



Town of Winchester

MaryEllen Lannon, Town Clerk

Winchester Clerk's Office
71 Mt. Vernon Street
Winchester, MA 01890
Phone: 781-721-7130

Spring Annual Town Meeting
April 24, 2023

ARTICLE 1: **VOTED**, that the report of Town Officers and Finance Committee be received and filed.

I certify that the foregoing is a true account of the action taken under Article 1 of the Spring Annual Town Meeting on April 24, 2023.

**Motion Carried Voice Vote
Majority Vote Declared**

MaryEllen Lannon, CMC
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Spring Annual Town Meeting
April 24, 2023

ARTICLE 3: **VOTED**, that the report of the Planning Board be received and filed.

I certify that the foregoing is a true account of the action taken under Article 3 of the Spring Annual Town Meeting on April 24, 2023.

**Motion Carried Voice Vote
Majority Vote Declared**

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Spring Annual Town Meeting
April 27, 2023

ARTICLE 8: **VOTED**, vote to transfer from Free Cash, or other available funds, a sum of money to supplement or reduce appropriations previously voted for Fiscal Year 2023 Budgets; or take any other action in relation thereto.

MOTION #1: MOVED AND SECONDED that the Town transfer \$14,600 from Free Cash to the FY2023 Collector/Treasurer (Dept 1350) Personal Service Budget.

MOTION #2: MOVED AND SECONDED that the Town transfer \$40,000 from Free Cash to the FY2023 Legal (Dept 1510) Expense Budget.

MOTION #3: MOVED AND SECONDED that the Town transfer \$70,000 from Free Cash to the FY2023 Department of Public Works (Dept 4100) Expense Budget.

MOTION #4: MOVED AND SECONDED that the Town transfer \$83,811.81 from Free Cash to the FY2023 Department of Public Works Snow & Ice (Dept 4171) Personal Services Budget.

MOTION #5: MOVED AND SECONDED that the Town transfer \$73,116.33 from Free Cash to the FY2023 Department of Public Works Snow & Ice (Dept 4171) Expense Budget.

MOTION #6: MOVED AND SECONDED that the Town transfer \$25,000 from Free Cash to the FY2023 Unemployment (Dept 9130) Expense Budget.

MOTION #7: MOVED AND SECONDED that the Town transfer \$20,000 from Free Cash to the FY2023 Medicare (Dept 9150) Expense Budget.

MOTION #8: MOVED AND SECONDED that the Town transfer \$190,000 from Free Cash to the FY2023 Reserve Fund (Dept 9430) Expense Budget.

I certify that the foregoing is a true account of the actions taken under Article 8 of the Spring Annual Town Meeting on April 27, 2023.

**Motion Carried Voice Vote
Motions 1 – 8
Majority Vote Required**

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Spring Annual Town Meeting
April 24, 2023

ARTICLE 9: **VOTED**, that the Town vote to appropriate \$248,765.05 from the PEG Access and Cable Related Fund, \$208,765.05 of which shall be used for PEG access service programming, monitoring the cable operator's compliance with the franchise agreement and to prepare for renewal of the cable franchise license including any associated expert and legal service and \$40,000 of which shall be used for capital purposes.

I certify that the foregoing is a true account of the action taken under Article 9 of the Spring Annual Town Meeting on April 24, 2023

**Motion Carried Voice Vote
2/3 Vote Required and Declared**

MaryEllen Lannon, CMC
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Spring Annual Town Meeting
April 27, 2023

ARTICLE 11: **VOTED**, that the Revised Capital Planning Committee Report for FY24 be received and filed.

I certify that the foregoing is a true account of the action taken under Article 11 of the Spring Annual Town Meeting on April 27, 2023.

**Motion Carried Voice Vote
Majority Vote Required**

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Spring Annual Town Meeting
April 24, 2023

ARTICLE 12: VOTED, vote to transfer a sum of money from unexpended capital accounts associated with complete projects to the Capital Stabilization Fund or Building Stabilization Fund established under Chapter 69 of the Acts of 2002; or take any other action in relation thereto.

MOTION #1: MOVED AND SECONDED that the Town appropriate a sum of **\$176,159.25** from surpluses previously appropriated for specific capital projects to the Building Stabilization Fund established under Chapter 69 of the Acts of 2002 as follows:

<u>Account</u>	<u>Description</u>	<u>Balance</u>
0398452	Muraco Roof & Electrical Engineering	98,620.68
0397942	Library HVAC	59,617.55
0398152	Parkhurst Elevator	17,921.02
	Total	\$176,159.25

MOTION #2: MOVED AND SECONDED that the Town appropriate a sum of **\$15,889.59** from surpluses previously appropriated for specific capital projects to the Capital Stabilization Fund established under Chapter 69 of the Acts of 2002 as follows:

<u>Account</u>	<u>Description</u>	<u>Balance</u>
0398682	Police Chief Vehicle	11.77
0397622	West Side Generator	15,877.82
	Total	15,889.59

I certify that the foregoing is a true account of the actions taken under Article 12 of the Spring Annual Town Meeting on April 24, 2023.

**Motion Carried Voice Vote
2/3 Vote Required and Declared**

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Spring Annual Town Meeting
April 27, 2023

ARTICLE 13: **VOTED**, that \$395,000 is appropriated to pay costs of the Lake Street Bridge Replacement Project, consisting of the replacement of the bridge, including the costs of design, engineering, demolition of the existing bridge, site work, new foundations, substructures, superstructure, bridge rails, roadway pavement, sidewalks, landscaping, and temporary and permanent utility relocation, and all other costs incidental or related thereto, which appropriation shall be in addition to the \$2,100,000 previously appropriated for the Lake Street Bridge Replacement Project pursuant to the vote of the Town passed November 7, 2019 under Article 13 at the 2019 Fall Town Meeting, as amended by the vote of the Town passed November 14, 2022 under Article 9 at the 2022 Fall Town Meeting; that this appropriation shall be funded from the following sources in the following amounts: (a) unexpended bond proceeds in the amount of \$109,804.17 pursuant to Section 20 of Chapter 44 of the General Laws, which amount constitutes the total amount of unexpended proceeds related to the bonds issued for the Swanton Street Bridge project pursuant to the vote of the Town passed under Article 33 at the Fall 2018 Town Meeting, which project has been completed and has no remaining costs to be paid, (b) unexpended bond proceeds in the amount of \$4,615.83 pursuant to Section 20 of Chapter 44 of the General Laws, which amount constitutes the total amount of unexpended proceeds related to the bonds issued for the Aberjona River Flood Mitigation project pursuant to the vote of the Town passed under Article 24 at the Spring 2010 Town Meeting, which project has been completed and has no remaining costs to be paid, and (c) the Treasurer, with the approval of the Select Board, is authorized to borrow \$280,580 under Section 7(1) of Chapter 44 of the General Laws, or under any other enabling authority, and to issue bonds or notes of the Town therefor; that the Town Manager shall be authorized to have oversight of the project; and that in accordance with Section 4-2 of the Town of Winchester Home Rule Charter the Town Manager shall have the authority to enter into contracts and approve payments with respect to the project.

I certify that the foregoing is a true account of the action taken under Article 13 of the Spring Annual Town Meeting on April 27, 2023.

Motion Carried
2/3 Vote Declared
Options Technologies Electronic Vote
Yes: 138 No: 2

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Spring Annual Town Meeting
May 1, 2023

ARTICLE 14: **MAIN MOTION MOVED AND SECONDED**, that \$400,000 is appropriated to pay costs of engineering services for traffic improvements associated with the Lynch Elementary School Project and in the surrounding neighborhoods, including all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under Section 7(7) of Chapter 44 of the General Laws, or under any other enabling authority, and to issue bonds or notes of the Town therefor; that the Town Manager shall be authorized to have oversight of the project; and that in accordance with Section 4-2 of the Town of Winchester Home Rule Charter the Town Manager shall have the authority to enter into contracts and approve payments with respect to the project.

MOTION TO AMEND, VOTED that \$400,000 be appropriated to pay costs of engineering services for traffic improvements associated with the Lynch Elementary School Project and in the surrounding neighborhoods, including all costs incidental and related thereto; that to meet this appropriation \$400,000 is transferred from the Capital Stabilization Fund established under Chapter 69 of the Acts of 2002; that the Town Manager shall be authorized to have oversight of the project; and that in accordance with Section 4-2 of the Town of Winchester Home Rule Charter the Town Manager shall have the authority to enter into contracts and approve payments with respect to the project.

Motion to Amend Carried
Majority Vote Declared
Options Technologies Electronic Vote
Yes: 87 No: 62

Main Motion as Amended Carried
2/3 Vote Declared
Options Technologies Electronic Vote
Yes: 140 No: 12

I certify that the foregoing is a true account of the actions taken under Article 14 of the Spring Annual Town Meeting on May 1, 2023.

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Spring Annual Town Meeting
April 27, 2023

ARTICLE 15: **VOTED**, that the Town appropriate \$175,000 from Free Cash for Flood Mitigation Project Maintenance related to vegetation management, wetland, and tree/vegetation tagging, and permitting including engineering services, construction and all other costs incidental and related thereto.

I certify that the foregoing is a true account of the action taken under Article 15 of the Spring Annual Town Meeting on April 27, 2023.

**Motion Carried Voice Vote
Majority Vote Required Declared Unanimous**

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Spring Annual Town Meeting
April 24, 2023
Consent Agenda

ARTICLE 16: **VOTED,** that the Town appropriate \$85,000 from Free Cash to supplement the Eversource Account #0397252 for the purpose of engineering and other consulting services regarding the location and construction of Eversource electronic transmission lines in Winchester.

I certify that the foregoing is a true account of the action taken under Article 16 of the Spring Annual Town Meeting on April 24, 2023.

**Motion Carried Voice Vote
2/3 Vote Required and Declared**

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Spring Annual Town Meeting
April 27, 2023

ARTICLE 17: **VOTED**, that the Town appropriate \$20,000 from Free Cash to supplement the Traffic Calming Account #0398882 for the implementation of one or more traffic calming measures to mitigate existing traffic and pedestrian impacts caused by the Eversource 345kV project as agreed to in a Memorandum of Understanding between Eversource and the Town.

I certify that the foregoing is a true account of the action taken under Article 17 of the Spring Annual Town Meeting on April 27, 2023.

**Motion Carried Voice Vote
Majority Vote Declared**

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Spring Annual Town Meeting
May 1, 2023

ARTICLE 18: VOTED, that the Town vote to amend the water and sewer rates currently in effect in accordance with Chapter 7, Section 3 of the Town of Winchester Code of By-Laws such that all bills for consumption on or after March 1, 2023, shall be in conformance with the following rates: **Residential Accounts (in accordance with Chapter 110)**

Water:

0-15	Units Per Billing Period	\$1.79	ccf
16-45	Units Per Billing Period	\$4.43	ccf
Over 45	Units Per Billing Period	\$7.07	ccf

Low-Income Water:

0-15	Units Per Billing Period	\$1.43	ccf
16-45	Units Per Billing Period	\$3.51	ccf
Over 45	Units Per Billing Period	\$5.64	ccf

Sewer:

0-15	Units Per Billing Period	\$1.82	ccf
16-45	Units Per Billing Period	\$5.75	ccf
Over 45	Units Per Billing Period	\$8.94	ccf

Low-Income Sewer:

0-15	Units Per Billing Period	\$1.46	ccf
16-45	Units Per Billing Period	\$4.62	ccf
Over 45	Units Per Billing Period	\$7.17	ccf

Commercial/Industrial/Institutional

Water:

0-75	Units Per Billing Period	\$7.15	ccf
Over 75	Units Per Billing Period	\$8.75	ccf

Sewer:

0-75	Units Per Billing Period	\$9.33	ccf
Over 75	Units Per Billing Period	\$12.64	ccf

Service Charge: \$30 Per Billing Period

I certify that the foregoing is a true account of the action taken under Article 18 of the Spring Annual Town Meeting on May 1, 2023.

**Motion Carried Voice Vote
Majority Vote Declared**

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Spring Annual Town Meeting
April 24, 2023
Consent Agenda

ARTICLE 22: **VOTED**, to raise and appropriate \$30,000 to the Building Stabilization Fund established under Chapter 69 of the Acts of 2002.

I certify that the foregoing is a true account of the action taken under Article 22 of the Spring Annual Town Meeting on April 24, 2023.

**Motion Carried Voice Vote
2/3 Vote Required and Declared**

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Spring Annual Town Meeting
April 24, 2023
Consent Agenda

ARTICLE 23: **VOTED,** to that the Town fix the maximum amount that may be spent during Fiscal Year 2024 beginning July 1, 2023, for the revolving funds established pursuant to the Winchester's Code of By-Laws for certain departments, boards, committees, agencies or officers, in accordance with Massachusetts General Laws Chapter 44, Section 53E ½, as follows:

Revolving Fund	Department	FY24 Spending Limit
Archival Center	Town Clerk	\$5,000
Energy Use	Energy	\$80,000
Board of Health Clinics	Board of Health	\$100,000
Grass Fields	Recreation	\$100,000
Synthetic Fields	Recreation	\$100,000
Historical Commission	Historical Comm	\$6,000

I certify that the foregoing is a true account of the action taken under Article 23 of the Spring Annual Town Meeting on April 24, 2023

**Motion Carried Voice Vote
2/3 Vote Required and Declared**

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Spring Annual Town Meeting
April 24, 2023
Consent Agenda

ARTICLE 24: **VOTED,** that the Town authorize the Treasurer, with the approval of the Town Manager and the Select Board, to borrow money in anticipation of revenue for the fiscal year beginning July 1, 2023 in accordance with Massachusetts General Laws Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws Chapter 44, Section 17.

I certify that the foregoing is a true account of the action taken under Article 24 of the Spring Annual Town Meeting on April 24, 2023.

**Motion Carried Voice Vote
2/3 Vote Required and Declared**

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Spring Annual Town Meeting
April 24, 2023
Consent Agenda

ARTICLE 25: **VOTED**, the Town to accept and expend funds from the Commonwealth of Massachusetts for improvements to Town Ways, the purchase of equipment, acquisition of easements, and payments for damages and expenses. These funds are referred to as "Chapter 90 Funds"

I certify that the foregoing is a true account of the action taken under Article 25 of the Spring Annual Town Meeting on April 24, 2023.

**Motion Carried Voice Vote
2/3 Vote Required and Declared**

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Spring Annual Town Meeting
May 1, 2023

ARTICLE 26: **VOTED**, to hear and act on the report of the Personnel Board and take any action in connection with recommendations as to wages and salaries, working conditions, new or revised rates of wages and salaries, changes, additions, adjustments or revisions of wages and salaries and in classifications and definitions, and in amending; and to raise and appropriate money for any adjustments or revisions of wages and salaries of employees subject and not subject to collective bargaining agreements or in any job classifications, and to provide for salary or wage adjustments not otherwise provided for, said monies to be expended by the departments affected; determine in what manner the monies shall be raised by taxation or otherwise, or take any other action in relation thereto.

MOTION 1: **VOTED**, that the Town's Compensation Schedule be amended to fund a proposed 2.5% COLA, effective July 1, 2023, as recommended by the Town Manager and the Personnel Board as set forth in **Appendix A – (Proposed) FY24 Non-Union Municipal Compensation Schedules (Proposed 2.5% COLA) July 1, 2023** on Schedule 2 – CS Compensation Schedule FY24, Schedule 3 – PT Compensation Schedule FY24, Schedule 4 – Management Schedule FY24, Schedule 5 – Miscellaneous Positions Compensation Schedule, and Schedule 6 – Recreation Compensation Schedule (R-Grades).

**Motion Carried Voice Vote
Majority Vote Declared**

MOTION 2: VOTED, that the Town appropriate the sum of \$246,342 to various FY24 Municipal Personal Service budgets, as listed below, to fund a 2.5% COLA for non-union municipal employees effective July 1, 2023; \$202,909 shall be raised on the tax levy, \$9,713 shall be transferred from Water and Sewer Retained Earnings and \$33,720 shall be transferred from Recreation Program Receipts.

Department #1210	Town Manager	\$15,989
Department #1330	Comptroller	\$9,157
Department #1340	Assessor	\$3,252
Department #1350	Treasurer/Collector	\$6,652
Department #1412	Engineering	\$11,452
Department #1413	Building & Zoning	\$7,158
Department #1415	Conservation	\$2,240
Department #1520	Human Resources	\$5,605
Department #1530	Information Technology	\$3,252
Department #1610	Town Clerk	\$8,667
Department #2100	Police Department	\$31,007
Department #2200	Fire Department	\$4,057
Department #2420	Sealer of Weights & Measures	\$219
Department #4100	Department of Public Works	\$36,695
Department #5110	Health Department	\$8,603
Department #5410	Council on Aging	\$7,926
Department #5420	Veterans' Services	\$266
Department #6110	Library	\$40,712
Department #9000	Water & Sewer Enterprise	\$9,713
Department #9010	Recreation Enterprise	\$33,720
	Total Appropriation:	\$246,342

**Motion Carried Voice Vote
Majority Vote Declared**

MOTION 3: VOTED, that the Town's Compensation Plan be amended effective July 1, 2023, as recommended by the Town Manager and the Personnel Board as set forth in **Appendix B – (Proposed) Classification of Positions on Schedule 5 – Miscellaneous Compensation Schedule - FY24 – July 1, 2023**.

**Motion Carried Voice Vote
Majority Vote Declared**

MOTION 4: MOVED AND SECONDED that the Town’s Compensation Plan be amended effective July 1, 2023, as recommended by the Town Manager and the Personnel Board as set forth in **Appendix C – (Proposed) Classification of Positions on Schedule 3 – PT Compensation Schedule FY24 – July 1, 2023.**

Schedule 3 – PT Compensation Schedule FY24 – July 1, 2023

- Add PT-11 “Bibliographical Services Librarian”
- Add PT-12 “Financial Analyst”
- Reclassify the “Water Treatment Plant Operator” from a PT-13 to a PT-15
- Delete PT-9 “Library Network Administrator”

**Motion Carried Voice Vote
Majority Vote Declared**

MOTION 5: MOVED AND SECONDED that Schedule 1 of the Town’s Compensation Plan be amended, revised, and modified in accordance with the recommendation of the Personnel Board as set forth in **Appendix D – SEIU 888, Clerical Union Wage Adjustments for FY23, FY24, and FY25** and pursuant to a Memorandum of Understanding (MOU) reached between the Select Board and the Winchester Clerical Union, SEIU Local 888 dated March 23, 2023.

**Motion Carried Voice Vote
Majority Vote Declared**

MOTION 6: MOVED AND SECONDED: that the Town appropriate the sum of \$36,942 to various FY23 Municipal Personal Service budgets, as listed below, to fund wage increases for employees of the Winchester Clerical Union effective July 1, 2022; \$30,687 shall be transferred from FY23 Unallocated Wage Account (0312551), \$3,068 shall be transferred from the Water and Sewer Retained Earnings and \$3,187 shall be transferred from Recreation Retained Earnings.

Department #1340	Assessor	\$3,297
Department #1350	Treasurer/Collector	\$2,930
Department #1412	Engineering	\$1,762
Department #1413	Building & Zoning	\$3,171
Department #1610	Town Clerk	\$3,040
Department #2100	Police Department	\$4,674
Department #2200	Fire Department	\$2,662
Department #4100	Department of Public Works	\$4,907
Department #5110	Health Department	\$1,912
Department #5410	Council on Aging	\$2,332
Department #9000	Water & Sewer Enterprise	\$3,068
Department #9010	Recreation Enterprise	<u>\$3,187</u>
	Total Appropriation:	\$36,942

**Motion Carried Voice Vote
Majority Vote Declared**

MOTION 7: MOVED AND SECONDED: that the Town raise and appropriate the sum of \$72,096 to various FY24 Municipal Personal Service budgets, as listed below, to fund wages for employees of the Winchester Clerical Union; \$59,518 shall be raised on the tax levy, \$6,137 shall be transferred from Water and Sewer Retained Earnings and \$6,441 shall be transferred from Recreation Program Receipts.

Department #1340	Assessor	\$6,663
Department #1350	Treasurer/Collector	\$5,891
Department #1412	Engineering	\$3,568
Department #1413	Building & Zoning	\$6,485
Department #1610	Town Clerk	\$6,255
Department #2100	Police Department	\$8,082
Department #2200	Fire Department	\$4,468
Department #4100	Department of Public Works	\$9,668
Department #5110	Health Department	\$3,718
Department #5410	Council on Aging	\$4,720
Department #9000	Water & Sewer Enterprise	\$6,137
Department #9010	Recreation Enterprise	\$6,441
	Total Appropriation:	\$72,096

**Motion Carried Voice Vote
Majority Vote Declared**

MOTION 8: VOTED, that the Town raise and appropriate the sum of \$334,745 for the FY24 Unallocated Wage Account to provide for the revision and adjustments in salaries and wages and other benefits for unsettled collective bargaining agreements for municipal union employees of the Town for FY24, said sum to be allocated pursuant to a subsequent Town Meeting vote(s).

**Motion Carried Voice Vote
Majority Vote Declared**

I certify that the foregoing is a true account of the actions taken under Article 26 of the Spring Annual Town Meeting on May 1, 2023.



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Spring Annual Town Meeting
April 25, 2022

CONSENT AGENDA: **VOTED,** that the 2023 Spring Town Meeting advance for consideration Articles 2, 6, 7, 9, 10, 12, 16 and 22 through 25, and take action on such Articles without debate on any of such Articles with the specified motions as set forth in this motion book, provided that, upon the request of five voters at this Meeting made before the vote is taken on this motion, or otherwise at the Moderator's discretion, an Article shall be removed from the Consent Agenda and shall be acted upon in the ordinary course of business at this Town Meeting.

I certify that the foregoing is a true account of the action taken under the Consent Agenda for Articles 2, 6-7, 9-10, 12, 16 and 22-25 of the Spring Annual Town Meeting on April 25, 2022.

**Motion Carried Voice Vote
2/3 Vote Required**

MaryEllen Lannon, CMC
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Spring Annual Town Meeting
April 24, 2023

PRELIMINARY MOTIONS: VOTED, that the following preliminary motions be voted as one:

1. That Beth Rudolph, Town Manager; Stacie Ward, Comptroller; Town Counsel or his designee; and Mark J. Twogood, Assistant Town Manager, who are not Town Meeting Members, be permitted to sit at the front of the auditorium with the Select Board during all sessions of this Town Meeting.
2. That the Deputy Town Moderator be permitted to occupy a desk on the platform during all sessions of this Town Meeting.
3. That all members of the Finance Committee and their secretary, whether Town Meeting Members or not, be permitted to sit together at the front of the auditorium during all sessions of this Town Meeting.
4. That the Town Clerk or her designee or the Assistant Town Clerk be permitted to occupy a desk on the platform during all sessions of this Town Meeting.
5. That the Moderator be authorized to permit members of various Town boards, commissions, committees, department heads, and petitioners of special articles to sit at the front of the auditorium during consideration of appropriate articles.
6. Unless it be otherwise ordered, all adjourned sessions of this Town Meeting shall be held on successive Monday and Thursday evenings at 6:30 P.M. in the Winchester High School Auditorium, until the work of this Town Meeting is completed.
7. That action on all motions involving appropriations shall be contingent upon compliance with the provisions of Massachusetts General Laws Chapter 59, Section 21C, a law known as Proposition 2-1/2.
8. That cable television coverage shall be permitted at all sessions of this Town Meeting.

I certify that the foregoing is a true account of the action taken under the Preliminary Motions of the Spring Annual Town Meeting on April 24, 2023.

**Motion Carried Voice Vote
Majority Vote Required**

MaryEllen Lannon, CMC
Winchester Town Clerk