of the meeting was to discuss revising requirements for Community Meetings for large projects.

Mr. Proakis spoke about the genesis of this referral, which was regarding the reuse of an existing building on Manley Way that did not meet the requirements for a Community Meeting, but did one voluntarily, noting the input from the meeting was very helpful. He noted that Somerville only added Community Meetings to its Zoning Ordinance after many years of doing them informally. He addressed the issue of Developer Conferences, noting that Somerville does not have Developer Conferences open to the public, and he is not aware of any municipality that does. He added that it does not make sense to have these open to the public, because the purpose is to have an open exchange of ideas that need refinement before moving forward, and sometimes developers do not proceed with a project after getting input from staff. He said it's important to get the right public feedback at the right time to be meaningful and effective.

Next, Mr. Magoon provided a memo about Community Meeting Requirements (Attachment B – *note the last sentence of the second paragraph of this memo contains a typo; it should read "...10,000 square feet of non-residential."*) regarding Section 9.03(b) of the Zoning Ordinance (Attachment C).

Key discussion points:

- The recommendation of DCDP is to amend the regulations to cover building conversion, not just new construction, and not change the language of the zoning ordinance.
- In the 2nd paragraph, the words "of new development" should be deleted.
- Throughout the regulations, change 10 days or 2 weeks to "10 business days".
- For item 2, include a recommended list of documents that must be provided, such as floorplans, site maps, several rendering perspectives, etc.

The Chair opened up public comments:

- George Skuse spoke about his concerns with the process. (see email, Attachment D)
- Marcy Murningham spoke about the principles of transparency and engagement in the Charter Preamble, thus item 6 should better reflect this.
- Dennis Duff spoke about the Developer Conference, and how does the public know what was decided.

- Linda Scott spoke about her concerns with the process. (see email, Attachment E)
- Rita Colafella spoke about her concerns with public meetings. (see email, Attachment F)
- Elodia Thomas spoke about her concerns including materials not being provided 2 weeks in advance, that developer meetings with staff could be open to the public for observation-only, DCDP should be doing reports of the meetings not the developer to balance perspectives, a summary sheet should be provided at each meeting with all the changes made to the plans, some people don't get to ask questions due to lack of time and Zoom meetings are inadequate, and aggregated noise from multiple projects needs to be addressed; this committee referral only came about due to residents' concerns, not staff.
- Jacky van Leeuwen spoke about negative comments don't reflect the whole community, and wonders if the threshold of 4 units is considered best practice for housing developments.
- Joan Gumbleton spoke about her concerns with the process. (see email, Attachment G)
- Jamie Gordon spoke about developers limiting participation at zoom meetings, and that all emails sent about a project should be provided to the Planning Board and ZBA.
- Sam Ghilardi spoke about not providing more meetings when it's just the same people showing up, and the need to find a better way to engage the broader public, such as renters.

- ➔ **Action item:** Councilor Piccirilli made a motion, seconded by Councilor Gannon, to recommend the City Council endorses the changes to the regulations for Community Meeting Requirements, as follows:
1. In the 2nd paragraph, the words "of new development" will be deleted.
 2. Throughout the regulations, change 10 days or 2 weeks to "10 business days".
 3. For item 2, include a recommended list of documents that must be provided.

The motion was voted 3-0.

The meeting adjourned at 8:20 pm.

Report prepared by Vincent Piccirilli

Attachments:

- A. List of other attendees
- B. DCDP memo dated September 27, 2023
- C. Section 9.03(b) of the Zoning Ordinance
- D. George Skuse email
- E. Linda Scott email
- F. Rita Colafella email
- G. Joan Gumbleton email

Attachment A – Other Attendees

* On Zoom

Elodia Thomas

Clyde Younger

Jaime Gordon

Linda Scott

Dennis Duff

Rita Colafella

Joan Gumbleton

George Skuse

Carolyn Gritter

*David Stokes

*Jacky van Leeuwen

Marcy Murningham

*Rachel Kay

*Sam Ghilardi

*Josh Rosmarin



CITY OF WATERTOWN
Department of
Community Development and
Planning
Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617 972 6417
Fax: 617 972 6484
www.watertown-ma.gov

To: Committee on Economic Development and Planning
From: Steve Magoon, Assistant City Manager of Community Development & Planning; Gideon Schreiber, Assistant Director of Planning
Date: September 27, 2023
Re: **Community Meeting Requirements**

At the request of the Honorable City Council DCDP staff reviewed the current community meeting requirements and identified suggested changes to expand which projects will require a community meeting and make the process more defined.

The current language within the Watertown Zoning Ordinance includes a threshold for having an initial community meeting, which is triggered for **new development** with four or more residential units or for non-residential projects of 10,000 s.f. or more ([Section 9.03\(b\)](#)). The Ordinance, under [Section Two](#), does not specifically define what new development is. In the first part of Section 9.03 there is a reference that **any project** requiring Site Plan Review (SR) or Special Permit with Site Plan Review (SP/SR) under [§ 5.01](#) Table of Use regulations shall follow all requirements within the section. Staff has reviewed the language and reference, and suggests that for the purpose of community meetings, the words, “new development” could be interpreted to also encompass “conversions” as used in the Use Table. Conversions is defined and specifically, by including conversions, the requirement would then extend to all projects that require Site Plan Review or Special Permit with Site Plan Review and have the threshold of 4 residential units and/or 10,000 square feet of non-commercial.

This option would expand the applicability and would not require a zoning amendment. It could be implemented using the existing application and handouts. Attached as Appendix A is an example of a handout provided to projects that trigger the community meeting requirement.



City of Watertown
Department of Community Development and Planning
Administration Building
149 Main Street
Watertown, MA 02472

COMMUNITY MEETING REQUIREMENTS

The Watertown Zoning Ordinance, [Section 9.03\(b\)](#) requires a community meeting (referenced in the Watertown Zoning Ordinance as a public information meeting) for certain projects needing Special Permit with Site Plan Review or Site Plan Review approval. This required community meeting is intended to give a project team the opportunity to introduce initial project concept plans to the public and receive comments and questions prior to the formal application and public process before the Planning Board and/or the Zoning Board of Appeals.

For projects with **four** or greater residential units, or for non-residential projects with **10,000** square feet of new development or greater, a petitioner/applicant shall hold one Community Meeting (the DCDP Director may require a second meeting) at least **10 days prior** to the formal zoning application to the Planning Board or Zoning Board of Appeals.

The applicant must:

1. Coordinate the meeting date and location of the Community Meeting with Department of Community Development and Planning staff (DCDP) and the City Councilor who represents the district where the project is proposed;
2. Submit project materials to DCDP **two weeks** in advance of the Community Meeting;
3. Confirm the meeting time and place of the Community Meeting with DCDP staff
4. Provide notice no less than **two weeks** prior to the Community Meeting;
5. Distribute an enhanced 500' notice to property addresses and a 300' notice to property owners (a copy of the notice must be submitted and approved by DCDP before distribution);
6. City Staff will also announce the meeting by posting the Petitioner's notice on the Town website calendar and using the city email notification system;
7. Submit a written summary of the Community Meeting to the City Planning and Zoning Staff within **a week** of the meeting. The report must include comments received and answers provided at the meeting.

a Solar Energy System Assessment, as required under Section 8.05. The Petitioner shall indicate, in writing, what actions/outcomes will be taken with a copy of the assessment, to DCDP.

- (b) The Planning Board shall hold a hearing on the proposal to examine the standards set forth in subsection (c) below as part of the formal application process. Prior to said hearing, a Preliminary Developer's Conference shall be held with representatives of the developer and City Departments and Committees listed in subsection (a) above, to determine and discuss questions, impacts, potential problems, etc., with said site plan, and to provide guidance to the developers in completing the formal application and site plan submission. Each department shall submit an analysis of the formal application and site plan to the Director of DCDP within 30 days.

For projects with four or greater residential units, or for non-residential projects with 10,000 square feet of new development or greater, the Petitioner will conduct a public information meeting no less than 10 days prior to submission for Planning Board or Zoning Board of Appeals approval. The meeting will provide an opportunity for the public to understand and comment on the specifics of the project, the details of such project shall be made available to the public, through submission to the Department of Community Development & Planning, no less than 14 days prior to the public information meeting. The Petitioner shall coordinate planning this meeting with the Department of Community Development & Planning and the City Councilor who represents the district where the project would be built. The meeting shall be announced by the Petitioner no less than two weeks prior to the meeting. The required advertising by the Petitioner shall include a notice distributed to abutters and abutters to abutters within 300' of the site. Upon confirmation of the meeting time and place with the Department of Community Development and Planning, said Department will also announce the meeting by posting an announcement on the City website, with the City Council and using the City Email notification system. Within one week of the meeting, the Petitioner shall submit a summary of what was discussed at the meeting to the Department of Community Development & Planning. At the discretion of the Director of Community Development & Planning, a second public information meeting may be required in instances of large projects with a community impact, or a project with circumstances that would necessitate a second meeting.

No application shall be complete, shall be accepted by the Director of DCDP, nor be submitted to the Planning Board for consideration unless and until all information specified in § 9.03(a) is submitted in a form deemed to be sufficient and complete by the Director of DCDP, and until reports on the application are received from all relevant City Departments and Committees as defined in subsection (a) above; provided, however, that if a department fails to provide such analysis within said 15 day period, the DCDP's review shall proceed without the report of such department, and the Director of DCDP may determine such application to be complete notwithstanding the failure of such department to submit its report. Said reports shall be incorporated into the submission to the Planning Board.

- (c) The Planning Board shall review the formal application and site plan and then prepare a written report on the proposal considering, among other things, the ten criteria listed below. When a proposal requires a Variance or Special Permit with Site Plan Review in accordance with § 5.01 and the Board of Appeals is the SPGA, this report of the Planning Board shall be submitted to the Board of Appeals in accordance with the provisions set forth below. The Board of Appeals shall not grant the Special Permit or Variance until this report has been submitted. When a proposal requires a Special Permit with Site Plan

Changes to Community Meeting Requirements (for 9/27/2023)

George Skuse <george.skuse@gmail.com>

Wed 9/27/2023 6:51 AM

To:Feltner, Lisa <lfeltner@watertown-ma.gov>;Gannon, John <jgannon@watertown-ma.gov>;Piccirilli, Vincent J

<vpiccirilli@watertown-ma.gov>

Cc:Sideris, Mark <msideris@watertown-ma.gov>

Councilors of the Committee on Economic Development and Planning,

As you're considering changes to the Zoning Ordinance related to **Community Meetings**, I'd like to suggest that:

- Any project requiring either a Site Plan Review or a Special Permit should be required to have a Community Meeting.

Also, I'd like to propose the following to define the expectations of Community Meetings. Some of these are modeled after other cities, while some address issues I've witnessed:

- The applicant must provide options for people to attend the meeting in-person and virtually. The meeting can be conducted as a single hybrid meeting that allows community members to attend in person or remotely, or as separate in-person and online meetings.
- The applicant must coordinate with Watertown's Cable Access Corp to record and broadcast all meetings (whether in-person, hybrid, or virtual).
- Require city staff to take official minutes of the meetings and require the applicant's written summary of the meeting to describe how they've responded to issues raised.
- DCDP should produce a set of guidelines to assist applicants in running successful Community Meetings. See Cambridge's [\(pdf\)](#) as an example: https://www.cambridgema.gov/-/media/Files/CDD/ZoningDevel/PlanningBoard/pbrules2022/cddpreappeceguidelines_adopied_20221025.pdf

In some cities (Somerville for example), **Preliminary Developer Conferences** (occurring *before* a Community Meeting) are coordinated by an appointed body and subject to Open Meeting Law. In Watertown, these meetings are currently internal and private. As access to these conferences would increase transparency and allow for better preparation for Community Meetings, I'd propose that the ordinance be amended to:

- Allow the public to attend the Preliminary Developer's Conferences (defined in [§9.03\(b\)](#)).
- Require that the dates of upcoming Preliminary Developer's Conferences be posted.
- Ensure that minutes for the Preliminary Developer's Conferences are recorded, retained, and published.

Finally, as last-minute submissions make it difficult for the public to provide informed comments, I'd like to suggest:

- For any Community Meeting, or hearing by the Planning Board or Zoning Board of Appeals, all materials and presentations to be referenced by the applicant or city staff must be made available online 10 days prior to the meeting via the city's website.
- For any presentation or proposal by the applicant (including those at a community meeting or hearing) any changes to previously presented plans or proposals should be fully annotated for the Boards and the public to easily review.

Thanks again for your time and consideration,

George Skuse, 43 Pilgrim Rd

Municipal employee; all comments are my own personal opinions and not made on behalf of another.



CITY OF CAMBRIDGE

Community Development Department

CDD Guidelines for Pre-Application Early Community Engagement

The Planning Board requires, in Section 5 of the Planning Board's Rules, that projects seeking a Special Permit conduct a pre-application early community engagement process including at least one community meeting hosted by the Applicant. These guidelines provide additional suggestions and ideas for making the community meeting(s) as inclusive, meaningful, and productive as possible.

Early community engagement is an important part of project review that provides opportunities for community members to learn about a potential development project prior to any formal public hearings, allows interested parties to have a dialogue about the major concerns and issues that may be associated with a project, and provides useful feedback to the Planning Board to inform the Board's future review, when required.

The extent of outreach and engagement may vary depending on the location, scale and impact of the project, as well as the communities that are being engaged. Early Community Engagement options may include:

- Meetings with established neighborhood groups (where applicable)
- Open houses
- Informative and/or interactive websites
- Distributing information through e-mail, mailings, flyers and on-site postings
- Informal conversations with interested parties.

Applicants should center equity and inclusion in their engagement by following the approach suggested in CDD's Community Engagement Handbook. The "Public Meetings" chapter in the Handbook has detailed recommendations on how to host community meetings.

1. Applicants are encouraged to schedule a meeting with CDD staff before initiating a pre-application Early Community Engagement process to identify historically excluded and underheard communities, create an appropriate list of contacts, and decide on an appropriate combination of notification methods.
2. Community meeting(s) should be accessible to all who want to attend. They should be held at a location that community members frequently go to and at a time that is convenient for most community members to attend, with both in-person and virtual options to participate. Additionally, Applicants should schedule community meeting(s) in coordination with existing neighborhood groups and community-based organizations to avoid any conflicts.



CITY OF CAMBRIDGE

Community Development Department

3. Community meeting(s) should be advertised by mail or e-mail no less than two weeks prior to the meeting date and should be located on-site or in close proximity to the site of a proposed project.
4. An appropriate list of community members who should be directly notified should include:
 - a) Abutters;
 - b) Nearby residents;
 - c) Community groups in the project's neighborhood and adjoining neighborhoods. (A running list of existing neighborhood and community groups is available on the CDD website: <http://www.cambridgema.gov/CDD/planud/neighborhoodorganizations.aspx>);
 - d) Community-based organizations; and
 - e) Leaders and stakeholders from historically excluded and underheard communities.
5. In addition to targeted notification, outreach methods could be expanded to inform and engage a wider range of community members who might be interested in a project. Possible methods of notification may include:
 - a) Informative and/or interactive websites;
 - b) Neighborhood and other e-mail lists;
 - c) Social media; and
 - d) Posters or signs posted on-site or at other locations frequented by community members such as places of worship, hair salons and barber shops, playgrounds, convenience stores, check-cashing sites, and laundromats.
6. Community meeting(s) can take many different formats. A typical format of community meeting(s) includes a short presentation about the proposal followed by a Q&A session and discussion session. Community meeting(s) could also include an "open house" format allowing community members to come in and out at different times to review the proposal and ask questions. Community meeting(s) are meant to provide opportunities for community members to receive information, ask questions, and provide comments in real time. The community meeting(s) can be conducted in a hybrid format that allows community members to attend in person or remotely, or as separate in-person and online meetings. When planning a virtual meeting, refer to the section "Examine Technology Access and Privilege" on page 114 of the Handbook for recommendations on an inclusive approach.



CITY OF CAMBRIDGE

Community Development Department

7. Throughout the pre-application community engagement process, the following information should be presented along with other information that might be relevant to the specific project. If the community engagement process has multiple phases, more general information might be presented for discussion at an earlier phase, with more detailed plans presented at a later phase.
 - a) An initial site analysis addressing site opportunities and constraints, the uses of all adjacent buildings, traffic conditions and major environmental considerations, and the zoning of the site and adjacent properties;
 - b) A drawing of existing site context indicating topography of the site and the location of structures and prominent landscape elements on or abutting the site;
 - c) Photos showing the facades of adjacent buildings, trees on the site, general streetscape character;
 - d) A three-dimensional zoning envelope study that illustrates the maximum allowable floor area and building bulk under current zoning;
 - e) A description of the Applicant's objectives with regard to the site development including tentative program mix; and
 - f) Preliminary massing studies, plan(s) and rendering(s).
 - g) Information about how to attend any relevant Planning Board hearings and provide comments to the Planning Board.
8. It is strongly recommended that presentation materials be developed using the "Plain Language Checklist" in the Handbook and made available online for community members who were unable to attend.

Tonight's Committee on Economic Development and Planning Meeting, advance notes

Linda <linda.scott3@comcast.net>

Wed 9/27/2023 11:59 AM

To: City Councilors <citycouncilors@watertown-ma.gov>

Dear Councilors Feltner, Gannon and Piccirilli,

Here is an advanced copy of what I plan to say tonight. Thank you so much for your speedy response to this critical issue!

Tonight we will be speaking about boring stuff. Process issues. Boring, and yet little by little as the door has slowly closed, the public is left more and more out of the process and in the dark.

I'm not going to ascribe any ill will involved in this, but it seems clear that one by one the building blocks of communication between the people of Watertown and their government (in this case the Department of Community Planning and Development (DCDP)), have been crumbling.

Often, the phrase that's used when something goes awry in Watertown is, "We're a city now." Those words should not lull this community into accepting poor service or inadequate communication.

Tonight it's all about process and some of the ways that that can be improved for better understanding.

As you know, a few months ago, I was curious about the process for the Planning and Zoning Boards to receive citizen input. I sent certified letters to each of the Planning Board members weeks before the meeting on the issue I was addressing would be heard by them.

I mailed these letters across the street at the Post Office. Assuming that was that, I attended that meeting, only to find that my "community input" sat there, unopened, having been delivered to the board members that evening, although these certified letters had been sitting in the DCDP office for almost three weeks.

Some of the suggestions are things that have been "lost along the way," and some are based upon my observations with accompanying solutions.

For instance, I really support returning to the system where there is a preliminary meeting. I know that the public can't speak at those meetings, but it would give Watertown residents time to really think about the project before the developer's meeting when they can speak.

The issue of when and how the Planning and Zoning Boards (and the public) get project information is critical. That spills over into the public's ability to know what's going on. For instance, I've been to multiple meetings where the developer plops down newly redesigned projects onto the Board members' table the night of the meeting that it is being discussed, leaving the Board members scrambling to catch up and the public in the dark.

That could be easily solved by giving the developers a strict deadline...they won't be on the agenda for that next meeting unless ALL information has been submitted to the Board at least 10 days before the meeting. Otherwise, they can just wait until the next meeting, when they have a completed plan to present. This has the added benefit of supporting our hardworking Planning and Zoning Board members.

These plans tend to be voluminous. If/when they are changed, it's not unreasonable for the developers to be expected to have some kind of reference sheet that draws people's attention to something new. With this, there has to be some sort of consequence for leaving some changes unmentioned.

In order to have the most community participation possible, the meetings need to provide on-site as well as zoom options and be stored and readily available for the community to watch and rewatch, if necessary. It would also be good if the members of the boards were able to at least review the meeting videos to get a better idea of what community members are saying.

A very recent communication issue is your public on-line notice for this meeting. The agenda seems to not reflect enough information to stand out to folks. I've been told that this is the result of a new IT template. Maybe this is a quick and easy one to fix?

We absolutely need community meetings for all projects that require a site plan and/or a special permit, no matter the size or amount of construction to be done. Here's an example of why this is important.

At the Manley meeting (a meeting not required by the current ordinance), a citizen pointed out a problem with the plans that would allow the Manley building to discharge storm water into Walker Pond. It was pointed out by a citizen that the quality of that water among other issues needs further clarification, and yet, in Steve Magoon's response to me on the process he mentions that:

"Based on comments [on the Manley project] received through the initial staff review, the project has now incorporated significant updated stormwater improvements and provides a substantial reduction of pavement, after the city determines that the existing loop roadway around the exterior and rear of the site was not necessary for public safety."

Without community scrutiny, this potential issue would probably not have been caught.

There are more things that can be done. I'm sure that you have received more ideas to remediate these issues via email.

Citizens and government can work in tandem to make things right. They just need transparent structures, rules and procedures that allow this to happen.

Thank you for your consideration of this matter.

Linda Scott

Re: [PDF] Still Muted: The Limited Participatory Democracy of Zoom Public Meetings | Semantic Scholar

Rita Colafella <colafella@gmail.com>

Wed 9/27/2023 8:22 PM

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

Please attach my comments as well.

I understand the desire to align building conversion public meeting requirements with our current new construction public meeting requirements. However In practice, these meetings don't empower community members equally. Researchers at BU have found that most public meetings are unrepresentative of the larger municipality, skewing older and more likely to be a homeowner, which is a challenge for a city like Watertown, where we are split roughly 50:50 owner:renter and the average age is 38. The same 15 to 30 show up, and that's 0.08 percent of the city population. Rather than requiring more of the same unrepresentative meetings, the city should re-evaluate the necessity, purpose and goals of required community meetings. For those concerned about changing community meeting requirements or formats, there are still opportunities for public comment at both the planning board and the Zoning Board of Appeals, where large projects (like the Watertown Mall) are often continued across multiple meetings, providing ample opportunity for citizen input. I think the city is putting the cart before the horse. Tangential, I think the the thresholds should be lowered.

Rita Colafella

56 Cuba Street

On Wed, Sep 27, 2023, 7:59 PM Rita Colafella <colafella@gmail.com> wrote:

Hi.Vinnie,

Here is the BU study. Please attach to the notes.for the Department of Community Development & Planning Meeting

Thanks,
Rita

<https://www.semanticscholar.org/paper/Still-Muted%3A-The-Limited-Participatory-Democracy-of-Einstein-Glick/3a86193db9baf1a3c85d0475aec60bf0f7ce474b>

Still Muted: The Limited Participatory Democracy of Zoom Public Meetings

Katherine Levine Einstein*

David Glick†

Luisa Godinez Puig‡

Maxwell Palmer§¶

November 2, 2021

Abstract

Recent research has demonstrated that participants in public meetings are unrepresentative of their broader communities. Some suggest that reducing barriers to meeting attendance can improve participation, while others believe that such changes will be produce minimal changes. The COVID-19 pandemic shifted public meetings online, potentially reducing the time costs associated with participating. We match participants at online public meetings with administrative data to learn whether: (1) online participants are representative of their broader communities and (2) representativeness improves relative to in-person meetings. We find that participants in online forums are quite similar to those in in-person ones. They are similarly unrepresentative of residents in their broader communities and similarly overwhelmingly opposed to the construction of new housing. These results suggest important limitations to public meeting reform. Future research should continue to unpack whether reforms might prove more effective at redressing inequalities in an improved economic and public health context.

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¶Author names are in alphabetical order.

The COVID-19 pandemic forced municipalities across the country to implement emergency health, economic, and social policies. It also required them to adapt formerly routine functions including in-person public proceedings on important policy issues such as housing and policing. After a brief pause, municipalities moved these meetings to online platforms. Prominent politicians, activists, and media believe that this shift significantly changed the composition of participants by lowering barriers for many people. For example, in a 2021 op-ed, the *Boston Globe* called for making such changes permanent: “allowing people to participate remotely has proved to be a big improvement, broadening the pool of participants” and two Boston City Councilors introduced an ordinance that would do so.¹ Whether this optimism about online meetings’ effect on participation is justified is an empirical question with important scholarly and policy implications. In this paper, we ask whether reducing participation costs diminishes political inequality. We collect novel administrative data about participation in post-COVID-19 online housing meetings for which potential participants do not have to leave their homes. Critically, these data are directly comparable to published findings about pre-COVID-19 in-person meetings (Einstein, Glick and Palmer 2019). These questions, and our answers to them, sit at the intersection of literatures about public meeting structures (e.g. Collins 2021), housing politics (e.g. Hankinson 2018), and the effect of reforms on fundamental political participation (e.g. Barber and Holbein 2020).

Making important decisions through local participatory institutions is appealing in many ways. However, recent research (e.g. Einstein, Glick and Palmer 2019) has rigorously documented considerable demographic inequalities in participation in traditional public meetings and large skews in the positions that government hears through them. Recognizing such concerns, others have suggested reducing barriers and using alternative formats (including online) to improve participation (e.g. American Academy of Arts and Sciences 2020, Strategy 3). Such ideas are intuitive. Among other things, participating in-person likely means leaving one’s home for a couple of hours in the evening, traveling to a government building, and sitting through chunks of a boring meeting while waiting for deliberation on the issue

on which you would like to participate. For many, it also requires finding child care, taking time off of work, sacrificing scarce leisure time, or other serious obstacles.

While online formats present their own challenges (see below), they seemingly mitigate many of these obstacles. Thus, the COVID-19 induced shift to online meetings provides an opportunity to directly test whether online formats change participation, and to more generally evaluate whether tangible barriers are the driver behind previously observed participatory inequalities. We do this by creating and analyzing data from online meetings in the same municipalities featured in Einstein, Glick and Palmer (2019). To preview our findings, we find that participatory disparities largely persist in online forums. As in traditional meetings, participants are older, whiter, and more likely to be homeowners than voters in their broader communities. Changes in local meeting institutions alone, then, do not appear to dramatically shift the composition of participants and remedy troubling disparities in who participates.

The broader literature provides reasons to expect that reducing participatory barriers may help promote civic engagement and political participation (Norris et al. 2000). Recent studies of mail-in voting, for example, suggest that reducing the costs to participation may increase it (Barber and Holbein 2020; Thompson et al. 2020) among a more representative subset of the population (Bonica et al. 2020). The internet may similarly play an important role in facilitating political participation from underrepresented groups. Some research suggests that it can increase political engagement by supporting the recruitment of disengaged populations (Mossberger, Tolbert and McNeal 2007; Gil De Zuniga, Puig-I-Abril and Rojas 2009). Online forums reduce the costs of participation as they requires less time, physical inconvenience, and monetary costs compared to in-person meetings (Tolbert and McNeal 2003; Jung, Kim and De Zúniga 2011). Skilled internet users may be part of previously disengaged groups in offline political interactions (Krueger 2002). What's more, online public meeting participation requires minimum levels of technical competency, which does not alienate current participants (Jung, Kim and De Zúniga 2011; Best and Krueger 2005).

Taken in concert, these studies find that making it easier to participate increases overall turnout—in some cases among underrepresented, less privileged, groups.

There is, however, also reason to doubt that changes to meeting institutions can remedy deep inequities in participation. Internet and computing access is not equally available across all communities (Anderson and Kumar 2013). Moreover, even if moving online does decrease the *costs* of participation, it does not necessarily increase *interest* or *engagement* with politics—two important drivers of participation (Verba, Schlozman and Brady 1995). Evidence from campaigns and voting reveal that outreach efforts that do not tackle interest or engagement gaps often fall short. Enos, Fowler and Vavreck (2014), for example, show that Get-Out-the-Vote (GOTV) efforts from campaigns that do not explicitly target low-income voters can actually increase participatory disparities. Burden et al. (2019) find that same-day registration reduces participatory disparities, while early voting may, in fact, exacerbate them—a finding echoed in Berinsky (2005). Indeed, many local governments adopted public meetings around land use decisions in an effort to combat the political power of developers—a policy reform that in practice just empowered a different privileged group: older, white homeowners (Einstein, Glick and Palmer 2019). What’s more, longstanding racism in housing policies (Rothstein 2017; Trounstein 2018) may lead to lower levels of trust in government—which, in turn, may depress political participation; simply changing meeting modalities cannot redress longterm distrust. In short, without increasing political interest, engagement, or trust among less privileged groups, reducing the time it takes to participate by moving online may not bring out new voices or improve representativeness.

Definitively disentangling these alternative explanations is confounded by external events: the move to online meetings coincided with a global pandemic and a growing protest movement over racial injustice. It is impossible for us to fully parse out in these longitudinal data whether shifts in participation are due exclusively to institutional changes in the meeting structure or a global change in political participation due to the political, economic, social, and public health context. Indeed, the ongoing public health and economic crises had dispro-

prtionate impacts on renters, lower-income individuals, and Black, Hispanic, and indigenous people. These effects may have dramatically reduced these groups' time and capacity to engage in any kind of political participation, including online forums. As a countervailing force, growing public interest in promoting racial justice may have spurred some of those same groups to participate more in online forums than they would have otherwise.

Even without being able to fully separate the causal effect, we believe these results offer scholars and policymakers important insights. The shift to online meetings does not appear to significantly worsen disparities—despite the digital divide. But, it also does not improve representation—even in the face of the broader political mobilization of groups traditionally underrepresented at local political meetings. Disparities are still substantial despite easy, low-cost participation and high levels of general excitement about local politics. Our evidence shows that reformers concerned about demographic disparities and skews in what government hears should not rely on online meetings as a solution. More generally, it suggests that practical barriers are not the primary source of participatory disparities and that other attempts to improve participation through logistical solutions are unlikely to make a big impact.

Housing Meetings

We focus on public planning board and zoning board meetings in 97 cities and towns in Eastern and central Massachusetts. These meetings shape the allocation of new housing units. Because of stringent land use regulations in the United States, most housing proposals involving the construction of more than one unit of housing must go through a rigorous approval process before a planning or zoning board; these meetings typically invite members of the public to participate. Previous research has shown that these participants are advantaged relative to their communities across a variety of traits. Moreover, they are overwhelmingly opposed to new housing—depressing the construction of new units, especially

in privileged places. These neighborhood meetings consequently have a profound impact on overall housing supply and access to housing in high-opportunity places (Einstein, Glick and Palmer 2019).

Understanding whether online meetings change these problematic dynamics is thus of enormous substantive importance. What's more, there are methodological advantages to focusing on these meetings. Because Einstein, Glick and Palmer (2019) studied these same communities, we are able to use their data as a benchmark against which we measure political participation in online forums. As Einstein, Glick and Palmer (2019, see for demographic profiles) explain, while these communities are geographically limited, they constitute a mixed set of people and places, including homogenous and affluent communities, diverse and deindustrializing milltowns, dense inner-core suburbs, and more outlying and rural areas. Massachusetts offers significant advantages in studying participation in public meetings: a wide swath of communities have interpreted state open meeting laws as requiring the inclusion of names and addresses of *all participants* in meeting minutes (Einstein, Glick and Palmer 2019). This allows researchers to *precisely* match participants with administrative data.

We built a database of real participants who spoke virtually about proposals for more than one unit of housing between March-September 2020.² For each participant, we gathered their address and coded their views. We then matched participants' names and addresses to a Massachusetts voter file from L2, which also matched voters to property records and estimated race using an algorithm similar to (Imai and Khanna 2016). This allows us to identify demographic characteristics of attendants (including age, race, gender, homeownership, partisanship, registration date). While we sought meeting minutes for the same 97 cities analyzed in Einstein, Glick and Palmer (2019), only 87 cities had uploaded minutes as of our data collection.³ In some cases, minutes did not report any public comments or participation. We were ultimately able to match participants to voters in 76 cities and towns.

Results

Overall, we were able to match 798 commenters making 1,078 comments to the voter file. Our main result is captured through the very simple demographic comparison in Table 1. Moving housing approval meetings online did *not* remedy systemic skews in participation. Online meeting participants were more likely to be white (13 percentage points gap), over the age of 50 (22 percentage point gap), and homeowners (25 percentage point gap) than voters in general. These differences are remarkably similar to the in-person disparities (Einstein, Glick and Palmer 2019).

[Table 1]

In Table 2, we estimate models using the full voter file to assess the relationship between a variety of traits and participation simultaneously. The dependent variable is an indicator of whether the resident participated in a housing development meeting. We estimate additional models with town level controls (column 2) and town fixed effects (column 3). Consistent with the basic demographic comparisons, white residents, older residents, and homeowners are consistently and significantly more likely to participate. Unlike in the in-person context, partisanship also appears to be a strong predictor of participation in public meetings. Republicans were less likely to participate than Independents and Democrats, all else equal.

[Table 2]

What do the Boards Hear in Online Meetings?

In addition to demographic skews in who participates, Einstein, Glick and Palmer (2019) show that participants in in-person forums oppose the construction of new housing. We find that online meetings do not change this dynamic. A mere 13 percent of online participants supported the construction of new housing (compared with 14 percent of in-person meeting participants); 61 percent were opposed, and 26 percent expressed neutral views. In Figure 1, we plot the percentage of comments that were supportive of housing proposals by town.

Each circle represents a municipality, and the size of each circle corresponds to the number of comments in the data. In two communities, about half of the comments were supportive. In another five places, roughly one quarter of comments were supportive. In the rest, fewer than 20 percent were supportive, and in 14 of the 36 towns, no comments supported development.

[Figure 1]

In Table 3, we investigate which demographic groups, if any, disproportionately support or oppose proposals. Homeowners dominate both the supporters and opponents, though they skew towards opposition. Women in contrast were relatively more likely to support proposals than oppose them. Interestingly, the finding for in-person meetings was the opposite: women who participated skewed toward opposition. Logit models predicting commenters' position based on their traits. Table 4 show that, for the comments we have coded, supporters are less likely to make many comments; as in in-person meetings. Frequent commenters are significantly less likely to support the construction of new housing. We also find that, as in the descriptive data, women are more likely to make supportive comments, and homeowners are less like to do so.

[Table 3]

Notably, the vast majority of comments across all demographic groups are opposed to multifamily housing development. Figure 2 plots the percentage of comments in support of proposed developments by homeownership, race, gender, and political party. Support was low across every category, with a maximum of 21%.

[Table 4] [Figure 2]

Conclusion

Our results preliminarily show that online meetings—despite their ostensible convenience—are no panacea for eliminating participatory inequalities. While there are some modest differences, the overwhelming finding here is one of similarity between online and in-person

forums. Participation gaps remain substantial, and, in some instances, are actually larger. This is especially striking—and disconcerting—given broader societal conversations about racial injustice that coincided with the shift to online meetings. Despite growing public interest in systemic racism in local governments and protests against police brutality, Black, Hispanic, and Asian residents remained essentially unheard. More broadly, it suggests that practical reforms such as changing meeting timing or venue are unlikely to yield more equitable participation without accompanying mobilization that enhances residents’ sense of efficacy and interest in meeting proceedings.

There are some glimmers of hope, though, for those who aspire to improve local participatory disparities. Our estimates may represent the high end of inequalities in online forums. COVID-19 placed a disproportionate burden on Black and Hispanic people, and on renters. It also imposed new childcare burdens and other uncertainties on younger families. These are the same groups that are underrepresented in online and in-person participation. It may be as the global pandemic wanes, those groups will have more time and inclination to participate in online forums. More immediately, online forums are new. Many people are likely unaware of their existence, and advocacy groups are likely still developing mobilizing strategies in the physical distancing era. What’s more, many of the projects presented at these online forums were already in the pipeline, potentially making them predisposed to the same participatory disparities of the in-person era just via a new channel. Finally, the continued overrepresentation of older residents is certainly troubling from a political equity perspective; however, it offers some reassurance that differences in digital literacy are not massively preventing older residents from participating in online forums.

The limited efficacy of this structural reform does not mean that we should eschew reform in general. For example, online meetings do nothing to address the *length* of a meeting, which may be a significant dissuader for participation—especially for relatively low interest community residents. A shift to shorter meetings might have a more potent effect.

Importantly, our research just focuses on housing policy. Other policy arenas, especially

those which more naturally attract broader participation, may experience different public meeting dynamics in the Zoom era. Policing and education, for example, may be more amenable to political organization and equitable online participation. Indeed, recent research suggests important differences between public meetings in housing policy and education (Collins 2021).

New projects and new strategies both have promise to make online meetings more representative. Changing the meeting format, though, is no substitute for engagement and mobilization by the government and advocacy groups. Simply moving a three-hour zoning board meeting online will not seemingly enhance community members' sense of efficacy or interest in participation.

Notes

1. <https://www.bostonglobe.com/2021/05/27/opinion/pandemic-taught-us-better-way-do-public-business/>
2. Even though Massachusetts imposed a temporary housing moratorium in the late spring, active discussions about housing construction at these meetings continued.
3. This 13 percent drop in meeting minute availability between 2017 and 2020 suggests potentially important capacity and transparency obstacles stemming from the COVID-19 pandemic. We include information about the medium in which online meetings were conducted in our appendix.

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Author Biography

Katherine Levine Einstein is an Associate Professor of Political Science and Assistant Director of Research at the Center for Antiracist Research at Boston University. She has published multiple peer-reviewed journal articles and is a co-author of *Neighborhood Defenders: Participatory Politics and America's Housing Crisis* (Cambridge University Press). She is a member of the *Urban Affairs Review* editorial board and a 2021 recipient of the Clarence Stone Scholar Award from the American Political Science Association.

David Glick is an Associate Professor of Political Science at Boston University and a Fellow at the Policy Lab at Brown. He has published in a variety of peer reviewed journals and is a co-author of “*Neighborhood Defenders: Participatory Politics and America's Housing Crisis*” (Cambridge University Press).

Luisa Godinez Puig is a PhD Candidate of Political Science at Boston University. She has published in *Urban Affairs Review*, *Public Health Reports* and *Electoral Studies*.

Maxwell Palmer is an Associate Professor of Political Science at Boston University. He has published multiple peer-reviewed journal articles on American political institutions, local politics, and representation, and is a co-author of *Neighborhood Defenders: Participatory Politics and America's Housing Crisis* (Cambridge University Press).

Appendix

We summarize the ways that municipalities adapted institutional participatory procedures. Almost three-quarters (70 percent) relied on Zoom. Nearly half (47 percent) provided phone call options. A smaller number of local governments broadcast their meetings through television channels (16 percent), Facebook Live (5 percent), or the government's website/YouTube channel (16 percent). Only 6 percent required participants to register before meetings. Figure 3 provides more details on local government online meeting procedures. Participants were able to express their concerns in different ways within these platforms. 81 percent of cities allowed commenters to speak via video conferencing or phone. More than half of the cities also allowed chat comments (58 percent) and two thirds provided an option for emailing input (66 percent).

[Figure 3]

Fw: Com. on Economic Dev. & Planning Mtg. 9/27/23 - My Comments

Joan Gumbleton <gumbletonj@aol.com>

Thu 9/28/2023 7:21 AM

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

Dear Councilor Piccirilli,

As you requested, here are the comments I made at last night's meeting regarding Community Meetings.

I am disappointed that only three changes were made to the documents and those were the ones proposed by the three Councilors and Mr. Magoon. A couple of us addressed the need that developers and the city staff coordinate that Watertown Cable news should be present to record and broadcast all Community Meetings to encourage residents to get informed and possibly participate in future meetings.

Also brought up by a few people was the idea of providing minutes of all these Community Meetings, not just published by the developer but also by involving city staff to make sure the facts are indeed factual and not missing key details and that there can be follow-up actions based on comments prior to going before the Planning Board.

I hope these issues can be raised with the appropriate city staff and get implemented so that we can get the message out that transparency is the goal in Watertown.

Regards,

Joan Gumbleton

Some excellent points were presented tonight on why we need to have Community Meetings when buildings are changing uses. With so many labs coming into Watertown, it is critical that people know where they are and what they are doing and how they may be effected and it is also good to know changes in other businesses around us.

People need to have project info available earlier in the process. Wouldn't it be beneficial for everyone so time and money aren't spent unnecessarily? There are cases when the packets aren't ready much in advance of a meeting.

Minutes of Community Meetings are important as Planning and Zoning Boards need to hear input from all who take or took the time to attend these meetings and use that input in their decision making. That way it can't be said that only input from a few people is being heard.

Some people who attend the Community Meetings feel more comfortable in a less formal setting. They may not want to speak on Zoom or at meetings in City Hall or to write letters or emails. People feed of of other people's comments.

Recordings by Watertown Cable are important also so people can view these meetings as their time allows. People have busy lives but yet want to be informed.

To have city officials or board members present at these meetings, if possible, is important so they get to interact with meeting attendees and understand their feelings and concerns early on in the process to create the best plans possible. We need to encourage more people to engage in discussions with their elected officials so they feel their opinions matter. If they can't be at a meeting, to be able to review minutes or cable tapes would be valuable.

We found out at the Manley Community Meeting, which wasn't originally planned to happen, that some people do want to be involved in the process, especially if it is in their neighborhood but also from other areas of the city. We have some highly intelligent and well educated people who can interject ideas that the DCDP staff and the rest of us don't think about. If not for the Community Meeting, there could be a lot of issues after the fact that can be addressed now.

Adding this step in the development process seems to be a no brainer if we want to move forward with smart developments that fit into our community and to make people feel valued.

As far as timing for participants speaking at meetings, many people have expressed that the two-minute rule is not long enough at the Council meetings. Many residents have suggested a five-minute rule if people feel it's necessary, but in some committee meetings that may not be long enough.

Thank you,

Joan Gumbleton
32 Falmouth Rd.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 14, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to accept the Committee on Human Services Report and its Action Item.



Watertown City Council

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

Committee on Human Services Monday, October 31, 2023

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

The Committee on Human Services held a public meeting on October 31, 2023, at 5:45pm to consider the appointment of James Mello as a member of the Watertown Housing Authority for a term expiring May 15, 2028.

1. Call to Order

Committee Chair Palomba called the meeting to order at 5:50pm and introduced the other committee members present: Caroline Bays, Vice Chair; and John Gannon, Secretary. Also present during the course of the meeting were James Mello and Jackie Vanleeuwen.

2. Interview of James Mello as a Member of the Watertown Housing Authority for a Term Expiring May 15, 2028.

James Mello is a resident of the Watertown Housing Authority (WHA) development known as the Joyce Munger Apartments, located at 100 Warren Street, Watertown. Mr. Mello is applying for the WHA tenant representative position. He currently serves as president of the development's tenant association. As such, he has had the opportunity to work with tenant associations for all WHA developments and has visited all of the WHA properties. He looks forward to taking his service to a new level by serving as a member of the WHA. Having helped tenants across all WHA developments, he is well versed in the issues of the WHA. As goals for his service to the WHA, he will advocate to have authority meetings conducted in person, to better allow tenants a voice at meetings, and he would like to see more transparency and openness in WHA meetings, including seeking to have meetings broadcast on Watertown Cable Access TV. He will make a fine representative for WHA residents.

Councilor Bays moved that the Committee recommend that James Mello be appointed to the WHA as the tenant representative, seconded by Councilor Gannon. The vote to approve the nomination was 3-0.

Councilor Gannon made a motion to adjourn the meeting, seconded by Councilor Bays. The vote was 3-0. The meeting adjourned at 6:23pm.

Action Item 1. Confirmation Mello for appointment as the tenants representative to the Watertown Housing Authority for a term to expire on May 15, 2028.

Meeting minutes prepared by
John Gannon, Secretary

ELECTED OFFICIALS

Anthony Palomba
Chair

Caroline Bays,
Vice Chair

John G. Gannon,
Secretary



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
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: November 8, 2023

RE: Agenda Item – Proposed Proclamation designating a Hero Square in honor of WWII (KIA) Veteran, Vincent Ranucci

Attached please find a proposed proclamation from Patrick George, Director of Veterans' Services requesting consideration to designate a Hero Square in honor of WWII (KIA) Veteran, Vincent Ranucci at the intersection of Nichols Avenue and Bigelow Avenue.

I respectfully request the attached proposed proclamation be placed on the November 14, 2023, City Council Agenda.

Thank you for your favorable consideration and action on this matter.



TOWN OF WATERTOWN

Veterans' Services
Administration Building
149 Main Street
Watertown, Massachusetts 02472
Phone: 617-972-6416
Fax: 617-972-6403
www.watertown-ma.gov
mcomeiro@watertown-ma.gov

Watertown Veteran Memorials and Dedications

This policy covers the issuance and presentation of Memorials and Dedications in the community to include sidewalk signs, Street dedications, Square dedications, Stones, Plaques, Parks and Buildings.

To be considered for a Veteran Memorial or Dedication, the individual to be honored must meet the following requirements:

- Watertown resident at the time of enlistment into the Armed Forces
- Veteran Killed in Action (KIA)
- **Or**
- Medal of Honor Recipient

The Process for Veterans Memorials and Dedications

- All requests for Veterans' Memorials must be submitted through the Veteran's Services Officer.
- A member of the family must make a written request indicating the name of the Veteran, service, rank and area of designation along with proof that the veteran was a Watertown resident at the time of enlistment, killed in action (KIA), or a Medal of Honor Recipient. Examples include: newspaper clipping, telegram, notice of death, DD-214 stating the veteran was killed in action, etc.
- The Veteran's Services Officer will verify the applicant's eligibility.
- The Veteran's Services Officer will forward the completed request to the Town Council.
- The Town council shall approve or disapprove any Memorial or Dedication by resolution.
- The Town Manager, upon approval by the Town council, shall implement the Memorial or Dedication requested.
- The name is then placed on a permanent list of Memorial dedications tracked by the Veteran's Services Department.
- The Veteran's Services Officer shall be the caretaker of all Veteran Memorials.

Mail the application and all supporting documents to:

ATTN:
Watertown Veterans' Services Department
Memorial and Dedications
149 Main Street
Watertown, MA 02472

Watertown Soldier Meets Death in Italy

WATERTOWN, March 9.—After serving 15 months in the Mediterranean area, Pvt. Vincent J. Ranucci, 27, was killed in action in Italy Feb. 2, according to a telegram received



PIVET VINCENT J. RANUCCI

from the War Department by his parents, Mr. and Mrs. Joseph Ranucci, 7 Randall st.

A rosary necklace was received from his mother two days after the word of his death came before the telegram came in which he said he was and was arrived Feb. 2, when notified Jan. 21. He leaves his parents, he is married to Mrs. S. M. Thomas V. Ranucci, formerly Ranucci, of Watertown, and four sisters, Frances, Lillian, and Irene Ranucci, and Mrs. Donald Hancock of Cambridge.



VINCENT J. RANUCCI
PVT 68 COAST ARTY REGT
MASSACHUSETTS FEB 2 1944



Vincent J. Ranucci

World War II



Service # 31136743

Rank Private, U.S. Army

Unit 68th Coast Artillery Regiment

Entered Service From Massachusetts

Date of Death February 2, 1944

Buried Plot G Row 9 Grave 14
Sicily-Rome American Cemetery
Nettuno, Italy

 Purple Heart

Purple Heart

Vincent J Ranucci

ARMY REGISTRATION CARD



100-300000-0000

Vincent J Ranucci

31136743

Boston Massachusetts

27 Jun 1942

Branch Immaterial - Warrant Officers, USA

Army

White

Middlesex County, Massachusetts

Enlistment for the duration of the War or other emergency, plus six months, subject to the discretion of the President or otherwise according to law.

Civil Life

Selectees (Enlisted Men)

Grammar school

Semiskilled machine shop and related occupations, n.e.c.

Single, with dependents

1916

Pennsylvania

0399

3.120

World War I

World War II

HEADSTONE INSCRIPTION AND INTERMENT RECORD

HEADSTONE (Front) (Name, Rank, Organization, State, Date of Death, Grave No.)

XXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXX
 XXXXXXXXXXXXXXXXXXXXX
 XXXX

VINCENT J. RANUCCI
 PVT 68 COAST ARTY REGT
 MASSACHUSETTS FEB 2 1944
 14

HEADSTONE (Rear) (Service Number)

31135743

HEADSTONE (Side)

NETTUNO 520E

CHILD	DATE	AGE	DECORATIONS	ROW	COL	CHAPT	ROW	COL	APR
2	1		PH				13	433	1
HEADSTONE (Side)				ROW	COL	CHAPT	ROW	COL	APR
5260									

HEADSTONE (Side)

MR. JOSEPH RANUCCI
 7 NICHOLS AVENUE
 WATERTOWN, MASS.

173

AH



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
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: November 8, 2023

RE: Agenda Item – Proposed Proclamation on the Dedication of a Flagpole in
Memory of the late Fire Chief Mario A. Orangio

Attached please find correspondence from Fire Chief Ryan A. Nicholson regarding a request to dedicate a flagpole at Station 3, 270 Orchard Street, in memory of the late Fire Chief Mario A. Orangio.

I respectfully request the attached proposed Proclamation be placed on the November 14, 2023 City Council Agenda.

Thank you for your favorable consideration and action on this matter.



WATERTOWN FIRE DEPARTMENT

OFFICE OF CHIEF OF DEPARTMENT

Fire Department Headquarters, 99 Main Street

Watertown, Massachusetts 02472-4410

Tel. (617) 972-6512 • Fax (617) 972-6575

www.fire.watertown-ma.gov



RYAN A. NICHOLSON

Chief of Department

Memorandum

To: City Manager George Proakis
From: Chief Ryan A. Nicholson
Date: October 31, 2023
Subject: Fire Department Flagpole Dedication

In November of 2017, Chief Mario A. Orangio passed away from occupational cancer. The Watertown Fire Department wishes to honor and memorialize his service to this community by dedicating the flagpole located at Station 3, 270 Orchard Street, in his name.

When promoted to Captain in 2001, Orangio held the position of EMS Coordinator. As Chief he worked tirelessly to upgrade our ambulance service to the ALS level, which we were able to accomplish prior to his untimely death.

Given that our Medic 1 unit operates from Station 3, and Chief Orangio's commitment to fire-based EMS service, we find it fitting that this particular location be dedicated to him. Chief Orangio's passing from occupational cancer, I believe, also makes him a good candidate for a memorial.

The men and women of the Watertown Fire Department thank you for your consideration.

Mr. President & City Councilors

On Tuesday, October 17 a presentation was made to “improve the square” called the Watertown Square area plan. A major part of their presentation was based on a theory that traffic could improve in Watertown Square if you reduce all streets intersecting at the Square down to one lane.

Before committing to a plan that defies logic, let’s put their claim to the test. We can do this at little cost. Let’s run a pilot for 30 days, if it appears to be working, let’s extend the pilot for an additional 60 days making sure it can work during a snowstorm.

As an aside, since Route 20 and Route 16 are state roads, MA Highway may reject the plan. That would throw a monkey wrench in the whole plan. It’s time to back up a plan built on speculation with evidence.

- Russ Arico

NOVEMBER 27, 2023



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

CITY COUNCIL MEETING

MONDAY, NOVEMBER 27, 2023, 7:00 P.M.

RICHARD E. MASTRANGELO COUNCIL CHAMBER

ADMINISTRATION BUILDING, 149 MAIN STREET

MINUTES

ACCESS INFORMATION:

A. This meeting will be held on November 27, 2023 at 7:00 PM in the Richard E. Mastrangelo Council Chamber

B. The meeting will be televised through WCATV (Watertown Cable Access Television):

<http://vodwcatv.org/CablecastPublicSite/?channel=3>

C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>

D. 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

E. Public may comment through email: vpiccirilli@watertown-ma.gov

F. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>

1. ROLL CALL

Council President Sideris called to order a regular meeting of the City Council at 7:00 p.m. in the Richard E. Mastrangelo Chamber, Administration Building. Those present were Councilors John M. Airasian, Caroline Bays, John G. Gannon, Nicole Gardner, Lisa J. Feltner, Emily Izzo, Anthony Palomba, Vice President Vincent J. Piccirilli, Jr., and Council President Mark S. Sideris. Also present were George Proakis (via Zoom) City Manager, Emily Monea, Deputy City Manager, Mark Reich, City Attorney, and Brendan T. McCarthy, Council Clerk.

2. PLEDGE OF ALLEGIANCE

President Sideris invited Watertown Scout Troop 30 and Pack 30 to lead the session in the Pledge of Allegiance

President Sideris then asked for a motion to move to Item 5A.

Councilor Piccirilli made the motion and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

5. PRESENTAION OF PETITIONS, PROCLAMATIONS, AND SIMILAR PAPERS AND MATTERS

A. Proclamation Honoring Watertown Scout Troop 30 and Pack 30

President Sideris congratulated the efforts of Watertown Scout Troop 30 and Pack 30 on a greatly successful food drive.

Councilor Gannon presented the Proclamation.

Councilor Piccirilli moved to accept the Proclamation and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

3. PUBLIC FORUM

President Sideris stated that he has been made aware that there is a lot of interest in the public to speak upon an agenda item regarding short term rentals. He continued to say that the item will not be taken up this evening, and asked if the people could hold their comments on the matter until it is brought up in a public hearing. He concluded by recognizing that while there has already been a first reading on the matter, that several meetings and months have passed, and he felt that it is more appropriate to reintroduce the issue in an additional first reading/public hearing before then voting on it.

Paul Weeden – 102 Lexington St – Stated that City Manager Proakis said he would meet with the residents along Highland Ave, that he (Paul) has reached out to Mr. Proakis and is waiting for a return. He continued to state that, when asked about the zoning appeals process, Zoning Enforcement Officer Tony Mancini recommended that he not go through the appeals process and only go through him (Mancini). He stated that Mancini informed him that if he went through the appeals process, he would not be successful. He asked why Watertown has an appeals process where no one wins – where there is a predetermined loss. He concluded by saying that his family has been in Watertown for over 100 years, and it is wrong to take away any access to his driveway.

Elodia Thomas – 67 Marion Rd – Stated that the minutes for the Committee on Rules and Ordinance report were very difficult to follow, and that she believes there should be a template for minutes. She stated there were missing documents, and that she had to cross reference with video to get all the pertinent information. She continued to say that the fact that these minutes were presented 7-10 months after the meetings themselves is wrong. She spoke on transfer taxes, and told the Council to keep their hands out of the people's pockets. She recognized a "give and take away" theme, that Massachusetts is one of the most expensive places to live, and that people's homes are their most valuable asset.

Alyssa Wang – Langdon Ave – Stated that she is one of the many residents whose lives are negatively affected by the winter parking ban. She believes that the parking ban is inequitable, and disproportionately affects women, renters, working class, and individuals with mobility issues. She continued to say that the ban is outdated and is not in the best interest of the majority of the residents. She stated that 51% of residents are renters, and that many of them are multiple individuals living in one unit that is deeded one parking spot, but 95% of renter's own a car and 75% use their car as their main mode of transportation. She went on to say that there are no trains that stop in Watertown, and the bus system is in a less than desirable state. She continued to say that the municipal lot she is recommended to park in is at least 20 minutes away from her home. She stated that she returns from her job around midnight, that most spots in the lots are taken at that time, and pointed out that after walking alone in the dark for 20 minutes, she has 6 hours to sleep and get up to start the process over again.

Jean Dunoyer – 17 Adams Ave – Stated that he believes the winter parking ban to be inequitable to many Watertown residents. He believes that the ban should be abolished.

4. PRESIDENTS REPORT

There were no pressing items.

6. PUBLIC HEARINGS

There were no items in Public Hearings.

7. MOTIONS, ORDERINANCES, ORDER, AND RESOLUTIONS

- A. Transfer of Funds from Fiscal Year 2024 City Council Reserve Account to Fiscal Year 2024 Human Resources Various Accounts

Human Resource Director Colleen Doyle stated that during the first month and a half of her new role as HR Director she is learning what can be modernized, and what is done well with the current system. She is working on a policy guideline that can be part of a future handbook that will include preparing for future collective bargaining negotiations as well as recruitment strategies. She continued to say that the request for funding represents implementation of recommendations from the Personnel Study including hiring an Assistant Human Resources Director and the Human Resources Systems Administrator. The request also represents contracted services and staff development.

Councilor Piccirilli moved to approve the Transfer of Funds and Councilor Feltner seconded.

The motion passed unanimously in a Roll Call Vote.

8. REPORTS OF COMMITTEES

- A. Committee of the Budget and Fiscal Oversight Report regarding its meeting on November 1, 2023 - Piccirilli, Chair

ACTION ITEM:

To recommend the City Council adopt the FY2025 Budget Policy Guidelines as drafted.

ACTION ITEM:

To recommend the City Council refers discussion of a real estate transfer tax to the Committee of the Budget and Fiscal Oversight.

ACTION ITEM:

To recommend the City Council refers discussion to increase the personal property tax exemption from \$5,000 to \$10,000 to the Committee of the Budget and Fiscal Oversight.

ACTION ITEM:

To recommend the City Council refers discussions with DCR on Cannalonga Park to the Committee on Parks and Recreation.

ACTION ITEM:

To recommend the City Council refers discussion of accessibility and accommodations for members of Boards, Commissions, and Committees to the Committee on Personnel and City Organization.

Councilor Piccirilli presented the report.

Councilor Piccirilli moved to accept the report and Councilor Gannon seconded.

Councilor Gannon asked to make a friendly amendment to a portion of the cost savings revenue in the FY25 Budget Policy Guidelines as it currently reads: require all departments to actively pursue filing applications for relevant state & federal grant programs – to read – state, federal government, and private foundation grant programs.

President Sideris stated what they are addressing at the time is to vote on accepting the report as submitted.

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve Action Item 1 and Councilor Feltner seconded.

Councilor Gannon reiterated his friendly amendment.

Councilor Palomba seconded the amendment brought forward by Councilor Gannon.

Councilor Piccirilli stated that he is happy with the agreed upon language, and that the

suggestion doesn't change the meaning of the original language.

Councilor Feltner asked what would be gained by the amendment.

Councilor Gannon replied that the objective of the amendment would be to create a larger breadth of options when it comes to grant programs.

Councilor Piccirilli replied that the language already allows for any grants to be state, federal, and private. He stated that there is no need to change the language, and that the language was already unanimously voted on in the meeting.

Councilor Gannon withdrew the motion for an amendment and Councilor Palomba withdrew his second.

Councilor Palomba stated his disagreement with the Committee's decision to not increase the staff working on the Climate and Energy Plan. He continued to say that he has received multiple letters echoing his desire to increase the staff.

Action Item 1 passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve Action Item 2 and Councilor Gannon seconded.

President Sideris stated he would be voting no on this item because there is much work being done regarding real estate transfer taxes at the state legislative level, and it would be counterproductive to make decisions prior to imminent state law.

Councilor Feltner echoed the activity on the state level and claimed that it would be next year before the Committee could get this on an agenda anyway. As an effect, she stated she is inclined to vote no as well.

Councilor Piccirilli stated that the aspect came up in the discussion and said that no action would be taken until after the Governors proposed Bond Bill.

President Sideris replied that it the Council shouldn't do the work of the State Legislature. He continued to say that there are many referrals occurring that they are qualified to handle, but that he believes this isn't one of them.

Action Item 2 passed 5 (Bays, Gannon, Gardner, Palomba, Piccirilli) – 4 (Airasian, Feltner, Izzo, Sideris) in a Roll Call Vote.

Councilor Piccirilli moved to approve Action Item 3 and Councilor Palomba seconded.

Action Item 3 passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve Action Item 4 and Councilor Feltner seconded.

Action Item 4 passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve Action Item 5 and Councilor Gardner seconded.

Action Item 5 passed unanimously in a Voice Vote.

- B. Committee on Human Services Report regarding its meeting on September 14, 2023 - Reappointments to Board of Health and Affordable Housing Trust - Palomba, Chair

ACTION ITEM:

Confirmation of Dr. Dominic Amirtharaj for Reappointment to the Board of Health for a Term Expiring on February 2, 2026.

ACTION ITEM:

Confirmation of David Leon for Reappointment to the Affordable Housing Trust for a Term Expiring on June 30, 2025.

Councilor Palomba presented the report.

Councilor Piccirilli moved to accept the report and Councilor Gannon seconded,

The report was accepted unanimously in a Voice Vote.

Councilor Piccirilli moved to approve Action Item 1 and Councilor Feltner seconded.

Action Item 1 passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve Action Item 2 and Councilor Feltner seconded.

Action Item 2 passed unanimously in a Voice Vote.

- C. Committee on Human Services Report regarding its meeting on September 1, 2023 – Rodent Control Program – Palomba, Chair

Councilor Palomba presented the report.

Councilor Piccirilli moved to accept the report and Councilor Gannon seconded.

- D. Committee on Rules and Ordinances Report regarding its meetings on January 30, 2023; February 13, 2023; April 3, 2023; April 20, 2023 - Gannon, Chair

ACTION ITEM:

Recommend draft Ordinance Requiring Closed Captioning for Public-Facing Televisions be scheduled for a first reading, then consideration and adoption by City Council.

Councilor Gannon presented the report.

Councilor Piccirilli moved to accept the report with amendments of the missing attachments: B1, C1, D2 and Councilor Feltner Seconded.

Councilor Piccirilli moved to approve the Action Item and Councilor Feltner seconded.

The Action Item passed unanimously in a Voice Vote.

9. NEW BUSINESS

There was no New Business.

10. COMMUNICATION FROM THE CITY MANAGER

- A. Request for Confirmation of Appointment and Reappointment to the Environmental and Energy Efficiency Committee.

City Manager Proakis requested the appointment of Marcia Ciro as well as the reappointments of Brian Hebeisen, Ellen Menounos, and Lauri Murphy.

President Sideris stated that they created an Ad Hoc Committee on Climate and Energy and that while typically this would have gone to Public Works, now Climate and Energy is the appropriate channel.

Councilor Piccirilli moved to refer the appointments and reappointments to the Committee on Climate and Energy and Councilor Feltner seconded.

The motion passed unanimously in a Voice Vote.

- B. Update on Parker Annex and Administration Building Office Configuration.

City Manager Proakis stated that they have been planning the reconfiguration of workspace for city workers in the Administration Building and the somewhat recently acquired Parker Annex. He continued that IT will be moved over to the Parker Building which will open up space in City Hall. The Health Department will also move to the Parker Building along with the Community Development and Planning Departments, and possibly the City Food Pantry. The first floor of the Administration building will be dedicated to all financial departments and the Parks and Rec department will move to the third floor. The Clerks office will expand, and the HR department will go on the second floor of the Administration building.

City Manager Proakis also presented possible plans to improve the Senior Center at the Phillips Building Campus that is slated a few years down the road.

President Sideris thanks Manager Proakis for the presentation as well as AI3 for their mockups.

Councilor Gannon remarked on the lack of common spaces and break room areas in both buildings, and asked if there was any plan to address it.

City Manager Proakis replied that they are still looking on how to improve those that

aspect of both buildings, but they do expect it to come to fruition.

City Manager Proakis announced the beginning of the Watertown Square Charette that will be taking place this week. He announced that they have an accepted offer for the Chief Financial Officer and Constituents Services Director.

11. REQUESTS FOR INFORMATION

There were no Requests for Information.

12. ANNOUNCEMENTS

Councilor Piccirilli announced that the next step for the of the Budget Policy Guidelines is for the Councilors to rank them.

President Sideris announced the annual tree lighting at the Commanders Mansion, and the Inauguration of Elected Officials also to be held at the Commanders Mansion

13. PUBLIC FORUM

Libby Shaw – Templeton Parkway – Remarked that the presentation of the reorganization of the Parker Building and Administration Building didn't show up much on the zoom feed, and asked where she could find the information.

President Sideris replied that it will be published on the website.

Alyssa Wang - - Reiterated that safety and aesthetic benefits of the parking ban pale in comparison to the hardships it imposes on most residents in the City. She continued to remark that most nights during the ban do not experience any snowfall at all, thus eliminating the need for constant plow service availability. She noted that many neighboring communities implement emergency parking bans for snowstorms as a compromise, and she suggested another solution could be to implement the ban on one side of the street as a different compromise. She concluded in saying that she feels the parking ban projects ideals that are unwelcoming to many demographics.

Elodia Thomas – 67 Marion Rd – Remarked that she did not see anything in terms of meeting room space in the reorganization of the Parker and Administration buildings. She also asked if there are any improvements planned for the third-floor conference room which currently presents a lot of challenges in term of watching meetings while at home.

15. RECESS OR ADJOURNMENT

Councilor Piccirilli made a motion to adjourn and Councilor Feltner seconded.

The motion was adopted unanimously in a Voice Vote.

The meeting adjourned at 8:33 p.m.

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above minutes were adopted by a vote of ___ for, ___ against, ___ present on December 12, 2023.

Mark S. Sideris, Council President
s:/BTM

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large
Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large
Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large
Emily Izzo,
District D Councilor

City Council Meeting
Monday, November 27, 2023 at 7:00 PM
Richard E. Mastrangelo Council Chamber
Administration Building, 149 Main Street
List of Documents

1. Scout Troop 30 Proclamation– Item 5A
2. Transfer of Funds – Human Resource – Item 7A
3. Committee of the Budget and Fiscal Oversight Report from 11/1/23 – Item 8A
4. Committee on Human Services Report from 9/14/23– Item 8B
5. Committee on Human Services Report from 9/14– Item 8C
6. Committee on Rules and Ordinances Report from
1/30/23;2/13,23;4/3/23;4/20/23 – Item 8D
7. Request for Confirmation – Environment & Energy Efficiency Committee– Item
10A
8. FY25 Budget Policy Guidelines as Approved and Ranked by City Council
9. FY25 Budget Policy Guidelines Ranked by Priority December 5, 2023

ADDENDUM TO THE MINUTES OF THE NOVEMBER 27, 2023 CITY COUNCIL MEETING



City Council Meeting
Monday, November 27, 2023 at 7:00 PM
Richard E. Mastrangelo Council Chamber
149 Main St.
Watertown, MA

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on November 27, 2023 at 7:00 P.M. Location: Richard E. Mastrangelo Council Chamber
 - B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
 - C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>
 - D. 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
 - E. Public may comment through email: vpiccirilli@watertown-ma.gov
 - F. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>
-

- 1. ROLL CALL
- 2. PLEDGE OF ALLEGIANCE
- 3. PUBLIC FORUM
- 4. PRESIDENT'S REPORT
- 5. PRESENTATION OF PETITIONS, PROCLAMATIONS, AND SIMILAR PAPERS AND MATTERS
 - A. Proclamation Honoring Watertown Scout Troop 30 and Pack 30
- 6. PUBLIC HEARINGS
- 7. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
 - A. Transfer of Funds from Fiscal Year 2024 City Council Reserve Account to Fiscal Year 2024 Human Resources Various Accounts
- 8. REPORTS OF COMMITTEES
 - A. Committee of the Budget and Fiscal Oversight Report regarding its meeting on November 1, 2023 - Piccirilli, Chair

ACTION ITEM:

To recommend the City Council adopt the FY2025 Budget Policy Guidelines as drafted.

ACTION ITEM:

To recommend the City Council refers discussion of a real estate transfer tax to the Committee of the Budget and Fiscal Oversight.

ACTION ITEM:

To recommend the City Council refers discussion to increase the personal property tax exemption from \$5,000 to \$10,000 to the Committee of the Budget and Fiscal Oversight.

ACTION ITEM:

To recommend the City Council refers discussions with DCR on Cannalonga Park to the Committee on Parks and Recreation.

ACTION ITEM:

To recommend the City Council refers discussion of accessibility and accommodations for members of Boards, Commissions, and Committees to the Committee on Personnel and City Organization.

- B. Committee on Human Services Report regarding its meeting on September 14, 2023 - Reappointments to Board of Health and Affordable Housing Trust - Palomba, Chair

ACTION ITEM:

Confirmation of Dr. Dominic Amirtharaj for Reappointment to the Board of Health for a Term Expiring on February 2, 2026.

ACTION ITEM:

Confirmation of David Leon for Reappointment to the Affordable Housing Trust for a Term Expiring on June 30, 2025.

- C. Committee on Human Services Report regarding its meeting on September 14, 2023 - Rodent Control Program - Palomba, Chair

- D. Committee on Rules and Ordinances Report regarding its meetings on January 30, 2023; February 13, 2023; April 3, 2023; April 20, 2023 - Gannon, Chair

ACTION ITEM:

Recommend draft Ordinance Requiring Closed Captioning for Public-Facing Televisions be scheduled for a first reading, then consideration and adoption by City Council.

ACTION ITEM:

City Council adopt the updated draft language to Amend Watertown Zoning Ordinance, Section 5.19 for Short-Term Rentals, and endorse the proposed Regulations.

9. NEW BUSINESS

10. COMMUNICATIONS FROM THE CITY MANAGER

- A. Request for Confirmation of Appointment and Reappointments to the Environmental and Energy Efficiency Committee
- B. Update on Parker Annex and Administration Building Office Configuration

11. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
12. ANNOUNCEMENTS
13. PUBLIC FORUM
14. RECESS OR ADJOURNMENT

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

CITY COUNCIL ATTENDANCE
MEETING DATE: NOVEMBER 27, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 27, 2023**

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Proclamation Honoring Watertown Scout Troop 30



Watertown City Council

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

PROCLAMATION HONORING WATERTOWN SCOUT TROOP 30 AND PACK 30 FOR THEIR SIGNIFICANT FOOD DRIVE FOR THE WATERTOWN FOOD PANTRY

WHEREAS: the Boy Scouts of America was founded in 1910, Chartered by Congress in 1916, and chartered in Watertown on Dec. 19, 1917, and
WHEREAS: Troop 30 and Pack 30 of Watertown, chartered by Burnham-Manning VFW Post #1105, continue that tradition of scouting in our community, and
WHEREAS: scouting in Watertown offers children the opportunity to learn citizenship and conservation skills, and learn the joy of serving one's community, and
WHEREAS: now serving scouts of all genders, the program is now known as Scouts BSA, and
WHEREAS: the motto of the Cub Scouts is "Do Your Best.", and
WHEREAS: the motto of the Boy Scouts is "Be Prepared;", and
WHEREAS: the slogan of the Boy Scouts is "Do a Good Turn Daily;", and
WHEREAS: the scout law says a scout is helpful, and
WHEREAS: Scouting for Food is a national program of Scouts BSA, collecting food for those in need in the United States, and
WHEREAS: Scouting for Food has been adopted by Troop 30 and Pack 30 as a cause to combine forces, and
WHEREAS: Scouting for Food in Watertown serves the Watertown Food Pantry, serving those in need for many years, and
WHEREAS: Scouting for Food is held the Saturday before Thanksgiving in Watertown, and
WHEREAS: Scouting for Food is consistently the largest one-day food drive held in Watertown, and
WHEREAS: Scouting for Food in Watertown means scouts as young as five are helping to collect food from generous neighbors to fight food insecurity, and
WHEREAS: Troop 30 and Pack 30 were cited in 2022 for its record-breaking food drives in Scout Life, the national magazine of scouting, and
WHEREAS: in 2021, seeing the great need in our community during the Coronavirus Pandemic, scouts held two food drives for the Watertown Food Pantry, and under the leadership of Eagle Scout Deion Howe collected 10,227 pounds total, and
WHEREAS: in 2022, Pack 30 and Troop 30 worked under the leadership of Life Scout Ethan Ho to collect, deliver and sort 5904.9 pounds of food for the Watertown Food Pantry, and
WHEREAS: in 2023, understanding the problem of food insecurity in Watertown, scouts set a goal to collect 3 tons of food in one day, and
WHEREAS: on November 18, 2023, under the leadership of First Class Scout Caitlin Devlin, scouts collected, delivered and sorted 6467.98 pounds of food in one day, and
WHEREAS: Scouting for Food will continue in 2024, the Saturday before Thanksgiving, because hunger will remain a problem in our community.
NOW, THEREFORE BE IT RESOLVED that the City Council of Watertown does hereby honor Watertown Scout Troop 30 and Pack 30 for Their Significant Food Drive for the Watertown Food Pantry.

IN WITNESS WHEREOF,
I have hereunto set our hand and
Caused the Great Seal of the
City of Watertown to be affixed
On this 27th day of November 2023

Mark S. Sideris, City Council President



CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 27, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Transfer of Funds from FY24 City Council Reserves to FY24 Human Resources Various Accounts



Watertown City Council

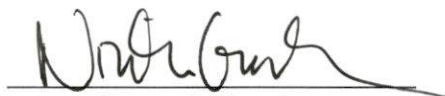
Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6470

RESOLUTION# 84

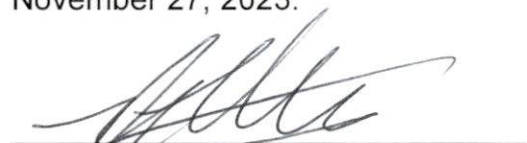
2023 – R – 84

BE IT RESOLVED: That the City Council of Watertown hereby approves the transfer of funds in the amount of \$142,000 from the Fiscal Year 2024 City Council Reserve Account to Fiscal Year 2024 Human Resources Various Accounts.

BE IT FURTHER RESOLVED: That a copy of said transfer is forwarded to the City Auditor and City Treasurer/Collector.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above Resolution was adopted by a vote of 4 for, 0 against, and 0 present on November 27, 2023.


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor



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 Proakis, City Manager

Date: November 17, 2023

RE: Agenda Item - Transfer of Funds Request

Enclosed please find correspondence from Colleen Doyle, Human Resources Director, regarding the following

1. Need for additional funding of the Human Resources full-time salaries account to pay for salaries for existing Human Resources staff and the addition of two additional Human Resources Staff, the Assistant Director of Human Resources and a Human Resources Information System Administrator. Those positions were recommended in the Personnel Department Study that was presented to the City Council on August 8, 2023.
2. Need for additional funding for the contracted services account to have funds available for independent consultants or investigations.
3. Need for additional funding for the staff development account for Diversity, Equity and Inclusion Training and employee wellness.

I respectfully request the attached transfer be considered at the November 27, 2023, City Council meeting.

Thank you for your consideration in this matter.

cc: Emily Monea, Deputy City Manager
Megan Langan, City Auditor



COLLEEN DOYLE
Human Resources Director

CITY OF WATERTOWN
Human Resources Department
Administration Building, 149 Main Street
Watertown, Massachusetts 02472-4410
Tel. (617) 972-6443 • Fax (617) 923-8195
www.watertown-ma.gov
recruiting@watertown-ma.gov

To: George Proakis, City Manager

From: Colleen Doyle, Human Resources Director

Date: November 17, 2023

RE: Human Resources Budget Transfer

Salaries

I am requesting to transfer \$115,000 from the City Council Reserve Account (0111152-570780) to the Human Resources full-time salaries account (0115251-510111) to cover the salary costs for the rest of the fiscal year for the three existing Human Resources staff members and to support the hiring of two additional staff members – an Assistant Director of Human Resources and a Human Resources Information System Administrator – as recommended in the recently completed Personnel Department Study. The anticipated hiring date for the new positions is February 2024 at the earliest.

Contracted Services

I am requesting to transfer \$15,000 from the City Council Reserve Account (0111152-570780) to the Human Resources contracted services account (0115252- 530303). The account is almost 97 percent accounted for already, and it is a best practice to have additional funds available if the need arises to hire an independent investigator.

Staff Development

I am requesting to transfer \$12,000 from the City Council Reserve Account (0111152-570780) to the Human Resources Staff Development account (0115252- 570787) for the purposes of Diversity, Equity and Inclusion training for all staff and for some wellness initiatives.

Thank you for your consideration in this matter, and please let me know if you need any additional information.

cc: Megan Langan, City Auditor
Emily, Monea, Deputy City Manager

TRANSFER AMOUNT: \$ 142,000

FROM: FY 2024 CITY COUNCIL RESERVE \$ 142,000
0111152-570780

TO: FY 2024 HR FULL TIME SALARIES \$ 115,000
0115251-510111

FY24 HR CONTRACTED SERVICES \$ 15,000
0115252-530303

FY24 HR STFF DEVELOPMENT \$ 12,000
0115252-570787

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

11/16/2023
DATE

Wesley Zayn
CITY AUDITOR

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 27, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to Accept the Committee of the Budget and Fiscal Oversight Report

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 27, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to Approve Action Item 1 from the Committee of the Budget and Fiscal Oversight Report

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 27, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	_____	___X___	_____
CAROLINE BAYS	___X___	_____	_____
LISA J. FELTNER	_____	___X___	_____
JOHN G. GANNON	___X___	_____	_____
NICOLE GARDNER	___X___	_____	_____
EMILY IZZO	_____	___X___	_____
ANTHONY PALOMBA	___X___	_____	_____
VINCENT J. PICCIRILLI JR.	___X___	_____	_____
MARK S. SIDERIS, COUNCIL PRESIDENT	_____	___X___	_____

Motion to Approve Action Item 2 from the Committee of the Budget and Fiscal Oversight Report

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 27, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to Approve Action Item 3 from the Committee of the Budget and Fiscal Oversight Report

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 27, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to Approve Action Item 4 from the Committee of the Budget and Fiscal Oversight Report

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 27, 2023**

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to Approve Action Item 5 from the Committee of the Budget and Fiscal Oversight Report



Watertown City Council

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

ELECTED
OFFICIALS:

Mark S. Sideris,
Council President

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

John M. Airasian,
Councilor At Large

Caroline Bays,
Councilor At Large

John G. Gannon,
Councilor At Large

Anthony Palomba,
Councilor At Large

Nicole Gardner,
District A Councilor

Lisa J. Feltner,
District B Councilor

Emily Izzo,
District D Councilor

Committee of the Budget and Fiscal Oversight

Meeting: November 1, 2023

Report: November 27, 2023

The Committee convened at 6:30 pm on Wednesday November 2, 2023 in the Louis P. Andrews Upper Conference Room, as a hybrid meeting with remote participation by zoom. Present were Vincent Piccirilli, Chair; Emily Izzo, Vice Chair; and Nicole Gardner, Secretary. Also present were City Manager George Proakis, City Auditor Megan Langan, Council Analyst Doug Newton, and Councilors Caroline Bays, Lisa Feltner, and John Gannon. Present by zoom were Councilors John Airasian and Anthony Palomba.

The purpose of this meeting was to review input from Councilors and make recommendations to the City Council on the FY2025 Budget Policy Guidelines.

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

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

To facilitate the process, the Chair arranged the requests from each Councilor, in the order received, into a worksheet for the Committee to use. The Committee completed the review of the FY25 Budget Policy Guidelines, and a summary of the Committee discussions and recommendations are contained within the worksheet (see attachment 1).

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

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

During the discussion, the Committee recommended three items be referred to Committees for further discussion and policy guidance. These were a real estate transfer tax, increasing the personal property tax exemption to \$10,000, and discussions with DCR on Cannalonga Park.

The Chair stated that letters to the Committee were received from the Environment & Energy Efficiency Committee (attachment 4), and Watertown Faces Climate Change (attachment 5). He will respond to them with the outcome of tonight's meeting.

The Committee also received a request from World in Watertown about support in the budget for accessibility and accommodations for members of Boards, Commissions, and Committees (attachment 6). Councilor Gardner stated she has a conflict of interest with this matter and recused herself from the discussion. It was agreed that this is a complicated matter that requires policy guidance from the Council before any funds could be budgeted.

- ➔ ACTION ITEM: Councilor Gardner made a motion, seconded by Councilor Izzo, that the Committee recommends to the City Council that it adopt the FY2025 Budget Policy Guidelines as drafted. The motion passed by a vote of 3-0.
- ➔ ACTION ITEM: Councilor Gardner made a motion, seconded by Councilor Izzo, to recommend the City Council refers discussion of a real estate transfer tax to the Committee of the Budget and Fiscal Oversight. The motion passed by a vote of 3-0.
- ➔ ACTION ITEM: Councilor Gardner made a motion, seconded by Councilor Izzo, to recommend the City Council refers discussion to increase the personal property tax exemption from \$5,000 to \$10,000 to the Committee of the Budget and Fiscal Oversight. The motion passed by a vote of 3-0.
- ➔ ACTION ITEM: Councilor Gardner made a motion, seconded by Councilor Izzo, to recommend the City Council refers discussions with DCR on Cannalunga Park to the Committee on Parks and Recreation. The motion passed by a vote of 3-0.
- ➔ ACTION ITEM: Councilor Izzo made a motion, seconded by Councilor Piccirilli, to recommend the City Council refers discussion of accessibility and accommodations for members of Boards, Commissions, and Committees to the Committee on Personnel and City Organization. The motion passed by a vote of 2-0 with Councilor Gardner recusing herself.

The meeting adjourned at 9:52 pm by a vote of 3-0.

Report prepared by Vincent Piccirilli

Attachments:

1. FY2025 Budget Policy Guidelines Worksheet
2. FY2025 Budget Policy Guidelines for Approval by the City Council (unranked)
3. FY2025 Budget Policy Guidelines Ranking Sheet
4. Environment & Energy Efficiency Committee letter
5. Watertown Faces Climate Change letter
6. World in Watertown email

Watertown's FY2025 Budget Policy Guidelines Worksheet – For Committee Report November 27, 2023

The City Council is adopting these budget policy guidelines pursuant to Section 5-1 of the Watertown Home Rule Charter. Based on these guidelines, the City Manager will develop budgetary goals and the City budget for FY25.

I. COST-SAVINGS/REVENUES - The City Council believes that identification of cost savings and/or new revenues should be a precondition to additional expenditures. To this end, in developing the FY25 budget, the City Manager should:		
FY24 Guideline	Input & Discussion	Draft FY25 Guideline
I. A. Continue to proceed with the guidelines of the Strategic Framework for Economic Development, with the long-term goal to promote a diversified and growing tax base.	Feltner: Add to the end: "...with a renewed focus on small/local business." Committee Discussion: Add the language in the new Economic Development Planner job description "and a renewed focus on small business, retail corridors, and emerging industry clusters"	Continue to proceed with the guidelines of the Strategic Framework for Economic Development, with the long-term goal to promote a diversified and growing tax base, and a renewed focus on small business, retail corridors, and emerging industry clusters.
I. B. Continue pursuing mitigation monies, linkage fees, and/or other measures from larger scale projects.	Committee Discussion: Keep as is.	No changes.
I C. Require all Departments to actively pursue filing applications for all relevant state, federal, and private foundation grant programs.	Committee Discussion: Keep as is.	No changes.
I. D. Actively seek Payment In Lieu Of Taxes (PILOT) agreements, or other in-kind services, with each non-profit organization owning or purchasing property in Watertown.	Committee Discussion: Keep as is.	No changes.

New Request	Input & Discussion	Draft FY25 Guideline
New Item #1	Palomba: Develop a proposal for a 1% - 2% real estate transfer tax for the sale of properties over \$1.5 million with the funds collected to be allocated to the Affordable Housing Trust. Committee Discussion: Unless state law is changed, this would require a home rule petition by the City Council, and cannot be done by the Administrative Branch as part of the budget process. Pursing this would require a referral to the Budget and Fiscal Oversight Committee for policy guidance.	Do not add.

II. PROGRAM ENHANCEMENTS/EXPENDITURES - To the extent that resources allow, in light of the financial policies stated above, and adhering to the principle of first identifying cost-savings and/or new revenue, the following program enhancements and, if necessary, new expenditures should receive priority in the FY25 budget. Education program enhancements and expenditures should be considered subsequently in light of the recommendations of the School Committee.		
FY24 Guideline	Input & Discussion	Draft FY25 Guideline
II. A. Beginning with FY24, all departments should prepare their budgets to address the strategies and action items in the Climate and Energy Plan adopted August 9, 2022.	Bays: Change to “All departmental budgets should prioritize the implementation of the strategies and action items in the Climate and Energy Plan.” Feltner: Change to “All departments and their divisions should continue preparing their budgets to address the strategies and action items in the Climate and Energy Plan adopted August 9, 2022.” Committee Discussion: See New Item # 2. Change to show year two progress and priority.	All departmental budgets should prioritize and enhance the ability of the City to implement the strategies and action items in the Climate and Energy Plan.
II. B. Continue to work collaboratively with the Watertown Public Schools on the comprehensive multi-year educational budget that assures sustainable funding for our schools and the successful education of our children, and seek to accommodate a 3.5% annual increase for FY24 for the Education appropriation that will provide level-service funding for our schools.	Bays: Change “and the successful education of our children” to “the successful education of our children, provide attractive employment packages” Palomba: Increasing the funding to the Watertown School District by .5% in FY25 and beyond with the goal of increasing salaries for Instructional Assistants. Feltner: Change “3.5% annual increase for FY24:” to “3.5% annual increase for FY25-FY27” Committee Discussion: Update with language in the October 10, 2023 Preliminary Budget Overview for a projected increase of 3.5% annually from FY25 through FY27, and include FY25 only. Under Ch.71 §34 the Council is barred from allocating specific funds in the Education appropriation. School collective bargaining is the sole responsibility of the School Committee. The IA contract was already settled. The Teacher contract has a provision for an additional raise if earmarked Fair Share Amendment money is received.	Continue to work collaboratively with the Watertown Public Schools on the comprehensive multi-year educational budget that assures sustainable funding for our schools and the successful education of our children, and seek to accommodate a 3.5% annual increase for FY25 for the Education appropriation that will provide level-service funding for our schools.

FY24 Guideline	Input & Discussion	Draft FY25 Guideline
IIC. Continue support for Building for the Future Initiative funding in collaboration with the School Building Committee, for the Three Elementary Schools project, and for the MSBA High School project, without debt exclusion funding.	Bays: Delete the three elementary schools from this. Feltner: Change to “Continue support for Building for the Future Initiative funding in collaboration with the School Building Committee for the MSBA High School project without debt exclusion funding, and in final commitments to closing out the Elementary Schools project.” Committee Discussion: Delete the references to the Three Elementary Schools project.	Continue support for Building for the Future Initiative funding in collaboration with the School Building Committee, for the MSBA High School project, without debt exclusion funding.
II. D. With the ongoing update to the Comprehensive Plan, which will include new goals and strategies for development in Watertown, continue to enhance the capabilities of the Department of Community Development and Planning by adding resources and/or redeploying existing resources.	Bays: Add F to D and change to “Incorporate goals of the updated Comprehensive Plan, and provide funding for a study of Watertown Square that will include Intersection Design, Development & Zoning changes - including increase in housing density, Small Business strategies, and better use of City owned land, parking lots, and former police station.” Feltner: Change to “In support of the update to the Comprehensive Plan adopted 9/21/2023, include new goals and strategies for development in Watertown, initiate a comprehensive Self-Evaluation toward developing an ADA Transition Plan, and continue to enhance the capabilities of the Department of Community Development and Planning with support of new divisions, including Events and continued funding of Public Arts and Culture, and funding for the Affordable Housing Trust.” Committee Discussion: Combine F with D. See also New Items #1 for Arts funding and #4 for Affordable Housing Trust. Updating the City’s ADA self-assessment and transition plan is action item 8F in the Comprehensive Plan.	With the completed update to the Comprehensive Plan which includes new goals and strategies for development in Watertown; and the ongoing Watertown Square Area Plan that will include Intersection Design, Development & Zoning changes including increase in housing density, Small Business strategies, and better use of City owned land; provide funding to address the strategies and action items in the plans, and continue to enhance the capabilities of the Department of Community Development and Planning by adding resources and/or redeploying existing resources to achieve the goals of the Plans.

FY24 Guideline	Input & Discussion	Draft FY25 Guideline
II. E. Improve the operational efficiency, flexibility, and capacity of the Public Works Department to meet the City’s growing needs to manage contractors, respond to work order requests, oversee development projects, plan and implement infrastructure improvements, improve communications to residents about road construction, comply with the MassDEP 2030 Solid Waste Management Plan, and maintain complete streets infrastructure. Review improvements for snow and ice removal. Consider what technology platforms are needed to support the Department.	Feltner: Change to “Improve the operational efficiency, flexibility, and capacity of the Public Works Department to: meet the city’s growing needs to manage contractors, respond to work order requests, oversee development projects, plan and implement infrastructure improvements including for EV charging, improve communications to residents about road construction and Traffic Control, comply with the MassDEP 2030 Solid Waste Management Plan with continued growth of the organics recycling program, and continue investment in complete streets infrastructure. Continue to review and finalize plans for improvements on snow and ice removal. Identify and select what technology platforms are needed to support DPW. Committee Discussion: Keep as is, but modify the last sentence.	Improve the operational efficiency, flexibility, and capacity of the Public Works Department to meet the City’s growing needs to manage contractors, respond to work order requests, oversee development projects, plan and implement infrastructure improvements, improve communications to residents about road construction, comply with the MassDEP 2030 Solid Waste Management Plan, and maintain complete streets infrastructure. Review improvements for snow and ice removal. Identify and implement technology needed to support the Department.
II. F. Provide funding for a study of Watertown Square that will incorporate goals of the updated Comprehensive Plan, and include Intersection Design, Development & Zoning changes, Small Business strategies, and better use of City owned land, parking lots, and former police station.	Bays: See D above. Feltner: Change to “Provide ongoing support for the study of Watertown Square to incorporate goals of the updated Comprehensive Plan, including Intersection Design, Development & Zoning changes (including per MBTA communities act), Small Business strategies, and better use of City owned land, parking lots, and the former police station. Also establish a fund to implement the Watertown Square plan TBD”. Committee Discussion: Funding of study completed, combine implementation into D above.	Remove, see Item II.D.

FY24 Guideline	Input & Discussion	Draft FY25 Guideline
II. G. Update the five year plan and funding schedule for the integrated improvements of the City's streets and sidewalks, water-sewer-stormwater infrastructure, and underground utilities. The plan should show status of ongoing projects, identify future projects including those with no funding source, identify sources of stormwater and sewage outflow to the Charles River, and coordination with water-sewer-stormwater projects and underground utility projects.	Feltner: Add a 2nd sentence “Address vehicle-reduction strategies, street design, signalization, wayfinding, policies and transit operations with DCDP.” Committee Discussion: Keep as is, but modify the first line.	Continue annual updates of the rolling five-year plan and funding schedule for the integrated improvements of the City's streets and sidewalks, water-sewer-stormwater infrastructure, and underground utilities. The plan should show status of ongoing projects, identify future projects including those with no funding source, identify sources of stormwater and sewage outflow to the Charles River, and coordination with water-sewer-stormwater projects and underground utility projects.
II. H. Provide increased funding and resources for City-wide rodent control in the FY24 budget.	Bays: Change to “Continue funding and resources for city-wide rodent control plan.” Feltner: Change to “Provide increased funding and resources for City-wide rodent control in the FY25 budget in coordination with the Health Dept and DPW.” Committee Discussion: Update. Important to keep for one more year to allow the new Health Director to fully implement the plan, and provide feedback. to reflect that.	Monitor and assess resources for City-wide rodent control in the FY25 budget.
II. I. Provide funding and resources for launch of the 311 system in the FY24 budget.	Bays: Change to “Continue funding and resources for launch of the 311 system.” Feltner: Change to “Provide ongoing funding and resources for the new Constituent Services Dept with 311 system (to launch in FY24) and new Community Engagement Specialist and with social media & web coordinator, in the FY25 budget.” Committee Discussion: Update. Important to keep for one more year to allow the new Constituent Services Director to fully implement the plan, and provide feedback.	Monitor and assess resources for launch of the 311 system in the FY25 budget.

FY24 Guideline	Input & Discussion	Draft FY25 Guideline
II. J. Consider funding for the recommendations of the Personnel Department Assessment Review and the Salary Study in the FY24 budget.	Palomba: Change to “Consider funding for the recommendations of the Personnel Department Assessment Review and the Compensation/Classification Salary Study.” Bays: Change to “Fund the recommendations of the Personnel Department Assessment Review and the Salary Study.” Gardner: Split into 2 new items: 1. Provide funding in the FY25 budget to continue the build out of the Human Resources Department, consistent with the recommendations of the recent study. This could include funding for personnel, training programs, new software systems, among other things. 2. Provide funding in the FY25 budget to carry out the classification and salary recommendations made in the recently completed study. Feltner: Change to “Consider funding for the recommendations of the Personnel Department Assessment Review and the Salary Study in the FY25 budget and in support of Human Resources Dept.” Committee Discussion: Funding of both studies completed. Partial funding for the HR Department is in FY24 but some will be in FY25. Funding the Classification and Compensation Study recommendations will be in FY25. Split in to two guidelines.	#1 Fund the remaining recommendations of the HR Assessment Review in the FY25 budget. #2 Fund the recommendations of the Classification and Compensation Study in the FY25 budget.

FY24 Guideline	Input & Discussion	Draft FY25 Guideline
II. K. Continue to enhance the capabilities of the Department of Public Works Forestry Department by adding resources and/or redeploying additional resources for improving Watertown's public shade trees and increasing the City's overall tree canopy by: (1) Developing a robust data collection process for public shade trees in Watertown, (2) Analyzing the data to determine an action plan and (3) to seek collaboration and partnership opportunities with community groups such as Trees for Watertown.	Feltner: Change to "Continue to enhance the capabilities of the Department of Public Works Forestry Department by adding resources and/or redeploying additional resources for improving and maintaining Watertown's public shade trees and increasing the City's overall tree canopy by maintaining robust data collection for public shade trees in Watertown, while analyzing the data to continue tree plantings." Committee Discussion: Incorporate Feltner recommendation.	Continue to enhance the capabilities of the Department of Public Works Forestry Division by adding resources and/or redeploying additional resources for improving and maintaining Watertown's public shade trees and increasing the City's overall tree canopy, by maintaining robust data collection for public shade trees in Watertown, and analyzing the data to continue tree plantings.
II. L. Continue working to identify additional acquisition of land for open space and recreation, using the Acquisition of Land/Open Space Stabilization Fund, and including proposals submitted to the Community Preservation Committee.	Committee Discussion: See also New Item 10. Leave as is.	No changes.
II. M. Carry out the remaining recommendations of the City-wide Information Technology Assessment.	Bays: Is Chris still working on this? If so - no change. Feltner: Add to the end "including end-user satisfaction, cybersecurity, web services, etc." Committee Discussion: Completed, remove.	Remove.
II. N. Consider funding for the recommendations of the Health & Human Services Study in the FY24 budget.	Palomba: Change to "Consider funding for the recommendations of the Community Health and Human Services Assessment." Feltner: Change to "Anticipate funding for the recommendations of the FY24 Health & Human Services Study TBD in the FY25 budget, including addressing needs of the Watertown Food Pantry." Committee Discussion: Not complete yet. Change to Fund recommendations in FY25 budget.	Consider funding for the recommendations of the Community Health & Human Services Assessment in the FY25 budget.

FY24 Guideline	Input & Discussion	Draft FY25 Guideline
II. O. Continue to work with the Watertown Transportation Management Association to identify sustainable sources of funding for the shuttle bus program in Watertown. Use data from the pilot program to explore strategies to increase ridership in a permanent program.	Bays: Change "explore strategies" to "explore alternative strategies" Feltner: Change the 2nd sentence to “Explore strategies to increase ridership in a permanent program; evaluate routes and transit operations in conjunction with ten. findings from Watertown Square study in FY25. Committee Discussion: Refocus to start with a goal to make the TMA into a permanent local transit program meeting the goals of the Climate & Energy Action Plan.	To meet the goal of allowing people who live and work in Watertown to go car free, continue to work with the Watertown Transportation Management Association to identify sustainable sources of funding for a permanent local transit program in Watertown.
II. P. Based on final City Council policy direction, develop a budgetary plan to meet the identified need for DPW staging space.	Committee Discussion: Leave as is.	No changes.
II. Q. Finalize re-use of the former north branch library.	Bays: No change - unless you want to put "Come up with a brilliant, innovative, and useful plan for the re-use of the North Branch Library" - maybe that's what O should say as well. Feltner: Change to “Q. Consider re-use of the former north branch library after review of a FY24 structural study and findings.” Committee Discussion: Reword to show a structural assessment is proposed. Future action will depend on the results of the study.	Consider re-use of the former north branch library after review of a FY24 structural study and findings.

New Request	Input & Discussion	Draft FY25 Guideline
New Item #1	Palomba: Provide funding for the Watertown Cultural Council by matching the Massachusetts Cultural Council’s funding level in FY24. Committee Discussion: See also Feltner comment under II.D. There is significant support to provide more arts funding, but this is too specific., make broader.	Provide additional support for cultural events and public art in the FY25 budget.
New Item #2	Palomba: Enhance the ability of the City to implement its Climate and Energy Plan by creating a Climate and Energy Division within the Department of Community Development and Planning and increasing its capacity by hiring additional staff. Committee Discussion: Requirements for additional staff to address the goals of the Climate and Energy Plan is already covered in II.A. The Committee on Climate & Energy is holding regular meetings to monitor the implementation and progress of the plan. Reorganization is the responsibility of the Manager under the Charter.	Do not add.
New Item #3	Palomba: Provide funding for the location, design, and construction of a Miracle Field. Committee Discussion: This is still an open referral with the Parks & Recreation Committee, and is awaiting policy guidance from the City Council. See Committee report from May 24, 2022 for the meeting of May 11, 2022.	Do not add.
New Item #4	Palomba: Increase funding for the Affordable Housing Trust to \$500,000 annually. Committee Discussion: See also Feltner comment under II.D. The current budget has \$250,000 added to the Affordable Housing Trust annually. Significant funds for affordable housing are available from the Community Preservation Act, as well as the new linkage fee. Any recommendation for additional funds from the operating budget should have policy guidance from the Municipal Housing Trust.	Do not add.
New Item #5	Gardner: Budget for staffing, and financial resources for programming, to support the work of the newly forming Human Rights Commission in the FY25 budget. Committee Discussion: See New Item # 11. This makes sense to add, with the ordinance that was adopted on September 26, 2023.	Add resources in the FY25 budget to support the work of the newly formed Human Rights Commission.
New Item #6	Feltner: Continue funding for the new Finance Dept under a Chief Financial Officer, including new Grants Development staff. Committee Discussion: New Finance department and staffing is in the FY24 budget.	Do not add.

New Request	Input & Discussion	Draft FY25 Guideline
New Item #7	Feltner: Continue support of the Space Needs Study for all phases, including future plans for Phillips School/Senior Ctr services site. Committee Discussion: The space studies are already underway. Funding for any resulting construction is in the Capital Improvement Program for the Parker School. The 3-phase feasibility study for the Parker School/Phillips School/Senior Center is ongoing and subject to future community input.	Do not add.
New Item #8	Airasian: I'd like to look into having citywide internet. Maybe have a pilot program in public places like the library, schools, parks etc. if it were fee based (which would be much less than Comcast) we could direct some of that to WCATV to off set customers who are cutting cable service. Committee Discussion: The FY24-FY28 Capital Improvement Plan (row 48) has \$500,000 in FY25, FY26, and FY27 for Public WiFi. Watertown held a Public Broadband and Digital Equity Information Session on June 27, 2023, and discussions are ongoing. Grant funding is being sought for a capital project.	Do not add.
New Item #9	Airasian: Raise personal property exemption for businesses from 5k to 10k. Committee Discussion: This is defined by M.G.L. Chapter 59 §5 Clause 54, and requires legislative action by the City Council. A referral to the Budget and Fiscal Oversight Committee for policy guidance is recommended.	Do not add.
New Item #10	Airasian: DCR..., in particular, Cannalonga Park, for Watertown to take ownership and upkeep to expand the city's green space. Committee Discussion: A municipality cannot acquire state-owned open space. This was covered in a Joint Human Services Committee & Conservation Commission report dated October 24, 2017 for a meeting held August 3, 2017. There was also a DCR Listening Session held on June 1, 2022 about Cannalonga Park to determine existing site features and issues that need to be addressed. The manager already met with the DCR Commissioner to discuss this. A referral to the Parks & Recreation Committee is recommended to discuss options with DCR for Cannalonga Park and develop policy guidance.	Do not add.
New Item #11	Gannon: Appropriation for staff and budget for new Human Rights Commission, as approved by the City Council on September 26, 2023. Committee Discussion: See New Item #5.	New Item #5

New Request	Input & Discussion	Draft FY25 Guideline
New Item #12	Gannon: Appropriation for City Council outside counsel, consultants and other experts, as provided by the Watertown City Charter. Committee Discussion: Funding to support the City Council needs is included in the Council Reserve, and appropriation for a specific use would need City Council policy guidance.	Do not add.

Watertown's FY2025 Budget Policy Guidelines

For Approval by the City Council

November 27, 2023

The City Council is adopting these budget policy guidelines pursuant to Section 5-1 of the Watertown Home Rule Charter. Based on these guidelines, the City Manager will develop budgetary goals and the City budget for Fiscal Year 2025. *Watertown's Ongoing Budget Policy Guidelines* Resolution 2012-72, *Amending Watertown's Ongoing Budget Policy Guidelines* Resolution 2017-84 and *Watertown's Ongoing Capital Project Budget Guidelines* Resolution 2013-76 are hereby incorporated by reference.

I. COST-SAVINGS/REVENUES

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

The City Council believes that identification of cost savings and/or new revenues should be a precondition to additional expenditures. To this end, in developing the FY25 budget, the City Manager should:

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

II. PROGRAM ENHANCEMENTS/EXPENDITURES

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

To the extent that resources allow, in light of the financial policies stated above, and adhering to the principle of first identifying cost-savings and/or new revenue, the following program enhancements and, if necessary, new expenditures should receive priority in the FY25 budget. Education program enhancements and expenditures should be considered subsequently in light of the recommendations of the School Committee.

- A. All departmental budgets should prioritize and enhance the ability of the City to implement the strategies and action items in the Climate and Energy Plan.
- B. Continue to work collaboratively with the Watertown Public Schools on the comprehensive multi-year educational budget that assures sustainable funding for our schools and the successful education of our children, and seek to accommodate a 3.5% annual increase for FY25 for the Education appropriation that will provide level-service funding for our schools.
- C. Continue support for Building for the Future Initiative funding in collaboration with the School Building Committee, for the MSBA High School project, without debt exclusion funding.
- D. With the completed update to the Comprehensive Plan which includes new goals and strategies for development in Watertown; and the ongoing Watertown Square Area Plan that will include Intersection Design, Development & Zoning changes including increase in housing density, Small Business strategies, and better use of City owned land; provide funding to address the strategies and action items in the plans, and continue to enhance the capabilities of the Department of Community Development and Planning by adding resources and/or redeploying existing resources to achieve the goals of the Plans.
- E. Improve the operational efficiency, flexibility, and capacity of the Public Works Department to meet the City's growing needs to manage contractors, respond to work order requests, oversee development projects, plan and implement infrastructure improvements, improve communications to residents about road construction, comply with the MassDEP 2030 Solid Waste Management Plan, and maintain complete streets infrastructure. Review improvements for snow and ice removal. Identify and implement technology needed to support the Department.
- F. Continue annual updates of the rolling five-year plan and funding schedule for the integrated improvements of the City's streets and sidewalks, water-sewer-stormwater infrastructure, and underground utilities. The plan should show status of ongoing projects, identify future projects including those with no funding source, identify sources of stormwater and sewage outflow to the Charles River, and coordination with water-sewer-stormwater projects and underground utility projects.
- G. Monitor and assess resources for City-wide rodent control in the FY25 budget.

- H. Monitor and assess resources for launch of the 311 system in the FY25 budget.
- I. Fund the remaining recommendations of the HR Assessment Review in the FY25 budget.
- J. Fund the recommendations of the Classification and Compensation Study in the FY25 budget.
- K. Continue to enhance the capabilities of the Department of Public Works Forestry Division by adding resources and/or redeploying additional resources for improving and maintaining Watertown's public shade trees and increasing the City's overall tree canopy, by maintaining robust data collection for public shade trees in Watertown, and analyzing the data to continue tree plantings.
- L. Continue working to identify additional acquisition of land for open space and recreation, using the Acquisition of Land/Open Space Stabilization Fund, and including proposals submitted to the Community Preservation Committee.
- M. Consider funding for the recommendations of the Community Health & Human Services Assessment in the FY25 budget.
- N. To meet the goal of allowing people who live and work in Watertown to go car free, continue to work with the Watertown Transportation Management Association to identify sustainable sources of funding for a permanent local transit program in Watertown.
- O. Based on final City Council policy direction, develop a budgetary plan to meet the identified need for DPW staging space.
- P. Consider re-use of the former north branch library after review of a FY24 structural study and findings.
- Q. Provide additional support for cultural events and public art in the FY25 budget.
- R. Add resources in the FY25 budget to support the work of the newly formed Human Rights Commission.

Watertown's FY2025 Budget Policy Guidelines Priority Ranking

For both sections I and II, rank each item by priority (1=highest) and return to the Chair of the Budget & Fiscal Oversight Committee no later than 5:00 pm Tuesday December 5, 2023. The final published budget policy guidelines will be ranked by composite priority.

Councilor Name: _____

I. COST-SAVINGS/REVENUES	
FY25 Guideline	Ranking
I. A. Continue to proceed with the guidelines of the Strategic Framework for Economic Development, with the long-term goal to promote a diversified and growing tax base, and a renewed focus on small business, retail corridors, and emerging industry clusters.	
I. B. Continue pursuing mitigation monies, linkage fees, and/or other measures from larger scale projects.	
I. C. Require all Departments to actively pursue filing applications for all relevant state, federal, and private foundation grant programs.	
I. D. Actively seek Payment In Lieu Of Taxes (PILOT) agreements, or other in-kind services, with each non-profit organization owning or purchasing property in Watertown.	

II. PROGRAM ENHANCEMENTS/EXPENDITURES	
FY25 Guideline	Ranking
II. A. All departmental budgets should prioritize and enhance the ability of the City to implement the strategies and action items in the Climate and Energy Plan.	
II. B. Continue to work collaboratively with the Watertown Public Schools on the comprehensive multi-year educational budget that assures sustainable funding for our schools and the successful education of our children, and seek to accommodate a 3.5% annual increase for FY25 for the Education appropriation that will provide level-service funding for our schools.	
II. C. Continue support for Building for the Future Initiative funding in collaboration with the School Building Committee, for the MSBA High School project, without debt exclusion funding.	
II. D. With the completed update to the Comprehensive Plan which includes new goals and strategies for development in Watertown; and the ongoing Watertown Square Area Plan that will include Intersection Design, Development & Zoning changes including increase in housing density, Small Business strategies, and better use of City owned land; provide funding to address the strategies and action items in the plans, and continue to enhance the capabilities of the Department of Community Development and Planning by adding resources and/or redeploying existing resources to achieve the goals of the Plans.	
II. E. Improve the operational efficiency, flexibility, and capacity of the Public Works Department to meet the City's growing needs to manage contractors, respond to work order requests, oversee development projects, plan and implement infrastructure improvements, improve communications to residents about road construction, comply with the MassDEP 2030 Solid Waste Management Plan, and maintain complete streets infrastructure. Review improvements for snow and ice removal. Identify and implement technology needed to support the Department.	
II. F. Continue annual updates of the rolling five-year plan and funding schedule for the integrated improvements of the City's streets and sidewalks, water-sewer-stormwater infrastructure, and underground utilities. The plan should show status of ongoing projects, identify future projects including those with no funding source, identify sources of stormwater and sewage outflow to the Charles River, and coordination with water-sewer-stormwater projects and underground utility projects.	
II. G. Monitor and assess resources for City-wide rodent control in the FY25 budget.	
II. H. Monitor and assess resources for launch of the 311 system in the FY25 budget.	
II. I. Fund the remaining recommendations of the HR Assessment Review in the FY25 budget.	
II. J. Fund the recommendations of the Classification and Compensation Study in the FY25 budget.	
II. K. Continue to enhance the capabilities of the Department of Public Works Forestry Division by adding resources and/or redeploying additional resources for improving and maintaining Watertown's public shade trees and increasing the City's overall tree canopy, by maintaining robust data collection for public shade trees in Watertown, and analyzing the data to continue tree plantings.	
II. L. Continue working to identify additional acquisition of land for open space and recreation, using the Acquisition of Land/Open Space Stabilization Fund, and including proposals submitted to the Community Preservation Committee.	
II. M. Consider funding for the recommendations of the Community Health & Human Services Assessment in the FY25 budget.	
II. N. To meet the goal of allowing people who live and work in Watertown to go car free, continue to work with the Watertown Transportation Management Association to identify sustainable sources of funding for a permanent local transit program in Watertown.	
II. O. Based on final City Council policy direction, develop a budgetary plan to meet the identified need for DPW staging space.	
II. P. Consider re-use of the former north branch library after review of a FY24 structural study and findings.	
II. Q. Provide additional support for cultural events and public art in the FY25 budget.	
II. R. Add resources in the FY25 budget to support the work of the newly formed Human Rights Commission.	



CITY OF WATERTOWN

Environment & Energy Efficiency Committee

Jeanne Trubek, Co-chair
Ellen Menounos, Co-chair
Brian Hebeisen
Lauri Murphy

Silas Fyler, Energy Manager
Patricia Rathbone
Carina Wallack
Shin Nagpal

October 24, 2023

To: City Councilors of Watertown
Re: Budget Priorities for City Councilors' consideration

Dear Councilors,

In order to meet the goals of the Climate and Energy Plan, we highly recommend that the City fund the following actions:

Cross-Cutting Strategy CC1: "Add staff capacity and resources to the Energy Manager's Office and the DPW Forestry Division. More staff is critical to the successful and timely implementation of the Plan."

1. Immediately: fund an additional full-time energy professional in the Energy Department. The demands of the Climate and Energy Plan are too large for a single person and are growing as the Plan ramps up.
Note: We estimate that an additional person will be required to administer the BERDO when it is fully operational in 2 to 3 years.
2. Fund a half-time certified arborist working in the DPW to do education and outreach to the community. We need a person to educate our community about how trees support the Climate and Energy Plan goals. Trees reduce energy use and provide a livable environment.

Transportation and Mobility Goal 1: "Reduce personal vehicular travel miles by 50%."

1. Fund a Watertown Transportation Plan or, if the plan is funded by ARPA, implement the actions.
2. Fund a pilot project to evaluate the effectiveness of microtransit.
3. Re-write ordinances, regulations, practices around road and traffic projects.
4. Provide funding in partnership with developers for infrastructure, such as dedicated bus lanes and priority traffic signals.

Sincerely,
Jeanne Trubek, Co-chair
Ellen Menounos, Co-chair

The City of Watertown's Environment and Energy Efficiency Committee

Please reply to mjtrubek@gmail.com or ellenmenounos@gmail.com. Thank you.



Watertown Faces Climate Change (WFCC) is a working group of Watertown Citizens for Peace, Justice and the Environment and a node of 350 Mass.

To: City Councilors of Watertown

Re: Budget Priorities for City Councilors' Consideration

Dear Councilors,

Watertown Faces Climate Change (WFCC) understands that the City Council must weigh numerous priorities and resources are finite. However, the goals within the adopted Climate and Energy Plan must be paramount. We respectfully request that the following three recommendations be considered as high priorities for the FY2025 budget.

1. **Hire an additional full-time person in the nascent “Energy Department”.** This person should be a qualified Energy Manager or an individual with equivalent senior experience. We appreciate how much Silas Fyler has completed in the past year, with focus primarily on energy improvements within city facilities, and we have high hopes for the newly hired Energy Advocate. Unfortunately, the urgency of the climate crisis and the pace of development requires the city and its citizens to focus on numerous projects all at once and this requires expanding the city’s energy team. The sixteen actions of the Buildings and Energy section of the Climate and Energy Plan generally fall within the Energy Department’s responsibility with overlapping responsibility from other sections of the plan. Additional actions will be identified as the plan is adapted to changing state and federal policies and incentives and to new challenges, technologies, and ideas. Examples of immediate needs include launching a Building Emissions Reduction and Disclosure Ordinance (BERDO) for Watertown, grant writing, researching new ideas and techniques, and collaborating with regional entities like Massachusetts Climate Action Network (MCAN), the Building Electrification Accelerator (BEA) and neighboring cities. It is important to note that within two to three years a third person will be required to administer the BERDO when it is fully operational.

2. **Add a half-time certified arborist to DPW.** Additional resources are required to support the activities of the Tree Warden and implement the provisions of the Tree Ordinance. We have an excellent Tree Warden, but his time is spent locating, purchasing, installing, and maintaining our urban tree canopy; this is his major responsibility. We need a person to educate the community about how trees support our Climate and Energy Plan’s attempts to reduce energy use and provide a livable environment. Once the Tree Ordinance is adopted, this person’s responsibilities will expand to tasks related to implementing the ordinance.

3. **Act on Transportation and Mobility Goal 1: Reduce personal vehicular travel miles by 50% by 2050.** Of all the transportation goals and strategies in the Climate and Energy Plan, this may be the most difficult to achieve. It is difficult because of the changes required in habits, policies, and established practices. Due to the complexity and urgency of achieving this goal, we recommend it be a priority to provide funding for the following:

- A Watertown Transportation Plan or implementing the actions if the plan is funded by ARPA.

- A pilot project to evaluate the effectiveness of micro transit.
- Revision of the ordinances, regulations, and practices that affect road and traffic projects.
- Provision of funding in partnership with developers for infrastructure such as dedicated bus lanes and priority traffic signals.

Thank you for your careful consideration of these priorities.

Sincerely,

Members of Watertown Faces Climate Change

budget authority priority request

Bevin Croft <bevincroft@gmail.com>

Mon 10/30/2023 6:44 AM

To: City Councilors <citycouncilors@watertown-ma.gov>

Cc: board-wiw@googlegroups.com <board-wiw@googlegroups.com>

Dear Watertown City Councilors,

For many people in Watertown, competing demands as a caregiver of children/older adults, cognitive and linguistic accessibility, or limited experience with City government are barriers to participation in Boards, Commissions, and Committees.

The Board of World in Watertown urges the City Council to please prioritize accessibility and accommodations for members of boards and commissions in the City budget. Actions to support accessibility could include:

- covering costs of child care for members with young children or older adults during meetings
- covering costs of transportation to and from meetings
- language (including ASL) interpretation services
- ensuring full accessibility of meeting materials (508-compliance for all written materials, ensuring agendas and other meeting materials are in easy read formats, translation of materials into preferred languages)
- support to facilitate participation for people with cognitive disabilities (e.g. pre-meeting support, coaching and mentoring)
- orientation, consultation, and mentoring for people who haven't previously served in a similar role

We believe such an investment would be a relatively low-cost but high-impact way to enhance equity and representation and will ultimately enrich the work of the Boards, Commissions, and Committees in our city.

Warm regards,

Bevin Croft
Ben Jerome
Rachel Kay
Xin Peng
Sarah Zoen

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 27, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to Accept the Committee on Human Services Report

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 27, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to Approve Action Item 1 the Committee on Human Services Report

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 27, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to Approve Action Item 2 the Committee on Human Services Report



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

Committee on Human Services

Monday, September 14, 2023

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

The Committee on Human Services held a public meeting on September 14, 2023, at 6:00pm to:

- 1) consider the reappointment of Dr. Dominic Amirtharaj to the Board of Health for a term expiring on February 2, 2026; and
- 2) consider the reappointment of David Leon to the Affordable Housing Trust for a term expiring on June 30, 2025.

1. Call to Order

Committee Chair Palomba called the meeting to order at 6:12pm and introduced the other committee members present: Caroline Bays, Vice Chair; and John Gannon, Secretary. Also present during the course of the meeting were Dr. Domenic Amirtharaj and David Leon.

2. Interview of Dr. Dominic Amirtharaj for Reappointment to the Board of Health for a Term Expiring on February 2, 2026.

Dr. Amirtharaj is a current member of the Board of Health. He is a practicing doctor with a specialty in internal medicine and has affiliations with many hospitals, including Mount Auburn Hospital. He stated that he's been very interested in the local government processes in terms of public health and appreciates serving on the Board of Health. The Board of Health has seen an increasing amount of activity in the biotech field. He would like to see the Board of Health take on a bigger role with respect to opioid addiction and other substance use disorders. He has been involved with the Board's addressing of issues with respect to rodent control. Councilor Bays moved that the Committee recommend that Dr. Dominic Amirtharaj be reappointed to the Board of Health, seconded by Councilor Gannon. The vote to approve the nomination was 3-0.

3. Interview of David Leon for Reappointment to the Affordable Housing Trust Fund for a Term Expiring on June 30, 2025.

David Leon has an extensive background in real estate finance and development, specializing in the development of affordable housing. He brings a broad range of expertise to the Watertown Affordable Housing Trust, including his service on the Watertown Housing Partnership for over twenty-three years. He stated that as a present member of the Trust, he has been invigorated on affordable housing issues due to the collective talents and backgrounds of the other members of the Trust. He stated that the Trust has been reviewing potential sites for affordable housing, along with the assistance of a Massachusetts Institute of Technology graduate student using MIS data. He is pleased that the City has a City Manager with such an extensive background in planning and affordable housing development. He also praised the staff support provided to the Trust by Larry Fields of the Department of Community Development and Planning. He would like to see discussion of the possibility of increasing the required development percentage dedicated to affordable housing. Councilor Gannon moved that the Committee recommend that David Leon be reappointed to the Trust, seconded by Councilor Bays. The vote to approve the nomination was 3-0.

Councilor Gannon made a motion to adjourn the meeting, seconded by Councilor Bays. The vote was 3-0. The meeting adjourned at 6:45pm.

Action Item 1. Confirmation of Dr. Dominic Amirtharaj for Reappointment to the Board of Health for a Term Expiring on February 2, 2026.

Action Item 2. Confirmation of David Leon for Reappointment to the Affordable Housing Trust Fund for a Term Expiring on June 30, 2025.

Meeting minutes prepared by
John Gannon, Secretary

ELECTED OFFICIALS

Anthony Palomba,
Chair

Caroline Bays,
Vice Chair

John G. Gannon,
Secretary

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 27, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to Accept the Committee on Human Services Report on the Rodent Control Program



Watertown City Council

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

Committee on Human Services Monday, September 14, 2023

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

The Committee on Human Services held a public meeting on September 14, 2023, at 7:00pm for a continued discussion on the development of a Citywide Rodent Control Program and review of an updated draft rodent control program.

1. Call to Order

Committee Chair Palomba called the meeting to order at 7:05pm and introduced the other committee members present: Caroline Bays, Vice Chair; and John Gannon, Secretary. Also present during the course of the meeting were Abby Myers, Interim Director, Watertown Health Department; Michael Albano, Director of Administration and Finance, Watertown DPW; Michael Cookson, Assistant Director of Administration and Finance, Watertown DPW; and residents Eileen Zubrowski, Carl Bazarian, Janet Erlick and Karen Russo.

Councilor Palomba stated that the rodent problem in Watertown has not disappeared and continues to be a nuisance. He announced that this meeting will address current efforts to remediate the nuisance. He allowed testimony from residents about their individual concerns on rodent issues. Carl Bazarian stated his concern that the contractors engaged in the construction of the new Watertown High School will not be placing a sufficient number of rodent traps near the construction site. He was informed that he should contact the Watertown Health Department, as that department is the main city agency to address such complaints. Eileen Zubrowski, a resident of Capital Street, noted that the rodent problem in her neighborhood was bad last year, but that the situation has improved.

Michael Cookson, DPW Assistant Director of Administration and Finance, stated that the DPW has placed a total of 77 so-called smart traps in various locations, mostly on Mount Auburn and Arsenal Streets. The smart traps use electricity to euthanize rodents and provide real-time data on the location of rodents, so that

immediate problems may be addressed, as opposed to the typical bait traps, which cannot provide such data. The data provided by the smart traps indicate that over the course of six months, 159 rodents were euthanized, for an average of 27 rodents per month. 31% of the traps had no rodent hits. The average cost per rodent killed in this early study was \$327. He recommends that the deployment of additional smart boxes should be considered as part of the overall rodent remediation strategy. Councilor Bays asked him how quickly smart traps kill rodents in comparison to typical bait traps. He replied that the smart traps attained their outcomes much quicker.

Interim Health Director Abby Myers has been taking the lead in addressing the City's rodent control issue. She stated that the United States has seen an increase in the rodent population. She has been advocating for a rodent control strategy of education, as well as enforcement. She stated that the city has been using bait and trap approaches, as well as addressing baiting of construction sites. She stated that the city has been holding pre-construction meetings with contractors to address on-site rodent control measures. The Health Department has been monitoring plans at individual construction sites and has in the past requested that developers update their plans to address newer rodent problems discovered. She stated that there are a few Watertown agencies that address rodent control issues. The Building and Health departments monitor problems across the city, including at vacant properties. The DPW handles rodent issues involving street reconstruction. The Zoning and Planning Boards impose rodent control restrictions for the construction of new projects.

She stated that the City has created a Problem Property Working Group to coordinate rodent control activities. The members of the Group include the Health Department, the Zoning Enforcement and Code Enforcement officers, the DPW, the Building Department, the Department of Public Buildings and the police and fire departments. The group will monitor rodent activity and share data on resolving problems as they occur. She stated that the City is working on finalizing a Rodent Control Plan. The working group and the plan will review the possibility of amendments to existing ordinances and regulations pertaining to trash and rodent issues. The plan will also address legal enforcement remedies to address property owners who create conditions that attract rodents and provide for methods of public education for Watertown residents, including the distribution of flyers. The Health Department will respond to all calls from residents seeking assistance in rodent remediation. She will work with the individual city departments that have jurisdiction over particular properties where such nuisances occur. The Health Department is in the process of hiring an additional employee whose responsibilities will include addressing rodent control issues.

Councilors commended the progress on the plan and encouraged strong vigilance on the part of the Working Group to address future rodent nuisance issues, particularly considering the new construction activities planned across the city.

Councilor Palomba recommended that the Committee on Human Services reconvene on occasion to monitor the progress of city efforts to address the rodent control nuisance.

Councilor Gannon made a motion to adjourn, seconded by Councilor Bays. The vote was 3-0. The meeting adjourned at 8:45pm.

Meeting minutes prepared by
John Gannon, Secretary

ELECTED OFFICIALS

Anthony Palomba,
Chair

Caroline Bays,
Vice Chair

John G. Gannon,
Secretary

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 27, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to Accept the Committee on Rules and Ordinances Report

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: NOVEMBER 27, 2023

	YES	NO	PRESENT
JOHN M. AIRASIAN	<u> X </u>	<u> </u>	<u> </u>
CAROLINE BAYS	<u> X </u>	<u> </u>	<u> </u>
LISA J. FELTNER	<u> X </u>	<u> </u>	<u> </u>
JOHN G. GANNON	<u> X </u>	<u> </u>	<u> </u>
NICOLE GARDNER	<u> X </u>	<u> </u>	<u> </u>
EMILY IZZO	<u> X </u>	<u> </u>	<u> </u>
ANTHONY PALOMBA	<u> X </u>	<u> </u>	<u> </u>
VINCENT J. PICCIRILLI JR.	<u> X </u>	<u> </u>	<u> </u>
MARK S. SIDERIS, COUNCIL PRESIDENT	<u> X </u>	<u> </u>	<u> </u>

Motion to Approve Action Item 1 from the Committee on Rules and Ordinances Report



Watertown City Council

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

Report of the City Council Committee on Rules and Ordinances

2023 Meeting Dates: Monday, January 30 at 6:30 p.m.; Monday, February 13 at 6:30 p.m.;
Monday, April 3 at 6:00 p.m.; and Thursday, April 20 at 5:30 p.m.

All committee meetings were convened in the Richard E. Mastrangelo Council Chamber,
with remote participation by Zoom pursuant to Chapter 2 of the Acts of 2023.

Present at all committee meetings were Councilors John Gannon, chair; John Airasian, vice chair, and Lisa Feltner, secretary.

The purpose of the above meetings was to: Continue discussion relative to the adoption of a short-term rental (STR) ordinance. The purpose of April 3rd and 20th meeting dates also included: Consider the adoption of an ordinance requiring closed captioning on public-facing televisions.

In response to Watertown's interest in the ability to regulate short-term rentals and ensure safety while balancing concerns of negative impacts from this use, the committee found consensus in the desire to restrict STR to the original intentions of a "sharing economy". Thus, considering all prior term and current discussions, we recommend short-term rental use be limited to two options: "Limited Share" of private bedroom/s-shared space, and "Home Share" for a whole unit-shared space. (See attached detailed meeting minutes).

Some of the benefits from short-term rental use, besides revenue, include income to help owners age in place, contribute to upkeep of properties, help pay taxes and bills (especially given the loss of jobs due to the pandemic), provide local accommodations during home renovations or for extended family visits with those who don't have guest space or for visitors to local hospitals, and some residents especially enjoy being hosts and making social connections while supporting Watertown businesses and events.

The committee identified two points in particular that need guidance from City Council:

- (1) when determining a cap on the number of renters per residence, consider reserving a bedroom for the operator in all cases; thus a 5-bedroom dwelling would be limited to 8 renters per booking¹ -this change would alter Definitions in Limited Share Unit and Home Share Unit; and
- (2) adopt G.L. c. 40, Section 22F so that regulation-inspection fees can be included in regulations; otherwise a separate ordinance could be created for Council to set a fee schedule².

The following summary of improvements were accepted to the draft ordinance language and regulations, and finalized by the committee on April 20, 2023:

Ordinance language reviewed and updated for consistency and clarity.

Fully develop STR Regulations for the ordinance.

Comply with applicable Building/Health/Fire codes.

Restrict to owner-operator occupied.

Restrict to Primary Residence and include Proof of Residence.

Primary Residence defined as 9 mos of 12 (vs. 6 mos).

Restrict STR dwelling to one listing at a time and per single booking reservation.

STR are limited to one party at a time -not renting of separate bedrooms to separate parties.

Prohibit Accessory Apartments (currently legal or “grandfathered”) from STR use.

¹Total number of guests per booking are limited to 2 per legal bedroom.

Prohibit commercial meeting and events, such as weddings or banquets and parties.

Create an application process with eligibility determination.

Create a Public Registry kept by the City of Watertown.

Registration includes listing max. number of occupants allowed for STR.

Annual registration required, instead of every 5 years.

Unique and public Registration Number required for each STR as well as having a single Operator.

Operator must show proof of liability insurance complying with state law.

Require STR operator to notice their abutters.

Create DCDP Inspection Checklist, in collaboration with other departments, which must be met before issuing or renewing a Certificate of Registration.

Mandate info to be provided and posted on site, such as:

Trash and recycling rules, Emergency egress and fire extinguishers, Parking rules and limits including overnight parking restrictions, Designated STR unit contact info for responding to any emergencies or problems.

Outline a Complaint Process, including violations and appeals.

Requirement for Retention of Records by Operator for three years.

²Create a Registration & Inspection Fee/s, in the Regulations for easy adjustment as needed.

On April 20th, Councilor Feltner made a Motion to Recommend the City Council adopt the updated draft language to Amend Watertown Zoning Ordinance, Section 5.19 for Short-Term Rentals, and endorse the proposed Regulations; Seconded by Airasian. Discussion: Councilor Gannon stated he is going to vote no because he is concerned that the ability for 10 people to rent a unit overwhelms an accessory use and gets into a non-residential type of component. As much as he feels there are safeguards built into the ordinance, and the committee put together a better package than was previously drafted, he believes the 10 number is a hard limit for him. He recognizes that this could change during the full City Council’s deliberations. Voted 2-1, with No by Gannon.

Clean copy of the recommended short-term rental ordinance and regulations are attached to this report; they have been reviewed by counsel KP Law per staff.

ACTION ITEM: City Council adopt the updated draft language to Amend Watertown Zoning Ordinance, Section 5.19 for Short-Term Rentals, and endorse the proposed Regulations.

Also on April 20th, the committee reviewed a draft ordinance per Title XI Business Regulations, Chapter 117 Closed Captioning Activation, presented by Mr. Schreiber and based on a model from the City of Boston, requiring closed captioning on public facing televisions. There were just a few questions to coordinate with Watertown zoning language and definitions and to clarify exempt businesses. Changes were made to B. Definitions 4. “Public facility”, and to D. Enforcement 1., 2., and 3. (see attached)

Councilor Feltner made a Motion for the committee to accept ordinance changes as discussed and recommend the amended draft Ordinance Requiring Closed Captioning for Public-Facing Televisions be brought forward by staff to City Council for a first reading, and for consideration and adoption; Seconded by Airasian; It was noted that the draft before us had already received review by city counsel KP Law; Approved 3-0.

Attached is the finalized draft language for requiring closed captioning for public-facing televisions, which received another review by counsel KP after the April 20th meeting, per staff.

ACTION ITEM: Recommend draft Ordinance Requiring Closed Captioning for Public-Facing Televisions be scheduled for a first reading, then consideration and adoption by City Council.

The April 20th committee meeting adjourned at 8:06 p.m.

Summary Report prepared by Councilor Lisa Feltner.

ATTACHMENTS:

- A. Minutes of January 30, 2023, which include links to [DCDP Memo containing the Planning Board Report, dated Jan 4, 2022](#) which was considered by [City Council on Jan 25, 2022](#) -the council voted to keep the Public Hearing open with referral back to the Committee on Rules and Ordinance; with **A1**. Emails read aloud on January 30th.
- B. Minutes of February 13, 2023 with **B1**. DCDP Memo dated Feb 13, 2023.
- C. Minutes of April 3, 2023 with **C1**. DCDP Memo dated March 29, 2023.
- D. Minutes of April 20, 2023 with **D1**. Red-lined draft changes to Title XI Business Regulations, Chapter 117 Closed Captioning Activation; and **D2**. City of Boston Disabilities Commission FAQ on Boston Closed Captions Ordinance.
- E. Finalized Title XI Business Regulations, Chapter 117 Closed Captioning Activation.
- F1. Proposed Zoning Amendments, for Short-Term Rental Use
- F2. Proposed Regulations, for Short-Term Rental(s).

ATTACHMENT A

Minutes of Watertown City Council Committee on Rules and Ordinances

Monday, January 30, 2023, at 6:30 p.m.

Richard E. Mastrangelo Council Chamber, with remote participation by Zoom pursuant to Chapter 2 of the Acts of 2023.

Agenda: Discussion Relative to Ordinance for the Regulation of Short-Term Rentals.

Present were John Gannon, chair; John Airasian, vice chair; and Lisa Feltner, secretary. Staff present were DCDP Asst. Director Gideon Schreiber, and via zoom were Steve Magoon, DCDP Director as co-host, and Larry Field, DCDP Senior Planner. Also present were Councilors Izzo, Bays (at 6:45) and Palomba (at 6:50), WFD Acting Chief Nicholson and Fire Inspector Capt. Anastasi. Other attendees are listed below.

Chair Gannon called the meeting to order at 6:33 p.m. to discuss the proposed zoning text amendment for the regulation of short-term rentals (STR), which was [referred back to committee by the Council Committee of the Whole](#) after its deliberation of [changes recommended by the Planning Board](#) and additional concerns by Councilors and the public. Gannon stated concerns about making units safe and appropriate for short-term rental use, and because he did not previously serve on Rules and Ordinances, he asked for testimony from folks who have been affected by “Airbnb” as well as staff’s current perspective.

Councilor Feltner read aloud three emails received today (see Attachment A1).

Chief Nicholson said the Watertown Fire Department is mostly looking to follow fire code, such as looking for fire detectors, carbon monoxide, two means of egress with signage for clear exits, and they don’t feel strongly about a particular number of renters. DCDP has reviewed the Emergency Access Plan in the draft regulations and recommends limiting renters to no more than 2 persons per bedroom with a 10-person max, which gives staff flexibility on the regulatory component to address future concerns. According to the assessor’s database, there are 122 five-bedrooms in town and all of them are in single family dwellings, but we don’t know how many are owner-occupied.

Councilor Feltner noted there are some existing single-family properties located in I-1 zoning, adjacent to the UPS facility. She asked staff about impact to existing (and legal) accessory apartments. Mr.

Schreiber explained that if a unit is attached, you would currently be able to rent for STR. Councilor Airasian asked for clarification on a Home Share Unit; Mr. Schreiber used the example of a 3-bedroom home with a limit of 6 guests -that could allow three different parties (of 2 each) that share the kitchen and other areas of the home. Councilor Feltner suggested prohibiting commercial meeting and events, such as weddings or banquets and parties in STR.

The committee confirmed interest in limiting STR use to owner-occupied units vs. investor or absentee landlord properties to address concerns such as impacts to market affordability and longer-term residents, stabilization of neighborhoods, reducing awkward social interactions, safety and quiet enjoyment of residents, potential parking pressures, trash, etc. Councilor Feltner suggested owner-operators confirm the property is their primary residence for nine months out of twelve (some communities only mandate 6 months or more of twelve) and to not allow accessory apartments as STR use. Staff confirmed that residents have been able to use STR and remain local during renovations to their homes, and income can help owners age in place, contribute to upkeep of properties, pay taxes and bills or enable a vacation, especially given the loss of jobs due to the pandemic, and some residents especially enjoy being hosts and making social connections.

Although a few attendees expressed a desire to ban STR altogether (especially given the recent conversion of 31 Falmouth Rd by investors) the public consensus in previous public forums and meetings was to regulate STR not outlaw them; the use is allowed by the state (with regulations effective 2019) and there have been few local complaints compared to the number of known rentals in use for several years in Watertown. Staff considered the Metro-Bridge Study with students at Boston University and looked to model our regulations on the City of Cambridge in response to Watertown concerns and expressed desire for a very restrictive ordinance out the gate; Mr. Schreiber found approximately 2% of housing stock in Cambridge sees STR use. Some comparisons were made to Lexington's STR ordinance- which limits STR to 10 total guests or two adult guests per bedroom, whichever is fewer, and they allow operator-adjacent units instead of restricting STR to operator owner-occupied; Lexington does prohibit STR use in Accessory Apartments.

Councilor Gannon learned that a list of STR is kept by the Department of Revenue, but it is not known how many of them in Watertown are owner-occupied. He asked for staff opinion about limiting the number of weeks allowed per year; this is difficult to monitor and DCDP believes that by limiting STR to owner-occupied, this will also limit the number of units that end up getting rented consistently throughout a year. Councilor Airasian feels we have made good progress on addressing concerns so far but would like to see properties as tightly regulated as possible. Mr. Schreiber highlighted proposed language which restricts STR to an accessory residential use, parking that is allowed per zoning, and he suggested enforcement may include Watertown contracting with an outside company that specializes in this, along with neighbor queries or complaints. It was noted that Watertown nearby excellent hospitals, including other destinations that are on highly traveled bus routes. Fines for infractions are allowed up to \$300 per day, although staff strive to get property owners to come into compliance and work with the city and not just fine them.

At 8:43 p.m. Councilor Feltner noted that there were about 10 attendees on zoom.

The committee agreed that checklists for STR inspections and/or applications should be more specific, beyond safe "habitability", and include things like parking capacity, fines, owner contact information, insurance requirements, annual registration periods, etc. They want to see more developed regulations.

Mr. Schreiber spoke to the "sharing economy" that will continue regardless, and Councilor Gannon said he recognizes times have changed. For example, he couldn't imagine this scenario even five years ago, where cannabis or shared rides or shared rentals were commonplace. This is the first time he has been

able to hear live deliberations and he noted that Councilors Airasian and Izzo are newly serving on Council. For the next committee meeting, he would like to receive tax information and STR unit address locations per DOR. And he wondered if staff could provide a cost benefit analysis for allowing or removing STR in Watertown. He is also unclear about our enforcement capability and how that might counter potential revenue realized from STR use. Mr. Schreiber encouraged attendees to review background materials already available for the work completed so far and for current context on moving forward.

Councilor Gannon thanked everyone for participating and for the staff's continued hard work on this issue and being forthright in their efforts to address impacts as they see them. The Committee agreed to continue the meeting discussion at a future date and review revised language.

9:05 p.m. Motion to Adjourn by Feltner, Seconded by Airasian; Approved 3-0.

Respectfully submitted, Lisa Feltner

Other attendees -in person: Chris and Sue Demis, Maryann Mulligan ; -via zoom: Annette, Anthony's iPhone, D. Snyder, David Leon, Kathleen C, Oliver, Linda, Jack Dargon, Jacky vanLeeuwen, Karen, Elodia (at 7:10).

Attached: Emails read aloud, from residents Jocelyn Tager, David Leon

Enclosed: pertinent City Council Minutes of Jan 25, 2022:

D. Public Hearing and Vote on an Amendment to the Watertown Zoning Ordinance to Define Short Term Rentals, Include This Use in the Table of Accessory Use Regulations, and Add Requirements Specific to This Use.

Mr. Magoon stated the amendment is a method of regulating short-term rentals after a determination was made to regulate and not outlaw short-term rentals. With this change, a short-term rental is defined as a rental of a dwelling unit, or bedroom of not more than 31 days in a row. It removes a previous category allowing short-term rental in all zoning districts for an accessory use to residential dwelling units. There are three types of units:

- * Limited Share Unit – a bedroom or shared space with the operator present for three bedrooms or six guests whichever is fewer (sharing a space while the operator is on the premises)

- * Home Share Unit – a whole unit that is the primary residence of the operator limited to five bedrooms or 10 guests whichever is fewer (rental of home while operator is not present)

- * Owner Adjacent Unit – a unit that is not the operator's primary residence but is in the same building as the operator and all units of the building are owned by the operator. Only one adjacent unit may be used as a short-term rental (multi-family unit offering a rental while living in one of the units). This would prevent corporate entities from buying homes for the purpose of short-term rentals.

Mr. Magoon suggested that the requirement for such a rental add the words "for two guests per bedroom:" so that the line reads:

(1) A short-term rental operator may make available for two guests per bedroom:

He stated the Planning Board allow the lessees operator with the permission of the Owner. The maximum number of renters is two people per bedroom. The phrase that the unit or bedroom must meet building and health code requirements should be replaced with basic habitability and life safety standards as it is a more accurate description. Such rentals should not be permitted for affordable units as it is seen as a public benefit being used for a private gain.

Council President Sideris opened the Public Hearing:

Elodia Thomas – Raised concerns about what the City will be doing to enforce current requirements. Is the public aware of what their liability is from renters. Will parking spaces be mandated for renters? Will neighbors know who is renting? What can neighbors do or who can they call if something needs to be done?

Maryann Mulligan – 23 Falmouth Road – Due to Watertown’s density, it has significant challenges that are not addressed in the regulations. Parking is a major concern. Although the Council has worked on this matter for a period of time, this is the first time many are seeing the suggested changes. She compared other communities’ regulations and feel they address the situation better. Some limit vehicles to 1 for every two renters. Permit renewals are done annually while Watertown provides for a registration every five years. Units have to comply with fire regulations and the community reserves the right to reinspect if provided with new information of violations. Some communities require a minimum of three-nights while Watertown’s regulations could allow for a nightly turnover.

David Leon – The City has to determine the impact of such rentals on the quality of life and how they will affect the community. What impact would such rentals have on the housing market: Would it reduce the housing supply or reduce affordability of housing? He suggested using a more conservative approach to lessen the impact on the neighborhoods and suggested the occupancy number should not exceed 6 guests per rental.

Councilor Piccirilli read two emails that the Council received:

Beverly Hanson – Was concerned about the B&B on her street. Transient occupancy affects the marketability of a neighborhood and the value of the home. Buyers will be concerned with safety, noise, cleanliness, parking, and possible criminal activity. This could change the quality of the neighborhood. She raised the concern that a flood of such rentals will occur if not well regulated.

Joan Gumbleton – Had several issues with the short-term rental changes. She raised a concern for safety with such renters. The one-night stay policy could provide a constant turnover of renters. There should be a maximum of rentals on a monthly or annual basis. She raised the concern of how these rentals would affect the neighborhood effect that Watertown has. Who would police the properties in a timely fashion? If these are illegal rentals, they should be terminated. Notification should be provided to neighbors of the rental. Parking should be in authorized spaces only.

Angeline Kounelis – She did not support this change as it affected neighborhoods and sometimes placed resident against resident. There are issues of enforcement, and it does not improve the quality of life.

Susanne Demis – 27 Falmouth Road – She lives next door to a short-term rental and has more contact with renters than the absent landlord. She feels the security of living in her neighborhood has been broken. She has minor children and is concerned for their safety. Renters have used her trash cans and she feels as if she is living near a hotel.

Dean Martino – Many of the houses in Watertown are small with small frontage and single file driveways. It is not safe or fair to the neighborhood to have demands for the needed extra parking. Enforcement of the parking regulations should regulate the rentals. Often there are health concerns with trash not put out or the containers picked up.

James Mello – Warren Street – Reminded the public if the City Council takes no action on the regulation, the current practice will continue without regulation. He understood the dilemma but felt something needs to be done even a moratorium until there is a resolution to the matter.

Mark Patterson – 94 Acton Street – He previously moved from an area with constant turnover due to college students to a neighborhood that is comfortable. With the arrival of short-term rentals, the same problem is being recreated. There is a short-term rental unit nearby with renters parking on front lawns. This looks like garbage. Such units may not work for such a small city.

Council President Sideris recommended that the Council needed to address the issues discussed. He suggested keeping the Public Hearing open and referring the matter to the Rules and Ordinances Committee for additional discussion to clarify issues presented by the public. Councilor Piccirilli moved to refer the matter of the short-term rentals to the Rules and Ordinances Committee for further discussion; Councilor Feltner seconded the motion. The motion was adopted unanimously on a voice vote.

ATTACHMENT A1 Emails read aloud at Rules & Ordinances Committee Meeting on January 30, 2023.

-----Original Message-----

From: Jocelyn Tager

Sent: Monday, January 30, 2023 1:43 PM

Subject: The short term rental meeting tonight

Dear Councilors,

I can't come to this meeting tonight, but I have a lot to say. We were almost scammed by a Watertown resident through Air BnB. The bank stopped the transfer of money—thank goodness. I have not reported this because I don't trust the person not to in some way take action against us.

But I'd love to talk with you about this and hear what others have to say. We do need short-term rentals. The ones in Watertown either don't exist or are so expensive that we've been renting in Cambridge and Belmont, which have been less expensive—seems unbelievable that this is true.

Jolly

From: David Leon

Sent: Monday, January 30, 2023 1:56 PM

Subject: Fwd: short term rentals

Hi Lisa,

Hope all is well in the new year.

I am reaching out as I just saw that short term rentals are back on the agenda for Rules & Ordinances committee mtg. I know we had a brief conversation about it last year. Not sure where the discussion will pick back up re: short term rentals, but did want to make a friendly suggestion to consider as a threshold issue whether or not Watertown should allow short term rentals as a use in residential districts. That is, whether the the benefits of allowing short term rentals outweigh the negative impacts on Watertown residents.

My recollection at the last meeting in January 2022 was that there was quite a few residents who spoke-- for different reasons--against the idea of allowing short term rentals in Watertown.

Thanks,

David

Attached to this email were his notes of January 24, 2022 which follows -

Proposed zoning amendment to allow short term rentals notes/questions:

Do the benefits of the proposed zoning amendment to allow short-term rentals outweigh the negative impacts on Watertown residents?

- how is the community served? who is the beneficiary of short term rentals?

-the town's position seems to be that some people are going to do it anyway, so might as well allow and regulate-- or is easier (from enforcement standpoint) to just not allow?

-will the sky fall because Watertown allows short term rentals? No, but it will have significant and disproportionate impact on certain residents (i.e. those located in amenity rich streets/neighborhoods or located next to multiple short term rental operators)

a) will the purpose of the Town's zoning ordinance and quality of life of the neighborhoods be undermined by short term rentals ?

- turning every house into a potential "mini-hotel" seems to undermine the purpose of the Town's zoning ordinance;

-do short term rentals/ airbnbs build community or tear at the fabric of the community?;

-do airbnbs pass on the negative externalities (consequences not being priced into the service) to the neighborhoods and community?;

-the proposed ordinance allows, in some cases, for a rental of up to **10 guests per night**

Town should set a more reasonable limitation of total of 6 guests).

if you are living next door (or if neighbors on each side of you) are each renting out to Airbnb nightly or weekly will result a steady stream of transient strangers rather than real neighbors who sustain community by engaging, supporting and looking out for each other.

b) will short-term rentals reduce the housing supply and cause rents to increase and homeownership more unaffordable in Watertown?

-will reduce the housing supply (by taking units off the market)?

-will increase rents and housing costs (cost creep)?

c) Short term regulations: proof of primary residence

-residential tax exemption does not require that owner (operator) live in the home/unit for any specified amount of time (e.g. 180 days). So an operator can do short-term rentals, for example, for 9 months of the year and still be his/her primary residence (as long as maintain indicia of residency—driver's license, tax filings, etc.)

d) Hotel/lodging accommodations require accessibility whereas Airbnbs do not.

If the City Council decides to allow short term rentals then consider:

- 1) Allowing just “limited share units” which has less impact on neighbors and provides accountability with the owner (operator) present.

In the alternative, if “home share” units are allowed then setting a maximum of **6 guests** (regardless of bedroom count) and consistent with “limited share” units.

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

Sent: Monday, January 30, 2023 4:06 PM

Subject: Comments tonight for Short-Term Rentals

Dear Committee members -

Can you please consider my comments tonight, and include them in committee report.

Thanks

Vinnie

January 30, 2023

To: Committee on Rules & Ordinances - Councilors John Gannon, John Airasian, and Lisa Feltner

From: Councilor Vincent Piccirilli

Re: comments for January 30, 2023 Committee meeting on Short-Term Rentals

I will not be able to attend tonight’s meeting, but would like to submit my comments for the record.

Since this was last in front of the City Council at the January 25, 2022 Public Hearing, I have heard from many residents about the proposal to allow Short-Term Rentals in Watertown, and have not heard from a single resident who believes they should be allowed.

In going back to the purpose of zoning in Watertown’s Zoning Ordinance, I am struck by the fact that allowing Short-Term Rentals to operate as a business in the residential districts does not appear to satisfy any of the enumerated purposes:

§ 1.00. Purpose of Zoning Ordinance.

The purpose of this Zoning Ordinance is declared to be the promotion of the public health, safety, convenience and welfare by

- (a) encouraging the most appropriate use of land;
- (b) preventing overcrowding of land;
- (c) conserving the value of land and buildings, including the conserving of natural resources and the preventing of blight and polluting of the environment;
- (d) lessening congestion of traffic including, but not limited to, providing adequate operating area for bicycles and secure bicycle parking;
- (e) preventing undue concentration of population;
- (f) providing for adequate light and air;
- (g) reducing hazards from fire and other dangers;
- (h) assisting in the economical provisions of transportation, water, sewerage, schools, parks and other public facilities;
- (i) encouraging housing for persons of all income levels;
- (j) preserving and increasing the amenities of the City; and
- (k) giving effect to policies of the Watertown Master/Comprehensive Plan or other adopted land use plans that currently apply and may from time to time be amended, and to applicable policies of the Commonwealth of Massachusetts that currently apply and may from time to time be amended.

In my conversations with residents over the past year, combined with the fact that we have real-life experience from the operation of numerous unlicensed Short-Term Rentals in Watertown, it is clear that their presence has a negative impact on residential neighborhoods.

If Watertown was a community that was highly dependent on tourism, or had no nearby hotels to serve visitors, one could make a strong argument that allowing Short-Term Rentals would be an appropriate use. However, since Watertown is not a tourist destination, has two new hotels, is very densely populated, and is in the midst of a housing shortage, allowing Short-Term Rentals does not make sense. There only seems to be significant downsides to our residents, with negligible upside.

Therefore, I respectfully request the Committee to consider prohibiting Short-Term Rentals in all zoning districts in Watertown. I believe that the cost to the city of allowing Short-Term Rentals will outweigh any benefits. However, if the Committee does determine there is a benefit to allowing Short-Term Rentals in Watertown, I ask that you consider the following restrictions:

- a) Only allowing Short-Term Rentals in the commercial (non-residential) districts.
- b) Restricting Short-Term Rentals to owner-occupied housing units, and prohibiting operation of “Owner Adjacent Units” which allows a housing unit to be taken off the market and used as a commercial property.
- c) Putting a limitation for the number of days in a calendar year the unit can be rented, perhaps 14 days.
- d) Putting a smaller limitation on the maximum number of persons rented to, perhaps a maximum of two adults per legal bedroom, to a maximum of six adults.

Thank you
Vincent Piccirilli

ATTACHMENT B

Minutes of Watertown City Council Committee on Rules and Ordinances

Monday, February 13, 2023, at 6:30 p.m.

Richard E. Mastrangelo Council Chamber, with remote participation by Zoom pursuant to Chapter 2 of the Acts of 2023.

Agenda: Continue Discussion Relative to Ordinance for the Regulation of Short-Term Rentals.

Present were John Gannon, chair; John Airasian, vice chair; and Lisa Feltner; secretary. Staff present were DCDP Dir. Steve Magoon, DCDP Asst. Dir. Gideon Schreiber, and Councilors Piccirilli, and Gardner (at 6:45). Present on Zoom: Larry Field of DCDP, Councilors Palomba and Izzo. Other attendees listed below.

Chair Gannon called the meeting to order at 6:38 p.m. with a Moment of Silence to recognize the passing of former Town Manager Michael J. Driscoll.

The committee then heard from DCDP Dir. Steve Magoon who presented a new memo that was responsive to our previous questions and requests on the proposed regulation of short-term rentals (see attached). Overall, he feels STR is not a dramatic issue for Watertown and there is not as clear of a profit motive for using individual bedrooms vs. owner-adjacent (aka two-family) units.

Both Councilors Airasian and Feltner stated support for the direction of ordinance language but felt there should be a few more changes and tighter regulations. The committee agreed that enforcement would take some time if adopted, recognizing STR have been operating “under the radar” for years as a state-allowed use. The discussion continued with a review of the recent staff memo, beginning with a focus on draft regulations and suggestions for changes or additions.

Chair Gannon invited public comment which included fears that Watertown was becoming more like Boston and Cambridge, both which are tourist areas and have many strangers coming and going. There was acknowledgment that some short-term rentals have helped those who come here for medical treatment, family occasions such as the birth of a grandchild, visiting seniors who don’t have guest space, or visiting colleges. Other residents feel enforcement has been lacking even after reporting complaints in the last few months. Mr. Magoon confirmed that any emergency situations, including nights and weekends should be called in to WPD, but if it isn’t an urgent issue, then staff can address problems ASAP, likely within the next working day. Operators register with Mass DOR using MassTaxConnect, and municipalities annually update their registered STRs through the DLS-DOR Databank to coordinate information with the state. Application and licensing fees will also help support

certification of STRs. By adopting regulations, units will be made safer for operators and visitors and neighbors and with even more restrictions, the Falmouth Rd situation and other “investor” properties will not be allowed for STR use. The city is enhancing options to report concerns, including anonymously.

Councilor Airasian asked, since we’ve been living in a legal gray area, can we determine how many are units are registered with the state vs. which are not? Mr. Magoon stated we could get access to some information at that level and then follow up with those who are not legal compared with complaints, which are few. Specifically enabling STR use allows us to regulate those units. Councilor Feltner shared an online link with the state’s current information where you can search licensed properties by town <https://licensing.reg.state.ma.us/StrRegistry/> .

Dean Martino of 94 Edenfield lives in a single family, but most of the adjacent properties two-families and about 20% of single-family homes are being bought up by investors in a red-hot rental market. He feels the WPD are not going to get involved in enforcement, and we’ll see more trash and trying to catch an invisible problem, including late night disturbances, cars parked in front of your driveway, and other non-emergencies which are not going to be taken care of by WPD. These two families used to have a single household in each, but now they are both rentals. Watertown has changed. Parking is a problem, but they don’t need additional parking on site because people use the streets, trucks are parked there, we don’t enforce anything.

Mr. Magoon said we can also take action on things that Mr. Martino pointed out. Additionally, he thinks people get confused about STRs vs. rentals, in that you can rent your property, you can rent out bedrooms and/or sublet and some of the problems people point out in meetings are even more of a problem with “regular” rentals.

Elodia Thomas also stated frustration using See-Click-Fix because it has been available and in use for many years, but it can take months to get any response. She worries we are opening up a can of worms for our community.

Councilor Izzo questioned whether it was possible of realizing more revenue than what we have been, which looks to be about \$12-to-\$13,000 per year from 135 STRs. She is also interested in any communities that have banned STRs altogether and how they manage it. Staff feels we could get more funds through fee setting, but income would probably stay rather consistent assuming we don’t end up over-regulating. Impact fees, which could be used to support affordable housing funds, can only be assessed if we vote to adopt STR use more widely and for more situations vs. the more restrictive approach of only allowing it in owner-occupied operator single-family dwelling units.

David Leon doesn’t understand the aim of why we would allow STRs and feels we are jumping on the bandwagon instead of responding to a need. He feels it will be more complicated to regulate the use than banning it altogether.

Linda Scott expressed concerns with home swapping and agrees homeowners need to generally be on site to protect their property.

Councilor Gannon expressed appreciation for the staff guidance outlined in the recent memo. He is concerned people will over invest in their property if we allow up to 10 renters in five-bedroom homes and asked staff if allowing STRs with fewer occupants be easier to enforce. Councilor Feltner’s understanding is that each STR will be limited to one reservation/booking party at a time and the max number of occupants will be determined by the number of bedrooms (metric of 2 per), but we could reserve a bedroom for the owner in all cases. Mr. Magoon thinks it is reasonable to limit the number of people per bedroom and check STR listings against certified applications. It’s preferable to regulate a use that is allowed by the state and meets a need for property owners than outlawing it; STRs provide some benefits and have been in use in Watertown for a while now with comparatively few complaints. But it would require additional resources to administer and enforce, as would trying to ban it altogether

instead. Councilor Gardner affirmed that it makes sense for owners who want to rent extra space and asked if allowing STR in owner-adjacent or two-family properties would remove rental opportunities and instead become “permanent” Airbnbs; it was acknowledged that the owner-adjacent STR is the example that could have the most potential impact on the long-term rental market.

The committee agreed that the review of Regulations was robust, and they look forward to proceeding with a potential final review of ordinance language at the next meeting. Staff will update documents to reflect this evening’s discussion for a future meeting TBD.

9:03 p.m. Motion to adjourn by Feltner, seconded by Airasian; approved 3-0.
Respectfully submitted, Lisa Feltner

Attached: DCDP Memo dated February 13, 2023.

Other attendees -in person: residents Chris and Sue Demis, Joan Gumbleton; -via Zoom: Mary Ann Mulligan, Elodia Thomas, Dean Martino, David Leon, Judi F, Linda Scott, Jacky vanLeeuwen.



CITY OF WATERTOWN

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To: Committee on Rules and Ordinances
From: Steve Magoon, Director of Community Development and Planning/Assistant City Manager; Gideon Schreiber, Assistant Director; Larry Field, Senior Planner
Date: February 13, 2023
Re: **Proposed short-term rental ordinance**

At the Committee's January 30 meeting, members requested that the Department provide updated and additional information on the proposed short-term rental ordinance.

This memo is divided into four parts:

- What is the present state of short-term rentals in Watertown?
- Whether legalized or outlawed, what is needed to implement the city's policy?
- What are the pros and cons of legalizing short-term rentals here?
- Can the city address some of the cons through regulatory limits?

If desired, the Department can provide a revised version of the proposed ordinance and regulations incorporating new information and policy guidance from this committee.

Present state of short-term rentals in Watertown

The Commonwealth now has an online registry of short-term rental (STR) operators in each city or town. According to this registry, there are 128 in Watertown.¹ These STRs pay their room occupancy excise tax to the Department of Revenue. This compares to 671 STRs in Cambridge and 2,551 in Boston. The data does not provide information on which operators are actively renting, the number of unique rentals, or duration of unique stays, so it is not clear how many are actively operating in Watertown.

Based on the commencement date in a separate Mass DOR database, most of these STRs began operating before 2020. The STRs are predominantly in single or two-family homes and mostly appear to be whole units. Only a handful appear to be operated by the same person/company.

Over the last calendar year, tax revenue from STRs has averaged \$31,808 per quarter. While traditional hotel revenue rose markedly in the second half of 2022, STR revenue has been

¹ <https://www.mass.gov/info-details/public-registry-of-lodging-operators#search-the-registry->.

Under state law, a STR is for 31 days or less. Although some STRs call themselves Bed & Breakfasts or Lodging Houses in the registry, neither are allowed in Watertown.

steady, and its share of all hotel revenue has fallen. This suggests that the number of STRs in Watertown may have stabilized.²

There have been 15 complaints to code enforcement regarding STRs since January 2017, with most occurring before 2020. After enforcement, the operators typically complied by representing that they would revert units to month-to-month rentals. If there were other code violations, compliance was required. There have been few repeat complaints once an operator has responded to the initial complaint.

Legalize or not: what is needed to implement the city's STR policy

Before discussing the pros and cons of legalizing STRs, it is important to have a common understanding of the effort required to implement whatever policy is chosen. Obviously, if the city decides that STRs will be banned, there should be a strong enforcement effort to stop the 128 operations that may be active-- and to continually act whenever a new STR opens. On the other hand, if legalized, there must be a robust effort to bring current and future STRs into compliance. Experience in surrounding communities indicates that most STRs will not automatically comply with city regulations.³

Legalizing STRs will require at least the following: a webpage that clearly describes the licensing and regulatory requirements; adding STRs to the online permitting system; a checklist and inspection process for code compliance; linking to and posting STR locations online; and a publicized means for residents to report complaints about STRs. The Department believes that the webpages created by Lexington and Brookline are good models.⁴

The two scenarios—legalize or ban—differ financially. While both require administrative capacity, legalizing STRs maintains the current flow of occupancy taxes and the city could choose to adopt a community impact fee⁵ and a local registration fee.⁶

² This hypothesis may be supported by what has happened in Boston, where the number of STRs in Boston has fallen significantly. According to the *Boston Herald*, there were over 6,000 STRs before the city's 2019 ordinance.

³ While the number of Boston STRs on the state registry is 2,551, the number licensed by the city is only 677. Cambridge has 671 on the state registry and 345 licensed. Based on conversations with several other nearby communities, this is a common pattern.

⁴ Lexington: <https://www.lexingtonma.gov/591/Short-Term-Rentals>; Brookline: <https://www.brooklinema.gov/2022/Short-Term-Rentals>.

⁵ A municipality that has adopted a rooms occupancy tax (as Watertown has) may also adopt a 3% community impact fee. Such a fee may be levied on "professionally-managed" units (defined as 1-3 family dwellings without an owner-occupant) and on owner-occupied two- and three-family dwellings. A municipality can choose to impose a fee on the former and not the latter. At least 35% of the fee must be dedicated to affordable housing and/or local infrastructure projects. M.G.L. c. 64G, § 3D.

⁶ Surrounding communities have set fees designed to pay for the registration and inspection of properties, with fees ranging from \$25/bedroom to a fixed \$500.

What are the pros and cons of legalizing STRs?

A. Advantages of legalizing and regulating STRs

A significant advantage of legalizing and regulating STRs is the ability to inspect the units for habitability/safety and to set clear operating rules. Some units may be rejected as unsuitable; others may be suitable with appropriate smoke/CO2 detectors and egress. Registration also allows for requirements that protect neighbors, such as informing visitors about on-street parking restrictions, and clearly marking parking spaces and trash bins. While it will take effort to get owners to comply with the city's licensing requirements, compliance may become easier over time.⁷

Further, legalizing STRs will allow an option for households to earn additional income to offset some homeownership costs. The two most often noted scenarios are residents away for an extended time and residents with spare bedrooms. It is impossible to determine how many of those households "need" this income to pay their bills. However, most STRs operators here use a single family home, single apartment, or a two-family home. Only a small number of operators in Watertown use multiple properties.

As noted earlier, enforcing a STR ban is as costly to the city as legalizing/regulating them. In the "legalize" scenario, tax revenue (about \$120,000/year now) and imposition of a community impact fee could pay for administration and help mitigate any negative impacts of STRs. On the other hand, a vigorous and effective campaign to pursue illegal STRs would end the revenue flow and require resources to maintain.

B. Disadvantages of legalizing and regulating STRs

The biggest argument against STRs is the risk of adverse neighborhood impact. This impact could include additional cars, trash bins not properly used, large gatherings, or noise. The low number of complaints about STRs in Watertown over the last five years suggests that the risk of these issues is relatively modest. According to planning staff from several nearby communities that legalized STRs, they have also received few complaints.

Some also argue that STRs undermine neighborhood cohesiveness by introducing a continuous flow of strangers into the neighborhood. This is an impact that might evolve over years if a STR cluster develops in a particular neighborhood. It is also an effect that might be magnified if individuals/companies operated multiple STRs (which the proposed ordinance would not allow). Since STRs are relatively new, few studies look at this theory. One such study, focusing on Boston neighborhoods before the city's 2019 ordinance, found evidence of a link between STR penetration/density and one of three potential negative impacts.⁸

⁷ Legalizing STRs may (in time) allow the city to work with STR platforms to better regulate operators. Airbnb, for example, launched a "city portal" program in October 2020 to share data and compliance tools with larger municipalities and tourist organizations.

⁸ The study found that 911 calls reporting violence were linked to neighborhoods with a large percentage of STRs relative to housing stock/many buildings with STRs. <https://doi.org/10.1371/journal.pone.0253315>. However, the study was pre-regulation, when there were over 6,000 listings and (according to *Banker & Tradesman*) about one-third were in the Downtown, Dorchester and Jamaica Plain neighborhoods.

A third argument is that STRs take away rental housing supply. While this may be true for owner-adjacent units, it is unclear that owners would rent individual bedrooms but for STR profits. If the number of owner-adjacent units remains at or near current levels, the city's rental housing supply (currently around 7,500) would not be significantly reduced.⁹

Regulatory options

Legalizing STRs can include placing limits on who operates them or how. However, certain limits, such as a cap on the number of stays per year, can be harder to enforce because they may be complaint driven or require more frequent monitoring. Below are some limits that have been commonly proposed. The Department supports operator limits and a cap on occupancy but not additional parking requirements.

A. Operator limits

The city could limit STRs to owner-occupied properties, or to owner-occupied and owner-adjacent properties. Such limits should result in fewer STRs and decrease the risk of neighborhood impact. The draft ordinance was limited to owner-occupied and owner-adjacent STRs, and the Planning Board's January 2022 report recommended adding renter-occupied STRs with the owner's consent.

B. Maximum occupants

The city could limit the number of occupants. The proposed ordinance contains a maximum cap of 10 occupants or less based on the number of STR bedrooms/occupants for shared units, with up to 2 occupants per bedroom. To enforce this limit, the regulations require an initial inspection and could require the operator to provide a copy of its online listings. If the operator later markets the STR for more than the maximum number of occupants, it could be fined or its license to operate could be revoked.

C. Additional parking requirements

The city could set a parking requirement that is independent of what is required for the property. For example, if a three bedroom single-family currently has two spaces consistent with zoning, the ordinance could require an additional parking space. However, such an additional requirement should usually be unnecessary¹⁰ and may have unintended negative consequences. Requiring more spaces may increase the number of cars parked, as visitors with cars seek out places that have and advertise more on-site parking. In addition, owners may expand parking by paving green space.

⁹ There is evidence that rental supply could be more substantially reduced if absentee STRs were allowed (which the proposed ordinance would not). See <https://hbr.org/2019/04/research-when-airbnb-listings-in-a-city-increase-so-do-rent-prices>.

¹⁰ When a whole unit is used for STR, the visitors are not necessarily adding to the intensity of use. Even when individual bedrooms are STRs, they often will not be adding more cars than the spaces already there.

ATTACHMENT C

Minutes of Watertown City Council Committee on Rules and Ordinances

Monday, April 3, 2023, at 6:00 p.m.

Richard E. Mastrangelo Council Chamber, with remote participation by Zoom pursuant to Chapter 2 of the Acts of 2023.

Agenda: (1) Discuss the adoption of an ordinance requiring closed captioning on public-facing televisions; and (2) Continue discussion relative to the adoption of a short-term rental ordinance.

Present were John Gannon, chair; John Airasian, vice chair; and Lisa Feltner, secretary. Staff present were DCDP Asst. Dir. Gideon Schreiber, DCDP Dir. Steve Magoon, DCDP Senior Planner Larry Field, and Councilor Piccirilli, via zoom Councilor Izzo, and Pres. Sideris. Other attendees listed below.

Chair Gannon convened the meeting at 6:03 p.m. per the first agenda item, about requiring closed captioning on public-facing televisions. Feltner provided [some background materials which were also included for the referral by City Council](#) to the committee. It's rather straightforward and wouldn't be difficult to enforce; complaints would likely be forwarded to the Commission on Disability and/or related staff and in speaking with the City Manager, he shared that enforcement would not require additional staff. The ordinance wouldn't affect closed captioning that is already being used for City Council and other meetings. Council Gannon offered to write a draft and bring it to the next committee meeting. Mr. Magoon stated the administration would draft an ordinance to bring back to the committee for approval; it would then go to city counsel KP Law to ensure enforceability before being presented for City Council consideration and vote for adoption.

At 6:22 the committee continued discussion of STR with amended ordinance language suggested by Councilor Feltner and staff. Councilor Airasian acknowledged the good work toward the effort so far, appreciates the more restrictive approach, and he feels having policies in place are important to address the fabric of the community and concerns that have been highlighted from not having regulations. The chair prompted comment from Councilor Feltner since she is the lone committee member who has worked on STR issue for Watertown from the prior term. She also feels positive about how the public input has informed an evolving ordinance and included some take-aways from the pandemic about public health and safety needs, and her thinking about how STR can benefit Watertown has changed over time as well. She appreciates the more complete draft regulations brought forth from staff in response to our requests and robust public discussions to date, and although folks have participated at different stages, residents should know that we ended up studying at least a dozen other STR ordinances in Massachusetts and reviewed approaches in other states as well given the growth and impact of the "sharing economy". The current working draft speaks to Watertown's desire to remain committed to resident owners who are invested in the community and remain family friendly and welcoming. The materials now before the committee contain suggestions collated from the February 13th meeting, formatted in both clean and redlined working drafts, and accompanied by a memo from DCDP dated March 29, 2023.

Councilor Gannon's understanding is that the City Council is seeking to limit the scope of the ability of an owner to make use of STRs. He has a few additional safeguards to suggest but first the committee will proceed with a review of the amendments with staff and hear any further thoughts about making the ordinance as narrow as possible.

Mr. Schreiber explained there are now just two types of short-term rentals proposed, defined as a Limited Share, and a Whole House Share, and you cannot just create new bedrooms without compliance. To clarify that units would be limited to two occupants per bedroom with a max. cap, the

committee decided to refine language for Definitions (5) Limited Share Unit, and (6) Home Share Unit; examples of definitions will be included in the Regulations for ease of understanding. There was a debate about what the maximum should be, with staff explaining we could reserve a bedroom for owners in all properties, and you could put a cap of three bedrooms, or 6 or 8 renters at a time, but basing it on the number of two per bedroom allows for flexibility and use of extra space; it is common in most regulations, and we have a small number of larger homes that would qualify let alone be interested in STR use since it is their primary residence. Plus, homeowners have a lot of control on who and how many visitors can rent their space through the sharing app (Airbnb, or HomeAway, etc).

Changes reflect restrictions such as limiting STRs to owner-occupied single dwelling units, not allowing owner-adjacent (two family or accessory dwellings) to address market rate or affordability impact on long term leases, specifically requiring proof of Primary residence (9 mos of 12, not just 6 mos). The committee decided to also borrow language from Somerville for ease of understanding in (e) Requirements to read “A residential unit offered as a short-term rental shall be rented to only one party of short-term renters at a time, not rented as separate bedrooms, beds, or spaces to separate parties.”

Also, we would create and maintain a public Watertown Short-Term Rental Registry with only one registered owner as Operator allowed, set a specific standard for unit inspections, establish fees -we anticipate the Council and City Manager moving forward to adopt G.L. c.40, Section 22F. Per state law, Watertown can fine up to \$300 per day and the ability to suspend a license to operate a STR unit.

The chair opened the floor to additional public comment, which focused on parking and enforcement. Councilor Palomba asked about what information would be made public from the Registry. Libby Shaw had questions about determining someone’s primary residence. Anne Civetta asked if taxes have been collected on STR in Watertown, and Mr. Schreiber noted that 2022 realized an average of \$3100 per quarter. Chair Gannon is worried that regulations would result in a large number of STRs in Watertown; he thinks Newton records show about 140 legal units there. He also wants to be sure that the definition of “Owner” is clear and not allow LLCs to participate. Councilor Piccirilli finds the language about Limited Share Unit confusing, and Councilor Izzo agreed; she also worries about increased street parking in the summer as people think overnight parking is allowed then. Dennis Holland also worries about congested parking in the neighborhoods; residents are territorial. Dean Martino wanted to know how many cease-and-desist letters have been sent out for enforcement and feels the current winter parking ban is residents’ only relief. Mr. Schreiber knew of 15 enforcement letters and violations were resolved; complaints have come from 3 and 4-family, some 2-family dwellings of absentee landlords, and where several single families were purchased on one street as investment properties -converted as not owner-occupied STRs. Councilor Palomba thinks there should be examples in the regulations to explain how the “2 guests per bedroom” and maximum totals per unit work. Dennis Holland stated that people don’t comply with the red-lettered “No Work on Sundays” listed on permits but this is ignored, and he wants strong enforcement. Mr. Magoon responded that DCDP sometimes receives requests for permission to work on Sunday. Mr. Holland doesn’t want to be the resident who ends up being the bad guy and feels that those attending the meetings are here because “we don’t want to lose our quality of life”. [The chair called a two-minute break]. Linda Scott thinks people generally push the limit on using Airbnb and if we do allow STR, more people will participate, the hotels will close, and the working poor will lose their jobs. Elodia Thomas thinks STRs don’t add to our quality of life, and she wants to see a cap on the max (8 to accommodate families) allowed to rent per unit. Joan Gumbleton feels people can go to other communities where STRs are more accepted. She also thinks we have not addressed fines or that \$300/day is too low, that violators should lose the ability to rent for at least a year, and she is worried about absentee landlords/operators and parking.

Chair Gannon invited additional public comment, which included statements by residents who have found comments on Nextdoor that reflect different perspectives, several which are negative towards STR. Linda Scott shared that studies have been conducted but there are still doubts about the costs and benefits of Airbnb, and a sunset provision was suggested by Joan Gumbleton. The committee continued to clarify language in definitions and what would remain in ordinance language vs. regulations with staff. It was confirmed that insurance to operate short-term rental/s is required by state law. Overnight parking restrictions will be included in STR regulations so operators will be informed about limits. Complaints and violations and approaches to appeals were discussed. It was clarified that each STR unit will be allowed one party of renters at a time. Residents again expressed concern about parking since it seems to be hard to enforce, but WPD confirmed with them that it is considered discrimination if they selectively enforce. Dean Martino showed photos about parking violations and wants WPD enforcement.

The committee agreed to continue its discussion, with the goal of finalizing ordinance language at its next meeting, noting that their review of the regulations was mostly complete.

9:05 p.m. Motion to Adjourn by Airasian, Seconded by Feltner; approved 3-0.

Respectfully submitted, Lisa Feltner

Attached: Memo dated March 29, 2023, RE: Committee's changes to proposed short-term rental ordinance/regulations, from DCDP.

Other attendees, in person: Ronald and Marie Heaton, Domenic Visocchi, Linda Scott, Joan Gumbleton, Elodia Thomas, Bruce Coltin, Dean Martino, Dennis Holland; and via zoom: Laurie, Jacky van Leeuwen, Libby Shaw, Sue Demis, Nancy, Leah Talatinian, Anne, MC, Nancy.

Note: materials handed to the committee secretary by residents at the close of the meeting included a Boston Globe article by Kelly Garrity dated June 19, 2022 "We are at a crisis level on the supply of rental housing"; a Boston Globe article by John Hilliard from October 9, 2022 "Watertown creates housing trust"; a report by Josh Bivens of the Economic Policy Institute dated January 30, 2019 (updated March 26, 2019) "The economic costs and benefits of Airbnb"; Some sample online ads from Furnished Finder dated September 18, 2022; some comments from online Nextdoor printed on April 3, 2023; Joan Gumbleton's notes and questions to herself after the Jan 30, 2023 committee meeting and a Jan 24, 2022 email she sent to Councilors Izzo and Piccirilli; and a print of some comments posted online at watertownmanews.com website in 2022.



CITY OF WATERTOWN

Department of
Community Development and
Planning

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To: Committee on Rules and Ordinances
From: Steve Magoon, Director of Community Development and Planning/Assistant
City Manager; Gideon Schreiber, Assistant Director; Larry Field, Senior Planner
Date: March 29, 2023
Re: **Committee's changes to proposed short-term rental ordinance/regulations**

DCDP has reviewed the marked-up drafts of the proposed short-term rental ordinance and regulations provided by Councilor Feltner on March 12. Attached is a WORD-version of the draft ordinance with comments identifying minor consistency and drafting suggestions for the committee's consideration.

DCDP believes the draft regulations require further work because: 1) the members did not have an opportunity to complete reviewing the document and 2) it is a challenge to draft regulations without first getting closer to final wording on an ordinance. Accordingly, DCDP has attached a redlined WORD-version of the draft regulations for your consideration.

In reviewing these documents, DCDP also wishes to share our perspective on a few substantive issues:

- 1) Staff respectfully suggests there should be a specific standard for unit inspections in the regulations. The regulations originally proposed "Building/Health/Fire Code requirements." The Planning Board proposed "basic habitability and life safety standards" because of the fear that inspectors would treat STR units like new residential units. Staff believes it is important to have a standard for unit inspections that is easily understood and followed by our inspectors and the public. Staff suggests using "applicable Building/Health/Fire Code requirements," with the expectation that inspectors will not treat STRs differently than pre-existing units rented for more than 31 days. In addition, staff suggests adding "including those listed in the DCDP's Inspection Checklist." DCDP would ask the Building Division, Health Department and Fire Department to identify the items they wish to inspect in a STR unit and compile that checklist.
- 2) There should be a registration fee provision in the regulations or in a separate ordinance setting the fee. DCDP believes it is best to put the fee in regulations so they can be easily adjusted. This would require adoption of G.L. c. 40, Section 22F—something that is already contemplated by the council and city manager. However, if the committee is inclined to have the council itself set the fee, it should be in a separate fee schedule rather than in the Zoning Ordinance. We believe that the fee should include two components: a \$50 fee for the paperwork involved in the registration process (including the abutters list) and \$100 to cover the inspection costs, for a total of \$150.
- 3) There are several places where the ordinance/regulations cover the same subjects. To reduce the potential for ambiguity, staff has tried to minimize the overlap or use parallel language if needed. It is DCDP's preference that administrative details appear solely in the regulations so they can be easily adjusted as DCDP gains further insights in regulating short-term rentals.

Attachment 1. Proposed Zoning Amendments:

- I. Article II – Insert a new Section alphabetically (after Section 2.74 Setback) to define short-term rental for zoning regulation. Subsequent sections would be renumbered.

Proposed Language:

Section 2.75 Short-Term Rental(s)

Any rental of the owner's primary dwelling unit or of a bedroom within their primary dwelling unit, in exchange for payment, as residential accommodations for a duration of not more than thirty-one (31) consecutive days.

Commented [FL1]: Staff suggests using "primary residence" because that is the defined term in Section 5.19 (b).

- II. Article V – Strike out Section 5.02(a) and replace with NEW Section 5.02(a) Short-Term Rental. Add a note to reference the proposed Ordinance. This removes an unused section and replaces it with an allowance for short-term rentals. This amendment does not have a requirement for a Special Permit for any scenario, and only requires registration and compliance with new regulations.

Proposed Language:

SECTION 5.02 TABLE OF ACCESSORY USE REGULATIONS

	Accessory Use Only	S 6	S- 10	C R	S C	T	R. 75	R1 2	N B	L B	C B	I- 1	I- 2	I- 3	PS CD	O SC	R M UD
a	<u>Within a dwelling unit that is owner occupied, renting of not more than two rooms as a lodging without separate cooking facilities and for not more than two lodgers</u>	S P	SP	S P	S P	S P	SP	SP	S P	S P	S P	N	S P	S P	N	N	N
a	<u>Short-Term Rental (18)</u>	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Commented [FL2]: Staff suggests these entries, to include STR in the table of accessory uses.

- III. Add a new note within SECTION 5.03 NOTES TO TABLE OF USE REGULATIONS, referencing that Short-Term rentals are only allowed as specified in the new Short-Term Rentals Section within the ordinance.

Proposed Language:

(18) Short-term rentals may be allowed as an accessory use within residential dwelling units in all districts, as specified in Section 5.19.

- IV. Add a new Section 5.19 with the zoning requirements for Short-Term Rentals, as follows.

Proposed Language:
SECTION 5.19 SHORT-TERM RENTALS

(a) Intent and Purpose

This Section is intended to make the operation of short-term rentals legal for residents, promote the safety of renters and residents, ensure that the primary use remains residential, and ensure that short-term rentals will not be a detriment to the character and livability of the surrounding residential neighborhood.

(b) Definitions

- (1) Booking Agent: Any person or entity that facilitates reservations or collects payment for a Short-Term Rental on behalf of or for an Operator.
- (2) Short-Term Rental(s): The use of the owner's primary residential dwelling unit, or of a bedroom within their dwelling unit, in exchange for payment, as residential accommodations for a duration of not more than thirty-one (31) consecutive days.
- (3) Short-Term Renter: Any person or persons occupying a dwelling unit, or a bedroom within a dwelling unit, as a short-term rental for a duration of not more than thirty-one (31) consecutive days.
- (4) Operator: The person that seeks to offer a residential dwelling unit or bedroom as a Short-Term Rental, who is the owner of the dwelling unit, and with the written permission of the condominium association if applicable. Only one owner may be registered as an Operator on the Short-Term Rental Registry for a Residential Unit.
- (5) Limited Share Unit: consists of a private bedroom or shared space at the primary residence of the Operator while the Operator is present. Occupancy is limited to three bedrooms or six guests, whichever is fewer. One bedroom must be reserved for the Operator.
- (6) Home Share Unit: consists of a whole unit available for a short-term rental which is the primary residence of the Operator. Occupancy is limited to five bedrooms or 10 guests, whichever is fewer.

(7) Primary Residence – The Residential Unit in which the Operator resides for at least nine months out of a twelve-month period. Primary residence is demonstrated by showing that as of the date of registration of the Residential Unit on the Short-Term Rental Registry, the Operator has resided at the property for nine of the past twelve months, or that the Operator intends to reside in the Residential Unit for nine of the next 12 months: as demonstrated by at least two of the following: utility bill, voter registration, motor vehicle registration, deed, driver's license or state-issued identification, or proof of residential exemption.

(8) Registration Number – A unique identification number generated for a single Residential Unit registered as a Short-Term Rental. Registration Numbers shall be

Commented [FL3]: Staff suggests "primary residence" as that is the defined term.

Commented [FL4]: Staff suggests that this language be located in the regulations to allow for adjustment as needed.

valid for the calendar year during which they are assigned, and shall be associated with both a single Residential Unit and a single Operator. The Registration Number must be included on any listing or advertisement offering a unit as a Short-Term Rental.

(9) Residential Unit—A Residential Unit is a dwelling unit within a dwelling classified as a residential use, as those terms are defined in the Code, but excluding: a congregate living complex; elderly housing; a group residence; and transitional housing. The term “Residential Unit” shall not include a hotel, motel, executive suite, or other commercial or non-residential use.

(10) Short-Term Rental Registry – the database maintained by the city that includes information on Operators who are permitted to offer their Residential Units as Short-Term Rentals. The Short-Term Rental Registry may be a stand-alone registry or may be incorporated into an electronic database maintained by the City, provided that the location of the Short-Term Rental with the Short-Term Rental Registry shall be made public.

(c) Applicability

The requirements of this Section shall apply to all short-term rentals in all districts where residential uses are located, but shall not apply to principal transient accommodations including Hotels.

(d) Regulations

The Director of the Department of Community Development and Planning, or their designee, shall have the authority to promulgate regulations to carry out and enforce the provisions of this Section.

(e) Requirements: Only operator-occupied Short-Term Rentals are permitted as follows:

- (1) A short-term rental operator may make available only one listing at a given time:
 - a. Limited Share Unit: a private bedroom or shared space at the primary residence of the Operator while the Operator is present with occupancy limited to three guest bedrooms or six guests, whichever is fewer, per booking reservation, but the number of rooms may not exceed the lawful number of bedrooms in the unit. One bedroom must be reserved for the Operator.
 - b. Home Share Unit: one whole unit available for a short-term rental which is the primary residence of the Operator with occupancy limited to five guest bedrooms or 10 guests, whichever is fewer, per booking reservation, but the number of rooms may not exceed the lawful number of bedrooms in the unit.
- (2) A dwelling unit or bedroom offered for short-term rentals shall comply with all standards and regulations promulgated by DCDP.
- (3) All short-term rental operators shall register with the State and the city Department of Community Development and Planning (DCDP) prior to short-term rental use and occupancy, showing conformance with regulations in place.

Commented [FL5]: When similar language appears in the definitions (b5 and 6), "guest" is not used. These should all be consistent. Staff suggests that "guest" is unnecessary.

(4) Operators shall comply with all applicable federal, state and local laws and codes, including but not limited to the Fair Housing Act G.L.c. 151b and local equivalents and regulations related thereto, and all other regulations applicable to residential dwellings. A dwelling unit or bedroom offered for Short-Term Rentals shall be in compliance with related Housing laws and City of Watertown codes and requirements, including the payment of fees as required.

Commented [FL6]: Staff suggests that this sentence be deleted. The Boston ordinance uses this second sentence to identify specific ordinances that regulate rentals longer than 31 days. Watertown does not have comparable ordinances/regulations.

(5) Operators of short-term rentals shall remit to the appropriate body all fees and taxes as required by city and/or state authorities.

(6) Short-term rental operators shall maintain commercial liability insurance appropriate to cover the short-term rental use.

Commented [FL7]: Staff suggests that this language be changed to: "comply with the liability insurance requirements set forth in G.L. c. 175, Section 4F." The statute provides that operators must have no less than \$1M in liability insurance but indicates it could be commercial, homeowner/rental or provided by the hosting platform.

(7) Renting for an hourly rate, or for rental durations of less than one day, shall not be permitted.

(8) Notifications:

(a) The Operator shall include the registration or license number issued by DCDP on any listing offering the Residential Unit as a Short-Term Rental and shall post a sign on the inside of the Residential Unit providing information on the location of all fire extinguishers in the dwelling unit.

Commented [FL8]: Since the term "Registration Number" is defined earlier, staff proposes that it be used here.

(b) The Operator shall, within thirty days of approved registration, provide notice to abutters of a Residential Unit that the Residential Unit has been registered as a Short-Term Residential Rental. For the purposes of this section, an abutter shall be defined as any residential dwelling located within 300 feet of said Residential Unit.

Commented [FL9]: Staff suggests this be added: "and the maximum number of occupants set by the city for operation as a Short-Term Rental."

Commented [FL10]: Staff suggests this read "written notice" to avoid any dispute over whether notice has been adequately provided.

Commented [FL11]: Since the term Short-Term Rental has been defined, this word should be deleted.

(9) Retention of Records: The Operator shall retain and make available to DCDP, upon written request, records to demonstrate compliance with this section, including but not limited to: records demonstrating number of months that Operator has resided or will reside in Residential Unit; records showing that Operator is the owner of Residential Unit offered as a Short-Term Rental; and records demonstrating number of days per year that Residential Unit is offered as a Short-Term Rental. The Operator shall retain such records for a period of three years from the date the Residential Unit is registered with the City of Watertown.

(f) Ineligibility

The following residential units are not eligible to be offered as Short-Term Rentals: Residential Units designated as below market rate or income-restricted, that are subject to affordability covenants, or that are otherwise subject to housing or rental assistance under local, state, or federal law.

Commented [FL12]: Staff agrees that this section should be moved from the regulations to the ordinance.

Attachment 2. Proposed Short-Term Rental Regulations:



City of Watertown
Department of Community Development and Planning
149 Main Street
Watertown, MA 02472

SHORT TERM RENTAL REGULATIONS

These regulations are developed pursuant to the Watertown Zoning Ordinance, Section 5.19 Short-Term Rentals, to carry out and provide enforcement requirements for operation of short-term rentals within Watertown. The regulations are intended to provide clear guidance and requirements for short-term rentals to be legal for residents, promote the safety of renters and residents, ensure that the primary use remains residential, and ensure that short-term rentals will not be a detriment to the character and livability of the surrounding residential neighborhoods.

The regulations shall be in effect at the time of passing of the Zoning Ordinance Amendment, with the understanding that there will be a three-month initial timeframe for existing ~~sites~~ locations to become compliant and properly permitted. This timeframe may be extended by the Department of Community Development and Planning (DCDP) Director upon a written request by a pre-existing ~~o~~operator explaining the need for an extension.

I. Information to be Provided to Renters and Abutters ~~Procedural Requirements~~

The following information shall be provided to all short-term renters and posted in all short-term rentals in a manner to be determined by the ~~DCDP: Department of~~ Community Development and Planning

- a. Instructions for disposal of waste per the City of Watertown's rules and the conditions of the particular residence.
- b. ~~An emergency exit~~ diagram in ~~all~~ each bedrooms used for short-term rentals and at each point of ~~on all~~ egresses from the dwelling unit, showing the location of emergency exits and fire extinguishers.
- c. Instructions for parking rules and limitations for off-site public parking (including the rules about no parking on sidewalk or planter strips, and the "winter parking ban").
- d. Contact information for the short-term rental operator, or when the operator is not present, the contact information for a locally available contact designated to respond to all emergencies and problems that may

arise during the rental period, whether from renters, neighbors or municipal authorities.

- e. The Certificate of Registration for the short-term rental, including that portion showing the maximum number of occupants set by the city for operation as a Short-Term Rental.

The ~~owner~~ Operator must provide written notice to abutters within thirty days of approved registration ~~notify abutters~~ that a unit has been registered as a short-term rental unit, ~~within 30 days of being issued a short-term rental license.~~ An abutter is defined as any residential dwelling within 300 feet of the short-term rental unit. Operator may obtain an abutter list from DCDP.

II. Registration and Eligibility

All dwelling units offered for short-term rental shall first register with the municipality and secure a Certificate of Registration ~~according to standards set forth by the Building Inspector/Inspectional Services Division,~~ and pay all associated fees. The Certificate of Registration shall require the ~~owner~~ Operator to ~~agree to abide by the requirements of these Regulations,~~ including:

- a. **Proof of Residency:** ~~All operators shall provide the municipality with proof that the unit is used as the operator's primary residence, with at least two of these items: proof of enrollment in the municipality's residential tax exemption program, voter registration, Deed, Motor vehicle registration, Driver's license or state-issued identification, and a government or utility correspondence with operator's name and address issued within the last three (3) months.~~ Primary residence is demonstrated by showing that as of the date of registration of the Residential Unit on the Short-Term Rental Registry, the Operator has resided at the property for nine of the past twelve months, or that the Operator intends to reside in the Residential Unit for nine of the next 12 months as demonstrated by at least two of the following: proof of enrollment in the city's residential tax exemption program; voter registration; motor vehicle registration; driver's license or state-issued identification; deed; or utility bill.
- b. **Condominium Consent:** If the property is a condominium unit, the Operator must provide written evidence that the condominium association has consented to the property's use as a Short-term Rental.
- f. **Ineligibility:** ~~The following residential units are not eligible to be offered as Short-Term Rentals: Residential Units designated as below market rate or income restricted, that are subject to affordability covenants, or that are otherwise subject to housing or rental assistance under local, state, or federal law.~~

c. **Inspection:** Prior to issuing or renewing a Certificate of Registration, the Department must conduct an inspection to verify that each dwelling unit and bedroom to be rented to short-term renters meets applicable Building/Health/Fire Code requirements, including those listed in the DCDP's Inspection Checklist. ~~all Building/Health/Fire Code requirements basic habitability and life safety standards for occupancy.~~ In addition, the inspection shall verify that the Operator and Home Share or Limited Share Unit meet all the requirements set forth in Section I of these ~~Meets all other requirements of this section and regulations promulgated by the Commissioner of Inspectional Services.~~

Commented [FL1]: The staff's original draft said "Building/Health/Fire Code requirements" and the Planning Board recommendation was to substitute "basic habitability and life safety standards."

d. **Renewal:** It is the responsibility of ~~the short-term rental~~ the Operator to renew its certificate of registration every five years annually or upon change of operator. New owners are responsible for ensuring that they re-register with the city to obtain a new Registration Number in order to continue to list the Residential Unit on the Short-Term Registry. If an Operator offering a registered Residential Unit ceases to ~~be a Primary Resident of the unit,~~ use the unit as a Primary Residence, the Operator shall immediately notify the city to remove the unit from the Short-Term Rental Registry.

Commented [FL2]: Staff agreed at the last meeting that five years was too infrequent and that annual registration would be appropriate.

e. **Proof of Insurance** – The Operator must show pProof of liability insurance complying with G.L. c. 175, Section 4F. ~~shall be required. You should confirm with your insurance company on what level of insurance you will be required to have. If you have a house loan, also make sure to check with your mortgage company to confirm that they allow short-term rental.~~

f. **Listing Information:** The Operator, upon listing a Short-Term Rental or modifying an existing listing, shall file with the municipality an exact duplicate of the listing, including property address. Listings must specify the quantity of off-street parking, if any, and include language relative to Watertown parking regulations.

g. **Agent Updates:** A Booking Agent with any listings in Watertown shall provide to the municipality on a quarterly basis an electronic report, in a format to be determined by Watertown. The report shall include a breakdown of where the listings are located, whether the listing is for a room or a whole unit, the number of nights each unit was reported as occupied during the applicable reporting period, and the Operator's name and full contact information. Nothing herein shall prohibit a Booking Agent from entering into an agreement with the city to provide registration services for Short-Term Rental Operators.

III. **Short-Term Rental Registry**

The City will keep a public registry of approved Operators and Short-Term Rental sites locations as set forth in the ordinance.

Commented [FL3]: DCDP proposes to provide more information here about the database, after consulting with IT and the Building Division.

IV. **Complaint Process and Violations**

Complaints shall be made to the Department ~~unless it is an emergency in which case it should be reported to emergency services,~~ and an investigation shall commence within 30 days. Violations may, at the Director's discretion, result in a warning or a ticket and the maximum fine appropriate per the Zoning Ordinance. Emergencies requiring immediate assistance shall be reported to emergency services, with any needed follow-up reported to the Department during working hours.

~~One (1) or more such tickets within a six (6) month period will result in the unit no longer being eligible to that Operator for use as a short-term rental for a period of six (6) months following the most recent violation.~~

Operators who have violated any of the following three (3) or more times within a six (6) months period shall have their registrations automatically suspended:

- (1) the Short-Term Rental Ordinance;
- (2) these Regulations; or
- (3) any municipal ordinance or state law or code relating to excessive noise, improper disposal of trash, disorderly conduct or other similar conduct.

At the Director's discretion, an Operator's registration may be suspended upon notice of a single violation endangering life or safety, or upon notice of a single egregious violation of the Short-term Rental Ordinance or these regulations. An example of an egregious violation is falsifying evidence of a Primary Residence.

Suspended Operators may apply for reinstatement. The Director may reinstate the Operator's registration if the Operator presents sufficient evidence that one or more of the violations were not committed and/or the Operator/Short-Term Rental will comply with all applicable requirements during the remainder of the registration period or, if the period has expired, the next period.

~~Violations may also include any failure to abide by these Regulations, including, but not limited to:~~

- ~~• Offering an ineligible unit,~~
- ~~• Excessive noise, improper trash disposal, disorderly conduct,~~
- ~~• Failure to furnish a copy of a Booking Agent listing or include required parking information in such listing, or~~
- ~~• Failure to remit any required excise tax or surcharge as required by law~~

Commented [FL4]: Councilor Feltner raised the following questions at the last meeting:

- 1) is our penalty currently \$300/day? Yes
- 2) should we have a more detailed process for review of complaint, hearing & appeal? Staff suggests no.
- 3) Separate penalties for offering an ineligible unit (including on suspended list or in noncompliance with violation notice)? Staff suggests no, covered by \$300/day

Commented [FL5]: The intent is to allow the director to act upon notice, if needed, before adjudication.

ATTACHMENT D

Minutes of Watertown City Council Committee on Rules and Ordinances

Thursday, April 20, 2023, at 5:30 p.m.

Richard E. Mastrangelo Council Chamber, with remote participation by Zoom pursuant to Chapter 2 of the Acts of 2023.

Agenda: Continue discussion and make recommendations on (1) Ordinance requiring closed captioning for public-facing televisions; and (2) Short-Term Rentals ordinance and regulations.

Present were John Gannon, chair; John Airasian, vice chair; and Lisa Feltner, secretary.

Also Present were Gideon Schreiber, DCDP Asst Director, and Councilor Piccirilli (at 7:10) and via Zoom was Larry Field, DCDP Senior Planner. Other attendees listed below.

Chair Gannon called the meeting to order at 5:40 due to technical difficulties with Zoom, beginning with the first agenda item regarding a draft ordinance requiring closed captioning. Mr. Schreiber presented an initial draft based on the Boston model with just a few questions to coordinate with our zoning language and definitions. The committee discussed completing draft language in B. Definitions 4. "Public facility" to reflect its meaning for Watertown, understanding exceptions, appreciation for the Boston FAQs example, and we agreed that for D. Enforcement, the ADA Coordinator is the lead on addressing complaints (instead of the Code Enforcement Officer).

Kim Charlson conveyed that the Commission on Disability reviewed the draft ordinance at their meeting the previous evening, and they agreed with having the ADA Coordinator first receive complaints since that has been standard practice; concerns are regularly brought to the Commission's attention for informational purposes and as necessary for discussion. She also agrees that the staff and committee suggestions sound good, and she relayed the feeling that Commission members would be happy to help spread the word about closed captioning if regulations are adopted. It's not hard to turn on captioning for televisions and it doesn't cost anything extra. The commission could help provide instructions if the administration wants. Closed captioning is now common technology and often in use at bars and gyms and places that are noisy. Screens that may be found in lobbies of movie theaters could be turned on if asked, but people are there to see the movies so it's not a big issue there. Mr. Schreiber stated that businesses could be notified about the ordinance through several ways. Enforcement is generally complaint based and fines are not anticipated. The ADA Coordinator and other appropriate staff regularly coordinate complaints and resolutions with the Commission on Disability.

[Councilor Feltner noted there were 7 attendees on zoom and no emails were received].

6:09 p.m. Motion by Councilor Feltner for the committee to accept ordinance changes as discussed and recommends the amended draft Ordinance Requiring Closed Captioning for Public-Facing Televisions be brought forward by staff to City Council for a first reading, for consideration and adoption; Seconded by Airasian; It was noted that the draft before us had already received review by city counsel KP but staff will coordinate a final legal review; Approved 3-0.

Chair Gannon then moved to the second agenda item for the committee discussion on short-term rentals, expressing an interest in starting with an overview of "how did we get here". Feltner briefly summarized at the chair's request and for the benefit of residents who are new to the community considerations, highlighting how restrictions have been created in response to local concerns, with more transparency in STR use and issues brought forward during the pandemic. She understands that it can be hard to follow many details and modifications have been made over time, but she is encouraged that we are close to having a final draft. Gannon shared his historical understanding of comments made at Planning Board

and City Council through a full hearing process, for context in moving forward on reviewing this near final draft. [Feltner noted that there were 6 people on Zoom]. Feltner noted that there were three top Council concerns on the draft referred back to committee, (1) the number of people per STR without a primary residence requirement with two-families allowed STR use, (2) regulations and the enforcement framework were not fully developed, (3) there was no local public registry suggested. The committee has since added public notice to abutters, more inspections for increased safety and zoning on legal bedrooms and parking compliance, empowerment of staff, and other requirements. Councilor Airasian appreciated the summary since many discussions pre-dated his term on Council, and he expressed interest in reserving his comments until after public comment.

Chair Gannon opened the floor to hear from the public with a stated two-minute limit per attendee.

-Dennis Holland feels insulted by a two-minute limit because the only place he feels folks can give significant input is with the committee; the City Council meetings already impose a two-minute limit for comment. He is concerned with high asking rents of one bedrooms, for \$2000/mo and he is worried about the community.

Mr. Schreiber responded that we are looking to modify our zoning table of accessory use regulations to allow STR as specified and regulated, not long-term monthly rentals, and the community has been interested in refining ordinance language.

-Linda Scott ran into someone today that she doesn't know, mentioned tonight's meeting and that STR would likely get approved, and they responded with "Great, we already receive a lot of those complaints already" -they seemed to be connected to WPD but she's not sure. She is worried that complaints don't get addressed quickly enough, and they can generate retaliatory violence, and people take things personally when you're closing down their business. The committee is setting up a wild west situation but not in every neighborhood, and she thinks it would be a good idea to consult the WPD on this topic.

-Elodia Thomas (via zoom) had two questions (1) What is a "natural person" -noted on p. 5- how is this defined, and (2) on page 10, she still doesn't understand the language for determining maximum occupancy for Limited Share vs. Home Share and how guests share space. She doesn't think a committee meeting should be held after a holiday weekend. People can rent rooms in hotels, and this is going to be difficult for staff to monitor, and she doesn't understand the benefit to neighborhoods and think residents don't want or should have to file complaints.

Mr. Schreiber stated "natural person" was included to clarify LLC or corporations cannot be STR operators; chair Gannon concurred that only an individual owner can meet STR use qualifications, so this term was included in Definitions.

-George Skuse (via zoom) thinks a cap should be one per bedroom, of 25% of a floor area, to limit accessory use and this would model use by a typical or average family size in Watertown. He ideally wants to prohibit STR use in single and two-family zoning districts because visiting cars will also be a nuisance. I assume we're not counting infants or toddlers, but he'd like to reduce the nuisance if we allow STR.

Mr. Schreiber stated that inspections use Health and Building Codes and would inform each STR application for compliance. The accessory use definition doesn't apply to STR as it is a residential use offered by the owner for rent as short-term vs. long-term. Larger parties that book reservation commonly coordinate their transportation to limit vehicles and transportation costs during their visit; parking limits would be noted in each Registration and at the STR site.

-Joan Gumbleton asked if everyone, including those connected to meetings via phone are being heard. [Feltner noted that there was no one was connected via phone no emails have been received during this committee meeting]. She doesn't want STR at all because the burden is on the neighbors to be enforcers, and she is worried about lots of strangers visiting neighborhoods every three days and affecting property values. She feels there should be a sunset clause in case the ordinance doesn't work after adoption, because otherwise we're representing the minority of people who don't care about the quality of life here, and there are a lot of strange people in the world right now. I don't agree with the stated Intent and Purpose or believe this is possible with STR. Is the city just doing this for the money?

-Bruce Coltin thinks everyone is doing this in good faith. But he predicts this is going to be a disaster in certain neighborhoods because he walks around a lot, and he thinks this is going to be a big problem on enforcement and become a big police matter. He would like us to understand neighborhoods, see the value of individual neighborhoods elevated in the future.

-Dean Martino first got involved in 2022 in his neighborhood on STR. He hears "enforcement is going to take care of it" but when you call someone, it's not going to be enforced, at least right away. It's going to take maybe weeks before a complaint is resolved. Watertown is losing its feel as a city of neighborhoods, I'm third generation here and have seen changes with policies and with so much development with more and smaller rental units, yet we're building massive schools that are going to end up being half empty. He is also concerned that allowing short-term rentals is going to result in empty hotels which is the last thing we want. Watertown is in a geographic sweet spot, but he thinks it's going to get out of control, and he wonders why STR do not have to pay commercial property tax rates instead of residential taxes.

-David Leon (via zoom) doesn't believe the benefits stated in the STR outweigh the negative impacts. The most concerning issue is the allowance of up to ten guests in a Home Share Unit; I would prefer the limit be six guests. I also think having STR on each side of one's home is inherently detrimental to one's street.

-Jacky vanLeeuwen (via zoom) I want to weigh in that I don't have a problem with this draft STR. I think it is fine and you have put in a lot of limits. I'm not aware that it is a big problem in other communities around the state, and I think fears about negative impacts to property values is not based on fact.

-Mary Ann Mulligan (via zoom) I do want to say that the committee has been diligent and responsive, but I don't think Watertown should permit STR. I think the challenges outweigh the benefits. I don't think you should allow utility bills as a proof of residence, and I think you should only allow 2, not 3 violations before someone loses eligibility. I also think you should make a budget recommendation since enforcement is going to be important; first register, inspect, then oversee all the provisions and enforce them all, so these are my suggestions, but I hope this committee doesn't make a recommendation to move forward.

-Susanne Demis agrees with all the comments made in the room. It doesn't matter if it's 3 days, 6 days, or 30 days. There is constant traffic revolving, strangers in and out of our neighborhood (Falmouth Rd), trash issues, nighttime noise. Are there going to be parties in the summer, and who do you call but the cops. I don't see how you're going to be able to control any of this

-Janet Buck (via zoom) shared that she first heard concerns at Planning Board. My main concern is that if we don't move forward, or specifically allow them, then Airbnbs "just go away". But there are already dozens if not hundreds of STR advertised and in operation. Instead of turning a blind eye, we should use this opportunity to make STR safer. I don't think having regulations for STR use will invite more of them, but these exist and they will continue to exist, so the police will still be called whenever there are loud parties. The idea that we're going down a slippery slope is not accurate because we're attempting to regulate an existing condition. Enforcement will be needed regardless, but this allows us to have some control over STR.

Chair Gannon closed public comment and proposed an amendment to add a sunset provision for automatic termination of the STR ordinance after its effective date; this would alert a future Council to undertake a review of the matter. He is also concerned with the newness of this use and related technology, and he thinks this is the rare ordinance that should require this additional safeguard. The committee discussed that Council has the power to review concerns at any time, and in fact, responding to public concerns is often the focus of each committee, and the City Charter stipulates review of all ordinances for each year ending in 2. Thus, it was decided that a sunset provision not be included.

In response to concerns that sustained oversight and evaluation of a Watertown STR ordinance may be too lax, the committee agreed with staff to amend the Regulations by adding a new "VI Reporting" to require DCDP to produce a report on Short-Term Rentals for submission to City Council each year.

8:05 MOTION by Feltner to Recommend the City Council adopt the updated draft language to Amend Watertown Zoning Ordinance, Section 5.19 for Short-Term Rentals, and approve the proposed Regulations; Seconded by Airasian. Discussion: Councilor Gannon stated he is going to vote no because he is concerned that the ability for 10 people to rent a unit overwhelms an accessory use and gets into a non-residential type of component. As much as he feels there are safeguards built into the ordinance, and the committee put together a better package than was previously drafted, he believes the 10 number is a hard limit for him. He recognizes that this could change during the full council's deliberations. Voted 2-1, with No by Gannon.

8:06 p.m. Motion to Adjourn by Feltner, seconded by J Airasian; 3-0 Approved.

Respectfully submitted, Lisa Feltner

Attached: Red-lined draft changes to Title XI Business Regulations, Chapter 117 Closed Captioning Activation; City of Boston Disabilities Commission FAQs about the City of Boston Closed Captions Ordinance.

Other attendees, in person: Bruce Coltin, Dean Martino, Joan Gumbleton, Sue Demis, Linda Scott, Dennis Holland; and via zoom: Kim Charlson, David Leon, Ellen Rothman, Elodia Thomas, George Skuse, Jack vanLeeuwen.

ATTACHMENT D1 *Accepted Changes to the draft reviewed at the April 20, 2023 Meeting RE Closed Captioning on Public-Facing Televisions:*

Title XI Business Regulations

Chapter 117 Closed Captioning Activation

A. Purpose. The purpose of this ordinance is to expand accessible communication in places of public accommodation.

B. Definitions. When used in this section, unless the context otherwise requires, the following terms shall have the following meanings:

1. "Closed captioning" means a transcript or dialog of the audio portion of a television program that is displayed on the bottom portion of a television receiver screen when the user activates the feature.

2. "Closed captioning television receiver" means a receiver of television programming that has the ability to display closed captioning, including but not limited to a television, digital set top box, and other technology capable of displaying closed captioning for television programming.

3. "Public area" means any part of a public facility that is open to the general public.

4. "Public facility" shall have the same meaning as "public accommodation and service", ~~as defined in~~ **including but not limited to restaurants, bars, gyms, hair and/or nail salons, banks and others.**

5. "Public entertainment venue" means a place that is open to the public for mass gathering for entertainment, regardless of whether or not a ticket or payment of any type is required for admission. The term includes, but is not limited to, cinemas, theaters, concert halls, sports centers, and festivals.

6. "Regular hours" means the hours of any day in which a Public Facility is generally open to members of the general public.

C. Activating Closed Captioning.

1. Any person owning or managing a public facility in the City of Watertown must activate closed captioning on closed captioned television receivers in use in any public area during regular hours.

2. Exception. -- This section does not require public entertainment venues to activate closed captioning on closed captioned television receivers.

3. This section does not require a public facility to make closed captioning available in a public area of the public facility if:

(a) no television receiver of any kind is available in the public area; or

(b) the only public television receiver available in the public area is not a closed-captioning television receiver.

4. Nothing in this ordinance shall be construed to imply an exemption from state and federal requirements, such as those for effective communication and reasonable accommodations required under the Americans with Disabilities Act.

D. Enforcement.

1. If a violation of Chapter 117 occurs, individuals can file a complaint with the City's ~~Commission on Disability~~ **ADA Coordinator**.

2. The Commission on ~~Disabilities~~ **Disability** shall work with the ~~Code Enforcement Officer~~ **ADA Coordinator** to investigate complaints.

3. The **ADA Coordinator and the** Commission on Disability shall have the authority to investigate complaints brought ~~before it~~ **forward**, including but not limited to conducting unscheduled inspections of public facilities, holding mediation sessions with public facilities and other interested parties, and providing guidance for bringing public facilities into compliance.



FAQS ABOUT THE CITY OF BOSTON CLOSED CAPTIONS ORDINANCE

What is the City of Boston Closed Captioning Ordinance?

The [Ordinance Related to Closed Captioning](#) in places of public accommodation requires all businesses in the city of Boston to turn on the “closed captioning” (CC) feature of TVs that are viewable by the public in their establishments.

When does the Closed Captions Ordinance Take Effect?

This ordinance is in effect now. It was passed unanimously by the Boston City Council on December 7th, 2022, and signed into law by Mayor Michelle Wu on December 9th, 2022.

Why was this ordinance passed?

This ordinance was passed in order to ensure that all customers and patrons of businesses in Boston have equal access to the information that is being broadcast on TVs in public areas. It will provide access for those who are Deaf or hard of hearing, older adults with hearing difficulties, people who speak a language other than English, and many others.

Who does this ordinance apply to?

This ordinance applies to all “places of public accommodation” in the City of Boston. In other words, any business or entity that is open to the public. This includes, but is not limited to, restaurants, bars, gyms, hairdressers, nail salons, libraries, banks, hospitals, and others. However, captions are only required to be turned on if the TV is displayed for the public to watch.

What is Closed Captioning?

Closed captioning (CC) is a service delivered by the TV programming providers, that puts text of the dialogue and other audible information on the screen. The signal is included with the movie or TV show and needs to be decoded in order to be displayed.

How do I know if my TV has captions?

All television sets manufactured after 1993 are required to be equipped with a decoder¹ that produces captions. With the onset of cable and satellite set-top boxes, the decoding is often done by those boxes. More recently with streaming services, their apps provide both the captioning signal and the decoding ability within their service.

What am I required to do under the ordinance?

If you have any televisions in your business that are displayed for members of the public to watch, you are required to turn on closed captioning for that TV. Members of the public include, but are not limited to, customers, patrons, clients, patients, and others.

Does closed captioning cost anything?

No. Closed captioning is a free technology that is built into television broadcasting, cable signals, and streaming services. You are not required to pay for any captioning services.

What if my TV doesn't have closed captions?

All televisions manufactured after 1993 have closed captioning. If your TV predates 1993 and does not have closed captioning, you are not required to purchase a new TV. However, you are encouraged to do so in order to gain all the benefits of having a more accessible business.

How does turning on closed captioning help my business?

By enabling the closed captioning feature, you are making your business more accessible and welcoming to thousands of Boston residents and visitors who may not be able to hear the TV. These customers will now have equal access to the entertainment, news, or other information you are providing, and you will be eliminating a barrier to access that previously required people to ask for captioning to be turned on. It also helps your staff by no longer requiring them to take time from their usual duties to find a remote and try to figure out how to enable captions.

¹ "The Television Decoder Circuitry Act of 1990 required that television sets with screens 13 inches or larger manufactured for sale in the United States must have built-in closed-caption decoder circuitry that allows viewers to display closed captions on their sets." The deadline for compliance was 1993. (Source: [University of Washington](#))

What about captions in languages other than English?

The ordinance does not require translations of captions. Broadcast and cable television generally only offer captions in English, although some support Spanish captions for Spanish language programming. Streaming services increasingly offer both audio and captions tracks in a variety of languages. The purpose of this ordinance is to ensure access to information being provided in audio format for those who may have difficulty hearing it. Therefore, enabling captions in any language that serves that purpose will be considered compliance.

What happens if I don't turn closed captioning on in the TVs that are located in my business?

Enabling captions is now a requirement for businesses in the City of Boston with public facing TVs. The City of Boston Disabilities Commission will be working cooperatively with businesses that are not in compliance, to provide resources and information about how to enable closed captions. Any reports of noncompliance will be addressed on an individual basis.

If the City of Boston receives a report that captions are not enabled at a particular business, The Disabilities Commission will reach out with resources. In the case of repeated or egregious noncompliance, the Commission may make a referral to the Mayor's Office of Consumer Affairs and Licensing (MOCAL) regarding entertainment licenses.

What if I keep all my TVs on mute?

Even TVs that are on mute must have closed captioning turned on.

Are any businesses exempt from this ordinance?

Only large public entertainment venues such as theaters and concert halls are exempt from this City ordinance. They are not, however, exempt from any other city, state, or federal requirement to provide reasonable accommodations to persons with disabilities. In addition, no business is required to purchase a TV under this ordinance. Only those with existing public-facing TVs must comply.

Where can I get more information?

More information can be found on the Disabilities Commission website at boston.gov/disability. You can also contact the Disabilities Commission (via email at disability@boston.gov or by calling 617-635-3682).

Chapter 117 Closed Captioning Activation

A. Purpose. The purpose of this ordinance is to expand accessible communication in places of public accommodation.

B. Definitions. When used in this section, unless the context otherwise requires, the following terms shall have the following meanings:

1. "Closed captioning" means a transcript or dialog of the audio portion of a television program that is displayed on the bottom portion of a television receiver screen when the user activates the feature.

2. "Closed captioning television receiver" means a receiver of television programming that has the ability to display closed captioning, including but not limited to a television, digital set top box, and other technology capable of displaying closed captioning for television programming.

3. "Public area" means any part of a public facility that is open to the general public.

4. "Public facility" shall have the same meaning as "place of public accommodation", as defined in G.L. c. 272, § 92A, and as used in G.L. c. 272, § 98, except as expressly limited by this Ordinance.

5. "Public entertainment venue" means a place that is open to the public for mass gathering for entertainment, regardless of whether or not a ticket or payment of any type is required for admission. The term includes, but is not limited to, cinemas, theaters, concert halls, sports centers, and festivals.

6. "Regular hours" means the hours of any day in which a Public Facility is generally open to members of the general public.

C. Activating Closed Captioning.

1. Any person owning or managing a public facility in the City of Watertown must activate closed captioning on closed captioned television receivers in use in any public area during regular hours.

2. Exception. -- This section does not require public entertainment venues to activate closed captioning on closed captioned television receivers.

3. This section does not require a public facility to make closed captioning available in a public area of the public facility if:

(a) no television receiver of any kind is available in the public area; or

(b) the only public television receiver available in the public area is not a closed-captioning television receiver.

4. Nothing in this ordinance shall be construed to imply an exemption from state and federal requirements, such as those for effective communication and reasonable accommodations required under the Americans with Disabilities Act.

D. Enforcement.

1. If a violation of Chapter 117 occurs, individuals can file a complaint with the City's ADA Coordinator.

2. The Commission on Disability shall work with the ADA Coordinator to help investigate complaints.

3. The Commission on Disability shall have the authority to investigate complaints brought before it, including but not limited to conducting unscheduled inspections of public facilities, holding mediation sessions with public facilities and other interested parties, and providing guidance for bringing public facilities into compliance.

Attachment F1. Proposed Zoning Amendments:

- I. Article II – Insert a new Section alphabetically (after Section 2.74 Setback) to define short-term rental for zoning regulation. Subsequent sections would be renumbered.

Proposed Language:

Section 2.75 Short-Term Rental(s)

Any rental of the owner's primary residence or of a bedroom within their primary residence, in exchange for payment, as residential accommodations for a duration of not more than thirty-one (31) consecutive days.

- II. Article V – Strike out Section 5.02(a) and replace with NEW Section 5.02(a) Short-Term Rental. Add a note to reference the proposed Ordinance. This removes an unused section and replaces it with an allowance for short-term rentals. This amendment does not have a requirement for a Special Permit for any scenario, and only requires registration and compliance with new regulations.

Proposed Language:

SECTION 5.02 TABLE OF ACCESSORY USE REGULATIONS

	<u>Accessory Use Only</u>	<u>S-6</u>	<u>S-10</u>	<u>C</u> <u>R</u>	<u>SC</u>	<u>I</u>	<u>R.7</u> <u>5</u>	<u>R1.</u> <u>2</u>	<u>N</u> <u>B</u>	<u>LB</u>	<u>C</u> <u>B</u>	<u>I-</u> <u>1</u>	<u>I-</u> <u>2</u>	<u>I-</u> <u>3</u>	<u>PSC</u> <u>D</u>	<u>OS</u> <u>C</u>	<u>RM</u> <u>UD</u>
a.	Within a dwelling unit that is owner occupied, renting of not more than two rooms as a lodging without separate cooking facilities and for not more than two lodgers	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	N	SP	SP	N	N	N
a	<u>Short-Term Rental (20)</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>

- III. Add a new note within SECTION 5.03 NOTES TO TABLE OF USE REGULATIONS, referencing that Short-Term Rentals are only allowed as specified in the new Short-Term Rentals Section within the ordinance.

Proposed Language:

(21) Notwithstanding Section 4.03, Short-Term Rentals may be allowed as an accessory use within residential dwelling units in all districts, as specified in Section 5.19.

- IV. Add a new Section 5.19 with the zoning requirements for Short-Term Rentals, as follows.

Proposed Language:

SECTION 5.19 SHORT-TERM RENTALS

(a) Intent and Purpose

This Section is intended to make the operation of Short-Term Rentals legal for residents, promote the safety of renters and residents, ensure that the primary use remains residential, and ensure that short-term rentals will not be a detriment to the character and livability of the surrounding residential neighborhood.

(b) Definitions

- (1) Booking Agent: Any person or entity that facilitates reservations or collects payment for a Short-Term Rental on behalf of or for an Operator.
- (2) Short-Term Rental(s): The use of the owner's primary residence or of a bedroom within their primary residence, in exchange for payment, as residential accommodations for a duration of not more than thirty-one (31) consecutive days.
- (3) Short-Term Renter: Any person or persons occupying a dwelling unit, or a bedroom within a dwelling unit, as a Short-Term Rental for a duration of not more than thirty-one (31) consecutive days.
- (4) Operator: The person that seeks to offer a residential dwelling unit or bedroom as a Short-Term Rental, who is the owner of the dwelling unit, and with the written permission of the condominium association if applicable. Only one owner may be registered as an Operator on the Short-Term Rental Registry for a Residential Unit.
- (5) Limited Share Unit: consists of a private bedroom or shared space at the primary residence of the Operator while the Operator is present. Occupancy is limited to a maximum of two guests per legal bedroom, with a maximum of six guests. One bedroom must be reserved for the Operator.
- (6) Home Share Unit: consists of a whole unit available for a Short-Term Rental which is the primary residence of the Operator. Occupancy is limited to a maximum of two guests per legal bedroom, with a maximum of 10 guests.
- (7) Primary Residence – The Residential Unit which is the Operator's domicile for at least nine months out of a twelve-month period. In the event that the Operator is not a natural person, the Residential Unit must be the domicile of a natural person with an ownership interest in the entity which equals or exceeds fifty (50) percent.
- (8) Registration Number – A unique identification number generated for a single Residential Unit registered as a Short-Term Rental. Registration Numbers shall be valid for the calendar year during which they are assigned and shall be associated with both

a single Residential Unit and a single Operator. The Registration Number must be included on any listing or advertisement offering a unit as a Short-Term Rental.

- (9) Residential Unit—A Residential Unit is a dwelling unit within a dwelling classified as a residential use, as those terms are defined in the Code, but excluding: a congregate living complex; elderly housing; a group residence; and transitional housing. The term “Residential Unit” shall not include a hotel, motel, executive suite, or other commercial or non-residential use.
- (10) Short-Term Rental Registry – the database maintained by the city that includes information on Operators who are permitted to offer their Residential Units as Short-Term Rentals. The Short-Term Rental Registry may be a stand-alone registry or may be incorporated into an electronic database maintained by the City, provided that the location of the Short-Term Rental with the Short-Term Rental Registry shall be made public.

(c) Applicability

The requirements of this Section shall apply to all short-term rentals in all districts where residential uses are located but shall not apply to principal transient accommodations including Hotels.

(d) Regulations

The Director of the Department of Community Development and Planning (DCDP) or the Director’s designee, shall have the authority to promulgate regulations to carry out and enforce the provisions of this Section.

(e) Requirements: Only operator-occupied Short-Term Rentals are permitted as follows:

- (1) An Operator may rent to only one party of guests at a given time.
- (2) An Operator may rent to that party of guests either:
 - a. **Limited Share Unit:** An Operator may offer a Limited Share Unit as a Short-Term Rental; or
 - b. **Home Share Unit:** An operator may offer a Home Share Unit as a Short-Term Rental.
- (3) A dwelling unit or bedroom offered for Short-Term Rentals shall comply with all standards and regulations promulgated by DCDP.
- (4) All Short-Term Rental operators shall register with the State and DCDP prior to short-term rental use and occupancy, showing conformance with regulations in place.
- (5) Operators shall comply with all applicable federal, state, and local laws and codes, including but not limited to the Fair Housing Act G.L.c. 151b and local equivalents and regulations related thereto, and all other regulations applicable to residential dwellings.

- (6) Operators of Short-Term Rentals shall remit to the appropriate body all fees and taxes as required by city and/or state authorities.
- (7) Short-Term Rental operators shall comply with the liability insurance requirements set forth in G.L. c. 175, Section 4F.
- (8) Renting for an hourly rate, or for rental durations of less than one day, shall not be permitted.
- (9) Notifications:
 - a. The Operator shall include the Registration Number issued by DCDP on any listing offering the Residential Unit as a Short-Term Rental and shall post a sign on the inside of the Residential Unit providing information on the location of all fire extinguishers in the dwelling unit and the maximum number of occupants set by the city for operation as a Short-Term Rental.
 - b. The Operator shall, within thirty days of approved registration, provide written notice to abutters of a Residential Unit that the Residential Unit has been registered as a Short-Term Rental. For the purposes of this section, an abutter shall be defined as any residential dwelling located within 300 feet of said Residential Unit.
- (10) Retention of Records: The Operator shall retain and make available to DCDP, upon written request, records to demonstrate compliance with this section, including but not limited to: records demonstrating number of months that Operator has resided or will reside in Residential Unit; records showing that Operator is the owner of Residential Unit offered as a Short-Term Rental; and records demonstrating number of days per year that Residential Unit is offered as a Short-Term Rental. The Operator shall retain such records for a period of three years from the date the Residential Unit is registered with the City of Watertown.

(f) Ineligibility

The following residential units are not eligible to be offered as Short-Term Rentals: Residential Units designated as below market rate or income-restricted, that are subject to affordability covenants, or that are otherwise subject to housing or rental assistance under local, state, or federal law.

Attachment F2. Proposed Short-Term Rental Regulations:



City of Watertown
Department of Community Development and Planning
149 Main Street
Watertown, MA 02472

SHORT TERM RENTAL REGULATIONS

These regulations are developed pursuant to the Watertown Zoning Ordinance, Section 5.19 Short-Term Rentals, to carry out and provide enforcement requirements for operation of short-term rentals within Watertown. The regulations are intended to provide clear guidance and requirements for Short-Term Rentals to be legal for residents, promote the safety of renters and residents, ensure that the primary use remains residential, and ensure that Short-Term Rentals will not be a detriment to the character and livability of the surrounding residential neighborhoods.

The regulations shall take effect on the date that the Short-Term Rental Zoning Ordinance Amendment goes into effect, with the understanding that there will be a three-month initial timeframe for existing locations to become compliant and properly permitted. This timeframe may be extended by the Department of Community Development and Planning (DCDP) Director upon a written request by a pre-existing Operator explaining the need for an extension.

I. Definitions

The definitions contained in Section 5.19 of the Watertown Zoning Ordinance are incorporated by reference.

II. Information to be Provided to Renters and Abutters

The following information shall be provided to all short-term renters and posted in all Short-Term Rentals in a manner to be determined by the DCDP:

- a. Instructions for disposal of waste per the City of Watertown's rules and the conditions of the particular residence.
- b. A diagram in each bedroom used for Short-Term Rentals and at each point of egress from the dwelling unit, showing the location of emergency exits and fire extinguishers.

- c. Instructions for parking rules and limitations for off-site public parking (including the rules about no parking on sidewalk or planter strips, and the “overnight parking restrictions”).
- d. Contact information for the Short-Term Rental operator, or when the operator is not present, the contact information for a locally available contact designated to respond to all emergencies and problems that may arise during the rental period, whether from renters, neighbors, or municipal authorities.
- e. The Certificate of Registration for the Short-Term Rental, including that portion showing the maximum number of occupants set by the city for operation as a Short-Term Rental.

The Operator must provide written notice to abutters within thirty days of approved registration that a unit has been registered as a Short-Term Rental unit. An abutter is defined as any residential dwelling within 300 feet of the Short-Term Rental unit. Operator may obtain an abutter list from DCDP.

III. **Registration and Eligibility**

All dwelling units offered for Short-Term Rental shall first register with the municipality and secure a Certificate of Registration and pay all associated fees. The Certificate of Registration shall require the Operator to abide by these Regulations, including:

- a. **Proof of Residency:** Primary residence is demonstrated by showing that as of the date of registration of the Residential Unit on the Short-Term Rental Registry, the Operator has resided at the property for nine of the past twelve months, or that the Operator intends to reside in the Residential Unit for nine of the next 12 months as demonstrated by at least two of the following: proof of enrollment in the city’s residential tax exemption program; voter registration; motor vehicle registration; driver’s license or state-issued identification; deed; or utility bill. DCDP may require additional documents as needed to corroborate Operator’s residency.
- b. **Condominium Consent:** If the property is a condominium unit, the Operator must provide written evidence that the condominium association has consented to the property’s use as a Short-Term Rental.
- c. **Inspection:** Prior to issuing or renewing a Certificate of Registration, the Department must conduct an inspection to verify that each dwelling unit and bedroom to be rented to short-term renters meets applicable Building/Health/Fire Code requirements, including those listed in the DCDP’s Inspection Checklist. In addition, the inspection shall verify that the Operator and Home Share or Limited Share Unit meet all the requirements set forth in Section II of these regulations.

- d. **Maximum Occupancy.** The definitions of Limited Share Unit and Home Share Unit use both a “two persons per legal bedroom” and total occupancy limit. The two person per bedroom limit is intended to provide a limit considering the number of legal bedrooms in the unit and does not regulate guest living arrangements.
- e. **Renewal:** It is the responsibility of the Operator to renew its certificate of registration annually or upon change of operator. New owners are responsible for ensuring that they re-register with the city to obtain a new Registration Number in order to continue to list the Residential Unit on the Short-Term Registry. If an Operator offering a registered Residential Unit ceases to use the unit as a Primary Residence, the Operator shall immediately notify the city to remove the unit from the Short-Term Rental Registry.
- f. **Proof of Insurance** – The Operator must show proof of liability insurance complying with G.L. c. 175, Section 4F.
- g. **Listing Information:** The Operator, upon listing a Short-Term Rental or modifying an existing listing, shall file with the municipality an exact duplicate of the listing, including property address. Listings must specify the quantity of off-street parking, if any, and include language relative to Watertown parking regulations.
- h. **Agent Updates:** A Booking Agent with any listings in Watertown shall provide to the municipality on a quarterly basis an electronic report, in a format to be determined by Watertown. The report shall include a breakdown of where the listings are located, whether the listing is for a room or a whole unit, the number of nights each unit was reported as occupied during the applicable reporting period, and the Operator's name and full contact information. Nothing herein shall prohibit a Booking Agent from entering into an agreement with the city to provide registration services for Short-Term Rental Operators.

IV. Short-Term Rental Registry

The City will keep a public registry of approved Operators and Short-Term Rental locations as set forth in the ordinance. [Information placeholder: to be added once the details are finalized by the City for permitting and database location]

V. Complaint Process and Violations

Complaints shall be made to the Department and an investigation shall commence within 30 days. Violations may, at the Director’s discretion, result in a warning or a ticket and the maximum fine appropriate per the Zoning Ordinance. Emergencies requiring immediate assistance shall be reported to emergency services, with any needed follow-up reported to the Department during working hours.

Operators who have violated any of the following three (3) or more times within a six (6) months period shall have their registrations automatically suspended:

- (1) the Short-Term Rental Ordinance;
- (2) these Regulations; or
- (3) any municipal ordinance or state law or code relating to excessive noise, improper disposal of trash, disorderly conduct, or other similar conduct.

At the Director's discretion, an Operator's registration may be suspended upon notice of a single violation endangering life or safety, or upon notice of a single egregious violation of the Short-Term Rental Ordinance or these regulations. An example of an egregious violation is falsifying evidence of a Primary Residence.

Suspended Operators may apply for reinstatement. The Director may reinstate the Operator's registration if the Operator presents sufficient evidence that one or more of the violations were not committed and/or the Operator/Short-Term Rental will comply with all applicable requirements during the remainder of the registration period or, if the period has expired, the next period.

VI. Reporting

DCDP will produce a report to the City Council annually providing information on the number of Short-Term Rentals and complaints about their compliance with any municipal ordinance or state law or code.

Watertown's FY2025 Budget Policy Guidelines

As Approved and Ranked by the City Council

November 27, 2023

The City Council is adopting these budget policy guidelines pursuant to Section 5-1 of the Watertown Home Rule Charter. Based on these guidelines, the City Manager will develop budgetary goals and the City budget for Fiscal Year 2025. *Watertown's Ongoing Budget Policy Guidelines* Resolution 2012-72, *Amending Watertown's Ongoing Budget Policy Guidelines* Resolution 2017-84 and *Watertown's Ongoing Capital Project Budget Guidelines* Resolution 2013-76 are hereby incorporated by reference.

I. COST-SAVINGS/REVENUES

Note: The items in this section were ranked in order of priority by the City Council on December 5, 2023

The City Council believes that identification of cost savings and/or new revenues should be a precondition to additional expenditures. To this end, in developing the FY25 budget, the City Manager should:

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

II. PROGRAM ENHANCEMENTS/EXPENDITURES

Note: The items in this section were ranked in order of priority by the City Council on December 5, 2023

To the extent that resources allow, in light of the financial policies stated above, and adhering to the principle of first identifying cost-savings and/or new revenue, the following program enhancements and, if necessary, new expenditures should receive priority in the FY25 budget. Education program enhancements and expenditures should be considered subsequently in light of the recommendations of the School Committee.

- A. All departmental budgets should prioritize and enhance the ability of the City to implement the strategies and action items in the Climate and Energy Plan.
- B. With the completed update to the Comprehensive Plan which includes new goals and strategies for development in Watertown; and the ongoing Watertown Square Area Plan that will include Intersection Design, Development & Zoning changes including increase in housing density, Small Business strategies, and better use of City owned land; provide funding to address the strategies and action items in the plans, and continue to enhance the capabilities of the Department of Community Development and Planning by adding resources and/or redeploying existing resources to achieve the goals of the Plans.
- C. Continue to work collaboratively with the Watertown Public Schools on the comprehensive multi-year educational budget that assures sustainable funding for our schools and the successful education of our children, and seek to accommodate a 3.5% annual increase for FY25 for the Education appropriation that will provide level-service funding for our schools.
- D. Continue support for Building for the Future Initiative funding in collaboration with the School Building Committee, for the MSBA High School project, without debt exclusion funding.
- E. Monitor and assess resources for launch of the 311 system in the FY25 budget.
- F. Continue annual updates of the rolling five-year plan and funding schedule for the integrated improvements of the City's streets and sidewalks, water-sewer-stormwater infrastructure, and underground utilities. The plan should show status of ongoing projects, identify future projects including those with no funding source, identify sources of stormwater and sewage outflow to the Charles River, and coordination with water-sewer-stormwater projects and underground utility projects.
- G. Fund the recommendations of the Classification and Compensation Study in the FY25 budget.

- H. Improve the operational efficiency, flexibility, and capacity of the Public Works Department to meet the City's growing needs to manage contractors, respond to work order requests, oversee development projects, plan and implement infrastructure improvements, improve communications to residents about road construction, comply with the MassDEP 2030 Solid Waste Management Plan, and maintain complete streets infrastructure. Review improvements for snow and ice removal. Identify and implement technology needed to support the Department.
- I. Fund the remaining recommendations of the HR Assessment Review in the FY25 budget.
- J. Add resources in the FY25 budget to support the work of the newly formed Human Rights Commission.
- K. Monitor and assess resources for City-wide rodent control in the FY25 budget.*
- L. Continue working to identify additional acquisition of land for open space and recreation, using the Acquisition of Land/Open Space Stabilization Fund, and including proposals submitted to the Community Preservation Committee.*
- M. Continue to enhance the capabilities of the Department of Public Works Forestry Division by adding resources and/or redeploying additional resources for improving and maintaining Watertown's public shade trees and increasing the City's overall tree canopy, by maintaining robust data collection for public shade trees in Watertown, and analyzing the data to continue tree plantings.
- N. Consider funding for the recommendations of the Community Health & Human Services Assessment in the FY25 budget.
- O. To meet the goal of allowing people who live and work in Watertown to go car free, continue to work with the Watertown Transportation Management Association to identify sustainable sources of funding for a permanent local transit program in Watertown.
- P. Provide additional support for cultural events and public art in the FY25 budget.
- Q. Consider re-use of the former north branch library after review of a FY24 structural study and findings.
- R. Based on final City Council policy direction, develop a budgetary plan to meet the identified need for DPW staging space.

*Items ranked the same.



Watertown Town Council

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

ELECTED OFFICIALS:

Mark S. Sideris,
Council President

Stephen P. Corbett,
Vice President

John A. Donohue,
Councilor At Large

Susan G. Falkoff,
Councilor At Large

Anthony Palomba,
Councilor At Large

Angeline B. Kounelis,
District A Councilor

Cecilia Lenk,
District B Councilor

Vincent J. Piccirilli, Jr.,
District C Councilor

Kenneth M. Woodland
District D Councilor

Resolution# 2012- 72

Resolution: Watertown's Ongoing Budget Policy Guidelines

WHEREAS the Town Council adopts budget policy guidelines each year pursuant to Section 5-1 of the Watertown Home Rule Charter, so that the Town Manager can develop budgetary goals and the Town budget for the next fiscal year, and

WHEREAS for the past several years, annual budget policy guidelines have included three sections of ongoing budget practices, namely Section I. FINANCIAL POLICIES, Section II. ONGOING BUDGET PRACTICES, and Section V. BUDGET AND FINANCIAL MONITORING, and

WHEREAS the budget policy guidelines in these three sections have reached a point of maturity whereby they have become standard operating procedure, and do not need to be revised each year.

NOW THEREFORE BE IT RESOLVED that the Town Council of the City known as the Town of Watertown hereby establishes the following budget policy guidelines as permanent policy guidance, to be followed annually:

I. FINANCIAL POLICIES

A. Unreserved fund balance: In order to respond to emergencies and other unanticipated needs, preserve financial flexibility, and maintain favorable bond ratings, the Town should seek to maintain an unreserved fund balance (including stabilization funds) equal to 7-10% of the annual operating budget. The Council and the Town Manager will work to develop a formal multi-year policy on the unreserved fund balance, including the use of free cash if the unreserved fund balance is above the 7-10% target.

B. Capital Expenditures: In order to maintain and improve its infrastructure, facilities, and equipment, the Town should seek to make annual capital expenditures (including debt and exclusive of enterprise funds) equal to at least 7.5-8% of the operating budget.

C. Pension Liability and Other Post Employment Benefits: In order to achieve long term financial stability, meet the Town's obligations to its employees and retirees, and maintain favorable bond ratings, the Council, the Retirement Board and Town Manager will work to address the Town's unfunded pension liability and other post-employment benefits (OPEB). As was done with the unfunded Pension Liability, create a long-range financial plan for addressing the unfunded OPEB liabilities, including the converting the OPEB stabilization fund to an OPEB Trust Fund. Continue dialog with Retirement Board and State representatives to consider options for pension reforms for new hires.

II. ONGOING BUDGET PRACTICES

A. Continue the Town's efforts within all departments to obtain grant funding from federal, state, and other sources, including the use college interns.

B. Continue to analyze the Town's charges for licenses, permits, penalties, and fees to determine whether they should be increased or new ones instituted, while adhering to the principal that fees should not exceed the cost of services provided.

C. Review the possibilities and cost implications of contracted services vs. staffing in various departments.

D. Support the possibilities of providing more services on a regional or inter-municipal basis in accordance with the council resolution.

E. All department heads should seek to identify line items within their existing budgets where costs can be controlled and not increased. Look at other possible scenarios including spending freezes, level dollar and reduction budgets. Review the use of overtime in each department and monitor consistent Town-wide practices and related utilization.

F. Continue to enhance the Town's website and use other technologies as cost effective means of delivering information and services, increasing public awareness, and encouraging public feedback.

G. Explore cost savings by sharing personnel across Town departments. Work towards merging or combining the following functions to better serve both Town and School Departments: facilities management, human resources, finance, and information technology.

H. Meet annually in Executive Session(s) to discuss strategies on pending collective bargaining agreements and the potential impact on upcoming and future budgets.

III. BUDGET AND FINANCIAL MONITORING

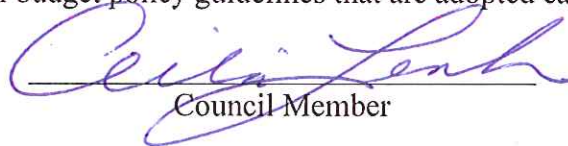
A. In order to improve its ability to monitor the implementation of the Town budget, the Town Council will receive quarterly reports on the revenues and expenditures during the fiscal year.

B. The Town Council will receive a report on the use and balance of monies in the Council reserve upon each transfer, and a report each month when there is a change in Town Councilors' expense line items.

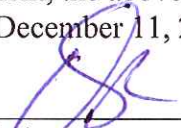
C. An early-warning system will be used to alert the Town Council if revenues fall below projections.

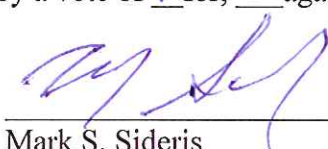
D. The Town Council will receive quarterly updates on progress in addressing the recommendations in the annual audit report.

BE IT FURTHER RESOLVED that this resolution shall be incorporated by reference into the annual budget policy guidelines that are adopted each year.


Council Member

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above Resolution was adopted by a vote of 9 for, 0 against and 0 present on December 11, 2012.


Valerie Papas
Council Clerk


Mark S. Sideris
Council President



Watertown Town Council

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

ELECTED
OFFICIALS:

Resolution # 84

2017- R - 84

Mark S. Sideris,
Council President

Vincent J. Piccirilli, Jr.,
Vice President

Michael F. Dattoli,
Councilor At Large

Aaron P. Dushku,
Councilor At Large

Susan G. Falkoff,
Councilor At Large

Anthony Palomba,
Councilor At Large

Angeline B. Kounelis,
District A Councilor

Lisa J. Feltner,
District B Councilor

Kenneth M. Woodland,
District D Councilor

RESOLUTION: AMENDING WATERTOWN'S ONGOING BUDGET POLICY GUIDELINES

WHEREAS the Town Council adopted Resolution 2012-72 *Watertown's Ongoing Budget Policy Guidelines*, to establish permanent financial policy guidance, and

WHEREAS since 2014 the Town Council and the School Committee have been working on a plan for the renovation or reconstruction of Watertown's school buildings, including submitting Statements of Interest to the Massachusetts School Building Authority, and

WHEREAS at the Fiscal Year 2019 Preliminary Budget Overview presented on October 10, 2017, it was proposed to self-fund a project to renovate or reconstruct three elementary schools entirely within the operating budget, with funds redirected from the retirement appropriation when the pension is fully funded, while also paying down the OPEB liability, and

WHEREAS the value of the debt service required for such school capital expenditures would exceed 8% of the operating budget as stipulated in Resolution 2012-72, and

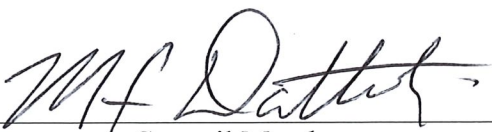
WHEREAS the Town of Watertown wants a "strong" position for its financial management policies to get the most favorable rates when going to the bond market for such capital expenditures.

NOW THEREFORE BE IT RESOLVED that the Town Council of the City known as the Town of Watertown hereby amends Resolution 2012-72 *Watertown's Ongoing Budget Policy Guidelines*, with existing guidelines I.A and I.B to be deleted in their entirety and replaced with the following language:

I. A. Unreserved fund balance: In order to respond to emergencies and other unanticipated needs, preserve financial flexibility, and maintain favorable bond ratings, the Town should seek to maintain an unreserved fund balance (including stabilization funds) equal to 8-15% of the annual operating budget. The Council and the Town Manager will work to develop a formal multi-year policy on the unreserved fund balance, including the use of free cash, if the unreserved fund balance is above the 8-15% target.

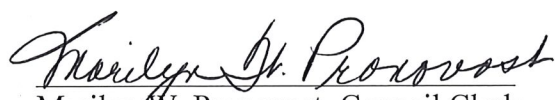
I. B. Capital Expenditures: In order to maintain and improve its infrastructure, facilities, and equipment, the Town should seek to make annual capital expenditures (including debt and exclusive of the school Building for the Future Initiative funding and enterprise funds) equal to at least 7.5-8% of the operating budget.

BE IT FURTHER RESOLVED that this resolution shall be incorporated by reference into the annual budget policy guidelines that are adopted each year.



Council Member

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above Resolution was adopted by a vote of 8 for, 0 against, and 0 present on November 28, 2017.



Marilyn W. Pronovost, Council Clerk



Mark S. Sideris, Council President



Watertown Town Council

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

ELECTED OFFICIALS:

Resolution# 2013- 76

Mark S. Sideris,
Council President

Stephen P. Corbett,
Vice President

John A. Donohue,
Councilor At Large

Susan G. Falkoff,
Councilor At Large

Anthony Palomba,
Councilor At Large

Angeline B. Kounellis,
District A Councilor

Cecilia Lenk,
District B Councilor

Vincent J. Piccirilli, Jr.,
District C Councilor

Kenneth M. Woodland
District D Councilor

Resolution: Watertown's Ongoing Capital Project Budget Guidelines

WHEREAS the Town Council adopts budget policy guidelines each year pursuant to Section 5-1 of the Watertown Home Rule Charter, so that the Town Manager can develop budgetary goals and the Town budget for the next fiscal year, and

WHEREAS in the Fiscal Year 2014 budget policy guidelines, Attachment A "ADDITIONAL RECOMMENDATIONS ON CAPITAL PROJECTS" was included to use the Town's capital project funds in the most efficient manner, and to improve the efficiency and transparency of the Capital Improvement Program (CIP) process, and

WHEREAS these recommendations have become standard operating procedure for the Town of Watertown, and do not need to be revised each year.

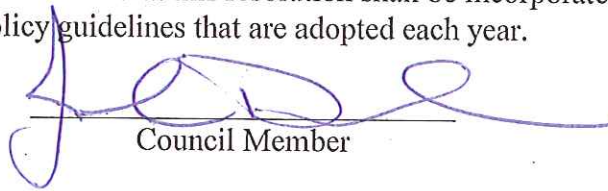
NOW THEREFORE BE IT RESOLVED that the Town Council of the City known as the Town of Watertown hereby establishes the following recommendations on capital projects as permanent budget policy guidance, to be followed annually:

1. Status of existing capital funds and projects: As part of the January CIP submission by the Town Manager, include from each department, a listing of all existing unspent capital funds (including Chapter 90, developer mitigation, grant funds, etc.) and a status on each project or acquisition, including how and when remaining funds will be spent, effective November 30th.
 - a. Include project funds appropriated by the Town Council to the School Department.
 - b. Include Water/Sewer Enterprise Fund reporting of capital projects & funds as a new section of the CIP separate from the General Fund.
2. Details on new projects: As part of the January CIP submission by the Town Manager, provide details for all items in the CIP that have been previously shown as annual lump sums in a single line.
 - a. Include the School Department's "various school improvements".
 - b. Include "highway reconstruction" and "sidewalk reconstruction", with a forecast of streets to be done each year.
 - c. Include Water/Sewer Enterprise Fund capital projects as a new section of the CIP separate from the General Fund, with a forecast of streets to be done each year.

- d. Include transportation or water/sewer and stormwater projects which have or will be proposed in the future, with no funding source yet identified.
3. Coordination Issues Related to Public Works projects: The increasing volume and complexity of public works projects requires a rethinking of how the Town does its planning to maximize the use of capital funds and departmental resources, as well as providing information to the public in a timely, readily accessible fashion.
- a. To this end, the CIP needs to have a five-year forecast of what water/sewer/stormwater, road reconstruction, and sidewalk reconstruction are planned, by specific street, which will:
 - i. Insure that work is sequenced to obtain the maximum life from road and sidewalk reconstruction without major water/sewer work compromising their integrity.
 - ii. Allow utility companies adequate time to plan underground service replacements prior to road and sidewalk reconstruction, to avoid compromising their integrity.
 - iii. Allow time for the Zoning Enforcement Office to notify property owners of non-conforming driveways, while giving the owners adequate time to seek a variance.
 - iv. Allow developers time to plan their projects in coordination with the Town, and avoid digging up newly installed roads and sidewalks.
 - v. Allow abutting homeowners, who may want to pay for granite curbs on streets scheduled for asphalt curbs, time to arrange contracting and payment.
 - vi. Allow time for the Tree Warden to notify abutters who may want a street tree in front of their property, to allow for the placement of a tree pit prior to the installation of a new sidewalk.
 - vii. Provide more transparency to citizens on public works projects and spending.
 - viii. Allow the Public Works Committee or other appropriate committee adequate time to review the proposed work and provide policy guidance on the above as it relates to Watertown's goals.
 - b. Issues of coordination and timing need to be improved to insure the most efficient use of funds, and bonding of annual street construction projects should be coordinated with bidding such that contractors can begin by April and be completed by November.
 - c. The Public Works Department should address, on an ongoing basis:
 - i. Assure adequate supervisory capacity to eliminate decision bottlenecks and improve timeliness of responses for construction work.
 - ii. Notification to the public of what construction is happening and where and when it will occur must be improved, and should be available on the website and updated regularly.
 - iii. Improve completion of punch list items on projects needs to be improved, including painting of roadway markings, installation of traffic signs, removal of temporary construction signs, cleanup of construction debris, etc.
4. Protection of investments: With millions of dollars being spent each year in Watertown on street and sidewalk construction, the administration should take a more aggressive

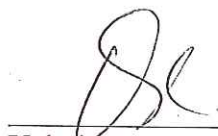
role to protect the value of these investments to insure that maximum life is obtained from the new surfaces.

BE IT FURTHER RESOLVED that this resolution shall be incorporated by reference into the annual budget policy guidelines that are adopted each year.

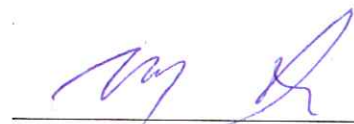


Council Member

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above Resolution was adopted by unanimous voice vote on December 9, 2013.



Valerie Papas, Council Clerk



Mark S. Sideris, Council President

FY2025 Budget Policy Guidelines, Ranked By Priority December 5, 2023

	Alrasian	Bays	Felner	Gannon	Gardner	Izzo	Palomba	Piccirilli	Sideris	Composite
I. COST-SAVINGS/REVENUES										
I. A. Continue to proceed with the guidelines of the Strategic Framework for Economic Development, with the long-term goal to promote a diversified and growing tax base, and a renewed focus on small business, retail corridors, and emerging industry clusters.	1	1	1	3	1	1	4	1	1	1.6
I. B. Continue pursuing mitigation monies, linkage fees, and/or other measures from larger scale projects.	2	2	2	2	2	4	1	2	2	2.1
I. C. Require all Departments to actively pursue filing applications for all relevant state, federal, and private foundation grant programs.	3	3	3	1	3	3	2	3	3	2.7
I. D. Actively seek Payment In Lieu Of Taxes (PILOT) agreements, or other in-kind services, with each non-profit organization owning or purchasing property in Watertown.	4	4	4	4	4	2	3	4	4	3.7

	Alrasian	Bays	Felner	Gannon	Gardner	Izzo	Palomba	Piccirilli	Sideris	Composite
II. PROGRAM ENHANCEMENTS/EXPENDITURES										
II. A. All departmental budgets should prioritize and enhance the ability of the City to implement the strategies and action items in the Climate and Energy	7	1	1	2	1	7	6	4	4	3.7
II. D. With the completed update to the Comprehensive Plan which includes new goals and strategies for development in Watertown; and the ongoing Watertown Square Area Plan that will include Intersection Design, Development & Zoning changes including increase in housing density, Small Business strategies, and better use of City owned land; provide funding to address the strategies and action items in the plans, and continue to enhance the capabilities of the Department of Community Development and Planning by adding resources and/or redeploying existing resources to achieve the goals	3	2	2	3	2	5	12	3	3	3.9
II. B. Continue to work collaboratively with the Watertown Public Schools on the comprehensive multi-year educational budget that assures sustainable funding for our schools and the successful education of our children, and seek to accommodate a 3.5% annual increase for FY25 for the Education appropriation that will provide level-service funding for our schools.	2	3	5	1	3	15	17	1	1	5.3
II. C. Continue support for Building for the Future Initiative funding in collaboration with the School Building Committee, for the MSBA High School project, without debt exclusion funding.	1	4	3	5	4	11	18	2	2	5.6
II. H. Monitor and assess resources for launch of the 311 system in the FY25 budget.	6	8	8	9	6	6	7	7	6	7.0
II. F. Continue annual updates of the rolling five-year plan and funding schedule for the integrated improvements of the City's streets and sidewalks, water-sewer-stormwater infrastructure, and underground utilities. The plan should show status of ongoing projects, identify future projects including those with no funding source, identify sources of stormwater and sewage outflow to the Charles River, and coordination with water-sewer-stormwater projects and underground utility projects.	5	10	10	4	10	2	13	5	5	7.1
II. J. Fund the recommendations of the Classification and Compensation Study in the FY25 budget.	15	5	7	8	5	4	9	8	9	7.8
II. E. Improve the operational efficiency, flexibility, and capacity of the Public Works Department to meet the City's growing needs to manage contractors, respond to work order requests, oversee development projects, plan and implement infrastructure improvements, improve communications to residents about road construction, comply with the MassDEP 2030 Solid Waste Management Plan, and maintain complete streets infrastructure. Review improvements for snow and ice removal. Identify and implement technology needed to support the Department.	4	9	4	12	9	3	14	6	10	7.9
II. I. Fund the remaining recommendations of the HR Assessment Review in the FY25 budget.	14	6	6	14	7	9	8	10	18	10.2
II. R. Add resources in the FY25 budget to support the work of the newly formed Human Rights Commission.	11	7	16	6	8	18	4	16	11	10.8
II. G. Monitor and assess resources for City-wide rodent control in the FY25 budget.	10	16	17	15	11	14	1	9	7	11.1
II. L. Continue working to identify additional acquisition of land for open space and recreation, using the Acquisition of Land/Open Space Stabilization Fund, and including proposals submitted to the Community Preservation	8	12	12	7	13	10	10	13	15	11.1

Title XI Business Regulations

Chapter 117 Closed Captioning Activation

A. Purpose. The purpose of this ordinance is to expand accessible communication in places of public accommodation.

B. Definitions. When used in this section, unless the context otherwise requires, the following terms shall have the following meanings:

1. "Closed captioning" means a transcript or dialog of the audio portion of a television program that is displayed on the bottom portion of a television receiver screen when the user activates the feature.

2. "Closed captioning television receiver" means a receiver of television programming that has the ability to display closed captioning, including but not limited to a television, digital set top box, and other technology capable of displaying closed captioning for television programming.

3. "Public area" means any part of a public facility that is open to the general public.

4. "Public facility" shall have the same meaning as "place of public accommodation", as defined in G.L. c. 272, § 92A, and as used in G.L. c. 272, § 98, except as expressly limited by this Ordinance.

5. "Public entertainment venue" means a place that is open to the public for mass gathering for entertainment, regardless of whether or not a ticket or payment of any type is required for admission. The term includes, but is not limited to, cinemas, theaters, concert halls, sports centers, and festivals.

6. "Regular hours" means the hours of any day in which a Public Facility is generally open to members of the general public.

C. Activating Closed Captioning.

1. Any person owning or managing a public facility in the City of Watertown must activate closed captioning on closed captioned television receivers in use in any public area during regular hours.

2. Exception. -- This section does not require public entertainment venues to activate closed captioning on closed captioned television receivers.

3. This section does not require a public facility to make closed captioning available in a public area of the public facility if:

(a) no television receiver of any kind is available in the public area; or

(b) the only public television receiver available in the public area is not a closed-captioning television receiver.

4. Nothing in this ordinance shall be construed to imply an exemption from state and federal requirements, such as those for effective communication and reasonable accommodations required under the Americans with Disabilities Act.

D. Enforcement.

1. If a violation of Chapter 117 occurs, individuals can file a complaint with the City's ADA Coordinator.

2. The Commission on Disability shall work with the ADA Coordinator to help investigate complaints.

3. The ADA Coordinator and the Commission on Disability shall have the authority to investigate complaints brought forward, including but not limited to conducting unscheduled inspections of public facilities, holding mediation sessions with public facilities and other interested parties, and providing guidance for bringing public facilities into compliance.

Watertown Ordinance.

SUBCHAPTER II Snow and Ice Removal

§ 96.25 **-Snow and ice on public way.**

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

No person or entity, regardless of its ownership, tenancy, or other status or relationship to any real property, nor any agent, employee, contractor, or servant of any such person or entity, shall place, throw, plow or in any way move, any snow or ice onto any portion of the City's streets and ways. Without limiting the generality of the foregoing, streets and ways shall include the vehicular pavement, sidewalks, ramps, islands, and medians, whether used by vehicles or pedestrians. Notwithstanding the foregoing, however, this section shall not be construed to prohibit owners or lawful occupants of residential premises from placing snow and ice on the sidewalks immediately adjacent to the driveway opening as long as a minimum 42-inch pathway along the sidewalk, or the full width of the sidewalk if narrower, is provided for passage within 24 hours of cessation of snow, sleet or freezing rain.

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

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

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

SIDEWALK(S)

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

SMALL RESIDENTIAL PROPERTIES

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

ABUTTING PROPERTY OWNERS

The legal owners of real property abutting on a public street or way and, if in question, as determined by the Zoning Enforcement Officer.

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

(1)

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

if narrower, from that portion of the sidewalk which abuts their property. For properties abutting sidewalks with curb cuts, ramps, and other access points, abutting property owners shall provide unimpeded access to the street.

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

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

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

§ 96.27 Enforcement of snow and ice removal.

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

The City Manager, the Superintendent of Public Works, all Watertown police officers, the Code Enforcement Officer, and any other City employees from time to time designated by the City Manager, are empowered and authorized to enforce § 96.25 and § 96.26.

§ 96.99 Penalty.

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

(A) The penalty for violation of § 96.16 shall be \$200.

(B) Anyone violating the prohibitions of § 96.25 of this chapter shall be subject to a specific penalty of a fine in an amount up to \$300 for each offense. The fine structure is as follows:

(1) All first violations: Documented warning.

(2) Subsequent violations:

(a) Residential (less than six dwelling units):

1. Manual snow shoveling:
 - a. Second violation: \$25 fine.
 - b. Third or more violations: \$50 fine.
 2. Mechanized snow shoveling:
 - a. Second violation: \$25 fine.
 - b. Third violation: \$100 fine.
 - c. Fourth or more violations: \$300 fine.
- (b) Commercial and six or more dwelling units residential:**
1. Manual snow shoveling:
 - a. Second violation: \$50 fine.
 - b. Third or more violations: \$300 fine.
 2. Mechanized snow shoveling:
 - a. Second violation: \$150 fine.
 - b. Third or more violations: \$300 fine.

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

(1) For Small Residential Properties

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

(2) For All Other Properties

- ~~a.~~ First Violation: documented warning~~-~~
- ~~b.~~ Second Violation: \$100
- ~~c.~~ Third Violation: \$200
- ~~d.~~ Fourth and Subsequent Violations: \$300 for a fourth and all subsequent violations during the same winter season~~-~~

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

(E) These penalties may be enforced by non-criminal disposition procedures pursuant to Mass. Gen. Laws Ch. 40, § 21D and § 35.05 of this code.

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

[891668/WATR/0103](#)



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

Committee on Public Works

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

Committee on Rules and Ordinances

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

Committee Report

November 14, 2023

The meeting took place on Monday, September 25 at 6:30 PM in the City Council Chambers on the second floor of City Hall. It was a hybrid meeting which allowed for the public to join via Zoom. It was also being recorded by Cable Access TV. The public was able to submit comments by email to apalomba@watertown-ma.gov.

Those attending included all the members of the Committee on Public Works and the Committee on Rules and Ordinances (see above) as well as City Council President Sideris and Councilor Gardner. Also attending were Steve Magoon, Assistant City Manager and Director of the Department of Community Development and Planning, Michael Albano, Zoning Code Enforcement Officer, and Andy Campagna from the Bicycle Pedestrian Committee. Joining on Zoom were Greg St. Louis, Superintendent of the Department of Public Works, Dean Martino, Susan Flint from Watertown for All Ages, Joan Gumbleton, and Cindy Wentz.

PLEASE NOTE: The meeting lasted nearly 3 hours and 30 minutes. The minutes represent an effort to report on key discussions and decisions. Please visit

<http://vodwcatv.org/CablecastPublicSite/show/2772?site=3> to view the full recording of the meeting.

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

Councilor Piccirilli asked that the Committees refer to the Sidewalk Snow Shoveling Exemptions – Regulations for Watertown Ordinance draft dated 12/13/22 from the Administration (see the attachment). It should be noted that the Exemptions are appearing in the Regulations and not in the Ordinance because it allows for changes to be made based on new information without amending the Ordinance.

There are two major reasons for allowing an exemption –

- 1) The applicant must be over 65 years of age or have a disability
AND
- 2) be income eligible.

In addition “all members of the household or residential structure must qualify”.

(Please see the draft for specifics about income limits and proof of disability.)

There was also an exemption that the City Manager or designee could make for unusual or extenuating circumstances, such as corner lot where snow has been piled.

In response to a question about what exemptions other communities have in their snow shoveling ordinances, Mr. Magoon noted that Belmont only allows an exemption if the owner is going to be

absent for more than five days and that Newton does allow for exemptions based on hardship and health and based on financial or religious circumstances.

Discussion Among Members of the Committees

There was little discussion regarding the issue of age or disability, but significant discussion regarding the income requirement and the requirement that all members of the household or residential structure must also be over 65 years of age or have a disability AND be income eligible.

Regarding the income limits, there was a suggestion that an owner who is renting apartments may not be eligible for an exemption because they are running a business and therefore might not meet the income requirements. However it was pointed out that even if this is so the expenses of running a business may exceed the rental income and thus the owner may still qualify. It was suggested that the income limits be a combination of income and assets which is what the Assessor uses when determine if a senior qualifies for a tax exemption. Finally, there was the question of how “income” is calculated by HUD – is it total income or adjusted income. This discussion did not result in any changes to the draft Regulations.

There was more discussion regarding the requirement that all members of the household qualify for an exemption. During the discussion we learned that tenants are not responsible for shoveling any area rather it is the owner who is responsible, by state law, to clear the path between the house and the sidewalk and the driveway. The Ordinance would now make the owner also responsible for clearing the sidewalk in front of their property. We also learned that a personal care attendant cannot be considered a member of a household as they are usually an employee of an agency. In addition it was clarified that a condo association would be responsible for shoveling and would not be exempt and the association would be ticketed if the sidewalk was not cleared.

A key issue was whether anyone in the household, who does not qualify for the exemption, could be responsible for shoveling the sidewalk. For example, if a son or daughter is living with their mother who owns the property and who is 65 years of age or has a disability and meets the income limits, then there would be no exemption, since not everyone in the household qualifies.

Related was the concern of what is meant by “residential structure”. If a father and mother live on the first floor of a two family house and their daughter and her family live on the second floor, but do not pay rent, can the house be exempt. In such a situation, which is not usual, the property would not be exempt since the Regulations reads “All members of the household or residential structure must be qualified.” (Note: While there is a definition in the Ordinance for “small residential property”, there is no definition for “household” or “residential structure”).

Eventually, Councilor Feltner made a motion to strike the words “or residential structure” from 1D which was seconded by Councilor Palomba. Following additional discussion and a statement by Councilor Gannon that his ultimate goal throughout the process is to make Watertown a more walkable city and that exemptions should not be given easily, the motion passed 4 in favor and 1 opposed, with Councilor Gannon voting against the motion.

The members of the Committees agreed to three additional changes to the Regulations.

- 1) Under Application – #4 the Committees agreed to add the Commission on Disabilities, the Watertown Police Department, and the Department of Public Works.
- 2) Under Application – #3 the Committees agreed to add the words “to be appointed by the Manager” at the end of the first sentence.
- 3) Under Application – #5 The Committees agreed to add the words “to household receiving an exemption” after the word, “assistance”.

Councilors Feltner and Gardner raised a concern about the narrowness of #2 under Application as it could be read to imply that applications can only be made in September and October and did not take into account a variety of possibilities such as someone became disabled after those dates. It was decided that the Administration could address these and other similar situations and that the intention was to get as many applications as possible submitted so a list of exempt properties could be developed and ready to be distributed to the departments listed above. It was noted that resident Cindy Wentz agreed with Councilors Gardner and Councilor Feltner that #2 was not clear and would be interpreted to mean applications were only accepted in September and October.

The discussion on the exemptions concluded and the Committees moved on to a number of specific questions that had been brought up at an earlier meeting.

1) The first question was addressed to the Administration regarding how exemptions would be managed, particularly where there is an exemption on a sidewalk that has a high volume of users or is on a busy road. Mr. Magoon spoke about the volunteer program through the Recreation Department and Senior Services, but noted that there are more requests for help than there are students to help. Another suggestion was to pay students but upon discussion with the Recreation Department it was determined that there are not a lot of students willing to work in the winter months during school. There was also consideration of hiring snow removal crews. However at this time the Administration has not approved spending money to shovel the walks of exempt properties, in part because there is no data yet on how many exemptions there will be. Continued discussion included the following suggestions:

- a) Estimate the cost of hiring crews based on the square footage that would need to be shoveled and the number of anticipated exempt properties.

- b) Appeal to neighbors to help those whose properties are exempt and possibly creating a “Help Your Neighbor” campaign.
- c) Call on the many civic groups in the City to have their members be responsible for a certain number of exempt properties.

Mr. Magoon offered that he would speak with the Administration and others and come up with a one-page statement about the approach that will be followed to address this particular problem and share it with the Committees.

2) The next question was about enforcement. After a discussion with the Committee members and Mr. Magoon there was consensus that:

- a) There should be a robust awareness/education campaign about the new Ordinance using the City’s social media platforms, the web pages of individual departments, and the outreach capacities of civic groups – Watertown Business Coalition, Watertown Community Foundation, etc.
- b) The City does not have the resources to actively look for those individuals who do not comply with the Ordinance and that enforcement will continue to be complaint driven.
- c) That the City’s main goal on all code-related issues is compliance not punishment.
- d) That it is possible to go through the first winter only issuing warnings except for those individuals who are continually in violation of the Ordinance.
- e) That the City, depending on the availability of staff, would re-inspect properties that have been issued a warning and if the walk has not been shoveled they would issue a ticket.
- f) Enforcement personnel hope to have hand-held devices that would produce the ticket at the location and would flag a property that has already been warned or ticketed. Presently this is not possible.
- g) The Administration will develop a one-page statement about how enforcement would work during the first year the Ordinance and share it with the Committees.

3) The next issue had to do with the shoveling of sidewalks abutting city property. We received a list of all bus stops and crosswalks cleared by the Department of Public Works as well as a list of school sidewalk routes that are cleared (see the attached lists and related memo from Superintendent St. Louis). Councilor Piccirilli noted that there are a significant number of sidewalks abutting city properties and asked how these walks would be cleared and what department would be responsible for doing it. He also was concerned about snow plow operators leaving large piles of snow on the corners and crosswalks of intersections. Superintendent St. Louis said that DPW does shovel the walks abiding city property but may not do it until a day or two after the snowfall. He also stated that if DPW was to shovel all the walks abiding City properties in the 24-hour period required by the Ordinance it would require more personnel and additional financial resources.

4) There was a discussion of properties that do not naturally abut a resident’s property (for example on Arsenal Street near Toyota), that are under the control of DCR (for example on Wheeler Street), and that are simply not tended to by DPW (for example on Cozy Street). The Committee agreed to request that DPW create memo that includes a complete inventory of all city-owned streets, state properties, and special situation such as the Arsenal Street example (above), prioritize the inventory based on factors such as level of use, offer a strategy of how to clear those priorities, and include an estimate of what resources would be needed to do so. There were two additional requests to this memo:

- a) Clarify and update two lists of sidewalks that DPW says are plowed – “Bus Stops and Crosswalks to be Cleared” and “School Sidewalk Routes”, and
- b) Address the problem of snow plow operators plowing corners of intersection in such a way that result with high piles of snow at the crosswalk and the corner of the intersection.

5) Councilor Gannon identified a mistake in the Ordinance in E under Section 96.99 Penalty such that 35.05 should read “36.06 of the code”.

6) Regarding a concern raised at the last meeting, it was stated that the opinion of the City’s attorney was that the word “anyone” that appears in Section 96.99(C) under Section 96.99 Penalty in the Ordinance does not need to be changed to “abutting property owner” (see the attached memo from KP Law).

Discussions of Motions

The Committees turned their attention to possible motions. The following motion was put forth by Councilor Feltner and was seconded by Councilor Gannon.

Three Part Motion/ACTION ITEM

- a) The Committees ask the Administration to have KP Law review the final draft of the proposed Ordinance.**
- b) The Committees ask the Council President to bring the proposed Ordinance forward for a first reading after the KP Law review.**
- c) The Committees ask the City Council to endorse the Regulations to the Ordinance.**

However before the vote on the Motion, we heard from resident Dean Martino who asked if he would be liable if someone was injured on the his sidewalk since he will now be responsible for shoveling it and could be ticketed if he does not. He was assured that he would not be liable. The liability rests with the property owner and the property under the sidewalk belongs to the City. He was also informed that he is responsible for clearing his sidewalk more than once if necessary within the 24-hour period and that he is not responsible for any damage to the sidewalk from salt he might use. Mr. Martino also asked whether students could fulfill their community service requirements by being part of the Recreation Department and Senior Services program that matches students with residents who need their sidewalks shoveled. He was told that this does happen. Finally, he pointed to the sidewalk on Main Street in front of Saltonstall Park that is not shoveled regularly.

The Committees also heard from Andy Campagna who was concerned about the probability that snow will not be removed from many of the exempt properties and that we need to manage our expectations and be prepared to address this problem. He further suggested that if the Committees are going to review the implementation of the Ordinance after the first year that the decision should be formalized. He was assured that a motion regarding revisiting the Ordinance will be presented tonight.

The Committees then voted in favor of the three-part Motion 5 – 0.

Councilor Feltner made a motion that was seconded by Councilor Palomba.

Motion/ACTION ITEM

The Committee on Public Works and the Committee on Rules and Ordinances shall review the data after the first winter but prior to May 30 to evaluate the results of the program and propose possible changes to the Ordinance and the Regulations.

Prior to voting on the motion there was a recommendation to include a date by when the data will be available and what data specifically should be required. The Committees agreed to add “but prior to

May 30” to the motion (see above). The Committees also felt confident that the Mr. Magoon understood the type of data that the Committees would need in order to properly evaluate the program.

The Motion passed 5 – 0.

Councilor Palomba made a motion that was seconded by Councilor Airasian.

Motion/ACTION ITEM

The Committees agreed to refer to the Committee on Public Works a discussion of the how the clearing of sidewalks abutting municipal and state own properties, as well as sidewalks in unusual situations, will be addressed; and a discussion of snow plowing at the corners of intersections.

The Motion passed 5 – 0.

Councilor Palomba made a motion to adjourn which was seconded by Councilor Gannon and was passed 5 – 0. The meeting adjourned at 9:53 PM.

The Minutes were prepared by Council Palomba

Sidewalk Snow Shoveling Exemptions

DRAFT: 12-13-22

Regulations for Watertown Ordinance, SUBCHAPTER II Snow and Ice Removal

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

Exemptions

1. The Watertown City Manager or designee (probably should name a designee) may exempt certain property owners who reside at an address within Watertown from the requirements of § 96.26 Removal of snow and ice on sidewalks by abutting property owners for one or more of the following reasons.
 - a. reasons of physical and financial limitations that prevent them from clearing snow from abutting sidewalks.
 - i. Applicants must be over the age of 65
OR have a disability
 - ii. AND be income eligible
 - b. Income limits are set at 50% of median household income as determined by HUD and updated from time to time. Acceptable proof of income includes a copy of SNAP EBT card, MassHealth Card, fuel assistance authorization, Watertown property tax exemption, or other income limited program, or your most recent tax return showing gross household income.
 - c. Proof of disability that would prevent snow removal activities includes information from a doctor or other health care provider, or SSDI documentation.
 - d. All members of the household or residential structure, must be qualified.
2. The City Manager or designee may also exempt property owners and properties from the requirements of § 96.26 for other unusual or extenuating circumstances including physical constraints of the specific property that make it unreasonably difficult to clear snow or for temporary circumstances that impact a property. This is for unique circumstances that are not found in other locations in the City.

Application

1. Application for Exemption is available online or from the Council on Aging. Call 617 972-6490.
2. Application can be made in the months of September and October of each year.
3. A denied application can be appealed to a Hearing Officer. A decision of the Hearing Officer is final.
4. Certified exemptions will be kept at the Council on Aging and the Zoning Office for enforcement.
5. The Recreation Department may be able to provide shoveling assistance, which is arranged on a first come first served basis.

HUD Income Limits 2021

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

WATERTOWN DEPARTMENT OF PUBLIC WORKS
BUS STOPS AND CROSSWALKS TO BE CLEARED

ARLINGTON STREET

203 ARLINGTON STREET	CROSSWALK
NICHOLS & COOLIDGE HILL ROAD	CROSSWALK
ARSENAL	CROSSWALK

ARSENAL STREET

MILLER'S ALE HOUSE	BUS STOP / CROSSWALK
AT SARRIS AUTOMOTIVE	CROSSWALK
HOME DEPOT	CROSSWALK
RESIDENT INN MARRIOTT	BUS STOP / CROSSWALK
ACROSS FROM FRIENDLIES	BUS STOP
ACROSS FROM WATERTOWN MALL	BUS STOP
WATERTOWN MALL	CROSSWALK
NEXT TO OMNI FOODS	BUS STOP
ARSENAL MALL FRONT ENTRANCE	CROSSWALK
WATERTOWN MALL REAR ENTRANCES	CROSSWALK & OPEN CORNERS
AUTO ZONE	CROSSWALK
440 ARSENAL STREET	BUS STOP / CROSSWALK
SCHOOL STREET AT ARSENAL STREET	BUS STOP / CROSSWALK
TOYOTA OF WATERTOWN	BUS STOP
LOUISE	CROSSWALK EACH SIDE
BEECHWOOD	BUS STOP / CROSSWALK
187 ARSENAL	CROSSWALK
N BEACON PARK	BUS STOP
160 ARSENAL STREET	BUS STOP
IRVING STREET	BUS STOP / CROSSWALK
EDISON PLANT	BUS STOP
TAYLOR STREET (FIRESTONE)	CROSSWALK
AT SQUARE	CROSSWALK

GALEN STREET

AT SQUARE	CROSSWALK
NONANTUM	CROSSWALK
WATERTOWN ST	CROSSWALK
97 GALEN ST	BUS STOP
MORSE ST	CROSSWALK
BOYD ST	EACH BUS STOP

WATERTOWN DEPARTMENT OF PUBLIC WORKS

BUS STOPS AND CROSSWALKS TO BE CLEARED

BELMONT STREET

NEAR DUFF ST	BUS STOP AT EACH SIDE
TOWNLY ROAD	CROSSWALK
SYCAMORE STREET	CROSSWALK
CIRCUIT LANE	CROSSWALK
ORCHARD AND WAVERLEY	CROSSWALK
ORCHARD AND CARROLL	4 CORNERS

MT AUBURN STREET

17 MT AUBURN	BUS STOP
TAYLOR STREET	CROSSWALK
SUMMER STREET	CROSSWALK AT BUS STOP
PATTEN STREET	BUS STOP - EACH SIDE
IRVING STREET	CROSSWALK
133 MT AUBURN STREET	BUS STOP / CROSSWALK
COMMON STREET	CROSSWALK
195 MT AUBURN STREET	BUS STOP / CROSSWALK
WALNUT STREET	BUS STOP / CROSSWALK
254 MT AUBURN STREET	BUS STOP
271 MT AUBURN STREET	BUS STOP - EACH SIDE
305 MT AUBURN STREET	BUS STOP - EACH SIDE
348 MT AUBURN STREET	CROSSWALK
361 MT AUBURN STREET	BUS STOP - EACH SIDE
WINTHROP	BUS STOP / CROSSWALK
SCHOOL STREET	CROSSWALK
465 MT AUBURN STREET	BUS STOP
EACH BRANCH LIBRARY	CROSS WALK
535 MT AUBURN STREET	BUS STOP / CROSSWALK
ELTON AVE	CROSSWALK
7-11 MARKET	BUS STOP
TOWN DINER	BUS STOP
BIGELOW AVE	CROSSWALK
ARLINGTON STREET	CROSSWALK
705 MT AUBURN STREET (TUFTS BLDG)	BUS STOP / CROSSWALK
781 MT ABURN STREET	BUS STOP / CROSSWALK
805 MT AUBURN STREET	BUS STOP
CAMBRIDGE LINE	BUS STOP / CROSSWALK

WATERTOWN DEPARTMENT OF PUBLIC WORKS

BUS STOPS AND CROSSWALKS TO BE CLEARED

WATERTOWN STREET

194 WATERTOWN STREET	BUS STOP - EACH SIDE
STOP & SHOP ENTRANCE	CROSSWALK
HYBERNIANS	BUS STOP - EACH SIDE
FIFTH AVE	CROSSWALK
65 WATERTOWN STREET	BUS STOP
50 WATERTOWN STREET	BUS STOP
AT BUS STOP SHELTER NEXT TO RIVER	BUS STOP

MAIN STREET

ACROSS FROM LONGFELLOW RD	BUS STOP
ACROSS FROM EDWARD RD	BUS STOP
683 MAIN STREET	BUS STOP / CROSSWALK
MAIN STREET AT EVANS	BUS STOP
625 MAIN STREET	CROSSWALK AT BUS STOP
590 MAIN STREET	CROSSWALK AT BUS STOP
POLICE STATION	BUS STOP / CROSSWALK
MAIN STREET AT PILGRIM ROAD	CROSSWALK
476 MAIN STREET	BUS STOP
MAIN STREET AT LEXINGTON STREET	4 CROSSWALKS
MAIN STREET AT DUNKIN DONUTS	BUS STOP
E.C. SHAW (FRENCH STREET)	BUS STOP
MAIN STREET & WAVERLEY AVE	4 CROSSWALKS / BUS STOP
MAIN STREET AT WHITES AVE	BUS STOP
ST PATS	2 CROSSWALKS / BUS STOP
TOWN HALL	BUS STOP / CROSSWALK
POST OFFICE	CROSSWALK
ACROSS FROM FIRE DEPARTMENT	BUS STOP
85 MAIN STREET	CROSSWALK
MAIN STREET & CHURCH STREET	CROSSWALK
MAIN STREET & PLEASANT STREET	BUS STOP / CROSSWALK
WATERTOWN SQUARE	ALL CROSSWALKS & BUS STOPS
MAIN STREET AT MT AUBURN STREET	CROSSWALK

NORTH BEACON STREET

ALFRED	CROSSWALK
IRVING STREET	CROSSWALK
BEECHWOOD	CROSSWALK
LOGAN FURNITURE	CROSSWALK

SCHOOL SIDEWALK ROUTES

<u>STREET</u>	<u>AREA TO BE DONE</u>	<u>DONE</u>
WESTMINSTER AVE	SCHOOL SIDE , MAIN ST TO BANCROFT ST	
BANCROFT ST	SCHOOL SIDE, WESTMINSTER AVE TO WAVERLEY AVE	
WAVERLEY AVE	ONE SIDE, ORCHARD ST TO MAIN ST	
ORCHARD ST	ONE SIDE, COMMON ST TO LEXINGTON ST	
WARREN ST	ONE SIDE, WAVERLEY AVE TO TOWN LINE	
COMMON ST	ONE SIDE, ORCHARD ST TO COLUMBIA ST	
COMMON ST	BOTH SIDES, COLUMBIA ST TO MT AUBURN ST	
CARROLL ST	SCHOOL SIDE, ORCHARD ST TO LOWELL AVE	
LOWELL AVE	SCHOOL SIDE, CARROLL ST TO GEORGE ST	
YORK AVE	PARK SIDE	
GEORGE ST	SCHOOL SIDE, ORCHARD ST TO WILSON AVE	
BOYLSTON ST	SCHOOL SIDE, MT AUBURN ST TO CONCORD RD	
CONCORD RD	SCHOOL SIDE SIDE, FULL LENGTH	
CHAUNCEY ST	SCHOOL SIDE, CONCORD RD TO HANCOCK ST	
HANCOCK ST	SCHOOL SIDE, FULL LENGTH	
WINTHROP ST	SCHOOL SIDE, FULL LENGTH	
MAIN ST	BOTH SIDES, WATERTOWN SQ TO WALTHAM LINE AND AROUND DELTA AND BRIDGE	
NORTH BEACON ST	PERKINS SCHOOL SIDE, WATERTOWN SQUARE TO BEECHWOOD AVE	
MT AUBURN ST	BOTH SIDES, WATERTOWN SQUARE TO CAMBRIDGE LINE	
GALEN ST	BOTH SIDES, WATERTOWN SQUARE TO NEWTON LINE	
WATERTOWN ST	ONE SIDE, GALEN ST TO NEWTON LINE	
	SALTONSTALL / LINEAR PARK	
	MERCHANTS ROW	
FILLIPELLO PARK	GROVE ST TO ARLINGTON ST	
SULLIVAN PARK	MT AUBURN ST TO END OF PARK	

[Watertown] Snow Shoveling Ordinance - draft regulations

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

Mon, Sep 25, 2023 at 11:02 AM

To: "Gannon, John" <jgannon@watertown-ma.gov>, "Feltner, Lisa" <lfeltner@watertown-ma.gov>, John Airasian <jairasian@watertown-ma.gov>, "Palomba, Anthony" <apalomba@watertown-ma.gov>

FYI

From: St. Louis, Gregory <gstlouis@watertown-ma.gov>

Sent: Monday, September 25, 2023 10:40 AM

To: Magoon, Steve <smagoon@watertown-ma.gov>; Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Mark R. Reich <mreich@k-plaw.com>

Cc: Proakis, George <gproakis@watertown-ma.gov>; Gannon, John <jgannon@watertown-ma.gov>; Cookson, Michael <mcookson@watertown-ma.gov>

Subject: Re: Snow Shoveling Ordinance - draft regulations

1) The priority list of sidewalks and corners they clear.

Snow & Ice | Watertown, MA - Official Website (watertown-ma.gov)

Snow & Ice | Watertown, MA - Official Website

Information about snow and ice.

www.watertown-ma.gov

These are all detailed on the Snow and Ice webpage.

DPW clears and salts linear path from Church St to Waverly

(Gravel path at Howard does not get cleared as it is not paved)

(Commercial properties clear linear path School St to Irving St.

2) The priority list of city-owned properties they clear.

Property and Buildings clears and salts walkways at all school and municipal locations.

DPW opens up the parking lots and public sidewalks at the end of the storm and

salt all school parking lots and municipal parking lots.

3) The list of state-owned properties they clear.

MBTA: SHOULD clear the Bus Stops loading areas

DOT: SHOULD clear the bridge at Galen and bridge at Main

Plow Main Street Waltham to Bacon

DCR at the Square through Charles River Road to Brighton

DCR Nonantum from Galen to Newton
DCR /DOT to clear Arsenal @ Brighton Bridge
DCR /DOT to clear N. Beacon @ Brighton Bridge
DCR clears linear path from Arsenal Street to Cambridge

Greg

Gregory M. St. Louis, PE, LEED AP BD+C
Superintendent of Public Works
124 Orchard Street
Watertown, MA 02472
gstlouis@watertown-ma.gov
O: 617.972.6420 ext.13117

From: Magoon, Steve <smagoon@watertown-ma.gov>
Sent: Monday, September 25, 2023 10:16 AM
To: Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; St. Louis, Gregory <gstlouis@watertown-ma.gov>; Mark R. Reich <mreich@k-plaw.com>
Cc: Proakis, George <gproakis@watertown-ma.gov>; Gannon, John <jgannon@watertown-ma.gov>
Subject: RE: Snow Shoveling Ordinance - draft regulations

Both Tony Mancini and I will be attending. Thanks

From: Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>
Sent: Monday, September 25, 2023 10:11 AM
To: Magoon, Steve <smagoon@watertown-ma.gov>; St. Louis, Gregory <gstlouis@watertown-ma.gov>; Mark R. Reich <mreich@k-plaw.com>
Cc: Proakis, George <gproakis@watertown-ma.gov>; Gannon, John <jgannon@watertown-ma.gov>
Subject: Re: Snow Shoveling Ordinance - draft regulations

Steve & Greg & Mark

The meeting is tonight at 6:30 pm <https://watertownma.portal.civicclerk.com/event/5411/files>

Mark: In the Committee report, we need KP Law to attend the meeting given that there were two requests for legal opinions made during the meeting and there could be more. Having KP Law present to render a ruling could save time and be more efficient. Can KP Law provide answers to the questions raised at the last meeting, in writing, for tonight's meeting? Can you confirm someone from KP Law will attend tonight?

Greg: In the Committee report, we requested that the Department of Public Works provide the following information:

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

Can you please provide answers in writing for tonight's meeting? Can you confirm someone from DPW will attend tonight?

Steve: I assume someone from DCDP will attend tonight also.

Let me know.

Thanks

Vinnie

From: Magoon, Steve <smagoon@watertown-ma.gov>

Sent: Tuesday, December 13, 2022 1:52 PM

To: Feltner, Lisa <lfeltner@watertown-ma.gov>; Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Gannon, John <jgannon@watertown-ma.gov>

Cc: Mark R. Reich <mreich@k-plaw.com>; St. Louis, Gregory <gstlouis@watertown-ma.gov>; Proakis, George <gproakis@watertown-ma.gov>; Wiener, Laura <lwiener@watertown-ma.gov>; Schreiber, Gideon <gschreiber@watertown-ma.gov>

Subject: Snow Shoveling Ordinance - draft regulations

Councilors, attached is a draft of the regulations that tries to capture all of the discussion items identified at our last work session. I have also included both Mark Reich and Greg St. Louis on this, as you requested information from each of them when we hold our next meeting. For Mark you asked that he respond to the ability to lien properties for unpaid fines and that it may be beneficial for an attorney to attend the next work session. You also asked that DPW provide a priority list of the sidewalks, city properties, and any State property that we clear of snow. Let me know if there are any questions. Thanks

Steve Magoon

Acting Deputy City Manager, Director, Community Development and Planning

Watertown Administration Building

149 Main Street

Watertown, MA 02472

Office 617 972-6417

Cell 617 987-1136

When writing or responding, please remember that any email sent or received by an employee of the City of Watertown is subject to the Massachusetts Public Records Law (M.G.L. c. 66).

[Watertown] Snow Shoveling Ordinance - draft regulations

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

Mon, Sep 25, 2023 at 2:38 PM

To: "Gannon, John" <jgannon@watertown-ma.gov>, "Feltner, Lisa" <lfeltner@watertown-ma.gov>, John Airasian <jairasian@watertown-ma.gov>, "Palomba, Anthony" <apalomba@watertown-ma.gov>

FYI

From: Mark R. Reich <MReich@k-plaw.com>

Sent: Monday, September 25, 2023 12:28 PM

To: Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Magoon, Steve <smagoon@watertown-ma.gov>; St. Louis, Gregory <gstlouis@watertown-ma.gov>

Cc: Proakis, George <gproakis@watertown-ma.gov>; Gannon, John <jgannon@watertown-ma.gov>; Sideris, Mark <msideris@watertown-ma.gov>

Subject: RE: Snow Shoveling Ordinance - draft regulations

Councilor –

I have reviewed the report from the joint meeting of the Committee on Public Works and the Committee on Rules and Ordinances held on October 17, 2022 which was attached to your e-mail. That report presented two questions for consideration by the City Attorney.

1. "Committee members indicated that they felt the draft did incorporate the changes. However, Councilor Piccirilli raised a concern about the wording in Section 96.99 Penalty (C), specifically whether the word "anyone" should be changed to "abutting property owner" so as to be consistent. There was a short discussion of the issue and a determination that KP Law should be consulted on how best to proceed."

Please note that §96.99(C) provides for enforcement of §96.26 of the Ordinance, which addresses the removal of snow and ice by private persons in the Business District. The provisions of §96.26 govern actions by private persons not limited to abutting property owners, stating in part, "Every person in charge or control of any building or lot of land within a business district and used for business purposes in the city fronting on or abutting a paved sidewalk, whether as owner, tenant, occupant, lessee, or otherwise, shall remove and clear away, or cause to be removed and cleared away, snow and ice..." §96.26(B)(1)(a). Thus, enforcement may be taken against any "private person", which term is defined in §96.26 as "Every person, partnership, corporation, joint-stock company, or other entity, whether as owner, tenant, occupant, lessee, or other agent." In my opinion, this definition is broader than "abutting property owner" as it addresses individuals who may be in violation of the Ordinance and who are not abutting property owners. In my opinion, revisions would be required to §96.26 if the intent is to limit enforcement to "abutting property owner". Otherwise, in my opinion, the word "anyone" is appropriate as it addresses any private person violating the Ordinance. However, consideration may be given to amending the Ordinance to revise the references to "person" as it appears in §96.26 as the definition of "private person" includes but is broader than "person".

2. Returning to the issue of enforcement, there was a discussion about scofflaws, that is someone who refuses to pay their fines. The Committees requested an opinion of KP Law about adopting state regulations that would allow the City to put a lien on the property or apply the unpaid fees to the property owner's tax bill.

2.

The provisions of G.L. c. 40, §58 allow for the imposition of a "municipal charges lien" on property located within the City for any local charge or fee that has not been paid by the due date. This statute is subject to consideration by the

City Council, with the municipal charges lien for each type of charge or fee to be undertaken pursuant to a separate vote of the City Council. I have drafted an Order for consideration by the City Council which includes a variety of City charges for which municipal charges lien may be imposed based upon non-payment, including snow and ice enforcement charges. That Order appears on the agenda for the City Council meeting tomorrow night.

Please note that the below e-mail was the first notice I received of this meeting. Unfortunately, based upon this late notice and the pending Jewish holiday, I am unable to attend tonight's meeting. I hope that the above opinion addresses the issues being raised.

Thank you.

Mark

Mark R. Reich, Esq.

KP | LAW

101 Arch Street, 12th Floor

Boston, MA 02110

O: (617) 556 0007

F: (617) 654 1735

mreich@k-plaw.com

www.k-plaw.com

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[Quoted text hidden]

[Quoted text hidden]



Watertown City Council

Resolution # R-2023-_____

RESOLUTION ON APPROPRIATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

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

WHEREAS, the American Rescue Plan Act (ARPA) is a response by the federal government to address the COVID 19 pandemic by a direct allocation of \$350 billion to state, county and municipal governments; and

WHEREAS, the City of Watertown received \$10,742,413 in ARPA funds that must be encumbered by December 31, 2024, and fully spent by December 31, 2026; and

WHEREAS, the ARPA funds may be used for Public Health, Responding to Negative Economic Impacts, Services to Disproportionately Impacted Communities, Water, Sewer & Broadband Infrastructure, and Revenue Replacement; and

WHEREAS, the City Council voted on July 13, 2021 to task the Committee on Budget and Fiscal Oversight to develop recommendations for the spending of the ARPA funds in a manner that reflects the priorities of the City Council; and

WHEREAS, the Committee on Budget and Fiscal Oversight engaged in community outreach to hold informational forums and develop guidelines for requesting proposals from the public and city departments; and

WHEREAS, the Committee on Budget and Fiscal Oversight developed an open, collaborative, and transparent process to make funding recommendations that reflected our community's values as outlined in the Watertown Charter Preamble, and

WHEREAS, the Committee on Budget and Fiscal Oversight's recommended allocations total \$4,868,829 (45%) for Water & Sewer Infrastructure, \$4,437,255 (41%) for Social Services, and \$1,436,329 (13%) for Climate and Energy.

NOW THEREFORE, BE IT RESOLVED that the City Council appropriates the American Rescue Plan Act funds as follows:

Application Number	Project Name and Organization	Explanation	Funding Amount
ARPA-02	Additional Private Workspace - Library	Fund at minimum request.	\$18,000
ARPA-03	Cultural District Matching Funds - DCDP	Fund at minimum request.	\$10,000
ARPA-07	Social Services Resource Specialist Program Expansion - Wayside Youth	Fully fund.	\$317,578
ARPA-09	Elevator Modernization for Affordable Senior Housing - Marshall Place	Fund at minimum request.	\$84,428
ARPA-10	Watertown Cares - Right Turn and Watertown Cares	Minus administrative fee 38,782.	\$258,550
ARPA-11	McSherry Gardens Improvements - WHA	Minus contingency fee 24,108.	\$1,621,760
ARPA-12	Hybrid Capability for City Buildings – WCATV	Funding the two carts only.	\$82,328
ARPA-14	Sewer Phase 4 Rehabilitation - DPW	Fund at minimum request.	\$2,500,000
ARPA-15	Cottage Street Water Main Resident Engineering and Construction Services - DPW	Fully fund.	\$2,000,000
ARPA-16	Stormwater Tree Trenches - DPW	Scalable.	\$368,829
ARPA-17	Lead Gooseneck Removal - DPW	Scalable.	\$368,829
ARPA-18	Watertown Food Pantry - COA	Fund at minimum request.	\$152,000
ARPA-20	Watertown Farmers' Market Food Assistance Program - DCDP	Fully fund.	\$35,000
ARPA-21	Sustaining Watertown Community Fridge - Community Fridge	Fully fund.	\$60,000
ARPA-24	PV Array for Watertown High School - SBC	Fund at minimum request.	\$1,000,000
ARPA-25	Watertown Direct Assistance Program - Metro West Collaborative Development	Assistance of 212,500 plus direct costs of 21,250	\$233,750
ARPA-26	Expansion of Childcare Programming - Boys & Girls Club	Fund construction only.	\$1,563,861
ARPA-32	Study for City supported Local Transit - Multiple	Fund at minimum request through DCDP.	\$67,500
		TOTAL APPROPRIATION	\$10,742,413

Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above Resolution was adopted by a vote of ____for, ____against and ____present on December 12, 2023.

Brendan T. McCarthy, Council Clerk

Mark S. Sideris, Council President



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: December 7, 2023

RE: Agenda Item - Transfer of Funds Request
Watertown Firefighters, IAFF Local 1347

Attached please find a Transfer of Funds request from the Fiscal Year 2024 City Council Reserve to fund a one-time Fiscal Year 2024 Clothing Allowance for the Watertown Firefighters, IAFF Local 1347 Agreement covering July 1, 2022 – June 30, 2024.

I respectfully request the attached Transfer of Funds request be placed on the December 12, 2023, City Council Agenda.

Thank you for your consideration in this matter.

TRANSFER AMOUNT: \$ 79,000

FROM: FY 2024 CITY COUNCIL RESERVE \$ 79,000
0111152-570780

TO: FY 24 FIRE CLOTHING ALLOWANCE \$ 79,000
0122051-510190

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

12/6/2023
DATE


CITY AUDITOR



CITY OF WATERTOWN
Recreation Department

Administration Building
149 Main Street
Watertown, MA 02472
Phone: 617-972-6494
Fax: 617-926-6129
www.recreation.watertown-ma.gov
recreation@watertown-ma.gov

Peter Centola
Director of Recreation

To: Mr. Proakis, City Manager
From: Peter Centola, Director of Recreation
CC: Emily Monea, Deputy City Manager
CC: Noelle Gilligan, Interim City Clerk
CC: Colleen Doyle, Human Resource Director
Subject: Ethics Exemptions Request
Date: Thursday December 7, 2023

Please accept this information and request concerning our seasonal employees who also are employed the School Department of the City of Watertown.

I am requesting consideration and approval of exemptions of interests of existing City employees in contracts with the City including spring, summer, fall, winter, holiday, and after school program employment positions in response to disclosures filed with the City Clerk by prospective employees and certification by the Recreation Director that no employee of that Department is available to perform those services as part of their regular duties, in accordance with G.L. c. 268A, sec. 20(b) – Recreation Department:

Here are the Recreation Department positions and names of individuals filing disclosures.

Emp #	Last Name	First Name	Position Title
3098	Cafua	Edward	Pequossette Assistant Director
4792	Cambell	Jason	Wachusett Ski – Board Staff
1113	Cinar	Nursel	Pequossette Food Staff
3589	Furtado	Eric	Pequossette Senior Counselor
5382	McGoldrick	Emma	Pequossette Senior Counselor
3043	McGovern	Erin	Wachusett Ski – Board Staff
	Ollero	Emily	Wachusett Ski – Board Staff
	Pereira	Haiden	Wachusett Ski – Board Staff
1233	Smith	Judith	Wachusett Ski – Board Coordinator
1514	Spillane	Michael	Wachusett Ski – Board Staff

Regards,

Peter Centola
Director of Recreation



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

Report of the Committee on Personnel and City Organization Meeting Date: November 27, 2023

The Committee convened on Monday, November 27, at 5:30 in the 3rd Floor Conference Room.

Present were Councilors Caroline Bays, chair; Nicole Gardner, secretary; and John Gannon, vice chair. Staff present were City Manager DPW Superintendent Greg St. Louise, Sustainability Coordinator Anya Pforzheimer, and City Engineer Tyler Glode. No one else attended the meeting.

Councilor Bays called the meeting to order at 5:32 pm. The purpose of the meeting was to discuss a proposal from the DPW Superintendent to amend the Front Office Hours at the DPW building.

The proposal was to change the front office hours from 8:30am-5pm to 7am-3:30pm permanently, aligning the hours of two staff members with the majority of all laborers, supervisors, and non-clerical admin staff.

The Superintendent sees the following benefits.

First: improved service to the public and contractors working in Watertown:

1. Residents who work 9am-5pm will now be able to go to the DPW before work, and speak to the relevant supervisor and get their questions addressed in real time.
2. Residents who now come in the late afternoon have to wait until the next day to speak with a supervisor since the supervisors' day is over. The people will continue to have to wait until the next day for service. This change will not affect service levels for them.
3. Contractors typically start their day at 7am. This change will let them get their issues addressed first thing in the morning, getting them on to their jobs quickly and efficiently.
4. Note: the DPW has an answering service on call at all times, which escalates emergencies if need be and otherwise takes a message.

Second: better work/life balance for employees. The two affected staff members will have significantly shorter commutes by working earlier days, and have asked for this change. This should enable us to more effectively retain our valued staff, all things being equal.

If approved, the DPW will work with staff to alert residents and contractors to this change. This includes social media, and the tax letter if possible.

Councilor Gannon asked if the union supported this proposal. Mr. St. Louis said they endorsed the proposal.

Councilor Gardner suggested the change be made provisionally, with a check in before making it permanent. After some discussion, the Committee agreed that it would like to have a check in with the DPW at the start of summer hours to be sure the change is working well for the public, and the staff.

Attached are letters of support from the union and from the affected employees.

→ Action Item: Councilor Gardner made a motion, seconded by Councilor Gannon, that the BFO recommend the City Council approve provisionally the change in hours until the start of summer hours. At which time the DPW should report back to the PCO on whether the change is working as expected for residents, contractors, and staff. Based on that meeting, the PCO will make a final recommendation to the Council. The movement passed unanimously.

The committee adjourned at 5:45 PM by a unanimous vote.

Report prepared by Nicole Gardner

ELECTED OFFICIALS

Caroline Bays,
Chair

John G. Gannon,
Vice Chair

Nicole Gardner
Secretary

Cookson, Michael

From: Nancy Campbell <ncampbell@teamsterslocal25.com>
Sent: Wednesday, November 29, 2023 12:28 PM
To: Cookson, Michael
Cc: St. Louis, Gregory
Subject: RE: DPW Hours Change

Thank you, Michael for your email.

Please allow this email to be offered to the City Council's Committee showing the Union fully supports the Committees recommendation to change the hours of work for all DPW clerical workers to match the DPW operation hours. The Union and members affected have also made this request in the past to address the same concerns as the DPW Superintendent of Public Works, Gregory St. Louis, is addressing currently with the City Council Committee. We are in full support of this change and urge the City Council to approve.

Please let me know if you need anything additional on this matter, and if my attendance is needed at the December 12th meeting to verbalize this support.

Thank you,

Nancy L. Campbell
Field Representative
Teamsters Local 25
544 Main Street
Boston, MA 02129
Office: 617-241-3956
Fax: 617-242-4284



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From: Cookson, Michael <mcookson@watertown-ma.gov>
Sent: Wednesday, November 29, 2023 12:03 PM
To: Nancy Campbell <ncampbell@teamsterslocal25.com>
Cc: St. Louis, Gregory <gstlouis@watertown-ma.gov>
Subject: DPW Hours Change

Good Afternoon Nancy,

Watertown DPW met with the City Council's Committee on Personnel and City Organization on Monday night to advocate for changing DPW's front office hours to match the DPW's labor and management hours. The Committee

approved the request and the City Council as a whole will vote on the change on December 12. However, the Committee wants a formal statement of support from the union. In August, you expressed support for this change and offered to submit a formal letter of support.

Would you be willing to provide us with a letter of support that we can send to the Council before the December 12 meeting? We appreciate your time and please feel free to reach out if you have questions or concerns.

Sincerely,
Michael Cookson

Michael Cookson, J.D. (He/Him)
Assistant Director of Administration and Finance
Watertown Department of Public Works
(617) 972-6420 ext. 13110
(857) 303-6240

When writing or responding, please remember that any email sent or received by an employee of the City of Watertown is subject to the Massachusetts Public Records Law (M.G.L. c. 66).

To: The Watertown City Council
From: Colleen Guttkuhn & Julie Casello
Date: November 28, 2023
Re: DPW Clerks Support Front Office Hour Change

Dear Honorable City Council,

As the Watertown Department of Public Works' clerical staff, we are writing in support of the motion to amend DPW's front office hours. We have made numerous requests to align our hours with those worked by the rest of DPW's staff and are hopeful that you will approve the change.

DPW's front office is open from 8:30 a.m. until 5:00 p.m. DPW's labor staff, labor supervisors, and management all work from 7:00 a.m. until 3:30 p.m. Most contractors that work in Watertown and need DPW's oversight work these earlier hours, too. This means the community's needs are greatest early in the day and the DPW supervisors and management that residents come into the front office to speak with are most readily available in the morning. As a result, from 3:30 to 5:00, the few people that drop into DPW usually just leave a message.

Keeping the front office open from 3:30 to 5:00 doubles our commutes. Julie's commute takes 45 minutes when she arrives early at 6:30 and an hour and a half when she leaves at 5:00. Colleen's commute takes 30 minutes early in the morning and an hour at 5:00. If DPW's front office closed earlier, we would beat rush hour traffic and avoid this doubling of the time we spend in traffic. This would alleviate so much frustration and improve our quality of life dramatically.

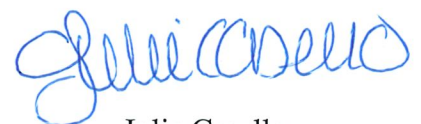
This year has brought many staffing issues and we have filled in as needed to keep DPW's front office running and serving the community. But, after a year, our work-life balances are suffering and we feel burnt out. We believe that amending the front office's hours will improve our lives and will help us better serve the community.

We truly appreciate the Council's consideration of this matter and hope the Council approves this motion.

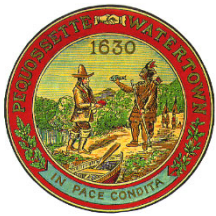
Sincerely,



Colleen Guttkuhn



Julie Casello



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 Meetings of November 13 & 21, 2023

The Committee convened on Monday November 13, 2023 at 6:00 pm in the Louis P. Andrews Upper Conference Room, as a hybrid meeting, with remote participation by zoom. Present in person were Vincent Piccirilli, Chair; Emily Izzo, Vice Chair and Nicole Gardner, Secretary. Also present in person were Council President Mark Sideris, Councilors Bays and John Gannon, Auditor Megan Langan, Council Analyst Doug Newton, DPW Superintendent Gregory St. Louis, Library Director Kim Hewitt, and various residents. Attending by zoom were Councilors John Airasian, Lisa Feltner, and Anthony Palomba, and various residents.

The purpose of the meeting was a discussion on process for the Committee to review the American Rescue Plan Act (ARPA) Proposals, and develop a set of funding recommendations for the City Council which would total approximately \$10.7 million.

The meeting was called to order at 6:03 pm, and Councilor Piccirilli started the meeting by reminding all of the process used so far to evaluate proposals:

- Clifton/Larson/Allen (CLA) provided expert advice on which proposals met the ARPA requirements. Proposed projects that did not meet the requirements were not considered for funding. Several were eliminated from consideration. See Attachment A.
- The Committee of the Whole met on Wednesday, November 8th and Thursday, November 9th with the applicants whose proposals were qualified. During these meetings, the Councilors listened to brief presentations on the projects, and asked questions. The public was invited to these meetings, and they were broadcast on WCATV. See Attachment B for the schedule of presenters.
- Instructions and a spreadsheet were sent to the Councilors on Friday, November 10th to have them give a preliminary rank to the proposals. See Attachment C. Responses were due Monday, November 12th at 3pm to Council Analyst Doug Newton.
- Mr. Newton averaged the preliminary ratings into a single score for each project, and sent a spreadsheet with the average rating back to Councilors prior to this meeting. It will be the starting point for the Committee's deliberations. See Attachment D.
- Given the 6+ hours of public meetings, and the comments and input received from residents, the Chair stated that there would be no public comments during this meeting.

Councilor Piccirilli next explained that, based on comments from the City Auditor, there is complexity and risk created if contingencies are funded using ARPA monies. After discussion, the Committee unanimously agreed that recommendations would not include funding for contingencies.

Over the course of the meeting, the question of whether to fund 15% overhead fees with ARPA funds arose. The Committee discussed this, and acknowledged that for many non-profits, this is part of their

normal operating model, and the City would expect to cover it. However, this is a once in a lifetime opportunity for the City to fund important initiatives. The value created within our community by using that 15% for other direct services or investment is extremely high. The Committee feels the Council should try to create as much value as possible for Watertown with this one-time opportunity. Therefore, the Committee agreed that it would recommend not funding general overhead fees using ARPA monies.

In developing the first draft funding recommendation (Attachment E), in addition to the contingency fee and administrative fee noted above, the following ideas were used to stretch available funds:

1. Use the minimum funding amount in each application, which was confirmed by applicants during the interviews.
2. For applications with two separate projects in the same application, fund only one project.
3. Aggregated scores were used for guidance by the Committee:
 - a. Applications with a score less than 1 were recommended to not fund.
 - b. Highest ranked applications had highest priority for funding.
 - c. Lowest ranked applications had lowest priority for funding.
4. For remaining projects:
 - a. Fund one major Water project and one Sewer project for rate relief.
 - b. Fund all qualified Social Service projects.
 - c. Made up the difference with lead pipe removal and stormwater tree trenches (these are unit price projects and are scalable).

Next steps:

- a) Have CLA review the classification to ensure it is all correct.
- b) Communicate the draft award recommendations with applicants and ask them to confirm their interest if the award is less than the maximum requested.
- c) Determine if we should use ARPA funds to cover the CLA fees, estimated at \$21,000.
- d) Meet to review and finalize the Committee Draft Recommendations. As part of this, review how the draft allocations look across major category of spending, i.e. water & sewer, climate, social services, etc.
- e) Meet on December 4th at 6pm to present the Committee's Draft Recommendations to the community to hear their (and Councilor) feedback. At the end of that meeting, finalize the Committee recommendations for the City Council, to be discussed and voted on during the December 12, 2023 Council meeting.

The meeting adjourned at 8:44pm.

The Committee re-convened on Tuesday, November 21, 2023 at 5:00 pm in the Louis P. Andrews Upper Conference Room, as a hybrid meeting, with remote participation by zoom. Present in person were Vincent Piccirilli, Chair; Emily Izzo, Vice Chair and Nicole Gardner, Secretary. Also present in person were Council President Mark Sideris, Auditor Megan Langan, Council Analyst Doug Newton, Assistant City Manager Steven Magoon, and various residents. Attending by zoom were Councilor John Airasian, DPW Director of Administration and Finance Michael Albano, and various residents.

The purpose of the meeting was for the Committee to finalize its draft funding recommendations for the City's \$10.7 million in ARPA funds, to present to the public for feedback, prior to City Council review.

The meeting was called to order at 5:08pm. Auditor Langan confirmed that all dollar amounts were within the category limits, per CLA review.

Councilor Piccirilli explained that he had emailed all applicants whose requests the Committee is planning to recommend funding at a level lower than the full request, to get their response to the lower funding levels. Four applicants confirmed that they would accept the smaller allocation, and move forward with the projects. They are: Watertown Housing Authority, Boys & Girls Club, Watertown Cares, and WCATV.

Metro West Collaborative said they could not provide services without some amount of money used to cover their expenses. To make it clear why, they provided a list of tasks that would need to be performed for their project to be executed. They asked if the Council could fund them overhead fees equal to 10% of the allocation, rather than their original request for 15%.

In the ensuing discussion, the following points were made:

- There is strong support for this project, given it serves residents of Watertown who are in the greatest need.
- If Metro West doesn't execute the project, there is no other way to get it done. The City can't do the work, and in fact, hired Metro West to run a similar type of program during the pandemic. The City paid the 15% fee for that project.
- Other applicants broke out their costs in detail, showing things like the compensation costs of the staff doing the work, or the costs of materials. This transparency -- compared to a percent overhead fee -- makes it easier to fund the work and know all the money allocated will either enable the program to be offered, or will go to residents
- The Committee agreed that it would like to have Metro West's detailed cost estimates of executing the program, before making a final recommendation on funding this proposal.

Councilor Gardner made a motion that that Councilor Piccirilli ask Metro West to provide a bottoms-up and itemized estimate of the costs of executing the program, which was seconded by Councilor Izzo. Voted unanimously 3-0.

The Committee next discussed whether to use the City's funds to cover the ARPA-related fees from CLA. Committee members felt the ARPA funds should be used to maximize the public benefits.

Councilor Gardner made a motion that CLA fees not be paid out of the ARPA funds, which was seconded by Councilor Izzo. Voted unanimously 3-0.

Councilor Gardner made a motion that the BFO use the current numbers as a placeholder for its December 4th meeting. This motion was seconded by Councilor Izzo. Voted unanimously 3-0.

Councilor Piccirilli next shared a graphic representation of the proposed allocations, broken into 3 categories: Water & Sewer Infrastructure, Climate & Energy, and Social Services (Attachment H).

The Committee agreed that this breakout was a useful way to show the public the proposed allocations across key priority areas for the City, before diving into recommendations by proposal.

Councilor Gardner made a motion, seconded by Councilor Izzo, that this allocation graphic be used to illustrate the proposed ARPA allocations at a high level, during the Committee's public hearing on December 4th. Voted unanimously 3-0.

In the closing discussion that ensued, there was general consensus that slides be crafted to show the public:

- The process used by the BFO Committee.
- Pie chart of the allocation across the 3 categories.
- 3 slides, one on each of the categories, detailing the proposals recommended for funding.
- A slide showing the 4 proposals that are not recommended for funding, including the rationale.

The meeting adjourned at 5:46pm.

Prepared by Nicole Gardner

Attachments:

- A. CLA review of project applications
- B. Schedule of presenters
- C. Ranging Instructions sent to the Councilors
- D. Spreadsheet with the aggregate average ratings
- E. First draft funding recommendation November 13
- F. Projects to be funded November 21
- G. Projects not funded November 21
- H. ARPA funding by category

#	Proposed Project Name	Submitted By	Proposal Type	Department/Organization	Recommended Project Manager	ARPA Funds Requested	Minimum Funds Needed	ARPA Eligible per CLA	Comments
1	Additional Private Workspace - Library	Caitlin Browne	City Department	Watertown Free Public Library	Caitlin Browne	25,000.00	18,000.00	Yes	Revenue Replacement Project
2	Bigelow Ave Water Main Replacement Program	Gregory St. Louis	City Department	DPW	Gregory St. Louis	3,000,000.00	2,500,000.00	Yes	Water/Sewer Revenue Replacement Project
3	College Applications Coach	Weiyan Cai	Individual	N/A	N/A	60,000.00	20,000.00	Possibly	Unable to spread funds throughout 3 years, funds would have to be committed to particular students by 12/31/24. Only eligible for revenue replacement if taken on by a City Department
4	Cottage Street Water Main Resident Engineering & Construction Services	Gregory St. Louis	City Department	DPW	Gregory St. Louis	2,000,000.00	2,000,000.00	Yes	Water/Sewer Revenue Replacement Project
5	Cultural District Matching Funds	Elizabeth Helfer	City Department	CDP	Elizabeth Helfer	30,000.00	10,000.00	Yes	Revenue Replacement Project
6	Marshall Place: Elevator Modernization for Affordable Senior Housing	Marcia Hannon	Organization	Marshall Place Apartments/Cascap Inc	Cascap, Inc.	91,788.00	84,428.00	Yes	Negative Economic Impacts Aids to Non-Profits
7	New Foundations: Expansion of Childcare Programming - Space, Safety & Security, & Staffing	Gary Beatty	Organization		Watertown Boys & Girls Club	1,815,000.00	1,815,000.00	Yes	Negative Economic Impacts Aids to Non-Profits
8	Food Security Center Building Renovation	Calista Diehl	Organization	Belmont- Watertown United Methodist Church (BWUMC)	BWUMC Board of Trustees	250,000.00	250,000.00	Yes	Negative Economic Impacts Aids to Non-Profits
9	Grant Development Manager	Emily Monea	City Department	Finance	Chief Financial Officer	344,945.00	148,593.00	Yes	Revenue Replacement Project Must be cognizant of funding for position after end of ARPA monies
10	Hybrid Capability for City Buildings	Andrea Santopietro	Organization	Watertown Cable Access Corp	Andrea Santopietro, Executive Director	169,995.00	169,995.00	No	For a non-profit to be eligible they must be able to provide how the pandemic impacted them to the point where they need these funds and to be able to show the costs are a reasonable response to the negative economic impact. Project does not appear to be in response to the pandemic which would make it ineligible for ARPA funding for the non-profit.
11	Integration of the growing Chinese American Community in Watertown	Qibin Ye	Organization	Chinese American Association of Watertown	Qibin Ye	13,000.00	10,000.00	No	For a non-profit to be eligible they must be able to provide how the pandemic impacted them to the point where they need these funds and to be able to show the costs are a reasonable response to the negative economic impact. Project does not appear to be in response to the pandemic which would make it ineligible for ARPA funding for the non-profit.
12	Community Interpreter Services	Jacky van Leeuwen	Individual	N/A	Community Interpreter Services	10,000.00	10,000.00	Possibly	Revenue Replacement if run by the City
13	Lead Gooseneck Removal	Gregory St. Louis	City Department	DPW	Gregory St. Louis	600,000.00	100,000.00	Yes	Water/Sewer Revenue Replacement Project
14	McSherry Gardens Improvements	Michael Lara	Organization	Watertown Housing Authority	Watertown Housing Authority - Michael Lara	1,769,308.10	1,645,868.00	Yes	Affordable Housing Negative Economic Impacts Aids to Non-Profits
15	Mosesian Arts Mainstage Accessibility Improvements	Jeannette Belcher-Schepis	Organization	The Dorothy & Charles Mosesian Center for the Arts	Darren Farrington	200,000.00	175,000.00	No	Ineligible for revenue replacement since it is not run by the City. Ineligible for Negative economic impact aid to non-profit as it does not appear to be needed as a result of the pandemic.
16	Public Art in Commercial Centers	Elizabeth Helfer	City Department	CDP	Elizabeth Helfer	60,000.00	12,000.00	Yes	Revenue Replacement project
17	PV Array for Waterton High School	George Proakis	City Department	School Building Committee	Christy Murphy, WHS Project OPM	4,462,000.00	1,000,000.00	Yes	Revenue Replacement Project Solar panels must be installed by end of 2026 to qualify
18	Quimby Affordable Condos Preservation	Caitlin Madden	Organization	Metro West Collaborative Development	Metro West Collaborative Development	334,203.00	334,203.00	Yes	Affordable Housing Eligible
19	Request for Ballot Address System	Janet Murphy	City Department	City Clerk/Elections	Janet Murphy	26,335.67	26,335.67	Yes	Revenue Replacement Project (since purchase was after March 3, 2021 the City can reimburse ourselves for the cost)
20	Request for Funds for the Folino Family on Behalf of Lisa J. Folino	John Sorabella	Individual	N/A	Folino Family	100,000.00	100,000.00	No	Aid to non-profits has to be proportionate response which this does not appear to be eligible as it is only benefiting an individual
21	Sewer Phase 4 Rehabilitation	Gregory St. Louis	City Department	DPW	Gregory St. Louis	2,800,000.00	2,500,000.00	Yes	Water/Sewer Revenue Replacement Project
22	Watertown Social Services Resource Specialist Program Expansion	Laura Kyrman	Organization	Wayside Youth & Family Support Network Multi-Service Center	Wayside Youth & Family Center Watertown Health Department	317,578.00	158,789.00	Yes	Aid to non-profit Supporting Public Health Revenue Replacement
23	Staffing for Basic Life Support Ambulance	Chief Ryan Nicholson	City Department	Fire Department	Chief Ryan Nicholson	3,569,052.00	3,569,052.00	Yes	Supporting Public Health Revenue Replacement (Must be cognizant of funding for position after end of ARPA monies)
24	Stormwater Tree Trenches	Gregory St. Louis	City Department	DPW	Gregory St. Louis	1,000,000.00	500,000.00	Yes	Water/Sewer Revenue Replacement Project
25	Study for City Supported Local Transit	Deborah Peterson	Organization	Watertown Faces Climate Change Watertown for All Ages Watertown Environment & Energy Efficiency Committee	Department of Community Development & Planning	75,000.00	67,500.00	Possibly	Eligible if run by CDP as Revenue Replacement Project'
26	Support for Early Childhood Education	Monica Fall	Individual	N/A	N/A	N/A	N/A	Yes	Negative Economic Impacts Aids to Non-Profits CLA leery due to lack of information provided to proceed on this project
27	Sustaining Watertown Community Fridge	Steven Duede	Organization	Watertown Community Fridge	Belmont-Watertown United Methodist Church (501-c3 Sponsor)	60,000.00	30,000.00	Yes	Negative Economic Impacts, aid to non-profits Housing assistance for food security
28	Watertown Cares	Daniel Unsworth	Organization	Right Turn in Conjunction with the Watertown Cares Network	Woody Giessmann & Cynthia Wachs in conjunction with the Watertown Cares Network	297,332.50	297,332.50	Yes	Aid to non-profit Supporting Public Health
29	Watertown Direct Assistance Program	Alisa Gardner-Todreas	Organization	Metro West Collaborative Development	Alisa Gardner-Todreas, Dir. Of Housing Policy & Programs	250,000.00	250,000.00	Yes	Negative Economic Impact - cash assistance
30	Watertown Farmer's Market Food Assistance Program	Stephanie Venizelos	City Department	CDP	Stephanie Venizelos	35,000.00	20,000.00	Yes	Negative Economic Impact - food assistance Revenue Replacement
31	Watertown Food Pantry	Lydia McCoy	City Department	COA	Lydia McCoy	200,000.00	152,000.00	Yes	Negative Economic Impact - food assistance Revenue Replacement
32	Watertown Pesticide Free Zones Signs	Debra Smith	Individual	N/A	Board of Health	15,000.00	12,000.00	Possibly	Revenue Replacement if City were to take on the project through the BOH

Application Number	Application Name	Interview Date	Interview Time
ARPA-32	Study for City supported Local Transit - Multiple	November 8	5:30
ARPA-03	Cultural District Matching Funds - DCDP	November 8	5:45
ARPA-04	Public Art in Commercial Centers - DCDP	November 8	6:00
ARPA-05	Support for Early Childhood Education - Individual (did not show up)	November 8	6:15
ARPA-07	Social Services Resource Specialist Program Expansion - Wayside Youth	November 8	6:30
ARPA-08	Staffing for Basic Life Support Ambulance - Fire Department	November 8	6:45
ARPA-09	Elevator Modernization for Affordable Senior Housing - Marshall Place	November 8	7:00
ARPA-10	Watertown Cares - Right Turn and Watertown Cares	November 8	7:15
ARPA-11	McSherry Gardens Improvements - WHA	November 8	7:30
ARPA-13	Bigelow Ave Water Main Replacement Program - DPW	November 8	7:45
ARPA-14	Sewer Phase 4 Rehabilitation - DPW	November 8	8:00
ARPA-15	Cottage Street Water Main Resident Engineering and Construction Services - DPW	November 8	8:15
ARPA-16	Stormwater Tree Trenches - DPW	November 8	8:30
ARPA-17	Lead Gooseneck Removal - DPW	November 8	8:45
ARPA-02	Additional Private Workspace - Library	November 9	5:30
ARPA-18	Watertown Food Pantry - COA	November 9	5:45
ARPA-19	Grant Development Manager - Finance Department	November 9	6:00
ARPA-20	Watertown Farmers' Market Food Assistance Program - CDP	November 9	6:15
ARPA-21	Sustaining Watertown Community Fridge - Community Fridge	November 9	6:30
ARPA-22	Watertown Pesticide Free Zones Signs - Individual	November 9	6:45
ARPA-24	PV Array for Watertown High School - SBC	November 9	7:00
ARPA-25	Watertown Direct Assistance Program - Metro West	November 9	7:15
ARPA-26	Expansion of Childcare Programming - BGC	November 9	7:30
ARPA-27	College Applications Coach - Individual	November 9	7:45
ARPA-28	Food Security Center Building Renovation - BWUMC	November 9	8:00
ARPA-29	Interpretation Services - Individual	November 9	8:15
ARPA-23	Quimby Affordable Condos Preservation - Metro West	November 9	8:30
ARPA-06	Integration of the growing Chinese American community in Watertown – CAAW	November 9	8:45
ARPA-12	Hybrid Capability for City Buildings – WCATV	November 9	9:00

Ranking of ARPA Applications by Councilors due 3:00 pm November 13

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

Fri 11/10/2023 10:59 AM

To: City Councilors <citycouncilors@watertown-ma.gov>; Newton, Doug <dnewton@watertown-ma.gov>

Cc: Proakis, George <gproakis@watertown-ma.gov>; Langan, Megan <mlangan@watertown-ma.gov>

Bcc: Piccirilli, Vincent <vincent.piccirilli@gmail.com>

 1 attachments (15 KB)

23-11-10 ARPA Application List for Ranking.xlsx;

Councilors, as discussed last night:

Instructions for filling out the ARPA ranking sheets:

1. Each Council member will fill out their personal rankings on the attached spreadsheet.
2. Email your completed spreadsheet to Doug Newton no later than 3:00 pm on Monday November 13. Please be considerate of Doug's time, and if you can send it sooner, please do. **DO NOT REPLY TO ALL**
3. Doug will have a master spreadsheet and will copy your rankings and paste them into the master. The master spreadsheet will calculate the aggregate totals.
4. Only put in your ranking numbers into your spreadsheet. Do not make any other changes to the spreadsheet such as adding or reordering columns or your input will be put in incorrect places on the master spreadsheet.
5. The BFO Committee will use the master spreadsheet to get a sense of the Council on how to develop recommendations at the meeting at 6:30 pm on Monday November 13.
6. Please note these aggregate rankings are not final, just guidance, and there will be give-and-take as we juggle the numbers to come up with a final recommendation.

There are five numbers that you will use for your personal rankings:

- 4 = High priority for ARPA grant funding
- 3 = Medium High priority for ARPA grant funding
- 2 = Medium Low priority for ARPA grant funding
- 1 = Low priority for ARPA grant funding
- 0 = Do not fund with ARPA grant

We had previously discussed a 1 to 4 ranking system, but after the interviews, there may be some applications that may be considered problematic to fund, in which case you can rank with 0.

Finally, the following applications are not included in the spreadsheet, for reasons previously identified:

- ARPA-01 Request for Ballot Address System - City Clerk
- ARPA-28 Food Security Center Building Renovation – BWUMC
- ARPA-30 Mosesian Arts Mainstage Accessibility Improvements – MCA
- ARPA-31 Request for Funds for the Folino Family – Individual

Thanks all!

Vinnie

This email & attachment is being sent for informational purposes only. Please do not respond to all in order to avoid any concern with the Open Meeting Law.

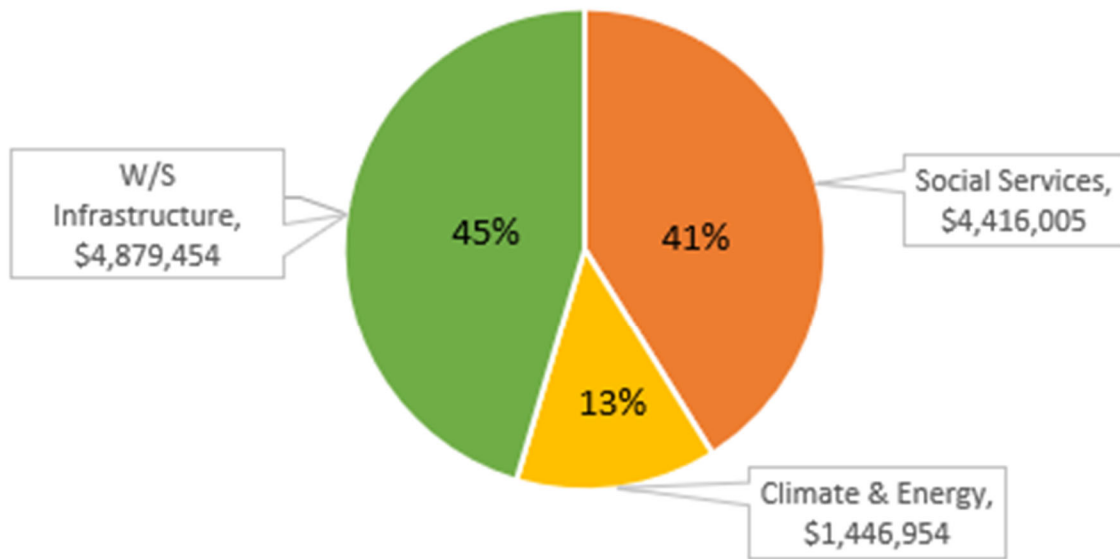
Number	Proposed Project Name	Average Rank	ARPA Funds Requested	CLA Comments
ARPA-02	Additional Private Workspace - Library	1.8	25,000	Revenue Replacement Project
ARPA-03	Cultural District Matching Funds - DCDP	1.8	30,000	Revenue Replacement Project
ARPA-04	Public Art in Commercial Centers - DCDP	1.4	60,000	Revenue Replacement project
ARPA-05	Support for Early Childhood Education - Individual	0.2	N/A	Negative Economic Impacts Aids to Non-Profits CLA leery due to lack of information provided to proceed on this project
ARPA-06	Integration of the growing Chinese American community in Watertown – CAAW	1.0	13,000	For a non-profit to be eligible they must be able to provide how the pandemic impacted them to the point where they need these funds and to be able to show the costs are a reasonable response to the negative economic impact. Project does not appear to be in response to the pandemic which would make it ineligible for ARPA funding for the non-profit. (After further analysis, CLA determind the non-profit is eligible)
ARPA-07	Social Services Resource Specialist Program Expansion - Wayside Youth	3.2	317,578	Aid to non-profit Supporting Public Health Revenue Replacement
ARPA-08	Staffing for Basic Life Support Ambulance - Fire Department	0.9	3,569,052	Supporting Public Health Revenue Replacement (Must be cognizant of funding for position after end of ARPA monies)
ARPA-09	Elevator Modernization for Affordable Senior Housing - Marshall Place	2.4	91,788	Negative Economic Impacts Aids to Non-Profits
ARPA-10	Watertown Cares - Right Turn and Watertown Cares	2.9	297,333	Aid to non-profit Supporting Public Health
ARPA-11	McSherry Gardens Improvements - WHA	3.2	1,769,308	Affordable Housing Negative Economic Impacts Aids to Non-Profits
ARPA-12	Hybrid Capability for City Buildings – WCATV	2.6	169,995	For a non-profit to be eligible they must be able to provide how the pandemic impacted them to the point where they need these funds and to be able to show the costs are a reasonable response to the negative economic impact. Project does not appear to be in response to the pandemic which would make it ineligible for ARPA funding for the non-profit. (After further analysis, CLA determind the non-profit is eligible)
ARPA-13	Bigelow Ave Water Main Replacement Program - DPW	2.7	3,000,000	Water/Sewer Revenue Replacement Project
ARPA-14	Sewer Phase 4 Rehabilitation - DPW	3.6	2,800,000	Water/Sewer Revenue Replacement Project
ARPA-15	Cottage Street Water Main Resident Engineering and Construction Services - DPW	3.4	2,000,000	Water/Sewer Revenue Replacement Project
ARPA-16	Stormwater Tree Trenches - DPW	2.8	1,000,000	Water/Sewer Revenue Replacement Project
ARPA-17	Lead Gooseneck Removal - DPW	3.6	600,000	Water/Sewer Revenue Replacement Project
ARPA-18	Watertown Food Pantry - COA	3.7	200,000	Negative Economic Impact - food assistance Revenue Replacement
ARPA-19	Grant Development Manager - Finance Department	1.7	344,945	Revenue Replacement Project Must be cognizant of funding for position after end of ARPA monies
ARPA-20	Watertown Farmers' Market Food Assistance Program - CDP	3.4	35,000	Negative Economic Impact - food assistance Revenue Replacement
ARPA-21	Sustaining Watertown Community Fridge - Community Fridge	3.0	60,000	Negative Economic Impacts, aid to non-profits Housing assistance for food security
ARPA-22	Watertown Pesticide Free Zones Signs - Individual	0.7	15,000	Revenue Replacement if City were to take on the project through the BOH. (Confirmed would be run by Health Department)
ARPA-23	Quimby Affordable Condos Preservation - Metro West	1.0	334,203	Affordable Housing Eligible
ARPA-24	PV Array for Watertown High School - SBC	3.2	4,462,000	Revenue Replacement Project Solar panels must be installed by end of 2026 to qualify
ARPA-25	Watertown Direct Assistance Program - Metro West	2.4	250,000	Negative Economic Impact - cash assistance
ARPA-26	Expansion of Childcare Programming - BGC	2.8	1,815,000	Negative Economic Impacts Aids to Non-Profits
ARPA-27	College Applications Coach - Individual	0.2	60,000	Unable to spread funds throughout 3 years, funds would have to be committed to particular students by 12/31/24. Only eligible for revenue replacement if taken on by a City Department. (No confirmation received from the School Department)
ARPA-29	Interpretation Services - Individual	2.6	10,000	Revenue Replacement if run by the City (Confirmed would be run by Community Engagement Department)
ARPA-32	Study for City supported Local Transit - Multiple	2.8	75,000	Eligible if run by CDP as Revenue Replacement Project. (Confirmed would be run by DCDP)
TOTAL REQUESTED			23,404,202	
Total funds available			10,742,413	
Difference			12,661,789	

Number	Proposed Project Name	Average Rank	ARPA Funds Requested	CLA Comments	Recommended Funding	Explanation
ARPA-18	Watertown Food Pantry - COA	3.7	200,000	Negative Economic Impact - food assistance Revenue Replacement	152,000	Without contingency
ARPA-14	Sewer Phase 4 Rehabilitation - DPW	3.6	2,800,000	Water/Sewer Revenue Replacement Project	2,500,000	1 sewer project
ARPA-17	Lead Gooseneck Removal - DPW	3.6	600,000	Water/Sewer Revenue Replacement Project	380,000	
ARPA-15	Cottage Street Water Main Resident Engineering and Construction Services - DPW	3.4	2,000,000	Water/Sewer Revenue Replacement Project	2,000,000	1 water project
ARPA-20	Watertown Farmers' Market Food Assistance Program - CDP	3.4	35,000	Negative Economic Impact - food assistance Revenue Replacement	35,000	Staff could get additional people on SNAP, reasonable ask
ARPA-07	Social Services Resource Specialist Program Expansion - Wayside Youth	3.2	317,578	Aid to non-profit Supporting Public Health Revenue Replacement	317,578	Could subtract overhead if needed
ARPA-11	McSherry Gardens Improvements - WHA	3.2	1,769,308	Affordable Housing Negative Economic Impacts Aids to Non-Profits	1,621,760	
ARPA-24	PV Array for Watertown High School - SBC	3.2	4,462,000	Revenue Replacement Project Solar panels must be installed by end of 2026 to qualify	1,000,000	Potential addition if extra remains
ARPA-21	Sustaining Watertown Community Fridge - Community Fridge	3.0	60,000	Negative Economic Impacts, aid to non-profits Housing assistance for food security	60,000	100% goes to food for those in need
ARPA-10	Watertown Cares - Right Turn and Watertown Cares	2.9	297,333	Aid to non-profit Supporting Public Health	258,550	Minus administrative fee
ARPA-16	Stormwater Tree Trenches - DPW	2.8	1,000,000	Water/Sewer Revenue Replacement Project	380,000	
ARPA-26	Expansion of Childcare Programming - BGC	2.8	1,815,000	Negative Economic Impacts Aids to Non-Profits	1,563,861	Construction only
ARPA-32	Study for City supported Local Transit - Multiple	2.8	75,000	Eligible if run by CDP as Revenue Replacement Project. (Confirmed would be run by DCDP)	67,500	Can review once done with all
ARPA-13	Bigelow Ave Water Main Replacement Program - DPW	2.7	3,000,000	Water/Sewer Revenue Replacement Project	0	Already funded 1 water and 1 sewer
ARPA-12	Hybrid Capability for City Buildings – WCATV	2.6	169,995	For a non-profit to be eligible they must be able to provide how the pandemic impacted them to the point where they need these funds and to be able to show the costs are a reasonable response to the negative economic impact. Project does not appear to be in response to the pandemic which would make it ineligible for ARPA funding for the non-profit. (After further analysis, CLA determind the non-profit is eligible)	82,328	Funding the two carts
ARPA-29	Interpretation Services - Individual	2.6	10,000	Revenue Replacement if run by the City (Confirmed would be run by Community Engagement Department)	0	Manager should build this into Community Engagement Department
ARPA-09	Elevator Modernization for Affordable Senior Housing - Marshall Place	2.4	91,788	Negative Economic Impacts Aids to Non-Profits	84,428	Minus contingency
ARPA-25	Watertown Direct Assistance Program - Metro West	2.4	250,000	Negative Economic Impact - cash assistance	212,500	Minus administrative fee
ARPA-02	Additional Private Workspace - Library	1.8	25,000	Revenue Replacement Project	18,000	
ARPA-03	Cultural District Matching Funds - DCDP	1.8	30,000	Revenue Replacement Project	10,000	
ARPA-19	Grant Development Manager - Finance Department	1.7	344,945	Revenue Replacement Project Must be cognizant of funding for position after end of ARPA monies	0	Should be funded from operating budget & perhaps not as a pilot
ARPA-04	Public Art in Commercial Centers - DCDP	1.4	60,000	Revenue Replacement project	0	
ARPA-06	Integration of the growing Chinese American community in Watertown – CAAW	1.0	13,000	For a non-profit to be eligible they must be able to provide how the pandemic impacted them to the point where they need these funds and to be able to show the costs are a reasonable response to the negative economic impact. Project does not appear to be in response to the pandemic which would make it ineligible for ARPA funding for the non-profit. (After further analysis, CLA determind the non-profit is eligible)	0	No non-profit in existence
ARPA-23	Quimby Affordable Condos Preservation - Metro West	1.0	334,203	Affordable Housing Eligible	0	Lack of planning
ARPA-08	Staffing for Basic Life Support Ambulance - Fire Department	0.9	3,569,052	Supporting Public Health Revenue Replacement (Must be cognizant of funding for position after end of ARPA monies)	0	Low ranking
ARPA-22	Watertown Pesticide Free Zones Signs - Individual	0.7	15,000	Revenue Replacement if City were to take on the project through the BOH. (Confirmed would be run by Health Department)	0	Low ranking
ARPA-05	Support for Early Childhood Education - Individual	0.2	N/A	Negative Economic Impacts Aids to Non-Profits CLA leery due to lack of information provided to proceed on this project	0	Low ranking
ARPA-27	College Applications Coach - Individual	0.2	60,000	Unable to spread funds throughout 3 years, funds would have to be committed to particular students by 12/31/24. Only eligible for revenue replacement if taken on by a City Department. (No confirmation received from the School Department)	0	Low ranking
TOTAL REQUESTED			23,404,202		10,743,505	
Total funds available			10,742,413		10,742,413	
Difference			12,661,789		-1,092	

Number	Proposed Project Name	Council Average Rank	ARPA Funds Requested	Minimum Requested	CLA Comments	BFO Committee Recommended Funding	BFO Committee Explanation	Category
ARPA-18	Watertown Food Pantry - COA	3.7	200,000	152,000	Negative Economic Impact - food assistance Revenue Replacement	152,000	Fund at minimum request. Per applicant, project can be completed at this level of funding.	Social Services
ARPA-14	Sewer Phase 4 Rehabilitation - DPW	3.6	2,800,000	2,500,000	Water/Sewer Revenue Replacement Project	2,500,000	Fund at minimum request help sewer rates. Per applicant, project can be completed at this level of funding.	W/S Infrastructure
ARPA-17	Lead Gooseneck Removal - DPW	3.6	600,000	300,000	Water/Sewer Revenue Replacement Project	379,454	Scaleable. Use to absorb remaining funds.	W/S Infrastructure
ARPA-15	Cottage Street Water Main Resident Engineering and Construction Services - DPW	3.4	2,000,000	2,000,000	Water/Sewer Revenue Replacement Project	2,000,000	Fully fund 1 water project to help water rates.	W/S Infrastructure
ARPA-20	Watertown Farmers' Market Food Assistance Program - CDP	3.4	35,000	20,000	Negative Economic Impact - food assistance Revenue Replacement	35,000	Fully fund, staff could get additional people on SNAP.	Social Services
ARPA-07	Social Services Resource Specialist Program Expansion - Wayside Youth	3.2	317,578	158,789	Aid to non-profit Supporting Public Health Revenue Replacement	317,578	Fully fund, could subtract overhead if needed.	Social Services
ARPA-11	McSherry Gardens Improvements - WHA	3.2	1,769,308	1,645,868	Affordable Housing Negative Economic Impacts Aids to Non-Profits	1,621,760	Minus contingency 24,108. Confirmed by applicant.	Social Services
ARPA-24	PV Array for Watertown High School - SBC	3.2	4,462,000	1,000,000	Revenue Replacement Project Solar panels must be installed by end of 2026 to qualify	1,000,000	Fund at minimum request. Per applicant, project can be completed at this level of funding.	Climate & Energy
ARPA-21	Sustaining Watertown Community Fridge - Community Fridge	3.0	60,000	30,000	Negative Economic Impacts, aid to non-profits Housing assistance for food security	60,000	Fully fund, 100% goes to food for those in need	Social Services
ARPA-10	Watertown Cares - Right Turn and Watertown Cares	2.9	297,332	297,332	Aid to non-profit Supporting Public Health	258,550	Minus administrative fee 38,782. Confirmed by applicant.	Social Services
ARPA-16	Stormwater Tree Trenches - DPW	2.8	1,000,000	500,000	Water/Sewer Revenue Replacement Project	379,454	Scaleable. Use to absorb remaining funds.	Climate & Energy
ARPA-26	Expansion of Childcare Programming - BGC	2.8	1,815,000	1,815,000	Negative Economic Impacts Aids to Non-Profits	1,563,861	Fund construction only, do not fund salaries at 251,128. Confirmed by applicant.	Social Services
ARPA-32	Study for City supported Local Transit - Multiple	2.8	75,000	67,500	Eligible if run by CDP as Revenue Replacement Project. (Confirmed would be run by DCDP)	67,500	Fund at minimum request. Per applicant, project can be completed at this level of funding.	Climate & Energy
ARPA-12	Hybrid Capability for City Buildings – WCATV	2.6	169,995	169,995	For a non-profit to be eligible they must be able to provide how the pandemic impacted them to the point where they need these funds and to be able to show the costs are a reasonable response to the negative economic impact. Project does not appear to be in response to the pandemic which would make it ineligible for ARPA funding for the non-profit. (After further analysis, CLA determind the non-profit is eligible)	82,328	Funding the two carts, do not fund upgrades to existing systems. Confirmed by applicant.	Social Services
ARPA-09	Elevator Modernization for Affordable Senior Housing - Marshall Place	2.4	91,788	84,428	Negative Economic Impacts Aids to Non-Profits	84,428	Fund at minimum request. Per applicant, project can be completed at this level of funding.	Social Services
ARPA-25	Watertown Direct Assistance Program - Metro West	2.4	250,000	250,000	Negative Economic Impact - cash assistance	212,500	Minus administrative fee (to be confirmed by applicant)	Social Services
ARPA-02	Additional Private Workspace - Library	1.8	25,000	18,000	Revenue Replacement Project	18,000	Fund at minimum request. Per applicant, project can be completed at this level of funding.	Social Services
ARPA-03	Cultural District Matching Funds - DCDP	1.8	30,000	10,000	Revenue Replacement Project	10,000	Fund at minimum request. Per applicant, project can be completed at this level of funding.	Social Services
TOTAL REQUESTED			15,998,001	11,018,912		10,742,413		
Total funds available			10,742,413	10,742,413		10,742,413		
Difference			5,255,588	276,499		0		

Number	Proposed Project Name	Council Average Rank	ARPA Funds Requested	Minimum Requested	CLA Comments	BFO Committee Recommended Funding	BFO Committee Explanation
ARPA-13	Bigelow Ave Water Main Replacement Program - DPW	2.7	3,000,000	2,500,000	Water/Sewer Revenue Replacement Project	0	Already funded 1 water project.
ARPA-29	Interpretation Services - Individual	2.6	10,000	10,000	Revenue Replacement if run by the City (Confirmed would be run by Community Engagement Department)	0	Manager should build this into Community Engagement Department
ARPA-19	Grant Development Manager - Finance Department	1.7	344,945	148,593	Revenue Replacement Project Must be cognizant of funding for position after end of ARPA monies	0	Should be funded from operating budget & perhaps not as a pilot.
ARPA-04	Public Art in Commercial Centers - DCDP	1.4	60,000	12,000	Revenue Replacement project	0	FY25 Budget Policy Guidelines has additional funds for art.
ARPA-06	Integration of the growing Chinese American community in Watertown – CAAW	1.0	13,000	13,000	For a non-profit to be eligible they must be able to provide how the pandemic impacted them to the point where they need these funds and to be able to show the costs are a reasonable response to the negative economic impact. Project does not appear to be in response to the pandemic which would make it ineligible for ARPA funding for the non-profit. (After further analysis, CLA determined the non-profit is eligible)	0	No non-profit exists as this time to receive funds.
ARPA-23	Quimby Affordable Condos Preservation - Metro West	1.0	334,203	334,203	Affordable Housing Eligible	0	Lack of long-term plan to address condo fees and building maintenance.
ARPA-08	Staffing for Basic Life Support Ambulance - Fire Department	0.9	3,569,052	35,569,052	Supporting Public Health Revenue Replacement (Must be cognizant of funding for position after end of ARPA monies)	0	Low ranking by Council.
ARPA-22	Watertown Pesticide Free Zones Signs - Individual	0.7	15,000	12,000	Revenue Replacement if City were to take on the project through the BOH. (Confirmed would be run by Health Department)	0	Low ranking by Council.
ARPA-05	Support for Early Childhood Education - Individual	0.2	N/A	N/A	Negative Economic Impacts Aids to Non-Profits CLA leery due to lack of information provided to proceed on this project	0	Low ranking by Council.
ARPA-27	College Applications Coach - Individual	0.2	60,000	20,000	Unable to spread funds throughout 3 years, funds would have to be committed to particular students by 12/31/24. Only eligible for revenue replacement if taken on by a City Department. (No confirmation received from the School Department)	0	Low ranking by Council.
ARPA-01	Request for Ballot Address System - City Clerk	N/A	26,336	26,336	Revenue Replacement Project (since purchase was after March 3, 2021 the City can reimburse ourselves for the cost)	N/A	Withdrawn by applicant, funded by City Council appropriation.
ARPA-28	Food Security Center Building Renovation - BWUMC	N/A	250,000	250,000	Negative Economic Impacts Aids to Non-Profits	N/A	Withdrawn by applicant, building plans changed.
ARPA-30	Mosesian Arts Mainstage Accessibility Improvements - MCA	N/A	200,000	175,000	Ineligible for revenue replacement since it is not run by the City. Ineligible for Negative economic impact aid to non-profit as it does not appear to be needed as a result of the pandemic.	N/A	Not eligible per CLA & Auditor.
ARPA-31	Request for Funds for the Folino Family - Individual	N/A	100,000	100,000	Aid to non-profits has to be proportionate response which this does not appear to be eligible as it is only benefiting an individual.	N/A	Not eligible per CLA & Auditor.

Proposed ARPA Allocation \$10,742,413





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 December 4, 2023

The Committee convened on Monday, December 4th, at 6pm in the Richard E. Mastrangelo Council Chambers, as a hybrid meeting, with remote participation by zoom. Present in person were Vincent Piccirilli, Chair; Emily Izzo, Vice Chair and Nicole Gardner, Secretary. Staff present were Megan Langan, Auditor, and Doug Newton, Council Analyst. Also present were Councilors Lisa Feltner and Anthony Palomba. Roughly 20 residents attended the meeting in person and on zoom.

Councilor Piccirilli called the meeting to order at 6:01 pm. The purpose of the meeting was twofold:

1. Hold a public forum on the Draft American Rescue Plan Act (ARPA) Funding Recommendations prepared by the Committee during its last meeting.
2. Develop final recommendations, for the City Council to discuss and vote on.

Councilor Piccirilli began by presenting slides (Attachment A) which discussed:

- Background on ARPA,
- The process the City of Watertown is using to determine its ARPA allocations,
- The process the Committee used to ensure the proposed allocation maximized the overall value of the grant we received,
- The process the Committee used to ensure the proposed allocation reflected the priorities of the Councilors as reflected in their earlier scoring of proposals, and
- The outcomes of the process, namely:
 - a) The amounts and rationale for each of the proposals that the Committee recommends funding.
 - b) The rationale for each of the proposals the Committee recommends receive no funding.

Overall, the recommended allocations total to ~\$4.9 million (or 45%) for Water & Sewer Infrastructure, ~\$4.4 million (or 41%) for Social Services, and ~\$1.4 (or 13%) for Climate and Energy.

The Chair then opened the public forum. James Mello spoke in favor of the Housing Authority McSherry Gardens project. Will Twombly spoke in favor of the Community Fridge and Marshall Place proposals. Rita Colafella said she wished even more funding could have gone to Social Services. Curtis Whitney spoke in favor of the Boys & Girls Club project. Alan Medville thanked the Committee and the City Council for the fairness and thoughtfulness of the process.

On a different note, Jared Knowles praised the amount of public interest and engagement in the process, and the creative ideas that came from the public. He suggested that the City of Watertown could build on this momentum, and suggested the City consider introducing some sort of participatory budgeting process, as is happening more and more in other municipalities.

The public forum was then closed.

Councilor Piccirilli next explained that Metro West had originally included a flat 15% administrative fee of \$37,500 as part of its \$250,000 proposal. The Committee had decided to not fund flat administrative fees, but rather, to pay for estimated costs being incurred. Metro West had since provided a bottoms up estimate of actual costs at \$21,250 (Attachment B). This approach of estimated actual overhead costs rather than applying a percentage is similar to the approach used by both Wayside and Right Turn (two other applicants). Committee members agreed that they felt comfortable recommending the \$21,250 estimated administrative costs for that project.

Councilor Palomba said that based on his professional experience working in non-profits, administrative fees are critical for them to operate. He asked the Committee to reconsider the approach it had adopted regarding not paying flat administrative fees, but paying estimated actual costs. Councilor Feltner said she empathized with Councilor Palomba's view.

Councilor Gardner made a motion, seconded by Councilor Izzo, that the Committee include Metro West's estimated administrative costs of \$21,250 in its recommendation to the Council, and that the allocations to Stormwater Trenches and Lead Gooseneck Pipes be reduced accordingly (50/50 split). Voted unanimously 3-0.

Councilor Feltner said that she was disappointed how the rankings by Councilors were used by the Committee. She also said she felt there was not a metric for the assessing the proposals on the long-term impact of each project on residents. Some projects -- such as water and sewer -- would impact all residents, into the future, and the value and impact could be calculated. She expressed full support for the food pantry and Senior services; those benefits are measurable and data-driven, unlike something like a study with unknown outcomes. She believes that some items that the Committee was planning to recommend be funded were more serving private interests of smaller numbers of residents, rather than provide a broad public benefit. She said she hoped for more guidance from the Auditor.

Auditor Langan confirmed that some projects, like water/sewer infrastructure, benefited all residents. However, she said that in her judgment the recommendations seemed consistent with the direction given by the City Council in their aggregate rankings.

Councilor Piccirilli noted that the original intent of the law included such items as public health and providing services to disproportionately impacted communities, as well as water/sewer infrastructure, and that he felt the balance across the categories reflected intent of the law.

Councilor Izzo concurred, and said the process had been very open and inclusive, where all voices were heard.

Councilor Gardner said that many benefits can't be quantified, such as the benefit to a child of going to bed have had enough to eat, or having a mentor at the Boys & Girls Club, or the benefit to a senior citizen to have an affordable place to live at Marshall Place, or to a person who receives help overcoming a substance abuse addiction and is able to pick their life up again. She believes the balance across the categories reflects the values of the community, as expressed through the Councilors.

Councilor Palomba agreed on the balance, and noted some people were harmed much more than others during covid, and that it is appropriate to put the focus and priority on the people most affected. He

again questioned whether the social service providers (Wayside, Right Turn, and Metro West) should all be given a standard flat administrative fee in there funding.

Councilor Piccirilli responded that all 3 organizations had committed to the projects under the current terms and we should move forward as agreed. He closed by saying that some people might want to put all the money toward infrastructure as the most fiscally responsible path, and others might want to put all the money toward social services that serve the neediest in our community. He understand both positions, but he believes the Preamble to our Charter shows that in our community we want to achieve a balance of both, and he believes the proposed allocation achieves this.

➔ **Action Item:** Councilor Gardner made a motion, seconded by Councilor Izzo, that the Committee of the Budget and Fiscal Oversight recommend to the City Council that it approve the proposed appropriation of ARPA funding, adjusted as described above. Voted unanimously 3-0.

The meeting adjourned at 7:17pm

Report prepared by Nicole Gardner

Attachments:

- A. ARPA Funding Presentation
- B. Metro West estimate of Administrative Budget for Financial Assistance Program

Public Forum: ARPA Funding Recommendations

Committee of the Budget &
Fiscal Oversight

December 4, 2023



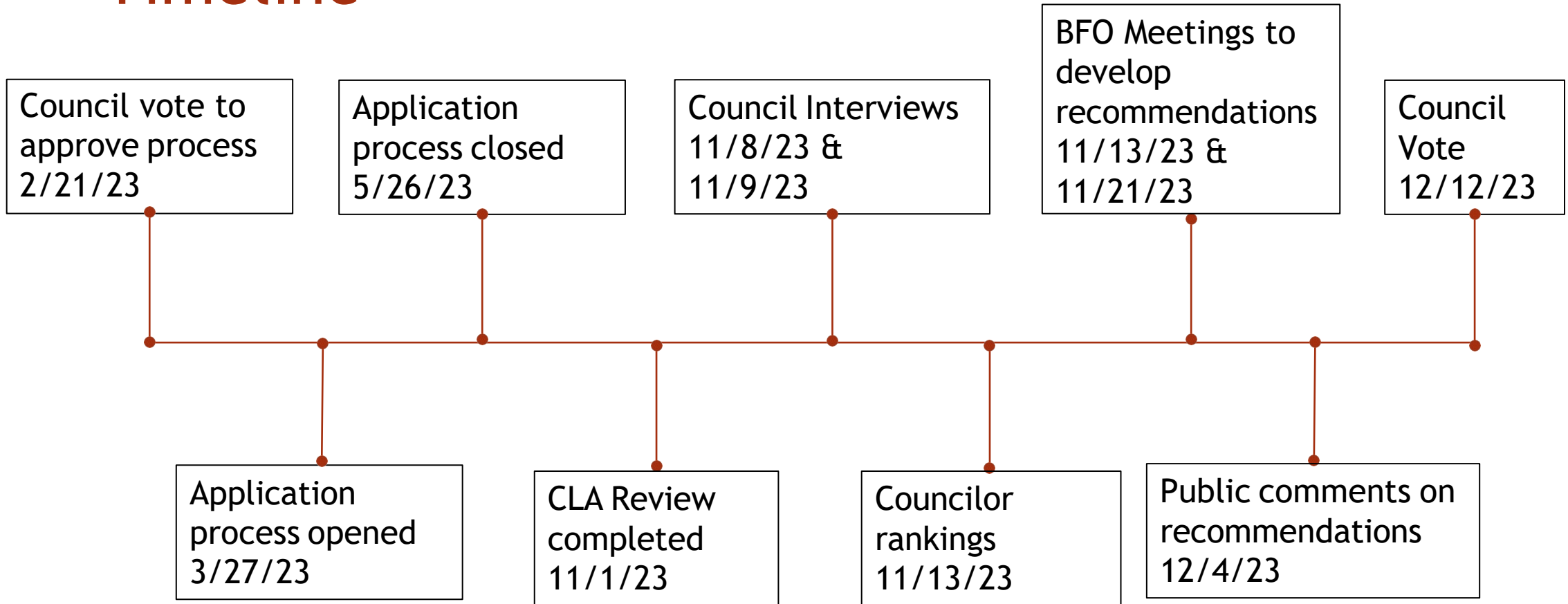
Background

- ▶ On March 11, 2021, President Biden signed into law the American Rescue Plan Act (ARPA).
- ▶ Among other investments made, \$65.1 billion in federal money was distributed to cities and towns nationwide.
- ▶ Watertown received \$10,742,413 and funds must be encumbered by December 31, 2024, and fully spent by December 31, 2026
- ▶ Funds can only be used for the following eligible expenditures:
 - 1 - Public Health
 - 2 - Responding to Negative Economic Impacts
 - 3 - Services to Disproportionately Impacted Communities
 - 4 - Premium Pay
 - 5 - Water, Sewer & Broadband Infrastructure
 - 6 - Revenue Replacement
 - 7 - Administrative

Watertown's Process

- ▶ Unlike other municipalities, the City Council decided to develop spending priorities, instead of the Administration, and assigned the BFO Committee with this task.
- ▶ The BFO Committee held informational forums and developed guidelines for requesting proposals from the public and city departments.
- ▶ 32 proposals were received, and the City Auditor hired CliftonLarsonAllen (CLA) to determine if each proposal was eligible for funds under the law.
- ▶ After receiving input from CLA, the Council conducted public interviews with each applicant deemed to be fully or conditionally eligible.
- ▶ After the interviews, each Councilor ranked the proposals based on priority for funding. These rankings were compiled into aggregate scores for each proposal.
- ▶ Based on these rankings, the BFO Committee crafted a comprehensive proposal for allocating Watertown's ARPA funds for the full Council and public to consider.

Timeline



Determining which proposals were recommended for funding and by how much

How to stretch the dollars

- ▶ 32 proposals with a total value of \$23,980,537 and available funds of \$10,742,413
- ▶ Each applicant was asked to provide a minimum amount to complete the project, and each applicant was asked if they would complete the project if they received the minimum.
- ▶ For applications with a contingency fee, applicants were asked if they would assume responsibility for this, and complete the project without it.
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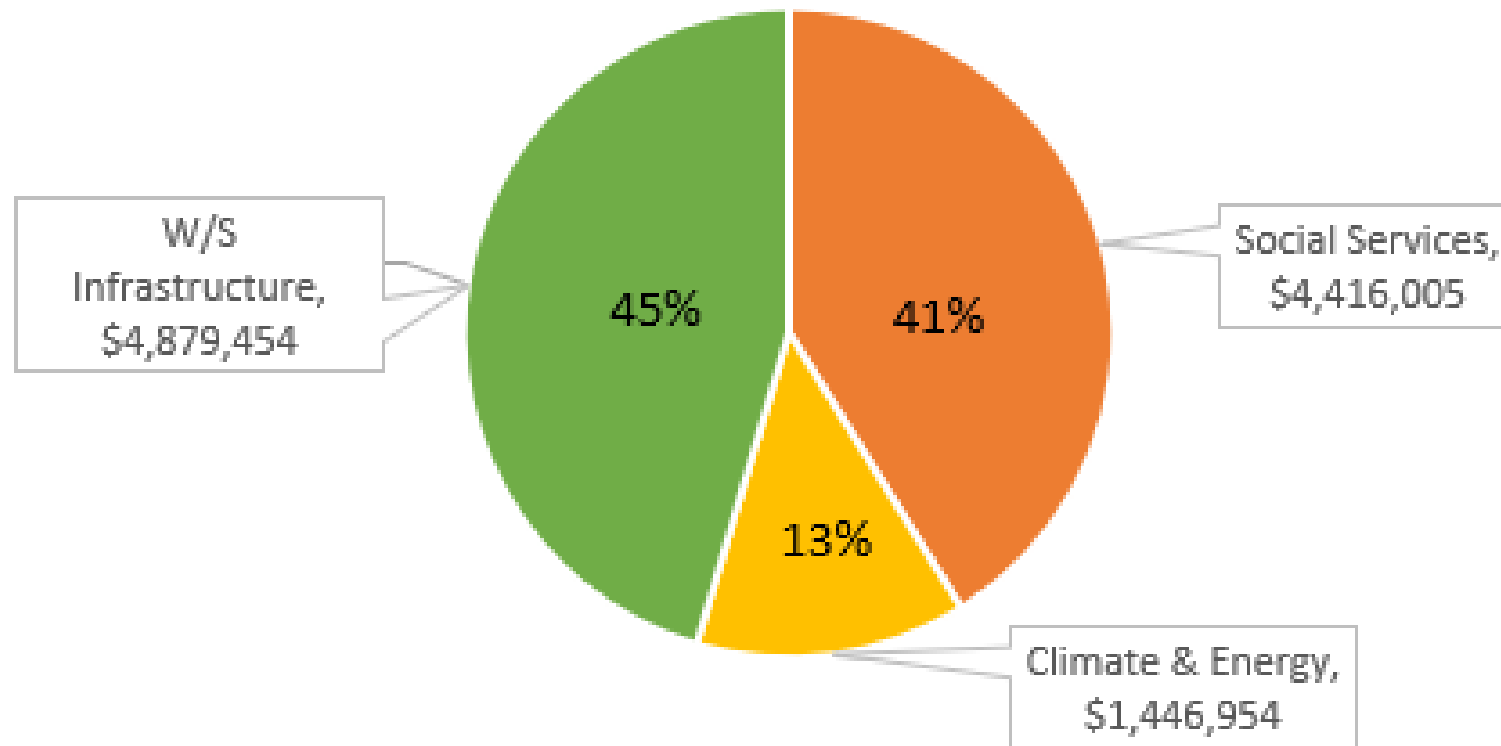
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How to prioritize

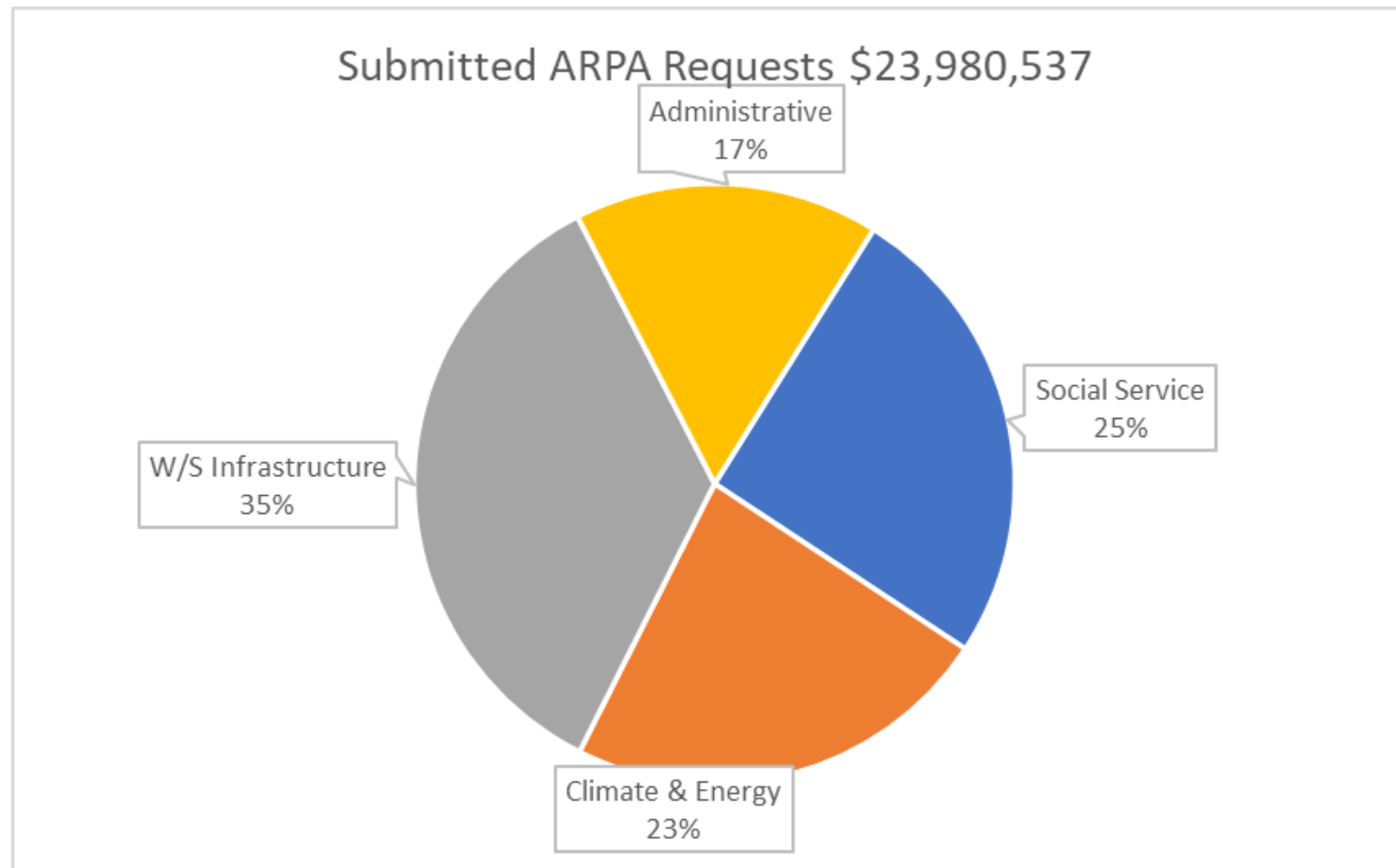
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Draft recommended allocations by focus area

Proposed ARPA Allocation \$10,742,413



For comparison - requested funding - all 32 applications



Water & Sewer Infrastructure Draft Recommendation - \$4,879,454

- ▶ Sewer Phase 4 Rehabilitation-DPW: \$2,500,000
- ▶ Cottage Street Water Main Resident Engineering and Construction Services-DPW: \$2,000,000
- ▶ Lead Gooseneck Removal-DPW: \$379,454

Social Services Draft Recommendation - \$4,416,005

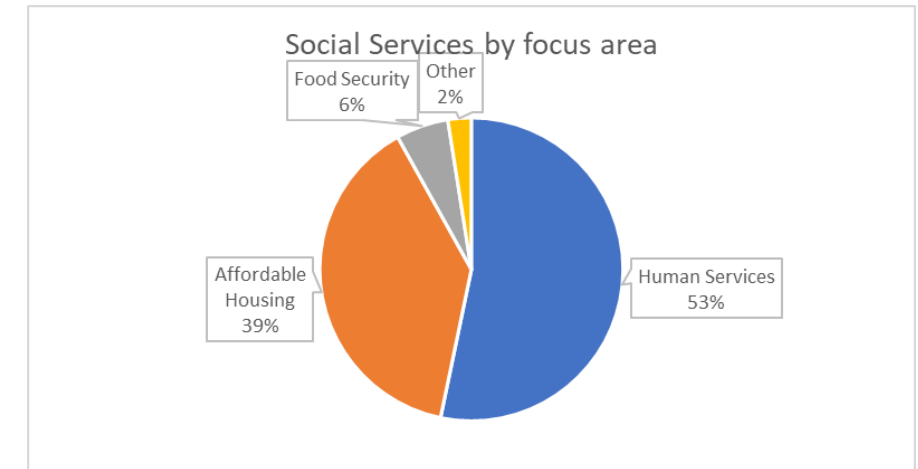
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- ▶ Expansion of Childcare Programming-BGC: \$1,563,861
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Affordable housing

Food security

Other



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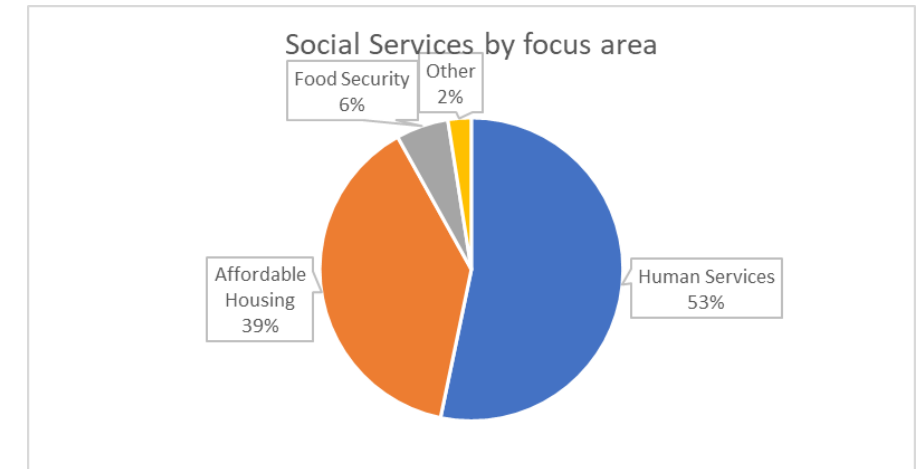
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Affordable housing 39%

- ▶ McSherry Gardens Improvements-WHA: \$1,621,760
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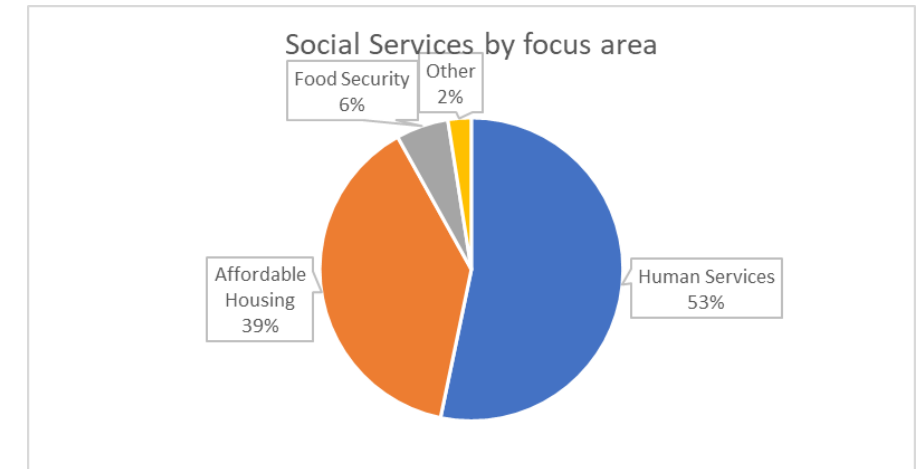
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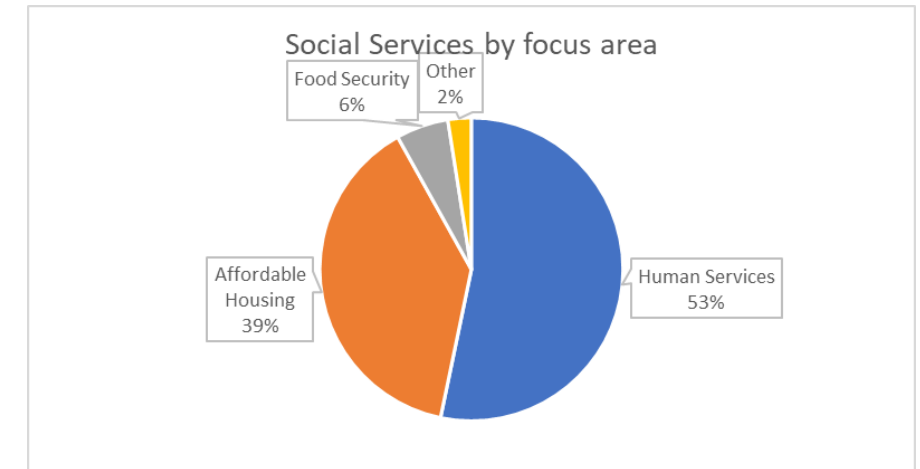
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- ▶ Hybrid Capability for City Buildings-WCATV: \$82,328
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Projects not recommended for funding(1 of 2)

Not Eligible

- ▶ Mosesian Arts Mainstage Accessibility Improvements -MCA: \$200,000
- ▶ Request for Funds for the Folino Family-Individual: \$100,000

Withdrawn

- ▶ Food Security Center Building Renovation BWUMC: \$250,000
- ▶ Request for Ballot Address System-City Clerk: \$26,336

Operating Budget

- ▶ Grant Development Manager-Finance Department: \$344,945
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Water/Sewer Budget

- ▶ Bigelow Ave Water Main Replacement Program-DPW: \$3,000,000

Projects not recommended for funding(2 of 2)

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Tonight:

1. Public Comments on Preliminary Recommendations on ARPA Funding Requests
2. Committee Discussion on Final Recommendations on ARPA Funding Requests to the City Council

Future City Council meeting (target December 12):
Deliberation and appropriation vote by the full Council.

Attachment B

Metro West Administrative Budget for Direct Financial Assistance Program

Personnel

Intake Counselor	\$ 7,000.00
Compliance Manager	\$ 7,000.00
COO	\$ 3,000.00
CFO	\$ 1,500.00
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\$ 250.00
<u>\$ 21,250.00</u>

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Total Award to Metro West Collaborative Development	<u>\$233,750.00</u>

Notes

based on an average of 8 hours/week over course of the grant
based on an average of 8 hours/week over course of the grant
based on an average of 2 hours/week over course of the grant
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Public Forum: ARPA Funding Recommendations

Committee of the Budget &
Fiscal Oversight

December 4, 2023



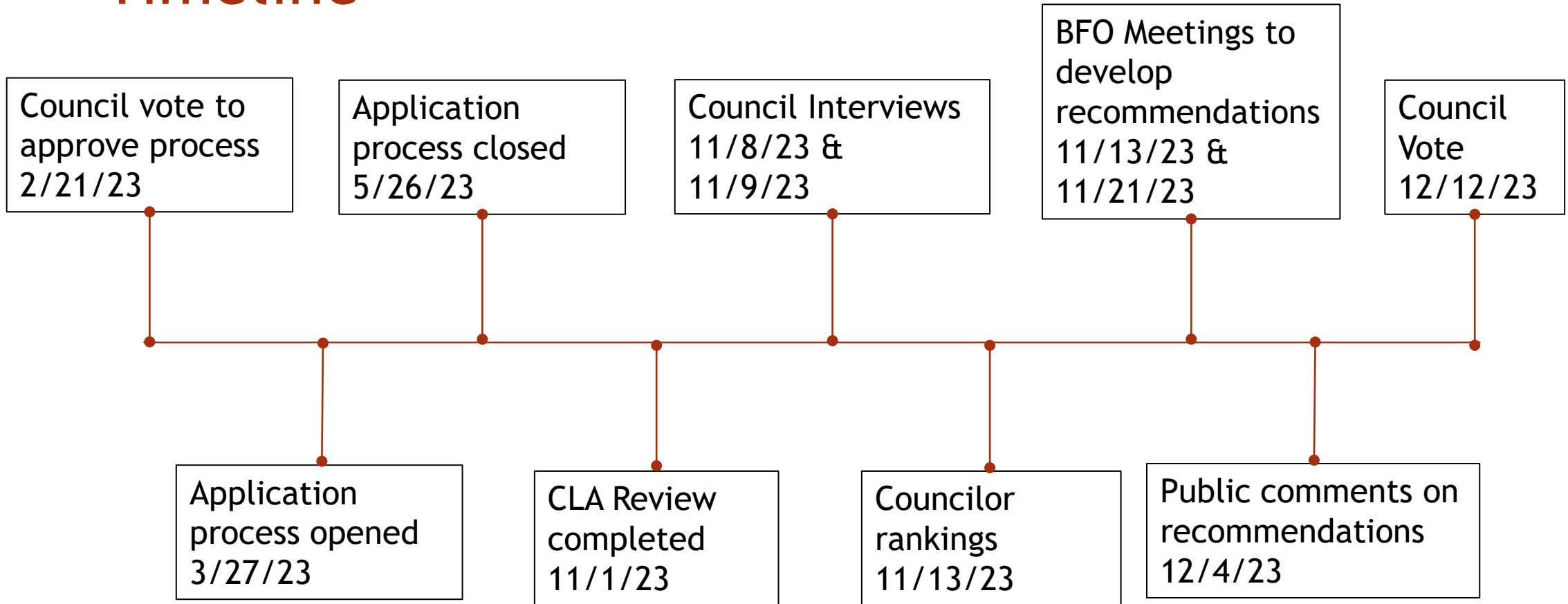
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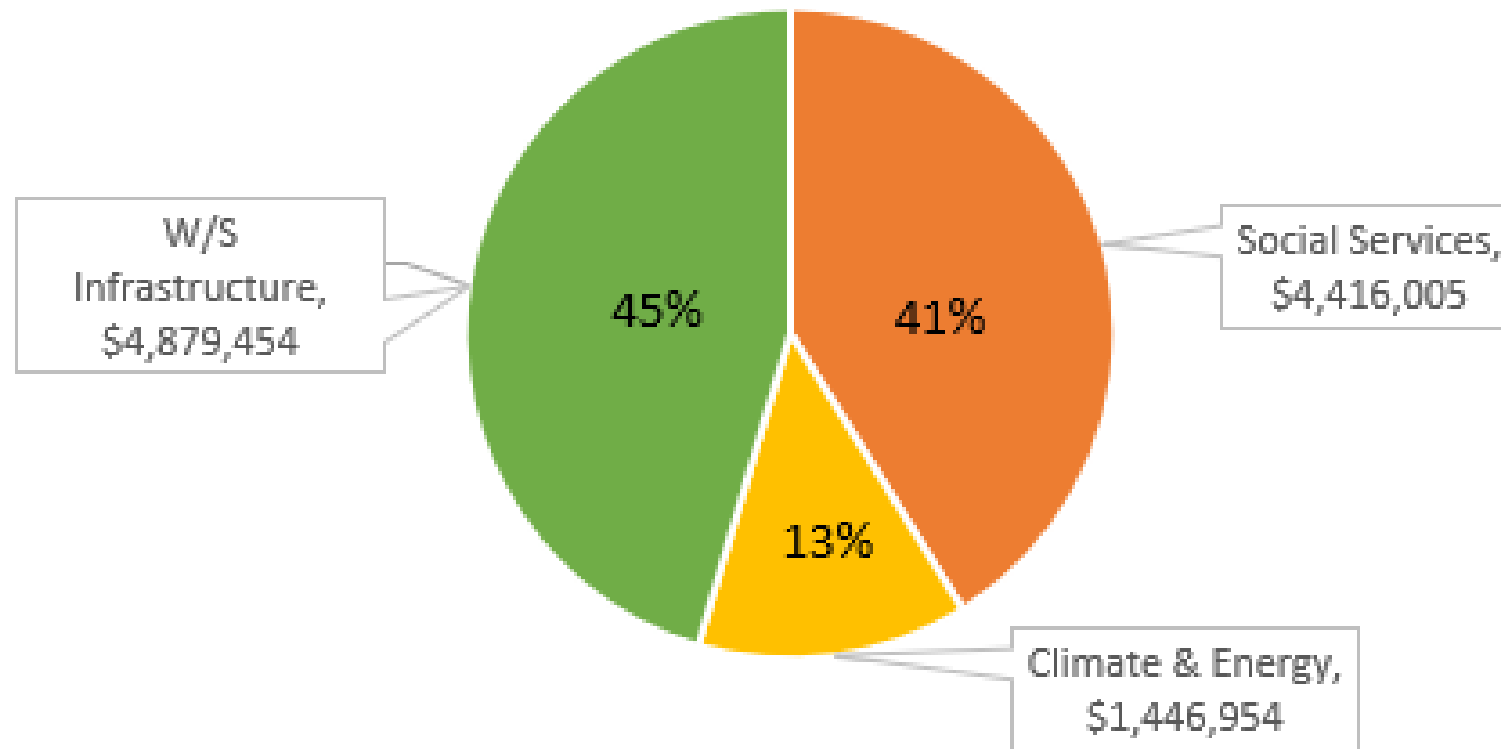
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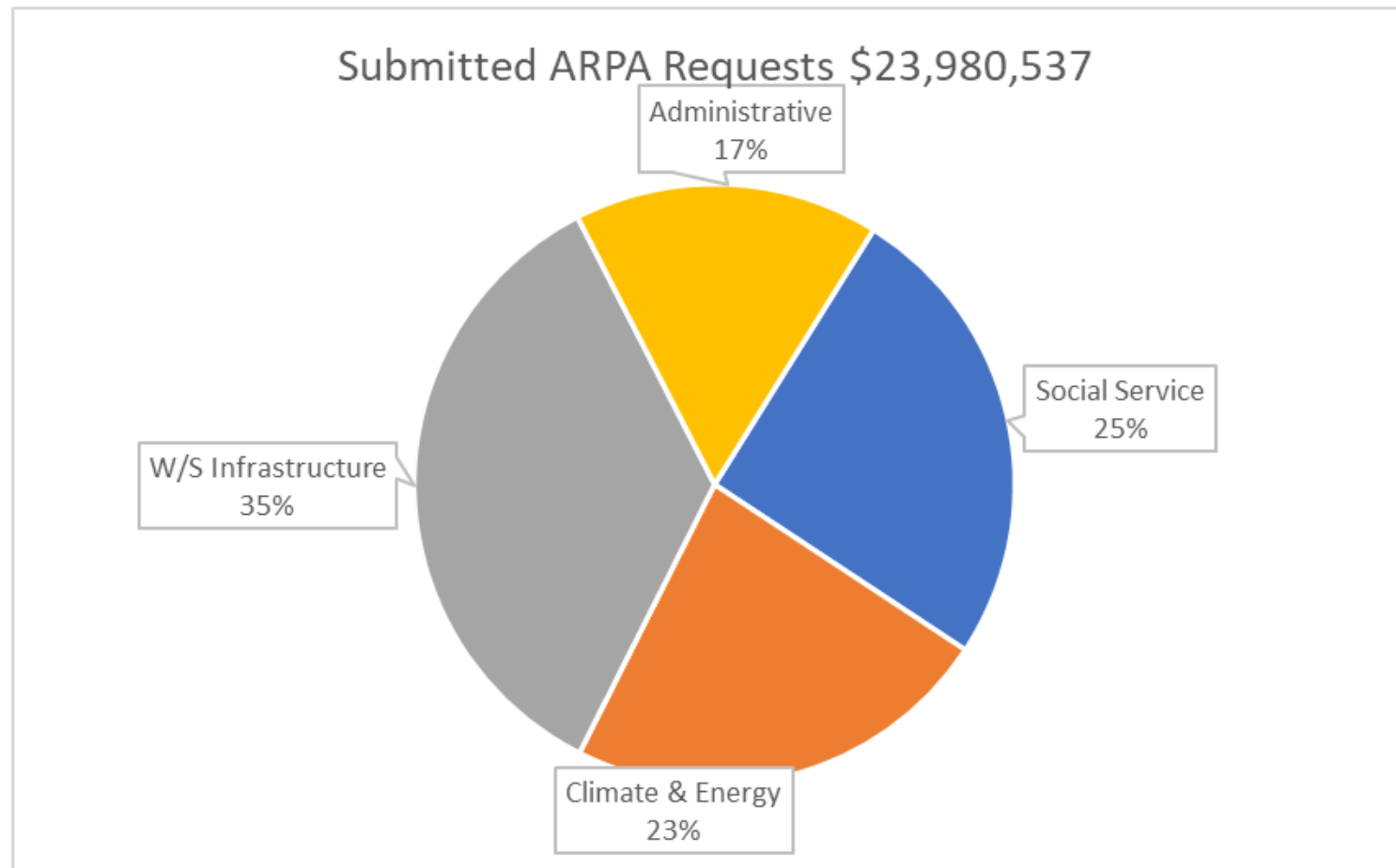
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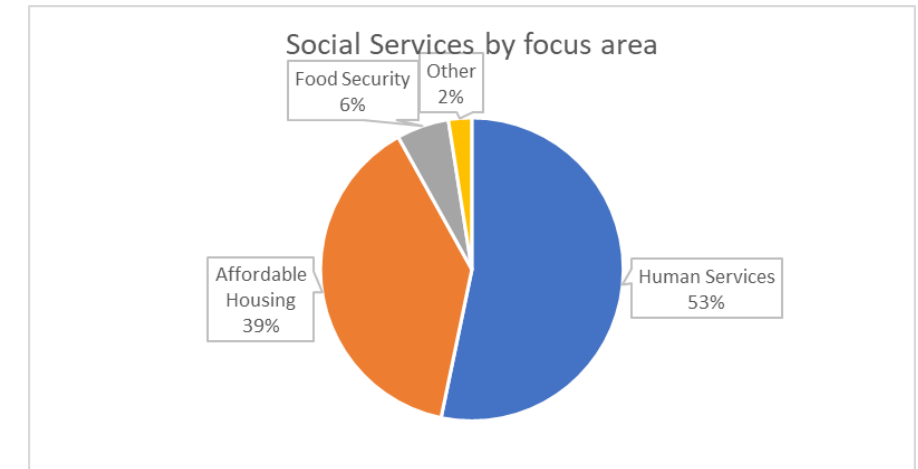
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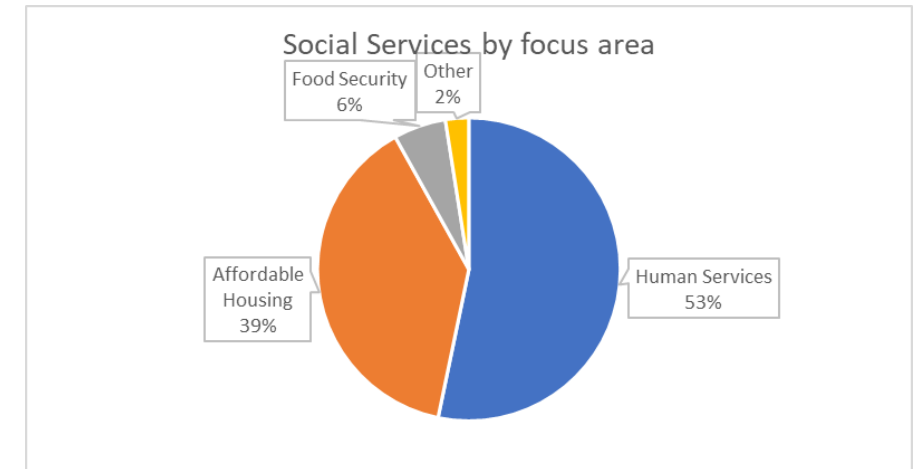
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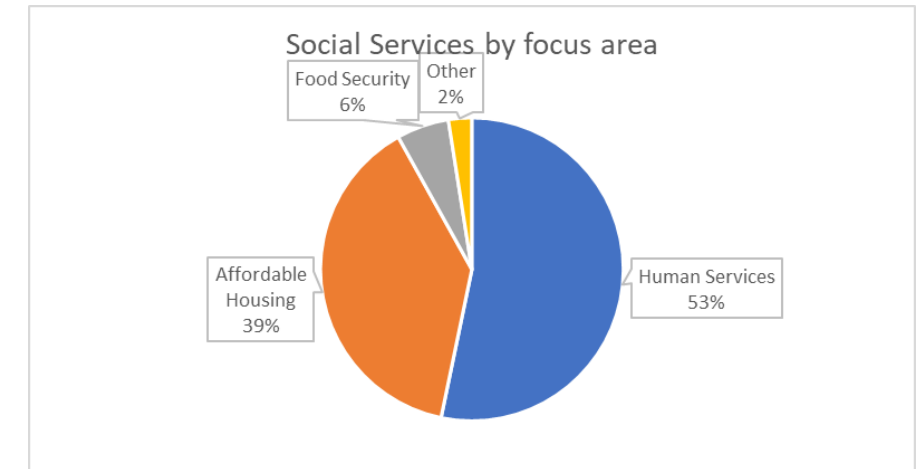
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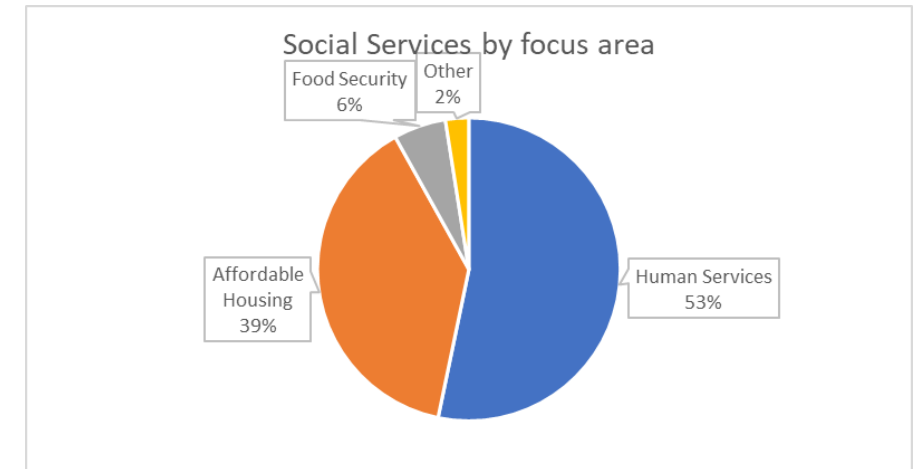
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Watertown City Council

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

Committee on Public Works

Councilor Piccirilli, Chair, Councilor Feltner, Vice Chair, Councilor Palomba, Secretary
Committee Report of November 16, 2023 Meeting

The Committee on Public Works met on Thursday, November 16 in the City Council Chambers at 5:00 PM. It was a hybrid meeting so residents could attend the meeting on Zoom. Also, comments could be directed through email to apalomba@watertown-ma.gov.

The purpose of the meeting was to review and make recommendations on the **2024 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. Also present were Michael Albano, Director of Administration, and Finance and Tyler Glode, City Engineer, from the Department of Public Works (DPW). Joining by zoom were Michael Cookson, Assistant Director of Administration and Finance at DPW, and resident Dean Martino.

Councilor Piccirilli began that meeting at 5:10 PM and introduced himself and the members of the Committee. He invited Mr. Glode to give the 2024 Road Program slide presentation. The Secretary recommends that one review the slide presentation to learn about the road program's goals, steps taken to maintain and repair streets, what is involved in a complete road reconstruction, and related information. The presentation is attached.

Given the length of the presentation, the Secretary chose to list the highlights and related discussions by the Committee. A complete recording of the meeting can be found on WCATV's website at <http://vodwcatv.org/CablecastPublicSite/show/2879?site=3>.

1) Eight of the ten roads from the 2023 road construction program – Taylor Street, Bradshaw Street, Loomis Avenue, Bates Road, East Bates Road, Francis Street, Nash Street, and Essex Street – were either completed or are waiting for final inspection by DPW. Belmont Street, which is being done in conjunction with Belmont, is estimated to be completed by December 15, 2023.

2) Highland Avenue, which is part of DPW's Long Streets and Connector Program, is 50% complete. The project began in June of 2023 and was to be completed by the end of November of 2023. At this time the anticipated completion date is the spring of 2024. Councilors inquired how the street will be prepared in anticipation of winter. DPW responded that curbing, a binder coat, and driveway aprons should be completed soon. The Chair confirmed that any additional work needed in anticipation of winter would be the financial responsibility of the contractor. Chapman Street which was bid along with Highland Avenue has been moved to FY 25.

3) As in the past, DPW looked at a number of factors to determine which streets will undergo full reconstruction. Some of these factors include a review of the pavement condition index (PCI), what utilities (water, sewer, and drain) are planned to be replaced, and the plans of public utilities (National Grid and Eversource). In regards to these factors, it should be noted that there is a general moratorium on digging up a street that has been reconstructed. If it is absolutely necessary to do so, the contractor is

required to repair the portion excavated in full.

4) Based on the factors noted above, DPW is recommending that the following streets be reconstructed beginning in the spring of 2024 – **George Street, Bromfield Street, Mangano Court, Grandview Avenue, and Dwight Street.**

ACTION ITEM:

Councilor Palomba made the following motion, which was seconded by Councilor Feltner, **The Committee recommends that the City Council approve the Department of Public Works recommendations for the 2024 Local Road Construction Program as presented using the FY 24 \$2.5 million loan order for George Street, Bromfield Street, Mangano Court, Grandview Avenue, and Dwight Street.** The motion passed 3 – 0.

5) Mr. Glode reviewed DPW’s ongoing capital projects including the implementation of the recommendations of the Arsenal Street Corridor Study for Watertown Square, the MassDOT design and funding for the Galen Street/Nonantum Road/Watertown Square intersection, and the Arsenal Street Corridor.

6) There was a brief discussion of the improvements on Arsenal Street which are being funded by the City, developers, and federal funds via Representative Clark. Concerns included the pace of the improvements and the number of traffic lights and how they are sequenced. DPW is working to adopt “adaptive traffic control” techniques and install related software in the next year and a half which should improve the timing and sequencing of the traffic lights.

7) There was concern that the Long Streets and Connector Program, which was started in 2021 and funded by annual borrowing of \$1.5 million, is not proceeding as rapidly as hoped. Concern about Highland Avenue was already noted. (See below a portion of the minutes of the Committee’s 2023 November 11 meeting that provides information on the funding and anticipate construction of the streets included in the Long Streets and Connector Program.) At this time, Morse Street which was to be reconstructed in spring of this year is now only ready for bidding. Fifth Street which is scheduled for reconstruction in spring of 2024 is only in the design development phase, and Springfield Street which is scheduled for reconstruction in 2025 is ready for design. Staffing and supply change problems were offered as reasons for the delays, but it was also mentioned the Mt. Auburn Street Complete Streets Project has required an inordinate amount of work and staff time.

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

8) The Committee asked that DPW to prepare a document that shows the step-by- step process, including the time required for each step, which is followed from the time a street is approved for reconstruction to when it is completed and inspected.

-3-

9) There was a brief discussion of recent sidewalk repairs and why some are a different color than others. “Lamp black” is a substance added to cement that depending on the amount used could result in different coloring. Different coloring could even happen when the amount of lamp black is the same in a batch of cement due to the curing process and the exposure to weather. It was noted that the use of lamp black can produce a heat island effect. The Committee recommended that DPW reconsider the use of lamp black in future sidewalk projects.

Councilor Feltner made a motion to adjourn which was seconded by Councilor Palomba and passed 3 – 0. The Committee adjourned at approximately 7:00 PM. Minutes were prepared by Councilor Palomba.

ELECTED OFFICIALS

Vincent J. Piccirilli,
Chair

Lisa J. Feltner,
Vice Chair

Anthony Palomba
Secretary

FY2024 Road Program



Public Works Subcommittee Presentation
November 16, 2023

Agenda

- Road Program Goals
- 2023 Road Reconstruction Update
- 2024 Road Reconstruction List
- Capital Projects and Planning
- Complete Streets Update
- Planning, Design & Construction
- Summary



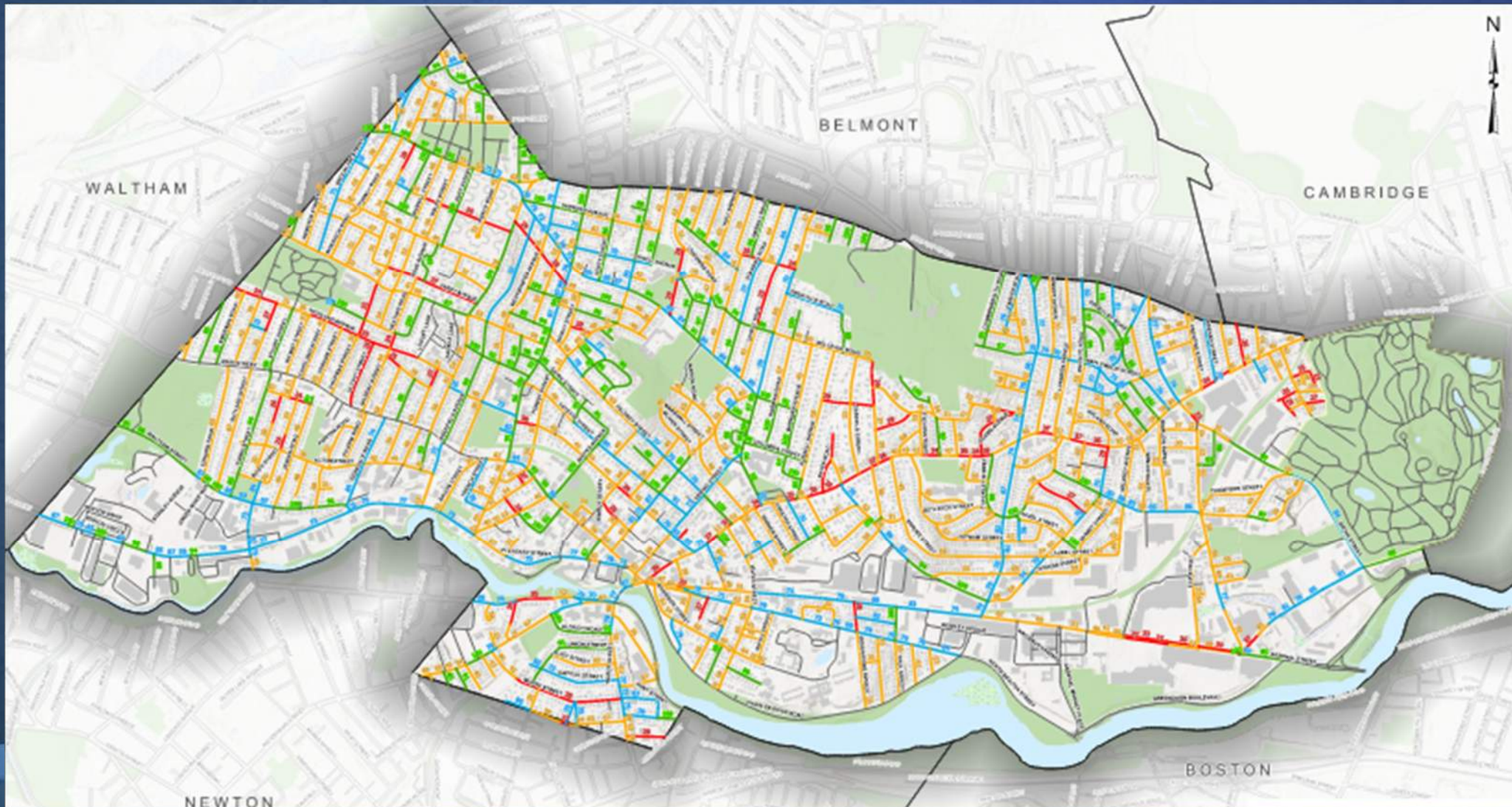
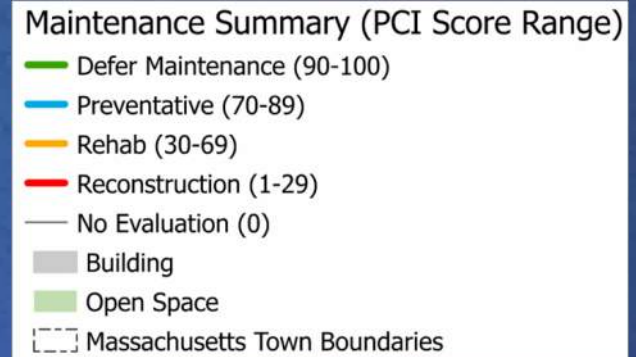
Road Program Goals

Key Facts & Considerations

- 72 centerline miles of City roads
 - 55 miles of residential roads
 - Average width of residential roads is 25 feet
- Anticipated Construction Season Impacts
 - 3,500 feet of water main replacement
 - 2,500 feet of sewer main replacement
 - 1,000 feet of drain replacement / 20 Infiltration Trenches
 - 7,000 feet of gas main replacement (National Grid)
- Pavement Management
 - 3,000 feet of road reconstruction
 - 4,000 feet of sidewalk rehabilitation
 - 5,000 feet of mill & overlay
- Town-Wide Pavement Condition Index: **65**
- Total Work Backlog: **\$85+ million**

Road Program Goals

Road Reconstruction Progress



Road Program Goals

Program Activities

● Maintenance and Repair

- Mill and overlay repairs
- Full depth patch
- Crack sealing
- Sidewalk reconstruction

● Road Reconstruction

- Road reclamation
- Mill and overlay



Road Program Goals

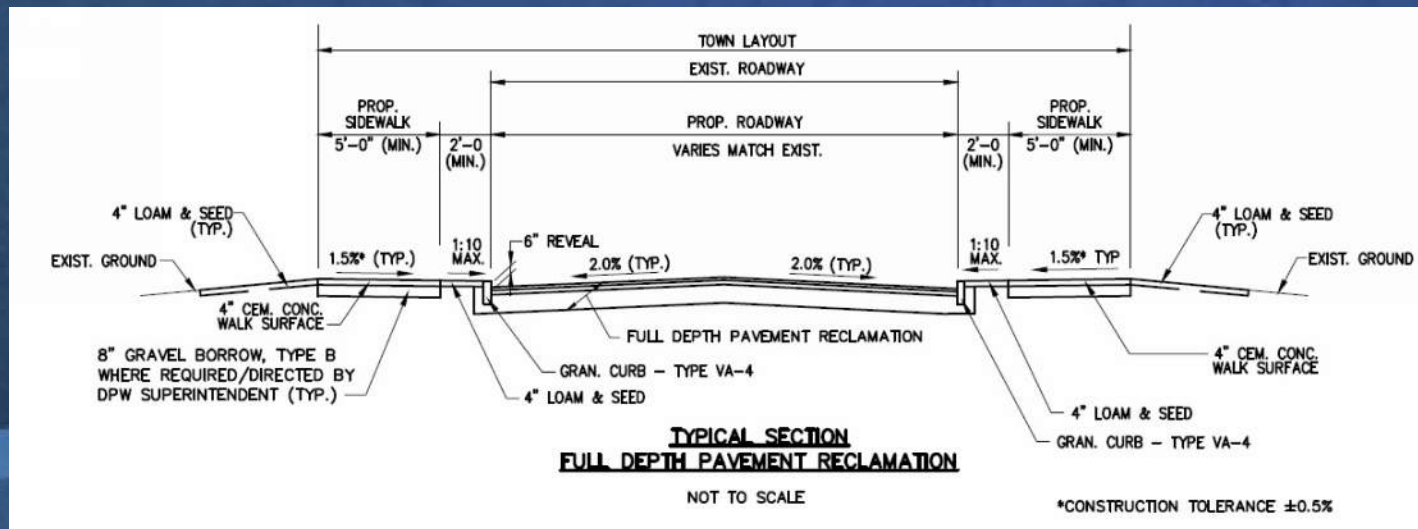
Maintenance, Repair & Reconstruction

- Provide a variety of maintenance treatments to prolong the useful life of less deteriorated roadways
- Coordinate road reconstruction activities with capital planning and utility work
- Seek long term planning and alternative funding for large-scale projects
- Improve accessibility and safety for all users by using “Complete Streets” principles

Road Program Goals

Typical Elements of Road Reconstruction

- Road reclamation and paving
- Drainage repairs
- Curbing
- Concrete sidewalks
- ADA Accessibility
- Grass borders and street trees



2023 Road Reconstruction Recap

Completed Streets and Remaining Construction

- Taylor Street
- Bradshaw Street
- Loomis Avenue, Bates Road & East Bates Road
- Francis Street
- Nash Street & Essex Street
- Highland Avenue
- Belmont Street in Conjunction with the City of Cambridge

2023 Road Reconstruction Update

Taylor Street



Before
Work Complete



After

2023 Road Reconstruction Update

Bradshaw Street



Before



After

Work Complete

2023 Road Reconstruction Update

Loomis Avenue, Bates Road & East Bates Road



Loomis Ave - Before



Bates Road - Before



East Bates Road - Before



Loomis Ave - After



Bates Road - After



East Bates Road - After

2023 Road Reconstruction Update

Francis Street



Before



After

Work Complete

2023 Road Reconstruction Update

Nash Street & Essex Street



Nash Street - Before



Nash Street - After



Essex Street - Before



Essex Street - After

2023 Road Reconstruction Update

Highland Avenue



Highland Ave - Before



Highland Ave - After

50% Complete – Documentation Ongoing

2023 Road Reconstruction Update

Belmont Street in Conjunction with Cambridge



Belmont Street - Before



Belmont Street - After

Estimated Completion – December 15, 2023

Developing the List

- ## ● Driveway Ordinance

-
- The diagram illustrates a roadway cross-section with a 15% longitudinal slope. The roadway surface has a 7.5% cross slope on both sides. A 3'-0" minimum cross slope is indicated for the shoulder area. The shoulder has a 5% to 15% slope. A 6'-6" minimum low side transition is shown for the low side. The diagram also shows a sidewalk with a 1.5% slope, a high side transition, a curb, and the edge of the roadway. Key dimensions include a 2' distance from the HSL to the curb and a 6" curb height.

2024 Road Reconstruction

Utility Coordination & Capital Planning

- Water main replacement program
 - Cottage Street
 - Sawin Street
 - Cottage Lane
 - Molloy Street
 - Lyons Street
 - Sexton Street
 - Mt Auburn Valve Replacement Program
- Sanitary sewer and storm sewer repairs
 - CIP Phase 3 and 4
- National Grid plans to complete about 2.1 miles of gas main replacement in CY 2024 with 5.9 miles of total repairs in design development

2024 Road Reconstruction List

Proposed Streets

- George Street
- Bromfield Street
- Mangano Court
- Grandview Avenue
- Dwight Street

FY23 Streets to be Completed in FY24

- Chapman Street

2024 Road Reconstruction List

George Street



George Street

- Gas main replaced; water main replaced
- Lack of curb, sidewalks in poor condition
- Multiple cross & mainline trenches

Approx. 1,000 feet long– 24 feet wide

2024 Road Reconstruction List

Bromfield Street



Bromfield Street

- Gas main replaced; water main replaced
- Lacks consistent curb
- Significant cracking and spalling

Approx. 1,200 feet long – 24 feet wide

2024 Road Reconstruction List

Mangano Court



Mangano Court

- Gas main replaced; sewer and drain replaced
- Broken/lack of curb
- Sidewalks in poor condition
- Significant cracking, spalling, and potholes

Approx. 350 feet long – 24 feet wide

2024 Road Reconstruction List

Grandview Avenue



Grandview Avenue

- Gas main replaced; sewer and drain replaced
- Some curb
- Cracking and spalling

Approx. 500 feet long – 24 feet wide

2024 Road Reconstruction List

Dwight Street



Dwight Street

- Gas main replaced; sewer and drain replaced
- Significant cracking, spalling, potholes
- Significant mainline trenches and patch repairs
- No curb

Approx. 300 feet long – 24 feet wide

Capital Projects

- Watertown Square
- Arsenal Street
- Long Streets / Connectors
 - Highland Avenue
 - Morse Street
 - Fifth Ave
 - Springfield Street
 - Riverside Street
- Mount Auburn Street



Mount Auburn Street
A Complete Streets **Project**



Capital Projects and Planning

Watertown Square

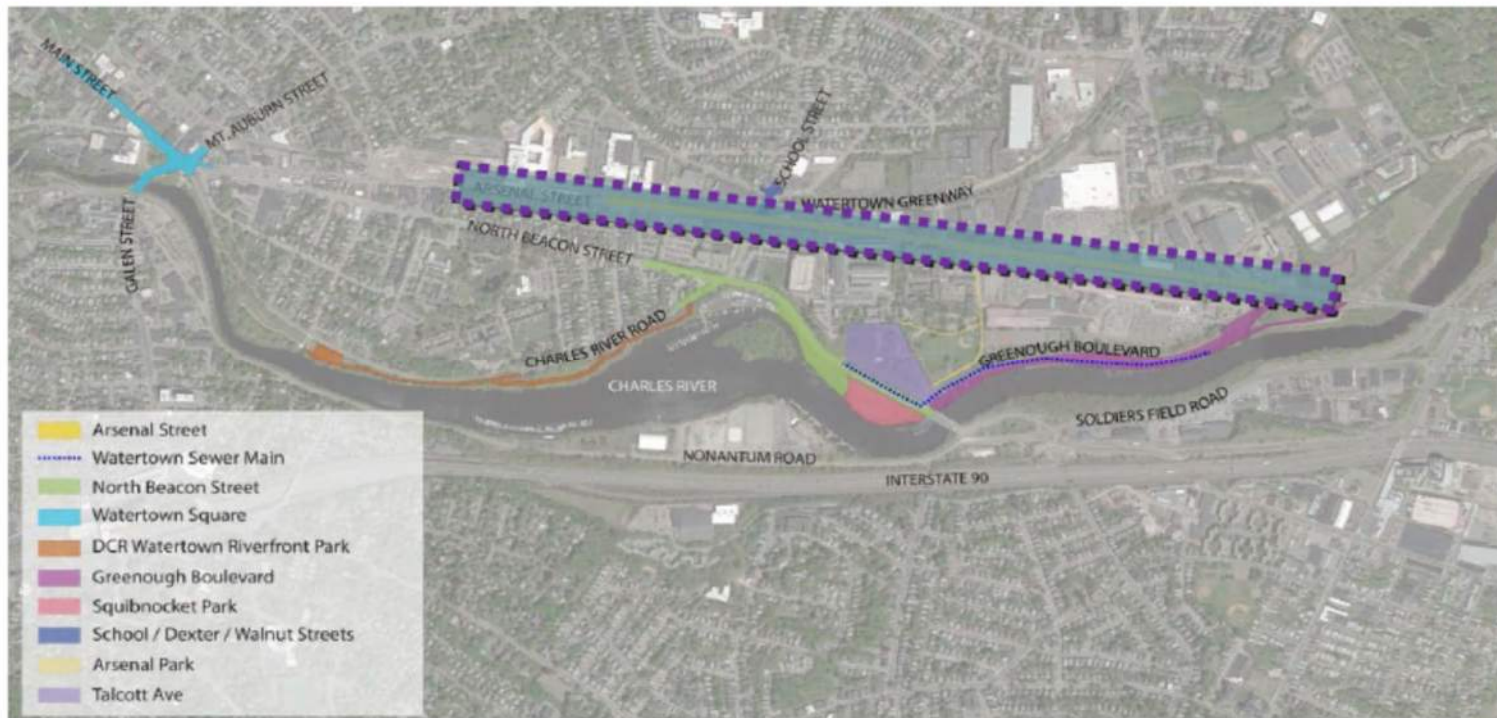
- Further investigate and implement recommendations of Arsenal Street Corridor Study for Watertown Square
- MassDOT design and funding for Galen Street/Nonantum Road/Watertown Street intersection



Capital Projects and Planning

Arsenal Street Corridor

- Louise Street intersection completed as mitigation
- Scheduled to be completed as part of the MassWorks program



Capital Projects and Planning

Long Street / Connectors

- Highland Ave – Under Construction, Estimated FY24
- Morse Street – Ready for bidding process
- Fifth Ave – In Design Development/Coordination
- Springfield Street – Ready for design
- Riverside Street – Requires gas utility work

Mitigation Projects and Planning

Coolidge Avenue

- Offsite Coolidge Avenue Improvements are progressing through closeout procedure.
- Final inspections are being performed and any repairs and open items are being compiled into a report to issue to the general contractor.



Capital Projects and Planning

Mt. Auburn Street

- Easements have been coordinated with abutters
- Bid process is ongoing, bid opening December 2023
- Utility improvements associated with NGRID gas and water service lead removal programs are actively being completed



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Questions?

2024 Road Reconstruction List

Proposed Streets

- George Street
- Bromfield Street
- Mangano Court
- Grandview Avenue
- Dwight Street

FY23 Streets to be Completed in FY24

- Chapman Street



George J. Proakis
City Manager

CITY OF
WATERTOWN
Office of the City Manager

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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: December 7, 2023

RE: Request for Confirmation – Reappointments to the Historic District Commission

Pursuant to the provisions of the Watertown Home Rule Charter and Town Council Ordinance 2007-46, An Ordinance on the Timing and Process of Appointments to Town Boards, Commissions and Committees, I am transmitting herewith a request for reappointments to the Historic District Commission which requires Council confirmation.

- Robert Bloomberg – Reappointment as a member of the Historic District Commission to a term expiring November 15, 2026
- Elizabeth Hayes – Reappointment as a member of the Historic District Commission to a term expiring November 15, 2026
- Jae Hyoun Kim – Reappointment as a member of the Historic District Commission to a term expiring November 15, 2026

Thank you for your anticipated cooperation in this matter.