



# 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

Board of Selectmen Meeting  
Monday, August 8, 2016

## TOWN MANAGER REPORT AND COMMENTS

Docket Item <u>B-1:</u>	Flood Mitigation Projects
<u>B-2:</u>	Parking Structure Engineering Analysis – Town Center
<u>B-3:</u>	Lead Line Replacement Program
<u>B-4:</u>	Complete Streets Program
<u>B-5:</u>	Fish Ladder Project
<u>B-6:</u>	Appointment: Building Dept. – Athena Byford – S-24 Part-time Clerk
<u>B-7:</u>	Asa Fletcher Fund Working Group

### Supporting Documents:

<u>B-1:</u>	
<u>B-2:</u>	
<u>B-3:</u>	
<u>B-4:</u>	
<u>B-5:</u>	
<u>B-6:</u>	Appointment memo from Town Manager
<u>B-7:</u>	

### Action Required:

<u>B-6:</u>	VOTE to waive the 15 day appointment effective period.
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## Mawn, Patti

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**From:** Howard, Richard  
**Sent:** Friday, July 29, 2016 10:00 AM  
**To:** Mawn, Patti; Twogood, Mark  
**Subject:** FW: DOT Complete St approval letter  
**Attachments:** Complete Street Funding Approval.pdf

Patti – For the next BoS agenda probably with a brief memo from me.

**From:** Stevens, Lynn  
**Sent:** Friday, July 29, 2016 9:51 AM  
**To:** Rudolph, Beth <brudolph@winchester.us>; Gill, James <jgill@winchester.us>  
**Cc:** Howard, Richard <rhoward@winchester.us>; Twogood, Mark <mtwogood@winchester.us>  
**Subject:** DOT Complete St approval letter

Good Morning All,

Attached is the letter from the DOT approving \$400,000 for FY 17 Complete St Construction Funding.

*Lynn Stevens*

Town of Winchester  
Town Manager's Office  
71 Mt. Vernon Street  
Winchester, MA 01890

Ph # 781-721-7133  
Fax # 781-756-0505



Charles D. Baker, Governor  
 Karyn E. Polito, Lieutenant Governor  
 Stephanie Pollack, MassDOT Secretary & CEO

**massDOT**

Massachusetts Department of Transportation

RECEIVED

2016 JUL 29 AM 9:30

TOWN OF WINCHESTER  
 TOWN MANAGER  
 BOARD OF SELECTMEN

July 27, 2016

Richard Howard, Town Manager  
 Winchester Town Hall  
 71 Mt Vernon St.  
 2nd Floor  
 Winchester, MA 01890

Dear Mr. Howard,

I am pleased to notify you that Winchester's Complete Streets Construction Funding Application submitted on July 8, 2016 has been approved. **The municipal projects listed below are hereby approved for a total of \$400,000 for Fiscal Year 2017.**

The next step, as described on the Complete Streets Funding Portal, is to submit the Tier 3 Construction Funding Agreement, Exhibit A - Scope of Work Narrative, Exhibit B - Preliminary Estimate, and the Environmental Punchlist to the Complete Streets Program Administrator at CompleteStreetsProgram@dot.state.ma.us. Please submit all materials by August 10<sup>th</sup>. We anticipate issuing the Notice to Proceed in late September.

Thank you for your commitment to providing safe access for all users of the road in your community and thank you for your participation in the Complete Streets Funding Program. MassDOT looks forward to working with you on these important projects.

Rank	Project Name	Project Description	Funding Requested
1	Cross St/Forest St Traffic Calming Improvements	Pedestrian improvements at 4 intersections: ADA sidewalks and ramps, and roadway narrowing	\$260,000
2	Pond Street at Chesterford Road	Install RRFB, and tactical warning pad at existing crosswalk at trail entrance	\$15,100
6	Church Street at Central Street	Pedestrian improvements: Curb extensions, RRFB, ADA ramps	\$67,300
7	Highland Avenue at Stone Avenue	Pedestrian improvements: RRFB installation at crosswalk	\$15,000

8	Amberwood Drive at Johnson Road	School access improvements: RRFB installation at existing crosswalk	\$15,000
9	"Your Speed" signs (1)	Install "Your Speed" signs at four locations	\$27,600
<b>Total</b>			<b>\$400,000</b>

Sincerely,



Stephanie Pollack  
Secretary and CEO

Cc: Thomas J. Tinlin, Highway Administrator  
Beth Rudolph, Winchester Town Engineer



RECEIVED

2016 JUL 32 AM 10: 32

TOWN OF WINCHESTER  
TOWN MANAGER  
BOARD OF SELECTMEN

TOWN OF WINCHESTER  
71 MT. VERNON STREET, WINCHESTER, MA 01890  
DEPARTMENT OF ENGINEERING & PLANNING  
ENGINEERING DIVISION

PHONE 781-721-7120 FAX 781-721-7166

## MEMORANDUM

TO: Richard C. Howard, Town Manager  
FROM: Margaret T. White, Project Engineer  
DATE: August 1, 2016

SUBJECT: LEAD NECK REMOVAL PROJECT UPDATE

Over the past couple of months town staff has met to prepare a draft plan for the removal of existing lead necks throughout town. It is estimated that there are approximately 720 remaining lead necks. DPW will work with homeowners to collect water samples from each of the 720 households and the MWRA will perform complimentary testing. This work will occur over the next few months. In the meantime the town will prepare MWRA applications for the Lead Loan Program (LLP) and the Local Water System Assistance Program. (LWSAP)

It is anticipated at this time that we will apply for \$500,000 from the LLP to fund design and construction of lead neck and pipe removal (public infrastructure) and \$100,000 from the LWSAP to fund construction of lead services from the curb stop to the water meter inside the private property. The LWSAP funds will be offered to homeowners participating in the program as a reimbursement for removing the lead pipe on their private property.

Attached is a more detailed outline for your review. We can discuss the proposed program in our Committee meeting on August 2<sup>nd</sup>. Below is a preliminary outline for the necessary steps to be taken and the schedule we expect to follow.

- Finalize letter to residents – notifying them of the upcoming water testing
- Send letter to 720 residents
- Perform testing (MWRA)
- Contact those residents testing over the allowable lead limit
- Prepare MWRA Applications
- November 2016 – get TM approval of MWRA loan; 0% interest, 10-year term
- Winter 2017 – get W&S under contract for engineering and bid lead necks and lead services
- Spring 2017 remove x number of lead necks and services; concentrate on those residences with lead levels over the allowable limits
- Fall 2017 – repeat the funding process for year two of the program
- Fall 2018 – repeat funding process for year three of the program

## Lead Gooseneck/Service Removal Program

### Facts and Assumptions

- Estimated 720 properties with lead goosenecks
- It is unknown how many goosenecks have lead service lines (estimate 10% or 72 lead services)
- Estimated \$6,500/property to replace lead gooseneck and lead service from main line to water meter inside the property
- Estimated \$3,500/property to replace lead gooseneck and other piping from main line to curb stop
- Estimated \$3,000/property to replace lead service from curb stop to water meter inside the property
- Water infrastructure from the main to the curb stop is owned by the Town
- Water infrastructure from the curb stop to the water meter is privately owned

### Program Components

- Collect water samples at 720 properties
- MWRA to perform complimentary lead testing
- Collect pipe material data at the meter inside each property
  - Sump pump inspection
- Collect pipe material data on public and private infrastructure at recently replaced (this summer) goosenecks
- Prioritize removal work based on sample results and pipe material data
- Prepare MWRA applications for the Lead Loan Program (LLP) and the Local Water System Assistance Program (LWSAP)
  - Request \$500,000 to fund design and construction of lead pipe removal (public infrastructure)
  - Request \$100,000 to fund construction of lead pipe removal (private infrastructure)
  - Loans are 0% interest, 10-year term, first payment is due 1-year from the date of the loan
- Contract documents will be developed for public bidding of lead pipe removal on public and private property. Unit quantities will be created for the full range of items anticipated during construction.
- The 720 property owners will be notified about the contract and the possibility that they may have a line service line that should be removed.
  - MWRA "Is there Lead in your Tap Water" brochure to be distributed to each property
- The Town will prepare a release for work on private property
- During removal of the lead gooseneck it will be determined if each privately owned water service is lead.
  - If the water service is lead the property owner will be notified and will have the opportunity to have the line replaced by the Town's contractor.
  - Publically bid unit prices will be used to determine the cost of the work performed
    - No landscaping will be included.
  - The Town will establish a \$3,000 allowance for removal of lead services on private property. All costs below the allowance will be covered by the Town. Any costs above the allowance will be paid by the property owner.
- The property owner will have the option to select a different contractor to perform the work. Work completed by other contractors will **not** be eligible for the \$3,000 allowance.



# Town of Winchester

Richard C. Howard,  
Town Manager

Board of Selectmen  
71 Mt. Vernon Street  
Winchester, MA 01890  
Phone: 781-721-7133  
Fax: 781-756-0505  
townmanager@winchester.us

## MEMORANDUM

August 4, 2016

TO: Board of Selectmen

FROM: Richard C. Howard, Town Manager *Richard C. Howard*

SUBJECT: Appointment: Part-Time Senior Clerk –  
Building Department

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In accordance with Section 4-2b of the **Town Charter**, I have made the following permanent part-time appointment in the Building Department:

**Athena Byford, 55 Harold Avenue, Woburn, MA 01801**  
**Senior Clerk – S24 – Step 5**

Ms. Byford would be employed on a part-time basis for up to 14 hours per week, effective August 15, 2016. I respectfully request the Board to waive the usual fifteen day appointment effective period.

/pcm

cc: A. Kostos, Human Resources  
A. Wile, Building Commissioner  
Retirement