



TOWN OF WINCHESTER BOARD OF SELECTMEN'S MEETING  
BOARD OF SELECTMEN MEETING ROOM

A. OPENING.....6:30PM

1. EXECUTIVE SESSION (Closed To Public).....6:35PM

1. Litigation – Eversource Intervener Status — Siting Board Filing Update  
MGL Ch. 30A §21(a)3 – Open Meeting discussion may have a detrimental effect on the litigating position of the Board of Selectmen as declared by the Chairman.

2. Litigation in Progress – Winchester Endodontics vs. Griffin Museum Trustees and Town of Winchester - MGL Ch. 30A §21(a)3 - Open Meeting discussion may have a detrimental effect on the litigating position of the Board of Selectmen as declared by the Chairman.

2. 7:30 PM Notification Of Other Meetings And Hearings (Open To Public).....7:30PM

1. Friday, September 16, 2016 - working session
2. Monday, September 26, 2016 - regular session

3. Chairman's Comments

4. Selectmen's Comments And Non-Docket Business

B. TOWN MANAGER'S REPORTS AND COMMENTS

1. Lead neck pipe replacement update

2. Skillings Road west bound traffic – WHS

3. Flood Mitigation Project Update

Documents:

[TM REPORT.PDF](#)

C. MATTERS FROM THE AUDIENCE

D. COMPTROLLERS REPORT

1. FY2016 Comptroller Report And FY2017 Comptroller Report Through August 31, 2016

Documents:

COMPTRROLLER REPORT.PDF

E. LICENSES

F. HEARINGS

1. Common Victualler License - Nourish Your Soul

Documents:

[COMMON VIC.PDF](#)

2. Grant Of Location - NStar D/B/A Eversource, Fletcher Street - 8:00PM

NStar d/b/a Eversource Energy – Grant of Location

Church Street – Southwesterly from pole 23 / 31 approximately 70 feet

northeast of Fletcher Street a distance of about 9 feet conduit

Documents:

[GRANT OF LOCATION.PDF](#)

3. Adoption Of The Town Of Winchester Municipal Aggregation Plan - 8:10PM  
Public Comment Period

Documents:

[MUNICIPAL AGREEMENT.PDF](#)

G. BUSINESS

1. Committee On Names - Connie Papas Demakes

2. Capital Planning Committee Update

Documents:

[CAPITAL PLANNING.PDF](#)

3. Skillings Culvert/Mt. Vernon Street Bridge Update

4. Swanton/Main & Johnson/Ridge Intersection Update

Documents:

[G4 \(2\).PDF](#)

5. Health Insurance Plan Survey Update

6. VOTE To Use Selectmen Housing Fund Monies To Conduct A Home Inspection For The

Willows Unit Via FTHB Program

Documents:

[G6 HOUSING FUND.PDF](#)

7. VOTE To Appoint Special Municipal Counsel: Mary Freaney To Assist Historical Commission

H. CONSENT AGENDA

1. Approval for Girl Scouts to Use Borggaard Beach for welcome / opening event;
2. Approval for First congregational Church to have a Blessing of Animals worship service on the Town Common on Sunday, October 16<sup>th</sup>;

One Day Alcoholic Beverage License(s)

3. Archie McIntyre for Wright Locke Farm Conservancy – September 18, 22, 23 and 24, 2016 – 1827 Barn; (four total license requests)

Documents:

[912 CONSENT.PDF](#)

I. COMMUNICATION AND WORKING GROUP REPORTS

1. Housing Partnership Board – Meeting Minutes – May 31st, May 18th, April 20, 2016
2. Commonwealth of Massachusetts – Dept. of Telecommunications and Cable – Notice of Public Hearing and Request for comments
3. National Grid – Grant of Location Requests: Wendell Street; St. Thomas Moore Drive
4. Planning Board Agenda for Tuesday, September 13, 2016

Documents:

[912 COMMUNICATION.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

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Board of Selectmen Meeting  
Monday, September 12, 2016

## TOWN MANAGER REPORT AND COMMENTS

- Docket Item **B-1:** Lead Neck Pipe Replacement Update
- Docket Item **B-2:** Skillings Road west bound traffic – WHS
- Docket Item **B-3:** Flood Mitigation Project Update

### Supporting Documents:

- B - 1:** Draft article / motion
- B - 2:** Email from Jim Dowd
- B - 3:** Email from Meg White, Project Engineer; Letter to Downtown businesses / residents

### Action Required:

- B - 1:**
- B - 2:**

Community Lead Service Line Replacement Program (MWRA)

DRAFT

Article

To see if the Town will vote to appropriate a sum of money for a community lead service water line replacement program to reduce the potential for elevated lead levels at customer taps and to maintain high water quality conditions, including the replacement of lead neck connections, and the replacement or rehabilitation of public and privately-owned water service lines containing lead, including all design, engineering and other costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing from the Massachusetts Resources Authority or otherwise; and to take any other action relative thereto.

Motion

That \$600,000 is appropriated for a community lead service water line replacement program to reduce the potential for elevated lead levels at customer taps and to maintain high water quality conditions, including the replacement of lead neck connections, and the replacement or rehabilitation of public and privately-owned water service lines containing lead, including all design, engineering and other costs incidental or related thereto; and that the Treasurer with the approval of the Board of Selectmen is authorized to borrow all or a portion of such amount from the Massachusetts Water Resources Authority ("MWRA") and in connection therewith to enter into a loan agreement and financial assistance agreement with the Authority and to accept any grants for the project from the MWRA, provided that the amount of the authorized borrowing shall be reduced by the amount of any such grants received from the MWRA; that the Town Manager is authorized to have oversight of said project; and that in accordance with Section 4-2 of the Winchester Home Rule Charter, the Town Manager shall have the authority to enter into contracts and approve payments with respect to said project."

**Mawn, Patti**

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**From:** Dowd, Jim <Jim.Dowd@skanska.com>  
**Sent:** Thursday, September 08, 2016 3:09 PM  
**To:** Howard, Richard  
**Cc:** Robert Deering; Gill, James; Rudolph, Beth; White, Margaret; Mawn, Patti; tgroux@winchesterpd.org; Burrows, Jim  
**Subject:** Skillings Traffic Pattern Revisions - Update

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Richard

Following up on our meeting on Skillings Rd. today, I am working with SMMA to get an updated drawing of the EFPBC selected alternate for revisions to the Skillings Rd West bound traffic markings. SMMA is working to get the drawing by end of day today, but I was just informed it may issue tomorrow. Just wanted to make sure the topic is on the agenda for Monday night. I will also forward the alternate options/designs that were not selected last evening.

Thanks  
Jim

**Jim Dowd**  
Senior Program Manager

Skanska USA  
[usa.skanska.com](http://usa.skanska.com)  
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2<sup>nd</sup> Floor  
Boston, MA 02210, United States

Mobile 617 593 5352

Think twice before you press "print."

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**Howard, Richard**

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**From:** White, Margaret  
**Sent:** Wednesday, September 07, 2016 1:31 PM  
**To:** Twogood, Mark; Howard, Richard  
**Subject:** FW: Bid Protest Decision: Kenefick v Winchester  
**Attachments:** 2016\_09\_07\_Winchester\_Kenefick.pdf



**Margaret T. White**  
Project Engineer

Office of the Town Engineer

71 Mount Vernon Street Winchester, MA 01890

Phone (781) 721-7165 | [mwhite@winchester.us](mailto:mwhite@winchester.us)

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**From:** Bergman, Bruce (AGO) [<mailto:Bruce.Bergman@MassMail.State.MA.US>]  
**Sent:** Wednesday, September 07, 2016 1:25 PM  
**To:** White, Margaret <[mwhite@winchester.us](mailto:mwhite@winchester.us)>; [wwelch@welchdonohoe.com](mailto:wwelch@welchdonohoe.com); [kenefick.corp@gmail.com](mailto:kenefick.corp@gmail.com)  
**Cc:** Anderson, Deborah (AGO) <[deborah.anderson@state.ma.us](mailto:deborah.anderson@state.ma.us)>  
**Subject:** Bid Protest Decision: Kenefick v Winchester



THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL

ONE ASHBURTON PLACE  
BOSTON, MASSACHUSETTS 02108

MAURA HEALEY  
ATTORNEY GENERAL

TEL: (617) 727-2200  
www.mass.gov/ago

September 7, 2016

<b>In re:</b>  Town of Winchester: Scalley Dam Spillway Modifications  <b>Protestor:</b> Kenefick Corp.	) ) ) ) ) ) ) ) ) )	<b>ATTORNEY GENERAL</b>  <b>FAIR LABOR DIVISION</b>  <b>BID PROTEST DECISION</b>
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**INVESTIGATION SUMMARY**

Pursuant to M.G.L. c. 149, § 44H, the undersigned conducted an investigation of the captioned matter to determine if a violation of the bidding requirements for public construction had occurred. The Protestor, Kenefick Corp. ("Kenefick") argues that the Town of Winchester ("Town") violated the public bidding laws by rejecting its low bid for its Scalley Dam Spillway Modifications project ("project"). Kenefick also argues that the experience requirements for the project were too restrictive of competition. The Town maintains that Kenefick did not meet the experience requirements, and therefore, its bid was rejected. The Town also argues that other bidders besides the awardee, T Ford Company, Inc. ("Ford"), met the experience requirements of the project, thus demonstrating that the specifications were not overly restrictive of competition.

As part of the investigation, a Hearing was held on September 1, 2016. The Town and Kenefick participated in the hearing. For the reasons that follow, I find that Kenefick did not



meet the minimum qualifications for the project, and that the specifications were not overly restrictive of competition. The Protest is therefore Denied

### STATEMENT OF THE FACTS

The bids for the project were opened in August 2016. The two lowest bidders were Kenefick at \$441,000 and Ford at \$447,100. There were six other bidders, including Sumco Construction ("Sumco") and New England Infrastructure ("New England").

There were minimum experience requirements for bidders, which included projects within the last five years that included:

1. at least five projects where the bidder or subcontractor successfully used cofferdams and diverted surface water to perform earthwork within a river or other surface water body;
2. at least five projects where the bidder or subcontractor successfully implemented a water management system to reduce the hydrostatic pressure and lower the groundwater to perform earthwork in dry conditions;
3. at least three projects where the bidder or subcontractor completed cast in place concrete work associated with the outlet structure of a dam and included the installation of prefabricated slide gates; and
4. at least five projects where the bidder or subcontractor completed earthwork as part of the repair or reconstruction of an earthen dam embankment.

The specifications required the bidder to include the name of the Superintendent who would be used in the project, and his/her experience. The bidder was also required to include a list of all projects worked on in the past three years; a Proposal Form and a list of the total

number of supervisors and workers to be assigned to the project. The Town reserved the right to receive additional information from the bidders after the opening of the bids.

Kenefick failed to demonstrate to the Town that it met the Town's experience requirements; failed to provide the name and resume of the proposed Superintendent; failed to provide a list of projects completed in the last three years; failed to provide a list of the total number of supervisors and workers to be assigned to the project; and failed to include a Proposal Form. When the Town sought additional information from Kenefick post-bid, Kenefick admitted that it did not meet qualifications 3 and 4, *supra*. Kenefick argued that its work on the Swansea Dam Repairs project had an identical scope of work as the Scalley project. The Town's design engineer contacted the design engineer for the Swansea project who confirmed that the two projects were not identical.

Kenefick argues that the Town's experience requirements were too restrictive of competition, and only Ford could meet them. Kenefick submitted evidence of some other projects that did not include equivalent requirements. The Town rebutted this argument by stating that Sumco and New England could meet the requirements.

### ANALYSIS

There are two issues in this case. The first issue is whether Kenefick met the project's experience requirement. Kenefick admitted that it did not meet qualifications 3 and 4, *supra*. These experience requirements cannot be waived by the Town. Even though experience requirements are not statutorily-mandated but rather are requirements imposed by the bidding specifications, the principles of "equal footing" and "fair and open competition" would prohibit noncompliance with such experience specifications.

Although this Office has often upheld the discretion of awarding authorities to waive their own imposed non-statutory bidding requirements, such a waiver cannot fairly include abandoning significant experience qualifications which influence which bidders choose to submit a bid and the bidders' assessment of the costs and conditions of performing the contract. It is assumed that prospective bidders review such qualification requirements and make appropriate determinations as to whether they are eligible to submit a bid. Waiving the public bidding experience requirement after the fact would raise issues of fairness to the pool of potential bidders, some of whom may have opted not to bid on account of their own experience deficiencies. Nor is it fair to those bidders who submitted bids in compliance with the experience requirements of the bid solicitation.

The second issue is whether the Town's experience requirements were overly restrictive of competition. In order to prove that the Town's specifications were overly restrictive, Kenefick would have to prove that only one bidder could meet them. See *Pavement Maintenance Systems v. Lynn*, Attorney General Bid Protest Decision (September 29, 2011) (the evidence proved that only one bidder could meet the specifications.) Kenefick has not met this heavy burden. The burden of proof is on the protestor. See *Cardarelli Construction Co., Inc. v. Groton-Dunstable Regional School District*, 4 Mass.App.Ct. 823 (1976). The Town argued that Sumco and New England could meet the experience requirements.

The fact that other awarding authorities have imposed less stringent requirements for similar projects does not change the outcome of this Protest. See *Builders Realty Corp. of Mass. v. Newton*, 348 Mass. 64 (1964) (awarding authorities have the right to impose their own quality requirements beyond those found in the bidding statutes.)

For the foregoing reasons, the Protest is Denied.

Respectfully submitted,

*Deborah A. Anderson*

Deborah A. Anderson 616  
Assistant Attorney General.

cc: Barry McCabe (Kenefick)  
Meg White (Town)



# Town of Winchester

Richard C. Howard,  
Town Manager

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

September 7, 2016

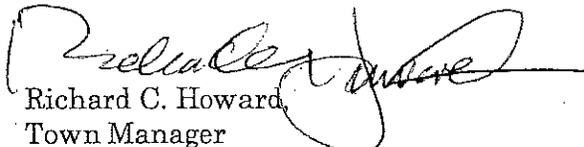
Dear Local Business Owner / Resident:

We have written in the past about the fact that the Mt. Vernon Street Bridge flood mitigation project would result in traffic and parking disruption for a portion of Mt. Vernon Street near the Bridge. This project is scheduled to begin on September 19<sup>th</sup> when the contractor will begin to mobilize in and around the Bridge.

We will have an informational meeting for any interested parties on **Thursday, September 15, 2016, at 5:00 PM** in the Board of Selectmen meeting chamber, second floor, Town Hall. The information about the project will also be posted on the Town's website at [www.winchester.us](http://www.winchester.us) on the front page.

If you have any questions, please do not hesitate to contact me at 781-721-7133. I look forward to seeing you on the 15<sup>th</sup>.

Very truly yours,

  
Richard C. Howard,  
Town Manager

RCH:pcm

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



# 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

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Board of Selectmen Meeting  
Monday, September 12, 2016

## COMPTROLLER'S REPORT

Docket Item D : Fiscal Year 2016 Comptroller Report as of June 30, 2016  
FY2017 Year-to-Date Report (at table on Monday evening)

### Supporting Documents:

D : Memo from Comptroller Stacie A. Ward  
Fiscal Year 2016 – Financial Update

### Action Required:

D - : Comptroller Ward will be in attendance to make report.



# Town of Winchester

Docket Item:  
D - 1:  
September 12, 2016

Fax: 781 721-7156  
sward@winchester.us

**TO:** Board of Selectmen  
**FROM:** Stacie Ward, Comptroller  
**RE:** Fiscal Year 2016 Comptroller Report  
As of June 30, 2016  
**DATE:** September 12, 2016

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In relation to the Comptroller's Report circulated as part of the Board Package, I wish to highlight the following:

### *Operating Reserves*

Operating Reserves (Undesignated G/F Fund Balance + General Stabilization Fund Balance) as a percentage of Total Revenue and Transfers In is 11.21%. This exceeds the Operating Reserve policy target of 10% (minimum of 6%).

### *General Fund Revenue*

The following contributed to the revenue surplus of \$6,174,905:

- Motor Vehicle Excise revenue, with a surplus of \$280k.
- Fees, with a surplus of \$181k (primarily due to an increase in Ambulance fees).
- License & Permit revenue, with a surplus of \$502k (primarily due to an increase in Building Permit revenue).
- Medicaid Reimbursements, with a surplus of \$173k.
- Miscellaneous Non-Recurring, with a surplus of \$4.4m (non-budgeted). This revenue consists primarily of premiums on debt issued, net of issuance costs, and is reserved for future debt service on excluded debt. Town Meeting voted to use \$4.1m of the net premium to reduce future debt issued in relation to the High School Project. A portion of the remaining debt premium is reserved for future debt service in relation to other excluded projects.

### *General Fund Expenditures*

The following contributed to the expenditure turnbacks of \$1,391,220:

- Reserve Fund turned back \$338k. We were able to take advantage of funding budget shortfalls/needs at the Spring Town meeting this year.
- General Government turned back \$217k (combination of various salaries and expenditures).
- Public Safety turned back \$216k (primarily Police Patrol and Investigation salaries and Firefighting salaries)
- Worker's Compensation turned back \$183k. The Town may wish to reserve this for future Worker's Compensation/111f liabilities.
- Public Works turned back \$169k (combination of various salaries and expenditures)

Other item to note:

- The state charged the Town for charter school tuitions above and beyond what was reported in the Cherry Sheet as an estimated charge. This is an allowable deficit and was partially funded with state receipts that were also not included in the Cherry Sheet as an estimated revenue.

### *Free Cash*

Free Cash usage had been declining since 2012, however, in FY16 we used approximately \$65k more than in FY15 to fund various one-time projects/issues and to fund the subsequent years' budget (FY17). We did not need as much to fund FY16 departmental budgetary shortfalls (approx. \$300k) as we did in FY15 (approx. \$500k) nor did we need as much for one-time issues/projects that came up.

The primary increase in the use of Free Cash relates to funding the subsequent years' budget. Even though we are using \$388k more than the prior year, we are using Free Cash for non-operational and more policy driven and/or one-time purposes (i.e. retiring debt and capital).

FY16's Free Cash will be certified by the Department of Revenue's Division of Local Services (DOR) in the next couple of weeks. They are scheduled to meet with the Town on September 14<sup>th</sup> to start their review.

### *Reserve Fund*

In FY16, the Finance Committee approved Reserve Fund transfers/uses of \$62,178, leaving a balance of \$337,822. This balance is 84% of the budget and is significantly higher than what remained in past years.

The following are the top 3 uses (over 85%) of the Reserve Fund in FY16:

- Town Manager Expenses (Eversource Project Consulting) - \$25,000
- Recreation Salaries - \$20,800
- Legal Expenses - \$8,300

### *Water/Sewer Enterprise Fund*

The Water and Sewer Enterprise finished FY16 with a revenue surplus of \$716k and expenditure turnbacks of \$104k. As you will see I changed the presentation to better reflect how Town Meeting votes the budgets (Personal Services and Expenses) and to give more revenue detail.

The water and sewer rate increase that was approved by the Fall Town Meeting (effective March 1, 2016) contributed to the increase in revenues from the prior year and the revenue surplus. A future rate increases will be considered in FY17 per the rate study that was performed in the last year.

Also note that there was a Connection Fee Fund created many years ago to account for the connection fees associated with new construction. These fees should be incorporated in the enterprise fund operations (per the DOR/MGL), hence the beginning fund balance (\$105k) was transferred to the enterprise fund and the FY16 activity (\$75k) was captured in the enterprise fund in FY16.

Retained earnings of the fund will be certified by the DOR in the next couple of weeks. They are scheduled to meet with the Town on September 14<sup>th</sup> to start their review.

### *Recreation Enterprise Fund*

The Recreation Enterprise finished FY16 with a revenue surplus of \$99k and expenditure turnbacks of \$44k. The retained earnings of the fund continue to grow which will help the fund support program changes and other future budgetary needs.

During the fiscal year, the Recreation Enterprise Fund continued to adjust for a shift in services from outsourcing to using in-house staff. With this shift, they required an appropriation transfer from expenses to salaries (approved by the BOS and FinCom \$16,700 – the 3% limit) and because they were limited in how much they could transfer from their expenditure budget, they also needed a Reserve Fund Transfer (\$20,800). There was discussion at the FinCom meeting to propose transferring the \$20,800 back to the General Fund in FY17.

Retained earnings of the fund will be certified by the DOR in the next couple of weeks. They are scheduled to meet with the Town on September 14<sup>th</sup> to start their review.

# Town of Winchester



## Financial Update Office of the Comptroller

Stacie A. Ward, CPA, Town Comptroller

Fiscal Year 2016

*As of June 30, 2016*

**TOWN OF WINCHESTER, MA  
FINANCIAL UPDATE  
OFFICE OF THE COMPTROLLER  
FISCAL YEAR 2016 - AS OF JUNE 30, 2016**

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**TOWN OF WINCHESTER, MA  
OPERATING RESERVES  
FISCAL YEAR 2016**

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Undesignated Fund Balance*	7,526,772.00
Total General Stabilization Balance	4,251,856.67
Total Operating Reserves	<u>11,778,628.67</u>
Total General Fund Revenues & Transfers In	<u>105,045,372.71</u>
Operating Reserves as a % of Revenues & Transfers In	<u>11.21%</u>

\* Pursuant to the Operating Reserves Policy, "Operating Reserves" is the sum of Undesignated General Fund Balance and the General Stabilization Fund Balance. Undesignated Fund Balance is not the same as Free Cash which is in the process of being calculated and certified by the Department of Revenue.

TOWN OF WINCHESTER, MA  
 GENERAL FUND - FINANCIAL SUMMARY  
 FISCAL YEAR 2016

	<u>Actuals</u>	<u>% of Budget (Received/Spent)</u>
<i><u>General Fund Revenues &amp; Transfers In:</u></i>		
Total Revenue and Transfers In	105,045,372.71	106.25%
Total increase year to year comparison	6,865,665.83	
Percentage increase year to year comparison	6.99%	
Revenue Surplus <i>(of this \$4m is reserved for High School debt service)</i>	6,174,905.22	
<i>Highlights:</i>		
Real Estate and Personal Property Revenue	76,612,935.76	100.40%
State Aid	9,798,433.04	100.07%
Local Receipts <i>(includes \$4m premium reserved)</i>	13,791,443.13	174.00%
<i><u>General Fund Expenditures &amp; Transfers Out:</u></i>		
Total Expenditures, Transfers Out & Encumbrances	99,264,949.88	98.62%
Total increase year to year comparison	1,382,802.63	
Percentage increase year to year comparison	1.41%	
Turnbacks	1,391,220.40	
<i>Highlights:</i>		
<i>Expenditures &amp; encumbrances:</i>		
Education	43,458,046.67	99.98%
Personnel Benefits	14,504,459.33	97.79%
Public Safety	8,731,898.80	97.58%
<i>Turnbacks &gt;\$100k:</i>		
Reserve Fund	337,822.49	
Personnel Benefits	325,632.79	
General Government	217,482.93	
Public Safety	216,468.23	
Department of Public Works	168,986.76	

**TOWN OF WINCHESTER, MA  
GENERAL FUND REVENUE - COMPARATIVE REPORT  
FISCAL YEAR 2016 AND FISCAL YEAR 2015**

	FISCAL YEAR 2016				FISCAL YEAR 2015			
	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received
<b>TAXATION</b>								
Real Estate Taxes	76,173,086.48	75,702,053.50	(471,032.98)		73,724,400.00	73,423,396.42	(301,003.58)	
Personal Property Taxes	613,013.84	611,972.64	(1,041.20)		623,923.00	623,276.51	(646.49)	
Tax Title Liens/Deferred Taxes	-	298,909.62	298,909.62		-	118,084.61	118,084.61	
Allowance for Abatements (budgetary only)	(475,906.61)	-	475,906.61		(473,322.00)	-	473,322.00	
<b>Total Taxation</b>	<b>76,310,193.71</b>	<b>76,612,935.76</b>	<b>302,742.05</b>	<b>100.40%</b>	<b>73,875,001.00</b>	<b>74,164,757.54</b>	<b>289,756.54</b>	<b>100.39%</b>
<b>STATE AID</b>								
Cherry Sheet Revenue	9,119,806.00	9,126,351.04	6,545.04		8,975,373.00	9,014,809.00	39,436.00	
School Construction	672,082.00	672,082.00	-		672,082.00	672,082.00	-	
<b>Total State Aid</b>	<b>9,791,888.00</b>	<b>9,798,433.04</b>	<b>6,545.04</b>	<b>100.07%</b>	<b>9,647,455.00</b>	<b>9,686,891.00</b>	<b>39,436.00</b>	<b>100.41%</b>
<b>LOCAL RECEIPTS</b>								
Motor Vehicle & Boat Excise	3,400,000.00	3,680,108.59	280,108.59		3,090,000.00	3,477,143.90	387,143.90	
Other Excise - Meals Tax	148,000.00	168,223.79	20,223.79		148,000.00	154,717.41	6,717.41	
Penalties & Interest	240,000.00	273,213.90	33,213.90		240,000.00	275,044.26	35,044.26	
Payments in Lieu of Taxes	69,000.00	89,647.09	20,647.09		98,000.00	69,133.58	(28,866.42)	
Trash Disposal Service	1,300,000.00	1,376,301.37	76,301.37		1,385,000.00	1,330,973.01	(54,026.99)	
Fees	900,000.00	1,081,606.07	181,606.07		880,000.00	925,712.29	45,712.29	
Rentals	50,000.00	48,967.08	(1,032.92)		55,000.00	53,169.63	(1,830.37)	
Cemetery	240,000.00	289,867.25	49,867.25		248,000.00	310,355.00	62,355.00	
Other Departmental Revenue	70,000.00	94,693.80	24,693.80		77,000.00	74,305.55	(2,694.45)	
Licenses & Permits	1,400,000.00	1,902,256.75	502,256.75		1,400,000.00	1,513,203.94	113,203.94	
Special Assessments	-	1,703.86	1,703.86		25,000.00	27,146.22	2,146.22	
Fines & Forfeitures	34,000.00	35,149.40	1,149.40		40,000.00	34,297.29	(5,702.71)	
Investment Earnings	25,000.00	92,678.13	67,678.13		25,000.00	71,237.93	46,237.93	
Medicaid Reimbursement	50,000.00	223,634.31	173,634.31		50,000.00	217,023.10	167,023.10	
Miscellaneous Recurring	-	5,352.36	5,352.36		-	5,352.36	5,352.36	
Miscellaneous Non-Recurring	-	4,428,039.38	4,428,039.38		-	388,735.95	388,735.95	
<b>Total Local Receipts</b>	<b>7,926,000.00</b>	<b>13,791,443.13</b>	<b>5,865,443.13</b>	<b>174.00%</b>	<b>7,761,000.00</b>	<b>8,927,551.42</b>	<b>1,166,551.42</b>	<b>115.03%</b>
<b>TOTAL REVENUE</b>	<b>94,028,081.71</b>	<b>100,202,811.93</b>	<b>6,174,730.22</b>	<b>106.57%</b>	<b>91,283,456.00</b>	<b>92,779,199.96</b>	<b>1,495,743.96</b>	<b>101.64%</b>
<b>TRANSFERS IN</b>								
From Enterprise - Indirects	1,418,441.00	1,418,441.00	-		1,447,783.00	1,447,783.00	-	
From Building & Capital Stabilization	3,251,944.78	3,251,944.78	-		3,449,423.00	3,449,423.00	-	
From Other	172,000.00	172,175.00	175.00		503,206.00	503,300.92	94.92	
<b>TOTAL TRANSFERS IN</b>	<b>4,842,385.78</b>	<b>4,842,560.78</b>	<b>175.00</b>	<b>100.00%</b>	<b>5,400,412.00</b>	<b>5,400,506.92</b>	<b>94.92</b>	<b>100.00%</b>
<b>TOTAL REVENUE AND TRANSFERS IN</b>	<b>98,870,467.49</b>	<b>105,045,372.71</b>	<b>6,174,905.22</b>	<b>106.25%</b>	<b>96,683,868.00</b>	<b>98,179,706.88</b>	<b>1,495,838.88</b>	<b>101.55%</b>

TOWN OF WINCHESTER, MA  
 GENERAL FUND EXPENDITURES - COMPARATIVE REPORT  
 FISCAL YEAR 2016 AND FISCAL YEAR 2015

FISCAL YEAR 2016

FISCAL YEAR 2015

	Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent	Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent
TOWN MANAGER SALARIES	567,372.00	533,038.95	-	34,833.05	93.85%	548,654.00	524,150.74	-	24,503.26	95.53%
TOWN MANAGER EXPENSES	181,570.00	80,801.88	87,375.34	13,392.78	92.62%	82,733.00	55,656.93	1,745.00	25,331.07	69.38%
FINANCE COMMITTEE SALARIES	3,500.00	1,916.94	-	1,583.06	54.77%	3,500.00	1,909.43	-	1,590.57	54.56%
FINANCE COMMITTEE EXPENSES	2,500.00	387.27	-	2,112.73	15.49%	2,500.00	273.00	-	2,227.00	10.92%
COMPTROLLER SALARIES	355,908.00	341,392.51	-	14,515.49	95.92%	322,830.00	317,394.50	-	5,435.50	98.32%
COMPTROLLER EXPENSES	2,670.00	2,381.11	249.00	39.89	98.51%	2,670.00	2,526.96	-	143.04	94.64%
ASSESSORS SALARIES	210,160.00	192,157.12	-	18,002.88	91.43%	202,885.00	201,035.55	-	1,849.45	99.09%
ASSESSORS EXPENSES	122,750.00	83,307.98	18,416.80	21,025.22	82.87%	104,450.00	33,496.18	65,000.00	5,953.82	94.30%
COLLECTOR/TREASURER SALARIES	306,071.00	300,671.98	-	5,399.02	98.24%	301,250.00	291,471.48	-	9,778.52	96.75%
COLLECTOR/TREASURER EXPENSES	108,350.00	100,634.54	-	7,715.46	92.88%	105,850.00	89,319.44	-	16,530.56	84.38%
COLLECTOR/TREASURER CAPITAL	2,000.00	1,736.97	-	263.03	86.85%	-	-	-	-	-
AUDIT EXPENSES	84,750.00	79,750.00	5,000.00	-	100.00%	95,000.00	69,500.00	8,750.00	16,750.00	82.37%
PLANNING & COMMUNITY DEVELOPMENT SALARIES	781,717.50	766,587.81	-	15,129.69	98.06%	762,049.00	732,005.70	-	30,043.30	96.06%
PLANNING & COMMUNITY DEVELOPMENT EXPENSES	92,754.00	64,628.64	15,050.00	13,075.36	85.90%	88,335.00	62,376.98	15,950.00	10,008.02	88.67%
PLANNING BOARD SALARIES	89,028.00	87,046.47	-	1,981.53	97.77%	93,069.00	78,870.49	-	14,198.51	84.74%
PLANNING BOARD EXPENSES	49,519.14	19,207.47	24,402.27	5,909.40	88.07%	48,524.00	30,898.16	17,609.14	16.70	99.97%
LEGAL EXPENSES	355,894.00	355,149.32	-	744.68	99.79%	365,000.00	355,956.62	5,094.00	3,949.38	98.92%
HUMAN RESOURCES SALARIES	82,871.00	81,484.49	-	1,386.51	98.33%	62,315.00	56,780.55	-	5,534.45	91.12%
HUMAN RESOURCES EXPENSES	11,200.00	8,857.81	-	2,342.19	79.09%	7,700.00	3,757.84	-	3,942.16	48.80%
DATA PROCESSING SALARIES	95,028.00	94,431.79	-	596.21	99.37%	87,751.00	87,748.17	-	2.83	100.00%
DATA PROCESSING EXPENSES	438,054.00	414,425.36	22,332.50	1,296.14	99.70%	383,341.00	370,015.62	12,475.00	850.38	95.78%
GENERAL SERVICES EXPENSES	132,461.66	124,908.65	-	7,553.01	94.30%	130,800.00	119,136.87	1,661.66	10,001.47	92.35%
TOWN CLERK SALARIES	312,308.00	277,835.90	-	34,472.10	88.96%	323,116.00	286,427.36	-	36,688.64	88.65%
TOWN CLERK EXPENSES	55,647.26	37,547.24	4,086.52	14,013.50	74.82%	66,515.00	49,616.07	847.39	16,051.54	75.87%
GENERAL GOVERNMENT	4,444,683.56	4,050,288.20	176,912.43	217,482.93	95.11%	4,190,837.00	3,820,324.64	129,132.19	241,380.17	94.24%

TOWN OF WINCHESTER, MA  
 GENERAL FUND EXPENDITURES - COMPARATIVE REPORT  
 FISCAL YEAR 2016 AND FISCAL YEAR 2015

FISCAL YEAR 2016

FISCAL YEAR 2015

	Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent	Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent
LIBRARY SALARIES	1,436,287.00	1,383,355.28	-	52,931.72	96.31%	1,397,646.00	1,357,746.52	-	39,899.48	97.15%
LIBRARY EXPENSES	383,185.00	359,477.12	1,000.00	22,707.88	94.07%	378,879.00	352,007.29	-	26,871.71	92.91%
LIBRARY CAPITAL	13,500.00	4,864.32	-	8,635.68	36.03%	13,500.00	7,960.70	-	5,539.30	58.97%
ARCHIVAL CENTER EXPENSES	11,665.00	11,580.34	-	84.66	99.27%	10,682.00	10,654.20	-	27.80	99.74%
HISTORICAL COMMISSION SALARIES	1,500.00	112.81	-	1,387.19	7.52%	1,500.00	574.53	-	925.47	38.30%
HISTORICAL COMMISSION EXPENSES	5,000.00	5,000.00	-	-	100.00%	-	-	-	-	-
<b>CULTURE &amp; RECREATION</b>	<b>1,851,137.00</b>	<b>1,764,389.87</b>	<b>1,000.00</b>	<b>85,747.13</b>	<b>95.37%</b>	<b>1,802,207.00</b>	<b>1,728,943.24</b>	<b>-</b>	<b>73,263.76</b>	<b>95.93%</b>
BOARD OF HEALTH SALARIES	247,607.00	243,003.12	-	4,603.88	98.14%	242,122.00	240,194.72	-	1,927.28	99.20%
BOARD OF HEALTH EXPENSES	56,170.00	54,607.23	447.65	1,115.12	98.01%	53,075.00	50,699.38	-	2,375.62	95.52%
COUNCIL ON AGING SALARIES	248,193.00	236,833.47	-	11,359.53	95.42%	242,403.00	237,882.80	-	4,520.20	98.14%
COUNCIL ON AGING EXPENSES	6,350.00	6,350.00	-	-	100.00%	6,245.00	6,245.00	-	-	100.00%
VETERANS' SERVICES SALARIES	8,956.00	8,952.02	-	3.98	99.96%	8,725.00	8,725.00	-	-	100.00%
VETERANS' SERVICES EXPENSES	42,293.00	29,556.23	-	12,736.77	69.88%	24,243.00	12,205.28	-	12,037.72	50.35%
<b>HEALTH &amp; SOCIAL SERVICES</b>	<b>609,569.00</b>	<b>579,302.07</b>	<b>447.65</b>	<b>29,819.28</b>	<b>95.11%</b>	<b>576,813.00</b>	<b>555,952.18</b>	<b>-</b>	<b>20,860.82</b>	<b>96.38%</b>
POLICE SALARIES	4,128,806.00	4,081,122.42	-	47,683.58	98.85%	4,052,396.00	4,049,428.71	-	2,967.29	99.93%
POLICE EXPENSES	204,269.03	203,739.50	-	529.53	99.74%	199,135.00	197,735.12	922.69	477.19	99.76%
POLICE CAPITAL	68,800.00	68,800.00	-	-	100.00%	68,800.00	68,800.00	-	-	100.00%
FIRE SALARIES	4,274,814.00	4,147,371.66	-	127,442.34	97.02%	4,117,624.00	4,082,459.09	-	35,164.91	98.15%
FIRE EXPENSES	229,574.00	201,009.74	-	28,564.26	87.56%	228,974.00	182,900.98	-	46,073.92	79.88%
FIRE CAPITAL	32,500.00	21,331.25	-	11,168.75	65.63%	34,000.00	33,329.28	-	670.72	98.03%
SEALER OF WEIGHTS & MEASURES SALARIES	7,582.00	7,364.52	-	217.48	97.13%	7,543.00	6,550.12	-	992.88	86.84%
SEALER OF WEIGHTS & MEASURES EXPENSES	2,022.00	1,159.71	-	862.29	57.35%	2,022.00	1,447.48	-	574.52	71.59%
<b>PUBLIC SAFETY</b>	<b>8,948,367.03</b>	<b>8,731,898.80</b>	<b>-</b>	<b>216,468.23</b>	<b>97.58%</b>	<b>8,710,494.00</b>	<b>8,622,649.88</b>	<b>922.69</b>	<b>86,921.43</b>	<b>99.00%</b>
DEPARTMENT OF PUBLIC WORKS SALARIES	3,814,559.00	3,776,245.07	-	38,313.93	99.00%	3,665,809.00	3,628,805.69	-	37,003.31	98.99%
DEPARTMENT OF PUBLIC WORKS EXPENSES	2,011,363.56	1,869,243.89	13,771.84	128,347.83	93.62%	2,130,142.00	1,999,581.99	33,938.51	96,621.50	95.46%

TOWN OF WINCHESTER, MA  
GENERAL FUND EXPENDITURES - COMPARATIVE REPORT  
FISCAL YEAR 2016 AND FISCAL YEAR 2015

FISCAL YEAR 2016

FISCAL YEAR 2015

	Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent	Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent
DEPARTMENT OF PUBLIC WORKS CAPITAL	92,275.00	89,950.00	-	2,325.00	97.48%	94,500.00	18,270.65	72,775.00	3,454.35	96.34%
SNOW & ICE SALARIES	166,785.69	166,785.69	-	-	100.00%	358,191.45	358,191.45	-	-	100.00%
SNOW & ICE EXPENSES	252,242.36	252,242.36	-	-	100.00%	476,523.05	476,523.05	-	-	100.00%
SNOW & ICE CAPITAL	13,430.17	13,430.17	-	-	100.00%	25,000.00	8,308.80	-	16,691.20	33.24%
DEPARTMENT OF PUBLIC WORKS	6,350,655.78	6,167,897.18	13,771.84	168,986.76	97.34%	6,750,165.50	6,489,681.63	106,713.51	153,770.36	97.72%
SCHOOL DEPARTMENT	43,280,899.77	43,139,836.22	134,105.45	6,958.10	99.98%	41,227,170.00	41,128,596.81	96,411.64	2,161.55	99.99%
VOCATIONAL EDUCATION EXPENSES	184,105.00	184,105.00	-	-	100.00%	156,670.00	156,670.00	-	-	100.00%
EDUCATION	43,465,004.77	43,323,941.22	134,105.45	6,958.10	99.98%	41,383,840.00	41,285,266.81	96,411.64	2,161.55	99.99%
CONTRIBUTORY RETIREMENT APPROPRIATION	4,019,991.00	4,019,991.00	-	-	100.00%	3,889,699.00	3,889,699.00	-	-	100.00%
WORKERS COMPENSATION	400,000.00	216,763.62	-	183,236.38	54.19%	375,000.00	355,908.04	-	19,091.96	94.91%
UNEMPLOYMENT INSURANCE EXPENSES	75,000.00	57,210.73	662.88	17,126.39	77.16%	100,000.00	35,798.81	-	64,201.19	35.80%
HEALTH INSURANCE EXPENSES	9,484,260.00	9,407,174.14	1,496.00	72,589.86	99.23%	9,795,000.00	9,402,606.44	-	392,393.56	95.99%
MEDICARE TAX	820,000.00	767,773.92	-	52,226.08	93.63%	780,000.00	725,855.21	-	54,144.79	93.06%
NON-CONTRIBUTORY RETIREMENT	36,000.00	35,545.92	-	454.08	98.74%	35,000.00	34,825.92	-	174.08	99.50%
UNDISTRIBUTED - PERSONNEL BENEFITS	14,832,251.00	14,504,459.33	2,158.88	325,632.79	97.80%	14,974,699.00	14,444,693.42	-	530,005.58	96.46%
ENERGY EXPENSES	2,390,798.57	2,372,006.92	980.98	17,810.67	99.26%	2,536,288.00	2,457,348.40	30,000.00	48,939.60	98.07%
STATE ASSESSMENTS & CHARGES	524,196.00	599,850.00	-	(75,654.00)	114.43%	525,215.00	576,492.00	-	(51,277.00)	109.76%
RESERVE FUND	337,822.49	-	-	337,822.49	0.00%	75,264.00	-	-	75,264.00	0.00%
GENERAL INSURANCE EXPENSES	351,575.00	351,301.20	-	273.80	99.92%	343,000.00	339,376.79	-	3,623.21	98.94%
ENVIRONMENTAL REMEDIATION SERVICES EXPENSE	148,512.08	74,718.21	13,922.97	59,870.90	59.69%	130,938.00	121,113.78	8,577.28	1,246.94	98.05%
UNDISTRIBUTED - OTHER	3,752,904.14	3,397,876.33	14,903.95	340,123.86	90.94%	3,610,705.00	3,494,330.97	38,577.28	77,796.75	97.85%
FUNDED DEBT EXPENSES	4,678,301.00	4,678,300.67	-	0.33	100.00%	4,864,451.00	4,864,450.67	-	0.33	100.00%
INTEREST ON FUNDED DEBT EXPENSES	2,114,110.00	2,114,109.01	-	0.99	100.00%	2,114,222.50	2,114,222.50	-	-	100.00%
FUNDED DEBT	6,792,411.00	6,792,409.68	-	1.32	100.00%	6,978,673.50	6,978,673.17	-	0.33	100.00%
TOTAL EXPENDITURES	91,046,983.28	89,312,462.68	343,300.20	1,391,220.40	98.47%	88,978,434.00	87,420,515.94	371,757.31	1,186,160.75	98.67%

TOWN OF WINCHESTER, MA  
 GENERAL FUND EXPENDITURES - COMPARATIVE REPORT  
 FISCAL YEAR 2016 AND FISCAL YEAR 2015

	FISCAL YEAR 2016					FISCAL YEAR 2015				
	Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent	Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent
TRANSFERS TO BUILDING & CAPITAL STABILIZATION FUNDS	4,283,264.00	4,283,264.00	-	-	100.00%	4,089,968.00	4,089,968.00	-	-	100.00%
TRANSFERS TO ENTERPRISE FUNDS (CH110/SUBSIDY)	4,355,923.00	4,355,923.00	-	-	100.00%	4,487,639.00	4,487,639.00	-	-	100.00%
TRANSFER TO GENERAL STABILIZATION FUND	-	-	-	-	-	-	-	-	-	-
TRANSFER TO RETIREE HEALTH CARE TRUST	350,000.00	350,000.00	-	-	100.00%	470,000.00	470,000.00	-	-	100.00%
TRANSFERS TO CONTINUED ARTICLE/CAPITAL FUND	620,000.00	620,000.00	-	-	100.00%	820,967.00	820,967.00	-	-	100.00%
TRANSFERS TO OTHER FUNDS	-	-	-	-	-	221,300.00	221,300.00	-	-	100.00%
TOTAL TRANSFERS OUT	9,609,187.00	9,609,187.00	-	-	100.00%	10,089,874.00	10,089,874.00	-	-	100.00%
TOTAL EXPENDITURES AND TRANSFERS OUT	100,656,170.28	98,921,649.68	343,300.20	1,391,220.40	98.62%	99,068,308.00	97,510,389.94	371,757.31	1,186,160.75	98.80%



**TOWN OF WINCHESTER, MASSACHUSETTS  
GENERAL FUND - RESERVE FUND TRANSFERS  
FISCAL YEAR 2012 THROUGH FISCAL YEAR 2016**

	FY 2016	FY 2015	FY 2014	FY 2013	FY 2012
	Total	Total	Total	Total	Total
<b>RESERVE FUND APPROPRIATION:</b>	400,000.00	416,500.00	400,000.00	300,000.00	400,000.00
<b>USES:</b>					
Board of Health	(2,000.00)	(5,081.75)	-	-	-
Building Department/Bd of Appeals	(4,560.50)	-	-	-	-
Legal	(8,300.00)	(20,000.00)	(96,000.00)	-	(40,000.00)
Recreation Department	(20,800.00)	(17,000.00)	-	-	(65,000.00)
Snow & Ice	(17.01)	(147,056.50)	(50.00)	-	-
Town Manager	(25,000.00)	-	-	-	-
Treasurer/Collector	(1,500.00)	-	(1,000.00)	-	(4,000.00)
DPW Building Maintenance	-	(75,000.00)	-	-	-
Environmental Remediation	-	(16,500.00)	(56,376.00)	-	-
Planning Board	-	(500.00)	-	-	-
Police	-	(45,085.00)	-	(18,000.00)	-
Town Clerk	-	(15,000.00)	(25,000.00)	(37,860.00)	(23,000.00)
Veterans	-	(13.00)	(6,000.00)	-	(1,750.00)
Council on Aging	-	-	(2,527.00)	-	-
Data Processing	-	-	(2,000.00)	(8,500.00)	(53,000.00)
Energy	-	-	(56,000.00)	-	-
Engineering	-	-	(10,000.00)	-	-
General Insurance	-	-	(4,000.00)	-	-
Workers Compensation	-	-	(140,000.00)	(60,000.00)	(30,000.00)
Center Falls Dam	-	-	-	(160,000.00)	-
Comptroller	-	-	-	(6,600.00)	-
Assessors	-	-	-	-	(15,000.00)
Medicare Tax	-	-	-	-	(37,000.00)
River Widening Project	-	-	-	-	(109,000.00)
Tax Abatement/Bank Fees	-	-	-	-	(22,100.00)
<b>Total Uses</b>	<b>(62,177.51)</b>	<b>(341,236.25)</b>	<b>(398,953.00)</b>	<b>(290,960.00)</b>	<b>(399,850.00)</b>
<b>Balance of Reserve Fund</b>	<b>337,822.49</b>	<b>75,263.75</b>	<b>1,047.00</b>	<b>9,040.00</b>	<b>150.00</b>

**TOWN OF WINCHESTER, MA  
 ENTERPRISE FUNDS - FINANCIAL SUMMARY  
 FISCAL YEAR 2016**

	<u>Actuals</u>	<u>% of Budget</u>
<b><i>Water/Sewer Enterprise Fund:</i></b>		
Revenue		
Direct Revenue	5,701,088.55	114.36%
Subsidy from General Fund	4,133,634.99	100.00%
Transfer from Connection Fee Fund	105,290.19	<i>no budget</i>
Total Year to Date Revenue	<u>9,940,013.73</u>	
Expenditures		
Direct Expenses	8,085,423.14	98.73%
Indirect Expenses	1,132,079.00	100.00%
Total Year to Date Expenditures	<u>9,217,502.14</u>	
FY 2016 Net Activity	<u>722,511.59</u>	
FY 2015 Net Activity	<u>(168,387.92)</u>	
Net change year to year	<u>890,899.51</u>	
<b><i>Recreation Enterprise Fund:</i></b>		
Revenue		
Direct Revenue	1,727,332.91	106.10%
Subsidy from General Fund	222,288.00	100.00%
Total Year to Date Revenue	<u>1,949,620.91</u>	
Expenditures		
Direct Expenses	1,514,170.69	96.81%
Indirect Expenses	286,362.00	100.00%
Total Year to Date Expenditures	<u>1,800,532.69</u>	
FY 2016 Net Activity	<u>149,088.22</u>	
FY 2015 Net Activity	<u>89,852.05</u>	
Net variance year to year	<u>59,236.17</u>	

**TOWN OF WINCHESTER, MA**  
**WATER/SEWER ENTERPRISE FUND - COMPARATIVE REPORT**  
**FISCAL YEAR 2016 AND FISCAL YEAR 2015**

	FISCAL YEAR 2016					FISCAL YEAR 2015				
	Revised Budget	Actual	Encumbrances	Budget Surplus/(Deficit)	% of Budget Received/Spent	Revised Budget	Actual	Encumbrances	Budget Surplus/(Deficit)	% of Budget Received/Spent
<b>REVENUES:</b>										
Sewer usage	2,660,714.47	2,937,346.75	-	276,632.28	110.40%	2,576,162.05	2,578,608.00	-	2,445.95	100.09%
Sewer liens and interest	99,173.76	86,539.90	-	(12,633.86)	87.26%	97,095.00	98,544.21	-	1,449.21	101.49%
Water usage	1,979,285.53	2,343,111.22	-	363,825.69	118.38%	2,107,768.95	2,062,290.67	-	(45,478.28)	97.84%
Water liens and interest	74,826.23	69,255.17	-	(5,571.06)	92.55%	84,924.00	76,313.91	-	(8,610.09)	89.86%
Water service charges	139,000.00	142,739.09	-	3,739.09	102.69%	134,055.00	139,784.00	-	5,729.00	104.27%
Water repairs	18,000.00	24,822.07	-	6,822.07	137.90%	16,312.00	18,959.00	-	2,647.00	116.23%
Sprinkler fee	13,000.00	16,711.93	-	3,711.93	128.55%	17,701.00	13,126.11	-	(4,574.89)	74.15%
Connection fees*	-	75,150.00	-	75,150.00	-	-	-	-	-	-
Other miscellaneous revenue	-	3,522.36	-	3,522.36	-	-	-	-	-	-
Investment income	1,000.00	1,890.06	-	890.06	189.01%	1,443.00	1,237.59	-	(205.41)	85.77%
<b>Total Revenue</b>	<b>4,984,999.99</b>	<b>5,701,088.55</b>	<b>-</b>	<b>716,088.56</b>	<b>114.36%</b>	<b>5,035,461.00</b>	<b>4,988,863.49</b>	<b>-</b>	<b>(46,597.51)</b>	<b>99.07%</b>
<b>EXPENDITURES:</b>										
<b>Personal Services:</b>										
Sewer Operations	305,328.00	306,265.42	-	(937.42)	100.31%	288,882.00	316,033.07	-	(27,151.07)	109.40%
Water Operations	910,920.00	867,490.98	-	43,429.02	95.23%	860,592.00	774,070.35	-	86,521.65	89.95%
<b>Expenses:</b>	<b>1,216,248.00</b>	<b>1,173,756.40</b>	<b>-</b>	<b>42,491.60</b>	<b>96.51%</b>	<b>1,149,474.00</b>	<b>1,090,103.42</b>	<b>-</b>	<b>59,370.58</b>	<b>94.83%</b>
Sewer Operations	1,289,051.00	1,216,406.29	-	72,644.71	94.36%	1,291,138.00	1,259,071.16	-	32,066.84	97.52%
Water Operations	910,171.70	920,398.53	850.01	(11,076.84)	101.22%	973,141.50	945,147.51	12,380.50	15,613.49	98.40%
Debt & MWRA Capital	4,774,861.92	4,774,861.92	-	-	100.00%	4,968,929.00	4,968,929.32	-	(0.32)	100.00%
<b>Total Expenditures</b>	<b>8,190,332.62</b>	<b>8,085,423.14</b>	<b>850.01</b>	<b>104,059.47</b>	<b>98.73%</b>	<b>8,382,682.50</b>	<b>8,263,251.41</b>	<b>12,380.50</b>	<b>107,050.59</b>	<b>98.72%</b>
<b>OTHER FINANCING SOURCES/(USES):</b>										
Transfers from the General Fund	4,133,634.99	4,133,634.99	-	-	100.00%	4,295,639.00	4,295,639.00	-	-	100.00%
Transfer from Connection Fee Fund*	-	105,290.19	-	105,290.19	-	-	-	-	-	-
Indirects to the General Fund	(1,132,079.00)	(1,132,079.00)	-	-	100.00%	(1,189,639.00)	(1,189,639.00)	-	-	100.00%
<b>Total OFS/(OFU)</b>	<b>3,001,555.99</b>	<b>3,106,846.18</b>	<b>-</b>	<b>105,290.19</b>	<b>103.51%</b>	<b>3,106,000.00</b>	<b>3,106,000.00</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>
<b>Net activity</b>	<b>(203,776.64)</b>	<b>722,511.59</b>				<b>(241,221.50)</b>	<b>(168,387.92)</b>			

\* Connection fees were posted in another fund in the past, but per DOR/MGL, these should be included in the enterprise activity.

TOWN OF WINCHESTER, MA  
RECREATION ENTERPRISE FUND - COMPARATIVE REPORT  
FISCAL YEAR 2016 AND FISCAL YEAR 2015

	FISCAL YEAR 2016						FISCAL YEAR 2015					
	Revised Budget	Actual	Encumbrances	Budget Surplus/(Deficit)	% of Budget Received/Spent		Revised Budget	Actual	Encumbrances	Budget Surplus/(Deficit)	% of Budget Received/Spent	
<b>REVENUES:</b>												
Year Round Programs	916,000.00	899,090.50	-	(16,909.50)	98.15%	915,000.00	887,396.02	-	(27,603.98)	96.98%		
Adult Programs	86,000.00	61,930.50	-	(24,069.50)	72.01%	85,000.00	128,435.60	-	43,435.60	151.10%		
Youth Programs	575,000.00	664,791.46	-	89,791.46	115.62%	485,000.00	587,811.89	-	102,811.89	121.20%		
Special Events & Trips	51,000.00	100,191.57	-	49,191.57	196.45%	110,000.00	27,630.40	-	(82,369.60)	25.12%		
Investment Income	-	1,328.88	-	1,328.88	-	-	1,431.35	-	1,431.35	-		
<b>Total Revenue</b>	<b>1,628,000.00</b>	<b>1,727,332.91</b>	<b>-</b>	<b>99,332.91</b>	<b>106.10%</b>	<b>1,595,000.00</b>	<b>1,632,705.26</b>	<b>-</b>	<b>37,705.26</b>	<b>102.36%</b>		
<b>EXPENDITURES:</b>												
Personal Services	1,021,988.00	1,015,279.10	-	6,708.90	99.34%	997,172.00	997,170.27	-	1.73	100.00%		
Expenses	542,008.41	498,891.59	6,103.63	37,013.19	93.17%	551,868.86	499,704.94	70.41	52,093.51	90.56%		
<b>Total Expenditures</b>	<b>1,563,996.41</b>	<b>1,514,170.69</b>	<b>6,103.63</b>	<b>43,722.09</b>	<b>96.81%</b>	<b>1,549,040.86</b>	<b>1,496,875.21</b>	<b>70.41</b>	<b>52,095.24</b>	<b>96.63%</b>		
<b>OTHER FINANCING SOURCES/(USES):</b>												
Transfers from the General Fund	222,288.00	222,288.00	-	-	100.00%	212,166.00	212,166.00	-	-	100.00%		
Indirect Transfers to the General Fund	(286,362.00)	(286,362.00)	-	-	100.00%	(258,144.00)	(258,144.00)	-	-	100.00%		
<b>Total OFS/(OFU)</b>	<b>(64,074.00)</b>	<b>(64,074.00)</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>	<b>(45,978.00)</b>	<b>(45,978.00)</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>		
<b>Net Activity</b>	<b>(70.41)</b>	<b>149,088.22</b>				<b>(18.86)</b>	<b>89,852.05</b>					

TOWN OF WINCHESTER, MA  
STABILIZATION FUNDS  
FISCAL YEAR 2016

	General Stabilization 9366	Building Stabilization 9382	Capital Stabilization 9383	SPED Stabilization 9393
Balance as of July 1, 2015	4,231,095.36	3,977,120.16	1,140,771.25	301,403.15
Revenue & Transfers In				
Interest earnings	21,229.01	56,230.66	12,622.64	1,272.26
Gain (Loss) on Investments	(467.70)	45,431.56	5,095.43	-
Transfers from General Fund/Other	-	2,728,165.24	1,703,007.00	-
Total Revenue & Transfers In	<u>20,761.31</u>	<u>2,829,827.46</u>	<u>1,720,725.07</u>	<u>1,272.26</u>
Expenditures & Transfers Out				
Transfer to General Fund/Other	-	2,926,038.52	1,813,706.26	-
Total Expenditures and Transfers Out	<u>-</u>	<u>2,926,038.52</u>	<u>1,813,706.26</u>	<u>-</u>
Balance as of June 30, 2016	<u><u>4,251,856.67</u></u>	<u><u>3,880,909.10</u></u>	<u><u>1,047,790.06</u></u>	<u><u>302,675.41</u></u>

**TOWN OF WINCHESTER, MA  
OTHER POST EMPLOYMENT BENEFITS FUND  
FISCAL YEAR 2012 THROUGH FISCAL YEAR 2016**

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Balance as of July 1, 2011	141,660.63
Revenue & Transfers In:	
Net investment earnings	31,284.70
Transfer from General Fund	250,000.00
Total	<u>281,284.70</u>
Balance as of June 30, 2012	<u><u>422,945.33</u></u>
Revenue & Transfers In:	
Net investment earnings	78,928.96
Transfer from General Fund	250,000.00
Total	<u>328,928.96</u>
Balance as of June 30, 2013	<u><u>751,874.29</u></u>
Revenue & Transfers In:	
Net investment earnings	137,546.26
Transfer from General Fund	100,000.00
Total	<u>237,546.26</u>
Balance as of June 30, 2014	<u><u>989,420.55</u></u>
Revenue & Transfers In:	
Net investment earnings	23,496.21
Transfer from General Fund	470,000.00
Total	<u>493,496.21</u>
Balance as of June 30, 2015	<u><u>1,482,916.76</u></u>
Revenue & Transfers In:	
Net investment earnings	1,854.76
Transfer from General Fund	350,000.00
Total	<u>351,854.76</u>
Balance as of June 30, 2016	<u><u>1,834,771.52</u></u>

TOWN OF WINCHESTER, MASSACHUSETTS  
M.G.L. CHAPTER 44 SECTION 53 E 1/2 - REVOLVING FUNDS  
FISCAL YEAR 2016

	BOH Clinics 8605	Archival Center 8608	Energy 8614	Grass Fields 8634	Synthetic Fields 8635	Total
Balance as of July 1, 2015	54,998.74	2,877.94	27,226.00	47,790.87	4,165.50	137,059.05
Total Revenue	78,887.01	1,349.12	35,470.00	32,202.00	30,937.50	178,845.63
Total Expenditures	(80,553.06)	(720.21)	(2,440.00)	(22,531.68)	(15,810.35)	(122,055.30)
Balance as of June 30, 2016	<u>53,332.69</u>	<u>3,506.85</u>	<u>60,256.00</u>	<u>57,461.19</u>	<u>19,292.65</u>	<u>193,849.38</u>
SPENDING LIMIT PER 2015 SPRING TOWN MEETING	75,000	5,000	80,000	50,000	50,000	260,000
ADDITIONAL BUDGET APPROVED BY BOS/FINCOM	7,700	-	-	-	-	7,700
	<u>82,700</u>	<u>5,000</u>	<u>80,000</u>	<u>50,000</u>	<u>50,000</u>	<u>267,700</u>



# *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

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Board of Selectmen Meeting  
Monday, September 12, 2016

## LICENSES

Docket Item E - 1:

Common Victualler License:  
*Nourish Your Soul, 15 Thompson Street*

## Supporting Documents:

E - 1:

License application documents.

## Action Required:

E - 1:

VOTE to issue Common Victualler License.

Number: CV15-16

THE COMMONWEALTH OF MASSACHUSETTS

Fee: Pd.

TOWN OF WINCHESTER



This is to certify that: Nourish Your Soul, 15 Thompson Street

IS HEREBY GRANTED A  
COMMON VICTUALLER'S LICENSE

in said Town of Winchester and at that place only and expires **December 31, 2016** unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures:

Winchester Board of Selectmen (Licensing Authorities):

Hours:

6:00a.m. to 6:00p.m.

Monday - Friday

9:00a.m. to 3:00p.m.

Saturday and Sunday

September 2016

TOWN OF WINCHESTER, MASSACHUSETTS



COMMON VICTUALLER APPLICATION  
RESTAURANT

The undersigned hereby applies to the Board of Selectmen of the Town of Winchester for a Food Vendor License. In support of this application, the following information is provided and will be used by the Board of Selectmen in approving or disapproving a license. The fee is \$100.00.

1. Location: 15 Thompson Street, Winchester  
Number Street

2. Name of Applicant: Susan<sup>D</sup> Cabana  
(Including middle initial)

3. Name of Business: nourish your soul

If Corporation: Give Name and Address

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

4. Description of Applicant:

a. Full Name: Susan Cabana

b. Present Address: 60 Wedgemere Ave Winchester

c. Address for Past Ten Years: ye

d. Citizen of United States?  Yes  No

e. Place of Birth: Winston NY

f. Date of Naturalization: \_\_\_\_\_

g. Date of Birth: \_\_\_\_\_

h. Years' Experience in Food Business: 4 years

i. If married woman, please provide maiden name: Dwyor

j. Parents' Name: Robert / Conetta  
Father Mother

RECEIVED  
2015 AUG 26 AM 9:46  
TOWN OF WINCHESTER  
TOWN MANAGER  
BOARD OF SELECTMEN

5. Experience of Applicant:

- a. Present job: OWNER - Nourish Your Soul
- b. Location: 17 Playstead Rd Medford, 441 Stuart St Boston
- c. Description of Duties: \_\_\_\_\_
- d. Dates of Employment: 6/2012 - present
- e. Prior Experience: 12/90 - 2/09 - Putnam Investments

6. Description of Proposed Food Service Business: (Note: Floor Plan must be submitted with application)

- a. Which meals will be served: Cold pressed juices, smoothies, Salads
- b. Hours of Operation: 6am - 6pm M-F, 9am - 3pm Sat/Sun
- c. Floor space: 1,600 sq. ft.
- d. Type of food: Cold pressed juices, smoothies, Salads
- e. Method of Food Preparation: juicer, blended
- f. Cooking facilities: \_\_\_\_\_
- g. Number of Employees: 5/6 employees
- h. Seating Capacity: See attached floor plan
- i. Take Out Service:  Yes  No

7. References

- a. Food Business: Katsikambos, baldor, Russos
- b. Character Reference: Steve Masiello, Ann Bockhoff
- c. Bank Reference: WBS, brookline bank

8. Will you Own \_\_\_\_\_ Rent  Location?

- a. If Rent, State Owner of Location: Hugo Lafani

9. List any other information you feel will assist in review of this application \_\_\_\_\_

10. Have you ever been denied? no

I hereby agree to conform to the Town of Winchester By-Laws and Regulations and any special conditions governing this Food Vendor/Common Victualler License which the Board of Selectmen may establish. I further understand that the Board is not required to grant a license. No work is to commence at the premises of the proposed location prior to the issuance of a License except at my own risk. Transfer of this license is prohibited. Failure to conform to Town By-Laws and conditions after issuance of the license could result in suspension or revoking of said License by the Board of Selectmen.

Signature Ausum Cabana  
Applicant

Address 600 Wedgemere Ave  
Winchester MA

Telephone Number \_\_\_\_\_

Date 8/20/16

Please submit a check in the amount of \$100 made out to the Town of Winchester.

TRANSFER OF LICENSE: LICENSE WILL BE ISSUED ON SURRENDER OF OLD LICENSE



TOWN OF WINCHESTER  
BOARD OF SELECTMEN - GENERAL APPLICATION

This is a general application for a license that the Board of Selectmen may grant. All license applications to the Winchester Board of Selectmen must be accompanied by the following information.

Indicate if license is: New  Transfer  Change of d/b/a  Other

List type of license(s) applying for:

- Common Victualler
- Package Store All Alcohol
- Restaurant All Alcohol (100 seats)
- Restaurant Wine & Malt
- Class I No. of vehicles for display:
- Vehicle for Hire/Taxi No of Vehicles:
- Annual Entertainment
- Food Vendor
- Package Store Wine & Malt
- Restaurant All Alcohol (70 seats)
- Club All Alcohol
- Class II No. of vehicles for display:
- Fortune Teller
- Automatic Amusement

Business Name (legal): Nourish Your Soul dba: \_\_\_\_\_

Please attach copy of business certificate if applying as dba or individual. If business is a corporation or LLC, please attach:

1. Certificate of Good Standing from the Secretary of State's Office.
2. Corporate Vote authorizing business at the location.

Address of licensed premises (include zip code): 01890 - Thompson St

Mailing address (if different than above address): 100 Wedgemere Ave

Name of individual/applicant authorized to apply for license: Susan Capora Winchester

Business tel. no. of applicant: 617-901-2700 Business email: Susan@nourishyoursoul.com

F.E.I.N. (F.I.N.) 45-5134929

Please check one of the following:  own premises  lease premises  property under P&S

Name and address of property owner if different from license holder:  
Hugo LaFauci  
Name Address

If applicable, please attach copy of lease and/or Purchase and Sales Agreement.

Do you currently hold a similar license? yes What type? Common Vic

Have you previously applied for a license? (Yes)  (No)

Have you ever had a license revoked? (Yes) \_\_\_\_\_ (No)  If yes, please indicate why:  
Town of Winchester General Application Page 2

If there is a building or structure associated with the license, please submit the following (preferably on 8 1/2 x 11" paper - no larger than 8 1/2 x 14"):

1. Floor plan (include seating area), and
2. Site plan indicating parking areas and access to Town ways.

If applying for a Class I or Class II license, please submit a plot plan that shows:

1. The number of the vehicles on display
2. The exact location of the vehicles
3. Customer parking
4. Office area

Proposed hours of operation:

Monday 6am - 10pm Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_  
Thursday \_\_\_\_\_ Friday \_\_\_\_\_  
Saturday 9-3pm Sunday 9-3pm

(Specify liquor sale hours if different than regular establishment hours):  
\_\_\_\_\_

Has the applicant operated a similar business? (if applicable)

Name of Business: Howish your soul  
Address: 17 Playstead Rd Medford, 441 Stuart Street Boston  
Federal Tax No. (if applicable): 45-5134929

I certify that the Winchester Police Department may run a criminal records check for any prior offenses and that this information may be transmitted to the Local Licensing Authority at their request.

Date: 8/26/16

Signature: Austin Carver

I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state and local taxes required by law.

Date: 8/26/16

Signature: Austin Carver

I certify that I have read through the conditions included with this license and agree to comply with any further stipulations that the Licensing Authority may from time to time approve. I also hereby authorize the Licensing Authority or their agent to conduct whatever investigation or inquiry is necessary to verify the information contained in this application.

Date: 8/26/16

Signature: Austin Carver

Please contact the Selectmen's Office at 781-721-7133 if you have any questions regarding this application form.

of \_\_\_\_\_  
APPLICATION FOR LICENSE  
(GENERAL)

No. \_\_\_\_\_

TO THE LICENSING AUTHORITIES:

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto

nourish your soul

(Full name of person, firm or corporation making application)

STATE CLEARLY  
PURPOSE FOR  
WHICH LICENSE  
IS REQUESTED

To Operate a cafe

GIVE LOCATION  
BY STREET  
AND NUMBER

At 15 Thompson St

in said City of Winchester  
Town

in accordance with the rules and regulations made under authority of said Statutes.

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Susan Coburn  
\*Signature of Individual  
or Corporate Name (Mandatory)

By: Corporate Officer  
(Mandatory, if Applicable)

45-5134929

\*\*Social Security #  
or Federal Identification Number

\* This license will not be issued unless this certification clause is signed by the applicant.

\*\* Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C s. 49A.

Received \_\_\_\_\_

Hour A.M. \_\_\_\_\_

P.M. \_\_\_\_\_

Susan Coburn  
Signature of Applicant

Address \_\_\_\_\_

Approved \_\_\_\_\_

Licence Granted \_\_\_\_\_



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 600 Washington Street  
 Boston, MA 02111  
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

**Applicant Information**

Please Print Legibly

Business/Organization Name: Nowish your soul  
 Address: 15 Thompson St  
 City/State/Zip: Winchester MA Phone #: 888-995-8423

<p><b>Are you an employer? Check the appropriate box:</b></p> <p>1. <input checked="" type="checkbox"/> I am an employer with _____ employees (full and/ or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]</p> <p>3. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**</p> <p>4. <input type="checkbox"/> We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]</p>	<p><b>Business Type (required):</b></p> <p>5. <input checked="" type="checkbox"/> Retail</p> <p>6. <input type="checkbox"/> Restaurant/Bar/Eating Establishment</p> <p>7. <input type="checkbox"/> Office and/or Sales (incl. real estate, auto, etc.)</p> <p>8. <input type="checkbox"/> Non-profit</p> <p>9. <input type="checkbox"/> Entertainment</p> <p>10. <input type="checkbox"/> Manufacturing</p> <p>11. <input type="checkbox"/> Health Care</p> <p>12. <input type="checkbox"/> Other _____</p>
---	---

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.  
 \*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

*I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.*

Insurance Company Name: \_\_\_\_\_  
 Insurer's Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Policy # or Self-ins. Lic. # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).  
 Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

*I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.*

Signature: Susan Cabron Date: 8/26/16  
 Phone #: 617-901-2720

**Official use only. Do not write in this area, to be completed by city or town official.**

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):  
 1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office  
 6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_





**Cafarella, Jennifer**

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**From:** Wile, John  
**Sent:** Monday, August 29, 2016 9:28 AM  
**To:** Cafarella, Jennifer; Murphy, Jennifer; pmacdonnell@winchesterpd.org; Nash, John  
**Subject:** RE: Common Victualler Application

I have no issues with this. Al

**From:** Cafarella, Jennifer  
**Sent:** Friday, August 26, 2016 12:05 PM  
**To:** Wile, John <jwile@winchester.us>; Murphy, Jennifer <jenmurphy@winchester.us>; pmacdonnell@winchesterpd.org; Nash, John <jnash@winchester.us>  
**Subject:** Common Victualler Application

All,

Attached please find a common victualler application for Nourish Your Soul, 15 Thompson Street. Please send me our comments before September 8<sup>th</sup>.

Thank you,  
Jenn

## Cafarella, Jennifer

---

**From:** Peter MacDonnell <pmacdonnell@winchesterpd.org>  
**Sent:** Monday, August 29, 2016 10:36 AM  
**To:** Cafarella, Jennifer  
**Cc:** Wile, John; Murphy, Jennifer; Nash, John  
**Subject:** Re: Common Victualler Application

Police Department has no objections

Sent from my iPhone

> On Aug 26, 2016, at 12:03 PM, Cafarella, Jennifer <jcafarella@winchester.us> wrote:

>

> All,

>

> Attached please find a common victualler application for Nourish Your Soul, 15 Thompson Street. Please send me our comments before September 8th.

>

> Thank you,

> Jenn

> <nourish your soul.pdf>

## Cafarella, Jennifer

---

**From:** Nash, John  
**Sent:** Tuesday, August 30, 2016 11:07 AM  
**To:** Cafarella, Jennifer  
**Subject:** RE: Common Victualler Application

The Winchester Fire Department has no objection to the permitting of a common victualler license for 15 Thompson Street, provided 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:** Friday, August 26, 2016 12:05 PM  
**To:** Wile, John <jwile@winchester.us>; Murphy, Jennifer <jenmurphy@winchester.us>;  
pmacdonnell@winchesterpd.org; Nash, John <jnash@winchester.us>  
**Subject:** Common Victualler Application

All,

Attached please find a common victualler application for Nourish Your Soul, 15 Thompson Street. Please send me our comments before September 8<sup>th</sup>.

Thank you,  
Jenn

## Cafarella, Jennifer

---

**From:** Murphy, Jennifer  
**Sent:** Friday, August 26, 2016 12:36 PM  
**To:** Cafarella, Jennifer  
**Subject:** RE: Common Victualler Application

Hi Jenn-

I have her floor plan and application for food service. I have both items on agenda for Sept 12<sup>th</sup>. I will also need to conduct a pre-opening inspection. I haven't looked at everything in depth, but don't anticipate any huge issues. Thanks, Jen

---

**From:** Cafarella, Jennifer  
**Sent:** Friday, August 26, 2016 12:05 PM  
**To:** Wile, John <jwile@winchester.us>; Murphy, Jennifer <jenmurphy@winchester.us>; pmacdonnell@winchesterpd.org; Nash, John <jnash@winchester.us>  
**Subject:** Common Victualler Application

All,

Attached please find a common victualler application for Nourish Your Soul, 15 Thompson Street. Please send me our comments before September 8<sup>th</sup>.

Thank you,  
Jenn

**Cafarella, Jennifer**

---

**From:** Tracy, Sheila  
**Sent:** Tuesday, September 06, 2016 2:27 PM  
**To:** Cafarella, Jennifer  
**Subject:** 15 Thompson St

There are no outstanding bills for 15 Thompson St.  
Sheila

*Sheila M. Tracy*  
Treasurer/Collector  
Town of Winchester  
(781) 721-7123  
stracy@winchester.us



# 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, September 12, 2016

## HEARINGS

Docket Item **F-1**: NStar d/b/a Eversource Energy – Grant of Location Petition  
Church Street – Southwesterly from pole 23/31 approximately  
70 feet northeast of Fletcher Street a distance of about 9 feet  
conduit – W.O. #2157624

### Supporting Documents:

**F – 1**: Public Hearing Notice  
Request letter from Richard Schifone, Supervisor of  
Rights and Permits  
Work Order #2157624  
Drawing of area where installation is to take place  
List of abutters notified of hearing  
Memo from Town Engineer w/attachment

### Action Required:

**F – 1**: VOTE to approve Grant of Location.



# *Town of Winchester*

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

## 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 2<sup>nd</sup> Floor of the Town Hall in in the Town of Winchester, Massachusetts on **Monday the 12th day of September, 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:

**Church Street – Southwesterly from pole 23 / 31 approximately  
70 feet northeast of Fletcher Street a distance of about 9 feet conduit  
W.O. #2157624**

This work is necessary to provide power to a traffic light control box.

The public is invited to attend.

August 30, 2016

# EVERSOURCE

101 Linwood Street  
Somerville, MA 02143

RECEIVED

2016 AUG 22 PM 1:48

TOWN OF WINCHESTER  
TOWN MANAGER  
August 22, 2016  
BOARD OF SELECTMEN

Board of Selectmen  
Town Hall  
Winchester, MA 01890

RE: Church Street & Fletcher Street  
Winchester, MA 01890  
W.O. #2157624

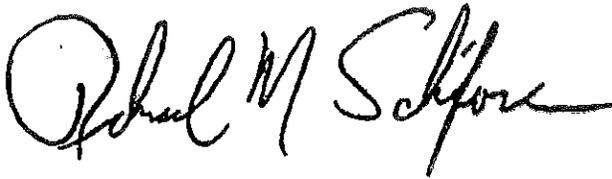
Dear Members of the Board:

The NSTAR Electric Company d/b/a Eversource Energy respectfully requests a Grant of Location for the installation of approximately 9 feet of conduit in Church Street, Winchester.

This work is necessary to supply power to a traffic light control box.

If you have any questions or concerns, please call Jacqueline Duffy at 617-629-3204.

Very truly yours,



Richard M. Schifone, Supervisor  
Rights and Permits

RMS/cf

**PETITION OF NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY FOR LOCATION FOR CONDUITS AND MANHOLES**

To the **BOARD OF SELECTMEN** of the Town of **Winchester**, Massachusetts:

Respectfully represents **NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board of Selectmen may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located substantially as shown on the plan made by A. DeBenedictis dated August 11, 2016 and filed herewith, under the following public way or ways of said Town:

**Church Street - Southwesterly from pole 23/31 approximately 70 feet northeast of Fletcher Street a distance of about 9 feet conduit.**

**W. O. #2157624**

**NSTAR ELECTRIC COMPANY d/b/a  
EVERSOURCE ENERGY**

By: 

Richard M. Schifone, Supervisor  
Rights and Permits

Dated this 11th day of August, 2016

Town of Winchester, Massachusetts

Received and filed \_\_\_\_\_, 2016

\_\_\_\_\_

**ORDER FOR LOCATION FOR CONDUITS AND MANHOLES**

Town of Winchester, Massachusetts August 11, 2016

WHEREAS, **NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town hereinafter specified, and notice has been given and a hearing held on said petition as provided by law.

**Church Street - Southwesterly from pole 23/31 approximately 70 feet northeast of Fletcher Street a distance of about 9 feet conduit.**

**W. O. #2157624**

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on a plan made by A. DeBenedictis dated August 11, 2016 on file with said petition.
2. Said Company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1 \_\_\_\_\_  
 2 \_\_\_\_\_ Board of Selectmen  
 3 \_\_\_\_\_ the Town of  
 4 \_\_\_\_\_ Winchester  
 5 \_\_\_\_\_

**CERTIFICATE**

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the \_\_\_\_\_ day of \_\_\_\_\_, 2016 in said Town.

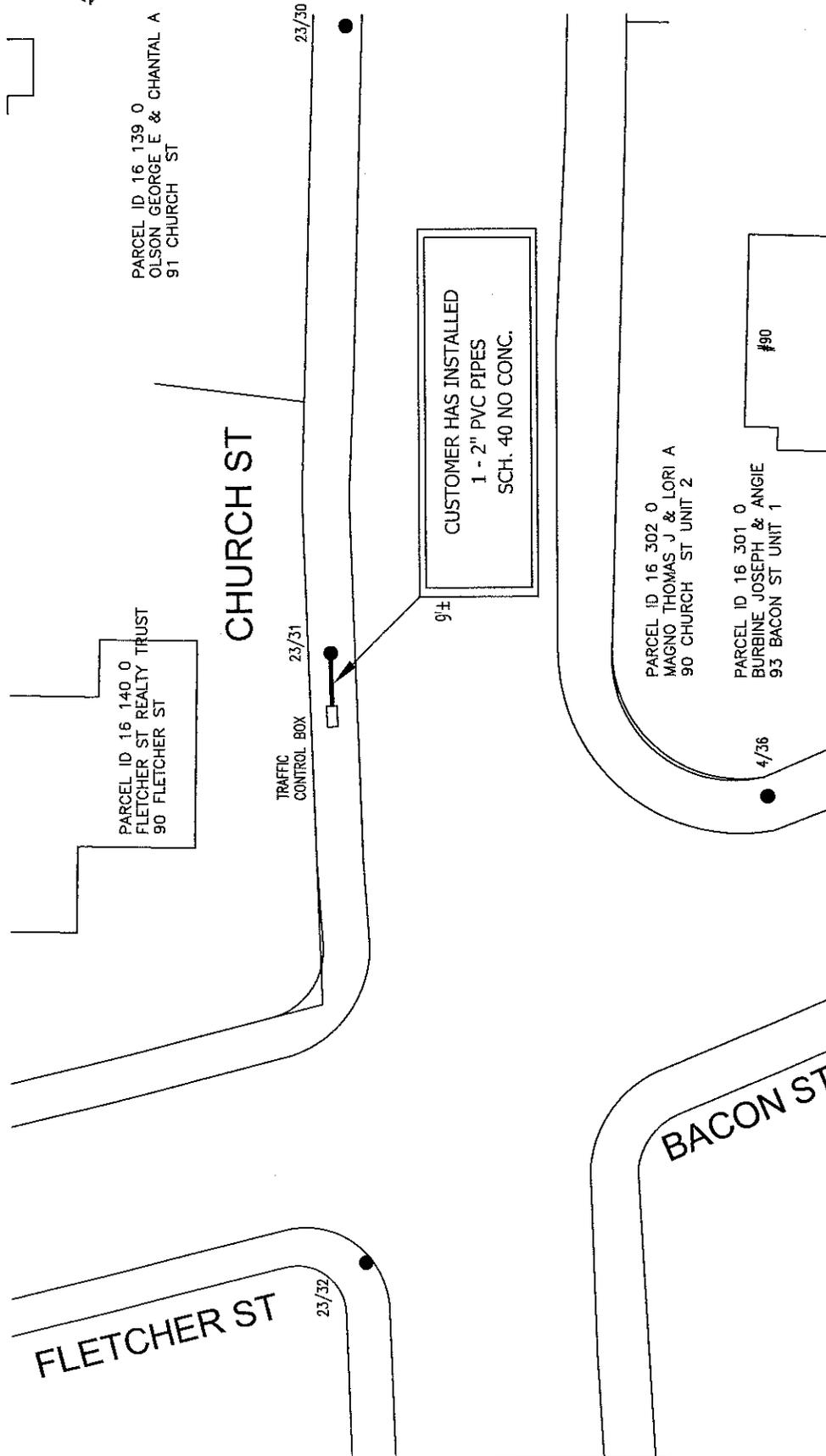
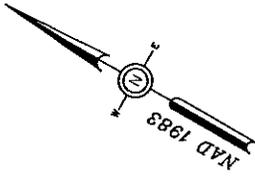
1 \_\_\_\_\_  
 2 \_\_\_\_\_ Board of Selectmen  
 3 \_\_\_\_\_ the Town of  
 4 \_\_\_\_\_ Winchester  
 5 \_\_\_\_\_

**CERTIFICATE**

I hereby certify that the foregoing are true copies of the Order of the Board of Selectmen of the Town of Winchester, Massachusetts, duly adopted on the \_\_\_\_\_ day of \_\_\_\_\_ 2016 and recorded with the records of location Orders of said Town, Book \_\_\_\_\_ Page \_\_\_\_\_ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, as the same appear of record.

Attest: \_\_\_\_\_

Clerk of the Town of Winchester, Massachusetts



PARCEL ID 16 139 0  
OLSON GEORGE E & CHANTAL A  
91 CHURCH ST

PARCEL ID 16 140 0  
FLETCHER ST REALTY TRUST  
90 FLETCHER ST

PARCEL ID 16 302 0  
MAGNO THOMAS J & LORI A  
90 CHURCH ST UNIT 2

PARCEL ID 16 301 0  
BUREBINE JOSEPH & ANGIE  
93 BACON ST UNIT 1

CUSTOMER HAS INSTALLED  
1 - 2" PVC PIPES  
SCH. 40 NO CONC.

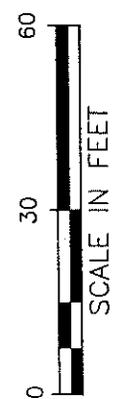
**NSTAR EVERSOURCE**  
ELECTRIC  
d/b/a  
1185 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

C#	
Ward #	
Work Order #	2157624
Surveyed by:	
Research by:	MR
Plotted by:	MR
Proposed Structures:	MR
Approved:	A DEBENEDICTIS
P#	

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSSTAR NOR EVERSOURCE COMPANY, NSSTAR GAS COMPANY NOR ITS AGENTS, EMPLOYEES OR SUBCONTRACTORS SHALL BE LIABLE FOR ANY LOSS OR DAMAGES OR ADVERSE CONSEQUENCES THAT MAY BE INCURRED BY YOU OR YOUR PROPERTY AS A RESULT OF THE INFORMATION TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

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**MASS. LAW**  
REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233



Plan of CHURCH ST WINCHESTER

Showing CUSTOMER CONDUIT LOCATION

Scale 1"=30'

Date AUGUST 11, 2016

SHEET 1 of 1

WO#2157624  
CHURCH ST  
WINCHESTER, MA 01890

PARCEL ID 16 140 0  
90 FLETCHER ST  
FLETCHER ST REALTY TRUST  
DARRYLN BRADFORD TRUSTEE  
90 FLETCHER ST  
WINCHESTER, MA 01890

PARCEL ID 16 139 0  
91 CHURCH ST  
OLSON GEORGE E & CHANTAL A  
91 CHURCH ST  
WINCHESTER, MA 01890

PARCEL ID 16 302 0  
90 CHURCH ST UNIT 2  
MAGNO THOMAS J & LORI A  
90 CHURCH ST UNIT 2  
WINCHESTER, MA 01890

PARCEL ID 16 301 0  
93 BACON ST UNIT 1  
BURBINE JOSEPH & ANGIE  
93 BACON ST UNIT 1  
WINCHESTER, MA 01890



TOWN OF WINCHESTER  
71 MT. VERNON STREET, WINCHESTER, MA  
ENGINEERING DEPARTMENT  
PHONE 781-721-7120 / FAX 781-721-7166

---

**TO:** Richard Howard, Town Manager  
**FROM:** Beth Rudolph, P.E., Town Engineer *BER*  
**DATE:** August 22, 2016  
**RE:** Eversource Grant of Location Petition – Church Street

The Engineering Department and DPW have reviewed the Eversource Grant of Location Petition for Church Street. The proposed work includes the installation of approximately 9-feet of conduit within the public right-of-way to supply power to a new traffic control box. This work is being performed as part of MassDOT's reconstruction of the Church, Bacon, and Fletcher Street intersection.

We find this petition to be acceptable subject to the following conditions:

- The petitioner must meet and satisfy all conditions of Exhibit A (attached);
- Installation shall be subject to the Town's Street Opening moratorium, which runs from November 15<sup>th</sup> through April 15<sup>th</sup>, at the discretion of the DPW Director;
- The conduit shall be installed by open excavation only (no tunneling);
- All underground utilities shall be adequately protected;
- All town-owned utilities shall be relocated at the applicant's expense, as needed;
- The conduit shall be installed/inspected by Eversource and duly recorded with Dig Safe.

cc: Jay Gill, DPW Director

Attachment: Exhibit A – Town of Winchester Grant of Location Requirements



**TOWN OF WINCHESTER**  
**GRANT OF LOCATION – EXHIBIT A**

**Public Utility: Eversource**  
**Location: Church Street**

---

Grantee(s) shall apply for and obtain a Street Opening Permit from the Winchester Department of Public Works, (781-721-7100).

Said Grantee(s) and/or any sub-contractor employed by the grantee(s) shall indemnify and save the Town harmless against all damages, costs and expense whatsoever to which the Town may be subjected in consequence of the acts or neglect of said Grantee(s), its agents or servants, or in any manner arising from the rights and privileges granted by the Town. The foregoing is with respect to activity in, over or under public ways and public property.

Grantee(s) shall execute a bond in a penal sum of five thousand dollars (\$5,000.00) (a bond already on file with Town may be used if and only if said bond by its terms is applicable to the work hereby authorized), conditional on the faithful performance of its duties under this permit including without limitation compliance with lawful state and local laws and requirements.

Said Grantee(s) shall comply with the requirements of all state laws and regulations, to the extent applicable, including but not limited to Massachusetts Dig-Safe Requirements, MGL c. 82, sections 40A – 40D; the Massachusetts Excavation and Trench Safety Law, MGL c. 82A, s. 1 et al, and Town of Winchester by-laws, Board of Selectmen and Department of Public Works reasonable regulations and requirements including Town of Winchester Rules and Regulations Regulating Street Excavations, and such other reasonable rules and regulations as may hereafter be adopted governing the construction and maintenance of conduits and wires, and work in and use of the rights-of-way within the Town, so far as the same are not inconsistent with the laws of the Commonwealth.

In work involving excavation of more than 100 feet of any public way, Grantee shall exercise best efforts to notify all abutters served and impacted by the work within 72 hours prior to commencement of said work.

Grantee shall comply with traffic management and police detail requirements as stipulated in the street opening permit or as otherwise lawfully required by the Winchester Police Department.

All Town-owned services located in, or serviced from this location, shall be re-connected without any cost to the Town in accordance with Town of Winchester requirements and standards.

All disturbed areas must be returned to the same condition in which they were found before the excavation.

Grantee will upon request of the Town, provide to the Town, plans kept in the ordinary course of business reflecting the location of Grantee's facilities in a particular area; and if Town has compatible GIS data exchange, Grantee will periodically exchange its data base on facility locations via GIS data exchange.

Grantee(s) acknowledges and agrees to the Town of Winchester roadway construction moratorium between November 15<sup>st</sup> and April 15<sup>st</sup>, except for emergency situations. If emergency status is granted to permit work during the winter moratorium, the grantee(s) and/or contractor must secure the area by sunset each working day, and shall secure the roadway to allow snow plowing and salting and to avoid any flooding. All roadway paving must be maintained during the winter months until permanent repairs can be made.

Upon reasonable request of the Department of Public Works, Town Engineer or Police/Fire Departments, Grantee shall meet with Town designees prior to commencement of construction to discuss Town right-of-way management, public safety matters, street restoration, work standards and related matters if and as needed.

Conduit shall be installed by excavation and not tunneling.



# *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, September 12, 2016

## HEARING

Docket Item F-2: Adoption: Town of Winchester Municipal Aggregation Plan

### Supporting Documents:

F - 2: Memo from Energy Coordinator Susan McPhee outlining requirements for submission to DOER and DPU

Petition and Supporting Documents for Town of Winchester Municipal Aggregation Plan

Public comments (attached)

### Action Required:

F - 2: VOTE to approve plan.

To: Winchester Board of Selectmen  
From: Susan McPhee, Energy Conservation Coordinator  
Re: **Electricity Aggregation Update and Next Steps**  
Date: September 8, 2016  
Cc: Richard Howard

Winchester's work to aggregate electricity supply for residents and small businesses has been progressing through the summer. Last week the Department of Energy Resources approved our plan. The public comment period for the plan, which opened on July 6<sup>th</sup> is scheduled to close at the next Board meeting on September 12<sup>th</sup>.

Outreach regarding the plan has included:

- Press release to local news papers
- Coverage in both the Star and the Times Chronicle
- Top billing on the Town Website home page
- Links to the plan from the town website
- Hard copy of the plan available at the counter in the Town Manager's office

Next steps will take place at the Monday, September 12 Board meeting. First the hearing – resident's opportunity to verbally weigh in on the plan. Second, the period for public comment will close. Third and finally the Board will vote on whether or not to approve the aggregation plan.

Should the Board vote to proceed, the plan will then move on to the Department of Public Utilities for review and approval. Once approved, Winchester is then eligible to pursue pricing for electricity on behalf of residents.

Please note that the plan documents are included in your packet, along with copies of any written comments from the public.

Thank you for your attention to this important matter - potentially benefiting many residents.

**Stevens, Lynn**

---

**From:** Dave Judelson <davejud@gmail.com>  
**Sent:** Thursday, September 08, 2016 12:00 PM  
**To:** Town Manager  
**Cc:** Ms. Susan McPhee  
**Subject:** Public Comment Community Choice Aggregation

Dear Mr. Howard,

I would like to comment briefly on the Community Choice Aggregation (CCA) project the town is pursuing.

As the original proponent of the Warrent Article for Town Meeting, (which passed unanimously!) I remain a very strong supporter of CCA and encourage the town to move forward with the project.

In addition to the benefits we have been outlining before:

- **Rate Stability**
- **Potential Savings**
- **Consumer Protection**
- **Increased support for local renewable energy.**

I would like to reinforce the **Consumer Protection** aspect as I run in to this often. I work in residential and commercial Solar Sales. Just yesterday I visited an older gentleman, 84, who was interested in solar for his home. He mentioned that he had made the mistake of going with a predatory energy supply company that gave him a low rate for a brief introductory period, then the rates skyrocketed! In his case he mentioned the attorney generals office got involved to allow him out of the long term contract. This is the kind of protection we are hoping to provide all Winchester residents, but in particular it's senior, who may be more vulnerable and are often the targets of these practices.

Thank you again for pursuing Community Choice Aggregation and I look forward to Winchester's residents and small businesses benefitting from this project for a long time to come.

Sincerely,

Dave Judelson

**Stevens, Lynn**

---

**From:** Alan Field <alanfield@gmail.com>  
**Sent:** Tuesday, September 06, 2016 4:15 PM  
**To:** Town Manager  
**Subject:** Public comment- on Community Source Aggregation

Greetings!

I think I barely need to argue for the benefits of this proposal. Who would not like the potential reduced costs to rate payers, the greater price stability and the increased protection from predatory electricity supplier plans? Likewise, the increased support for renewables should please almost everyone.

Ironically, Donna and I would be in a likely minority who would actually opt out because we prefer to pay a bit extra for receiving 100% renewable electricity. This we would - and could - continue to do under the aggregation plan. So even though it is not for us, we think "aggregation" is a great idea and fully support it for the people of Winchester.

Sincerely, Alan Field and Donna Wainwright.

**D.P.U. 16 - \_\_\_\_\_**

**PETITION  
AND SUPPORTING DOCUMENTS  
FOR THE  
TOWN OF WINCHESTER  
MUNICIPAL AGGREGATION PLAN**

## AGGREGATION DOCUMENTS

### 1. Petition

#### Attachments

#### 1. Historical Overview

##### Exhibits

- A. Certified Vote to Pursue Municipal Aggregation
- B. Energy-Related Services Agreement
- C. Department of Energy Resources (DOER) Consultation Letter
- D. Certified Vote to Approve the Aggregation Plan
- E. Documentation of Opportunity for Public Review and Comment

#### 2. Aggregation Plan

##### Exhibits

- A. Customer Enrollment, Opt-Out and Opt-In Procedures
- B. Sample Customer Notification Letter and Opt-Out Card

#### 3. Public Outreach and Education Plan

##### Exhibit

- A. Sample of Available Media Outlets

#### 4. Electric Services Agreement

**THE COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF PUBLIC UTILITIES**

\_\_\_\_\_) )  
Town of Winchester Municipal Aggregation Plan ) D.P.U. 16-\_\_\_\_  
\_\_\_\_\_)

**PETITION FOR APPROVAL OF MUNICIPAL AGGREGATION PLAN**

The Town of Winchester (“Municipality”) respectfully petitions the Department of Public Utilities (“Department”), pursuant to G.L. Chapter 164, Section 134(a), for approval of its Municipal Aggregation Plan. In support of this Petition, the Municipality states the following:

1. The goals of the community electricity municipal aggregation program (the “Program”) are to bring the benefits of competitive choice of electric supplier, longer-term price stability than provided by the local utility, lower cost power and more renewable energy options to the residents and businesses of the Municipality. Under the program the Municipality will have the opportunity to provide a portion of renewable or green power through renewable energy certificates (“RECs”). The program will employ a procurement process designed to maximize savings and will provide a full set of consumer protections, including the right for any customer to opt out of the program at any time at no charge.

2. The Municipality formally initiated the process to develop an aggregation plan through a vote of the Town Meeting. The vote and the actions of the Municipality preceding and following this vote for approval are outlined in the Historical Overview. (Attachment 1)

3. The Municipality seeks the Department’s approval of its Municipal Aggregation Plan (“Plan”) (Attachment 2) that describes the key features, structure and operation of the aggregation program and explains how the Plan meets the statutory requirements.

4. A Public Outreach and Education Plan has been formulated to ensure that residents and businesses are fully informed about the important aspects of the Plan to enable them to make intelligent decisions concerning participation in the Program. (Attachment 3)

5. The Plan and the associated form of Electric Services Agreement (“ESA”) (Attachment 4) ensure that the program complies with all requirements of G L. Chapter 164, Section 134(a), including providing universal access, a reliable power supply and the equitable treatment of all customer classes.

6. The Municipality consulted with the Department of Energy Resources (“DOER”) and sought the input of the Local Distribution Company (“LDC”) in the development of the Plan.

7. The Municipality is a member of the Metropolitan Area Planning Council (“MAPC”). Although Municipalities are not required to follow the competitive bidding process of G.L. Chapter 30B when entering into a contract for energy-related services, the MAPC issued a Request for Proposals for Community Choice Aggregation Consulting Services on behalf of its member municipalities. The MAPC selected Good Energy L.P. as its green municipal aggregation consultant through an open and competitive process.

8. The Municipality respectfully requests that the Department conduct an expeditious review of this petition to allow the Municipality to proceed with implementation to maximize benefits for eligible consumers. Municipal aggregators are required to conduct their business openly and with full public participation. The Municipality requests a streamlined process, including a public hearing, discovery, and an opportunity for interested persons to submit written comments.

9. The Municipality also respectfully requests a waiver, both for itself and for its competitive supplier, from the requirement to mail a quarterly information disclosure label to every customer. The requirement for quarterly distribution of the disclosure label is specified in 220 C.M.R. § 11.06(4)(c). The Department has determined that for municipal aggregators, the distribution would normally be made

by individual mailings to customers. City of Marlborough, D.T.E. 06-102, at 24. The Department, however, may grant an exception to any provision of 220 C.M.R. 11.00 for good cause shown. 220 C.M.R. Section 11.08. In support of its request for waiver, the Municipality states that quarterly mailings would be burdensome and expensive, raising the supply price for customers. The Municipality will employ an alternative disclosure strategy, including press releases, public service announcements on local access cable television, postings at Municipality buildings and postings on the program website, that will provide the required information to customers as effectively as quarterly mailings. The Department has granted similar waivers to other municipal aggregators using equivalent disclosure strategies. Cape Light Compact, D.T.E. 00-47, at 28; City of Marlborough, D.T.E. 06-102, at 24; Town of Lanesborough, D.P.U. 11-27, at 23; Town of Ashland, D.P.U. 11-28, at 22; Town of Lunenburg, D.P.U. 11-32, at 22; Town of Lancaster, D.P.U. 12-39, at 23; City of Lowell, D.P.U. 12-124, at 51; Town of Ashby, D.P.U. 12-94, at 37; Town of Natick, D.P.U. 13-131, at 29; Town of Greenfield, D.P.U. 13-183, at 27.

WHEREFORE, the Petitioner hereby respectfully requests that the Department:

1. Adopt a streamlined review and approval process;
2. Approve the Aggregation Plan of the Municipality;
3. Approve the request of the Municipality for a waiver of the requirement of 220 C.M.R Section 11.06(4)(c) to mail the quarterly disclosure label; and
4. Provide such other and further relief as may be necessary or appropriate.

Respectfully submitted,

TOWN OF WINCHESTER

By Attorney for Good Energy, L.P.

---

Scott J. Mueller  
Scott J. Mueller Law Office  
16 Conant Road  
Chestnut Hill, MA 02467  
978-460-0693  
scott@sjmuellerlaw.com  
Dated: \_\_\_\_\_, 2016



# 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, September 12, 2016

## BUSINESS

Docket Item G 2: Capital Planning Committee Update – Helen Philliou, Chair

### Supporting Documents:

G-2:

- Capital Project Requests
- Capital Funds Projection Summary

### Action Required:

G - 2:



# Town of Winchester

*Helen S. Philliou, Chairman, Capital Planning Committee*

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

September 8, 2016

To: Board of Selectmen  
Richard Howard, Town Manager

From: Capital Planning Committee, Helen Philliou, Chair

RE: 2018 Capital Budget

We have come this evening to share with you our recommendations for FY2018 Capital Projects as shown on the attached spreadsheets. After many years the Flood Mitigation projects are nearly complete. Two projects remain, Swanton Street Culvert and the Muraco Culvert. The Swanton Street Culvert has been estimated to cost approximately \$1.8million. As you are aware, Town Meeting authorized funding to complete 100% design and plans & specifications. We are seeking your direction regarding funding of this final project.

There are over \$10 million in department requests for capital projects. Each of them is important and most relate to health and safety. If funding were available in the stabilization funds the committee would be recommending the funding of many of these capital requests. However, without adequate funding choices had to be made.

Enclosed with your packet this evening are copies of the financial model that the committee utilizes in projecting balances for the Building and Capital Stabilization Funds.

Earlier I had sent a letter requesting your consideration for allocating a portion or all of the Winning Farm money to the Capital budget. The CPC committee would like to suggest that a portion of the money be utilized for this important project. If the total project cost could not be funded this year, possibly the funds could be deposited in the Capital Stabilization Fund now and then combine it with available funding from the Capital Stabilization Fund next year and fund the Flood Mitigation Project (Swanton Street Culvert).

We are very much aware that the Flood Mitigation Projects are a high priority on the BOS' agenda. Therefore, we are asking for your guidance on how to proceed in the next year.

**FY 2018 Capital Improvement Project Requests**

<b>BUILDING STABILIZATION FUND</b>					
<b>Departments</b>	<b>Projects</b>	<b>FY 18 Requests</b>	<b>Cumulative</b>		
1	<b>SCHOOLS</b>	McCall Gym Ceiling Replacement	95,000	95,000	
2	<b>DPW - Buildings</b>	Muraco School Fire Alarm	165,000	260,000	
3	<b>DPW - Buildings</b>	Parks Dept. Roof Replacement	200,000	460,000	FALL \$50,000 Spring \$150,000
4	<b>DPW - Buildings</b>	DPW Wall Stable Demo/Replacement	150,000	610,000	
5	<b>SCHOOLS</b>	McCall Classroom Conversion of Existing Space Design Work	50,000	<b>660,000</b>	← Includes the additional \$220,000 from General Revenue
6	<b>DPW - Buildings</b>	Town Hall Generator/Construction	200,000	860,000	
7	<b>DPW - Buildings</b>	Library HVAC Replacement	500,000	1,360,000	
8	<b>SCHOOLS</b>	Lincoln Play Field Drainage & Site Renovation	93,000	1,453,000	
9	<b>SCHOOLS</b>	Muraco Classroom Sink/Cabinet Unit Replacement	100,000	1,553,000	
10	<b>DPW - Buildings</b>	Town-wide Painting and Carpet Replacement	100,000	1,653,000	
11	<b>FIRE</b>	West Side Station Renovation	2,200,000	3,853,000	
12	<b>SCHOOLS</b>	Lynch Domestic Water & Heat Distribution Replace	300,000	4,153,000	
13	<b>SCHOOLS</b>	Lynch Design Specs Window Replacement (Merged with Muraco for \$80K to be Flexible)	150,000	4,303,000	
14	<b>SCHOOLS</b>	Muraco Window Replacement Part 2 Classroom	200,000	4,503,000	
15	<b>SCHOOLS</b>	Muraco Window Replacement Design Specs (Merged with Lynch for \$80K to be Flexible)	60,000	4,563,000	
16	<b>SCHOOLS</b>	Muraco Replace Electrical System Design Specs	100,000	<b>4,663,000</b>	
<b>TOTAL BUILDING STABILIZATION FUND</b>			<b>4,663,000</b>		

<p><b>FALL Town Meeting</b></p> <p><b>SPRING Town Meeting</b></p>
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<b>CAPITAL STABILIZATION FUND</b>			
<b>Departments</b>	<b>Projects</b>	<b>FY 18 Requests</b>	<b>Cumulative</b>
1	<b>ADA</b> Municipal & Schools Projects	125,000	125,000
2	<b>FIRE</b> Fire Pumper	550,000	675,000
3	<b>DPW</b> Roads & Sidewalks	300,000	975,000
4	<b>DPW - Vehicles</b> Salter Truck 1	185,000	1,160,000
5	<b>Town Manager</b> VFA Building Inventory Phase 2	51,187	<b>1,211,187</b>
6	<b>FLOODING</b> Swanton Street Culvert Project	1,700,000	2,911,187
7	<b>FIRE</b> Public Safety Radio Mandated Upgrade	125,000	3,036,187
8	<b>MIS</b> Ethernet Cabling Phase 2	55,000	3,091,187
9	<b>DPW - Vehicles</b> Truck 15	56,000	3,147,187
10	<b>ENGINEERING</b> Engineering Department Truck	42,000	3,189,187
11	<b>DPW - Vehicles</b> Ford Explorer/Highway	35,000	3,224,187
12	<b>RECREATION</b> Leonard Field Tennis & Basketball Courts	59,600	3,283,787
13	<b>Town Manager</b> Implement Portion of the Landscape Master Plan for Mill and Judkins Pond	50,000	3,333,787
14	<b>Town Manager</b> Final Design & Construction of Traffic Signals at Main & Swanton and Ridge & Johnson Streets	900,000	4,233,787
15	<b>POLICE</b> Software Study	20,000	4,253,787
16	<b>Town Manager</b> Design & Engineering for Main St & Waterfield Rd Bridge Rail Replacement	150,000	4,403,787
17	<b>FIRE</b> Pick Up Truck	35,000	<b>4,438,787</b>
<b>TOTAL CAPITAL STABILIZATION FUND</b>		<b>4,438,787</b>	

<b>FALL Town Meeting</b> <b>SPRING Town Meeting</b>
--

<b>WATER &amp; SEWER ENTERPRISE</b>				
<b>Departments</b>		<b>Projects</b>	<b>FY 18 Requests</b>	<b>Cumulative</b>
1	DPW - Water/Sewer	Water Main Lining/Lead Neck Removal *	600,000	600,000
2	DPW - Water/Sewer	Scada System at Plant	175,000	775,000
3	DPW - Water/Sewer	Carbon Replacement at Plant	70,000	845,000
4	ENGINEERING - W&S	EPA MS4 Stormwater Permit - NOI Preparation	13,000	858,000
5	ENGINEERING - W&S	EPA MS4 Stormwater Permit - Year 1 Requirements	135,000	993,000
6	DPW - Water/Sewer	Meter #1/2/6 Area Construction Phase I **	1,000,000	1,993,000
7	ENGINEERING - W&S	Stowell Road Groundwater Investigation	35,000	<b>2,028,000</b>
<b>TOTAL WATER &amp; SEWER ENTERPRISE</b>			<b>2,028,000</b>	

\* MWRA Loan

\*\* MWRA Loan /Grant

<b>CEMETERY TRUST FUND</b>				
<b>Departments</b>		<b>Projects</b>	<b>FY 18 Requests</b>	<b>Cumulative</b>
1	DPW - Cemetery	Pick Up Truck	56,000	56,000
2	DPW - Cemetery	Trees (Pruning/Planting) Up to	20,000	<b>76,000</b>
<b>TOTAL CEMETERY TRUST FUND</b>			<b>76,000</b>	

FALL Town Meeting  
 SPRING Town Meeting





# 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, September 12, 2016

## BUSINESS

Docket Item G4: Swanton / Main Streets and Johnson Road / Ridge Street  
Intersections Update – Doug Prentiss, Stantec traffic consultant

### Supporting Documents:

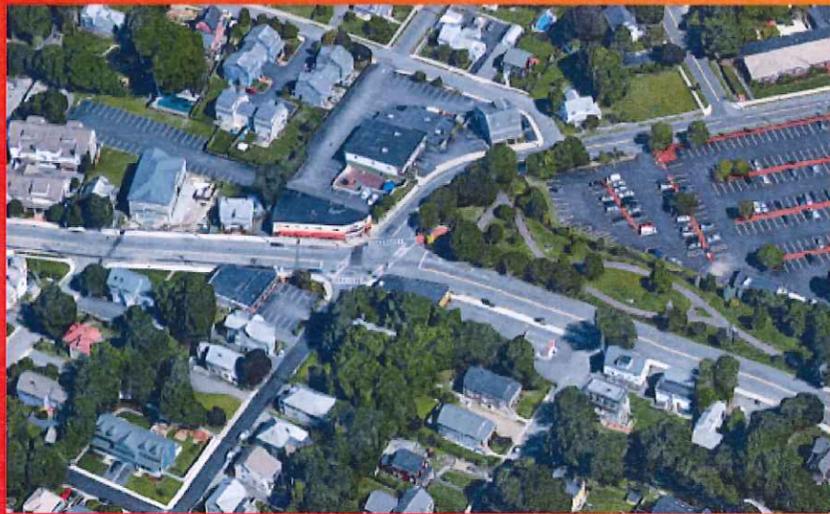
G-4: Presentation: Intersection Improvements at intersections.

### Action Required:

G - 4:

# Intersection Improvements At Main St/Swanton St/Water St & Johnson Road/Ridge Street in Winchester

Town of Winchester, MA



Main St/Swanton St/Water St



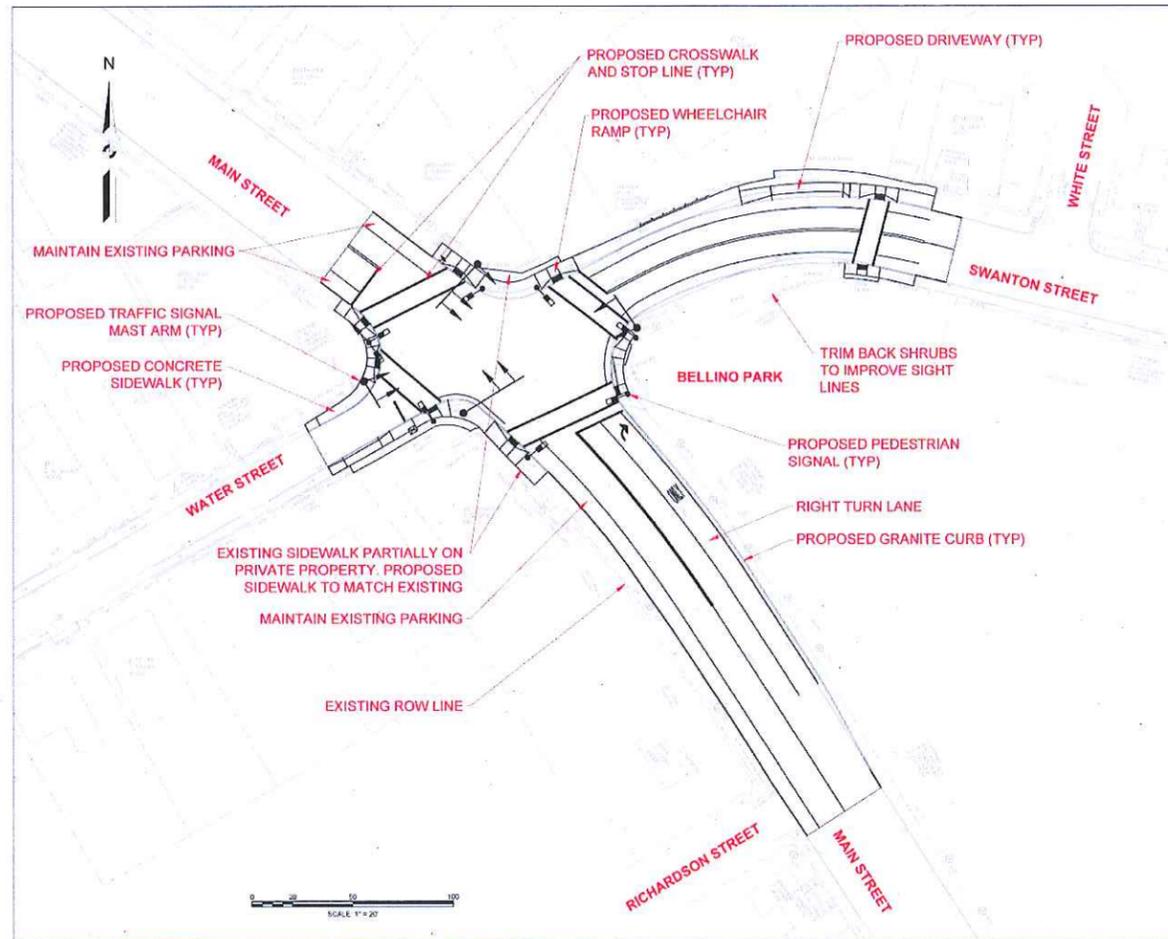
Johnson Rd/Ridge St

September 12, 2016



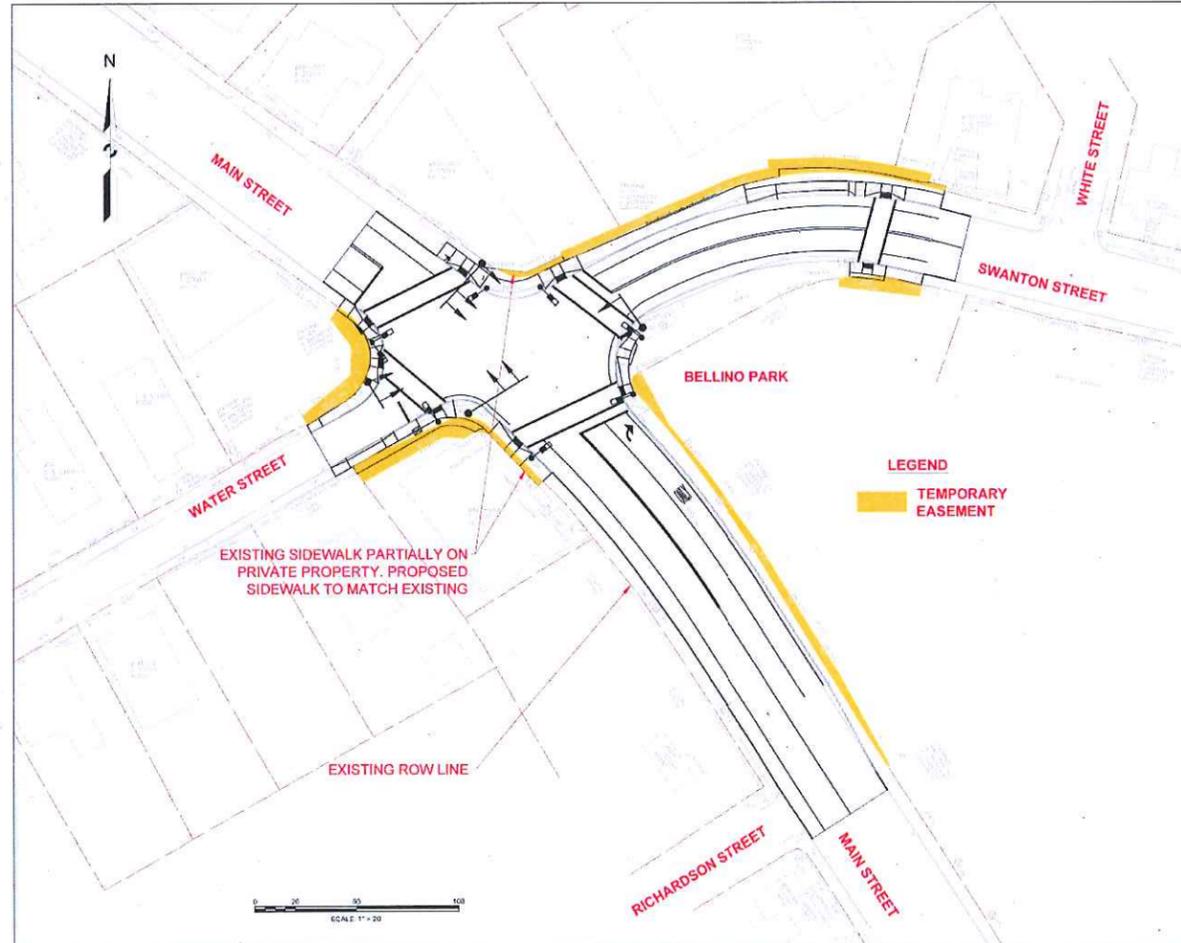
# Main St/Swanton St/Water St Intersection

## Plan View – Intersection Improvements With Signal Upgrade



# Main St/Swanton St/Water St Intersection

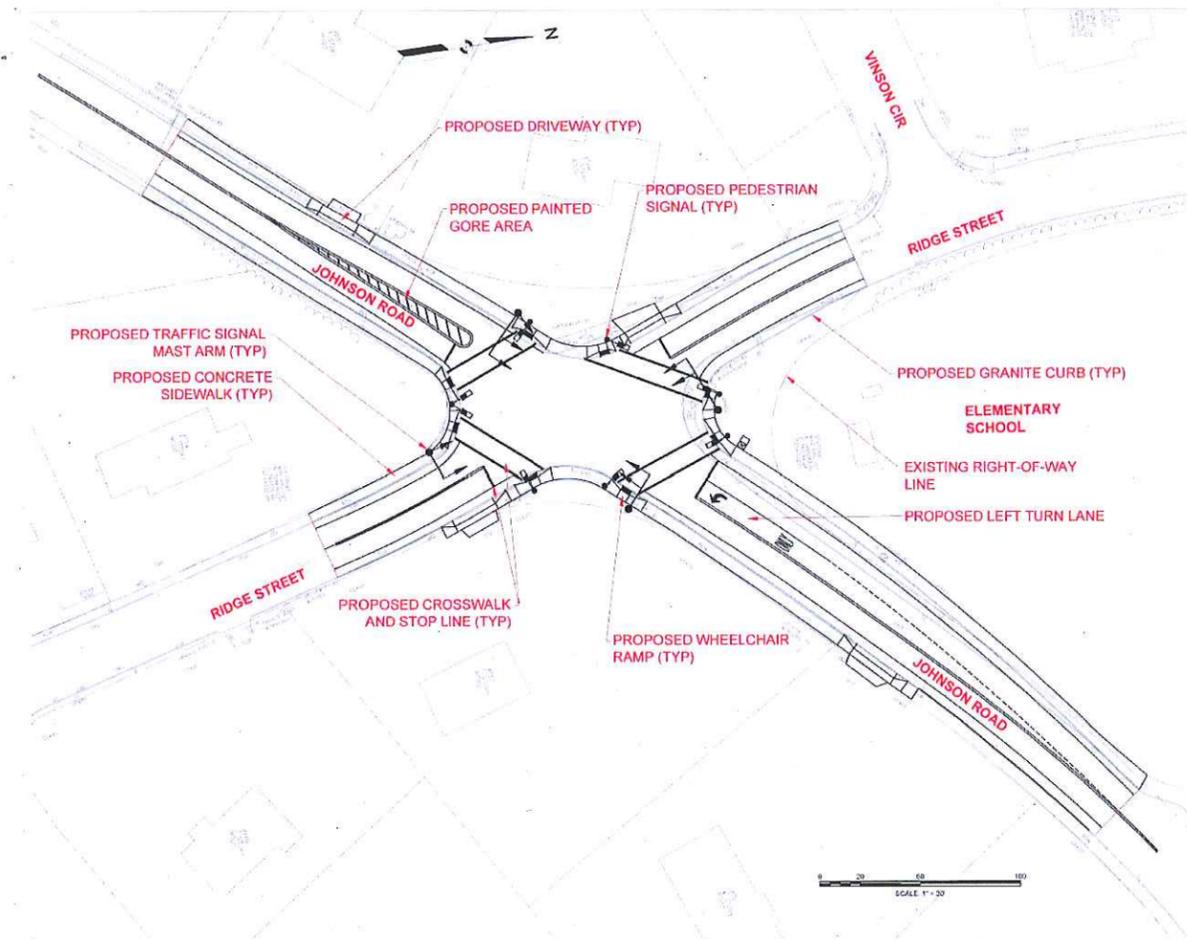
## Plan View – Temporary Easements



Temp Easements = +/- 3,600 Sq Ft  
No Known Takings

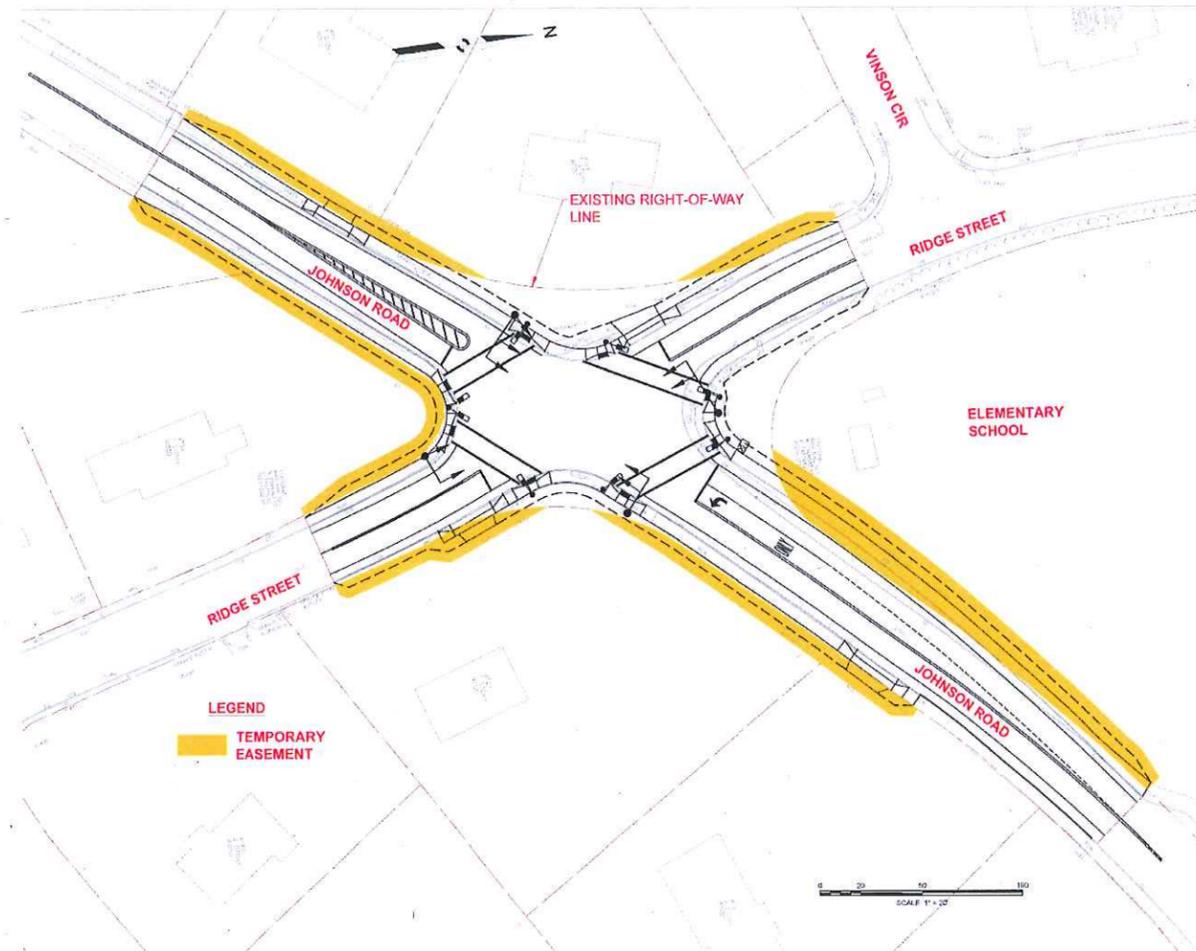
# Johnson Road/Ridge Street Intersection

## Plan View – Intersection Improvements With New Signal



# Johnson Road/Ridge Street Intersection

## Plan View – Temporary Easements



Temp Easements = +/- 10,600 Sq Ft  
No Known Takings



# Construction Costs

## **Main St/Swanton St/Water St**

- \$725,000 to \$790,000 (Includes 25% Contingency)
- \$910,000 to \$995,000 (When including administration, police, and utility)
- Lower end of cost assumes mill & overlay. Upper end assumes full depth reconstruction. Investigation of pavement conditions will determine final cost.

# Construction Costs

## Johnson Rd/Ridge St

- \$865,000 to \$1.13 mil (Includes 25% Contingency)
- \$1.07 mil to \$1.37 mil (When including administration, police, and utility)
- Lower end of cost assumes mill & overlay. Upper end assumes full depth reconstruction. Investigation of pavement conditions will determine final cost.

# Approximate Schedule

- Public Informational Meeting – Conceptual Design
- Submit 25%/50% Design to the Town by end of September.
- Assume Town completes review by mid-October and acquires any necessary easements.
- Submit 100% Plans by mid-November.
- Town reviews and holds public meeting.
- Finalize Bid Documents.



Questions?





# *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

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Board of Selectmen Meeting  
Monday, September 12, 2016

## **BUSINESS**

Docket Item **G-6:** VOTE to use Selectmen's Housing Fund monies to conduct a home inspection for the Willows Unit that is a part of the First Time Homebuyers Program

### Supporting Documents:

**G-6:** Memo outlining cost for inspection.

### Action Required:

**G -6:** . VOTE to approve use of funds



# Town of Winchester

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

September 9, 2016

TO: Board of Selectmen

FROM: Jennifer Cafarella 

RE: Home Inspection, First Time Home Buyers unit

The Town is in the process of facilitating the sale of 7 Conant Road, Unit 49 via the First Time Home Buyers Program. In the past, the Town has contracted and paid for home inspections for potential buyers. I am currently seeking your approval to use funds from the Selectmen Housing Fund to have a home inspection prepared for the current potential buyers. The price for the inspection would be \$529.00.

Thank you.



# 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, September 12, 2016

## CONSENT AGENDA

- Docket Item **H 1:** Approval for Girl Scouts to Use Borggaard Beach for welcome / opening event;
- H - 2:** Approval for First Congregational Church to have a *Blessing of Animals* worship service on the Town Common on Sunday, October 16<sup>th</sup>;
- H - 3:** One Day Alcoholic Beverage Licenses:  
(4) Archie McIntyre for Wright Locke Farm Conservancy – September 18, 22, 23 and 24, 2016 – 1827 Barn

## Supporting Documents:

- H-1:** Letter requesting permission to use Borggaard Beach
- H-2:** Letter from First Congregational Church requesting Permission to use Town Common
- H-3:** Four (4) One Day Alcoholic Beverage License applications filed by Archie McIntyre for the Wright Locke Farm Conservancy.

## Action Required:

- H - 1/2/3:** VOTE to approve Consent Agenda

Docket Item:  
H - 1:  
September 12, 2016

Elizabeth Goeke  
Winchester Girl Scouts Service Unit Coordinator  
22 Grove Pl #15  
Winchester, MA 01890  
winchestergirlscouts@gmail.com  
cell: 781 526 2895  
Wednesday, August 24, 2016

Winchester Selectman  
71 Mt Vernon St  
Winchester, MA 01890

Dear Selectman,

I'm writing you on behalf of the Winchester Girl Scouts to request use of the Borggaard Beach on Friday, October 14th for beach evening to kickoff our new Girl Scout year. The event will include making s'mores and singing around the fire (there will be no swimming). We will likely suggest a \$5 donation per person to cover the cost of the event and to support future activities by our service unit.

The event would be open to any interested family in town either registered Girl Scouts or not and we will be purchasing extra insurance through the Girl Scouts of Eastern Massachusetts carrier (United Omaha Life Insurance Company) to cover non-registered participants. We will invite all Girl Scouts registered in Winchester during 2015-16 and 2016-17 to attend with the option of bringing a friend and or family. In addition, we will post the event to school newsletters to allow new interested girls to join us.

We will have present at least a licensed First Responder with a medical kit, an American Red Cross certified lifeguard, and an adult specifically tasked with minding the fire who has taken council Troop Camping certification. Certification for all three can be provided upon request.

We are asking permission to use the beach from 5 PM until 8 PM, though our hours are flexible. The event itself will probably be run from 5.30-7.30 PM, but we want to allow time to start the fire and put it out properly at the end.

If you have any questions, concerns, or would like further clarification, please do not hesitate to ask. I appreciate your consideration,

Elizabeth Goeke

## Mawn, Patti

---

**From:** Elizabeth R. Goeke <ellig@mac.com>  
**Sent:** Wednesday, August 24, 2016 9:42 AM  
**To:** Mawn, Patti  
**Subject:** Borggaard Beach request

Hi,

My name is Elli Goeke and I'm the Winchester Girl Scouts Service Unit Coordinator — the top volunteer for coordinating Girl Scouts in town. In past years (2013, 2014) we have used Borggaard Beach for an event in the fall to welcome back families and recruit some new girls. I've written a request letter (<http://bit.ly/2bf2eeG>) for October 2016 and was hoping that the Selectmen would consider it at their next meeting. If you would prefer a hard copy, I can drop one off at the Town Hall in the next few days. If you have any questions or concerns, please don't hesitate to reach out. Thank you,

Elli

---

Elizabeth Goeke  
Winchester Service Unit Coordinator  
Girl Scouts of Eastern Massachusetts  
+1 781 526 2895  
[winchestergirlscouts@gmail.com](mailto:winchestergirlscouts@gmail.com)

## Mawn, Patti

---

**From:** Nelson, Chris  
**Sent:** Wednesday, August 24, 2016 10:41 AM  
**To:** Mawn, Patti  
**Subject:** RE: Borggaard Beach request October 14th

I have no issues with the Girl Scout request.

Thank you,  
Chris

---

**From:** Mawn, Patti  
**Sent:** Wednesday, August 24, 2016 10:38 AM  
**To:** Nelson, Chris  
**Subject:** RE: Borggaard Beach request October 14th

*Have already requested the COI. Not sure if you were able to open the link imbedded in Elli's message, but they are planning to have a 'first responder' on site. Chief Nash has been included in the comment request chain, and hopefully he will indicate whether a fire detail is required.*

---

**From:** Nelson, Chris  
**Sent:** Wednesday, August 24, 2016 10:34 AM  
**To:** Mawn, Patti  
**Subject:** RE: Borggaard Beach request October 14th

Hi Patti,

The Recreation Department have a few issues with this request as long as the Girls Scouts provide a certificate of liability insurance naming the Town as additionally insured and the hiring of a Lifeguard. Since the event is open to the public in close proximity to Wedge Pond I would feel more comfortable with a lifeguard present. Also, concerns with the cooking fire request. Is this a bonfire and will a fire detail be needed?

Thanks  
Chris

---

**From:** Mawn, Patti  
**Sent:** Wednesday, August 24, 2016 9:50 AM  
**To:** Nash, John; Peter MacDonnell ([pmacdonnell@winchesterpd.org](mailto:pmacdonnell@winchesterpd.org)); Nelson, Chris; [tgroux@winchesterpd.org](mailto:tgroux@winchesterpd.org)  
**Subject:** FW: Borggaard Beach request October 14th  
**Importance:** High

*Good morning all...may I have your comments on this attached request from the Winchester Girl Scouts to use Borggaard Beach on October 14<sup>th</sup>. Thanks for your help!*

---

**From:** Elizabeth R. Goeke [<mailto:ellig@mac.com>]  
**Sent:** Wednesday, August 24, 2016 9:42 AM

Docket Item:  
H - 2:  
September 12, 2016



Thursday, September 1, 2016

Winchester Board of Selectmen  
Selectmen's Office  
71 Mt. Vernon St.  
2<sup>nd</sup> Floor  
Winchester, MA 01890

Dear Selectmen,

Our church would love to have our Blessing of the Animals worship service on the town common on Sunday, October 16<sup>th</sup> at 10:00 am. The service is a regular worship service, consisting of prayers and music with a special part for owners to bring their pets forth for a blessing. We have had this service in our fellowship hall for several years and we create an area for each group of pets to be kept together with an additional area for those who are afraid of animals. We would love the openness and area offered by the common. The service lasts approximately an hour and fifteen minutes. We would require an hour beforehand to set up the area. We request your permission to host this service and have enclosed a certificate of insurance. Thank you for your time.

Sincerely,

Sarah Marino  
Office Manager

RECEIVED  
2016 SEP -6 AM 11:32  
TOWN OF WINCHESTER  
TOWN MANAGER  
BOARD OF SELECTMEN

## Mawn, Patti

---

**From:** Nash, John  
**Sent:** Tuesday, September 06, 2016 3:48 PM  
**To:** Mawn, Patti  
**Subject:** RE: First Congo Church - Animal Blessing Sunday 10/16

The Winchester Fire Department has no objection to the permitting of the use of the Town Common, provided 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:** Mawn, Patti  
**Sent:** Tuesday, September 06, 2016 11:43 AM  
**To:** Nash, John <jnash@winchester.us>; Peter MacDonnell (pmacdonnell@winchesterpd.org) <pmacdonnell@winchesterpd.org>; Kostos, Anne <akostos@winchester.us>; tgroux@winchesterpd.org; Gill, James <jgill@winchester.us>; Murphy, Jennifer <jenmurphy@winchester.us>  
**Subject:** First Congo Church - Animal Blessing Sunday 10/16  
**Importance:** High

*May I have your comments on the attached request from the First Congregational Church requesting permission to use the Town Common on Sunday, October 16<sup>th</sup> for an animal blessing service.*

*Thank you...*

## Mawn, Patti

---

**From:** Gill, James  
**Sent:** Tuesday, September 06, 2016 2:45 PM  
**To:** Mawn, Patti  
**Subject:** Re: First Congo Church - Animal Blessing Sunday 10/16

Thank you

Sent from my iPhone

On Sep 6, 2016, at 2:43 PM, Mawn, Patti <[pmawn@winchester.us](mailto:pmawn@winchester.us)> wrote:

*Will put that in the approval letter. Otherwise, are you ok with this?*

**From:** Gill, James  
**Sent:** Tuesday, September 06, 2016 2:43 PM  
**To:** Mawn, Patti  
**Cc:** Nash, John; Peter MacDonnell ([pmacdonnell@winchesterpd.org](mailto:pmacdonnell@winchesterpd.org)); Kostos, Anne; [tgroux@winchesterpd.org](mailto:tgroux@winchesterpd.org); Murphy, Jennifer  
**Subject:** Re: First Congo Church - Animal Blessing Sunday 10/16

Hi Patti,

They need to make sure the common is cleaned up after the event.

Thx  
Jay

Sent from my iPhone

On Sep 6, 2016, at 11:42 AM, Mawn, Patti <[pmawn@winchester.us](mailto:pmawn@winchester.us)> wrote:

<image001.jpg>

*May I have your comments on the attached request from the First Congregational Church requesting permission to use the Town Common on Sunday, October 16<sup>th</sup> for an animal blessing service.*

*Thank you...*

<image002.png>

<Congo Church animal blessing 2016.pdf>

## Mawn, Patti

---

**From:** Peter MacDonnell <pmacdonnell@winchesterpd.org>  
**Sent:** Tuesday, September 06, 2016 2:38 PM  
**To:** Mawn, Patti; Nash, John; Kostos, Anne; Thomas Groux; Gill, James; Murphy, Jennifer  
**Cc:** Barbara Bosco  
**Subject:** RE: First Congo Church - Animal Blessing Sunday 10/16

Hi Patti,

The police have no objections.

Peter

Peter MacDonnell  
Chief of Police  
Winchester Police Department  
30 Mount Vernon Street  
Winchester, MA 01890  
Main: (781)729-1212  
Office: (781)729-5429

---

**From:** Mawn, Patti [mailto:pawn@winchester.us]  
**Sent:** Tuesday, September 06, 2016 11:43 AM  
**To:** Nash, John; Peter MacDonnell; Kostos, Anne; Thomas Groux; Gill, James; Murphy, Jennifer  
**Subject:** First Congo Church - Animal Blessing Sunday 10/16  
**Importance:** High

*May I have your comments on the attached request from the First Congregational Church requesting permission to use the Town Common on Sunday, October 16<sup>th</sup> for an animal blessing service.*

*Thank you...*



**Patti Mawn**  
Administrative Assistant

Town Manager's Office / Board of Selectmen  
71 Mount Vernon Street Winchester, MA 01890  
Phone (781) 721-7133 | Fax (781) 756-0505

## Mawn, Patti

---

**From:** Kostos, Anne  
**Sent:** Tuesday, September 06, 2016 12:52 PM  
**To:** Mawn, Patti  
**Subject:** RE: First Congo Church - Animal Blessing Sunday 10/16

Hi Patti,

I don't have any concerns with this request.

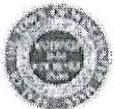
Thanks,  
Anne

---

**From:** Mawn, Patti  
**Sent:** Tuesday, September 06, 2016 11:43 AM  
**To:** Nash, John <jnash@winchester.us>; Peter MacDonnell (pmacdonnell@winchesterpd.org) <pmacdonnell@winchesterpd.org>; Kostos, Anne <akostos@winchester.us>; tgroux@winchesterpd.org; Gill, James <jgill@winchester.us>; Murphy, Jennifer <jenmurphy@winchester.us>  
**Subject:** First Congo Church - Animal Blessing Sunday 10/16  
**Importance:** High

*May I have your comments on the attached request from the First Congregational Church requesting permission to use the Town Common on Sunday, October 16<sup>th</sup> for an animal blessing service.*

*Thank you...*



**Patti Mawn**  
Administrative Assistant

Town Manager's Office / Board of Selectmen  
71 Mount Vernon Street Winchester, MA 01890  
Phone (781) 721-7133 | Fax (781) 756-0505



Docket Item:  
H - 3:  
September 12, 2016

# Town of Winchester

## Application for Special (One Day) Alcoholic Beverage License

*In accordance with MGL c.138, s.14, 23; CMR 7:04 and  
Town of Winchester Procedural Requirements for Special (One Day) Alcoholic Beverage Licenses*

RECEIVED

2016 SEP -2 AM 8:11

TOWN OF WINCHESTER  
TOWN MANAGER  
BOARD OF SELECTMEN

Name of Applicant/ Organization:

Wright-Locke Farm Conservancy

Address: 78 Ridge Street, Winchester, MA 01890

Telephone Number: 781-729-8775

Permit Applying For:

All Alcohol License (\$75.00)

Beer and Wine Only License (\$75.00)

Nature and purpose of the event: PRIVATE PARTY

Number of persons attending event: 60

Description of premises and location of facility where liquor will be sold and/or distributed:

Inside the 1827 Barn

Name(s) of responsible manager (s) who will be in charge of dispersing the liquor; date of birth(s) and Social Security Number(s):

Archie McIntyre :

Date(s) and times of event and/or specific times when alcoholic beverages will be sold or distributed:

SUNDAY 9/18 5:30 - 10:30 PM

I have read the Procedural Requirements for Special (One Day) Alcoholic Beverage License (attached) and agree to all the terms and conditions:

Signature of Responsible Manager:

Print Name of Responsible Manager:

Archie McIntyre

**NOTE: Application must be submitted a minimum of TWO WEEKS prior to the scheduled event to:  
Board of Selectmen; 71 Mt. Vernon Street; Winchester, MA 01890**



# Town of Winchester

## Application for Special (One Day) Alcoholic Beverage License

In accordance with MGL c.138, s.14, 23; CMR 7:04 and  
Town of Winchester Procedural Requirements for Special (One Day) Alcoholic Beverage Licenses

RECEIVED

2016 SEP -2 AM 8: 11

TOWN OF WINCHESTER  
TOWN MANAGER  
BOARD OF SELECTMEN

Name of Applicant/ Organization:

Wright-Locke Farm Conservancy

Address: 78 Ridge Street, Winchester, MA 01890

Telephone Number: 781-729-8775

Permit Applying For:

All Alcohol License (\$75.00)

Beer and Wine Only License (\$75.00)

Nature and purpose of the event: PRIVATE EVENT

Number of persons attending event: 100

Description of premises and location of facility where liquor will be sold and/or distributed:

Inside the 1827 Barn

Name(s) of responsible manager (s) who will be in charge of dispersing the liquor; date of birth(s) and Social Security Number(s):

Archie McIntyre

Date(s) and times of event and/or specific times when alcoholic beverages will be sold or distributed:

THURSDAY 9/22 5:30 - 10:30 PM

I have read the Procedural Requirements for Special (One Day) Alcoholic Beverage License (attached) and agree to all the terms and conditions:

Signature of Responsible Manager:

Print Name of Responsible Manager:

Archie McIntyre

**NOTE: Application must be submitted a minimum of TWO WEEKS prior to the scheduled event to: Board of Selectmen; 71 Mt. Vernon Street; Winchester, MA 01890**



# Town of Winchester

## Application for Special (One Day) Alcoholic Beverage License

In accordance with MGL c.138, s.14, 23; CMR 7:04 and  
Town of Winchester Procedural Requirements for Special (One Day) Alcoholic Beverage Licenses

RECEIVED

2016 SEP -2 AM 8:11

TOWN OF WINCHESTER  
TOWN MANAGER  
BOARD OF SELECTMEN

Name of Applicant/ Organization:

Wright-Locke Farm Conservancy

Address: 78 Ridge Street, Winchester, MA 01890

Telephone Number: 781-729-8775

Permit Applying For:

All Alcohol License (\$75.00)

Beer and Wine Only License (\$75.00)

Nature and purpose of the event: PRIVATE EVENT

Number of persons attending event: 100

Description of premises and location of facility where liquor will be sold and/or distributed:

Inside the 1827 Barn

Name(s) of responsible manager (s) who will be in charge of dispersing the liquor; date of birth(s) and Social Security Number(s):

Archie McIntyre

Date(s) and times of event and/or specific times when alcoholic beverages will be sold or distributed:

FRIDAY 9/23 4pm - 9pm

I have read the Procedural Requirements for Special (One Day) Alcoholic Beverage License (attached) and agree to all the terms and conditions:

Signature of Responsible Manager:

Print Name of Responsible Manager:

Archie McIntyre

**NOTE: Application must be submitted a minimum of TWO WEEKS prior to the scheduled event to: Board of Selectmen; 71 Mt. Vernon Street; Winchester, MA 01890**



# Town of Winchester

## Application for Special (One Day) Alcoholic Beverage License

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Town of Winchester Procedural Requirements for Special (One Day) Alcoholic Beverage Licenses

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Beer and Wine Only License (\$75.00)

Nature and purpose of the event: PRIVATE EVENT

Number of persons attending event: 100

Description of premises and location of facility where liquor will be sold and/or distributed:

Inside the 1827 Barn

Name(s) of responsible manager (s) who will be in charge of dispersing the liquor; date of birth(s) and Social Security Number(s):

Archie McIntyre

7

Date(s) and times of event and/or specific times when alcoholic beverages will be sold or distributed:

SATURDAY 9/24 5:30 - 10:30 PM

I have read the Procedural Requirements for Special (One Day) Alcoholic Beverage License (attached) and agree to all the terms and conditions:

Signature of Responsible Manager:

Print Name of Responsible Manager:

Archie McIntyre

**NOTE: Application must be submitted a minimum of TWO WEEKS prior to the scheduled event to:  
Board of Selectmen; 71 Mt. Vernon Street; Winchester, MA 01890**

**To:** Mawn, Patti

**Subject:** Borggaard Beach request

Hi,

My name is Elli Goeke and I'm the Winchester Girl Scouts Service Unit Coordinator — the top volunteer for coordinating Girl Scouts in town. In past years (2013, 2014) we have used Borggaard Beach for an event in the fall to welcome back families and recruit some new girls. I've written a request letter (<http://bit.ly/2bf2eeG>) for October 2016 and was hoping that the Selectmen would consider it at their next meeting. If you would prefer a hard copy, I can drop one off at the Town Hall in the next few days. If you have any questions or concerns, please don't hesitate to reach out. Thank you,

Elli

---

Elizabeth Goeke  
Winchester Service Unit Coordinator  
Girl Scouts of Eastern Massachusetts  
+1 781 526 2895  
[winchestergirlscouts@gmail.com](mailto:winchestergirlscouts@gmail.com)

**Winchester Housing Partnership Board  
Minutes for the Meeting of June 22, 2016**

Present at this meeting were John Suhrbier, Laura Fitzgerald, Susan Verdicchio, Felicity Tuttle, Cathy Boyle, Jerome Garciano, Naomi DeLairre, Charles Tseckares, Jody Collins-Skinner, guest Marty Jones and Allan Rodgers, who prepared these minutes.

Absent were Susan McGonagle, Ed Baratta and Michael Bettencourt.

The Board reviewed the minutes for the May 18 and May 31 meetings and unanimously approved them.

John Suhrbier reported on two issues raised by the approval of the Winning Farm development. The first is whether the two affordable units can be restricted only for elderly. The opinion of a DHCD staff member is that they cannot be so restricted because that would violate the state law prohibiting discrimination against families with children in housing.

The second issue is the presence of an anti-40B clause in the development agreement. Despite the opposition of the WHPB and others, a majority of the Board of Selectmen voted to include it. The WHPB's sense is that this clause is probably illegal since it is inconsistent with overriding state law (such as Chapter 40B itself) and, therefore, unenforceable. John will check further with DHCD on this. The last open question is when the Town will vote on what to do with the \$1,000,000 mitigation payment the developer has agreed to make. The uses of this money must be approved by Town Meeting.

John Suhrbier reported on the Planning Board's consideration of proposed rules for Town Center affordable housing. John has submitted an updated draft and the Planning Board is scheduled to take this up at its July 12 meeting. One issue is what kind of financial pro forma the Town should require a developer to furnish. The WHPB has recommended the form required by DHCD for Chapter 40B proposals.

The Board briefly discussed the state zoning law changes in a pending legislative bill. The state Senate has passed a version of the bill, but it not clear that the House will get to it this session. Cathy Boyle discussed a separate bill she has drafted which provides state loans for accessible housing units for persons with disabilities and elderly persons.

The Board discussed the 296 rental unit Forrest Ridge Chapter 40B proposal filed on June 17 with MassHousing by Krebs Investor Group. A site walk is scheduled for June 28, with Allan Rodgers and Felicity Tuttle volunteering to participate in this. Potential issues include access over Stoneham conservation land, water and sewage flows, traffic, impact on the Winchester school population, and transport for the residents. If the 416 Cambridge St, development goes forward and this development is built, Winchester's Chapter 40B housing inventory will increase from 1.9 to 6.1%. The WHPB is asked to submit comments directly to MassHousing, as it did on the Cambridge St. proposal. The Board of Selectmen plan to conduct its own public information meeting. It was agreed that John Suhrbier, Allan Rodgers, Felicity Tuttle, Jerome Garciano, and any other interested members would serve as a working group to prepare a draft of the requested submission to MassHousing. Since the Housing Partnership Board is not scheduled to

meet during July and August, the following approach was agreed upon for review and revision. The draft prepared by the working group will be circulated to the full membership for review and comment. If there is agreement on the general form and message of the letter and if all of the requested changes can be accommodated, then the letter will be finalized and submitted. If there is not agreement on the letter or if all of the requested comments cannot be incorporated, then a special meeting of the Housing Partnership Board will be scheduled.

There is interest among some Town boards in once again initiating a proposal that the Town place on the ballot a vote to adopt the state Community Preservation Act. If adopted, this would add a small surcharge to local real estate taxes which then would be partially matched by state funds. This money could be used to pay for improvements in affordable housing, historic preservation, and open space. The Historic Commission will present this proposal to the Planning Board, and request Planning Board sponsorship. The WHPB supported a similar initiative some years ago when it was ultimately rejected by the Town. Members indicated the importance of building support through a carefully structured outreach initiative, and that such an effort requires considerable time and organization.

The Board began a discussion in response to the Town Moderator's request made at the conclusion of the Special Winning Farm Town Meeting that the WHPB report to the Fall Town Meeting on the potential loss of real estate tax revenue and other potential economic considerations resulting from the building of affordable housing. There were comments made about what the Board might say. John requested members to forward further suggestions to him and reported that he will begin work over the summer on this presentation.

John Suhrbier described selected points from this year's Massachusetts Housing Partnership's Annual Housing Institute he recently attended. There were sessions on housing economics, cottage-style affordable housing, and how arguments to retain "community character" often are a mask for discrimination against certain populations. The presentations at the conference are available on the Massachusetts Housing Partnership website. Marty Jones described a recent conference and report on The Missing Middle sponsored by the Urban Land Institute, which she will make available to Board members.

John said that he is meeting with the 15 Dix St. developer on June 29 to determine the currently timeline for completion of construction and to start the Town's LIP application to the state for the one affordable first-time homebuyer unit there. Marketing for this unit probably will start at the end of the year.

Cathy Boyle gave an update on the Housing Authority's prospective RFP for 20 micro units of housing, 8 of which would be for persons with disabilities. The WHA is seeking an appropriate site and funding for the proposal.

The Board set its next meeting for Wednesday, September 7, at 7:30 PM.

**Winchester Housing Partnership Board**  
**Minutes for the Special Meeting of May 31, 2016**

Present: John Suhrbier, Allan Rodgers Susan Verdicchio, Charleas Tseckares, Catherine Boyle, Michael Bettencourt. Jody Collins Skinner, Jerome Garciano, Felicity Tuttle, Naomi DeLairre

Absent: Susan McGonagle, Laura Fitzgerald, Ed Baratta

The purpose of this special meeting of the Housing Partnership Board was to prepare for the June 6 Special Town Meeting concerning the sale of a portion of Winning Farm from the Salters to Bonvie Homes (BEK Winchester Winning Farm LLC) for the construction of age restricted housing. The specific objectives were 1) to review the results of recent negotiations between the Board of Selectmen and Bonvie Homes, especially with respect to the provision of affordable housing; 2) to decide what positions to take, if any, on the two Special Town Meeting Warrant Articles; and 3) to discuss the comments that should be made to the Special Town Meeting regarding the position and recommendations of the Housing Partnership Board.

It had been anticipated that a draft Development Agreement would have been completed and made available prior to this May 31 meeting. However, this proved not to be possible because the negotiations between the Selectmen and Bonvie Homes extended longer than expected.

Michael Bettencourt began the discussion by addressing the question of whether this sale of land had to go through a Chapter 30B public bidding process. Conflicting advice was received from the Massachusetts Office of Inspector General, with the eventual decision being that a public RFP process was not necessary since this was a sale between two private parties. However, a new Development Agreement was necessary and this change requires approval by Winchester Town Meeting.

A second assessment of land value has been received and reviewed by the Board of Selectmen, but the results have not yet been released for public review and comment.

In the final negotiations, the Board of Selectmen asked Bonvie Homes to improve their offer with respect to the provision of affordable housing, the provision of conservation trails and walkways, roadway construction, construction of public parking to serve the conservation land, improvements to the Thornberry Road pumping station, municipal water supply improvements, fund up to \$500,000 of sewer improvements, and increase the linkage payment from \$1M to \$1.2M. Except for the increased linkage payment, Bonvie agreed with each of these requests.

Regarding affordable housing, Bonvie agreed to include two on-site affordable housing units if the Selectmen agreed to add one additional market rate unit, thereby increasing the size of the development from 26 to 29 housing units. Bonvie initially asked for two additional market rate units in trade for the two affordable units, but the Selectmen did not agree to this request. Bonvie explored a number of opportunities to provide affordable housing off-site rather than on-site, but each of these posed uncertainties which could not be overcome. Since the two affordable units are lower than the three units required under a 10 percent affordable guideline, the Selectmen still may decide to use a portion of the \$1M linkage payment for affordable housing purposes. This decision, though, will not be made as part of the June 6 Special Town Meeting.

While the two affordable units will be in perpetuity, other aspects of the affordability provisions will be agreed upon during the subsequent Planning Board and Zoning Board of Appeals phases, with approval by the Massachusetts Department of Housing and Community Development (DHCD) also required as part of a Local Initiative Program (LIP) application. In informal discussions, DHCD has indicated that while they would prefer not to have the affordable units be age restricted, they would be required to accept this under the provisions of the Federal Housing for Older Persons Act (HOPA). However, DHCD has indicated that they will not allow a further restriction prohibiting children under the age of 18 from living in the two affordable units.

Article 2 of the Special Town Meeting would add an Attached Residential Cluster Development Overlay District (ARCDOD) to the existing Independent Elderly Housing (IEH) overlay zoning district. This article was supported unanimously by the Housing Partnership Board since it will improve the feasibility of developing housing on this Winning Farm land.

Article 1 of the Special Town Meeting would allow the Board of Selectmen to enter into a new development agreement with BEK Winchester Winning Farm LLC (Bonvie Homes) replacing the existing development agreement with the Salters. After considerable discussion and with reluctance, the Housing Partnership Board also voted unanimously to support passage of this article on the condition that the draft new development agreement does not contain any surprises to the information that has been released to date. Allan Rodgers and other members repeated their preference to have an alternative developer that would commit something closer to the currently approved 88 unit development so that a larger number of affordable housing units would be provided. However, they recognize that another developer, either for-profit or non-profit, has come forward with an alternative proposal. Initiatives by the Housing Partnership Board to meet with either the Salters or their lawyer consistently were refused. Cathy Boyle expressed her preference for ten off-site "micro units" that would serve the housing needs of persons with disabilities. Members of the Housing Partnership Board also expressed the opinion that the process was being rushed, and that a better solution could have been obtained with a slower and more open process. Michael Bettencourt responded that he started working on this proposal a year ago, and that the Selectmen had been regularly discussing the associated contract negotiations in Executive Session since December.

Regarding the remarks to be made to Town Meeting by the Chair, John Suhrbier, members of the Housing Partnership Board had three suggestions. The first was to review the history of the town's decision to purchase this Winning Farm land for a combination of conservation and housing purposes, including the use of funds from the Conservation Fund and the Affordable Housing Fund to cover the cost of this purchase. The second was to include a statement that the proportion of the housing units that would be affordable under the Bonvie proposal represented a significant reduction to the number contained in the town's original Request For Proposals and the commitment made by the Salters. The third was that since the two affordable units agreed to by Bonvie Homes were less than the current 10 percent practice, the Selectmen should recommend that a significant portion of the \$1M linkage payment be devoted to affordable housing.

**Winchester Housing Partnership Board  
Minutes for the Meeting of May 18, 2016**

**Present:** John Suhrbier, Chair, Allan Rodgers, Vice-Chair, Cathy Camp Boyle, Laura Fitzgerald, Susan Verdicchio, and Felicity Tuttle, Clerk pro tem, and visitor Marty Jones.

**Absent:** Naomi DeLairre, Jerome Garciano, Ed Baratta, Michael Bettencourt, Susan McGonagle, Jody Collins Skinner, Charles Tseckares

**1) Winchester North, 416 Cambridge Street**

An appeal has been filed by neighbors of the ZBA approval with conditions of the 40B development located at 416 Cambridge Street. The next step is for the developer, working in cooperation with the town, is to prepare a response to this appeal.

**2) Spring Town Meeting Articles**

- a) Both site plan review articles passed with 73% vote. There was a motion to reconsider which failed. A proposal to reconsider still could be made, either for Fall Town Meeting or the Fall election ballot as a non-binding referendum.
- b) The Article proposing demolition delay for all buildings built before 1940 was withdrawn.
- c) Article 11 gave the impression that funding was going to be used only for a parking garage, which was not what was intended. The plan, instead, is for a partly underground garage and a combination commercial and housing building above. Town meeting voted in favor of authorizing \$100,000 for the review of two site, of which \$25K would come from the Housing Fund.

Laura Fitzgerald noted that in addition to the Chamber of Commerce building and parking lot which the Town currently owns, the building at 40 Church is quietly on the market for \$3.7M and the one story building next to it with office, hair salon and retail also is on the market. Were the Town able to acquire both of these parcels, then potentially much more would be available to build upon.

**3) Statewide Zoning Omnibus Bill**

Chair John Suhrbier learned from State Senator Jason Lewis that a new statewide zoning bill is moving forward. If passed, it would require all municipalities to have zoning that permits accessory apartments and it also would require communities to have one or more zoning areas for multi-family homes.

**4) Fletcher Fund**

The Chair reported that members of the Board of Selectmen are concerned that no forward movement has yet taken place with regard to the Fletcher Fund. At a Board of Selectmen's meeting on May 16, Jim Whitehead, Lance Grenzeback and Steve Powers urged Richard Howard, Town Manager, to arrange a meeting with the Interfaith Council and other social service providers in town. This meeting tentatively was set for June 8. A

question was asked that with Diane Saporoff now retired from her position with the Council on Aging, who will process Fletcher Fund applications. A replacement for Ms. Saporoff currently is being hired, and it is anticipated that administrative support for the Fletcher Fund will be a part of this person's responsibilities.

**5) New Council on Aging Director**

Philip Beltz is the new COA Director. Allan Rodgers and John Suhrbier met with Mr. Beltz on April 26<sup>th</sup> and learned that he brings extensive experience in housing-related issues to this position.

**6) 15 Dix Street**

The Chair reported that Mike Manzo is now anticipating that 15 Dix Street will be completed by mid-April of 2017. This is helpful for planning the timeframe necessary to market the single affordable unit located there. After submission and approval of a Local Initiative Program (LIP) application, marketing of the unit is required to last at least 60 days so this could begin in January of 2017. However, it may be preferable to start marketing as of December 1, 2016. This would give time for interested and qualified applicants to apply, time for the Lottery, approval of the winner's mortgage, etc. While Jennifer Cafarella, who has handled so much of this in prior instances, has increased her hourly time with the Town, her duties have increased significantly as well. Thus, we may need to hire someone to do what Ms. Cafarella has done in the past. The approximate sale price is expected to be \$170,000. There will be no local preference available where this is just one unit.

**7) Center Business District [CBD] Inclusionary Housing Rules**

Three sets of rules are being developed to support the new CBD zoning: architectural guidelines for the design of new buildings, guidelines for the design of changes to Historic Properties, and the Inclusionary Housing rules. The architectural rules are nearly done, and work on the changes to historic buildings is underway.

Comments on the most recent draft of the inclusionary housing rules have been solicited and received. The plan is to incorporate revisions responding to these comments in an updated draft, and then solicit input from the Planning Board.

**8) 36-40 Elmwood Construction by Paul Albiani**

There are two empty lots located side by side located at 36-40 Elmwood Avenue, with a stone wall going up behind them to the housing located on Vine Street. The Chair explained that Paul Albiani is proposing to build 14 condominium units on these two lots. A major constraint is that the lots are quite shallow in depth. Parking will be located below three floors of housing units, with the parking being partly below grade and accessed from the front. The anticipated pricing will be between \$600-\$800K. The units vary in size from 912 to 1,173 sq. ft.

Paul Albiani reports that he has been perplexed by the interplay between the Design Review Committee and the Planning Board as the DRC has been asking him to do several different things, which he has responded to. The Planning Board then chose to separately hire Dennis Carlone to seemingly duplicate the work of the Design Review

Committee, and asked Albiani to pay for Carlone's costs. The problem is that Carlone has requested a few changes which don't dovetail with the DRC requests, and these differences have yet to be resolved.

One affordable unit will be provided, corresponding to 10 percent of the total number of 14 units. This will be located on the second floor, located in the center and facing the back of the lot. The Chair met with Paul Albiani on Monday, May 16, to begin talking about the condo docs and how the condo fees need to be in line with the price of the affordable unit and not be determined as a percentage of the square feet of the unit to the whole. Construction is planned to begin in the spring of 2017. This will be the first construction going forward under the new CBD Zoning that will contain affordable housing under the new CBD zoning by-law.

#### **9) Winning Farm**

Following the April WHPB meeting, the Chair revised and submitted the draft position paper and distributed it to the Town Manager, Planning Board Chair, and Board of Selectmen. To date, no responses have been received. It has been learned that the price Bonvie Homes will be paying the Salter Group is \$3.25M for the 12.5 acres of land. The Selectmen have concerns that the \$1M "linkage" payment Bonvie has offered to the Town is not high enough, so they have requested additional appraisals of the land value under different development scenarios. We believe that these scenarios include all single family homes, the currently accepted 88 units of senior housing, and the 26 age restricted condos as now proposed. Some Selectmen thought an initial appraisal was low, so they requested a second appraisal based on the on similar criteria. That second appraisal was scheduled to be submitted on May 9, but the availability and results of this new work have not yet been released.

The BOS are considering nearly every aspect of this Winning Farm proposal from Bonvie Homes as ones for which they can go into Executive Session on the basis of "contract negotiations." As a result, results of these discussions are not known and opportunities for other town boards to comment in a public meeting have not been provided.

John Suhrbier, Allan Rodgers, and Richard Howard met with Ron Bonvie and his financial person for the project, Albert Ellis, on April 25 discuss Bonvie's proposed method for meeting the affordable housing provisions contained within the ARC DOD overlay zoning district being proposed for this site. At that meeting, Mr. Bonvie refused to include any on-site affordable units. Instead, he is willing to fix some units in town. As an example, Richard Howard suggested possibly rehabbing the currently empty house located at 22 Highland.. This is decrepit town-owned single family house on long term lease to the Housing Authority. There was additional discussion regarding Bonvie buying two two-family houses, renovating them, and selling them to the Town for \$1.

Cathy Camp Boyle pointed out that the WHA has very different plans for 22 Highland and that they are in a position of good leverage as they hold the lease for another 80 years or so. WHA still is very interested in trying to find a good location for 10 micro-units for persons with disabilities. She has spoken with the owner of the Creative Corner lot and he is absolutely not interested in selling. Laura Fitzgerald pointed out that the Gosselin Law Building on Main Street has been on the market for quite a while now, and that this

is on a good sized lot and the adjacent O'Keefe gas station also is now up for sale. These two locations in combination could be good space for the Housing Authority's desired 10 micro-units. Cathy said she will pursue those questions in the next week or so.

In response to interest in the Winning Farm location expressed by Pam Hallett, Executive Director of the non-profit Housing Corporation of Arlington (HAC), the Chair suggested that she should get in touch with Richard Howard to see whether a non-profit could submit an alternative proposal for housing development on the Winning Farm land. Howard suggested that she directly contact the Salters. As far as we know, this came to naught and so HAC has not bothered to put together any further proposal.

John Suhrbier, Felicity Tuttle and Aba Taylor, Executive Director of the Winchester Multicultural Network, met on Wednesday morning, May 18, to talk about the Bonvie Homes proposal and the significant differences between it and the approved 88 unit Salter Group assisted living which would have included 18 affordable units. The Multicultural network is trying to decide what position to take with respect to the Bonvie proposal.

The BOS is planning a second meeting with neighbors, subsequently scheduled for May 26, to further discuss the Bonvie proposal. Mark Vaughan is now representing Bonvie Homes as their attorney for the proposed Winning Farm development.

If needed, a special meeting of the Housing Partnership Board may be scheduled prior to the currently scheduled June 6 Winning Farm Special Town Meeting.

The meeting adjourned at approximately 9:17 PM.

Respectfully submitted,

*Felicity Tuttle*

Felicity Tuttle, Clerk Pro Tem

**Winchester Housing Partnership Board  
Minutes for the Meeting of April 20, 2016**

**Present:** John Suhrbier, Allan Rodgers, Susan McGonagle, Cathy Boyle, Susan Verdicchio, Laura Fitzgerald, Michael Bettencourt, Felicity Tuttle, Jerome Garciano, Naomi DeLairre

**Absent:** Charles Tseckares, Ed Baratta, Jody Collins Skinner

**416 Cambridge Street:** The Zoning Board of Appeals April 14, 2016 decision to approve, with conditions, the 416 Cambridge Street housing proposal was reviewed. The next step is to wait and see if one or more of the abutters choose to appeal this decision.

A question was asked when these units can be added to Winchester's state approved housing inventory. The Chair agreed to look into this question. The understanding, though, is that it is possible to add the units prior to the completion of construction and residency.

**Winning Farm:** This discussion began with a summary of the 21 year history of the town's decision to purchase this land using money from the Conservation and the Affordable Housing Funds, with a portion of the land to be used for the development of housing and the remainder to remain as conservation land. The original housing intent was to be assisted living with twenty percent of the units reserved for moderate and middle income seniors. The desired size of the facility was to be between 80 and 120 units. The proposal from Salter Healthcare was selected by the Board of Selectmen that provided for a total of 145 living units: 90 assisted living, 35 independent living, and 10 single family homes.

When it became clear late in 2014 that the Salters were no longer able or interested in building on their Winning Farm land, members of the Housing Partnership Board attempted on multiple occasions to meet with the Salters and introduce them to one or more non-profit housing developers that would enable them to complete a housing development on this land that fulfilled the town's objectives for affordability. None of these offers were accepted. The sense of the Housing partnership Board is that the Salters and the Board of Selectmen should examine alternative housing development proposals before agreeing to proceed with the present proposal from Bonvie Homes. The Housing Corporation of Arlington (HCA) has indicated an interest in developing such a proposal, and members asked Jerome Garciano, Allan Rodgers, and John Suhrbier to continue their attempts to facilitate an offer from HCA.

The current proposal from Bonvie Homes is to build 26 age restricted town houses. The proposal would be built using the provisions of an ARCDOD zoning overlay rather than the current IEH overlay. It is the Housing Partnership Board's interpretation of the ARCDOD zoning that this requires either on-site or off-site affordable housing. In contrast, Bonvie Homes is proposing a \$1M linkage payment that the Board of Selectmen could then choose to place in the town's affordable housing fund, use for some other purpose, or a some combination of these purposes. Alternatively, Ron Bonvie of Bonvie Homes has indicated that would be willing to renovate an existing town-owned property. John Suhrbier and Allan Rodgers will meet on April 25 with Ron Bonvie and Town Manager Richard Howard to discuss various ways in which Bonvie Homes may be able to satisfy the affordable housing provisions contained within the ARCDOD zoning. Both on- and off-site possibilities will be discussed, including development of a multiple-unit group home. Housing Partnership Board members expressed a strong preference for on-site affordable units. They also viewed the offer of a \$1M linkage payment to be very much on the low side, even if it was used entirely for affordable housing purposes.

Bonvie Homes has stated that the expected sales prices of their age restricted housing will average \$1M per unit. The three members of the Housing Partnership Board who are realtors

each stated that they felt that actual sales prices may exceed this price. For example, a similarly sized Graystone housing unit recently sold for approximately \$1.3M.

The Board of Selectmen are seeking a second appraisal of the value of the Winning Farm land under alternative development scenarios, with this new information scheduled to be provided on May 9, 2016. As a result, the Selectmen will propose that the Special Town Meeting regarding the sale of Winning Farm be delayed from April 26 to June 6, 2016. Because of this delay, the Housing Partnership Board decided not to take a position on either of the two Special Town Meeting Warrant Articles until the May meeting.

Regarding the draft position paper that had been developed and distributed for review following the March meeting, members asked that this be updated and formally submitted to the Board of Selectmen.

**Housing Related Spring Town Meeting Warrant Articles:** After discussion, a decision was made not to take a formal position on the four Planning Board and two Historical Commission Town Meeting Warrant Articles having a direct relationship to the town's housing stock.

Regarding the Article 11 request by the Town Manager for funding for the preliminary design of a public parking garage, the Housing Partnership Board opposed using money from the town's Affordable Housing Fund to support this cost. Money in this fund should be used to produce affordable housing rather than to expand the capacity of off-street parking. Michael Bettencourt agreed to convey this conclusion to the Selectmen and the Town Manager.

**Inclusionary Housing Rules for New CBD Zoning:** Allan Rodgers and John Suhrbier met with Town Planner Brian Szekely on April 7 for an in-depth review and discussion of the draft rules. Several agreed upon changes resulted from this discussion.

Following receipt of comments from other requested reviewers, a new version of the draft rules will be prepared. The Planning Board's public hearing on the full set of rules supporting the new CBD zoning is scheduled for May 24.

**Sewer Connection and Mitigation Fees:** Allan Rodgers and Felicity Tuttle have examined the current structure of sewer connection and mitigation fees and concluded that a disparity exists in the fees charged for single and multiple unit housing, with the construction of single family homes being charged a significantly lower rate. Michael Bettencourt agreed to determine the Board of Selectmen's schedule for reviewing and adjusting these fees.

**Review of Fletcher Fund and Town Housing Fund Procedures:** In part because of the attention being given to the proposed new EverSource underground power transmission lines, the agreed upon meeting with town organizations serving low income persons and households has not yet been scheduled.

Phillip Beltz has been appointed as the new director of Winchester's Council on Aging. In his previous work in Chicago and on Long Island, Mr. Beltz has developed considerable experience implementing affordable housing and meeting the housing needs of low income seniors. John Suhrbier will arrange to meet with Mr. Beltz.

**Next Meeting:** The next meeting of the Housing Partnership Board was scheduled for Wednesday, May 18.

September 12, 2016



RECEIVED COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF TELECOMMUNICATIONS AND CABLE

2016 SEP -8 PM 12:19

TOWN OF WINCHESTER  
D.T.C. 6-2  
TOWN MANAGER  
BOARD OF SELECTMEN

September 6, 2016

Investigation by the Department of Telecommunications and Cable, On its Own Motion,  
Instituting A Rulemaking and Regulation Review Pursuant to G.L. c. 30A, 207 C.M.R. § 2.00,  
220 C.M.R. § 2.00, and Executive Order No. 562 To Reduce Unnecessary Regulatory Burdens

### NOTICE OF PUBLIC HEARING AND REQUEST FOR COMMENTS

On September 6, 2016, the Department of Telecommunications and Cable ("D.T.C.") issued an Order Instituting a Rulemaking, pursuant to the provisions of G.L. c. 25C, G.L. c. 30A, G.L. c. 159, G.L. c. 166A, 220 C.M.R. § 2.00, 207 C.M.R. § 2.00, and Executive Order No. 562, to reduce unnecessary regulatory burden and to amend or rescind D.T.C. regulations within Titles 207 and 220 of the Code of Massachusetts Regulations ("C.M.R.").

The D.T.C.'s regulations currently reside in two Titles of the C.M.R., with cable regulations located in Title 207 and telecommunications regulations located in Title 220. However, Title 220 has been assigned to the D.T.C.'s sister agency, the Department of Public Utilities ("D.P.U."). Further, certain chapters, including 220 C.M.R. §§ 1.00, 2.00, 5.00, 45.00, 26.00, 77.00, and 78.00, are presently used by both agencies and applicable to industries regulated by both agencies.<sup>1</sup> As a result, the D.T.C.'s proposed amendments largely shift D.T.C. regulations and those applicable to telecommunications into Title 207. In addition, with the exception of 220 C.M.R. § 45.00, which will continue to apply to both agencies, but will not be addressed at this hearing, the D.P.U. will independently propose to amend Title 220 to remove that Title's applicability to telecommunications common carriers.

The D.T.C. proposes to merge procedural regulations applicable to cable and telecommunications into a single chapter, 207 C.M.R. § 1.00, and similarly merge regulations involving the adoption, amendment, or repeal of regulations into 207 C.M.R. § 2.00. Other proposed changes include technical corrections, updating outdated references, and choosing not to repromulgate certain unnecessary or shared regulations. In particular, the D.T.C. proposes not to repromulgate 220 C.M.R. §§ 16.00 and 273.00 in its regulations. The D.T.C. also proposes not to repromulgate telecommunications-specific provisions contained in 220 C.M.R. §§ 77.00 and 78.00. As noted above, the D.P.U. will independently propose to rescind 220 C.M.R. §§ 16.00 and 273.00, and to amend 220 C.M.R. §§ 77.00 and 78.00 so that they do not apply to telecommunications common carriers.

A copy of the D.T.C.'s Order and proposed amended regulations may be viewed at the D.T.C.'s Washington Street address listed below. The D.T.C. has also posted a copy of the Order and proposed amended regulations on its website. Documents on the D.T.C.'s website

<sup>1</sup> Although Title 220 has been assigned to the D.P.U., several Chapters remain within the regulatory purview of the D.T.C. due to the agencies' joint history. In addition, due to longstanding practice, the D.T.C. relies on the regulations as they are drafted and listed on the D.T.C.'s website, rather than those amended by the D.P.U. (e.g., Chapters 1.00, 2.00, and 5.00). The D.T.C. and the D.P.U. share jurisdiction over Chapter 45.00, which applies to pole attachments.



**TOWN OF WINCHESTER PLANNING BOARD MEETING**  
**TUESDAY SEPTEMBER 13, 2016, 7:30PM – BOARD OF SELECTMEN’S ROOM**  
**7:35PM – CONTINUED PUBLIC HEARING FOR HISTORIC STRUCTURES GUIDELINES**

	<b>BUSINESS</b>
7:30PM	Open Meeting and Chairmen’s Comments
7:35PM	Continued Public Hearing for Historic Structures Guidelines
8:00PM	Winning Farm Prelim Review
8:45PM	Wright Locke Farm Overlay District
9:15PM	Community Preservation Act
9:45PM	Driveway Curb Cut Bylaw

	<b>CORRESPONDENCE</b>
	Petition # 3767 – Rear 65 & 69 Cambridge Street – DENIED
	City of Woburn – Public Hearings

	<b>2016 MEETINGS</b>
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Tuesday, Sept 27	Regular Planning Board Meeting; 7:30PM; Board of Selectmen's Room
Tuesday Oct 11	Regular Planning Board Meeting; 7:30PM, Board of Selectmen's Room
Tuesday Oct 25	7:30PM – Regular Planning Board Meeting, Board of Selectmen's Room
Tuesday Nov 8	7:30PM – Regular Planning Board Meeting, Board of Selectmen's Room
Thursday Nov 10	7:30PM – Fall Town Meeting Begins, Location TBA
Tuesday Nov 22	7:30PM – Regular Planning Board Meeting, Board of Selectmen's Room
Tuesday Dec 13	7:30PM – Regular Planning Board Meeting, Board of Selectmen's Room
Tuesday Dec 27	7:30PM – Regular Planning Board Meeting, Board of Selectmen's Room