



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.
3. 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.

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

- Monday, February 10, 2020 – Regular Session

B. ACCEPTANCE OF DONATIONS

Accept donations in the amount of \$8,200.00 for appreciation of services provided by the COA. Specifically \$7,500 is to be deposited in the COA Transportation Support Account and \$700 in the COA Gift Account.

C. TOWN MANAGER REPORT AND COMMENTS

1. Appointments: David Pratt, DPW - School Custodian I
2. FY2021 Budget
3. General Topics

D. MATTERS FROM THE AUDIENCE

E. COMPTROLLER'S REPORT

Comptroller's Report as of December 31, 2019

Documents:

[COMPTROLLER REPORT 12-19.PDF](#)

F. LICENSES

G. 7:45 P.M. HEARINGS

1. **7:45PM – Waterfield Road at Church Street**, Traffic Calming Improvements

2. **8:00PM – McCall School Traffic Hearing**, Main Street at Washington Street and Mystic Valley Parkway at Waterfield Road.

H. BUSINESS

1. Sidewalk Policy
2. TTAC Traffic Program
3. Small Cell Wireless Policy
4. Presidential Election warrant
5. Early Voting location designation

Documents:

[FINAL SIDEWALK POLICY_ 18 MAR 19 \(1\).PDF](#)
[1 27 20 WINCHESTER SMALL CELL WIRELESS POLICY FINAL.PDF](#)

I. CONSENT AGENDA

One Day Alcoholic Beverage License(s)

1. Winchester Senior Association, March 8, Jenks Center
2. Superior Servers, October 20, Wright-Locke Farm
3. Winton Club, January 28-February 1, Town Hall Auditorium

Other

1. Estate Sales – February 8 and 9, Estate Sale Specialists, 22A Grove Street; February 1 and 2, New England Estate Sale, 19 Highland View Avenue
2. Approve/Correct minutes: December 2 & 16, 2019

Documents:

[DECEMBER 2019 MINUTES.PDF](#)

J. COMMUNICATIONS AND WORKING GROUP REPORTS



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 December 31, 2019

DATE: January 27, 2020

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

General Fund Revenue

- Property tax revenue is meeting expectations at this time. It is important to note that the Town anticipated on using \$6,700,000 of the \$10,000,000 override to balance the FY20 budget but only used \$6,243,677 (excess capacity of \$3,756,323). The tax levy, local receipts, state aid, debt exclusions and final budget needs for FY20 were reconciled after Fall Town Meeting resulting favorably in a \$450k decrease in the tax levy.
- 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). One of the expired agreements has been extended through FY20 but in process of being negotiated beyond this year.
- The Department of Revenue certified the tax rate/recap in early December, therefore the FY20 and FY19 estimated revenue balances include adjustments based on the final tax certification.
- Indirects from the Enterprise Funds are posted quarterly up front; therefore, 50% of the indirects have been processed as of December 31.

General Fund Expenditures

- For the most part, salary budgets are less than 50% spent, which is to be expected through December, 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 50% (debt per debt service schedules, contributory retirement 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 December 31.

General Fund Free Cash and Reserve Fund Activity

FY19's Free Cash was certified in the amount of \$8,835,968 on September 19, 2019. Fall Town Meeting voted to use \$1,004,518 of Free Cash to fund the following:

- The Winchester Municipal Affordable Housing Trust - \$500,000
- The Capital Stabilization Fund - \$500,000
- Various Town Departments for increased costs associated with the newly implemented VOIP phone system - \$4,518

The Finance Committee has not made any Reserve Fund transfers yet in FY20, but the Town Manager's Office will be presenting a transfer request for the legal budget at their next meeting.

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 December 31, 2019

Stacie A. Ward, CPA, CGA
Town Comptroller

**TOWN OF WINCHESTER, MA
OFFICE OF THE COMPTROLLER
FINANCIAL UPDATE - OPERATING ACTIVITY
FISCAL YEAR 2020 - AS OF DECEMBER 31, 2019**

TABLE OF CONTENTS

General Fund Revenue.....	1
General Fund Expenditures.....	2
General Fund Free Cash Activity.....	5
General Fund Reserve Fund Transfers.....	6
Water & Sewer Enterprise Fund.....	7
Recreation Enterprise Fund.....	8

TOWN OF WINCHESTER, MA
FINANCIAL UPDATE - OPERATING ACTIVITY
GENERAL FUND REVENUE
COMPARATIVE FISCAL YEAR TO DATE THROUGH DECEMBER 31

	FISCAL YEAR 2020 THROUGH DECEMBER 31, 2019				FISCAL YEAR 2019 THROUGH DECEMBER 31, 2018			
	Revised Budget	Actual	(under)/over Budget	% of Budget Collected	Revised Budget	Actual	(under)/over Budget	% of Budget Collected
TAXATION								
Real Estate Taxes	100,295,686.65	50,562,244.73	(49,733,441.92)	50.41%	91,633,858.00	45,953,325.77	(45,680,532.23)	50.15%
Personal Property taxes	716,222.00	370,766.51	(345,455.49)	51.77%	682,592.00	346,586.16	(336,005.84)	50.78%
Tax Title Liens/Deferred Taxes	-	13,825.25	13,825.25	-	-	224,149.16	224,149.16	-
Allowance for Abatements (budgetary only)	(408,579.09)	-	408,579.09	0.00%	(398,914.00)	-	398,914.00	0.00%
Total Taxation	100,603,329.56	50,946,836.49	(49,656,493.07)	50.64%	91,917,536.00	46,524,061.09	(45,393,474.91)	50.62%
STATE AID								
Cherry Sheet Revenue, net of offsets	11,113,293.00	5,515,131.00	(5,598,162.00)	49.63%	10,663,081.00	5,376,218.00	(5,286,863.00)	50.42%
School Construction	672,082.00	672,082.00	-	100.00%	672,082.00	672,082.00	-	100.00%
Total State Aid	11,785,375.00	6,187,213.00	(5,598,162.00)	52.50%	11,335,163.00	6,048,300.00	(5,286,863.00)	53.36%
LOCAL RECEIPTS								
Motor Vehicle & Boat Excise	3,891,000.00	462,902.42	(3,428,097.58)	11.90%	3,775,000.00	556,754.69	(3,218,245.31)	14.75%
Other Excise - Meals Tax	200,000.00	107,066.55	(92,933.45)	53.53%	190,000.00	105,167.14	(84,832.86)	55.35%
Penalties & Interest	200,000.00	97,798.08	(102,201.92)	48.90%	300,000.00	132,203.51	(167,796.49)	44.07%
Payments in Lieu of Taxes	30,000.00	18,980.77	(11,019.23)	63.27%	50,000.00	-	(50,000.00)	0.00%
Trash Disposal Service	1,400,000.00	253,506.69	(1,146,493.31)	18.11%	1,420,000.00	285,925.42	(1,134,074.58)	20.14%
Fees	850,000.00	513,408.30	(336,591.70)	60.40%	945,000.00	436,041.97	(508,958.03)	46.14%
Rentals	50,000.00	23,499.56	(26,500.44)	47.00%	51,000.00	21,126.97	(29,873.03)	41.43%
Cemetery	215,000.00	86,900.00	(128,100.00)	40.42%	210,000.00	131,957.50	(78,042.50)	62.84%
Other Departmental Revenue	100,000.00	37,837.73	(62,162.27)	37.84%	75,000.00	60,134.30	(14,865.70)	80.18%
Licenses & Permits	1,500,000.00	877,290.12	(622,709.88)	58.49%	1,600,000.00	706,059.00	(893,941.00)	44.13%
Fines & Forfeitures	30,000.00	57,457.88	27,457.88	191.53%	31,000.00	51,049.22	20,049.22	164.67%
Investment Earnings	200,000.00	128,847.22	(71,152.78)	64.42%	70,000.00	181,086.85	111,086.85	258.70%
Medicaid Reimbursement	60,000.00	34,429.37	(25,570.63)	57.38%	100,000.00	62,290.80	(37,709.20)	62.29%
Miscellaneous Non-Recurring	-	3,000.00	3,000.00	-	-	1,021,480.00	1,021,480.00	-
Total Local Receipts	8,726,000.00	2,702,924.69	(6,023,075.31)	30.98%	8,817,000.00	3,751,277.37	(5,065,722.63)	42.55%
TOTAL REVENUE	121,114,704.56	59,836,974.18	(61,277,730.38)	49.41%	112,069,699.00	56,323,638.46	(55,746,060.54)	50.26%
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 Other Funds	195,000.00	196,451.98	1,451.98	100.74%	222,000.00	222,000.00	-	100.00%
From Unallocated Wage Accounts	143,276.00	143,276.00	-	100.00%	105,040.00	105,040.00	-	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	126,094,577.56	63,928,126.16	(62,166,451.40)	50.70%	117,007,753.00	60,432,817.96	(56,574,935.04)	51.65%

TOWN OF WINCHESTER, MA
FINANCIAL UPDATE - OPERATING ACTIVITY
GENERAL FUND EXPENDITURES
COMPARATIVE FISCAL YEAR TO DATE THROUGH DECEMBER 31

	FISCAL YEAR 2020 THROUGH DECEMBER 31, 2019				FISCAL YEAR 2019 THROUGH DECEMBER 31, 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	306,120.01	-	334,846.99	47.76%	625,322.00	304,387.14	-	320,934.86	48.68%
TOWN MANAGER EXPENSES	105,600.00	40,955.56	3,557.69	61,086.75	42.15%	121,898.00	57,904.81	11,084.28	52,908.91	56.60%
FINANCE COMMITTEE SALARIES	3,500.00	591.40	-	2,908.60	16.90%	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	180,819.84	-	189,746.16	48.80%	354,161.00	165,666.46	-	188,494.54	46.78%
COMPTROLLER EXPENSES	11,000.00	2,833.71	-	8,166.29	25.76%	9,800.00	2,071.78	-	7,728.22	21.14%
ASSESSORS SALARIES	229,592.00	108,089.64	-	121,502.36	47.08%	216,642.00	98,713.05	-	117,928.95	45.57%
ASSESSORS EXPENSES	47,750.00	15,996.21	6,217.44	25,536.35	46.52%	58,766.00	32,549.04	-	26,216.96	55.39%
COLLECTOR/TREASURER SALARIES	367,425.00	166,671.11	-	200,753.89	45.36%	339,043.00	161,962.18	-	177,080.82	47.77%
COLLECTOR/TREASURER EXPENSES	115,562.88	16,853.48	7,865.61	90,843.79	21.39%	135,281.00	32,397.31	44,803.86	58,079.83	57.07%
AUDIT EXPENSES	88,350.00	79,350.00	9,000.00	-	100.00%	100,000.00	70,000.00	7,000.00	23,000.00	77.00%
ENGINEERING SALARIES	464,986.00	231,121.65	-	233,864.35	49.71%	452,641.00	216,205.02	-	236,435.98	47.77%
ENGINEERING EXPENSES	111,894.03	22,228.51	32,431.03	57,234.49	48.85%	91,650.00	31,137.02	8,825.80	51,687.18	43.60%
BUILDING, ZONING & BOARD OF APPEALS SALARIES	350,460.00	168,065.63	-	182,394.37	47.96%	343,675.00	157,791.52	-	185,883.48	45.91%
BUILDING, ZONING & BOARD OF APPEALS EXPENSES	27,221.00	8,930.79	1,066.10	17,224.11	36.72%	37,336.00	6,444.74	10,113.62	20,777.64	44.35%
CONSERVATION COMM SALARIES	56,575.00	27,799.79	-	28,775.21	49.14%	53,677.00	25,585.35	-	28,091.65	47.67%
CONSERVATION COMM EXPENSES	2,135.00	1,116.72	-	1,018.28	52.31%	2,135.00	1,067.98	-	1,067.02	50.02%
PLANNING BOARD SALARIES	105,809.00	49,906.57	-	55,902.43	47.17%	103,335.00	46,104.41	-	57,230.59	44.62%
PLANNING BOARD EXPENSES	70,968.00	34,491.63	15,483.00	20,993.37	70.42%	47,443.00	1,705.94	9,417.50	36,319.56	23.45%
LEGAL EXPENSES	400,000.00	215,726.22	172,407.12	11,866.66	97.03%	378,433.00	226,950.12	-	151,482.88	59.97%
HUMAN RESOURCES SALARIES	154,368.00	74,108.71	-	80,259.29	48.01%	137,877.00	59,177.78	-	78,699.22	42.92%
HUMAN RESOURCES EXPENSES	22,700.00	7,903.29	-	14,796.71	34.82%	23,150.00	8,317.65	-	14,832.35	35.93%
INFORMATION TECHNOLOGY SALARIES	123,406.00	55,414.78	-	67,991.22	44.90%	114,874.00	52,617.04	-	62,256.96	45.80%
INFORMATION TECHNOLOGY EXPENSES	584,258.48	252,267.49	147,595.56	184,395.43	68.44%	544,240.00	273,985.74	116,570.66	153,683.60	71.76%
GENERAL SERVICES EXPENSES	158,434.84	50,370.33	33,771.58	74,292.93	53.11%	140,379.00	49,860.08	21,713.80	68,805.12	50.99%
TOWN CLERK SALARIES	341,902.00	147,622.74	-	194,279.26	43.18%	343,146.00	146,610.56	-	196,535.44	42.73%
TOWN CLERK EXPENSES	61,550.00	16,296.12	12,500.00	32,753.88	46.78%	70,550.00	22,815.96	13,097.38	34,636.66	50.90%
GENERAL GOVERNMENT	5,019,480.23	2,281,931.93	441,895.13	2,295,633.17	54.27%	4,851,454.00	2,252,370.64	242,626.90	2,356,456.46	51.43%
LIBRARY SALARIES	1,586,573.00	745,476.38	-	841,096.62	46.99%	1,557,001.00	701,487.97	-	855,513.03	45.05%
LIBRARY EXPENSES	410,200.45	243,790.10	75,372.28	91,038.07	77.81%	405,367.00	247,531.12	1,783.66	156,052.22	61.50%
LIBRARY CAPITAL	15,500.00	8,194.99	-	7,305.01	52.87%	15,000.00	2,548.85	-	12,451.15	16.99%
ARCHIVAL CENTER EXPENSES	18,900.00	8,682.50	8,550.00	1,667.50	91.18%	18,300.00	8,600.64	8,736.00	963.36	94.74%

TOWN OF WINCHESTER, MA
 FINANCIAL UPDATE - OPERATING ACTIVITY
 GENERAL FUND EXPENDITURES
 COMPARATIVE FISCAL YEAR TO DATE THROUGH DECEMBER 31

	FISCAL YEAR 2020 THROUGH DECEMBER 31, 2019				FISCAL YEAR 2019 THROUGH DECEMBER 31, 2018					
	Revised Budget	Actual	Encumbrances	under/(over) Budget	% of Budget Used	Revised Budget	Actual	Encumbrances	under/(over) Budget	% of Budget Used
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	1,006,245.87	83,922.28	957,505.30	53.24%	2,020,168.00	974,411.77	15,519.66	1,030,236.57	49.00%
BOARD OF HEALTH SALARIES	273,655.00	129,543.26	-	144,111.74	47.34%	274,030.00	118,278.24	-	155,751.76	43.16%
BOARD OF HEALTH EXPENSES	99,233.14	29,153.04	29,757.68	40,322.42	59.37%	97,514.00	33,803.55	48,682.20	15,028.25	84.59%
COUNCIL ON AGING SALARIES	340,249.00	130,889.60	-	209,359.40	38.47%	279,674.00	128,660.99	-	151,013.01	46.00%
COUNCIL ON AGING EXPENSES	7,162.00	219.62	-	6,942.38	3.07%	8,870.00	1,514.87	-	7,355.13	17.08%
VETERANS' SERVICES SALARIES	9,805.00	4,051.98	-	5,753.02	41.33%	9,623.00	3,962.52	-	5,660.48	41.18%
VETERANS' SERVICES EXPENSES	36,067.00	12,412.20	-	23,654.80	34.41%	36,067.00	9,346.79	-	26,720.21	25.92%
HEALTH & SOCIAL SERVICES	766,171.14	306,269.70	29,757.68	430,143.76	43.86%	705,778.00	295,566.96	48,682.20	361,528.84	48.78%
POLICE SALARIES	5,037,779.00	2,192,532.35	-	2,845,246.65	43.52%	4,674,041.00	2,101,429.11	-	2,572,611.89	44.96%
POLICE EXPENSES	285,604.08	91,508.21	1,933.66	192,162.21	32.72%	231,493.00	79,881.45	83.86	151,527.69	34.54%
POLICE CAPITAL	90,000.00	4,000.00	-	86,000.00	4.44%	75,000.00	74,750.00	-	250.00	99.67%
FIRE SALARIES	4,779,712.00	2,187,004.78	-	2,592,707.22	45.76%	4,767,915.00	2,007,488.65	-	2,760,426.35	42.10%
FIRE EXPENSES	271,251.00	103,227.20	40,370.62	127,653.18	52.94%	273,190.00	88,417.88	28,093.34	156,678.78	42.65%
FIRE CAPITAL	63,520.50	12,855.19	2,244.41	48,420.90	23.77%	52,500.00	1,627.00	-	50,873.00	3.10%
SEALER OF WEIGHTS & MEASURES SALARIES	8,044.00	4,036.50	-	4,007.50	50.18%	7,924.00	3,946.98	-	3,977.02	49.81%
SEALER OF WEIGHTS & MEASURES EXPENSES	2,022.00	209.00	-	1,813.00	10.34%	2,022.00	877.15	-	1,144.85	43.38%
PUBLIC SAFETY	10,537,932.58	4,595,373.23	44,548.69	5,898,010.66	44.03%	10,084,085.00	4,358,418.22	28,177.20	5,697,489.58	43.50%
DEPARTMENT OF PUBLIC WORKS SALARIES	4,665,236.00	2,220,552.49	-	2,444,683.51	47.60%	4,356,235.00	2,115,318.08	-	2,240,916.92	48.56%
DEPARTMENT OF PUBLIC WORKS EXPENSES	2,338,115.16	1,216,887.37	746,638.33	374,589.46	83.98%	2,428,432.00	1,106,550.98	762,451.06	559,429.96	76.96%
DEPARTMENT OF PUBLIC WORKS CAPITAL	24,309.67	16,209.67	-	8,100.00	66.68%	26,355.00	13,468.20	-	12,886.80	51.10%
SNOW & ICE SALARIES	123,300.00	138,536.78	-	(15,236.78)	112.36%	123,300.00	33,849.35	-	89,450.65	27.45%
SNOW & ICE EXPENSES	251,831.65	144,867.19	123,183.53	(16,219.07)	106.44%	251,700.00	91,635.82	127,662.71	32,401.47	87.13%
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	3,753,553.50	869,821.86	2,804,417.12	62.24%	7,211,022.00	3,376,795.91	890,113.77	2,944,112.32	59.17%
SCHOOL DEPARTMENT	54,520,110.61	20,955,224.50	31,127,162.13	2,437,723.98	95.53%	50,634,719.00	20,376,075.07	29,869,496.36	389,147.57	99.23%
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	21,013,921.00	31,127,162.13	2,622,812.48	95.21%	50,883,357.00	20,439,963.07	29,869,496.36	573,897.57	98.87%
CONTRIBUTORY RETIREMENT EXPENSES	5,132,390.00	5,132,390.00	-	-	100.00%	4,815,515.00	4,815,514.61	-	0.39	100.00%
WORKERS COMPENSATION/INDEMNITY EXPENSES	420,000.00	333,636.33	9,200.02	77,163.65	81.63%	300,000.00	133,721.40	87,712.11	78,566.49	73.81%

TOWN OF WINCHESTER, MA
 FINANCIAL UPDATE - OPERATING ACTIVITY
 GENERAL FUND EXPENDITURES
 COMPARATIVE FISCAL YEAR TO DATE THROUGH DECEMBER 31

	FISCAL YEAR 2020 THROUGH DECEMBER 31, 2019				FISCAL YEAR 2019 THROUGH DECEMBER 31, 2018					
	Revised Budget	Actual	Encumbrances	under/(over) Budget	% of Budget Used	Revised Budget	Actual	Encumbrances	under/(over) Budget	% of Budget Used
UNEMPLOYMENT INSURANCE EXPENSES	75,000.00	50,712.26	-	24,287.74	67.62%	75,000.00	33,903.11	-	41,096.89	45.20%
HEALTH INSURANCE EXPENSES	11,670,760.00	6,937,236.47	-	4,733,523.53	59.44%	11,215,000.00	6,125,282.14	-	5,089,717.86	54.62%
MEDICARE TAX & REFUND EXPENSES	985,000.00	395,740.83	-	589,259.17	40.18%	960,000.00	361,951.64	-	598,048.36	37.70%
UNDISTRIBUTED - PERSONNEL BENEFITS	18,283,150.00	12,849,715.89	9,200.02	5,424,234.09	70.33%	17,365,515.00	11,470,372.90	87,712.11	5,807,429.99	66.56%
ENERGY EXPENSES	2,137,675.25	793,025.66	197,071.13	1,147,578.46	46.32%	2,232,712.00	960,549.52	205,911.57	1,066,250.91	52.24%
STATE ASSESSMENTS & CHARGES	618,582.00	254,714.00	-	363,868.00	41.18%	586,600.00	290,053.00	-	296,547.00	49.45%
RESERVE FUND	400,000.00	-	-	400,000.00	0.00%	400,000.00	-	-	400,000.00	0.00%
GENERAL INSURANCE EXPENSES	415,000.00	336,147.96	-	78,852.04	81.00%	396,000.00	356,871.96	-	39,128.04	90.12%
ENVIRONMENTAL REMEDIATION SERVICES EXPENSE	40,000.00	17,492.50	11,007.50	11,500.00	71.25%	38,000.00	16,866.00	11,034.00	10,100.00	73.42%
UNDISTRIBUTED - STATE ASSMTS, INSURANCE & OTHER	3,611,257.25	1,401,380.12	208,078.63	2,001,798.50	44.57%	3,653,312.00	1,624,340.48	216,945.57	1,812,025.95	50.40%
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	2,163,494.39	-	2,936,585.17	42.42%	5,349,183.00	2,659,787.25	-	2,689,395.75	49.72%
FUNDED DEBT	12,710,079.56	7,988,494.39	-	4,721,585.17	62.85%	12,993,749.00	8,519,352.92	-	4,474,396.08	65.57%
TOTAL EXPENDITURES	115,167,432.30	55,196,885.63	32,814,386.42	27,156,160.25	76.42%	109,768,440.00	59,311,592.87	31,399,273.77	25,057,573.36	77.17%
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	127,925,319.30	65,559,627.13	32,814,386.42	29,551,305.75	76.90%	120,462,127.00	61,507,375.37	31,399,273.77	27,555,477.86	77.13%

TOWN OF WINCHESTER, MASSACHUSETTS
 FINANCIAL UPDATE - OPERATING ACTIVITY
 GENERAL FUND FREE CASH ACTIVITY
 FISCAL YEAR 2016 THROUGH FISCAL YEAR 2020

			FY 2016 Total	FY 2017 Total	FY 2018 Total	FY 2019 Total	FY 2020 YTD
CERTIFIED FREE CASH:			4,555,413.00	5,844,314.00	7,571,306.00	6,601,740.00	8,835,968.00
USES:							
Fall 2015 TM	Art 3	FY 2016 Operating Budget	(1,770.00)	-	-	-	-
Fall 2015 TM	Art 4	FY 2016 Operating Budget	(51,000.00)	-	-	-	-
Fall 2015 TM	Art 6	WPS Master Plan	(40,000.00)	-	-	-	-
Fall 2015 TM	Art 13	Waterfield Lot Development	(10,000.00)	-	-	-	-
Spring 2016 TM	Art 10	Eversource Engineering/Consulting	(75,000.00)	-	-	-	-
Spring 2016 TM	Art 11	Waterfield Parking Lot Study	(50,000.00)	-	-	-	-
Spring 2016 TM	Art 12	FY 2016 Operating Budget	(242,441.21)	-	-	-	-
Spring 2016 TM	Art 23	Swanton Street Bridge	(175,000.00)	-	-	-	-
Spring 2016 TM	Art 26	Strategic Capital Maintenance	(100,000.00)	-	-	-	-
Spring 2016 TM	Art 33	FY 2017 Operating Budget	(957,938.00)	-	-	-	-
Fall 2016 TM	Art 13	Eversource Engineering/Consulting	-	(125,000.00)	-	-	-
Fall 2016 TM	Art 15	Worker's Compensation Reserve Transfer	-	(180,000.00)	-	-	-
Fall 2016 TM	Art 19	FY 2017 Operating Budget	-	(200,000.00)	-	-	-
Spring 2017 TM	Art 7	Master Plan	-	(75,000.00)	-	-	-
Spring 2017 TM	Art 8	FY 2017 Operating Budget	-	(339,307.31)	-	-	-
Spring 2017 TM	Art 9	Replenish FY17 Reserve Fund	-	(175,000.00)	-	-	-
Spring 2017 TM	Art 20	McCall Gym Ceiling/Lights	-	(33,600.00)	-	-	-
Spring 2017 TM	Art 22	Winchester Sports Field Master Plan	-	(45,000.00)	-	-	-
Spring 2017 TM	Art 23	Lights at Johnson & Ridge St	-	(140,000.00)	-	-	-
Spring 2017 TM	Art 24	FY18 All Day Kindergarten	-	(571,000.00)	-	-	-
Spring 2017 TM	Art 25	Complete Streets Engineering	-	(50,000.00)	-	-	-
Spring 2017 TM	Art 27	Eversource Engineering/Consulting	-	(100,000.00)	-	-	-
Spring 2017 TM	Art 37	FY18 Strategic Capital Maintenance Program	-	(100,000.00)	-	-	-
Fall 2017 TM	Art 24	FY 2018 Operating Budget	-	-	(127,500.00)	-	-
Fall 2017 TM	Art 25	Eversource Engineering/Consulting	-	-	(265,000.00)	-	-
Fall 2017 TM	Art 32	McCall Middle School Phase I & II	-	-	(499,685.00)	-	-
Fall 2017 TM	Art 34	Prior Year Bills	-	-	(3,851.06)	-	-
Fall 2017 TM	Art 35	Personnel - Salary Increases	-	-	(81,370.00)	-	-
Spring 2018 TM	Art 13	Fund the Police Detail Deficit	-	-	(70,756.00)	-	-
Spring 2018 TM	Art 14	Supplement FY18 Operating Budgets	-	-	(399,434.00)	-	-
Spring 2018 TM	Art 16	Prior Year Bills	-	-	(993.00)	-	-
Spring 2018 TM	Art 17	Energy Savings	-	-	(7,500.00)	-	-
Spring 2018 TM	Art 18	Eversource Engineering/Consulting	-	-	(165,000.00)	-	-
Spring 2018 TM	Art 24	FY19 Strategic Capital Maintenance Program	-	-	(100,000.00)	-	-
Spring 2018 TM	Art 36	Public Safety Consultant	-	-	(50,000.00)	-	-
Spring 2018 TM	Art 40	FY18 Personnel (Clerical Union)	-	-	(34,386.00)	-	-
Spring 2018 TM	Art 40	FY19 Personnel (Clerical Union & COLA)	-	-	(135,474.00)	-	-
Spring 2018 TM	Art 42	FY19 Operating Budget	-	-	(1,713,597.00)	-	-
Fall 2018 TM	Art 18	22 Highland Ave Demolition	-	-	-	(30,000.00)	-
Fall 2018 TM	Art 19	Johnson & Ridge Intersection (easements)	-	-	-	(75,000.00)	-
Fall 2018 TM	Art 21	Vinson Owen School Safety Railings	-	-	-	(35,000.00)	-
Fall 2018 TM	Art 22	Eversource Legal	-	-	-	(70,000.00)	-
Fall 2018 TM	Art 23	FY19 Supplemental Budget	-	-	-	(69,781.61)	-
Fall 2018 TM	Art 27	Traffic & Transportation Advisory Committee	-	-	-	(55,000.00)	-
Fall 2018 TM	Art 28	Council on Aging Van	-	-	-	(37,500.00)	-
Spring 2019 TM	Art 19	Supplement FY19 Operating Budgets	-	-	-	(634,851.00)	-
Spring 2019 TM	Art 23	Safety Railings for Fall Protection - WHS	-	-	-	(50,000.00)	-
Spring 2019 TM	Art 25	Eversource Legal/Engineering/Consulting	-	-	-	(60,000.00)	-
Spring 2019 TM	Art 26	2030 Master Plan	-	-	-	(45,000.00)	-
Spring 2019 TM	Art 27	FY20 Capital Budget	-	-	-	(177,000.00)	-
Spring 2019 TM	Art 33	Lake Street Bridge Design/Engineering	-	-	-	(80,000.00)	-
Spring 2019 TM	Art 42	FY20 Operating Budget	-	-	-	(190,630.00)	-
Fall 2019 TM	Art 9	Municipal Affordable Housing Trust	-	-	-	-	(500,000.00)
Fall 2019 TM	Art 9	Capital Stabilization Fund	-	-	-	-	(500,000.00)
Fall 2019 TM	Art 21	FY20 Supplemental Budget	-	-	-	-	(4,518.00)
Total Uses			<u>(1,703,149.21)</u>	<u>(2,133,907.31)</u>	<u>(3,654,546.06)</u>	<u>(1,609,762.61)</u>	<u>(1,004,518.00)</u>
Unappropriated Free Cash			<u>2,852,263.79</u>	<u>3,710,406.69</u>	<u>3,916,759.94</u>	<u>4,991,977.39</u>	<u>7,831,450.00</u>

**TOWN OF WINCHESTER, MASSACHUSETTS
FIANNCIAL UPDATE - OPERATING ACTIVITY
GENERAL FUND RESERVE FUND TRANSFERS
FISCAL YEAR 2016 THROUGH FISCAL YEAR 2020**

	FY 2016 Total	FY 2017 Total	FY 2018 Total	FY 2019 Total	FY 2020 YTD
RESERVE FUND APPROPRIATION:	400,000.00	400,000.00	400,000.00	400,000.00	400,000.00
TOWN MEETING REPLENISHMENT:	-	195,800.00	150,815.00	60,442.61	-
USES:					
Board of Appeals	(500.00)	-	-	-	-
Board of Health	(2,000.00)	(5,044.00)	(445.00)	-	-
Collector/Treasurer	(1,500.00)	-	-	-	-
Contributory Retirement	-	-	-	(15,441.61)	-
Department of Public Works	(4,060.50)	(84,010.00)	(40,000.00)	-	-
Fire Department	-	(80,000.00)	-	-	-
General Insurance	-	-	(10,340.00)	-	-
Health Insurance	-	-	(9,000.00)	-	-
Legal	(8,300.00)	(70,000.00)	-	-	-
Planning Board	-	(2,500.00)	(15,000.00)	(2,310.00)	-
Police Department	-	(45,927.00)	-	-	-
Recreation Department	(20,800.00)	-	-	-	-
Snow & Ice	(17.01)	(370.63)	(2,119.47)	-	-
Special Project - Eversource	-	-	-	(42,500.00)	-
Special Project - McCall School Phase I & II	-	-	(98,815.00)	-	-
Special Project - Temporary Lights	-	-	(25,000.00)	-	-
Special Project - Thornberry Rd. Pump Station	-	-	(17,000.00)	-	-
Town Manager	(25,000.00)	(31,800.00)	-	-	-
Unemployment	-	(41,800.00)	-	-	-
Veterans	-	(1,400.00)	(150.00)	(191.00)	-
Total Uses	<u>(62,177.51)</u>	<u>(362,851.63)</u>	<u>(217,869.47)</u>	<u>(60,442.61)</u>	<u>-</u>
Balance of Reserve Fund	<u>337,822.49</u>	<u>232,948.37</u>	<u>332,945.53</u>	<u>400,000.00</u>	<u>400,000.00</u>

TOWN OF WINCHESTER, MA
 FINANCIAL UPDATE - OPERATING ACTIVITY
 WATER & SEWER ENTERPRISE FUND
 COMPARATIVE FISCAL YEAR TO DATE THROUGH DECEMBER 31

	FISCAL YEAR 2020 THROUGH DECEMBER 31, 2019					FISCAL YEAR 2019 THROUGH DECEMBER 31, 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	1,555,703.69	-	(1,421,104.31)	52.26%	2,889,552.77	1,777,125.10	-	(1,112,427.67)	61.50%
Sewer liens and interest	108,010.00	9,958.91	-	(98,051.09)	9.22%	89,703.00	9,479.51	-	(80,223.49)	10.57%
Water usage	2,389,534.00	1,263,355.80	-	(1,126,178.20)	52.87%	2,311,964.23	1,442,580.52	-	(869,383.71)	62.40%
Water liens and interest	84,121.00	9,752.12	-	(74,368.88)	11.59%	67,612.00	7,695.12	-	(59,916.88)	11.38%
Water service charges	130,284.00	64,215.96	-	(66,068.04)	49.29%	158,100.00	47,966.01	-	(110,133.99)	30.34%
Water repairs	26,915.00	13,436.40	-	(13,478.60)	49.92%	25,296.00	13,977.25	-	(11,318.75)	55.25%
Sprinkler fee	17,497.00	8,570.62	-	(8,926.38)	48.98%	17,605.00	8,669.07	-	(8,935.93)	49.24%
Connection fees	21,600.00	34,500.00	-	12,900.00	159.72%	29,684.00	31,200.00	-	1,516.00	105.11%
Miscellaneous	21,170.00	2,609.93	-	(18,560.07)	12.33%	-	60,286.00	-	60,286.00	-
Investment Income	14,745.00	-	-	(14,745.00)	0.00%	11,347.00	-	-	(11,347.00)	0.00%
Total Revenue	5,790,684.00	2,962,103.43	-	(2,828,580.57)	51.15%	5,600,864.00	3,398,978.58	-	(2,201,885.42)	60.69%
EXPENDITURES:										
Personal Services:										
Sewer Operations	349,539.00	159,292.74	-	190,246.26	45.57%	333,146.00	113,299.97	-	219,846.03	34.01%
Water Operations	1,019,689.00	474,373.38	-	545,315.62	46.52%	989,511.00	451,403.70	-	538,107.30	45.62%
	1,369,228.00	633,666.12	-	735,561.88	46.28%	1,322,657.00	564,703.67	-	757,953.33	42.69%
Expenses:										
Sewer Operations	1,479,107.00	726,029.16	29,488.00	723,589.84	51.08%	1,356,865.00	640,860.09	15,889.06	700,115.85	48.40%
Water Operations	1,304,006.66	590,864.08	219,256.57	493,886.01	62.13%	1,249,933.00	632,800.86	180,147.80	436,984.34	65.04%
Debt & MWRA Capital	5,338,682.00	2,852,266.01	-	2,486,415.99	53.43%	5,576,413.00	2,936,923.81	-	2,639,489.19	52.67%
	8,121,795.66	4,169,159.25	248,744.57	3,703,891.84	54.40%	8,183,211.00	4,210,584.76	196,036.86	3,776,589.38	53.85%
Total Expenditures	9,491,023.66	4,802,825.37	248,744.57	4,439,453.72	53.22%	9,505,868.00	4,775,288.43	196,036.86	4,534,542.71	52.30%
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 the Continued Art/Capital Art Fund	(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	(715,082.10)	(455,703.88)	-	(261,381.72)	36.15%	(753,133.00)	26,125.65	-	(779,258.65)	36.15%

TOWN OF WINCHESTER, MA
 FINANCIAL UPDATE - OPERATING ACTIVITY
 RECREATION ENTERPRISE FUND
 COMPARATIVE FISCAL YEAR TO DATE THROUGH DECEMBER 31

	FISCAL YEAR 2020 THROUGH DECEMBER 31, 2019					FISCAL YEAR 2019 THROUGH DECEMBER 31, 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	493,008.75	-	(591,991.25)	45.44%	975,000.00	396,494.25	-	(578,505.75)	40.67%
Adult Programs	45,000.00	13,757.00	-	(31,243.00)	30.57%	50,000.00	18,075.00	-	(31,925.00)	36.15%
Youth Programs	730,000.00	418,073.23	-	(311,926.77)	57.27%	805,000.00	457,916.43	-	(347,083.57)	56.88%
Special Events & Trips	44,000.00	7,875.35	-	(36,124.65)	17.90%	55,000.00	8,784.00	-	(46,216.00)	15.97%
Other Miscellaneous	-	262.00	-	262.00	-	-	-	-	-	-
Investment Income	-	2,043.74	-	2,043.74	-	-	2,143.87	-	2,143.87	-
Total Revenue	1,904,000.00	935,020.07	-	(968,979.93)	49.11%	1,885,000.00	883,413.55	-	(1,001,586.45)	46.87%
EXPENDITURES:										
Personal Services	1,404,399.00	638,335.49	-	766,063.51	45.45%	1,294,496.00	587,203.39	-	707,292.61	45.36%
Expenditures	583,327.23	349,954.51	82,508.90	150,863.82	59.99%	574,425.00	297,025.23	65,729.50	211,670.27	51.71%
Total Expenditures	1,987,726.23	988,290.00	82,508.90	916,927.33	49.72%	1,868,921.00	884,228.62	65,729.50	918,962.88	47.31%
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)	(148,536.93)				(144,732.00)	(81,220.57)			

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.

**Town of Winchester Policy on Small Wireless Facilities and Substantially Similar
Facilities in the Public Rights of Way
January 27, 2020**

Policy for Small Wireless Facilities and Substantially Similar Installations

Subject to the Federal Communications Commission (FCC) Order *In the Matter of Accelerating Wireless Broadband Deployment by Removing Barriers to Infrastructure Investment, Declaratory Ruling and Third Report and Order*, FCC WT Docket Nos. 17-79 and 17-84, released September 27, 2018 (“*FCC Small Cell Wireless Order*” or “*FCC Order*”); 47 United States Code §§ 253 and 332 (federal statutes on right-of-way telecommunications and wireless siting); the Massachusetts grant of location statutes, M.G.L. c. 166, §§ 21-22 if and to the extent applicable; and any other applicable laws and regulations, the Town of Winchester ("Town") by and through its Select Board hereby adopts this Policy concerning Applications for Small Wireless Facilities, as defined by the *FCC Order*, and substantially similar installations within the public rights of way of the Town.

Definition of Small Wireless Facilities

For purposes of this Policy, Small Wireless Facilities, installations and/or equipment shall include such equipment and related appurtenances and devices as are defined as “Small Wireless Facilities” in the FCC Small Cell Wireless Order the text of which is set forth in footnote 1, below.¹ Consistent with the foregoing, to the extent required by applicable law, it shall be the policy of the Select Board to review and act on Small Wireless Facilities applications in a manner that does not effectively prohibit or materially inhibit Small Cell deployments and is non-discriminatory with respect to similarly situated applicants.

¹ The FCC definition of Small Wireless Facilities:

“Small Wireless Facilities,” as used herein and consistent with section 1.1312(e)(2), encompasses facilities that meet the following conditions:

- (1) The facilities—
 - (i) are mounted on structures 50 feet or less in height including their antennas as defined in section 1.1320(d), or
 - (ii) are mounted on structures no more than 10 percent taller than other adjacent structures, or
 - (iii) do not extend existing structures on which they are located to a height of more than 50 feet or by more than 10 percent, whichever is greater;
 - (2) Each antenna associated with the deployment, excluding associated antenna equipment (as defined in the definition of antenna in section 1.1320(d)), is no more than three cubic feet in volume;
 - (3) All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than 28 cubic feet in volume;
 - (4) The facilities do not require antenna structure registration under part 17 of this chapter;
 - (5) The facilities are not located on Tribal lands, as defined under 36 CFR 800.16(x); and
 - (6) The facilities do not result in human exposure to radiofrequency radiation in excess of the applicable safety standards specified in section 1.1307(b).
- (Source: *FCC Order* at Para. 11, fn. 9)

References herein to Small Cell Wireless. Small Wireless Facilities, Small Cells or similar terminology shall include any and all small cell wireless devices, facilities and associated equipment to the extent subject to the FCC's Small Cell Wireless Order and shall include substantially similar facilities as set forth immediately below.

Substantially Similar Systems

It is the intent of this Policy that with respect to wireless devices, facilities and infrastructure that are substantially similar to but not included within the FCC's definition of Small Wireless Facilities set forth above, an operator of such substantially equivalent facilities may apply for approval of such installations under this Policy upon a showing of such substantial similarity by the applicant.

1. Application Process

a. Applications or petitions ("applications") for placement of Small Wireless Facilities in the Town's public ways shall be submitted to the Select Board through the Office of the Town Manager accompanied by the appropriate application fee per application, payable to the Town of Winchester. An initial \$500 fee per application will cover up to 5 locations in an application. Any application which contains more than 5 locations shall include an additional fee of \$100 per location. An application for a new pole shall include a non-recurring fee of One Thousand Dollars (\$1,000.00).

b. The applicant shall pay for legal notice of the public hearing including local newspaper notices and notice to abutters, as applicable. The applicant is responsible for obtaining the abutters list from the Town for each pole or other public way installation location within the application and is responsible for notice-giving to abutters in the manner prescribed in M.G.L. c. 166 §§ 21-22 and/or such other lawful notice rules, if any, as may be in effect and applicable or as may be adopted by the Select Board or their designee(s).

c. Ten (10) hard copies of the application and 1 (one) electronic copy of the application shall be submitted to the Office of the Town Manager. No application will be accepted for review and deemed complete until all items listed in 2, below, have been submitted, and all fees and the costs of the abutters list are paid.

d. Upon receipt, the Office of the Town Manager shall: (1) date and time stamp the Application as received; (2) make a determination as to completeness of the Application and (3) shall notify the Applicant, in writing (which may be by email), within 10 days, if the Application is not complete. If the Applicant is notified that the Application is not complete, the time periods set forth in this Policy shall be tolled until such time as a complete Application has been submitted.

e. Once deemed complete, and no later than 10 days after receipt, the Office of the Town Manager shall expeditiously circulate a copy of the application to the following for comment and review: Department of Public Works; Building; Engineering; Planning; Health, the Design Review Committee; and, any other department the Town Manager, in his or her sole discretion, determines.

f. Written comments from the departments shall be submitted to the Office of the Town Manager within 20 days of circulation of the application and shall be a part of the record of a hearing if and as may be required pursuant to M.G.L. c. 166, §§21 – 22 and/or other applicable law.

g. Once the application is deemed complete, and all comments have been received, the Select Board will schedule and hold a public hearing to consider the application, such that a determination may be made on any application for an installation on an existing structure in a public way within 60 days of receipt of the application, and on a new structure in a public way, within 90 days of receipt of the application, subject to any such extensions of time being consistent with the FCC *Small Cell Wireless Order*.

h. To the extent consistent with the FCC *Small Cell Wireless Order* and applicable law, material changes to an application, as determined by the Town in its reasonable discretion, shall constitute basis for deeming the application a new application for the purposes of the time standards. Where a materially changed or new application is submitted, the prior application shall be deemed withdrawn.

i. Upon completion of the hearing, the Select Board may grant, grant with conditions, or deny the application, or issue such other administrative orders as may be lawful, based on review of the hearing record and such factors therein that may lawfully be considered by a local board, including but not limited to review of public way safety factors, the capacity or lack of capacity of the pole or mounting structure; or failure to meet applicable engineering standards with all of the foregoing being consistent with 47 U.S.C. §§ 253 and 332, the *FCC Small Cell Wireless Order* and other applicable law, and in furtherance of applicable electrical, fire, building and construction codes and/or such other codes as in effect and applicable in the Commonwealth of Massachusetts. Implementation of the siting process shall not materially inhibit the applicant's small cell wireless deployments or be unlawfully discriminatory to the applicant relative to similarly situated small cell wireless systems.

j. Any approval granted to an applicant shall be only for the specific applicant and application locations. Any change in the carrier or change in the small cell wireless locations will require a new application for the change of carrier and/or new locations, Where the carrier discloses and certifies in writing that a change in name or change of the carrier is taking place without any actual change to the operation of the small wireless facilities, the Select Board may waive holding of any hearing on the approval of the name or ownership change. Any new owner or party controlling the company authorized to use the Town's rights-of-way shall assume any and all outstanding obligations to the Town of the prior owner or controlling party and shall affirm same in writing unless otherwise approved by the Town in writing.

k. The Select Board may waive particular terms and conditions where substantial compliance with this Policy can be maintained and for good cause shown including need for facilitation of the avoidance of effective prohibitions.

2. Content of Applications

Applications shall include the following information:

- a. Applicant's name, address, telephone number and email address.
- b. Names, addresses, telephone numbers, and email addresses of persons acting on behalf of the Applicant with respect to the application including designation of a lead person for the Town to contact concerning Applicant's proposal(s) and possible grant of location orders, right-of-way use agreements and licenses if any and other matters arising hereunder.
- c. Photographs of the equipment proposed for installation.
- d. Reasonably detailed drawings or other renderings showing elevation data; height and other dimensions of the equipment including the amount of cubic feet occupied by the Small Wireless Facilities and customary technical specifications;
- e. To meet lawful and reasonable pedestrian and vehicle safety needs and other public safety and right-of-way management interests pertaining to use of the Town's public ways, applicants shall in their applications disclose how their practices ensure installation and operation that do not cause public safety harms or harms to the use of the Town's public ways including a brief description of applicant's practices concerning pedestrian and vehicle traffic safety practices, use of barricades, police details and other standard procedures used during installation and make-ready work.
- f. To protect lawful and reasonable aesthetic and location interests of the Town and its residents, an applicant shall in its application disclose whether it provides multiple hardware, design, color and aesthetic options and features that may reduce the size and/or improve upon visual characteristics of the small cell hardware.
- g. Applicant shall state in its application if, when and how it is available to voluntarily meet with the Town Engineer, the Town Planner, the Director of Public Works and/or a designee of the Select Board to discuss public safety; right-of-way management practices; size, color, concealment and other design options, if any, and to discuss other Town information needs, if any.
- h. Narrative descriptions of the overall system deployment and the specific equipment proposed to be installed, stating whether the equipment is mounted on poles, underground or on the ground, or otherwise, including:
 1. Type(s) and model(s) of equipment
 2. Descriptions and specifications of equipment (including but not limited to dimensions, cubic feet occupied by the equipment and weight of equipment to be installed)
 3. Equipment mount type and material
 4. As applicable, estimated total number of poles planned for use in the Town, estimated length of fiber, wire or cable to be installed in the Town in connection

- with the wireless facilities, including a breakdown, if applicable, of aerial and underground fiber, wire or cable;
5. Power source or sources for equipment, including necessary wires, cables, and conduit
 6. Expected life of equipment
 7. For informational purposes:
 - a. Number of antennas and number of other quantifiable devices;
 - b. Antenna and device models and dimensions including cubic feet data;
 - c. Typical facility coverage area radius
 8. Information on hardening of the system, including:
 - d. Whether there is battery backup power supply and the expected duration of such power supply, if any;
 - e. Whether there is generator backup and its expected useful life.
 8. Rendering and elevation of equipment on the proposed site(s)
 9. Disclosure and identification of any known property and/or personal injuries, public safety hazards and/or risks associated with the equipment or that have been the subject of complaints or legal challenges by local, state and/or federal officials, abutters, pole and/or conduit owners and/or pole/conduit attachers.

i. Detailed drawing or other rendering depicting both existing and proposed conditions within 25-feet of the proposed work. Drawing or rendering shall be to scale and shall include the following information:

1. Applicable Right-of-way features and limits;
2. Existing walkways, accessible ramps, driveway openings, side streets, hydrants, fire pull boxes, curbing, grassed strips, street trees, mailboxes, stone walls, trees with a diameter greater than eight inches, utility gate boxes and all Town-owned sub-surface utilities.
3. Proposed locations of proposed equipment including all wiring, appurtenances and proposed location of screening/concealment.
4. The drawing or rendering shall be accompanied by statements from a qualified person stating that (a) sight line distances available to existing driveways and side streets will be maintained post construction and (b) that ADA accessibility will be maintained and if not currently ADA compliant, the installation of equipment will make the project area no more non-compliant.

j. Map or documentation with locations of the poles or other facilities on which equipment is to be located, including specific pole identification numbers, if applicable, and the areas it will service.

k. Map showing existing and proposed small cell installations within 500 feet of the Application site.

l. Certification by a registered professional engineer that the pole/or location will safely support the proposed equipment and otherwise comply with applicable codes.

m. Location of all equipment shall be marked out with flagging and paint at the time of application.

n. Written consent of the pole or facility owner to the installation. If a new pole is being proposed, detail any sightline impacts.

o. Insurance certificate and a statement from the applicant that if granted locations in the public ways or elsewhere within the Town it will maintain insurance naming the Town and its Departments as additional insureds and the Town and upon written request the Small Wireless facilities applicant or operator shall provide the Town a certificate of insurance showing the Town so named as an additional insured. Such insurance shall include general liability insurance of at least \$1,000,000.00 for bodily injury and property damage with a \$3,000,000.00 aggregate limit per insured event and shall include such other insurance and be in amounts not less than the coverages currently maintained by the Town of Winchester and not less than applicant's insurance in effect in other comparably sized Massachusetts towns, if any. Umbrella liability of at least \$5,000,000.00 per occurrence with a \$5,000,000.00 Annual Aggregate naming the Town as an additional insured.

p. Description as to why the desired location is superior or at least equivalent to other similar locations, from a community visual or aesthetic perspective, including:

1. Visual aspects – stealth/concealment components required in most cases
2. Proximity to residences.
3. Description of good faith efforts to co-locate the equipment on existing structures, poles, or towers which currently exist or are under construction and evidence of reasonable efforts toward minimizing visual impacts shall be included within the application.

q. Copy of FCC frequency license(s) or statement of basis, if applicable, for not having an FCC frequency license(s)

r. Certification from the applicant which certifies that it will maintain the installations in good repair and according to FCC standards and applicable law and codes, and will remove any installation not in such good repair, or not in use, within 90 days of being no longer in good repair or no longer in use.

s. A list of other municipalities that have issued i) grant of location orders to applicant and 2) that have entered license agreements or similar right-of-way usage agreements with applicant in the past three years; and copies of the five most recent grant of location orders and license agreements issued by Massachusetts municipalities to applicant.

t. A written statement, signed by the applicant that the applicant/permittee agrees, as a condition of any permit approval, that it shall defend, indemnify, and hold harmless the Town, its Select Board, other board, commissions, officials, officers, agents, contractors, volunteers, and employees from and against any and all loss, damages, liability, claims, suits, costs, and expenses, including court costs and reasonable attorney's fees resulting from

the negligence of the permittee, its officers, agents, or employees in connection with the permitted work. This indemnity provision shall apply regardless of the merit or outcome of such claim or suit.

u. For informational purposes and not in connection with criteria for review of the application, please describe the services to be provided including whether the applicant is proposing to provide services to other telecommunications, broadband or cable television companies in the Town or to directly sell or transmit services to residential and business customers located in the Town; and including a statement as to whether the applicant is planning to sell multi-channel video programming to subscribers in the Town. (Note: Notwithstanding the Town's lack of jurisdiction over the choice of telecommunications and/or information service provided, the Town, as both a consumer of services and as a source of information to businesses and consumers within the Town, has a legitimate *informational interest* in knowing what is provided and available within its bounds.)

v. Copies of all required permits necessary to construct or install the facility which is the subject of the application. No application shall be deemed complete until all such permits have been received, and proof of same is provided.

3. Safety and Design Guidelines

General

a. Preference is to co-locate on existing utility poles, secondary preference is for location on vehicular street light poles (not pedestrian-scale lights or historic style street lights), with last preference for a freestanding pole. Small wireless facilities are not permitted on traffic signal poles unless denial of the siting could be a prohibition or effective prohibition of the applicant's ability to provide wireless service. To minimize congestion and the presence of persons maintaining ROW installations around children and schools, the preference of the Town is for small wireless facilities to be located not less than one hundred fifty (150) feet from any public school property unless such standard would in a particular deployment be prohibitive in effect and applicant shall exercise diligent efforts to deploy in and around locations other than schools serving children.

b. If a freestanding pole is deployed, design shall reasonably match the style of existing poles within the Town installed adjacent to the pole. If existing streetlights are used, design shall be reasonably consistent with the design of similar streetlight attachments.

c. The small cell components shall be sized to be visually pleasing including the following: the transition between the equipment cabinet and the upper pole should be considered and a decorative transition shall where feasible be installed over the equipment cabinet, or decorative base cover shall be installed where feasible to match the equipment cabinet size.

d. Hardware connections shall be hidden from view to the maximum practicable extent. In general, ground mounted equipment is to be avoided, and placed underground unless the applicant can demonstrate that pole-mounted or underground equipment is technically

infeasible. If ground-mounted equipment is necessary, then applicant shall comply with other element requirements of this section and the Town's regulations and bylaws. No horizontal flat spaces greater than 1.5 inches shall exist on the equipment cabinet so as to prevent cups, trash, and other objects from being placed on the equipment cabinet. Each pole component shall be architecturally compatible to create a cohesive aesthetic.

e. Small Wireless Facility fans, if required, and other components of Small Wireless Facilities shall not emit noise greater than 35dBa at one meter (3.28 feet) if technically feasible, and in no case shall emit noise greater than 58 dBa at one meter.

f. Antenna and pole attachment shall be shrouded to the maximum extent practicable.

g. If required by the Federal Communications Commission, radio frequency warning labels shall be mounted exterior to the pole.

h. A 4x6" (max) plate with the Carrier's name, location, identifying information, and emergency telephone number shall be permanently fixed to the pole. No other signage, message, or identification is allowed to be portrayed on any antenna or equipment enclosure.

i. No artificial lights other than those required by law or other applicable authority shall be permitted. All lights shall be down-shielded, and installed to be consistent with Town zoning bylaws if and to the extent addressed in the Town's zoning bylaws (Section 5.4)

j. These design standards are intended to be used for the purpose of promoting reasonable concealment and siting consistent with the FCC Order and in furtherance of Town maintenance of the infrastructure and aesthetics in the public ways. Nothing herein shall be interpreted or applied in a manner which dictates the use of a particular technology. When strict application of these requirements would unreasonably impair the function of the technology chosen by the applicant, alternative forms of concealment or deployment may be permitted which provide similar or otherwise reasonable protections from negative visual impacts to the streetscape.

k. No ground equipment shall be placed within five (5) feet of Town-owned subsurface utilities without the written consent of the Director of Public Works.

4. Placement

a. The preferred location of a small wireless facility on a pole is the location within the pole area available for use and with the least impact on driver and pedestrian visibility, and the least visible impact consistent with applicable public way safety standards, fire and electrical codes, industry codes and other codes governing applicant's operations and installations.

b. The Town may consider the cumulative public safety and visual effects of small wireless facilities mounted on poles within the rights-of-way when assessing proposed siting locations so as to not adversely affect the safety and integrity of the Public Ways and not be incompatible with the visual character standards of the Town in accordance with this Policy and the standards herein. This provision shall neither be applied to limit the number of permits issued when no alternative sites are reasonably available nor to impose service or technological requirements on the applicant.

c. Preference is to locate in the public right-of-way rather than outside the public right-of-way.

d. New installations should not be located along the frontage of a historic building registered as a historic site on a federal, state, or local level.

e. Installations, including proposed methods of concealment shall not reduce driveway stopping sight distance and intersection sight distances below AASHTO guidelines.

f. Small cells shall be located such that they in no way impede, obstruct, or hinder the usual pedestrian or vehicular travel, snow removal, affect public safety, obstruct the legal access to or use of the public ROW, violate applicable law, violate or conflict with public ROW design standards, specifications, violate the Federal Americans with Disabilities Act, or in any way create a risk to public health, safety, or welfare.

g. Small cell wireless facilities should be located at the intersection of property lines, or along secondary property facing the street where feasible.

h. When new poles are located adjacent to a commercial establishment, such as a shop or restaurant, care should be taken to locate the small cell such that it does not negatively impact the business, e.g. in front of store front windows, primary walkways, entrances/exits, or in a way that would impede a delivery to the building. Small cell facilities should be located between properties as much as possible.

i. Small cell wireless facilities shall be located within the street amenity zone whenever possible, within the ROW, and off set from the sidewalk.

j. Small cell wireless facilities shall be aligned with existing trees, utility poles, and streetlights where feasible.

k. Small cell wireless facilities shall be placed at an equal or substantially equal distance between trees when possible with a minimum 15 foot separation such that no proposed disturbance shall occur within the critical root zone of any tree.

- l. Small cell wireless facilities shall be placed an appropriate clearance from existing utilities.
- m. Small cell wireless facilities shall be placed outside of the 20-foot equipment clear zone or 30-foot clear sight triangle at intersection corners.
- n. Small cell wireless facilities shall be placed 10 feet away from the triangle extension of an alley way flare.
- o. Shall not be located within 100 feet of the apron of a fire station or other adjacent emergency service facility.
- p. The placement requirements for deployments not using existing structures above do not apply for locations on existing streetlights and existing utility pole locations.
- q. New poles in the rights-of-way for small wireless facilities and installations within the CBD, historic districts, or scenic ways are only permitted if the applicant can establish that:
 1. The proposed small wireless facility cannot be located on an existing utility or light pole on a nearby side street, or on a site outside of the public rights-of-way such as a public park, public property, building, transmission tower or in or on a nonresidential use, whether by roof or panel mount or separate structure;
 2. The proposed small wireless facility received approval from the Select Board for a shrouded or concealed element design.

5. Tri-Annual Re-Certification and Affidavit

- a. Every third year after an operator's first small wireless facility approval by the Town, the equipment owner shall submit an affidavit which shall list, by location, all small cell wireless installations it owns within the Town of Winchester by location, and shall certify:
 - (1) each such installation that remains in use;
 - (2) that such in use installations remain covered by insurance; and
 - (3) each such installation which is no longer in use.
- b. The equipment owner shall pay a tri-annual re-certification fee of \$270 per installation which remains in use or which remains installed in the public way prior to removal in accordance with clause c. of this Section 3.
- c. Any small cell wireless installation which is no longer in use shall be removed by the owner within 90 days of receipt of the tri-annual re-certification affidavit, at the owner's expense.
- d. Any small cell wireless installation which is not removed within 90 days after being listed as no longer in use in the tri-annual re-certification affidavit shall be subject to either paying to the Town liquidated damages of \$100/day if available to the Town under a grant of location order or license or agreement of the Town and the small cell wireless provider or an

administrative civil fine of \$100/day until such installation is removed subject to any such fine being imposed pursuant to and in accordance with any applicable law regarding the adoption and imposition of fines.

e. Where such annual re-certification has not been timely submitted, or equipment no longer in use has not been removed within the required 90-day period, no further applications for small cell wireless installations will be accepted by the Town until such time as the annual re-certification has been submitted and all fees, uncontested liquidated damages and/or uncontested fines, if any, are paid.

5A. Abandonment and Removal of Small Wireless Facilities

A. Removal.

Within 90 days following written notice from the Town, a wireless provider shall, at its own expense, protect, support, temporarily or permanently disconnect, remove, relocate, change or alter the position of any small wireless facilities co-located on a Town pole, whenever the Town has reasonably determined that such action is necessary for the construction, repair, maintenance, or installation of any Town improvement in the ROW or the operations of the Town in the ROW.

B. Abandonment.

The Town may require a wireless provider to remove a small wireless facility permitted hereunder within 90 days after the date that the facility ceases to be used unless the wireless provider gives the Town reasonable evidence that it is diligently working to place the facility or pole back in service. Should the wireless provider fail to timely remove the small wireless facility or pole, the Town may remove such facility and recover the actual, reasonable costs of such removal from the wireless provider.

6. Miscellaneous Policies

a. In furtherance of the Town's interest in facilitating removal of double poles, new small cell wireless installations and associated devices shall not be installed on double poles prospectively as of the effective date hereof.

b. No small cell wireless installation shall be installed in such a manner or way that violates applicable ADA requirements, if any.

c. No small cell wireless installations shall remain within the Town rights of way if they have not been certified as in use in the annual recertification affidavit filed under 3(a) above and shall be removed not later than 90 days after being listed as no longer in use in the annual re-certification.

d. No small cell wireless installation equipment shall be replaced or altered without a re-application, hearing, and approval from the Select Board unless the replacement or

alternation are insubstantial or if the replaced or altered equipment is no longer properly functioning or otherwise needs replacement and it is being replaced with the same or substantially similar equipment.

e. With respect to Small Cell Wireless Facilities, this Policy shall supersede and replace the Town of Winchester policy and guidelines document titled, *Rules and Regulations Governing Street Opening Permits and Grants of Location in the Town of Winchester, Massachusetts* adopted by the Board of Selectmen April 30, 2007.

Adopted this _____ day of _____, 2020

_____ **Mariano Goluboff, Chair**

_____ **Michael Bettencourt, Vice Chair**

_____ **Jacqueline A. Welch**

_____ **Amy Shapiro**

_____ **Susan Verdicchio**

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, December 2, 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 Jacqueline A. Welch, and Susan Verdicchio. Vice Chair Michael Bettencourt and Amy Shapiro via phone. Also present was Town Manager Lisa Wong.

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, December 16, 2019 – Regular Session

COMMENTS

ACCEPTANCE OF DONATIONS

- *Motion That the Select Board accept, with gratitude, donations of \$375 each, one donated by the Winchester High School Parent Faculty Association and the other by McCall Middle School Parents Association to be applied toward the Winchester Coalition for a Safer Community educational programs.

Welch – Verdicchio

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

- *Motion That the Select Board accept, with gratitude, donations of \$8,000 from the En Ka Society, Andersen Group Realty, the Russo and Manzo Families to support the Saltmarsh Park.

Welch – Verdicchio

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

- *Motion That the Select Board accept, with gratitude, donations of \$840.00 for appreciation of services provided by the COA to be deposited in the COA Gift Account.

Welch – Verdicchio

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

- *Motion That the Select Board accept, with gratitude, donations of \$2,250 from the Winchester Seniors Association for support of COA transportation.

Welch – Verdicchio

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

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

Monday, December 2, 2019
Select Board Meeting

1 to waive the fifteen (15) day appointment period for: **DPW Water/Sewer Special**
2 **Equipment Operator – Michael Balba**
3

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

6 Welch – Verdicchio

7 Roll Call: Goluboff, Bettencourt, Welch, Verdicchio, Shapiro VOTED
8

9 Town Manager also made the following permanent appointments of School Custodian I –
10 Robert Oliverira and Patrol Officers – Robert Auciello, Hyden Meiler and Benjamin Rand.
11 No action is needed by the Select Board.
12

13 2. She also announced the holiday hours for Tuesday, December 24th Town Offices and the
14 Transfer Station will be open from 8am to Noon; Thursday, December 26th the Transfer
15 Station will open at 10am and Tuesday, December 31st Town Offices and the Transfer
16 Station will be open from 8am to 2pm.
17

18 3. The following are updates from departments, projects and programs:
19

- 20 • **Census/sticker renewals:** Residents should receive the dog license renewal forms this month and
21 the census and transfer station forms in January.
- 22 • **Construction Project Timing:** Last week staff met with Toole to further refine the scope of work
23 for the traffic management plan. We expect to have a draft proposal sometime this week.
- 24 • **Converse Place:** The developers for 10 Converse Place (Mill Pond building) and 654 Main St
25 (corner of Main St and Elmwood) have chosen architects and will be coming before the Planning
26 Board in the next several weeks to discuss options for the sites.
- 27 • **MBTA:** The working group submitted comments to the MBTA today. The Town has several
28 meetings set up with the MBTA to review design and mitigation. A special town meeting would be
29 about \$10,000.
- 30 • **McCall:** on time and budget. They are starting to close up the building and will start exterior
31 masonry shortly. Over the winter vacation they will break through the cafeteria and put up a
32 temporary wall to begin the cafeteria expansion.
- 33 • **McCall Traffic:** Final plans will be ready shortly for the McCall Traffic Improvement Plans and a
34 time will be scheduled to present to the SB in January. 25% design plans will be ready shortly for
35 the Waterfield Road Traffic Improvements and a time will be scheduled for January to present to
36 the Select Board.
- 37 • **MVP:** The Municipal Vulnerability Grant is moving forward with about 60 stakeholders and
38 experts at a recent meeting. There will also be a listening session and the plan will be finalized in
39 February with the goal of applying for action grants next year.
- 40 • **North Reservoir Dam:** Weston & Sampson has received their contract for the North Reservoir
41 Dam final design and permitting contract
- 42 • **Parkhurst Elevator:** A bid schedule has been set for the Parkhurst Elevator Project. Bids will be
43 due in February 2020
- 44 • **Planning Staff:** Savannah-Nicole Villalba, the new Assistant Planner has started. She will be
45 working with the Planning and Manager's Office on Housing and Economic Development, the
46 potential Local Historic District in town center, and support the Historical Commission and Design
47 Review Committee. She will be working part-time until the end of the FY; at which time we will
48 determine next steps.
- 49 • **Recreation Department:** We wish Chris Nelson, the director for 13 years, best of luck in his new
50 position in Reading. Jim Sullivan, the assistant director, will step in as the interim.

Monday, December 2, 2019
Select Board Meeting

- 1 • **RMV:** The Registry of Motor Vehicles launched a new platform called Atlas on Nov 12 which will
- 2 allow us to view when cars are registered, sold and plates cancelled, allowing the office quicker and
- 3 more accurate information to process abatements.
- 4 • **River Street 40B:** The Planning Board selected Dennis Carlone to be the design review consultant
- 5 for 19-35 River Street and the ZBA agreed with their recommendation. The next public hearings
- 6 are on Wednesdays Dec 4 and 18 at 7:30pm in the Select Board Room.
- 7 • **Small Cell Wireless:** Being finalized and will advertise for a public hearing at the Dec 16 Select
- 8 Board meeting.
- 9 • **Whip Saltmarsh Plaza:** project is moving along nicely. Work will be completed in the spring
- 10 • **Wildwood Drainage:** Project will be wrapping up for the winter. The infiltration system is in
- 11 place and the field has been sodded. The tie in will happen in the spring of 2020
- 12

13 **MATTERS FROM THE AUDIENCE**

14
15 **COMPTROLLER'S REPORT**

16
17 Chair Goluboff accepted the Comptroller's Report – financial update as of October 31, 2019.

18
19 **LICENSES**

20
21 Common Victualler's License – Frozen Hoagies, 544 Main Street

22
23 *Motion That the Select Board approve the Common Victualler's License for Frozen

24 Hoagies, 534 Main Street.

25 Welch – Verdicchio

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

27
28 **HEARINGS**

- 29
30 1. **Tax Levy Classification – Establishing a residential factor and percentage of tax**
- 31 **levy to be borne by each class of property for Fiscal Year 2020.** Dan McGurl, Town
- 32 Director of Assessment and John Fallon, Board of Assessor member, presented.
- 33

34 Mr. McGurl informed the Select Board that the overall tax rate will be approximately \$11.80

35 for all classes before chapter 110 adds another 59 cents to the residential rate increasing it

36 to \$12.39. The general override increased the levy by \$10,000,000, however this year we are

37 only spending approximately \$6,300,000. He recommended approving the residential tax

38 factor of 1.0 and taking no action on questions 2, 3 and 4 of the Massachusetts Department

39 of Revenue FY20 Classification Tax Allocation.

40

41 *Motion: That the Select Board approve the Selective Residential Tax Factor of 1.0

42 as recommended by the Town of Winchester's Board of Assessors and

43 recommendations in the Director of Assessments' Classification Tax

44 Allocation form for 2020.

45 Welch – Verdicchio

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

47
48 *Motion That the Select Board take no action on questions 2, 3, and 4.

49 Welch – Verdicchio

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

51

Monday, December 2, 2019
Select Board Meeting

- 1 **2. Eversource GOL – To install one Joint Owned pole (137/5), in the right-of-way**
2 **between 14 & 16 Squanto Road to accommodate electrical service for 17 Squanto**
3 **Road.** Beth Rudolph, Town Engineer and Jackie Duffy, Eversource representative
4 presented.
5

6 Eversource is applying for a Grant of Location to install one Joint Owned pole (137/5), in the
7 right-of-way between 14 & 16 Squanto Road. This work is necessary to provide underground
8 electrical service to the home at 17 Squanto Road. The Town Engineer and DPW do not
9 have any concerns.

10
11 *Motion: That the Select Board approve Eversource’s Grant of Location to install
12 one Joint Owned pole (137/5), in the right-of-way between 14 & 16 Squanto
13 Road to accommodate electrical service for 17 Squanto Road.

14 Welch – Verdicchio

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

VOTED

16
17 **BUSINESS**

- 18
19 **1. Energy Matters Annual Report** – Susan McPhee, Energy Conservation Coordinator, Karl
20 Rexer, Energy Management Chair, and Fritzie Nace, Heat Smart Mass counselor attended
21 the meeting to present to the Board the Green Communities Annual Report, WinPower’s
22 new rates and the results of Heat Smart Mass.
23

24 Ms. McPhee informed the Board that all of the solar panels have been installed on the DPW
25 building, Vinson-Owen Elementary School and Winchester High School roofs. She then
26 updated the Board that Dynegy, our present supplier, came in as the low bidder for our new
27 contract. To date Winchester residents have saved \$1,306,555 on their power bills via
28 participation in WinPower. The difference between WinPower and Eversource, is WinPower
29 is 100% renewable energy and we are creating an independent industry in Massachusetts.
30 Another of our benefits is that our rates are frozen for three years and Eversource is
31 mandated to go out to bid every six months.
32

33 The Green Communities baseline year is 2010 and our commitment within the program is
34 to achieve a 20% energy reduction. We have been at about 15% reduction for several years.
35 Most of the savings are from lighting and buildings. Winchester High School is a lot less
36 energy intensive but due to their age Lynch and Muraco Elementary schools use the most
37 energy. Construction of a new Lynch and Muraco will be two major opportunities for energy
38 saving. Also, upcoming heating system improvements in other Town buildings will offer
39 opportunities to improve efficiency.
40

41 Ms. Nace than gave an update about the Heat Smart Mass program. Winchester and
42 Arlington teamed up this year to bring Heat Smart Mass, clean heating and cooling
43 technologies to residents. Working collaboratively with Arlington was very effective and is
44 worth replicating this cooperative approach. The group had open houses where residents
45 were already using the program so that people who were interested could learn first hand
46 about the choices. Residents are becoming more comfortable in making the decision to
47 install 1) Air Source Heat Pumps, 2) Ground Source Heat Pumps and 3) Solar Hot Water.
48

Monday, December 2, 2019
Select Board Meeting

1 **2. Affordable Housing Trust** – Ms. Wong informed the Board that they have to formally
2 appoint Vice Chair Bettencourt as the Select Board’s representative to the Affordable
3 Housing Trust Board.
4

5 *Motion That the Select Board appoint Michael Bettencourt as the Select Board’s
6 representative to the Affordable Housing Trust Board for a term to
7 expire April 1, 2020.

8 Welch – Verdicchio

9 Roll Call: Goluboff, Bettencourt, Welch, Verdicchio, Shapiro VOTED
10

11 **3. WinCam** – Ms. Wong noted to the Board that the original agreement between WinCam and
12 the Town mostly consisted of WinCam’s use of the high school for their studio. WinCam is
13 now in their own space and an updated agreement with the changes that were approved by
14 Town Meeting was written for the Board to approve.
15

16 *Motion That the Select Board approve the agreement between the Town of
17 Winchester and Winchester Community Access & Media, Inc. as presented
18 to the Select Board.

19 Welch – Verdicchio

20 Roll Call: Goluboff, Bettencourt, Welch, Verdicchio, Shapiro VOTED
21

22 **CONSENT AGENDA**

23 **Other**

24
25 *Motion That the Select Board approve Crawford Memorial United Methodist
26 Church’s request to hold Easter Sunrise Service on Sandy’s Island on
27 Sunday, April 12, 2020 beginning at 7:00 am.

28 Welch – Verdicchio

29 Roll Call: Goluboff, Bettencourt, Welch, Verdicchio, Shapiro VOTED
30

31 *Motion That the Select Board approve Winchester Co-operative Bank’s request to
32 place a Salvation Army “kettle” on the sidewalk in front of the bank at 19
33 Church Street for the following Saturdays December 7th, 14th, & 21st from
34 8:30 a.m. to 12:30 p.m.

35 Welch – Verdicchio

36 Roll Call: Goluboff, Bettencourt, Welch, Verdicchio, Shapiro VOTED
37

38 *Motion That the Select Board approve the minutes from September 6, 16 & 23,
39 2019 meetings

40 Welch – Verdicchio

41 Roll Call: Goluboff, Bettencourt, Welch, Verdicchio, Shapiro VOTED
42

43 **ADJOURNMENT: 8:50 PM** (Adjourned early due to snowstorm)
44

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

46 Verdicchio – Welch

47 Roll Call: Bettencourt, Goluboff, Welch, Verdicchio, Shapiro VOTED
48
49

50 Respectfully submitted,
Lisa Wong, Town Manager

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, December 16, 2019
Record**

OPENING

Chair Mariano Goluboff called the meeting to order at 7:15 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. Also present was Town Manager Lisa Wong.

*Motion: That the Select Board adjourn to Executive Session for the purpose of discussing matters related to 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.

Bettencourt - Shapiro

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

*Motion: That the Select Board adjourn from Executive Session to Public Session, to return to Executive Session at the end of the Public Session.

Bettencourt - Welch

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

COMMENTS

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, January 6, 2020 – Regular Session

ACCEPTANCE OF DONATIONS

*Motion That the Select Board accept, with gratitude, donations of \$1,000 donated by the Cummings Properties, LLC to be put towards the Winchester Coalition for a Safer Community educational programs.

Bettencourt - Verdicchio All in favor VOTED

*Motion That the Select Board accept, with gratitude, donations of \$500 donated by the Peters Family to be put towards the Winchester Coalition for a Safer Community educational programs.

Bettencourt - Verdicchio All in favor VOTED

*Motion That the Select Board accept, with gratitude, donations of \$500 donated by the Winchester Foundation for Education Excellence to be put towards the Winchester Coalition for a Safer Community educational programs.

Bettencourt - Welch All in favor VOTED

Monday, December 16, 2019
Select Board Meeting

*Motion That the Select Board accept, with gratitude, donations of \$9,214.44 for appreciation of services provided by the Council on Aging to be deposited in the Council on Aging Gift Account.

Bettencourt - Welch

All in favor

VOTED

COMMENTS

TOWN MANAGER REPORT AND COMMENTS

1. Appointments – Ms. Wong reappointed Steven DeRosa & Jeffrey Wolfe as Constables; appointed Lauree Dubois to the Treasurer’s Office Principal Clerk I position; and appointed Doug Wilkinson to the Council on Aging Vehicle Driver position. No action was needed by the Select Board.
2. She also reminded everyone about the holiday hours for Tuesday, December 24th Town Offices and the Transfer Station will be open from 8am to Noon; Thursday, December 26th the Transfer Station will open at 10am and Tuesday, December 31st Town Offices and the Transfer Station will be open from 8am to 2pm.
3. The following are updates from departments, projects and programs:
 - **Aberjona Earmark:** The Town submitted the contract to the state last week for the \$50k appropriation for the Mill and Judkins Ponds landscape improvement projects. Work will commence in March.
 - **Accessibility Plan:** WT-Group performed an Accessibility Plan review of the McCall Phase II Plans and their comments have been shared with the architect and contractor so that we can make sure there are no deficiencies when the project is turned over. The WT-Group will make a final site visit before the contractor leaves the site in August
 - **Budget FY2021:** The budget process is underway with the town using the MUNIS budget module for the first time.
 - **Construction Project Timing:** Staff met with Toole Design Group today with VHB and W&S so that Toole could get a better understanding of the scope of work and durations of the bridge and culvert projects. Public hearings will need to be scheduled in January to maintain the timeline.
 - **COA Van:** The van has arrived. The Town is hiring drivers to start in January.
 - **DPW Vehicles:** most of the vehicles approved at Fall Town Meeting have been purchased.
 - **High School:** There are three outstanding projects at the WHS that are currently underway:
 - The roof repairs are ongoing and will be complete in the spring 2020
 - VHB is performing a drainage analysis at the rear parking area off of Nelson Street, where the parking lot has flooded on numerous occasions damaging vehicles, and;
 - BLW Engineers has been retained to prepare specifications to install an exhaust system in the wood shop.
 - **MBTA:** Department heads and MBTA officials are in communication about mitigation. The Town would like to see a full mitigation plan from the MBTA.
 - **McCall:** Preparing to utilize electric heaters for winter conditions which won’t create any fumes that could disrupt the teachers and students.
 - **North Reservoir Dam:** We entered into a contract with W&S for the final design and permitting for the North Reservoir Dam. We expect to have cost estimates in March of 2020 in advance of Spring Town Meeting.
 - **River Street 40B:** The next public hearing is on Wed Dec 18 at 7:30pm in the Select Board Room.

Monday, December 16, 2019
Select Board Meeting

- 1 • **Skillings Field:** We are closing out all the Skillings Field projects. We should have the final as-
2 built before the end of the year and will close out the MCP and open Order of Conditions. This has
3 been going on for 6 years so this is good to have happen.
- 4 • **Small Cell Wireless:** Dec 16 Select Board meeting. Draft policy is ready for review and will be
5 finalized after public hearing
- 6 • **Snow and Ice:** There have been five snow and ice events since Nov 21, including a 13-inch storm.
7 The current \$400,000 budget is almost fully expended or encumbered. The average expenditure
8 over the last three years is \$632k.
- 9 • **Whip Saltmarsh Plaza:** Town Common is ongoing, slowing down due to winter conditions. We
10 are ordering the plaques this week to be installed on the granite bollards.

11
12 **MATTERS FROM THE AUDIENCE**

13
14 **COMPTROLLER'S REPORT**

15
16 **LICENSES**

17
18 Annual Licensing Renewals

19
20 The Select Board approved the following license renewals for the 2020 calendar year:

21
22 *Motion That the Select Board approve the renewal of the following Licenses for
23 the 2020 calendar year, including those licenses with applicable
24 conditions: **Common Victualler:** A Tavola; Andrea's House of Pizza; Bagel
25 Land; Black Horse Tavern; Bruegger's Bagels; Mastoran Inc., d/b/a Burger King;
26 Café Nero; Café Zen; China Sky; Domino's Pizza; MCK Donuts; d/b/a Dunkin
27 Donuts; First House Pub; Fuller Cup; Gloria Pizzeria, Inc.; Eleni's Mediterranean
28 Grille; Joe's Main Street Pizza; LaPatisserie, Inc.; Mitho; Nourish Your Soul;
29 Ristorante Lucia; Roast Coffee; Sakura; Scoopalooza; Starbucks; Swanton Street
30 Diner; Toscanos; Left Eden d/b/a TWK [the Waterfield Kitchen]; Winchester
31 Hospital [cafeteria]; Winchester Hospital [coffee shop]; Winchester Hospital [620
32 Washington Street]; Wright Locke Farm – farm stand; 529 Comellas LLC d/b/a
33 Comella's - **Food Vendor:** D'Agostino's Deli; Eighty-Eight Café; Gingerbread
34 Construction Co.; Pairings Food and Wine; Stop & Shop, Town Pantry; - **Vehicle**
35 **for Hire License Renewal:** Checker Cab of Woburn; Hassad Limo Service, Inc.
36 - **Automatic Amusement:** Aberjona Post #3719 VFW of USA, Inc.; American
37 Civic Association; Christopher Columbus Club; Winchester Lodge of Elks -
38 **Sidewalk for Commercial Use:** Fells Hardware; Eleni's Mediterranean Grille.;
39 Starbucks Coffee Co.; - **Second Hand Motor Vehicles: Class I:** Bonnell Motors,
40 Inc. **Class II:** Bossi's Automotive Service; Hadi's Auto Sales; Johnson Motor
41 Sales; Northeast Executive Auto Sales; - **Lodging House:** Ocean View Nominee
42 Trust (Carlisle House) - **Fortune Teller:** Psychic Readings by Angela
43 **Entertainment License:** Black Horse Tavern; First House Pub; Fuller Cup;
44 TWK - **Alcoholic Beverage License Renewals: Restaurant (all alcoholic):**
45 Black Horse Tavern; China Sky; First House Pub; Left Eden d/b/a TWK;
46 **Restaurant (beer and wine only):** A Tavola; Comella's; Sakura Japanese
47 Restaurant; Swanton Street Diner; **Club:** Aberjona Post #3719 VFW of USA Inc.;
48 American Civic Association, Inc.; Winchester Lodge #1445 BPOE of USA Inc.;
49 **Package Store:** D'Agostino's (beer and wine only); Liquor Junction (all alcoholic);
50 Wine Country (all alcoholic)

51 Bettencourt - Welch

All in favor

VOTED

52

1
2 After continued discussion, and reviewing of the draft, Chair Goluboff requested that Mr.
3 August amend the draft for consideration at a future meeting. He then closed the hearing
4 and asked that any further comments from residents be sent to the Town manager's office.
5

6 **BUSINESS**
7

- 8 **1. Advanced Borrowing and Refunding Authorization** – Vice Chair Bettencourt read the
9 following for the record.
10

11 I, the Clerk of the Select Board of the Town of Winchester, Massachusetts (the "Town"),
12 certify that at a meeting of the board held December 16, 2019, of which meeting all members
13 of the board were duly notified and at which a quorum was present, the following vote was
14 unanimously passed, all of which appear upon the official record of the board in my custody:
15

16 Voted: that in order to reduce interest costs, the Town Treasurer is authorized to issue
17 refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of
18 the General Laws, or pursuant to any other enabling authority, to refund all or any portion
19 of the following outstanding bonds of the Town: a) Municipal Purpose Loan of 2005 Bonds
20 dated July 1, 2005; b) Municipal Purpose Loan of 2006 Bonds dated July 1, 2006; c)
21 Municipal Purpose Loan of 2008 Bonds dated July 1, 2008; and d) Municipal Purpose Loan
22 of 2009 Bonds dated May 1, 2009 (collectively, the "Refunded Bonds"); that the proceeds of
23 any refunding bonds issued pursuant to this vote shall be used to pay the principal of and
24 interest on the Refunded Bonds and costs of issuance of the refunding bonds; and that any
25 premium received by the Town upon the sale of the refunding bonds issued pursuant to this
26 vote, less any of such premium applied to the payment of the costs of issuance of such bonds,
27 may be applied to the payment of costs approved by this vote in accordance with Chapter 44,
28 Section 20 of the General Laws.
29

30 I further certify that the vote was taken at a meeting open to the public; that no vote was
31 taken by secret ballot; that a notice stating the place, date, time and agenda for the meeting
32 (which agenda included the adoption of the above vote) was filed with the Town Clerk and a
33 copy thereof posted in a manner conspicuously visible to the public at all hours in or on the
34 municipal building at which the office of the Town Clerk is located or, if applicable, in
35 accordance with an alternative method of notice prescribed or approved by the Attorney
36 General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays,
37 Sundays and legal holidays, prior to the time of the meeting and remained so posted at the
38 time of the meeting; and that no deliberations or decision in connection with the
39 authorization of the bonds was taken in executive session, all in accordance with G.L. c.30A,
40 §§18-25 as amended.
41

42 Bettencourt - Welch

43 Roll Call: Goluboff, Bettencourt, Welch, Verdicchio, Shapiro
44

VOTED

- 45 **2. MLK Day** – On January 19th, Martin Luther King Day, there will be a series of events
46 including a community wide day of service in Winchester. Ms. Wong was approached by the
47 Network to Social Justice asking if the Town could help to support the day's programs. She
48 is making a recommendation of donating \$500 to the event, which will cost up to \$3,000.

**Monday, December 16, 2019
Select Board Meeting**

1 After some discussion the Board voted to cover the cost, \$755 from the Agawam account and
2 up to \$2,245 from the Hospital Gift Account.

3
4 *Motion That the Select Board allocate \$755 from the Agawam account and up to
5 \$2,245 from the Hospital Gift Account to be donated to the Network to
6 Social Justice for a series of events on Martin Luther King Day.
7 Bettencourt – Welch All in favor VOTED
8

9 **3. Committee & Commissions** – The Select Board made the following
10 appointments/reappointments:

11
12 *Motion That the Select Board appoint Spenser Wu as student representative to
13 the Cultural Council for a term to expire July 31, 2022.
14 Bettencourt – Welch All in favor VOTED
15

16 *Motion That the Select Board reappoint Michael Creane to the Field Management
17 Committee for a term to expire July 19, 2021.
18 Bettencourt – Welch All in favor VOTED
19

20 *Motion That the Select Board reappoint Jane Boswell to the Historical
21 Commission for a term to expire March 31, 2022.
22 Bettencourt – Welch All in favor VOTED
23

24 **CONSENT AGENDA**

25 **One Day Alcoholic Beverage License(s)**

26
27 *Motion That the Select Board approve One Day Alcoholic Beverage Licenses for –
28 Frederick Spencer – December 28, 2019 – Hadley Hall, Parish of the
29 Epiphany
30 Bettencourt - Welch All in favor VOTED
31

32 **Other**

33
34 *Motion That the Select Board approve the request from Hope Christian Church to
35 reserve parking spots from 4-11 p.m. for their “Night to Shine” prom night
36 for people with special needs to be held on Friday, February 7, 2020
37 Bettencourt - Welch All in favor VOTED
38

39 *Motion That the Select Board approve the minutes for the October 7, 11, 18 &
40 28, 2019 meetings.
41 Bettencourt - Welch All in favor VOTED
42

43 **COMMUNICATIONS AND WORKING GROUP REPORTS**

44
45 1. The Board recognized the election update from the Town Clerk.

46
47 *Motion That the Select Board adjourn from Public Session to Executive Session.
48 Bettencourt - Welch
49 Roll Call: Goluboff, Bettencourt, Welch, Verdichio, Shapiro VOTED
50

