

Dear Members of the Town Meeting:

The 2020 Spring Town Meeting arrives amidst a global pandemic and Governor Baker's resulting declaration of a state of emergency in the Commonwealth. The health advisories that have issued prevent us from gathering in person as a large group. As a result, we will be conducting the meeting through remote means.

The Select Board, Town Clerk and Town Manager's Office have been working hard to identify a suitable means to conduct the Town Meeting and have regularly consulted with Town Counsel to ensure that a remote form of meeting would preserve the necessary procedural elements of the meeting and would otherwise facilitate an open, democratic and participatory process that met the various legal requirements at the state and local level.

The Town Clerk has surveyed all members regarding their access to technology and has been working diligently to develop a written guide for participation, to pair Town Meeting members needing assistance with a technology assistant or coach and to prepare for trial runs of the remote meeting process prior to the actual start of our meeting on June 8<sup>th</sup>.

On May 22<sup>nd</sup>, I formally requested that the Select Board approve the conduct of the Town Meeting by remote means. The Select Board voted on May 28<sup>th</sup> to grant that request. The intent is that the meeting will be conducted through the voice and video platform Zoom, which enables large group meetings. Voting will be conducted through a proprietary software program, VVoter, that allows voters to record their vote remotely through an authentication program. Participation in the meeting will require internet access and a computer or smart phone. Members of the meeting will need to toggle between the Zoom platform and the voting program at the time of any vote. Together with the Town Clerk, Town Manager and members of the Town's technology staff, I have participated in a trial run of the program and found that it adequately serves the purposes of the meeting.

Given the inherent limits of remote participation, we are also striving to pare down the meeting format in a way that differs from some of our historical practices. These procedural changes are not in any sense meant to limit the input and participation of the members of the Town Meeting, but to use their time as meaningfully and efficiently as possible.

Initial reports to the meeting will, for the most part, be prerecorded and available for review with the other supporting material distributed to the meeting.

Procedurally, we will seek to adopt the practices of many other large meetings, and other town meetings, and implement a Consent Agenda. The Consent Agenda groups together articles that are not normally the subject of debate and allows these articles to be taken up under one motion. Members may ask questions about items on the Consent Agenda, but not debate those motions. At the request of five or more members, or at the discretion of the Moderator, an article may be removed from the Consent Agenda and heard in the normal course. This practice is meant to streamline the conduct of the meeting and avoid the calling of multiple votes on matters that are generally adopted by the meeting without debate.

The conduct of the meeting itself will also differ in that our practice of having the Moderator present by voice individual motions that are otherwise available in the written materials, will be limited, when feasible, to the simple reference to the materials as written.

These are difficult times and they require us to make accommodations to best serve the public health of the community. The remote meeting, while new and in some ways cumbersome, is a prudent course that will address public health concerns while still preserving the democratic right to participation in the meeting.

Many things that seemed certain to us as citizens just a few short months ago have been changed in profound ways that have altered many of our assumptions about the conduct of our daily lives. Amidst this uncertainty, I

have been heartened by the sure knowledge that the citizens of Winchester, having encountered and overcome many challenges as individuals and as a community, are well suited to adapt to the present moment and to continue to be advocates for the well-being of the town and its residents in whatever form the circumstances may require.

Thank you for your service to Winchester.

Peter Haley  
Town Moderator

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**2020 ANNUAL TOWN MEETING MOTIONS  
MAJORITY VOTE REQUIRED  
UNLESS OTHERWISE SPECIFIED**

*Preliminary Motions*

**MOVED AND SECONDED** that the following preliminary motions be voted as one:

1. That, in light of the ongoing COVID-19 pandemic and the federal, state and local advisories to practice social distancing and avoid the congregation of crowds, the 2020 Annual Town Meeting be heard through remote participation using a videoconferencing platform, and electronic voting as proposed by the Moderator in his request to the Select Board dated May 22, 2020.
2. That a Deputy Moderator be appointed to assist the Moderator in the conduct of the Meeting.
3. That unless it be otherwise ordered, all adjourned sessions of this Town Meeting shall be held on successive Thursday and Monday evenings at 7:30 P.M. via the same means above, until the work of this Town Meeting is completed.
4. That cable television coverage shall be permitted at all sessions of this Town Meeting.

*Consent Agenda*

**MOVED AND SECONDED** that the 2020 Spring Town Meeting advance for consideration Articles 1, 3, 4, 7, 8, 12, 13, and 18 through 22, and take action on such Articles without debate on any of such Articles, 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.

TOWN OF WINCHESTER



2020 Spring Town Meeting

**ARTICLE 1: Consent Agenda**

*Majority vote required*

To hear and act upon the reports of the Town Officers and the Finance Committee; or take any other action in relation thereto.

(Select Board)

**MOTION:**

MOVED and SECONDED that the report of Town Officers and Finance Committee be received and filed.

# TOWN OF WINCHESTER

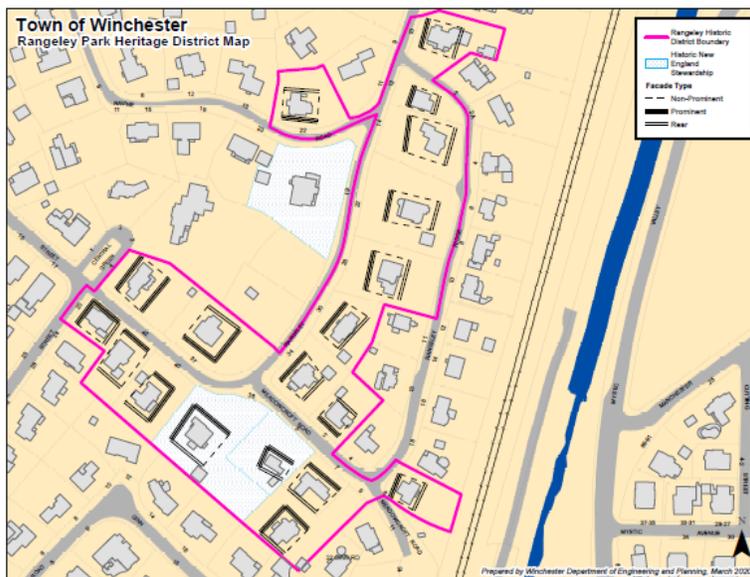


2020 Spring Town Meeting

## ARTICLE 2

*Majority vote required*

To see if the Town will vote to amend Chapter 19, Section 2.6 (Rangeley Park Heritage District Map) of the Code of Bylaws in order to add the property at 9 Meadowcroft Road to the Rangeley Park Heritage District as follows; or take any other action in relation thereto.



(Rangeley Park Heritage District Commission)

### **MOTION:**

MOVED and SECONDED that the property at 9 Meadowcroft Road be included in the Rangeley Park Heritage District and that the map of the Rangeley Park Heritage District be amended as shown in the map printed in the Warrant.

### **BACKGROUND:**

The owner of the property at 9 Meadowcroft has signed a form requesting that the property be included in the Heritage District as provided in the Town Bylaw. Heritage Districts (Chapter 19 of the Code of Bylaws) help to preserve and protect buildings, structures, settings, and sites that have historical, architectural, or cultural significance to specific districts or the Town of Winchester as a whole. The portions of the bylaw applicable to the Rangeley Park Heritage District set forth a review process for changes to properties that are part of the District. The District includes only properties whose owners request to be part of it.

# TOWN OF WINCHESTER



2020 Spring Town Meeting

## **ARTICLE 3: Consent Agenda**

*2/3 vote required*

To see if the Town will vote to amend Sections 7.3.10, 7.3.12.3, North Core (Dimensional Requirements), and 7.3.12.3 of the Winchester Zoning Bylaw to amend the height limits in that portion of the North Business District west of Main Street from the current maximum height limits of a) forty five (45) feet of right and b) sixty five (65) feet by special permit, to forty (40) feet and sixty (60) feet respectively. The proposed amendments would change the height limits in the described section of the North Business District to those in effect in the adjacent Town Common" area. This petition does not seek to change the height limits on the EAST side of Main Street in the North Business District. To effect the change proposed, this petition seeks to amend the foregoing sections of the current Zoning Bylaw of the Town of Winchester (adopted by the Town on April 25, 2026, effective as of July 26, 2016) as follows; or take any other action in relation thereto.

(John Stevens, Citizens Petition)

### **MOTION:**

MOVED AND SECONDED that Article 4 be indefinitely postponed.

# TOWN OF WINCHESTER



2020 Spring Town Meeting

## **ARTICLE 4: Consent Agenda**

*Majority vote required*

That proven 21<sup>st</sup> Century voting technology be used to record, and make public, the votes of Town Meeting Members on issues that come before that body.

(Daniel Nakamoto, Citizens Petition)

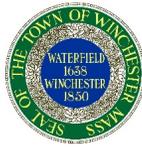
### **MOTION:**

MOVED AND SECONDED that Article 4 be indefinitely postponed.

### **BACKGROUND:**

The motion for Article 4 is for indefinite postponement with the understanding that the Select Board will include this article on the Fall 2020 Town Meeting warrant as a Select Board article, thus avoiding requiring the petitioner to collect citizens' petition signatures again.

# TOWN OF WINCHESTER



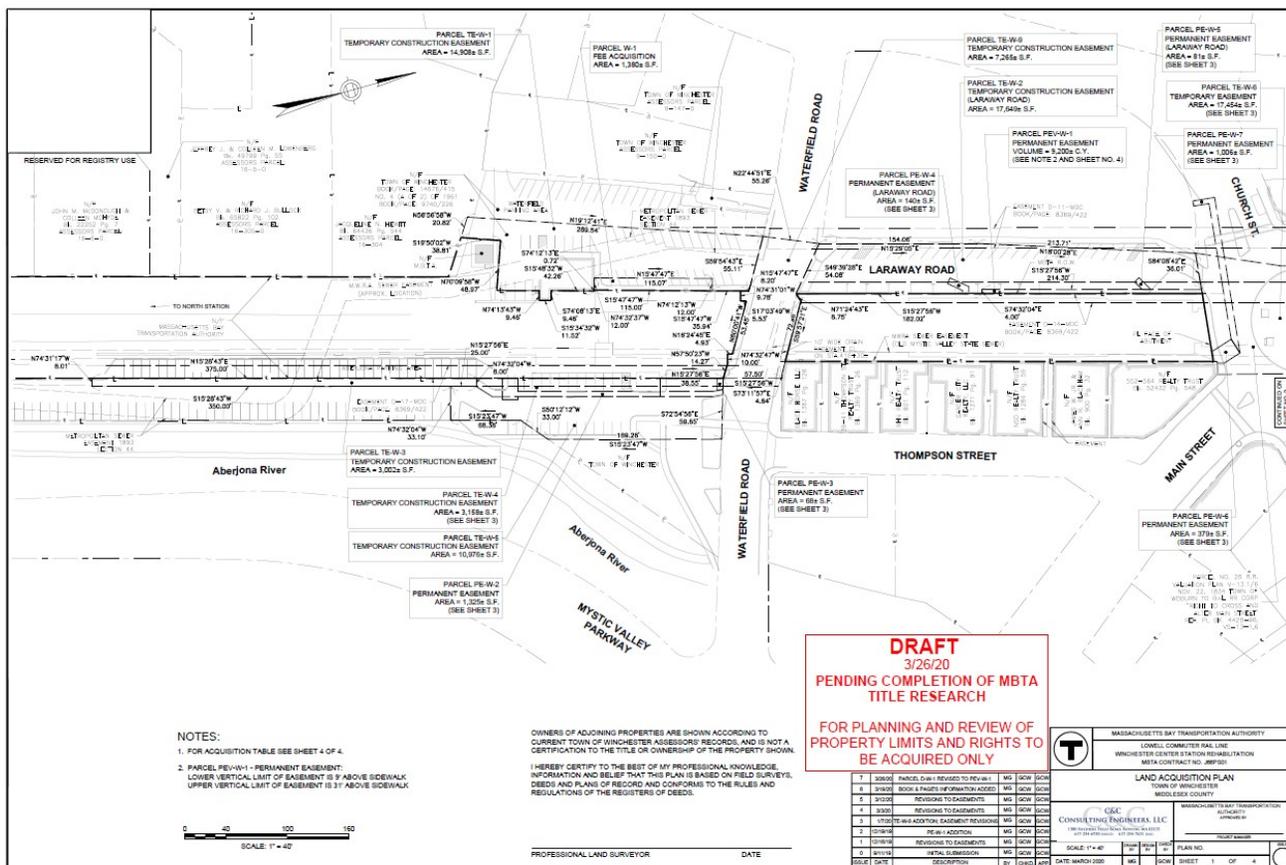
## 2020 Spring Town Meeting

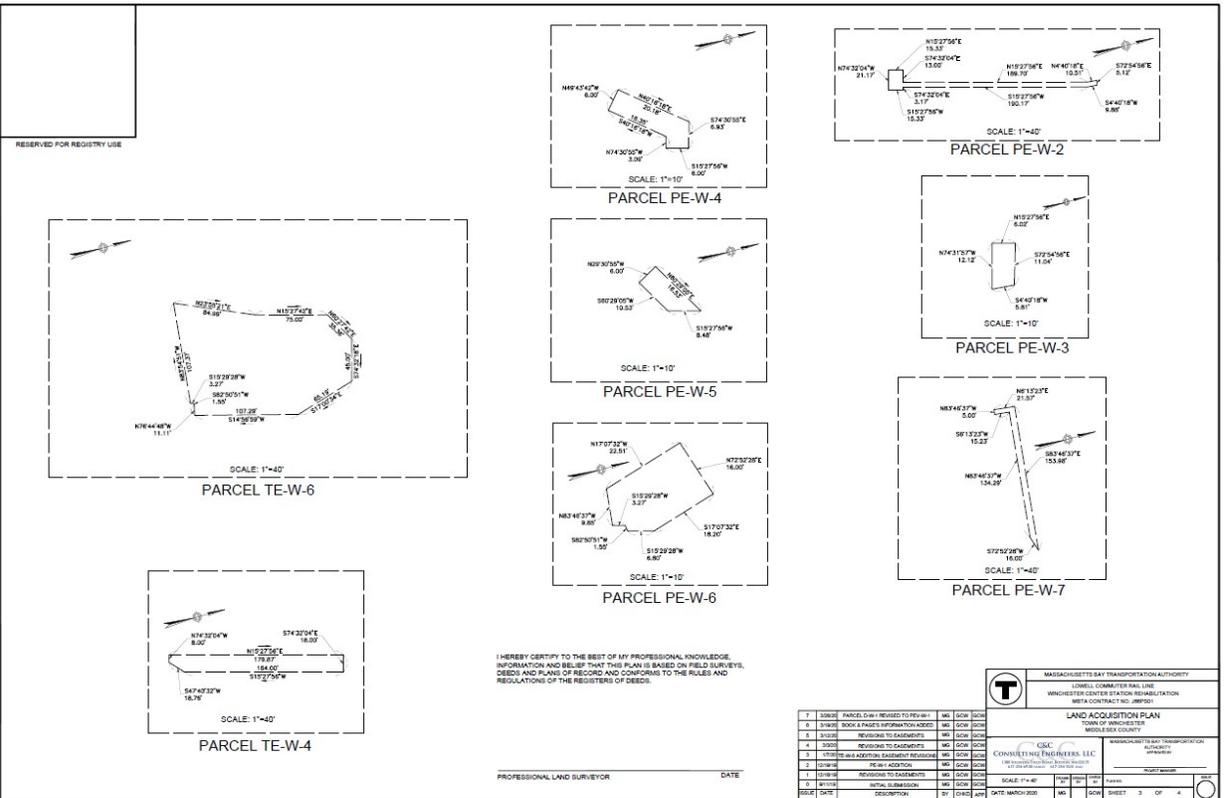
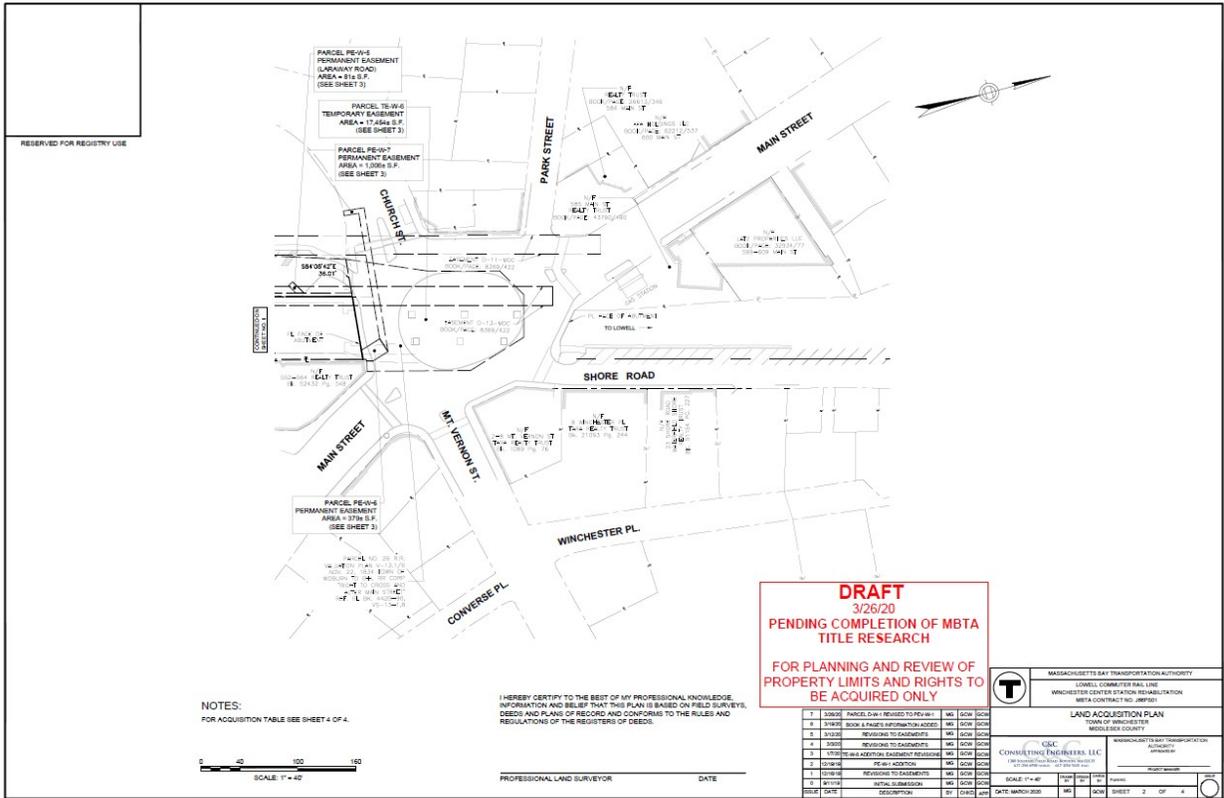
### ARTICLE 5

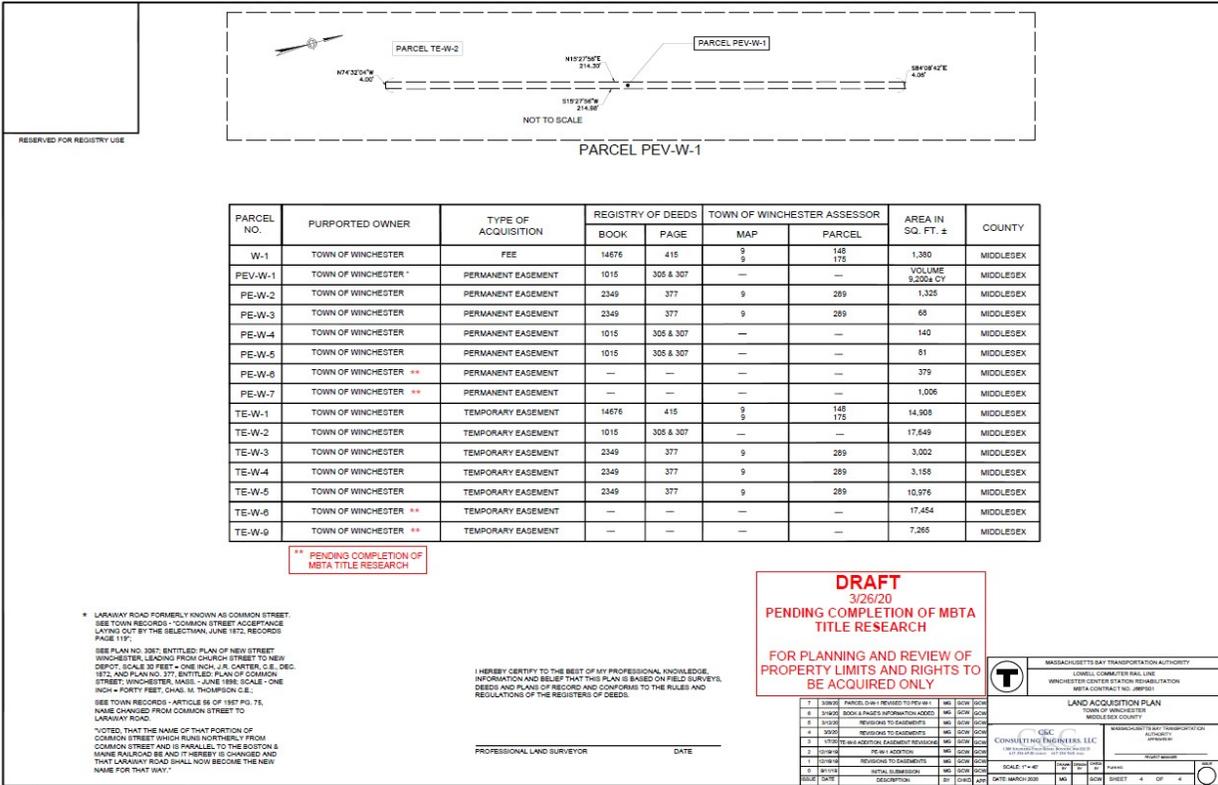
*2/3 vote required*

To see if the Town will vote to authorize the Select Board to convey to the Massachusetts Bay Transportation Authority (the "MBTA") any and all temporary and permanent interests in real property owned by the Town, in and around the vicinity of the Winchester Center Commuter Rail Station, needed by the MBTA, its agents, successors and assigns, for the purpose of permitting the MBTA to make improvements to the Station, including, without limitation, the authority to grant any necessary interests in real property that may be identified on the Plan labeled as "Massachusetts Bay Transportation Authority, Lowell Commuter Rail Line, Winchester Center Station Rehabilitation, MBTA Contract No. J66PS01, Land Acquisition Plan, Town of Winchester, Middlesex County" dated March 2020, in furtherance and support of the Project and to facilitate the Winchester Station improvements and construction; such conveyance to be on such terms and conditions as the Select Board deems appropriate; or take any action in relation thereto.

(Select Board)







**MOTION:**  
MOVED AND SECONDED, that the Town approve Article 5 as printed in the Warrant.

**BACKGROUND:**  
Since 2010, the Winchester Select Board, Town staff, and various other municipal boards and committees have worked with the MBTA on the design for the reconstruction of the Winchester Center Commuter Rail Station. The MBTA expects to bid the construction of this project in summer 2020, with a potential construction start date in late 2020 or early 2021. The project consists of reconstructing the ramp and installing a new stair on Laraway Road; installing a new stair and elevator on the inbound side at the Waterfield Lot; installing a new elevator, stair, and ramp on the outbound side at the Aberjona Lot; and installing a new stair and elevator on MBTA-owned property behind the buildings on Laraway Road. The MBTA needs to acquire temporary and permanent easements from the Town of Winchester to facilitate construction of the station. This article gives the Select Board the authority to convey these easements to the MBTA. The plan presented herein supersedes the easement plan previously approved by Town Meeting in Spring 2019 based on changes the MBTA has made to the project design.

TOWN OF WINCHESTER



2020 Spring Town Meeting

ARTICLE 6

*Majority vote required*

To see if the Town will vote to amend the water and sewer rates currently in effect in accordance with Chapter 7, Section 3 of the Code of By-Laws; or take any other action in relation thereto.

(Select Board)

**MOTION:**

MOVED AND SECONDED that the Town, in accordance with Chapter 7, Section 3 of the Town of Winchester Code of By-Laws, vote to amend the water and sewer rates currently in effect. All bills for consumption on or after March 1, 2020, shall be in conformance with the following rates:

**Residential Accounts (in accordance with Chapter 110)**

**Water:**

<b>0-15</b>	<b>Units Per Billing Period</b>	<b>\$1.57</b>	<b>ccf</b>
<b>16-45</b>	<b>Units Per Billing Period</b>	<b>\$3.90</b>	<b>ccf</b>
<b>Over 45</b>	<b>Units Per Billing Period</b>	<b>\$6.23</b>	<b>ccf</b>

**Low-Income Water:**

<b>0-15</b>	<b>Units Per Billing Period</b>	<b>\$1.25</b>	<b>ccf</b>
<b>16-45</b>	<b>Units Per Billing Period</b>	<b>\$3.10</b>	<b>ccf</b>
<b>Over 45</b>	<b>Units Per Billing Period</b>	<b>\$4.97</b>	<b>ccf</b>

**Sewer:**

<b>0-15</b>	<b>Units Per Billing Period</b>	<b>\$1.60</b>	<b>ccf</b>
<b>16-45</b>	<b>Units Per Billing Period</b>	<b>\$5.07</b>	<b>ccf</b>
<b>Over 45</b>	<b>Units Per Billing Period</b>	<b>\$7.87</b>	<b>ccf</b>

**Low-Income Sewer:**

<b>0-15</b>	<b>Units Per Billing Period</b>	<b>\$1.28</b>	<b>ccf</b>
<b>16-45</b>	<b>Units Per Billing Period</b>	<b>\$4.07</b>	<b>ccf</b>
<b>Over 45</b>	<b>Units Per Billing Period</b>	<b>\$6.31</b>	<b>ccf</b>

**Commercial/Industrial/Institutional**

**Water:**

<b>0-75</b>	<b>Units Per Billing Period</b>	<b>\$6.29</b>	<b>ccf</b>
<b>Over 75</b>	<b>Units Per Billing Period</b>	<b>\$7.71</b>	<b>ccf</b>

**Sewer:**

<b>0-75</b>	<b>Units Per Billing Period</b>	<b>\$8.21</b>	<b>ccf</b>
<b>Over 75</b>	<b>Units Per Billing Period</b>	<b>\$11.14</b>	<b>ccf</b>

**Service Charge: \$30 Per Billing Period**

## **BACKGROUND**

The Water & Sewer Enterprise Fund is used by the Town to pay for operation, maintenance, and capital costs associated with the water, sewer, and stormwater systems. Its primary source of funding is revenue from user bills. After not updating water and sewer rates for FY 2019, the Town increased water and sewer rates 3.5% for the current fiscal year, FY 2020. Despite this rate increase, water and sewer billings in FY 2020 were down about 8.0% from FY 2019's billings. The primary reason for the decrease in billings is a rainy, wet spring in 2019. Generally, wet springs mean less outdoor water usage, which means less billings. Many non-urban communities in Massachusetts have seen similar decreases in consumption and billings in FY 2020 and are looking at larger-than-normal rate increases to generate additional revenues to cover expenditures and to begin replenishing retained earnings. With another wet spring this year, lower overall consumption in FY 2021 similar to FY 2020's consumption level is foreseeable, increasing the need for the Town to raise water and sewer revenues to help cover FY 2021 expenditures.

Because it is designated as an enterprise fund, water and sewer revenues that exceed a given year's actual operating expenses do not revert into the Town's general fund at year's end, and instead remain in the fund as retained earnings. Having healthy retained earnings in the recent past has allowed certain water and sewer capital projects and federal stormwater permit compliance to be funded out of retained earnings. A portion of available retained earnings has been used during the current fiscal year for capital outlays and stormwater permit compliance, but also to support the operational budget. Water and sewer retained earnings were certified at \$1,081,534, as of July 1, 2019, after subtracting about \$400,000 appropriated for the FY 2020 budget by Spring Town Meeting in May. Fall 2019 Town Meeting appropriated a further approximately \$300,000 of retained earnings. In total, over \$700,000 of retained earnings have been appropriated to fund FY 2020 expenditures, and an additional amount will be needed to cover the projected FY 2020 deficit, which is expected to exceed \$400,000. Only a small amount of retained earnings, 3% of annual operating costs or less, would remain. As a best practice, a retained earnings balance of at least 10% of annual operating costs is recommended. A healthy retained earnings balance allows an enterprise fund to manage an operating deficit due to a wet year and to handle an unexpected large expense. With votes for retained earnings to fund FY 2021 expenditures planned, the available retained earnings balance will dwindle further.

The per-bill water and sewer service charge exists as a mechanism for the Water & Sewer Enterprise Fund to recover operating costs that do not vary with consumption. These include meter reading, meter maintenance, billing, office support, and other general administrative costs, as well as indirect costs for collections and other shared services, that are incurred regardless of variations in consumption levels. The service charge has not changed since it was established in 2007. DPW administration and a consultant analyzed the fund's administrative costs budgeted for FY 2021, which totaled about \$850,000 and are expected to be recovered with the proposed service charge of \$30 per bill based on the number of bills expected to be generated in FY 2021. A table below contains a comparison of Winchester's annual service charge to other communities' annual service charge.

The Town's most recent capital plans for water, sewer, and stormwater, maintained by the Town's Department of Public Works and Engineering Department, consists of purchases and upgrades over the next 10 years that are expected to cost almost \$21 million in total and result in over \$4 million of additional debt over the next five years and over \$300,000 of capital outlay purchases. Debt for the North Reservoir Dam project is included and is anticipated to start in FY 2022. Additionally, the Town expects to pay an average of approximately \$250,000 per year for stormwater permit-compliance over the next few years. All stormwater permit-compliance costs have been funded out of retained earnings, as is the plan for FY 2021.

FY 2021 anticipated expenditures are broken down as follows:

- MWRA Assessments: \$6.3 million
- Operating Expenses: \$2.3 million
- Stormwater Permit Compliance: \$205,000
- Local Debt Service: \$1.3 million
- Indirect Costs: \$1.5 million
- Total: \$11.6 million

The proposed plan involves a rate and service charge increase covering all bills issued during FY 2021. Projections show a small surplus in FY 2021, with the proposed plan in place. Surplus revenues would be added to retained earnings at the end of the fiscal year. A multi-year plan to replenish retained earnings to a healthy level will be reviewed each year moving forward.

For FY 2021, the Select Board is prepared to recommend a 12.0% increase in water and sewer rates for consumption on or after March 1, 2020, and an increase in the service charge from \$5 per bill to \$30 per bill. The above motion represents the final recommendations of the Select Board. Please find below tables comparing current rates and service charge with proposed rates and service charge. There is also a table listing service charges of nearby communities, for comparison. Finally, there is a table comparing users' current bills to projected bills with the proposed rates and service charge.

**Residential**

Tiers	Current		Proposed FY 2021	
	Water	Sewer	Water	Sewer
0 - 15	\$1.40	\$1.43	\$1.57	\$1.60
16 - 45	\$3.48	\$4.53	\$3.90	\$5.07
Over 45	\$5.56	\$7.03	\$6.23	\$7.87
Service Ch.	\$5.00		\$30.00	

**Low Income**

Tiers	Current		Proposed FY 2021	
	Water	Sewer	Water	Sewer
0 - 15	\$1.12	\$1.14	\$1.25	\$1.28
16 - 45	\$2.77	\$3.63	\$3.10	\$4.07
Over 45	\$4.44	\$5.63	\$4.97	\$6.31
Service Ch.	\$5.00		\$30.00	

**Commercial / Industrial / Institutional**

Tiers	Current		Proposed FY 2021	
	Water	Sewer	Water	Sewer
0 - 75	\$5.62	\$7.33	\$6.29	\$8.21
Over 75	\$6.88	\$9.95	\$7.71	\$11.14
Service Ch	\$5.00		\$30.00	

**Note:** Unit is 100 cubic feet.

**Comparison of Service Charge – Winchester and Other Communities**

<b>Arlington</b>	<b>Bedford</b>	<b>Belmont</b>	<b>Brookline</b>	<b>Canton</b>	<b>Melrose</b>	<b>Wakefield</b>	<b>Winchester</b>
\$46.04 to \$60.12	\$80.00	\$156.48 to \$175.76	\$240.00 to \$580.00	\$70.00	\$166.00	\$152.00	\$30.00 (proposed)

**Note:** Charges shown are annual and from FY 2020.

**Impact on Users' Bills**

<b>User Type</b>	<b>Usage</b>	<b>Current Bill</b>	<b>Proposed FY 2021</b>	
			<b>Bill</b>	<b>Diff \$</b>
Tier 1 Residential	15	\$47.45	\$77.54	\$30.09
Average Residential	21	\$95.51	\$131.37	\$35.86
Average Commercial	37	\$484.15	\$566.65	\$82.50
Average Irrigation	74	\$652.86	\$755.60	\$102.74

**Notes:** Quarterly water and sewer bills shown. Bill amounts shown *include* service charge of \$5 per bill for current bills and \$30 per bill for proposed bills.

# TOWN OF WINCHESTER



## 2020 Spring Town Meeting

### ARTICLE 7: Consent Agenda

*Majority vote required*

To see if the Town will vote to transfer from Free Cash, or other available funds, a sum of money to supplement or reduce appropriations previously voted for Fiscal Year 2020 Budgets; or take any other action in relation thereto.

(Town Manager/Finance Committee)

#### **MOTION #1:**

MOVED AND SECONDED that the Town transfer \$81,201.60 from Free Cash to the FY2020 Department of Public Works Snow & Ice Personal Services Budget, Account 0141711.

#### **MOTION #2:**

MOVED AND SECONDED that the Town transfer \$42,655.74 from Free Cash to the FY2020 Department of Public Works Snow & Ice Expense Budget, Account 0141712.

#### **MOTION #3:**

MOVED AND SECONDED that the Town transfer \$211,309 from Free Cash to the FY2020 Reserve Fund, Account 0194302.

#### **BACKGROUND**

The Department of Public Works - Snow & Ice Personal Services Budget is in deficit \$81,201.60. Additionally the Snow & Ice Expense Budget is in deficit \$42,655.74. These motions appropriate funds to eliminate the deficits in these accounts.

The Finance Committee has approved Reserve Fund Transfers for FY20 totaling \$261,309 which leaves a balance of \$138,691. This motion appropriates \$211,309 to partially replenish the FY20 Reserve Fund. Under Article 8 \$50,000 is appropriated to the Reserve Fund from the PEG Access and Cable Related Fund to repay the advance that was made to WinCam. Additional expenses above the FY20 budget after spring Town Meeting are typically funded by a Reserve Fund transfer. Any balance in the Reserve Fund at the end of FY20 would revert to the General Fund.

# TOWN OF WINCHESTER



## 2020 Spring Town Meeting

### ARTICLE 8: Consent Agenda

*Majority vote required*

To see if the Town will vote to appropriate a sum of money from the PEG access and Cable Related Fund to pay for PEG access service programming, monitoring the cable operator's compliance with the franchise agreement and preparing for renewal of the cable franchise license including any associated expert and legal services; or take any other action in relation thereto.

(Town Manager)

#### **MOTION #1:**

MOVED AND SECONDED that \$248, 986.40 be appropriated from the PEG Access and Cable Related Fund to pay for PEG access service programming, monitoring the cable operator's compliance with the franchise agreement and preparing for renewal of the cable franchise license, including any associated expert and legal services.

#### **MOTION #2:**

MOVED AND SECONDED that \$50,000 be appropriated from the PEG Access and Cable Related Fund to the General Fund FY20 Reserve Fund, Account #0194302 to pay back the advance made for PEG Access Service Programming.

#### **BACKGROUND:**

WinCAM was established in 2000 to manage facilities and produce programming on the Public, Educational and Government (PEG) access channels of Comcast and Verizon, in addition to any other cable system franchised in the Town of Winchester. WinCAM used to receive funds directly from Comcast and Verizon as part of the license agreement between the cable companies and the Town. Town Meeting voted to create a PEG Access and Cable Related Fund in the 2019 Spring Town Meeting to accept payments as the state determined that, since the license is with the Town, the funds must go to the Town first. This article then allows the Town to disperse the funds to WinCAM.

Due to the delay in the Spring 2020 Town Meeting, WinCam experienced cash flow difficulties and requested a \$50,000 advancement of funds from the Town. Since only Town Meeting is allowed to appropriate funds from the PEG Access and Cable Related Fund, the Finance Committee voted \$50,000 from the Reserve Fund to meet WinCam's needs.

# TOWN OF WINCHESTER



## 2020 Spring Town Meeting

### ARTICLE 9

*2/3 vote required*

To see if the Town will vote to appropriate a sum of money to be expended under the direction of the Educational Facilities Planning and Building Committee for a feasibility study of the Lynch Elementary School located at 10 Brantwood Road, Winchester, Massachusetts, including all costs incidental and related thereto, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority (the “MSBA”) under its grant program, which MSBA grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, provided that any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; to determine whether this appropriation shall be raised by borrowing, transfer or otherwise; or take any other action in relation thereto.

(School Committee)

#### **MOTION:**

MOVED AND SECONDED that the Town appropriate One Million Five Hundred Thousand Dollars (\$1,500,000) for a feasibility study of the Lynch Elementary School located at 10 Brantwood Road, Winchester, Massachusetts, including all costs incidental and related thereto, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority (the “MSBA”), said amount to be expended under the direction of the Educational Facilities Planning and Building Committee; that to meet this appropriation the Treasurer with the approval of the Select Board be authorized to borrow \$1,500,000 under Massachusetts General Laws Chapter 44, or under any other enabling authority, and to issue bonds or notes of the Town therefor; that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; that the Town acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; and that the amount of any borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the Town and the MSBA.

#### **BACKGROUND:**

The Winchester Public Schools’ 10-Year Facilities Master Plan (2017) identified space shortages and physical plant needs at the Lynch Elementary School (1960) and Muraco Elementary School (1967), prioritizing their replacements. The School Committee has actively sought partnership with the Massachusetts School Building Authority (MSBA) in the reconstruction/replacement of both schools, submitting Core Replacement Program Statements of Interest (SOIs) for Lynch and Muraco in 2017, 2018 and 2019.

MSBA’s team visited both Muraco and Lynch in 2018 and in December of 2019 notified the district of its invitation into the MSBA’s Eligibility Phase for a Lynch school replacement, which is a project-vetting phase that includes more detailed facility assessments, educational program requirements and district/town enrollment growth. Once the demonstrated need for a Lynch replacement project is complete, the Eligibility Phase

concludes with an MSBA Board vote to move into Feasibility Study (Feasibility), when an architectural/engineering (A/E) team, project manager (OPM) and other consultants help develop the conceptual program and design of the new school.

A prerequisite for the MSBA vote on moving into the Feasibility Study is Winchester's commitment to local funding. The total cost of Feasibility is estimated at no more than \$1.5 million. It is important to note that costs associated with Feasibility are eligible for partial MSBA reimbursement, however the Commonwealth requires that municipalities pre-authorize funding for the entire amount. The Vinson-Owen and Winchester High School project costs -- including the Feasibility Study and construction -- were reimbursed at approximately 40% and 42%, respectively. We expect the Town's true net cost of Feasibility to be substantially lower than \$1.5 million, though no participation/reimbursement factor has yet been determined with the MSBA. Only upon conclusion of Feasibility will the MSBA consider an invitation to move further with a commitment to partner on full design and construction. At that time, budgets for construction and project costs, including MSBA reimbursement levels, will be confirmed.

The 2017 Facilities Master Plan estimated that a new Lynch would accommodate up to 540 students and cost \$48M - \$53M (2019 project cost dollars). Many variables impact project costs, including the bidding climate present once design is complete. Although we cannot be certain of the project budget at this time, the actual capacity, size, configuration and costs associated with a replacement facility will be confirmed at the completion of Feasibility and movement into the next project phase -- which itself will require Town Meeting (anticipated at Fall 2022 Town Meeting) and voter approval.

#### Existing Lynch Elementary School

The Lynch School opened in 1961 as Winchester's junior high school. There has never been a major building renovation or addition to the school, although interior spaces have been reconfigured to meet elementary and preschool classroom needs over time. The roof was replaced between 2009 and 2011, and in 2012 bathrooms were renovated. Central Office relocated from Lynch to Parkhurst in 2013, coupled with the opening of the new Vinson-Owen school so as to increase capacity at Lynch. One boiler is original from 1961 while the other was replaced in 2004. The windows are steel-framed, single-paned and original to the building, as are most doors, and are in poor condition. The HVAC and electrical systems are original to the building. The fire alarm system was updated in 2009. The Town's facilities database (VFA) estimates over \$30 million in renewal/replacement costs in the ageing Lynch physical plant.

Lynch Elementary includes approximately 21 K-5 core classroom spaces of various configurations of 800-1200 square feet, though the actual number of classes exceeds this capacity. Comparisons with current MSBA space standards indicate that classrooms and core academic spaces are undersized. Lynch has converted many non-traditional classroom spaces into classrooms and specialized spaces to accommodate growing enrollment and changing program needs. Five classrooms lack natural daylight. The art room was converted from kitchen space, library/media space was converted into reading support rooms, and hallways have been converted to teacher work space. Historically, Lynch housed the district's integrated preschool program and two special education sub-separate programs. However, due to sustained growth from the 2016-2017 school year, two preschool classrooms moved from Lynch to the recently-expanded Vinson-Owen Elementary School. This move was completed for the 2017-2018 school year. Even with these changes, Lynch is undersized, outdated, and poorly configured to meet current needs let alone anticipated student growth.

### What about Muraco Elementary School?

Although Muraco Elementary was not invited into Eligibility by the MSBA, it remains a priority of the Master Plan and the School Committee. In February 2020, the Committee developed a work scope for consulting on renewal/replacement needs and priorities at Muraco which will assist the Committee in identifying needs to the Capital Planning Committee. Town DPW staff are also providing input on Muraco facility needs and performing maintenance work while the building is not open to students. The goal is to invest what is needed now to ensure Muraco can provide a quality learning environment through the remainder of its anticipated life, avoiding major costly repairs shortly before its replacement. Concurrently, the School Committee remains focused on advocating for Muraco's replacement with the MSBA and continues to maintain a current SOI for submittal in another upcoming Core Replacement cycle.

# TOWN OF WINCHESTER



## 2020 Spring Town Meeting

### ARTICLE 10

*Majority vote required.*

To see if the Town will vote to appropriate a sum of money for extraordinary repairs to the Muraco Elementary School, including engineering expenses and all other costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; or take any other action in relation thereto.

(Michael Bettencourt, Chair, Select Board)

#### **MOTION:**

**MOVED AND SECONDED** that \$30,000 be appropriated from Free Cash for architectural and engineering consulting services for the Muraco Elementary School at 33 Bates Road, including on-site observations, review and analysis of the Town VFA facility needs database or similar information sources, and all other costs necessary or incidental thereto; and that the School Committee be authorized to have oversight of said consulting.

#### **BACKGROUND:**

The Winchester Public Schools' 10-Year Facilities Master Plan (2017) identified space shortages and physical plant needs at the Lynch Elementary School (1960) and Muraco Elementary School (1967), prioritizing their replacements. The School Committee has actively sought partnership with the Massachusetts School Building Authority (MSBA) in the reconstruction/replacement of both schools, submitting Core Replacement Program Statements of Interest (SOIs) for Lynch and Muraco in 2017, 2018 and 2019.

Due to the MSBA decision in December 2019 to choose the Lynch school (see Article 9) first for partnership, the School Committee is now focused on determining the key Muraco building systems that require renewal or replacement over the next few years to ensure that the facility continues to ably serve the needs of students, teachers and staff.

The School Committee remains committed to a full replacement of the Muraco School, but seeks outside architectural and engineering expertise to evaluate the present-day needs that must be addressed well before a replacement can begin design and construction. With a new Lynch Elementary School currently estimated to open no earlier than the fall of 2025, the School Committee seeks a modest amount of consulting time from an architectural and engineering team to help prioritize key building needs today with cost assessments, which may include the renewal and/or replacement of building systems or components.

The goal is to invest what is needed now to ensure Muraco can provide a quality learning environment through the remainder of its anticipated life, avoiding major costly repairs shortly before its replacement.

The proposed plan will identify priorities and recommended sequencing of necessary work (for the next five years), including ranges of costs based on site observations and current bid climate awareness and understanding. No Architectural/Engineering drawings are required as this is not a design exercise, nor will this effort lead directly to construction projects. The deliverable will be in narrative form with spreadsheets for sequencing and cost estimates and will help prepare the School Committee for capital project submission/s through the usual process beginning later this summer.

# TOWN OF WINCHESTER



## 2020 Spring Town Meeting

### ARTICLE 11

*Majority vote required*

To see if the Town will vote to appropriate a sum of money for Structural Firefighting Personal Protective Equipment (PPE) and to determine whether this appropriation shall be from Free Cash or any other available fund; or take any other action in relation thereto.

(Town Manager)

#### **MOTION:**

MOVED AND SECONDED that \$137,000 be appropriated from Free Cash for Structural Firefighting Personal Protective Equipment (PPE) and all other costs incidental and related thereto.

#### **BACKGROUND:**

Current national standards for health and wellness of firefighters state that structural firefighting apparel be thoroughly decontaminated and cleaned after every potential exposure. At a minimum structural firefighting apparel is to be deep cleaned twice a year in 6 month intervals. To accomplish this requirement while exposed on duty requires that each firefighter be outfitted with two sets of structural firefighting apparel with one set always clean and ready for deployment. This appropriation provides the needed PPE under these standards.

# TOWN OF WINCHESTER



## 2020 Spring Town Meeting

### ARTICLE 12: Consent Agenda

*2/3 vote required*

To see if the Town will vote to appropriate a sum of money for the community lead service water line replacement program to reduce the potential for elevated lead levels at customer taps and to maintain water quality conditions, including the replacement of lead neck connections, and the replacement or rehabilitation of public and privately-owned water service lines containing lead, including all design, engineering and other costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing from the Massachusetts Water Resources Authority or otherwise; or take any other action in relation thereto.

(Capital Planning Committee)

#### **MOTION:**

MOVED AND SECONDED that \$600,000 be appropriated for a community lead service water line replacement program to reduce the potential for elevated lead levels at customer taps and to maintain high water quality conditions, including the replacement of lead neck connections, and the replacement or rehabilitation of public and privately-owned water service lines containing lead, including all design, engineering and other costs incidental or related thereto; that the Treasurer with the approval of the Select Board be authorized to borrow \$600,000 under Massachusetts General Laws Chapter 44, or any other enabling authority, from the Massachusetts Water Resources Authority ("MWRA") and to issue bonds or notes of the Town therefor, and, in connection therewith, to enter into a loan agreement and financial assistance agreement with the MWRA and to accept any grants for the project from the MWRA, provided that the amount of the authorized borrowing shall be reduced by the amount of any such grants received from the MWRA; that the Town Manager is authorized to have oversight of said project; and that in accordance with Section 4-2 of the Winchester Home Rule Charter, the Town Manager shall have the authority to enter into contracts and approve payments with respect to said project.

#### **BACKGROUND:**

The Town began the implementation of a multi-year Lead Water Service Replacement Program in 2016. The program is funded through the MWRA Lead Service Line Replacement Loan Program, which provides interest-free loans to communities for removing lead water services to ensure the safety of the municipal water system and public health.

Town Meeting appropriated \$500,000 for Year 1 of the Lead Service Replacement Program in 2016 and \$500,000 for Year 2 of the program in 2017. These projects removed a total of 109 lead services, consisting of 89 lead goosenecks, 14 lead services on private property, and six full lead service replacements on both public and private property. Approximately \$192,500 is remaining from the funds appropriated in Years 1 and 2, which will be used for the next phase of construction. Town Meeting also appropriated \$600,000 for Year 3 of the program at 2019 Spring Town Meeting, which has not yet been spent.

The Town is now requesting an additional \$600,000 for Year 4 of the program. The remaining money from Years 1 and 2 will be combined with the appropriations for Years 3 and 4 for the next phase of construction, with a total budget of \$1.392 million. Based on the average cost of service replacement during Year 2, the Town expects to replace as many as 230 lead goosenecks as part of the next phase of work. Construction is anticipated to begin in August 2020 and to be completed in June 2021.

TOWN OF WINCHESTER



2020 Spring Town Meeting

ARTICLE 13: Consent Agenda

2/3 vote required

To see if the Town will vote to appropriate a sum of money from unexpended capital accounts associated with complete projects back to the Capital Stabilization Fund or Building Stabilization Fund established under Chapter 69 of the Acts of 2002, or the Cemetery Permanent Care Fund; or take any other action in relation thereto.

(Capital Planning Committee)

**MOTION #1:**

MOVED AND SECONDED that the Town appropriate a sum of \$64,968.77 from surpluses previously appropriated for specific capital projects to the Building Stabilization Fund established under Chapter 69 of the Acts of 2002 as follows:

Account	Description	Balance
397152	Muraco Fire Alarm	32.20
397162	Lynch Water/Heat	3,685.24
397462	Muraco Fire Alarm	1,433.88
397522	DPW Maintenance Building Roof	59,817.45
	<b>Total</b>	<b>64,968.77</b>

**MOTION #2:**

MOVED AND SECONDED that the Town appropriate a sum of \$63,074.88 from surpluses previously appropriated for specific capital projects to the Capital Stabilization Fund established under Chapter 69 of the Acts of 2002 as follows:

Account	Description	Balance
397022	MIS Town	1,353.35
397352	Buildings Van	21.00
397402	Fire Pumper	170.79
397632	DPW Wall Environmental	900.05
397652	DPW Director Vehicle	5,205.00
397822	Engineering Truck	852.50
397832	DPW Trailer	17,905.00
397842	DPW Front End Loader	1.00
397952	Lynch Cafeteria Floor	18,865.59
397972	DPW Dump Truck	129.80
397982	DPW Dump Truck	2,029.80
398162	DPW Sidewalk Plow	1,515.00
396282	Engineering Aberjona River	2,880.00
396492	McCall Paint/Repair	11,246.00
	<b>Total</b>	<b>63,074.88</b>

**BACKGROUND:**

These two motions appropriate sums of money from unexpended capital account back to the Capital and Building Stabilization Funds.

# TOWN OF WINCHESTER



## 2020 Spring Town Meeting

### ARTICLE 14

*Majority vote required*

To see if the Town will vote to appropriate \$30,000 from Free Cash to study barriers to development in the north Main Street area; or take any other action in relation thereto.

(Planning Board)

#### **MOTION:**

MOVED AND SECONDED that the Town approve article 14 as printed in the Warrant.

#### **BACKGROUND:**

The 1997 Triangle Master Plan noted Main St. from Skillings Road to the Woburn line as an area that needed re-design. Safer pedestrian amenities with more green space and infrastructure improvements were of particular concern. The 2030 Master Plan has highlighted Main Street from Skillings Road to the Woburn as an opportunity zone for increased economic and housing development. Additionally, 2018 Fall Town Meeting discussed the need to study the reasons behind the lack of activity in the GBD-2 and GBD-3 zoning districts before any further zoning changes were made in this area. The appropriation would pay for a preliminary study to determine the existing and potential barriers to development in these areas.

# TOWN OF WINCHESTER



## 2020 Spring Town Meeting

### ARTICLE 15

*Majority / 2/3 vote required*

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to defray the expenses of the Town for the fiscal year beginning July 1, 2020 and especially for or relating to all or any of the officers, boards or departments and for all purposes authorized by law, vote to fix the salary and compensation of all elective officers of the Town as provided in Massachusetts General Laws Chapter 41, Section 108, and to appropriate funds into the Capital and Building Stabilization Funds; or take any other action in relation thereto.

(Finance Committee)

*Materials to be distributed by the Finance Committee under separate cover*

# TOWN OF WINCHESTER



## 2020 Spring Town Meeting

### ARTICLE 16

*Majority vote required*

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to defray the expenses of the Water and Sewer Enterprise Fund of the Department of Public Works for the fiscal year beginning July 1, 2020, and to appropriate and transfer retained earnings into the Water Sewer Enterprise Account; or take any other action in relation thereto.

(Finance Committee)

*Materials to be distributed by the Finance Committee under separate cover*

# TOWN OF WINCHESTER



## 2020 Spring Town Meeting

### ARTICLE 17

*Majority vote required*

To see if the Town will raise and appropriate, or transfer from available funds, a sum of money to defray the expenses of the Recreation Department for the fiscal year beginning July 1, 2020, and to appropriate and transfer retained earnings into the Recreation Enterprise Account; or take any other action in relation thereto.

(Finance Committee)

*Materials to be distributed by the Finance Committee under separate cover*

# TOWN OF WINCHESTER



2020 Spring Town Meeting

## **ARTICLE 18: Consent Agenda**

*2/3 vote required*

To see if the Town will vote to raise and appropriate a sum of money to the Capital Stabilization Fund or the Building Stabilization Fund established under Chapter 69 of the Acts of 2002; or take any other action in relation thereto.

(Finance Committee)

### **MOTION:**

MOVED AND SECONDED that the Town vote to raise and appropriate \$30,000 to the Building Stabilization Fund under Chapter 69 of the Acts of 2002.

### **BACKGROUND:**

In 2012, the Building Stabilization Fund financed the installation of a new energy-efficient boiler at the Muraco School. This new boiler was projected to save at least \$44,000 per year in energy costs with the understanding that a portion of the savings, \$30,000, be transferred from the General Fund to the Building Stabilization Fund each year to help support the debt service on the bonds for the boiler installation.

TOWN OF WINCHESTER



2020 Spring Town Meeting

ARTICLE 19: Consent Agenda

*Majority vote required*

To see if the Town will vote to fix the maximum amount that may be spent during the fiscal year beginning July 1, 2020, for the revolving funds established in Winchester’s bylaws for certain departments, boards, committees, agencies or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½; or take any other action in relation thereto.

(Finance Committee)

**MOTION:**

**MOVED AND SECONDED** that the Town fix the maximum amount that may be spent during fiscal year 2021 beginning on July 1, 2020, for the revolving funds established pursuant to Winchester’s Code of By-laws for certain departments, boards, committees, agencies or officers in accordance with Massachusetts General Laws Chapter 44, Section 53E½, as follows:

Revolving Fund	Department	FY2020 Spending Limit
Archival Center	Town Clerk	\$5,000
Energy Use	Energy	\$95,000
Board of Health Clinics	Board of Health	\$100,000
Grass Fields	Recreation	\$50,000
Synthetic Fields	Recreation	\$50,000
Historical Commission	Historical Commission	\$5,000

**BACKGROUND:**

The Municipal Modernization Act changed how cities and towns establish departmental revolving funds in accordance with M.G.L. Chapter 44, §53E ½. The funds were created at the 2017 Fall Town Meeting, with the exception of the Historical Commission which was established at the Spring 2018 Town Meeting, and this article sets the FY21 spending limits.

**ARCHIVAL CENTER:**

The revolving fund for the Archival Center was established to enable the Archival Center to retain fees that it receives through the sale of reproductions from its collections or other products. This revenue stream permits the Archival Center to fund other projects consistent with its mission to acquire and retain historical documents pertaining to the Town of Winchester.

**ENERGY USE:**

This revolving fund was established to enable the Town to assess and retain revenue from energy surcharges on the rental of space in municipal and school buildings. The revenue is used to invest in modest improvements designed to reduce energy usage or otherwise improve the energy efficiency in municipal or school buildings. This fund is an essential element of a policy recommended by the Energy Management Committee and adopted jointly by the Select Board and School Committee. The primary source for income to the Revolving Fund is the Energy Rental Surcharge Fee. Below is a table outlining FY2020 Energy Conservation Projects funded through the Energy Revolving Fund.

Building	Project	Total Cost	Utility Incentives	Energy Revolving Fund	Other Funds	Annual Savings	Simple Payback*
Transfer Station	Upgrade lighting to LEDs	\$ 29,141	\$ 14,346	\$ 14,795		\$ 10,960	1.3
Lynch	Destratification fans, 3 classrooms	\$ 10,355	-	\$ 10,355		\$ 1,453	7.1
Muraco	Destratification fans, 4 classrooms	\$ 9,798	\$ 1,710	\$ 8,088		\$ 821	9.9
Recreation (Mystic School)	Attic Insulation	\$ 28,842	\$ 4,200	\$ 24,642		\$ 2,100	11.7

**BOARD OF HEALTH CLINICS:**

This revolving fund is used by the Board of Health to sponsor vaccine clinics and other health programs that provide for health screenings and immunizations such as for flu and pneumonia. Expenses include the cost of the vaccine, printing costs, staff time, and other supplies.

**GRASS FIELDS:**

The purpose of this revolving fund is to collect permitting fees and charges related to the use of the grass fields. These funds will be used to pay for grass field maintenance, bathrooms, fencing, lights, court maintenance, playground equipment and scoreboards. All spending is authorized by the Town Manager based on recommendations of the Field Management Committee.

**SYNTHETIC FIELDS:**

The purpose of this revolving fund is to collect permitting fees and charges related to the use of the synthetic fields. These funds will be used to pay for synthetic/turf field maintenance, bathrooms, fencing, lights, scoreboards and custodial overtime. All spending is authorized by the Town Manager based on recommendations of the Field Management Committee.

**HISTORICAL COMMISSION:**

The purpose of this revolving fund is to retain permit fees for Demolition Permits, which require time-consuming research and analysis by a professional architectural historian, and to pay for such work out of these permit fees. This cost has historically been borne by the Town but with the approval of permit fees will be borne by permit applicants..

# TOWN OF WINCHESTER



## 2020 Spring Town Meeting

### **ARTICLE 20: Consent Agenda**

*Majority vote required*

To see if the Town will vote to authorize the Treasurer, with the approval of the Town Manager and the Select Board, to borrow money from time to time in anticipation of revenue for the fiscal year beginning July 1, 2020 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; or take any other action in relation thereto.

(Town Manager)

#### **MOTION:**

MOVED AND SECONDED, 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, 2020 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.

#### **BACKGROUND:**

This is an article proposed annually to allow the Treasurer to borrow funds in anticipation of revenue for FY21.

# TOWN OF WINCHESTER



## 2020 Spring Town Meeting

### **ARTICLE 21: Consent Agenda**

*2/3 vote required*

To see if the Town will vote to raise and appropriate a sum of money to be used with such sum as may be made available from Massachusetts Department of Transportation for maintenance, repair, alteration, relocation or other improvements of Town or County ways, together with the acquisition of easements, and for the payment of damages and expenses in connection therewith, as well as to authorize the transfer and use for said purposes of any unused balances; or take any other action in relation thereto.

(Select Board)

#### **MOTION:**

MOVED AND SECONDED, that the Town be authorized to accept and expend funds from the Commonwealth of Massachusetts Department of Transportation for maintenance, repair, alteration, relocation and other improvements to Town ways or the purchase of equipment, acquisition of easements and payments of damages and expenses in connection therewith and to authorize the transfer and use for said purposes of any unused balances.

#### **BACKGROUND:**

This article authorizes 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 commonly referred to as "Chapter 90 Funds".

# TOWN OF WINCHESTER



## 2020 Spring Town Meeting

### ARTICLE 22: Consent Agenda

*Majority vote required*

To see if the Town will vote to raise and appropriate or transfer from available funds to the Other Post-Employment Benefits (“OPEB”) Liability Trust Fund in order to reduce the unfunded actuarial liability of health care and other post-employment benefits for which the Town is obligated; or take any other action in relation thereto.

(Finance Committee)

#### **MOTION:**

**MOVED AND SECONDED**, that the Town vote to raise and appropriate \$350,000 to the Other Post-Employment Benefits (“OPEB”) Liability Trust Fund in order to reduce the unfunded actuarial liability of health care and other post-employment benefits for which the Town is obligated.

#### **BACKGROUND:**

A \$350,000 OPEB contribution by the Town beyond the annual pay-as-you-go payments would allow an incremental improvement of the funded ratio of 0.3% year-over-year.

An actuarial study is done every two years and recommendations regarding the OPEB long-term liability and Actuarially Determined Contribution (ADC) are made at that time. The most recent actuarial valuation was completed by Odyssey Advisors with a valuation date of 1-Jul-18 and a measurement date of 30-Jun-19. Based on the current valuation (30-Jun-19), the Town expects a total OPEB liability of \$128.7M at the end of FY19 and \$134.1M at the end of FY20.

#### **Key drivers of plan liabilities include:**

- Premiums for Post 65 (Medicare integrated) plans represent 81.4% of the total plan liabilities.
- Medical costs are forecasted to increase at 4.5% per year for non-Medicare integrated plans and 4.5% per year for Medicare integrated plans.
- Age at which plan participants retire.
- Percentage of plan participants who elect coverage for themselves and/or a spouse.
- Discount rate is forecasted to be 4.0%. A higher discount rate yields lower liabilities and vice versa.

The plan saw an experience loss of \$3.4M, or 3.96% of the beginning Total OPEB Liability (TOL) mainly due to a 29% increase in Medicare Part B Premium rates. This is above the expected 10% due to the expiration of the ‘hold harmless’ provision. There was an investment gain of \$64,520 above the expected return during the period.

# TOWN OF WINCHESTER



## 2020 Spring Town Meeting

### ARTICLE 23

*Majority vote required*

To see if the Town will vote 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, revising and adding to the Personnel Policy Guide as well as in other matters thereto related; 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.

(Personnel Board)

*Motions and backgrounds provided under separate cover.*

**TOWN OF WINCHESTER**



2020 Spring Town Meeting

**ARTICLE 24**

*Majority / 2/3 vote required*

To see if the Town will vote to authorize and direct the Board of Assessors to take any sum of money from available funds to reduce the tax levy for Fiscal Year 2021, and to transfer funds to or from the Stabilization Fund; or take any other action in relation thereto.

(Town Manager)

*Motion to be distributed under separate cover*

**TOWN OF WINCHESTER**



2020 Spring Town Meeting

**ARTICLE 25**

*Majority vote required*

To see if the Town will vote to hear or accept committee reports, dissolve old committees, authorize new committees; or take any other action in relation thereto.

(Select Board)

*No motions received to date*