

JANUARY 23, 2024



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

**CITY COUNCIL MEETING
TUESDAY, JANUARY 23, 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 June 23, 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>

C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>

D. Public may join the virtual meeting audio only by phone: (877) 853-5257 or (888) 475-4499 (Toll Free) and enter Webinar ID: 929 9133 1344

E. Public may comment through email: vpiccirilli@watertown-ma.gov

F. Please Visit the City Council Website here: <https://www.watertown-ma.gov/350/City-Council>

1. ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

3. PUBLIC FORUM

Dean Martino – 94 Edenfield Avenue – Remarked on the recently passed Snow and Ice Removal Ordinance and stated that he researched and reached out to insurance providers and attorneys about personal liability aspects of the new ordinance. In his findings from professional opinions, he stated that the recommended coverage (for the event of someone slipping on personal property) would be an umbrella liability policy of one million dollars in addition to homeowners insurance, and that many people are probably not covered for such an event with their current policies. He continued to say that he was disappointed that the ordinance was presented conveying the notion that lawsuits would not be an issue when his personal attorney advised him that they likely would. He said that his house is heavily trafficked, and that in addition to the financial toll of an insurance policy, he has lost his peace of mind. He concluded that he was disappointed that research wasn't included in the ordinance, and that he hopes conversations will continue.

Linda Scott – 55 Olcott Street – Remarked on the agenda item pertaining to a proposed ordinance regarding amending the Traffic Commission. She expressed concern with the aspect of the proposed amendment that would alter its member composition. She stated that she found no evidence of this topic being brought up in any previous Traffic Commission meetings. She continued to remark that she found no evidence of this in any Bike-Pedestrian meetings or Comprehensive Plan meetings. She claimed that it's a mystery as to where this issue was brought up, and that mysteries don't work with policy. She stated that she believed all the pertinent groups were represented in the Traffic Commission: Fire, Police, Planning Department, Department of Public Works, and two residents (one representing the public, the other representing local businesses). She asked for clarification.

AnnMarie Cloonan – 14 Winthrop Street – Remarked on the ongoing issue with unmanageable traffic concerning the parents of students of the Hosmer School taking over streets and residents' driveways. She stated she has raised this issue with the Council, City Management, Traffic Commission, and School Committee, and has yet to see any efforts in improving the long-endured issue. She stated that the residents are still seeking support so that their lives and safety aren't impacted because of the unruly situation. She then remarked on the liability with regard to the Snow and Ice Ordinance, stating that parents and children that walk on her sidewalk to school now become a greater liability.

Councilor Piccirilli read two emails submitted for Public Forum.

Email – Russ Arico – Fayette Street – Requested an amendment to the Snow and Ice Removal Ordinance in which all disabled people would be exempt from the law, and that the City will be responsible for clearing their frontage. The City will provide the exemption form that will only require the name, age, and a disability the individual has.

Email – Former Councilor Angie Kounelis – Keenan Street – Regarding the amendment to the Traffic Commission, giving a seat with a special interest group in the Bike-Ped Committee sets a precedent for all boards and commissions, where participants have been based on expertise, this would grant participation by a particular cause and interest. The advocacy of the Bike-Ped Commission's nature affects the unbiasedness of the

Traffic Commission. She asked where the process was with this amendment. She asked who submitted this without prior consideration of the Council and the public, and asked for transparency in the process.

Jack Dargon – Resident – Echoed the concerns of Ms. Cloonan of inconsiderate parents of children who block driveways of residents who live by the Hosmer School. He remarked that he has seen a few teachers try to organize the chaos, but to no avail. He remarked on long lines of traffic jams of school busses and cars, and that something needs to change.

Stephen Rich – East Watertown – Remarked that the Winter Parking Ban has negative effects on many residents. He stated that the public lots the City recommends people to park in can be as far as 20 minutes away, and that residents are required to move their car from those lots at either 6 am or 7 am, which is challenging for individuals that are disabled or work atypical hours. He continued to address the advertised benefits of the ban (aesthetics and access to public emergency services). After eight weeks of the ban, there have been two days of snow, and his street is filled with cars that would rather pay the tickets than have to move their cars – thus the ban fails on its proposed benefits. He concluded with a suggestion of compromise that would enact a ban only on nights of projected snow.

4. EXAMINATION OFF RECORDS OF PREVIOUS MEETINGS

A. Minutes from City Council Meeting January 9, 2024

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

The minutes were approved unanimously in a Voice Vote.

5. PRESIDENTS REPORT

President Sideris stated that false alarms at the new schools have been recognized and are being addressed.

6. PRESENTATION OF PETITIONS, PROCLAMATIONS, AND SIMILAR PAPERS AND MATTERS

A. Proclamation Honoring Dr. Barbara Beck

Councilor Piccirilli presented the Proclamation.

Dr. Beck remarked that she was truly honored to receive the Proclamation. She stated that she has been honored to serve on the Board of Health over the course of the past few decades; from her first project of researching waste from auto body shops through the pandemic and the emergence of the biopharma boom. She thanked everyone very much for the Proclamation.

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

The Proclamation was accepted unanimously in a Voice Vote.

7. PUBLIC HEARINGS

- A. First Reading on a Proposed Loan Order for Arsenal park Improvements Phase B that the sum of \$10,359,500.00 is appropriated to pay costs of renovating Arsenal Park, including demolition and removal of the existing park features, installation of the new playground, splash pad, skate park, and tennis/pickleball/basketball courts, and construction, construction administration services, and construction contingency costs, 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.

City Manager Proakis remarked that the Arsenal Park Phase B is a premier project in terms of development of public parks in Watertown, and that he is excited to get this to a point where construction can begin this season. He remarked that unfortunately the estimate for this phase has come in quite a bit over the original estimate. He stated that the cost in the proposed loan order is in addition to the already purchased playground equipment. In looking at the options the City has, they were presented with the choice of making it a smaller project, doing it over a longer period of time, or going forward with what they originally wanted to do. He mentioned that he will be addressing spending strategies and budgeting further with the CIP.

- B. First Reading on a Proposed Zoning Amendment Ordinance regarding Short Term Rentals

President Sideris stated that item is automatically referred to the Planning Board, and then it will come back to the Council for a Public Hearing and Vote.

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

President Sideris remarked that this item had been brought up previously, but there were issues in how it was advertised, so it had to be postponed. He stated that the City Manager had received excellent remarks, and that the adjustment in pay represents a 2.5% cost of living adjustment as well as a 1.5% performance bonus.

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

The Ordinance was improved unanimously in a Roll Call Vote.

- D. Public Hearing and Vote on a Loan Order that the sum of \$498,000 is appropriated to pay costs of improvements at Saltonstall Park, including the demolition and removal of existing lighting and furnishing of new Musco or other sports lighting and appurtenances, and further including the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with 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.

City Manager Proakis stated that this item is included in the 2024-2028 CIP and noted that this is for the field and basketball court. He stated that this project was originally scheduled to be done in 2019, that the number is above the original allotted figure, and that there will need to be additional projects to renovate the top lot of the park.

Superintendent St. Louis confirmed that this particular project is for lighting on the fields and courts, and that it is similar to Musco work done at Filippello park. He stated that they received three competitive bids, but the market dictated that the cost was higher than what was originally planned, and that that is part of the reason why they are dedicating the top lot of the park for its own project.

Councilor Piccirilli moved to approve the loan order and Councilor Feltner seconded.

Councilor Feltner asked if the project included push button activation for the lighting.

Superintendent St. Louis confirmed that it would.

Councilor Feltner asked for a timeframe of the project.

Superintendent St. Louis replied that this can and will begin this winter and will last a few months.

Councilor Feltner asked for clarification on the camera system that is included in the project.

Superintendent St. Louis replied that Musco has a new system where they are rolling out cameras which will provide publicly accessible footage of games being played on courts.

City Manager Proakis stated that there is a current camera attached to the building which tracks conditions of the court, but the new system in the project is more of a viewing experience as opposed to a security feature.

The loan order was approved unanimously in a Roll Call Vote.

8. MOTIONS, ORDINANCES, ORDERS, AND RESOLUTIONS

President Sideris clarified that the following items were brought forth from the City Manager to the City Council for consideration.

A. Amendment to Planning Board Alternates Ordinance

President Sideris asked for a motion to refer this item to the Committee on Economic Development & Planning.

Councilor Piccirilli moved to refer the item to the EDP and Councilor Feltner seconded.

The motion was approved unanimously in a Voice Vote.

B. Amendment to the Traffic Commission Ordinance

President Sideris asked for a motion to refer this item to the Committee on Public Safety.

Councilor Piccirilli moved to refer the item to the Committee on Public Safety and Councilor Feltner seconded.

The motion was approved unanimously in a Voice Vote.

9. REPORTS OF COMMITTEES

A. Committee on Personnel and City Organization Report regarding its meeting on January 17, 2024 – Bays, Chair

ACTION ITEM:

To recommend that the City Council confirm Earl Smith for reappointment to the Board of Assessors for a term to expire May 15, 2026

ACTION ITEM:

To recommend that the City Council confirm John Labadini for reappointment to the Licensing Board for a term to expire February 15, 2026

ACTION ITEM:

To recommend that the City Council confirm Sandra Hoffman for reappointment to the Licensing Board for a term to expire February 15, 2027

Councilor Bays presented the report.

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

The motion was approved unanimously by a Voice Vote.

Councilor Piccirilli moved to approve the first action item and Councilor Feltner seconded. The motion was approved unanimously in a Voice Vote.

Councilor Piccirilli moved to approve the second action item and Councilor Gardner seconded.

The motion was approved unanimously by a Voice Vote.

Councilor Piccirilli moved to approve the third action item and Councilor Gardner seconded.

The motion was approved unanimously by a Voice Vote.

B. Committee on Climate and Energy Report regarding its meeting on January 9, 2024 – Palomba, Chair

ACTION ITEM:

To recommend that the City Council confirm the reappointment of Brian Hebesien to the Watertown Environment and Energy Efficiency Committee with a term expiring November 15, 2026

ACTION ITEM:

To recommend that the City Council confirm the reappointment of Ellen Parker Menounos to the Watertown Environment and Energy Efficiency Committee with a term expiring November 15, 2026

Councilor Palomba presented the report.

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

The report was accepted unanimously in a Voice Vote

Councilor Piccirilli moved to approve the first action item and Councilor Gannon seconded.

The motion was approved unanimously in a Voice Vote.

Councilor Piccirilli moved to approve the second action item and Councilor Gannon seconded.

The motion was approved unanimously in a Voice Vote.

C. Committee on Climate and Energy Report regarding its meeting on January 11, 2024

ACTION ITEM:

To recommend that the City Council confirm the reappointment of Lauri Murphy to the Watertown Environment and Energy Efficiency Committee with a term expiring on November 15, 2026

ACTION ITEM:

To recommend that the City Council confirm the appointment of Marcia Ciro to the Watertown Environment and Energy Efficiency Committee with a term expiring November 15, 2025

Councilor Palomba presented the report.

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

The report was accepted unanimously in a Voice Vote.

Councilor Piccirilli moved to approve the first action item and Councilor Gannon seconded.

The motion passed unanimously in a Voice Vote.

Councilor Piccirilli moved to approve the second action item and Councilor Gannon seconded.

The motion passed unanimously in a Voice Vote.

D. Committee on Human Services Report regarding its meeting on January 17, 2024 – Palomba, Chair

Councilor Palomba presented the report.

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

The report was accepted unanimously in a Voice Vote.

Councilor Piccirilli moved to approve the action item and Councilor Palomba seconded.

The motion was approved unanimously in a Voice Vote.

10. NEW BUSINESS

There was no New Business.

11. COMMUNICATIONS FROM THE CITY MANAGER

A. Submission of the Proposed Fiscal Year 2025-2029 Capital Improvement

Plan

City Manager Proakis presented the most recent draft of the CIP for submission – linked below.

<https://portal.laserfiche.com/Portal/DocView.aspx?id=85760&repo=r-5ece5628>

Key points in the CIP include:

- CIP totals \$210,682,500 with a general obligation bonding requirement of \$93,908,100
- Parker Building moves and renovations.
- Parks and Open Spaces improvements including Saltonstall Park, Arsenal Park, and Victory Field
- Studies including upcoming ones on dog parks and spray pads
- ARPA projects
- School Department projects including phases of the new High School of which some of the sources of funds is yet to be determined
- Streets and Sidewalks which has a backlog of work to be done
- Retrocommissioning regarding energy efficiency for public buildings
- Senior Center Project

Councilor Piccirilli clarified that this is automatically referred to the Committee of the Budget and Fiscal Oversight.

B. Request for Confirmation of Appointment to the Conservation Commission

President Sideris stated that this will be referred to the Committee on Public Works

City Manager Proakis announced the Health and Human Services Study Community Forum on January 29, which will guide the future of the Health and Human Services program.

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

There were no Requests for Information.

13. ANNOUNCEMENTS

Councilor Gardner announced two public forums: February 12, 2024 Meet the Chiefs Meeting and February 20, 2024 Community Feedback on conversions and creation of pickle ball courts.

Councilor Feltner announced that 99 Water Street is going before the ZBA for a request of a special permit.

14. PUBLIC FORUM

Dennis Holland – 29 Nyack Street – Congratulated City Manager Proakis on his raise, and stated that he expects him to clean up the mess at the Hosmer School.

15. RECESS OF ADJOURNMENT

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

The motion was adopted unanimously in a Voice Vote.

The meeting adjourned at 8:05 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 9 for, 0 against, 0 present on February 13, 2024.



Mark S. Sideris, Council President
s:/BTM

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
Councilor At Large

Nicole Gardner,
District A Councilor

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

John G. Gannon,
Councilor At Large

Lisa J. Feltner,
District B Councilor

John M. Airasian,
Councilor At Large

Anthony Palomba,
Councilor At Large

Emily Izzo,
District D Councilor

City Council Meeting
Tuesday, January 23, 2024 at 7:00 PM
Richard E. Mastrangelo Council Chamber
Administration Building, 149 Main Street
List of Documents

1. Proposed Loan Order Arsenal Park Phase B – 7A
2. Proposed Zoning Amendment Ordinance - Short Term Rentals - Item 7B
3. Saltonstall Park Loan Order – Item 7C
4. Proposed Planning Board Alternates Ordinance – Item 8A
5. Proposed Amendment to Traffic Commission Ordinance – Item 8B
6. Committee on Personnel and City Organization Report from 1/17/24 – Item 9A
7. Committee on Climate and Energy Report from 1/9/24 – Item 9B
8. Committee on Climate and Energy Report from 1/11/24 – Item 9C
9. Committee on Human Services Report from 1/17/24 – Item 9D
10. Capital Improvement Program – Item 11A
11. Request for Confirmation – Conservation Commission – Item 11B

**ADDENDUM TO THE
MINUTES OF THE JANUARY
23, 2024 CITY COUNCIL
MEETING**



City Council Meeting

Tuesday, January 23, 2024 at 7:00 PM
Richard E. Mastrangelo Council Chamber

Agenda

ACCESS INFORMATION:

- A. This meeting will be held on January 23, 2024 at 7:00 P.M. Location: Richard E. Mastrangelo Council Chamber
- B. The meeting will be televised through WCATV (Watertown Cable Access Television): <http://vodwcatv.org/CablecastPublicSite/watch-now?site=3>
- C. The Public may join the virtual meeting online: <https://watertown-ma.zoom.us/j/92991331344>
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- 1. ROLL CALL
 - 2. PLEDGE OF ALLEGIANCE
 - 3. PUBLIC FORUM
 - 4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS
 - A. Minutes from City Council Meeting January 9, 2024
 - 5. PRESIDENT'S REPORT
 - 6. PRESENTATION OF PETITIONS, PROCLAMATIONS, AND SIMILAR PAPERS AND MATTERS
 - A. Proclamation Honoring Dr. Barbara Beck
 - 7. PUBLIC HEARINGS
 - A. First Reading on a Proposed Loan Order for Arsenal park Improvements Phase B that the sum of \$10,359,500.00 is appropriated to pay costs of renovating Arsenal Park, including demolition and removal of the existing park features, installation of the new playground, splash pad, skate park, and tennis/pickleball/basketball courts, and construction, construction administration services, and construction contingency costs, 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.
- B. First Reading on a Proposed Zoning Amendment Ordinance regarding Short Term Rentals
 - C. Public Hearing and Vote on a Proposed Ordinance Amending the City Manager's Salary
 - D. Public Hearing and Vote on a Loan Order that the sum of \$498,000 is appropriated to pay costs of improvements at Saltonstall Park, including the demolition and removal of existing lighting and furnishing of new Musco or other sports lighting and appurtenances, 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.
8. MOTIONS, ORDINANCES, ORDER, AND RESOLUTIONS
- A. Amendment to Planning Board Alternates Ordinance
 - B. Amendment to the Traffic Commission Ordinance
9. REPORTS OF COMMITTEES
- A. Committee on Personnel and City Organization Report regarding its meeting on January 17, 2024 - Bays, Chair

ACTION ITEM:

To recommend that the City Council confirm Earl Smith for reappointment to the Board of Assessors for a term to expire May 15, 2026

ACTION ITEM:

To recommend that the City Council confirm John Labadini for reappointment to the Licensing Board for a term to expire February 15, 2026

ACTION ITEM:

To recommend that the City Council confirm Sandra Hoffman for reappointment to the Licensing Board for a term to expire February 15, 2027

- B. Committee on Climate and Energy Report regarding its meeting on January 9, 2024 - Palomba, Chair

ACTION ITEM:

To recommend that the City Council confirm the reappointment of Brian Hebesien to the Watertown Environment and Energy Efficiency Committee with a term expiring November 15, 2026

ACTION ITEM:

To recommend that the City Council confirm the reappointment of Ellen Parker Menounos to the Watertown Environment and Energy Efficiency Committee with a term expiring November 15, 2026

- C. Committee on Climate and Energy Report regarding its meeting on January 11, 2024 - Palomba, Chair

ACTION ITEM:

To recommend that the City Council confirm the reappointment of Lauri Murphy to the Watertown Environment and Energy Efficiency Committee with a term expiring on November 15, 2026

ACTION ITEM:

To recommend that the City Council confirm the appointment of Marcia Ciro to the Watertown Environment and Energy Efficiency Committee with a term expiring November 15, 2025

- D. Committee on Human Services Report regarding its meeting on January 17, 2024 - Palomba, Chair

ACTION ITEM:

To recommend that the City Council vote to approve Kim Netter for appointment as a member of the Board of Health for a term expiring on February 1, 2027

10. NEW BUSINESS
11. COMMUNICATIONS FROM THE CITY MANAGER
 - A. Submission of the Proposed Fiscal Year 2025-2029 Capital Improvement Program
 - B. Request for Confirmation of Appointment to the Conservation Commission
12. REQUESTS FOR INFORMATION/REVIEW OF LIST OF PENDING MATTERS
13. ANNOUNCEMENTS
14. PUBLIC FORUM
15. RECESS OR ADJOURNMENT

ELECTED OFFICIALS

Mark S. Sideris,
Council President

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

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

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

John M. Airasian,
Councilor At Large

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

CITY COUNCIL ATTENDANCE
MEETING DATE: JANUARY 23, 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: JANUARY 23, 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 Minutes from City Council Meeting January 9, 2024

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JANUARY 23, 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 Proclamation Honoring Dr. Barbara D. Beck



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

PROCLAMATION HONORING DR. BARBARA D. BECK

WHEREAS: The quality of life and spirit in a community is enhanced by the commitment and willingness of a volunteer to give of his or her time and talents during term of service; and,

WHEREAS: Dr. Barbara D. Beck is being honored by the City Council, the Administration, Colleagues, and Community Members for her twenty-eight years of dedicated service to the Watertown community; and,

WHEREAS: Dr. Beck earned her BA in Biology from Bryn Mawr College and her PhD in Molecular Biology and Microbiology from the Tufts University Graduate School of Biomedical Science, and has also served as a Visiting Scientist at the Harvard T.H. Chan School of Public Health; and,

WHEREAS: Dr. Beck began working for Gradient in 1987 and ascended to the title of Principal Toxicologist & Risk Assessor; and,

WHEREAS: Dr. Beck was appointed by Town Manager Michael J. Driscoll as a member of the Board of Health in 1995; and,

WHEREAS: In 2020, Dr. Beck was nationally recognized by being elected as a fellow of the American Association for the Advancement of Science for her “meritorious contributions to the fields of toxicology and risk assessment, particularly for pioneering work on the evaluation of health risks of environmental chemicals”, and was also appointed to serve as Vice-Chair of the Science Advisory Board to the U.S. Environmental Protection Agency; and,

WHEREAS: Dr. Beck worked tirelessly through decades of service as a stalwart of the community and proved to be an invaluable steady resource during a once in a century global pandemic.

NOW THEREFOR BE IT PROCLAIMED: That the Watertown City Council extends its deepest appreciation to Dr. Barbara D. Beck and takes great pride in honoring her for her many years of service.

In Witness Whereof, we have
hereunto set our hand and caused the
Great Seal of the City of Watertown
to be affixed on this 23rd day of January 2024


Mark Sideris, City Council President





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

Kris Moussette
(617) 378-4194
kmoussette@hinckleyallen.com

January 4, 2024

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

RE: Draft Loan Order – Saltonstall Field and Court Lighting Replacement Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of the Saltonstall Field and Court Lighting Replacement project:

ORDERED: That the sum of \$498,000 is appropriated to pay costs of improvements at Saltonstall Park, including the demolition and removal of existing lighting and furnishing of new Musco or other sports lighting and appurtenances, 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: January 4, 2024

RE: Agenda Item – Proposed Loan Order

Attached please find correspondence from Gregory M. St. Louis, Superintendent of Public Works requesting that the necessary actions be taken to authorize the Treasurer to borrow the \$498,000 as outlined and approved in the FY 2019 Capital Improvement Program (CIP) budget for the Saltonstall Lower Park Improvements. Work on this project includes demolition and removal of existing lighting and furnishing new Musco sports lighting and appurtenances. This item implements conceptual recommendation #4 from the 2024-2028 CIP. While the intended \$300,000 for the FY 2019 CIP is not adequate to cover the project costs, adequate borrowing capacity is available and DPW staff will be prepared to discuss the additional funds required for this project.

I respectfully request the attached proposed Loan Order be placed on the January 9, 2023 City Council Agenda as a First Reading.

Thank you for your consideration in this matter.



28 State Street
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hinckleyallen.com

Kris Moussette
(617) 378-4194
kmoussette@hinckleyallen.com

January 4, 2024

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

RE: Draft Loan Order – Saltonstall Field and Court Lighting Replacement Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of the Saltonstall Field and Court Lighting Replacement project:

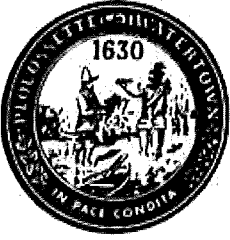
ORDERED: That the sum of \$498,000 is appropriated to pay costs of improvements at Saltonstall Park, including the demolition and removal of existing lighting and furnishing of new Musco or other sports lighting and appurtenances, and further including the payment of all costs incidental and related 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



CITY OF WATERTOWN

DEPARTMENT OF PUBLIC WORKS

124 ORCHARD STREET

(P) 617-972-6420

(F) 617-972-6402

Gregory M. St. Louis, PE
Superintendent

TO: Mr. George Proakis - City Manager

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

DATE: January 2, 2024

RE: DPW / Rec. Department:
Loan Order Request for Saltonstall Lower Park Improvements

The Department of Public Works respectfully requests that the necessary actions be taken to authorize the Treasurer to borrow the \$498,000.00 as outlined and approved in the FY 2019 Capital Improvement Program (CIP) budget for the Saltonstall Lower Park Improvements. Work on this project includes demolition and removal of existing lighting and furnishing new Musco sports lighting and appurtenances.

These funds will be utilized for the construction, construction administration services and potential construction contingency costs associated with this project. As outlined in the enclosed letter from project engineering firm CDM-Smith, the \$498,000.00 will be utilized as follows:

Item	Amount	Remarks
Funding Request	\$498,000	Total Project
Lowest Responsible/ Responsive Bid Amount	\$398,000	Cullen Electrical Contractors
Construction Oversight	\$60,000	CDM Construction Services
Construction Contingency	\$40,000	10% of bid price

Renovation of the tot lot near the Boys and Girls Club has been separated from this project at this time based upon type of construction and budgeting. The City anticipates planning for the playground reconstruction in the near future in coordination with other playground CIP items.

Thank you in advance for your consideration.



75 State Street, Suite 701
Boston, Massachusetts 02109
tel: 617 452-6000

January 2, 2024

Mr. Gregory M. St. Louis, PE, LEED AP BD+C
Superintendent of Public Works
124 Orchard Street
Watertown, Massachusetts 02472

Subject: Project Funding Recommendation Letter
Saltonstall Field and Court Lighting Replacement Project

Dear Mr. St. Louis:

On December 20, 2023, at 11:00 AM, in the Lower Hearing Room of Watertown City Hall, public bids were received and read publicly aloud by the City of Watertown Purchasing Department for the above referenced project. The bid prices received were as follows:

Bidder	Bid Amount
Cullen Electrical Contractors, Inc.	\$398,000
Coviello Electric and General Contracting Co., Inc.	\$398,900
Dagle Electrical Construction Corp.	\$517,715

These results indicate that Cullen Electrical Contractors, Inc. is the apparent low bidder. Based on CDM Smith's own experience with Cullen Electrical Contractors, Inc. for the Watertown Parks Electrical Service Upgrade, completed in 2017, and our discussion with their additional references, we recommend the City of Watertown award the Saltonstall Field and Court Lighting Replacement Project to Cullen Electrical Contractors, Inc., in the amount of \$398,000. The project has no bid alternates listed.

We recommend the City add and carry a \$40,000 construction contingency, approximately 10% of the bid price to cover unanticipated costs that may arise during construction.

We recommend the City add and carry \$60,000 for Engineering Services during construction.

We recommend the total project be funded in the amount of \$498,000, per the following breakdown:





Mr. Gregory M. St. Louis, PE, LEED AP BD+C

January 2, 2024

Page 2

Item	Amount	Remarks
Funding Request	\$498,000	Total Project
Construction Bid Amount	\$398,000	Cullen Electrical Contractors Low Bid
Construction Administration/ Construction Services	\$60,000	CDM Smith Services during construction
Construction Contingency	\$40,000	10% of bid price

If you have any questions or require further clarifications, feel free to contact us.

Sincerely,

Glenn D. Howard, RLA

Associate

CDM Smith Inc.

cc: Scott Landgren, RLA – CDM Smith
George Proakis– City of Watertown – City Manager
Tom Watkins– City of Watertown – Director of Administration & Finance
Peter Centola – City of Watertown – Director of Recreation
Steve Magoon – City of Watertown – Community Development and Planning Director
Bryan Wyncoop – City of Watertown – Purchasing Agent





Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

PROCLAMATION HONORING DR. BARBARA D. BECK

WHEREAS: The quality of life and spirit in a community is enhanced by the commitment and willingness of a volunteer to give of his or her time and talents during term of service; and,

WHEREAS: Dr. Barbara D. Beck is being honored by the City Council, the Administration, Colleagues, and Community Members for her twenty-eight years of dedicated service to the Watertown community; and,

WHEREAS: Dr. Beck earned her BA in Biology from Bryn Mawr College and her PhD in Molecular Biology and Microbiology from the Tufts University Graduate School of Biomedical Science, and has also served as a Visiting Scientist at the Harvard T.H. Chan School of Public Health; and,

WHEREAS: Dr. Beck began working for Gradient in 1987 and ascended to the title of Principal Toxicologist & Risk Assessor; and,

WHEREAS: Dr. Beck was appointed by Town Manager Michael J. Driscoll as a member of the Board of Health in 1995; and,

WHEREAS: In 2020, Dr. Beck was nationally recognized by being elected as a fellow of the American Association for the Advancement of Science for her “meritorious contributions to the fields of toxicology and risk assessment, particularly for pioneering work on the evaluation of health risks of environmental chemicals”, and was also appointed to serve as Vice-Chair of the Science Advisory Board to the U.S. Environmental Protection Agency; and,

WHEREAS: Dr. Beck worked tirelessly through decades of service as a stalwart of the community and proved to be an invaluable steadying resource during a once in a century global pandemic.

NOW THEREFOR BE IT PROCLAIMED: That the Watertown City Council extends its deepest appreciation to Dr. Barbara D. Beck and takes great pride in honoring her for her many years of service.

In Witness Whereof, we have
hereunto set our hand and caused the
Great Seal of the City of Watertown
to be affixed on this 23rd day of January 2024

Mark Sideris, City 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: January 18, 2024

RE: Agenda Item – Proposed Loan Order - Arsenal Park Phase B - Park Improvements

Attached please find correspondence from Gregory M. St. Louis, Superintendent of Public Works requesting that the necessary actions be taken to authorize the Treasurer to borrow the \$10,359,500.00 as outlined and approved in the FY 2021 Capital Improvement Program (CIP) budget for the Arsenal Park Phase B - Park Improvements. Work on this project includes demolition and removal of the existing park features, and installation of the new playground, splash pad, skate park, and tennis /pickleball/ basketball courts.

I respectfully request the attached proposed Loan Order be placed on the January 23, 2024, City Council Agenda as a First Reading.

Thank you for your consideration in this matter.



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

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

January 18, 2024

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

RE: Draft Loan Order – Arsenal Park Renovation Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of renovating Arsenal Park:

ORDERED: That the sum of \$10,359,500.00 is appropriated to pay costs of renovating Arsenal Park, including demolition and removal of the existing park features, installation of the new playground, splash pad, skate park, and tennis/pickleball/basketball courts, and construction, construction administration services, and construction contingency costs, 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



CITY OF WATERTOWN

DEPARTMENT OF PUBLIC WORKS

124 ORCHARD STREET

(P) 617-972-6420

(F) 617-972-6402

Gregory M. St. Louis, PE
Superintendent

TO: Mr. George Proakis - City Manager

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

DATE: January 17, 2024

RE: DPW / Rec. Department:
Loan Order Request for Arsenal Park Phase B – Park Improvements

The Department of Public Works respectfully requests that the necessary actions be taken to authorize the Treasurer to borrow the \$10,359,500.00 as outlined and approved in the FY 2021 Capital Improvement Program (CIP) budget for the Arsenal Park Phase B - Park Improvements. Work on this project includes demolition and removal of the existing park features, and installation of the new playground, splash pad, skate park, and tennis/pickleball/basketball courts. Please see conceptual design rendering below:



These funds will be utilized for the construction, construction administration services and potential construction contingency costs associated with this project. As outlined in the enclosed letter from project engineering firm CDM-Smith, the \$10,359,500.00 will be utilized as follows:

Item	Amount	Remarks
Funding Request	\$10,359,500	Total Project
Lowest Responsible/ Responsive Bid Amount	\$9,017,500	Quirk Construction Corp
Construction Oversight	\$640,000	CDM Construction Services
Construction Resident Engineer	\$52,000	Resident Engineer 3 days/wk. for 6-Months
Construction Contingency	\$900,000	10% of bid price
Stormwater Mitigation Credit	(\$250,000)	AOTC Stormwater Mitigation

The bids received are representative of the former use of the facility as an Arsenal with some unknown subsurface conditions throughout as well as the market inflation associated with construction in recent years.

Thank you in advance for your consideration.



75 State Street, Suite 701
Boston, Massachusetts 02109
tel: 617 452-6000

January 3, 2024

Mr. Gregory M. St. Louis, PE, LEED AP BD+C
Superintendent of Public Works
124 Orchard Street
Watertown, Massachusetts 02472

Subject: Project Funding Recommendation Letter
Arsenal Park Improvements Project Phase B

Dear Mr. St. Louis:

On December 20, 2023, at 2:00 PM, in the Lower Hearing Room of Watertown City Hall, public bids were received and read publicly aloud by the City of Watertown Purchasing Department for the above referenced project. The bid prices received were as follows:

Bidder	Bid Amount
Quirk Construction Corp.	\$9,017,500
Argus Construction Corp.	\$9,620,000
WES Construction Corp.	\$11,598,000

These results indicate that Quirk Construction Corp. is the apparent low bidder. Based on CDM Smith's own experience with Quirk Construction Corp. including, Moxley Court Renovation, Filippello Park Spray Park, Casey Park Phase 1 and our discussion with their additional references, we recommend the City of Watertown award the Arsenal Park Improvements Project Phase B to Quirk Construction Corp. in the amount of \$9,017,500. The project has no bid alternates listed.

We recommend the City add and carry a \$900,000 construction contingency, approximately 10% of the bid price to cover unanticipated costs that may arise during construction.

We recommend the City add and carry \$640,000 for Engineering Services during construction and an additional \$52,000 for a Resident Engineer 3 days per week during the 6 months of peak construction.

The project funding recommendation includes a (\$250,000) stormwater mitigation credit from AOTC.





Mr. Gregory M. St. Louis, PE, LEED AP BD+C

January 3, 2024

Page 2

We recommend the total project be funded in the amount of \$10,359,500 per the following breakdown:

Item	Amount	Remarks
Funding Request	\$10,359,500	Total Project
Construction Bid Amount	\$9,017,500	Quirk Construction Corp.
Construction Administration/ Construction Services	\$640,000	CDM Smith Services during construction
Construction Resident Engineer	\$52,000	Resident Engineer 3 days/wk. for 6 months
Construction Contingency	\$900,000	10% of bid price
Stormwater Mitigation Credit	(\$250,000)	\$250,000 from AOTC for stormwater mitigation in Arsenal Park.

If you have any questions or require further clarifications, feel free to contact us.

Sincerely,

Glenn D. Howard, RLA

Associate

CDM Smith Inc.

cc: Scott Landgren, RLA – CDM Smith
George Proakis– City of Watertown – City Manager
Mike Albano– City of Watertown – Director of Administration & Finance
Peter Centola – City of Watertown – Director of Recreation
Steve Magoon – City of Watertown – Community Development and Planning Director
Bryan Wyncoop – City of Watertown – Purchasing Agent



Proposed Zoning Amendments for STR (2023 final)

- I. Article II – Insert a new Section alphabetically (after Section 2.74 Setback) to define short-term rental for zoning regulation. Subsequent sections would be renumbered.

Proposed Language:

Section 2.75 Short-Term Rental(s)

Any rental of the owner's primary residence or of a bedroom within their primary residence, in exchange for payment, as residential accommodations for a duration of not more than thirty-one (31) consecutive days.

- II. Article V – Strike out Section 5.02(a) and replace with NEW Section 5.02(a) Short-Term Rental. Add a note to reference the proposed Ordinance. This removes an unused section and replaces it with an allowance for short-term rentals. This amendment does not have a requirement for a Special Permit for any scenario, and only requires registration and compliance with new regulations.

Proposed Language:

SECTION 5.02 TABLE OF ACCESSORY USE REGULATIONS

	<u>Accessory Use Only</u>	<u>S-6</u>	<u>S-10</u>	<u>C</u> <u>R</u>	<u>SC</u>	<u>I</u>	<u>R.7</u> <u>5</u>	<u>R1.</u> <u>2</u>	<u>N</u> <u>B</u>	<u>LB</u>	<u>C</u> <u>B</u>	<u>I-</u> <u>1</u>	<u>I-</u> <u>2</u>	<u>I-</u> <u>3</u>	<u>PSC</u> <u>D</u>	<u>OS</u> <u>C</u>	<u>RM</u> <u>UD</u>
a.	Within a dwelling unit that is owner occupied, renting of not more than two rooms as a lodging without separate cooking facilities and for not more than two lodgers	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	N	SP	SP	N	N	N
a	<u>Short-Term Rental (20)</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>

- III. Add a new note within SECTION 5.03 NOTES TO TABLE OF USE REGULATIONS, referencing that Short-Term Rentals are only allowed as specified in the new Short-Term Rentals Section within the ordinance.

Proposed Language:

(21) Notwithstanding Section 4.03, Short-Term Rentals may be allowed as an accessory use within residential dwelling units in all districts, as specified in Section 5.19.

- IV. Add a new Section 5.19 with the zoning requirements for Short-Term Rentals, as follows.

Proposed Language:

SECTION 5.19 SHORT-TERM RENTALS

(a) Intent and Purpose

This Section is intended to make the operation of Short-Term Rentals legal for residents, promote the safety of renters and residents, ensure that the primary use remains residential, and ensure that short-term rentals will not be a detriment to the character and livability of the surrounding residential neighborhood.

(b) Definitions

- (1) Booking Agent: Any person or entity that facilitates reservations or collects payment for a Short-Term Rental on behalf of or for an Operator.
- (2) Short-Term Rental(s): The use of the owner's primary residence or of a bedroom within their primary residence, in exchange for payment, as residential accommodations for a duration of not more than thirty-one (31) consecutive days.
- (3) Short-Term Renter: Any person or persons occupying a dwelling unit, or a bedroom within a dwelling unit, as a Short-Term Rental for a duration of not more than thirty-one (31) consecutive days.
- (4) Operator: The person that seeks to offer a residential dwelling unit or bedroom as a Short-Term Rental, who is the owner of the dwelling unit, and with the written permission of the condominium association if applicable. Only one owner may be registered as an Operator on the Short-Term Rental Registry for a Residential Unit.
- (5) Limited Share Unit: consists of a private bedroom or shared space at the primary residence of the Operator while the Operator is present. Occupancy is limited to a maximum of two guests per legal bedroom, with a maximum of six guests. One bedroom must be reserved for the Operator.
- (6) Home Share Unit: consists of a whole unit available for a Short-Term Rental which is the primary residence of the Operator. Occupancy is limited to a maximum of two guests per legal bedroom, with a maximum of 10 guests.
- (7) Primary Residence: The Residential Unit which is the Operator's domicile for at least nine months out of a twelve-month period. In the event that the Operator is not a natural person, the Residential Unit must be the domicile of a natural person with an ownership interest in the entity which equals or exceeds fifty (50) percent.
- (8) Registration Number: A unique identification number generated for a single Residential Unit registered as a Short-Term Rental. Registration Numbers shall be valid for the calendar year during which they are assigned and shall be associated with both a single Residential Unit and a single Operator. The Registration Number must be included on any listing or advertisement offering a unit as a Short-Term Rental.

- (9) Residential Unit: A Residential Unit is a dwelling unit within a dwelling classified as a residential use, as those terms are defined in the Code, but excluding: a congregate living complex; elderly housing; a group residence; and transitional housing. The term “Residential Unit” shall not include a hotel, motel, executive suite, or other commercial or non-residential use.
- (10) Short-Term Rental Registry: The database maintained by the city that includes information on Operators who are permitted to offer their Residential Units as Short-Term Rentals. The Short-Term Rental Registry may be a stand-alone registry or may be incorporated into an electronic database maintained by the City, provided that the location of the Short-Term Rental with the Short-Term Rental Registry shall be made public.

(c) Applicability

The requirements of this Section shall apply to all short-term rentals in all districts where residential uses are located but shall not apply to principal transient accommodations including Hotels.

(d) Regulations

The Director of the Department of Community Development and Planning (DCDP) or the Director’s designee, shall have the authority to promulgate regulations to carry out and enforce the provisions of this Section.

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

- (1) An Operator may rent to only one party of guests at a given time.
- (2) An Operator may rent to that party of guests either:
 - a. **Limited Share Unit:** An Operator may offer a Limited Share Unit as a Short-Term Rental; or
 - b. **Home Share Unit:** An operator may offer a Home Share Unit as a Short-Term Rental.
- (3) A dwelling unit or bedroom offered for Short-Term Rentals shall comply with all standards and regulations promulgated by DCDP.
- (4) All Short-Term Rental operators shall register with the State and DCDP prior to short-term rental use and occupancy, showing conformance with regulations in place.
- (5) Operators shall comply with all applicable federal, state, and local laws and codes, including but not limited to the Fair Housing Act G.L. c.151b and local equivalents and regulations related thereto, and all other regulations applicable to residential dwellings.
- (6) Operators of Short-Term Rentals shall remit to the appropriate body all fees and taxes as required by city and/or state authorities.

- (7) Short-Term Rental operators shall comply with the liability insurance requirements set forth in G.L. c.175, Section 4F.
- (8) Renting for an hourly rate, or for rental durations of less than one day, shall not be permitted.
- (9) Notifications:
 - a. The Operator shall include the Registration Number issued by DCDP on any listing offering the Residential Unit as a Short-Term Rental and shall post a sign on the inside of the Residential Unit providing information on the location of all fire extinguishers in the dwelling unit and the maximum number of occupants set by the city for operation as a Short-Term Rental.
 - b. The Operator shall, within thirty days of approved registration, provide written notice to abutters of a Residential Unit that the Residential Unit has been registered as a Short-Term Rental. For the purposes of this section, an abutter shall be defined as any residential dwelling located within 300 feet of said Residential Unit.
- (10) Retention of Records: The Operator shall retain and make available to DCDP, upon written request, records to demonstrate compliance with this section, including but not limited to: records demonstrating number of months that Operator has resided or will reside in Residential Unit; records showing that Operator is the owner of Residential Unit offered as a Short-Term Rental; and records demonstrating number of days per year that Residential Unit is offered as a Short-Term Rental. The Operator shall retain such records for a period of three years from the date the Residential Unit is registered with the City of Watertown.

(f) Ineligibility

The following residential units are not eligible to be offered as Short-Term Rentals: Residential Units designated as below market rate or income-restricted, that are subject to affordability covenants, or that are otherwise subject to housing or rental assistance under local, state, or federal law.

Proposed Zoning Amendments

Redline changes per R&O Committee finalized from April 20, 2023 meeting

- I. Article II – Insert a new Section alphabetically (after Section 2.74 Setback) to define short-term rental for zoning regulation. Subsequent sections would be renumbered.

Proposed Language:

Section 2.75 Short-Term Rental(s)

Any rental of the owner's primary dwelling-unit residence or of a bedroom within their primary dwelling-unit 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</u> <u>6</u>	<u>S</u> <u>10</u>	<u>C</u> <u>R</u>	<u>S</u> <u>C</u>	<u>T</u>	<u>R</u> <u>75</u>	<u>R1</u> <u>.2</u>	<u>N</u> <u>B</u>	<u>L</u> <u>B</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>PS</u> <u>CD</u>	<u>O</u> <u>SC</u>	<u>R</u> <u>M</u> <u>UD</u>
<u>a</u>	<u>Within a dwelling unit that is owner occupied, renting of not more than two rooms as a lodging without separate cooking facilities and for not more than two lodgers</u>	<u>S</u> <u>P</u>	<u>SP</u>	<u>S</u> <u>P</u>	<u>S</u> <u>P</u>	<u>S</u> <u>P</u>	<u>SP</u>	<u>SP</u>	<u>S</u> <u>P</u>	<u>S</u> <u>P</u>	<u>S</u> <u>P</u>	<u>N</u>	<u>S</u> <u>P</u>	<u>S</u> <u>P</u>	<u>N</u>	<u>N</u>	<u>N</u>
<u>a</u>	<u>Short-Term Rental (18) (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:

(18) (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 ~~sShort-tTerm~~ ~~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** ~~residential dwelling unit~~, or of a bedroom within **their primary residence** ~~dwelling unit~~, in exchange for payment, as residential accommodations for a duration of not more than thirty-one (31) consecutive days.
- (3) Short-Term Renter: Any person or persons occupying a dwelling unit, or a bedroom within a dwelling unit, as a ~~sShort-tTerm~~ ~~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 three bedrooms or six guests, whichever is fewer.** One bedroom must be reserved for the Operator.
- (6) Home Share Unit: consists of a whole unit available for a ~~sShort-tTerm~~ ~~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 five bedrooms or 10 guests, whichever is fewer.**
- (7) Primary Residence: **—The Residential Unit in which is the Operator's resides 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. Primary residence is demonstrated by showing that as of the date of registration of the Residential Unit on the Short-Term Rental Registry, the Operator has resided at the property for nine of the past twelve months, or that the Operator intends to reside in the Residential Unit for nine of the next 12 months: as demonstrated by at least two of the following: utility bill, voter registration, motor**

~~vehicle registration, deed, driver's license or state-issued identification, or proof of residential exemption.~~

(8) **Registration Number:** ~~—~~A unique identification number generated for a single Residential Unit registered as a Short-Term Rental. Registration Numbers shall be 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 ~~their~~ designee, shall have the authority to promulgate regulations to carry out and enforce the provisions of this Section.

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

- (1) ~~An short-term rental~~ Operator may ~~make available rent to~~ only one listing 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 a private bedroom or shared space at the primary residence of the Operator while the Operator is present with occupancy limited to three guest bedrooms or six guests, whichever is fewer, per booking reservation, but the number of rooms may not exceed the lawful number of bedrooms in the unit. ~~One bedroom must be reserved for the Operator.~~
 - b. **Home Share Unit:** An ~~o~~Operator may offer a Home Share Unit as a Short-Term Rental. ~~one whole unit available for a short term rental which is the primary residence of the Operator with occupancy limited to five~~ guest

bedrooms or 10 guests, whichever is fewer, per booking reservation, but the number of rooms may not exceed the lawful number of bedrooms in the unit.

(2-3) A dwelling unit or bedroom offered for sShort-tTerm rRentals shall comply with all standards and regulations promulgated by DCDP.

(3-4) All sShort-tTerm rRental operators shall register with the State and the city Department of Community Development and Planning (DCDP) prior to short-term rental use and occupancy, showing conformance with regulations in place.

(4-5) 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. A dwelling unit or bedroom offered for Short-Term Rentals shall be in compliance with related Housing laws and City of Watertown codes and requirements, including the payment of fees as required.

(5-6) Operators of sShort-tTerm rRentals shall remit to the appropriate body all fees and taxes as required by city and/or state authorities.

(6-7) Short-tTerm rRental operators shall maintain comply with the commercial liability insurance requirements set forth in G.L. c.175, Section 4F. appropriate to cover the short-term rental use.

(7-8) Renting for an hourly rate, or for rental durations of less than one day, shall not be permitted.

(8-9) Notifications:

a. (a) The Operator shall include the rRegistration or license nNumber 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. (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 Residential Rental. For the purposes of this section, an abutter shall be defined as any residential dwelling located within 300 feet of said Residential Unit.

(9-10) 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.



Watertown City Council

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

Report of the City Council Committee on Rules and Ordinances

2023 Meeting Dates: Monday, January 30 at 6:30 p.m.; Monday, February 13 at 6:30 p.m.;
Monday, April 3 at 6:00 p.m.; and Thursday, April 20 at 5:30 p.m.

All committee meetings were convened in the Richard E. Mastrangelo Council Chamber,
with remote participation by Zoom pursuant to Chapter 2 of the Acts of 2023.

Present at all committee meetings were Councilors John Gannon, chair; John Airasian, vice chair, and Lisa Feltner, secretary.

The purpose of the above meetings was to: Continue discussion relative to the adoption of a short-term rental (STR) ordinance. The purpose of April 3rd and 20th meeting dates also included: Consider the adoption of an ordinance requiring closed captioning on public-facing televisions.

In response to Watertown's interest in the ability to regulate short-term rentals and ensure safety while balancing concerns of negative impacts from this use, the committee found consensus in the desire to restrict STR to the original intentions of a "sharing economy". Thus, considering all prior term and current discussions, we recommend short-term rental use be limited to two options: "Limited Share" of private bedroom/s-shared space, and "Home Share" for a whole unit-shared space. (See attached detailed meeting minutes).

Some of the benefits from short-term rental use, besides revenue, include income to help owners age in place, contribute to upkeep of properties, help pay taxes and bills (especially given the loss of jobs due to the pandemic), provide local accommodations during home renovations or for extended family visits with those who don't have guest space or for visitors to local hospitals, and some residents especially enjoy being hosts and making social connections while supporting Watertown businesses and events.

The committee identified two points in particular that need guidance from City Council:

- (1) when determining a cap on the number of renters per residence, consider reserving a bedroom for the operator in all cases; thus a 5-bedroom dwelling would be limited to 8 renters per booking¹ -this change would alter Definitions in Limited Share Unit and Home Share Unit; and
- (2) adopt G.L. c. 40, Section 22F so that regulation-inspection fees can be included in regulations; otherwise a separate ordinance could be created for Council to set a fee schedule².

The following summary of improvements were accepted to the draft ordinance language and regulations, and finalized by the committee on April 20, 2023:

Ordinance language reviewed and updated for consistency and clarity.

Fully develop STR Regulations for the ordinance.

Comply with applicable Building/Health/Fire codes.

Restrict to owner-operator occupied.

Restrict to Primary Residence and include Proof of Residence.

Primary Residence defined as 9 mos of 12 (vs. 6 mos).

Restrict STR dwelling to one listing at a time and per single booking reservation.

STR are limited to one party at a time -not renting of separate bedrooms to separate parties.

Prohibit Accessory Apartments (currently legal or “grandfathered”) from STR use.

¹Total number of guests per booking are limited to 2 per legal bedroom.

Prohibit commercial meeting and events, such as weddings or banquets and parties.

Create an application process with eligibility determination.

Create a Public Registry kept by the City of Watertown.

Registration includes listing max. number of occupants allowed for STR.

Annual registration required, instead of every 5 years.

Unique and public Registration Number required for each STR as well as having a single Operator.

Operator must show proof of liability insurance complying with state law.

Require STR operator to notice their abutters.

Create DCDP Inspection Checklist, in collaboration with other departments, which must be met before issuing or renewing a Certificate of Registration.

Mandate info to be provided and posted on site, such as:

Trash and recycling rules, Emergency egress and fire extinguishers, Parking rules and limits including overnight parking restrictions, Designated STR unit contact info for responding to any emergencies or problems.

Outline a Complaint Process, including violations and appeals.

Requirement for Retention of Records by Operator for three years.

²Create a Registration & Inspection Fee/s, in the Regulations for easy adjustment as needed.

On April 20th, Councilor Feltner made a Motion to Recommend the City Council adopt the updated draft language to Amend Watertown Zoning Ordinance, Section 5.19 for Short-Term Rentals, and endorse the proposed Regulations; Seconded by Airasian. Discussion: Councilor Gannon stated he is going to vote no because he is concerned that the ability for 10 people to rent a unit overwhelms an accessory use and gets into a non-residential type of component. As much as he feels there are safeguards built into the ordinance, and the committee put together a better package than was previously drafted, he believes the 10 number is a hard limit for him. He recognizes that this could change during the full City Council’s deliberations. Voted 2-1, with No by Gannon.

Clean copy of the recommended short-term rental ordinance and regulations are attached to this report; they have been reviewed by counsel KP Law per staff.

ACTION ITEM: City Council adopt the updated draft language to Amend Watertown Zoning Ordinance, Section 5.19 for Short-Term Rentals, and endorse the proposed Regulations.

Also on April 20th, the committee reviewed a draft ordinance per Title XI Business Regulations, Chapter 117 Closed Captioning Activation, presented by Mr. Schreiber and based on a model from the City of Boston, requiring closed captioning on public facing televisions. There were just a few questions to coordinate with Watertown zoning language and definitions and to clarify exempt businesses. Changes were made to B. Definitions 4. “Public facility”, and to D. Enforcement 1., 2., and 3. (see attached)

Councilor Feltner made a Motion for the committee to accept ordinance changes as discussed and recommend the amended draft Ordinance Requiring Closed Captioning for Public-Facing Televisions be brought forward by staff to City Council for a first reading, and for consideration and adoption; Seconded by Airasian; It was noted that the draft before us had already received review by city counsel KP Law; Approved 3-0.

Attached is the finalized draft language for requiring closed captioning for public-facing televisions, which received another review by counsel KP after the April 20th meeting, per staff.

ACTION ITEM: Recommend draft Ordinance Requiring Closed Captioning for Public-Facing Televisions be scheduled for a first reading, then consideration and adoption by City Council.

The April 20th committee meeting adjourned at 8:06 p.m.

Summary Report prepared by Councilor Lisa Feltner.

ATTACHMENTS:

- A. Minutes of January 30, 2023, which include links to [DCDP Memo containing the Planning Board Report, dated Jan 4, 2022](#) which was considered by [City Council on Jan 25, 2022](#) -the council voted to keep the Public Hearing open with referral back to the Committee on Rules and Ordinance; with **A1**. Emails read aloud on January 30th.
- B. Minutes of February 13, 2023 with **B1**. DCDP Memo dated Feb 13, 2023.
- C. Minutes of April 3, 2023 with **C1**. DCDP Memo dated March 29, 2023.
- D. Minutes of April 20, 2023 with **D1**. Red-lined draft changes to Title XI Business Regulations, Chapter 117 Closed Captioning Activation; and **D2**. City of Boston Disabilities Commission FAQ on Boston Closed Captions Ordinance.
- E. Finalized Title XI Business Regulations, Chapter 117 Closed Captioning Activation.
- F1. Proposed Zoning Amendments, for Short-Term Rental Use
- F2. Proposed Regulations, for Short-Term Rental(s).

ATTACHMENT A

Minutes of Watertown City Council Committee on Rules and Ordinances

Monday, January 30, 2023, at 6:30 p.m.

Richard E. Mastrangelo Council Chamber, with remote participation by Zoom pursuant to Chapter 2 of the Acts of 2023.

Agenda: Discussion Relative to Ordinance for the Regulation of Short-Term Rentals.

Present were John Gannon, chair; John Airasian, vice chair; and Lisa Feltner, secretary. Staff present were DCDP Asst. Director Gideon Schreiber, and via zoom were Steve Magoon, DCDP Director as co-host, and Larry Field, DCDP Senior Planner. Also present were Councilors Izzo, Bays (at 6:45) and Palomba (at 6:50), WFD Acting Chief Nicholson and Fire Inspector Capt. Anastasi. Other attendees are listed below.

Chair Gannon called the meeting to order at 6:33 p.m. to discuss the proposed zoning text amendment for the regulation of short-term rentals (STR), which was [referred back to committee by the Council Committee of the Whole](#) after its deliberation of [changes recommended by the Planning Board](#) and additional concerns by Councilors and the public. Gannon stated concerns about making units safe and appropriate for short-term rental use, and because he did not previously serve on Rules and Ordinances, he asked for testimony from folks who have been affected by “Airbnb” as well as staff’s current perspective.

Councilor Feltner read aloud three emails received today (see Attachment A1).

Chief Nicholson said the Watertown Fire Department is mostly looking to follow fire code, such as looking for fire detectors, carbon monoxide, two means of egress with signage for clear exits, and they don’t feel strongly about a particular number of renters. DCDP has reviewed the Emergency Access Plan in the draft regulations and recommends limiting renters to no more than 2 persons per bedroom with a 10-person max, which gives staff flexibility on the regulatory component to address future concerns. According to the assessor’s database, there are 122 five-bedrooms in town and all of them are in single family dwellings, but we don’t know how many are owner-occupied.

Councilor Feltner noted there are some existing single-family properties located in I-1 zoning, adjacent to the UPS facility. She asked staff about impact to existing (and legal) accessory apartments. Mr.

Schreiber explained that if a unit is attached, you would currently be able to rent for STR. Councilor Airasian asked for clarification on a Home Share Unit; Mr. Schreiber used the example of a 3-bedroom home with a limit of 6 guests -that could allow three different parties (of 2 each) that share the kitchen and other areas of the home. Councilor Feltner suggested prohibiting commercial meeting and events, such as weddings or banquets and parties in STR.

The committee confirmed interest in limiting STR use to owner-occupied units vs. investor or absentee landlord properties to address concerns such as impacts to market affordability and longer-term residents, stabilization of neighborhoods, reducing awkward social interactions, safety and quiet enjoyment of residents, potential parking pressures, trash, etc. Councilor Feltner suggested owner-operators confirm the property is their primary residence for nine months out of twelve (some communities only mandate 6 months or more of twelve) and to not allow accessory apartments as STR use. Staff confirmed that residents have been able to use STR and remain local during renovations to their homes, and income can help owners age in place, contribute to upkeep of properties, pay taxes and bills or enable a vacation, especially given the loss of jobs due to the pandemic, and some residents especially enjoy being hosts and making social connections.

Although a few attendees expressed a desire to ban STR altogether (especially given the recent conversion of 31 Falmouth Rd by investors) the public consensus in previous public forums and meetings was to regulate STR not outlaw them; the use is allowed by the state (with regulations effective 2019) and there have been few local complaints compared to the number of known rentals in use for several years in Watertown. Staff considered the Metro-Bridge Study with students at Boston University and looked to model our regulations on the City of Cambridge in response to Watertown concerns and expressed desire for a very restrictive ordinance out the gate; Mr. Schreiber found approximately 2% of housing stock in Cambridge sees STR use. Some comparisons were made to Lexington's STR ordinance- which limits STR to 10 total guests or two adult guests per bedroom, whichever is fewer, and they allow operator-adjacent units instead of restricting STR to operator owner-occupied; Lexington does prohibit STR use in Accessory Apartments.

Councilor Gannon learned that a list of STR is kept by the Department of Revenue, but it is not known how many of them in Watertown are owner-occupied. He asked for staff opinion about limiting the number of weeks allowed per year; this is difficult to monitor and DCDP believes that by limiting STR to owner-occupied, this will also limit the number of units that end up getting rented consistently throughout a year. Councilor Airasian feels we have made good progress on addressing concerns so far but would like to see properties as tightly regulated as possible. Mr. Schreiber highlighted proposed language which restricts STR to an accessory residential use, parking that is allowed per zoning, and he suggested enforcement may include Watertown contracting with an outside company that specializes in this, along with neighbor queries or complaints. It was noted that Watertown nearby excellent hospitals, including other destinations that are on highly traveled bus routes. Fines for infractions are allowed up to \$300 per day, although staff strive to get property owners to come into compliance and work with the city and not just fine them.

At 8:43 p.m. Councilor Feltner noted that there were about 10 attendees on zoom.

The committee agreed that checklists for STR inspections and/or applications should be more specific, beyond safe "habitability", and include things like parking capacity, fines, owner contact information, insurance requirements, annual registration periods, etc. They want to see more developed regulations.

Mr. Schreiber spoke to the "sharing economy" that will continue regardless, and Councilor Gannon said he recognizes times have changed. For example, he couldn't imagine this scenario even five years ago, where cannabis or shared rides or shared rentals were commonplace. This is the first time he has been

able to hear live deliberations and he noted that Councilors Airasian and Izzo are newly serving on Council. For the next committee meeting, he would like to receive tax information and STR unit address locations per DOR. And he wondered if staff could provide a cost benefit analysis for allowing or removing STR in Watertown. He is also unclear about our enforcement capability and how that might counter potential revenue realized from STR use. Mr. Schreiber encouraged attendees to review background materials already available for the work completed so far and for current context on moving forward.

Councilor Gannon thanked everyone for participating and for the staff's continued hard work on this issue and being forthright in their efforts to address impacts as they see them. The Committee agreed to continue the meeting discussion at a future date and review revised language.

9:05 p.m. Motion to Adjourn by Feltner, Seconded by Airasian; Approved 3-0.

Respectfully submitted, Lisa Feltner

Other attendees -in person: Chris and Sue Demis, Maryann Mulligan ; -via zoom: Annette, Anthony's iPhone, D. Snyder, David Leon, Kathleen C, Oliver, Linda, Jack Dargon, Jacky vanLeeuwen, Karen, Elodia (at 7:10).

Attached: Emails read aloud, from residents Jocelyn Tager, David Leon

Enclosed: pertinent City Council Minutes of Jan 25, 2022:

D. Public Hearing and Vote on an Amendment to the Watertown Zoning Ordinance to Define Short Term Rentals, Include This Use in the Table of Accessory Use Regulations, and Add Requirements Specific to This Use.

Mr. Magoon stated the amendment is a method of regulating short-term rentals after a determination was made to regulate and not outlaw short-term rentals. With this change, a short-term rental is defined as a rental of a dwelling unit, or bedroom of not more than 31 days in a row. It removes a previous category allowing short-term rental in all zoning districts for an accessory use to residential dwelling units. There are three types of units:

- * Limited Share Unit – a bedroom or shared space with the operator present for three bedrooms or six guests whichever is fewer (sharing a space while the operator is on the premises)

- * Home Share Unit – a whole unit that is the primary residence of the operator limited to five bedrooms or 10 guests whichever is fewer (rental of home while operator is not present)

- * Owner Adjacent Unit – a unit that is not the operator's primary residence but is in the same building as the operator and all units of the building are owned by the operator. Only one adjacent unit may be used as a short-term rental (multi-family unit offering a rental while living in one of the units). This would prevent corporate entities from buying homes for the purpose of short-term rentals.

Mr. Magoon suggested that the requirement for such a rental add the words "for two guests per bedroom:" so that the line reads:

(1) A short-term rental operator may make available for two guests per bedroom:

He stated the Planning Board allow the lessees operator with the permission of the Owner. The maximum number of renters is two people per bedroom. The phrase that the unit or bedroom must meet building and health code requirements should be replaced with basic habitability and life safety standards as it is a more accurate description. Such rentals should not be permitted for affordable units as it is seen as a public benefit being used for a private gain.

Council President Sideris opened the Public Hearing:

Elodia Thomas – Raised concerns about what the City will be doing to enforce current requirements. Is the public aware of what their liability is from renters. Will parking spaces be mandated for renters? Will neighbors know who is renting? What can neighbors do or who can they call if something needs to be done?

Maryann Mulligan – 23 Falmouth Road – Due to Watertown’s density, it has significant challenges that are not addressed in the regulations. Parking is a major concern. Although the Council has worked on this matter for a period of time, this is the first time many are seeing the suggested changes. She compared other communities’ regulations and feel they address the situation better. Some limit vehicles to 1 for every two renters. Permit renewals are done annually while Watertown provides for a registration every five years. Units have to comply with fire regulations and the community reserves the right to reinspect if provided with new information of violations. Some communities require a minimum of three-nights while Watertown’s regulations could allow for a nightly turnover.

David Leon – The City has to determine the impact of such rentals on the quality of life and how they will affect the community. What impact would such rentals have on the housing market: Would it reduce the housing supply or reduce affordability of housing? He suggested using a more conservative approach to lessen the impact on the neighborhoods and suggested the occupancy number should not exceed 6 guests per rental.

Councilor Piccirilli read two emails that the Council received:

Beverly Hanson – Was concerned about the B&B on her street. Transient occupancy affects the marketability of a neighborhood and the value of the home. Buyers will be concerned with safety, noise, cleanliness, parking, and possible criminal activity. This could change the quality of the neighborhood. She raised the concern that a flood of such rentals will occur if not well regulated.

Joan Gumbleton – Had several issues with the short-term rental changes. She raised a concern for safety with such renters. The one-night stay policy could provide a constant turnover of renters. There should be a maximum of rentals on a monthly or annual basis. She raised the concern of how these rentals would affect the neighborhood effect that Watertown has. Who would police the properties in a timely fashion? If these are illegal rentals, they should be terminated. Notification should be provided to neighbors of the rental. Parking should be in authorized spaces only.

Angeline Kounelis – She did not support this change as it affected neighborhoods and sometimes placed resident against resident. There are issues of enforcement, and it does not improve the quality of life.

Susanne Demis – 27 Falmouth Road – She lives next door to a short-term rental and has more contact with renters than the absent landlord. She feels the security of living in her neighborhood has been broken. She has minor children and is concerned for their safety. Renters have used her trash cans and she feels as if she is living near a hotel.

Dean Martino – Many of the houses in Watertown are small with small frontage and single file driveways. It is not safe or fair to the neighborhood to have demands for the needed extra parking. Enforcement of the parking regulations should regulate the rentals. Often there are health concerns with trash not put out or the containers picked up.

James Mello – Warren Street – Reminded the public if the City Council takes no action on the regulation, the current practice will continue without regulation. He understood the dilemma but felt something needs to be done even a moratorium until there is a resolution to the matter.

Mark Patterson – 94 Acton Street – He previously moved from an area with constant turnover due to college students to a neighborhood that is comfortable. With the arrival of short-term rentals, the same problem is being recreated. There is a short-term rental unit nearby with renters parking on front lawns. This looks like garbage. Such units may not work for such a small city.

Council President Sideris recommended that the Council needed to address the issues discussed. He suggested keeping the Public Hearing open and referring the matter to the Rules and Ordinances Committee for additional discussion to clarify issues presented by the public. Councilor Piccirilli moved to refer the matter of the short-term rentals to the Rules and Ordinances Committee for further discussion; Councilor Feltner seconded the motion. The motion was adopted unanimously on a voice vote.

ATTACHMENT A1 Emails read aloud at Rules & Ordinances Committee Meeting on January 30, 2023.

-----Original Message-----

From: Jocelyn Tager

Sent: Monday, January 30, 2023 1:43 PM

Subject: The short term rental meeting tonight

Dear Councilors,

I can't come to this meeting tonight, but I have a lot to say. We were almost scammed by a Watertown resident through Air BnB. The bank stopped the transfer of money—thank goodness. I have not reported this because I don't trust the person not to in some way take action against us.

But I'd love to talk with you about this and hear what others have to say. We do need short-term rentals. The ones in Watertown either don't exist or are so expensive that we've been renting in Cambridge and Belmont, which have been less expensive—seems unbelievable that this is true.

Jolly

From: David Leon

Sent: Monday, January 30, 2023 1:56 PM

Subject: Fwd: short term rentals

Hi Lisa,

Hope all is well in the new year.

I am reaching out as I just saw that short term rentals are back on the agenda for Rules & Ordinances committee mtg. I know we had a brief conversation about it last year. Not sure where the discussion will pick back up re: short term rentals, but did want to make a friendly suggestion to consider as a threshold issue whether or not Watertown should allow short term rentals as a use in residential districts. That is, whether the the benefits of allowing short term rentals outweigh the negative impacts on Watertown residents.

My recollection at the last meeting in January 2022 was that there was quite a few residents who spoke-- for different reasons--against the idea of allowing short term rentals in Watertown.

Thanks,

David

Attached to this email were his notes of January 24, 2022 which follows -

Proposed zoning amendment to allow short term rentals notes/questions:

Do the benefits of the proposed zoning amendment to allow short-term rentals outweigh the negative impacts on Watertown residents?

- how is the community served? who is the beneficiary of short term rentals?

-the town's position seems to be that some people are going to do it anyway, so might as well allow and regulate-- or is easier (from enforcement standpoint) to just not allow?

-will the sky fall because Watertown allows short term rentals? No, but it will have significant and disproportionate impact on certain residents (i.e. those located in amenity rich streets/neighborhoods or located next to multiple short term rental operators)

a) will the purpose of the Town's zoning ordinance and quality of life of the neighborhoods be undermined by short term rentals ?

- turning every house into a potential "mini-hotel" seems to undermine the purpose of the Town's zoning ordinance;

-do short term rentals/ airbnbs build community or tear at the fabric of the community?;

-do airbnbs pass on the negative externalities (consequences not being priced into the service) to the neighborhoods and community?;

-the proposed ordinance allows, in some cases, for a rental of up to **10 guests per night**

Town should set a more reasonable limitation of total of 6 guests).

if you are living next door (or if neighbors on each side of you) are each renting out to Airbnb nightly or weekly will result a steady stream of transient strangers rather than real neighbors who sustain community by engaging, supporting and looking out for each other.

b) will short-term rentals reduce the housing supply and cause rents to increase and homeownership more unaffordable in Watertown?

-will reduce the housing supply (by taking units off the market)?

-will increase rents and housing costs (cost creep)?

c) Short term regulations: proof of primary residence

-residential tax exemption does not require that owner (operator) live in the home/unit for any specified amount of time (e.g. 180 days). So an operator can do short-term rentals, for example, for 9 months of the year and still be his/her primary residence (as long as maintain indicia of residency—driver's license, tax filings, etc.)

d) Hotel/lodging accommodations require accessibility whereas Airbnbs do not.

If the City Council decides to allow short term rentals then consider:

- 1) Allowing just “limited share units” which has less impact on neighbors and provides accountability with the owner (operator) present.

In the alternative, if “home share” units are allowed then setting a maximum of **6 guests** (regardless of bedroom count) and consistent with “limited share” units.

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

Sent: Monday, January 30, 2023 4:06 PM

Subject: Comments tonight for Short-Term Rentals

Dear Committee members -

Can you please consider my comments tonight, and include them in committee report.

Thanks

Vinnie

January 30, 2023

To: Committee on Rules & Ordinances - Councilors John Gannon, John Airasian, and Lisa Feltner

From: Councilor Vincent Piccirilli

Re: comments for January 30, 2023 Committee meeting on Short-Term Rentals

I will not be able to attend tonight’s meeting, but would like to submit my comments for the record.

Since this was last in front of the City Council at the January 25, 2022 Public Hearing, I have heard from many residents about the proposal to allow Short-Term Rentals in Watertown, and have not heard from a single resident who believes they should be allowed.

In going back to the purpose of zoning in Watertown’s Zoning Ordinance, I am struck by the fact that allowing Short-Term Rentals to operate as a business in the residential districts does not appear to satisfy any of the enumerated purposes:

§ 1.00. Purpose of Zoning Ordinance.

The purpose of this Zoning Ordinance is declared to be the promotion of the public health, safety, convenience and welfare by

- (a) encouraging the most appropriate use of land;
- (b) preventing overcrowding of land;
- (c) conserving the value of land and buildings, including the conserving of natural resources and the preventing of blight and polluting of the environment;
- (d) lessening congestion of traffic including, but not limited to, providing adequate operating area for bicycles and secure bicycle parking;
- (e) preventing undue concentration of population;
- (f) providing for adequate light and air;
- (g) reducing hazards from fire and other dangers;
- (h) assisting in the economical provisions of transportation, water, sewerage, schools, parks and other public facilities;
- (i) encouraging housing for persons of all income levels;
- (j) preserving and increasing the amenities of the City; and
- (k) giving effect to policies of the Watertown Master/Comprehensive Plan or other adopted land use plans that currently apply and may from time to time be amended, and to applicable policies of the Commonwealth of Massachusetts that currently apply and may from time to time be amended.

In my conversations with residents over the past year, combined with the fact that we have real-life experience from the operation of numerous unlicensed Short-Term Rentals in Watertown, it is clear that their presence has a negative impact on residential neighborhoods.

If Watertown was a community that was highly dependent on tourism, or had no nearby hotels to serve visitors, one could make a strong argument that allowing Short-Term Rentals would be an appropriate use. However, since Watertown is not a tourist destination, has two new hotels, is very densely populated, and is in the midst of a housing shortage, allowing Short-Term Rentals does not make sense. There only seems to be significant downsides to our residents, with negligible upside.

Therefore, I respectfully request the Committee to consider prohibiting Short-Term Rentals in all zoning districts in Watertown. I believe that the cost to the city of allowing Short-Term Rentals will outweigh any benefits. However, if the Committee does determine there is a benefit to allowing Short-Term Rentals in Watertown, I ask that you consider the following restrictions:

- a) Only allowing Short-Term Rentals in the commercial (non-residential) districts.
- b) Restricting Short-Term Rentals to owner-occupied housing units, and prohibiting operation of “Owner Adjacent Units” which allows a housing unit to be taken off the market and used as a commercial property.
- c) Putting a limitation for the number of days in a calendar year the unit can be rented, perhaps 14 days.
- d) Putting a smaller limitation on the maximum number of persons rented to, perhaps a maximum of two adults per legal bedroom, to a maximum of six adults.

Thank you
Vincent Piccirilli

ATTACHMENT B

Minutes of Watertown City Council Committee on Rules and Ordinances

Monday, February 13, 2023, at 6:30 p.m.

Richard E. Mastrangelo Council Chamber, with remote participation by Zoom pursuant to Chapter 2 of the Acts of 2023.

Agenda: Continue Discussion Relative to Ordinance for the Regulation of Short-Term Rentals.

Present were John Gannon, chair; John Airasian, vice chair; and Lisa Feltner; secretary. Staff present were DCDP Dir. Steve Magoon, DCDP Asst. Dir. Gideon Schreiber, and Councilors Piccirilli, and Gardner (at 6:45). Present on Zoom: Larry Field of DCDP, Councilors Palomba and Izzo. Other attendees listed below.

Chair Gannon called the meeting to order at 6:38 p.m. with a Moment of Silence to recognize the passing of former Town Manager Michael J. Driscoll.

The committee then heard from DCDP Dir. Steve Magoon who presented a new memo that was responsive to our previous questions and requests on the proposed regulation of short-term rentals (see attached). Overall, he feels STR is not a dramatic issue for Watertown and there is not as clear of a profit motive for using individual bedrooms vs. owner-adjacent (aka two-family) units.

Both Councilors Airasian and Feltner stated support for the direction of ordinance language but felt there should be a few more changes and tighter regulations. The committee agreed that enforcement would take some time if adopted, recognizing STR have been operating “under the radar” for years as a state-allowed use. The discussion continued with a review of the recent staff memo, beginning with a focus on draft regulations and suggestions for changes or additions.

Chair Gannon invited public comment which included fears that Watertown was becoming more like Boston and Cambridge, both which are tourist areas and have many strangers coming and going. There was acknowledgment that some short-term rentals have helped those who come here for medical treatment, family occasions such as the birth of a grandchild, visiting seniors who don’t have guest space, or visiting colleges. Other residents feel enforcement has been lacking even after reporting complaints in the last few months. Mr. Magoon confirmed that any emergency situations, including nights and weekends should be called in to WPD, but if it isn’t an urgent issue, then staff can address problems ASAP, likely within the next working day. Operators register with Mass DOR using MassTaxConnect, and municipalities annually update their registered STRs through the DLS-DOR Databank to coordinate information with the state. Application and licensing fees will also help support

certification of STRs. By adopting regulations, units will be made safer for operators and visitors and neighbors and with even more restrictions, the Falmouth Rd situation and other “investor” properties will not be allowed for STR use. The city is enhancing options to report concerns, including anonymously.

Councilor Airasian asked, since we’ve been living in a legal gray area, can we determine how many are units are registered with the state vs. which are not? Mr. Magoon stated we could get access to some information at that level and then follow up with those who are not legal compared with complaints, which are few. Specifically enabling STR use allows us to regulate those units. Councilor Feltner shared an online link with the state’s current information where you can search licensed properties by town <https://licensing.reg.state.ma.us/StrRegistry/> .

Dean Martino of 94 Edenfield lives in a single family, but most of the adjacent properties two-families and about 20% of single-family homes are being bought up by investors in a red-hot rental market. He feels the WPD are not going to get involved in enforcement, and we’ll see more trash and trying to catch an invisible problem, including late night disturbances, cars parked in front of your driveway, and other non-emergencies which are not going to be taken care of by WPD. These two families used to have a single household in each, but now they are both rentals. Watertown has changed. Parking is a problem, but they don’t need additional parking on site because people use the streets, trucks are parked there, we don’t enforce anything.

Mr. Magoon said we can also take action on things that Mr. Martino pointed out. Additionally, he thinks people get confused about STRs vs. rentals, in that you can rent your property, you can rent out bedrooms and/or sublet and some of the problems people point out in meetings are even more of a problem with “regular” rentals.

Elodia Thomas also stated frustration using See-Click-Fix because it has been available and in use for many years, but it can take months to get any response. She worries we are opening up a can of worms for our community.

Councilor Izzo questioned whether it was possible of realizing more revenue than what we have been, which looks to be about \$12-to-\$13,000 per year from 135 STRs. She is also interested in any communities that have banned STRs altogether and how they manage it. Staff feels we could get more funds through fee setting, but income would probably stay rather consistent assuming we don’t end up over-regulating. Impact fees, which could be used to support affordable housing funds, can only be assessed if we vote to adopt STR use more widely and for more situations vs. the more restrictive approach of only allowing it in owner-occupied operator single-family dwelling units.

David Leon doesn’t understand the aim of why we would allow STRs and feels we are jumping on the bandwagon instead of responding to a need. He feels it will be more complicated to regulate the use than banning it altogether.

Linda Scott expressed concerns with home swapping and agrees homeowners need to generally be on site to protect their property.

Councilor Gannon expressed appreciation for the staff guidance outlined in the recent memo. He is concerned people will over invest in their property if we allow up to 10 renters in five-bedroom homes and asked staff if allowing STRs with fewer occupants be easier to enforce. Councilor Feltner’s understanding is that each STR will be limited to one reservation/booking party at a time and the max number of occupants will be determined by the number of bedrooms (metric of 2 per), but we could reserve a bedroom for the owner in all cases. Mr. Magoon thinks it is reasonable to limit the number of people per bedroom and check STR listings against certified applications. It’s preferable to regulate a use that is allowed by the state and meets a need for property owners than outlawing it; STRs provide some benefits and have been in use in Watertown for a while now with comparatively few complaints. But it would require additional resources to administer and enforce, as would trying to ban it altogether

instead. Councilor Gardner affirmed that it makes sense for owners who want to rent extra space and asked if allowing STR in owner-adjacent or two-family properties would remove rental opportunities and instead become “permanent” Airbnbs; it was acknowledged that the owner-adjacent STR is the example that could have the most potential impact on the long-term rental market.

The committee agreed that the review of Regulations was robust, and they look forward to proceeding with a potential final review of ordinance language at the next meeting. Staff will update documents to reflect this evening’s discussion for a future meeting TBD.

9:03 p.m. Motion to adjourn by Feltner, seconded by Airasian; approved 3-0.
Respectfully submitted, Lisa Feltner

Attached: DCDP Memo dated February 13, 2023.

Other attendees -in person: residents Chris and Sue Demis, Joan Gumbleton; -via Zoom: Mary Ann Mulligan, Elodia Thomas, Dean Martino, David Leon, Judi F, Linda Scott, Jacky vanLeeuwen.



CITY OF WATERTOWN

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To: Committee on Rules and Ordinances
From: Steve Magoon, Director of Community Development and Planning/Assistant City Manager; Gideon Schreiber, Assistant Director; Larry Field, Senior Planner
Date: February 13, 2023
Re: **Proposed short-term rental ordinance**

At the Committee's January 30 meeting, members requested that the Department provide updated and additional information on the proposed short-term rental ordinance.

This memo is divided into four parts:

- What is the present state of short-term rentals in Watertown?
- Whether legalized or outlawed, what is needed to implement the city's policy?
- What are the pros and cons of legalizing short-term rentals here?
- Can the city address some of the cons through regulatory limits?

If desired, the Department can provide a revised version of the proposed ordinance and regulations incorporating new information and policy guidance from this committee.

Present state of short-term rentals in Watertown

The Commonwealth now has an online registry of short-term rental (STR) operators in each city or town. According to this registry, there are 128 in Watertown.¹ These STRs pay their room occupancy excise tax to the Department of Revenue. This compares to 671 STRs in Cambridge and 2,551 in Boston. The data does not provide information on which operators are actively renting, the number of unique rentals, or duration of unique stays, so it is not clear how many are actively operating in Watertown.

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

Over the last calendar year, tax revenue from STRs has averaged \$31,808 per quarter. While traditional hotel revenue rose markedly in the second half of 2022, STR revenue has been

¹ <https://www.mass.gov/info-details/public-registry-of-lodging-operators#search-the-registry->.

Under state law, a STR is for 31 days or less. Although some STRs call themselves Bed & Breakfasts or Lodging Houses in the registry, neither are allowed in Watertown.

steady, and its share of all hotel revenue has fallen. This suggests that the number of STRs in Watertown may have stabilized.²

There have been 15 complaints to code enforcement regarding STRs since January 2017, with most occurring before 2020. After enforcement, the operators typically complied by representing that they would revert units to month-to-month rentals. If there were other code violations, compliance was required. There have been few repeat complaints once an operator has responded to the initial complaint.

Legalize or not: what is needed to implement the city's STR policy

Before discussing the pros and cons of legalizing STRs, it is important to have a common understanding of the effort required to implement whatever policy is chosen. Obviously, if the city decides that STRs will be banned, there should be a strong enforcement effort to stop the 128 operations that may be active-- and to continually act whenever a new STR opens. On the other hand, if legalized, there must be a robust effort to bring current and future STRs into compliance. Experience in surrounding communities indicates that most STRs will not automatically comply with city regulations.³

Legalizing STRs will require at least the following: a webpage that clearly describes the licensing and regulatory requirements; adding STRs to the online permitting system; a checklist and inspection process for code compliance; linking to and posting STR locations online; and a publicized means for residents to report complaints about STRs. The Department believes that the webpages created by Lexington and Brookline are good models.⁴

The two scenarios—legalize or ban—differ financially. While both require administrative capacity, legalizing STRs maintains the current flow of occupancy taxes and the city could choose to adopt a community impact fee⁵ and a local registration fee.⁶

² This hypothesis may be supported by what has happened in Boston, where the number of STRs in Boston has fallen significantly. According to the *Boston Herald*, there were over 6,000 STRs before the city's 2019 ordinance.

³ While the number of Boston STRs on the state registry is 2,551, the number licensed by the city is only 677. Cambridge has 671 on the state registry and 345 licensed. Based on conversations with several other nearby communities, this is a common pattern.

⁴ Lexington: <https://www.lexingtonma.gov/591/Short-Term-Rentals>; Brookline: <https://www.brooklinema.gov/2022/Short-Term-Rentals>.

⁵ A municipality that has adopted a rooms occupancy tax (as Watertown has) may also adopt a 3% community impact fee. Such a fee may be levied on "professionally-managed" units (defined as 1-3 family dwellings without an owner-occupant) and on owner-occupied two- and three-family dwellings. A municipality can choose to impose a fee on the former and not the latter. At least 35% of the fee must be dedicated to affordable housing and/or local infrastructure projects. M.G.L. c. 64G, § 3D.

⁶ Surrounding communities have set fees designed to pay for the registration and inspection of properties, with fees ranging from \$25/bedroom to a fixed \$500.

What are the pros and cons of legalizing STRs?

A. Advantages of legalizing and regulating STRs

A significant advantage of legalizing and regulating STRs is the ability to inspect the units for habitability/safety and to set clear operating rules. Some units may be rejected as unsuitable; others may be suitable with appropriate smoke/CO2 detectors and egress. Registration also allows for requirements that protect neighbors, such as informing visitors about on-street parking restrictions, and clearly marking parking spaces and trash bins. While it will take effort to get owners to comply with the city's licensing requirements, compliance may become easier over time.⁷

Further, legalizing STRs will allow an option for households to earn additional income to offset some homeownership costs. The two most often noted scenarios are residents away for an extended time and residents with spare bedrooms. It is impossible to determine how many of those households "need" this income to pay their bills. However, most STRs operators here use a single family home, single apartment, or a two-family home. Only a small number of operators in Watertown use multiple properties.

As noted earlier, enforcing a STR ban is as costly to the city as legalizing/regulating them. In the "legalize" scenario, tax revenue (about \$120,000/year now) and imposition of a community impact fee could pay for administration and help mitigate any negative impacts of STRs. On the other hand, a vigorous and effective campaign to pursue illegal STRs would end the revenue flow and require resources to maintain.

B. Disadvantages of legalizing and regulating STRs

The biggest argument against STRs is the risk of adverse neighborhood impact. This impact could include additional cars, trash bins not properly used, large gatherings, or noise. The low number of complaints about STRs in Watertown over the last five years suggests that the risk of these issues is relatively modest. According to planning staff from several nearby communities that legalized STRs, they have also received few complaints.

Some also argue that STRs undermine neighborhood cohesiveness by introducing a continuous flow of strangers into the neighborhood. This is an impact that might evolve over years if a STR cluster develops in a particular neighborhood. It is also an effect that might be magnified if individuals/companies operated multiple STRs (which the proposed ordinance would not allow). Since STRs are relatively new, few studies look at this theory. One such study, focusing on Boston neighborhoods before the city's 2019 ordinance, found evidence of a link between STR penetration/density and one of three potential negative impacts.⁸

⁷ Legalizing STRs may (in time) allow the city to work with STR platforms to better regulate operators. Airbnb, for example, launched a "city portal" program in October 2020 to share data and compliance tools with larger municipalities and tourist organizations.

⁸ The study found that 911 calls reporting violence were linked to neighborhoods with a large percentage of STRs relative to housing stock/many buildings with STRs. <https://doi.org/10.1371/journal.pone.0253315>. However, the study was pre-regulation, when there were over 6,000 listings and (according to *Banker & Tradesman*) about one-third were in the Downtown, Dorchester and Jamaica Plain neighborhoods.

A third argument is that STRs take away rental housing supply. While this may be true for owner-adjacent units, it is unclear that owners would rent individual bedrooms but for STR profits. If the number of owner-adjacent units remains at or near current levels, the city's rental housing supply (currently around 7,500) would not be significantly reduced.⁹

Regulatory options

Legalizing STRs can include placing limits on who operates them or how. However, certain limits, such as a cap on the number of stays per year, can be harder to enforce because they may be complaint driven or require more frequent monitoring. Below are some limits that have been commonly proposed. The Department supports operator limits and a cap on occupancy but not additional parking requirements.

A. Operator limits

The city could limit STRs to owner-occupied properties, or to owner-occupied and owner-adjacent properties. Such limits should result in fewer STRs and decrease the risk of neighborhood impact. The draft ordinance was limited to owner-occupied and owner-adjacent STRs, and the Planning Board's January 2022 report recommended adding renter-occupied STRs with the owner's consent.

B. Maximum occupants

The city could limit the number of occupants. The proposed ordinance contains a maximum cap of 10 occupants or less based on the number of STR bedrooms/occupants for shared units, with up to 2 occupants per bedroom. To enforce this limit, the regulations require an initial inspection and could require the operator to provide a copy of its online listings. If the operator later markets the STR for more than the maximum number of occupants, it could be fined or its license to operate could be revoked.

C. Additional parking requirements

The city could set a parking requirement that is independent of what is required for the property. For example, if a three bedroom single-family currently has two spaces consistent with zoning, the ordinance could require an additional parking space. However, such an additional requirement should usually be unnecessary¹⁰ and may have unintended negative consequences. Requiring more spaces may increase the number of cars parked, as visitors with cars seek out places that have and advertise more on-site parking. In addition, owners may expand parking by paving green space.

⁹ There is evidence that rental supply could be more substantially reduced if absentee STRs were allowed (which the proposed ordinance would not). See <https://hbr.org/2019/04/research-when-airbnb-listings-in-a-city-increase-so-do-rent-prices>.

¹⁰ When a whole unit is used for STR, the visitors are not necessarily adding to the intensity of use. Even when individual bedrooms are STRs, they often will not be adding more cars than the spaces already there.

ATTACHMENT C

Minutes of Watertown City Council Committee on Rules and Ordinances

Monday, April 3, 2023, at 6:00 p.m.

Richard E. Mastrangelo Council Chamber, with remote participation by Zoom pursuant to Chapter 2 of the Acts of 2023.

Agenda: (1) Discuss the adoption of an ordinance requiring closed captioning on public-facing televisions; and (2) Continue discussion relative to the adoption of a short-term rental ordinance.

Present were John Gannon, chair; John Airasian, vice chair; and Lisa Feltner, secretary. Staff present were DCDP Asst. Dir. Gideon Schreiber, DCDP Dir. Steve Magoon, DCDP Senior Planner Larry Field, and Councilor Piccirilli, via zoom Councilor Izzo, and Pres. Sideris. Other attendees listed below.

Chair Gannon convened the meeting at 6:03 p.m. per the first agenda item, about requiring closed captioning on public-facing televisions. Feltner provided [some background materials which were also included for the referral by City Council](#) to the committee. It's rather straightforward and wouldn't be difficult to enforce; complaints would likely be forwarded to the Commission on Disability and/or related staff and in speaking with the City Manager, he shared that enforcement would not require additional staff. The ordinance wouldn't affect closed captioning that is already being used for City Council and other meetings. Council Gannon offered to write a draft and bring it to the next committee meeting. Mr. Magoon stated the administration would draft an ordinance to bring back to the committee for approval; it would then go to city counsel KP Law to ensure enforceability before being presented for City Council consideration and vote for adoption.

At 6:22 the committee continued discussion of STR with amended ordinance language suggested by Councilor Feltner and staff. Councilor Airasian acknowledged the good work toward the effort so far, appreciates the more restrictive approach, and he feels having policies in place are important to address the fabric of the community and concerns that have been highlighted from not having regulations. The chair prompted comment from Councilor Feltner since she is the lone committee member who has worked on STR issue for Watertown from the prior term. She also feels positive about how the public input has informed an evolving ordinance and included some take-aways from the pandemic about public health and safety needs, and her thinking about how STR can benefit Watertown has changed over time as well. She appreciates the more complete draft regulations brought forth from staff in response to our requests and robust public discussions to date, and although folks have participated at different stages, residents should know that we ended up studying at least a dozen other STR ordinances in Massachusetts and reviewed approaches in other states as well given the growth and impact of the "sharing economy". The current working draft speaks to Watertown's desire to remain committed to resident owners who are invested in the community and remain family friendly and welcoming. The materials now before the committee contain suggestions collated from the February 13th meeting, formatted in both clean and redlined working drafts, and accompanied by a memo from DCDP dated March 29, 2023.

Councilor Gannon's understanding is that the City Council is seeking to limit the scope of the ability of an owner to make use of STRs. He has a few additional safeguards to suggest but first the committee will proceed with a review of the amendments with staff and hear any further thoughts about making the ordinance as narrow as possible.

Mr. Schreiber explained there are now just two types of short-term rentals proposed, defined as a Limited Share, and a Whole House Share, and you cannot just create new bedrooms without compliance. To clarify that units would be limited to two occupants per bedroom with a max. cap, the

committee decided to refine language for Definitions (5) Limited Share Unit, and (6) Home Share Unit; examples of definitions will be included in the Regulations for ease of understanding. There was a debate about what the maximum should be, with staff explaining we could reserve a bedroom for owners in all properties, and you could put a cap of three bedrooms, or 6 or 8 renters at a time, but basing it on the number of two per bedroom allows for flexibility and use of extra space; it is common in most regulations, and we have a small number of larger homes that would qualify let alone be interested in STR use since it is their primary residence. Plus, homeowners have a lot of control on who and how many visitors can rent their space through the sharing app (Airbnb, or HomeAway, etc).

Changes reflect restrictions such as limiting STRs to owner-occupied single dwelling units, not allowing owner-adjacent (two family or accessory dwellings) to address market rate or affordability impact on long term leases, specifically requiring proof of Primary residence (9 mos of 12, not just 6 mos). The committee decided to also borrow language from Somerville for ease of understanding in (e) Requirements to read “A residential unit offered as a short-term rental shall be rented to only one party of short-term renters at a time, not rented as separate bedrooms, beds, or spaces to separate parties.”

Also, we would create and maintain a public Watertown Short-Term Rental Registry with only one registered owner as Operator allowed, set a specific standard for unit inspections, establish fees -we anticipate the Council and City Manager moving forward to adopt G.L. c.40, Section 22F. Per state law, Watertown can fine up to \$300 per day and the ability to suspend a license to operate a STR unit.

The chair opened the floor to additional public comment, which focused on parking and enforcement. Councilor Palomba asked about what information would be made public from the Registry. Libby Shaw had questions about determining someone’s primary residence. Anne Civetta asked if taxes have been collected on STR in Watertown, and Mr. Schreiber noted that 2022 realized an average of \$3100 per quarter. Chair Gannon is worried that regulations would result in a large number of STRs in Watertown; he thinks Newton records show about 140 legal units there. He also wants to be sure that the definition of “Owner” is clear and not allow LLCs to participate. Councilor Piccirilli finds the language about Limited Share Unit confusing, and Councilor Izzo agreed; she also worries about increased street parking in the summer as people think overnight parking is allowed then. Dennis Holland also worries about congested parking in the neighborhoods; residents are territorial. Dean Martino wanted to know how many cease-and-desist letters have been sent out for enforcement and feels the current winter parking ban is residents’ only relief. Mr. Schreiber knew of 15 enforcement letters and violations were resolved; complaints have come from 3 and 4-family, some 2-family dwellings of absentee landlords, and where several single families were purchased on one street as investment properties -converted as not owner-occupied STRs. Councilor Palomba thinks there should be examples in the regulations to explain how the “2 guests per bedroom” and maximum totals per unit work. Dennis Holland stated that people don’t comply with the red-lettered “No Work on Sundays” listed on permits but this is ignored, and he wants strong enforcement. Mr. Magoon responded that DCDP sometimes receives requests for permission to work on Sunday. Mr. Holland doesn’t want to be the resident who ends up being the bad guy and feels that those attending the meetings are here because “we don’t want to lose our quality of life”. [The chair called a two-minute break]. Linda Scott thinks people generally push the limit on using Airbnb and if we do allow STR, more people will participate, the hotels will close, and the working poor will lose their jobs. Elodia Thomas thinks STRs don’t add to our quality of life, and she wants to see a cap on the max (8 to accommodate families) allowed to rent per unit. Joan Gumbleton feels people can go to other communities where STRs are more accepted. She also thinks we have not addressed fines or that \$300/day is too low, that violators should lose the ability to rent for at least a year, and she is worried about absentee landlords/operators and parking.

Chair Gannon invited additional public comment, which included statements by residents who have found comments on Nextdoor that reflect different perspectives, several which are negative towards STR. Linda Scott shared that studies have been conducted but there are still doubts about the costs and benefits of Airbnb, and a sunset provision was suggested by Joan Gumbleton. The committee continued to clarify language in definitions and what would remain in ordinance language vs. regulations with staff. It was confirmed that insurance to operate short-term rental/s is required by state law. Overnight parking restrictions will be included in STR regulations so operators will be informed about limits. Complaints and violations and approaches to appeals were discussed. It was clarified that each STR unit will be allowed one party of renters at a time. Residents again expressed concern about parking since it seems to be hard to enforce, but WPD confirmed with them that it is considered discrimination if they selectively enforce. Dean Martino showed photos about parking violations and wants WPD enforcement.

The committee agreed to continue its discussion, with the goal of finalizing ordinance language at its next meeting, noting that their review of the regulations was mostly complete.

9:05 p.m. Motion to Adjourn by Airasian, Seconded by Feltner; approved 3-0.

Respectfully submitted, Lisa Feltner

Attached: Memo dated March 29, 2023, RE: Committee's changes to proposed short-term rental ordinance/regulations, from DCDP.

Other attendees, in person: Ronald and Marie Heaton, Domenic Visocchi, Linda Scott, Joan Gumbleton, Elodia Thomas, Bruce Coltin, Dean Martino, Dennis Holland; and via zoom: Laurie, Jacky van Leeuwen, Libby Shaw, Sue Demis, Nancy, Leah Talatinian, Anne, MC, Nancy.

Note: materials handed to the committee secretary by residents at the close of the meeting included a Boston Globe article by Kelly Garrity dated June 19, 2022 "We are at a crisis level on the supply of rental housing"; a Boston Globe article by John Hilliard from October 9, 2022 "Watertown creates housing trust"; a report by Josh Bivens of the Economic Policy Institute dated January 30, 2019 (updated March 26, 2019) "The economic costs and benefits of Airbnb"; Some sample online ads from Furnished Finder dated September 18, 2022; some comments from online Nextdoor printed on April 3, 2023; Joan Gumbleton's notes and questions to herself after the Jan 30, 2023 committee meeting and a Jan 24, 2022 email she sent to Councilors Izzo and Piccirilli; and a print of some comments posted online at watertownmanews.com website in 2022.



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To: Committee on Rules and Ordinances
From: Steve Magoon, Director of Community Development and Planning/Assistant
City Manager; Gideon Schreiber, Assistant Director; Larry Field, Senior Planner
Date: March 29, 2023
Re: **Committee's changes to proposed short-term rental ordinance/regulations**

DCDP has reviewed the marked-up drafts of the proposed short-term rental ordinance and regulations provided by Councilor Feltner on March 12. Attached is a WORD-version of the draft ordinance with comments identifying minor consistency and drafting suggestions for the committee's consideration.

DCDP believes the draft regulations require further work because: 1) the members did not have an opportunity to complete reviewing the document and 2) it is a challenge to draft regulations without first getting closer to final wording on an ordinance. Accordingly, DCDP has attached a redlined WORD-version of the draft regulations for your consideration.

In reviewing these documents, DCDP also wishes to share our perspective on a few substantive issues:

- 1) Staff respectfully suggests there should be a specific standard for unit inspections in the regulations. The regulations originally proposed "Building/Health/Fire Code requirements." The Planning Board proposed "basic habitability and life safety standards" because of the fear that inspectors would treat STR units like new residential units. Staff believes it is important to have a standard for unit inspections that is easily understood and followed by our inspectors and the public. Staff suggests using "applicable Building/Health/Fire Code requirements," with the expectation that inspectors will not treat STRs differently than pre-existing units rented for more than 31 days. In addition, staff suggests adding "including those listed in the DCDP's Inspection Checklist." DCDP would ask the Building Division, Health Department and Fire Department to identify the items they wish to inspect in a STR unit and compile that checklist.
- 2) There should be a registration fee provision in the regulations or in a separate ordinance setting the fee. DCDP believes it is best to put the fee in regulations so they can be easily adjusted. This would require adoption of G.L. c. 40, Section 22F—something that is already contemplated by the council and city manager. However, if the committee is inclined to have the council itself set the fee, it should be in a separate fee schedule rather than in the Zoning Ordinance. We believe that the fee should include two components: a \$50 fee for the paperwork involved in the registration process (including the abutters list) and \$100 to cover the inspection costs, for a total of \$150.
- 3) There are several places where the ordinance/regulations cover the same subjects. To reduce the potential for ambiguity, staff has tried to minimize the overlap or use parallel language if needed. It is DCDP's preference that administrative details appear solely in the regulations so they can be easily adjusted as DCDP gains further insights in regulating short-term rentals.

Attachment 1. Proposed Zoning Amendments:

- I. Article II – Insert a new Section alphabetically (after Section 2.74 Setback) to define short-term rental for zoning regulation. Subsequent sections would be renumbered.

Proposed Language:

Section 2.75 Short-Term Rental(s)

Any rental of the owner's primary dwelling unit or of a bedroom within their primary dwelling unit, in exchange for payment, as residential accommodations for a duration of not more than thirty-one (31) consecutive days.

Commented [FL1]: Staff suggests using "primary residence" because that is the defined term in Section 5.19 (b).

- II. Article V – Strike out Section 5.02(a) and replace with NEW Section 5.02(a) Short-Term Rental. Add a note to reference the proposed Ordinance. This removes an unused section and replaces it with an allowance for short-term rentals. This amendment does not have a requirement for a Special Permit for any scenario, and only requires registration and compliance with new regulations.

Proposed Language:

SECTION 5.02 TABLE OF ACCESSORY USE REGULATIONS

	Accessory Use Only	S 6	S- 10	C R	S C	T	R. 75	R1 2	N B	L B	C B	I- 1	I- 2	I- 3	PS CD	O SC	R M UD
a :	<u>Within a dwelling unit that is owner occupied, renting of not more than two rooms as a lodging without separate cooking facilities and for not more than two lodgers</u>	S P	SP	S P	S P	S P	SP	SP	S P	S P	S P	N	S P	S P	N	N	N
a :	<u>Short-Term Rental (18)</u>	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Commented [FL2]: Staff suggests these entries, to include STR in the table of accessory uses.

- III. Add a new note within SECTION 5.03 NOTES TO TABLE OF USE REGULATIONS, referencing that Short-Term rentals are only allowed as specified in the new Short-Term Rentals Section within the ordinance.

Proposed Language:

(18) Short-term rentals may be allowed as an accessory use within residential dwelling units in all districts, as specified in Section 5.19.

- IV. Add a new Section 5.19 with the zoning requirements for Short-Term Rentals, as follows.

Proposed Language:
SECTION 5.19 SHORT-TERM RENTALS

(a) Intent and Purpose

This Section is intended to make the operation of short-term rentals legal for residents, promote the safety of renters and residents, ensure that the primary use remains residential, and ensure that short-term rentals will not be a detriment to the character and livability of the surrounding residential neighborhood.

(b) Definitions

- (1) Booking Agent: Any person or entity that facilitates reservations or collects payment for a Short-Term Rental on behalf of or for an Operator.
- (2) Short-Term Rental(s): The use of the owner's primary residential dwelling unit, or of a bedroom within their dwelling unit, in exchange for payment, as residential accommodations for a duration of not more than thirty-one (31) consecutive days.
- (3) Short-Term Renter: Any person or persons occupying a dwelling unit, or a bedroom within a dwelling unit, as a short-term rental for a duration of not more than thirty-one (31) consecutive days.
- (4) Operator: The person that seeks to offer a residential dwelling unit or bedroom as a Short-Term Rental, who is the owner of the dwelling unit, and with the written permission of the condominium association if applicable. Only one owner may be registered as an Operator on the Short-Term Rental Registry for a Residential Unit.
- (5) Limited Share Unit: consists of a private bedroom or shared space at the primary residence of the Operator while the Operator is present. Occupancy is limited to three bedrooms or six guests, whichever is fewer. One bedroom must be reserved for the Operator.
- (6) Home Share Unit: consists of a whole unit available for a short-term rental which is the primary residence of the Operator. Occupancy is limited to five bedrooms or 10 guests, whichever is fewer.

(7) Primary Residence – The Residential Unit in which the Operator resides for at least nine months out of a twelve-month period. Primary residence is demonstrated by showing that as of the date of registration of the Residential Unit on the Short-Term Rental Registry, the Operator has resided at the property for nine of the past twelve months, or that the Operator intends to reside in the Residential Unit for nine of the next 12 months: as demonstrated by at least two of the following: utility bill, voter registration, motor vehicle registration, deed, driver's license or state-issued identification, or proof of residential exemption.

(8) Registration Number – A unique identification number generated for a single Residential Unit registered as a Short-Term Rental. Registration Numbers shall be

Commented [FL3]: Staff suggests "primary residence" as that is the defined term.

Commented [FL4]: Staff suggests that this language be located in the regulations to allow for adjustment as needed.

valid for the calendar year during which they are assigned, and shall be associated with both a single Residential Unit and a single Operator. The Registration Number must be included on any listing or advertisement offering a unit as a Short-Term Rental.

(9) Residential Unit—A Residential Unit is a dwelling unit within a dwelling classified as a residential use, as those terms are defined in the Code, but excluding: a congregate living complex; elderly housing; a group residence; and transitional housing. The term “Residential Unit” shall not include a hotel, motel, executive suite, or other commercial or non-residential use.

(10) Short-Term Rental Registry – the database maintained by the city that includes information on Operators who are permitted to offer their Residential Units as Short-Term Rentals. The Short-Term Rental Registry may be a stand-alone registry or may be incorporated into an electronic database maintained by the City, provided that the location of the Short-Term Rental with the Short-Term Rental Registry shall be made public.

(c) Applicability

The requirements of this Section shall apply to all short-term rentals in all districts where residential uses are located, but shall not apply to principal transient accommodations including Hotels.

(d) Regulations

The Director of the Department of Community Development and Planning, or their designee, shall have the authority to promulgate regulations to carry out and enforce the provisions of this Section.

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

- (1) A short-term rental operator may make available only one listing at a given time:
 - a. Limited Share Unit: a private bedroom or shared space at the primary residence of the Operator while the Operator is present with occupancy limited to three guest bedrooms or six guests, whichever is fewer, per booking reservation, but the number of rooms may not exceed the lawful number of bedrooms in the unit. One bedroom must be reserved for the Operator.
 - b. Home Share Unit: one whole unit available for a short-term rental which is the primary residence of the Operator with occupancy limited to five guest bedrooms or 10 guests, whichever is fewer, per booking reservation, but the number of rooms may not exceed the lawful number of bedrooms in the unit.
- (2) A dwelling unit or bedroom offered for short-term rentals shall comply with all standards and regulations promulgated by DCDP.
- (3) All short-term rental operators shall register with the State and the city Department of Community Development and Planning (DCDP) prior to short-term rental use and occupancy, showing conformance with regulations in place.

Commented [FL5]: When similar language appears in the definitions (b5 and 6), "guest" is not used. These should all be consistent. Staff suggests that "guest" is unnecessary.

(4) Operators shall comply with all applicable federal, state and local laws and codes, including but not limited to the Fair Housing Act G.L.c. 151b and local equivalents and regulations related thereto, and all other regulations applicable to residential dwellings. A dwelling unit or bedroom offered for Short-Term Rentals shall be in compliance with related Housing laws and City of Watertown codes and requirements, including the payment of fees as required.

Commented [FL6]: Staff suggests that this sentence be deleted. The Boston ordinance uses this second sentence to identify specific ordinances that regulate rentals longer than 31 days. Watertown does not have comparable ordinances/regulations.

(5) Operators of short-term rentals shall remit to the appropriate body all fees and taxes as required by city and/or state authorities.

(6) Short-term rental operators shall maintain commercial liability insurance appropriate to cover the short-term rental use.

Commented [FL7]: Staff suggests that this language be changed to: "comply with the liability insurance requirements set forth in G.L. c. 175, Section 4F." The statute provides that operators must have no less than \$1M in liability insurance but indicates it could be commercial, homeowner/rental or provided by the hosting platform.

(7) Renting for an hourly rate, or for rental durations of less than one day, shall not be permitted.

(8) Notifications:

(a) The Operator shall include the registration or license number issued by DCDP on any listing offering the Residential Unit as a Short-Term Rental and shall post a sign on the inside of the Residential Unit providing information on the location of all fire extinguishers in the dwelling unit.

Commented [FL8]: Since the term "Registration Number" is defined earlier, staff proposes that it be used here.

(b) The Operator shall, within thirty days of approved registration, provide notice to abutters of a Residential Unit that the Residential Unit has been registered as a Short-Term Residential Rental. For the purposes of this section, an abutter shall be defined as any residential dwelling located within 300 feet of said Residential Unit.

Commented [FL9]: Staff suggests this be added: "and the maximum number of occupants set by the city for operation as a Short-Term Rental."

Commented [FL10]: Staff suggests this read "written notice" to avoid any dispute over whether notice has been adequately provided.

Commented [FL11]: Since the term Short-Term Rental has been defined, this word should be deleted.

(9) Retention of Records: The Operator shall retain and make available to DCDP, upon written request, records to demonstrate compliance with this section, including but not limited to: records demonstrating number of months that Operator has resided or will reside in Residential Unit; records showing that Operator is the owner of Residential Unit offered as a Short-Term Rental; and records demonstrating number of days per year that Residential Unit is offered as a Short-Term Rental. The Operator shall retain such records for a period of three years from the date the Residential Unit is registered with the City of Watertown.

(f) Ineligibility

The following residential units are not eligible to be offered as Short-Term Rentals: Residential Units designated as below market rate or income-restricted, that are subject to affordability covenants, or that are otherwise subject to housing or rental assistance under local, state, or federal law.

Commented [FL12]: Staff agrees that this section should be moved from the regulations to the ordinance.

Attachment 2. Proposed Short-Term Rental Regulations:



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

SHORT TERM RENTAL REGULATIONS

These regulations are developed pursuant to the Watertown Zoning Ordinance, Section 5.19 Short-Term Rentals, to carry out and provide enforcement requirements for operation of short-term rentals within Watertown. The regulations are intended to provide clear guidance and requirements for short-term rentals to be legal for residents, promote the safety of renters and residents, ensure that the primary use remains residential, and ensure that short-term rentals will not be a detriment to the character and livability of the surrounding residential neighborhoods.

The regulations shall be in effect at the time of passing of the Zoning Ordinance Amendment, with the understanding that there will be a three-month initial timeframe for existing ~~sites~~ locations to become compliant and properly permitted. This timeframe may be extended by the Department of Community Development and Planning (DCDP) Director upon a written request by a pre-existing ~~o~~operator explaining the need for an extension.

I. Information to be Provided to Renters and Abutters ~~Procedural Requirements~~

The following information shall be provided to all short-term renters and posted in all short-term rentals in a manner to be determined by the ~~DCDP~~ Department of Community Development and Planning

- a. Instructions for disposal of waste per the City of Watertown's rules and the conditions of the particular residence.
- b. ~~An emergency exit~~ diagram in ~~all~~ each bedrooms used for short-term rentals and at each point of ~~on all~~ egresses from the dwelling unit, showing the location of emergency exits and fire extinguishers.
- c. Instructions for parking rules and limitations for off-site public parking (including the rules about no parking on sidewalk or planter strips, and the "winter parking ban").
- d. Contact information for the short-term rental operator, or when the operator is not present, the contact information for a locally available contact designated to respond to all emergencies and problems that may

arise during the rental period, whether from renters, neighbors or municipal authorities.

- e. The Certificate of Registration for the short-term rental, including that portion showing the maximum number of occupants set by the city for operation as a Short-Term Rental.

The ~~owner~~ Operator must provide written notice to abutters within thirty days of approved registration ~~notify abutters~~ that a unit has been registered as a short-term rental unit, ~~within 30 days of being issued a short-term rental license.~~ An abutter is defined as any residential dwelling within 300 feet of the short-term rental unit. Operator may obtain an abutter list from DCDP.

II. Registration and Eligibility

All dwelling units offered for short-term rental shall first register with the municipality and secure a Certificate of Registration ~~according to standards set forth by the Building Inspector/Inspectional Services Division,~~ and pay all associated fees. The Certificate of Registration shall require the ~~owner~~ Operator to ~~agree to abide by the requirements of these Regulations,~~ including:

- a. **Proof of Residency:** ~~All operators shall provide the municipality with proof that the unit is used as the operator's primary residence, with at least two of these items: proof of enrollment in the municipality's residential tax exemption program, voter registration, Deed, Motor vehicle registration, Driver's license or state-issued identification, and a government or utility correspondence with operator's name and address issued within the last three (3) months.~~ Primary residence is demonstrated by showing that as of the date of registration of the Residential Unit on the Short-Term Rental Registry, the Operator has resided at the property for nine of the past twelve months, or that the Operator intends to reside in the Residential Unit for nine of the next 12 months as demonstrated by at least two of the following: proof of enrollment in the city's residential tax exemption program; voter registration; motor vehicle registration; driver's license or state-issued identification; deed; or utility bill.
- b. **Condominium Consent:** If the property is a condominium unit, the Operator must provide written evidence that the condominium association has consented to the property's use as a Short-term Rental.
- f. **Ineligibility:** ~~The following residential units are not eligible to be offered as Short-Term Rentals: Residential Units designated as below market rate or income restricted, that are subject to affordability covenants, or that are otherwise subject to housing or rental assistance under local, state, or federal law.~~

c. **Inspection:** Prior to issuing or renewing a Certificate of Registration, the Department must conduct an inspection to verify that each dwelling unit and bedroom to be rented to short-term renters meets applicable Building/Health/Fire Code requirements, including those listed in the DCDP's Inspection Checklist. ~~all Building/Health/Fire Code requirements basic habitability and life safety standards for occupancy.~~ In addition, the inspection shall verify that the Operator and Home Share or Limited Share Unit meet all the requirements set forth in Section I of these ~~Meets all other requirements of this section and regulations promulgated by the Commissioner of Inspectional Services.~~

Commented [FL1]: The staff's original draft said "Building/Health/Fire Code requirements" and the Planning Board recommendation was to substitute "basic habitability and life safety standards."

d. **Renewal:** It is the responsibility of ~~the short-term rental~~ the Operator to renew its certificate of registration every five years annually or upon change of operator. New owners are responsible for ensuring that they re-register with the city to obtain a new Registration Number in order to continue to list the Residential Unit on the Short-Term Registry. If an Operator offering a registered Residential Unit ceases to ~~be a Primary Resident of the unit,~~ use the unit as a Primary Residence, the Operator shall immediately notify the city to remove the unit from the Short-Term Rental Registry.

Commented [FL2]: Staff agreed at the last meeting that five years was too infrequent and that annual registration would be appropriate.

e. **Proof of Insurance** – ~~The Operator must show p~~Proof of liability insurance complying with G.L. c. 175, Section 4F. shall be required. You should confirm with your insurance company on what level of insurance you will be required to have. If you have a house loan, also make sure to check with your mortgage company to confirm that they allow short-term rental.

f. **Listing Information:** The Operator, upon listing a Short-Term Rental or modifying an existing listing, shall file with the municipality an exact duplicate of the listing, including property address. Listings must specify the quantity of off-street parking, if any, and include language relative to Watertown parking regulations.

g. **Agent Updates:** A Booking Agent with any listings in Watertown shall provide to the municipality on a quarterly basis an electronic report, in a format to be determined by Watertown. The report shall include a breakdown of where the listings are located, whether the listing is for a room or a whole unit, the number of nights each unit was reported as occupied during the applicable reporting period, and the Operator's name and full contact information. Nothing herein shall prohibit a Booking Agent from entering into an agreement with the city to provide registration services for Short-Term Rental Operators.

III. **Short-Term Rental Registry**

The City will keep a public registry of approved Operators and Short-Term Rental sites ~~locations as set forth in the ordinance.~~

Commented [FL3]: DCDP proposes to provide more information here about the database, after consulting with IT and the Building Division.

IV. **Complaint Process and Violations**

Complaints shall be made to the Department ~~unless it is an emergency in which case it should be reported to emergency services,~~ and an investigation shall commence within 30 days. Violations may, at the Director's discretion, result in a warning or a ticket and the maximum fine appropriate per the Zoning Ordinance. Emergencies requiring immediate assistance shall be reported to emergency services, with any needed follow-up reported to the Department during working hours.

~~One (1) or more such tickets within a six (6) month period will result in the unit no longer being eligible to that Operator for use as a short-term rental for a period of six (6) months following the most recent violation.~~

Operators who have violated any of the following three (3) or more times within a six (6) months period shall have their registrations automatically suspended:

- (1) the Short-Term Rental Ordinance;
- (2) these Regulations; or
- (3) any municipal ordinance or state law or code relating to excessive noise, improper disposal of trash, disorderly conduct or other similar conduct.

At the Director's discretion, an Operator's registration may be suspended upon notice of a single violation endangering life or safety, or upon notice of a single egregious violation of the Short-term Rental Ordinance or these regulations. An example of an egregious violation is falsifying evidence of a Primary Residence.

Suspended Operators may apply for reinstatement. The Director may reinstate the Operator's registration if the Operator presents sufficient evidence that one or more of the violations were not committed and/or the Operator/Short-Term Rental will comply with all applicable requirements during the remainder of the registration period or, if the period has expired, the next period.

~~Violations may also include any failure to abide by these Regulations, including, but not limited to:~~

- ~~• Offering an ineligible unit,~~
- ~~• Excessive noise, improper trash disposal, disorderly conduct,~~
- ~~• Failure to furnish a copy of a Booking Agent listing or include required parking information in such listing, or~~
- ~~• Failure to remit any required excise tax or surcharge as required by law~~

Commented [FL4]: Councilor Feltner raised the following questions at the last meeting:

- 1) is our penalty currently \$300/day? Yes
- 2) should we have a more detailed process for review of complaint, hearing & appeal? Staff suggests no.
- 3) Separate penalties for offering an ineligible unit (including on suspended list or in noncompliance with violation notice)? Staff suggests no, covered by \$300/day

Commented [FL5]: The intent is to allow the director to act upon notice, if needed, before adjudication.

ATTACHMENT D

Minutes of Watertown City Council Committee on Rules and Ordinances

Thursday, April 20, 2023, at 5:30 p.m.

Richard E. Mastrangelo Council Chamber, with remote participation by Zoom pursuant to Chapter 2 of the Acts of 2023.

Agenda: Continue discussion and make recommendations on (1) Ordinance requiring closed captioning for public-facing televisions; and (2) Short-Term Rentals ordinance and regulations.

Present were John Gannon, chair; John Airasian, vice chair; and Lisa Feltner, secretary.

Also Present were Gideon Schreiber, DCDP Asst Director, and Councilor Piccirilli (at 7:10) and via Zoom was Larry Field, DCDP Senior Planner. Other attendees listed below.

Chair Gannon called the meeting to order at 5:40 due to technical difficulties with Zoom, beginning with the first agenda item regarding a draft ordinance requiring closed captioning. Mr. Schreiber presented an initial draft based on the Boston model with just a few questions to coordinate with our zoning language and definitions. The committee discussed completing draft language in B. Definitions 4. "Public facility" to reflect its meaning for Watertown, understanding exceptions, appreciation for the Boston FAQs example, and we agreed that for D. Enforcement, the ADA Coordinator is the lead on addressing complaints (instead of the Code Enforcement Officer).

Kim Charlson conveyed that the Commission on Disability reviewed the draft ordinance at their meeting the previous evening, and they agreed with having the ADA Coordinator first receive complaints since that has been standard practice; concerns are regularly brought to the Commission's attention for informational purposes and as necessary for discussion. She also agrees that the staff and committee suggestions sound good, and she relayed the feeling that Commission members would be happy to help spread the word about closed captioning if regulations are adopted. It's not hard to turn on captioning for televisions and it doesn't cost anything extra. The commission could help provide instructions if the administration wants. Closed captioning is now common technology and often in use at bars and gyms and places that are noisy. Screens that may be found in lobbies of movie theaters could be turned on if asked, but people are there to see the movies so it's not a big issue there. Mr. Schreiber stated that businesses could be notified about the ordinance through several ways. Enforcement is generally complaint based and fines are not anticipated. The ADA Coordinator and other appropriate staff regularly coordinate complaints and resolutions with the Commission on Disability.

[Councilor Feltner noted there were 7 attendees on zoom and no emails were received].

6:09 p.m. Motion by Councilor Feltner for the committee to accept ordinance changes as discussed and recommends the amended draft Ordinance Requiring Closed Captioning for Public-Facing Televisions be brought forward by staff to City Council for a first reading, for consideration and adoption; Seconded by Airasian; It was noted that the draft before us had already received review by city counsel KP but staff will coordinate a final legal review; Approved 3-0.

Chair Gannon then moved to the second agenda item for the committee discussion on short-term rentals, expressing an interest in starting with an overview of "how did we get here". Feltner briefly summarized at the chair's request and for the benefit of residents who are new to the community considerations, highlighting how restrictions have been created in response to local concerns, with more transparency in STR use and issues brought forward during the pandemic. She understands that it can be hard to follow many details and modifications have been made over time, but she is encouraged that we are close to having a final draft. Gannon shared his historical understanding of comments made at Planning Board

and City Council through a full hearing process, for context in moving forward on reviewing this near final draft. [Feltner noted that there were 6 people on Zoom]. Feltner noted that there were three top Council concerns on the draft referred back to committee, (1) the number of people per STR without a primary residence requirement with two-families allowed STR use, (2) regulations and the enforcement framework were not fully developed, (3) there was no local public registry suggested. The committee has since added public notice to abutters, more inspections for increased safety and zoning on legal bedrooms and parking compliance, empowerment of staff, and other requirements. Councilor Airasian appreciated the summary since many discussions pre-dated his term on Council, and he expressed interest in reserving his comments until after public comment.

Chair Gannon opened the floor to hear from the public with a stated two-minute limit per attendee.

-Dennis Holland feels insulted by a two-minute limit because the only place he feels folks can give significant input is with the committee; the City Council meetings already impose a two-minute limit for comment. He is concerned with high asking rents of one bedrooms, for \$2000/mo and he is worried about the community.

Mr. Schreiber responded that we are looking to modify our zoning table of accessory use regulations to allow STR as specified and regulated, not long-term monthly rentals, and the community has been interested in refining ordinance language.

-Linda Scott ran into someone today that she doesn't know, mentioned tonight's meeting and that STR would likely get approved, and they responded with "Great, we already receive a lot of those complaints already" -they seemed to be connected to WPD but she's not sure. She is worried that complaints don't get addressed quickly enough, and they can generate retaliatory violence, and people take things personally when you're closing down their business. The committee is setting up a wild west situation but not in every neighborhood, and she thinks it would be a good idea to consult the WPD on this topic.

-Elodia Thomas (via zoom) had two questions (1) What is a "natural person" -noted on p. 5- how is this defined, and (2) on page 10, she still doesn't understand the language for determining maximum occupancy for Limited Share vs. Home Share and how guests share space. She doesn't think a committee meeting should be held after a holiday weekend. People can rent rooms in hotels, and this is going to be difficult for staff to monitor, and she doesn't understand the benefit to neighborhoods and think residents don't want or should have to file complaints.

Mr. Schreiber stated "natural person" was included to clarify LLC or corporations cannot be STR operators; chair Gannon concurred that only an individual owner can meet STR use qualifications, so this term was included in Definitions.

-George Skuse (via zoom) thinks a cap should be one per bedroom, of 25% of a floor area, to limit accessory use and this would model use by a typical or average family size in Watertown. He ideally wants to prohibit STR use in single and two-family zoning districts because visiting cars will also be a nuisance. I assume we're not counting infants or toddlers, but he'd like to reduce the nuisance if we allow STR.

Mr. Schreiber stated that inspections use Health and Building Codes and would inform each STR application for compliance. The accessory use definition doesn't apply to STR as it is a residential use offered by the owner for rent as short-term vs. long-term. Larger parties that book reservation commonly coordinate their transportation to limit vehicles and transportation costs during their visit; parking limits would be noted in each Registration and at the STR site.

-Joan Gumbleton asked if everyone, including those connected to meetings via phone are being heard. [Feltner noted that there was no one was connected via phone no emails have been received during this committee meeting]. She doesn't want STR at all because the burden is on the neighbors to be enforcers, and she is worried about lots of strangers visiting neighborhoods every three days and affecting property values. She feels there should be a sunset clause in case the ordinance doesn't work after adoption, because otherwise we're representing the minority of people who don't care about the quality of life here, and there are a lot of strange people in the world right now. I don't agree with the stated Intent and Purpose or believe this is possible with STR. Is the city just doing this for the money?

-Bruce Coltin thinks everyone is doing this in good faith. But he predicts this is going to be a disaster in certain neighborhoods because he walks around a lot, and he thinks this is going to be a big problem on enforcement and become a big police matter. He would like us to understand neighborhoods, see the value of individual neighborhoods elevated in the future.

-Dean Martino first got involved in 2022 in his neighborhood on STR. He hears "enforcement is going to take care of it" but when you call someone, it's not going to be enforced, at least right away. It's going to take maybe weeks before a complaint is resolved. Watertown is losing its feel as a city of neighborhoods, I'm third generation here and have seen changes with policies and with so much development with more and smaller rental units, yet we're building massive schools that are going to end up being half empty. He is also concerned that allowing short-term rentals is going to result in empty hotels which is the last thing we want. Watertown is in a geographic sweet spot, but he thinks it's going to get out of control, and he wonders why STR do not have to pay commercial property tax rates instead of residential taxes.

-David Leon (via zoom) doesn't believe the benefits stated in the STR outweigh the negative impacts. The most concerning issue is the allowance of up to ten guests in a Home Share Unit; I would prefer the limit be six guests. I also think having STR on each side of one's home is inherently detrimental to one's street.

-Jacky vanLeeuwen (via zoom) I want to weigh in that I don't have a problem with this draft STR. I think it is fine and you have put in a lot of limits. I'm not aware that it is a big problem in other communities around the state, and I think fears about negative impacts to property values is not based on fact.

-Mary Ann Mulligan (via zoom) I do want to say that the committee has been diligent and responsive, but I don't think Watertown should permit STR. I think the challenges outweigh the benefits. I don't think you should allow utility bills as a proof of residence, and I think you should only allow 2, not 3 violations before someone loses eligibility. I also think you should make a budget recommendation since enforcement is going to be important; first register, inspect, then oversee all the provisions and enforce them all, so these are my suggestions, but I hope this committee doesn't make a recommendation to move forward.

-Susanne Demis agrees with all the comments made in the room. It doesn't matter if it's 3 days, 6 days, or 30 days. There is constant traffic revolving, strangers in and out of our neighborhood (Falmouth Rd), trash issues, nighttime noise. Are there going to be parties in the summer, and who do you call but the cops. I don't see how you're going to be able to control any of this

-Janet Buck (via zoom) shared that she first heard concerns at Planning Board. My main concern is that if we don't move forward, or specifically allow them, then Airbnbs "just go away". But there are already dozens if not hundreds of STR advertised and in operation. Instead of turning a blind eye, we should use this opportunity to make STR safer. I don't think having regulations for STR use will invite more of them, but these exist and they will continue to exist, so the police will still be called whenever there are loud parties. The idea that we're going down a slippery slope is not accurate because we're attempting to regulate an existing condition. Enforcement will be needed regardless, but this allows us to have some control over STR.

Chair Gannon closed public comment and proposed an amendment to add a sunset provision for automatic termination of the STR ordinance after its effective date; this would alert a future Council to undertake a review of the matter. He is also concerned with the newness of this use and related technology, and he thinks this is the rare ordinance that should require this additional safeguard. The committee discussed that Council has the power to review concerns at any time, and in fact, responding to public concerns is often the focus of each committee, and the City Charter stipulates review of all ordinances for each year ending in 2. Thus, it was decided that a sunset provision not be included.

In response to concerns that sustained oversight and evaluation of a Watertown STR ordinance may be too lax, the committee agreed with staff to amend the Regulations by adding a new "VI Reporting" to require DCDP to produce a report on Short-Term Rentals for submission to City Council each year.

8:05 MOTION by Feltner to Recommend the City Council adopt the updated draft language to Amend Watertown Zoning Ordinance, Section 5.19 for Short-Term Rentals, and approve the proposed Regulations; Seconded by Airasian. Discussion: Councilor Gannon stated he is going to vote no because he is concerned that the ability for 10 people to rent a unit overwhelms an accessory use and gets into a non-residential type of component. As much as he feels there are safeguards built into the ordinance, and the committee put together a better package than was previously drafted, he believes the 10 number is a hard limit for him. He recognizes that this could change during the full council's deliberations. Voted 2-1, with No by Gannon.

8:06 p.m. Motion to Adjourn by Feltner, seconded by J Airasian; 3-0 Approved.

Respectfully submitted, Lisa Feltner

Attached: Red-lined draft changes to Title XI Business Regulations, Chapter 117 Closed Captioning Activation; City of Boston Disabilities Commission FAQs about the City of Boston Closed Captions Ordinance.

Attachment F1. Proposed Zoning Amendments:

- I. Article II – Insert a new Section alphabetically (after Section 2.74 Setback) to define short-term rental for zoning regulation. Subsequent sections would be renumbered.

Proposed Language:

Section 2.75 Short-Term Rental(s)

Any rental of the owner's primary residence or of a bedroom within their primary residence, in exchange for payment, as residential accommodations for a duration of not more than thirty-one (31) consecutive days.

- II. Article V – Strike out Section 5.02(a) and replace with NEW Section 5.02(a) Short-Term Rental. Add a note to reference the proposed Ordinance. This removes an unused section and replaces it with an allowance for short-term rentals. This amendment does not have a requirement for a Special Permit for any scenario, and only requires registration and compliance with new regulations.

Proposed Language:

SECTION 5.02 TABLE OF ACCESSORY USE REGULATIONS

	<u>Accessory Use Only</u>	<u>S-6</u>	<u>S-10</u>	<u>C</u> <u>R</u>	<u>SC</u>	<u>I</u>	<u>R.7</u> <u>5</u>	<u>R1.</u> <u>2</u>	<u>N</u> <u>B</u>	<u>LB</u>	<u>C</u> <u>B</u>	<u>I-</u> <u>1</u>	<u>I-</u> <u>2</u>	<u>I-</u> <u>3</u>	<u>PSC</u> <u>D</u>	<u>OS</u> <u>C</u>	<u>RM</u> <u>UD</u>
<u>a.</u>	Within a dwelling unit that is owner occupied, renting of not more than two rooms as a lodging without separate cooking facilities and for not more than two lodgers	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>N</u>	<u>SP</u>	<u>SP</u>	<u>N</u>	<u>N</u>	<u>N</u>
<u>a</u>	<u>Short-Term Rental (20)</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>

- III. Add a new note within SECTION 5.03 NOTES TO TABLE OF USE REGULATIONS, referencing that Short-Term Rentals are only allowed as specified in the new Short-Term Rentals Section within the ordinance.

Proposed Language:

(21) Notwithstanding Section 4.03, Short-Term Rentals may be allowed as an accessory use within residential dwelling units in all districts, as specified in Section 5.19.

- IV. Add a new Section 5.19 with the zoning requirements for Short-Term Rentals, as follows.

Proposed Language:

SECTION 5.19 SHORT-TERM RENTALS

(a) Intent and Purpose

This Section is intended to make the operation of Short-Term Rentals legal for residents, promote the safety of renters and residents, ensure that the primary use remains residential, and ensure that short-term rentals will not be a detriment to the character and livability of the surrounding residential neighborhood.

(b) Definitions

- (1) Booking Agent: Any person or entity that facilitates reservations or collects payment for a Short-Term Rental on behalf of or for an Operator.
- (2) Short-Term Rental(s): The use of the owner's primary residence or of a bedroom within their primary residence, in exchange for payment, as residential accommodations for a duration of not more than thirty-one (31) consecutive days.
- (3) Short-Term Renter: Any person or persons occupying a dwelling unit, or a bedroom within a dwelling unit, as a Short-Term Rental for a duration of not more than thirty-one (31) consecutive days.
- (4) Operator: The person that seeks to offer a residential dwelling unit or bedroom as a Short-Term Rental, who is the owner of the dwelling unit, and with the written permission of the condominium association if applicable. Only one owner may be registered as an Operator on the Short-Term Rental Registry for a Residential Unit.
- (5) Limited Share Unit: consists of a private bedroom or shared space at the primary residence of the Operator while the Operator is present. Occupancy is limited to a maximum of two guests per legal bedroom, with a maximum of six guests. One bedroom must be reserved for the Operator.
- (6) Home Share Unit: consists of a whole unit available for a Short-Term Rental which is the primary residence of the Operator. Occupancy is limited to a maximum of two guests per legal bedroom, with a maximum of 10 guests.
- (7) Primary Residence – The Residential Unit which is the Operator's domicile for at least nine months out of a twelve-month period. In the event that the Operator is not a natural person, the Residential Unit must be the domicile of a natural person with an ownership interest in the entity which equals or exceeds fifty (50) percent.
- (8) Registration Number – A unique identification number generated for a single Residential Unit registered as a Short-Term Rental. Registration Numbers shall be valid for the calendar year during which they are assigned and shall be associated with both

a single Residential Unit and a single Operator. The Registration Number must be included on any listing or advertisement offering a unit as a Short-Term Rental.

- (9) Residential Unit—A Residential Unit is a dwelling unit within a dwelling classified as a residential use, as those terms are defined in the Code, but excluding: a congregate living complex; elderly housing; a group residence; and transitional housing. The term “Residential Unit” shall not include a hotel, motel, executive suite, or other commercial or non-residential use.
- (10) Short-Term Rental Registry – the database maintained by the city that includes information on Operators who are permitted to offer their Residential Units as Short-Term Rentals. The Short-Term Rental Registry may be a stand-alone registry or may be incorporated into an electronic database maintained by the City, provided that the location of the Short-Term Rental with the Short-Term Rental Registry shall be made public.

(c) Applicability

The requirements of this Section shall apply to all short-term rentals in all districts where residential uses are located but shall not apply to principal transient accommodations including Hotels.

(d) Regulations

The Director of the Department of Community Development and Planning (DCDP) or the Director’s designee, shall have the authority to promulgate regulations to carry out and enforce the provisions of this Section.

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

- (1) An Operator may rent to only one party of guests at a given time.
- (2) An Operator may rent to that party of guests either:
 - a. **Limited Share Unit:** An Operator may offer a Limited Share Unit as a Short-Term Rental; or
 - b. **Home Share Unit:** An operator may offer a Home Share Unit as a Short-Term Rental.
- (3) A dwelling unit or bedroom offered for Short-Term Rentals shall comply with all standards and regulations promulgated by DCDP.
- (4) All Short-Term Rental operators shall register with the State and DCDP prior to short-term rental use and occupancy, showing conformance with regulations in place.
- (5) Operators shall comply with all applicable federal, state, and local laws and codes, including but not limited to the Fair Housing Act G.L.c. 151b and local equivalents and regulations related thereto, and all other regulations applicable to residential dwellings.

- (6) Operators of Short-Term Rentals shall remit to the appropriate body all fees and taxes as required by city and/or state authorities.
- (7) Short-Term Rental operators shall comply with the liability insurance requirements set forth in G.L. c. 175, Section 4F.
- (8) Renting for an hourly rate, or for rental durations of less than one day, shall not be permitted.
- (9) Notifications:
 - a. The Operator shall include the Registration Number issued by DCDP on any listing offering the Residential Unit as a Short-Term Rental and shall post a sign on the inside of the Residential Unit providing information on the location of all fire extinguishers in the dwelling unit and the maximum number of occupants set by the city for operation as a Short-Term Rental.
 - b. The Operator shall, within thirty days of approved registration, provide written notice to abutters of a Residential Unit that the Residential Unit has been registered as a Short-Term Rental. For the purposes of this section, an abutter shall be defined as any residential dwelling located within 300 feet of said Residential Unit.
- (10) Retention of Records: The Operator shall retain and make available to DCDP, upon written request, records to demonstrate compliance with this section, including but not limited to: records demonstrating number of months that Operator has resided or will reside in Residential Unit; records showing that Operator is the owner of Residential Unit offered as a Short-Term Rental; and records demonstrating number of days per year that Residential Unit is offered as a Short-Term Rental. The Operator shall retain such records for a period of three years from the date the Residential Unit is registered with the City of Watertown.

(f) Ineligibility

The following residential units are not eligible to be offered as Short-Term Rentals: Residential Units designated as below market rate or income-restricted, that are subject to affordability covenants, or that are otherwise subject to housing or rental assistance under local, state, or federal law.

Attachment F2. Proposed Short-Term Rental Regulations:



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

SHORT TERM RENTAL REGULATIONS

These regulations are developed pursuant to the Watertown Zoning Ordinance, Section 5.19 Short-Term Rentals, to carry out and provide enforcement requirements for operation of short-term rentals within Watertown. The regulations are intended to provide clear guidance and requirements for Short-Term Rentals to be legal for residents, promote the safety of renters and residents, ensure that the primary use remains residential, and ensure that Short-Term Rentals will not be a detriment to the character and livability of the surrounding residential neighborhoods.

The regulations shall take effect on the date that the Short-Term Rental Zoning Ordinance Amendment goes into effect, with the understanding that there will be a three-month initial timeframe for existing locations to become compliant and properly permitted. This timeframe may be extended by the Department of Community Development and Planning (DCDP) Director upon a written request by a pre-existing Operator explaining the need for an extension.

I. Definitions

The definitions contained in Section 5.19 of the Watertown Zoning Ordinance are incorporated by reference.

II. Information to be Provided to Renters and Abutters

The following information shall be provided to all short-term renters and posted in all Short-Term Rentals in a manner to be determined by the DCDP:

- a. Instructions for disposal of waste per the City of Watertown's rules and the conditions of the particular residence.
- b. A diagram in each bedroom used for Short-Term Rentals and at each point of egress from the dwelling unit, showing the location of emergency exits and fire extinguishers.

- c. Instructions for parking rules and limitations for off-site public parking (including the rules about no parking on sidewalk or planter strips, and the “overnight parking restrictions”).
- d. Contact information for the Short-Term Rental operator, or when the operator is not present, the contact information for a locally available contact designated to respond to all emergencies and problems that may arise during the rental period, whether from renters, neighbors, or municipal authorities.
- e. The Certificate of Registration for the Short-Term Rental, including that portion showing the maximum number of occupants set by the city for operation as a Short-Term Rental.

The Operator must provide written notice to abutters within thirty days of approved registration that a unit has been registered as a Short-Term Rental unit. An abutter is defined as any residential dwelling within 300 feet of the Short-Term Rental unit. Operator may obtain an abutter list from DCDP.

III. **Registration and Eligibility**

All dwelling units offered for Short-Term Rental shall first register with the municipality and secure a Certificate of Registration and pay all associated fees. The Certificate of Registration shall require the Operator to abide by these Regulations, including:

- a. **Proof of Residency:** Primary residence is demonstrated by showing that as of the date of registration of the Residential Unit on the Short-Term Rental Registry, the Operator has resided at the property for nine of the past twelve months, or that the Operator intends to reside in the Residential Unit for nine of the next 12 months as demonstrated by at least two of the following: proof of enrollment in the city’s residential tax exemption program; voter registration; motor vehicle registration; driver’s license or state-issued identification; deed; or utility bill. DCDP may require additional documents as needed to corroborate Operator’s residency.
- b. **Condominium Consent:** If the property is a condominium unit, the Operator must provide written evidence that the condominium association has consented to the property’s use as a Short-Term Rental.
- c. **Inspection:** Prior to issuing or renewing a Certificate of Registration, the Department must conduct an inspection to verify that each dwelling unit and bedroom to be rented to short-term renters meets applicable Building/Health/Fire Code requirements, including those listed in the DCDP’s Inspection Checklist. In addition, the inspection shall verify that the Operator and Home Share or Limited Share Unit meet all the requirements set forth in Section II of these regulations.

- d. **Maximum Occupancy.** The definitions of Limited Share Unit and Home Share Unit use both a “two persons per legal bedroom” and total occupancy limit. The two person per bedroom limit is intended to provide a limit considering the number of legal bedrooms in the unit and does not regulate guest living arrangements.
- e. **Renewal:** It is the responsibility of the Operator to renew its certificate of registration annually or upon change of operator. New owners are responsible for ensuring that they re-register with the city to obtain a new Registration Number in order to continue to list the Residential Unit on the Short-Term Registry. If an Operator offering a registered Residential Unit ceases to use the unit as a Primary Residence, the Operator shall immediately notify the city to remove the unit from the Short-Term Rental Registry.
- f. **Proof of Insurance** – The Operator must show proof of liability insurance complying with G.L. c. 175, Section 4F.
- g. **Listing Information:** The Operator, upon listing a Short-Term Rental or modifying an existing listing, shall file with the municipality an exact duplicate of the listing, including property address. Listings must specify the quantity of off-street parking, if any, and include language relative to Watertown parking regulations.
- h. **Agent Updates:** A Booking Agent with any listings in Watertown shall provide to the municipality on a quarterly basis an electronic report, in a format to be determined by Watertown. The report shall include a breakdown of where the listings are located, whether the listing is for a room or a whole unit, the number of nights each unit was reported as occupied during the applicable reporting period, and the Operator's name and full contact information. Nothing herein shall prohibit a Booking Agent from entering into an agreement with the city to provide registration services for Short-Term Rental Operators.

IV. Short-Term Rental Registry

The City will keep a public registry of approved Operators and Short-Term Rental locations as set forth in the ordinance. [Information placeholder: to be added once the details are finalized by the City for permitting and database location]

V. Complaint Process and Violations

Complaints shall be made to the Department and an investigation shall commence within 30 days. Violations may, at the Director’s discretion, result in a warning or a ticket and the maximum fine appropriate per the Zoning Ordinance. Emergencies requiring immediate assistance shall be reported to emergency services, with any needed follow-up reported to the Department during working hours.

Operators who have violated any of the following three (3) or more times within a six (6) months period shall have their registrations automatically suspended:

- (1) the Short-Term Rental Ordinance;
- (2) these Regulations; or
- (3) any municipal ordinance or state law or code relating to excessive noise, improper disposal of trash, disorderly conduct, or other similar conduct.

At the Director's discretion, an Operator's registration may be suspended upon notice of a single violation endangering life or safety, or upon notice of a single egregious violation of the Short-Term Rental Ordinance or these regulations. An example of an egregious violation is falsifying evidence of a Primary Residence.

Suspended Operators may apply for reinstatement. The Director may reinstate the Operator's registration if the Operator presents sufficient evidence that one or more of the violations were not committed and/or the Operator/Short-Term Rental will comply with all applicable requirements during the remainder of the registration period or, if the period has expired, the next period.

VI. Reporting

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.

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JANUARY 23, 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 an Ordinance Amending the City Manager's Salary



Watertown City Council

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

ORDINANCE # 7

2024 - O-7

AN ORDINANCE ESTABLISHING CITY MANAGER SALARY

WHEREAS, Section 3-3 of the City of Watertown Home Rule Charter provides that the City Manager shall receive such compensation as may from time to time be established for said office by ordinance.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown hereby established the City Manager's annual salary as \$226,200 effective July 1, 2023 (Fiscal Year 2024).


Council Member

I hereby certify that at a regular meeting of the City Council for which a quorum was present, the above Order was adopted by a vote of 9 for, 0 against and 0 present on January 23, 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



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,
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Order Number	727125	Order Price	\$462.22
Sales Rep.	Jackson Kocak	PO No.	
Account	3028420	Payment Type	
Publication	Boston Globe	Number of dates	1
First Run Date	01/06/2024	Last Run Date	01/06/2024
Payment Type			

AD PREVIEW:

The City Council of the City of Watertown hereby gives notice of a public hearing and vote on Tuesday, January 23, 2023, at 7:00 PM, in the Richard E. Mastrangelo Chamber, Administration Building, 149 Main Street, Watertown, MA on a proposed Ordinance as follows:

WHEREAS, Section 3-3 of the City of Watertown Home Rule Charter provides that the City Manager shall receive such compensation as may from time to time be established for said office by ordinance.

NOW THEREFORE BE IT ORDAINED, that the City Council of the City of Watertown hereby establishes the City Manager's annual salary as \$226,200 effective July 1, 2023 (Fiscal Year 2024).

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: JANUARY 23, 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 a Loan Order for the sum of \$498,000 to pay costs of improvements at Saltonstall Park.



Watertown City Council

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

ORDER # 8

2024 – O - 8

ORDER TO APPROVE THE BORROWING OF FUNDS TO PAY COSTS OF THE SALTONSTALL FIELD AND COURT LIGHTING REPLACEMENT PROJECT

ORDERED: That the sum of \$498,000 is appropriated to pay costs of improvements at Saltonstall Park, including the demolition and removal of existing lighting and furnishing of new Musco or other sports lighting and appurtenances, 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.

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

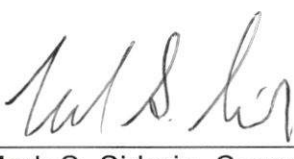


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the above Order was adopted by a vote of 9 for, 0 against, and 0 present on January 23, 2024



Brendan T. McCarthy, Council Clerk



Mark S. Sideris, Council President

ELECTED OFFICIALS

Mark S. Sideris,
Council President

Caroline Bays,
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Nicole Gardner,
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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: January 4, 2024

RE: Agenda Item – Proposed Loan Order

Attached please find correspondence from Gregory M. St. Louis, Superintendent of Public Works requesting that the necessary actions be taken to authorize the Treasurer to borrow the \$498,000 as outlined and approved in the FY 2019 Capital Improvement Program (CIP) budget for the Saltonstall Lower Park Improvements. Work on this project includes demolition and removal of existing lighting and furnishing new Musco sports lighting and appurtenances. This item implements conceptual recommendation #4 from the 2024-2028 CIP. While the intended \$300,000 for the FY 2019 CIP is not adequate to cover the project costs, adequate borrowing capacity is available and DPW staff will be prepared to discuss the additional funds required for this project.

I respectfully request the attached proposed Loan Order be placed on the January 9, 2023 City Council Agenda as a First Reading.

Thank you for your consideration in this matter.



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

Kris Moussette
(617) 378-4194
kmoussette@hinckleyallen.com

January 4, 2024

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

RE: Draft Loan Order – Saltonstall Field and Court Lighting Replacement Bonds

Dear George:

As requested, I suggest the following form of loan order to approve the borrowing of funds to pay costs of the Saltonstall Field and Court Lighting Replacement project:

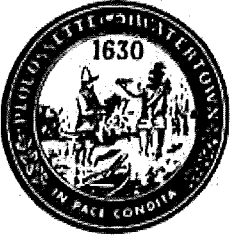
ORDERED: That the sum of \$498,000 is appropriated to pay costs of improvements at Saltonstall Park, including the demolition and removal of existing lighting and furnishing of new Musco or other sports lighting and appurtenances, and further including the payment of all costs incidental and related 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



CITY OF WATERTOWN

DEPARTMENT OF PUBLIC WORKS

124 ORCHARD STREET

(P) 617-972-6420

(F) 617-972-6402

Gregory M. St. Louis, PE
Superintendent

TO: Mr. George Proakis - City Manager

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

DATE: January 2, 2024

RE: DPW / Rec. Department:
Loan Order Request for Saltonstall Lower Park Improvements

The Department of Public Works respectfully requests that the necessary actions be taken to authorize the Treasurer to borrow the \$498,000.00 as outlined and approved in the FY 2019 Capital Improvement Program (CIP) budget for the Saltonstall Lower Park Improvements. Work on this project includes demolition and removal of existing lighting and furnishing new Musco sports lighting and appurtenances.

These funds will be utilized for the construction, construction administration services and potential construction contingency costs associated with this project. As outlined in the enclosed letter from project engineering firm CDM-Smith, the \$498,000.00 will be utilized as follows:

Item	Amount	Remarks
Funding Request	\$498,000	Total Project
Lowest Responsible/ Responsive Bid Amount	\$398,000	Cullen Electrical Contractors
Construction Oversight	\$60,000	CDM Construction Services
Construction Contingency	\$40,000	10% of bid price

Renovation of the tot lot near the Boys and Girls Club has been separated from this project at this time based upon type of construction and budgeting. The City anticipates planning for the playground reconstruction in the near future in coordination with other playground CIP items.

Thank you in advance for your consideration.



75 State Street, Suite 701
Boston, Massachusetts 02109
tel: 617 452-6000

January 2, 2024

Mr. Gregory M. St. Louis, PE, LEED AP BD+C
Superintendent of Public Works
124 Orchard Street
Watertown, Massachusetts 02472

Subject: Project Funding Recommendation Letter
Saltonstall Field and Court Lighting Replacement Project

Dear Mr. St. Louis:

On December 20, 2023, at 11:00 AM, in the Lower Hearing Room of Watertown City Hall, public bids were received and read publicly aloud by the City of Watertown Purchasing Department for the above referenced project. The bid prices received were as follows:

Bidder	Bid Amount
Cullen Electrical Contractors, Inc.	\$398,000
Coviello Electric and General Contracting Co., Inc.	\$398,900
Dagle Electrical Construction Corp.	\$517,715

These results indicate that Cullen Electrical Contractors, Inc. is the apparent low bidder. Based on CDM Smith's own experience with Cullen Electrical Contractors, Inc. for the Watertown Parks Electrical Service Upgrade, completed in 2017, and our discussion with their additional references, we recommend the City of Watertown award the Saltonstall Field and Court Lighting Replacement Project to Cullen Electrical Contractors, Inc., in the amount of \$398,000. The project has no bid alternates listed.

We recommend the City add and carry a \$40,000 construction contingency, approximately 10% of the bid price to cover unanticipated costs that may arise during construction.

We recommend the City add and carry \$60,000 for Engineering Services during construction.

We recommend the total project be funded in the amount of \$498,000, per the following breakdown:





Mr. Gregory M. St. Louis, PE, LEED AP BD+C

January 2, 2024

Page 2

Item	Amount	Remarks
Funding Request	\$498,000	Total Project
Construction Bid Amount	\$398,000	Cullen Electrical Contractors Low Bid
Construction Administration/ Construction Services	\$60,000	CDM Smith Services during construction
Construction Contingency	\$40,000	10% of bid price

If you have any questions or require further clarifications, feel free to contact us.

Sincerely,

Glenn D. Howard, RLA

Associate

CDM Smith Inc.

cc: Scott Landgren, RLA – CDM Smith
George Proakis– City of Watertown – City Manager
Tom Watkins– City of Watertown – Director of Administration & Finance
Peter Centola – City of Watertown – Director of Recreation
Steve Magoon – City of Watertown – Community Development and Planning Director
Bryan Wyncoop – City of Watertown – Purchasing Agent



SUPPLEMENTAL INFORMATION FOR AGENDA ITEM 7C

The borrowing item in front of the City Council for public hearing on January 23, 2024 is designed to address sports field and court lighting. It is essentially a maintenance project to upgrade the electric and lighting systems that support the playing field and basketball court. It does not include the tot lot or any additional landscape elements. The project is focused on the sports field and basketball areas behind the city administration building.

Per the bid specifications:

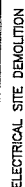
The work includes installation of erosion controls, turf protection system, demolition, clearing, removals and disposal of the existing sports field lighting system and court lighting system, furnishing and installation of a new sports field lighting system and court lighting system including new light poles, foundations, conduit, controls, and camera system, earthwork related to conduit trenching, and providing final cover over disturbed areas including pavement over trenches in driveways, concrete pads if damaged, concrete pavers, loaming, sodding of all disturbed areas as indicated on the drawings in the Bid Contract Documents.

Note that there will be planned work to the lower Saltonstall tot lot, but this will be recommended as a separate CIP item. This project will incorporate community meetings to discuss the future design.

Also, note that the project to complete the gazebo, walkways and upper Saltonstall park are a separate project that will be separately addressed and funded with a state earmark as well as through an application for CPA funds, should they be recommended by the CPC and approved by the City Council

1. LOCATION OF EXISTING PLATFORMS IS APPROPRIATE.
2. CONTRACTOR TO VERIFY FIELD CONDITIONS BEFORE BO.
3. RECONSTRUCT AND ABANDON EXISTING CONDUIT AND WIRE TUBES, AND RECONSTRUCT EXISTING EXPOSING FEATURES TO SOURCE UNLESS OTHERWISE NOTED.
4. 3. FILL EXISTING EXPOSURE AND REPLACE OF EXISTING PAST TOP LIGHT FIXTURES AND POSTS WITH NEW LIGHT FIXTURES AND POSTS. MINIMUM OF 3'-FT BELOW FINISHED GRADE. BACKFILL WITH COMMON FILL AND LOAM AND SOIL.
5. DEMOLISH EXISTING WIRING FROM PANELBOARD TO SOURCE LIGHTING FIXTURES. ASSESS EXISTING CONDUIT AND WIRE TUBES FOR DAMAGE. REPAIR OR REPLACE AS NEEDED. IF REUSED, OTHERWISE CAP AND ABANDON IN PLACE.
6. MAINTAIN POWER TO EXISTING PARKING LOT LIGHTING DURING CONSTRUCTION.

1) LOCATION OF EXISTING OUTDOOR RECEPTACLE BOX. CONTRACTOR TO ENSURE DEMOLITION DOES NOT INTERFERE WITH OPERATION.



PLAN
1" = 20'

WATERTOWN, MASSACHUSETTS

ELECTRICAL SITE PLAN - DEMOLITION

CDM
Smith

75 State Street
Boston, MA 02109
Tel: (617) 452-0000

DESIGNED BY: J. KLENGI
DRAWN BY: J. KLENGI
SHEET CHK'D BY: J. DONALDSON
CROSS CHK'D BY: G. HOWARD
APPROVED BY: S. JONG
DATE: NOVEMBER 2021

REMARKS:

DATE	DRAWN	CHKD
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CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JANUARY 23, 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 refer the proposed Amendment to the Planning Board Alternates Ordinance to the Committee on Economic Development & Planning

CITY LETTERHEAD

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

ORDINANCE #

2024 – O –

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 ____ for and ____ against on _____, 2024.

Mark S. Sideris, Council President

Brendan McCarthy, Council Clerk

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JANUARY 23, 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 refer the proposed Amendment to the Traffic Commission Ordinance to the Committee on Public Safety

CITY LETTERHEAD

AN ORDINANCE AMENDING THE MEMBERSHIP, LEADERSHIP AND RESPONSIBILITIES OF THE TRAFFIC COMMISSION.

ORDINANCE #

2024 – O –

WHEREAS, the City seeks to further define and clarify the membership, leadership, and responsibilities of the Traffic Commission.

NOW THEREFORE BE IT ORDAINED by the City Council of City of Watertown that Title VII, Chapter 70, §§70.02, 70.04, and 70.05 of the Watertown Code of Ordinances, relative to the membership, officers and duties and responsibilities of the Traffic Commission, are hereby amended by deleting said §§70.02, 70.04, and 70.05 in their entirety and replacing those sections with the language as follows:

§ 70.02 Membership.

The Traffic Commission shall be composed of members as follows:

- (A) The Chief of the Police Department or their designee;
- (B) The Chief of the Fire Department or their designee;
- (C) The Superintendent of Public Works;
- (D) The City Engineer;
- (E) The Director of the Department of Community Development & Planning or their designee;
- (F) Two residents of the City, appointed by the City Manager and approved by the City Council for staggered terms of two years each;
- (G) One resident of the City who is a member of the Bicycle and Pedestrian Committee, appointed by the Bicycle and Pedestrian Committee and approved by the City Manager for a two-year term; and
- (H) One representative of City business/industry appointed by the City Manager and approved by the City Council for a two-year term.

§ 70.04 Officers.

- (A) *Chair*. The Traffic Commission shall select one of its members to serve as the chair of the Commission.
- (B) *Secretary*. The City Manager shall designate a staff person to serve as the secretary of the Commission in a non-voting capacity. The Secretary shall arrange meetings, supply records, obtain data, prepare reports and attend to the other duties as shall be decided by the Commission.
- (C) *Police Liaison*. The Police Chief shall designate a staff person to serve as a liaison to the Commission in a non-voting capacity. The staff liaison shall provide recommendations to the Commission based upon best practices in community policing.

§ 70.05. Duties and Responsibilities.

The Traffic Commission shall suggest and advise the City Manager in ways and means to regulate traffic in the City with a view towards implementing the City's comprehensive plan and complete streets strategies, reducing crashes, addressing traffic congestion, and increasing safety for motor vehicle drivers and passengers, pedestrians, bicyclists and users of alternative modes of transportation. The Commission shall study and make recommendations on road design projects and any proposed addition or deletion of crosswalks, stop signs, traffic signals, signage, parking meters or parking spaces, as well as on any proposed traffic calming measures or traffic directional changes.

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 and ____ against on _____, 2024.

Mark S. Sideris, Council President

Brendan McCarthy, Council Clerk

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JANUARY 23, 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 on Personnel and City Organization from
1/17/24

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JANUARY 23, 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 three Action Items from the Report from the Committee on Personnel and City Organization from 1/17/24 – Confirming Earl Smith for reappointment to the Board of Assessors to a term to expire May 15, 2026, and confirming the reappointments of John Labadini and Sandra Hoffman for reappointment to the Licensing Board to terms expiring February 15, 2026 and February 15, 2027 respectfully.



Watertown City Council

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

RESOLUTION # 9

2024 – R - 9

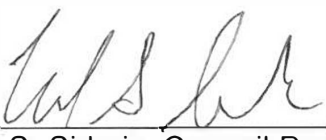
RESOLUTION CONFIRMING THE REAPPOINTMENT OF EARL SMITH TO THE BOARD OF ASSESSORS

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of Earl Smith to the Board of Assessors for a term to expire on May 15, 2026.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 4 for, 0 against, and 0 present on January 23, 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

RESOLUTION # 10

2024 – R - 10

RESOLUTION CONFIRMING THE REAPPOINTMENT OF JOHN LABADINI TO THE LICENSING BOARD

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of John Labadini to the Licensing Board for a term to expire on February 15, 2026.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 9 for, 0 against, and 0 present on January 23, 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

RESOLUTION # //

2024 – R - //

RESOLUTION CONFIRMING THE REAPPOINTMENT OF SANDRA HOFFMAN TO THE LICENSING BOARD

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of Sandra Hoffman to the Licensing Board for a term to expire on February 15, 2027.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 9 for, 0 against, and 0 present on January 23, 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

Report of the Committee on Personnel and City Organization Meeting Date: January 17, 2023

The Committee convened on Wednesday, January 17, 2023 at 6:00 pm in the City Council Office. Present were Caroline Bays, chair and John Gannon, vice chair. Nicole Gardner, secretary was absent. The purpose of the meeting was to conduct Board of Assessor and Licensing Committee interviews.

Councilor Bays called the committee to order at 6:07 pm.

Councilor Bays noted that Councilor Gardner had a conflicting meeting in her district and was unable to attend.

Earl Smith - Mr. Smith, as the city assessor, has been a crucial part of the Board of Assessors. The committee asked Mr. Smith how new growth has affected the city's assessment. Mr. Smith felt that new growth would be slower than it has been recently although he noted that legalizing ADU's by right would add value to our current housing stock. He does a revaluation every five years and he will be doing that soon. He also said he looks forward to the hiring of a new assistant assessor which will be very helpful.

John Labadini - Mr. Labadini has been on the Licensing board for 3 years. Mr. Gannon said his experience in restaurants must be helpful. Mr. Labadini agreed but added that his experience living next to residents has also been extremely helpful. He noted that he has also been able to propose common sense solutions to issues that face the Board, but noted that there are people on the board who have a lot of experience and knowledge and he has learned a lot from them.

Sandra Hoffman - Ms. Hoffman, a Watertown teacher, has been on the licensing board since her retirement from Town Council in 2004. She feels that the licensing board is very important to the city since it has influence in developing new growth. She felt most of the time it is very simple and straightforward, although the board had a lot of work when the council increased the number of licenses allowed in the city and occasionally there were incidents at a few locations that required the board to impose sanctions. Her long years of service to the city were appreciated by the councilors.

Action Item: Councilor Gannon made a motion, seconded by Councilor Bays, to recommend that the City Council confirm Earl Smith for reappointment to the Board of Assessors for a term to expire May 15, 2026. The vote was 2-0 by a roll call vote.

Action Item: Councilor Gannon made a motion, seconded by Councilor Bays, to

recommend that the City Council confirm John Labadini for reappointment to the Licensing Board for a term to expire February 15, 2026. The vote was 2-0 by a roll call vote.

Action Item: Councilor Gannon made a motion, seconded by Councilor Bays, to recommend that the City Council confirm Sandra Hoffman for reappointment to the Licensing Board for a term to expire February 15, 2027. The vote was 2-0 by a roll call vote.

The meeting was adjourned at 7:01 pm by unanimous vote.

ELECTED OFFICIALS

Caroline Bays,
Chair

John. G. Gannon,
Vice Chair

Nicole Gardner,
Secretary

**CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JANUARY 23, 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 on Climate and Energy from 1/9/24

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JANUARY 23, 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 two Action Items from the Report of the Committee on Climate and Energy from 1/9/24 – Confirming the reappointments of Brian Hebesien and Ellen Parker to terms expiring November 15, 2026



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

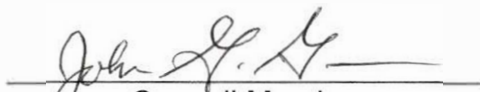
Phone: 617-972-6470

RESOLUTION # 12

2024 - R - 12

RESOLUTION CONFIRMING THE REAPPOINTMENT OF BRIAN HEBESIEN TO THE WATERTOWN ENVIRONMENT AND ENERGY EFFICIENCY COMMITTEE

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of Brian Hebesien to the Watertown Environment and Energy Efficiency Committee for a term to expire on November 15, 2026.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 9 for, 0 against, and 0 present on January 23, 2024


Brendan F. 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

RESOLUTION # 13

2024 – R - 13

RESOLUTION CONFIRMING THE REAPPOINTMENT OF ELLEN PARKER MENOUNOS TO THE WATERTOWN ENVIRONMENT AND ENERGY EFFICIENCY COMMITTEE

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of Ellen Parker Menounos to the Watertown Environment and Energy Efficiency Committee for a term to expire on November 15, 2026.



Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 9 for, 0 against, and 0 present on January 23, 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



Watertown City Council

Administration Building

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Phone: 617-972-6470

Report of the Committee on Climate and Energy January 9, 2024

The committee convened on Tuesday January 9th at 5:30 pm in the City Council Office. Present were Tony Palomba, chair; Caroline Bays, vice chair; and John Airasian, secretary. The purpose of the meeting was to conduct two interviews for reappointment to the Watertown Environment and Energy Efficiency Committee (WE3C).

The meeting was called to order and the first candidate interviewed was Brian Hebeisen. Mr. Hebeisen stated he has been on the committee for 14 years and felt the committee had accomplished a great deal in that time. Councilor Bays thanked him for his active role and all he has done for climate regarding the new schools and asked what he or WE3C is planning on next. Mr. Hebeisen stated in the short term, they have been working on the BERDO ordinance (Building and Emission Reduction Disclosure Ordinance). This will be presented to the committee soon. For the long term, it is to continue to monitor the Climate Action Plan and adapt or adjust as needed as new technologies come along. Councilor Palomba asked about his thoughts on internal transportation. Mr. Hebeisen mentioned that the transportation subcommittee of WE3C has pushed for a study to be done as it is a hard topic to define needs. He also mentioned micro transit has been a priority since the city can have direct control over it.

Action Item: Councilor Bays made a motion, with a second from Councilor Airasian to recommend that the City Council confirm the reappointment of Brian Hebeisen to WE3C with a term expiring November 15, 2026. The motion passed 3-0

The second interview was with Ellen Parker Menounos who is currently co-chair of WE3C and is actively looking for more members of the group. Over the course of her first term, she took the time to listen and learn how the committee works. Some accomplishments she is proud of are the continued work towards keeping commitments of the Climate Action Plan on track as well as helping Laurel and her support staff. Ms. Menounos stated there is a great team atmosphere and a handful of working groups that mesh well together.

Action Item: Councilor Bays made a motion, with a second from Councilor Airasian to recommend that the City Council confirm the reappointment of Ellen Parker Menounos to WE3C with a term expiring November 15, 2026. The motion passed 3-0.

Meeting adjourned at 6:15.

Minutes Prepared by John Airasian.

ELECTED OFFICIALS

Anthony Palomba,
Chair

Caroline Bays,
Vice Chair

John M. Airasian,
Secretary

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JANUARY 23, 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 on Climate and Energy from 1/11/24

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JANUARY 23, 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 two Action Items from the Report of the Committee on Climate and Energy from 1/11/24 – Confirming the reappointment of Lauri Murphy to the WE3 to a term expiring November 15, 2026, and Confirming the appointment of Marcia Ciro to the WE3 to a term expiring November 15, 2025



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

RESOLUTION # 14

2024 – R - 14

RESOLUTION CONFIRMING THE REAPPOINTMENT OF LAURI MURPHY TO THE WATERTOWN ENVIRONMENT AND ENERGY EFFICIENCY COMMITTEE

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the reappointment of Lauri Murphy to the Watertown Environment and Energy Efficiency Committee for a term to expire on November 15, 2026.



Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 9 for, 0 against, and 0 present on January 23, 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



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RESOLUTION # 15

2024 – R - 15

RESOLUTION CONFIRMING THE APPOINTMENT OF MARCIA CIRO TO THE WATERTOWN ENVIRONMENT AND ENERGY EFFICIENCY COMMITTEE

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the appointment of Maria Ciro to the Watertown Environment and Energy Efficiency Committee for a term to expire on November 15, 2025.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 4 for, 0 against, and 0 present on January 23, 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



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Report of the Climate and Energy Committee January 11, 2024

The committee convened on Tuesday January 11th at 5:30 pm in the City Council Office. Present were Tony Palomba, chair; Caroline Bays, vice chair; and John Airasian, secretary. The purpose of the meeting was to conduct two interviews for reappointment to the Watertown Environment and Energy Efficiency Committee (WE3C).

The meeting was called to order and the first person interviewed was Lauri Murphy. Ms. Murphy has been on the committee since its inception. In the last 2 years, Ms. Murphy mentioned that she has been able to recruit many members to participate. A goal of hers is to continue to move much more towards electrification and away from fossil fuels. One of her main tasks in WE3C is managing Watertown Electricity Choice. Participation in that program continues to increase. Soon, Ms. Murphy hopes to manage more events to create even more education and participation opportunities.

Action Item: Councilor Bays made a motion, with a second from Councilor Airasian to recommend that the City Council approve the reappointment of Lauri Murphy to WE3C with a term expiring November 15, 2026. The motion passed 3-0

The second person interviewed was Marcia Ciro who is seeking appointment for the first time. Ms. Ciro explained that she has always been interested in energy conservation. One of the concerns she mentioned is the raising of rates as more people move towards electrification. Ms. Ciro has a background in graphic design and would like to see a WE3C newsletter and is willing to help in any way. She is interested in working with the energy advocate to help spread the word on what residents can do to get electrified.

Action Item: Councilor Bays made a motion, with a second from Councilor Airasian to recommend the City Council approve the appointment on Marcia Ciro to WE3C for a 1-year term expiring November 15, 2025. The motion passed 3-0.

The meeting adjourned at 6:20
Minutes prepared by John Airasian.

ELECTED OFFICIALS

Anthony Palomba,
Chair

Carline Bays,
Vice Chair

John M. Airasian,
Secretary

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JANUARY 23, 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 on Human Services from 1/17/2024

CITY COUNCIL ROLL CALL VOTE
MEETING DATE: JANUARY 23, 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 Action Item from Report of the Committee on Human Services from 1/17/2024 – Confirming the appointment of Kim Netter to the Board of Health to a term expiring February 1, 2027



Watertown City Council

Administration Building
149 Main Street
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Phone: 617-972-6470

RESOLUTION # 16

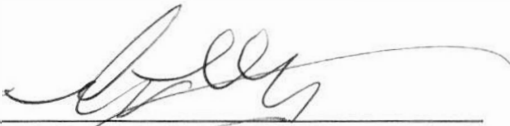
2024 – R - 16

RESOLUTION CONFIRMING THE APPOINTMENT OF KIM NETTER TO THE BOARD OF HEALTH

BE IT RESOLVED: That pursuant to the provisions of the Watertown Home Rule Charter, the City Council of the City of Watertown hereby confirms the appointment of Kim Netter to the Board of Health for a term to expire on February 1, 2027.


Council Member

I hereby certify that at a Meeting of the City Council for which a quorum was present, the about Resolution was adopted by a vote of 9 for, 0 against, and 0 present on January 23, 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,
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Emily Izzo,
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Committee on Human Services Wednesday, January 17, 2024

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

The Committee on Human Services held a public meeting on January 17, 2024, at 7:00pm to discuss the appointment of Kim Netter to the Board of Health for a term expiring on February 1, 2027.

1. Call to Order

Committee Chair Palomba called the meeting to order at 7:00pm and introduced the other committee members present: Caroline Bays, Vice Chair; and John Gannon, Secretary. Also present was Kim Netter.

Chair Palomba asked Ms. Netter to discuss her background relative to appointment to the Board of Health. She stated that she has forty years in the healthcare industry focusing on strategic planning, promotion and management, 21 years of which were in the public health areas of mental health promotion, substance abuse and violence prevention, and diversity, equity and inclusivity. Prior to earning a master's degree in public health, she spent 19 years in the pharmaceutical/ medical device industry. She brings significant skills and experience in analyzing community-level data needs and creating strategic plans for addressing unmet needs. Through federal, state and foundation grants, she developed deep roots in equity and inclusivity issues. She stated that she has retired and wants to be an active part in her community's public health needs. She has observed Board of Health meetings and stated that she would like all public health services to be as broadly available to the general public as possible. She also wants to see a better working relationship between the Board of Health and the Watertown Public Schools on public health issues, such as the Covid pandemic.

Action Item 1: Councilor Bays made a motion that the full Council vote to approve Kim Netter for appointment as a member of the Board of Health for a term expiring on February 1, 2027. Councilor Gannon seconded the motion. The motion passed by a vote of 3-0.

Councilor Gannon made a motion to adjourn, which was seconded by Councilor Bays. The motion was approved by a vote of 3-0.

The meeting concluded at 7:35pm.

Minutes prepared by John Gannon

ELECTED OFFICIALS

Anthony Palomba,
Chair

Caroline Bays,
Vice Chair

John G. Gannon,
Secretary



George J. Proakis
City Manager

CITY OF WATERTOWN

Office of the City Manager

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6465

www.watertown-ma.gov

citymgr@watertown-ma.gov

To: Honorable City Council

From: George J. Proakis, City Manager

Date: January 23, 2024

RE: Fiscal Year 2025-2029 Capital Improvement Program

Pursuant to the provisions of the Watertown Home Rule Charter, the attached City Council Resolution on the Fiscal Year 2025 Budget Process, and the City Council Resolution on Watertown's Ongoing Capital Project Budget Guidelines, I herewith present the Proposed Fiscal Year 2025-2029 Capital Improvement Program (CIP).

The proposed Fiscal Year 2025-2029 General Fund CIP totals \$210,682,500. The general obligation bonding requirement for the FY 2025-2029 CIP is \$93,908,100.

As you are aware, the Capital Improvement Program is the method used to realistically show relatively expensive and higher-cost equipment and projects that need to be planned to ensure the City's infrastructure is adequately maintained.

Background

While it is easy to not fund maintenance repairs and equipment replenishment until something either falls down or stops running, this is poor planning, for at least two reasons:

1. It does not reflect the true cost each year of an item.
2. By maintaining buildings and equipment in good repair, the useful life of the item can be extended at a reasonable cost. Many communities wait until buildings, vehicles or equipment are in such a state of disrepair that a major overhaul, repair, or replacement is required at much greater expense.

Therefore, to maintain and improve its infrastructure, facilities, and equipment, the City should expect to make annual capital expenditures of at least 7.5% to 8% of the General Fund budget. In FY 2025, we are proposing a plan that would make annual capital expenditures 7.98% of the General Fund budget.

A capital item is an asset with a useful life of at least two years and a purchase price of at least \$15,000. Items costing less than \$15,000 are included in the operating budget. In addition, items that

are labeled “TR” or “tax revenue” are included both in the CIP (because of their relatively large expense) and in the “Capital Outlay” lines of the operating budget for the relevant departments.

The attached document is the Proposed FY 2025-2029 Capital Improvement Program. In the coming days we will update our projected debt chart to reflect this updated plan. Please note that, as we review financing, if we find that we are unable to afford all of the items in the early years of the CIP, some items may need to be adjusted, delayed, or removed from the chart.

Changes for the FY 2025-2029 Capital Plan

There are a few changes in the organization of the plan, as follows;

1. With the continued work on the Parker Annex, we have now divided the old “Administration” section of the plan into three sub-sections, one each for the Administration Building / City Hall, Parker Annex, and other items that are citywide administrative items.
2. We have moved all open space projects into a subcategory under the Community Development and Planning department, as the new Senior Planner for Open Space will oversee these design efforts.

A Note about Inflation

After many years of low interest rates and steadily escalating costs, the past year has seen significant increases in construction costs. This impacted a number of FY 2023 and FY 2024 CIP items as they have gone to bid in the past two years. While the rate of inflation is slowing, costs are not coming down. Once again, we have needed to adjust several cost estimates in anticipation of higher costs. We also continue to monitor interest rates on municipal bonds for their impact on city borrowing.

Long-range Planning

As with all forecasts, the Proposed FY 2025- FY 2029 CIP may change, due to long-range planning efforts. In particular, we have focused on a few areas where forthcoming change may have an impact on CIP strategies.

Senior Center

In 2022, the City conducted a review of the Philips School site with AI3 architects, looking into the future of the senior center and school functions on that site. We put that project on hold once we were purchasing the Parker Annex, wrapping the recommendations together to determine the best route forward for each building. As we are concluding our work on the Parker Annex strategy, it has become apparent that we should be seeking a strategy to build a better center for our seniors. Therefore, the FY 2025-2029 CIP establishes a line for a new Senior Center building. This is consistent with the FY 2023-2027 CIP recommendation item #23 that the Senior Center and Philips School sites be studied. The initial AI3 study identifies two options to build a new building on the current Philips/Senior Center site, which were shared with the council as a part of the Parker Annex plan presentation. These will be refined, although we could still

consider other sites for the Senior Center if they become available. A13 had also initially proposed an alternative that would demolish and replace the Philips School building, but we will not be pursuing this option further, as it is more expensive and disruptive to school and cable TV operations.

Parker Annex

The FY 2025-2029 CIP includes additional funding to complete the Parker Annex renovations and moves. In FY 2024, we have saved significant time and money by moving the Information Technology and Health departments into the Parker School into sites that needed minimal renovation. In FY 2025 the Community Development and Planning Department will be moving to the second floor. This will require a far more extensive renovation, and therefore the CIP identifies \$2.2 million in funding for this upgrade.

Parks and Open Space

Last year we incorporated a new schedule for parks and open space projects. This was designed to address questions about projects that were in design despite many of them being funded in previous years. Last year we begun working with three different landscape design firms, and we will be adding a fourth firm with the start of design at Walker's Pond. Last year's schedule was designed to ensure that numerous parks projects could move forward on an ambitious but realistic pace, and we have been able to keep mostly to that schedule. An update to the schedule is attached. Note that the Arsenal Phase B project ended up substantially over its original budget, and therefore some adjustments are being made to accommodate the additional borrowing needs for this project.

Schedule adjustments for parks are as follows:

- Lower Saltonstall park required splitting the lighting project that was under design from improvements to the tot lot that are of interest to many families that use the park. We are proposing moving forward with the lighting project borrowing in FY 2024, subject to the approval of the city council. The tot lot has been re-entered into the capital plan as a FY 2029 item and will not include the replacement of play equipment in addition to replacing the surface under the equipment as originally anticipated.
- Upper Saltonstall is behind schedule. The project received a \$900,000 grant and is undergoing review by the Community Preservation Committee for funding the remainder of the work. While DPW bid the project to understand full construction costs, the CPC funding schedule did not align with the contractor's schedule. Therefore, if the CPC completes review and approves the project in this round, we will be able to move forward with bidding and construction for mid 2024.
- Casey Park has been put on hold at the request of the City Council. The project was confirmed to proceed under Conceptual Recommendation #1 of the FY2024 – FY2028 CIP. However, administration is proposing to re-enter the project into FY2029 of the FY2025-FY2029 CIP, and repurpose the use of the budgeted amount from the recommendation to cover a portion of the cost overrun at Arsenal Phase B.
- Victory Field Phase II has been re-entered in the CIP as a FY2026 project expected to begin in Summer 2025. The project was confirmed to proceed under Conceptual Recommendation # 2

of the FY2024 – FY2028 CIP. However, administration is proposing to repurpose a portion of the budgeted amount from the recommendation to cover the remaining cost overrun from the Arsenal Phase B project. The remainder will be combined with funds in the 2026 line in the CIP to complete this project.

Update on Additional Studies

Last year we reported the following studies that relate to capital planning. These studies are:

1. City Building Use and Space Study: This study was developed to address the best plan for City Hall, the Parker Annex and the Senior Center. The plan for Parker is underway with the Public Buildings and IT teams now relocated to the Annex, and the Health Department moving soon. Community Development and Planning will move in FY 2025 after a more extensive renovation of the second floor. The study also anticipated the need for a new senior center, and that will also be discussed further in coming months.
2. Watertown Square Plan: In the mid-year budget amendment, the Honorable City Council supported the establishment of a stabilization fund and funding of \$1.8 million to begin the process of funding the implementation of this planning effort. The CIP includes additional funding for implementation of the streetscape strategies in the Watertown Square plan but does not yet identify a funding source. We will monitor this item and consider additional stabilization funding, as well as borrowing. The cost is an early estimate. Furthermore, \$1 million in funds for the former police station to most likely be demolished remains in the CIP. We have now identified this work to be completed in FY 2026 using building renovation borrowing funds.
3. Heating / Cooling Systems Analysis: There is \$200,000 approved for FY2024 for an HVAC Study to identify needed improvements to HVAC systems in multiple city buildings. This HVAC study will drive the design of \$4.5 million in HVAC improvements identified in last year's CIP. In addition to these FY2024 HVAC Study funds, we are now requesting retrocommissioning study funds starting in FY2025 to review all systems in our buildings, which includes more than just HVAC systems, as it provides a review of the building envelope (windows, roofs, masonry, etc.) as well as mechanical, electrical and plumbing systems. Our strategy moving forward is to conduct a comprehensive review of each building with a retrocommissioning study for a building before allocating capital funds for repairs. See more info below, under "retrocommissioning".
4. Fleet Electrification and Replacement & Vehicle Charging Infrastructure Studies: The proposed FY 2024 operating budget included funding for a systematic assessment of all City-operated vehicles (except for fire apparatus) with the primary goals of establishing replacement schedules for these vehicles and, consistent with the Resilient Watertown Climate and Energy Plan, identifying vehicle electrification opportunities. This study is underway. As an input into this study, DPW has updated their fleet replacement schedule, and the updated replacement schedule is reflected in this year's CIP document.

5. Comprehensive Plan: As you are aware, Watertown adopted the citywide Comprehensive Plan Update. The updated plan is broadly consistent with the capital plan efforts around streets/sidewalks and open space. The Watertown Square Area Plan is a key recommendation of the comprehensive plan (see item #2, above).
6. Pickleball: The study on locations for additional pickleball courts, funded by the council through the FY 2024 budget, is underway. City staff, including the council analyst, are doing this work in-house, reducing the need to use funds for consultants. A report will be released soon.
7. Dog Park / Spray Pad Study: Funding for a new study for FY 2025, looking at dog park and spray pad locations, is identified in the FY 2025-2029 CIP.

Community Preservation Funds

CPA funds are distributed after a vote from the Community Preservation Commission (CPC) and the City Council. Due to the important advisory role of the CPC, the CIP will not identify an item as CPA funded until the CPC has approved such an item. However, there are a few items in the CIP this year marked as “TBD” that could be funded with CPA funds, if approved by the CPC. These include:

1. Saltonstall Park (\$2.5 million in FY 2025)
2. Design and Construction at Walker Pond (\$250,000 in FY 2025 and \$2.5 million in FY 2026)

Unfunded Items

In addition to the items listed above for which we will seek community preservation funds, the funding sources of the following items have not been determined and are identified as TBD:

1. Former North Branch Library Renovation/Reuse (\$1.1 million in FY 2025)
2. Multi-Service Center Renovation (\$500,000 in FY 2025)
3. Watertown Square (\$10 million split between FY 2028 and 2029) (see above)
4. East End Fire Station (\$12 million in FY 2029) (see below)
5. Senior Center Shuttle Busses (\$298k in FY 2025) (see below)
6. Senior Center (\$32 million in FY 2028) (see below)
7. Library Deep Energy Retrofit (\$1 million in FY 2027) (see below)

Grant Funds

In the last twelve months, our state and federal government have proposed several new grant opportunities that could be beneficial to Watertown. We are continuing to monitor new opportunities for direct local grants of funds under the federal Bipartisan Infrastructure Bill and the Inflation Reduction Act (which includes numerous grants for energy efficiency and climate priorities), as well as relevant state grant programs. We are working to establish a position under the Chief Financial Officer that will work on grants.

As you are aware, the Honorable City Council identified the use of the \$10,742,413 in federal funds that the City received through the American Rescue Plan Act of 2021 (ARPA). A portion of these funds have been used to fund capital projects as follows:

1. Additional Private Workspace - Library	\$18,000
2. Hybrid Capability for City Buildings - WCATV	\$83,328
3. Sewer Phase 4 Rehabilitation - DPW	\$2,500,000
4. Cottage Street Water Main - DPW	\$2,000,000
5. Stormwater Tree Trenches - DPW	\$368,829
6. Lead Gooseneck Removal - DPW	\$368,829
7. Watertown Food Pantry - COA	\$152,000
8. PV Array for Watertown High School - SBC	\$1,000,000

School Department

The Fiscal Year 2025-2029 CIP includes funding of various school improvements totaling \$19,979,000 over the next five fiscal years. This does not include the borrowing for the high school project that has been calculated in our borrowing for FY 2025 and earlier fiscal years. At this time, \$9,294,000 of this funding has no identified funding source. Of these funds \$2,100,000 is the portion of the high school project that has not been included in our debt schedule or otherwise funded. The remainder is mainly work on the Philips School structure. We will continue to work with the school department to identify a route to funding these items.

The breakdown of all school improvements are as follows:

Cunniff School Projects	\$35,000
Hosmer School Projects	\$35,000
Lowell School Projects	\$35,000
Middle School Projects	\$10,330,000
Philips School	\$5,619,000
District	\$1,825,000
High School Project	\$2,100,000
TOTAL	\$19,979,000

A number of items from last year's CIP for the new elementary schools have been removed. These are items that were unable to be funded in FY 2024, so were scheduled for later years. The school department was able to repurpose available funds to cover some of these smaller items and therefore they are now complete and have been removed from the CIP.

Consistent with previous years, in keeping school department tax revenue under \$400,000, some items have been shifted to earlier or later years. Overall, with the new schools being completed, and other work completed utilizing school accrual funds in the last year, this number has declined in the FY 2025-2029 CIP.

The Honorable City Council's Fiscal Year 2024 Budget Policy Guideline II.C. reads as follows:

Continue support for Building for the Future Initiative funding in collaboration with the School Building Committee, for the Three Elementary Schools project, and for the MSBA High School project, without debt exclusion funding.

The three elementary schools project is wrapping up. With an initial budget of \$170 million, the project is closing out with a total cost in the range of \$172 million. We are identifying existing funds to cover any final expenses and will have more information for the council on this in the coming weeks. It is worth noting that, for a project that has been underway through the pandemic and subsequent supply chain challenges, this is a remarkably reasonable total project cost.

The high school project is underway. As identified in earlier memos to the council, the total project cost is now estimated at \$218,736,281. MSBA funding, initially at \$44,283,365 will include an additional payment, due to an increase of funds allocated in the state's FY 2024 budget, with the assistance of our local delegation. The exact amount of these funds has not yet been confirmed by MSBA. With the support of the City Council, we have been able to set aside \$11.4 million in stabilization funds towards the high school project. The council also funded \$1 million of the \$4.462 million in funding for the school solar panels. Additional solar funding is now available through a federal program under the Inflation Reduction Act. Nonetheless, if we maintain our goal of capping the borrowing for the high school at \$150 million, we will then still have approximately \$2.1 million in funding to identify in the next year. These funds have been included in this year's capital plan as a TBD item.

CIP memos from previous years include a robust introduction to the history and schedule of the Building for the Future Initiative, and the administration can provide that information to the Honorable City Council upon request.

Streets and Sidewalks

Street and sidewalk maintenance is one of the top priorities in the Honorable City Council's Fiscal Years 2009 through 2024 Budget Policy Guidelines. Within the Fiscal Year 2025-2029 CIP, \$89,537,200 is designated for street and sidewalk improvements. This includes the Mt. Auburn Street corridor project, which is substantially covered by state transportation funding, and will be beginning construction this spring. Local funds for non-participatory work, land acquisition, and project lay-down/storage space are included in the CIP. The CIP also includes a new item for ornamental street lighting.

Chapter 90 funds are increased to \$750,000 per year split evenly between highway and sidewalk reconstruction.

Locally funded projects including the connector roads/long streets project as well highway and sidewalk reconstruction have been increased to reflect higher construction costs. The CIP also recommends adding another year of funding for underground duct work in FY 2028.

Parks and Recreation Projects

The City has undertaken, with the support of the Honorable City Council, significant parks and open space upgrades and improvements through the CIP in recent years. With the arrival of the pandemic,

the uncertainty around the recession and supply chain challenges, many of these projects were behind schedule. To ensure that we are working towards a common schedule for project completion, last year the Honorable City Council confirmed a new schedule for parks completion that I recommended. This was in line with FY 2023-2027 CIP recommendation #30, suggesting that construction phasing be consistent with citywide field usage needs.

With the FY 2023-2027 CIP recommendation #31, the special needs baseball/softball diamond remains on the CIP and has been moved to 2028 while we work to determine if there is an appropriate site in Watertown for this very meaningful community investment.

Below is the proposed updated construction schedule:

Project	Construction Timeline Calendar Year	CIP Fiscal Year
Irving Park	complete	none (CPA)
Moxley Court	complete	2016
Filippello Splash Pad	complete	2021
Upgrade Victory Field Turf	complete	2023
Arsenal Phase B	spring 2024	2021
Lower Saltonstall	Summer 2024	2019
Lowell Playground	Summer 2024	2020
Upper Saltonstall Park / Gazebo	adjust to Summer 2024	2024
Victory Phase II	adjust to summer 2025	back on plan, 2026
Walker Pond	Summer 2025	2025 and 2026
Howe Playground	Summer 2025	2023
Bemis Playground	Summer 2025	2021 and 2025
Sullivan Playground	Summer 2026	2022
Victory Phase III	Summer 2026	2023
Filippello Grove Playground	Summer 2026	2026
Moxley Field	Summer 2027	2028 and 2029
Filippello Arlington Playground	Summer 2027	2027
Victory Tot Lot	Summer 2028	2028
Casey Park and Playground	Summer 2028	back on plan, FY 2029
Saltonstall tot lot	Summer 2028	2029

Retrocommissioning

Retrocommissioning appears in many places in this year's CIP. This is a process recommended by our Director of Public Buildings. She will be providing more detailed information in a separate document.

As noted above, while there is \$200,000 approved for FY 2024 for an HVAC Study to identify needed improvements to HVAC systems in multiple city buildings, this is limited to HVAC systems. In addition to these FY24 HVAC Study funds, we are now requesting retrocommissioning study funds starting in FY 2025 to review all systems in our buildings, which includes more than just HVAC systems, as it provides

a review of the building envelope (windows, roofs, masonry, etc.) as well as mechanical, electrical and plumbing systems.

Our strategy moving forward is to conduct a comprehensive review of each building with a retrocommissioning study for a building before allocating capital funds for repairs to building systems.

All buildings whether they are older or newer have complicated technology driven systems that need to be placed on a regular replacement schedule similar to computer hardware and software systems in order to operate efficiently. If investments are not made at regular intervals of between 5 to 10 years, the systems become obsolete and a more costly replacement is needed. In the world of COVID, we have learned the importance of properly operating HVAC systems, but we also cannot forget about all of the other systems in a building that can impact occupants. A retrocommissioning study will identify all of the building inefficiencies and suggest improvements which will drive future capital plans.

Using a whole-building systems approach, retrocommissioning seeks to identify operational improvements that will increase occupant comfort and save energy. Retrocommissioning typically has a significant cost benefit and will also assist with meeting any future requirements under a Building Energy Use Reduction Ordinance (BERDO) if it is adopted in Watertown. Any building can benefit from the process, and the capital plan is therefore setting up the opportunity to complete this process for a number of buildings in Watertown, as follows:

1. Library	Study FY 2025	Upgrades FY 2026
2. City Hall / Admin Building:	Study FY 2026	Upgrades FY 2027
3. Parker Annex	Study FY 2026	Upgrades FY 2027
4. Main Fire Station	Study FY 2027	Upgrades FY 2028
5. Police Station	Study FY 2028	Upgrades FY 2029

The forthcoming work to be completed on the Middle School will include retrocommissioning in FY 2024. Additional buildings will be considered for retrocommission in FY 2030 and beyond.

Additional Items to Note

Administration

Admin Building

1. Lighting fixtures moved out 2 years (after retrocommissioning study).
2. Roof replacement delayed one year
3. Fan coil units/air handling unit ventilators delayed two years (after roof and after retrocommissioning)
4. Lighting / electrical delayed one year
5. Elevator upgrades scheduled for FY 2029

Parker Annex

1. RTU/Heating Cooling/Roof Package items merged, delayed and increased to replace all units from FY 2027 to FY 2029
2. Move of departments increased to \$100,000 for FY 2025
3. Additional restroom upgrades scheduled for FY 2029
4. As noted above, funds are allocated in FY 2025 for renovation of the second floor.

Community Development

1. CIP maintains funding for public art
2. Funds for repair of the elevator at the Commander's Mansion is included in FY 2025 as this has become a high priority item

Information Technology

1. Totals for some lines have been adjusted
2. IT Governance and Public Wi-Fi items have been combined into a new digital Equity and Broadband item.

Fire Department

1. East End Station HVAC/Painting/Carpet/Lighting moved from FY 2024 to FY 2025
2. Apparatus Doors in the main station adjusted to \$130,800.
3. Protective outer gear adjusted to \$430,000
4. East End Station replacement has been shifted to FY 2029, increased to \$12 million and marked TBD as we seek funding options for future building replacement projects.
5. Main station HVAC increased to \$250,000 and changed to BE
6. Boat replacement moved to FY 2027
7. New equipment added to FY 2029 totaling \$610,000

Library

1. Added deep energy retrofit in FY 2027 although funding has not been identified for this item. We hope grant funding may assist with paying for this item.

Police Department

1. Budget includes funding for in-cruiser video system and body worn cameras in FY 2025. The total cost of these items is slightly adjusted (up by \$18,000 in total). These items are currently subject to collective bargaining with the police patrol unit. This is included in the new contract with the police supervisors unit.
2. Firing range upgrade has been moved earlier, to FY 2025 and reduced to \$600,000. This item has become a high priority, and we are seeking more affordable strategies to address the issue in an earlier timeframe.
3. Slight adjustments in the cost of tactical bulletproof vests and computer aided dispatch/records management.
4. Security switch replacement added in FY 2026
5. Fingerprint machine added in FY 2027
6. Mobile data terminal replacement added in FY 2029

Public Works Department:

1. Solar and roof schedule is adjusted. Some funds for this project can be covered with federal grant money.
2. Generator replacement added in FY 2029
3. New vehicles have been added to the plan based upon the DPW work to create a more robust fleet replacement schedule with more electric vehicles when possible:
 - Four new fleet division vehicles are added to the plan.

- Dump truck in highway division is added to the plan for FY 2029.
- Four new vehicles added to Snow and Ice Division.
- Three new vehicles added to Cemetery Division.
- Four new vehicles added to Parks & Forestry Division
- 4. Rough terrain forklift is moved from the former "Property/Buildings" Division to the Fleet Division
- 5. Cemetery expansion feasibility to be reviewed in FY 2028 for possible work in FY 2030.
- 6. Funding for parks irrigation upgrades are added in FY 2027, 2028 and 2029.

Recreation

1. Funds provided starting in FY 2026 to add AEDs in recreation facilities.

Public Buildings

1. Sidewalk snowblower/cabs removed from FY 2025 but added in FY 2028 and 2029
2. Pickup/plow removed, to be purchased with existing funds in FY 2024
3. Equipment Inventory moved to FY 2026

Senior Center

1. See note above about the senior center. Most capital items have been removed in anticipation of the construction of a new building in FY 2028.
2. Some upgrades around the building are anticipated for FY 2025 using tax revenue, so that the building can remain in good condition until it is replaced
3. Shuttle busses are added in FY 2025 and unfunded in anticipation of seeking grants to cover the busses.

Skating Rink

1. Skating rink improvements in the last year, including new ammonia detection system, new boards, glass and seating are complete. A handicap access lift has been ordered and will be installed upon delivery.
2. Rebuild of compressors moved out one year to FY 2026
3. Electric ice resurfacing machine and electrical upgrades shifted from FY 2024 to FY 2025 with a small cost adjustment
4. LED lights moved to FY 2026 from FY 2025
5. Boiler replacement adjusted to FY 2027 at \$80,000.
6. New item for rink netting in FY 2026

Water and Sewer Enterprise Funds Capital Improvement Program (CIP)

The proposed Fiscal Year 2025-2029 Water and Sewer Enterprise Funds CIP is forthcoming and will be submitted to the Honorable City Council in the coming days, along with a memo summarizing relevant background information.

All of the work to the water, sewer, and drain systems directly impacts water and sewer rates. Interest-free loans and grants, when secured, will enable the City to perform necessary work

with little or minimal impact on ratepayers. Funding from ARPA for water and sewer projects will also have a direct impact on reducing CIP borrowing and therefore reducing rates.

Loan Orders from Previous Fiscal Years

The following items were incorporated in previous years' CIP documents and re-confirmed by the Honorable City Council in recommendations during the review of the FY 24 - FY28 CIP in March of 2023. Completed projects have been removed from this list.

FY 2017 Unfinished CIP Projects

Project	Amount	Council Rec.	Status
Casey Park Renovation	\$1.125k	Reconfirmed #1	funds repurposed for Arsenal rescheduled 2029
Victory Phase II	\$5.0 mil	Reconfirmed #2	some funds to Arsenal rescheduled 2026

FY 2018 Unfinished CIP Projects

Project	Amount	Council Rec.	Status
Community Path Design	\$325k	Reconfirmed #3	in process

FY 2019 Unfinished CIP Projects

Project	Amount	Council Rec.	Status
Saltonstall Lower Park Improvements	\$300k	Reconfirmed #4	scheduled 2024

FY 2020 Unfinished CIP Project

Project	Amount	Council Rec.	Status
Community Path Taylor to Linear	\$3.0 mil	Reconfirmed #5	estimated 2024

FY 2021 Unfinished CIP Projects

Project	Amount	Council Rec.	Status
Arsenal Park Renovation Phase B	\$5.83 mil	Revised amount #6	scheduled 2024 Estimated \$10.4M

FY 2022 Unfinished CIP Projects

Project	Amount	Council Rec.	Status
Various (Middle) School Improvements	\$3.1 mil	confirmed #8	underway
Connector Roads / Long Streets	\$2.0 mil	confirmed #9	scheduled 2024 (Morse St)
Sullivan Playground	\$700k	confirmed #10	scheduled 2026
Design of Victory Field House Addition	\$375k	confirmed #11	scheduled 2026

FY 2023 Unfinished CIP Projects

<u>Project</u>	<u>Amount</u>	<u>Council Rec.</u>	<u>Status</u>
Admin Building Various Design/Upgrades	\$205k	confirmed #13	forthcoming
Admin Building Design lighting/access	\$60K	confirmed #13	rescheduled to FY2027
IT Various Equipment/Projects	\$500k	confirmed #14	forthcoming
Library Improvements	\$325k	confirmed #15	forthcoming
DPW Admin Bldg. Roof Replacement	\$2 mil	confirmed #16	forthcoming
Cemetery off road vehicle	\$30k	confirmed #16	forthcoming
Water heater replacement	\$200k	confirmed #16	forthcoming
Victory Field House Addition/Renovation	\$4million	confirmed #17	scheduled 2026
How Park Playground	\$500k	confirmed #18	scheduled 2025
Senior Center Repairs / Replacement	\$200k	on hold per #19	on hold
Various (Middle) School Improvements	\$1.34 mil	confirmed #21	forthcoming

FY 2024 Unfinished CIP Projects

<u>Project</u>	<u>Amount</u>	<u>Council Rec.</u>	<u>Status</u>
Middle School Design HVAC Basement	\$72k	confirmed #22	complete
District Security Systems Enhancements	\$95k	confirmed #22	forthcoming
Former Police Station Demolition	\$1 mil	confirmed #25	rescheduled FY26
Admin Building Renovations	\$1.15 mil	confirmed #26	forthcoming
Parker Annex Renovations	\$1.275 mil	confirmed #27	forthcoming
IT Infrastructure Improvements	\$300k	confirmed #28	underway
Permitting & Transparency Dashbaords	\$150k	confirmed #28	forthcoming
Document Scanning	\$200k	confirmed #28	forthcoming
MUNIS System Enhancements	\$150k	confirmed #28	forthcoming
IT Governance	\$100k	confirmed #28	underway
IT Parker Annex Technology	\$500k	confirmed #28	forthcoming
East End Fire Station HVAC/Plumbing	\$126k	confirmed #29	rescheduled FY25
East End Fire Station Painting-Carpet-Light	\$121k	confirmed #29	rescheduled FY25
Main Station Interior Repairs	\$100k	confirmed #29	forthcoming
Main Station Emergency Generator	\$90k	confirmed #29	forthcoming
Main Station Alerting System	\$120k	confirmed #29	forthcoming
Library Improvements	\$786.3k	confirmed #30	forthcoming
Police Access Control/Building Video Server	\$37k	confirmed #31	forthcoming
DPW Various Vehicles	\$870k	confirmed #32	forthcoming
DPW Add EV Stations	\$90k	confirmed #32	forthcoming
Solar Canopy DPW Parking Lot	\$1.25mil	confirmed #32	rescheduled FY25 & FY26
DPW Salt Shed Repair	\$400k	confirmed #32	rescheduled FY27
Lowell Playground Equipment	\$650k	confirmed #33	forthcoming
Rink Ice Resurfacing Machine/Electrical	\$171k	confirmed #34	rescheduled FY25, increased to \$185k
Land Acquisition & Storage Space	\$2 mil	confirmed #36	rescheduled to FY 27
Local Road Construction Projects	\$2.625 mil	confirmed #37	forthcoming
Forest & Springfield Streets	\$2.1 mil	confirmed #38	forthcoming
Underground Ducts for Utilities	\$300k	confirmed #39	forthcoming

Conclusion

I look forward to working with the Honorable City Council in their review and adoption of conceptual recommendations on the Fiscal Year 2025-2029 Capital Improvement Program.

cc: Honorable School Committee
Honorable Library Board of Trustees
School Building Committee
All Department Heads



Watertown City Council

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

RESOLUTION# 74

2023 - R - 79

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

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

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

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

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


Council Member

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


Brendan T. McCarthy, Council Clerk


Mark S. Sideris, Council President



Watertown Town Council

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

ELECTED OFFICIALS:

Resolution# 2013-

76

Mark S. Sideris,
Council President

Stephen P. Corbett,
Vice President

John A. Donohue,
Councilor At Large

Susan G. Falkoff,
Councilor At Large

Anthony Palomba,
Councilor At Large

Angeline B. Kounellis,
District A Councilor

Cecilia Lenk,
District B Councilor

Vincent J. Piccirilli, Jr.,
District C Councilor

Kenneth M. Woodland
District D Councilor

Resolution: Watertown's Ongoing Capital Project Budget Guidelines

WHEREAS the Town Council adopts budget policy guidelines each year pursuant to Section 5-1 of the Watertown Home Rule Charter, so that the Town Manager can develop budgetary goals and the Town budget for the next fiscal year, and

WHEREAS in the Fiscal Year 2014 budget policy guidelines, Attachment A "ADDITIONAL RECOMMENDATIONS ON CAPITAL PROJECTS" was included to use the Town's capital project funds in the most efficient manner, and to improve the efficiency and transparency of the Capital Improvement Program (CIP) process, and

WHEREAS these recommendations have become standard operating procedure for the Town of Watertown, and do not need to be revised each year.

NOW THEREFORE BE IT RESOLVED that the Town Council of the City known as the Town of Watertown hereby establishes the following recommendations on capital projects as permanent budget policy guidance, to be followed annually:

1. Status of existing capital funds and projects: As part of the January CIP submission by the Town Manager, include from each department, a listing of all existing unspent capital funds (including Chapter 90, developer mitigation, grant funds, etc.) and a status on each project or acquisition, including how and when remaining funds will be spent, effective November 30th.
 - a. Include project funds appropriated by the Town Council to the School Department.
 - b. Include Water/Sewer Enterprise Fund reporting of capital projects & funds as a new section of the CIP separate from the General Fund.
2. Details on new projects: As part of the January CIP submission by the Town Manager, provide details for all items in the CIP that have been previously shown as annual lump sums in a single line.
 - a. Include the School Department's "various school improvements".
 - b. Include "highway reconstruction" and "sidewalk reconstruction", with a forecast of streets to be done each year.
 - c. Include Water/Sewer Enterprise Fund capital projects as a new section of the CIP separate from the General Fund, with a forecast of streets to be done each year.

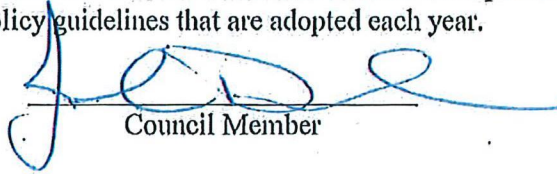
- d. Include transportation or water/sewer and stormwater projects which have or will be proposed in the future, with no funding source yet identified.

3. Coordination Issues Related to Public Works projects: The increasing volume and complexity of public works projects requires a rethinking of how the Town does its planning to maximize the use of capital funds and departmental resources, as well as providing information to the public in a timely, readily accessible fashion.

- a. To this end, the CIP needs to have a five-year forecast of what water/sewer/stormwater, road reconstruction, and sidewalk reconstruction are planned, by specific street, which will:
 - i. Insure that work is sequenced to obtain the maximum life from road and sidewalk reconstruction without major water/sewer work compromising their integrity.
 - ii. Allow utility companies adequate time to plan underground service replacements prior to road and sidewalk reconstruction, to avoid compromising their integrity.
 - iii. Allow time for the Zoning Enforcement Office to notify property owners of non-conforming driveways, while giving the owners adequate time to seek a variance.
 - iv. Allow developers time to plan their projects in coordination with the Town, and avoid digging up newly installed roads and sidewalks.
 - v. Allow abutting homeowners, who may want to pay for granite curbs on streets scheduled for asphalt curbs, time to arrange contracting and payment.
 - vi. Allow time for the Tree Warden to notify abutters who may want a street tree in front of their property, to allow for the placement of a tree pit prior to the installation of a new sidewalk.
 - vii. Provide more transparency to citizens on public works projects and spending.
 - viii. Allow the Public Works Committee or other appropriate committee adequate time to review the proposed work and provide policy guidance on the above as it relates to Watertown's goals.
 - b. Issues of coordination and timing need to be improved to insure the most efficient use of funds, and bonding of annual street construction projects should be coordinated with bidding such that contractors can begin by April and be completed by November.
 - c. The Public Works Department should address, on an ongoing basis:
 - i. Assure adequate supervisory capacity to eliminate decision bottlenecks and improve timeliness of responses for construction work.
 - ii. Notification to the public of what construction is happening and where and when it will occur must be improved, and should be available on the website and updated regularly.
 - iii. Improve completion of punch list items on projects needs to be improved, including painting of roadway markings, installation of traffic signs, removal of temporary construction signs, cleanup of construction debris, etc.
4. Protection of investments: With millions of dollars being spent each year in Watertown on street and sidewalk construction, the administration should take a more aggressive

role to protect the value of these investments to insure that maximum life is obtained from the new surfaces.

BE IT FURTHER RESOLVED that this resolution shall be incorporated by reference into the annual budget policy guidelines that are adopted each year.



Council Member

I hereby certify that at a regular meeting of the Town Council for which a quorum was present, the above Resolution was adopted by unanimous voice vote on December 9, 2013.



Valerie Papas, Council Clerk



Mark S. Sideris, Council President

**FY 2025 - FY 2029
CIP General Fund**

	C	D	G	H	I	J	K	L	M	N	O	P
1		TOTALS	FY '25		FY '26		FY '27		FY '28		FY '29	
2	Administration Building											
3	Administration Building Improvements/Renovations	125.0	25.0	TR	25.0	TR	25.0	TR	25.0	TR	25.0	TR
4	Replace Carpets	90.0	45.0	TR	45.0	TR						
5	Paint Hallway/Offices	100.0	50.0	TR	50.0	TR						
6	Ligthing Fixtures & Accessibility Issues	637.0					60.0	BR	577.0	BR		
7	Roof Shingle Replacement/Roof Refurbishment	200.0			200.0	BR						
8	Replace Fan Coil Units & Air Handling Unit Ventilators	900.0					900.0	BR				
9	Upgrade Fire Alarm System Design/install	250.0	50.0	BR	200.0	BR						
10	Upgrade Fire Protection System Design/Install	590.0	90.0	BR	500.0	BR						
11	Upgrade Lighting/Electrical	300.0					300.0	BR				
12	Building Retocommissioning Study	75.0			75.0	BR						
13	Building Retocommissioning Upgrades	250.0					250.0	BR				
14	Elevator Upgrades	700.0									700.0	BR
15												
16	PARKER ANNEX											
17	Replace RTU Heating and Cooling	1,200.0					400.0	BR	400.0	BR	400.0	BR
18	Point/Repair Exterior Masonry Façade	125.0	125.0	BR								
19	Move of Departments	100.0	100.0	TR								
20	Interior Painting/Carpets	250.0	50.0	TR	50.0	TR	50.0	TR	50.0	TR	50.0	TR
21	Renovate Public Restrooms	200.0							100.0	BR	100.0	BR
22	Elevator Upgrades	550.0			550.0	BR						
23	Second Floor Renovations	2,217.0	2,217.0	BR								
24	Retrocommissioning Study	75.0			75.0	BR						
25	Retrocommissioning Upgrades	250.0					250.0	BR				
26	Parker Building PkgLot-Design/Const.	500.0			500.0	BR						
27												
28	MISC BUILDING PROJECTS											
29	Former Police Facility	1,000.0			1,000.0	BR						
30	Multi-Service Center Renovation	500.0	500.0	TBD								
31	Renovation/Reuse former North Branch	1,100.0	1,100.0	TBD								
32	ADMINISTRATION & PARKER SUBTOTAL	12,284.0	4,352.0		3,270.0		2,235.0		1,152.0		1,275.0	
33												
34	COMMUNITY DEVELOPMENT											
35	Monument Restoration & Replacement	75.0	15.0	TR	15.0	TR	15.0	TR	15.0	TR	15.0	TR
36	Public Art	220.0	35.0	TR	40.0	TR	45.0	TR	50.0	TR	50.0	TR
37	Commander's Mansion	150.0	30.0	TR	30.0	TR	30.0	TR	30.0	TR	30.0	TR
38	Commander's Mansion Elevator	350.0	350.0	BE								

	C	D	G	H	I	J	K	L	M	N	O	P
		TOTALS	FY '25		FY '26		FY '27		FY '28		FY '29	
39	Watertown Sq Transportation Charges	10,000.0							5,000.0	TBD	5,000.0	TBD
40												
41	OPEN SPACE IMPROVEMENTS											
42	Saltonstall Park	2,500.0	2,500.0	TBD								
43	Walker Pond Design/Construction	2,750.0	250.0	TBD	2,500.0	TBD						
44	Lower Saltonstall Tot Lot & Equipment	350.0									350.0	BE
45	Tot Lot/Court Resurfacing as needed	500.0	100.0	TR	100.0	TR	100.0	TR	100.0	TR	100.0	TR
46	Bemis: Design, Plygrd Equip, new surf. & spray park	85.0	85.0	TR								
47	Bemis: Install Plygrd Equip, new surf. & spray park	960.0	960.0	BR						800.0	BR	
48	Special Needs baseball/softball diamond	800.0										
49	Filippello (Grove) Design, plygrmd equip and resurface	100.0			100.0	TR						
50	Filippello (Grove) Install plygrmd equip and resurface	750.0			750.0	BR						
51	Filippello (Arlington) Design, plygrmd equip & resurface	100.0					100.0	TR				
52	Filippello (Arlington) Install plygrmd equip & resurface	800.0					800.0	BR				
53	Moxley Park: Design: Field, Nets, Bleachers, Dugouts	250.0			250.0	BR			2,500.0	BR	2,750.0	BR
54	Moxley Park: Install: Field, Nets, Bleachers, Dugouts	5,250.0							100.0	TR		
55	Victory Field Design Tot-Lot	100.0							800.0	BR		
56	Victory Field Install Tot-Lot	800.0										
57	Victory Track, Field & CRT Reno - Phase 2	6,000.0			6,000.0	BR						
58	Casey Park	1,500.0									1,500.0	BR
59	Dog Park/Spray Pad Feasibility Study	15.0	15.0	TR								
60	COMMUNITY DEVELOPMENT SUBTOTAL	34,405.0	4,340.0		9,785.0		1,090.0		9,395.0		9,795.0	
61												
62												
63	INFORMATION TECHNOLOGY											
64	Additional Equipment	70.0	12.0	TR	13.0	TR	14.0	TR	15.0	TR	16.0	TR
65	Replacement of Equipment	675.0	125.0	TR	130.0	TR	135.0	TR	140.0	TR	145.0	TR
66	IT Infrastructure Improvements	1,000.0	200.0	BE	200.0	BE	200.0	BE	200.0	BE	200.0	BE
67	Permitting and Transparency Dashboards	750.0	150.0	BE	150.0	BE	150.0	BE	150.0	BE	150.0	BE
68	Video Security and Access Control	1,000.0	200.0	TR	200.0	TR	200.0	TR	200.0	TR	200.0	TR
69	Fiber Loop Build-out and Cabling	750.0	150.0	TR	150.0	TR	150.0	TR	150.0	TR	150.0	TR
70	Document Scanning	1,000.0	200.0	BE	200.0	BE	200.0	BE	200.0	BE	200.0	BE
71	MUNIS Financial System Enhancements	500.0	100.0	BE	100.0	BE	100.0	BE	100.0	BE	100.0	BE
72	Hybrid Meeting Technology	250.0	50.0	TR	50.0	TR	50.0	TR	50.0	TR	50.0	TR
73	Parker Annex Technology	1,000.0	200.0	BR	200.0	BR	200.0	BR	200.0	BR	200.0	BR
74	Digital Equity and Broadband	1,250.0	250.0	BE	250.0	BE	250.0	BE	250.0	BE	250.0	BE
75	INFORMATION TECHNOLOGY SUBTOTAL	8,245.0	1,637.0		1,643.0		1,649.0		1,655.0		1,661.0	

**FY 2025 - FY 2029
CIP General Fund**

	C	D	G	H	I	J	K	L	M	N	O	P
1		TOTALS	FY '25		FY '26		FY '27		FY '28		FY '29	
76	FIRE DEPARTMENT											
77	ALS Ambulance Medical Equipment	200.0	40.0	TR	40.0	TR	40.0	TR	40.0	TR	40.0	TR
78	Chief's, & staff vehicles (3)	240.0	80.0	TR			80.0	TR			80.0	TR
79	Fire Building Improvements/Renovations	300.0	60.0	TR	60.0	TR	60.0	TR	60.0	TR	60.0	TR
80	Retro Commissioning Study/Repairs	200.0					75.0	TR	125.0	BR		
81	East End Fire Station HVAC/Plumbing	126.0	126.0	BR								
82	East End Fire Station Painting-Carpet-Lighting	121.0	121.0	BR								
83	Main Station Interior Repairs	100.0							100.0	BR		
84	Main & North Stations Apparatus Doors	130.8	130.8	BR								
85	DOT Type III Emergency Ambulance Vehicle	500.0	500.0	BE			250.0	BE			12,000.0	TBD
86	Engine Truck, replacement for 2011 Engine 1	885.0	885.0	BE			1,250.0	BE				
87	Incident Command Vehicle (Deputy Chief)	100.0			100.0	TR						
88	Firefighters Protective Outer Gear	430.0			430.0	BE						
89	East End Station Replacement	12,000.0										
90	Main Station HVAC Replacement	250.0										
91	Engine Truck, replacement for 2013 Engine 3	1,250.0										
92	Boat Replacement for 2000 Marine 1	50.0					50.0	TR				
93	Main Station Shop Air Compressor Replacement	20.0							20.0	TR		
94	Trailer Replacement for 1998 Special Rescue Trailer	15.0							15.0	TR		
95	Unmanned Aerial System Replacement	15.0							15.0	TR		
96	Replacement 2 Cardiac Monitors	100.0									100.0	BE
97	Gear Extractors & Dryer (3 each)	110.0									110.0	BE
98	Scott AirPak Replacement	400.0									400.0	BE
99	FIRE DEPARTMENT SUBTOTAL	17,542.8	1,942.8		630.0		1,805.0		375.0		12,790.0	
100												
101	LIBRARY											
102	Retro Commissioning Study	75.0	75.0	BR								
103	Repair/Replace Roof	300.0			300.0	BR						
104	Feasibility Study for Library Expansion	100.0			100.0	BR						
105	Painting	200.0	40.0	TR	40.0	TR	40.0	TR	40.0	TR	40.0	TR
106	Building Renovations/Replacement of Equip	305.0	61.0	TR	61.0	TR	61.0	TR	61.0	TR	61.0	TR
107	Deep Energy Retrofit	1,000.0					1,000.0	TBD				
108	LIBRARY DEPARTMENT SUBTOTAL	1,980.0	176.0		501.0		1,101.0		101.0		101.0	
109												
110	POLICE DEPARTMENT											
111	Police Cruisers (3 annually)	1,202.7	220.0	TR	231.0	TR	242.5	TR	254.6	TR	254.6	TR
112	Radio Infrastructure/specialized equipment	200.0	40.0	TR	40.0	TR	40.0	TR	40.0	TR	40.0	TR

	C	D	G	H	I	J	K	L	M	N	O	P
		TOTALS	FY '25		FY '26		FY '27		FY '28		FY '29	
1												
113	Police Building Improvements/Renovations	150.0	30.0	TR	30.0	TR	30.0	TR	30.0	TR	30.0	TR
114	Retro Commissioning Study/Repairs	225.0							100.0	TR	125.0	BR
115	In Cruiser Video System	130.0	130.0	BE								
116	Replace Tactical Bullet Proof Vests	15.0			15.0	TR						
117	Replace Computer Aided Dispatch-Records Mgmt	994.0						994.0	BE			
118	Replace Training Simulator Computer System	93.0	93.0	BE								
119	Body Worn Cameras	796.0	796.0	BE								
120	Security Switch Replacement	48.1			48.1	BE						
121	Firing Range HVAC Upgrade	600.0	600.0	BR								
122	Fingerprint Machine	27.5					27.5	TR				
123	Mobile Data Terminal System Replacement	158.2									158.2	BE
124	POLICE SUBTOTAL	4,639.5	1,909.0		364.1		1,334.0		424.6		607.8	
125												
126	PUBLIC WORKS DEPARTMENT											
127	Administration											
128	Roof Replace/solar & Solar Canopy DPW Pkg Lot	2,650.0	650.0	BR	2,000.0	BR						
129	Add EV Stations	450.0	90.0	BR	90.0	BR	90.0	BR	90.0	BR	90.0	BR
130	Generator Replacement	200.0									200.0	BR
131	ADMINISTRATION SUBTOTAL	3,300.0	740.0		2,090.0		90.0		90.0		290.0	
132	FLEET											
133	Inspectors' Vehicles	350.0	70.0	TR	70.0	TR	70.0	TR	70.0	TR	70.0	TR
134	Rough Terrain Forklift	95.0			95.0	BE						
135	Supervisor Vehicle	50.0			50.0	BE						
136	Service Truck	90.0									90.0	BE
137	Animal Control Vehicle	75.0					75.0	BE				
138	Traffic Supervisor Pickup Truck	150.0							150.0	BE		
139	Fleet Pick-up Truck	75.0					75.0	BE				
140	FLEET SUBTOTAL	885.0	70.0		215.0		220.0		220.0		160.0	
141	Highway											
142	Skid Steer	65.0	65.0	BE								
143	Heavy Duty Dump Truck	230.0					230.0	BE				
144	Electric Street Sweeper	600.0					600.0	BE				
145	Backhoe	150.0							150.0	BE		
146	Loader	325.0							325.0	BE		
147	Hot Box	300.0			300.0	BE						
148	Dump Truck with Sliding Sander & Plow	300.0									300.0	BE
149	6-Wheel Dump Truck	290.0							290.0	BE		

	C	D	G	H	I	J	K	L	M	N	O	P
1		TOTALS	FY '25		FY '26		FY '27		FY '28		FY '29	
150	HIGHWAY SUBTOTAL	2,260.0	65.0	-	300.0	-	830.0	-	765.0	-	300.0	-
151												
152	Snow & Ice Removal											
153	Plows, Sanders, Salt control units/Replacement	400.0	80.0	TR	80.0	TR	80.0	TR	80.0	TR	80.0	TR
154	2-Salter 6 Wheelers	600.0									600.0	BE
155	4x4 Sander	620.0			320.0	BE					300.0	BE
156	Snow Fighter	340.0							340.0	BE		
157	Salt Shed Repair	400.0					400.0	BE				
158	Loader 3/4 Yard	107.0	107.0	BE								
159	Sidewalk Tractor	375.0					200.0	BE			175.0	BE
160	SNOW & ICE REMOVAL SUBTOTAL	2,842.0	187.0		400.0		680.0		420.0		1,155.0	
161	Cemetery											
162	Off Road Utility Vehicle 4X4 (2)	30.0	30.0	BE								
163	Backhoe	140.0	140.0	BE								
164	Cemetery Expansion Feasibility Study	50.0							50.0	BR		
165	Dump Truck	90.0					90.0	BE			90.0	BE
166	Dump Truck	90.0										
167	Dump Truck 4X4	100.0			100.0	BE						
168	CEMETERY SUBTOTAL	500.0	170.0		100.0		90.0		50.0		90.0	
169	Parks & Forestry											
170	Tree Chipper	75.0	75.0	BE								
171	Farm Tractor	80.0					80.0	BE				
172	Backhoe	140.0					140.0	BE				
173	4x4 Landscape Dump Truck	160.0					160.0	BE			150.0	BE
174	Rack Truck	150.0										
175	Chipper Body	200.0			200.0	BE						
176	Pickup Truck	150.0			75.0	BE					75.0	BE
177	Irrigation intallation & improvements	300.0					100.0	BR	100.0	BR	100.0	BR
178	PARKS & FORESTRY SUBTOTAL	143,658.6	22,118.6		32,246.2		18,168.0		21,996.2		49,129.6	
179												
180	TOTAL DPW - TBD	0.0	0.0	TBD	0.0	TBD	0.0	TBD	0.0	TBD	0.0	TBD
181	TOTAL DPW - TR	750.0	150.0	TR	150.0	TR	150.0	TR	150.0	TR	150.0	TR
182	TOTAL DPW - BE	6,642.0	417.0	BE	1,140.0	BE	2,050.0	BE	1,255.0	BE	1,780.0	BE
183	TOTAL DPW - BR	3,650.0	740.0	BR	2,090.0	BR	190.0	BR	240.0	BR	390.0	BR
184	PUBLIC WORKS SUBTOTAL	11,042.0	1,307.0		3,380.0		2,390.0		1,645.0		2,320.0	
186												
187	RECREATION											

**FY 2025 - FY 2029
CIP General Fund**

	C	D	G	H	I	J	K	L	M	N	O	P
1		TOTALS	FY '25		FY '26		FY '27		FY '28		FY '29	
188	AEDs in Rec Facilities	200.0			50.0 BE		50.0 BE	50.0 BE	50.0 BE	50.0 BE	50.0 BE	
189	RECREATION SUBTOTAL	200.0	0.0		50.0		50.0	50.0	50.0		50.0	
190												
191	SCHOOL DEPARTMENT											
192	CUNNIFF SCHOOL											
193	Cell Communication Enhancement	35.0					35.0 TR					
194	Total for Cuniff	35.0	0.0		0.0		35.0		0.0		0.0	
195												
196	HOSMER SCHOOL											
197	Cell Communication Enhancement	35.0					35.0 TR					
198	Total for Hosmer	35.0	0.0		0.0		35.0		0.0		0.0	
199												
200	LOWELL SCHOOL											
201	Cell Communication Enhancement (IT)	35.0					35.0 TR					
202	Total for Lowell	35.0	0.0		0.0		35.0		0.0		0.0	
203												
204	WATERTOWN MIDDLE SCHOOL											
205	Remodel Bathrooms (8 baths)	120.0	120.0 BR									
206	Classroom Shades	75.0	15.0 TR		15.0 TR		15.0 TR	15.0 TR	15.0 TR	15.0 TR	15.0 TR	
207	Roofing Refurbishing/Replacement/Solar	4,000.0	500.0 BR		3,500.0 BR							
208	Library Furniture	60.0	60.0 TR									
209	HVAC (VRF) Basement & First Floor	1,500.0			1,500.0 STBD							
210	Carpeting Damage (Various Areas)	40.0					40.0 TR					
211	Design/Replace Auditorium/Gym HVAC Units	1,200.0	200.0 BR		1,000.0 BR							
212	Security Vestibule	800.0					100.0 BR	700.0 BR				
213	Relocate Nurses Office	110.0	10.0 TR		100.0 BR							
214	Main Office Conference Room	100.0	100.0 BR									
215	Building Envelope Repairs/Masonry Pointing	250.0					250.0 BR					
216	Resurfacing Parking Lots/EV Chargers	500.0					500.0 BR					
217	Design/Modernize/Replace Elevators	1,200.0									1,200.0 BR	
218	Portable Wall Dividers	25.0			25.0 TR							
219	Soundproofing the Cafeteria	150.0					150.0 BR					
220	Sound proofing the band room	200.0								200.0 BR		
221	Total for Middle School	10,330.0	1,005.0		6,140.0		1,055.0		915.0		1,215.0	
222												
223	WATERTOWN HIGH SCHOOL											
224												

	C	D	G	H	I	J	K	L	M	N	O	P
1		TOTALS	FY '25		FY '26		FY '27		FY '28		FY '29	
225	Total for High School	0.0	0.0		0.0		0.0		0.0		0.0	
226												
227												
228	PHILLIPS SCHOOL											
229	Freight Farm	149.0	149.0	STBD								
230	Bathroom Fixture Upgrades	240.0	60.0	STBD	60.0	STBD	60.0	STBD	60.0	STBD		
231	Window Damages/Replacements	700.0	100.0	STBD	600.0	STBD						
232	Fire Alarm Upgrades	200.0	200.0	STBD								
233	Design and Install New Generator	300.0	300.0	STBD								
234	Design/Modernize/Replace Elevator	650.0			650.0	STBD						
235	ReKey Doors	30.0	30.0	STBD								
236	Roof Repairs/Replacement/Solar	2,650.0					75.0	STBD	75.0	STBD	2,500.0	STBD
237	Design/Deep Energy Retrofit Heat Pumps	700.0							100.0	STBD	600.0	STBD
238	Total for Phillips School	5,619.0	839.0		1,310.0		135.0		235.0		3,100.0	
239												
240	DISTRICT											
241	Update Food Service Equipment	150.0	30.0	TR	30.0	TR	30.0	TR	30.0	TR	30.0	TR
242	Security System Enhancements	475.0	95.0	BR	95.0	BR	95.0	BR	95.0	BR	95.0	BR
243	School Technology	500.0	100.0	SA	100.0	SA	100.0	SA	100.0	SA	100.0	SA
244	Refrigerated Food Service Van	75.0					75.0	STBD				
245	Interior Painting	625.0	125.0	TR	125.0	TR	125.0	TR	125.0	TR	125.0	TR
246	Total for District	1,825.0	350.0		350.0		425.0		350.0		350.0	
247												
248	NEW HIGH SCHOOL PROJECT											
249	High School & Related Costs (Town)	2,100.0	2,100.0	STBD								
250	TOTAL RENOV./RECONSTR.	2,100.0	2,100.0		0.0		0.0		0.0		0.0	
251												
252	SCHOOL DEPARTMENT TOTALS											
253	Total School Technology - SA	500.0	100.0	SA	100.0	SA	100.0	SA	100.0	SA	100.0	SA
254	Total Various School Improvements - TR	1,090.0	240.0	TR	195.0	TR	315.0	TR	170.0	TR	170.0	TR
255	Total Various School Improvements- STBD	9,294.0	2,939.0	STBD	2,810.0	STBD	210.0	STBD	235.0	STBD	3,100.0	STBD
256	Total Various School Improvements - MSBA	0.0	0.0	MSBA	0.0	MSBA	0.0	MSBA	0.0	MSBA	0.0	MSBA
257	Total Various School Improvements - DE	0.0	0.0	DE	0.0	DE	0.0	DE	0.0	DE	0.0	DE
258	Total Various School Improvements - BE	0.0	0.0	BE	0.0	BE	0.0	BE	0.0	BE	0.0	BE
259	Total Various School Improvements - BR	9,095.0	1,015.0	BR	4,695.0	BR	1,095.0	BR	995.0	BR	1,295.0	BR
260	SCHOOL DEPARTMENT SUBTOTAL	19,979.0	4,294.0		7,800.0		1,720.0		1,500.0		4,665.0	
262												

	C	D	G	H	I	J	K	L	M	N	O	P
		TOTALS	FY '25		FY '26		FY '27		FY '28		FY '29	
1												
263	PUBLIC BUILDINGS											
264	Sidewalk snowblower/cabs	240.0			60.0 BE		60.0 BE	60.0 BE	60.0 BE	60.0 BE	60.0 BE	BE
265	Equipment Inventory	150.0			150.0 BE							
266	PUBLIC BUILDINGS SUBTOTAL	390.0	0.0		210.0		60.0	60.0	60.0	60.0	60.0	
267												
268												
269	SENIOR CENTER											
270	Building Improvements	30.0	15.0 TR	15.0 TR								
271	Exterior Maintenance	35.0	35.0 TR	TR								
272	Paint Hallway/Offices/Meeting Rooms	30.0	30.0 TR	TR								
273	2 Shuttle Buses	298.0	298.0 TBD	TBD								
274	Senior Center	32,000.0							32,000.0	TBD		
275	SENIOR CENTER SUBTOTAL	32,393.0	378.0		15.0		0.0	0.0	32,000.0	0.0	0.0	
276												
277	SKATING ARENA											
278	Building Renovations	150.0	30.0 TR	TR	30.0 TR		30.0 TR	30.0 TR	30.0 TR	30.0 TR	30.0 TR	TR
279	Rebuild of Compressors	20.0			20.0 BR							
280	Electric Ice Resurfacing Machine	160.0	160.0 BE	BE								
281	Electrical Panel Upgrades	25.0	25.0 BR	BR								
282	Upgrade of Internal Lighting to LED	30.0			30.0 BR							
283	Enclosure Soffits/outside walls	40.0	40.0 BR	BR								
284	Replace Boilers	80.0					80.0 BR					
285	Rink Netting	40.0			40.0 TR							
286	SKATING ARENA SUBTOTAL	545.0	255.0		120.0		110.0	110.0	30.0	30.0	30.0	
287												
288	STREETS & SIDEWALKS											
289	Mt. Auburn St. Corridor (Irving St-Coolidge Sq.- Cambridge line)	22,500.0	7,500.0 TIP	TIP	7,500.0 TIP		7,500.0 TIP					
290	Mt Auburn TIP overruns above 10%	1,000.0							1,000.0	TBD		
291	Land Acq. Storage Space	2,000.0					2,000.0 BR	BR				
292	Mt. Auburn St. Non participatory funds	1,500.0	500.0 BR	BR	500.0 BR		500.0 BR	BR				
293	Ornamental Street Lighting	1,200.0			300.0 BR		300.0 BR	BR	300.0 BR	BR	300.0 BR	BR
294	Highway reconstruction (Chap 90)	1,875.0	375.0 C9	C9	375.0 C9		375.0 C9	C9	375.0 C9	C9	375.0 C9	C9
295	Highway reconstruction (Tax Revenue)	3,743.6	677.5 TR	TR	711.4 TR		746.9 TR	TR	784.3 TR	TR	823.5 TR	TR
296	Highway reconstruction (Bonds)	12,000.0	2,200.0 STB	STB	2,300.0 STB		2,400.0 STB	STB	2,500.0 STB	STB	2,600.0 STB	STB
297	Highway reconstr - Connector Roads/Longer Streets	12,000.0	2,200.0 STB	STB	2,300.0 STB		2,400.0 STB	STB	2,500.0 STB	STB	2,600.0 STB	STB
298	Sidewalk reconstruction (Chap 90)	1,875.0	375.0 C9	C9	375.0 C9		375.0 C9	C9	375.0 C9	C9	375.0 C9	C9

	C	D	G	H	I	J	K	L	M	N	O	P
		TOTALS	FY '25		FY '26		FY '27		FY '28		FY '29	
1												
299	Sidewalk reconstruction (Tax Revenue)	3,743.6	677.5	TR	711.4	TR	746.9	TR	784.3	TR	823.5	TR
300	Underground Duct for Utilities	600.0			300.0	BR			300.0	BR		
301	Sidewalk reconstruction (Bonds)	3,000.0	550.0	SWB	575.0	SWB	600.0	SWB	625.0	SWB	650.0	SWB
302	STREETS & SIDEWALKS SUBTOTAL	67,037.2	15,055.0		15,947.8		17,943.8		9,543.6		8,547.0	
303												
304	GENERAL FUND CIP	210,682.5	35,645.8		43,715.9		31,487.8		57,931.2		41,901.8	
305												
306	COSTS BY SOURCE OF FUNDS											
307	GENERAL OBLIGATION BONDS											
308	(EQUIPMENT)	18,736.3	4,231.0	BE	2,778.1	BE	5,554.0	BE	2,265.0	BE	3,908.2	BE
309	(REMODELING)	48,171.8	7,014.8	BR	18,635.0	BR	7,325.0	BR	7,437.0	BR	7,760.0	BR
310	(STREET)	24,000.0	4,400.0	STB	4,600.0	STB	4,800.0	STB	5,000.0	STB	5,200.0	STB
311	(SIDEWALK)	3,000.0	550.0	SWB	575.0	SWB	600.0	SWB	625.0	SWB	650.0	SWB
312	SUBTOTAL GENERAL OBLIGATION BONDS	93,908.1	16,195.8		26,588.1		18,279.0		15,327.0		17,518.2	
313												
314	CHAPTER 90 FUNDS	3,750.0	750.0	C9	750.0	C9	750.0	C9	750.0	C9	750.0	C9
317	SCHOOL TO BE DETERMINED	9,294.0	2,939.0	STBD	2,810.0	STBD	210.0	STBD	235.0	STBD	3,100.0	STBD
318	TAX REVENUE	17,582.4	3,513.0	TR	3,467.8	TR	3,648.8	TR	3,519.2	TR	3,433.6	TR
319	SCHOOL APPROPRIATION	500.0	100.0	SA	100.0	SA	100.0	SA	100.0	SA	100.0	SA
320	TRANSPORTATION IMPROVEMENT PROG.	22,500.0	7,500.0	TIP	7,500.0	TIP	7,500.0	TIP	0.0	TIP	0.0	TIP
321	TO BE DETERMINED	63,148.0	4,648.0	TBD	2,500.0	TBD	1,000.0	TBD	38,000.0	TBD	17,000.0	TBD
322	SUBTOTAL OTHER	116,774.4	19,450.0		17,127.8		13,208.8		42,604.2		24,383.6	
323	GRAND TOTAL	210,682.5	35,645.8		43,715.9		31,487.8		57,931.2		41,901.8	
324												



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: January 19, 2024

RE: Request for Confirmation –Appointment to the Conservation 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 appointment to the Conservation Commission which requires Council confirmation.

- Jill Ayers - Appointment as a member of the Conservation Commission to a term expiring February 15, 2025.

Thank you for your anticipated cooperation in this matter.