



City Council Meeting

Tuesday, April 9, 2024 at 6:30 PM
Richard E. Mastrangelo Council Chamber

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on April 9, 2024 at 6:30 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. EXECUTIVE SESSION - 6:30 P.M.
 - A. Executive Session pursuant to G.L. c. 30A, sec 21(a)(3) to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares - Robert Degeis v. City of Watertown, Department of Industrial Accidents Case No. 4162195
- 3. RETURN FROM EXECUTIVE SESSION 7:00 P.M.
- 4. PLEDGE OF ALLEGIANCE
- 5. PUBLIC FORUM
- 6. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
 - A. Minutes from City Council Meeting March 26, 2024
- 7. PRESIDENT'S REPORT
- 8. PRESENTATION OF PETITIONS, PROCLAMATIONS, AND SIMILAR PAPERS AND MATTERS
 - A. Arbor Day Proclamation
- 9. PUBLIC HEARINGS
 - A. Public Hearing and Vote on a Zoning Code Amendment Regarding Short Term Rentals

- B. Public Hearing and Vote on an Amendment to the FY2024 Budget to Fund WMEG Agreement
- 10. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
 - A. Resolution Authorizing a Transfer of Funds in the Amount of \$20,000 from the FY24 Procurement Full Time Salaries Account to the FY24 Procurement Contracted Services Account
 - B. Resolution Authorizing a Transfer of Funds in the Amount of \$35,000 from the FY24 City Council Reserve to the FY24 BB&N Field Lights Account
 - C. First Reading on a Proposed Loan Order that the sum of \$2,625,000.00 is appropriated to pay costs of the reconstruction of various streets and sidewalks as part of the Fiscal Year 2024 - 2028 Capital Improvement Program, including George Street, Bromfield Street, Mangano Court, Grandview Avenue, and Dwight Street, and including costs of the design, engineering, construction, construction administration services, installation of curbing, bicycle lanes, tree plantings and other appurtenant work, and further including the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.
- 11. REPORTS OF COMMITTEES
- 12. NEW BUSINESS
- 13. COMMUNICATIONS FROM THE CITY MANAGER
 - A. Request for Confirmation of Appointment to the Stormwater Advisory Committee
 - B. Request for Confirmation of Reappointment to the Board of Assessors
 - C. Request for Confirmation of Reappointment to the Traffic Commission
 - D. Community Development & Planning Organizational Update
- 14. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
- 15. ANNOUNCEMENTS
- 16. PUBLIC FORUM
- 17. 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



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: April 4, 2024

RE: Agenda Item – Executive Session

After discussion with the Honorable City Council President Mark S. Sideris, I respectfully request an Executive Session be placed on the April 9, 2024, City Council Agenda. The reason for the Executive Session will be to discuss strategy with respect to pending litigation in the matter of Robert Degeis v. City of Watertown.

In accordance with Rule 2.10 of the Rules of the City Council, please be advised the Executive Session will be held at 6:30 PM.

Thank you for your consideration.

MARCH 26, 2024



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

CITY COUNCIL MEETING

TUESDAY, MARCH 26, 2024, 7:00 P.M.

RICHARD E. MASTRANGELO COUNCIL CHAMBER

ADMINISTRATION BUILDING, 149 MAIN STREET

MINUTES

ACCESS INFORMATION:

A. This meeting will be held on March 36, 2024 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>

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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

Arik Colbath – 26 Westland Rd – Inquired about a possible Short-Term Rental Ban. He has a spare bedroom that he rents out via AirBnB. He stated that he rents the room out for supplementary income, as his full commission job has volatility in a struggling economy. He asked for a timetable of when a policy will be made in Watertown.

Councilor Piccirilli read the following email submitted by former Councilor Angeline Kounelis:

Greetings:

Has the cart been placed before the horse? As I read the narrative within the attached memorandum to the Honorable City Council, I wondered who initiated the City Logo project? Was the project fully vetted with the Legislative Body, prior to, not after the fact, to determine need, cost, implementation, etc., etc.

"My administration began working with Sabastian Ebarb of the graphic design company Nahi in 2023 to create a logo and associated brand for the City of Watertown."

Who authorized the undertaking of the City Logo project in 2023, and at what cost? Was there a gratis arrangement with the design company? Carte blanche does not offer transparency when working with taxpayer dollars for municipal changes.

"Please note that the project does not affect the City seal, which will continue to be used for official purposes."

In my opinion: the proposed "Logo" is the precursor to the gradual elimination of the City Seal. A segue to send the City Seal into obscurity for "official purposes", only.

Once again; where was the community input? Who is "we believe" in the statement that follows:

"While implementation will take time, we believe this project will ultimately create unity and consistency in the image of the City we project to the community."

Unity is: "In Pace Condita," (founded in peace)

"Consistency" is the use of one, City of Watertown Seal that speaks for itself. Not to be confused with a second, branding of Watertown Logo.

4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS

A. Minutes from City Council Meeting March 12, 2024

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

The motion passed unanimously in a Voice Vote.

5. PRESIDENT'S REPORT

President Sideris announced that on April 9th, the Council will be taking up the Short-Term Rental Ordinance. It will be a Public Hearing, and the Public is welcome to voice their input.

President Sideris then stated that he anticipates the Short-Term Rental Public Hearing to take up the majority of time on the 9th, so there will be some items pushed to the following meeting, and there will also be a Special Meeting of the City Council on the April 30th where the sole item will be the FY25 Budget.

6. PUBLIC HEARINGS

A. First Reading on an Amendment to the FY 2024 Budget to fund the WMEG Agreement

City Manager Proakis announced that the City has come to an agreement with the Watertown Municipal Employees Group which is the union that manages many employees who work in City Hall as well as managers at DPW and various other positions. This item reflects the amount of money, \$160,500, needed to move into Council Reserves to pay for the agreement.

B. Public Hearing and Vote on a Proposed Ordinance regarding Planning Board Alternates

President Sideris stated that this item of adding an alternate to the Planning Board has gone through the proper channels of Committees and a First Reading.

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

The Ordinance was approved unanimously in a Voice Vote.

C. Public Hearing and Vote on a Proposed Amendment to the Fiscal Year 2024 Budget to fund the DPW Collective Bargaining Agreement

City Manager Proakis stated that this is to move \$44,050 to allow funds to be in place to execute the new Teamsters contract.

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

The Amendment was approved unanimously in a Roll Call Vote.

7. MOTIONS, ORDINANCES, ORDERS, AND RESOLUTIONS

- A. Resolution Approving the Acceptance of a Gift of Funds in the Amount of \$1,100 from Watertown Savings Bank to offset expenditures related to the Annual Whoville Jubilee & Official Tree Lighting.

City Manager Proakis thanked the Watertown Savings Bank for their generous donation for this event.

Councilor Piccirilli moved to accept the Gift of Funds and Councilor Feltner seconded.

The Gift of Funds was accepted unanimously in a Voice Vote.

- B. Resolution Approving the Acceptance of a Gift of Funds in the Amount of \$100 from Roche Bros. to offset expenditures related to the Watertown Food Panty

City Manager Proakis thanked Roche Bros. for their contributions to the Food Pantry.

Councilor Piccirilli moved to accept the Gift of Funds and Councilor Feltner seconded.

The Gift of Funds was accepted unanimously in a Roll Call Vote.

- C. Resolution Authorizing a Transfer of Funds in the Amount of \$15,000 from the FY2024 City Council Reserve to the FY2024 City Attorney Litigation Account

City Manager Proakis stated that this is a request for a \$15,000 transfer ensure funds for the remainder of the fiscal year. He continued to state that it isn't particularly surprising considering the amount of contract negotiations that have transpired this year.

Councilor Piccirilli moved to approve the Transfer of Funds and Councilor Feltner seconded.

The motion passed unanimously in a Roll Call Vote.

- D. Consideration and Approval of Exemption of Interests of an Existing School Department Employee serving as Cheerleading Coach in a Contract with the City to Serve as Constituent Services Representative in Response to Disclosures Filed with the City Clerk by the Prospective Employee and Certification by the City Manager that No Employee of that Department is Available to Perform the Services of Constituent Services Representative as Part of their Regular Duties in Accordance with G.L. c. 268A, sec 20(b)

City Manager Proakis remarked on the familiar practice of the 20(b) exemptions which is where a municipal employee takes on an additional job such as a summer recreation employee or after school coach. In the case of Stephanie Owens, she had been a cheerleading coach, and then she was offered the position of Constituent Services Representative.

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

The motion passed unanimously in a Voice Vote.

8. REPORTS OF COMMITTEES

- A. Committee of the Budget and Fiscal Oversight Report regarding its meeting on March 11, 2024 - Piccirilli, Chair

ACTION ITEM:

To recommend to the City Council to increase the Personal Property Tax Exemption from \$5,000 to the G.L. Chapter 59, Section 5, Clause 54 statutory limit of \$10,000

Councilor Piccirilli presented the report.

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

The report was accepted unanimously in a Voice Vote.

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

The Action Item was approved unanimously in a Voice Vote.

9. NEW BUSINESS

There was no New Business

10. COMMUNICATIONS FROM THE CITY MANAGER

- A. City Logo

City Manager Proakis stated a lack of continuity with images on letterheads and cards etc., and over the course of the past few months, they have been working to create a more unified logo. He stated that this proposed logo would not replace or affect the City Seal, and noted that the Seal is an important part of Watertown's past, present, and future, and is here to stay. However, the Seal scales poorly to letterhead and cards due to the intricacies and multitude of images. The logo's purpose is to be identifiable and flexible while representative.

The presentation is attached in the Addendum

President Sideris remarked that this would be an appropriate referral to a committee, and that it is a policy decision of the Council. He asked for a referral to the Committee on Personnel and City Organization

Councilor Piccirilli moved to refer the item to the Committee on Personnel and City Organization and Councilor Palomba seconded.

Councilor Feltner remarked that she saw this as a marketing tool and asked if the Committee on Economic Development and Planning should be involved as well.

President Sideris stated that he did not want a joint committee at this time.

The motion passed unanimously in a Voice Vote.

B. Update on City Grants

City Manager Proakis stated that the administration believes it to be very important to hire an individual that specifically looks for and procures grants. He continued to state that there are several large grants that will be coming into play in short order including a federal grant for transportation. He stated that in this past year the Watertown Police Dept. has received over \$289,000 in grants this past year for 911 support, the Fire Dept has received \$36,000 for hazardous materials equipment, Public Buildings has received over \$76,000 dedicated for electric vehicles, and Senior Services has received grants of over \$52,000 in various assistance programs. This is all in addition to \$152,000 that the Council Committed to the Food Pantry and Library. He concluded that the administration will continue to be active in acquiring grants.

President Sideris recognized that the School Department gets a significant amount of grants, which if they didn't get, would fall back on the City to help operate the schools.

Councilor Gardner asked what the status was on hiring an individual to fit the role of grant procurer.

City Manager Proakis replied that its description is still to be fully articulated, and that they hope to post the job soon.

City Manager Proakis then addressed the next Watertown Square Planning Meeting which will be held on April 4th at 66 Galen Street. In particular, he stressed the importance of that meeting as one idea for streetscape and one idea for zoning will be presented with the intent to move forward with. While it's not the last chance to address changes, it is a key moment in the process with the consultants. After the meeting, they will take that feedback and bring forward a documented plan to the Council and the Planning Board.

He continued to address MBTA Communities Law, and while Watertown needs to be compliant by the end of the year, the administration's approach on revitalizing the square has always been a holistic one. In addition to updating the by right zoning, the importance of high design standards and public benefits have always been the driving forces in developing the square.

Mr. Proakis then remarked on the collaborative process on 5 previous Watertown Square Meetings where many voices of different opinions were heard, and that this upcoming 6th meeting's content is representative of those meeting's results. He addressed concerns that some members of the public have from a potential by right zoning map that would include the entire square and would create a potential zoning capacity of over 6,000 units, but he clarified that zoning capacity does not equate to actual units being built, and is in no way a mandate to create that many units.

He concluded in saying that at the end of the day he needs to provide one option to present to the Council, and that he strongly encourages everyone who is interested in the process to engage in the April 4th meeting.

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

Councilor Feltner asked for an update on the Moore Street reconstruction project and also asked to get a list of community spaces that are available – specifically in the west garages of Arsenal Park and potentially 500 Forge.

12. ANNOUNCEMENTS

Councilor Izzo announced that she will be having her annual City Councilor Meeting on Monday April 8th from 6:00 PM -7:30 PM.

Councilor Airasian announced Watertown Cable Access Corporation’s Grand Opening Celebration on April 11th from 4:00 PM- 7:00 PM. There will be a ribbon cutting, light refreshments, an opportunity to meet the staff, and tours.

Councilor Sideris announced that an Ad Hoc Committee has been formed to interview the HRC appointees. Councilor Bays will Chair, and Councilor Piccirilli and Councilor Garder will be members.

13. PUBLIC FORUM

There were no participants in Public Forum.

14. RECESS OR ADJOURNMENT

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

The motion was adopted unanimously in a Roll Call Vote.

The meeting adjourned at 7:51 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 March 26, 2024.

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, March 26, 2024 at 7:00 PM
List of Documents

1. Amendment to FY24 Budget WMEG – Item 6A
2. Planning Board Alternate Ordinance – Item 6B
3. Amendment to FY24 Budget DPW Collective Bargaining – Item 6C
4. Gift of Funds Watertown Savings Bank – Item 7A
5. Gift of Funds Roche Bros – Item 7B
6. Transfer of Funds FY24 Council Reserve – FY24 City Litigation – Item 7C
7. Municipal Employee Exemption – Item 7D
8. Committee of the Budget and Fiscal Oversight – Item 8A
9. City Logo Presentation – Item 10A
10. Former Councilor Kounelis Email

ADDENDUM TO THE MINUTES OF THE MARCH 26, 2024 CITY COUNCIL MEETING



City Council Meeting

Tuesday, March 26, 2024 at 7:00 PM
Richard E. Mastrangelo Council Chamber

Agenda

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- A. Committee of the Budget and Fiscal Oversight Report regarding its meeting on March 11, 2024 - Piccirilli, Chair
- ACTION ITEM:
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- A. City Logo
 - B. Update on City Grants
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George J. Proakis
City Manager

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Office of the City Manager

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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: March 21, 2024

RE: Proposed Amendment to the Fiscal Year 2024 Budget

I respectfully request your favorable consideration of the attached Proposed Amendment to the Fiscal Year 2024 Budget.

The Proposed Amendment is related to the Memorandum of Agreement Between the City of Watertown and Watertown Municipal Employee Group for Successor Collective Bargaining Agreement that was ratified on March 13, 2024.

I respectfully request this Amendment be placed on the March 26, 2024 City Council Agenda as a First Reading amending the Fiscal Year 2024 Budget.

Thank you for your favorable consideration in this matter.

**FISCAL YEAR 2024
BUDGET AMENMENT #4**

REVENUE	INCREASE (DECREASE)	TO READ
OTHER FINANCING SOURCES - TRANSFER FROM COLLECTIVE BARGAINING STAB		
00100970-497100	\$ 160,500	\$ 640,550
TOTAL REVENUE ADJUSTMENT	<u>\$ 160,500</u>	
EXPENDITURES	INCREASE (DECREASE)	TO READ
CITY COUNCIL RESERVE		
0111152-570780	\$ 160,500	\$ 4,746,385
TOTAL EXPENITURE ADJUSTMENT	<u>\$ 160,500</u>	

CITY COUNCIL ATTENDANCE
MEETING DATE: MARCH 26, 2024

	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: MARCH 26, 2024

	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 from City Council Meeting March 12, 2024

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: MARCH 26, 2024**

	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 Ordinance to add and alternate to the Planning Board.



Watertown City Council

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

ORDINANCE # 28

2024 – O – 28

AN ORDINANCE TO ADD AN ASSOCIATE MEMBER TO THE PLANNING BOARD AND TO REVISE THE CITY CODE TO REFLECT CURRENT LAW AND PRACTICE

WHEREAS: the provisions of the City of Watertown Code of Ordinances relative to the Planning Board reflect a Town bylaw enacted on June 6, 1913, and so predates the City's transition to a city form of government; and

WHEREAS: laws and regulations applicable to the Planning Board have changed significantly since the Planning Board bylaw was passed; and

WHEREAS: Title III, Chapter 31, §31.64 of the City Code currently provides for the election of the Planning Board; and

WHEREAS: Article IX, §9-6(a)(iv) of the Watertown Home Rule Charter specifies that the Planning Board shall be appointed by the City Manager, subject to approval of the City Council; and

WHEREAS: the City seeks to update the Planning Board section of the Code of Ordinances to reflect current law and practice; and

WHEREAS: the City seeks to add an associate member to the Planning Board pursuant to the provisions of the Zoning Act, G.L. c. 40A, §9; and

WHEREAS: Title III, Chapter 31, §31.66 of the Code of Ordinances concerning the Board of Appeals is improperly titled "Planning Board".

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that Title III, Chapter 31, §§31.64 and 31.66 of the Watertown Code of Ordinances, Planning Board, are hereby amended, by deleting said §§31.64 and 31.66 in their entirety and replacing those sections with the language as follows:

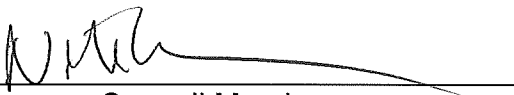
§ 31.64 Planning Board.

- (A) The Planning Board of the City of Watertown shall consist of five (5) members and one (1) associate member to be appointed by the City Manager, subject to the approval of the City Council.
- (B) Members and the associate member shall be appointed to three (3) year terms beginning on February 15th of the year of appointment. Members' terms shall be arranged so that the term of at least one member expires each year.

- (C) The Planning Board shall be empowered to carry out all duties entrusted to it by law and regulation, including, but not limited to, development of a comprehensive plan and administration of the Subdivision Control Law pursuant to G.L. c. 41 as well as actions pursuant to the Zoning Act, G.L. c. 40A. The Planning Board shall also have the powers granted to it by the Home Rule Charter and Code of Ordinances.
- (D) Upon the adoption of any regulation by the Planning Board, the Planning Board shall forthwith notify the Council President and City Manager.
- (E) The associate member shall be entitled to participate in all Planning Board meetings and discussions, but shall have no vote unless the Planning Board chair shall designate the associate member to sit as a member for the sole purpose of acting on a special permit application upon the absence, inability to act, or conflict of interest of any member of the Planning Board or upon a vacancy on the Planning Board.
- (F) No member or associate member of the Planning Board shall represent before such board any party of interest in any matter pending before it.

§ 31.66 Board of Appeals.

[On 3-29-1937, the Town voted to amend the Zoning Bylaw to provide for appeals of Building Inspector decisions. In conjunction with that amendment, the Town voted to authorize the Selectmen to appoint a Board of Appeals of three members and two associate members, with staggered terms of three years.]



Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above Ordinance was adopted by a vote of 9 for and 0 against on March 26, 2024.



Brendan T. McCarthy, Council Clerk



Mark S. Sideris, Council President

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



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: March 8, 2024

RE: Agenda Item – First Reading on Proposed Amendment to Planning Board Alternates Ordinance

As you are aware, at the February 27, 2024 City Council Meeting, the Honorable City Council accepted a Committee on Economic Development & Planning Report and adopted the following Action Item: “To recommend that the City Council proceed with a future Public Hearing for the proposed amendment to the Planning Board ordinance to add an associate member, as written.”

As a follow-up to the Honorable City Council’s action at the February 27th City Council Meeting, enclosed please find correspondence from Steven Magoon, Assistant City Manager for Community Development and Planning regarding the proposed amendment to Planning Board alternates ordinance.

Therefore, given the above, I respectfully request a First Reading on Proposed Amendment to Planning Board Alternates Ordinance be placed on the March 12, 2024 City Council Agenda.

Thank you for your consideration in the matter.

Hand, JoAnna

From: Magoon, Steve
Sent: Thursday, March 7, 2024 3:53 PM
To: Hand, JoAnna; Osmond, Marsha
Cc: Proakis, George; Schreiber, Gideon; Marchesano, Ingrid; Mark R. Reich
Subject: Alternate Planning Board Member

I am writing to provide some additional information regarding the need for an alternate member of the Planning Board.

When the Planning Board was created, there were very few instances where the Planning Board was the Permit Granting Authority, and an alternate member was only allowed to participate when the Planning Board had this authority. Therefore, an alternate member wasn't pursued, as anyone serving would rarely have a role. The Planning Board has taken on an expanded role as Special Permit Granting Authority over the years, including the Pleasant Street Corridor District and the Regional Mixed Use District.

In Special Permit cases in accordance with Massachusetts general Laws, in order for the Board to grant approval, it requires a super majority of 4 members voting in favor. As many complicated cases can take multiple meetings to decide, any absence by a member can create scheduling problems. This often requires cases to be delayed, creating confusion for the public and unnecessary delays in the process. Last minute continuations of cases doesn't serve anyone involved in the process well.

A final reason to now consider adding an alternate member is pending legislation that would allow an alternate member to participate in a broader range of Board business, thereby making service in this role more meaningful for a volunteer.

Therefore, I would fully support the requested amendment to add an alternate member to the Planning Board.

Steve Magoon
Assistant City Manager for Community Development and Planning
Watertown Administration Building
149 Main Street
Watertown, MA 02472
Office 617 972-6417
Direct 617 715-8661
Cell 617 987-1136

Order Confirmation

Marilyn Pronvost
Watertown City Council
149 Main Street
Watertown, MA 02472

Thank you for placing your Legal Notice in The Boston Globe.

Your order information and a preview of your notice are displayed below for your review. If there are any changes or questions, please contact the Classified Department at 617-929-1314 or email legals@globe.com.

Any and all proposed edits, revisions, and/or other changes to the notice must be communicated to us in writing prior to the deadline specified in the Advertising Specs + Deadlines page located at <https://www.bostonglobemedia.com/specs-deadlines>.

Thank you,
Boston Globe Classified Sales

617-929-1314
Monday - Friday 9:30 am - 4:30 pm
legals@globe.com

Order Number	730585	Order Price	\$405.59
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	03/16/2024	Last Run Date	03/16/2024
Payment Type			

AD PREVIEW:

The City Council of the City of Watertown hereby gives notice of a public hearing and vote on Tuesday, March 26, 2024, at 7:00 PM, in the Richard E. Mastrangelo Chamber, Administration Building, 149 Main Street, Watertown, MA on a proposed Ordinance by the City Council of the City of Watertown that Title III, Chapter 31, §§31.64 and 31.66 of the Watertown Code of Ordinances, Planning Board, are hereby amended, by deleting said §§31.64 and 31.66 in their entirety and replacing those sections with the language as can be found at this web address: <https://watertownma.portal.civicclerk.com/event/5618/files/report/471>. A copy of the proposed Ordinance is available for inspection at the Administration Building, 149 Main Street, Watertown, MA 02472 in the City Council Office, Monday through Friday, 10:00 am to 2:00 pm, and at the City Clerk's Office, Monday through Thursday, 8:30 am through 5:00 pm.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: MARCH 26, 2024

	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 FY24 Budget Amendment to compensate for the DPW Collective Bargaining Agreement.



Watertown City Council

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

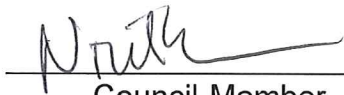
ORDER # 29

O-2024- 29

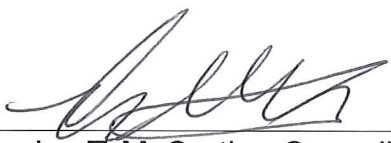
ORDER ADOPTING AN AMENDMENT TO THE FISCAL YEAR 2024 BUDGET

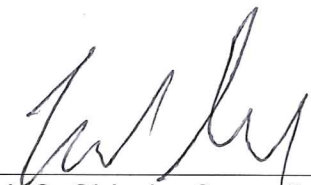
BE IT ORDERED: That the City Council of the City of Watertown hereby adopts an amendment to the Fiscal Year 2024 General Budget as attached.

BE IT FURTHER ORDERED: That a copy of said Order be forwarded to the City Auditor and City Treasurer.


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 9 for, 0 against, and 0 present on March 26, 2024.


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: March 7, 2024

RE: Proposed Amendment to the Fiscal Year 2024 Budget

I respectfully request your favorable consideration of the attached Proposed Amendment to the Fiscal Year 2024 Budget.

The Proposed Amendment is related to the Memorandum of Agreement Between the City of Watertown and Teamsters, Local 25 (DPW Unit) For Successor Collective Bargaining Agreement that was signed on February 9, 2024.

I respectfully request this Amendment be placed on the March 12, 2024 City Council Agenda as a First Reading amending the Fiscal Year 2024 Budget.

Thank you for your favorable consideration in this matter.

FISCAL YEAR 2024 BUDGET AMENDMENT #3

REVENUE	INCREASE (DECREASE)	TO READ
OTHER FINANCING SOURCES- TRANSFER FROM COLLECTIVE BARGAINING STAB 00100970-497100	\$ 44,050	\$ 480,050
TOTAL REVENUE ADJUSTMENT	<u>\$ 44,050</u>	

EXPENDITURES	INCREASE (DECREASE)	TO READ
CITY COUNCIL RESERVE 0111152-570780	\$ 44,050	\$ 4,585,885
TOTAL EXPENDITURE ADJUSTMENT	<u>\$ 44,050</u>	



Boston Globe Media

Order Confirmation

Marilyn Pronvost
Watertown City Council
149 Main Street
Watertown, MA 02472

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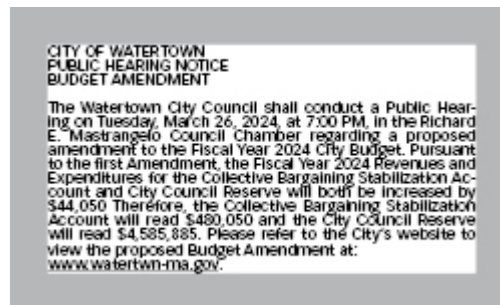
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Thank you,
Boston Globe Classified Sales

617-929-1314
Monday - Friday 9:30 am - 4:30 pm
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Order Number	730586	Order Price	\$405.59
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Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	03/16/2024	Last Run Date	03/16/2024
Payment Type			

AD PREVIEW:



The Boston Globe | Classified Advertising Proof | Printed on: Mar 15 2024

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: MARCH 26, 2024**

	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 Gift of Funds from the Watertown Savings Bank in the sum of \$1,100.



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

RESOLUTION # 30

R-2024 - 30

RESOLUTION APPROVING THE ACCEPTANCE AND EXPENDITURE OF GIFTS OF FUNDS

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

WHEREAS: A generous donation from Watertown Savings Bank in the amount of \$1,100 given to offset expenditures related to the Annual Whoville Jubilee & Official Tree Lighting that was held on Saturday evening December 2nd, 2023, at the Commander's Mansion.

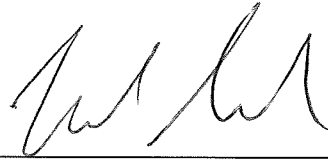
NOW THEREFORE BE IT RESOLVED: That the City Council of the City of Watertown, hereby accepts and appropriates, pursuant to Massachusetts General Laws Chapter 44, Section 53A, monetary gift in the amount of \$1,100 received from Watertown Savings Bank for the Annual Whoville Jubilee & Official Tree Lighting Event.

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 9 for, 0 against, and 0 present on March 26, 2024.



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

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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: March 11, 2024

RE: Agenda Item – Approval of Gift and Expenditures

I am pleased to inform you that Tammy F. McKenna, Events Manager, received a generous donation from Watertown Savings Bank in the amount of \$1,100 to offset expenditures related to the Annual Whoville Jubilee & Official Tree Lighting that was held on Saturday, December 2nd, 2023, at the Commander's Mansion.

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

I respectfully request the attached Resolution approving this gift expenditure be placed on the March 26, 2024, City Council Agenda.

Thank you for your consideration and action on this matter.

Osmond, Marsha

From: Fernandez-McKenna, Tammy
Sent: Monday, February 26, 2024 4:47 PM
To: Osmond, Marsha
Subject: WSB thank you!

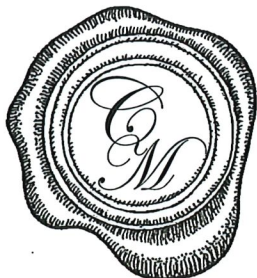
Hello –

I would like to thank Watertown Savings Bank for their generous sponsorship to the annual Whoville Jubilee & City Tree Light event this past December (2023).

Their donation allowed us to provide free train rides that evening and they also participated by managing the train ride guest experience handing out cookies and glow bracelets!

Watertown Savings Bank is a constant supporter of community events and we are very grateful for their engagement in our community!

Tammy F. McKenna
Events Manager, City of Watertown
& Commander's Mansion



Commander's Mansion
440 Talcott Ave | Watertown | Massachusetts | 02472
p. 617.926.7755 | f. 617.972.6599
www.commandersmansion.com
info@commandersmansion.com

Follow us on [Instagram](#) & [Facebook](#)

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: MARCH 26, 2024

	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 Gift of Funds from Roche Bros. in the sum of \$100.



Watertown City Council

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

RESOLUTION # 31

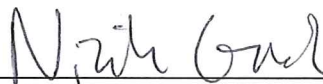
R-2024- 31

RESOLUTION APPROVING THE ACCEPTANCE AND EXPENDITURE OF GIFTS OF FUNDS

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

WHEREAS: A generous donation from Roche Bros. in the amount of \$100 given to offset expenditures related to the Watertown Food Pantry.

NOW THEREFORE BE IT RESOLVED: That the City Council of the City of Watertown, hereby accepts and appropriates, pursuant to Massachusetts General Laws Chapter 44, Section 53A, monetary gift in the amount of \$100 received from Roche Bros. for the Watertown Food Pantry.



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 4 for, 0 against, and 0 present on March 26, 2024.



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

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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: March 11, 2024

RE: Agenda Item – Approval of Gift and Expenditures

I am pleased to inform you that we received a generous donation from Roche Bros in the amount of \$100 to offset expenditures related to the Watertown Food Pantry.

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

I respectfully request the attached Resolution approving this gift expenditure be placed on the March 26, 2024, City Council Agenda.

Thank you for your consideration and action on this matter.



Roche Bros. Supermarkets
11 Hampshire Street
Mansfield, MA
02048
781-235-9400
Fax 781-235-0437

March 1, 2024

City of Watertown
Attn: Marsha Osmond
149 Main Street
Watertown, Ma 02472

Dear Marsha,

Roche Bros. Supermarkets is happy to donate the enclosed gift card for the "Spring Food Drive 2024". This may be used as a raffle prize or to purchase items that you may need for your event. I hope that this will aid in your efforts.

Sincerely,

Danielle D'Olympio
Community Relations Manager



Visit www.rochebros.com for all of our offerings, individual store information and online shopping.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: MARCH 26, 2024

	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 authorize a Transfer of Funds in the amount of \$15,000 from the FY2024 City Council Reserve to the FY2024 City Attorney Litigation Account.



Watertown City Council

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

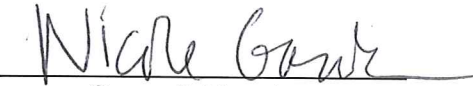
RESOLUTION # 32

2024 – R – 32

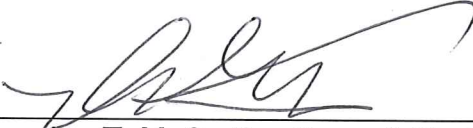
RESOLUTION APPROVING A TRANSFER OF FUNDS FROM FISCAL YEAR 2024 CITY COUNCIL RESERVE TO FISCAL YEAR 2024 CITY ATTORNEY LITIGATION ACCOUNT

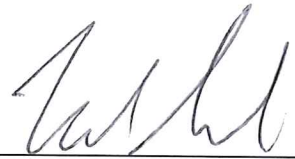
BE IT RESOLVED: That the City Council of Watertown hereby approves the transfer of funds in the amount of \$15,000 from the Fiscal Year 2024 City Council Reserve to the Fiscal Year 2024 City Attorney Litigation Account.

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 7 for, 0 against, and 0 present on March 26, 2024.


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

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Phone: 617-972-6465
www.watertown-ma.gov
citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: March 19, 2024

RE: Agenda Item – Transfer of Funds Request

Attached please find a transfer of funds request in the amount of \$15,000 to the Fiscal Year 2024 City Attorney – Litigation/Legal Services Fund. This proposed transfer of funds request to the City Attorney Litigation/Legal Services Fund is necessary to sufficiently fund services for the remainder of Fiscal Year 2024.

I respectfully request the attached transfer be placed on the March 26, 2024 City Council Agenda.

Thank you for your consideration in this matter.

TRANSFER AMOUNT: \$ 15,000

FROM: FY 2024 CITY COUNCIL RESERVE \$ 15,000
0111152-570780

TO: FY 24 CITY ATTORNEY LITIGATION \$ 15,000
0115152-530309

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

3/19/2024
DATE

Alex J. Jager
CITY AUDITOR

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: MARCH 26, 2024**

	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 Municipal Employee Exemption.

**DISCLOSURE BY MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(b)**

	MUNICIPAL EMPLOYEE INFORMATION
Name of municipal employee:	Stephanie Owens
Title/ Position	Part-time cheerleading coach
Fill in this box if it applies to you.	If you are a municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Agency/ Department	Watertown Public Schools
Agency Address	30 Common St. Watertown, MA 02472
Office phone:	617-926-7700
Office e-mail:	amanda.owens@watertown.k12.ma.us (HR Director)
	Check one: ☐ Elected or ☒ Non-elected
Starting date as a municipal employee.	
BOX # 1 Select either STATEMENT #1 or STATEMENT #2. Write an X beside your financial interest.	ELECTED MUNICIPAL EMPLOYEE I am an elected municipal employee . ☐ STATEMENT #1: I had one of the following financial interests in a contract made by a municipal agency before I was elected to my municipal employee position. I will continue to have this financial interest in a municipal contract. OR ☐ STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☐ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
BOX # 2 Select either STATEMENT #1 or STATEMENT #2.	NON-ELECTED, COMPENSATED MUNICIPAL EMPLOYEE I am a non-elected municipal employee . ☐ STATEMENT # 1: I had one of the following financial interests in a contract made by a municipal agency before I took a position as a non-elected municipal employee. I will continue to have this financial interest in a municipal contract.

Write an X beside your financial interest.	My financial interest in a municipal contract is: ☐ A municipal agency has a contract with me, but not an employment contract. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. -- OR -- ☒ STATEMENT # 2: I will have a new financial interest in a contract made by a municipal agency. My financial interest in a municipal contract is: ☒ I have a non-elected, compensated municipal employee position. ☐ A municipal agency has a contract with me. ☐ I have a financial benefit or obligation because of a contract that a municipal agency has with another person or an entity, such as a company or organization. ☐ I work for a company or organization that has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the city or town has contracted for my services in particular.
FINANCIAL INTEREST IN A MUNICIPAL CONTRACT	
Name and address of municipal agency that made the contract	City of Watertown Constituent Services Department 149 Main St. Watertown, MA 02472
Please put in an X to confirm these facts.	"My Municipal Agency" is the municipal agency that I serve as a municipal employee. The "contracting agency" is the municipal agency that made the contract. ☒ My Municipal Agency is not the contracting agency. ☒ My Municipal Agency does not regulate the activities of the contracting agency. ☒ In my work for my Municipal Agency, I do not participate in or have official responsibility for any of the activities of the contracting agency. ☒ The contract was made after public notice or through competitive bidding.
FILL IN THIS BOX OR THE BOX BELOW	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND YOU. - Please explain what the contract is for. I have been offered a full-time position with the City of Watertown to serve as a Constituent Services Representative in the Constituent Services Department. My coaching takes place during the evening and on weekends and will not conflict with the required hours for the Constituents Services Representative position.
FILL IN	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE CITY OR TOWN AND ANOTHER PERSON OR ENTITY. - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity?

THIS BOX OR THE BOX ABOVE	- What is the contract for?
What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. I currently work as a part-time cheerleading coach for the Watertown Public Schools. I have been offered a full-time position with the City of Watertown to serve as a Constituent Services Representative in the Constituent Services Department earning \$54,620 per year.
Date when you acquired a financial interest	March 28, 2024
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. n/a
Date when your immediate family acquired a financial interest	n/a
Write an X to confirm each statement.	FOR A CONTRACT FOR PERSONAL SERVICES – Answer the questions in this box ONLY if you will have a contract for personal services with a municipal agency (i.e., you will do work directly for the contracting agency). I will have a contract with a municipal agency to provide personal services. ☒ X_ The services will be provided outside my normal working hours as a municipal employee. ☒ X_ The services are not required as part of my regular duties as a municipal employee. ☐ For these services, I will be compensated for not more than 500 hours during a calendar year. Hours for part-time coaching position and Constituent Services Representative position will not conflict, and hours for part-time coaching position will be less than 500 per year.
Employee signature:	
Date:	3/25/24

Attach additional pages if necessary.

NOT A PERSONAL SERVICES CONTRACT -- File disclosure with the city or town clerk.

SEE CERTIFICATION AND APPROVAL REQUIRED FOR PERSONAL SERVICES CONTRACTS, BELOW.

FOR CONTRACTS FOR PERSONAL SERVICES ONLY:

If you are disclosing a financial interest in a contract for personal services with a municipal agency, you must file the Certification below signed by the head of the contracting agency, and you must get approval of the exemption from the city council, board of aldermen, board of selectmen or town council.

CERTIFICATION BY HEAD OF CONTRACTING AGENCY

	INFORMATION ABOUT HEAD OF CONTRACTING AGENCY
Name:	
Title/ Position	
Municipal Agency:	
Agency Address:	
Office Phone:	
	CERTIFICATION
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to my municipal agency, identified above. I certify that no employee of my agency is available to perform the services described above as part of his or her regular duties.
Signature:	
Date:	

**APPROVAL BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN OR TOWN COUNCIL**

	INFORMATION ABOUT APPROVING BODY
Name:	
Title/ Position	
Agency Address:	
Office Phone:	
	APPROVAL
	I have received a disclosure under G.L. c. 268A, § 20(b) from a municipal employee who seeks to provide personal services to a municipal agency, identified above. The exemption under § 20(b) is approved.
Signature:	On behalf of the Council or Board, I sign this approval.
Date:	

Attach additional pages if necessary.
File disclosure, Certification and Approval with the city or town clerk.

To: Watertown City Council

From: Stephanie Owens

Date: March 25, 2024

Re: G. L. c. 268A, § 20(b) disclosure – additional explanation

I would like to provide an additional explanation to the attached G. L. c. 268A, § 20(b) disclosure form. I currently hold a part-time coaching position with the Watertown Public Schools. The hours for that position are during the evenings and weekends, and I work less than 500 hours per calendar year in that position. The hours for the full-time Constituent Services Representative position that I have been offered with the City of Watertown Constituent Services Department are from 8:30am to 5pm Monday through Friday. As such, there is no conflict in the hours required for the two different positions.



3/25/24

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: MARCH 26, 2024

	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 report from the Committee of the Budget and Fiscal Oversight from its meeting on March 11, 2024.

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: MARCH 26, 2024

	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 Action Item from the Committee of the Budget and Fiscal Oversight report on March 11, 2024 – Increase the Personal Property Tax Exemption from \$5,000 to \$10,000.



Watertown City Council

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

RESOLUTION # 33

R-2024 -33

RESOLUTION TO INCREASE THE PERSONAL PROPERTY TAX EXEMPTION FROM \$5,000 TO \$10,000

WHEREAS: The Massachusetts General Law Chapter 59 §5 Clause 54 has a statutory limit of \$10,000 for Personal Property Tax Exemption; and,

WHEREAS: The Committee of the Budget and Fiscal Oversight convened on March 11, 2024 for a meeting where it was voted to recommend to the City Council to increase the Personal Property Tax Exemption to the maximum amount of the limit.

BE IT RESOLVED: That the City Council of the City of Watertown, hereby approves the Personal Property Tax Exemption to be increased to \$10,000.

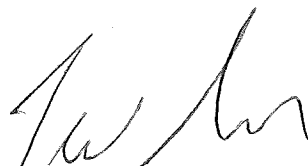
BE IT FUTHER RESOLVED: That a copy of the Resolution will be forwarded to the City Auditor and City Treasurer/Collector.

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 1 for, 0 against, and 0 present on March 26, 2024.



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



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: March 11, 2024

Report: March 26, 2024

The Committee convened on Monday March 11, 2024 at 6:00 pm in the Louis P. Andrews Upper Conference Room, as a hybrid meeting with remote participation by zoom. Present were Councilors Vincent Piccirilli, chair, Emily Izzo, vice chair, and Nicole Gardner, secretary. Staff present were City Auditor Megan Langan, Chief Financial Officer Ari Sky, Chief Assessor Earl Smith, and Council Analyst Doug Newton. Also present were Councilor Caroline Bays and resident Brendan McCarthy. Joining by zoom were Councilors Anthony Palomba and John Airasian; Greg Reibman of the Charles River Chamber of Commerce, Doug Orifice from the Watertown Business Coalition, and residents Jacky Van Leeuwen and Sara Ebaugh.

Councilor Piccirilli called the meeting to order at 6:01 pm. The purpose of the meeting was to discuss:

1. Increasing the personal property tax exemption from \$5,000 to \$10,000
2. Adopting a real estate transfer tax

Personal Property Tax Exemption

The meeting began with Mr. Smith presenting an analysis of the impact of making the change (Attachment A). Key points of discussion:

1. There are 118 businesses with personal property above \$5,000 and below \$10,000. If this change were made, those 188 businesses would no longer have to pay personal property tax.
2. Of those 118 businesses, 112 of those businesses are existing accounts.
 - With no change, they would pay a total of \$19,237 in personal property taxes.
 - With the change, they would be exempt, and that \$19k tax burden – already in our tax base - would be shifted to the remaining 326 accounts in the commercial/industrial/personal property tax base.
3. Six of the businesses are new accounts.
 - With no change, they would be taxed for the first time in 2024, and would pay a total of \$908 in personal property taxes.
 - With the proposed change, they would be exempt, and the City would lose the \$908 in revenue.

A brief discussed ensued. Councilor Gardner asked if a sensitivity analysis had been conducted to look at the impact of raising the exemption even higher, given the minimal impact on the City's revenues. Mr. Smith explained that the Commonwealth caps the exemption at \$10,000 per G.L. Chapter 59, Section 5, Clause 54.

➔ **Action item:** Councilor Gardner made a motion, seconded by Councilor Izzo, that the Committee recommends the City Council increase the Personal Property Tax Exemption from \$5,000 to the G.L. Chapter 59, Section 5, Clause 54 statutory limit of \$10,000. Voted 3-0

Real Estate Transfer Tax

Mr. Piccirilli began by providing the following information:

- Governor Healey introduced the Affordable Homes Act in October 2023 as a way for the Commonwealth to address the housing crisis of availability and affordability.
- It includes giving municipalities the option to introduce a real estate transfer tax.
- This is still with the legislature, although it out of committee.
- Twelve communities have put forth Home Rule Petitions for transfer taxes over the years, and the Legislature has taken no action on any of them.

He then suggested that the Committee leave this as an open referral, and take up discussion after there is clarity on what finally comes out of the Legislature. At that point, the Committee will know what degrees of freedom Watertown will have, and can make a recommendation to the City Council on whether or not to institute a tax, and if so, how to craft it so it meets the needs of our community. Things to be considered could include, for example, whether it is charged to the seller, the buyer, or a combination, or what the threshold sale price should be. Every community is different, and it will be important to tailor this for our community's needs.

Brendan McCarthy, a real estate agent, shared that the median sales price in Watertown is \$850,000, and over 90 properties sold for over \$1 million in 2023. He expressed a concern that a transfer tax would be charged to the seller, and that it might reduce people's willingness to sell their property, reducing turnover (Attachment B).

Councilor Bays noted that it is not yet clear whether the transfer tax would be charged to the buyer, the seller, or a mix.

Greg Reibman from the Chamber of Commerce commented that it is important to think through the consequences of a transfer tax. He noted that it would also apply to commercial properties, and that Watertown might be less competitive in the commercial real estate market if it puts a transfer tax in place.

Councilor Piccirilli said it is important for residents to contact their legislators (Senator Brownsberger, and Representatives Lawn and Owens) to let them know their views.

Councilors Izzo and Gardner concurred with the approach of taking the referral up again when the legislature has completed their work.

The meeting adjourned at 6:28 pm.

Report prepared by Nicole Gardner

Attachments:

- A. Email from Earl Smith
- B. Brendan McCarthy home sales statistics

Analysis for Committee on Budget and Fiscal Oversight (Implications of raising taxable Personal Property threshold to \$10K)

Smith, Earl <esmith@watertown-ma.gov>

Thu 3/7/2024 12:54 PM

To: Piccirilli, Vincent J <vpiccirilli@watertown-ma.gov>; Gardner, Nicole <nicole.n.gardner@gmail.com>; Izzo, Emily <eizzo@watertown-ma.gov>

Cc: Sky, Ari <asky@watertown-ma.gov>; Proakis, George <gproakis@watertown-ma.gov>; Langan, Megan <mlangan@watertown-ma.gov>

 1 attachments (221 KB)

Personal Property Accounts Inventory FY24.xls;

March 7, 2024

Greetings,

Attached is an inventory of taxable personal property accounts (meeting the current \$5,000 threshold of assets). This spreadsheet is what I base my analysis on for the Budget and Fiscal Oversight meeting. Tab 1 shows all fiscal year 2024 taxable personal property accounts with a \$5000 threshold, tab 2 shows all taxable personal property accounts with a \$10,000 threshold. This is a summary:

Currently with a \$5000 threshold, the city has:

- 444 taxable personal property accounts
- Assessed value of those accounts \$318,149,790
- This generates taxes of \$7,342,897+-

Based on FY24 accounts, with a \$10,000 threshold, the city would have had:

- 326 taxable personal property accounts (118 fewer accounts)
- Assessed value of those accounts \$317,276,918 (\$872,872 less in value)
- This would have generated \$7,322,751+- (\$20,146 less in tax dollars)****

*******Wonky Part of Analysis. If this had been implemented for FY24, because 112 of the accounts between 5K - \$10K were existing – those account taxes would have already been part of the levy – therefore \$19,237 would have still been raised allocating those taxes to the entire commercial/industrial/personal property tax base. The only true cost of raising the threshold to \$10K would have been the six new accounts taxed for the first time which represent \$39,320 in value equating to \$908 in tax dollars.***

If anyone has any questions prior to the Budget and Fiscal Oversight meeting or would like to be walked through this, I would be glad to help. My direct line is 617-715-8634.

Thanks,

Earl L. Smith
Chair, Board of Assessors

Tel. 617-972-6410 | www.watertown-ma.gov

Total Sold Market Statistics

Report Run Date: 3/8/2024 1:33:30 PM

Property Type(s): SF, CC, MF

Status: SLD

Start Date: 01/01/2023

End Date: 12/31/2023

Town(s): Watertown

Price Range	# of Listings	Avg. Days on Market	Avg. Days to Offer	Average Sale Price	Average List Price	SP:LP Ratio	Average Orig Price	SP:OP Ratio
\$0 - \$49,999	0	0	0	\$0	\$0	0	\$0	0
\$50,000 - \$99,999	0	0	0	\$0	\$0	0	\$0	0
\$100,000 - \$149,999	0	0	0	\$0	\$0	0	\$0	0
\$150,000 - \$199,999	0	0	0	\$0	\$0	0	\$0	0
\$200,000 - \$249,999	0	0	0	\$0	\$0	0	\$0	0
\$250,000 - \$299,999	0	0	0	\$0	\$0	0	\$0	0
\$300,000 - \$349,999	<u>1</u>	16	6	\$342,000	\$338,000	101	\$338,000	101
\$350,000 - \$399,999	<u>10</u>	22	13	\$370,190	\$356,760	104	\$357,760	104
\$400,000 - \$449,999	<u>13</u>	26	20	\$426,362	\$424,548	101	\$429,164	100
\$450,000 - \$499,999	<u>15</u>	46	39	\$474,790	\$466,587	102	\$477,993	100
\$500,000 - \$599,999	<u>28</u>	20	13	\$526,500	\$515,911	102	\$521,414	101
\$600,000 - \$699,999	<u>28</u>	19	13	\$652,023	\$629,850	104	\$634,386	103
\$700,000 - \$799,999	<u>33</u>	26	17	\$744,197	\$723,415	103	\$730,324	102
\$800,000 - \$899,999	<u>34</u>	33	20	\$847,559	\$831,565	102	\$840,829	101
\$900,000 - \$999,999	<u>24</u>	43	24	\$945,538	\$938,758	101	\$950,033	100
\$1,000,000 - \$1,499,999	<u>79</u>	28	18	<u>\$1,178,929</u>	\$1,139,728	104	\$1,156,637	103
\$1,500,000 - \$1,999,999	<u>7</u>	106	20	<u>\$1,625,000</u>	\$1,631,285	100	\$1,651,286	98
\$2,000,000 - \$2,499,999	<u>4</u>	20	16	<u>\$2,316,000</u>	\$2,304,750	101	\$2,304,750	101
\$2,500,000 - \$2,999,999	0	0	0	\$0	\$0	0	\$0	0
\$3,000,000 - \$3,999,999	0	0	0	\$0	\$0	0	\$0	0
\$4,000,000 - \$4,999,999	0	0	0	\$0	\$0	0	\$0	0
\$5,000,000 - \$9,999,999	0	0	0	\$0	\$0	0	\$0	0
\$10,000,000 - \$99,999,999	0	0	0	\$0	\$0	0	\$0	0
Total Properties	276	Avg. 30	Avg. 19	\$867,934	\$847,309	103	\$857,496	102

Lowest Price: **\$342,000**Median Price: **\$833,500**Highest Price: **\$2,450,000**Average Price: **\$867,934**Total Market Volume: **\$239,549,904**

Using minimum threshold of \$1million and maximum percentage of 2%

AVG net \$1million	AVG burden per individual	Sales per \$500k band over \$1 million	Est. yield per band \$500k
\$178,929 X .02 = \$ 3,578		X 79 = \$282,707	
\$625,000 X .02 = \$ 12,500		X 7 = \$ 87,500	
\$1316,000 X .02 = \$ 26,320		X 4 = \$ 105,280	

Total estimated revenue = \$475,487

Stamps for Southern Middlesex is \$2.28 per \$500 of value



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: March 26, 2023
RE: Proposed new City logo

My administration began working with Sabastian Ebarb of the graphic design company Nahi in 2023 to create a logo and associated brand for the City of Watertown. The purpose of this project was to establish an aesthetically pleasing public image for the City that is easily identifiable but also flexible enough to be adapted for various purposes. I am thrilled with the outcome of the project, which I will share in a brief presentation at the March 26th City Council meeting, and respectfully request the Council's endorsement of it.

Please note that the project does not affect the City seal, which will continue to be used for official purposes.

Should the Council endorse the new logo and brand, we will move forward with a gradual rollout. No- or low-cost, mostly digital items like email signatures and new memo and PowerPoint templates will be available quickly, while other changes will be implemented over time. With limited exceptions, we will not replace physical items like business cards or vehicle decals solely for the purpose of adopting the new logo and brand.

While implementation will take time, we believe this project will ultimately create unity and consistency in the image of the City we project to the community. With the Council's endorsement, we are excited to take the first steps in the coming months.

Thank you for your consideration in this matter.

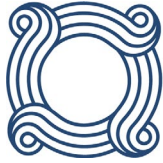
City Council Meeting

March 26, 2024

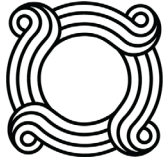
City of Watertown Brand Introduction Presentation



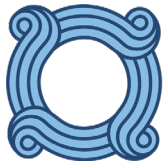
WATERTOWN
MASSACHUSETTS



WATERTOWN
MASSACHUSETTS



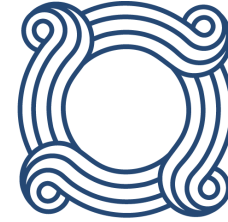
WATERTOWN
MASSACHUSETTS



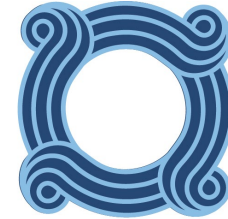
WATERTOWN
MASSACHUSETTS



WATERTOWN
MASSACHUSETTS



WATERTOWN
MASSACHUSETTS



WATERTOWN
MASSACHUSETTS

Early implementation



City of Watertown, MA
George Proakis (he/him/his)
City Manager
617-972-6465

[watertown-ma.gov](https://www.watertown-ma.gov)



City of Watertown, MA
Laura Murray (she/her)
Director | Constituent Services
617-972-6465

[watertown-ma.gov](https://www.watertown-ma.gov)



Early implementation





City of Watertown, MA

George Proakis

City Manager | City Manager

gproakis@watertown-ma.gov

617-972-6465

watertown-ma.gov



WATERTOWN
MASSACHUSETTS



WATERTOWN
MASSACHUSETTS





WATERTOWN
MASSACHUSETTS

City Logo

Angeline Kounelis <akounelis12@gmail.com>

Tue 3/26/2024 11:12 AM

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

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

📎 1 attachments (161 KB)

349c0db8-f405-461d-88c8-76844c358e45 (1).pdf;

SUBMISSION FOR CITY COUNCIL FIRST PUBLIC FORUM ON 03/26/24

Re: Agenda Item 10. Communications from City Manager

A. City Logo

Greetings:

Has the cart been placed before the horse? As I read the narrative within the attached memorandum to the Honorable City Council, I wondered who initiated the City Logo project? Was the project fully vetted with the Legislative Body, prior to, not after the fact, to determine need, cost, implementation, etc., etc.

*"**My administration** began working with Sabastian Ebarb of the graphic design company Nahi in 2023 to create a logo and associated brand for the City of Watertown."*

Who authorized the undertaking of the City Logo project in 2023, and at what cost? Was there a gratis arrangement with the design company? Carte blanche does not offer transparency when working with taxpayer dollars for municipal changes.

"Please note that the project does not affect the City seal, which will continue to be used for official purposes."

In my opinion: the proposed "Logo" is the precursor to the gradual elimination of the City Seal. A segue to send the City Seal into obscurity for "official purposes", only.

Once again; where was the community input? Who is "we believe" in the statement that follows:

*"While implementation will take time, **we believe** this project will ultimately create unity and consistency in the image of the City we project to the community."*

Unity is: "In Pace Conditia," (founded in peace)

"Consistency" is the use of one, City of Watertown Seal that speaks for itself. Not to be confused with a second, branding of Watertown Logo.

Best,

Angie

Angeline Maria B. Kounelis
Retired District A, East End, City Councilor
Landline: 617-926-2352
Mobile: 617-538-9252

Sent from my Smartphone - Apologies for brevity and/or typos

Watertown Town Seal

David J. Russo

Watertown, Mass.

Year Built: ca. 1870

Brigham designed the Watertown Town Seal with Newton historian Jesse Fewkes in ca. 1870.

The seal commemorates the May 1630, party led by Roger Clap landing on the steep banks of Charles River at a point near the present site of Perkins School for the Blind. In his diary, he tells of the first encounter with the Pequossette Indians. The Indians approached Clap's landing party with a large bass and were given a biscuit in exchange by the settlers. Soon after, Clap's group left, at Governor Winthrop's order, to settle in Dorchester where it was thought the land was better for cattle.

[http://www.davidjrusso.com/images/brigham/Watertown Town Seal 1.gif](http://www.davidjrusso.com/images/brigham/Watertown_Town_Seal_1.gif)

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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

PROCLAMATION

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

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED: That the City Council of the City of Watertown is proud to proclaim April 26, 2024 as **ARBOR DAY** and urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

IN WITNESS WHEREOF,

I hereunto set my hand
And caused the Great Seal of
The City of Watertown on this
9^h day of April 2024.

Mark S. Sideris, Council President



Watertown City Council

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

ELECTED
OFFICIALS:

ORDINANCE #

2024 – O –

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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, pursuant to Massachusetts General Laws Chapter 40A, Section 5, and the Watertown Code of Ordinances, Title XV, Land Usage, Chapter 155, Zoning Code, Article IX, Enforcement and Application Procedures, §9.20, Amendments to Zoning Ordinance, the Zoning Ordinance may be amended from time to time; and

WHEREAS, on January 24, 2023, the City Council conducted a first reading on amendments the Zoning Code in regard to Article II, Definitions, and Article V, Tables of District Regulations, §§ 5.02, 5.03, and a new §5.19, to regulate short-term rentals; and

WHEREAS, on March 13, 2024, with four members present, the Planning Board voted to recommend approval of the amendments and directed Department of Community Development and Planning staff to submit the Planning Board's report and recommendations to the City Council with respect to the proposed amendments; and

WHEREAS, on April 9, 2024 the City Council conducted a duly advertised Public Hearing with respect to the proposed Amendment.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that Title XV, Chapter 155 of the Watertown Code of Ordinances, the Zoning Code, is hereby amended, with the bold and underlined language inserted and the strike through language deleted, as follows:

- I. Article II, Definitions– insert a new Section 2.76 alphabetically (after Section 2.75, 4 Setback) to define short-term rental for zoning regulation, as follows with all subsequent sections renumbered sequentially as necessary.

Proposed Language:

Section 2.76 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, Table of District Regulations – delete the language found in Section 5.02(a) and insert in place therein the new Section 5.02(a) Short-Term Rental, as follows, with a note added to reference the proposed Ordinance.

SECTION 5.02 TABLE OF ACCESSORY USE REGULATIONS

	Accessory Use Only	S-6	S-10	C R	SC	I	R.7 5	R1. 2	N B	LB	C B	I- 1	I- 2	I- 3	PSC D	OS C	RM UD
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 (21)</u>	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

- III. Article V, Table of District Regulations – insert a new note in Section 5.03, Notes to Table of Use Regulations, as follows:

(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. Article V, Table of District Regulations – insert a new Section 5.19, Short-Term Rentals, with the zoning requirements for Short-Term Rentals, as follows:

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

For purposes of this section of the Ordinance, the following terms shall have the following meanings:

- (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 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.**
- (3) **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.

- (4) 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.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) 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.
- (9) 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. DCDP is authorized to adopt a schedule of reasonable fees to cover the costs associated with the administration of this section.

(e) Requirements: Only operator-occupied Short-Term Rentals are permitted as follows:

- (1) No one shall operate a Short-Term Rental in Watertown without first registering with the DCDP and obtaining a certificate of registration from DCDP. Said registration shall be subject to annual renewal.**
- (2) An Operator may rent to only one party of guests at a given time.**
- (3) 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.**
- (4) A dwelling unit or bedroom offered for Short-Term Rentals shall comply with all standards and regulations promulgated by DCDP.**
- (5) 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.**
- (6) 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.**
- (7) Operators of Short-Term Rentals shall remit to the appropriate body all fees and taxes as required by city and/or state authorities.**
- (8) Short-Term Rental operators shall comply with the liability insurance requirements set forth in G.L. c. 175, Section 4F.**
- (9) Renting for an hourly rate, or for rental durations of less than one day, shall not be permitted.**
- (10) 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.**

- (11) 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 deed restrictions or covenants, or that are otherwise subject to housing or rental assistance under local, state, or federal law.

Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above Ordinance was adopted by a vote of ___ for, ___ against, and ___ present on April 9, 2024.

Brendan McCarthy, Council Clerk

Mark S. Sideris, Council President



CITY OF WATERTOWN

Planning Board
Administration Building
149 Main Street
WATERTOWN, MASSACHUSETTS 02472

Janet Buck, Chair
Payson Whitney
Jason Cohen
Abigail Hammett
Rachael Sack

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PLANNING BOARD REPORT

This Report provides the Planning Board's recommendation to the Honorable Council for the Council's public hearing on a Zoning Text Amendment for regulating short-term rentals.

ZONING AMENDMENT:	Article II, Definitions; Article V, §5.02, Table of Accessory Use Regulations; §5.03, Notes to Table of Uses; NEW §5.19 Short-Term Rentals
DATE OF CITY COUNCIL FIRST READING:	January 23, 2024
STAFF RECOMMENDATION:	Adopt Zoning Amendment
DATE OF PLANNING BOARD HEARING:	March 13, 2024
PLANNING BOARD RECOMMENDATION:	Adoption (4-0)

I. PUBLIC NOTICE

A. Procedural Summary:

As required by the Watertown Zoning Ordinance § 9.22, notice was given as follows:

- Published in the newspaper of record (Boston Globe) on February 28 and March 6, 2024; and
- Posted on the City's website and at the Administration Building on February 28, 2024;

B. Planning Board Public Notice:

"City of Watertown Planning Board will hold a public hearing on Wednesday, March 13, 2024 with the meeting starting at 7:00 pm, City Council Chamber, Administration Building, 149 Main St., Watertown, MA. Pursuant to Chapter 2 of the Acts of 2023, or as updated, the meeting will be conducted with remote participation opportunities identified on the agenda posted 48 hours prior to the meeting."

To consider Watertown Zoning Ordinance amendments for Short-Term Rentals as a Use Category (replacing a previous renting of rooms use category) with supporting language, definitions, and a section for the requirements to operate short-term rentals as an accessory use within certain residential dwelling units.”

II. DESCRIPTION

A. Nature of the Request

Over the last five years, the City has considered whether and how to allow Short-Term Rentals (STRs). The latest proposal received a first reading at the City Council on January 23, 2024 and a referral to the Planning Board for public hearing and recommendation. Below is a summary of the current proposed zoning amendment and accompanying regulations. This Planning Board report also includes factual background from staff consisting of information gathered in February 2023 and February/March 2024. The Planning Board’s record included a full copy of the proposed zoning amendment and regulations and relevant excerpts from the November 27, 2023 Report of the City Council Committee on Rules and Ordinance.

In summary, the proposed ordinance and regulations would:

- Define Short-Term Rentals – rental of a dwelling unit, or bedroom of not more than 31 days in a row.
- Table of Accessory Uses – Replace an obsolete use category for renting up to two rooms. STRs, as proposed, would be allowed in all districts with a new note restricting them to be an accessory use within residential dwelling units, and only as allowed within a new section.
- New Section for Short-Term Rentals – Identifies the intent/purpose to allow STRs while ensuring safety, primary residential use, and protecting the character and livability of residential neighborhoods. The use is limited to owner occupied units only, with two types of operations proposed:
 - 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 bedrooms or six guests, whichever is fewer. One bedroom must be reserved for the Operator.
 - b. Home Share Unit: a whole unit available for a short-term rental which is the primary residence of the Operator with occupancy limited to five bedrooms or 10 guests, whichever is fewer.
- Transparency—Operators would be required to register and post the registration number on short-term rental sites. Information on approved operators and short-term rental locations would also be posted on a city-maintained registry. In addition, operators would be required to provide renters with certain information and notify abutters that a unit has been approved to be used for short-term rental.

The section authorizes the Department of Community Development and Planning (Department) to issue regulations that ensure compliance. Accompanying the amendment is a set of draft regulations, which include the following additional points:

- **Proof of Residency**— The regulations specify the evidence that each operator must provide annually to prove their primary residency is at the identified location. These include 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.
- **Inspection**—The regulations provide for inspections to ensure compliance with building/public health/fire codes.
- **Enforcement**—The regulations provide a complaint process and penalties for violations, including suspension of the short-term rental license.

B. Background

1. Pre-November 2021 Planning Board Hearing

The Department started soliciting community input on STRs in February 2018 and in spring 2019 worked with the Boston University Initiative on Cities - Metrobridge to review the public comments from 2018 and identify key points to consider in allowing such rentals.

The Council Committee on Rules and Ordinances held meetings to discuss STRs on August 7, 2019, September 23, 2019, November 25, 2019, February 18, 2020, and March 29, 2021. The Committee reported to the Council on March 29, 2021 recommending language for a STR zoning amendment and draft regulations. On June 22, 2021, the Council referred the proposal to the Planning Board with specific questions: 1) should renters be allowed to offer their premises for short-term rental? and 2) what should be the maximum number of guests?

At the same June 2021 meeting, the Council also voted to adopt G.L. Chapter 64G, Section 3D (a) and (b). Those sections allow municipalities to impose a 3% community impact fee on, respectively, STRs that are “professionally managed” or STRs located in an owner-occupied two- or three-family building. Community impact fees go to support affordable housing or local infrastructure projects.

2. November 2021 Planning Board Hearing

On November 10, 2021, the Planning Board voted 5-0 to recommend allowing STRs, with proposed changes in the language that was referred to the Board for public hearing. There was limited public comment, with a supporter arguing that since STRs are already occurring in Watertown, regulation is needed, and an opponent arguing that “monetizing” homes would tear at the community fabric.

The proposal considered March 13 differed significantly from that considered in November 2021 as “owner adjacent” units are not allowed under the current proposal. An owner-adjacent unit is one located within the same residential building as the owner’s primary residence and where all dwelling units in the building are owned by the Operator (e.g., a two-family). The current proposal also includes additional detail about local registration, proof of residency, transparency and enforcement.

The Board’s 2021 report answered the Council’s questions by recommending that 1) tenants be allowed to operate STRs with owner consent and 2) supporting the proposed maximum number of guests (adding a maximum for owner-adjacent units). It made several other recommendations, most significantly that the term “building and health code requirements” be replaced with “basic habitability and life safety standards” to clarify that owners did not need to comply with the same requirements as new residential units.

3. Council consideration between November 2021 and January 2024

On January 22, 2022, the Council considered the proposed ordinance, along with the Planning Board's report. There was considerable public comment at the meeting, with residents expressing concern about the neighborhood impact of allowing STRs. Particular concerns included increased demand for parking, additional noise and trash, and frequent turnover of renters. The Council referred the matter to the Rules and Ordinance Committee for further consideration of the issues raised during the public hearing.

The Rules and Ordinance Committee held four meetings in 2023 on this topic: January 30, February 13, April 3, and April 20. There was robust public comment, mostly negative about allowing STRs and allowing "owner adjacent" units. Some comments also expressed concern about allowing as many as 10 guests in a five-bedroom house and suggested reducing maximums to six or eight guests even in large houses. Major points included the following:

- There will be a large increase in STRs, particularly if investors can operate;
- Allowing STRs will create parking problems in already dense neighborhoods;
- There will be additional noise and trash, particularly if operators do not live in the same residence;
- Hotels in Watertown will lose customers and might close or cut jobs;
- There will be many transients in residential neighborhoods; and
- Several commenters did not believe that the city would enforce the ordinance/regulations and criticized the city for not shutting down illegal STRs.

Supportive comments about allowing STRs focused on acknowledging the role of the "sharing economy" (e.g., helping owners to age in place), the benefit of having local accommodations for those needing extended visits (e.g., family or hospital visitors) and the need to regulate the STRs already operating here.

The Department provided a memo in February 2023 analyzing the pros and cons of STRs and offering regulatory options. The memo also furnished new information on the operation of STRs in Watertown, including their estimated number and the level of neighborhood complaints. The next section summarizes that information, along with updated data where available.

As indicated in its report, the Committee ultimately voted to eliminate the "owner adjacent" unit category and otherwise tighten the proposal to "regulate STRs and ensure safety while balancing concerns of negative impacts." The Committee voted to submit the updated ordinance language, with two points noted for further discussion:

- Whether the proposed cap on the number of renters per residence be reduced from 10 to 8 per booking (i.e., even in a 5-bedroom dwelling, the maximum would be 8 rather than 2 per bedroom for a maximum of 10); and
- Whether the City should pass/use G.L. c. 40, Section 22F so that administrative/inspection fees can be included in regulations; otherwise, the Council would be required to pass a fee schedule (and amend it as needed).

On January 23, 2024, this matter was referred to the Board for public hearing and recommendation.

C. Findings/Analysis

1. Information on Short-Term Rentals now operating in Watertown

The Commonwealth has an online registry of short-term rental (STR) operators in each city or town. According to this registry, there were 154 registrations in Watertown as of February 27, 2024.¹ These STRs pay their room occupancy excise tax to the Department of Revenue. 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. Moreover, when an operator reverts to renting for more than 31 days, they may remain on the registry.

There were 128 entries in February 2023. However, because of the way the data is kept, it is not clear how much of an actual increase has occurred in the last year.

Based on the commencement date in a separate Mass DOR database, many of these STRs began operating before 2020. The STRs are predominantly in single or two-family homes and mostly appear to be whole units. About 15% appear to be operated by the same person/company.

Over seven of the last eight quarters, tax revenue from STRs has averaged \$31,459 per quarter. There was one outlier—the quarter ending September 30, 2023—that may be attributable to a state-level data issue.² Except for that outlier, STR's percentage of all lodging revenue has been steady since July 1, 2022 (at 8-9%). Between July 1, 2021 through June 30, 2022, that share was between 12-15%.

The city administration can divert time and effort from code enforcement priorities to identify and start enforcement actions against STRs. It has not done so, other than when complaints are received, because the Council is considering allowing STRs. The current enforcement policy is to investigate complaints and obtain prompt compliance.

Between January 2017 and December 31, 2023, there were 27 complaints to code enforcement regarding STRs, most occurring before 2020. In the last nine weeks, there have been 23 such complaints. While some of the older complaints appear to have been triggered by other issues (e.g., noise), the 2024 complaints have not. There appears to be a concerted effort by one or more individuals to shut down STRs by triggering city investigation.

The city's enforcement has consisted of demanding that the operator either cease operation or revert units to month-to-month rentals. If there were other code violations, compliance was required. There have been relatively few repeat complaints once an operator has responded to the initial complaint.

2. Adoption of the Current Proposal

The City has a policy choice between allowing/regulating STRs or taking the initiative in stopping their operation. Either course would likely require the City to increase staff capacity or look at contract services.

If the city decides that STRs will be banned, there should be a strong enforcement effort to stop the operations that may be active-- and to continually act whenever a new STR opens. On the other hand, if

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.

² Revenue for that quarter jumped 325% from FY23/4Q and 230% from FY23/1stQ for STRs and only 58% and 13% (respectively) for hotels. STR revenue then fell the next quarter to a number much closer to the longer-term average.

legalized, there will still need to 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 includes some of the current flow of occupancy taxes and allows for a local registration fee. If the City adopts the proposed ordinance, however, it could not take advantage of the community impact fee authorized by the state, which applies to the kind of STRs that would not be allowed here.

The Planning Board has previously recommended that allowing and regulating STRs is a better course. Allowing and regulating STRs allows Watertown residents to participate in the sharing economy, brings new people to Watertown (potentially supporting local businesses), and makes it easier to maintain safety for those staying in STRs. However, the proposed amendment in its current form will substantially reduce the market and the potential benefits of allowing short-term rentals.

The Board's previous recommendations also acknowledged the potential for some negative impact on neighbors and suggested ways to minimize that impact. The proposed ordinance and regulations incorporated these suggestions—and others from community members—to make the current proposal narrowly tailored to allowing Watertown residents use their own home for short-term rental of a bedroom while they are present or the entire home if they are temporarily away. The current proposal basically eliminates the potential for investors/professional operators because the unit must be the operator's primary residence.

3. City Council Questions

The Committee Report identified specific two questions for the City Council. First, the Committee identified the maximum number of guests as an issue where there was a difference of opinion. The current proposal uses a metric of two guests per bedroom, with a maximum of 10 even if there are additional bedrooms. The majority of "whole unit" STRs are likely to offer between 2 or 3 bedrooms, or between 4 and 6 guests. The argument for a 10-guest maximum is that it allows for a "family" rental, e.g., for a reunion or family event like a college graduation. The argument for an 8-guest (or even 6-guest) maximum is the potential that a larger group will create more impact on neighbors. Staff suggested, before the Planning Board, that rentals involving 10-person rentals are likely to be rare and would lead to relatively few instances of abuse. Staff cited the fact that so few past STR complaints have included noise, trash buildup or other tangible impacts supports allowing a 10-guest maximum. Moreover, staff pointed out that if problems occur, the ordinance can be amended to lower the maximum.

³ While the number of Boston STRs on the state registry in February 2023 was 2,551, the number licensed by the city was only 677. Similarly, Cambridge had 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>.

Second, the Committee highlighted the need to adopt G.L. c. 40, Section 22F if the Council wished to include administrative/inspection fees in regulations. Unless a municipality has adopted this statute, the initial fees and any change in the fees must be approved by City Council. Adoption of this state statute would still require the Council to delegate fee-setting to the city administration. Once adopted, the statute would allow the Council—if it wishes—to similarly delegate other types of fee-setting to a board or commission. Staff suggested that the Council should have the freedom to delegate fee-setting in those instances where flexibility is desirable. Moreover, staff suggested that STR fees are an appropriate area for flexibility because it will take trial-and-error to determine fee levels that both compensate the city for its time/effort in regulating STRs and is appropriate for residents using their own home as part of the “sharing economy.”

To be clear, adoption of an STR ordinance that allows the Department to set fees can occur before the Council decides on adoption of G.L. c. 40, Section 22F. However, this authorization cannot be implemented until and unless the Council adopts G.L. c. 40, Section 22F.

Staff proposed the following language as the second sentence of Section 5.19 (d): **“DCDP is authorized to adopt a schedule of reasonable fees to cover the costs associated with the administration of this section.”**

III. STAFF RECOMMENDATIONS

Staff recommended approval of the proposed Zoning Amendments to define and regulate Short-Term Rentals, based on the findings. Further, Staff recommended that the Board endorse the draft regulations, with changes to conform to the final ordinance on adoption of the Zoning Amendments. Finally, with respect to the two questions posed in the Committee Report, staff recommended that (1) the Zoning Amendments continue to use a 10-guest maximum and (2) the Council adopt G.L. c. 40, Section 22F and add the following as the second sentence of Section 5.19 (d): “DCDP is authorized to adopt a schedule of reasonable fees to cover the costs associated with the administration of this section.”

IV. PUBLIC COMMENT

Six residents testified against allowing short-term rentals and an eighth resident sent an email opposed to STRs. The main reasons for opposition included:

- Concern over neighborhood impacts such as noise and having extra cars on the street.
- Belief that the City will not enforce STR regulations and will not respond to complaints.
- Concern that allowing STRs would reduce property values.
- Belief that there are no community benefits to allowing STRs.

Several of those opposed said that limiting STRs to owner-occupied properties would help reduce impacts but they were unconvinced that this was enough.

One resident spoke in favor, arguing that STRs are part of the “sharing economy” that is now prevalent, that the proposal has now been narrowed to exclude investors, and that responsible homeowners should not be foreclosed from renting extra space or their home when away.

Three residents asked questions about the proposed ordinance: one about “grandfathering” (staff said STRs are not allowed, so there would be no grandfathering) and one about condo units (staff said condo

association consent must be documented, with the necessary majority governed by the condo documents); and one about whether STRs should be treated like a home “occupation.”

V. PLANNING BOARD DELIBERATION AND RECOMMENDATION

The Board deliberated with four members present (Member Whitney absent). Chair Buck and Member Cohen spoke in favor of allowing and regulating STRs. Both said STRs are here and it would be better to establish a framework for them. Both said many of the concerns about STRs are not limited to that form of rental; they are present with multi-generational homes with many occupants and cars, and can be present with longer rentals.

Buck cited two examples of STRs that provide a community benefit: she used one when her daughter had a baby and she needed to stay in another community for 3 weeks, and a family needing to stay near a hospital during someone’s recovery.

Cohen said that banning STRs would send the wrong signal about Watertown: that it was not a welcoming community. He noted that the City has been discussing this since 2018 and that the present proposal is 100% better than the original version and should be approved.

Cohen and Member Hammett exchanged comments about tightening the language on occupancy. Cohen suggested that there is a good argument that owners should be required to have lived in the residence for 9 of the prior 12 months rather than prove they “intend” to do so. Hammett said that STRs might help a new household afford to buy a property and that having to wait 9 months might make the difference. She noted that one of the true benefits to allowing STRs was augmenting the income of people faced with high housing costs. Finally, Hammett said she hoped the City Council would consider putting owner-adjacent units back into the proposed ordinance to support this type of homeowner.

There was discussion on whether the Board should support the 10-guest maximum. Cohen said he was sympathetic to lowering it to 6 or 8. Member Sack said she was not sure about whether 6 or 8 would be better if the maximum was reduced. She also asked if the registration would include the maximum number of guests in the particular unit (staff said yes). Hammett was opposed to lowering the cap. Cohen said that in the absence of a consensus on lowering the maximum, he was willing to move the current proposal forward.

Cohen moved, Hammett seconded, and the Planning Board voted 4-0 to:

(1) recommend approval of the Zoning Amendments with one change: add the following as the second sentence of Section 5.19 (d): “DCDP is authorized to adopt a schedule of reasonable fees to cover the costs associated with the administration of this section.”

(2) endorse the draft regulations, with changes to conform to the final ordinance on adoption of the Zoning Amendments.

A copy of the proposed zoning amendments, with the proposed change in red, along with the draft regulations, are attached as “A.”

ATTACHMENT "A"

Text of proposed zoning amendments... pages 2-5

Text of proposed regulations... pages 6-9

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

	Accessory Use Only	<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. **DCDP is authorized to adopt a schedule of reasonable fees to cover the costs associated with the administration 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.

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

DCCDP 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.



BostonGlobeMedia

Order Confirmation

Town of Watertown
149 Main Street
Watertown, MA 02472

Thank you for placing your advertisement in The Boston Globe.

Your order information and a preview of your advertisement are displayed below for your review. If there are any changes or questions, please contact the Classified Department at 617-929-1500 or email classified@globe.com.

Any and all proposed edits, revisions, and/or other changes to the advertisement must be communicated to us in writing prior to the deadline specified in the Advertising Specs + Deadlines page located at <https://www.bostonglobemedia.com/specs-deadlines>.

Thank you,
Boston Globe Classified Sales

617-929-1500
Monday – Friday 9:30 am - 4:30 pm
classified@globe.com

Order Number	730988	Order Price	\$947.74
Sales Rep.	Lindy Rodriguez	PO No.	
Account	2105782	Payment Type	Invoice
Publication	Boston Globe	Number of dates	2
First Run Date	03/26/2024	Last Run Date	04/02/2024
Payment Type	Invoice		

AD PREVIEW:

City of Watertown
City Council
Administration Building
149 Main Street
Watertown, Massachusetts 02472

LEGAL NOTICE

Watertown City Council Public Hearing: Tuesday, April 9, 2024, 7:00 pm, Council Chamber, Administration Building, 149 Main St. Watertown, MA, with remote access link on the Agenda posted 48 hours prior to the meeting.

To consider Watertown Zoning Ordinance amendments for Short-Term Rentals as a Use Category (replacing a previous renting of rooms use category) with supporting language, definitions, and a section for the requirements to operate short-term rentals as an accessory use within certain residential dwelling units.



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: March 21, 2024

RE: Proposed Amendment to the Fiscal Year 2024 Budget

I respectfully request your favorable consideration of the attached Proposed Amendment to the Fiscal Year 2024 Budget.

The Proposed Amendment is related to the Memorandum of Agreement Between the City of Watertown and Watertown Municipal Employee Group for Successor Collective Bargaining Agreement that was ratified on March 13, 2024.

I respectfully request this Amendment be placed on the March 26, 2024 City Council Agenda as a First Reading amending the Fiscal Year 2024 Budget.

Thank you for your favorable consideration in this matter.

**FISCAL YEAR 2024
BUDGET AMENMENT #4**

REVENUE	INCREASE (DECREASE)	TO READ
OTHER FINANCING SOURCES - TRANSFER FROM COLLECTIVE BARGAINING STAB 00100970-497100	\$ 160,500	\$ 640,550
TOTAL REVENUE ADJUSTMENT	<u>\$ 160,500</u>	
EXPENDITURES	INCREASE (DECREASE)	TO READ
CITY COUNCIL RESERVE 0111152-570780	\$ 160,500	\$ 4,746,385
TOTAL EXPENITURE ADJUSTMENT	<u>\$ 160,500</u>	



Boston Globe Media

Order Confirmation

Marilyn Pronvost
Watertown City Council
149 Main Street
Watertown, MA 02472

Thank you for placing your Legal Notice in The Boston Globe.

Your order information and a preview of your notice are displayed below for your review. If there are any changes or questions, please contact the Classified Department at 617-929-1314 or email legals@globe.com.

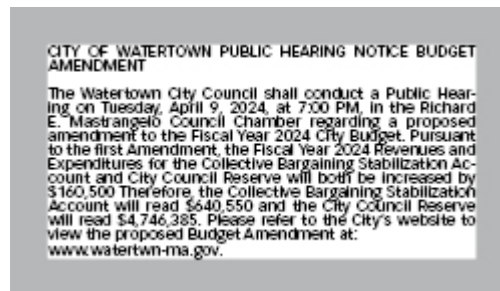
Any and all proposed edits, revisions, and/or other changes to the notice must be communicated to us in writing prior to the deadline specified in the Advertising Specs + Deadlines page located at <https://www.bostonglobemedia.com/specs-deadlines>.

Thank you,
Boston Globe Classified Sales

617-929-1314
Monday - Friday 9:30 am - 4:30 pm
legals@globe.com

Order Number	731280	Order Price	\$380.38
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	03/30/2024	Last Run Date	03/30/2024
Payment Type			

AD PREVIEW:



The Boston Globe | Classified Advertising Proof | Printed on: Mar 29 2024



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: March 26, 2024

RE: Agenda Item – Transfer of Funds Request

Attached please find a transfer of funds request in the amount of \$20,000 from the FY24 Procurement Full Time Salaries account to the Fiscal Year 2024 Procurement Contracted Services account to pay for expenses associated with our Temporary Assistant Procurement Director, who is working for the City as a contract employee.

I respectfully request the attached transfer be placed on the April 09, 2024 City Council Agenda.

Thank you for your consideration in this matter.

TRANSFER AMOUNT: \$ 20,000

FROM: FY 2024 PROCUREMENT FULL TIME SALARIES \$ 20,000
0113851-510111

TO: FY 2024 PROCUREMENT CONTRACTED SERVICES \$ 20,000
0113852-530303

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

3/22/2024
DATE

Megan Taylor
CITY AUDITOR



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: March 26, 2024
RE: Agenda Item – Transfer of Funds Request

Attached please find a transfer of funds request in the amount of \$35,000 to the Fiscal Year 2024 BB&N Field Lights account. This proposed transfer of funds request to the BB&N Fields Lights account is necessary to sufficiently fund services for the remainder of Fiscal Year 2024.

I respectfully request the attached transfer be placed on the April 09, 2024 City Council Agenda.

Thank you for your consideration in this matter.

TRANSFER AMOUNT: \$ 35,000

FROM: FY 2024 CITY COUNCIL RESERVE \$ 35,000
0111152-570780

TO: FY 24 BB&N FIELD LIGHTS \$ 35,000
0194000-596821

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

3/26/24
DATE

Weyn Zanger
CITY AUDITOR



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: April 4, 2024

RE: Agenda Item – Proposed Loan Order - Highway and Sidewalk Reconstruction

Attached please find correspondence from Gregory M. St. Louis, Superintendent of Public Works, Department of Public Works requesting that the necessary actions be taken to authorize the Treasurer to fund \$2,625,000.00 as outlined and approved in the Fiscal Year 2024 - 2028 Capital Improvement Program budget for Highway Reconstruction (Bonds) for \$2,100,000.00 (line 317) and \$525,000.00 (line 322) for Sidewalk Reconstruction (Bonds), for the total of \$2,625,000.00. This recommendation is in accordance with the City Council Committee on Public Works report that was reviewed and approved by the City Council on December 12, 2023.

I respectfully request the attached proposed Loan Order be placed on the April 9, 2024, City Council Agenda as a First Reading.

Thank you for your consideration in this matter.



CITY OF WATERTOWN
DEPARTMENT OF PUBLIC WORKS
124 ORCHARD STREET

Gregory M. St. Louis, PE
Superintendent

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

TO: Mr. George Proakis, City Manager
FROM: Mr. Greg St. Louis, Superintendent, Department of Public Works
DATE: April 3, 2024
RE: Loan Order Request: Highway & Sidewalk Reconstruction

The Department of Public Works respectfully requests that the necessary actions be taken to authorize the Treasurer to fund \$2,625,000.00 as outlined and approved in the Fiscal Year 2024 - 2028 Capital Improvement Program budget for Highway Reconstruction (Bonds) for \$2,100,000.00 (line 317) and \$525,000.00 (line 322) for Sidewalk Reconstruction (Bonds), for the total of \$2,625,000.00. This recommendation is in accordance with the City Council Committee on Public Works report that was reviewed and approved by the City Council on December 12, 2023.

The work will consist of the reconstruction of various streets and sidewalks which include George Street, Bromfield Street, Mangano Court, Grandview Avenue, and Dwight Street. These funds will be utilized for the design, engineering, construction and construction administration services associated with the full reconstruction efforts of the aforementioned roadways and sidewalk. Work will also include the installation of curbing, bicycle lanes, tree plantings and other appurtenant work, as appropriate.

This work is also in accordance with the 2024 Road Program presentation to the City Council Committee on Public Works provided on November 16, 2023. The 2024 Road Program presentation can be found on the DPW website:

<https://www.watertown-ma.gov/asset/e7545088-480e-4fc9-ad79-2cec78c9d396>

If borrowing is approved as outlined in the FY2024 Capital Improvement Plan, construction is anticipated to begin later this Spring.

We thank you in advance for your consideration.

CC: M. Langan
T. Tracy
T. Glode
M. Albano
M. Morrissey
K. McPhail



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

Kris A. Moussette
(617) 378-4136
kmoussette@hinckleyallen.com

April 4, 2024

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

RE: Draft Loan Order – Highway and Sidewalk Reconstruction Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of the reconstruction of various streets and sidewalks:

ORDERED: That the sum of \$2,625,000.00 is appropriated to pay costs of the reconstruction of various streets and sidewalks as part of the Fiscal Year 2024 - 2028 Capital Improvement Program, including George Street, Bromfield Street, Mangano Court, Grandview Avenue, and Dwight Street, and including costs of the design, engineering, construction, construction administration services, installation of curbing, bicycle lanes, tree plantings and other appurtenant work, and further including the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the City Manager, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor.

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

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

Sincerely,

Kris A. Moussette



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: April 1, 2024

RE: Request for Confirmation – Appointment to the Stormwater Advisory Committee

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 appointment to the Stormwater Advisory Committee which requires Council confirmation.

- Warren Tolman – Appointment as a member of the Stormwater Advisory Committee to a term expiring July 15, 2026

In accordance with Council Rules, this appointment is referred to the Committee on Public Works for their review and report back to the full City Council.

Thank you for your anticipated cooperation in this matter.



George J. Proakis
City Manager

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citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: April 1, 2024

RE: Request for Confirmation – Reappointment to the Board of Assessors

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 reappointment to the Board of Assessors which requires Council confirmation.

- Kathleen Colleary – Reappointment as a member of the Board of Assessors to a term expiring May 15, 2027

In accordance with Council Rules, this reappointment is referred to the Committee on Personnel and City Organization for their review and report back to the full City Council.

Thank you for your anticipated cooperation in this matter.



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

To: Honorable City Council

From: George J. Proakis, City Manager 

Date: April 1, 2024

RE: Request for Confirmation – Reappointment to the Traffic 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 reappointment to the Traffic Commission which requires Council confirmation.

- Robert J. Airasian – Reappointment as a member of the Traffic Commission to a term expiring May 15, 2026

In accordance with Council Rules, this reappointment is referred to the Committee on Public Safety for their review and report back to the full City Council.

Thank you for your anticipated cooperation in this matter.