

Educational Facilities Planning and Building  
Minutes of the Meeting October 7, 2016

---

Members Present: Bob Deering, Judy Evans, Brendan Driscoll (via phone), Charles Tseckares, Geethanjali Mathiyalakam, Judy Evans, Shelly Walsh, Roger Hain, Susan Verdicchio and Todd Kosterman (via phone).

Members Absent: Don Cecich and Jessica Lohnes.

Others Present: Jim Burrows, Skanska USA Building; and David Fanuele (via phone), SMMA.

The meeting was called to order at 8:03 AM at 40 Samoset Road.

The Skanska October 5, 2016 Meeting Agenda (Attachment #1) along with copies of the Town Manager's October 5, 2016 Memorandum to the EFPBC regarding invoices for payment and spending authorizations were distributed (Attachment #2).

**1. Public Comment:** There were none.

**2. Gym Signage - Exterior:** Jim Burrows stated that during the design process of the High School project, neighbors commented that they did not want signage in the back area of the school because parking would become an issue. There is a request from the school to display signage at the rear entrance of the gym where parking is located. Judy was in favor of a small sign designating the entrance area. The Committee was in agreement.

**3. Skillings Baseball Diamond:** Bob shared concerns from a group of parents who spoke during public comment session at the October 5th meeting regarding the condition of the outfield at Skillings Field. Judy stated it was her understanding the field would be reseeded to its original condition and out of use for two years. There was no further discussion.

**4. Electric Vehicle (EV) Charging Stations:** Bob and Judy both indicated that they were not in favor of spending any of the project money on charging stations. Bob informed the Town Manager that the Committee was not in favor of this. Bob indicated that the Town Manager will be looking into a town-wide initiative regarding EV Charging Stations.

**5. Dining Commons:** On the north corner of the dining commons there is a court yard with picnic tables. During the design process a fence was to be installed eliminating access to the building. There is a door in the area but not operable from the exterior of the building. The door is currently propped open during lunch. Judy is opposed to having a fence and is in favor of one door being operable from the exterior (with no card reader). Jim indicated that he would price out the cost.

**6. Invoices:** Copies of the Memorandum from the Assistant Town Manager, Mark Twogood, to the EFPBC dated October 5, 2016 regarding invoices and spending authorizations was distributed and reviewed (Attachment #2). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations. Mr. Burrows reviewed the invoices and spending authorizations. Jim commented that he reviewed Change Order 025 with the EFPBC



**EFPBC October 7, 2016 Meeting Minutes**

	A101, SPED small group sem A121, Sm. Group A122, Small conf. A119 and Large Conf. A118	
CR 574 RFI-0723	Painting of existing room under Stair 3E	\$935.28
CR 575 CCD-114	Added connections of water and waste for dishwasher in staff lunch room	\$595.17
CR 577 PR-259	Deletion of new hydrant at Nelson and Spruce streets	\$-2,673.25
CR 579 PR-262	Added prep and concrete sealer at exterior vestibules where existing interior slabs are exposed at these doorways	\$2,206.70
CR 587 CCD-122	Added temp line striping including "blacking out" of existing stripes instead of constructing permanent island on Skillings Road as requested by Owner (DPW)	\$8,868.69
CR 589	Elevator operator on Monday 8/8/16 for installation of FF&E items in building E	\$1,736.46

*On a Motion by Judy Evans, seconded by Brendan Driscoll, it was moved and seconded to authorize the Town Manager to pay the Winchester High School invoice and the Winchester High School Spending Authorizations as presented in the Assistant Town Manager dated October 5, 2016 to the EFPBC (Attachment #2). The Motion was unanimously approved.*

Judy invited the Committee members to the 10 year update on the Master Plan meeting scheduled for October 19, 2016 at 7:00 PM in the high school library. Flansburgh Associates will be presenting preliminary findings on enrollment needs and the Muraco and Lynch schools.

**7. Next Meeting Date:** October 19th at 6:00 PM in the high school library.

**8. Adjournment:** It was moved and seconded to adjourn the meeting at 8:53 AM.

Respectively submitted,



Donald E. Cecich  
EFPBC Secretary

**Attachments:**

1. Skanska meeting Agenda dated October 5, 2016.
2. Memorandum from the Assistant Town Manager Dated October 5, 2016 to the EFPBC regarding invoices for payment and spending authorizations and also included:

# Educational Facilities Planning and Building Committee

## Minutes of the Meeting November 2, 2016

---

Members Present: Bob Deering, Don Cecich, Brendan Driscoll, Charles Tseckares, Judy Evans, Shelly Walsh, Roger Hain, Susan Verdicchio, Jessica Lohne and Todd Kosterman.

Members Absent: Geethanjali Mathiyalakam.

Others Present: Jim Burrows, Skanska USA Building; Ed Frenette, SVP, SMMA; Meg White, Project Manager; Gerald Nardone, EFPBC Consultant; and Susan McPhee, Energy Committee.

The meeting was called to order at 6:30 PM in the Mystic Valley Room, Town Hall.

**1. Public Comment:** Susan McPhee indicated that at a previous meeting the Committee discussed the installation of Electric Vehicle (EV) charging stations. Susan commented that the state was moving forward with building schools of the future and grants are currently available to install EV charging stations. It would be necessary to know the location of EV charging stations for the high school as well as the cost of running conduit. Jim will look into the costs and report back to the Committee.

**2. Project Funding Agreement Budget Revision Request, Number 5:** Jim indicated that it was necessary for the Committee to authorize Skanska to make adjustments in the final project costs that have been firmed up.

***On a Motion by Don Cecich, seconded by Jessica Lohne, it was moved and seconded to authorize Skanska to submit to the Town Manager the Superintendent's Budget Revision Request, Number 5 as outlined in the Project Funding Agreement Budget Revision Request, Number 5 dated October 12, 2016. The Motion was unanimously approved.***

**3. Construction Update:** Jim's construction update included a comment that the roof is the biggest push to complete prior to the snow. The interior framing is on schedule and the Skillings culvert project is well ahead of schedule.

**4. Deliverables:** None

**5. Invoices:** Copies of the Memorandum from Town Manager, Richard Howard, to the EFPBC dated November 2, 2016 regarding invoices and spending authorizations was distributed and reviewed (Attachment #2). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations. Mr. Burrows reviewed the spending authorization.

***Spending Authorizations:***

### Winchester High School Project

ABC Moving	Additional Moving Services	\$73,000
------------	----------------------------	----------

## EFBPC November 2, 2016 Meeting Minutes

*On a Motion by Don Cecich, seconded by Roger Hain, it was moved and seconded to authorize the Town Manager to accept the spending Authorizations for ABC Moving in the amount of \$73,000. The Motion was unanimously approved.*

**6. Meeting Minutes:** None were reviewed.

Bob Deering reported that the Sachem Youth Baseball parents will be attending the November 16<sup>th</sup> EFBPC meeting to review what the Skillings outfield will look like.

The Committee briefly discussed the recent Flansburgh Associates presentation on the Master Plan proposal.

The Committee also spoke about the proposal for hiring a Facility Manager for the High School. The item was not on the upcoming Warrant Article for fall Town Meeting, however, it was reported that the Town Manager is committed to creating the position. Funding for the position will have to come later.

Brendan requested that the Committee revisit the parking area where SMMA and Skanska currently house their trailers. He understood that the area was committed to green space but would like to discuss the use of the area for some additional parking. There is a shortage of parking spaces at the High School.

**7. Meeting Dates:** The next meeting is scheduled for November 16, 2016 at 6:30 PM in Town Hall.

**8. Adjournment:** It was moved and seconded to adjourn the meeting at 7:07 PM.

Respectively submitted,



Donald E. Cecich  
EFBPC Secretary

Attachments:

1. Skanska meeting agenda date November 2, 2016 including the Project Funding Agreement Budget Revision Request, Number 5.
2. Memo from the Town Manager Dated November 2, 2016 regarding invoices for payment and spending authorizations.

# Educational Facilities Planning and Building Committee

## Minutes of the Meeting October 5, 2016

---

Members Present: Bob Deering, Brendan Driscoll, Geethanjali Mathiyalakam, Roger Hain and Todd Kosterman.

Members Absent: Don Cecich, Charles Tseckares, Judy Evans, Shelly Walsh, Susan Verdicchio and Jessica Lohnes.

Others Present: Jim Dowd and Jim Burrows, Skanska USA Building; Ed Frenette, SVP, SMMA; David Fanuele, SMMA; Meg White, Project Manager; Susan McPhee, Energy Committee; and Gerald Nardone (EFPBC Consultant).

The meeting was called to order at 6:30 PM in the Mystic Valley Room at Town Hall.

There was no posting for tonight's meeting. The meeting was rescheduled to this Friday morning, October 7<sup>th</sup>, 8:00 AM at Parkhurst, which will be posted. See attached meeting postings (Attachment #1). Jim Burrows had distributed copies of Skanska's October 5, 2016 meeting Agenda (Attachment #5), which was discussed because there were a number of people in the audience.

**1. Public Comment:** A group of baseball parents shared their concerns regarding the lack of plans for the outfield of the baseball diamond at Skillings Field after the culvert project is completed. Mr. Dowd commented the plan was to restore the outfield to its original condition. The parents would like to see batting cages, bleachers and an irrigation system. Mr. Dowd stated that providing these requests would require a lot of hard cuts in the project. Mr. Deering commented that contingency funds are available, however, the available amount will not be determined until the end of the project. Brendan stated it would be difficult to determine how to figure the cost for outfield work. The group may be able to make a financial contribution to take the extra steps necessary to upgrade the outfield.

**2. Electric Vehicle (EV) Charging Stations:** Ms. McPhee commented that there may be some grants available to fund EV Charging Stations at the high school. There is a \$5,000 grant that would include a two-head charging station. The grant would not include installation. Another grant is also available for \$10,000 per site. Mr. Deering indicated that at this time the EFPBC is not in support of putting money towards charging stations.

**3. Noise at the High School:** Mr. Burrows indicated two areas of the project that are currently creating noise include the cutting of large holes in the concrete structure for the HVAC system and for the cross bracing anchor holes, Consigli has worked out a balance on when the coring is done and a schedule to alleviate the noise.

**3. Deliverables:** None

**4. Invoices:** None.

**5. Approval of Meeting Minutes:** None

## EFPBC October 5, 2016 Meeting Minutes

**6. Next Meeting Date:** October 7, 2016 at 8:00 AM at Parkhurst.

**7. Adjournment:** It was moved and seconded to adjourn the meeting at 7:14 PM.

Respectively submitted,



Donald E. Cecich  
EFPBC Secretary

Attachments:

1. EFPBC Meeting Posted Meeting Schedule
2. Skanska October 5, 2016 Meeting Agenda.

# Educational Facilities Planning and Building Committee

## Minutes of the Meeting October 19, 2016

---

Members Present: Bob Deering, Don Cecich, Brendan Driscoll, Charles Tseckares, Geethanjali Mathiyalakam, Judy Evans, Shelly Walsh, Roger Hain, Susan Verdicchio, Jessica Lohne and Todd Kosterman.

Members Absent: None

Others Present: Jim Dowd, Skanska USA Building; David Fanuele, SMMA; John LaMarre, Consigli Project Manager; Meg White, Project Manager; and Gerald Nardone, EFPBC Consultant.

The meeting was called to order at 6:05 PM at the Winchester High School library

Jim Dowd distributed copies of Skanska's October 19, 2016 meeting Agenda including the High School Project Budget Update and Construction Contingency/Change Orders Summary (Attachment #1).

1. **Public Comment:** None.

2. **Construction Update:** John LaMarre provided an update on Buildings A and B that included removal of the existing roof with the plan to have the area temperature closed after Thanksgiving. The paving on Nelson Street near Mod A is completed. The Skillings Field update included rough grading near the tracks, prepping for culvert work on the tracks, and placing the binder down for approximately 1/2 of the parking lot prior to snow fall.

3. **Deliverables:** None

4. **Invoices:** Copies of the Memorandum from Town Manager, Richard Howard, to the EFPBC dated October 19, 2016 regarding invoices and spending authorizations was distributed and reviewed (Attachment #2). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations.

Jim Dowd reviewed the Payment and Spending Authorizations for the Vinson-Owen School Project, and the Payment and Spending Authorizations for the High School Project. There was a question raised regarding Change Order #1 for the Vinson-Owen sink costs. It was noted the sinks were not ADA compliant. The Committee postponed action on this \$22,597.60 item to a future date.

*Payment Authorizations:*

### VO Elementary School Project

Skanska USA	Invoice 1315839-000-12871-23	\$8,370.80
Tappe Architects	Invoice 160903	\$4,491.50

**EFPBC October 19, 2016 Meeting Minutes**

Classic Construction	Application #4	\$22,597.60 (Hold)
LCN	Invoice 25438	\$3,260.80
Apple	Invoice 4394371854	\$207.00

*Spending Authorizations:*  
**VO Elementary School Project**

Classic Construction	Change Order #1	\$11,061.40 (Hold)
----------------------	-----------------	--------------------

*Payment Authorizations:*  
**Winchester High School Project**

Garrity	Invoice 10146	\$1,000.00
Skanska USA	Invoice 1312805-PDS-12875-50	\$131,768.44
Allstate Electric	Invoice 2016I-5509	\$465.00
SMMA	Invoice 0045657	\$169,229.76
Consigli Construction, Inc.	Requisition #27	\$1,727,456.43
MBTA	Invoice 033290	\$250.00
Briggs Engineering	Invoice 85300	\$500.00
Briggs Engineering	Invoice 85204	\$942.00
Briggs Engineering	Invoice 85389	\$350.00
Triumph Modular Inc.	Invoice 41481	\$10,000.00

**EFPBC October 19, 2016 Meeting Minutes**

Triumph Modular Inc.	Invoice 41505	\$13,000.00
Triumph Modular Inc.	Invoice 40442	\$47,250.00
Triumph Modular Inc.	Invoice 41617	\$1,714.50
ABC Moving & Storage	Invoice 9420	\$28,557.00
ABC Moving & Storage	Invoice 9531	\$1,704.40
ABC Moving & Storage	Invoice 10303	\$7,337.75
ABC Moving & Storage	Invoice 9701	\$6,137.50
ABC Moving & Storage	Invoice 12028	\$5,300.00
ABC Moving & Storage	Invoice 10304	\$4,954.00
ABC Moving & Storage	Invoice 10305	\$4,954.00
ABC Moving & Storage	Invoice 10306	\$4,132.00
ABC Moving & Storage	Invoice 10308	\$2,928.00
School Furnishings	Invoice 26003	\$42,435.46
Office Resources	Invoice 109290	\$1,123.31
Office Resources	Invoice 1092890	\$40,381.82
Monitor Equipment	Invoice 6588	\$2,751.00
WB Mason	Invoice I37749702	\$1,927.44
WB Mason	Invoice I37117673	\$211.75
WB Mason	Invoice I38070358	\$4,000.00
WB Mason	Invoice I38070688	\$4,000.00
WB Mason	Invoice I37385693	\$308.00

**EFPBC October 19, 2016 Meeting Minutes**

WB Mason	Invoice I37503009	\$322.20
BSN Sports	Invoice 98158226	\$16,347.67
ProAV	Invoice 24282	\$88,773.00
ProAV	Invoice 24640	\$5,696.00
GovConnection	Invoice 53990552	\$31,403.50
GovConnection	Invoice 53989292	\$9,308.50
GovConnection	Invoice 53993303	\$5,800.00
JRM	Invoice 0000619435B	\$4,455.00
JRM	Invoice 0000612111	\$3,165.00

*Spending Authorizations:*

**Winchester High School Project**

Sheffield Pottery, Inc.	Sales Quote B249034	\$250.00
Boston Kiln Sales & Services, Inc.	Quote (2 Envirolinks for kiln)	\$460.00

***On a motion by Don Cecich, seconded by Brendan Driscoll, it was moved and seconded to authorize the Town Manager to pay the Vinson-Owen invoices and approve the Spending Authorizations and the Winchester High School invoices and approve Spending Authorizations as presented in the memorandum of the Town Manager dated October 19, 2016 to the EFPBC (Attachment #2). The Motion was unanimously approved.***

**5. *Approval of Meeting Minutes:*** The meeting minutes of August 17, September 7 and 21, 2016 were reviewed.

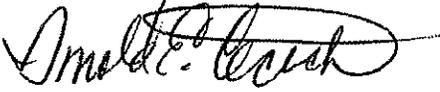
***On a motion by Judy, seconded by Brendan, it was moved and seconded to approve the minutes of August 17, 2016, September 7 and 21, 2016 as presented. The Motion was unanimously approved.***

**7. *Next Meeting Date:*** November 2, 2016 at 6:30 PM in the Mystic Valley Room at Town Hall.

**8. *Adjournment:*** It was moved and seconded to adjourn the meeting at 6.49 PM.

## EFPBC October 19, 2016 Meeting Minutes

Respectively submitted,



Donald E. Cecich  
EFPBC Secretary

### Attachments:

1. Skanska October 19, 2016 Meeting Agenda including the High School Project budget Update and Construction Contingency Summary Report.
2. Memorandum from Town Manager dated September 21, 2016 regarding Payment and Spending Authorizations.

**Mawn, Patti**

---

**From:** Prassede Calabi <calabi@mindfire.ws>  
**Sent:** Thursday, December 08, 2016 3:46 PM  
**To:** gena bronson; Ruthie Gagne; steve lanou; Steve Shea; Sue Doubler  
**Cc:** Jennifer Swift; Ruth Trimarchi; Laura Hoch; Laura Turenne; Elisa Jazan; Nora j Chorover; John Kilborn; Ingrid Geis; Fritzie Nace; don remick; Susan McPhee; Sara Carnahan; McGahan, LeeAnn; John Millspaugh; Ann Storer; Drew Bottaro; nina sevilla; heather hinton; Nina Sevilla; silas leavitt; npflueger@psgstaffing.com; Kimi ko; Tom Howley; jim james A Johnson III; Jennifer Wilson; Melissa Russell; doug marmon; betsy cregger; Rudolph, Beth; mike michael Day; Vreeland, Elaine; Stephen N. Cohn; steven parkhurst; judie muggia; Steven Kuhiman; Holly Stevens; jt Jeffrey Thomas; Lannon, Mary Ellen; Carolyn Starrett; Howard, Richard; Mawn, Patti; Cafarella, Jennifer; Tassi, Patricia; Doucette, Norman; Twogood, Mark; mike Michael Bettencourt; Mike Toohill; wendy Byrne; Soumya Ganapathy  
**Subject:** Fwd: Congratulations Winchester

Dear Folks,

It really happened -  
today Winchester received an award for "Leading by Example Award" From DOER.  
In the State House Hall of flags.

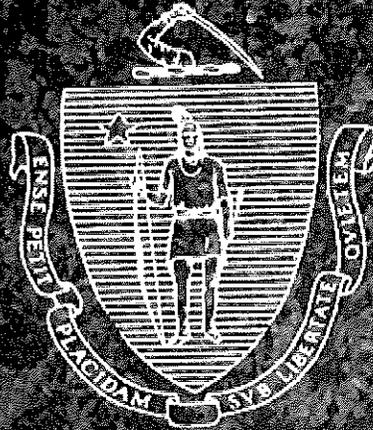
Winchester also received two letters of congratulations, one each from state Senate (Jason Lewis) and House of Reps (Michael Day).

Six awards were made, two to communities (of 351 in the Commonwealth!), two to institutions of higher ed, and two to individuals.

The energy in the room was heady.  
About a hundred people, with over 20 from Winchester - all working to reduce emissions and make the world a greener, cleaner, more energy efficient place.

thank you for your work on behalf of Winchester's green-ness!

/Prassede



Commonwealth of Massachusetts

**Municipal**

**LEADING BY EXAMPLE AWARD**

*for outstanding environmental  
and energy achievements*

Presented To

**Town of Winchester**

December 8, 2016





**Winchester Public Schools  
Winchester, Massachusetts**

**School Committee Meeting**

**Regular Session 7:00 p.m.  
Followed by an Executive Session  
December 13, 2016  
Parkhurst School**

- I. Call to Order
- II. Presentation: Elementary Student Presentation
- III. Public Comment
- IV. Student Report: Olivia Phillips/Randi Kirk
- V. Reports and Discussion Items
  - A. 2017-2018 District Calendar: J. Evans
  - B. FY18 Budget: Special Education J. Danizio, P. Girouard
  - C. Program of Studies 2017-2018: J. Evans
  - D. Human Rights Statement: S. Verdicchio
  - E. Strategic Visioning Update: C. Bohne/C. Linskey
- VI. Action Items
  - A. Vote to Approve: Model UN NYC Trip
  - B. Vote to Approve: Minutes of November 15, 2107 and November 29, 2016
- VII. Chair Report
- VIII. Superintendent Report
- IX. Future Agenda Items
  - A. Fees
  - B. Athletic/Activity Report
  - C. Curriculum Committee Update
- X. Next Meeting Dates: January 10, 2017, January 24, 2017
- XI. Executive Session

- A. An Executive Session will be held for the purpose of discussion of strategy related to bargaining of Unit D contract, since discussion in open session may be detrimental to bargaining. The committee will return to open session only for purposes of adjournment.

## XII. Adjournment



The Commonwealth of Massachusetts  
 Executive Office of Health and Human Services  
 Department of Public Health  
 250 Washington Street, Boston, MA 02108-4619

Docket Item:  
Communications - 4:  
 December 19, 2016

CHARLES D. BAKER  
 Governor

KARYN E. POLITO  
 Lieutenant Governor

MARYLOU SUDDERS  
 Secretary

MONICA BHAREL, MD, MPH  
 Commissioner

Tel: 617-624-6000  
[www.mass.gov/dph](http://www.mass.gov/dph)

December 2, 2016

Dear Water Quality Awardee,

I am pleased to present you with a *2015 Water Fluoridation Quality Award* from the U.S. Centers for Disease Control and Prevention (CDC). A total of 51 Massachusetts communities received this award. Fluoridation of public water supplies in our country began more than 65 years ago. Today in Massachusetts 70% of our residents, more than 4 million people in 138 communities, are receiving the health and economic benefits of community water fluoridation. Each community's water system reports their fluoride level to the Office of Oral Health. We then monitor and document the results in the Water Fluoridation Reporting System (WFRS) managed by the CDC.

The CDC presents this Water Fluoridation Quality Award annually to public water systems that 1.) Adjust the fluoride concentration of their drinking water; 2.) Achieve a monthly average fluoride level that is in the optimal range for 12 consecutive months in a year; and 3.) Document their fluoride levels in CDC's Water Fluoridation Reporting System.

This award recognizes your investment in ensuring that every resident of your community receives the benefit of good dental health.

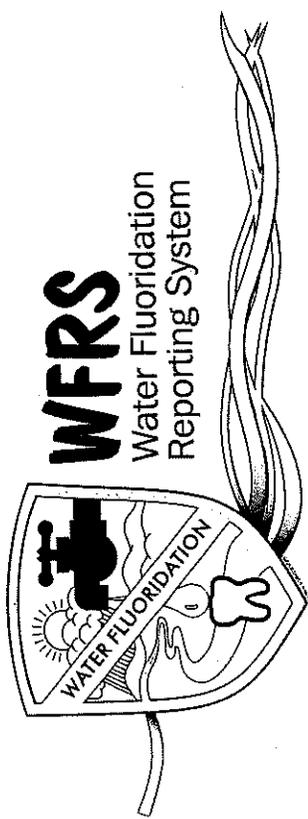
Thank you for your hard work and dedication and congratulations on this special recognition!

Sincerely,

Brittany Brown, RDH, BSDH  
 Director, Office of Oral Health  
 Massachusetts Dept. of Public Health

Cc Board of Health  
 Cc Mayor

RECEIVED  
 2016 DEC -9 AM 9:57  
 TOWN OF WINCHESTER  
 TOWN MANAGER  
 BOARD OF SELECTMEN



# 2015

# Water Fluoridation Quality Award

## Winchester State of Massachusetts

*The Centers for Disease Control and Prevention commends this water system for its consistent and professional adjustment of the water fluoride content to the optimum level for oral health for 12 consistent months. Consistent, high-quality water fluoridation practice, as demonstrated by this water system, is a safe and effective method to prevent tooth decay, improving the oral health of community residents of all ages.*

Presented by the  
Centers for Disease Control and Prevention  
United States Department of Health & Human Services

National Fluoridation Engineer, Division of Oral Health  
National Center for Chronic Disease Prevention  
and Health Promotion

Centers for Disease  
Control and Prevention  
National Center for Chronic  
Disease Prevention and  
Health Promotion





Charles D. Baker, Governor  
 Karyn E. Polito, Lieutenant Governor  
 Stephanie Pollack, Secretary & CEO  
 Thomas J. Tinlin, Administrator



Richard Howard  
 Town Manager  
 71 Mt. Vernon Street  
 Winchester, MA 01890

**Docket Item:**  
**Communications - 5:**  
**December 19, 2016**

November 28, 2016

**Re: Stoneham-Winchester- Woburn – Tri-Community Bikeway Construction Including Signals and Prefabricated Pedestrian Bridge Br. No. W-43-029 over the Aberjona River  
 Federal Aid No. CM-002S(854)X Project File #604652**

Dear Manager Howard,

I am pleased to inform you that the construction bid documents for Tri-Community Bikeway Construction Including Signals and Prefabricated Pedestrian Bridge Br. No. W-43-029 over the Aberjona River in your community has been completed and bids were solicited on **November 22, 2016**. The Massachusetts Department of Transportation - Highway Division is currently in the process of certifying the low bidder **Northern Construction Services, LLC**.

In general, the proposed trail is comprised of different facility types along its length in order to provide a contiguous facility for users. The trail consists of an 8 to 10 foot wide hot mix asphalt surface with 1 to 3 foot soft surface shoulders. A wood rail fence will be installed where the trail is located adjacent to parking areas or steep slopes. Where the trail follows low volume local roadways, the proposed facility type is a bicycle route. A bicycle route refers to use of normal roadway travel lanes by both motor vehicles and bicyclists. These facilities are also referred to as shared lanes or a shared roadway. The project is expected to complete within **633 Calendar Days** from receipt of the Notice to Proceed.

The bid package, including the construction plans and specifications are available for review at the District office. I encourage you to take advantage of this opportunity to reacquaint yourself with the project and ask that you share this invitation with the community's emergency services divisions and any other local officials or departments who may have an interest in the matter. If you would like to view this information, please contact Mark Kratman, Assistant District Operations Engineer, at (781) 641-8469 or at [Mark.Kratman@state.ma.us](mailto:Mark.Kratman@state.ma.us). You may also wish to visit [www.massdot.state.ma.us/Highway](http://www.massdot.state.ma.us/Highway) for more information and updates.

I look forward to working with you on this important transportation project. If you have any questions, please feel free to contact me.

Sincerely,

Paul Stedman  
 District Highway Director

X-C: James M. Gill, DPW Director  
 Beth Rudolph, P.E., Town Engineer  
 Lance R. Grenzeback, Chairman Board of Selectmen  
 Honorable Patricia D. Jehlen, State Senator  
 Honorable Michael S. day, State Representative

**RECEIVED**  
**2016 DEC 14 AM 11:33**  
**TOWN OF WINCHESTER**  
**TOWN MANAGER**  
**BOARD OF SELECTMEN**

Communications  
12-19-16  
#6



**TOWN OF WINCHESTER PLANNING BOARD MEETING  
TUESDAY DECEMBER 20, 2016, 7:30PM – BOARD OF SELECTMEN’S ROOM  
7:35PM PUBLIC HEARING - CBD PROPOSED RULES AND REGULATIONS**

<b>BUSINESS</b>	
7:30PM	Open Meeting and Chairmen’s Comments
7:35PM	Public Hearing – CBD Proposed Rules and Regulations
8:35PM	ZBA Special Permits: #3793 71-75 Oak Street #3794 8-10 Winter Street #3795 50-52 Salem Street
9:00PM	DLTA Program Discussion

<b>CORRESPONDENCE</b>	
	Winchester Historical Commission – 6 Reservoir Street ( Residence) Please proceed with the Demolition Permit
	City of Woburn – Public Hearings
	Town of Stoneham – Public Hearings

<b>2017 MEETINGS</b>	
Tuesday, Jan. 10	7:30PM -Planning Board Meeting, Board of Selectmen’s Room
Tuesday Jan. 24	7:30PM – Planning Board Meeting, Board of Selectmen’s Room

Tuesday Jan. 31	7:30PM – Planning Board Meeting, <b>Change of location - Waterfield Room</b>
Tuesday Feb. 7	7:30PM - Planning Board Meeting, Board of Selectmen's Room
Tuesday Feb. 21	7:30PM – Planning Board Meeting, Board of Selectmen's Room
Tuesday Feb. 28	7:30PM – Planning Board Meeting, Board of Selectmen's Room
Tuesday March 14	7:30PM – Planning Board Meeting, Board of Selectmen's Room
Tuesday March 28	7:30PM – Planning Board Meeting, Board of Selectmen's Room
Tuesday April 11	7:30PM – Planning Board Meeting, Board of Selectmen's Room
Tuesday April 25	7:30PM – Planning Board Meeting, Board of Selectmen's Room
Tuesday May 9	7:30PM – Planning Board Meeting, Board of Selectmen's Room
Tuesday May 23	7:30PM – Planning Board Meeting, Board of Selectmen's Room
Tuesday June 13	7:30PM – Planning Board Meeting, Board of Selectmen's Room
Tuesday June 27	7:30PM – Planning Board Meeting, Board of Selectmen's Room
Tuesday July 11	7:30PM – Planning Board Meeting, Board of Selectmen's Room
Tuesday July 25	7:30PM – Planning Board Meeting, Board of Selectmen's Room
Tuesday Aug 8	7:30PM – Planning Board Meeting, Board of Selectmen's Room
Tuesday Aug 22	7:30PM – Planning Board Meeting, Board of Selectmen's Room
Tuesday Sept 12	7:30PM – Planning Board Meeting, Board of Selectmen's Room

Tuesday Sept 26	7:30PM – Planning Board Meeting, Board of Selectmen’s Room
Tuesday Oct 10	7:30PM – Planning Board Meeting, Board of Selectmen’s Room
Tuesday Oct 24	7:30PM – Planning Board Meeting, Board of Selectmen’s Room
Tuesday Nov 14	7:30PM – Planning Board Meeting, Board of Selectmen’s Room
Tuesday Nov 28	7:30PM – Planning Board Meeting, Board of Selectmen’s Room
Tuesday Dec 12	7:30PM – Planning Board Meeting, Board of Selectmen’s Room
Tuesday Dec 26	7:30PM – Planning Board Meeting, Board of Selectmen’s Room