



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. MGL Chapter 30 §21(a) 2 & 3 – Negotiation strategy non-union personnel and collective bargaining strategy.
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. Eversource 345 kV Transmission Line Intervener Litigation: MGL Ch. 30 §21(a) 3 - To discuss strategy with respect to litigation.

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

- Monday, March 23, 2020 – Regular Session

B. ACCEPTANCE OF DONATIONS

1. Accept in kind donation of the lights at the Knowlton Stadium from Paul Manganaro and the Winchester Field Development Council.

C. TOWN MANAGER REPORT AND COMMENTS

1. Appointments: Fire Department – Firefighter Nicholas Adragna  
Constable New Appointment – Jack Ciulla  
DPW Promotional Appt – W/S Maintenance Foreman Brian Medwar
2. General Topics

D. MATTERS FROM THE AUDIENCE

E. COMPTROLLER'S REPORT

- Comptroller's Report as of January 31, 2020

Documents:

F. LICENSES

G. HEARINGS

H. BUSINESS

1. MWRA
2. Stormwater
3. Climate Action Plan
4. Muraco Warrant Article
5. Lynch Feasibility Study
6. MBTA
7. 2020 Green Communities Grant
8. Annual Town Election Warrant

Documents:

[CLIMATE ACTION PLAN DRAFT V2 3-5-20.PDF](#)  
[2020 GREEN GRANT.PDF](#)

I. CONSENT AGENDA

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

1. Ruth Wolf for League of Women Voters – April 4, 2020 – Jenks Senior Center
2. Pauline Call for Winchester Seniors Association – April 26, 2020 – Jenks Senior Center

**Other**

1. Town Day annual permissions for Friday, June 5th and Saturday, June 6th, 2020 with a rain date of Sunday, June 7, 2020. A.) Street closings and parking bans: Friday, June 5th – Block Party – 5:30 PM – 11 PM – closure of Mt. Vernon St. from Converse Place to Washington Street; Saturday, June 6th (or rain date of Sunday, June 7th – 6 AM to 10 PM: Main Street (Rotary to Mystic Valley Pkwy); Mt. Vernon St. (Rotary to Washington St.), Thompson St.; Converse Pl., and Laraway Rd. until 5 PM only; B.) Approval to use the following open areas: Town Common, Manchester Field, Eliot Park, Town Hall and the Mill Pond and adjacent grounds; C.) Approval for a fireworks display from Manchester Field.
2. Approval of SkuKong Ou as a Special Municipal Employee for FY2020

Documents:

[TOWN DAY REQUEST.PDF](#)

J. COMMUNICATIONS AND WORKING GROUP REPORTS

1. Letter from Winchester Chamber of Commerce re: Winchester Train Station Renovation

Documents:





# 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 January 31, 2020  
**DATE:** March 9, 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. In comparison to this time last year, the revenue is a bit low, but the first FY20 commitment is \$3,115,385 which is about 3% higher than the first FY19 commitment. Additional FY19 commitments totaled \$640k.
- 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.
- Miscellaneous Non-Recurring revenue consists of state reimbursements for overtime for shared services. In FY19, this included the one-time Winning Farm developer's payment.
- Indirects from the Enterprise Funds are posted quarterly up front; therefore, 75% of the indirects have been processed as of January 31.

### *General Fund Expenditures*

- For the most part, salary budgets are less than 58% 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 58% (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.
- 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 made one \$70,000 Reserve Fund transfer for the Legal budget so far in FY20. 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, 75% of the subsidies have been processed as of January 31.

### *Water and Sewer Enterprise Fund*

After further review of the Water & Sewer revenues and billings, it is clear that there will be a revenue shortage in FY20. Payroll and expenses are on target, but should be frozen as much as possible in order to close the year in the black (i.e. reversions can cover the shortfall in revenues). Even though there was a rate increase voted to be in effect in for FY20, the issue relates more to consumption this year. Fall Town Meeting addressed this issue in one of the articles (by reducing the estimated revenues and funding the budget with retained earnings), but this was only a short-term solution. In preparation of the FY21 budget it was even more evident that the costs are rising at an unsustainable rate and can no longer be supported without another substantial rate increase or a new stormwater fee (or both).

Further analysis of user charges, potential stormwater fees and reserves has been performed and presented to Town Management and to you all recently. A decision about the direction will be necessary for the next Town Meeting.

### *Recreation Enterprise Fund*

Overall, the fund appears to be operating as planned and will meet budgeted targets. The Recreation Director resigned late last fall. The Town is in process of filling this position, but in the meantime, the Recreation Coordinator is the Interim Director.

# Town of Winchester



## **Financial Update** **Office of the Comptroller**

*Stacie A. Ward, CPA, Town Comptroller*

**Fiscal Year 2020**

*As of January 31, 2020*

**TOWN OF WINCHESTER, MA  
FINANCIAL UPDATE  
OFFICE OF THE COMPTROLLER  
FISCAL YEAR 2020 - AS OF JANUARY 31, 2020**

---

**TABLE OF CONTENTS**

General Fund Revenue - Comparative Report.....	1
General Fund Expenditures - Comparative Report.....	2
Water & Sewer Enterprise Fund - Comparative Report.....	5
Recreation Enterprise Fund - Comparative Report.....	6

**TOWN OF WINCHESTER, MA  
GENERAL FUND REVENUE - FISCAL YEAR TO DATE  
COMPARATIVE THROUGH JANUARY 31, 2020 AND JANUARY 31, 2019**

	THROUGH JANUARY 31, 2020				THROUGH JANUARY 31, 2019			
	Revised Budget	Actual	(under)/over Budget	% of Budget Collected	Revised Budget	Actual	(under)/over Budget	% of Budget Collected
<b>TAXATION</b>								
Real Estate Taxes	100,295,686.65	71,371,779.30	(28,923,907.35)	71.16%	91,633,858.00	64,835,860.31	(26,797,997.69)	70.76%
Personal Property taxes	716,222.00	550,727.35	(165,494.65)	76.89%	682,592.00	519,764.28	(162,827.72)	76.15%
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%
<b>Total Taxation</b>	<b>100,603,329.56</b>	<b>71,936,331.90</b>	<b>(28,666,997.66)</b>	<b>71.50%</b>	<b>91,917,536.00</b>	<b>65,579,773.75</b>	<b>(26,337,762.25)</b>	<b>71.35%</b>
<b>STATE AID</b>								
Cherry Sheet Revenue, net of offsets	11,113,293.00	6,437,426.00	(4,675,867.00)	57.93%	10,663,081.00	6,260,154.00	(4,402,927.00)	58.71%
School Construction	672,082.00	672,082.00	-	100.00%	672,082.00	672,082.00	-	100.00%
<b>Total State Aid</b>	<b>11,785,375.00</b>	<b>7,109,508.00</b>	<b>(4,675,867.00)</b>	<b>60.32%</b>	<b>11,335,163.00</b>	<b>6,932,236.00</b>	<b>(4,402,927.00)</b>	<b>61.16%</b>
<b>LOCAL RECEIPTS</b>								
Motor Vehicle & Boat Excise	3,891,000.00	502,551.56	(3,388,448.44)	12.92%	3,775,000.00	591,389.44	(3,183,610.56)	15.67%
Other Excise - Meals Tax	200,000.00	107,066.57	(92,933.43)	53.53%	190,000.00	105,167.14	(84,832.86)	55.35%
Penalties & Interest	200,000.00	118,756.57	(81,243.43)	59.38%	300,000.00	149,953.79	(150,046.21)	49.98%
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	805,258.02	(594,741.98)	57.52%	1,420,000.00	804,655.50	(615,344.50)	56.67%
Fees	850,000.00	565,131.04	(284,868.96)	66.49%	945,000.00	509,149.18	(435,850.82)	53.88%
Rentals	50,000.00	23,499.56	(26,500.44)	47.00%	51,000.00	21,826.97	(29,173.03)	42.80%
Cemetery	215,000.00	101,875.00	(113,125.00)	47.38%	210,000.00	141,732.50	(68,267.50)	67.49%
Other Departmental Revenue	100,000.00	43,495.73	(56,504.27)	43.50%	75,000.00	60,809.30	(14,190.70)	81.08%
Licenses & Permits	1,500,000.00	944,619.12	(555,380.88)	62.97%	1,600,000.00	806,194.00	(793,806.00)	50.39%
Fines & Forfeitures	30,000.00	64,352.88	34,352.88	214.51%	31,000.00	60,139.22	29,139.22	194.00%
Investment Earnings	200,000.00	128,826.67	(71,173.33)	64.41%	70,000.00	222,231.70	152,231.70	317.47%
Medicaid Reimbursement	60,000.00	50,292.08	(9,707.92)	83.82%	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	-
<b>Total Local Receipts</b>	<b>8,726,000.00</b>	<b>3,477,705.55</b>	<b>(5,248,294.45)</b>	<b>39.85%</b>	<b>8,817,000.00</b>	<b>4,557,019.54</b>	<b>(4,259,980.46)</b>	<b>51.68%</b>
<b>TOTAL REVENUE</b>	<b>121,114,704.56</b>	<b>82,523,545.45</b>	<b>(38,591,159.11)</b>	<b>68.14%</b>	<b>112,069,699.00</b>	<b>77,069,029.29</b>	<b>(35,000,669.71)</b>	<b>68.77%</b>
<b>TRANSFERS IN</b>								
From Enterprise - Indirects	1,780,346.00	1,335,259.50	(445,086.50)	75.00%	1,657,749.00	1,243,311.75	(414,437.25)	75.00%
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	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%
<b>TOTAL TRANSFERS IN</b>	<b>4,979,873.00</b>	<b>4,536,238.48</b>	<b>(443,634.52)</b>	<b>91.09%</b>	<b>4,938,054.00</b>	<b>4,523,616.75</b>	<b>(414,437.25)</b>	<b>91.61%</b>
<b>TOTAL REVENUE AND TRANSFERS IN</b>	<b>126,094,577.56</b>	<b>87,059,783.93</b>	<b>(39,034,793.63)</b>	<b>69.04%</b>	<b>117,007,753.00</b>	<b>81,592,646.04</b>	<b>(35,415,106.96)</b>	<b>69.73%</b>

TOWN OF WINCHESTER, MA  
 GENERAL FUND EXPENDITURES - FISCAL YEAR TO DATE  
 COMPARATIVE THROUGH JANUARY 31, 2020 AND JANUARY 31, 2019

	FISCAL YEAR 2020 THROUGH JANUARY 31, 2020				FISCAL YEAR 2019 THROUGH JANUARY 31, 2019					
	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	352,832.13	-	288,134.87	55.05%	625,322.00	361,462.20	-	263,859.80	57.80%
TOWN MANAGER EXPENSES	105,600.00	43,683.27	3,557.69	58,359.04	44.74%	121,898.00	66,918.10	6,801.98	48,177.92	60.48%
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	209,246.95	-	161,319.05	56.47%	354,161.00	199,802.43	-	154,358.57	56.42%
COMPTROLLER EXPENSES	11,000.00	3,151.71	-	7,848.29	28.65%	9,800.00	2,173.47	-	7,626.53	22.18%
ASSESSORS SALARIES	229,592.00	124,640.40	-	104,951.60	54.29%	216,642.00	121,053.70	-	95,588.30	55.88%
ASSESSORS EXPENSES	47,750.00	17,563.55	6,217.44	23,969.01	49.80%	58,766.00	33,129.59	-	25,636.41	56.38%
COLLECTOR/TREASURER SALARIES	367,425.00	195,403.07	-	172,021.93	53.18%	339,043.00	194,662.96	-	144,380.04	57.42%
COLLECTOR/TREASURER EXPENSES	115,562.88	22,609.90	5,305.01	87,647.97	24.16%	135,281.00	41,590.27	37,435.40	56,255.33	58.42%
AUDIT EXPENSES	88,350.00	86,350.00	2,000.00	-	100.00%	100,000.00	74,000.00	3,000.00	23,000.00	77.00%
ENGINEERING SALARIES	464,986.00	268,849.72	-	196,136.28	57.82%	452,641.00	259,238.70	-	193,402.30	57.27%
ENGINEERING EXPENSES	111,894.03	30,486.33	25,331.03	56,076.67	49.88%	91,650.00	37,762.39	3,056.03	50,831.58	44.54%
BUILDING, ZONING & BOARD OF APPEALS SALARIES	350,460.00	196,563.76	-	153,896.24	56.09%	343,675.00	194,036.71	-	149,638.29	56.46%
BUILDING, ZONING & BOARD OF APPEALS EXPENSES	27,221.00	11,364.61	761.74	15,094.65	44.55%	37,336.00	7,320.72	10,113.62	19,901.66	46.70%
CONSERVATION COMM SALARIES	56,575.00	32,006.85	-	24,568.15	56.57%	53,677.00	30,581.90	-	23,095.10	56.97%
CONSERVATION COMM EXPENSES	2,135.00	1,263.66	-	871.34	59.19%	2,135.00	1,103.95	-	1,031.05	51.71%
PLANNING BOARD SALARIES	105,809.00	57,364.53	-	48,444.47	54.22%	103,335.00	55,076.87	-	48,258.13	53.30%
PLANNING BOARD EXPENSES	70,968.00	35,733.60	14,508.00	20,726.40	70.79%	47,443.00	5,320.71	5,842.50	36,279.79	23.53%
LEGAL EXPENSES	470,000.00	227,155.22	170,097.26	72,747.52	84.52%	439,846.00	309,101.54	-	130,744.46	70.27%
HUMAN RESOURCES SALARIES	154,368.00	85,678.58	-	68,689.42	55.50%	137,877.00	71,536.19	-	66,340.81	51.88%
HUMAN RESOURCES EXPENSES	22,700.00	9,114.27	-	13,585.73	40.15%	23,150.00	10,016.03	-	13,133.97	43.27%
INFORMATION TECHNOLOGY SALARIES	123,406.00	64,226.03	-	59,179.97	52.04%	114,874.00	62,937.35	-	51,936.65	54.79%
INFORMATION TECHNOLOGY EXPENSES	584,258.48	259,874.35	185,482.28	138,901.85	76.23%	544,240.00	283,321.94	107,347.77	153,570.29	71.78%
GENERAL SERVICES EXPENSES	158,434.84	62,965.53	26,412.74	69,056.57	56.41%	140,379.00	58,345.07	17,907.70	64,126.23	54.32%
TOWN CLERK SALARIES	341,902.00	172,001.23	-	169,900.77	50.31%	343,146.00	179,828.30	-	163,317.70	52.41%
TOWN CLERK EXPENSES	61,550.00	25,564.02	11,812.05	24,173.93	60.72%	70,550.00	25,306.42	13,097.38	32,146.20	54.43%
GENERAL GOVERNMENT	5,089,480.23	2,596,564.67	451,485.24	2,041,430.32	59.89%	4,912,867.00	2,685,969.47	204,602.38	2,022,295.15	58.86%
LIBRARY SALARIES	1,586,575.00	874,285.11	-	712,287.89	55.11%	1,557,001.00	849,994.60	-	707,006.40	54.59%
LIBRARY EXPENSES	410,700.45	263,582.44	66,895.82	79,722.19	80.57%	405,367.00	268,702.91	1,783.66	134,880.43	66.73%
LIBRARY CAPITAL	15,500.00	9,016.91	-	6,483.09	58.17%	15,000.00	3,197.70	-	11,802.30	21.32%
ARCHIVAL CENTER EXPENSES	18,900.00	10,445.50	6,840.00	1,614.50	91.46%	18,300.00	10,818.16	6,552.00	929.84	94.92%

TOWN OF WINCHESTER, MA  
GENERAL FUND EXPENDITURES - FISCAL YEAR TO DATE  
COMPARATIVE THROUGH JANUARY 31, 2020 AND JANUARY 31, 2019

	FISCAL YEAR 2020 THROUGH JANUARY 31, 2020				FISCAL YEAR 2019 THROUGH JANUARY 31, 2019					
	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	1,225.05	-	274.95	81.67%
HISTORICAL COMMISSION EXPENSES	15,000.00	-	15,000.00	-	100.00%	23,000.00	14,500.00	4,000.00	4,500.00	80.43%
CULTURE & RECREATION	2,047,673.45	1,157,431.86	88,735.82	801,505.77	60.86%	2,020,168.00	1,148,438.42	12,335.66	859,395.92	57.46%
BOARD OF HEALTH SALARIES	273,655.00	150,514.19	-	123,140.81	55.00%	274,030.00	142,327.83	-	131,702.17	51.94%
BOARD OF HEALTH EXPENSES	99,233.14	47,932.95	42,068.79	9,231.40	90.70%	97,514.00	56,711.63	26,359.45	14,442.92	85.19%
COUNCIL ON AGING SALARIES	340,249.00	156,170.16	-	184,078.84	45.90%	279,674.00	159,353.78	-	120,320.22	56.98%
COUNCIL ON AGING EXPENSES	7,162.00	296.99	-	6,865.01	4.15%	8,870.00	1,715.11	-	7,154.89	19.34%
VETERANS' SERVICES SALARIES	9,805.00	4,727.31	-	5,077.69	48.21%	9,623.00	4,627.85	-	4,995.15	48.09%
VETERANS' SERVICES EXPENSES	36,067.00	13,422.10	-	22,644.90	37.21%	36,067.00	10,356.69	-	25,710.31	28.72%
HEALTH & SOCIAL SERVICES	766,171.14	373,063.70	42,068.79	351,038.65	54.18%	705,778.00	375,092.89	26,359.45	304,325.66	56.88%
POLICE SALARIES	5,037,779.00	2,643,117.22	-	2,394,661.78	52.47%	4,674,041.00	2,641,121.43	-	2,032,919.57	56.51%
POLICE EXPENSES	285,604.08	109,868.11	14,458.06	161,277.91	43.53%	231,493.00	100,227.32	83.86	131,181.82	43.33%
POLICE CAPITAL	90,000.00	4,000.00	86,000.00	-	100.00%	75,000.00	74,750.00	-	250.00	99.67%
FIRE SALARIES	4,779,712.00	2,508,119.10	-	2,271,592.90	52.47%	4,767,915.00	2,538,034.18	-	2,229,880.82	53.23%
FIRE EXPENSES	271,251.00	122,593.41	36,897.29	111,760.30	58.80%	273,190.00	107,420.51	25,413.12	140,356.37	48.62%
FIRE CAPITAL	63,520.50	17,569.19	638.78	45,312.53	28.66%	52,500.00	5,800.00	5,662.88	41,037.12	21.83%
SEALER OF WEIGHTS & MEASURES SALARIES	8,044.00	4,709.25	-	3,334.75	58.54%	7,924.00	4,609.73	-	3,314.27	58.17%
SEALER OF WEIGHTS & MEASURES EXPENSES	2,022.00	209.00	-	1,813.00	10.34%	2,022.00	1,072.15	-	949.85	53.02%
PUBLIC SAFETY	10,537,932.58	5,410,185.28	137,994.13	4,989,753.17	52.65%	10,084,085.00	5,473,035.32	31,159.86	4,579,889.82	54.58%
DEPARTMENT OF PUBLIC WORKS SALARIES	4,665,236.00	2,566,281.79	-	2,098,954.21	55.01%	4,356,235.00	2,550,745.14	-	1,805,489.86	58.55%
DEPARTMENT OF PUBLIC WORKS EXPENSES	2,338,115.16	1,363,419.36	699,250.89	275,444.91	88.22%	2,428,432.00	1,267,076.94	659,476.30	501,878.76	79.33%
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	185,803.39	-	(62,503.39)	150.69%	123,300.00	99,394.82	-	23,905.18	80.61%
SNOW & ICE EXPENSES	251,831.65	230,990.19	64,588.82	(43,747.36)	117.37%	251,700.00	130,531.99	118,079.21	3,088.80	98.77%
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	4,379,204.40	763,839.71	2,284,748.37	69.24%	7,211,022.00	4,077,190.57	777,555.51	2,356,275.92	67.32%
SCHOOL DEPARTMENT	54,520,110.61	25,115,843.27	27,158,918.71	2,245,348.63	95.88%	50,634,719.00	24,150,130.23	24,790,985.47	1,693,603.30	96.66%
VOCATIONAL EDUCATION EXPENSES	243,785.00	139,200.99	51,156.24	53,427.77	78.08%	248,638.00	95,832.00	-	152,806.00	38.54%
EDUCATION	54,763,895.61	25,255,044.26	27,210,074.95	2,298,776.40	95.80%	50,883,357.00	24,245,962.23	24,790,985.47	1,846,409.30	96.37%
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	226,100.19	70,333.32	3,566.49	98.81%
UNEMPLOYMENT EXPENSES/CLAIMS	75,000.00	57,876.26	-	17,123.74	77.17%	75,000.00	38,698.54	-	36,301.46	51.60%

TOWN OF WINCHESTER, MA  
GENERAL FUND EXPENDITURES - FISCAL YEAR TO DATE  
COMPARATIVE THROUGH JANUARY 31, 2020 AND JANUARY 31, 2019

	FISCAL YEAR 2020 THROUGH JANUARY 31, 2020						FISCAL YEAR 2019 THROUGH JANUARY 31, 2019					
	Revised Budget	Actual	Encumbrances	under/(over) Budget	% of Budget Used		Revised Budget	Actual	Encumbrances	under/(over) Budget	% of Budget Used	
HEALTH INSURANCE EXPENSES	11,670,760.00	7,218,440.73	-	4,452,319.27	61.85%		11,215,000.00	7,086,224.59	-	4,128,775.41	63.19%	
MEDICARE TAX & REFUND EXPENSES	985,000.00	468,697.56	-	516,302.44	47.58%		960,000.00	440,214.81	-	519,785.19	45.86%	
UNDISTRIBUTED - PERSONNEL BENEFITS	18,283,150.00	13,211,040.88	9,200.02	5,062,909.10	72.31%		17,365,515.00	12,606,752.74	70,333.32	4,688,428.94	73.00%	
ENERGY EXPENSES	2,137,675.25	1,015,303.33	151,595.30	970,776.62	54.59%		2,232,712.00	1,188,367.22	138,449.96	905,894.82	59.43%	
STATE ASSESSMENTS & CHARGES	618,582.00	352,688.00	-	265,894.00	57.02%		586,600.00	334,635.00	-	251,965.00	57.05%	
RESERVE FUND	330,000.00	-	-	330,000.00	0.00%		338,586.00	-	-	338,586.00	0.00%	
GENERAL INSURANCE EXPENSES	415,000.00	340,433.96	-	74,566.04	82.03%		396,000.00	359,505.60	-	36,494.40	90.78%	
ENVIRONMENTAL REMEDIATION SERVICES EXPENSE	40,000.00	17,939.50	10,560.50	11,500.00	71.25%		38,000.00	16,866.00	11,034.00	10,100.00	73.42%	
UNDISTRIBUTED - STATE ASSMETS, INSURANCE & OTHER	3,541,257.25	1,726,364.79	162,155.80	1,652,736.66	53.33%		3,591,898.00	1,899,373.82	149,483.96	1,543,040.22	57.04%	
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	3,875,533.15	-	1,224,546.41	75.99%		5,349,183.00	4,090,001.01	-	1,259,181.99	76.46%	
FUNDED DEBT	12,710,079.56	9,700,533.15	-	3,009,546.41	76.32%		12,993,749.00	9,949,566.68	-	3,044,182.32	76.57%	
<b>TOTAL EXPENDITURES</b>	<b>115,167,432.30</b>	<b>63,809,432.99</b>	<b>28,865,554.46</b>	<b>22,492,444.85</b>	<b>80.47%</b>		<b>109,768,439.00</b>	<b>62,461,382.14</b>	<b>26,062,815.61</b>	<b>21,244,241.25</b>	<b>80.65%</b>	
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	3,592,718.25	-	1,197,572.75	75.00%		4,995,809.00	3,746,856.75	-	1,248,952.25	75.00%	
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%	
TRANSFERS 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%		-	-	-	-	-	
<b>TOTAL TRANSFERS OUT</b>	<b>12,757,887.00</b>	<b>11,560,314.25</b>	<b>-</b>	<b>1,197,572.75</b>	<b>90.61%</b>		<b>10,693,687.00</b>	<b>9,444,734.75</b>	<b>-</b>	<b>1,248,952.25</b>	<b>88.32%</b>	
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>127,925,319.30</b>	<b>75,369,747.24</b>	<b>28,865,554.46</b>	<b>23,690,017.60</b>	<b>81.48%</b>		<b>120,462,126.00</b>	<b>71,906,116.89</b>	<b>26,062,815.61</b>	<b>22,493,193.50</b>	<b>81.33%</b>	

TOWN OF WINCHESTER, MA  
WATER/SEWER ENTERPRISE FUND - FISCAL YEAR TO DATE  
COMPARATIVE THROUGH JANUARY 31, 2020 AND JANUARY 31, 2019

	FISCAL YEAR 2020 THROUGH JANUARY 31, 2020					FISCAL YEAR 2019 THROUGH JANUARY 31, 2019				
	Revised Budget	Actual	Encumbrances	Budget surplus/(deficit)	% of Budget Collected/Spent	Revised Budget	Actual	Encumbrances	Budget surplus/(deficit)	% of Budget Collected/Spent
<b>REVENUES:</b>										
Sewer usage	2,976,808.00	1,611,734.06	-	(1,365,073.94)	54.14%	2,889,553.00	1,825,774.11	-	(1,063,778.89)	63.19%
Sewer liens and interest	108,010.00	46,048.52	-	(61,961.48)	42.63%	89,703.00	44,339.26	-	(45,363.74)	49.43%
Water usage	2,389,534.00	1,292,993.17	-	(1,096,540.83)	54.11%	2,311,964.00	1,467,278.30	-	(844,685.70)	63.46%
Water liens and interest	84,121.00	40,914.21	-	(43,206.79)	48.64%	67,612.00	35,873.81	-	(31,738.19)	53.06%
Water service charges	130,284.00	74,442.54	-	(55,841.46)	57.14%	158,100.00	55,962.79	-	(102,137.21)	35.40%
Water repairs	26,915.00	15,310.14	-	(11,604.86)	56.88%	25,296.00	19,237.25	-	(6,058.75)	76.05%
Sprinkler fee	17,497.00	8,630.62	-	(8,866.38)	49.33%	17,605.00	8,729.07	-	(8,875.93)	49.58%
Connection fees	21,600.00	34,500.00	-	12,900.00	159.72%	29,684.00	40,200.00	-	10,516.00	135.43%
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%
<b>Total Revenue</b>	<b>5,790,684.00</b>	<b>3,127,183.19</b>	<b>-</b>	<b>(2,663,500.81)</b>	<b>54.00%</b>	<b>5,600,864.00</b>	<b>3,557,680.59</b>	<b>-</b>	<b>(2,043,183.41)</b>	<b>63.52%</b>
<b>EXPENDITURES:</b>										
<b>Personal Services:</b>										
Sewer Operations	349,539.00	199,209.43	-	(150,329.57)	56.99%	333,146.00	138,196.19	-	(194,949.81)	41.48%
Water Operations	1,082,648.00	545,278.02	-	(537,369.98)	50.37%	989,511.00	539,949.59	-	(449,561.41)	54.57%
	1,432,187.00	744,487.45	-	(687,699.55)	51.98%	1,322,657.00	678,145.78	-	(644,511.22)	51.27%
<b>Expenses:</b>										
Sewer Operations	1,479,107.00	733,859.94	23,238.00	722,009.06	51.19%	1,356,865.00	787,777.95	15,889.06	553,197.99	59.23%
Water Operations	1,304,006.66	663,179.05	175,882.23	464,945.38	64.34%	1,249,933.00	768,468.08	137,353.23	344,111.69	72.47%
Debt & MWRA Capital	5,338,682.00	3,037,036.02	-	(2,301,645.98)	56.89%	5,576,413.00	3,656,996.32	-	1,919,416.68	65.58%
	8,121,795.66	4,434,075.01	199,120.23	3,488,600.42	57.05%	8,183,211.00	5,213,242.35	153,242.29	2,816,726.36	65.58%
<b>Total Expenditures</b>	<b>9,553,982.66</b>	<b>5,178,562.46</b>	<b>199,120.23</b>	<b>4,176,299.97</b>	<b>56.29%</b>	<b>9,505,868.00</b>	<b>5,891,388.13</b>	<b>153,242.29</b>	<b>3,461,237.58</b>	<b>63.59%</b>
<b>OTHER FINANCING SOURCES/(USES):</b>										
Transfers from the General Fund	4,615,291.00	3,461,468.25	-	(1,153,822.75)	75.00%	4,820,809.00	3,615,606.75	-	(1,205,202.25)	75.00%
Indirects to the General Fund	(1,414,812.00)	(1,061,109.00)	-	(353,703.00)	75.00%	(1,321,938.00)	(991,453.50)	-	330,484.50	75.00%
Transfers to the Continued Article/Capital Article Fund	(215,221.44)	(215,221.44)	-	-	100.00%	(347,000.00)	(347,000.00)	-	-	100.00%
<b>Total OFS/(OFU)</b>	<b>2,985,257.56</b>	<b>2,185,137.81</b>	<b>-</b>	<b>(800,119.75)</b>	<b>73.20%</b>	<b>3,151,871.00</b>	<b>2,277,153.25</b>	<b>-</b>	<b>(874,717.75)</b>	<b>72.25%</b>
<b>Net activity</b>	<b>(778,041.10)</b>	<b>133,758.54</b>	<b>-</b>	<b>(644,282.56)</b>	<b>16.70%</b>	<b>(753,133.00)</b>	<b>(56,554.29)</b>	<b>-</b>	<b>(696,578.71)</b>	<b>16.70%</b>

TOWN OF WINCHESTER, MA  
RECREATION ENTERPRISE FUND - FISCAL YEAR TO DATE  
COMPARATIVE THROUGH JANUARY 31, 2020 AND JANUARY 31, 2019

	FISCAL YEAR 2020 THROUGH JANUARY 31, 2020					FISCAL YEAR 2019 THROUGH JANUARY 31, 2019				
	Revised Budget	Actual	Encumbrances	Budget surplus/(deficit)	% of Budget Collected/Spent	Revised Budget	Actual	Encumbrances	Budget surplus/(deficit)	% of Budget Collected/Spent
<b>REVENUES:</b>										
Year Round Programs	1,085,000.00	630,709.25	-	(454,290.75)	58.13%	975,000.00	526,554.25	-	(448,445.75)	54.01%
Adult Programs	45,000.00	19,160.00	-	(25,840.00)	42.58%	50,000.00	22,829.00	-	(27,171.00)	45.66%
Youth Programs	730,000.00	495,243.20	-	(234,756.80)	67.84%	805,000.00	532,984.93	-	(272,015.07)	66.21%
Special Events & Trips	44,000.00	8,515.35	-	(35,484.65)	19.35%	55,000.00	10,261.00	-	(44,739.00)	18.66%
Other Miscellaneous	-	262.00	-	262.00	-	-	-	-	-	-
Investment Income	-	2,043.74	-	2,043.74	-	-	2,557.48	-	2,557.48	-
<b>Total Revenue</b>	<b>1,904,000.00</b>	<b>1,155,933.54</b>	<b>-</b>	<b>(748,066.46)</b>	<b>60.71%</b>	<b>1,885,000.00</b>	<b>1,095,186.66</b>	<b>-</b>	<b>(789,813.34)</b>	<b>58.10%</b>
<b>EXPENDITURES:</b>										
Personal Services	1,404,399.00	709,032.00	-	695,367.00	50.49%	1,294,496.00	698,673.15	-	595,822.85	53.97%
Expenditures	583,327.23	382,428.45	74,347.70	126,551.08	65.56%	574,425.00	359,938.78	64,240.00	150,246.22	62.66%
<b>Total Expenditures</b>	<b>1,987,726.23</b>	<b>1,091,460.45</b>	<b>74,347.70</b>	<b>821,918.08</b>	<b>54.91%</b>	<b>1,868,921.00</b>	<b>1,058,611.93</b>	<b>64,240.00</b>	<b>746,069.07</b>	<b>56.64%</b>
<b>OTHER FINANCING SOURCES/(USES):</b>										
Transfers from the General Fund	175,000.00	131,250.00	-	(43,750.00)	75.00%	175,000.00	131,250.00	-	(43,750.00)	75.00%
Indirect Transfers to the General Fund	(365,534.00)	(274,150.50)	-	91,383.50	75.00%	(335,811.00)	(251,858.25)	-	83,952.75	75.00%
<b>Total OFS/(OFU)</b>	<b>(190,534.00)</b>	<b>(142,900.50)</b>	<b>-</b>	<b>47,633.50</b>	<b>75.00%</b>	<b>(160,811.00)</b>	<b>(120,608.25)</b>	<b>-</b>	<b>40,202.75</b>	<b>75.00%</b>
<b>Net Activity</b>	<b>(274,260.23)</b>	<b>(78,427.41)</b>				<b>(144,732.00)</b>	<b>(84,033.52)</b>			

# WINCHESTER CLIMATE ACTION PLAN 2020 EXECUTIVE SUMMARY



## INTRODUCTION

Winchester's climate is changing, but so are we. This 2020 Climate Action Plan outlines how the community of Winchester is preparing for the social, environmental, and economic impacts of climate change and how we can take advantage of the many opportunities we have to propel our town into a vibrant future, regardless of our changing surroundings.

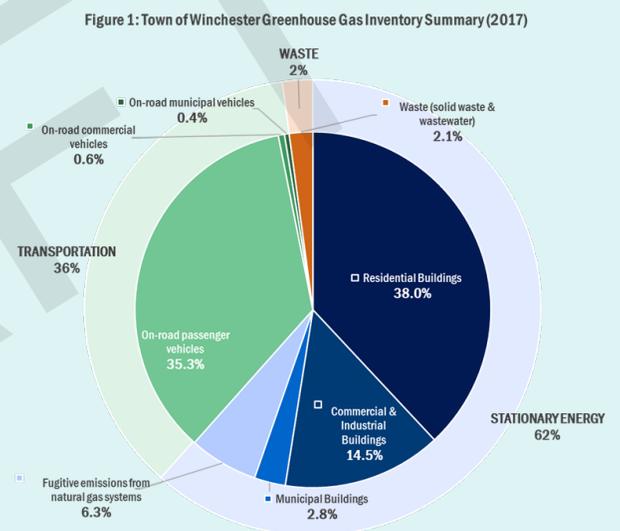
You can see and feel climate change all around us. In the Northeast between 1895 and 2011, regional temperatures rose almost two degrees Fahrenheit. Projections indicate a temperature increase of 4.5 to 10 degrees by 2080. From 1958 to 2012 average rainfall from heavy precipitation events in the Northeast increased more than any other U.S. region—a 70 percent increase. With this changing climate, Winchester is increasingly at risk for more severe rain and snow events, more days of extreme heat and extended droughts, and rising sea levels and higher storm surges across Massachusetts Bay.

But in Winchester we're not burying our heads in the sand. We know that the choices we make today will directly impact the Winchester of tomorrow.

Heating and cooling our homes and offices, driving our gas- and diesel-powered cars and trucks around town, and our solid waste together generated approximately 166,860 million tons of carbon dioxide in 2017. This plan treats that number as an opportunity to implement smart and efficient strategies that enable us to slash our emissions while still growing to meet the needs of our town.

Walk down any Winchester Street, up to the counter of a small business, into a Town meeting or a school classroom, and you'll find people determined to make a difference, for their business to succeed, for their idea to take hold, for their community to be a better, stronger place for their kids. We aren't a community that will let climate change define who we are; in Winchester we know who we are and we're up to the challenge, starting with this Climate Action Plan.

## WHERE DO OUR EMISSIONS COME FROM?



Residential Buildings have the biggest impact, accounting for 38.0% of our town emissions.

# ENERGY



## Goal

## Actions

Increase Supply of Carbon-Free Electricity

Convert Municipal energy supply to 100% renewable by 2035

Study the potential for district geothermal heating and cooling in Winchester

Advocate for a 5% increase in the Massachusetts Renewable Energy Portfolio Standard

Determine opportunities to increase WinPower default electricity supply to 100% renewables by 2035

# BUILDINGS



## Goal

## Actions

Transition to more energy efficient all electric buildings

Electrify with 100% renewable energy

Improve energy efficiency

Transition from oil and gas to electricity in new and existing buildings

Produce more onsite solar energy

# SOLID WASTE



## Goal

## Actions

Reduce Winchester's waste disposal by 30% by 2030 and 80% reduction by 2050

Educate and engage residents and businesses regarding waste reduction strategies: reduce, reuse, recycle, rot, reject

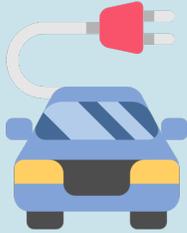
Regionalize waste management solutions so that proximate towns can also achieve operational efficiencies.

Advocate and promote at the State and regional levels through our elected representatives and engaged citizen groups for sensible solid waste legislation and resources

Urge Town officials to implement town-wide programs to achieve waste reduction goals. Conduct a lifecycle analysis of curbside pickup vs transfer station; pay as you throw options; etc.



# TRANSPORTATION

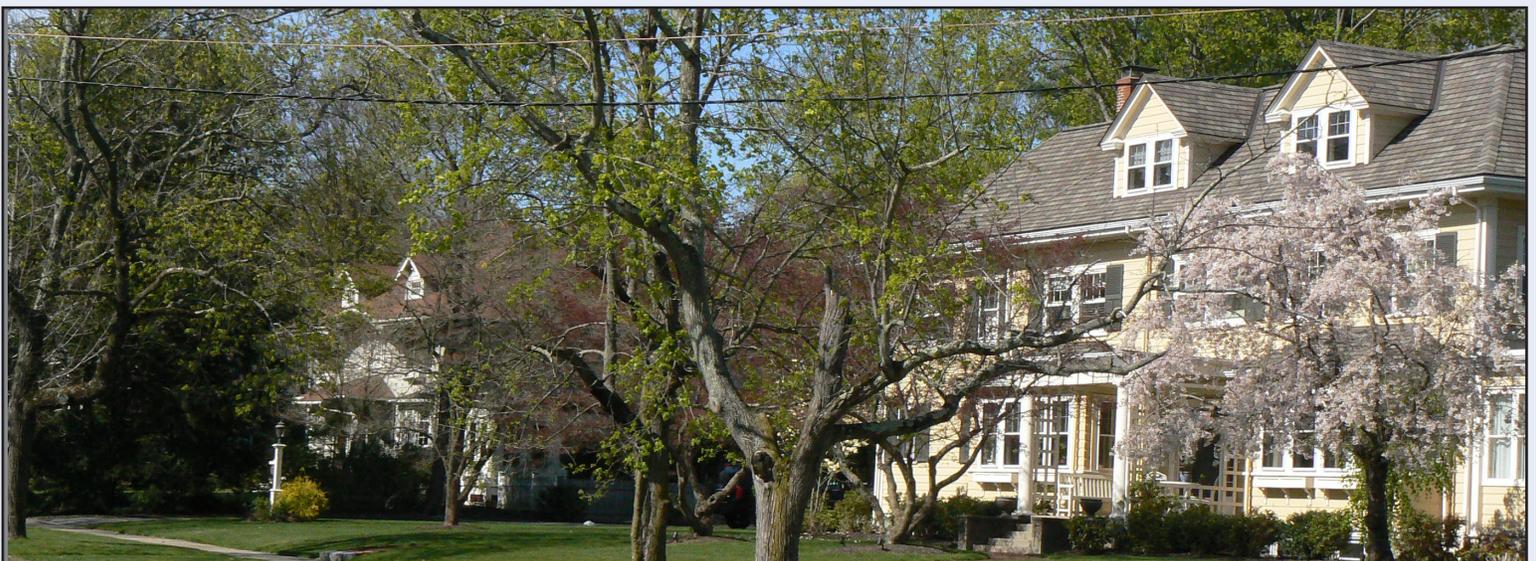


Goal	Actions
Reduce gasoline and diesel-powered vehicle miles traveled and transition to electric vehicles	Redesign town streets to encourage walking and biking.
	Run town shuttles to main destinations (public transport, shops, library, schools)
	Improve town's electric vehicle infrastructure
	Electrify the town vehicle fleet and contract school buses
	Advocate for state/federal clean transportation legislation and funding opportunities
	Provide school bus subsidies to all students

# SUSTAINABILITY



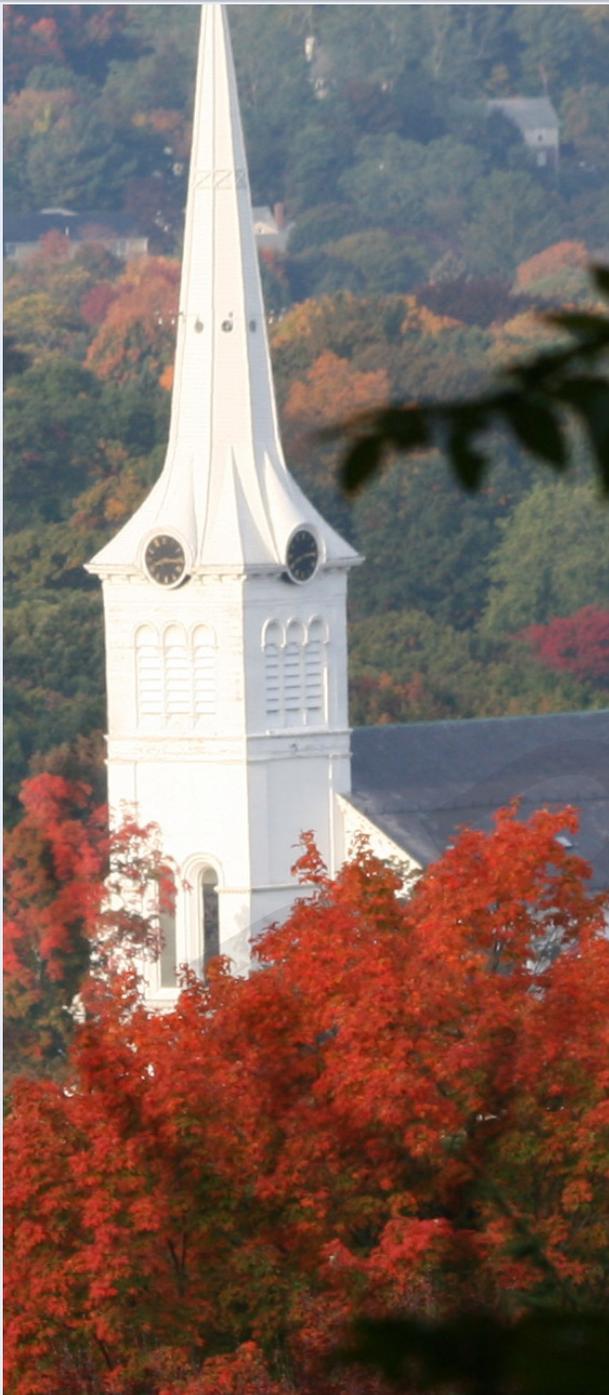
Goal
Increase climate awareness and preparedness across all sectors of the community regarding local impacts of climate change, utilizing all major languages spoken in Winchester; coordinate the Climate Action Plan across public and private partners so that it is equitable and cost-effective.
Actions
Hire a full-time Sustainability Director to report directly to the Town Manager
Establish a Climate Action Committee (CAC) charged with implementing Winchester's 2020 Climate Action Plan
Develop a comprehensive Climate Communications Strategy, including a Sustainability Website with data-driven information regarding climate emergency preparations and notifications, and mitigation and resiliency strategies
Incorporate well-defined and measurable sustainability objectives into municipal job descriptions and duties
Ensure that individuals with climate expertise are represented on relevant Town Boards, Committees and Commissions



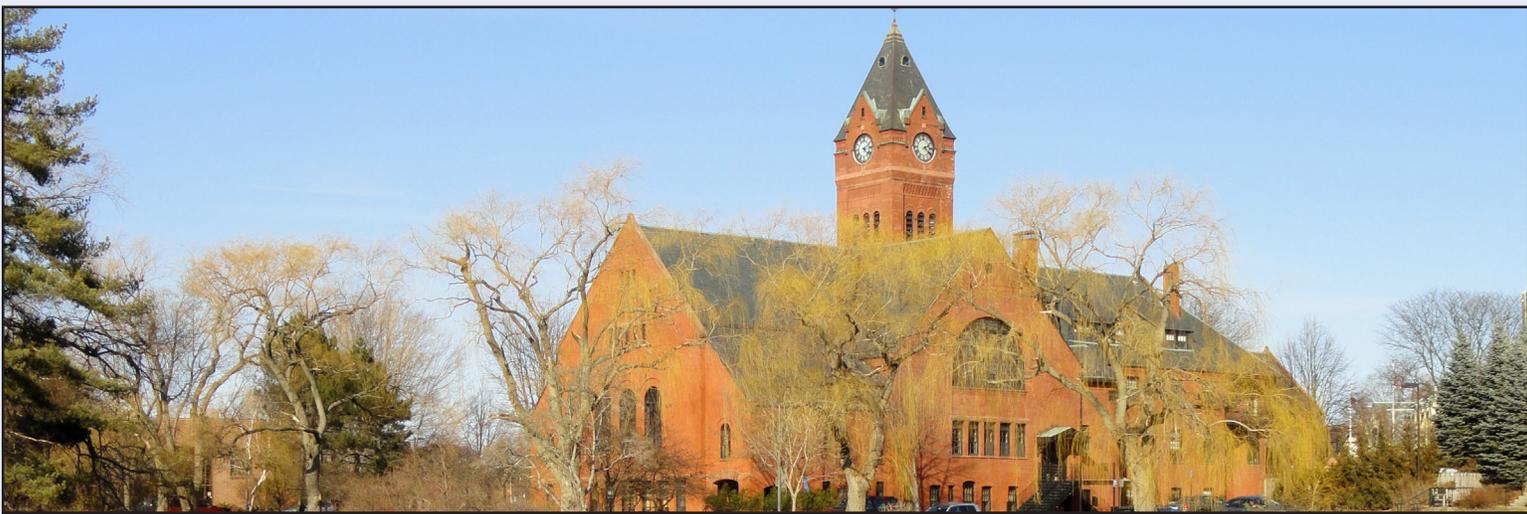
# SUSTAINABILITY

## Goal

## Actions



Reduce health risks due to climate change	Develop a specific Heat Response Strategy as a specific component of a broad Extreme Weather Response Plan
	Develop and continuously offer workshops on emergency preparedness including evacuation routes and plans
	Conduct ongoing public health campaigns regarding climate-caused threats due to increases in disease carrying mosquitos, ticks and rats, heat and other extreme weather events
Prioritize and incentivize green infrastructure practices	Identify best areas to install green infrastructure and low impact development to maintain baseflow in river during drought by maximizing filtration and reduce flooding
	Establish a stormwater utility fee; consider a credit structure to encourage infiltration best management practices
	Amend zoning to include Landscaping Requirements to protect existing trees from potentially harmful impacts of construction
	Conserve and create open spaces to safeguard local biodiversity and facilitate large-scale animal movements
	Study open space potential for flood storage and areas to conserve or construct wetlands
	Pass a town wide tree-preservation bylaw.
Develop sustainable funding mechanisms to ensure ongoing climate-preparedness	Generate renewable fees – Stormwater Utility; Tree Preservation; Student Parking Permits; WinPower; and other renewable revenue streams
	Obtain grants – Sustainability Director to identify, write and implement grants
	Develop Winchester’s voluntary Climate Fund for RECs



To: Mariano Goluboff, Lisa Wong  
From: Susan McPhee, Energy Conservation Coordinator  
Re: **2020 Green Communities Grant Application**  
Date: February 26, 2020  
Cc: Karl Rexer, Laura Turenne

Please find attached an outline of the projects, costs and grant request that the Energy Management Committee has voted to include in Winchester's 2020 Green Communities Grant application. The town is eligible to apply for \$100,000 in support of energy projects. These projects will result in \$12,484 in savings each year. The energy team would appreciate the Select Board taking a vote to support the selection of projects for inclusion in the grant.

Ambrose LEDs is the second and final phase of switching to LEDs inside the building. This project will save \$8,563 annually in electricity costs. It will also keep the classroom spaces cooler in hot months, with less heat being given off by the lighting.

The two Town Hall projects are working on saving energy and increasing comfort on the auditorium side of the building. The Town Hall insulation project will add insulation on top of the auditorium ceiling. Savings will occur by keeping heat in the space more effectively. The Town Hall de-strat fans project will install fans in the auditorium, hung at the top of the space, that will revolve slowly, pushing heat down during heating season. A happy additional benefit will be more air moving in the space during hot months. (The auditorium is not an air-conditioned space.) Projected savings for the two projects is \$3,921 annually in natural gas savings.

Thank you in advance for your consideration of this matter.

Building Name and/or Location	Project Name (description) <sup>1, 71</sup>	Projected Project Completion (month/year) (optional)	Projected Annual Electricity Savings or Generation (kWh) <sup>21</sup>	Projected Annual Natural Gas Savings (therms) <sup>21</sup>	Projected Annual Cost Savings <sup>21</sup> (\$)	Total Project Cost (\$) <sup>41</sup>	GC Grant Funding (\$) <sup>51</sup>	Utility Incentives (\$)	Other Grants (please list source in column N) (\$)	Town Contribution (\$)	Comments
AMBROSE ELEMENTARY SCHOOL	Interior LED Lighting Phase II	Oct-20	45,069		\$8,563.00	\$97,755.60	\$65,000.00	\$23,875.00		\$8,880.60	DPW budget
TOWN HALL	Insulation	Oct-20		1,600	\$1,600.00	\$30,748.44	\$25,000.00			\$5,748.44	Energy Revolving Fund
TOWN HALL	Destratification Fans	Oct-20		1,934	\$2,321.00	\$22,337.00	\$10,000.00	\$4,835.00		\$7,502.00	Energy Revolving Fund
(Insert new rows here)											
<b>WINCHESTER</b>		N/A	45,069	3,534	\$12,484.00	\$150,841.04	\$100,000.00	\$28,710.00	\$0.00	\$22,131.04	



# Winchester Town Day Committee

February 7, 2020

Mr. Mariano Goluboff, Chairman  
Board of Selectmen  
Town Hall  
Winchester, MA 01890

Mr. Goluboff:

The Winchester Town Day Committee would like to respectfully request a permit to hold Winchester's annual Town Day celebration on Friday, June 5 and Saturday, June 6, 2020 with a rain date of Sunday, June 7, 2020.

As in previous years, our permit request covers the following areas.

1. **Street closings and parking bans:**

Friday, June 5<sup>th</sup> (Block Party) - 5:30 PM to 11:00 PM  
Mt. Vernon St. (Converse Place to Washington St.)

Saturday, June 6<sup>th</sup> (or Rain Date Sunday, June 7<sup>th</sup>) - 6:00 am to 10:00 pm  
Main Street (Rotary to Mystic Valley Pkwy)  
Mt. Vernon Street (Rotary to Washington St.)  
Thompson Street  
Converse Place  
Laraway Road (to 5:00 PM only)

2. **Open Areas:**

Town Common  
Manchester Field  
Elliot Park  
Town Hall  
Mill Pond and grounds

3. **Fireworks display**

Manchester Field

We would also appreciate it if the Town would contact the MBTA and arrange for the redirection of the bus service that normally uses Laraway Road during the Saturday events.

We will be in contact with Chief Macdonnell and Chief Tustin regarding public safety issues on Town Day. We will also be in touch with the Department of Public Works, the School Department and the Recreation Department to coordinate the event with them.

P.O. Box 721, Winchester, Massachusetts 01890

February 7, 2020

Page 2

We would like to take this opportunity to remind the Board and all Winchester residents that Winchester Town Day is celebrating our 39<sup>th</sup> anniversary in 2020. We intend to work with the community to make this event the best yet. With your help and support, Winchester's 39<sup>th</sup> annual Town Day will be its usual success. As always, new ideas and volunteers are welcome. We would be happy to address any concerns or questions you might have.

Thank you for your consideration.

Sincerely,

/s/ Allan Eyden

/s/ Laura Fitzgerald

***Co-Chairs, Winchester Town Day Committee***



Winchester Chamber of Commerce  
 25 Waterfield Road, Winchester, MA 01890  
 781-729-8870  
[info@winchesterchamber.com](mailto:info@winchesterchamber.com)  
[www.winchesterchamber.com](http://www.winchesterchamber.com)

March 3, 2020

Winchester Town Hall  
 Town Manager Lisa Wong  
 71 Mt. Vernon Street  
 Winchester, MA 01890

**RE: February 27, 2020 Correspondence Winchester Center Train Station Renovation**

Dear Town Manager Wong,

Please see attached list of the sixty-two businesses (to date) that have openly signed on in support of the positions and recommendations of the Winchester Chamber of Commerce in its February 27, 2020 letter, addressed to you, concerning the Winchester Center train station renovation project.

Please feel free to forward this list to the MBTA.

Please accept this list as further evidence that the business community is united in these recommendations.

Very truly yours,

Richard Mucci

- CC: Select Board Members  
 Chair of School Committee  
 Michael Day  
 Jason Lewis

BOARD OF SELECTMEN  
 TOWN MANAGER  
 TOWN OF WINCHESTER

2020 MAR - 3 PM 2:35

RECEIVED

BOARD OF DIRECTORS
Craig Rabe <i>President</i>
Chris Barrett <i>Treasurer</i>
Clerk
Ben Albiani
Artie Bennos
Dot Butler
Andrew Clavette
Lauren Costello
Allan Eyden
Frank Fantasia
Patrick Fortin
Denise Flynn
Julie Hammond
Richard Leaf
Robert Lord
Anne Lucas
Brian Milauskas
Richard Mucci
Christopher Mulhern
Larry Murray
Peter Pirani
Andrew Ryan
Ghina Sahagun
Betsy Sands
Cathy Alexander <i>Executive Director</i>
Gail Morlock <i>Associate Director</i>



**Winchester Chamber of Commerce**  
**25 Waterfield Road, Winchester, MA 01890**  
**781-729-8870**  
**info@winchesterchamber.com**  
**www.winchesterchamber.com**

February 27, 2020

Winchester Town Hall  
Town Manager Lisa Wong  
71 Mt. Vernon Street  
Winchester, MA 01890

**RE: Winchester Center Train Station Renovation**

Dear Town Manager Wong,

Please accept this correspondence on behalf of the Chamber of Commerce, its Board of Directors and members concerning the planned renovation of the Winchester Center train station and foreseeable disruption of Winchester center's commerce and activity.

There are grave concerns amongst the business community as to the viability of every center business during this planned time of disruption for the station renovation. The current design calls for approximately 123 parking spaces to be lost during construction and road closures on vital roads such as Shore Road for unspecified time periods during the planned station construction. These planned disruptions to traffic and parking are unnerving. Many Winchester businesses compete daily against external factors and circumstances that make operating a brick and mortar store in this small community challenging enough. The slightest disruption in access and commerce leads many of these businesses to teeter on the brink of sustainability. The Town of Winchester must engage in mitigating measures during this time of disruption or it is inevitable that many businesses will shutter during the planned time of station construction.

The business community and its consumers cannot be expected to bear the brunt of the planned station construction disruptions alone. Teachers, students, town hall employees, business owners and customers all routinely converge on the town center and as such the disruption from this massive station construction project must be shared amongst all these groups who use the town center daily. Everyone will need to be burdened if the town center is to remain operational and accessible during this construction. Employing this concept of sharing the burden amongst all, the business community, has met and vetted the station design and planned parking and street

disruptions. We write to you, united in making these design recommendations and appeals for mitigating measures during the planned station construction.

## **I. ISSUES IN DESIGN**

The Winchester business community does not support the current MBTA design that constructs an outbound station ramp at the beginning of Shore Road. The business community, unequivocally, favors that this ramp be constructed behind the properties on Thompson Street at the site of the current outbound ramp and that the planned stairway for behind the properties on Thompson Street be eliminated. Shore Road is a vital one way road for center traffic and provides access and parking to many area businesses. The Shore Road entrance is narrow and congested. The proposed ramp will further narrow the street and seize parking spaces that the business community feels cannot afford to be lost. Further, the ramp on Shore Road ascetically presents an unsightly design from different vantage points. The business community implores town officials, legislative delegation and town meeting members to oppose any station renovation in which the design includes this ramp on Shore Road.

## **II. MITIGATION MEASURES**

Embodying the concept of sharing the burden amongst all who populate Winchester center, the business community appeals to the town of Winchester to support and implement the following mitigating measures during the planned station construction.

### **A. Completely Close the Center Station During Construction**

The business community wants the station to fully close during construction in order to shorten construction time and also to eliminate the need for commuters competing for parking. With the station closed there should be no need for any commuter designated parking in the area parking lots.

### **B. Continue Methods of Parking Enforcement and Increase Parking Signage**

The business community wants continued enforcement of the parking regulations consistent with current practices with a significant increase in highly visible parking signage alerting drivers where to park. This would include a map available online and in print for businesses to reference and distribute.

**C. Moratorium on Development of the Waterfield Lot until Station Construction is Complete**

Recently, the Town of Winchester sent out an RFQ for development of the Waterfield lot. The business community cannot envision losing the parking in this lot during the time of station construction disruption. Any planned development of the Waterfield lot must be delayed until after the center station renovation.

**D. Keep Shore Road Open During Construction**

Shore Road, a one way road, provides the only access to businesses along the road and parking. Closing Shore Road would lead to these businesses being land locked and parking inaccessible. Both will have devastating consequences, as many of these businesses are medical providers that service elderly patients with the only handicap parking and accessibility from their entrances at the start of Shore Road. Shore Road must remain open during construction. The town may need to be creative in order to do this during station construction, for example making Shore Road a two way street with access from Skillings Road or the Cullen lot.

**E. Specific Changes to Parking Area Designations**

In order to endure the loss of 123 parking spaces during construction, the business community petitions the town of Winchester to adopt the following parking changes:

1. Aberjona Lot—Pay for parking spaces (north portion) to remain unchanged and all other parking spaces be designated Town Center Employee Only Parking until 6 PM. No Commuter Parking.
2. Waterfield Lot—All parking spaces designated 2 hour parking. No commuter or town center employee parking.
3. Jenks Lot—All parking spaces designated 2 hour parking. All town hall employee parking moved out of the lot to the lower end of Skillings Road from Shore Road to the Mount Vernon Street intersection.
4. Cullen Lot—parking remain pay by station parking.
5. Public Safety Lot—remain unchanged
6. Shore Road—Shift the loss of 1 hour and handicap spaces past the point of construction, for example if 10, 1 hour parking spots are taken for construction then 10,

1 hour parking spaces will be shifted further down Shore Road into the 2 hour/ Town Center Employee permit parking location. Eliminate the Griffin Museum/Private Business parking spaces on Shore Road and replace with 2 hour/Town Center Employee permit parking.

7. Upper Skillings Road (WHS Staff Parking)—These designated parking spaces changed to 3 hour parking/Town Center Employee by Permit parking. WHS staff parking relocated to WHS school grounds or into the neighborhoods behind the high school.

8. Manchester Field Basketball Courts—The town should request that the school committee temporarily turn these basketball courts into Winchester Middle School/Lincoln School staff parking freeing up street parking for others to use. In alternative designating these courts as 2 hour parking for the public will create additional accessibility while keeping traffic on the outskirts of the center.

**F. Form a Committee to Explores Ways to Incentivize Consumers to Shop Local During the station renovation**

Form a committee through the Chamber of Commerce with town officials to look at ways drive business to the center businesses through events, incentives, discounts during this time of construction.

These mitigation measures fairly distribute the burden of the station renovation to all who work and frequent Winchester Center. They will help the town center to remain operational and accessible during this massive construction project. The business community believes these mitigation measures are the only way to sustain center commerce and should be adopted by the town.

Frankly, there are many business owners and consumers who don't see the benefit in renovating the Winchester Center station. Many favor having one station at Wedgemere and expanding the footprint of the center by developing the Aberjona lot, surrounding area and growing the center. Many businesses believe center commerce is being suffocated by the ever-expanding population of the high school, Lincoln School and middle school, which necessitates more staff creating more parking issues. When the station is complete there will likely be expanded use with less parking. With this in mind, a united business community is willing to support the town's

direction and desire to renovate the Winchester Center station, but not at all costs. The town needs to adopt these mitigation measures to garner such united support from the business community during this station renovation project and the town must commit to meaningfully addressing the reduction in parking spaces and likely parking crisis that will follow station completion.

The business community looks forward to working with you and town officials on implementing these and other mitigation measures and requests that the town forward to the MBTA the business community's issue with the current design. Please inform the Chamber of Commerce of the next appropriate plan for action.

Very truly yours,

*Chris Mulhern*

Christopher Mulhern  
Chamber Board of Director/  
Chamber Station Subcommittee  
Principal Harrison Mulhern Architects

Very truly yours,

*Richard Mucci*

Richard Mucci  
Chamber Board of Director/  
Chamber Station Subcommittee  
Law Offices of Richard Mucci

CC: Selectboard Members

Chair of School Committee

Michael Day

Jason Lewis

I, as an owner of the listed business or owner of commercial property in Winchester sign on to this correspondence and fully support the recommendations by the Chamber of Commerce as set forth in this correspondence.

**Please click her to submit your information.**

Name	Business Name	Address
Richard Mucci	Law Offices of Richard Mucci	63 Shore Road, Suite 23, Winchester MA 01890
Lawrence M. Murray	Murray & Quill, P.C.	165 Washington St
Mark Flannery	Mark Flannery Photography	16 Royalston Ave Winchester ,MA 01890
James O'Rourke	First House Pub	528 Main St.
Nan Shanahan	Better Homes and Gardens The Shanahan Group	552 Main St
Jeneen Sasso	Comfort Keepers	PO Box 444 Winchester, MA 01890
William B O'Leary,Sr	The O'Leary Law Firm	63 Shore Road Suite 25
Peter Collins	Collins Management Inc	10 Converse Place #301 Winchester
Artie Bennos	Simms II Jewelers	550 Main Street
Gail Ockerbloom	Studio on the Common	22 Church Street
Jeff wheeler	Edward Jones	535 Main Street
Anne Sharp	A Sharp Space	31 Brooks Street, Winchester, MA 01890
William Caci	Realtor and resident of Winchester Center	4 Rangeley Road
Lauren Costello	Costello Funeral Home	177 Washington St.
Julie Wile Fish	Realtor - Leading Edge Real Estate	51 Clark St Winchester
Maria Pennington	Get In Shape For Women	564 Main Street
Anne Lucas	Ducks In A Row Organizing LLC	18 Hawthorne Street Woburn MA
Fred Yen	Winchester farmers market community hub	207 Cross Street
David Fonseca	Local Hero Tech Support	52 Myrtle Terrace
FENG LI	Boston Oceanshore Investment	63 Shore Road #22, Winchester, MA 01890
Richard H. Sayre	Watch Hill Company	673 Shore Rd, Suite #35
Richard H. Sayre, President	Charlesbank Homes Foundation	63 Shore Road, Suite #32
Thomas D Russo, DMD	Thomas D Russo, DMD, PC	63 Shore Road, Suite 13, Winchester, MA 01890
Patrick C. Hall	Hall and Sullivan	63 shore road No. 34
John B. Doherty	Jay Finn Insurance Agency, Inc.	10 Skillings Road
CHRISTOPHER J. BARRETT	BARRETT & SCIBELLI, LLC	8 WINCHESTER PLACE, UNIT 301
stephen pazyra	La Patisserie	30 CHURCH ST.
Ron Surabian	Waterfield Realty	36 Church Street, Winchester
Ben Albiani	Albiani management company	828 Main st
Peter J. Segerstrom	Winchester Savings Bank	661 Main Street
Maria Pintone	Salone Estetica	6 Thompson Street, Winchester, MA 01890
Judy Manzo	Book Ends Bookstore	559 Main St. Winchester Center
Richard Leaf	Leaf Design Associates, Inc.	
Dennis Phillips	Dennis Phillips, Attorney at Law	63 Shore Rd Ste 23
Carolyn Nolan	Ameriprise Financial	48 Mount Vernon St Suite 300
Thurman Smith	Equity Fund Research	64 Church Street
Carey Sue Barney	CS Consulting	6 Lawson Road Winchester MA 01890
Frank Fantasia	The House Watchers	4 Churchill Road, Winchester, MA 01890
ALLAN WILDE	W A WILDE & SON INSURANCE AGENCY INC	887 MAIN STREET
Priscilla Fitzgerald	Ambrose Photography	10 Carter Street
Mary Lou Bigelow	Bowes Real Estate sales agent	200 Swanton street #L5
Craig Rabe	First Class Networks	500 W CUMMINGS PARK STE 4000
Emily Ehl	J. Hilburn Custom Menswear	6 Mt. Vernon Street
Amy O'Brien	The Hive	553 Main Street
Brenda Arenas	French Lessons	7 Thompson Street
Peter Ziegelman	A - Z Fine Arts	9 Thompson Street
Kim Walton	Stitch Boutique	47 Church Street
Michele Israel	Recess Boutique	41 Church Street
Erik Israel	The Nest	41 Church Street
Andrew Anderson	Frame Haven	7 Waterfield Road

Name	Business Name	Address
Mike D'Agostino	D'Agostino's Foods	11 Waterfield Road
Cheryl Chiuccariello	Runway Couture	38 Church Street
Rosina DiBenedetto	Salon Rosina	601 Main Street
Michelle Norman	HOME	2A Mt. Vernon Street
Huu Le	Pairings Wine and Food	600 Main Street
Theodore	The Book & Board	626 Main Street
Andrew Ryan	Fells True Value Hardware	654 Main Street
Dan	Joe's Main Street	612 Main Street
Dennis O'Malley	Dennis O'Malley Attorney at Law	63 Shore Rd. Suite 23
Diane DeSimone	Pondview Florist	16 Mt. Vernon Street
Sven Andersen	Andersen Group Realty	17 Waterfield Road