



TOWN OF WINCHESTER SELECT BOARD'S MEETING
SELECT BOARD MEETING ROOM

A. 7:00 P.M. OPENING

OPENING.....
7:00 PM

- **7:00-8:00 p.m. Select Board/Planning Board Joint Session – Master Plan**

Notification of Meetings and Hearings (open to public)..... **8:00 PM**

- Monday, February 24, 2020 – Regular Session

B. ACCEPTANCE OF DONATIONS

1. Accept donation in the amount of \$2,000 from the Johnston family to be used towards future supplies for the Fire Department.

C. TOWN MANAGER REPORT AND COMMENTS

1. Appointments: DPW Water/Sewer General Foreman Promotional Appointment – Thomas Connolly

DPW Water/Sewer Heavy Motor Equipment Operator –
Timothy Cotreau

1. General Topics

D. MATTERS FROM THE AUDIENCE

E. COMPTROLLER'S REPORT

F. LICENSES

G. HEARINGS

H. BUSINESS

1. Toole Design Construction Phasing Schedule
2. Resident concerns regarding construction at Skillings Field
3. Waterfield RFQ
4. Committees & Commissions: Capital Planning Committee – One position – One Incumbent Helen Philliou, reappointment, new term to expire January 1, 2023
5. FY2021 Budget

Documents:

I. CONSENT AGENDA

One Day Alcoholic Beverage License(s)

1. Rachael Marks for Premier Catering – March 7, 2020 – Town Hall Auditorium
2. Cathy Parker for Studio on the Common – February 26 & 27, March 11, 18 & 25 and April 1, 2020 – Studio on the Common
3. Nancy Polcari for Winchester Seniors Assoc. – April 29, 2020 – Jenks Senior Center

Other

1. Approve Parade Permit: En Ka Fair - Saturday, May 16, 2020 (Route: Skillings Road to Main Street; left onto Main Street, pass Stop & Shop and Winchester Savings Bank; travel around the traffic circle (Quill Rotary) and up Church Street, where it will turn left onto Waterfield Road and left again onto Mystic Valley Parkway; at intersection with Main Street, left onto Main Street, right onto Mt. Vernon Street and continue to the Edward F. O'Connell Plaza on the grounds of the Veterans Honor Roll, Town Hall.) Mt. Vernon Street will be closed to traffic from Quill Rotary to the Washington Street Intersection for the duration of the Parade.
2. Public Amusement License: En Ka Society for En Ka Fair – Friday/Saturday, May 15 and 16, 2020
3. Approve request from Thomas Eid, to hold an Electric Vehicle Ride and Drive event on Sunday, April 26, 2020 from 1-4 pm at the Town Common and Laraway Parking Lot.
4. Approve/Correct Meeting Minutes: January 6 & 27, 2020.

Documents:

[JANUARY MINUTES.PDF](#)

J. EXECUTIVE SESSION (CLOSED TO PUBLIC)

1. Asa Fletcher Fund - MGL Ch. 30A §21(a) 1 - To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual.
2. MGL Ch. 30 §21(a) 6 - To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have detrimental effect on the negotiating position of the governmental body.
3. Collective Bargaining Negotiations Update: MGL Chapter 30 §21(a)3 – To discuss strategy with respect to collective bargaining or litigation.

Construction Projects 2020 - 2023

- Main Street at Highland Avenue
- Main Street at Washington Street
- Mystic Valley Parkway at Waterfield Road
- Waterfield Road Bridge
- Swanton Street Bridge
- Lake Street Bridge
- Church Street at Waterfield Road
- MBTA Station Renovation
- ▬ Eversource 115V



ID	Task Mode	Task Name	Duration	Start	Finish	Prefetchors	Resource Names	March 2020	May 2020	July 2020	September 2020	November 2020	January 2021	March 2021	May 2021	July 2021
1	Task	Main Street at Highland Avenue	60 days	Wed 4/1/20	Tue 6/23/20											
2	Task	School Out for Summer	35 days	Tue 6/16/20	Mon 8/31/20											
3	Task	Main Street at Washington Street	90 days	Tue 6/16/20	Mon 10/19/20											
4	Task	Mystic Valley Parkway at Waterfield Road	90 days	Tue 6/16/20	Mon 10/19/20											
5	Task	Waterfield Road Bridge	60 days?	Tue 6/16/20	Mon 9/7/20											
6	Task	Swanton Street Bridge	240 days	Mon 8/3/20	Fri 7/2/21											
7	Task	Total Construction Length	240 days	Mon 8/3/20	Fri 7/2/21											
8	Task	Full Closure	74 days	Mon 9/21/20	Thu 12/31/20											
9	Task	Lake Street Bridge	180 days	Tue 12/1/20	Mon 8/9/21											
10	Task	Total Construction Length	180 days	Tue 12/1/20	Mon 8/9/21											
11	Task	Partial Closure (One-way operations)	150 days	Fri 1/1/21	Thu 7/29/21	8										
12	Task	Church Street at Waterfield Road	45 days	Mon 3/1/21	Fri 4/30/21											
13	Task	MBTA Station Renovation	840 days?	Mon 8/3/20	Fri 10/20/23											
14	Task	Eversource 115V														

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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, January 6, 2020
Record**

OPENING

Chair Mariano Goluboff called the meeting to order at 7:00 PM in the Select Board meeting chamber located in Town Hall. Present were Select Board members Vice Chair Michael Bettencourt, Jacqueline A. Welch, Susan Verdicchio, and Amy Shapiro. Also present was Town Manager Lisa Wong.

*Motion: That the Select Board adjourn to Executive Session for the purpose of discussing matters related to Eversource 345 kV Transmission Line Intervener Litigation: MGL Ch. 30 §21(a) 3 - To discuss strategy with respect to litigation; MGL Ch. 30 §21(a) 6 - To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have detrimental effect on the negotiating position of the governmental body.

Bettencourt - Shapiro

Roll Call: Goluboff, Bettencourt, Welch, Verdicchio, Shapiro VOTED

*Motion: That the Select Board adjourn from Executive Session to Public Session, not to return to Executive Session.

Bettencourt - Welch

Roll Call: Goluboff, Bettencourt, Welch, Verdicchio, Shapiro VOTED

COMMENTS

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, January 27, 2020 – Regular Session

ACCEPTANCE OF DONATIONS

*Motion That the Select Board accept, with gratitude, donations of \$2,000 from the Johnston Family to the Police Department for the gift account.

Bettencourt - Welch All in favor VOTED

*Motion That the Select Board accept, with gratitude, donations of \$300 from Richard Sayre to the Police Department Relief Association.

Bettencourt - Welch All in favor VOTED

*Motion That the Select Board accept, with gratitude, donations of \$1,000 from the Martignetti Family in support of the Saltmarsh Park.

Bettencourt - Welch All in favor VOTED

1 **COMMENTS**

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3 **TOWN MANAGER REPORT AND COMMENTS**

- 4
5 1. Appointments – Town Manager announced the following permanent appointments in
6 accordance with section 4-2b of the Town she respectfully requests that the Select Board
7 vote to waive the fifteen (15) day appointment period for: **Police Department – Patrol**
8 **Officer – Lauren Valdario and Traffic Director – Theodore Michalski.**

9
10 *Motion: That the Select Board waive the customary fifteen (15) day appointment
11 effective waiting period to allow Lauren Valdario and Theodore Michalski
12 to begin their employment.

13 Bettencourt - Welch All in favor VOTED

14
15 Town Manager also made the following permanent promotion appointment of SC10 School
16 Custodian – Vincent Toland. No action is needed by the Select Board.

- 17
18 2. SPIN – Ms. Wong is in discussions with SPIN about locations and specifications for HUBS
19 – charging docks for the scooters. This could be part of the re-launch in the spring.

- 20
21 3. The following are updates from departments, projects and programs:

- 22
23 • **Accessibility Plan:** Working with ADA Coordinator and DAC developing an
24 implementation plan for improvements to Town Hall, the Public Library and Winchester
25 High School.
- 26 • **Construction Project Timing:** Toole Design is developing the traffic project
27 implementation plan. Staff will meet to review in mid-January and the draft plan will
28 be presented to the SB on January 27th.
- 29 • **COA Social Worker:** Beginning this year, the Town’s Council on Aging social worker
30 will make available two half-days a month to serve the entire Winchester
31 community. Professional social worker, Suzanne Norton, will be available to meet with
32 Town residents in need of professional social work services on the first and third
33 Mondays of the month from noon until 4:00 p.m. at the Jenks Center. Ms. Norton may
34 be contacted at 781-721-7136 to schedule an appointment.
- 35 • **DPW Vehicles:** The Town won a grant of \$151,936 to purchase a diesel dump truck as
36 part of the Volkswagen Open Solicitation - one of several Department of Environmental
37 Protection open grant programs aimed at reducing nitrogen oxide and greenhouse gas
38 emissions, while driving technological and policy innovation across Massachusetts. The
39 Town will need to match about \$38,000 and will make a request at Spring Town Meeting.
- 40 • **Library:** HVAC project and library study room projects are substantially complete.
- 41 • **Main and Highland Intersection:** Project will be advertised this month with bids due
42 in late Feb for construction start in spring.
- 43 • **Master Plan:** First draft being reviewed internally.
- 44 • **MBTA:** The Town is reviewing the 90% design drawings from the MBTA received on
45 December 23rd. The MBTA is preparing a cost estimate.
- 46 • **McCall:** On time/on budget. Next meeting to procure FF&E and tech items for 6 new
47 classrooms.

Monday, January 6, 2020
Select Board Meeting

- 1 • **Parkhurst Elevators:** Advertising for bids this week. Bids due February 13th.
- 2 • **River Street 40B:** The next public hearings are on January 13th and 27th at Town Hall.
- 3 • **Small Cell Wireless:** Town Manager is working on the draft and will send it to the
- 4 Select Board in advance of the January 27th Select Board Meeting.
- 5 • **Town Hall/Public Safety Building:** Generator project has been awarded and
- 6 equipment has been ordered but construction is on hold until the Spring of 2020.
- 7 • **Waterfield RFQ:** Proposals are due on January 6th. The town received 9 responses and
- 8 a committee will be evaluating proposals.
- 9 • **West Side Fire Station:** The new generator has been bid and procured. DPW will install.

10
11 **MATTERS FROM THE AUDIENCE**

12
13 **COMPTROLLER'S REPORT**

14
15 Chair Goluboff accepted the Comptroller's Report – FY2020 financial update as of November
16 30, 2019

17
18 **LICENSES**

19
20 **Annual Licensing Renewals**

21
22 The Select Board approved the following license renewals for the 2020 calendar year:

23
24 *Motion That the Select Board approve the license for the Winchester Boat Club
25 based on the submitted application for the *Placement of Temporary Floats*
26 *and Moorings*.

27 Bettencourt - Welch All in favor VOTED

28
29 *Motion That the Select Board approve the *Food Vendor* license for Mamadou's
30 Artisan Bakery as submitted.

31 Bettencourt - Welch All in favor VOTED

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33 **HEARINGS**

34
35 **BUSINESS**

36
37 1. **Sidewalk Policy** – Roger Wilson, Co-Chair of the Traffic and Transportation Advisory
38 Commission (TTAC) reviewed the Sidewalk Policy with the Select Board. After much
39 discussion, the Select Board asked Town Manager to make amendments and bring the policy
40 back to the Board at the January 27th meeting.

41
42 2. **TTAC Traffic Program** – Mr. Wilson submitted the Traffic and Transportation Program
43 guidelines with additional TTAC recommendations for the Select Board's review. After much
44 discussion the Select Board asked Town Manager to make amendments and bring the
45 document back to the Board at the January 27th meeting.

46
47 3. **Tri-Communities Greenway Wayfinding Pilot** – Mr. Wilson informed the Board that
48 the Lawrence & Lillian Solomon Foundation granted \$4,000 in matching funds to the Town
49 of Winchester towards the Tri-Community Greenway and Blueway Connections wayfinding

**Monday, January 6, 2020
Select Board Meeting**

1 improvements. The funds are to support improvements for the residents of Winchester to
2 have access to the greenway network.

3
4 *Motion That the Select Board accept the \$4,000 grant from the Solomon
5 Foundation and provide matching support of in-kind labor, equipment and
6 materials.

7 Bettencourt – Welch All in favor VOTED
8

9 **4. Approve Comptroller’s Vacation Carry Forward Request –**

10
11 *Motion That the Select Board approve the Comptroller’s vacation carry-over
12 request from 2019 to 2020 as submitted.

13 Bettencourt – Welch All in favor VOTED
14

15 **CONSENT AGENDA**

16
17 **One Day Alcoholic Beverage License(s)**

18
19 *Motion That the Select Board approve One Day Alcoholic Beverage Licenses for –
20 Iaritzza Menjivar for Griffin Museum – January 16, 2020 – Griffin Museum

21 Bettencourt - Welch All in favor VOTED
22

23 **Other**

24
25 *Motion That the Select Board appoint Kerry Bartlett as a Special Municipal
26 Employee for FY2020.

27 Bettencourt - Welch All in favor VOTED
28

29 *Motion That the Select Board appoint Cathy Donaghey as a Special Municipal
30 Employee for FY2020.

31 Bettencourt - Welch All in favor VOTED
32

33 *Motion That the Select Board approve the minutes for the November 4, 7, & 18,
34 2019 meetings.

35 Bettencourt - Welch All in favor VOTED
36

37 **COMMUNICATIONS AND WORKING GROUP REPORTS**

- 38
39 1. The Board recognized the Memo from Ellen Knight, Winchester Reference Archivist re:
40 WWII 75th Anniversary.
41

42 **ADJOURNMENT: 9:00 PM**

43
44 *Motion: That the Select Board adjourn for the evening.

45 Bettencourt – Welch
46 Roll Call: Bettencourt, Goluboff, Welch, Verdicchio, Shapiro VOTED
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48 Respectfully submitted,

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50 Lisa Wong, Town Manager
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Bettencourt - Welch

Roll Call: Goluboff, Bettencourt, Welch, Verdicchio, Shapiro VOTED

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, February 10, 2020 – Regular Session

ACCEPTANCE OF DONATIONS

*Motion That the Select Board accept, with gratitude, donations of \$8,200.00 for appreciation of services provided by the COA. Specifically \$7,500 is to be deposited in the COA Transportation Support Account and \$700 in the COA Gift Account.

Bettencourt - Welch All in favor VOTED

COMMENTS

TOWN MANAGER REPORT AND COMMENTS

1. Appointments – Town Manager announced the following permanent appointment in accordance with section 4-2b of the Town she respectfully requests that the Select Board vote to waive the fifteen (15) day appointment period for: **DPW School Custodian – David Pratt**

1 **COMPTROLLER'S REPORT**

2
3 The Select Board accepted the Comptroller's report - FY2020 financial update as of December
4 31, 2019

5
6 **LICENSES**

7
8 **HEARINGS**

9
10 Beth Rudolph, Town Engineer and Erica Guidoboni, Toole Design, updated the Select Board
11 for both hearings

12
13 1. **Waterfield Road at Church Street, Traffic Calming Improvements.** Chairman
14 Goluboff opened the hearing. Toole Design did a sight line review of the Waterfield Road at
15 Church Street intersection. They are formalizing the engineer design of the existing
16 markings on Church Street, and adding curb extensions at the intersection of
17 Waterfield/Church. The major public concern was from owners of the buildings in the area.
18 They are concerned about the loss of parking spots for the business tenants including the
19 contractors taking the spaces during the construction phase. Ms. Wong invited the landlords
20 and business tenants to contact the Town Manager's office to schedule an appointment to
21 meet with her. Chairman Goluboff closed the hearing.

22
23 2. **McCall School Traffic Hearing, Main Street at Washington Street and Mystic**
24 **Valley Parkway at Waterfield Road.** Chairman Goluboff opened the hearing. Ms.
25 Guidoboni stated that Toole Design is finishing the safety improvements, the layout of the
26 bike lane at Main/Washington and the plans are 99% done. Public comments included biking
27 lanes, parents parking in the no parking zones and blocking the streets at Mount Pleasant
28 and Francis Circuit during school drop-off/pickup and additional street lighting at
29 Main/Washington. Chairman Goluboff closed the hearing.

30
31 **BUSINESS**

32
33 1. **Sidewalk Policy** – Ms. Wong summarized the existing policy with her changes.

34
35 *Motion That the Select Board approved the Sidewalk Policy as proposed with the
36 additional changes.

37 Bettencourt – Welch All in favor VOTED

38
39 2. **TTAC Traffic Program** – Ms. Wong does not have a recommendation as the document is
40 still being discussed by the staff. So there is no formal recommendation from her or a vote
41 from the Select Board needed tonight.

42
43 3. **Small Cell Wireless Policy** – Ms. Wong went over the additional paragraph that was
44 added in section 3.a – “To minimize congestion and the presence of persons maintaining
45 ROW installations around children and schools, the preference of the Town is for small
46 wireless facilities to be located not less than one hundred fifty (150) feet from any public
47 school property unless such standard would in a particular deployment be prohibitive in
48 effect and applicant shall exercise diligent efforts to deploy in and around locations other
49 than schools serving children.”

Monday, January 27, 2020
Select Board Meeting

1 **CONSENT AGENDA**

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3 **One Day Alcoholic Beverage License(s)**

4
5 *Motion That the Select Board approve One Day Alcoholic Beverage Licenses for –
6 Winchester Senior Association, March 8, Jenks Center; Superior Servers,
7 October 20, Wright-Locke Farm; Winton Club, January 28-February 1,
8 Town Hall Auditorium

9 Bettencourt - Welch All in favor VOTED

10
11 **Other**

12
13 *Motion That the Select Board approve the Estate Sales – February 8 and 9, Estate
14 Sale Specialists, 22A Grove Street; February 1 and 2, New England Estate
15 Sale, 19 Highland View Avenue

16 Bettencourt - Welch All in favor VOTED

17
18 *Motion That the Select Board approve the minutes for the December 2 & 16,
19 2019 meetings.

20 Bettencourt - Welch All in favor VOTED

21
22 **COMMUNICATIONS AND WORKING GROUP REPORTS**

23
24 **ADJOURNMENT: 10:10 PM**

25
26 *Motion: That the Select Board adjourn for the evening.

27 Bettencourt – Welch

28 Roll Call: Bettencourt, Goluboff, Welch, Verdicchio, Shapiro VOTED

29
30 Respectfully submitted,

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32 Lisa Wong, Town Manager