



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

A. 7:00 P.M. OPENING

Executive Session (closed to public)..... 7:00 PM

1. Eversource 345 kV Transmission Line Intervener Litigation: MGL Ch. 30 §21(a) 3 - To discuss strategy with respect to litigation.
2. MGL Ch. 30 §21(a) 6 - To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have detrimental effect on the negotiating position of the governmental body.

Notification of Meetings and Hearings (open to public)..... 7:30 PM

- Monday, January 27, 2020 – Regular Session

B. ACCEPTANCE OF DONATIONS

1. Accept donation in the amount of \$2,000 from the Johnston Family to the Police Department for the gift account.
2. Accept donation in the amount of \$300 from Richard Sayre to the Police Department Relief Association.
3. Accept donation in the amount of \$1,000 from the Martignetti Family in support of the Saltmarsh Park.

C. TOWN MANAGER'S REPORT AND COMMENTS

<!--[if !supportLists]-->1. <!--[endif]-->Appointments: Police Department Patrol Officer - Lauren Valdario

Police Department Traffic Director – Theodore Michalski

DPW Promotion SC10 School Custodian – Vincent Toland

<!--[if !supportLists]-->2. <!--[endif]-->SPIN

General Topics

Documents:

[SPIN HUB SPEC SHEET_FINAL.PDF](#)
[PUBLIC ROW PERMIT TEMPLATE - SPIN MOBILITY HUB.PDF](#)

D. MATTERS FROM THE AUDIENCE

E. COMPTROLLER'S REPORT

Comptroller's Report as of November 30, 2019

Documents:

[COMPTROLLER REPORT 11-19.PDF](#)

F. LICENSES

1. License Renewals:

1. *Placement of Temporary Floats and Moorings*, Winchester Boat Club
2. *Food Vendor*, Mamadou's Artisan Bakery

G. HEARINGS

H. BUSINESS

1. Sidewalk Policy
2. TTAC Traffic Program
3. Tri-Communities Greenway Wayfinding Pilot
4. Approve Comptroller's Vacation Carry Forward Request

Documents:

[FINAL SIDEWALK POLICY_ 18 MAR 19 \(1\).PDF](#)
[191220 DRAFT TRI-COMMUNITIES GREENWAY WAYFINDING PILOT 4K_.PDF](#)
[TRAFFIC AND TRANSPORTATION PROGRAM- TTAC CHARTER.PDF](#)

I. CONSENT AGENDA

One Day Alcoholic Beverage License(s)

1. Iaritz Menjivar for Griffin Museum – January 16, 2020 – Griffin Museum

Other

1. Approval of Kerry Bartlett as a Special Municipal Employee for FY2020
2. Approval of Cathy Donaghey as a Special Municipal Employee for FY2020
3. Approve/Correct Minutes: November 4, 7 & 18, 2019

Documents:

[NOVEMBER MINUTES.PDF](#)

J. COMMUNICATIONS AND WORKING GROUP REPORTS

Memo from Ellen Knight, Winchester Reference Archivist re: WWII 75th Anniversary

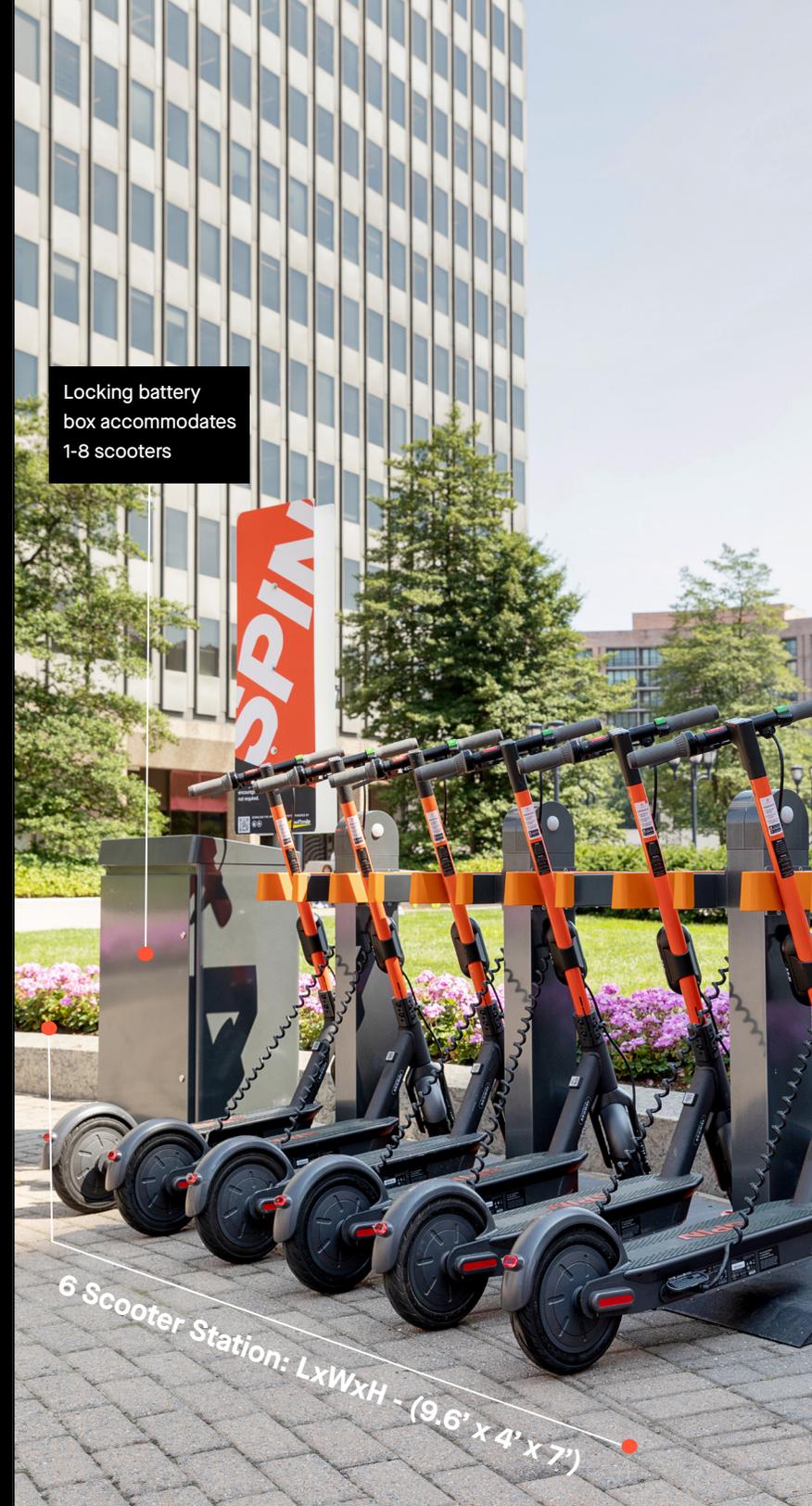
Documents:

[MEMO TO SB 12.30.19.PDF](#)

SPIN HUB SPECIFICATIONS

PHYSICAL DESIGN	<ul style="list-style-type: none"> • Dimensions (L x W x H): 368 × 76 × 211 cm (145 × 30 × 83 in.) no vehicles, 8 slips with standard instructional sign 295 × 76 × 211 cm (116 × 30 × 83 in.) no vehicles, 6 slips 221 × 76 × 211 cm (87 × 30 × 83 in.) no vehicles, 4 slips • Width w/Scooters (est.): 124 cm (49 in.) approx. width when vehicle is parked • Height*: 78 cm (28.75 in.) top of base plate to bottom of corral 104 cm (41 in.) overall parking module Standard 211 cm (83 in.) overall battery box with instructional sign. Optional 285 cm (112 in.) overall battery box with instructional sign + logo sign on top 365 cm (144 in.) overall solar mounting pole • Slip Width: 12 cm (4.72 in.) average • Slip Depth: 22.5 cm (8.87 in.) average • Wheel Block Width: 7.5cm (for \neq22.5 cm max. wheel) • Weight*: 58 kg (128 lbs.) battery box assembly w/ base plate 41.5 kg (91.25 lbs) parking module assembly w/base plate • Battery Weight*: 23 kg (50.6 lbs.) ave. for 80 Ah AGM single battery • Charge Connector \varnothing8.00mm OD x \varnothing1.6mm Center Pin (barrel connector)
CELLULAR/NETWORKS	<ul style="list-style-type: none"> • North American Variant I LTE Cat 1 1900 (B2)/AWS 1700 (B4)/850 (B5)/700 (B12) MHz. HSPA/UMTS 850 (V)/1900 (II) MHz • North American Variant II: LTE Cat 1 AWS 1700 (B4)/700 (B13) MHz • Americas, EU, APAC Variant: HSPA/UMTS 850 (V)/1900 (II)/2100 (I) MHz. GSM/GPRS 850/900/1800/1900 MHz • Americas Variant: HSPA/UMTS 850 (V)/1900 (II) MHz. GSM/GPRS 900/1800 MHz • Global Variant: GSM/GPRS 50/900/1800/1900 MHz
DATA SUPPORT	<ul style="list-style-type: none"> • Swiftmile Telematics Cloud API/SDK
ELECTRICAL	<ul style="list-style-type: none"> • Operating Voltage: 24 VDC (system voltage). 0 - 60 VDC (charge head output) • Power Consumption: Typical < 170 mA (no vehicle charging, GPS and radio active). Typical < 7.0 A peak (2 vehicles charging). Typical < 20 A peak (8 vehicles charging) • Line/Primary Power: 90-240 VAC, 1.25 - 3 Amps, 50/60 Hz (wide range input) • Solar: 300 W (panel type and configuration dependent upon regional availability)
STORAGE BATTERIES	<ul style="list-style-type: none"> • Battery Capacity*: 160 Ah (4 × 80Ah batteries) up to 200 Ah available regionally • Battery Technology: AGM (Deep Cycle) • Charging Temperature: -5° to +30°C (for best performance) • Discharging Temperature: -5° to +56°C (for charging vehicles)
ENVIRONMENTAL	<ul style="list-style-type: none"> • Temperature: -30° to +60°C (connected to primary power) -5° to +56°C (operating on storage battery) -20° to +25°C ≤ 4 months (long term storage) • Humidity: 95% RH @ 50°C non-condensing

*Parameter varies based on configuration



Locking battery box accommodates 1-8 scooters

6 Scooter Station: LxWxH - (9.6' x 4' x 7')

[CITY/TOWN] OF [NAME], [STATE]
PERMIT FOR THE USE OF PUBLIC RIGHT-OF-WAY
FOR ELECTRIC TRANSPORTATION DEVICE STATIONS

Permission is hereby granted to Skinny Labs, Inc. dba Spin (“Operator”), located at 450 Mission Street, Suite 400, San Francisco, CA 94105, for the installation and maintenance of electric transportation device charging stations, racks, or hubs (“Station”), in accordance with the terms and conditions of this Permit, the Rules and Regulations of Electric Transportation Devices (“Rules and Regulations”), and those determined by the [Department Name], in the [City/Town] of [Name], [State]. This Permit shall take effect upon its issuance and remain in effect for [#] months. This Permit authorizes the Operator to maintain Stations in approved locations in the [City/Town] of [Name], subject to the following terms and condition:

1. Operator shall comply with all the terms and conditions, and/or any future added or amended terms, of this Permit, the Rules and Regulations, and any ruling or policies of the [Department Name] of the [City/Town] of [Name] (“Civil Engineering”).
2. Operator must have a valid Probationary Operating Permit or an Operating Permit issued from the [City/Town] of [Name].
3. Operator shall identify Station locations and provide those locations to Civil Engineering for approval. Civil Engineering in its sole discretion may deny any Station location and recommend alternative locations for the Stations.
4. Operator shall comply with all laws, regulations, rules, and/or ordinances of any competent governmental entity, including but not limited to, all laws, rules, or regulations covering the movement of traffic over highways and streets.
5. Operator shall indemnify and hold the [City/Town] of [Name] harmless from liability arising, in whole or in part, out of the issuance of this Permit and shall also indemnify and hold the [City/Town] harmless from all claims, damages or proceedings of any kind and from all responsibility for personal or property damages (public or private) caused directly or indirectly as a result of the operation of Stations within the right-of-way pursuant to this Permit.
6. Operator shall maintain, with an insurance company authorized to conduct business in the State of [State Name] and having at least an “A” rating from A.M. Best, General/ Comprehensive Liability Insurance, with a combined single limit of not less than Five Million Dollars (\$5,000,000.00) for each occurrence and Five Million Dollars (\$5,000,000.00) in the aggregate, and specifically covering property damage, including any property damage to [City/Town]-owned property, and bodily or personal injury, and death of any person resulting from the use, maintenance, or installation of any of the Stations. Said policy of insurance shall name the [City/Town], its elected officials, officers, agents and employees as additional insureds, and shall contain a provision requiring at least thirty (30) days notice to the [City/Town] of any cancellation or diminution of coverage. Operator shall provide a copy of a certificate of insurance demonstrating compliance with this section. This required insurance shall not in any way relieve or decrease the liability of the Operator hereunder. It is expressly understood that the [City/Town] does not in any way represent that the specified Limits of Liability, coverage, or policy forms are sufficient or adequate to protect the interests of the Operator.
7. Operator shall maintain a copy of this Permit and make it available when requested by the [City/Town] of [Name].
8. Operator agrees to be responsive to the [City/Town] of [Name] and correct any reasonable issue that it may raise.
9. This Permit may not be transferred or assigned to another entity.
10. Operator shall not assign this Permit without the prior written consent of the [City/Town] of [Name]. Unless otherwise stated in the [City/Town]’s written consent to an assignment, no assignment will

[CITY/TOWN] OF [NAME], [STATE]
PERMIT FOR THE USE OF PUBLIC RIGHT-OF-WAY
FOR ELECTRIC TRANSPORTATION DEVICE STATIONS

release or discharge Operator from any obligation under this Permit. Any purported assignment(s) in violation hereof will be void. Nothing contained in this Subsection shall prevent Operator from employing independent contractors, associates, and subcontractors.

11. This Permit is governed and construed under the laws of the State of [State Name], without giving effect to choice of law provisions. By execution hereof, Operator irrevocably submits to the original jurisdiction of the courts located within the County of [County Name], State of [State Name], with regard to any controversy arising out of, relating to, or in any way concerning the execution or performance of this Permit.
12. The [City/Town] may terminate this Permit for convenience or for any municipal purposes upon providing Operator with thirty (30) days written notice of the termination.
13. Any damages, resulting from the land use granted herein, caused to [City/Town]'s right-of-way and facilities including but not limited to its roadways, bike lanes, or sidewalks, and/or any other [City/Town] property or right-of-way shall be repaired or replaced in a manner satisfactory to the [City/Town]. Revocation, termination, or expiration of the Permit does not release the Operator from its obligation to repair damages. In the event the repair or replacement is not completed in a reasonable amount of time, the [City/Town] may, at its option, cause repairs or replacements to be accomplished and Operator shall reimburse the [City/Town] for any expense incurred.

I, THE OPERATOR OR AUTHORIZED REPRESENTATIVE FOR SAID OPERATOR, IN EXCHANGE FOR SUCH USE AS DEFINED WITHIN THIS PERMIT, FOR HEREBY ACKNOWLEDGE ACCEPTANCE OF ALL TERMS AND CONDITIONS AS STATED WITHIN THIS PERMIT:

Name: _____

Date: _____

Title: _____

[Town/City] Representative

Date: _____

**APPROVED AS TO FORM AND
CORRECTNESS:**

[Town/City] Attorney



Town of Winchester

Town Comptroller's Office
71 Mt. Vernon Street
Winchester, MA 01890
Phone: 781 721-7116
Fax: 781 721-7156
sward@winchester.us

TO: The Select Board
FROM: Stacie Ward, Comptroller
RE: Comptroller Report
Financial Update – Operating Activity
Fiscal Year 2020 as of November 30, 2019
DATE: January 6, 2020

In relation to the Comptroller's Report, I wish to highlight the following:

General Fund Revenue

- The Motor Vehicle & Boat Excise revenue is low compared to the budget at this point in the fiscal year due to the fact that the first FY20 commitment will not be processed until February/March of 2020.
- The PILOT revenue so far is the late FY19 payment from the Winchester Hospital (received in August). The agreements are in the process of being negotiated for FY20.
- All estimated revenues as of November 30 reflect Fall Town Meeting activity, but do not reflect the final certification by the Department of Revenue (DOR) yet. As part of the tax rate setting process, the revenues were rebalanced based on actual new growth, final state aid, comparisons to FY19 actuals (local receipts) and Fall Town Meeting activity. The tax recap was approved by the DOR on December 4, 2019, therefore the estimated revenues will be updated in the December report.
- Indirects from the Enterprise Funds are posted quarterly up front; therefore, 50% of the indirects have been processed as of November 30.

General Fund Expenditures

- For the most part, salary budgets are less than 42% spent, which is to be expected through November, and expenditures appear to be on target with the exception of the usual Snow & Ice and Legal costs. As always, Department Heads have been instructed to notify me (&/or the Town Manager's Office) if any budget issues arise during the year.
- Due to the nature of some of the departmental activity, the budgets will be spent more than the expected 42% (debt per debt service schedules, contributory retirement per PERAC due in full by 8/31, general insurance premium due in July). Usually health insurance is a month in advance for most policies. We also changed the Worker's Comp process and now fund an account several months up front.

General Fund Expenditures (continued)

- There was a supplemental FY20 budget article approved at the Fall Town Meeting. These budget changes have been accounted for in this report. The changes relate to debt service (interest decrease and BAN paydown which is a transfer to the High School Capital Project fund) and an increase across several departments for changes in telephone costs as a result of upgrading to a VOIP system.
- The Finance Committee has not made any Reserve Fund transfers in FY20 yet. There will be a need for a transfer very soon for the Legal budget. We are allowed to overspend the Snow & Ice budget, so any deficit associated with Snow & Ice will be presented to Spring Town Meeting for funding vs. a Reserve Fund transfer.
- Subsidies to the Enterprise Funds are posted quarterly up front; therefore, 50% of the subsidies have been processed as of November 30.

Water and Sewer Enterprise Fund

Overall, the fund appears to be operating as planned and will meet budgeted targets, with the exception of user charge revenue. Based on our initial analysis of the first 2 quarter bills, it seems the consumption is down compared to the same 2 quarters last year. Even though there was a rate increase voted to be in effect in for FY20, this was not enough to justify the increase in revenues that were budgeted. Fall Town Meeting addressed this issue in one of the articles (by reducing the estimated revenues and funding the budget with retained earnings), but as I mentioned previously, this is only a short-term solution.

Further analysis of user charges, potential stormwater fees and reserves will be necessary to determine how to keep the fund sustainable knowing that costs are only going to increase.

The Fall Town Meeting articles are reflected in this report.

Recreation Enterprise Fund

Overall, the fund appears to be operating as planned and will meet budgeted targets.

There were no Fall Town Meeting Articles associated with the Recreation Department.

TOWN OF WINCHESTER

Office of the Comptroller



Financial Update – Operating Activity

Fiscal Year 2020

As of November 30, 2019

*Stacie A. Ward, CPA, CGA
Town Comptroller*

**TOWN OF WINCHESTER, MA
FINANCIAL UPDATE - OPERATING ACTIVITY
FISCAL YEAR 2020 - AS OF NOVEMBER 30, 2019**

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TOWN OF WINCHESTER, MA
FINANCIAL UPDATE - OPERATING ACTIVITY
GENERAL FUND REVENUE

COMPARATIVE FISCAL YEAR TO DATE THROUGH NOVEMBER 30

	FISCAL YEAR 2020 THROUGH NOVEMBER 30, 2019				FISCAL YEAR 2019 THROUGH NOVEMBER 30, 2018			
	Revised Budget	Actual	(under)/over Budget	% of Budget Collected	Revised Budget	Actual	(under)/over Budget	% of Budget Collected
TAXATION								
Real Estate Taxes	100,412,988.56	50,122,401.38	(50,290,587.18)	49.92%	91,614,298.00	45,487,465.44	(46,126,832.56)	49.65%
Personal Property taxes	751,273.00	370,392.40	(380,880.60)	49.30%	699,618.00	346,290.46	(353,327.54)	49.50%
Tax Title Liens & Deferred Taxes	-	13,825.25	13,825.25	-	-	172,643.07	172,643.07	-
Allowance for Abatements (budgetary only)	(408,887.00)	-	408,887.00	0.00%	(400,000.00)	-	400,000.00	0.00%
Total Taxation	100,755,374.56	50,506,619.03	(50,248,755.53)	50.13%	91,913,916.00	46,006,398.97	(45,907,517.03)	50.05%
STATE AID								
Cherry Sheet Revenue, net of offsets	10,967,544.00	4,595,661.00	(6,371,883.00)	41.90%	10,612,557.00	4,491,742.00	(6,120,815.00)	42.32%
School Construction	672,082.00	-	(672,082.00)	0.00%	672,082.00	-	(672,082.00)	0.00%
Total State Aid	11,639,626.00	4,595,661.00	(7,043,965.00)	39.48%	11,284,639.00	4,491,742.00	(6,792,897.00)	39.80%
LOCAL RECEIPTS								
Motor Vehicle & Boat Excise	3,775,000.00	433,978.52	(3,341,021.48)	11.50%	3,786,590.00	542,043.84	(3,244,546.16)	14.31%
Other Excise - Meals Tax	200,000.00	54,369.20	(145,630.80)	27.18%	165,000.00	53,379.33	(111,620.67)	32.35%
Penalties & Interest	200,000.00	86,358.60	(113,641.40)	43.18%	270,000.00	101,919.39	(168,080.61)	37.75%
Payments in Lieu of Taxes	50,000.00	18,980.77	(31,019.23)	37.96%	89,000.00	-	(89,000.00)	0.00%
Trash Disposal Service	1,400,000.00	251,984.49	(1,148,015.51)	18.00%	1,370,000.00	237,434.09	(1,132,565.91)	17.33%
Fees	850,000.00	446,421.37	(403,578.63)	52.52%	1,050,000.00	355,508.73	(694,491.27)	33.86%
Rentals	50,000.00	17,385.40	(32,614.60)	34.77%	48,000.00	15,562.81	(32,437.19)	32.42%
Cemetery	215,000.00	64,900.00	(150,100.00)	30.19%	200,000.00	112,682.50	(87,317.50)	56.34%
Other Departmental Revenue	100,000.00	37,279.93	(62,720.07)	37.28%	64,000.00	56,085.30	(7,914.70)	87.63%
Licenses & Permits	1,500,000.00	659,424.50	(840,575.50)	43.96%	1,725,000.00	598,319.00	(1,126,681.00)	34.69%
Fines & Forfeitures	30,000.00	49,152.88	19,152.88	163.84%	33,000.00	41,773.62	8,773.62	126.59%
Investment Earnings	200,000.00	113,265.52	(86,734.48)	56.63%	70,000.00	135,415.60	65,415.60	193.45%
Medicaid Reimbursement	100,000.00	34,429.37	(65,570.63)	34.43%	150,000.00	877.08	(149,122.92)	0.58%
Miscellaneous Non-Recurring	-	3,000.00	3,000.00	-	-	1,020,000.00	1,020,000.00	-
Total Local Receipts	8,670,000.00	2,270,930.55	(6,399,069.45)	26.19%	9,020,590.00	3,271,001.29	(5,749,588.71)	36.26%
TOTAL REVENUE	121,065,000.56	57,373,210.58	(63,691,789.98)	47.39%	112,219,145.00	53,769,142.26	(58,450,002.74)	47.91%
TRANSFERS IN								
From Enterprise - Indirects	1,780,346.00	890,173.00	(890,173.00)	50.00%	1,657,749.00	828,874.50	(828,874.50)	50.00%
From Building & Capital Stabilization	2,861,251.00	2,861,251.00	-	100.00%	2,953,265.00	2,953,265.00	-	100.00%
From Unallocated Wage Reserve	143,276.00	143,276.00	-	100.00%	105,040.00	105,040.00	-	100.00%
From Other	195,000.00	196,451.98	1,451.98	100.74%	222,000.00	222,000.00	-	100.00%
TOTAL TRANSFERS IN	4,979,873.00	4,091,151.98	(888,721.02)	82.15%	4,938,054.00	4,109,179.50	(828,874.50)	83.21%
TOTAL REVENUE AND TRANSFERS IN	126,044,873.56	61,464,362.56	(64,580,511.00)	48.76%	117,157,199.00	57,878,321.76	(59,278,877.24)	49.40%

TOWN OF WINCHESTER, MA
 FINANCIAL UPDATE - OPERATING ACTIVITY
 GENERAL FUND EXPENDITURES
 COMPARATIVE FISCAL YEAR TO DATE THROUGH NOVEMBER 30

	FISCAL YEAR 2020 THROUGH NOVEMBER 30, 2019				FISCAL YEAR 2019 THROUGH NOVEMBER 30, 2018					
	Revised Budget	Actual	Encumbrances	under/(over) Budget	% of Budget Used	Revised Budget	Actual	Encumbrances	under/(over) Budget	% of Budget Used
TOWN MANAGER SALARIES	640,967.00	246,771.94	-	394,195.06	38.50%	625,322.00	258,091.83	-	367,230.17	41.27%
TOWN MANAGER EXPENSES	105,600.00	35,504.79	3,557.69	66,537.52	36.99%	121,898.00	45,860.38	20,376.98	55,660.64	54.34%
FINANCE COMMITTEE SALARIES	3,500.00	-	-	3,500.00	0.00%	3,500.00	61.96	-	3,438.04	1.77%
FINANCE COMMITTEE EXPENSES	2,500.00	280.00	-	2,220.00	11.20%	2,500.00	280.00	-	2,220.00	11.20%
COMPTROLLER SALARIES	370,566.00	146,274.35	-	224,291.65	39.47%	354,161.00	139,358.67	-	214,802.33	39.35%
COMPTROLLER EXPENSES	11,000.00	1,924.71	-	9,075.29	17.50%	9,800.00	1,864.28	-	7,935.72	19.02%
ASSESSORS SALARIES	229,592.00	87,401.19	-	142,190.81	38.07%	216,642.00	81,197.94	-	135,444.06	37.48%
ASSESSORS EXPENSES	47,750.00	14,535.77	6,248.89	26,965.34	43.53%	58,766.00	22,390.40	9,350.00	27,025.60	54.01%
COLLECTOR/TREASURER SALARIES	367,425.00	138,957.33	-	228,467.67	37.82%	339,043.00	134,805.61	-	204,237.39	39.76%
COLLECTOR/TREASURER EXPENSES	115,562.88	16,539.91	7,865.61	91,157.36	21.12%	135,281.00	24,905.01	50,005.22	60,370.77	55.37%
AUDIT EXPENSES	88,350.00	49,350.00	39,000.00	-	100.00%	100,000.00	50,000.00	27,000.00	23,000.00	77.00%
ENGINEERING SALARIES	464,986.00	188,784.75	-	276,201.25	40.60%	452,641.00	182,180.93	-	270,460.07	40.25%
ENGINEERING EXPENSES	111,894.03	10,076.01	43,856.03	57,961.99	48.20%	91,650.00	16,397.80	22,238.54	53,013.66	42.16%
BUILDING, ZONING & BOARD OF APPEALS SALARIES	350,460.00	135,848.55	-	214,611.45	38.76%	343,675.00	131,272.71	-	212,402.29	38.20%
BUILDING, ZONING & BOARD OF APPEALS EXPENSES	27,221.00	7,805.33	1,066.10	18,349.57	32.59%	37,336.00	5,585.46	10,113.62	21,636.92	42.05%
CONSERVATION COMM SALARIES	56,575.00	22,700.39	-	33,874.61	40.12%	53,677.00	21,720.27	-	31,956.73	40.46%
CONSERVATION COMM EXPENSES	2,135.00	1,090.22	-	1,044.78	51.06%	2,135.00	1,050.52	-	1,084.48	49.20%
PLANNING BOARD SALARIES	105,809.00	40,533.18	-	65,275.82	38.31%	103,335.00	39,143.86	-	64,191.14	37.88%
PLANNING BOARD EXPENSES	70,968.00	33,546.62	16,289.00	21,132.38	70.22%	47,443.00	1,689.15	9,417.50	36,336.35	23.41%
LEGAL EXPENSES	400,000.00	165,319.77	194,438.93	40,241.30	89.94%	378,433.00	204,845.38	-	173,587.62	54.13%
HUMAN RESOURCES SALARIES	154,368.00	59,835.53	-	94,532.47	38.76%	137,877.00	49,519.08	-	88,357.92	35.92%
HUMAN RESOURCES EXPENSES	22,700.00	5,738.42	-	16,961.58	25.28%	23,150.00	5,294.31	-	17,855.69	22.87%
INFORMATION TECHNOLOGY SALARIES	123,406.00	44,948.93	-	78,457.07	36.42%	114,874.00	44,396.31	-	70,477.69	38.65%
INFORMATION TECHNOLOGY EXPENSES	584,258.48	207,462.24	189,243.41	187,552.83	67.90%	544,240.00	203,216.24	187,323.37	153,700.39	71.76%
GENERAL SERVICES EXPENSES	158,434.84	35,836.23	34,069.68	88,528.93	44.12%	140,379.00	37,788.06	21,713.80	80,877.14	42.39%
TOWN CLERK SALARIES	341,902.00	118,662.23	-	223,239.77	34.71%	343,146.00	122,510.79	-	220,635.21	35.70%
TOWN CLERK EXPENSES	61,550.00	14,639.70	2,500.00	44,410.30	27.85%	70,550.00	19,374.06	-	51,175.94	27.45%
GENERAL GOVERNMENT	5,019,480.23	1,830,368.09	538,135.34	2,650,976.80	47.19%	4,851,454.00	1,844,801.01	357,539.03	2,649,113.96	45.40%

TOWN OF WINCHESTER, MA
 FINANCIAL UPDATE - OPERATING ACTIVITY
 GENERAL FUND EXPENDITURES
 COMPARATIVE FISCAL YEAR TO DATE THROUGH NOVEMBER 30

	FISCAL YEAR 2020 THROUGH NOVEMBER 30, 2019					FISCAL YEAR 2019 THROUGH NOVEMBER 30, 2018				
	Revised Budget	Actual	Encumbrances	under/(over) Budget	% of Budget Used	Revised Budget	Actual	Encumbrances	under/(over) Budget	% of Budget Used
LIBRARY SALARIES	1,586,573.00	597,992.43	-	988,580.57	37.69%	1,557,001.00	585,878.76	-	971,122.24	37.63%
LIBRARY EXPENSES	410,200.45	217,250.37	93,483.39	99,466.69	75.75%	405,367.00	222,207.60	1,783.66	181,375.74	55.26%
LIBRARY CAPITAL	15,500.00	7,919.01	-	7,580.99	51.09%	15,000.00	2,301.63	-	12,698.37	15.34%
ARCHIVAL CENTER EXPENSES	18,900.00	7,630.00	9,576.00	1,694.00	91.04%	18,300.00	6,567.85	10,752.00	980.15	94.64%
HISTORICAL COMMISSION SALARIES	1,500.00	101.90	-	1,398.10	6.79%	1,500.00	743.19	-	756.81	49.55%
HISTORICAL COMMISSION EXPENSES	15,000.00	-	-	15,000.00	0.00%	23,000.00	13,500.00	5,000.00	4,500.00	80.43%
CULTURE & RECREATION	2,047,673.45	830,893.71	103,059.39	1,113,720.35	45.61%	2,020,168.00	831,199.03	17,535.66	1,171,433.31	42.01%
BOARD OF HEALTH SALARIES	273,655.00	102,686.16	-	170,968.84	37.52%	274,030.00	97,260.10	-	176,769.90	35.49%
BOARD OF HEALTH EXPENSES	99,233.14	24,660.69	32,907.68	41,664.77	58.01%	97,514.00	22,229.80	60,167.20	15,117.00	84.50%
COUNCIL ON AGING SALARIES	340,249.00	100,590.29	-	239,658.71	29.56%	279,674.00	106,326.01	-	173,347.99	38.02%
COUNCIL ON AGING EXPENSES	7,162.00	204.66	-	6,957.34	2.86%	8,870.00	1,396.80	-	7,473.20	15.75%
VETERANS' SERVICES SALARIES	9,805.00	3,376.65	-	6,428.35	34.44%	9,623.00	3,302.10	-	6,320.90	34.31%
VETERANS' SERVICES EXPENSES	36,067.00	11,352.30	-	24,714.70	31.48%	36,067.00	8,182.20	-	27,884.80	22.69%
HEALTH & SOCIAL SERVICES	766,171.14	242,870.75	32,907.68	490,392.71	35.99%	705,778.00	238,697.01	60,167.20	406,913.79	42.35%
POLICE SALARIES	5,037,779.00	1,735,140.91	-	3,302,638.09	34.44%	4,674,041.00	1,711,436.27	-	2,962,604.73	36.62%
POLICE EXPENSES	285,604.08	77,237.91	1,933.66	206,432.51	27.72%	231,493.00	74,707.01	83.86	156,702.13	32.31%
POLICE CAPITAL	90,000.00	4,000.00	-	86,000.00	4.44%	75,000.00	8,800.00	-	66,200.00	11.73%
FIRE SALARIES	4,779,712.00	1,697,013.86	-	3,082,698.14	35.50%	4,767,915.00	1,627,410.53	-	3,140,504.47	34.13%
FIRE EXPENSES	271,251.00	81,367.06	40,370.62	149,513.32	44.88%	273,190.00	78,535.36	33,118.05	161,536.59	40.87%
FIRE CAPITAL	63,520.50	9,865.58	4,802.66	48,852.26	23.09%	52,500.00	1,627.00	-	50,873.00	3.10%
SEALER OF WEIGHTS & MEASURES SALARIES	8,044.00	3,363.75	-	4,680.25	41.82%	7,924.00	3,289.15	-	4,634.85	41.51%
SEALER OF WEIGHTS & MEASURES EXPENSES	2,022.00	-	-	2,022.00	0.00%	2,022.00	472.15	-	1,549.85	23.35%
PUBLIC SAFETY	10,537,932.58	3,607,989.07	47,106.94	6,882,836.57	34.69%	10,084,085.00	3,506,277.47	33,201.91	6,544,605.62	35.10%
DEPARTMENT OF PUBLIC WORKS SALARIES	4,665,236.00	1,698,527.01	-	2,966,708.99	36.41%	4,356,235.00	1,733,406.81	-	2,622,828.19	39.79%
DEPARTMENT OF PUBLIC WORKS EXPENSES	2,338,115.16	1,020,074.56	812,275.91	505,764.69	78.37%	2,428,432.00	913,444.78	878,405.14	636,582.08	73.79%
DEPARTMENT OF PUBLIC WORKS CAPITAL	24,309.67	16,209.67	-	8,100.00	66.68%	26,355.00	6,855.20	7,700.00	11,799.80	55.23%
SNOW & ICE SALARIES	123,300.00	6,682.56	-	116,617.44	5.42%	123,300.00	28,657.09	-	94,642.91	23.24%
SNOW & ICE EXPENSES	251,831.65	30,257.66	183,934.72	37,639.27	85.05%	251,700.00	50,162.02	53,403.71	148,134.27	41.15%
SNOW & ICE CAPITAL	25,000.00	16,500.00	-	8,500.00	66.00%	25,000.00	15,973.48	-	9,026.52	63.89%
DEPARTMENT OF PUBLIC WORKS	7,427,792.48	2,788,251.46	996,210.63	3,643,330.39	50.95%	7,211,022.00	2,748,499.38	939,508.85	3,523,013.77	51.14%

TOWN OF WINCHESTER, MA
FINANCIAL UPDATE - OPERATING ACTIVITY
GENERAL FUND EXPENDITURES
COMPARATIVE FISCAL YEAR TO DATE THROUGH NOVEMBER 30

	FISCAL YEAR 2020 THROUGH NOVEMBER 30, 2019				FISCAL YEAR 2019 THROUGH NOVEMBER 30, 2018					
	Revised Budget	Actual	Encumbrances	under/(over) Budget	% of Budget Used	Revised Budget	Actual	Encumbrances	under/(over) Budget	% of Budget Used
SCHOOL DEPARTMENT	54,520,110.61	16,686,818.46	35,065,963.41	2,767,328.74	94.92%	50,634,944.00	16,080,550.76	33,198,674.21	1,355,719.03	97.32%
VOCATIONAL EDUCATION EXPENSES	243,785.00	58,696.50	-	185,088.50	24.08%	248,638.00	63,888.00	-	184,750.00	25.70%
EDUCATION	54,763,895.61	16,745,514.96	35,065,963.41	2,952,417.24	94.61%	50,883,582.00	16,144,438.76	33,198,674.21	1,540,469.03	96.97%
CONTRIBUTORY RETIREMENT EXPENSES	5,132,390.00	5,132,390.00	-	-	100.00%	4,815,515.00	4,815,515.00	-	-	100.00%
WORKERS COMPENSATION/INDEMNITY EXPENSES	420,000.00	190,569.67	12,266.68	217,163.65	48.29%	300,000.00	157,234.56	39,170.44	103,595.00	65.47%
UNEMPLOYMENT INSURANCE EXPENSES	75,000.00	45,505.40	-	29,494.60	60.67%	75,000.00	23,368.30	-	51,631.70	31.16%
HEALTH INSURANCE EXPENSES	11,670,760.00	5,416,532.91	-	6,254,227.09	46.41%	11,215,000.00	5,283,568.11	-	5,931,431.89	47.11%
MEDICARE TAX & REFUND EXPENSES	985,000.00	308,096.15	-	676,903.85	31.28%	960,000.00	285,950.30	-	674,049.70	29.79%
UNDISTRIBUTED - PERSONNEL BENEFITS	18,283,150.00	11,093,094.13	12,266.68	7,177,789.19	60.74%	17,365,515.00	10,565,636.27	39,170.44	6,760,708.29	61.07%
ENERGY EXPENSES	2,137,675.25	681,957.29	219,949.51	1,235,768.45	42.19%	2,232,712.00	769,695.98	254,470.65	1,208,545.37	45.87%
STATE ASSESSMENTS & CHARGES	568,021.00	254,714.00	-	313,307.00	44.84%	586,600.00	245,471.00	-	341,129.00	41.85%
RESERVE FUND	400,000.00	-	-	400,000.00	0.00%	400,000.00	-	-	400,000.00	0.00%
GENERAL INSURANCE EXPENSES	415,000.00	352,526.96	-	62,473.04	84.95%	396,000.00	356,421.96	-	39,578.04	90.01%
ENVIRONMENTAL REMEDIATION SERVICES EXPENSE	40,000.00	8,275.50	20,224.50	11,500.00	71.25%	38,000.00	11,947.50	15,952.50	10,100.00	73.42%
UNDISTRIBUTED - STATE ASSMTS, INSURANCE & OTHER	3,560,696.25	1,297,473.75	240,174.01	2,023,048.49	43.18%	3,653,312.00	1,383,536.44	270,423.15	1,999,352.41	45.27%
FUNDED DEBT EXPENSES	7,610,000.00	5,825,000.00	-	1,785,000.00	76.54%	7,644,566.00	5,859,565.67	-	1,785,000.33	76.65%
INTEREST ON FUNDED DEBT EXPENSES	5,100,079.56	2,123,194.39	-	2,976,885.17	41.63%	5,349,183.00	2,301,130.59	-	3,048,052.41	43.02%
FUNDED DEBT	12,710,079.56	7,948,194.39	-	4,761,885.17	62.53%	12,993,749.00	8,160,696.26	-	4,833,052.74	62.80%
TOTAL EXPENDITURES	115,116,871.30	46,384,650.31	37,035,824.08	31,696,396.91	72.47%	109,768,665.00	45,423,781.63	34,916,220.45	29,428,662.92	73.19%
TRANSFERS TO BUILDING & CAPITAL STABILIZATION FUNDS	6,562,303.00	6,562,303.00	-	-	100.00%	4,727,738.00	4,727,738.00	-	-	100.00%
TRANSFERS TO ENTERPRISE FUNDS (CH110/SUBSIDY/COLA)	4,790,291.00	2,395,145.50	-	2,395,145.50	50.00%	4,995,809.00	2,497,904.50	-	2,497,904.50	50.00%
TRANSFER TO RETIREE HEALTH CARE TRUST	350,000.00	350,000.00	-	-	100.00%	200,000.00	200,000.00	-	-	100.00%
TRANSFERS TO CONTINUED ARTICLE/CAPITAL FUND	470,293.00	470,293.00	-	-	100.00%	770,140.00	770,140.00	-	-	100.00%
TRANSFER TO MUNICIPAL AFFORDABLE HOUSING TRUST	500,000.00	500,000.00	-	-	100.00%	-	-	-	-	-
TRANSFERS TO OTHER FUNDS	85,000.00	85,000.00	-	-	100.00%	-	-	-	-	-
TOTAL TRANSFERS OUT	12,757,887.00	10,362,741.50	-	2,395,145.50	81.23%	10,693,687.00	8,195,782.50	-	2,497,904.50	76.64%
TOTAL EXPENDITURES AND TRANSFERS OUT	127,874,758.30	56,747,391.81	37,035,824.08	34,091,542.41	73.34%	120,462,352.00	53,619,564.13	34,916,220.45	31,926,567.42	73.50%

TOWN OF WINCHESTER, MA
 FINANCIAL UPDATE - OPERATING ACTIVITY
 WATER AND SEWER ENTERPRISE FUND
 COMPARATIVE FISCAL YEAR TO DATE THROUGH NOVEMBER 30

	FISCAL YEAR 2020 THROUGH NOVEMBER 30, 2019				FISCAL YEAR 2019 THROUGH NOVEMBER 30, 2018					
	Revised Budget	Actual	Encumbrances	Budget Surplus/(Deficit)	% of Budget Collected/Spent	Revised Budget	Actual	Encumbrances	Budget Surplus/(Deficit)	% of Budget Collected/Spent
REVENUES:										
Sewer usage	2,976,808.00	1,306,864.83	-	(1,669,943.17)	43.90%	2,888,036.00	1,461,550.56	-	(1,426,485.44)	50.61%
Sewer liens and interest	108,010.00	7,625.83	-	(100,384.17)	7.06%	89,703.00	7,880.35	-	(81,822.65)	8.78%
Water usage	2,389,534.00	1,055,118.25	-	(1,334,415.75)	44.16%	2,311,964.00	1,186,865.10	-	(1,125,098.90)	51.34%
Water liens and interest	84,121.00	6,191.23	-	(77,929.77)	7.36%	67,612.00	6,190.63	-	(61,421.37)	9.16%
Water service charges	130,284.00	57,575.50	-	(72,708.50)	44.19%	158,100.00	40,864.76	-	(117,235.24)	25.85%
Water repairs	26,915.00	11,521.24	-	(15,393.76)	42.81%	25,296.00	12,927.25	-	(12,368.75)	51.10%
Sprinkler fee	17,497.00	7,832.13	-	(9,664.87)	44.76%	17,605.00	8,192.19	-	(9,412.81)	46.53%
Connection fees	21,600.00	34,500.00	-	12,900.00	159.72%	31,200.00	31,200.00	-	60,286.00	100.00%
Miscellaneous	21,170.00	2,609.93	-	(18,560.07)	0.00%	11,347.00	-	-	(11,347.00)	0.00%
Investment Income	14,745.00	-	-	(14,745.00)	0.00%	-	-	-	-	-
Total Revenue	5,790,684.00	2,489,838.94	-	(3,300,845.06)	43.00%	5,600,863.00	2,815,956.84	-	(2,784,906.16)	50.28%
EXPENDITURES:										
Personal Services:										
Sewer Operations	349,539.00	110,215.01	-	239,323.99	31.53%	333,146.00	93,528.13	-	239,617.87	28.07%
Water Operations	1,019,689.00	367,524.10	-	652,164.90	36.04%	989,511.00	370,836.29	-	618,674.71	37.48%
	1,369,228.00	477,739.11	-	891,488.89	34.89%	1,322,657.00	464,364.42	-	858,292.58	35.11%
Expenses:										
Sewer Operations	1,479,107.00	719,536.41	28,238.00	731,332.59	50.56%	1,374,176.00	623,281.96	15,889.06	735,004.98	46.51%
Water Operations	1,308,606.66	538,458.93	239,100.75	531,046.98	59.42%	1,308,004.00	582,450.80	175,735.69	549,817.51	57.97%
Debt & MWRA Capital	5,338,682.00	2,845,791.01	-	2,492,890.99	53.31%	5,595,124.00	2,936,923.81	-	2,658,200.19	52.49%
	8,126,395.66	4,103,786.35	267,338.75	3,755,270.56	53.79%	8,277,304.00	4,142,656.57	191,624.75	3,943,022.68	52.36%
Total Expenditures	9,495,623.66	4,581,525.46	267,338.75	4,646,759.45	51.06%	9,599,961.00	4,607,020.99	191,624.75	4,801,315.26	49.99%
OTHER FINANCING SOURCES/(USES):										
Transfers from the General Fund	4,615,291.00	2,307,645.50	-	(2,307,645.50)	50.00%	4,820,809.00	2,410,404.50	-	(2,410,404.50)	50.00%
Indirects to the General Fund	(1,414,812.00)	(707,406.00)	-	707,406.00	50.00%	(1,321,938.00)	(660,969.00)	-	660,969.00	50.00%
Transfers to Other Funds	(215,221.44)	(215,221.44)	-	-	100.00%	(347,000.00)	(347,000.00)	-	-	100.00%
Total OFS/(OFU)	2,985,257.56	1,385,018.06	-	(1,600,239.50)	46.40%	3,151,871.00	1,402,435.50	-	(1,749,435.50)	44.50%
Net activity	(719,682.10)	(706,668.46)	-	(847,227.00)	(588,628.65)	(847,227.00)	(588,628.65)	-	(847,227.00)	(588,628.65)

TOWN OF WINCHESTER, MA
 FINANCIAL UPDATE - OPERATING ACTIVITY
 RECREATION ENTERPRISE FUND
 COMPARATIVE FISCAL YEAR TO DATE THROUGH NOVEMBER 30

	FISCAL YEAR 2020 THROUGH NOVEMBER 30, 2019						FISCAL YEAR 2019 THROUGH NOVEMBER 30, 2018					
	Revised Budget	Actual	Encumbrances	Budget Surplus/(Deficit)	% of Budget Collected/Spent		Revised Budget	Actual	Encumbrances	Budget Surplus/(Deficit)	% of Budget Collected/Spent	
REVENUES:												
Year Round Programs	1,085,000.00	393,770.00	-	(691,230.00)	36.29%		975,000.00	296,319.25	-	(678,680.75)	30.39%	
Adult Programs	45,000.00	12,752.00	-	(32,248.00)	28.34%		50,000.00	17,385.00	-	(32,615.00)	34.77%	
Youth Programs	730,000.00	382,106.23	-	(347,893.77)	52.34%		805,000.00	427,109.75	-	(377,890.25)	53.06%	
Special Events & Trips	44,000.00	6,194.35	-	(37,805.65)	14.08%		55,000.00	8,178.00	-	(46,822.00)	14.87%	
Other Miscellaneous	-	262.00	-	262.00	-		-	-	-	-	-	
Investment Income	-	1,745.80	-	1,745.80	-		-	1,752.02	-	1,752.02	-	
Total Revenue	1,904,000.00	796,830.38	-	(1,107,169.62)	41.85%		1,885,000.00	750,744.02	-	(1,134,255.98)	39.83%	
EXPENDITURES:												
Personal Services	1,404,399.00	527,361.38	-	877,037.62	37.55%		1,294,496.00	492,083.81	-	802,412.19	38.01%	
Expenditures	583,327.23	338,211.78	61,035.80	184,079.65	57.98%		574,425.00	230,544.62	61,540.30	282,340.08	40.13%	
Total Expenditures	1,987,726.23	865,573.16	61,035.80	1,061,117.27	43.55%		1,868,921.00	722,628.43	61,540.30	1,084,752.27	38.67%	
OTHER FINANCING SOURCES/(USES):												
Transfers from the General Fund	175,000.00	87,500.00	-	(87,500.00)	50.00%		175,000.00	87,500.00	-	(87,500.00)	50.00%	
Indirect Transfers to the General Fund	(365,534.00)	(182,767.00)	-	182,767.00	50.00%		(335,811.00)	(167,905.50)	-	167,905.50	50.00%	
Total OFS/(OFU)	(190,534.00)	(95,267.00)	-	95,267.00	50.00%		(160,811.00)	(80,405.50)	-	80,405.50	50.00%	
Net Activity	(274,260.23)	(164,009.78)					(144,732.00)			(52,289.91)		

Pursuant to the Complete Streets Policy adopted by the Select Board, the town's bylaws, and consistent with the MassDOT Municipal Resource Guide for Walkability, the TTAC recommends that following sidewalk policies be incorporated into Winchester's Traffic and Transportation Program:

**SIDEWALK POLICIES
TOWN OF WINCHESTER**

Purpose: The purpose of this policy is to make pedestrian use of the sidewalk portion of the public way practical, safe and comfortable year-round.

Responsibility:

Notice of and Enforcement of Town Bylaws Pertaining to Snow Removal and Vegetation Control

- 1) The Select Board direct the Town Manager to enclose with all tax bills or separately mail semi-annually, starting with the next quarterly billing, notice of applicable bylaws urging all parties to cooperate in the town wide effort to improve walking conditions and reduce the perceived need to drive to destinations and stating that
 - a) Residents may not pile snow or permit a snow plowing service to pile in the sidewalk portion of the public right of way whether or not they clear the sidewalk as a neighborly practice.(Chapter 3 Section 3.8 (b), Chapter 8 Sections 10, 23)
 - b) No one (including residents, guests, contractors, delivery services, etc.) may, without an exemption provided by Select Board, park on sidewalks including the allowing the front or back of a vehicle to overhang into the sidewalk. (Chapter 8 Section 30.3 (a))
 - c) Property owners or persons controlling real estate may not block the sidewalk in any way or allow shrubbery to overhang the sidewalk so as to impede its use and maintenance.(Chapter 8 Sections 10, 23)
 - d) Commercial owners or persons controlling commercial real estate must clear the sidewalks abutting their enterprise within five hours of the sidewalks being covered between sunrise and sunset on any business day. Any person who shall violate this provision may be punished by a fine of not more than ten dollars (\$10) for each offense. For the purposes of this section, each successive day during which any violation is committed or continued shall be deemed a separate offense. (Sections 28 & 29)
 - e) Parking and snow clearing violations be reported to the Police Department
 - f) Shrubby, retaining wall and similar problems be reported to the DPW.
- 2) Such notice shall be posted on the town web site, made available to media, and circulated as broadly as possible.

- 3) The Select Board instruct the Building Department to attach notice of applicable bylaws to all building permits
- 4) The Town Manager instruct the Police Department to develop a protocol for enforcing the applicable regulation such that a condition lasting more than 5 hours generate a notice and fine and follow-ups at daily intervals generating additional fines until the problem is corrected.
- 5) The Town Manager instruct the DPW to develop a protocol whereby the property owner would be warned to fix the problem within a reasonable period or pay for the cost of DPW performing the work.
- 6) The Town Manager develop a means of identifying and notifying snow removal and lawn services of applicable bylaws.

Achievement of actually usable sidewalks on all sidewalks cleared by the town

- 1) The Tricommunity Bike Path shall be included as a town cleared walkway henceforth.
- 2) The Town Manager shall instruct the DPW to develop protocols of snow clearing to achieve the following results on town cleared walkways:
 - a. Town-cleared walkways be bare to pavement surface for a width of at least 32 inches or sufficiently treated such that any person would feel safe walking on the surface within 48 hours of session of snowfall
 - b. Roadway crossings of town cleared walkways be unobstructed by snow banks
 - c. Narrow passages e.g. between phone poles and retaining walls on Swanton St., which require hand shoveling or narrow equipment are not exempt from the above standard.
- 3) These results are to be achieved by improved coordination, efficiencies and rebalancing of resources and are not intended to add cost to total snow and ice spending.

Clearing of Train and Bus Stops

- 1) The Town Manager shall instruct the DPW to develop protocols of snow clearing to achieve the following results on transit stops:
 - a. Snowbanks at curbs closest to ramps at Waterfield street and at the Quill Rotary will be removed within 48 hours and periodically during events
 - b. Snowbanks at curbs at all bus stops on Main Street will be cleared for 50 feet or the distance marked as bus stops within 48 hours and periodically during events.
 - c. The above will be done before any operations to remove snow for parking along any roadways.

- 2) To the degree such operations have not been part of routine snow and ice operations, the snow and ice budget should be adjusted to reflect these priorities.

Filling in gaps in the course of any repavement

- 1) When any roadway or section of roadway is repaved the sidewalks in the same public right of way should also be refurbished as needed.
- 2) Any missing segment of sidewalk, on public ways which have sidewalks, shall be completed as part of the project.
- 3) When a street which lacks sidewalks on one or both sides of the street for the majority of the street is repaved the DPW will consider adding the missing sidewalk as part of the project; such sidewalk(s) may be paved asphalt if concrete is deemed prohibitive for any particular project.
- 4) The above policy shall be implemented by rebalancing of expenditures regardless of total resources allocated.



THE LAWRENCE & LILLIAN
SOLOMON FOUNDATION

December 20, 2019

Lisa Wong
Town Manager, Town of Winchester
Town Hall
71 Vernon St., 2nd Floor
Winchester, MA 01890

Re: Tri-Community Greenway and Blueway Connections \$4,000 Seed Funding

Dear Ms. Wong and the Winchester Traffic and Transportation Committee,

We are very encouraged to see Winchester's commitment to and progress on Complete Streets, in particular the new Tri-Communities Greenway that connects two commuter rail stations, the town center, four schools, the senior center, to each other and to parks and waterbodies along the greenway within Winchester and to surrounding communities. We are excited about the upcoming opportunities you have to build and complete these connections including through Main St. through the center, the Skillings/Pond redesign, and connections to the green and blue spaces of the Mystic Lakes, Middlesex Fells, Ginn Field, Leonard Field and Davidson Park, Horn Pond, and others.

We are particularly interested in the Mystic Lakes Greenway network and connections to Shannon beach. We are interested in working with you to connect these green and blue spaces through the execution of a demonstration wayfinding project to guide people through these key connections. This might include, but is not limited to, updated signage, amenities, and interpretation at Shannon Beach and along the Mystic Lakes, at the Wedgemere Station, through the downtown Cultural District, and at Horn Pond. It might also include paint or markings on the ground to help people follow the greenway or bicycle parking or repair stations to further encourage cycling.

We are pleased to grant **\$4,000** in matching funds towards these wayfinding improvements. As long as these funds support improvements that benefit residents of Winchester and improve access the greenway network, they can be expended outside the boundary of Winchester town owned land. We hope the town of Winchester can provide matching support of in-kind labor, equipment, and materials. We understand that there will also be an effort to solicit funds, resources and cooperation from other organizations and jurisdictions as well as volunteer time to support the project. Given the timing of the project we recommend that the project scope include provisions for temporary detours around Lake and Waterfield bridge and Wedgemere (Eversource) construction as needed. Please report your progress back to us within the first six months of receiving these funds.

Please let us know how these efforts progress and how we can continue to be of assistance.

All my best,

Herb Nolan

Cc Roger Wilson and Ben Keeler, Co-Chairs Winchester Traffic and Transportation Advisory Committee
10 Laurel Avenue, Suite 200, Wellesley, MA 02481
mobile: 617.875.6861 | **office:** 781.431.1440
herbnolan@solomonfoundation.org
www.solomonfoundation.org



THE LAWRENCE & LILLIAN
SOLOMON FOUNDATION

DRAFT

TRAFFIC AND TRANSPORTATION PROGRAM

To ensure the safety and effectiveness of all transportation facilities, operations and services in the Town of Winchester, the Board of Selectmen (Select Board) authorizes the following:

I) Traffic and Transportation Program

- (a) The Town Manager shall establish an interdepartmental Traffic and Transportation Program.
- (b) The purpose of the program shall be to improve the safety and effectiveness of all transportation facilities, operations, and services within the Town of Winchester.
 - (1) These shall include roadway, bikeway, walkway, parking and transit facilities, operations and services.
- (c) The program shall:
 - (1) Identify traffic and transportation safety, capacity and performance needs;
 - (2) Develop policy, regulatory, educational, capital and operating improvements (as appropriate) to address the needs;
 - (3) Assess the benefits, costs and risks of the proposed improvements; and
 - (4) Set out a multi-year action program.
- (d) The program shall be documented in the "Road Book," which shall be updated at least annually to summarize known and anticipated needs and list planned and programmed improvements for the next three fiscal years.
- (e) The Town Manager shall report at least annually to the Select Board on the status and accomplishments of the program.

II) Traffic and Transportation Advisory Committee

- (a) There shall be a Traffic and Transportation Advisory Committee of eleven members.
 - (1) The members shall be Winchester residents appointed by the Select Board in consultation with the Town Manager, the Town Moderator, and the chairpersons of the Planning Board, School Committee, Capital Planning Committee and Finance Committee.

- (2) In appointing committee members, the Select Board will look to provide broad representation of the Town's neighborhoods, businesses and transportation users (e.g., vehicle drivers, bicyclists, pedestrians and transit riders).
 - (3) Members shall be appointed to three-year terms, arranged so that as nearly an equal number of terms as possible shall expire each year.
 - (4) A chairperson shall be elected annually from among the members.
- (b) The committee shall advise at least annually the Select Board and Town Manager on traffic and transportation needs and recommend actions and priorities for the Traffic and Transportation Program.
 - (c) The Town Engineer, Town Planner and the Department of Public Works Director shall staff the committee, providing technical information and advice as requested.
 - (d) The Town Manager may authorize additional technical assistance, such as traffic engineering and transportation planning consultant services, where warranted.

III) Traffic Review Committee

- (a) There shall be a Traffic Review Committee (formerly known as the Traffic Advisory Committee).
- (b) The members shall be designated by the Town Manager and shall include at least the Town Engineer, Town Planner, Police Chief, Fire Chief and Department of Public Works Director., or their designees.
- (c) The committee shall review citizen, staff, and Traffic and Transportation Advisory Committee proposals for traffic and transportation improvements to be included in the Traffic and Transportation Program.
- (d) The committee shall advise the Select Board and Town Manager on the technical feasibility, benefits, costs and risks of proposed improvements.
- (e) The Town Manager may authorize additional technical assistance, such as traffic engineering and transportation planning consultant services, where warranted.

Approved and voted by the Winchester Board of Selectmen (Select Board), December 20, 2017.

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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, November 4, 2019
Record**

OPENING

Chair Mariano Goluboff called the meeting to order at 5:45 in Room A101 located at the Winchester High School prior to the opening of the 2019 Fall Town Meeting. Present were Select Board members Vice Chair Michael Bettencourt, Jacqueline A. Welch, Susan Verdicchio, and Amy Shapiro. Also present was Town Manager Lisa Wong.

*Motion: That the Select Board adjourn to Executive Session for the purpose of discussing matters related to 1) Asa Fletcher Fund - MGL Ch. 30A §21(a)
1 - To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual.

Welch - Shapiro

Roll Call: Goluboff, Bettencourt, Welch, Verdicchio, Shapiro VOTED

*Motion: That the Select Board adjourn from Executive Session to Public Session, not to return to Executive Session.

Bettencourt - Verdicchio

Roll Call: Goluboff, Bettencourt, Welch, Verdicchio, Shapiro VOTED

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, November 7, 2019 – Regular Session before Town Meeting WHS Rm A101
2. Monday, November 7, 2019 – Fall 2019 Annual Town Meeting – WHS Auditorium
3. Monday, November 18, 2019 – Regular Session

ACCEPTANCE OF DONATIONS

COMMENTS

TOWN MANAGER REPORT AND COMMENTS

1. Appointments - Town Manager announced the following permanent appointment in accordance with section 4-2b of the Town she respectfully requests that the Select Board vote to waive the fifteen (15) day appointment period for: **Fire Department – Firefighter Max Coffin.**

*Motion: That the Select Board waive the customary fifteen (15) day appointment effective waiting period to allow Max Coffin to begin his employment.

Bettencourt - Welch All in favor VOTED

MATTERS FROM THE AUDIENCE

COMPTROLLER'S REPORT

LICENSES

1
2 **HEARINGS**

3
4 **BUSINESS**

5
6 1. **Solar Panel Installation at Wright-Locke Farm** – Archie McIntyre, Wright-Locke Farm
7 Executive Director and Sally Quinn, Wright-Locke Farm board member, attended the
8 meeting. Mr. McIntyre is requesting approval from the Select Board to install the solar
9 panels on the 1827 Barn and Squash House. The Wright-Locke Farm Conservancy (WLFC)
10 has been working to install solar panels at the Farm in order to minimize the Farm’s reliance
11 on fossil fuels. He also told the Board that as part of the 10 year lease with the Town, the
12 Town pays 50% of the utilities and WLFC hopes that having the solar panels will relinquish
13 the Town from their half of the utilities. The WLFC has obtained unanimous support from
14 the Winchester Historical Commission and received approval from the Massachusetts
15 Historical Commission to install the solar panels. The WLFC has entered into a contract
16 with BlueSel Solar to install 172 panels distributed over both roofs. Ms. Wong then talked
17 about waiving the building fees for the construction of the new building and the Select Board
18 supported the suggestion.

19
20 *Motion That the Select Board, under Section 8.1 of the Lease between the Town
21 of Winchester (Landlord) and the Wright-Locke Farm Conservancy, Inc.
22 (Tenant) dated November, 2011 approve installation of the panels by the
23 Tenant in keeping with all laws and regulations and that the solar panels,
24 associated equipment and any payments, incentives or rebates from the
25 solar power project shall remain the property of the Tenant.

26 Bettencourt – Shapiro All in favor VOTED
27

28 2. **Union Contracts: MOU DPW Workers & MOU Custodians** – Ms. Wong informed the
29 Board that the MOU they had voted on the COLA appropriation is in the spread sheet twice
30 and the correct version will be distributed to the Town Meeting members.
31

32 3. **Warrant Articles** – The Select Board discussed Article 5 - To add an alternate member to
33 the Educational Facilities Planning and Building Committee (EFPBC) who would represent
34 the Disability Access Committee. The new alternate member would be appointed by the
35 Disability Access Commission.
36

37 **CONSENT AGENDA**

38
39 **COMMUNICATIONS AND WORKING GROUP REPORTS**

40
41 **ADJOURNMENT: 6:15 PM**

42
43 *Motion: That the Select Board recess to the floor of Town Meeting not to return to
44 public session.

45 Bettencourt - Welch

46 Roll Call: Goluboff, Bettencourt, Welch, Verdicchio, Shapiro

VOTED

47
48 Respectfully submitted,

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50 Lisa Wong, Town Manager

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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Thursday, November 7, 2019
Record**

OPENING

Chair Mariano Goluboff called the meeting to order at 7:00 in Room A101 located at the Winchester High School prior to the opening of the 2019 Fall Town Meeting. Present were Select Board members Vice Chair Michael Bettencourt, Jacqueline A. Welch, Susan Verdicchio, and Amy Shapiro. Also present was Town Manager Lisa Wong.

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, November 18, 2019 – Regular Session

ACCEPTANCE OF DONATIONS

COMMENTS

TOWN MANAGER REPORT AND COMMENTS

MATTERS FROM THE AUDIENCE

COMPTROLLER'S REPORT

LICENSES

HEARINGS

BUSINESS

1. **Warrant Articles** – Article 24 – Personnel Board Report

*Motion That the Select Board take favorable action on the revised Article 24.
Shapiro – Verdicchio All in favor VOTED

Discussion continued about the Article 8 presentation on Monday night and how it is going to tie into tonight's discussion about Article 23. Residents do realize that something has to be done but would rather pay an increase of their water/sewer rates. A new by-law still has to be written to establish a Stormwater payment. Select Board members also felt that they need to have a public information campaign to help educate all community residents.

CONSENT AGENDA

One Day Alcoholic Beverage License(s)

*Motion That the Select Board approve One Day Alcoholic Beverage Licenses for -
Kelly Griffin for Kate's Table Catering – November 11, 2019 – Griffin
Museum
Bettencourt - Welch All in favor VOTED

1
2 **COMMUNICATIONS AND WORKING GROUP REPORTS**
3

4 **ADJOURNMENT: 7:20 PM**
5

6 *Motion: That the Select Board recess to the floor of Town Meeting not to return to
7 public session.

8 Bettencourt - Welch

9 Roll Call: Goluboff, Bettencourt, Welch, Verdicchio, Shapiro

VOTED

10
11 Respectfully submitted,

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13 Lisa Wong, Town Manager
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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, November 18, 2019
Record**

OPENING

Chair Mariano Goluboff called the meeting to order at 7:30 PM in the Select Board meeting chamber located in Town Hall. Present were Select Board members Vice Chair Michael Bettencourt, Jacqueline A. Welch, Susan Verdicchio, and Amy Shapiro. Town Manager Lisa Wong was absent.

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, December 2, 2019 – Regular Session
2. Monday, December 216, 2019 – Regular Session

ACCEPTANCE OF DONATIONS

*Motion That the Select Board accept, with gratitude, donations of \$7,200 from the Winchester Chamber of Commerce, Black Horse Tavern, the Serieka, Thyson and Winn Families to support the Saltmarsh Park.
Bettencourt - Welch All in favor VOTED

COMMENTS

Chair Goluboff announced that the MBTA will be holding a Public Meeting on Thursday, November 21st at the Winchester High School at 6:30 p.m. regarding the Winchester Center Train Station upgrades. Ms. Shapiro also congratulated the High School Boys and Girls Soccer teams for a successful season.

TOWN MANAGER REPORT AND COMMENTS

1. Appointments – Chair Goluboff announced that the Town Manager had appointed Hellen Waldron to the Disability Access Commission, new term to expire August 31, 2021. Ms. Waldron attended the meeting and introduced herself to the Select Board. She has a seventeen year old son with autism and that is what brought her to apply to volunteer for the Commission.
2. Waterfield RFQ Update – Chair Goluboff informed everyone that Town staff is going to be setting up a page on our website and that due to the holidays the deadline has been extended a week to December 9, 2019.

MATTERS FROM THE AUDIENCE

COMPTROLLER'S REPORT

LICENSES

Monday, November 18, 2019
Select Board Meeting

1 **1. Agricultural Wine License to Cape Cod Winery**

2
3 *Motion That the Select Board approve the Agricultural Wine License to Cape Cod
4 Winery – November 20, 2019 – Mahoney’s Garden Center (Farmer’s
5 Market)

6 Bettencourt - Welch All in favor VOTED

7
8 **2. Agricultural Wine License to Coastal Vineyards**

9
10 *Motion That the Select Board approve the Agricultural Wine License to Coastal
11 Vineyards – November 20, 2019 – Mahoney’s Garden Center (Farmer’s
12 Market)

13 Bettencourt - Welch All in favor VOTED

14
15 **HEARINGS**

16
17 **1. Eversource Grant of Location – Install approximately 10 feet of conduit to supply**
18 **power to 3 Crescent Road.** Beth Rudolph, Town Engineer presented.

19
20 Eversource is applying for a Grant of Location to install approximately 10 feet of conduit
21 within the public right-of-way. This work is necessary to provide underground electrical
22 service to the home at 3 Crescent Road. The Town Engineer and DPW do not have any
23 concerns.

24
25 *Motion: That the Select Board approve Eversource’s Grant of Location for the
26 installation of approximately ten (10) feet of conduit within the public
27 right-of-way to supply electric service to 3 Crescent Road.

28 Bettencourt - Welch All in favor VOTED

29
30 **2. Traffic Hearing – To consider the installation of a 4-way stop sign at the**
31 **intersection of Foxcroft Road/Salisbury Street.**

32
33 Beth Rudolph, Town Engineer, gave a presentation about traffic concerns at the intersection
34 of Foxcroft Road and Salisbury Street. Drivers are trying to avoid the traffic lights at
35 Cambridge/Church Streets and Cambridge St/Wildwood Road. The Traffic Review
36 Committee recommends that the 4 way stop sign be installed at this location and is
37 consistent with the neighborhood. Ms. Rudolph also feels that this makes sense to be done.
38 Neighborhood residents support the installation of the 4 way stop sign and would fix the
39 confusion of the intersection by making the change.

40
41 *Motion: That the Select Board approve the installation of a 4-Way Stop Sign at the
42 intersection of Foxcroft Road and Salisbury Street.

43 Bettencourt - Welch All in favor VOTED

44
45 **BUSINESS**

46
47 **1. Transfer Station Fees –** Jay Gill, DPW Director, LeeAnn McGahan, DPW Business
48 Manager and Nick Parlee, Transfer Station Coordinator attended the meeting. Mr. Gill
49 updated the Board that they had chosen to go with Wheelabrator as the Town’s new Solid
50 Waste vendor. Ms. McGahan stated that the cost increase does not go into effect until July

Monday, November 18, 2019
Select Board Meeting

1, 2020 and per the contract with Wheelabrator there will be a 3% increase every year for the next five years. With our current fixed rate for FY20 of \$59.61 per ton, the deficit of more than \$30/ton amounts to \$285,000 in additional costs for solid waste. Commercial haulers bring in 40% of the tons (3,781 in FY19) and they would like to increase the fee from \$105 to \$140 per ton. This would bring in an additional \$133,000 in revenue. To balance the shortfall, they would like to increase the SMART permits by \$25, from \$50 to \$75 (\$37,500) and increase the regular permits by \$35, from \$225 to \$260 (\$140,000)

Mr. Gill remarked that solid waste is trash and we were just lucky that when the original contract was signed it was below market rate. There are other items to consider such as increasing the minimum scale charge to \$25 per ton, compost fee to \$60 per ton and increase brick and concrete to \$125. Mr. Parlee reminded the Board that the recycling contract will be up next year. After much discussion the Select Board made the following motions:

*Motion That the Select Board set the Commercial rate from \$105 to \$140 to begin January 1, 2020

Bettencourt – Welch All in favor VOTED

*Motion That the Select Board set the Smart Sticker rate from \$50 to \$55 to begin January 1, 2020

Bettencourt – Welch All in favor VOTED

*Motion That the Select Board set the Regular Sticker rate from \$225 to \$235 to begin January 1, 2020

Bettencourt – Welch All in favor VOTED

2. **Stormwater** – Beth Rudolph, Town Engineer and Jay Gill, DPW Director presented. Chair Goluboff asked Ms. Rudolph what is the Select Board’s next step. Ms. Rudolph responded that the Board needs to decide what direction they want to go – tiered or flat rate. She will get a preliminary report from the consultants for the different fee structures and come back to the Board with the results. Chair Goluboff suggested that the Board develop a sub-committee to meet with the staff on working what the options are. Ms. Verdicchio and Ms. Shapiro have volunteered to be on the sub-committee to work with the staff, sort through the information and prepare for presenting to the residents.

3. **Waterfield Bridge Construction** – Vice Chair Bettencourt had inquired about replacing the existing Waterfield Bridge railing with one similar to the Mt. Vernon Street Bridge. Mark Twogood, Assistant Town Manager and Meg White, Special Projects Manager submitted a memo in response. Ms. Rudolph and Mr. Gill were present to answer the Board’s questions. Ms. Rudolph stated that the railings on the Waterfield Bridge are historical and would have to go through the Massachusetts Historical Commission to make changes. The process would take longer and increase the repair costs by \$250,000. Her concern is if the reconstruction is delayed there would be more structural deficiency to the bridge. The Massachusetts Historical Commission has determined that the bridge repair would have “no adverse effect” if the bridge railings are retained. The memo also states that Mr. LeMenager, Winchester Historical Commission and our engineering consultant Weston & Sampson felt that filing an appeal with the Massachusetts Historical Commission would cause a considerable delay and that the outcome is uncertain. Vice Chair Bettencourt asked

Monday, November 18, 2019
Select Board Meeting

1 Ms. Rudolph to find out what the time line of the permit process with the Massachusetts
2 Historical Commission would take.

- 3
4 4. **Stone Avenue** – Beth Rudolph, Town Engineer updated the Board that staff had met to
5 discuss various traffic issues at the Muraco School. They recommended the installation of a
6 “Do Not Enter” sign effective 7:30 – 8:30 am at the intersection of Stone and Highland
7 Avenues on a temporary basis until spring at which time it will be evaluated. The new
8 sidewalk on the north side of Bates Road (weather permitting) would be installed in the next
9 couple of months. Ms. Rudolph recommended that a traffic study be conducted in the spring
10 once the sidewalk installation is complete.

11
12 Rany Busold, Muraco School parent, informed the Board that there has been great
13 movement from the parents since last spring’s hearing, and have been working with the
14 state’s Safe Routes to School program. Parents are not opposed to a pilot but there is no
15 other way to get to school as the other streets have “Do Not Enter” or are one way. Joanna
16 Shea O’Brien, co-chair of Muraco School Safety committee, feels that Sgt. Batchelor and his
17 staff are doing the best that they can do but are needed everywhere.

18
19 After much continue discussion about the pros and cons, safety issues, etc. to close Stone
20 Avenue to traffic during the morning drop off at Muraco School the Board has decided to
21 hold a public hearing in March at the Muraco.

- 22
23 5. **MBTA Commuter Rail** – Town Engineer Beth Rudolph and Ms. Wong had a working
24 phone meeting with MBTA Project Manager Nathan Rae last Friday. A few points of
25 discussion were that as the design currently stands, the MBTA would have to go back to
26 Town Meeting for approvals on easements; MBTA plans to file a Notice of Intent with the
27 town’s Conservation Commission this month; the Town wants to make sure that this project
28 coordinates with other construction projects being done in Town. MBTA’s goal is to bid the
29 job in February 2020 with construction starting in the summer of 2020. The MBTA is having
30 a Public Meeting this Thursday, November 21, at 6:30 pm in the high school auditorium.

- 31
32 6. **Committee & Commissions** – The Select Board made the following
33 appointments/reappointments:

34
35 *Motion That the Select Board reappoint Alan Briggs to the Audit Advisory
36 Committee for a term to expire August 1, 2022.

37 Bettencourt – Welch All in favor VOTED
38

39 *Motion That the Select Board reappoint Ashley Stevens to the Cable Advisory
40 Committee for a term to expire September 30, 2022.

41 Bettencourt – Welch All in favor VOTED
42

43 *Motion That the Select Board reappoint Sandra Thompson to the Climate Action
44 Committee for a term to expire March 31, 2020.

45 Bettencourt – Welch All in favor VOTED
46

47 *Motion That the Select Board appoint Michelle Prior to the Wright-Locke Farm
48 Conservancy for a term to expire October 31, 2022.

49 Bettencourt – Welch All in favor VOTED
50

Monday, November 18, 2019
Select Board Meeting

1 Starbucks for the following Saturdays, November 30th, December 7th,
2 December 14th and December 21st from 8:00 am to 4:00 pm.
3 Bettencourt – Welch All in favor VOTED
4

5 **COMMUNICATIONS AND WORKING GROUP REPORTS**
6

7 **ADJOURNMENT: 10:00 PM**
8

9 *Motion: That the Select Board adjourn for the evening.

10 Bettencourt – Welch

11 Roll Call: Bettencourt, Goluboff, Welch, Verdicchio, Shapiro VOTED
12

13 Respectfully submitted,
14

15 Lisa Wong, Town Manager
16
17



WINCHESTER ARCHIVAL CENTER

Town Hall, 71 Mount Vernon Street
Winchester, MA 01890
781-721-7146
archives@winchester.us

TO: Winchester Select Board
FROM: Ellen Knight, Reference Archivist
DATE: 30 December 2019
RE: WWII 75th Anniversary

During the 75th anniversary of the Battle of the Bulge in Belgium, the story of one of Winchester's native sons, Lt. Col. John D. Hanlon, a WWII war hero who found a special place in the affections of two countries, has been recently featured by the media in Belgium. Consequently, the name of Winchester has also been in Belgian news.

This year, as many stories of the battles have been retold, Hanlon's story was the subject of:

- a TV report on RTBF (Radio Télévision Belge Francophone), including historic photographs and film footage, to which there is a link on the Archival Center's web page
- a report from the Flemish station VRT NWS, available as a print story on the Web, also linked at the Archival Center's web page
- a special edition of the newspaper VLAN, a copy of which has been donated to the collections of the Archival Center by a Belgian historian, along with some other souvenir print items and digital photographs.

Also, the observances at the Mardesson Memorial (attended by heads of state) concluded with an artistic performance alluding to the story. A video of this ceremony is also now part of the archival collection.

Further, copies of my book *500 Sheets: Lt. Col. John D. Hanlon's Debt of Honor* which the 2015 Board of Selectmen sent as a gift to Belgium and which was presented to the mayor of Bastogne by the US Ambassador to Belgium have been offered for sale at the shop of the Bastogne War Museum. Some of its material was used in the above-noted reports.

The purpose of this memo is to acquaint you with and to make public this recent attention to a Winchester story which is still remembered in Belgium, as well as by some in our town. I may also note that, during the 75th anniversary of World War II, I have collected some other memorable stories and documents and that we welcome the donation of any and all materials on this era for preservation and future access.

A précis of the story:

Lt. Col. Hanlon was a battalion leader with the 101st Airborne, sent to defend Bastogne in December 1944. During the Siege of Bastogne, on the verge of battle after a fresh and deep snow, Hanlon sought and received camouflage from Belgian villagers in the form of bedsheets. Although other American units had the same idea, Hanlon was unique in making a promise to return the sheets and keeping that promise by revisiting Belgium in 1948 with over 500 sheets, most contributed by Winchester residents. When he returned the sheets, on Feb. 21, 1948, he was fêted on “Winchester Day” in Bastogne, Longchamps, and Hemroulle, a day for celebrating friendship and remembrance (documented by *Life* magazine).

Bedsheets have become a symbol of friendship and gratitude between Belgium and the United States. For example, during the 70th anniversary in 2013 Ambassador Denise Bauer gave a specially embroidered set of sheets to the mayor of Bastogne “In remembrance of the sacrifice of the People of the United States and of Belgium during the winter of 1944.”

Attachment:

Two excerpts from the VRT report which reference Winchester, one in the original Dutch and the other as translated into French - when viewed on the Web, the text may also be translated into English.



Winchester Day

In 1947 bekende hij zijn niet nagekomen belofte in een interview aan de krant *Boston Globe*. Als gevolg daarvan begon de bevolking van Winchester een inzamelactie van beddenlakens als compensatie. 48 vrouwengroepen en de geestelijken van alle tien plaatselijke kerken deden eraan mee. Ook bedrijven en inwoners van omliggende steden. Uiteindelijk verzamelde hij zowat 670 beddenlakens.



À gauche, une affiche annonçant la journée Winchester à Hemroulle-Longchamps. À droite, John Hanlon sonne l cloche de l'église.

Hanlon n'a pas seulement distribué des feuilles. Il a rappelé que les scouts locaux avaient été très actifs dans la collecte de 1944. Comme il n'y avait pratiquement pas d'uniformes de scouts dans la Belgique de l'après-guerre, il a apporté un certain nombre d'uniformes donnés par les scouts de New York.