



# Town of Winchester

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

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Board of Selectmen Meeting  
Monday, January 25, 2016

## BUSINESS

Docket Item H-1: Authorization to use funds from the Agawam Road Gift Account in the amount of \$2,225 for consulting services re: Skillings Field Synthetic Turf and Public Safety Building;

H - 2: Authorization to use funds from the Agawam Road Gift Account to complete an appraisal for parcels of land on Main Street;

## Supporting Documents:

H - 1: Memo from Project Manager Meg White

Action Required: VOTE to approve.



MEMORANDUM

TO: Mark Twogood, Assistant Town Manager  
FROM: Margaret T. White, Project Manager  
DATE: January 15, 2016

**SUBJECT: GALE PAYMENT FOR ADDITIONAL WORK ON THE  
SKILLINGS BALLFIELD OVERRIDE QUESTION**

The attached invoice was mistakenly charged to the wrong account. The work performed was for additional meetings and presentations related to the Skillings Field Synthetic Baseball Field Override. It was recently brought to my attention that the invoice was charged to the Public Safety Building Project, another project Gale Associates was working on. I need to perform a journal entry and move the charge to the correct account. The original contract work performed by Gale Associates on the Skillings Override project was charged to the Selectmen's Gift Account – Agawam Road. (8791-56001) I would like to charge that account \$2,225, which is where it should have been charged originally. Please let me know how you would like me to proceed. Thank you and please do not hesitate to contact me with any additional questions.

Attachment



16 JAN 19 PM 12:15



Invoice

GALE ASSOCIATES, INC.  
163 LIBBEY PARKWAY  
P.O. BOX 890189  
WEYMOUTH, MA 02189  
Phone: (781) 335-6465 Fax: (781) 335-6467



April 09, 2015  
Project No: 716750  
Invoice #: 1503390

TOWN OF WINCHESTER  
OFFICE OF THE TOWN ENGINEER  
ATTN: MARGARET T. WHITE, PROJECT MGMT.  
CONSULTANT  
71 MOUNT VERNON STREET  
WINCHESTER, MA 01890

*changed to PLS bids per 5/1/15*

Project 716750  
CONSULTING SERVICES - SKILLINGS FIELD EVALUATION, SCHEMATIC DESIGN & COST ESTIMATE  
PURCHASE ORDER #20151589-00  
Professional Services from March 01, 2015 to March 28, 2015

Phase 03 CO#2: ADDITIONAL MEETINGS

Professional Personnel

	Hours	Rate	Amount
PROJECT MANAGER/STRUCTURAL ENGINEER			
SPANOS, PETER 3/4/2015	6.00	150.00	900.00
SPANOS, PETER 3/6/2015	1.00	150.00	150.00
SPANOS, PETER 3/11/2015	1.00	150.00	150.00
SPANOS, PETER 3/13/2015	2.00	150.00	300.00
SPANOS, PETER 3/16/2015	5.00	150.00	750.00
ADMINISTRATIVE PROFESSIONAL			
HOGAN, CHRISTINE 3/2/2015	.50	100.00	50.00
Totals	15.50		2,300.00
Total Labor			

PAID  
MAY -1 2015  
2,300.00

Reimbursable Expenses

Mileage			25.00
3/4/2015	SPANOS, PETER	Meeting w/ Town, VHB, SMMA	25.00
3/16/2015	SPANOS, PETER	BOS Meeting	50.00
Total Reimbursables			50.00

Total this Phase \$2,350.00  
Total this Invoice \$2,350.00

Approved By: *Brian B. White*

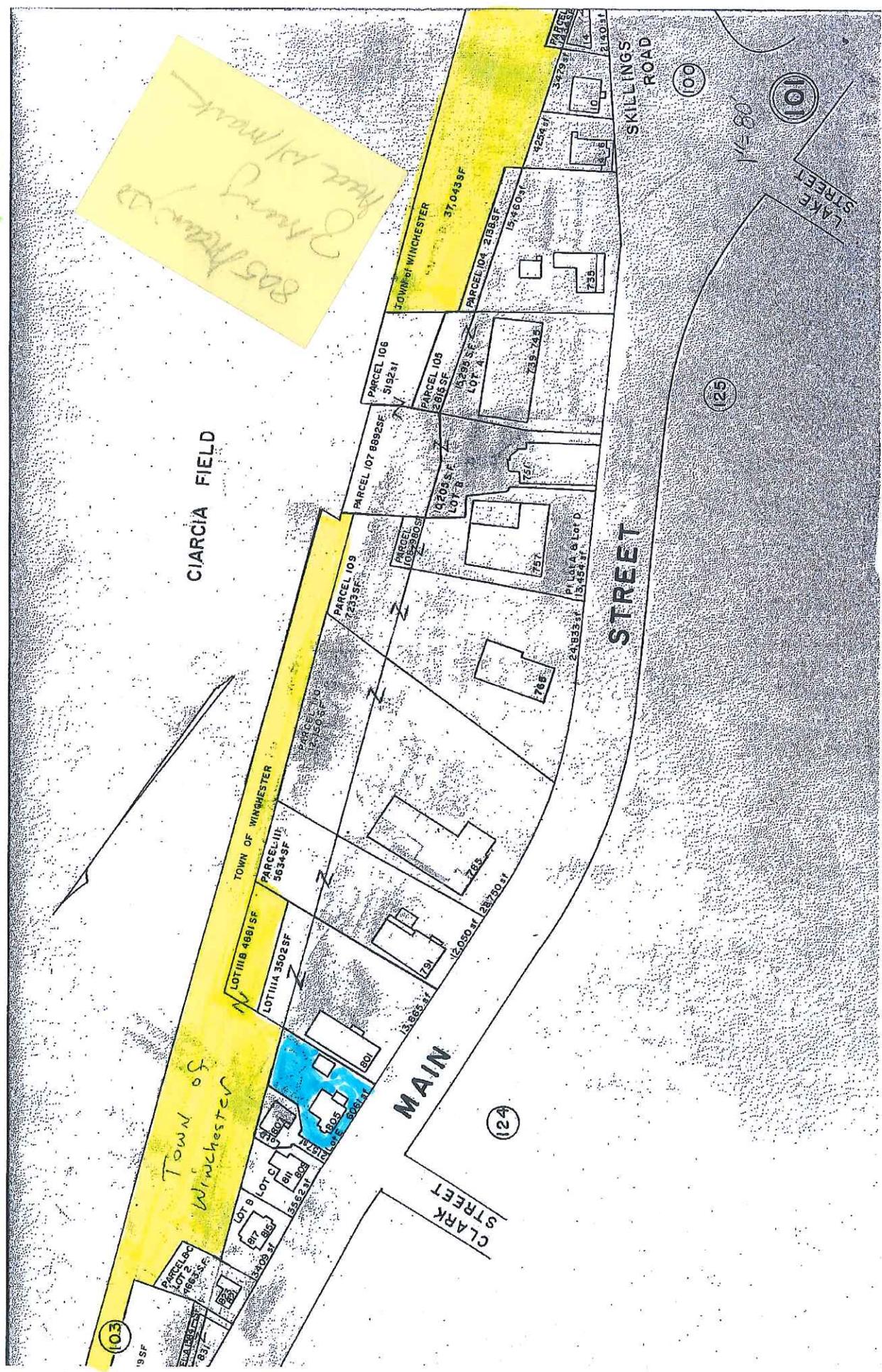
*OK WOH*

ORIGINAL

RECEIVED  
WINCHESTER ENG DEPT.  
2015 APR 16 AM 10:30

H-2  
1-25-16

805 Howard St  
Sherry  
Mark M Mark



CIARCIA FIELD

Town of Winchester

MAIN STREET

STREET

SKILLINGS ROAD

LAKE STREET

CLARK STREET

103

124

125

100

101

103 SF

PARCEL 103  
LOT 2  
166,536 SF

PARCEL 104  
LOT 1  
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