



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

A. 6:30 P.M. OPENING

EXECUTIVE SESSION (closed to public)..... 6:30 PM

1. 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.
2. MGL Ch. 30A §21(a) 3 – To discuss strategy with respect to collective bargaining or litigation.

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

- Monday, September 28, 2020 – Regular Session

B. ACCEPTANCE OF DONATIONS

C. TOWN MANAGER REPORT AND COMMENTS

1. Appointments: DPW W12 Maintenance Special Equipment Operator – Stephen Bolduc

DPW Promotion PT11 Building Maintenance Specialist – David Cannava

DPW PT11 Building Maintenance Specialist – Nathan Palermo

2. General Topics

D. COMPTROLLER'S REPORT

Office of the Comptroller – Final FY20 Comptroller Report & July FY21 Report

Documents:

[COMPTROLLER FY20 REPORT.PDF](#)

E. 7:50 P.M. LICENSES

Change of Ownership – Domino’s Pizza 743 Main, new owner Tamer Mikhail

F. 8:00 P.M. HEARINGS

Traffic Hearing – to consider the installation of 4-way stop signs at Foxcroft/Yale and Warren/Cabot

Documents:

[YALE-FOXCROFT WARREN-CABOT 4-WAY STOP.PDF](#)

G. BUSINESS

1. Town Meeting Update
2. Friendly Preliminary Assessment of Denial of Cable Television License Renewal of Comcast Cable Communications Management, LLC - Vote
3. Waterfield Lot RFP
4. Weston & Sampson Transfer Station Report
5. Select Board Policies

Documents:

[FTM_2020 OPTIONS.PDF](#)
[WINCHESTER CABLE MEMO TO SELECT BOARD FROM ATTY WM SOLOMON RE FRIENDLY PRELIMINARY DENIAL OF COMCAST LICENSE RENEWAL 09.04.20.PDF](#)
[WATERFIELD LOT SELECT BOARD MEETING SUMMARY 9.14.20.PDF](#)
[WINCHESTER TRANSFER STATION PRESENTATION - FINAL.PDF](#)

H. COMMUNICATIONS AND WORKING GROUP REPORTS

1. CONSENT AGENDA

1. Approve the Staging & Parking Permit from Charles Services for Bank of America - 35 Church Street – to use (2) parking spaces in front of the building for construction parking and dumpster staging.
2. Approve request from Dr. Janis Moriarty, 607 Main Street, to have two dedicated parking spaces in front of her building for her patients.
3. Approve request from Cathy Alexander, Chamber of Commerce Executive Director, for the Chamber to facilitate a Town-wide sidewalk sale, on September 19th 10:00 am – 5:00 pm.
4. Approve request from Jennifer Murphy, Health Director, asking for funding assistance from the Winchester Hospital Gift account for tents to be used at the Jenks Center to give flu shots to Winchester senior residents.
5. That the Select Board rescind their vote on April 23, 2020 authorizing the spending of \$1,200 out of the Winchester Hospital Gift Account for washers for the Fire Department.

Documents:

[STAGING PERMIT - 35 CHURCH STREET.PDF](#)
[J. MORIARTY 607 MAIN ST PARKING SPACE-LETTER.PDF](#)
[JANIS MORIARTY-PARKING SPACE OUT FRONT 607 MAIN ST.PDF](#)
[CHAMBER SIDEWALK 9.19 SALE.PDF](#)

I. EQUITY AND RACISM TASK FORCE



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
Fiscal Year 2020 as of June 30, 2020
DATE: September 14, 2020

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

Operating Reserves

Operating Reserves (G/F Undesignated Fund Balance + General Stabilization Fund Balance) as a percentage of Total Revenue and Transfers In is 11.92%. This exceeds the Operating Reserve policy target of 10% (minimum of 6%). The slight decrease from last year (12.06%) to this year is primarily due to the effects of COVID-19 on the revenues. The override that was passed in FY20 certainly made a difference with respect to the usage of reserves, however, when we usually experience a surplus in revenues, this year was different. We had a general fund revenue deficit totaling \$148,520.

General Fund Revenue

- Due to COVID we did see a hit to revenue in certain areas:
 - Property taxes are usually right on target but this year you can see that the revenue collected is slightly under our expectations. We only received \$21k in liens/deferrals which is low compared to historical collections. The due date extension may also have had an impact on this. Looking at July collections, they are up slightly than the prior year (as a % of the budget).
 - Motor vehicle excise has suffered a bit as well. We only had 2 FY20 commitments posted/processed in FY20 - the primary billing of \$3.1m (in March) and then another for close to \$400k (in May). There are usually additional commitments processed in June. Comparing last July collections with this July, they are up, but not by much (3%).
 - Other excise – meals tax hasn't met the targets due to restaurants being closed for inside dining. The shortfall is not significant, but I can imagine this downward trend will continue into FY21.
 - Penalties & interest took a hit due to the legislation waiving any late fees/interest.
- In addition to the late FY19 PILOT payment we received in FY20, we received one of the two FY20 PILOT payments from the Winchester Hospital. The agreement for the payment we haven't received is currently in process. Both PILOT agreements with the Winchester Hospital require negotiation for FY21 and beyond.

- Miscellaneous Non-Recurring revenue consists of state & federal reimbursements related to overtime for shared services as well as a vendor reimbursement for an overpayment of prior year bills. FY19's revenue includes the one-time Winning Farm developer's payment (\$1m).
- Transfers in from other funds exceed the budget primarily because we received reimbursements for fringe benefits associated with the SAFER Federal grant program that were not budgeted and also we corrected/closed out several old special revenue funds.

General Fund Expenditures

The departments were directed to freeze any non-essential spending due to COVID-19 which contributed to the turnbacks of \$2.7 million. Reference the General Fund – Financial Summary for the departments who turned back >\$100k. These turnbacks have offset the deficit in revenue which we would have had to raise otherwise.

The unbudgeted FY20 COVID-19 related costs were able to be absorbed by the various departmental budgets, which means that any state or federal reimbursement for these costs as part of the Coronavirus Relief Fund/Cares Act will be considered Miscellaneous Non-Recurring revenue when we receive it in FY21. The reimbursement request for FY20 is in process as is the request for FY21 funds based on estimates.

Free Cash

The Free Cash analysis in the report summarizes the various uses of Free Cash in FY18 through FY20. Due to the FY20 override, the use of Free Cash to balance the FY21 budget was limited to \$100,000. Note that the Free Cash analysis does not include the Overlay Reserve funding. The Board of Assessor's were able to release \$468k of overlay into the reserve which was used to balance the FY21 budget.

FY20's Free Cash (est \$9-9.5m) will be reviewed and certified by the Department of Revenue's Division of Local Services (DOR) in the next couple of weeks.

Reserve Fund

In FY20, the Finance Committee approved Reserve Fund transfers/uses of \$469k. Town Meeting appropriated an additional \$261k during FY20 to replenish the uses during the year.

The following are the top uses this year:

- Unemployment \$174,900 (primarily COVID related)
- COVID Emergency Funding \$115,300 (across many departments)
- Legal \$70,000 (various matters)

Water & Sewer Enterprise Fund

The Water and Sewer Enterprise Fund finished FY20 with a revenue shortage, as expected, of \$385k and expenditure turnbacks of \$256k. Retained earnings was sufficient enough to cover the current operating deficit, leaving an uncertified/unaudited retained earnings balance of \$407k. This, as a percentage of total revenues and transfers in, is 4%, which is less than our desired reserve percentage (>10%). In order to be able to meet operational needs and to build up reserves, Spring Town Meeting approved a service fee and a rate increase. The service fee will provide a base level of revenue in times when consumption alone cannot support operations.

Further review of the Water & Sewer fund revenue will be performed in relation to the on-going stormwater requirements.

Retained earnings will be reviewed and certified by the DOR in the next couple of weeks.

Recreation Enterprise Fund

The Recreation Enterprise Fund finished FY20 with a revenue shortage, as expected, of \$571k and expenditure turnbacks of \$326k. Like the Water & Sewer Enterprise Fund, retained earnings was sufficient enough to cover the current operating deficit, leaving an uncertified/unaudited retained earnings balance of \$157k. This, as a percentage of total revenues and transfers in, is 10%, which is usually an acceptable level of reserves, however, due to the uncertainties of the COVID-19 situation we will likely need to draw upon these reserves in FY21. The General Fund has already provided more funding than usual to help meet the upcoming budgetary needs of the fund.

There are a lot of moving pieces this year in relation to the programming which will be under constant review by the Recreation Director and Town Management.

Retained earnings will be reviewed and certified by the DOR in the next couple of weeks.

Town of Winchester



Financial Update **Office of the Comptroller**

Stacie A. Ward, CPA, Town Comptroller

Fiscal Year 2020

**TOWN OF WINCHESTER, MA
FINANCIAL UPDATE
OFFICE OF THE COMPTROLLER
FISCAL YEAR 2020**

TABLE OF CONTENTS

Operating Reserves.....	1
General Fund - Financial Summary.....	2
General Fund Revenue - Comparative Report.....	3
General Fund Expenditures - Comparative Report.....	4
General Fund - Free Cash Activity.....	8
General Fund - Reserve Fund Transfers.....	9
Enterprise Fund - Retained Earnings.....	10
Water & Sewer Enterprise Fund - Comparative Report.....	11
Recreation Enterprise Fund - Comparative Report.....	12
M.G.L. Chapter 44 § 53e 1/2 - Revolving Funds.....	13
Stabilization Funds.....	14
Other Post Employment Benefits Trust Fund.....	15

**TOWN OF WINCHESTER, MA
OPERATING RESERVES
FISCAL YEAR 2020**

Undesignated Fund Balance*	10,497,511.84
Total General Stabilization Balance	<u>4,538,710.35</u>
Total Operating Reserves	<u><u>15,036,222.19</u></u>
Total General Fund Revenues & Transfers In	<u><u>126,146,174.30</u></u>
Operating Reserves as a % of Revenues & Transfers In	<u><u>11.92%</u></u>

* Pursuant to the Operating Reserves Policy, "Operating Reserves" is the sum of the General Fund Undesignated Fund Balance and the General Stabilization Fund Balance. Undesignated Fund Balance is not the same as Free Cash. The Department of Revenue has a formula they follow to calculate Free Cash, starting with Undesignated Fund Balance and making adjustments from there. The DOR will start their Free Cash certification process mid-September.

**TOWN OF WINCHESTER, MA
GENERAL FUND - FINANCIAL SUMMARY
FISCAL YEAR 2020**

	<u>Actuals</u>	<u>% of Budget (Received/Spent)</u>
<i><u>General Fund Revenues & Transfers In:</u></i>		
Total Revenue and Transfers In	126,146,174.30	99.88%
Total increase year to year comparison	7,110,815.17	
Percentage increase year to year comparison	5.97%	
Revenue Surplus/(Deficit)	(148,520.26)	
<i>Highlights:</i>		
Real Estate and Personal Property Revenue	100,234,231.54	99.63%
State Aid	11,722,764.00	99.47%
Local Receipts	8,941,801.69	102.47%
<i><u>General Fund Expenditures & Transfers Out:</u></i>		
Total Expenditures, Transfers Out & Encumbrances	125,842,302.86	97.92%
Total increase year to year comparison	6,557,871.96	
Percentage increase year to year comparison	5.50%	
Turnbacks	2,676,820.43	
<i>Highlights:</i>		
<i>Expenditures & encumbrances:</i>		
Education	54,638,379.17	99.92%
Personnel Benefits	17,987,539.85	97.45%
Debt Service	12,647,079.34	99.50%
<i>Turnbacks >\$100k per Department:</i>		
Library	137,172.40	
Police Department	522,395.48	
Fire Department	272,286.48	
Department of Public Works	277,039.34	
Health Insurance	404,367.09	
Energy	147,596.10	
Reserve Fund	191,977.00	

**TOWN OF WINCHESTER, MA
GENERAL FUND REVENUE - COMPARATIVE REPORT
FISCAL YEAR 2020 AND FISCAL YEAR 2019**

	FISCAL YEAR 2020				FISCAL YEAR 2019			
	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received	Revised Budget	Actual	(Under)/Over Budget	% of Budget Received
TAXATION								
Real Estate Taxes	100,295,686.65	99,491,324.39	(804,362.26)		91,633,858.35	91,018,657.41	(615,200.94)	
Personal Property Taxes	716,222.00	722,119.16	5,897.16		682,591.75	683,205.95	614.20	
Tax Title Liens/Deferred Taxes	-	20,787.99	20,787.99		-	273,595.12	273,595.12	
Allowance for Abatements (budgetary only)	(408,579.09)	-	408,579.09		(398,914.32)	-	398,914.32	
Total Taxation	100,603,329.56	100,234,231.54	(369,098.02)	99.63%	91,917,535.78	91,975,458.48	57,922.70	100.06%
STATE AID								
Cherry Sheet Revenue	11,113,293.00	11,050,682.00	(62,611.00)		10,663,081.00	10,683,855.00	20,774.00	
School Construction	672,082.00	672,082.00	-		672,082.00	672,082.00	-	
Total State Aid	11,785,375.00	11,722,764.00	(62,611.00)	99.47%	11,335,163.00	11,355,937.00	20,774.00	100.18%
LOCAL RECEIPTS								
Motor Vehicle & Boat Excise	3,891,000.00	3,646,539.20	(244,460.80)		3,775,000.00	4,096,505.16	321,505.16	
Other Excise - Meals Tax	200,000.00	191,956.15	(8,043.85)		190,000.00	206,922.22	16,922.22	
Penalties & Interest	200,000.00	191,532.36	(8,467.64)		300,000.00	222,996.97	(77,003.03)	
Payments in Lieu of Taxes	30,000.00	81,389.73	51,389.73		50,000.00	34,667.34	(15,332.66)	
Trash Disposal Service	1,400,000.00	1,520,839.80	120,839.80		1,420,000.00	1,456,646.49	36,646.49	
Fees	850,000.00	925,561.36	75,561.36		945,000.00	901,151.11	(43,848.89)	
Rentals	50,000.00	53,598.48	3,598.48		51,000.00	71,423.84	20,423.84	
Cemetery	215,000.00	214,150.00	(850.00)		210,000.00	280,552.50	70,552.50	
Other Departmental Revenue	100,000.00	122,888.73	22,888.73		75,000.00	139,293.28	64,293.28	
Licenses & Permits	1,500,000.00	1,559,578.31	59,578.31		1,600,000.00	1,524,411.39	(75,588.61)	
Fines & Forfeitures	30,000.00	91,646.70	61,646.70		31,000.00	122,350.10	91,350.10	
Investment Earnings	200,000.00	245,174.51	45,174.51		70,000.00	382,534.22	312,534.22	
Medicaid Reimbursement	60,000.00	62,117.85	2,117.85		100,000.00	63,207.04	(36,792.96)	
Miscellaneous Non-Recurring	-	34,828.51	34,828.51		-	1,161,167.82	1,161,167.82	
Total Local Receipts	8,726,000.00	8,941,801.69	215,801.69	102.47%	8,817,000.00	10,663,829.48	1,846,829.48	120.95%
TOTAL REVENUE	121,114,704.56	120,898,797.23	(215,907.33)	99.82%	112,069,698.78	113,995,224.96	1,925,526.18	101.72%
TRANSFERS IN								
From Enterprise - Indirects	1,780,346.00	1,780,346.00	-		1,657,749.00	1,657,749.00	-	
From Building & Capital Stabilization	2,861,251.00	2,861,251.00	-		2,953,265.00	2,953,265.00	-	
From Unallocated Wage Articles	293,393.00	293,393.00	-		105,040.00	105,040.00	-	
From Other	245,000.00	312,387.07	67,387.07		222,000.00	324,080.17	102,080.17	
TOTAL TRANSFERS IN	5,179,990.00	5,247,377.07	67,387.07	101.30%	4,938,054.00	5,040,134.17	102,080.17	102.07%
TOTAL REVENUE AND TRANSFERS IN	126,294,694.56	126,146,174.30	(148,520.26)	99.88%	117,007,752.78	119,035,359.13	2,027,606.35	101.73%

**TOWN OF WINCHESTER, MA
GENERAL FUND EXPENDITURES - COMPARATIVE REPORT
FISCAL YEAR 2020 AND FISCAL YEAR 2019**

	FISCAL YEAR 2020					FISCAL YEAR 2019				
	Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent	Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent
TOWN MANAGER SALARIES	645,967.00	621,816.12	-	24,150.88	96.26%	625,322.00	624,266.38	-	1,055.62	99.83%
TOWN MANAGER EXPENSES	160,542.31	125,812.54	5,680.00	29,049.77	81.91%	118,975.73	96,887.46	12,800.00	9,288.27	92.19%
FINANCE COMMITTEE SALARIES	4,204.00	4,202.72	-	1.28	99.97%	3,500.00	1,156.68	-	2,343.32	33.05%
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	374,066.00	374,061.36	-	4.64	100.00%	354,161.00	351,273.86	-	2,887.14	99.18%
COMPTROLLER EXPENSES	11,000.00	4,748.93	-	6,251.07	43.17%	9,800.00	7,015.79	-	2,784.21	71.59%
ASSESSORS SALARIES	229,592.00	224,021.85	-	5,570.15	97.57%	216,642.00	214,785.30	-	1,856.70	99.14%
ASSESSORS EXPENSES	47,750.00	28,764.80	827.12	18,158.08	61.97%	58,765.78	38,288.20	-	20,477.58	65.15%
COLLECTOR/TREASURER SALARIES	368,825.00	352,177.96	-	16,647.04	95.49%	339,043.00	332,617.07	-	6,425.93	98.10%
COLLECTOR/TREASURER EXPENSES	115,562.88	71,660.92	-	43,901.96	62.01%	135,281.03	87,772.90	2,312.88	45,195.25	66.59%
AUDIT EXPENSES	88,350.00	88,350.00	-	-	100.00%	100,000.00	77,000.00	8,350.00	14,650.00	85.35%
ENGINEERING SALARIES	464,986.00	461,785.35	-	3,200.65	99.31%	452,641.00	446,070.60	-	6,570.40	98.55%
ENGINEERING EXPENSES	106,038.00	58,057.63	17,978.43	30,001.94	71.71%	91,649.60	69,714.76	8,204.03	13,730.81	85.02%
BUILDING, ZONING & BOARD OF APPEALS SALARIES	350,460.00	346,832.28	-	3,627.72	98.96%	343,675.00	336,078.43	-	7,596.57	97.79%
BUILDING, ZONING & BOARD OF APPEALS EXPENSES	27,221.00	19,416.61	-	7,804.39	71.33%	28,734.98	17,309.70	1,355.00	10,070.28	64.95%
CONSERVATION COMMISSION SALARIES	56,575.00	55,682.23	-	892.77	98.42%	53,677.00	52,892.38	-	784.62	98.54%
CONSERVATION COMMISSION EXPENSES	2,135.00	1,690.43	-	444.57	79.18%	2,135.00	1,472.48	-	662.52	68.97%
PLANNING BOARD SALARIES	105,809.00	101,235.59	-	4,573.41	95.68%	103,335.00	97,797.55	-	5,537.45	94.64%
PLANNING BOARD EXPENSES	70,968.00	51,685.90	-	19,282.10	72.83%	41,600.00	38,239.45	-	3,360.55	91.92%
LEGAL EXPENSES	470,000.00	460,022.30	-	9,977.70	97.88%	617,846.30	614,204.86	-	3,641.44	99.41%
HUMAN RESOURCES SALARIES	154,368.00	151,306.54	-	3,061.46	98.02%	137,877.00	131,069.94	-	6,807.06	95.06%
HUMAN RESOURCES EXPENSES	22,700.00	16,311.65	-	6,388.35	71.86%	23,150.00	17,815.23	-	5,334.77	76.96%
DATA PROCESSING SALARIES	123,406.00	113,921.55	-	9,484.45	92.31%	114,874.00	111,440.10	-	3,433.90	97.01%
DATA PROCESSING EXPENSES	592,731.16	506,363.48	25,955.00	60,412.68	88.81%	527,113.00	482,499.57	35,358.48	9,254.95	98.24%
GENERAL SERVICES EXPENSES	155,344.78	124,298.40	-	31,046.38	80.01%	140,379.46	106,078.29	18,159.84	16,141.33	88.50%
TOWN CLERK SALARIES	345,402.00	333,327.88	-	12,074.12	96.50%	343,146.00	324,283.07	-	18,862.93	94.50%

TOWN OF WINCHESTER, MA
GENERAL FUND EXPENDITURES - COMPARATIVE REPORT
FISCAL YEAR 2020 AND FISCAL YEAR 2019

	FISCAL YEAR 2020					FISCAL YEAR 2019				
	Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent	Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent
TOWN CLERK EXPENSES	81,550.00	72,628.11	-	8,921.89	89.06%	70,550.00	63,659.06	172.94	6,718.00	90.48%
GENERAL GOVERNMENT	5,178,053.13	4,770,463.13	50,440.55	357,149.45	93.10%	5,056,373.88	4,741,969.11	86,713.17	227,691.60	95.50%
LIBRARY SALARIES	1,587,573.00	1,495,777.66	-	91,795.34	94.22%	1,557,001.00	1,497,893.24	-	59,107.76	96.20%
LIBRARY EXPENSES	410,200.45	365,199.73	2,286.52	42,714.20	89.59%	405,367.13	389,806.22	655.45	14,905.46	96.32%
LIBRARY CAPITAL	15,500.00	12,837.14	-	2,662.86	82.82%	15,000.00	14,434.23	-	565.77	96.23%
ARCHIVAL CENTER EXPENSES	18,900.00	18,494.17	-	405.83	97.85%	18,300.00	18,126.18	-	173.82	99.05%
HISTORICAL COMMISSION SALARIES	1,500.00	101.90	-	1,398.10	6.79%	1,500.00	1,500.00	-	-	100.00%
HISTORICAL COMMISSION EXPENSES	15,000.00	5,500.00	-	9,500.00	36.67%	23,000.00	21,500.00	-	1,500.00	93.48%
CULTURE & RECREATION	2,048,673.45	1,897,910.60	2,286.52	148,476.33	92.75%	2,020,168.13	1,943,259.87	655.45	76,252.81	96.23%
BOARD OF HEALTH SALARIES	294,655.00	294,254.89	-	400.11	99.86%	274,030.00	239,443.04	-	34,586.96	87.38%
BOARD OF HEALTH EXPENSES	134,079.92	87,213.51	4,967.00	41,899.41	68.75%	97,513.50	88,125.94	8,233.14	1,154.42	98.82%
COUNCIL ON AGING SALARIES	340,249.00	304,861.27	-	35,387.73	89.60%	279,674.00	277,714.84	-	1,959.16	99.30%
COUNCIL ON AGING EXPENSES	7,162.00	1,457.28	-	5,704.72	20.35%	8,870.00	8,015.44	-	854.56	90.37%
VETERANS' SERVICES SALARIES	9,805.00	9,803.96	-	1.04	99.99%	9,629.50	9,629.50	-	-	100.00%
VETERANS' SERVICES EXPENSES	36,067.00	23,131.14	-	12,935.86	64.13%	36,067.00	24,959.81	-	11,107.19	69.20%
HEALTH & SOCIAL SERVICES	822,017.92	720,722.05	4,967.00	96,328.87	88.28%	705,784.00	647,888.57	8,233.14	49,662.29	92.96%
POLICE SALARIES	5,100,076.00	4,621,397.37	-	478,678.63	90.61%	4,674,041.00	4,552,410.15	-	121,630.85	97.40%
POLICE EXPENSES	286,170.42	246,387.25	66.32	39,716.85	86.12%	231,409.87	200,525.82	2,069.08	28,814.97	87.55%
POLICE CAPITAL	90,000.00	86,000.00	-	4,000.00	95.56%	75,000.00	74,750.00	-	250.00	99.67%
FIRE SALARIES	4,868,976.00	4,630,529.97	-	238,446.03	95.10%	4,767,915.00	4,404,788.82	-	363,126.18	92.38%
FIRE EXPENSES	277,251.00	248,747.47	649.48	27,854.05	89.95%	273,190.00	223,059.34	761.00	49,369.66	81.93%
FIRE CAPITAL	63,520.50	57,534.10	-	5,986.40	90.58%	52,500.00	28,895.15	2,520.50	21,084.35	59.84%
SEALER OF WEIGHTS & MEASURES SALARIES	8,073.00	8,073.00	-	-	100.00%	7,924.00	7,923.48	-	0.52	99.99%
SEALER OF WEIGHTS & MEASURES EXPENSES	2,022.00	1,809.02	-	212.98	89.47%	2,022.00	1,677.96	-	344.04	82.99%
PUBLIC SAFETY	10,696,088.92	9,900,478.18	715.80	794,894.94	92.57%	10,084,001.87	9,494,030.72	5,350.58	584,620.57	94.20%

TOWN OF WINCHESTER, MA
GENERAL FUND EXPENDITURES - COMPARATIVE REPORT
FISCAL YEAR 2020 AND FISCAL YEAR 2019

	FISCAL YEAR 2020				FISCAL YEAR 2019					
	Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent	Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent
DEPARTMENT OF PUBLIC WORKS SALARIES	4,665,236.00	4,449,477.27	-	215,758.73	95.38%	4,387,830.32	4,333,260.36	-	54,569.96	98.76%
DEPARTMENT OF PUBLIC WORKS EXPENSES	2,354,231.35	2,200,899.46	95,467.61	57,864.28	97.54%	2,424,555.88	2,168,102.83	57,039.37	199,413.68	91.78%
DEPARTMENT OF PUBLIC WORKS CAPITAL	24,309.67	20,893.34	-	3,416.33	85.95%	26,355.20	16,408.20	4,810.00	5,137.00	80.51%
SNOW & ICE SALARIES	204,501.60	204,501.60	-	-	100.00%	264,130.00	264,129.18	-	0.82	100.00%
SNOW & ICE EXPENSES	294,487.39	294,487.39	-	-	100.00%	338,058.00	316,804.71	131.65	21,121.64	93.75%
SNOW & ICE CAPITAL	25,000.00	16,500.00	-	8,500.00	66.00%	26,654.00	24,905.39	-	1,748.61	93.44%
DEPARTMENT OF PUBLIC WORKS	7,567,766.01	7,186,759.06	95,467.61	285,539.34	96.23%	7,467,583.40	7,123,610.67	61,981.02	281,991.71	96.22%
SCHOOL DEPARTMENT	54,436,488.05	53,300,473.40	1,118,200.29	17,814.36	99.97%	50,610,022.37	50,211,139.12	326,781.69	72,101.56	99.86%
VOCATIONAL EDUCATION EXPENSES	243,785.00	219,705.48	-	24,079.52	90.12%	248,638.00	231,372.00	-	17,266.00	93.06%
EDUCATION	54,680,273.05	53,520,178.88	1,118,200.29	41,893.88	99.92%	50,858,660.37	50,442,511.12	326,781.69	89,367.56	99.82%
CONTRIBUTORY RETIREMENT APPROPRIATION	5,133,390.00	5,132,390.00	-	-	100.00%	4,819,719.95	4,819,719.95	-	-	100.00%
WORKERS COMPENSATION	420,000.00	412,742.81	-	7,257.19	98.27%	360,000.00	359,999.96	-	0.04	100.00%
UNEMPLOYMENT INSURANCE EXPENSES	249,900.00	68,452.85	181,080.17	366.98	99.85%	75,000.00	67,358.54	-	7,641.46	89.81%
HEALTH INSURANCE EXPENSES	11,670,760.00	11,266,392.91	-	404,367.09	96.54%	11,215,000.00	10,990,059.37	1,000.00	223,940.63	98.00%
MEDICARE TAX	985,000.00	976,481.11	-	8,518.89	94.06%	960,000.00	874,538.22	-	85,461.78	91.10%
UNDISTRIBUTED - PERSONNEL BENEFITS	18,458,050.00	17,806,459.68	181,080.17	470,510.15	97.45%	17,429,719.95	17,111,676.04	1,000.00	317,043.91	98.18%
ENERGY EXPENSES	2,131,045.64	1,981,442.30	2,007.24	147,596.10	93.07%	2,312,712.07	2,291,707.34	4,205.25	16,799.48	99.27%
STATE ASSESSMENTS & CHARGES	618,582.00	590,892.00	-	27,690.00	95.52%	586,600.00	573,680.00	-	12,920.00	97.80%
RESERVE FUND	191,977.00	-	-	191,977.00	0.00%	310,788.49	-	-	310,788.49	0.00%
GENERAL INSURANCE EXPENSES	415,000.00	373,104.60	1,631.25	40,264.15	90.30%	396,000.00	388,842.85	-	7,157.15	98.19%
ENVIRONMENTAL REMEDIATION SERVICES EXPENSE	40,000.00	28,500.00	-	11,500.00	71.25%	38,000.00	27,900.00	-	10,100.00	73.42%
UNDISTRIBUTED - OTHER	3,396,604.64	2,973,938.90	3,638.49	419,027.25	87.66%	3,644,100.56	3,282,130.19	4,205.25	357,765.12	90.18%
FUNDED DEBT EXPENSES	7,610,000.00	7,610,000.00	-	-	100.00%	7,644,566.00	7,644,565.67	-	0.33	100.00%
INTEREST ON FUNDED DEBT EXPENSES	5,100,079.56	5,037,079.34	-	63,000.22	98.76%	5,349,183.00	5,349,181.64	-	1.36	100.00%
FUNDED DEBT	12,710,079.56	12,647,079.34	-	63,000.22	99.50%	12,993,749.00	12,993,747.31	-	1.69	100.00%
TOTAL EXPENDITURES	115,557,606.68	111,423,989.82	1,456,796.43	2,676,820.43	97.68%	110,260,141.16	107,780,823.60	494,920.30	1,984,357.26	98.20%

TOWN OF WINCHESTER, MA
 GENERAL FUND EXPENDITURES - COMPARATIVE REPORT
 FISCAL YEAR 2020 AND FISCAL YEAR 2019

	FISCAL YEAR 2020						FISCAL YEAR 2019					
	Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent		Revised Budget	Actual	Encumbrances	Under/(Over) Budget	% of Budget Spent	
TRANSFERS TO BUILDING & CAPITAL STABILIZATION FUNDS	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	4,790,291.00	-	-	100.00%		4,995,809.00	4,995,809.00	-	-	100.00%	
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	673,922.61	673,922.61	-	-	100.00%		1,005,140.00	1,005,140.00	-	-	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%		80,000.00	80,000.00	-	-	100.00%	
TOTAL TRANSFERS OUT	12,961,516.61	12,961,516.61	-	-	100.00%		11,008,687.00	11,008,687.00	-	-	100.00%	
TOTAL EXPENDITURES AND TRANSFERS OUT	128,519,123.29	124,385,506.43	1,456,796.43	2,676,820.43	97.92%		121,268,828.16	118,789,510.60	494,920.30	1,984,397.26	98.36%	

**TOWN OF WINCHESTER, MA
GENERAL FUND - FREE CASH ACTIVITY
FISCAL YEAR 2018 THROUGH FISCAL YEAR 2020**

	FY 2018	FY 2019	FY 2020
Certified Free Cash:	7,571,306.00	6,601,740.00	8,835,968.00
Uses:			
Fall 2017 TM A24 Supplement FY18 Operating Budgets	(127,500.00)	-	-
Fall 2017 TM A25 Eversource Engineering/Consulting	(265,000.00)	-	-
Fall 2017 TM A32 McCall Middle School Phase I & II	(499,685.00)	-	-
Fall 2017 TM A34 Prior Year Bills	(3,851.06)	-	-
Fall 2017 TM A35 Personnel - Salary Increases	(81,370.00)	-	-
Spring 2018 TM A13 Fund the Police Detail Deficit	(70,756.00)	-	-
Spring 2018 TM A14 Supplement FY18 Operating Budgets	(399,434.00)	-	-
Spring 2018 TM A16 Prior Year Bills	(993.00)	-	-
Spring 2018 TM A17 Energy Savings	(7,500.00)	-	-
Spring 2018 TM A18 Eversource Engineering/Consulting	(165,000.00)	-	-
Spring 2018 TM A24 FY19 Capital Budget	(100,000.00)	-	-
Spring 2018 TM A36 Public Safety Consultant	(50,000.00)	-	-
Spring 2018 TM A40 FY18 Personnel (Clerical Union)	(34,386.00)	-	-
Spring 2018 TM A40 FY19 Personnel (Clerical Union & COLA)	(135,474.00)	-	-
Spring 2018 TM A42 FY19 Operating Budget	(1,713,597.00)	-	-
Fall 2018 TM A18 22 Highland Ave Demolition	-	(30,000.00)	-
Fall 2018 TM A19 Johnson & Ridge Intersection (easements)	-	(75,000.00)	-
Fall 2018 TM A21 Vinson Owen School Safety Railings	-	(35,000.00)	-
Fall 2018 TM A22 Eversource Legal	-	(70,000.00)	-
Fall 2018 TM A23 Supplement FY19 Operating Budgets	-	(69,781.61)	-
Fall 2018 TM A27 Traffic & Transportation Advisory Committee	-	(55,000.00)	-
Fall 2018 TM A28 Council on Aging Van	-	(37,500.00)	-
Spring 2019 TM A19 Supplement FY19 Operating Budgets	-	(634,851.00)	-
Spring 2019 TM A23 Safety Railings for Fall Protection - WHS	-	(50,000.00)	-
Spring 2019 TM A25 Eversource Legal/Engineering/Consulting	-	(60,000.00)	-
Spring 2019 TM A26 2030 Master Plan	-	(45,000.00)	-
Spring 2019 TM A27 FY20 Capital Budget	-	(177,000.00)	-
Spring 2019 TM A33 Lake Street Bridge Design/Engineering	-	(80,000.00)	-
Spring 2019 TM A42 FY20 Operating Budget	-	(190,630.00)	-
Fall 2019 TM A9 Municipal Affordable Housing Trust	-	-	(500,000.00)
Fall 2019 TM A9 Capital Stabilization Fund	-	-	(500,000.00)
Fall 2019 TM A21 Supplement FY20 Operating Budgets	-	-	(4,518.00)
Spring 2020 TM A7 Supplement FY20 Operating Budgets	-	-	(335,166.34)
Spring 2020 TM A10 Muraco Architectural/Engineering Consulting	-	-	(30,000.00)
Spring 2020 TM A11 Structural Firefighting PPE	-	-	(137,000.00)
Spring 2020 TM A14 N. Main Street Development Barriers Study	-	-	(30,000.00)
Spring 2020 TM A15 FY21 Capital Budget	-	-	(100,000.00)
Spring 2020 TM A23 FY20 Personnel (Firefighter Wage Increases)	-	-	(6,444.00)
Total Uses	<u>(3,654,546.06)</u>	<u>(1,609,762.61)</u>	<u>(1,643,128.34)</u>
Unappropriated Free Cash	<u>3,916,759.94</u>	<u>4,991,977.39</u>	<u>7,192,839.66</u>

**TOWN OF WINCHESTER, MA
GENERAL FUND - RESERVE FUND TRANSFERS
FISCAL YEAR 2018 THROUGH FISCAL YEAR 2020**

	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Original Appropriations:	400,000.00	400,000.00	400,000.00
Supplemental Appropriations:	150,815.00	226,451.61	261,309.00
Uses:			
Board of Health	(445.00)	-	(16,709.00)
Comptroller	-	-	(3,500.00)
Contributory Retirement	-	(19,646.95)	-
COVID-19 Emergency Funding to Depts.	-	-	(115,300.00)
Department of Public Works	-	-	(36,790.00)
DPW Transfer Station	(40,000.00)	(31,595.00)	-
Energy	-	(80,000.00)	-
FINCOM	-	-	(704.00)
General Insurance	(10,340.00)	-	-
Health Insurance	(9,000.00)	-	-
Legal	-	(139,413.67)	(70,000.00)
Planning Board	(15,000.00)	(2,310.00)	-
Sealer of Weights & Measures	-	-	(29.00)
Snow & Ice	(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 for WinCam	-	-	(50,000.00)
Treasurer/Collector	-	-	(1,400.00)
Unemployment	-	-	(174,900.00)
Veterans	(150.00)	(197.50)	-
Total Uses	<u>(217,869.47)</u>	<u>(315,663.12)</u>	<u>(469,332.00)</u>
Balance of Reserve Fund	<u>332,945.53</u>	<u>310,788.49</u>	<u>191,977.00</u>

**TOWN OF WINCHESTER, MA
ENTERPRISE FUNDS - RETAINED EARNINGS
FISCAL YEAR 2020**

Water and Sewer Enterprise Fund:

Retained Earnings*	406,569.39
Total Revenues & Transfers In	10,021,423.61
Retained Earnings as a % of Revenues & Transfers In	4.06%

Recreation Enterprise Fund:

Retained Earnings*	157,052.26
Total Revenues & Transfers In	1,507,261.56
Retained Earnings as a % of Revenues & Transfers In	10.42%

** The Retained Earnings balances are in the process of being certified by the Department of Revenue. These amounts are subject to change based on their review and certification process.*

TOWN OF WINCHESTER, MA
WATER & SEWER ENTERPRISE FUND - COMPARATIVE REPORT
FISCAL YEAR 2020 AND FISCAL YEAR 2019

	FISCAL YEAR 2020					FISCAL YEAR 2019				
	Revised Budget	Actual	Encumbrances	Budget Surplus/(Deficit)	% of Budget Received/Spent	Revised Budget	Actual	Encumbrances	Budget Surplus/(Deficit)	% of Budget Received/Spent
REVENUES:										
Sewer Usage	2,946,637.00	2,751,985.15	-	(194,651.85)	93.39%	2,889,552.77	2,928,611.70	-	39,058.93	101.35%
Sewer Liens and Interest	90,192.00	84,147.74	-	(6,044.26)	93.30%	89,703.00	90,193.38	-	490.38	100.55%
Water Usage	2,359,363.00	2,263,182.88	-	(96,180.12)	95.92%	2,311,964.23	2,377,401.70	-	65,437.47	102.83%
Water Liens and Interest	72,978.00	70,068.41	-	(2,909.59)	96.01%	67,612.00	72,983.53	-	5,371.53	107.94%
Water Service Charges	123,460.00	145,948.50	-	22,488.50	118.22%	158,100.00	123,460.52	-	(34,639.48)	78.09%
Water Repairs	24,097.00	21,470.14	-	(2,626.86)	89.10%	25,296.00	24,097.87	-	(1,198.13)	95.26%
Sprinkler Fee	17,236.00	17,174.13	-	(61.87)	99.64%	17,605.00	17,236.06	-	(368.94)	97.90%
Connection Fees	74,400.00	43,800.00	-	(30,600.00)	58.87%	29,684.00	74,400.00	-	44,716.00	250.64%
Other Miscellaneous Revenue	61,537.00	2,609.93	-	(58,927.07)	4.24%	-	61,608.83	-	61,608.83	-
Investment Income	20,783.00	5,745.73	-	(15,037.27)	27.65%	11,347.00	21,651.14	-	10,304.14	190.81%
Total Revenue	5,790,683.00	5,406,132.61	-	(384,550.39)	93.36%	5,600,864.00	5,791,644.73	-	190,780.73	103.41%
EXPENDITURES:										
Personal Services:										
Sewer Operations	349,539.00	348,489.30	-	1,049.70	99.70%	333,146.00	252,529.75	-	80,616.25	75.80%
Water Operations	1,082,648.00	934,544.07	-	148,103.93	86.32%	989,510.60	932,529.71	-	56,980.89	94.24%
	1,432,187.00	1,283,033.37	-	149,153.63	89.59%	1,322,656.60	1,185,059.46	-	137,597.14	89.60%
Expenses:										
Sewer Operations	1,479,107.00	1,434,671.61	-	44,435.39	97.00%	1,356,865.00	1,310,176.98	7,500.00	39,188.02	97.11%
Water Operations	1,302,987.50	1,244,700.44	3,605.76	54,681.30	95.80%	1,279,915.78	1,276,792.05	12,961.66	(9,837.93)	100.77%
Debt & MWRA Capital	5,338,682.00	5,330,943.76	-	7,738.24	99.86%	5,576,413.32	5,576,413.32	-	-	100.00%
	8,120,776.50	8,010,315.81	3,605.76	106,854.93	98.68%	8,213,194.10	8,163,382.35	20,461.66	29,350.09	99.64%
Total Expenditures	9,552,963.50	9,293,349.18	3,605.76	256,008.56	97.32%	9,535,850.70	9,348,441.81	20,461.66	166,947.23	98.25%
OTHER FINANCING SOURCES/(USES):										
Transfers from the General Fund	4,615,291.00	4,615,291.00	-	-	100.00%	4,820,809.00	4,820,809.00	-	-	100.00%
Indirects to the General Fund	(1,414,812.00)	(1,414,812.00)	-	-	100.00%	(1,321,938.00)	(1,321,938.00)	-	-	100.00%
Transfers to the Continued Article/Capital A	(215,221.44)	(215,221.44)	-	-	100.00%	(347,000.00)	(347,000.00)	-	-	100.00%
Total OFS/(OFU)	2,985,257.56	2,985,257.56	-	-	100.00%	3,151,871.00	3,151,871.00	-	-	100.00%
Net activity	(777,022.94)	(901,959.01)	-	(124,936.07)	-	(783,115.70)	(404,926.08)	-	(378,189.62)	-

TOWN OF WINCHESTER, MA
RECREATION ENTERPRISE FUND - COMPARATIVE REPORT
FISCAL YEAR 2020 AND FISCAL YEAR 2019

	FISCAL YEAR 2020					FISCAL YEAR 2019				
	Revised Budget	Actual	Encumbrances	Budget Surplus/(Deficit)	% of Budget Received/Spent	Revised Budget	Actual	Encumbrances	Budget Surplus/(Deficit)	% of Budget Received/Spent
REVENUES:										
Year Round Programs	1,085,000.00	773,710.38	-	(311,289.62)	71.31%	975,000.00	1,129,831.00	-	154,831.00	115.88%
Adult Programs	45,000.00	20,306.00	-	(24,694.00)	45.12%	50,000.00	46,181.40	-	(3,818.60)	92.36%
Youth Programs	730,000.00	524,171.03	-	(205,828.97)	71.80%	805,000.00	990,398.33	-	185,398.33	123.03%
Special Events & Trips	44,000.00	10,678.35	-	(33,321.65)	24.27%	55,000.00	21,888.00	-	(33,112.00)	39.80%
Other Miscellaneous Revenue	-	262.00	-	262.00	-	-	-	-	-	-
Investment Income	-	3,133.80	-	3,133.80	-	-	4,545.08	-	4,545.08	-
Total Revenue	1,904,000.00	1,332,261.56	-	(571,738.44)	69.97%	1,885,000.00	2,192,843.81	-	307,843.81	116.33%
EXPENDITURES:										
Personal Services	1,404,399.00	1,102,701.42	-	301,697.58	78.52%	1,294,496.00	1,248,789.19	-	45,706.81	96.47%
Expenses	583,327.23	541,967.01	17,002.56	24,357.66	95.82%	574,425.17	561,069.79	27.23	13,328.15	97.68%
Total Expenditures	1,987,726.23	1,644,668.43	17,002.56	326,055.24	82.74%	1,868,921.17	1,809,858.98	27.23	59,034.96	96.84%
OTHER FINANCING SOURCES/(USES):										
Transfers from the General Fund	175,000.00	175,000.00	-	-	100.00%	175,000.00	175,000.00	-	-	100.00%
Indirect Transfers to the General Fund	(365,534.00)	(365,534.00)	-	-	100.00%	(335,811.00)	(335,811.00)	-	-	100.00%
Total OFS/(OFU)	(190,534.00)	(190,534.00)	-	-	100.00%	(160,811.00)	(160,811.00)	-	-	100.00%
Net Activity	(274,260.23)	(502,940.87)	-	(571,738.44)	69.97%	(144,732.17)	222,173.83	-	307,843.81	116.33%

TOWN OF WINCHESTER, MA
M.G.L. CHAPTER 44 § 53 E 1/2 - REVOLVING FUNDS
FISCAL YEAR 2020

	Board of Health Clinics 8605	Archival Center 8608	Energy 8614	Grass Fields 8634	Synthetic Fields 8635	Historical Commission 8667	Total
Balance as of July 1, 2019	112,085.51	4,128.26	34,512.48	10,832.47	12,922.21	1,800.00	176,280.93
Total Revenue	102,340.61	525.00	48,074.07	24,864.50	29,625.00	2,700.00	208,129.18
Total Expenditures	(92,918.11)	(104.81)	(21,102.66)	(13,631.44)	(17,026.15)	(1,500.00)	(146,283.17)
Balance as of June 30, 2020	<u>121,508.01</u>	<u>4,548.45</u>	<u>61,483.89</u>	<u>22,065.53</u>	<u>25,521.06</u>	<u>3,000.00</u>	<u>238,126.94</u>

SPENDING LIMIT PER 2019 SPRING TOWN MEETING

100,000 5,000 95,000 50,000 50,000 5,000

**TOWN OF WINCHESTER, MA
STABILIZATION FUNDS
FISCAL YEAR 2020**

	General Stabilization 9366	Building Stabilization 9382	Capital Stabilization 9383
Balance as of July 1, 2019	4,462,153.15	2,804,930.49	2,171,424.64
Revenue & Transfers In			
Net investment earnings	76,557.20	116,684.87	78,182.77
Transfers from General Fund	-	3,245,007.00	3,317,296.00
Transfers from Other Funds	-	64,968.77	63,074.88
Total Revenue & Transfers In	<u>76,557.20</u>	<u>3,426,660.64</u>	<u>3,458,553.65</u>
Expenditures & Transfers Out			
Transfer to General Fund	-	2,361,470.00	499,781.00
Transfer to Special/Capital Article Fund	-	910,000.00	2,955,000.00
Total Expenditures and Transfers Out	<u>-</u>	<u>3,271,470.00</u>	<u>3,454,781.00</u>
Balance as of June 30, 2020	<u>4,538,710.35</u>	<u>2,960,121.13</u>	<u>2,175,197.29</u>

**TOWN OF WINCHESTER, MA
OTHER POST EMPLOYMENT BENEFITS TRUST FUND
FISCAL YEAR 2016 THROUGH FISCAL YEAR 2020**

Balance as of July 1, 2015	1,482,916.76
Revenue & Transfers In:	
Net investment earnings	1,854.76
Transfer from General Fund	350,000.00
	351,854.76
Total	351,854.76
Balance as of June 30, 2016	1,834,771.52
Revenue & Transfers In:	
Net investment earnings	301,814.33
Transfer from General Fund	350,000.00
	651,814.33
Total	651,814.33
Balance as of June 30, 2017	2,486,585.85
Revenue & Transfers In:	
Net investment earnings	240,930.98
Transfer from General Fund	250,000.00
	490,930.98
Total	490,930.98
Balance as of June 30, 2018	2,977,516.83
Revenue & Transfers In:	
Net investment earnings	162,174.66
Transfer from General Fund	200,000.00
	362,174.66
Total	362,174.66
Balance as of June 30, 2019	3,339,691.49
Revenue & Transfers In:	
Net investment earnings	106,915.93
Transfer from General Fund	350,000.00
	456,915.93
Total	456,915.93
Balance as of June 30, 2020	3,796,607.42

Foxcroft – Yale and Warren – Cabot 4-way Stop Public Hearing

Winchester Select Board

September 14, 2020

Beth Rudolph, PE – Town Engineer

Background

- The Town received two letters from concerned residents requesting the installation of a 4-way stop at the intersection of Warren and Cabot Streets.
- TRC also discussed the intersection of Yale Street and Foxcroft Road.
- Pedestrian – vehicle crash at Yale Street and Foxcroft Road in mid-August.



TRC Recommendation

- Install 4-way stop at Warren and Cabot Streets and Foxcroft Road and Yale Street for consistency with surrounding roadways and to improve pedestrian safety.
- MUTCD “Section 2B.07 – Multi-way Stop Application”:
 - *An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-stop control would improve traffic operational characteristics of the intersection.*



Town of Winchester

Office of the Town Clerk
71 Mt. Vernon Street
Winchester, MA 01890
Phone: 781-721-7130
Fax: 781-721-1153
townclerk@winchester.us

To: Lisa Wong, Town Manager

From: MaryEllen Lannon, CMC
Winchester Town Clerk

Date: September 10, 2020

Re: Fall Town Meeting 2020

This memo comes to you to provide detailed information regarding the 2020 Election Schedule and its impacts on the conduct of the upcoming Fall Town Meeting. In preparation for this meeting, Mark Twogood and I recently reviewed the schedule with Peter Haley, Town Moderator, for the warrant deadline and the traditional schedule of our Fall Town Meeting.

Due to the significant amendments to the State Election calendar the Moderator supports moving the date of the Fall Town Meeting. The new election laws require ballots to be received up until 5pm on Friday, November 6th. This amendment requires the election now be certified on Saturday November 14th. Due to the workload of the election it will be impossible to successfully support the needs of the Fall Town Meeting at the same time certifying the General Election. Note: When speaking with the Moderator we were aware of the Comptroller and Assessor's deadlines to file the Recap with the DOR. I will be able to certify the FTM minutes with the November 16th date to satisfy the DOR.

OPTION 1	OPTION 2	CONDUCT OPTIONS
<p>Keep same warrant deadline Monday, 9/21 and FTM of 11/5</p> <p>Call to Order on the 5th and adjourn to a time certain MONDAY, NOV 16, 2020</p> <p>(Best Option for flexibility of Capital Funding)</p>	<p>Move the warrant deadline to Friday 10/2/2020 and hold 1st session on Monday, November 16, 2020 (note: this would be considered a Special Town Meeting and may have funding impacts need Town Counsel to review)</p>	<ol style="list-style-type: none">1. Hold the Town Meeting at WinCam Studio's with Options Tech. fully remote with pre-recorded presentations (same as June)2. Hold Town Meeting at WHS with WinCam and Options Tech. in order to provide In Person option for TMM (pre-recordings as well)

**William H. Solomon
Attorney at Law
2 Old Petersham Road
New Salem, MA 01355
(781) 367-7500**

To: Michael Bettencourt, Chair
Board of Selectmen

Cc: Ashley Steven
Chair, Cable Advisory Committee

From: William H. Solomon
Special Cable Counsel

Date: September 4, 2020

Subject: Friendly Preliminary Assessment of Denial of Cable Television License Renewal of Comcast Cable Communications Management, LLC

I am forwarding herewith for the Select Board, as Cable Television License Issuing Authority, a Motion and Vote To Issue A Friendly Preliminary Assessment of Denial of the Cable Television License Renewal of Comcast Cable Communications Management, LLC. to allow for additional time for the parties to reach a Cable License Renewal Agreement, as well as to preserve the rights of all parties.

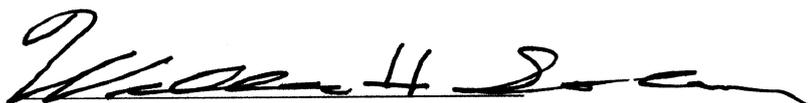
As you are aware, the Cable Committee, chaired by Ashley Stevens, has been engaged in the cable license renewal process with Comcast Cable Communications Management, LLC. The parties are close to finalizing a new Renewal License Agreement, with only a few, but important, final issues to resolve. Any questions as to the status of those final negotiations are best addressed by Dr. Stevens who has been the point person (in the trenches so to speak) with Comcast's Manager of Government Affairs, Greg Franks. Dr. Stevens will also handle coordination with the Cable Advisory Committee. I will, of course, continue to be actively involved in this process with the Chair.

Given the current license expiration date of September 14, 2020, it is likely that a final Renewal License Agreement will not be completed in time for review by the Cable Advisory Committee for forwarding to the Select Board for a vote that evening, at least not with sufficient time for the Board's review of the License. As such, in order to provide the time needed to work through the final matters, I recommend that the Board issue a Friendly Preliminary Assessment of Denial of Cable Television License Renewal of Comcast Cable Communications Management, LLC in order provide additional time to complete the license renewal process, as well as to preserve the rights of all parties.

The current Comcast renewal license will remain in effect until a new Renewal License Agreement is entered into by the parties and the Renewal License issued by the Board.

As set out in the proposed motion and vote, this office will file a request/motion with the Massachusetts Department of Telecommunications and Cable to extend the time for the Town to file a "written statement detailing the reasons for its preliminary denial", pursuant to 207 CMR 3.06(3). This too will provide additional time for the parties to proceed ahead without the need to devote time and attention to matters other than the completion of the Renewal License Agreement.

Please feel free to contact me if I can be of further assistance.

A handwritten signature in black ink, appearing to read "William H. Solomon", written in a cursive style.

William H. Solomon

TOWN OF WINCHESTER

WATERFIELD LOT RFP

SUMMARY

SEPTEMBER 14, 2020

SELECT BOARD MEETING

IMPORTANT DATES

- RFP available: July 1, 2020
 - RFP questions due: July 21, 2020
 - Pre-bid meeting: August 4, 2020
 - Responses due: August 31, 2020 - 6 received by deadline
 - Evaluate Minimum Criteria - 5 met criteria
 - Evaluate Comparative Criteria
 - Seek community and local board/community input
 - Public Select Board meeting: Sept. 2020
 - Final interviews: Sept. 2020
 - Authorization to negotiate LDA: Fall Town Meeting
-

DEVELOPMENT TEAMS

in alphabetical order

Development Team	CIVICO	NOAH	PENNROSE	WATERFIELD PRESERVATION	WINN
Developer	Traggorth / Civico	NOAH	Pennrose, LLC	Diamond Sinacori / POAH / Urban Spaces	WinnDevelopment
Architect	Union Studio Architects	Prellwitz Chilinski Associates	The Architectural Team	Tise Design Associates	CUBE3 Studio
Landscape Architect	Ryan Associates	Verdant	Crowley/Cottrell	Offshoots	
Contractor/Engineer	Traggorth / Civico	Peterson Engineering Odeh Engineering	NEI General Contracting	TBD (list of options provided)	Cranshaw Construction (or other - examples in RFP)
Civil Engineering	Horsley Witten	Nitsch Engineering	Nitsch Engineering	McPhail Associates	Vanasse Hangen Brustlin, Inc.
Property Manager	TBD	Corcoran Management	Pennrose Management Co.	POAH Communities	WinnResidential
Legal	Robinson + Cole	Hackett Feinberg P.C. Smolak Vaughan, LLP	Klein Hornig Blatman, Bobrowski & Haverty	Klein Hornig, Hemenway & Barnes, Freeman Law Group	Murtha Cullina
Retail/Commercial	Street Light Ventures				
Sustainability	Sustainable Comfort	Mabbett Associates		Building Evolution	
Community Outreach	CoUrbanize				
Other		LDS Consulting	Vanasse & Associates, Inc.	Vanasse & Associates, Inc.	Housing Partners, Inc.

CRITERIA

MINIMUM

- **Conformance with requirements**
- **Minimum 5 years affordable housing experience**
- **Minimum 25% of units affordable**
- **Successful track record - 3 or more projects**
- **Financial capacity - 2x predevelopment budget**

COMPARATIVE

- **Affordability (4x)**
 - **Design and Scale (3x)**
 - **Site Layout (3x)**
 - **Sustainability (3x)**
 - **Parking (2x)**
 - **Collaboration (2x)**
 - **Cultural/Public Amenities (2x)**
 - **Traffic mitigation, bike/pedestrian (2x)**
 - **Land Disposition and Lease**
 - **Pre-development timeline**
 - **Property Management**
 - **Construction Management**
-

COMPARATIVE CRITERIA

- **Town Manager, Town Planner and Town Engineer conducted internal review of Comparative Criteria**
- **The Average Weighted Scores are:**
 - **Civico - 44**
 - **NOAH - 43**
 - **Pennrose - 47.7**
 - **Waterfield Preservation Partners - 39.3**
 - **Winn - 41.3**



	FAR	Height	Total Units	# and % of Deed Restricted unit 80% AMI and below	Parking	Design/Massing/Materials
Civico	1.54	40'-48'	60	40 (66%)	45 private (.75 spaces/unit) 40 public	Gateway front section connected to main section. Some appropriate materials with a more modern aesthetic. Low height but expansive
NOAH	1.41	58'	55	32 (58%)	29 private (.54 spaces/unit) 24 public	Public plaza along Waterfield, with a smaller massed building in the rear. Modern architectural panelling and brick.
Pennrose	1.42	62'	54	27 (50%)	43 private (.75 spaces/unit) 9 public but open to discussion on the breakdown	Public plaza along Waterfield, with a larger massing in the rear. Several nods to traditional architecture with increased massing. Clearly aiming for more contextual architecture.
Waterfield Preservation	1.85	53'	60	31 (52%)	60-open to discussion on breakdown	Gateway front section fits in to streetscape and design and is meant to their "image maker". A more modern aesthetic and materials for the rear portion. Lower height, and not overly expansive.
Winn	2.18	65'	65	25 (38%)	53 (.76/unit) with bikeshare amenity	Building in the rear, mix of traditional and modern materials, modern roofscape.

FINANCING

Financing	CIVICO	NOAH	PENNROSE	WATERFIELD PRESERVATION	WINN
Capacity	pending confidential review	Yes (financial statements)	Yes (line of credit)	Yes (POAH 2019 finances)	Yes (2018-2019 finances)
Pro Forma	included (need to confirm breakdown of units, does not match building plan)	included	included	included	included
Construction Estimate	\$28,600,188	\$17,535,070	\$15,982,592	\$29,456,560	\$26,000,641
Payment to Town	\$1 Million (over 12 months)	annual lease payment TBD	to be negotiated (\$540,000); payment for design consult	\$100,000 (one-time)	\$2 Million up-front (pending appraisal), \$100,000 annual
Anticipated Town AHT Contribution	\$500,000	\$895,000	\$0	\$350,000	municipal contribution expected to secure financing
Financing / credits	LIHTC (fed/state), HSF, AHTF, CBH, other DHCD, HOME	MassHousing, HSF, AHTF, HOME, AHT, Workforce Housing, CATNHP, LIHTC	LIHTC (fed/state), HOME, AHTF, HSF	Workforce Housing Loan, DHCD AHT, CATNHP, HOME, LIHTC (fed/state)	LIHTC (fed/state), workforce, AHT, HOME, HSF/CBH/FCF
Lender Letters	Yes	Yes	Yes	Yes	Yes

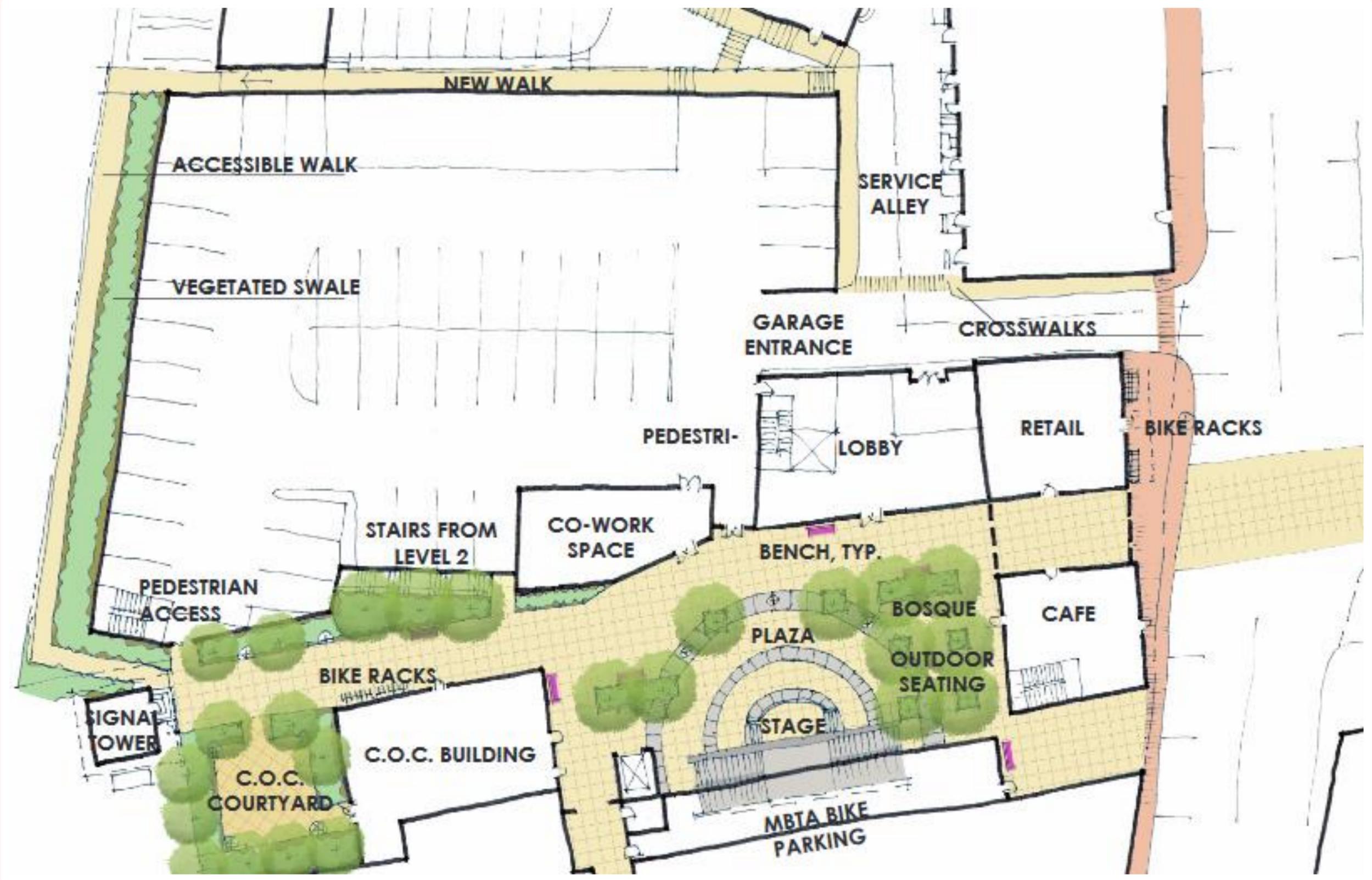
CIVICO – View from Waterfield Road



CIVICO – Rendering



CIVICO – Site plan



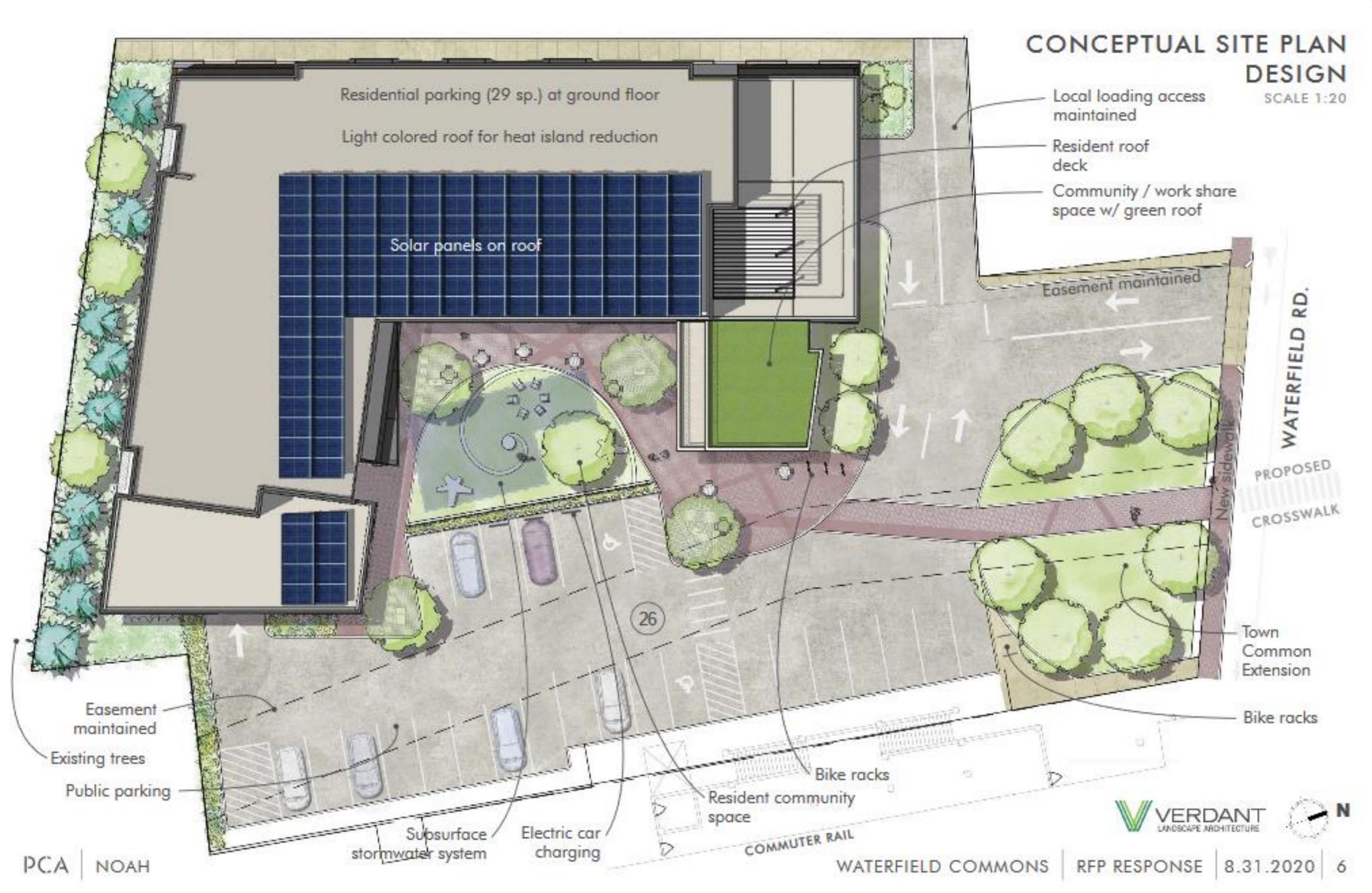
NOAH – View from Waterfield Road



NOAH – Rendering



NOAH – Site plan



PENNROSE – View from Waterfield Road



PENNROSE – Rendering



PENNROSE – Site plan



WATERFIELD PRESERVATION PARTNERS – View from Waterfield Road



WATERFIELD PRESERVATION PARTNERS – Rendering



WATERFIELD PRESERVATION PARTNERS – Site plan



- LEGEND**
- A Retail (Chamber of Commerce)
 - B Entrance/Gateway
 - C Retail/Cafe
 - D Service Court
 - E Garage parking - 36 Cars
 - F Bike Storage
 - G Bike Room
 - H Lobby, Lounge, Fitness
 - I Dual Use Parking - 24 Cars
 - J Service Loop
 - K MBTA Station
 - L Signal Tower

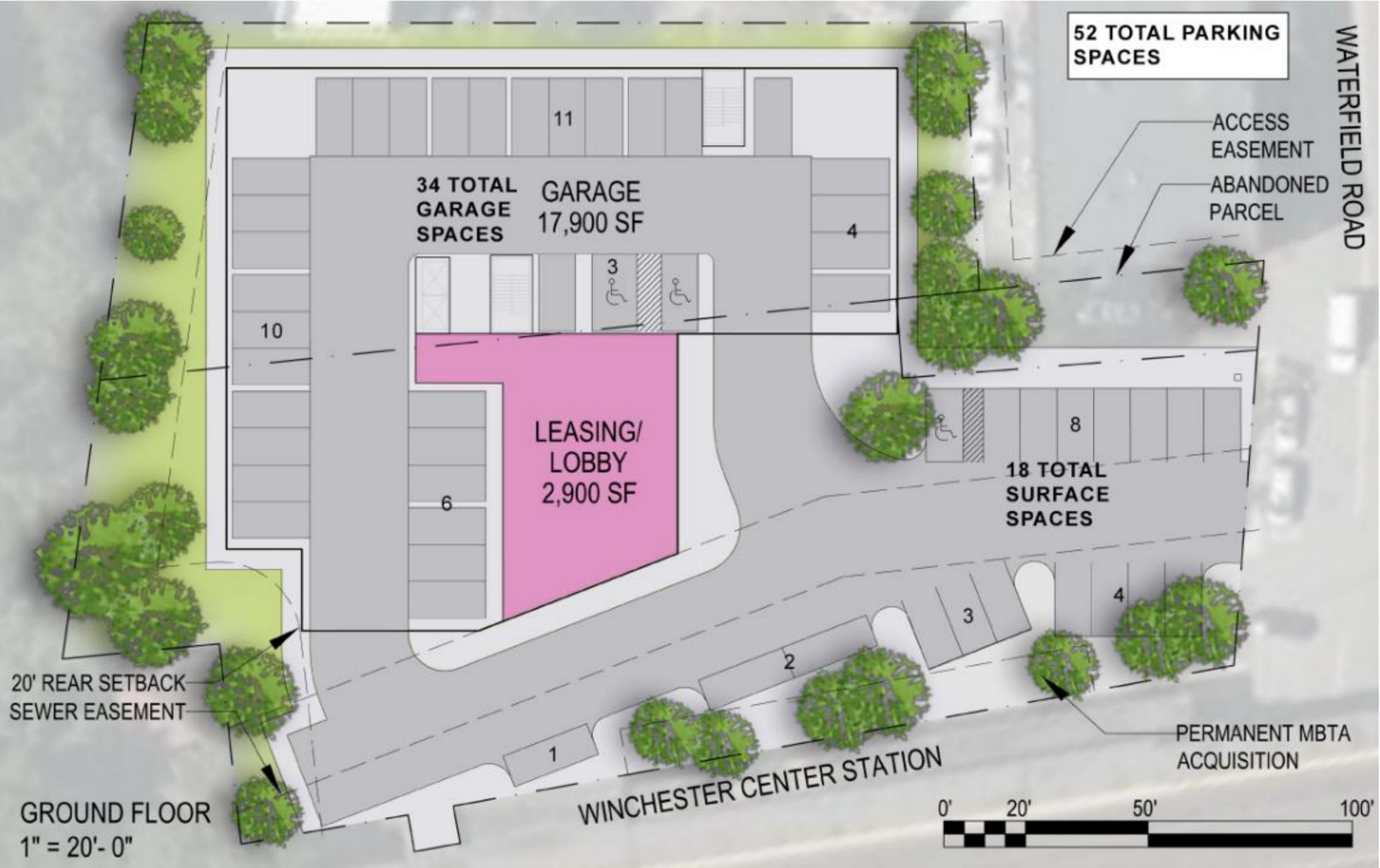
WINN – View from Waterfield Road



WINN – Rendering



WINN – Site plan



NEXT STEPS

Gather Feedback

- Planning Board and Housing Partnership have prepared letters for the 9/14 meeting; Town has reached out to groups like the Chamber, Disability Access
- RFPs are on the town website for public input
- Public Meeting on 9/28

Interviews

- Choose how many move forward to the interviews on 9/21 & 9/23
 - Choose length of interviews/agenda
 - Do we want others to actively participate (i.e. members of Housing Partnership)
-

Town of Winchester Transfer Station Capital Improvements Analysis



Select Board Meeting
September 14, 2020

Presentation Agenda

- Project Goals
- Scope of Work
- Findings
- Preliminary Concepts
- Additional Considerations

Project Goals

- Town is planning for the future of solid waste & recycling operations
 - Evaluation of current facility
 - Input from personnel and stakeholders on potential improvements
 - Consultation with private vendors for alternative uses of the facility
- Develop considerations to aid in decision making
 - Evaluation includes both Municipal Solid Waste (MSW) and recycling

Scope of Work

- Initial site visit
- Review of previous studies (2004, 2009)
- Develop concept capital improvements for consideration
 - Ranking of Critical, High, Medium, and Low Priority
- Preliminary cost estimate
- Evaluation of additional options

Findings

Challenges

- Current layout
- Operational inefficiencies
- Equipment deficiencies
- Safety concerns

Facility overview



Findings

- Current Layout
 - Incinerator building / electric connection
 - Traffic intermixing of residents with site vehicles
 - Drop-off area configuration
 - Scalehouse orientation



Incinerator building and recycling drop off

Findings

- Operational Concerns
 - Confirmation of sticker system / site surveillance
 - Manual data entry
 - Smart Program layout
 - Staff facilities
- Opportunities for improved efficiency

Findings

- Equipment deficiencies
 - Compactor, conveyor belt reaching end of operational life
 - No vehicle storage area
 - MSW building repairs
 - Rental of equipment
 - Pavement condition



MSW Building – compactor chutes

Findings

- Safety Concerns
 - Traffic flow
 - Safety railings
 - “Difficult Waste” storage areas
 - Stormwater permitting & coverings



Uncovered material storage

Potential Capital Improvements

- Critical Upgrades
 - Minimum to maintain current level of service / functionality
- High Priority Upgrades
 - Address most beneficial upgrades identified
- Medium Priority Upgrades
 - Improve recycling area operations, additional equipment / maintenance area
- Low Priority Upgrades
 - Improvements to traffic flow, additional waste stream support
- À la carte – other combinations possible
- Landfill cap influences area for which improvements proposed

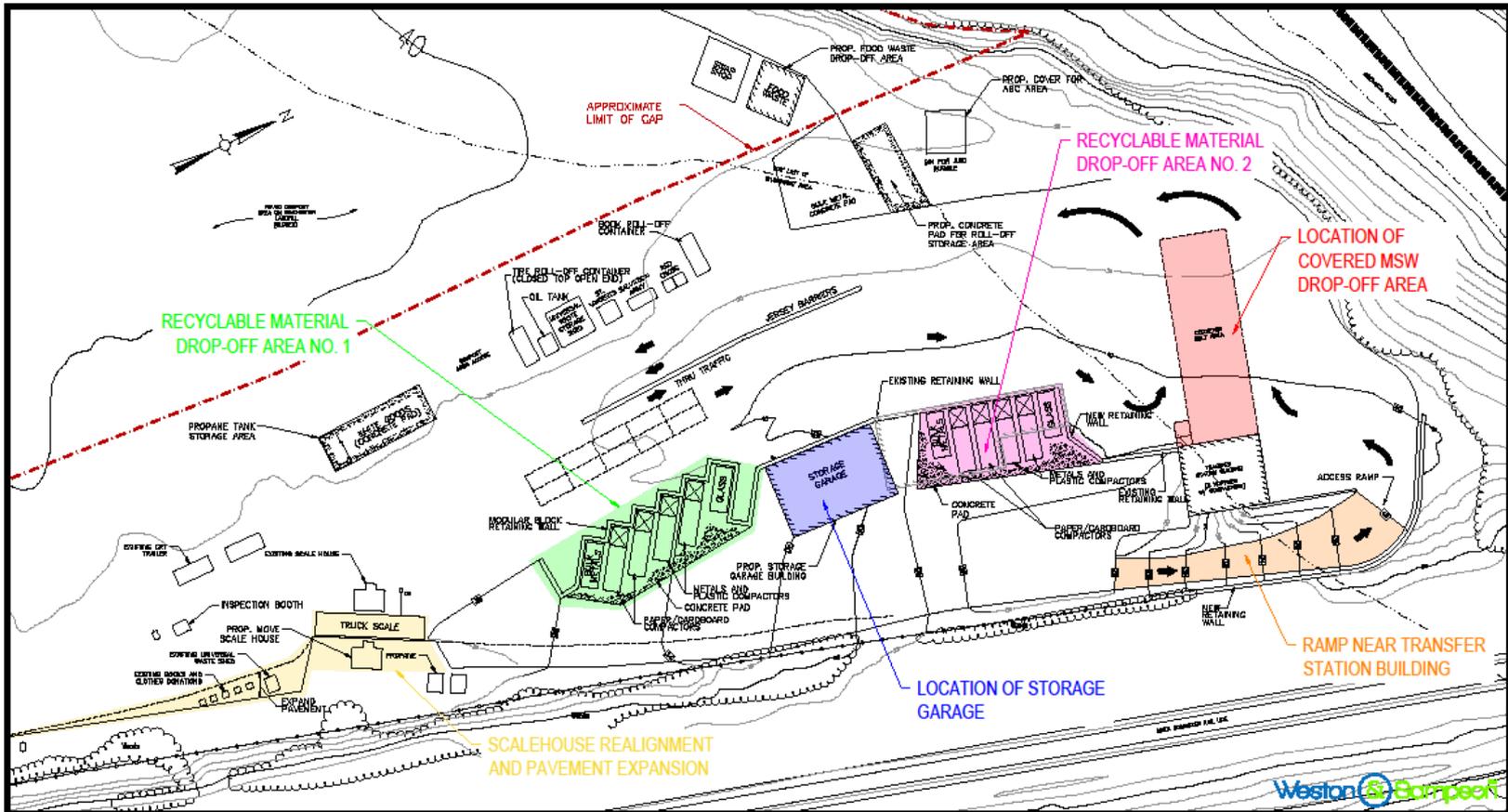
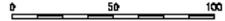


FIGURE 1
 WINCHESTER, MASSACHUSETTS
 TRANSFER STATION EVALUATION
 SITE PLAN
 SCALE: 1"=50'



View 03/24/2019 10:58 AM Winchestertd\jg\winchestertd\project\winchestertd\fig1.dwg
 View 03/24/2019 10:58 AM Winchestertd\jg\winchestertd\project\winchestertd\fig1.dwg

Rev: 1.7 Date: 08/12/2019

Critical Upgrades

- Incinerator demolition & electric rerouting
- MSW Tipping Building repairs / safety upgrades
- Select coverings and pads for storage areas (permit compliance)
- Staff facilities (new trailer)

Incinerator Demolition

- Building condition deteriorating
- Location of electric connection
- Central location – removal opens space for proposed improvements
- Hazardous Building Materials Abatement
- Seen as highest priority option outside of necessary repairs, etc.

Preliminary Costs – Critical Upgrades

Item		Quantity	Unit Cost		Item Total
Incinerator Building Demolition & Electrical Service Rerouting					
1	Incinerator Building Abatement and Demolition	1	LS	\$ 710,000 /	EA \$ 710,000
2	HBMI Survey and Engineering	1	LS	\$ 62,000 /	EA \$ 62,000
3	Electric Service Rerouting	1	LS	\$ 88,000 /	EA \$ 88,000
					Subtotal \$ 860,000
MSW Tipping Area Repairs, Safety and Equipment Upgrades					
1	MSW Building Repairs and Improvements	1	LS	\$ 253,000 /	EA \$ 253,000
2	MSW Conveyor Repairs	1	LS	\$ 213,000 /	EA \$ 213,000
					Subtotal \$ 466,000
Grading, Paving, Utilities, Lighting, and Signage					
1	Grading, Paving and Signage	1	LS	\$ 147,500 /	EA \$ 147,500
					Subtotal \$ 147,500
Drop-off Area Improvements (Permit Compliance)					
1	White Goods Drop-off Area Improvements	1	LS	\$ 10,800 /	EA \$ 10,800
2	New Universal Waste Shed & Used Oil Tank	1	LS	\$ 4,500 /	EA \$ 4,500
3	ABC Drop-off Area Improvements	1	LS	\$ 20,800 /	EA \$ 20,800
					Subtotal \$ 36,100
Staff Facilities					
1	Breakroom Trailer with Restrooms	1	LS	\$ 80,000 /	EA \$ 80,000
					Subtotal \$ 80,000
					Base Subtotal \$ 1,589,600
					Owners Contingency (10%) \$ 159,000
					Construction Contingency (10%) \$ 159,000
					Design Contingency (15%) \$ 238,000
					TOTAL \$ 2,146,000

High Priority Upgrades

- Scalehouse realignment and associated equipment upgrades
- Metals drop-off area improvements
- Surveillance upgrades

Preliminary Costs – High Priority

Item		Quantity		Unit Cost			Item Total	
Scalehouse Area Upgrades								
1	Scalehouse Realignment	1	LS	\$ 40,000	/	EA	\$ 40,000	
2	Automated Scale	1	LS	\$ 50,000	/	EA	\$ 50,000	
3	Business Parking Area	1	LS	\$ 7,900	/	EA	\$ 7,900	
							SUBTOTAL	\$ 97,900
Metals Drop-off Area Improvements								
1	Grading, retaining wall	1	LS	\$ 57,500	/	EA	\$ 57,500	
2	Roll-offs	2	LS	\$ 8,000	/	EA	\$ 16,000	
							SUBTOTAL	\$ 57,500
Surveillance Upgrades								
1	Camera system	1	LS	\$ 8,000	/	EA	\$ 8,000	
2	License plate reader	1	LS	\$ 30,000	/	EA	\$ 30,000	
							SUBTOTAL	\$ 38,000
							Base Subtotal	\$ 193,400
							Owners Contingency (10%)	\$ 19,000
							Construction Contingency (10%)	\$ 19,000
							Design Contingency (15%)	\$ 29,000
							TOTAL	\$ 261,000

Medium Priority Upgrades

- Option 1: New Recycling Area
- Option 2: Existing Recycling Area Reconfiguration
- Option 3: New Maintenance Garage
- Option 4: Additional equipment & MSW Upgrades

Option 1: New Recycling Area

- Maximum flexibility – does not require incinerator demolition
- Four new compactors
 - Single stream – can be converted to multiple
- Two roll-off containers for additional waste streams
- Grading, paving, utilities, lighting, signage
- Benefits: improved efficiency, traffic flow, potential for commercial drop-off area

Preliminary Costs – Option 1

New Recycling Area

Item		Quantity		Unit Cost			Item Total
Option 1 - New Recycling Area							
1	New Compactors, Hoppers, and Compaction Containers	1	LS	\$ 114,000	/	EA	\$ 114,000
2	Retaining Wall Improvements/Modifications	1	LS	\$ 90,000	/	EA	\$ 90,000
3	Grading, Paving, Utilities, Lighting, and Signage	1	LS	\$ 88,000	/	EA	\$ 88,000
4	Concrete Pads	1	LS	\$ 28,600	/	EA	\$ 28,600
						SUBTOTAL	\$ 320,600
						Owners Contingency (10%)	\$ 32,100
						Construction Contingency (10%)	\$ 32,100
						Design Contingency (15%)	\$ 48,100
						TOTAL	\$ 433,000

Option 2: Existing Recycling Area Reconfiguration

- Requires incinerator demolition
- Similar equipment improvements to Option #1
- Additional grading, retaining wall upgrades
- Benefits: Maximum level of service, room for expansion, can accommodate roll-offs for additional waste streams

Preliminary Costs – Option 2

Existing Recycling Area Reconfiguration

Item		Quantity		Unit Cost			Item Total
Option 2 - Existing Recycling Area Reconfiguration							
1	New Compactors, Hoppers, Compaction Containers, and Rolloffs	1	LS	\$ 140,000	/	EA	\$ 140,000
2	Concrete Pads and Retaining Walls	1	LS	\$ 142,400	/	EA	\$ 142,400
3	Grading, Paving, Utilities, Lighting, and Signage	1	LS	\$ 48,000	/	EA	\$ 48,000
SUBTOTAL							\$ 330,400
Owners Contingency (10%)							\$ 33,100
Construction Contingency (10%)							\$ 33,100
Design Contingency (15%)							\$ 49,560
TOTAL							\$ 447,000

Option 3: New Maintenance Garage

- Requires incinerator demolition
- 3 bay garage for loader, trucks, other equipment
- Benefits: Current storage is limited to tipping floor, potential for staff accommodations (breakroom), electric connection location

Preliminary Costs – Option 3

Existing Recycling Area Reconfiguration

Item		Quantity		Unit Cost			Item Total
Option 3 - New Maintenance Garage							
1	3- Bay Equipment Garage	1	LS	\$ 912,000	/	EA	\$ 912,000
2	Grading, Paving, Utilities, Lighting, and Signage	1	LS	\$ 52,300	/	EA	\$ 52,300
3	Retaining Wall Improvements/Modifications	1	LS	\$ 63,600	/	EA	\$ 63,600
						SUBTOTAL	\$ 1,027,900
						Owners Contingency (10%)	\$ 102,790
						Construction Contingency (10%)	\$ 102,790
						Design Contingency (15%)	\$ 154,185
						TOTAL	\$ 1,388,000

Option 4: Additional Equipment & MSW Upgrades

- Assumes conveyor belt upgrades completed under Critical improvements
- Full replacement of existing MSW Compactors
- Additional equipment investment
 - Trommel Screen
 - Hydraulic press for tires
 - Loader
- Awnings for conveyor, recycling area

Preliminary Costs – Option 4

Additional Equipment and MSW Upgrades

Item		Quantity		Unit Cost			Item Total
Option 4 - Additional Equipment and MSW Upgrades							
1	Trommel Screen	1	LS	\$ 150,000	/	EA	\$ 150,000
2	Hydraulic Press (tire removal)	1	LS	\$ 11,000	/	EA	\$ 11,000
3	Awnings for Conveyor Belt and Recycling Area	1	LS	\$ 254,600	/	EA	\$ 254,600
4	New MSW Trailers	1	LS	\$ 213,000	/	EA	\$ 213,000
5	MSW Compactor - Replacement	2	LS	\$ 220,000	/	EA	\$ 440,000
5	Front-End Loader	1	LS	\$ 175,000	/	EA	\$ 175,000
SUBTOTAL							\$ 1,243,600
Owners Contingency (10%)							\$ 124,400
Construction Contingency (10%)							\$ 124,400
Design Contingency (15%)							\$ 186,600
TOTAL							\$ 1,679,000

Low Priority Upgrades

- Additional ramp along exterior of MSW building
 - Improves traffic flow, additional route for commercial or town vehicles separated from primary resident area
- Food waste program
 - Listed as “Low” Priority solely due to minimal costs to Town

Preliminary Costs – Low Priority Upgrades

Item		Quantity		Unit Cost			Item Total
Additional Ramp Along Exterior of MSW Building							
1	Grading, Paving, Utilities, Lighting, and Signage	1	LS	\$ 66,900	/	EA	\$ 66,900
2	Retaining Wall Improvements/Modifications	1	LS	\$ 66,800	/	EA	\$ 66,800
Subtotal							\$ 133,700
Food Waste Program							
1	Food Waste Program	1	LS	\$ -	/	EA	\$ -
Base Subtotal							\$ 133,700
Owners Contingency (10%)							\$ 13,000
Construction Contingency (10%)							\$ 13,000
Design Contingency (15%)							\$ 20,000
TOTAL							\$ 180,000

Preliminary Capital Improvements: Cost Summary Table

Option Priority	Preliminary Total Cost
Critical	\$ 2,146,000
High	\$ 261,000
Medium #1	\$ 433,000
Medium #2	\$ 447,000
Medium #3	\$ 1,388,000
Medium #4	\$ 1,679,000
Low	\$ 180,000

All options pursued: \$6,535,000

NOTE: Costs are for comparison purposes only. Costs to be verified during design phase.

Additional Options to Consider

- Curbside Pickup
 - Keep transfer station fully open
 - Limited transfer station operation
 - Close transfer station
 - Sell transfer station
- Partnership with waste hauling contractor for private operations

Curbside Pickup

- Preliminary costs obtained from Republic Services
 - Approx. 7,800 units in Town
 - \$1.5 Million approximate cost
 - High-end from experience with other municipalities, estimated minimum of \$1.2 Million
 - \$300,000 per truck / driver on annual basis
 - Can be reduced with biweekly recycling
 - Additional \$660,000 for waste carts (upfront or over duration)
- Transfer station viewed as benefit by many in Town
- *What does the Town view as successful curbside program?*

Additional Considerations – Curbside pickup

- Town v. Hauler contracting with final disposal / recycling facilities
- Cart purchasing through hauler / cart size
 - State grants
- Automation level
- Contract duration and lead time (truck purchasing)
 - 12 – 15 month lead time
- Offsets from additional (out-of-town) materials
- Fee program v. tax increases
- Yard waste curbside pickup
- Commercial truck turn radius, logistics

Waste Disposal Costs

- Based on comparable municipalities:
 - 6,000 tons trash per year
 - **\$540,000** at \$90 / ton
- 2,750 lbs recycling per year
 - Approx. **\$250,000** per year
 - Volatility in recycling market - \$85 – \$110 / ton
 - Significant increase over previous contract rates
 - Single-stream is industry trend

FY 2020 Transfer Station Revenue

Item	Approximate Revenue
Residential Stickers - General	\$852,000
Low Income Households & Commercial Stickers (BOH)	\$12,000
SMART Program (Bags & Permits)	\$126,000
Commercial Haulers	\$481,000
<u>TOTAL REVENUE</u>	<u>\$1,471,000</u>

Private Operation Considerations

- Highly variable agreements, dictated by market forces
- Rail spur is potential benefit
- Wheelabrator:
 - Per ton charge
 - Reduced rates for Town
 - Operation of compost area
 - Infrastructure upgrades
- Perception of bringing in “outside trash”
- Loss of control of trucking, general operations
- Commitment Duration
- Initial interest by several parties, no commitment

Additional Considerations and Notes

- No planned changes to swap shop under capital improvements, uncertain future in case of private operation
- No current proposed impacts on DPW staff, uncertain in private operation situation
- Yard waste could be continued, consider all of the above in negotiations
- Outright sale of transfer station is a potential option though likely not preferred

Per Household Cost Breakdown Curbside Collection

- Curbside program costs
 - Assumes 7,800 households
 - Approximately **\$260 / household**
 - Cart costs, “Pay as you throw”
- Current transfer station permit
 - **\$235 / permit**
 - Does not include SMART Program / low income / replacement permits
- Reduced operating expenses with curbside program

Final Thoughts & Considerations

- “Critical” capital improvements needed for continued operation
- Additional improvements would increase facility efficiencies, improve user experience
- A la carte – many different combinations of options
- Curbside and continued operation brings maximum level of service
- Significant unknowns in privatization scenario, but initial interest has been expressed



Town of Winchester
Select Board, 71 Mt. Vernon Street, Winchester MA 01890
STAGING PERMIT APPLICATION

Complete this application and return it to the Winchester Select Board. Under no circumstances may work be started until an approved Staging Permit is obtained, and the appropriate fees (\$25) paid in full. *Please make check out to Town of Winchester.*

The undersigned respectfully applies for a permit to erect staging/ladders for the purpose of:

Use of (2) parking spaces in front of the building for construction parking and dumpster staging.

Requested dates of use of Town property: 09/15/2020 - 12/15/2020

Project Address: 35 Church Street Winchester, MA 01890

Business/Owner: Bank of America Telephone: +1 (202) 440 3155

Business Owner's Address: 35 Church Street Winchester, MA 01890

Property Owner: Bank of America Telephone: +1 (202) 440 3155

Property Owner's Address: 35 Church Street Winchester, MA 01890

Staging Contractor: Charles Services Telephone: (603) 852-6643

Staging Contractor's Address: 101 Clematis Ave. Waltham, MA 02453

Applicant Email Address cbrigham@commodorebuilders.com

The Select Board may request that the Design Review Committee, prior to approval, review this application.

I hereby certify that the dimensions and other information on this application and plans or sketch submitted herewith are correct, and that all applicable provisions of Statutes, Regulations and By-Laws will be complied with. The above is subscribed to and executed by me under the penalties of perjury in accordance with Section 1-A of Chapter 268, General Laws.

Signature of the Owner or Lessee: _____ Date: _____

For office purposes only:

Has the petitioner filed with the Town an insurance policy in the amount of \$300,000 for bodily injury, \$500,000 per accident, and \$300,000 in property damage naming the Town of Winchester as co-insured? Yes ___ No ___

Has the Winchester Building Department approved a Sign Permit? Yes ___ No ___ Date ___

Referred to the Design Review Committee Yes ___ No ___ Date ___

Approval date by the Select Board Date ___





Janis Moriarty, D.M.D.

• *General Dentistry* •

607 Main Street • Winchester, MA 01890 • (781) 729-7767 • f (781) 729-1945

9/9/2020

TO: SELECT BOARD - WINCHESTER, MA
FROM: WENDY LOMBARDO, OFFICE MANAGER / JANIS MORIARTY, DMD
GENERAL FAMILY DENTISTRY - 607 MAIN ST. WINCHESTER, MA
781-729-7767
RE: TEMPORARY PARKING SPACE

Thank you for taking the time to read my request. Dr. Moriarty has a private general family dental practice located at 607 Main Street in Winchester. The practice has been here for over 20 years. We proudly serve over 3,200 patients from Winchester and surrounding cities and towns in the age range of 3 to 103 and we employ 17 people.

One very large issue with our location is parking. We do not have a parking lot for our patients and staff leaving on street parking only. Before the town updated the cross walk in front of our building (607 Main St.) there was two additional parking spaces but as you can see in the pictures I attached the two spaces are now marked NO PARKING with yellow lines. I was told the spaces are too close to the cross walk and that is why they were removed. I honestly feel someone should re-measure because that is a large space on each side of the cross walk.

We used to have many 2 and 3 hour parking spaces until the town changed it to permit parking, 15 minute and 1 hour parking. We have dealt with the lack of parking for years along with numerous complaints from our patients and staff as do many other businesses in the town.

In March 2020 our world changed with the arrival of COVID-19 and our practice was closed for over three months. When we re-opened it was a very slow process with 50% less patient capacity which means less production, less revenue and the same if not more overhead due to the hefty cost of necessary PPE, reconfiguration and construction of the office to properly comply with COVID-19 guidelines. We have invested a lot of time and money in order to comply with all COVID-19 state regulations, ADA and CDC guidelines.

Part of our new protocol is to have patients remain in their car and call our office to let us know they arrived as we keep our office door locked to control the number of patients in the office at one time.

Patients are finding it harder than ever to find a place to park now that local restaurants have taken up many parking spaces with outdoor seating and have reserved spaces for "pick-up only". Lucia's, Eleni's Mediterranean Grill - (see attached picture), First House Pub, Comella's, etc. all have taken up much needed parking spaces. Our patients have to park far away from the office and for some of our older patients the walk to the office from their car is difficult. Especially for our patients with walkers and canes. (There isn't a handicapped parking space near our office.) Patients are frustrated and upset.

We are working on a tight schedule so patients are not waiting and to control the number of patients in the office at the same time. This is an important step to help keep our patients and staff safe. When patients are parked far from the office it can take awhile for them to walk to the office. We do not want patients to wait out front for their safety. There is no place to sit and we do not intend to encourage it because social distancing cannot be accomplished and the cobblestone in front of our building is raised and not safe to walk on. We have witnessed too many patients, employees and people walking by our office trip and fall because of the cobblestone. (The cobblestone really needs to be fixed!) Standing outside in front of the building waiting is not an option. We no longer have a reception area/waiting room in order to control the number of patients in the office at one time.

Patients complained about the parking pre-covid-19 and some have actually left the practice because it is such an inconvenience. Now it is much worse and our patients are not happy with the lack of parking spaces and having to drive around

trying to find a spot and parking far from the office. The result is angry patients that continually ask me “Why isn’t the town helping you? The parking situation is terrible.” Some are now telling us they cannot continue as a patient of the practice because it is too much of an inconvenience with parking. Especially for our elderly patients. We cannot suffer more loss. We are struggling to stay afloat and need your help. We love the town of Winchester and we do not want to let our patients down.

I am asking the Town of Winchester to please consider giving our business, Janis Moriarty, DMD, PC, one or two dedicated parking spaces with no time restriction or no less than 3 hours out in front of our office in order to help us help our patients. This would help our business and our patients immensely. (I have attached some pictures showing you what the spaces out in front of our office look like.)

We are a small business and we fully understand the struggle that all businesses are faced with during this unprecedented time. We have always supported the businesses in the town and are committed to urge others to “Shop Winchester!”

Please consider this request as we are one of the small businesses in Winchester trying our hardest to get through this difficult time. I respect that your time is valuable and you are extremely busy but your consideration on this matter is greatly appreciated and I look forward to hearing from you.

You can reach me by email at wendy.lombardo1@verizon.net or call me at 781-729-7767 option #3 and ask for Wendy.

Thank you and stay safe,


Wendy Lombardo,
Office Manager

Janis Moriarty, DMD, PC
General Dentistry
607 Main Street
Winchester, MA 01890
781-729-7767
(f) 781-729-1945
www.myhealthysmile.net

Google Maps

603 Main St

Janis Moriarty, DMD



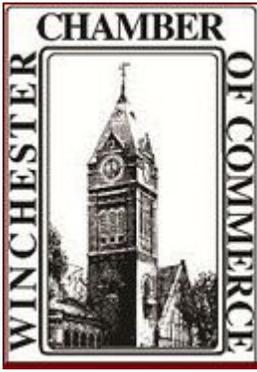
Image capture: Oct 2019 © 2020 Google

Winchester, Massachusetts

Google

Street View





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

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

RE: Sidewalk Sale September 19th

Dear Town Manager Wong and Members of the Select Board,

The Winchester Chamber of Commerce is writing to you to ask The Select Board and the Town to help facilitate a Town-wide Sidewalk sale on Saturday, September 19th from 10:00-5:00 pm. The Chamber feels this will help to encourage residents to support local merchants during a time that is desperately needed for these Winchester businesses.

The Chamber will help to promote the sale through our website, Social Media and extensive email list. All merchants should be invited to participate in the sale and The Chamber will encourage social distancing guidelines and face coverings to ensure the safety of the customers and employees. Participating merchants will be required to obtain Certificates of Insurance.

The Chamber will promote this event as “Super Saturday Sidewalk Sale” which will help to alleviate some of the loss felt by the cancellation of Town Day. Shoppers can browse merchandise and offerings outside of the businesses in a safe and socially distant way. The restaurants will benefit from residents being encouraged to head downtown to peruse the many deals offered.

Please consider this request by The Chamber of Commerce on behalf of all the Winchester merchants and restaurants.

Thank you,

Cathy Alexander

Executive Director
Winchester Chamber of Commerce

Cc: Winchester Chamber of Commerce Board of Directors

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>
Dana Garmey <i>Associate Director</i>