



TOWN OF WINCHESTER BOARD OF SELECTMEN'S MEETING
7:30PM

BOARD OF SELECTMEN MEETING ROOM

A. 7:30 P.M. OPENING

B. EXECUTIVE SESSION (CLOSED TO PUBLIC)

C. TOWN MANAGER REPORT AND COMMENTS

1. Town Manager Appointment – Chief of Police
2. Lead pipe update

D. NOTIFICATION OF OTHER MEETINGS AND HEARINGS (OPEN TO PUBLIC)

Wednesday, May 18, 2016 – Board of Selectmen

Monday, May 23, 2016 – Board of Selectmen

Monday, June 6, 2016 – Board of Selectmen – Prior to Special Town Meeting

Monday, June 6, 2016 – Special Town Meeting

E. CHAIRMAN'S COMMENTS

F. MATTERS FROM THE AUDIENCE

G. COMPTROLLERS REPORT

H. SELECTMEN'S COMMENTS AND NON-DOCKET BUSINESS

I. LICENSES

1. Secondhand Articles - Revolve

Documents: [LICENSE.PDF](#)

J. HEARINGS

K. BUSINESS

1. Capital Planning Committee Reappointment Of James Johnson

Documents: [G1.PDF](#)

2. Moderator's Lead Neck Committee Appointment

Documents: [G2.PDF](#)

3. WHS Project Energy Budget

Documents: [G3.PDF](#)

4. 2016 Board Of Selectmen Committee Assignments

Documents: [G4.PDF](#)

5. Asa Fletcher Fund - Next Steps

Documents: [G5.PDF](#)

L. CONSENT AGENDA

One Day Alcoholic Beverage License

(s).....none requested

Other

1. Approve / Correct Meeting Minutes: Monday, May 9, 2016
2. Farmer's Market – Town Common – Saturday mornings from June 11 through October 29th from 9:30 AM until 1:30 PM

Recognition of Donations:

First Church of Christ, Scientist - \$1,000 for the Winchester Street Tree Fund

Documents: [CONSENT.PDF](#)

M. COMMUNICATIONS AND WORKING GROUP REPORTS

- Town Manager letter to local businesses regarding Mt. Vernon Street closure
- EnKa Fair Parking Lot Closing Notice
- KEOLIS re: Vegetation Management Plan Notifica
- MWRA Annual School poster and writing contest spreading the word about Bay State Fertilizer – Award Recipient
- Public Hearing Notice: NStar d/b/a Eversource Energy – Park Street

Documents: [CORRESPONDENCE.PDF](#)



Town of Winchester

Town Manager's Office
71 Mt. Vernon Street
Winchester, MA 01890
Phone: 781-721-7133
Fax: 781-756-0505
townmanager@winchester.us

Board of Selectmen Meeting
Monday, May 2, 2016

LICENSE

Docket Item E-1: Secondhand Articles License: Revolve, 24 Thompson St.

Supporting Documents:

E - 1: License Document; comments from various departments

Action Required:

E - 1: VOTE to approve reissuance of license.

TOWN OF WINCHESTER
MIDDLESEX COUNTY, MASSACHUSETTS



SECONDHAND ARTICLES
DEALER AND KEEPER OF A SHOP

This is to certify that **Revolve**, of Winchester, Massachusetts, is duly licensed by the Board of Selectmen of the Town of Winchester to be a Collector of and a Dealer in and Keeper of a Shop for the purchase, sale or barter of secondhand articles at the building situated and numbered **24 Thompson Street** in said Winchester known as **Revolve** until **May 1, 2017** subject, however, to revocation at any time.

This license is granted subject to all provisions of law now and hereafter in force relating to the purchase, sale or barter of secondhand articles and to the following regulations:

None of said articles or any goods, wares or merchandise shall be kept or displayed on any part of any public way or in the space between any public way and said building; or kept, displayed or stored outside of said building except in the rear thereof.

The licensed premises and all articles therein may be examined at any time by the Selectmen or by the Chief of Police or other members of the Police Department by him thereto authorized.

This license does not authorize the purchase, sale or barter of gold in any form, precious stones, silver or any other precious metals.

THIS LICENSE IS TO BE KEPT POSTED IN A CONSPICUOUS PLACE ON THE LICENSED PREMISES.

Date: May 2016

Board of Selectmen
Winchester, Massachusetts

Recorded by Town Clerk's Office: _____

Book: _____ Page: _____
Fee: Paid

Cafarella, Jennifer

From: Tustin, Rick
Sent: Thursday, April 14, 2016 11:34 AM
To: Cafarella, Jennifer
Subject: May 1st renewals

All set on renewals. FYI jewelers workshop out of business

Rick

Sent from my iPad

Cafarella, Jennifer

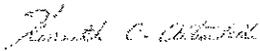
From: Barbara Bosco <bbosco@winchesterpd.org>
Sent: Friday, March 04, 2016 11:39 AM
To: Cafarella, Jennifer
Cc: Albertelli, Ken; Barbara Bosco
Subject: FW: May 1st License Renewals

Importance: High

Jenn,

The Police Department has reviewed the activities of the establishments listed below over the past year, and has no objections to the renewal of their licenses.

Please note during this review process, we became aware the Jewelers Workshop, at 15 Thompson Street plans to close their business in the very near future.



3/4/16

Date

Kenneth C. Albertelli
Chief of Police

From: Cafarella, Jennifer [mailto:jcafarella@winchester.us]
Sent: Friday, March 04, 2016 9:42 AM
To: Nash, John; Albertelli, Ken; Wile, John; Tracy, Sheila
Cc: Bosco, Barbara; Viarella, Janine
Subject: FW: May 1st License Renewals

To: John Nash, Fire Chief
Ken Albertelli, Police Chief
Al Wile, Building Commissioner
Sheila Tracy, Treasurer/Collector

From: Jennifer Cafarella

Subject: May 1st License Renewals

Could I please have your comments and/or reports on the following licenses, due for renewal on May 1, 2016, by April 6, 2016?

Old Gold & Silver:

Winchester Ltd. Jewelers, 534 Main Street
Simms II Jewelers, 550 Main Street
Jewelers Workshop, 15 Thompson Street

Secondhand Articles:

Cafarella, Jennifer

From: Wile, John
Sent: Friday, March 04, 2016 11:12 AM
To: Cafarella, Jennifer; Nash, John; Albertelli, Ken; Tracy, Sheila
Cc: Bosco, Barbara; Viarella, Janine
Subject: RE: May 1st License Renewals

I have no issues. Al

From: Cafarella, Jennifer
Sent: Friday, March 04, 2016 9:42 AM
To: Nash, John <jnash@winchester.us>; Albertelli, Ken <KAlbertelli@winchester.us>; Wile, John <jwile@winchester.us>; Tracy, Sheila <stracy@winchester.us>
Cc: Bosco, Barbara <bbosco@winchester.us>; Viarella, Janine <jtustin@winchester.us>
Subject: FW: May 1st License Renewals

To: John Nash, Fire Chief
Ken Albertelli, Police Chief
Al Wile, Building Commissioner
Sheila Tracy, Treasurer/Collector

From: Jennifer Cafarella
Subject: May 1st License Renewals

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Old Gold & Silver:

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Simms II Jewelers, 550 Main Street
Jewelers Workshop, 15 Thompson Street

Secondhand Articles:

EnKa Exchange, 1037 Main Street
Revolve, 24 Thompson Street

Thank you.

Cafarella, Jennifer

From: Tracy, Sheila
Sent: Tuesday, April 19, 2016 11:05 AM
To: Cafarella, Jennifer
Subject: RE: May 1st License Renewals

All businesses on the list are current with taxes and water

From: Cafarella, Jennifer
Sent: Tuesday, April 19, 2016 9:35 AM
To: Tracy, Sheila
Subject: FW: May 1st License Renewals

Can I please have your comments on the businesses below?

Thanks –
Jenn

From: Cafarella, Jennifer
Sent: Friday, March 04, 2016 9:42 AM
To: Nash, John; Albertelli, Ken; Wile, John; Tracy, Sheila
Cc: Bosco, Barbara; Viarella, Janine
Subject: FW: May 1st License Renewals

To: John Nash, Fire Chief
Ken Albertelli, Police Chief
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Town of Winchester

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71 Mt. Vernon Street
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townmanager@winchester.us

Board of Selectmen Meeting
Monday, May 16, 2016

BUSINESS

Docket Item **G - 1:** Capital Planning Committee Reappointment:
James A. Johnson, III (Board of Selectmen
Representative) – term to expire January 1, 2019

Supporting Documents:

G - 1: Letter from Jim Johnson requesting reappointment.

Action Required:

G - 1: VOTE to reappoint Jim Johnson to the CPC.

James A. Johnson III
126 Johnson Road
Winchester, MA 01890

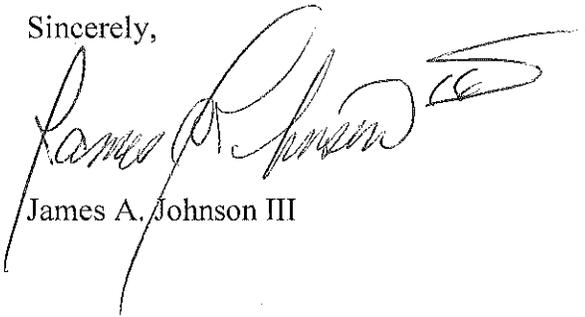
February 1, 2016

Chairman Lance Grenzeback
Board of Selectmen
71 Mount Vernon Street
Winchester, MA 01890

Dear Lance,

My term on the Capital Planning Committee has expired. I wish to be re-appointed to the committee for the term that expires on January 1, 2018.

Sincerely,



James A. Johnson III

TOWN OF WINCHESTER
TOWN MANAGER
SELECTMEN

16 FEB 12 AM 11:24

RECEIVED



Town of Winchester

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71 Mt. Vernon Street
Winchester, MA 01890
Phone: 781-721-7133
Fax: 781-756-0505
townmanager@winchester.us

Board of Selectmen Meeting
Monday, May 2, 2016

BUSINESS

Docket Item **G - 2:** Moderator's Lead Neck Committee Appointment

Supporting Documents:

G - 2:

Action Required:

G - 2: Board members to designate a liaison to this committee.



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Board of Selectmen Meeting
Monday, May 16, 2016

BUSINESS

Docket Item **G - 3:**

WHS Project Energy Budget

Supporting Documents:

Verbal update from Town Manager.

Action Required:



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Board of Selectmen Meeting
Monday, May 2, 2016

BUSINESS

Docket Item **G - 4:**

2016 Board of Selectmen Committee Assignments

Supporting Documents:

2015 Board of Selectmen Committee Assignments List

Action Required:

Choose Board representatives to various committees.

2015 Board of Selectmen Committee Assignments*

Committee Memberships:

| | |
|---|---|
| Audit Advisory Committee | Steve Powers/ Jim Whitehead |
| Capital Planning Committee | Jim Johnson |
| Committee on Names | Steve Powers Jim Johnson |
| Fields Management Committee | Jim Johnson |
| Housing Partnership Board | Michael Bettencourt |
| Open Space & Recreation Plan Committee | Jim Johnson/ Michael Bettencourt |
| Retiree Health Insurance Committee (Town Mtg) | Jim Johnson |

Committee/Organization Liaisons

| | |
|---|---|
| Aberjona Initiative | Jim Whitehead |
| Cable Advisory Committee | Steve Powers |
| Chamber of Commerce Liaison | Michael Bettencourt Jim Johnson |
| Conservation Commission Liaison | Jim Whitehead |
| Council on Aging/Winchester Seniors Association | Michael Bettencourt/ Jim Whitehead |
| Disability Access Commission | Jim Whitehead |
| Energy Management Committee/Climate Action | Lance Grenzeback Michael Bettencourt |
| Planning Board | Lance Grenzeback |
| Senior Citizen Tax Committee | Steve Powers |
| Wildwood Cemetery Advisory Committee | Jim Johnson |
| Winchester Hospital | Jim Whitehead |

Permanent Street Tree Committee

Jim Whitehead

Working Groups

MBTA Train Station

Lance Grenzeback/
Michael Bettencourt

MIS Committee -- not currently active: possible Town Meeting Committee for fall?

TBD

Town Center Parking Committee

Lance Grenzeback

WHS Communication Working Group

Steve Powers
Jennifer Wilson (liaison)

Town Center Initiative Steering Committee

Lance Grenzeback /
Steve Powers

Flooding / drainage / Stormwater Management Working Group Jim Johnson

*Where used, bold print indicates primary, with italics as back-up.



Town of Winchester

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Board of Selectmen Meeting
Monday, May 2, 2016

BUSINESS

Docket Item G - 5:

Asa Fletcher Fund Next Steps

Supporting Documents:

- Asa Fletcher Fund Review
- Email notes from Chief Albertelli
- Memo from Town Counsel w/attachments
- Dec. 16th email from Comptroller re: balance in Asa Fletcher Fund and Housing Fund
- History of Asa Fletcher Fund
- Various forms of application for assistance from the Fund
- December 16th memo from Housing Partnership
- October 12, 2015 memo from HPB
- September 18, 2015 memo from Chairman Johnson for distribution to various groups (list attached)
- December 16, 2015 meeting minutes

Action Required:

Discussion related to next steps.

Fletcher Fund Review

Fund

In his will of 1880, Asa Fletcher left a gift of money to the Town with the provision that the "net income thereof forever to be expended by the overseers of the poor for the benefit of the poor of said town [Winchester]."

Issues

The Board of Selectmen and citizens groups have heard the following concerns about the current state of the fund:

- The value of the fund has grown considerably over time. There is concern that the Town is not currently dispersing enough of the income.
- Relatively few requests have reached the Town. There is concern that few organizations and residents are aware of the fund.
- The criteria for eligibility are perceived as overly narrow and the process for application process as onerous. There is concern that this discourages qualified residents from applying to the fund.
- The nature and amount of requests is thought to be changing. There is concern that direct, one-time payment of expenses is not effective in meeting the needs of applicants.

Review

To address these issues, the Board of Selectmen is initiating a review of the Fletcher Fund policies and procedures and seeking information addressing the following questions:

- *Resources.* What is the current value of the fund? What is a reasonable expectation for growth of the fund? What constitutes "net income" and can be expended? What are the implications of the provision "forever to be expended?" What amount should be retained and maintained in the fund to ensure that a sufficient and predictable amount of money is available for future applicants?
- *Eligibility.* What criteria should the Town use to define the "poor of Winchester?" Should the Town define eligible uses of the fund (e.g., for housing, medical care, transportation, counseling, etc.)?
- *Outreach.* How can the Town best communicate the purpose and availability of the fund?
- *Application.* What information should the Town require of applicants to ensure eligibility and protect against misuse? Who should manage the application process?
- *Review.* Who should review the applications? What information should be presented to the Board of Selectmen?
- *Payments.* Should the town make grants or loans or both from the fund? To whom?
- *Adequacy.* How should the Town assess the effectiveness of the financial assistance and the adequacy of the program?

Information Hearing

As an initial step, the Board of Selectmen will hold an information hearing at 7:00 PM on Wednesday evening, December 16, 2015, in Board of Selectmen's Room. You are invited to attend and testify briefly (3-5 minutes) on your experience with the fund and your suggestions for addressing the issues and questions.

Mawn, Patti

From: Lance Grenzeback <lgrenzeback@camsys.com>
Sent: Monday, December 14, 2015 1:31 PM
To: Mawn, Patti
Subject: Chief Albertelli re Fletcher Fund

Patti:

Notes from Ken Albertelli below. Please make copies of the email for the BOS folders for the Dec 16 meeting on the Fletcher Fund.

Thanks.

From: Kenneth Albertelli <kalbertelli@winchesterpd.org>
Date: December 10, 2015 at 5:35:46 PM EST
To: Lance Grenzeback <lance.grenzeback@gmail.com>
Cc: Daniel Perenick <dperenick@winchesterpd.org>
Subject: RE: Fletcher Fund Hearing

Hi Lance,

I spoke to Dan Perenick and apparently he has 3 or 4 commitments scheduled for this night that he is trying to find time to fulfill, so unfortunately he won't be able to attend. Unfortunately I won't be able to attend either.

We did discuss how the Police Dept could assist your board on how to better utilize the original intent the fund and can offer a few comments; but we don't know if you will find them useful or original or already considered..

We think you have reached out to the proper agencies, especially the schools as their councilors are quite often more familiar with families that might be experiencing some temporary financial hardship. The Police Department quite often responds to calls for individuals or families in crisis, but it is unclear if financial stress is a factor or cause for this crisis. Quite often there are other factors involved such as drug or alcohol abuse, infidelity or mental illness and such things, and in today's society, there are state agencies and resources available for assistance, if they are willing to accept the assistance.

Perhaps this is part of the dilemma with finding worthy applicants for the Fletcher Fund. When this fund was set up many years ago, there were many close-nit families, with parents that were willing to work to provide their families with proper logging and food and clothing, etc., but were having a hard time finding work and other financial resources were not available. In today's society, there are Federal and State agencies available to provide financial assistance to struggling individuals and families. I guess the original good intent of this fund has been replaced by these agencies and perhaps accounts for the lack of applicants.

Perhaps you have already considered that, and it certainly complicates how to properly utilize the intent of these funds in today's society. Perhaps all that can be done is maybe supplement some additional financial assistance to the assistance already being provided to these individuals or families, but to provide for specific needy or helpful items they wouldn't be able obtain with the assistance they are already receiving. It would be a specific list of items available through the fund for those in need, such as car insurance, day care, fees for their children to play sports, etc., (i'm sure there are many more better ideas than these). :). Again, the hard part would be identifying the "worthy" without making the application too complicated; the dilemma. As has been the Police Dept.'s experience, in our area, those in

crisis usually have other factors in play and you wouldn't want the Fletcher funds assistance rolled over for the purchase of more drug, alcohol, scratch tickets, etc.

I doubt we have been very helpful, but will keep the fund in-mind if we come in contact or become aware of someone that could benefit from the fund.

Much Success.

Ken

From: Lance Grenzeback [lance.grenzeback@gmail.com]

Sent: Saturday, December 05, 2015 2:37 PM

To: Kenneth Albertelli

Subject: Fletcher Fund Hearing

Ken:

Here's the note on the Fletcher Fund. If you have ideas about how we should use the Fletcher Fund and how to make sure that public safety, schools, clergy, COA and others know about the fund, you're welcome to speak at the hearing. We're looking for good advice.

Regards.



Welch & Donohoe, LLP

ATTORNEYS AT LAW

www.welchdonohoe.com

655 Summer Street, Suite 203
Boston, Massachusetts 02210
Phone 617.428.0222
Fax 617.428.0285

139 Buckboard Road
Duxbury, Massachusetts 02332
Phone 781.934.9964
Fax 781.285.4342

TO: Richard Howard
FROM: Wade M. Welch *WML*
Re: Asa Fletcher Fund – “The Poor of Winchester”
Date: December 9, 2015
CC: Lance Grenzeback

The Asa Fletcher Fund created in 1894, left the Town of Winchester an estate currently worth \$565,000, “for the benefit of the poor of Winchester.” The estate is silent as to the definition of the “poor of Winchester,” therefore we must consult the Federal Poverty Standards in order to address this issue.

According to the Federal Poverty Standards and the Census Bureau, poverty is based on the size of family’s total income compared to the national standard for an income of a family of that particular size. If the family in questions net income is less than the national threshold, then that family by the federal standards is said to be in poverty. The income used to determine poverty is based on the net income. Net income is defined as income before taxes, deductions, and allowances. This income does not include things like capital gains or benefits such as public housing, food stamps, or Medicaid.

I have attached three charts which outline the national threshold for poverty.

Wade M. Welch*
wwelch@welchdonohoe.com
Melissa C. Donohoe
mdonohoe@welchdonohoe.com

*also admitted in the District of Columbia

TO: Board of Selectmen
FROM: Wade M. Welch
RE: Fletcher Fund

The Asa Fletcher Fund created in 1894, left the Town of Winchester an estate currently worth \$565,000, "for the benefit of the poor of Winchester." The estate is silent as to the definition of the "poor of Winchester," therefore we must consult the Federal Poverty Standards in order to address this issue.

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I have attached three charts which outline the national threshold for poverty.

Poverty Thresholds for 2014 by Size of Family and Number of Related Children Under 18 Years

| Size of family unit | Weighted average thresholds | Related children under 18 years | | | | | | | | | | | |
|--|-----------------------------|---------------------------------|--------|--------|--------|--------|--------|--------|--------|---------------|--|--|--|
| | | None | One | Two | Three | Four | Five | Six | Seven | Eight or more | | | |
| One person (unrelated individual)..... | 12,071 | | | | | | | | | | | | |
| Under 65 years..... | 12,316 | 12,316 | | | | | | | | | | | |
| 65 years and over..... | 11,354 | 11,354 | | | | | | | | | | | |
| Two people..... | 15,379 | | | | | | | | | | | | |
| Householder under 65 years..... | 15,934 | 15,853 | 16,317 | | | | | | | | | | |
| Householder 65 years and over..... | 14,326 | 14,309 | 16,256 | | | | | | | | | | |
| Three people..... | 18,850 | 18,518 | 19,055 | 19,073 | | | | | | | | | |
| Four people..... | 24,230 | 24,418 | 24,817 | 24,008 | 24,091 | | | | | | | | |
| Five people..... | 28,695 | 29,447 | 29,875 | 28,960 | 28,252 | 27,820 | | | | | | | |
| Six people..... | 32,473 | 33,869 | 34,004 | 33,303 | 32,631 | 31,633 | 31,041 | | | | | | |
| Seven people..... | 36,927 | 38,971 | 39,214 | 38,375 | 37,791 | 36,701 | 35,431 | 34,036 | | | | | |
| Eight people..... | 40,968 | 43,586 | 43,970 | 43,179 | 42,485 | 41,501 | 40,252 | 38,953 | 38,622 | | | | |
| Nine people or more..... | 49,021 | 52,430 | 52,685 | 51,984 | 51,396 | 50,430 | 49,101 | 47,899 | 47,601 | 45,768 | | | |

Source: U.S. Census Bureau

2015 MassHealth Income Standards and Federal Poverty Guidelines

| Family Size | MassHealth Income Standards | | 100% Federal Poverty Level | | 5% Federal Poverty Level | | 120% Federal Poverty Level | | 133% Federal Poverty Level | | 135% Federal Poverty Level | |
|--------------------------------|-----------------------------|----------|----------------------------|----------|--------------------------|---------|----------------------------|----------|----------------------------|----------|----------------------------|----------|
| | Monthly | Yearly | Monthly | Yearly | Monthly | Yearly | Monthly | Yearly | Monthly | Yearly | Monthly | Yearly |
| 1 | \$522 | \$6,264 | \$981 | \$11,772 | \$50 | \$600 | \$1,177 | \$14,124 | \$1,305 | \$15,660 | \$1,325 | \$15,900 |
| 2 | \$650 | \$7,800 | \$1,328 | \$15,936 | \$67 | \$804 | \$1,593 | \$19,116 | \$1,766 | \$21,192 | \$1,793 | \$21,516 |
| 3 | \$775 | \$9,300 | \$1,675 | \$20,100 | \$84 | \$1,008 | | | \$2,227 | \$26,724 | | |
| 4 | \$891 | \$10,692 | \$2,021 | \$24,252 | \$102 | \$1,224 | | | \$2,688 | \$32,256 | | |
| 5 | \$1,016 | \$12,192 | \$2,368 | \$28,416 | \$119 | \$1,428 | | | \$3,149 | \$37,788 | | |
| 6 | \$1,141 | \$13,692 | \$2,715 | \$32,580 | \$136 | \$1,632 | | | \$3,610 | \$43,320 | | |
| 7 | \$1,266 | \$15,192 | \$3,061 | \$36,732 | \$154 | \$1,848 | | | \$4,071 | \$48,852 | | |
| 8 | \$1,383 | \$16,596 | \$3,408 | \$40,896 | \$171 | \$2,052 | | | \$4,532 | \$54,384 | | |
| For each additional person add | \$133 | \$1,596 | \$347 | \$4,164 | \$18 | \$216 | | | \$462 | \$5,544 | | |

2015 MassHealth Income Standards and Federal Poverty Guidelines

| Family Size | 150% Federal Poverty Level | | 200% Federal Poverty Level | | 250% Federal Poverty Level | | 300% Federal Poverty Level | | 400% Federal Poverty Level | |
|---------------------------------------|----------------------------|----------|----------------------------|----------|----------------------------|-----------|----------------------------|-----------|----------------------------|-----------|
| | Monthly | Yearly | Monthly | Yearly | Monthly | Yearly | Monthly | Yearly | Monthly | Yearly |
| 1 | \$1,472 | \$17,664 | \$1,962 | \$23,544 | \$2,453 | \$29,436 | \$2,943 | \$35,316 | \$3,924 | \$47,088 |
| 2 | \$1,992 | \$23,904 | \$2,655 | \$31,860 | \$3,319 | \$39,828 | \$3,983 | \$47,796 | \$5,310 | \$63,720 |
| 3 | \$2,512 | \$30,144 | \$3,349 | \$40,188 | \$4,186 | \$50,232 | \$5,023 | \$60,276 | \$6,697 | \$80,364 |
| 4 | \$3,032 | \$36,384 | \$4,042 | \$48,504 | \$5,053 | \$60,636 | \$6,063 | \$72,756 | \$8,084 | \$97,008 |
| 5 | \$3,552 | \$42,624 | \$4,735 | \$56,820 | \$5,919 | \$71,028 | \$7,103 | \$85,236 | \$9,470 | \$113,640 |
| 6 | \$4,072 | \$48,864 | \$5,429 | \$65,148 | \$6,786 | \$81,432 | \$8,143 | \$97,716 | \$10,857 | \$130,284 |
| 7 | \$4,592 | \$55,104 | \$6,122 | \$73,464 | \$7,653 | \$91,836 | \$9,183 | \$110,196 | \$12,244 | \$146,928 |
| 8 | \$5,112 | \$61,344 | \$6,815 | \$81,780 | \$8,519 | \$102,228 | \$10,223 | \$122,676 | \$13,630 | \$163,560 |
| For each additional person add | \$520 | \$6,240 | \$694 | \$8,328 | \$867 | \$10,404 | \$1,040 | \$12,480 | \$1,387 | \$16,644 |
| Institutional Income Standard \$72.80 | | | | | | | | | | |

Mawn, Patti

From: Ward, Stacie
Sent: Wednesday, December 16, 2015 2:36 PM
To: Mawn, Patti
Cc: Twogood, Mark; Howard, Richard
Subject: Housing Fund and Fletcher Fund Balances

Hi Patti,

As of today:

The Fletcher Fund (#9320) has a balance of \$542,767.48.

The Housing Fund (#9376) has a balance of \$965,762.51.

In relation to the Housing Fund, Mark thought this balance was around \$1.3m, but I'm not sure where he got that balance from. The following are balances for the last 5 full fiscal years (since FY11):

FY11 - \$1,066,695

FY12 - \$1,058,658

FY13 - \$1,060,976

FY14 - \$962,939

FY15 - \$964,887

FYI - The latest activity, aside from monthly investment activity, was a \$100k payment in FY14 (419 Parkview Condo unit) and previous to that, since FY08, we've only paid out \$41.5k (various misc costs). Back in FY07 there was a bunch of activity - it looks like the Town sold land and got over \$800k in as revenue. They paid out \$112k for 891-893 Main Street and another \$118k for Willows (plus another \$25k or so in misc costs).

Please let me know if you need additional information or details of the activity.

Thanks,
Stacie

Stacie A. Ward, CPA, CGA

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Asa Fletcher Fund

[A trust under the will of Asa Fletcher – Middlesex Probate Court No. 3764]

Asa Fletcher, late of Winchester, executed a will on March 31, 1880 which was subsequently offered for probate and allowed by the Middlesex Probate Court.

In May of 1894, pursuant to Article Seven of Asa Fletcher's will, the Town of Winchester received in trust the sum of \$10,000 upon the death of the testator's wife under the following language:

... and upon her decease to convert the whole trust fund to cash as soon as may be without sacrifice and pay over to the town of Winchester aforesaid the sum of ten thousand dollars, the same to be invested and managed under the direction of the selectmen for the time being of said town, or of such committee or board as the town shall intrust with the case and management of the same; the net income thereof forever to be expended by the overseers of the poor of said town for the benefit of the poor or Winchester.

Under the residuary clause, the Town was further given in trust 20 / 23 a part of the remainder which when received by the Town in February 1985, amounted to \$47,270. Through wise investment overseen by Winchester's Commissioners of Trust Funds, the balance in the Asa Fletcher Fund in 2012 is in excess of \$ 300,000.

In May of 1979, Winchester Town Counsel wrote to the Attorney General of Massachusetts seeking his approval of the Board of Selectmen carrying out the trustee function, determining whether or not applicants for the benefits of the trust, qualify. In June of 1979, Assistant Attorney General Carol Fubini responded to the Town that the Board of Selectmen are the proper persons to act as trustees of this fund. Persons that qualify for assistance from the Asa Fletcher fund are those described as being "the poor of Winchester."

Individuals requesting assistance from the Asa Fletcher Fund are directed to the Town's LICSW at the Jenks Senior Center; all information is considered to be confidential. The guidelines used by the social worker are as follows:

- Applicant (s) must demonstrate an unusual hardship;
- Entitlements, as well as other sources of funding, must be explored so that assistance from the Asa Fletcher Fund is a last resort;
- Income verification must be provided before any grants / loans are made;
- The approved grant / loan must make a difference on a sustained basis;
- Any assistance provided is one-time only.

After meeting with the applicant and determining the nature of the unusual hardship, the social worker brings forward only those requests that are deemed to be an extraordinary need. In many instances the applicant(s) is informed about other sources of aid for which they may be eligible. The social worker also provides a recommendation as to whether the assistance should be provided in the form of an outright grant or an interest free loan to be repaid with very nominal terms.

Applicants put forward are required to provide copies of Federal and State Income Tax returns, including the W-2 Form; current bank statements; certificate of deposit statements, stock certificates, pension information, social security pension information, disability pension information, alimony payments, child support payments, and rental income if applicable. Expense information such as rent, heat, light, auto loan, auto insurance, food, etc., is requested. Applicants are asked whether they have requested Veterans Aid, Transitional Assistance, MassHealth/Medicare, SSI, as well as seeking financial assistance from family members.

The Board of Selectmen discusses the request for assistance in a closed "Executive Session": Even with a favorable recommendation from the social worker, the Board of Selectmen does not routinely take favorable action on all requests. Once a determination is made to provide assistance, the amount of that assistance is the subject of a recorded vote by the Selectmen. There are instances when the Board requests additional information before taking a vote.

Payments are not made directly to the applicant, but to the landlord, utility company, physician, etc. If the assistance is provided as a loan, the applicant receives an invoice showing the amount of the loan and the current loan balance from the Town each month. Loan payments, when received, are deposited back into the fund.

CONFIDENTIAL APPLICATION

Original Application

Name: _____ Age: _____

Address: _____

Number of family members: _____ Years of Residence: _____

Income per year (all sources): _____

Amount requested from Fletcher Fund: \$ _____

Please explain why you are applying to the Fletcher Fund for assistance. Use separate sheet if necessary.

Have you tried all other resources? _____

Deferrals: _____ Abatements: _____

Public Assistance:

Veterans' Aid: _____ General Relief: _____ AFDC: _____ Medicaid/Medicare: _____

SSI: _____ Disability Assistance: _____ Other private sources: _____

Do you have any current application pending for other assistance?: _____

If yes, what agency: _____ Contact person: _____

Time frame: _____ Have you attached ^{INCOME} tax return? _____

If applicant is assisted in making request, please indicate by cover letter any relevant information.

Date: _____ Signature: _____ Phi

Please submit form to Winchester Board of Selectmen, 71 Mt. Vernon St., Town Hall, Winchester, MA 01890

TOWN OF WINCHESTER
MIDDLESEX COUNTY, MASSACHUSETTS



ASA FLETCHER FUND CONFIDENTIAL APPLICATION

Name: _____ Age: _____

Address: _____

Number of family members: _____ Years of Residence: _____

Amount requested from Fletcher Fund: \$ _____

Please explain why you are applying to the Fletcher Fund for assistance. Use separate sheet if necessary:

Income per year (all sources)*: _____
(W-2's, social security, etc.)

Are you in the town's tax deferral program: Yes _____ No _____

Have you tried all other resources?: _____

Deferrals: _____ Abatements: _____

Public Assistance: Veterans' Aid: _____ General Relief: _____

AFDC: _____ Medicaid/Medicare: _____ SSI: _____

Do you have any current application pending for other assistance?: _____

If yes, what agency: _____

Contact person and telephone number: _____

How did you hear about this program? _____

If applicant is assisted in making request, please indicate by cover letter any relevant information.

Signature: _____ Print Name: _____

Date of Application: _____ Phone Number: _____

Please attached a copy of your income tax return.

Please return application to Winchester Board of Selectmen, 71 Mt. Vernon Street,
Winchester, MA 01890.



Asa Fletcher Fund Application

Confidential Information

Board of Selectmen, 71 Mt. Vernon Street, Winchester, MA 01890

Name: _____ Age: _____

Address: _____

Number of family members: _____ Years of Residence: _____

Dollar Amount being requested from Asa Fletcher Fund: _____

Please explain why you are applying to the Fletcher Fund for assistance. Use a separate sheet if necessary.

Please list any unusual expenses, special circumstances, or disability _____

Income per year from all sources and dollar amount (please provide documentation):

- W-2 Form: _____ Social Security: _____ Disability Pension: _____
- Bank Statements: _____ Certificate of Deposit: _____ Alimony: _____
- Annuity: _____ Stocks: _____ Child Support: _____
- Rental Income: _____ Pensions: _____ Other: _____

Please list monthly expenses:

- Rent: _____ Heat: _____ Light: _____ Auto Loan: _____
- Auto Insurance: _____ Food expenses: _____ Other: _____

If you are a homeowner, are you participating in the Town's Real Estate Tax Deferral Program? _____

Amount of Deferral: \$ _____ Amount of Abatement: \$ _____

Have you tried all other resources? _____

➤ Veteran's Aid: _____ MassHealth/Medicare _____

➤ Transitional Assistance: _____ SSI: _____

□ Disabled: _____ Family: _____

Do you have an application pending for some other type of assistance: _____

If yes, agency, contact person and telephone number: _____

How did you hear about the Asa Fletcher Fund?: _____

If applicant is assisted in making this request, please indicate same by including a cover letter that provides any and all relevant information.

Please include documentation for your request. (income tax form, W2, bills, etc.)

Signature of Applicant: _____ Print Name: _____

Date of Application: _____ Telephone Number: _____

Board of Selectmen's decision:

December 16, 2015

To: The Board of Selectmen

From: The Housing Partnership Board

Subject: The Fletcher Fund

The Partnership Board (WHPB) in this report supplements its initial report of September 18 and its second report of October 12 with this memo summarizing its recommendations for how the Board of Selectmen (BOS) should proceed with its management of the Fletcher Fund. All three reports are included in this submission.

1) Information Needed

- a) Documents bearing on the history of the Fund and the interpretation of Mr. Fletcher's intentions.
- b) An accounting of the annual income and expenses of the Fund as far back as the Town has maintained records.
- c) An accounting of the annual value of the assets in the Fund as far back as the Town has maintained records.
- d) An analysis of the general categories of need (e. g.. housing, health, transportation, etc.) reflected in grants and loans over the past 10 years.

2) Issues to be Addressed

- a) Whether net income received by the Fund which is not spent in a particular year carries over to subsequent years and can be spent then, or is permanently added to the principal which by the terms of Mr. Fletcher's will can never be spent. The WHPB's position is that the terms of the will authorize the spending of carryover net income and that to conclude otherwise would pose serious practical problems in its administration and the permanent loss (except as a basis for earning income) of most of the some \$560,000 which has accumulated in the Fund during past years.
- b) Should increases in the value of the principal of the Fund be considered income or added to principal? The WHPB does not have an opinion about this.
- c) How should the availability and criteria for payments from the Fund be made known? The WHPB favors the development of an outreach plan, consisting of the preparation and wide distribution of an informational brochure, outreach to Town and social services agencies and inclusion of information on the Town's website.

d) What should be the application process? The WHPH recommends that the Council on Aging should continue to receive document and evaluate all applications. The COA should be compensated for its costs in processing applications from those who are not seniors. It should submit all application documents and its recommendations to the BOS for its decision.

e) Should a minimum amount (including possibly some accumulated unspent net income) be maintained in the Fund to assure at least some continuing significant income each year? The WHPB thinks that this would be a sensible policy, but has no amount to recommend at this time.

f) What should be the guidelines and standards for payments from the Fund? The WHPB favors the establishment of an advisory committee consisting of a broad array of stakeholders to make recommendations to the BOS. In its prior reports, the WHPB has identified a number of standards that it believes should be adopted. We will have other suggestions to make.

3) If the BOS agrees that net income not spent in a particular year can be spent in subsequent years, it should calculate the amount available and prepare a plan for its use.

To: Board of Selectmen

cc: Town Manager, Council on Aging, Town Comptroller

From: Housing Partnership Board (John Suhrbier and Allan Rodgers)

Date: October 12, 2015

Subject: Fletcher Fund

Thank you for the opportunity to discuss the Fletcher Fund with you on September 28. Important points were covered that set the stage for moving forward with the use and administration of this fund.

This submission addresses the two questions asked by Town Counsel Wade Welch in his memorandum of September 23, with a third section responding to one particular question covered as part of the September 28 discussion. This new information supplements the information contained in the Housing Partnership Board's memorandum submitted on September 18.

Spending of Net Income

Asa Fletcher's 1880 Will creating the Fletcher Fund states that, "the net income thereof forever to be expended by the overseers of the poor of said town for the benefit of the poor of Winchester."

Our September 18 submission stated that, "It is our interpretation that under the terms of Mr. Fletcher's Will, the Town is obligated to spend the net income from the Fund, even that amount which has been unspent in prior years." Mr. Welch asked us to provide support for this interpretation.

Our interpretation of the language establishing the Fund and its defined purpose is based on the consequences for fulfilling the purpose of the will if unspent net income is permanently added to the Fund's balance, and therefore no longer available to be spent in future years. Use of the word, "forever" implies that the net income not spent during a particular year was not intended to be added to the Fund at the end of the year and be beyond the power of the Town to make payments to eligible residents.

This conclusion is further supported by the practical consequences of an interpretation that unspent net income in one year no longer is available for direct help to the poor.

1. The Town Comptroller reports that the recent balance in the Fund is \$565,096. This balance includes net income that has not been spent over the years as well as appreciation in the value of the assets in the Fund. If accumulated unspent net income from past years cannot be spent on direct help to qualified residents, none of this balance ever would be available for payments to fulfill the defining purpose of the Fund.

2. An interpretation that net income can only be expended during the year in which it is incurred poses important practical problems for the Selectmen in making decisions on requests. For example, if the Selectmen receive one or more eligible requests early in a fiscal year, would decisions have to be postponed until it is determined there is enough net income in the Fund during that year to cover the request? If the request was to address an immediate emergency, would the Selectmen have to deny the request? How would the Selectmen respond to an unexpected and large expense that exceeds the projected or actual income received during that year? Would a decision have to be made to delay meeting that expense to a future year until enough new income is accumulated in the Fund to pay it?
3. What if the Selectmen received no request during a particular year that fits the fund's criteria? If the Selectmen cannot spend the money in future years, that money would be lost forever to the principal of the Fund

These potential consequences lead us to say that the more reasonable interpretation of the language contained in Mr. Fletcher's Will is that net income not spent in a particular year carries over and continues to be available for expenditures in future years. We are not saying that the town is obligated to spend net income incurred during a particular year, or even that the total accumulated net income should be immediately spent. Given the large amount of net income that has accumulated over the years, we recommend on Page 3 of our September 18 memorandum that the Selectmen should formulate a multi-year plan for utilizing this money.

1988 Letter to the Massachusetts Attorney General

On May 10, 1988, then Town Manager Chad Maurer sent a letter to the Massachusetts Attorney General requesting permission to transfer a portion of the unexpended accumulated income in the Fletcher Fund to the Board of Selectmen's Affordable Housing Fund. We have not seen any response from the Attorney General's office that may have been received to this request, and therefore did not comment on this transfer possibility as part of the September 18 submission.

Further consideration should be given to how the Fletcher Fund can be used in conjunction with the Affordable Housing Fund. We agree that some of the uses for the Affordable Housing Fund defined in the Selectmen's motion creating this fund, such as grants to persons qualifying for temporary rental assistance, are consistent with the terms of the Fletcher Fund. Other uses aimed at providing housing for low and moderate income households, though, would not qualify as benefiting the poor. Rather than mixing these two funds, net income from the Fletcher Fund could be used on a case-by-case basis to supplement money from the Affordable Housing Fund if there was a well defined element of a project or use that qualifies as benefiting the poor.

We also note that any transfer of net income from the Fletcher Fund to the Affordable Housing Fund is consistent with the idea that net income to the Fletcher Fund in any given year remains available to be spent in future years.

Definition of Net Income

Asa Fletcher's Will states that, "net income thereof forever to be expended for the benefit of the poor of Winchester." Questions were raised during the September 28 meeting with the Board of Selectmen concerning how "net income" is defined. The second recommendation contained in our September 18 memorandum is to, "Refine the estimate of the Fletcher Fund's unspent accumulated net income."

A ten year comparison of income and incurred expenses showed that unspent net income for this period was \$95,001.68. In a subsequent telephone conversation with the Town Comptroller, Stacie Ward reported that the \$565,096 Fletcher Fund balance consisted of approximately \$108,000 in principal and \$457,000 in accumulated net income. This is consistent with a definition for these types of funds that income includes interest, dividends, and at least some portion of capital gains. In other words, changes in market value of the fund, including realized capital gains, are considered as income.

An alternative and more conservative definition is that income includes only interest and dividends. A third possibility is to include realized but not unrealized capital gains, along with interest and dividends.

Consistent with the September 18 recommendation, it is important to work with the Town Comptroller and the Commissioners of Trust Funds to develop a common understanding of the definition of net income that is applicable for the Fletcher Fund, and then to verify the calculation of current accumulated net income for this fund.

Conclusion

We are pleased that the Board of Selectmen asked the Town Manager to coordinate the continued cooperative efforts to improve the effectiveness of the Fletcher Fund in serving "the poor of Winchester." Please let us know of any additional questions you would like us to address.

TO: Board of Selectmen
FROM: Housing Partnership Board
DATE: September 18, 2015
RE: Fletcher Fund

Introduction

The Town of Winchester's Fletcher Fund is an important source of funds for income qualified Winchester residents who are in financial crisis, including but not limited to providing financial assistance to residents for housing related costs. Over the past several months, members of the Winchester Housing Partnership Board (WHPB) have reviewed information describing the Town's administration of the Fletcher Fund, interviewed people who are in a position to refer applicants to the Fletcher Fund, and worked with the town's Comptroller. This memorandum presents the results of this work.

As expected, we found that many of the actual and potential applications for the Fund are for housing-related needs. The funds's existence and criteria, though, are not as widely known as they should be by the agencies and people who are in a position to refer people for assistance, and especially among the general public. In addition, the Fund has been significantly underutilized, particularly in recent years.

In this report, the WHPB describes the information we found and presents recommendations to the Board of Selectmen (BOS) about how the Fund could be more effectively used to benefit the poor residents of Winchester who are the intended beneficiaries of the Fund.

Background

In 1880, Asa Fletcher incorporated in his will the provision for a gift to the Town of Winchester of \$10,000, the net income of which was to be used "*for the benefit of the poor of Winchester.*" In May of 1894, after the death of Fletcher's wife, that sum was transferred to the Town.

In 1985, the Town received an additional amount of \$47,270 for the Fund from a residual clause of Mr. Fletcher's will. Shortly thereafter, the town received clearance from the Attorney General to have the BOS administer the Fund.

The Fund is held and invested by the Town's Commissioners of Trust Funds. According to the financial reports the WHPB received from the Town's Comptroller, the amount in the fund has grown over the years to a point where it currently contains \$565,096. Based on our calculations, the Fund has earned an annual return of approximately 4 percent.

Current Problems

As a result of our review, the WHPB identified the following three important problems that we believe should be addressed:

1. *People are not aware of the Fund's existence.*
The existence and purpose of the Fund simply are not widely known. Of the eight

people interviewed as a part of this review, not including the Council on Aging, only two were aware of the Fund's existence and only one of these two people had recommended that a person apply for Fletcher Fund aid. While the second person had heard of the fund, they had no further understanding of the fund's purpose, intended beneficiaries, or operating procedures. The remaining six were completely unaware of the Fund's existence.

In our conversations, we spoke with clergy, representatives of Town agencies like the School Department and local social services agencies, and we found that with the exception of one clergy person and the Council on Aging, which processes applications to the Fletcher Fund, people either did not know about the Fund, or, the one person who had heard of the Fund did not understand that it would be available to persons in need about whom they knew.

2. *The Fund is being underspent and, therefore, is not being utilized in accordance with the terms of the Will.*

The Fund has been greatly underspent in recent years. Based on the reports provided by the Comptroller for the years July 1, 2004 through June 30, 2014, the Fund received \$115,442.35 in income and incurred expenses (i.e. made grants) of \$20,440.67, leaving unspent net income of \$95,001.68 accumulated during those ten years. We have not asked the Comptroller for the Fund's financial reports for years prior to July 1, 2004. If income also was not fully spent prior to 2004, then the accumulated unspent net income is likely to be much greater than the \$95,001.68 that was not utilized during the ten years that were reviewed.

It is our interpretation that under the terms of the Will, the Town is obligated to spend the net income from the Fund, even that amount which has been unspent in prior years.

3. *The existing application process is more onerous and demeaning than it needs to be.*
- The town's current two page document describing the Fund and the criteria and procedures for applications was reviewed, discussed with others, and is provided as the first attachment with this memorandum. Applications are processed by the social worker at the Council on Aging, who then makes recommendations to the BOS. The BOS then reviews applications and makes decisions in executive session in order to protect the confidentiality of the applicants.

The WHPB approves of the role of the COA in processing applications, but has concluded that the criteria are overly and unnecessarily narrow and burdensome. For those people that even are aware of the Fund, the current criteria and procedures serve to limit the number of applications to the Fund from potentially qualifying and deserving applicants.

Recommendations

The WHPB presents the following recommendations to the BOS with a view toward making the Fletcher Fund more widely available and better utilized for its intended use.

- 1) *Improve the manner in which the availability of the Fletcher Fund is communicated.*
The existence and uses of the Fund need to be much better publicized. Provided as the second attachment to this memorandum is proposed communication from the Board of Selectmen and a list of the organizations to which this information should be distributed. While we recommend that the manner in which the Fund is administered could be improved, information on the existence of the Fletcher Fund should be distributed without delay.

Similar information describing the Fund and application process also should be placed on the town's web site.

- 2) *Refine the estimate of the Fletcher Fund's unspent accumulated income.*
The Board of Selectmen should immediately request the Comptroller to examine records of the income and expenses of the Fund for as many years as the Town's information is readily available. The purpose of this is to find out how much unspent income has accumulated over the years and to create a basis for the expenditure of this net income, which the WHPB believes the Town is obliged to spend.

Assuming that the accumulated unspent net income is large, the BOS should then formulate a plan for committing this money. Goals should be established for spending the accumulated income over the next few years (such as five years), including the possibility of transferring a portion of these funds to the Selectmen's Housing Fund for use in helping poor residents obtain affordable housing.

- 3) *Examine and update the criteria utilized to administer the Fletcher Fund.*
The Board of Selectmen should form a small working group to examine the manner in which the Fletcher Fund is administered. This working group should include representation from the Selectmen, the Council on Aging, town staff, and a counselor or service provider who is in a position to refer individuals to the Fletcher Fund. The WHPB would be pleased to be either a member of this working group or to provide support to this group. Recommendations from this working group should be presented within no more than a six-month time frame.

The present criteria and procedures for applications need to be substantially revised if the Fund is to more fully reach its intended beneficiaries than is presently the case. According to the U.S. Bureau of the Census, 3.4 percent of Winchester's population live in households where the income is below the federal poverty level. Based on a population of 21,274, this translates to 727 individuals

Our assessment, though, is that the federal measure for determining poverty level understates the actual number of persons who are poor because the federal methodology has not been changed since it was devised in the late 1950's. As a result, we believe that the number of Winchester residents who actually are poor is much larger than 727 and therefore qualify for Fletcher Fund assistance. For example, Census data indicate that 233 households have incomes that are less than \$10,000 annually; 98 more households have annual incomes of between \$10,000 and \$14,999; and another 228 have annual incomes of between \$15,000 and \$24,999.

We support the Selectmen's use of the Council on Aging as the group to receive and process applications. But since the pool of potential applicants also includes non-elderly persons who are outside the elderly population for whom the COA provides services, it is recommended that the COA broaden its outreach activities and that the BOS enter into an agreement with the COA to provide compensation for this expanded work. It is our opinion that this cost would be a proper expense to be made from the Fletcher Fund.

A conclusion from our assessment is that the town's current standards for determining who is poor are unnecessarily complicated and burdensome. It is recommended that the BOS take advantage of measures for determining poverty that are in common use in state programs. Under these procedures, any person who has been found to be eligible for a means-tested public benefits program also would be eligible for Fletcher Fund payments without requiring more information beyond a statement of the applicant (which may be in the form of an affidavit) that they are so qualified. In view of these already existing extensive controls, the Town does not need to independently conduct its own eligibility process for people who already are eligible for these other benefits.

The public benefits programs that fall into this categorical eligibility area are: Supplemental Security Income; Transitional Assistance to Families with Dependent Children; Emergency Assistance to Elderly, Disabled and Children; Supplemental Nutrition Assistance Program (SNAP, Food Stamps); Medicaid; State Veterans Assistance; state and federal low income housing vouchers; and state and federal public and subsidized housing. Qualification for any of these programs is a reliable measure of being poor because the eligibility standards are strict and extensive documentation is required. In addition, there are periodic redeterminations of eligibility, usually at least once a year; the asset limits for eligibility are very low; and the administering agencies do extensive computer matches with other databases to assure that a beneficiary remains eligible.

It also may be possible to simplify the eligibility standards for those who are poor but have not qualified for a means-tested program. These individuals include those on fixed income such as Social Security, Social Security Disability, and Unemployment Insurance. For these people, it is recommended that the Town consider using an approach in the state's Indigent Court Costs law, Chapter 261, Sections 127A and following. Such a person can submit an affidavit listing income and expenses and if the net income is less than 125% of the federal poverty line, he or she is automatically eligible for state waiver or payment of normal court costs.

If the Town would adopt these approaches for determining eligibility for the Fletcher Fund, a majority of potential applicants may qualify under these simplified procedures and both the Town and the applicants would save a great deal of time and delay in processing applications.

It also is recommended that consideration be given to the following additional changes to the current criteria:

- The form of a payment currently can be either a grant or a loan. The WHPB believes that many if not most payments should be in grant form, thereby decreasing the current emphasis on using this Fletcher money as a revolving loan fund. Loans (presumably interest-free) should be used only for comparatively large or longer term payments, or for payments to alleviate an immediate crisis where the applicant expects payment shortly from another source.
- A person currently is allowed to receive only one grant from the Fletcher Fund during their lifetime. This is viewed by the WHPB as being overly restrictive and limiting the degree that income from the Fletcher Fund can be effectively utilized for the intended beneficiaries. Each application should be independently evaluated on its own merits, and not rejected because the applicant has previously received a payment.
- Payments from the Fletcher Fund currently are made only to vendors, if payment to a vendor is the source of the financial need. The WHPB believes this policy should be re-visited. While many people support direct payments to a vendor, others are of the opinion that a policy of direct vendor payments has been discredited except in those cases where the recipient has a record of being financially irresponsible. Direct vendor payments also have the potential for interfering with effective client-vendor relationships; for example, between landlords and tenants or between a purchaser and a provider.
- The general standard for qualifying for use of the Fletcher Fund currently is limited to those who "demonstrate an unusual hardship" and can show an "extraordinary need." The WHPB believes these are too narrow and that the general standard should be a "substantial financial hardship."

The WHPB looks forward to the opportunity of discussing this report on the Fletcher Fund with the members of the Board of Selectmen. Given the range of problems identified, it is important that we work cooperatively to improve the effectiveness of this Fund in serving those town residents who are poor.

Attachement 1

Description of Existing Fletcher Fund Administrative Procedures

Asa Fletcher Fund

(A trust under the will of Asa Fletcher - Middlesex Probate Court No. 3704)

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In May of 1884, pursuant to Article Seven of Asa Fletcher's will, the Town of Winchester received in trust the sum of \$10,000 upon the death of the testator's wife under the following language:

... and upon her decease to convert the whole trust fund to cash or coin or may be without sacrifice and pay over to the town of Winchester aforesaid the sum of ten thousand dollars, the same to be invested and managed under the direction of the selectmen for the time being of said town, or of such committee or board as the town shall interest with the care and management of the same, the net income thereof forever to be expended by the overseers of the poor of said town for the benefit of the poor of Winchester.

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Attachment 2

Memorandum for Distribution to Low Income Service Providers

RE: The Town of Winchester's Fletcher Fund.
FROM: Board of Selectmen; James Johnson, Chair
DATE: September 18, 2015 DRAFT

Because your activities may involve working with Winchester families or individuals having either limited income or a short-term financial need, we want to make sure you are aware of the Town of Winchester's Fletcher Fund. This is a fund created in 1894 by the estate of Asa Fletcher "for the benefit of the poor of Winchester." Currently containing approximately \$565,000, the fund is administered by the Board of Selectmen, with support provided by the Council on Aging. However, there are no age restrictions associated with the fund.

Money can be used for any immediate financial hardship. While the needs often are housing related, this is not a requirement. Payments are not made directly to an applicant but to the source of the need, such as a utility, landlord, or medical provider. The financial assistance may be in the form of either a one-time grant or an interest-free loan. In reviewing applications, the Selectmen would like other sources of funding to be explored first; Fletcher Fund moneys are considered to be a last resort.

Questions concerning the Fletcher Fund, including information on application and review procedures, can be directed to either Patti Mawn in the Town Manager's Office, 781-721-7133, or Diane Saporoff, Social Worker with the Council on Aging, 781-721-7136.

The creation of the Fletcher Fund was an important gift to the town that, over the years, has provided critical benefits to Winchester residents having an unexpected and urgent financial need. It is important that people be aware that this fund exists so that those that could benefit from these resources may continue to have access to this available funding.

Distribution List For Fletcher Fund Memo

1. Winchester Clergy and Guidance Staff
2. School System
 - Judith Evans, Superintendent
 - Jennifer Elineema, Assistant Superintendent
 - School Counselors
 - Special Education
 - School Principals
3. Winchester Got Lunch
4. Winchester Savings and Co-Operative Banks
5. Community Service Network
 - Frank Kautz
6. Council on Aging
 - Ruth Young, Director
 - Diane Saporoff, Social Worker
7. Winchester Housing Authority
8. Council of Social Concern (Woburn)

**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Wednesday, December 16, 2015
Record**

Chairman Lance R. Grenzeback called the meeting to order at 7:00 PM in the Board of Selectmen Meeting Room located in Town Hall. Present were Vice Chairman James A. Johnson, III, Selectman Stephen L. Powers, Selectman Michael Bettencourt. Selectman E. James Whitehead arrived shortly after the meeting had been called to order. Also present were Town Manager Richard C. Howard and Town Counsel Wade M. Welch.

Selectmen's Notices and Comments

Notification of Other Meetings and Hearings

-] Monday, December 21, 2015 – Board of Selectmen – Regular Session [tentative]
-] Monday, January 4, 2016 – Board of Selectmen – Regular Session [tentative]
-] Monday, January 11, 2016 – Board of Selectmen – Regular Session
-] Monday, January 25, 2016 – Board of Selectmen – Regular Session

BUSINESS

Asa Fletcher Fund Discussion

Present: Superintendent of Schools Dr. Judith Evans; School Committee Member Susan Verdicchio; former Selectman Judie Muggia; Council on Aging Administrator Ruth Young; Council on Aging Social Worker Diane Saparoff; St. Mary's Parish Director of Ministries Sal Caraviello; Housing Partnership Board members John Suhrbier and Allan Rodgers; Jennifer Cafarella, Town Manager's Administrative staff

Chairman Grenzeback outlined the purpose of the Asa Fletcher Fund and explained that this evening, the Board of Selectmen is seeking to obtain ideas from those in attendance. Those ideas would include eligibility for assistance from the Asa Fletcher Fund, eligible Fund uses, outreach / communication, the application process, and the adequacy of the Fund performance. Chairman Grenzeback explained that the Board would not be making a decision this evening as this is a forum for an exchange of ideas. He noted that the Commissioners of Trust Funds were not available to attend, however after talking with the Commission's chairman, it was learned that they think of the Asa Fletcher Fund as an endowment fund with stable and reasonable return. The overall thumb for draw-down is 4%-5% per year, with a 4% draw-down being in the \$22,000 to \$25,000 range. The Asa Fletcher Fund is pooled with other funds for a total of about \$3.3million to be invested. Chairman Grenzeback explained that the Fletcher Fund could be left with this pool of other funds with a stable return as the State restricts what these types of funds can be invested in. He indicated that if there was a drawn-down of more than 4% per year then the Commissioners of Trust Funds would invest the Fletcher Fund separately. Chairman Grenzeback informed his colleagues that the Commissioners of Trust Funds would be happy to meet with the Board of Selectmen to discuss options, but a 4%-5% annual pull down provides stability.

Town Counsel noted that the first question is a definition of who the poor are in Winchester. The Attorney General's Office has indicated that they do not have a file on Asa Fletcher and the Probate Court has a one-line document. He suggested that the Federal poverty standards be consulted to develop a definition of the "poor" in Winchester.

Town Counsel recalled that a Special Act was passed that allows the Commissioners of Trust Funds to invest liberally. He informed the Board that he is comfortable with his analysis because there are

no contradictory records. Town Counsel explained that the Board does not have to spend anything from this fund however interest is not automatically added to the principal and exempt from expense. The Board of Selectmen are the trustees of the Asa Fletcher Fund and can authorize expenditures.

Judie Muggia provided some historical background on the use of the Asa Fletcher Fund from her tenure as a Selectman in the 1980's. She recalled that at that time, disbursements from the Fund were made by the Veterans Agent. Ms. Muggia noted that she used the bully-pulpit of the Selectmen's Table to advertise the Fund. At that time, various groups were notified of the Fund's existence and an application for assistance was developed. She suggested the current application is more heavy-duty and can be difficult to complete. Ms. Muggia informed the Board that she feels that there should be some delegation for review before the application gets to the Selectmen. The Board was informed that statistics show that there are 1800 households in Winchester living below the poverty line.

Ruth Young, Administrator of the council on Aging, informed the Board that since 2004, all applications for assistance from the Asa Fletcher Fund have been vetted by the Council on Aging. She recalled that the COA was given this task by the then Town Manager because the COA has a social worker; the only other department with a social worker is the School Department. Ms. Young reported that over a twelve-year period the COA has made fifty-three referrals. Of those, twenty-four were referred to the Asa Fletcher Fund for either rental or mortgage assistance; all requests for assistance were granted. Seven requests were for utility payments, two for fuel assistance and two for payment of medical bills; one individual received assistance with car insurance payments. Ms. Young noted that a few months ago, this sitting Board of Selectmen decided to entertain more than one request for assistance from the same individual. Since the COA has made referrals, only eight applications have been ruled out as being inappropriate for assistance from the Fund; seven other requests were able to use other Town resources, two were refused by the Board of Selectmen. Ms. Young recalled that unemployment was one of the reasons that people needed assistance. The age range of those being served was between 50-60 years of age, with one individual being 85 years of age.

Allan Rodgers, Vice Chairman of the Housing Partnership Board informed the board that the HPB has prepared a report and submitted same to the Board of Selectmen. The HPB feels that it makes sense for the Council on Aging to vet applications for assistance from the Asa Fletcher Fund however there are people who are not senior citizens being vetted, therefore it seems to make sense to compensate the COA in some way.

Mr. Rodgers informed the Board that he is struck by the amount of documentation being requested from the applicant which may have been submitted to some other agency. He questioned whether the Board of Selectmen would be willing to accept some other means tested qualification because if this is possible, many applicants would fall into this category. He suggested that a simple form and affidavit would be more suitable as well as streamlining the process. Mr. Rodgers also noted that he feels that most assistance needs to be in the form of a grant rather than a loan, however loans could be used when there is a significant monetary need to get through a crisis. He indicated that it also makes sense to make a loan if the individual seeking assistance is expecting some type of reimbursement with the loan being paid back once that reimbursement is received. Mr. Rodgers suggested the establishment of an informal committee to make a recommendation to the Board of Selectmen as this is a complicated issue.

Chairman Grenzeback raised the issues of where an investment should be made and how the Board can be assured that it is not being scammed. He also questioned whether the types of things being funded should be changed. Vice Chairman Johnson recalled that the Board went with loans to provide temporary assistance for those who needed to get over the hump; vendors are paid directly to

make sure that the payment is made. He noted that the Council on Aging provides assistance to applicants for managing their money, obtain fuel assistance, etc.

Superintendent of Schools Dr. Judith Evans informed the Board that there are two categories of students in need, one of which is the economically disadvantaged students who are in the 3.7% - 4.2% range or approximately 180-200 students. She noted that these students previously qualified for free or reduced lunch. Because the community is generous, and there is a need to have students not feel "left-out" in the area of technology, and because students who are living in poverty do not have devices or Internet access at home, through the generosity of the Winchester Foundation for Educational Excellence, Chrome Books are provided to low income students; Comcast has a low Internet fee to allow these same students to have access.

Dr. Evans suggested that a good use of the Asa Fletcher Fund would be to provide Internet access and devices to these students / families. This would allow the students to be on a level playing field. She reported that the School Department has twelve (12) students at any point in time that are homeless. School Committee member Susan Verdicchio informed the Board that the individual school principals and the Central Office know who those families are that are in need of financial assistance. Dr. Evans explained that it is the principals, classroom teachers and school nurses are the front line in this instance.

Selectman Whitehead raised the question of whether the homelessness is short-term or chronic. Dr. Evans explained that the School Department has had three or four panicked parents who are fearful of losing their housing and would sacrifice anything not to disrupt their children's education. She indicated that the challenge is that people have assets in terms of their home, but their income may be low and they are struggling.

Sal Caraviello, Director of Ministries at St. Mary's Parish, informed the Board that the Christian Ministry Fund has been in existence for twenty years and has been augmented by the Cummings Foundation. This fund is used for emergency outreach with recipients being broken into two groups: transients and town people who are in trouble. Those who were seen regularly were thought to be a good risk for assistance and the thought was that this assistance would get them on a trajectory towards something better.

In response to the question about what the other churches in Winchester do, Mr. Caraviello informed the Board that he has talked with the other churches about pooling resources. He suggested that it would be good to have a social worker that works in collaboration with the churches for effective outreach. A knowledge of available resources would be helpful, and this is information that a social worker would have. COA Administrator Ruth Young noted that the Council of Social Concern is used all of the time and sees Winchester as a part of their network.

Vice Chairman Johnson informed his colleagues that he would like to see a manual developed and provided to all groups for use.

Diane Saporoff, LICSW at the Council on Aging informed the Board that she talks with everyone no matter their age and tries to help them; some are aware of the services and food pantry, or that they may in fact qualify for food stamps. Jennifer Cafarella, Administrative Assistant in the Town Manager's office noted that those in need do not know of the services available to them until they actually need those services. She pointed out that in Winchester there is a stigma attached to where people live and what they wear, particularly at the Middle School level.

Judie Muggia suggested formation of a committee to discuss priorities as well as what the Fund could and should be doing. Assistance should be meaningful. Selectman Bettencourt indicated that the process will change from year to year, therefore should be evaluated each year.

Chairman Grenzeback expressed concern about the use of the Asa Fletcher Fund pointing out that there are a lot of resources available that various groups know nothing about, with each group not aware of what the others are doing. He suggested that the question is how to pool resources.

Allan Rodgers suggested that priority could be given to providing funds to allow people to remain in their home rather than move. He further suggested that some thought should be given to what should or could be done with the unspent money, indicating that it would be a good idea to have a minimum amount in the fund.

Vice Chairman Johnson informed those in attendance that he feels the Board of Selectmen has done a good job in managing this Fund and to maintain the ability to give out \$20,000 per year the fund would have to have an approximate \$500,000 balance. He noted that he does believe that those in need of financial assistance should receive help.

Various suggestions were made relative to better publication regarding the availability of the Fund, with different opinions expressed. Some suggested using cable television, the Town website and local newspapers as tools; others expressed that this is not a good idea because scammers would be coming out of the woodwork trying to find a way to get their hands on these funds. Vice Chairman Johnson pointed to the need for a comprehensive application process.

John Suhrbier of the Housing Partnership Board informed the Board that the parallel to the Council of Social Concern is the Community Services Network in Stoneham. He suggested that this group could be used as a resource. Mr. Suhrbier recalled that the Housing Partnership Board began discussing the Fletcher fund last year, and found that with the turn-over in local clergy, few knew of the Fletcher Fund or its existence.

Vice Chairman Johnson suggested that outreach be made to the inter-faith community to meet with the Board. Sal Caraviello informed the Board that the inter-faith group meets the fourth Thursday of each month at 10 AM in the Second Congregational Church on Washington Street.

As a way of publicizing the availability of the Asa Fletcher Fund, Dr. Evans suggested that an annual notice be sent to the Town's schools. She also raised the question of whether there is a mechanism available to replenish this fund. Town Counsel noted that in terms of best management practices, Governor Weld had a program at the community colleges for homemakers to obtain skills for self-sufficiency. An ombudsman was paid to put together a variety of programs. He also noted that the Kennedy School has innovations in local government that might be helpful in this instance providing an outline an idea for use.

Felicity Tuttle, a member of the Housing Partnership Board, expressed concern about repayment of loans as she is not sure that a loan program was Asa Fletcher's intent, as well as the fact that loan repayment does not seem to be working. Town Counsel informed those in attendance that the management of the Asa Fletcher Fund is vested with the Board of Selectmen and the existing Board's intent is the only important thing.

Allan Rodgers noted that spending a minimum amount from the Fund is a good concept but it also means that there are large amounts that are not spent, something that he feels is unfortunate. He indicated that he feels the money should be spent down even if the return is less. Selectman Powers commented that he feels there is nothing positive in having a large balance in the account. Judie Muggia noted that spending a meaningful amount might wreak havoc with the principal in the account. Chairman Grenzeback agreed that spending down means that there will be less to spend.

Selectman Bettencourt informed those present that the Board has helped people in need more than once and this Board has also provided more funds than what was being requested. He explained that he is partial to protecting the large balance amount to keep the Fund going. He indicated that the need is there but the way that people are being reached is broken. He suggested that everyone work together to develop a program.

Town Manager indicated that the communication about the Asa Fletcher Fund can be buffed up and by doing this \$20,000 per year will easily be expended. He questioned whether there is a pot of money that is available for a strategic purpose suggesting that management could help to figure out how this money could be applied, developing a plan for these funds. Town Manager suggested that this money could be used to obtain matching funds. To further the communication effort, Town Manager suggested putting information in the Town Clerk's Office.

John Suhrbier suggested that the current application process be revised. Town Manager agreed that if the individual seeking assistance qualifies for other resources, then there is no need to provide the requested information.

As far as "take-aways" from this evening, Selectman Powers indicated that the Board first has to determine a level of spending from the Asa Fletcher Fund. Dr. Evans informed those present that she supports the Town Manager's recommendation, urging caution about using these types of funds for recurring expenses. She suggested that the School Department could play a larger role because they have identified families in need. Former Selectman Muggia indicated that she likes the idea of a long-term program for families, pointing out that small amounts of help are valuable. She also likes the idea of a family scholarship.

Diane Saporoff, COA Social Worker commented that it is wonderful that the Board is looking at different possibilities because there are many in need in the Town. She explained that the Fletcher Fund often helps people get through a difficult situation. COA Administrator Ruth Young expressed her hope that these meetings would continue to occur because unless someone is in charge, things will fall by the wayside.

Allan Rodgers commented that he feels things are on the right track and agrees with the analysis but feels there are lots of details yet to be worked through. He noted that he likes the idea of fundraising for the Fund.

Town Counsel informed the Board that because of former Selectman Muggia's push, the ad hoc program developed over the years has worked great and if money is going to be given out it should be vendor driven. He stressed that this current program protocol has worked great. Town Counsel suggested that those with a need be identified because people do not want to request help from a means-based program.

Sal Caraviello informed those present that he had sent off an email to the Interfaith group. He indicated that it is exciting that there is money available to help those in need, noting that this is life-saving and life-changing assistance. John Suhrbier commented that a need exists and the Town can do better in terms of life changing assistance. He suggested that a pilot program be developed to get started on this, starting small to see how things work. Selectman Bettencourt agreed that a pilot program would be helpful to work with other organizations. The Fund would be used as a vehicle to meet an existing need.

Selectman Whitehead commented that his sense is that \$20,000 / year does not pay rent for a family in Winchester, therefore how effective can this be without building up the Fund. He agreed with starting small and using the pilot program approach.

Wednesday, December 16, 2015
Board of Selectmen – Asa Fletcher Fund – Informational Meeting / Discussion

Chairman Grenzeback summarized that the Board would meet again in January to discuss next steps, streamlining eligibility and a mechanism to develop matching funds or a donation program.

Chairman Grenzeback declared the meeting to be adjourned at 9:05 PM.

Respectfully submitted,

Richard C. Howard,
Town Manager



Town of Winchester

Town Manager's Office
71 Mt. Vernon Street
Winchester, MA 01890
Phone: 781-721-7133
Fax: 781-756-0505
townmanager@winchester.us

Board of Selectmen Meeting
Monday, May 2, 2016

CONSENT AGENDA

- Docket Item H-1: Approve / Correct Meeting Minutes: Monday, May 9, 2016
- H - 2: Farmer's Market Approval – Town Common – Saturday mornings from June 11 through October 29th from 9:30 AM to 1:30 PM
- H - 3: Acceptance of Donation from First Church – Christ Scientist \$1,000 to Winchester Street Tree Fund

Supporting Documents:

- H - 1: Monday, May 9, 2016 Meeting Minutes
- H - 2: Agreement between Town of Winchester and Sustainable Winchester a Non-Profit Community Group (Winchester Farmer's Market)
- H - 3: Letter and check from First Church of Christ Scientist

Action Required: VOTE to approve Consent Agenda

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TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Monday, May 9, 2016
Record

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Chairman Lance R. Genzeback called the meeting to order at 6:00 PM in the Guidance Department Conference Room located in Winchester High School. Present were Vice Chairman E. James Whitehead, Selectman Michael Bettencourt and Selectman David P. Errico. Selectman Stephen L. Powers arrived shortly after the meeting was called to order. Also present were Town Manager Richard C. Howard, Assistant Town Manager Mark J. Twogood and Town Counsel Wade M. Welch.

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OPENING

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*Motion: That the Board of Selectmen adjourn to Executive Session for the purpose of discussing matters related to Contract Negotiations – Winning Farm – Chapter 30A §21(a)6.
Whitehead – Bettencourt
By Roll Call Vote: Errico, Bettencourt, Whitehead, Grenzeback VOTED.
Absent: Powers

*Motion: That the Board of Selectmen adjourn from Executive Session to Public Session, not to return to Executive Session.
Whitehead – Bettencourt
By Roll Call Vote: Errico, Bettencourt, Powers, Whitehead, Grenzeback VOTED.

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Notification of Meetings and Hearings

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- Thursday, May 12, 2016 – Board of Selectmen – Prior to Town Meeting (if needed)
 - Monday, May 16, 2016 – Board of Selectmen – Prior to Town Meeting
 - Thursday, May 19, 2016 – Board of Selectmen – Prior to Town Meeting (if needed)

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TOWN MANAGER REPORT AND COMMENTS

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Town Manager reported that the results for the Chief of Police Assessment Center are in and he will be meeting with each of the candidates this week. He informed the Board that he should have a recommendation for a new appointment at the May 16th meeting. The new Chief of Police's appointment will be effective July 1, 2016.

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BUSINESS

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Vote to authorize the advance borrowing for the Skillings Field Remediation Project and the Aberjona Flood Mitigation / Culvert Project – Treasurer Tracy

Treasurer Tracy explained that the Board's vote this evening would allow internal borrowing to make expenditures before the permanent bond is actually issued later this year.

Monday, May 9, 2016

Board of Selectmen Meeting – Guidance Department Conference Room - WHS

1 *Motion: That the Board of Selectmen authorize the advance
2 borrowing of \$300,000 for the Skillings Field Remediation
3 Project.

4 Whitehead – Bettencourt

All in favor.

VOTED.

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6 *Motion: That the Board of Selectmen authorize the advance borrowing
7 of \$600,000 for the Aberjona River Flood Mitigation Project
8 and the Skillings Road Culvert Project.

9 Whitehead – Bettencourt

All in favor.

VOTED.

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11 **CONSENT AGENDA**

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13 **One Day Alcoholic Beverage License Requests:**

14 Susan Matthews for Lydia Meyer Turkson – June 11, 2016 – 1827 Barn;
15 James D’Entremont for cocktails LLC – May 20, 2016 – Griffin Museum;
16 Andrea Dibattista for Sticky Molasses, LLC – June 4, 2016 – Griffin Museum;

17 **Application to Sell Wine at Farmer’s Market**

18 June 11 – October 29, 2016 – Turtle Creek Winery

19 **Approval for the WHS Class of 2016 Luau**

20 at Borggaard Beach – Thursday, June 2, 2016

21 **Approval to use the Veterans Memorial Plaza**

22 June 4, 2016 for USMC Commissioning Ceremony

23 (Christopher White)

24 **Approve / Correct Meeting Minutes**

25 Monday, April 25, 2016; Monday, May 2, 2016

26 **Approval to set up mobile Bible cart on Laraway Road**

27 Saturday mornings from May 7 through November 5, 2016 10 AM – Noon

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29 *Motion: That the Board of Selectmen approve the Consent Agenda for
30 Monday, May 9, 2016 that includes a One Day Alcoholic Beverage
31 License for the following: June 11, 2016 – 1827 Barn; Griffin
32 Museum – May 20, 2016; June 4, 2016 – Griffin Museum;
33 application to sell wine at Farmer’s Market from June 11th
34 through October 29, 2016 – Turtle Creek Winery.

35 Whitehead – Bettencourt

All in favor.

VOTED.

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37 *Motion: That the Board of Selectmen approve the following
38 Consent Agenda items: the WHS Class of 2016 Luau at
39 Borggaard Beach on June 2nd; approval to use the
40 Veterans Memorial Plaza on June 4th for a USMC
41 Commissioning ceremony – Christopher White;
42 approve / correct meeting minutes for Monday, April 25, 2016
43 and Monday, May 2, 2016; Approval to set up a mobile Bible
44 cart on Laraway Road each Saturday morning from May 7th
45 through November 5, 2016 from 10 AM – Noon.

46 Whitehead – Bettencourt

All in favor.

VOTED.

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48 **7:25 PM – Recess to the Floor of Town Meeting**

Monday, May 9, 2016
Board of Selectmen Meeting – Guidance Department Conference Room - WHS

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*Motion: That the Board of Selectmen recess to the floor of Town Meeting.
Whitehead – Bettencourt
By Roll Call Vote: Errico, Bettencourt, Powers, Whitehead, Grenzeback VOTED.

Respectfully submitted,

Richard C. Howard, Town Manager

draft

AGREEMENT
BETWEEN
TOWN OF WINCHESTER
AND
SUSTAINABLE WINCHESTER
A NON PROFIT COMMUNITY GROUP
(WINCHESTER FARMER'S MARKET)

THIS AGREEMENT entered into this 16th day of May 2016 between the Town of Winchester, acting by and through its Board of Selectmen, 71 Mt. Vernon Street, Winchester, MA 01890, (hereinafter called the "TOWN") and Sustainable Winchester, a Non Profit Community Group.

WHEREAS, Sustainable Winchester seeks to operate a seasonal Farmer's Market which will allow citizens to enjoy locally grown and fresh produce and related items, to enhance the commercial viability of Winchester Center and to create opportunities for community events and connections, and

WHEREAS, The TOWN desires an agreement with Sustainable Winchester to formalize the operation of a Farmer's Market in order to regulate the use of municipally owned property, to ensure the health and safety of the citizens and visitors, to mitigate any negative impacts to existing merchants in the area and to protect the financial and legal interests of the Town, and

WHEREAS, Sustainable Winchester has requested to site the Farmer's Market on the Winchester Town Common, bordered by Laraway Road, Church Street and Waterfield Road, on Saturday mornings from mid-June to the end of October.

NOW THEREFORE, the parties hereunto do mutually agree as follows:

- 1.) Sustainable Winchester shall retain its status as a non-profit corporation and shall designate a contact person to be primarily responsible for the operation of the Farmer's Market in compliance with this Agreement.
- 2.) The TOWN shall permit the Farmer's Market to operate at the Winchester Town Common on Saturday mornings from 9:30 AM until 1:30 PM no sooner than Saturday, June 11, 2016 and no later than Saturday, October 29, 2016. Set-up and closing operations are permitted for no more than ninety (90) minutes beyond the opening and closing times. In the event that Sustainable Winchester chooses to suspend or postpone operation of the Farmer's Market on any Saturday(s), it shall inform the Town immediately.
- 3.) Sustainable Winchester shall be responsible for organizing vendors and ensuring that they individually secure all required health or other state/municipal permits associated with the sale of produce and related items. All participating vendors shall be required to secure necessary permits at the prevailing rates.
- 4.) Sustainable Winchester shall be responsible for complying with any and all applicable provisions of the Town of Winchester Code of By-Laws including, but not

limited to, Chapter 8, Public Order and Chapter 11, Anti-Litter. Vehicular traffic and parking is expressly prohibited on the Common. The Farmers Market shall be set up in a manner that allows the public to walk through the Common without disruption or interference. Sustainable Winchester shall provide the Town no later than each Friday morning a proposed layout of the Farmer's Market on the Common showing the placement of vendor stations in relation to existing trees, walkways, and other physical features. All litter and debris left on the premises and adjacent areas must be picked-up and removed within ninety (90) minutes following the close of the Farmer's Market hours. All grass areas of the Common shall be raked clean after each event.

5.) Sustainable Winchester shall indemnify, defend and hold the Town of Winchester harmless from all suits and claims against the Town of Winchester for any errors, omission or neglect of the Sustainable Winchester in conducting the Farmer's Market. Sustainable Winchester shall be required to maintain at its own expense a current commercial general liability insurance policy in the amount of one million (\$1,000,000) dollars naming the Town of Winchester as an additional insured during the life of the Agreement. In addition, all vendors shall maintain \$1,000,000 of insurance covering the sale of produce and shall name both the Town of Winchester and Sustainable Winchester as additional insured. The Town also requires that each vendor sign and return the attached "Vendor's Farmer's Market Indemnity Agreement". Each vendor must submit a signed copy of this above-mentioned agreement in order to participate in the upcoming Farmer's Market. *This requirement may be satisfied by providing the Town of Winchester with a Certificate of Liability in the amount of \$1,000,000 of insurance covering liability and naming the Town of Winchester and Sustainable Winchester as additional insured.*

6.) Sustainable Winchester shall limit for sale at the Farmer's Market fruits and vegetables grown in regional farms and related agriculturally based products. However, non-Winchester based vendors are prohibited from selling products that are the primary source of sales of any retail merchant currently operating in Winchester.

7.) Based upon the non-profit nature of the Farmer's Market and the public benefits of such, the Town of Winchester shall not assess Sustainable Winchester any fees associated with the use of municipal property. Sustainable Winchester shall be required to fund any direct costs associated with operation of the Farmer's Market including, but not limited to, traffic details if required by the Chief of Police, trash collection and disposal, and public health or consumer oversight as necessary. Depending upon the condition of the Common following the year's operation, the Town may require Sustainable Winchester to fund re-seeding or other turf restoration activities. Following each year of operation, Sustainable Winchester shall provide a complete financial accounting of the operation of the Farmer's Market necessary to allow the Town to evaluate the current relationship.

8.) This agreement is an "at will" agreement and the Town of Winchester reserves the right to terminate it at any time for non-performance or for other public purposes that the Board of Selectmen determines within their sole discretion.

9.) The Town of Winchester will allow limited use of the adjacent Laraway Road parking area for loading and related needs of the Farmer's Market. Parking for Market vendors or volunteers shall take place off-site to the extent possible including use of the Jenks and Waterfield Municipal Parking Lots.

10.) The Town recognizes the community nature of the Farmer's Market and will allow performances and related events on the Common under the control of Sustainable Winchester. Any performances or events shall be submitted to the Town at least 48 hours in advance.

11.) Sustainable Winchester shall cooperate with existing businesses and business organizations in order to publicize and facilitate the availability, convenience and quality of the shops and commercial establishments in Winchester Center.

IN WITNESS THEREOF, Sustainable Winchester and the Town of Winchester have affixed their signatures on the date first written above.

APPROVED:

TOWN OF WINCHESTER

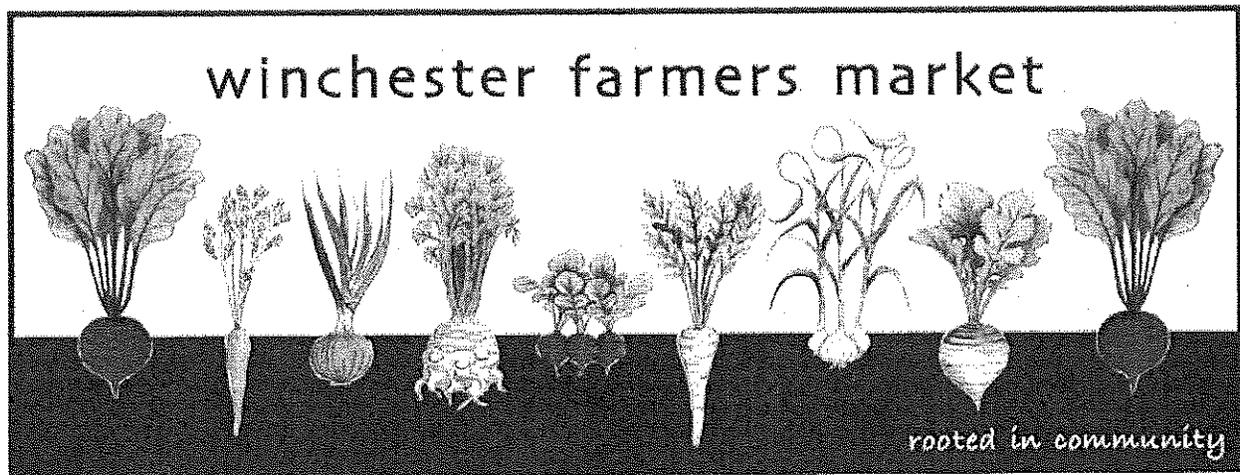
Richard C. Howard, Town Manager
On behalf of the Board of Selectmen

Date: _____

SUSTAINABLE WINCHESTER

Carolyn Starrett, President

Date: _____



Board of Selectmen
Town of Winchester
71 Mt. Vernon St.
Winchester, MA 01890

May 5, 2016

Dear Board of Selectmen

Sustainable Winchester is seeking approval from the Board of Selectman to have the 2016 version of the Winchester Farmers Market on the Town Common, every Saturday from June 11 to October 29, 2016.

Sincerely,

Fred Yen
Market manager
83 Church St #10

Cafarella, Jennifer

From: Nash, John
Sent: Monday, May 09, 2016 8:49 AM
To: Cafarella, Jennifer
Subject: RE: farmers market approval letter

The Winchester Fire Department has no objection to the permitting of the use of the Town Common for a farmer's market, providing the usual and customary restrictions.

Chief John Nash

Winchester Fire Department



32 Mount Vernon Street Winchester MA 01890
Phone (781) 729-5993 | Fax (781) 721-6722

From: Cafarella, Jennifer
Sent: Monday, May 09, 2016 8:45 AM
To: Gill, James <jgill@winchester.us>; Nash, John <jnash@winchester.us>; Nelson, Chris <cnelson@winchester.us>; Albertelli, Ken <KAlbertelli@winchester.us>
Subject: FW: farmers market approval letter

All,

Can I please have your comments on the attached request from the Sustainable Winchester?

Thanks –
Jenn

From: Fred Yen [<mailto:fredyen.55@gmail.com>]
Sent: Wednesday, May 04, 2016 8:37 PM
To: Cafarella, Jennifer
Subject: farmers market approval letter

Hi Jenn
Here's our letter to the Selectmen.
Thanks
Fred

Cafarella, Jennifer

From: Gill, James
Sent: Monday, May 09, 2016 9:07 AM
To: Cafarella, Jennifer; Nash, John; Nelson, Chris; Albertelli, Ken
Subject: RE: farmers market approval letter

Hi Jenn,

The Dpw has no objection to this request.

Thanks
Jay

From: Cafarella, Jennifer
Sent: Monday, May 09, 2016 8:45 AM
To: Gill, James <jgill@winchester.us>; Nash, John <jnash@winchester.us>; Nelson, Chris <cnelson@winchester.us>; Albertelli, Ken <KAlbertelli@winchester.us>
Subject: FW: farmers market approval letter

All,

Can I please have your comments on the attached request from the Sustainable Winchester?

Thanks –
Jenn

From: Fred Yen [<mailto:fredyen.55@gmail.com>]
Sent: Wednesday, May 04, 2016 8:37 PM
To: Cafarella, Jennifer
Subject: farmers market approval letter

Hi Jenn
Here's our letter to the Selectmen.
Thanks
Fred

Cafarella, Jennifer

From: Nelson, Chris
Sent: Monday, May 09, 2016 9:29 AM
To: Cafarella, Jennifer
Subject: RE: farmers market approval letter

No Issues

From: Cafarella, Jennifer
Sent: Monday, May 09, 2016 9:27 AM
To: Nelson, Chris
Subject: RE: farmers market approval letter

9:30am to 1:30pm

From: Nelson, Chris
Sent: Monday, May 09, 2016 9:22 AM
To: Cafarella, Jennifer; Gill, James; Nash, John; Albertelli, Ken
Subject: RE: farmers market approval letter

Hi Jenn,

What are the times on Saturday? Depending on the times the Recreation Department has no issues with the Farmer's Market request.

Thanks
Chris

From: Cafarella, Jennifer
Sent: Monday, May 09, 2016 8:45 AM
To: Gill, James; Nash, John; Nelson, Chris; Albertelli, Ken
Subject: FW: farmers market approval letter

All,

Can I please have your comments on the attached request from the Sustainable Winchester?

Thanks --
Jenn

From: Fred Yen [<mailto:fredyen.55@gmail.com>]
Sent: Wednesday, May 04, 2016 8:37 PM
To: Cafarella, Jennifer
Subject: farmers market approval letter

Hi Jenn
Here's our letter to the Selectmen.
Thanks

Cafarella, Jennifer

From: Albertelli, Ken
Sent: Monday, May 09, 2016 9:50 AM
To: Cafarella, Jennifer
Cc: Gill, James; Nash, John; Nelson, Chris
Subject: Re: farmers market approval letter

Hi Jenn,

The Police Dept. has no objection.

Thanks
Ken

Sent from my iPhone

On May 9, 2016, at 8:45 AM, Cafarella, Jennifer <jcafarella@winchester.us> wrote:

All,

Can I please have your comments on the attached request from the Sustainable Winchester?

Thanks --
Jenn

From: Fred Yen [<mailto:fredyen.55@gmail.com>]
Sent: Wednesday, May 04, 2016 8:37 PM
To: Cafarella, Jennifer
Subject: farmers market approval letter

Hi Jenn
Here's our letter to the Selectmen.
Thanks
Fred
<BOS approval letter2016.doc>

Docket Item:
H - 3:
May 16, 2016

16 MAY -9 AM 11:18

TOWN OF WINCHESTER
TOWN MANAGER
SELECTION

First Church of Christ, Scientist
114 Church Street
Winchester, MA 01890-3541
617-729-5856

May 8, 2011

To: Richard C. Howard, Town Manager
Town of Winchester, 71 Mt. Vernon St.

From: Richard L. Sampson, Church Grounds committee

On behalf of the members and friends of the Christian Science church at 114 Church St., it is my pleasure to enclose our check for \$1,000 as a donation payable to the Winchester Tree Fund.

This is to express our appreciation for the guidance and help the town gave us to solve the problem of the large dead Elm tree located near the sidewalk in front of the church.

Very sincerely,

Dick Sampson

Dick Sampson

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

6672

FIRST CHURCH OF CHRIST, SCIENTIST
114 CHURCH STREET
WINCHESTER, MA 01890-3541

BANK OF AMERICA
5-13/110

5/8/2016

PAY TO THE ORDER OF Town of Winchester

\$ **1,000.00

One Thousand and 00/100***** DOLLARS

PROTECTED AGAINST FRAUD

Town of Winchester

MEMO #017498

Terity L. Leibmann

006672 011000138 000003719146

Docket Item:

I - 1:

May 16, 2016



Town of Winchester

Richard C. Howard,
Town Manager

Board of Selectmen
71 Mt. Vernon Street
Winchester, MA 01890
Phone: 781-721-7133
Fax: 781-756-0505
townmanager@winchester.us

May 10, 2016

Dear Local Business Owner / Resident:

We are taking this opportunity to remind local business owners and residents of the traffic changes that will occur on Mt. Vernon Street beginning with the EnKa Fair the week of May 16, 2016.

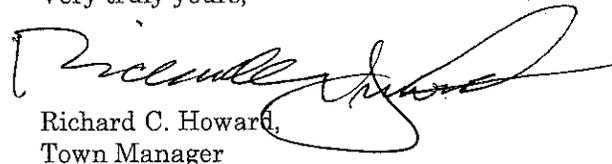
First, during the annual EnKa Fair May 20th and 21st, a portion of Mt. Vernon Street will be closed to vehicular traffic from approximately 7:00 PM on Thursday, May 19th to approximately 11:00 PM on Saturday, May 20th. The portion of the street that will be closed will begin at the bridge on Mt. Vernon Street and end at the intersection of Mt. Vernon / Skillings / Washington Streets. It is expected that vehicular traffic will be allowed to enter Mt. Vernon Street from the Quill Rotary and turn right onto Converse Place or left onto Winchester Place in accordance with the usual traffic flow. Certain parking spaces on Mt. Vernon Street will be discontinued during this period.

Secondly, later in the summer, the Town expects to begin a culvert project at the Mt. Vernon Street Bridge. The project is expected to take approximately nine months to complete. During this time, vehicular traffic on Mt. Vernon Street in and around the area of the bridge, will be limited to one-way travel. At this point, it is planned to have the traffic flow go in an easterly direction, in other words, from the Quill Rotary through to the intersection at Mt. Vernon / Skillings/ Washington Street. There will be some loss of parking spaces on Mt. Vernon Street during this time. We will give you a further update on this project's start date.

As time is now close to these events, we are providing this reminder notification in order that you may do some advance planning. Town staff will be taking steps in advance of these dates to inform the general public of these changes on the Town's website, Facebook page and Twitter account.

In the meantime, if you have any specific concerns, please do not hesitate to contact me at either my office telephone number or my email address.

Very truly yours,



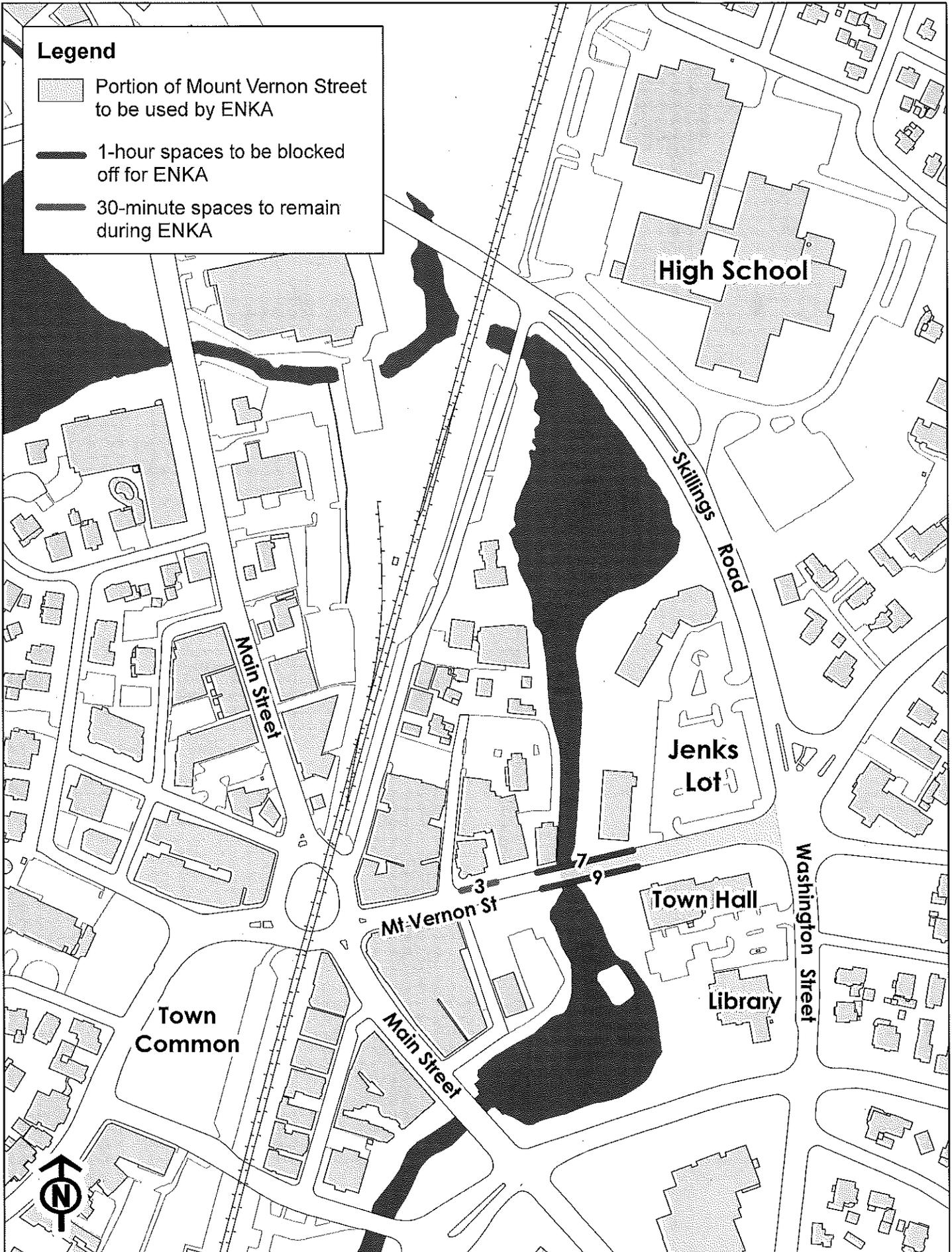
Richard C. Howard,
Town Manager

RCH:pcm

cc: K. Albertelli, Chief of Police
J. Nash, Fire Chief
B. Rudolph, Town Engineer
J. Gill, DPW Director

Legend

-  Portion of Mount Vernon Street to be used by ENKA
-  1-hour spaces to be blocked off for ENKA
-  30-minute spaces to remain during ENKA



High School

Jenks Lot

Town Hall

Library

Town Common

Mt. Vernon St

Main Street

Skilings Road

Washington Street



3 7 9

Pondview Florist
16 Mt. Vernon Street
Winchester, MA 01890

Waterfield – Sotheby
International Realty
48 Mt. Vernon Street
Winchester, MA 01890

Bean Group
1 Mt. Vernon Street
Winchester, MA 01890

Northmark Bank
26 Mt. Vernon Street
Winchester, MA 01890

Stirling-Brown Architects
1 Mt. Vernon Street
Winchester, MA 01890

Scotti Insurance
19 Mt. Vernon Street
Winchester, MA 01890

American Motor Club
P. O. Box 30
Winchester, MA 01890

Ristorante Lucia
10 – 13 Mt. Vernon Street
Winchester, MA 01890

Hartnett & Co.
48 Mt. Vernon Street – Suite 2
Winchester, MA 01890

Book Ends
559 Main Street
Winchester, MA 01890

Lee Gallery
9 Mt. Vernon Street
Winchester, MA 01890

Wedgemere Management
P. O. Box 30
Winchester, MA 01890

ReMax
2 Mt. Vernon Street
Winchester, MA 01890

Lincoln Architects
1 Mt. Vernon Street
Winchester, MA 01890

Pawprint Consulting
1 Mt. Vernon Street
Winchester, MA 01890

Christian Science Reading
Room
4 Mt. Vernon Street
Winchester, MA 01890

Shear Perfection Hair Salon
For Men
8 Mt. Vernon Street
Winchester, MA 01890

LaRocca Painting &
Remodelling
7 Mt. Vernon Street
Winchester, MA 01890

Padberg, Corrigan &
Applebaum
9 Mt. Vernon Street
Winchester, MA 01890

Winchester Ballet
Conservatory
9 Mt. Vernon Street
Winchester, MA 01890

Boston Back Rehab Center
48 Mt. Vernon Street
Winchester, MA 01890

Revel
6 Mt. Vernon Street
Winchester, MA 01890

American Motor Club
19 Mt. Vernon St.
Winchester, MA 01890

Wadjet Gallery
6 Mt. Vernon Street
Winchester, MA 01890

Wedgemere Management Co.
19 Mt. Vernon Street
Winchester, MA 01890

China Sky
27 Converse Place
Winchester, MA 01890

An Elegant Affair
2 Mt. Vernon Street
Winchester, MA 01890

**NOTICE OF
PARKING LOT CLOSING**

**Please be aware that the
Town Hall / Jenks parking lot
will be closed from
Sunday, May 15th at 1 pm
through
Sunday, May 22nd at 9 am
due to the annual
En Ka Street Fair**

**THANK YOU FOR YOUR
COOPERATION**

Dear Sir or Madam



As you can see from the announcement on the other side, it is time once again for the Fair. The En Ka Street Fair has been a tradition in Winchester since 1934 when the first street fair was held behind Town Hall. It has grown from a single ride and a few games into a much anticipated occasion. Generations of families in Winchester and surrounding communities have attended and continue to support this Winchester tradition, eagerly awaiting the food tents and vendors, rides, games, activities and book sale.

While we acknowledge that the parking lot and street closings can be disruptive, we hope that you agree it is worth it in the end. The Fair is the primary source of the En Ka Society's fundraising dollars.

Approximately 90% of our revenue comes from the Fair each year. We have helped fund everything from Winchester's Meals on Wheels to the Big Belly trash cans in town; high school band uniforms to increased accessibility ramps at the Sanborn House; from programs at the Brio Theatre to concerts on the Common. Between 2005 and 2015, En Ka has given over \$800,000 back to the community.

Our success would not be possible without your help, cooperation and patience.

Thanks for all you do and hope to see you at the Fair – May 20th & 21st!

Fair@EnKaSociety.org

www.enkasociety.org

Docket Item:

I - 3:

May 16, 2016

The Vegetation Management Plan Keolis Commuter Services and Fore River Transportation have agreed to use has been approved by the Department of Agricultural Resources on 26 April 2016. It has been prepared in accordance with the Department of Agricultural Resources' Rights-of-Way Management Regulations 333 CMR 11.00. It describes a variety of operational practices which include physical, chemical, and natural methods used to manage, control, and eradicate vegetation on each railroads right-of-way. The Vegetation Management Plan can be found at:

FDCErrailroadvegetation.com

The Vegetation Management Plan is a companion document to the Yearly Operational Plan, also available at the above website, and describes the methods of and rationale for railroad vegetation control. It remains in effect for the five-year period of 2016-2020.

A hard copy is available upon request, please email Kyle@FDCEngineers.com.

16 MAY 10 PM 3:42

16 MAY 10 PM 3:42

TOWN OF CHESTER
TOWN MANAGER
SELECTMEN





Docket Item:

I-4:

May 16, 2016

**MWRA School Education Program
2 Griffin Way
Chelsea, MA 02150**

May 4, 2016

Dear Chairperson Grenzeback,

The Massachusetts Water Resources Authority (MWRA) recently held their Annual School Contest. For the poster contest, students were asked to create posters showing uses of tap water for something other than drinking. For the writing and video contests, students were asked to spread the word about Bay State Fertilizer.

An Awards Ceremony to honor the winning students and their teachers is scheduled for Friday, May 27, 2016 in the Reception/Training Building at the Deer Island Treatment Plant. We would be honored if you would join us. Attached is a list of this year's winners.

An informal reception begins at 9:00 a.m. and the presentation of awards will begin at 10:30 a.m. Everything should conclude before 12:00 p.m. During the reception, where all the winning posters, writing entries, and videos will be on display, we will take group photographs by town of the winners with their teachers. We'd love it if you could also be in the photos. Press releases with the group photo will be sent to the local newspapers. We will post photos of the Awards Ceremony on www.flickr.com/photos/masswater/ soon after the event.

The Deer Island Treatment Plant is located at 190 Tafts Avenue, Winthrop, MA 02152. Deer Island security requires you check in with security personnel who will direct you where to park. Please check in at the Registration Desk in the R/T Building and a staff member will introduce you to winners from your community.

Please RSVP to meg.tabacsko@mwra.com no later than May 16, 2016. Feel free to send a staff member in your place or bring a staff member with you. We do not limit the number of guests, but all names **MUST** appear on the visitor list in order to be admitted to Deer Island. If you prefer telephone over email, please contact Vicki Mucci, MWRA School Program Administrative Coordinator, at 617-305-5670. We look forward to seeing you at the ceremony.

Sincerely,

Meg Tabacsko

Meg Tabacsko, Manager
MWRA School Education Program



MWRA 2016 Poster Contest Winners

Posters – Grade K-2

Sofia D'Ambrosio, Gr. 2 – 1st Place, Veterans Memorial School, Saugus
Emma Noe, Gr. 2 – 2nd Place, J.R. Lowell School, Watertown
Samantha Salvador, Gr. 2 – 3rd Place, J.R. Lowell School, Watertown
Julia Campos, Gr. 1 – H.M., George Keverian School, Everett
Giada Gergerian, Gr. 2 – H.M., William P. Gorman/Ft. Banks School, Winthrop
Hannah McKenna, Gr. 2 – H.M., Warren-Prescott School, Charlestown
Cindy Huynh, Gr. K – H.M., M.L. Donovan Elementary School, Randolph

Posters – Grade 3-5

Dante Martiniello, Gr. 5 – 1st Place, Captain Samuel Brown School, Peabody
Gabriella Guadagno Kaluski, Gr. 3 - 2nd Place, Warren-Prescott School, Charlestown
Maya Jaugust, Gr. 5 – 3rd Place, Dr. Albert F. Argenziano School @ Lincoln Park, Somerville
Natalia Hall-Rosa, Gr. 4 – H.M., Lyons Elementary School, Randolph
Logan Jeune, Gr. 5 – H.M., St. Mary's of the Hills School, Milton (resides at 344 Cedar St., Dedham)
Jazzmin Portillo, Gr. 3 – H.M., The Webster School, Everett
Julianne Faye Gabriel, Gr. 5 – H.M., Captain Samuel Brown School, Peabody

Posters – Grade 6-8

Joy Gong, Gr. 7 – 1st Place, Jonas Clarke Middle School, Lexington
Tinotenda Duche, Gr. 8 – 2nd Place, Lafayette School, Everett
Anna F. Honohan, Gr. 7 – 3rd Place, Jonas Clarke Middle School, Lexington
Aliyaah Jose, Gr. 8 – H.M., Lafayette School, Everett
Jasmine Sun, Gr. 6 – H.M., McCall Middle School, Winchester
Milana Bellantuono, Gr. 6 – H.M., McCall Middle School, Winchester
Sarah Pottle, Gr. 7 – H.M. – Marshall Simonds Middle School, Burlington

MWRA 2016 Writing Contest Winners

Writing Grade 3-5

Kaeleen Elle Chen, Gr. 5 – 1st Place, Belmont Day School, Belmont
Michael Rivers, Gr. 5 – 2nd Place, Galvin Middle School, Wakefield
Jonah Siegel, Gr. 3 – 3rd Place, Brooks Elementary School, Medford
Hazel Catherine Collier, Gr. 5 – H.M., Warren-Prescott School, Charlestown
Paige MacGibbon, Gr. 5 – H.M., Galvin Middle School, Wakefield
Slade Harding, Gr. 3 – H.M., Linden S.T.E.A.M. Academy, Malden
Kaelen Beardsley, Gr. 3 - H.M., Linden S.T.E.A.M. Academy, Malden

Writing Grade 6-8

Luke Macannuco, Gr. 6 – 1st Place, McCall Middle School, Winchester
Niranthari Vithiananthan, Gr. 6 – 2nd Place, McCall Middle School, Winchester
Michael Whitney, Gr. 6 – 3rd Place, Oak Hill Middle School, Newton Centre
Kate Butts, Gr. 6 - H.M., Oak Hill Middle School, Newton Centre
Qixuan Eric Chen, Gr. 6 – H.M., McCall Middle School, Winchester
Varun Swaminathan, Gr. 6 – H.M., McCall Middle School, Winchester
Demi Kroumpouzou, Gr. 6 – H.M., St. Mary of the Hills School, Milton

2016 Video Contest Winners

Video Grade 9-12

LaQueen Arias – 1st Place, Quincy High School, Quincy
Jhonata Sousa – 1st Place, Quincy High School, Quincy
Keren Garcia – 1st Place, Quincy High School, Quincy
Cassie Harbour – 2nd Place, Bedford High School, Bedford
Gwen Orav - 2nd Place, Bedford High School, Bedford
Ryan Rhodes – 2nd Place, Bedford High School, Bedford
Alison Young – 2nd Place, Bedford High School, Bedford
Stephen Anderson – 3rd Place, West Roxbury Academy, Boston
Jordan Breveleri – 3rd Place, West Roxbury Academy, Boston
Crystal Garcia – 3rd Place, West Roxbury Academy, Boston

Check out the School Program page at www.mwra.com to view all the winning posters, writing entries and videos.



Town of Winchester

Lance R. Grenzeback, Chairman
E. James Whitehead, Vice Chairman
Stephen L. Powers
Michael Bettencourt
David P. Errico

Docket Item:
I - 5:
May 16, 2016

PUBLIC HEARING NOTICE

To: Abutters

In conformity with the requirements of Section 22 of Chapter 166 of the General Laws (Ter. Ed.) you are hereby notified that a public hearing will be held in the Board of Selectmen Meeting Room on the 2nd Floor of the Town Hall in in the Town of Winchester, Massachusetts on the **23rd day of May, 2016 at 8:00 p.m.** upon the petition of NSTAR Electric d/b/a Eversource Energy for permission to construct, and a location for, a line of conduits and manholes, with the necessary wires and cables therein, for the transmission of electricity, under the following public ways of said Town:

**Park Street – At and southeasterly from pole 116 / 2 45 feet east of
Elmwood Avenue, a distance of about 8 feet - conduit
W.O. #2097502**

This work is necessary to provide electrical service to 18 - 20 Park Street, Winchester.

The public is invited to attend.

May 12, 2016