



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

A. 7:00 P.M. OPENING

**Notification of Meetings and Hearings (open to public)**

- Monday, June 1, 2020 – Regular Session

B. ACCEPTANCE OF DONATIONS

1. Accept donations in the amount of \$9,250 from the Bonnell family, the Butler family, the Cabral & Connolly families, and the Melkonian & Vaughan families to support the Saltmarsh Park.
2. Accept donations in the amount of \$4,500 to the Council on Aging Transportation Support Account, \$1,000 from Winchester Cooperative Bank for the new initiative – COVID-19 senior food security and \$20 to the Council on Aging Gift Account.
3. Accept the gift, from The Winton Club, of a plaque to the Town of Winchester to be placed in the entry way of the Chad Maurer Auditorium as a recognition of the Town's generosity in providing a venue for The Winton Club's Annual Cabaret for 100 years.

Documents:

[WINTON CLUB PLAQUE GIFT 2020.PDF](#)

C. TOWN MANAGER REPORT AND COMMENTS

1. Appointments: DPW Water/Sewer Promotions to W13 Working Foreman: Peter Decubellis and Max Meaney
2. General Topics

D. MATTERS FROM THE AUDIENCE

E. COMPTROLLER'S REPORT

F. LICENSES

G. 7:00 P.M. HEARINGS

1. Eversource Grant of Location – To install approximately 25-feet of conduit within the public right-of-way to provide underground electrical service to 18 Wedgemere Avenue.
2. Massachusetts Water Resources Authority (MWRA) Grant of Location - **To install 250-feet of new 48-inch water main on Eugene Drive between station 43+00 and Station 45+50 and to install 300-feet of new 48-inch water main on Eugene Drive between station 45+50 and 48+50.** This work is necessary to replace approximately 10,500 feet of existing 48-inch diameter water

main in Winchester, Stoneham and Woburn.

Documents:

[WEDGEMERE GRANT OF LOCATION.PDF](#)  
[MWRA GRANT OF LOCATION.PDF](#)

#### H. BUSINESS

1. MS4 Permit Compliance
2. Human Rights Statement
3. State Delegation
4. WinCam Appropriation - Vote
5. Approval of MWRA Loan
6. State of Emergency
7. Article Warrants

Documents:

[MWRA LOAN.PDF](#)

#### I. CONSENT AGENDA

1. Approve the closing of Skillings Road from Washington Street to Main Street 7:00 a.m. to 5:00 p.m. on Saturday, June 6 with Sunday, June 7th as a rain date, to hold a Winchester High School graduation program.
2. Approve the use of the Jenks Center/Town Parking lot for the 2020 Winchester Farmers Market season beginning Saturday, June 13th through Saturday, October 31, from 8:30 a.m. to 2:30 p.m.
3. Approve/Correct Minutes for: February 10 & 24, 2020

Documents:

[2 10 20 MINUTES.PDF](#)  
[2 24 20 MINUTES.PDF](#)  
[WHS ROAD CLOSING REQUEST.PDF](#)  
[COVID-19 GUIDANCE FOR WINCHESTER FARMERS MARKET.PDF](#)  
[WINCHESTER FARMERS MARKET COVER LETTER 1 \(1\).PDF](#)  
[JENKS MAP VENDORS TAKE 1 \(2\).JPG](#)

#### J. COMMUNICATIONS AND WORKING GROUP REPORTS

## The Winton Club

*"To exclusively support Winchester Hospital as a dedicated and diverse women's non-profit organization committed to providing various volunteer services and programs for the benefit of Winchester Hospital"*



May 7, 2020

Dear Town Manager and Winchester Select Board,

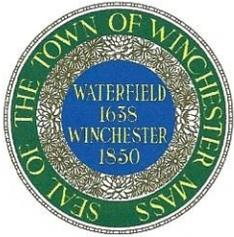
As President of The Winton Club, I your request your acceptance from The Winton Club, our gift of a plaque to the Town of Winchester to be placed in the entry way of the Chad Maurer Auditorium as a recognition of the Town's generosity in providing a venue for The Winton Club's Annual Cabaret for 100 years. The plaque would be cherry wood in color and approximately 15 x 18 as noted in the image below. The text on the plaque would indicate The Winton Club's appreciation to the Town of Winchester, the date of gifting with the final wording to be determined. This plaque would be a recognition of The Winton Club and The Town of Winchester's collaboration in supporting the Winchester community.

I hope you will look favorable upon this request and look forward to your response.

Thank you,

Margaret Bertochi  
Winton Club, President  
508-733-8605





# Town of Winchester

Mariano Goluboff, Chairman  
Michael Bettencourt, Vice Chairman  
Jacqueline A. Welch  
Susan Verdicchio  
Amy Shapiro

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

## PUBLIC HEARING NOTICE AMENDMENT

To: Abutters

In conformity with the requirements of Section 22 of Chapter 166 of the General Laws (Ter. Ed.) you are hereby notified that a public hearing will be held **REMOTELY VIA ZOOM** on the **18<sup>th</sup> day of May, 2020 at 7:00 p.m.** upon the petition of NSTAR Electric d/b/a Eversource Energy for permission to construct, and a location for, a line of conduits and manholes, with the necessary wires and cables therein, for the transmission of electricity, under the following public ways of said Town:

**Wedgemere Avenue – install approximately 25-feet of conduit within the public right-of-way.**

This work is necessary to provide underground electrical service to 18 Wedgemere Avenue.

The public is invited to attend.

**You are invited to a Zoom meeting.**

**When: May 18, 2020 06:30 PM Eastern Time (US and Canada)**

**Register in advance for this meeting:**

**<https://us02web.zoom.us/meeting/register/uJlucO6opz0r42rqhf00UkTeBnRYiDSQwg>**

**After registering, you will receive a confirmation email containing information about joining the meeting.**

May 7, 2020



TOWN OF WINCHESTER  
71 MT. VERNON STREET, WINCHESTER, MA  
ENGINEERING DEPARTMENT  
PHONE 781-721-7120 / FAX 781-721-7166

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**TO:** Lisa Wong, Town Manager

**FROM:** Beth Rudolph, P.E., Town Engineer

**DATE:** May 6, 2020

**RE:** Eversource Grant of Location Petition – Wedgemere Avenue

The Engineering Department has reviewed the Eversource Grant of Location Petition for Wedgemere Avenue. The proposed work includes the installation of approximately 25-feet of conduit within the public right-of-way, and will require repair of the Town-owned sidewalk. The improvements are necessary to provide underground electrical service to the home at 18 Wedgemere Avenue.

We find this petition to be acceptable subject to the following conditions:

- The petitioner must meet and satisfy all conditions of Exhibit A (attached);
- Installation shall be subject to the Town's Street Opening moratorium, which runs from November 15<sup>th</sup> through April 15<sup>th</sup>, at the discretion of the DPW Director;
- The conduit shall be installed by open excavation only (no tunneling);
- All underground utilities shall be adequately protected;
- All town-owned utilities shall be relocated at the applicant's expense, as needed;
- The conduit shall be installed/inspected by Eversource and duly recorded with Dig Safe.

cc: Jay Gill, DPW Director

Attachment: Exhibit A – Town of Winchester Grant of Location Requirements



**TOWN OF WINCHESTER**  
**GRANT OF LOCATION – EXHIBIT A**

**Public Utility:** Eversource  
**Location:** Wedgemere Avenue

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Grantee(s) shall apply for and obtain a Street Opening Permit from the Winchester Department of Public Works, (781-721-7100).

Said Grantee(s) and/or any sub-contractor employed by the grantee(s) shall indemnify and save the Town harmless against all damages, costs and expense whatsoever to which the Town may be subjected in consequence of the acts or neglect of said Grantee(s), its agents or servants, or in any manner arising from the rights and privileges granted by the Town. The foregoing is with respect to activity in, over or under public ways and public property.

Grantee(s) shall execute a bond in a penal sum of five thousand dollars (\$5,000.00) (a bond already on file with Town may be used if and only if said bond by its terms is applicable to the work hereby authorized), conditional on the faithful performance of its duties under this permit including without limitation compliance with lawful state and local laws and requirements.

Said Grantee(s) shall comply with the requirements of all state laws and regulations, to the extent applicable, including but not limited to Massachusetts Dig-Safe Requirements, MGL c. 82, sections 40A – 40D; the Massachusetts Excavation and Trench Safety Law, MGL c. 82A, s. 1 et al, and Town of Winchester by-laws, Board of Selectmen and Department of Public Works reasonable regulations and requirements including Town of Winchester Rules and Regulations Regulating Street Excavations, and such other reasonable rules and regulations as may hereafter be adopted governing the construction and maintenance of conduits and wires, and work in and use of the rights-of-way within the Town, so far as the same are not inconsistent with the laws of the Commonwealth.

In work involving excavation of more than 100 feet of any public way, Grantee shall exercise best efforts to notify all abutters served and impacted by the work within 72 hours prior to commencement of said work.

Grantee shall comply with traffic management and police detail requirements as stipulated in the street opening permit or as otherwise lawfully required by the Winchester Police Department.

All Town-owned services located in, or serviced from this location, shall be re-connected without any cost to the Town in accordance with Town of Winchester requirements and standards.

All disturbed areas must be returned to the same condition in which they were found before the excavation.

Grantee will upon request of the Town, provide to the Town, plans kept in the ordinary course of business reflecting the location of Grantee's facilities in a particular area; and if Town has compatible GIS data exchange, Grantee will periodically exchange its data base on facility locations via GIS data exchange.

Grantee(s) acknowledges and agrees to the Town of Winchester roadway construction moratorium between November 15<sup>st</sup> and April 15<sup>st</sup>, except for emergency situations. If emergency status is granted to permit work during the winter moratorium, the grantee(s) and/or contractor must secure the area by sunset each working day, and shall secure the roadway to allow snow plowing and salting and to avoid any flooding. All roadway paving must be maintained during the winter months until permanent repairs can be made.

Upon reasonable request of the Department of Public Works, Town Engineer or Police/Fire Departments, Grantee shall meet with Town designees prior to commencement of construction to discuss Town right-of-way management, public safety matters, street restoration, work standards and related matters if and as needed.

Conduit shall be installed by excavation and not tunneling.

**EVERSOURCE**  
101 Linwood Street  
Somerville, MA 02143

May 5, 2020

Board of Selectmen  
Town Hall  
Winchester, MA 01890

RE: Wedgemere Avenue  
Winchester  
W.O. #2392118

Dear Members of the Board:

The NSTAR Electric Company d/b/a Eversource Energy respectfully requests a Grant of Location for the installation of approximately twenty-five (25) feet of conduit in Wedgemere Avenue, Winchester, MA.

The purpose of this work is to relocate the overhead service lines to underground.

If you have any questions or concerns, please call Jacqueline Duffy at 617-629-3204.

Very truly yours,

*Kelly-Ann Correia*

Kelly-Ann Correia, Supervisor  
Rights and Permits

ATW/KC

**ORDER FOR LOCATION FOR CONDUITS AND MANHOLES**

Town of **Winchester, Massachusetts**

WHEREAS, **NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town hereinafter specified, and notice has been given and a hearing held on said petition as provided by law.

**Wedgemere Avenue -**

**Southwesterly from P162/5, approximately two-hundred feet northwest of Calumet Road, to private property at #18 Wedgemere Avenue, for a total distance of twenty-five (25) feet of conduit.**

**The purpose of this work is to relocate the overhead service lines to underground.**

**W. O.# 2392118**

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on a plan made by \_\_\_\_\_ dated \_\_\_\_\_ on file with said petition.
2. Said Company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1 \_\_\_\_\_  
 2 \_\_\_\_\_ Select Board  
 3 \_\_\_\_\_ the Town of  
 4 \_\_\_\_\_ **Winchester**  
 5 \_\_\_\_\_

**CERTIFICATE**

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as Determined by the last preceding assessment for taxation, and a public hearing held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 in said Town.

1 \_\_\_\_\_  
 2 \_\_\_\_\_ Select Board  
 3 \_\_\_\_\_ the Town of  
 4 \_\_\_\_\_ **Winchester**  
 5 \_\_\_\_\_

**CERTIFICATE**

I hereby certify that the foregoing are true copies of the Order of the Board of Selectmen of the Town of **Winchester**, Massachusetts, duly adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, and recorded with the records of location Orders of said town, Book \_\_\_\_\_ Page \_\_\_\_\_, and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, as the same appear of record.

Attest: \_\_\_\_\_  
Clerk of the Town of **Winchester**, Massachusetts

**PETITION OF NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY  
FOR LOCATION FOR CONDUITS AND MANHOLES**

To the **BOARD OF SELECTMEN** of the Town of **Winchester**, Massachusetts:

Respectfully represents **NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board of Selectmen may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located substantially as shown on the plan made by **T. Thibault** dated **May 2, 2020**, and filed herewith, under the following public way or ways of said Town:

**Wedgemere Avenue –  
Southwesterly from P162/5, approximately two-hundred feet northwest of  
Calumet Road, to private property at #18 Wedgemere Avenue, for a total distance  
of twenty-five (25) feet of conduit.**

**The purpose of this work is to relocate the overhead service lines to underground.**

**W. O.# 2392118**

**NSTAR ELECTRIC COMPANY  
d/b/a EVERSOURCE ENERGY**

By: Kelly-Ann Correia  
Kelly-Ann Correia, Supervisor  
Rights and Permits

Dated this \_\_ day of \_\_\_\_\_

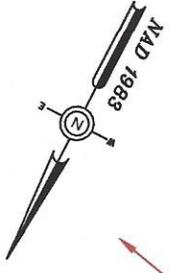
Town of \_\_\_\_\_ Winchester, \_\_\_\_\_ Massachusetts

Received and filed \_\_\_\_\_, 2020

\_\_\_\_\_

PARCEL ID: 18 66 0  
 21 WEDGEMERE AVE  
 N/F  
 RIVA DIANE M

PARCEL ID: 18 65 0  
 19 WEDGEMERE AVE  
 N/F  
 MARTYN J JEEVENDRA + FLORENCE



PARCEL LINE

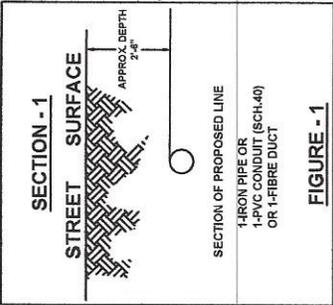
PARCEL ID: 18 64 0  
 29 CALUMET RD  
 N/F

COOVER ANDERSON REV TRUSTS  
 DALE ANDERSON +  
 DOROTHY COOVER

# WEDGEMERE AVE

GRANITE CURB

GRANITE CURB



APPROX. 200' ± TO  
 CALUMET ROAD

162/5

CUSTOMER TO INSTALL  
 1 - 4" PVC PIPE  
 SCHEDULE 40, NO CONCRETE  
 SECTION - 1, FIGURE - 1

162/4

PARCEL LINE

PARCEL ID: 18 61 0  
 20 WEDGEMERE AVE  
 N/F  
 GILLIS JOHN C + ALEXIS FACH

PARCEL ID: 18 62 0  
 18 WEDGEMERE AVE  
 N/F  
 KIDD MATTHEW E + SHEENA O

PARCEL ID: 18 63 0  
 14 WEDGEMERE AVE  
 N/F  
 14 WEDGEMERE AVE TRUST  
 GEORGE B WHITEHEAD  
 TRS ET AL

APPROX. PT.  
 OF PICKUP

PARCEL LINE



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSSES OR INJURY.

THE INFORMATION MAY NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED, AUTHORIZED ATTEMPTS TO MAKE THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

C#	
Ward #	
Work Order #	2392118
Surveyed by:	N/A
Research by:	SC/JC
Plotted by:	BP
Proposed Structures:	TL
Approved:	T. THIBAUT
P#	

**NSTAR EVERSOURCE**  
 ELECTRIC  
 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

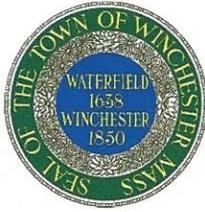
Plan of WEDGEMERE AVENUE  
 WINCHESTER  
 Showing CUSTOMER TO INSTALL

## MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

Scale 1"=20'  
 SHEET 1 of 1  
 Date 05/02/20





TOWN OF WINCHESTER  
71 MT. VERNON STREET, WINCHESTER, MA  
ENGINEERING DEPARTMENT  
PHONE 781-721-7120 / FAX 781-721-7166

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**TO:** Lisa Wong, Town Manager  
**FROM:** Beth Rudolph, P.E., Town Engineer   
**DATE:** April 29, 2020  
**RE:** MWRA Section 89 Replacement Grant of Location Petition

The Engineering Department has reviewed the Grant of Location petition dated April 23, 2020 submitted by the Massachusetts Water Resources Authority (MWRA) as part of their Northern Intermediate High Section 89 Replacement Project. The project consists of the replacement of approximately 10,500 feet of existing 48-inch diameter water main in Winchester, Stoneham, and Woburn. The work in Winchester includes replacement of 48-inch and 12-inch water mains on Eugene Drive and Forest Street. The majority of the project does not require a Grant of Location; however, the MWRA has decided to move a section of the 48-inch pipe out of an existing easement on private property, and into the street on Eugene Drive and Forest Street. MWRA is specifically requesting the following:

- Installation of 250-feet of new 48-inch water main on Eugene Drive between station 43+00 and Station 45+50.
- Installation of 300-feet of new 48-inch water main on Eugene Drive between station 45+50 and 48+50.

The Engineering Department and DPW have reviewed this petition, and find it to be acceptable subject to the following conditions:

- The petitioner must meet and satisfy all conditions of Exhibit A (attached);
- Installation shall be subject to the Town's Street Opening moratorium, which runs from November 15<sup>th</sup> through April 15<sup>th</sup>, at the discretion of the DPW Director;
- All underground utilities shall be adequately protected;
- All town-owned utilities shall be relocated at the applicant's expense, as needed;

cc: Jay Gill, DPW Director

Attachment: Exhibit A – Town of Winchester Grant of Location Requirements



**TOWN OF WINCHESTER**  
**GRANT OF LOCATION – EXHIBIT A**

**Public Utility:** Massachusetts Water Resources Authority (MWRA)  
**Location:** Eugene Drive and Forest Street

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Grantee(s) shall apply for and obtain a Street Opening Permit from the Winchester Department of Public Works, (781-721-7100).

Said Grantee(s) and/or any sub-contractor employed by the grantee(s) shall indemnify and save the Town harmless against all damages, costs and expense whatsoever to which the Town may be subjected in consequence of the acts or neglect of said Grantee(s), its agents or servants, or in any manner arising from the rights and privileges granted by the Town. The foregoing is with respect to activity in, over or under public ways and public property.

Grantee(s) shall execute a bond in a penal sum of five thousand dollars (\$5,000.00) (a bond already on file with Town may be used if and only if said bond by its terms is applicable to the work hereby authorized), conditional on the faithful performance of its duties under this permit including without limitation compliance with lawful state and local laws and requirements.

Said Grantee(s) shall comply with the requirements of all state laws and regulations, to the extent applicable, including but not limited to Massachusetts Dig-Safe Requirements, MGL c. 82, sections 40A – 40D; the Massachusetts Excavation and Trench Safety Law, MGL c. 82A, s. 1 et al, and Town of Winchester by-laws, Board of Selectmen and Department of Public Works reasonable regulations and requirements including Town of Winchester Rules and Regulations Regulating Street Excavations, and such other reasonable rules and regulations as may hereafter be adopted governing the construction and maintenance of conduits and wires, and work in and use of the rights-of-way within the Town, so far as the same are not inconsistent with the laws of the Commonwealth.

In work involving excavation of more than 100 feet of any public way, Grantee shall exercise best efforts to notify all abutters served and impacted by the work within 72 hours prior to commencement of said work.

Grantee shall comply with traffic management and police detail requirements as stipulated in the street opening permit or as otherwise lawfully required by the Winchester Police Department.

All Town-owned services located in, or serviced from this location, shall be re-connected without any cost to the Town in accordance with Town of Winchester requirements and standards.

All disturbed areas must be returned to the same condition in which they were found before the excavation.

Grantee will upon request of the Town, provide to the Town, plans kept in the ordinary course of business reflecting the location of Grantee's facilities in a particular area; and if Town has compatible GIS data exchange, Grantee will periodically exchange its data base on facility locations via GIS data exchange.

Grantee(s) acknowledges and agrees to the Town of Winchester roadway construction moratorium between November 15<sup>st</sup> and April 15<sup>st</sup>, except for emergency situations. If emergency status is granted to permit work during the winter moratorium, the grantee(s) and/or contractor must secure the area by sunset each working day, and shall secure the roadway to allow snow plowing and salting and to avoid any flooding. All roadway paving must be maintained during the winter months until permanent repairs can be made.

Upon reasonable request of the Department of Public Works, Town Engineer or Police/Fire Departments, Grantee shall meet with Town designees prior to commencement of construction to discuss Town right-of-way management, public safety matters, street restoration, work standards and related matters if and as needed.

Conduit shall be installed by excavation and not tunneling.

# Massachusetts Water Resources Authority

Chelsea Facility  
2 Griffin Way  
Chelsea, Massachusetts 02150

Telephone: (617) 242-6000



Frederick A. Laskey  
Executive Director

April 2, 2020

*(Revised April 23, 2020)*

**Attention:**

Town of Winchester, Select Board's Office  
71 Mt. Vernon Street, 2nd Floor  
Winchester, MA 01890

**Reference: Petition for Grant of Location in Town's Public Ways**

Dear Select Board,

Massachusetts Water Resource Authority (MWRA), is submitting herewith for your approval, a request for Grant of Location to install 48-inch and 12-inch diameter water main and appurtenances in the Town of Winchester.

This submission consists of the following Exhibitions:

- A. Grant of Location Petition
- B. Order for Grant of Location
- C. Locus Map, Project drawings and details
- D. Construction Zone Safety Plans

**Project Description**

The water main relocation in Town of Winchester is part of the MWRA Northern Intermediate High Section 89 Replacement Project. The project consists of the replacement of approximately 10,500 feet of existing 48-inch diameter water main in the communities of Stoneham, Winchester, and Woburn. Approximately 1,900 feet of existing MWRA, 48-inch diameter pre-stressed concrete cylinder (PCCP) water main and approximately 1,500-feet of 12-inch local water main will be relocated from its current alignment in the Town of Winchester.

**Project Route in Winchester requiring a Grant of Location**

The new 48-inch ductile iron water main will be installed within the public ways of the Town of Winchester as shown on the attached plan and profile and described below:

1. STA. 43+00 to STA. 45+50: Existing pipe is in an off-road area; new 48-inch pipe will be installed in the roadway (Eugene Drive) to get out of wetlands and private property, **(250 ft)**

2. STA. 45+50 to STA. 48+50: Existing pipe crosses the road and continues into an off-road area and private property; new 48-inch pipe will be installed in the roadway (Eugene Drive/Forest Street) to get out of private property, **(300 ft)**

Total of 550 feet of new 48-inch diameter water will be installed on Eugene Drive and Forest Street, as the subject of this Grant of Location Application.

See **Exhibit C** for aerial locus map, Plan and profile drawings of the proposed 48-inch diameter water main, and standard details of the Project.

See **Exhibit D** for construction zone safety plans.

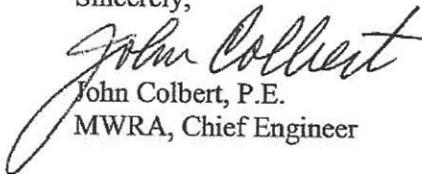
### **Municipal Permits**

Upon issuance of required GOL, MWRA and the contractor shall obtain all required local municipal permits (Ex. Town's street opening, trench excavation, Order of Conditions, MADOT Access to State Highway, etc.), prior to beginning of work within any Town-owned right-of-way and shall comply with the state's Dig-Safe and Excavation and Trench Safety Law and other state laws. The contractor shall work with the Town's engineering and public works departments to protect the public safety, manage traffic, assure proper work standards and street restoration, and perform the Town's right-of-way management responsibilities.

MWRA respectfully requests the Town to issue GOL as set forth above. Should the Board of Selectmen have any comments to attached plans, or require additional information, please do not hesitate to contact me at (617) 305-5707 or at [Patrick.Barrett@mwra.com](mailto:Patrick.Barrett@mwra.com).

Your prompt review of this request is greatly appreciated.

Sincerely,

  
John Colbert, P.E.  
MWRA, Chief Engineer

**EXHIBIT A**

**Grant of Location Petition**

**PETITION FOR GRANT OF LOCATION FOR  
MWRA SECTION 89 REPLACEMENT PROJECT**

To the **BOARD OF SELECTMEN** of the **Town of Winchester, Massachusetts:**

Date: April 2, 2020                      *(Revised April 23, 2020)*

The undersigned Respectfully represents Massachusetts Water Resource Authority (MWRA), hereinafter known as the (PETITIONER), that it desires to construct upon, along, under or across the public way(s) of the Town of Winchester, hereinafter specified.

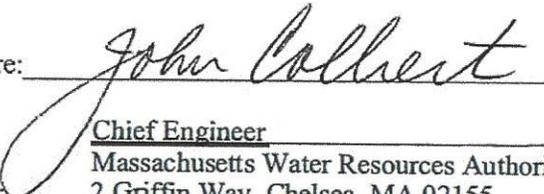
WHEREFORE, your PETITIONER prays that, after due notice and public hearing as provided by law, the Board of Selectmen may Order grant to the PETITIONER permission to:

Install new 48-inch diameter ductile iron water mains, fittings and valve vaults beneath and within the public ways of the Town of Winchester along Eugene Drive and Forest Street

in accordance with plans prepared by Stantec dated March 2020, and filed herewith, under the following public way or ways of said Town:

Eugene Drive from the vicinity of House #10 to the intersection of Forest Street

For the PETITIONER

Signature: 

Title: Chief Engineer  
Name: Massachusetts Water Resources Authority  
Address: 2 Griffin Way, Chelsea, MA 02155  
Phone: (617) 305-5707

Dated: April 23, 2020  
Town of Winchester, Massachusetts  
Received and Filed \_\_\_\_\_

**EXHIBIT B**

**Order for Grant of Location**

**ORDER FOR LOCATION FOR WATER MAIN**

**Town of Winchester, Massachusetts**

\_\_\_\_\_, 2020

WHEREAS, MWRA has petitioned for permission to construct upon, along, under or across the public way(s) of the Town of Winchester, hereinafter specified and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that MWRA be and hereby is granted permission to construct, and a location for, such a water main with the necessary pipes and fittings and valve vaults therein over and under the following public way or ways of said Town:

Eugene Drive from the vicinity of House #10 to the intersection of Forest Street

All construction work under this Order shall be in accordance with the following conditions:

1. Water mains, fittings and valve vaults shall be located as shown on a plan(s) prepared by Stantec dated March 2020, on file with said petition.
2. Said Company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of water mains, fittings and valve vaults.
3. All work shall be done to the satisfaction of the Board of Selectman or such officer or officers as it may appoint to supervise the work.

1. ....
2. ....
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4. ....
5. ....

Board of Selectmen  
The Town of  
**Winchester**

**CERTIFICATE**

We hereby certify that the foregoing Order was adopted after due notice and public hearing as prescribed by Section 22 or Chapter 166 of the General Laws (Ter. Ed.) and any additions thereto or amendments thereof, to wit: -after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways, upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020. at \_\_\_\_\_ in said Town.

1. ....
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3. ....
4. ....
5. ....

Board of Selectmen  
The Town of  
**Winchester**

**CERTIFICATE**

I hereby certify that the foregoing are true copies of the Order of the Board of Selectman of the Town of **Winchester**, Massachusetts, duly adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, and recorded with the records of location Orders of said Town, \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_, and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, as the same appear of record.

Attest: \_\_\_\_\_

Clerk of the Town of **Winchester**, Massachusetts

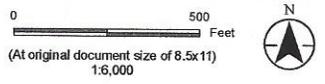
**EXHIBIT C**

**Locus Map, Project Drawings  
and Details**

V:\1955\Temporary\Rachael\_Mack\_Project\19550416\_MWR\AMD\NOL\_Winchester\19550416\_02\_MassDEP.mxd Revised: 2020-01-13 By: rmack



- Legend**
- MassDEP Mapped Stream
  - Shallow Marsh Meadow or Fen
  - Shrub Swamp
  - Wooded Swamp Deciduous
  - 100 Year Flood Zone (AE)
  - 500 Year Flood Zone (X)
  - Approximate Project Limits
  - Town Boundary



*Project Location*  
Winchester, Massachusetts

*Prepared by* REM on 2020-01-10  
*TR by* KWH on 2020-01-13  
*IR Review by* LC on 2020-01-00

*Client/Project*  
Massachusetts Water Resources Authority  
Section 89 Replacement Pipeline  
Winchester, MA

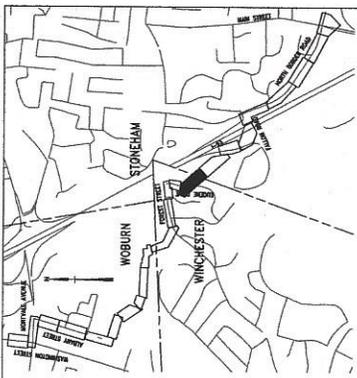
*Figure No.*  
**Exhibit C**

*Title*  
**Location Map**

**Notes**

1. Coordinate System: NAD 1983 StatePlane Massachusetts Mainland FIPS 2001 Feet
2. Data Sources: Massachusetts Bureau of Geographic Information (MassGIS).
3. Background: 2014 aerial imagery provided by Massachusetts Bureau of Geographic Information (MassGIS).

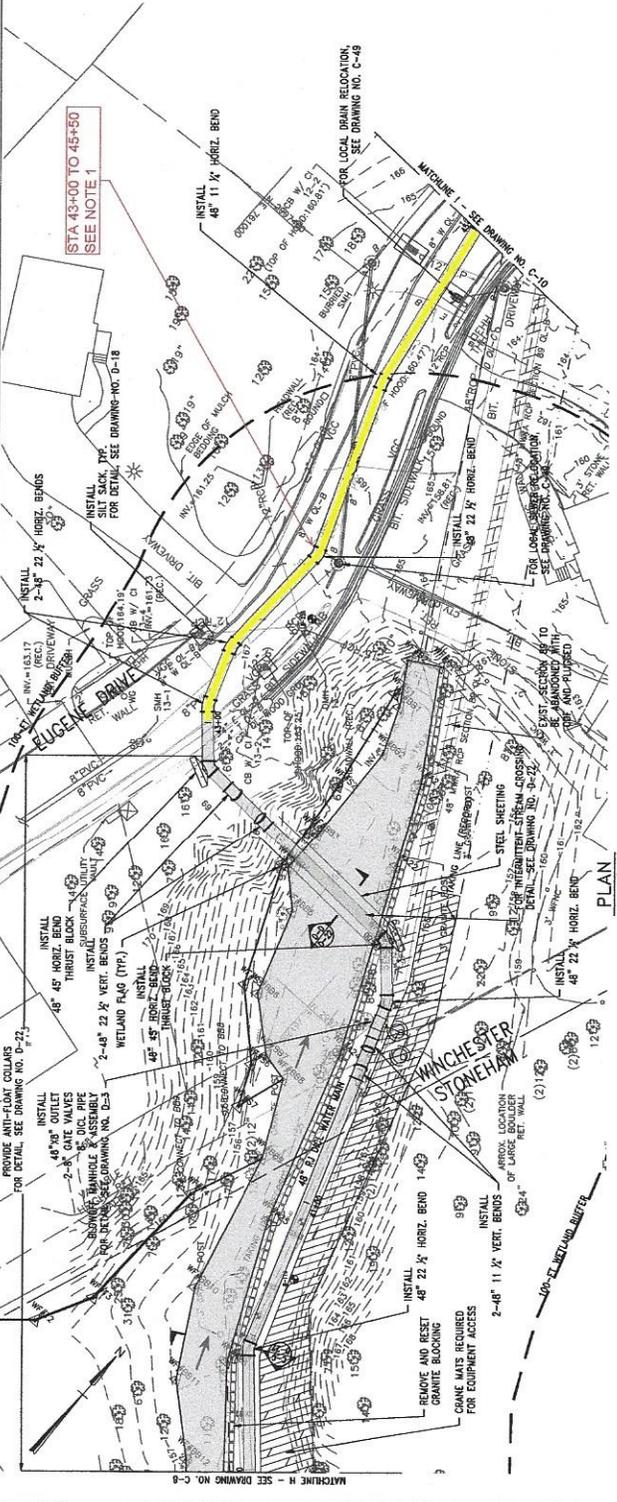
Disclaimer: This document has been prepared based on information provided by others as cited in the Notes section. Stantec has not verified the accuracy and/or completeness of this information and shall not be responsible for any errors or omissions which may be incorporated herein as a result. Stantec assumes no responsibility for data supplied in electronic format, and the recipient accepts full responsibility for verifying the accuracy and completeness of the data.



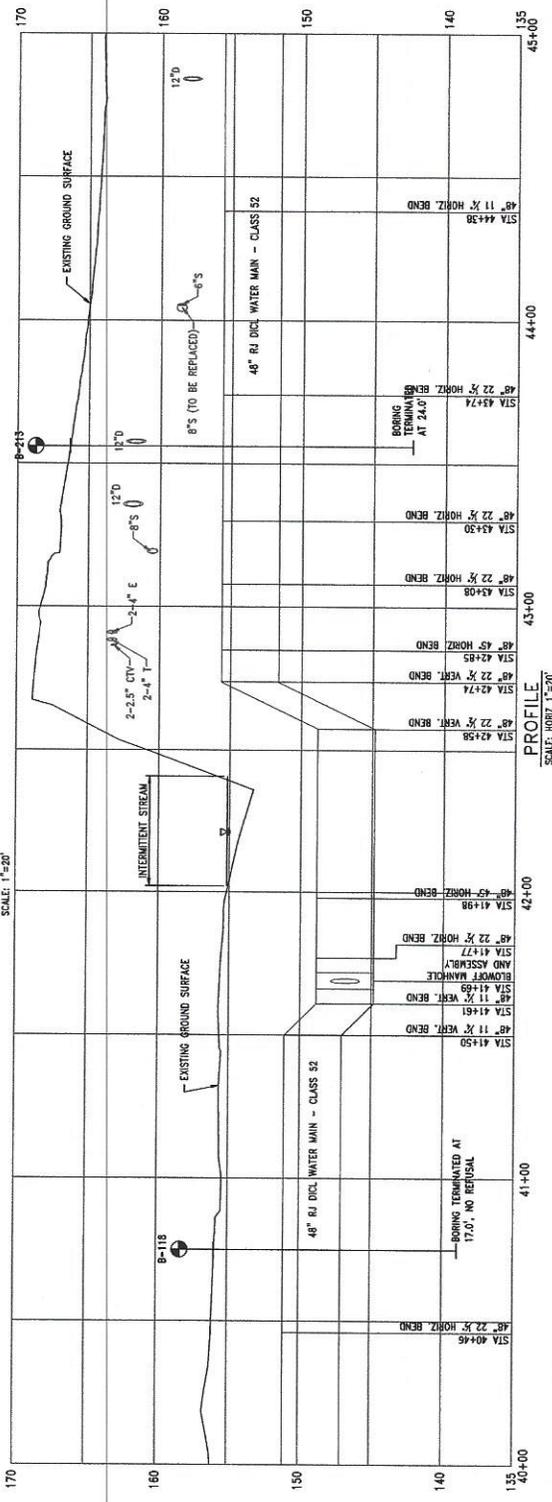
LOCATION PLAN  
SCALE: 1"=1,000'

STRUCTURE TABLE

NUMBER	TYPE	RM. ELEV. (FT.)	INV. ELEV. (FT.)
13.1	SMH	188.65	(B) 180.98
13.2	CB	186.65	(D) 182.13
			(C) 180.95
13.3	DNH	188.4	(B) 155.30
13.4	CB	186.89	(D) 181.30
			(C) 181.20
			(B) 181.20
12.3	DCB	163.87	164.19 (top of flood)
			(A) N/A
			(B) 150.13
			(D) 157.43
12.4	DNH	164.43	(D) 157.43
			(B) 150.23



PLAN  
SCALE: 1"=20'



PROFILE  
SCALE: HORIZ 1"=200'  
VERT 1"=4'



1" = 20'-0" HORIZONTAL  
1" = 4'-0" VERTICAL

CONTRACT NO.:	7117	DWG FILE NO.:	7117-C-1-C-22
SECTION NO.:	89	SECTION NO.:	89
DATE:	MARCH 2022	DESIGNED BY:	ART
SCALE:	AS NOTED	DRAWN BY:	ARS
		CHECKED BY:	GLB
		APPROVED BY:	

**100% SUBMISSION  
NOT FOR CONSTRUCTION**

MASSACHUSETTS WATER RESOURCES AUTHORITY  
  
 PREPARED BY: [Signature]  
 45 NETWORK DRIVE, 2ND FLOOR  
 BURLINGTON, MA 01803  
 WWW.STANTEC.COM

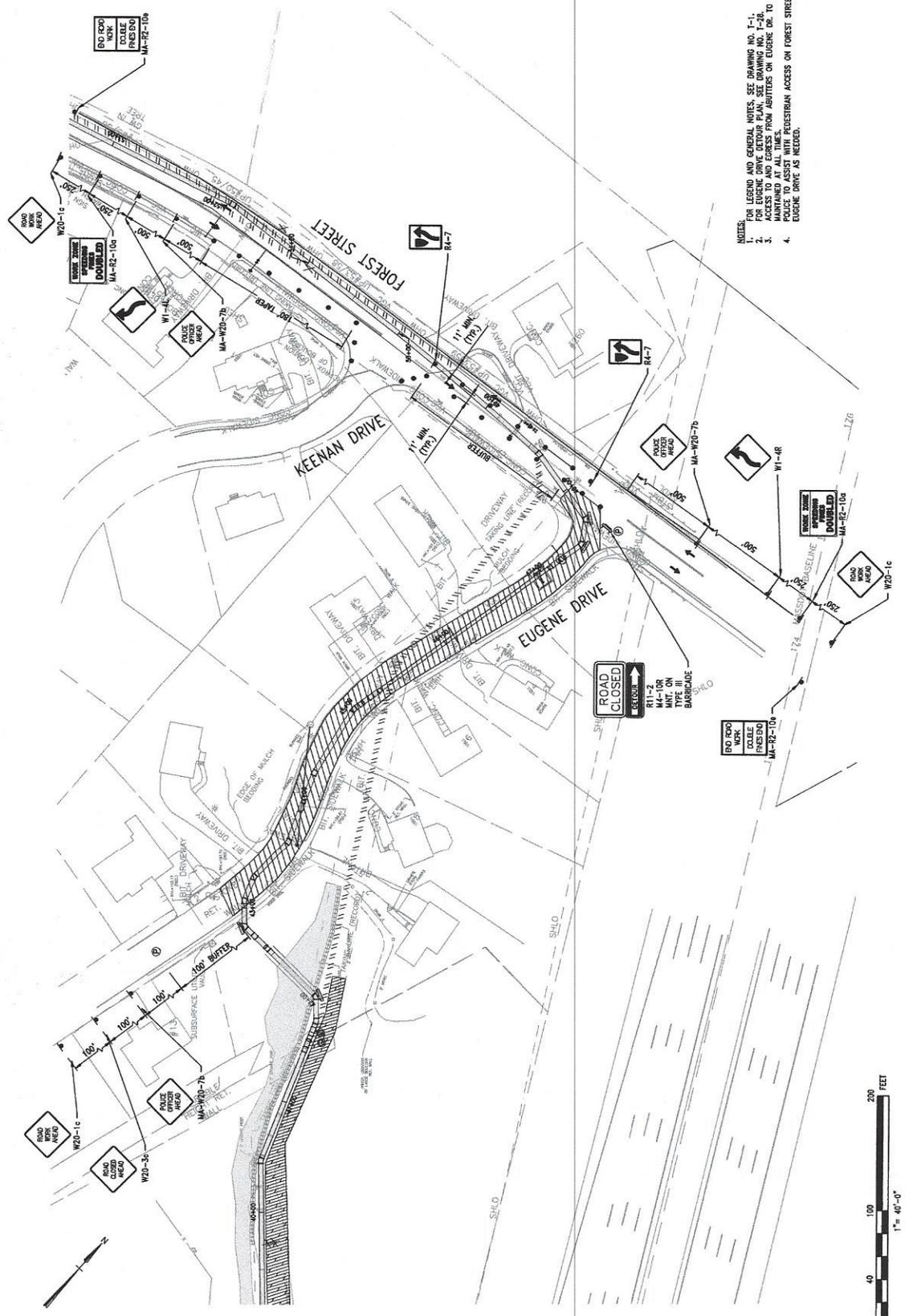
NORTHERN INTERMEDIATE HIGH  
 SECTION 89 REPLACEMENT PIPELINE  
 MWRA CONTRACT NO. 7117  
 MWRA WATER MAIN STA. 40+00 TO STA.  
 45+00  
 DRAWING NO. C-9  
 16 OF 153



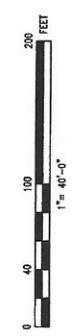
**EXHIBIT D**

**Construction Zone Safety Plans**





- NOTES:
1. FOR LEGEND AND GENERAL NOTES, SEE DRAWING NO. T-1.
  2. FOR EUGENE DRIVE DETOUR PLAN, SEE DRAWING NO. T-2B.
  3. ACCESS TO AND EGRESS FROM ABUTTERS ON EUGENE DR. TO BE MAINTAINED.
  4. POLICE TO ASSIST WITH PEDESTRIAN ACCESS ON FOREST STREET ACROSS EUGENE DRIVE AS NEEDED.



CONTRACT NO. :	7117	CAD FILE NO. :	7117_T-2-T-26
ACCESSION NO. :	704239	SECTION NO. :	89
DATE :	MARCH 2020	DESIGNED BY :	REB
SCALE :	AS SHOWN	DRAWN BY :	AD
		CHECKED BY :	REB
		APPROVED BY :	TRM

MASSACHUSETTS WATER RESOURCES AUTHORITY

PREPARED BY :

15 NEWPORT DRIVE, 2ND FLOOR  
BURLINGTON, MA 01803  
www.stantec.com

NORTHERN INTERMEDIATE HIGH  
SECTION 89 REPLACEMENT PIPELINE  
MWRA CONTRACT NO. 7117  
CONSTRUCTION ZONE SAFETY PLAN  
STA. 43+00 TO STA. 48+00

DRAWING NO.  
T-12  
131 OF 153

100% SUBMISSION	
NOT FOR CONSTRUCTION	
NO.	DATE
BY	CHKD
REVISION	



# Town of Winchester

Sheila M. Tracy, Treasurer/Collector

Treasurer/Collector's Office  
71 Mt. Vernon Street  
Winchester, MA 01890  
Phone: 781-721-7123  
Fax: 781-721-7154  
stracy@winchester.us

## Memorandum

To: Lisa Wong, Town Manager  
Select Board Members  
From: Sheila M. Tracy, Treasurer/Collector  
Date: May 14, 2020  
Subject: MWRA Loan

I am requesting your approval of a Loan to the Town from the MWRA Local Water System Assistance Program/Lead Service Line Replacement Program (Phase 3). The loan will be used to continue Winchester's program to remove lead goosenecks. The amount of this interest free loan is \$600,000, and will be repaid to the MWRA in ten equal installments of \$60,000 each, over a ten-year period, beginning May 15, 2021.

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Winchester, Massachusetts, certify that at a meeting of the board held May 18, 2020, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$600,000 Water Bond of the Town dated June 1, 2020, to Massachusetts Water Resources Authority (the "Authority") is hereby approved and the Town Treasurer or other appropriate Town official is authorized to execute on behalf of the Town a Loan Agreement and a Financial Assistance Agreement with the Authority with respect to the bond. The bond shall be payable without interest on May 15 of the years and in the principal amounts as follows:

<u>Year</u>	<u>Installment</u>	<u>Year</u>	<u>Installment</u>
2021	\$60,000	2026	\$60,000
2022	60,000	2027	60,000
2023	60,000	2028	60,000
2024	60,000	2029	60,000
2025	60,000	2030	60,000

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing vote.

I further certify that the votes were taken at a meeting open to the public; that no vote was taken by secret ballot; that a notice stating the place (or method of accessing), date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building at which the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting; and that no deliberations or decision in connection with the sale of the bond were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended and in accordance with the Governor's emergency order dated March 12, 2020 authorizing remote meetings during the Covid-19 related state of emergency, if applicable.

Dated: May 18, 2020

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Clerk of the Select Board

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**TOWN OF WINCHESTER  
SELECT BOARD MEETING  
Monday, February 10, 2020  
Record**

**OPENING**

Vice Chair Michael Bettencourt called the meeting to order at 7:00 PM in the Select Board meeting chamber located in Town Hall. Present were Select Board members Jacqueline A. Welch, and Susan Verdicchio. Chair Mariano Goluboff and Amy Shapiro via phone at 8:30 p.m. for Executive Session. Also present was Town Manager Lisa Wong.

**JOINT MEETING W/PLANNING BOARD & MASTER PLAN STEERING COMMITTEE**

Brian Szekely, Town Planner, Maureen Meister and Diab Jerius, Planning Board members; Jennifer Goldson and Anna Callahan, JM Goldson; Denis Collet, Pamela Cort, Keri Layton, David Miller, Zeke Nims, and John Suhrbier, Master Plan Steering Committee were in attendance. Ms. Goldson, JM Goldson owner and Project Director, informed the group that the draft is a good representation of what they have been hearing from the residents. Ms. Callahan, JM Goldson Project Manager, stated that JM Goldson and the Master Planning Steering Committee worked on the plan for the past 18 months over 4 phases. Phase I: Winchester Yesterday and Today; Phase II: What Could Winchester's Future Be Like?; Phase III: How Should Winchester Achieve Its Vision and Goals?; Phase IV: Plan Adoption and Finalization. Two documents have been released - the full report and the action plan. The final steps for the Master Plan are as follows; there are two Planning Board meetings to talk about the plan, a Steering Committee meeting in March and then the Planning Board will meet at the end of March to adopt the Plan. The public comment period will continue to the end of February.

The Select Board recessed till 8:00 p.m.

**NOTIFICATION OF MEETINGS AND HEARINGS**

1. Monday, February 24, 2020 - Regular Session

**ACCEPTANCE OF DONATIONS**

*Motion	That the Select Board accept, with gratitude, donation of \$2,000.00 from the Johnston family to be used towards future supplies for the Fire Department.	
Bettencourt - Welch	All in favor	VOTED

**COMMENTS**

**TOWN MANAGER REPORT AND COMMENTS**

1. Appointments - Town Manager announced the following permanent appointments in accordance with section 4-2b of the Town Charter, and she respectfully requests that the Select Board vote to waive the fifteen (15) day appointment period for: **DPW Water/Sewer General Foreman Promotional Appointment - Thomas Connolly and DPW Water/Sewer Heavy Motor Equipment Operator - Timothy Cotreau**



**Monday, February 10, 2020  
Select Board Meeting**

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- Recreation Department Events: Daddy Daughter Dance, Sunday March 22<sup>nd</sup> and Super Hero Wrestling, Saturday April 11<sup>th</sup>.
- Election: Voter registration deadline for Presidential Primary on February 12<sup>th</sup> (8am-8pm). Early Voting starts on February 24<sup>th</sup>. Check out the new Election Calendar on the Town Website.

**MATTERS FROM THE AUDIENCE**

Margaret Bertochi, Winton Club President, thanked the Select Board, and the Town Staff for their support and assistance during the 100<sup>th</sup> year Winton Club Cabaret.

**COMPTROLLER 'S REPORT**

**LICENSES**

**HEARINGS**

**BUSINESS**

**1. Toole Design Construction Phasing Schedule** - Beth Rudolph, Town Engineer and Erica Guidoboni, Toole Design, updated the Select Board. Ms. Guidoboni, listed the construction projects - 4 Intersection projects, 3 Bridge projects, MBTA Station Renovation & Eversource 115V upgrade. Starting with Main/Highland in March 2020; Main/Washington, Mystic Valley/Waterfield and the Waterfield Bridge to start in June. Toole is working on Outreach to the residents to include an Informational Sign at site, Informational Flyers and website updates. They are also trying to package the project together to include biddings and contractor to save money. Ms. Rudolph reinforced that there will be traffic impacts throughout Town during the construction projects.

**2. Resident concerns regarding construction at Skillings Field** - Jeff Dean, 18 Summer Street, representing The Friends and Neighbors of Skillings Field, came before the Select Board regarding Swim Winchester's proposed installation of a community swimming pool at Skillings Field. He gave a brief overview of the history of the 16-acre playing space. The neighborhood has experienced 7 years of construction at the field and it has worn on the families stress and overall decrease in quality of life. The neighborhood needs a break and are not in support of the building of the swimming pool. He also pointed out all the negatives associated with the field, such as the 16 acres of space for the swimming pool is located in the floodplain that used to be a town dump and was filled with all sorts of toxic chemicals.

Right now, Swim Winchester is raising money with (1) an expired permission, (2) without having met any conditions, and (3) using an unapproved expanded footprint that takes away more field space and violates multiple zoning and land use ordinances. There is nothing on record that Swim Winchester did any studies for the following; traffic, stormwater management, and environmental remediation. The neighbors would like to have some sort of deadline as they are tired of having this hanging over them and of not knowing what is happening.

Mr. Dean asked what has the Town done in view of the resolutions voted on in January 2018? If nothing then Swim Winchester is in violation of the conditions of the January 19, 2018 Join Resolution. Vice Chair Bettencourt responded that we do appreciate their engagement in this process with Swim Winchester. We have been in touch with Swim Winchester on a scheduling basis and they have been trying to get on our agenda. He also stated that it was more the Select Board's fault than Swim Winchester that they have not been before the Boards. It is difficult scheduling exercise to get the School Committee, our staff and the Select Board

**Monday, February 10, 2020  
Select Board Meeting**

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1 together at the same time. We will certainly make a larger effort to bring Swim Winchester in to  
2 have an update and be consistent with the 2018 Resolution. Thank you for coming and we will  
3 be in touch to answer the questions that you brought to us tonight.  
4

5 **3. Waterfield RFQ** - Ms. Wong went over the project timeline, the Request For Qualifications  
6 (RFQ) is the first step as it allows us to evaluate the developers. There are six evaluations that  
7 the developers needed to address: downtown development; financial capability; local  
8 experience; local partnerships; design and planning; and environmental sustainability. The  
9 eight developers that submitted an RFQ and attended an earlier meeting were all qualified.  
10 The Board's consensus is to allow Ms. Wong to move forward in the Request For Proposals  
11 (RFP) process.  
12

13 **4. Committee & Commissions** - The Select Board made the following  
14 appointments/reappointments:  
15

16 \*Motion That the Select Board reappoint Helen Philliou to the Capital Planning  
17 Committee for a term to expire January 1, 2023.  
18 Welch - Verdicchio All in favor VOTED  
19

20 **5. FY2021 Budget** - Ms. Wong highlighted the revenues, override funds, municipal & school  
21 increases.  
22

23 **FY2021 Budget Highlights**

24 **Requests - staff related**

- 25 - Building requested additional 10 hours for administrative services
- 26 - Comptroller requested additional administrative position (\$60) accounting administrator
- 27 - DPW request cemetery and craftsman in building division
- 28 - Health additional inspector
- 29 - IT request part time network administrator
- 30 - Planning request Planner position
- 31 - Town Manager request Sustainability Director (to assist with the Climate Action  
32 Committee)

33 **Requests**

- 34 - Increase Town Clerk's budget due to Presidential election
- 35 - Negotiation Union contacts
- 36 - Increase in Health insurance
- 37 - Master plan implementation
- 38 - Additional transfer station expenses due to the new solid waste contract  
39

40 **CONSENT AGE NDA**

41  
42 **One Day Alcoholic Beverage License(s)**  
43

44 \*Motion That the Select Board approve One Day Alcoholic Beverage Licenses for  
45 Rachael Marks for Premier Catering - March 7, 2020 - Town Hall Auditorium;  
46 Cathy Parker for Studio on the Common - February 26 & 27, March 11, 18 &  
47 25 and April 1, 2020 - Studio on the Common; Nancy Polcari for Winchester  
48 Seniors Assoc. - April 29, 2020.  
49 Bettencourt - Welch All in favor VOTED  
50

51 **Other**  
52

**Monday, February 10, 2020**  
**Select Board Meeting**

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1 \*Motion That the Select Board approve the Parade Permit: En Ka Fair - Saturday,  
2 May 16, 2020 (Route: Skillings Road to Main Street; left onto Main Street,  
3 pass Stop & Shop and Winchester Savings Bank; travel around the traffic  
4 circle (Quill Rotary) and up Church Street, where it will turn left onto  
5 Waterfield Road and left again onto Mystic Valley Parkway; at intersection  
6 with Main Street, left onto Main Street, right onto Mt. Vernon Street and  
7 continue to the Edward F. O'Connell Plaza on the grounds of the Veterans  
8 Honor Roll, Town Hall.) Mt. Vernon Street will be closed to traffic from Quill  
9 Rotary to the Washington Street Intersection for the duration of the Parade

10  
11 Welch - Verdicchio All in favor VOTED

12  
13 \*Motion That the Select Board approve the Public Amusement License: En Ka  
14 Society for En Ka Fair - Friday/Saturday, May 15 and 16, 2020

15 Welch - Verdicchio All in favor VOTED

16  
17 \*Motion That the Select Board approve the minutes for the January 6 & 27, 2020  
18 meetings.

19 Welch - Verdicchio All in favor VOTED

20  
21 **COMMUNICATIONS AND WORKING GROUP REPORTS**

22  
23 \*Motion: That the Select Board adjourn to Executive Session for the purpose of  
24 discussing matters related to Asa Fletcher Fund - MGL Ch. 30A §21(a) 1 - To  
25 discuss the reputation, character, physical condition or mental health rather  
26 than the professional competence of an individual; MGL Ch. 30 §21(a) 6 - To  
27 consider the purchase, exchange, lease or value of real property if the chair  
28 declares that an open meeting may have detrimental effect on the  
29 negotiating position of the governmental body; Collective Bargaining  
30 Negotiations Update: MGL Chapter 30 §21(a)3 – To discuss strategy with respect  
31 to collective bargaining or litigation

32 Welch - Verdicchio

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

34  
35 \*Motion: That the Select Board adjourn from Executive Session to Public Session, not  
36 to return to Executive Session.

37 Welch - Verdicchio

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

39  
40 **ADJOURNMENT : 10:30 PM**

41  
42 \*Motion: That the Select Board adjourn for the evening.

43 Welch - Verdicchio

44 Roll Call: Bettencourt, Welch, Verdicchio VOTED

45  
46 Respectfully submitted,

47  
48 Lisa Wong, Town Manager

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**TOWN OF WINCHESTER  
SELECT BOARD MEETING  
Monday, February 24, 2020  
Record**

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**OPENING**

Chair Mariano Goluboff called the meeting to order at 6:35 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 MGL Chapter 30 §21(a) 2 & 3 - Negotiation strategy non-union personnel and collective bargaining strategy; 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.

Welch - Verdicchio

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

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**NOTIFICATION OF MEETINGS AND HEARINGS**

1. Monday, March 9, 2020 - Regular Session
2. Monday, March 24, 2020 - Regular Session

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**ACCEPTANCE OF DONATIONS**

37  
38

**COMMENTS**

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**TOWN MANAGER REPORT AND COMMENTS**

1. Appointments - Town Manager announced the following permanent appointments in accordance with section 4-2b of the Town Charter, and she respectfully requests that the Select Board vote to waive the fifteen (15) day appointment period for: **DPW SC-7 School Custodian - Arthur Carr, DPW Water/Sewer Special Equipment Operator - Jason English and COA Part-time Vehicle Driver - Robert Carey**

\*Motion: That the Select Board waive the customary fifteen (15) day appointment effective waiting period to allow Arthur Carr, Jason English and Robert Carey to begin their employment.

Welch - Verdicchio

All in favor

VOTED

2. MBTA - MBTA is holding a public meeting at the McCall School on Wednesday, March 4<sup>th</sup>. Their cost estimates were over 6 million dollars they move the track work budget which lowered the cost. The Shore Road ramp will remain but are having issues with the ramp on Thompson

**Monday, February 24, 2020**  
**Select Board Meeting**

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1 Road. The biggest issue is mitigation of parking and are they going to provide shuttles. MBTA  
2 is going to ask DCR about using parking at Sandy Beach Pond.  
3

4 3. The following are updates from departments, projects and programs:  
5

6 **Upcoming events:**

- 7 • Town Meeting Warrant closes March 13<sup>th</sup>
- 8 • Election: Early Voting February 24<sup>th</sup> - 28<sup>th</sup>
- 9 • MBTA Public Hearing set for March 4<sup>th</sup> at 6:30pm at McCall Middle School. Presentation  
10 starts at 7pm
- 11 • Town Manager Information Session at the Jenks on March 3 at 10am
- 12 • Ribbon Cutting for the COA van on March 3 at 9:15am
- 13 • Senator Jason Lewis is hosting a Community Conversation on “What Will It Take to Fix  
14 Transportation in Greater Boston” on March 11 at 6:30pm at Malden High School  
15

16 **Winchester:**

- 17 • **Fells Hardware:** Project presentation and public comment scheduled for 2/25 Planning  
18 Board Meeting
- 19 • **Lynch Feasibility:** The School Committee will discuss at their March 3 meeting and is  
20 seeking funds at Spring Town Meeting
- 21 • **Main and Highland Intersection Project:** bid opening is scheduled for February 26<sup>th</sup>
- 22 • **MBTA:** The town is meeting with the MBTA on 2/25. The MBTA plans to proceed with the  
23 ramp on Shore Road and the precast façade. Real estate issues are still be sorted out with  
24 the plan to go to Spring Town Meeting with easement requests. Lack of mitigation is big  
25 concern - no extra parking or shuttles being provided at this time.
- 26 • **McCall Traffic** advertise the McCall Traffic Improvement Projects in early March for an early  
27 April bid opening
- 28 • **McCall Expansion:** The Technology contract has been finalized and we are still working on  
29 the FF&E contract
- 30 • **North Reservoir Dam:** Work on North Reservoir Dam repairs is underway and we will have  
31 cost estimates for the CPC and SB by March 15<sup>th</sup> for STM approval
- 32 • **Parkhurst Elevators:** bid opening is scheduled for February 25<sup>th</sup>
- 33 • **Parking Meters:** Finalized the contract for upgrades
- 34 • **Public Safety Vehicles:** The police now have 2 hybrid vehicles.
- 35 • **Recreation Director:** The deadline was February 14<sup>th</sup> and a committee will be reviewing  
36 applications.
- 37 • **River Street 40B:** ZBA is drafting the decision to grant with conditions.  
38

39 **MATTERS FROM THE AUDIENCE**  
40

41 **LICENSES**

- 42 1. Used Car Dealer’s License - Hadi’s Auto Sales, 802 Main Street - Non-compliance of  
43 license requirements to buy and sell second hand motor vehicles in Winchester. This was  
44 removed from the agenda.  
45

46 **HEARINGS**

47 Beth Rudolph, Winchester Town Engineer and Jackie Duffy, Eversource representative presented  
48 the applications. There were no comments from the audience for any of the applications.  
49

1 1. **Waterfield Design Group Grant of Location: to install 15ft + of conduit within the public right-**  
2 **of-way on Highland Avenue to supply telecommunications and data to Abby Road .**  
3

4 Waterfield Design Group is applying for a Grant of Location to install 15 feet of conduit in the  
5 public way. The improvements are necessary to provide underground telecommunications and  
6 data service to the new development on Abby Road, which is currently under construction. The  
7 Town Engineer and DPW do not have any concerns.  
8

9 \*Motion: That the Select Board approve Waterfield Design Group's Grant of  
10 Location for the installation of approximately fifteen (15) feet of conduit  
11 within the public right-of-way to provide underground  
12 telecommunications and data service to Abby Road.

13 Bettencourt - Welch All in favor VOTED  
14

15 2. **Eversource Grant of Location: to install two (2) Joint Owned poles in Highland Avenue to**  
16 **provide underground electrical service for the new development on Abby Road .**  
17

18 Eversource is applying for a Grant of Location to install two (2) Joint Owned poles in the public  
19 way. The improvements are necessary to provide underground electric service to the new  
20 development on Abby Road. The Town Engineer and DPW do not have any concerns.  
21

22 \*Motion: That the Select Board approve Eversource's Grant of Location for the  
23 installation of two (2) Joint Owned poles within the public right-of-way  
24 to supply electric service to the new development on Abby Road.

25 Bettencourt - Welch All in favor VOTED  
26

27 3. **Eversource Grant of Location: to install 106ft + of conduit within the public right-of-way to**  
28 **provide underground electrical service to the new development on Abby Road .**  
29

30 Eversource is applying for a Grant of Location to install 106 feet of conduit in the public way.  
31 The improvements are necessary to provide underground electric service to the new  
32 development on Abby Road. The Town Engineer and DPW do not have any concerns.  
33

34 \*Motion: That the Select Board approve Eversource's Grant of Location for the  
35 installation of approximately one hundred six (106) feet of conduit  
36 within the public right-of-way to supply electric service to the new  
37 development on Abby Road.

38 Bettencourt - Welch All in favor VOTED  
39

40 4. **Eversource Grant of Location: to install 36ft + of conduit within the public right-of-way to**  
41 **supply power to 60 Swan Road.**  
42

43 Eversource is applying for a Grant of Location to install 36 feet of conduit in the public way. The  
44 improvements are necessary to provide underground electric service to 60 Swan Road. The  
45 Town Engineer and DPW do not have any concerns.  
46

47 \*Motion: That the Select Board approve Eversource's Grant of Location for the  
48 installation of approximately thirty-six (36) feet of conduit within the  
49 public right-of-way to supply electric service to 60 Swan Road.

50 Bettencourt - Welch All in favor VOTED  
51

52 5. **Eversource Grant of Location: to install 13ft + of conduit within the public right-of-way to**  
53 **supply power to 90 Fletcher Street .**

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1  
2 Eversource is applying for a Grant of Location to install 13 feet of conduit in the public way. The  
3 improvements are necessary to provide underground electric service to 90 Fletcher Street. The  
4 Town Engineer and DPW do not have any concerns.  
5

6 \*Motion: That the Select Board approve Eversource's Grant of Location for the  
7 installation of approximately thirteen (13) feet of conduit within the public  
8 right-of-way to supply electric service to 90 Fletcher Street.

9 Bettencourt - Welch All in favor VOTED  
10

11 **BUSINESS**

- 12
- 13 **1. Stormwater Update** - Beth Rudolph, Town Engineer, Matthew Abrahams, Abrahams Group,  
14 and David Elmer, Weston & Sampson attended the meeting. Ms. Verdicchio opened the  
15 presentation giving a brief overview of the process that went into the presentations from the  
16 Abrahams Group and Weston & Sampson.  
17

18 Mr. Abrahams then began his power point presentation, discussing the Town's Water & Sewer  
19 Fund. He presented the following recent trends of the Fund; FY2017 - \$878k surplus aided  
20 greatly by dry weather; FY2018 - \$461k deficit due in part to wet weather; FY2019 - \$405 deficit  
21 due in part to we weather. The FY2020 water & sewer review shows that FY2020 was  
22 impacted by the wettest warmer months in recent years. Despite a 3.5% rate increase in  
23 FY2020, there is a deficit of \$424k projected. He provided two options for action on rate  
24 increases; Option 1 is Water & Sewer rates only - no stormwater fee but an increase in water  
25 and sewer rates but maintain same ties. Option 2 is Water & Sewer rates and a Stormwater  
26 Fee - Stormwater fee to bill \$1.5m annually and increase water & rates but maintain same tiers.  
27

28 Mr. Elmer addressed what will the proposed Stormwater budget cover as it relates to MS4  
29 compliance. There were many items but a few were; operation & maintenance of drainage  
30 system (labor, equipment & expenses), retrofit of the existing drainage system to install Best  
31 Management Practices (BMPs), enhanced catch basin cleaning & street sweeping; Illicit  
32 Discharge Detection & Elimination (IDDE) investigations; and public education & municipal  
33 employee training. He also talked about the Equivalent Residential Unit (ERU), which is used  
34 to compare the impact of the stormwater system across different land use types. Typically, the  
35 ERUs are based on the impervious area of the dominant land use type. In Winchester, the  
36 ERU would equal the average impervious surface on a single-family residential parcel i.e. 4,021  
37 = 1 ERU. Their recommended fee structure is in two parts: Small Residential (1, 2, & 3 family)  
38 will be a flat fee and Non-Residential/Large Residential, a tiered structure based on impervious  
39 area. Important things to consider is fairness, cost of implementation, budgetary needs and  
40 also other Massachusetts models. Mr. Elmer also informed the Board that they would use the  
41 GIS or geographic information system to enable them to calculate all of the parcels.  
42

43 Inclosing, Ms. Wong stated that it is important to note that this is just the beginning of the  
44 discussion and no decisions need to be made at tonight's meeting.  
45

- 46 **2. Small Cell Policy** - Ms. Wong pointed out that the Board was only addressing the minor  
47 additions on pages six and eight of the approved policy - on page 6.r. Applicant shall include in  
48 its submission documentation that applicant's small wireless facilities in the Town, if any, or  
49 elsewhere if applicant has no operations in the Town at the time of application, are in  
50 compliance with applicable FCC regulations on permissible levels and methods of operation of  
51 wireless emissions including but not limited to RF/radio and/or similar emissions. On page 8.e  
52 regarding small wireless facility fans add at the end "on streets in areas zoned commercial  
53 and/or industrial and not greater than 52 dB at one meter in areas zoned residential." Mr.

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1 August, Town Counsel for the Small Cell Policy, had contacted an expert regarding the noise  
2 decibels.  
3

4 \*Motion That the Select Board amend the Small Cell Policy as presented to the  
5 Select Board.

6 Bettencourt - Welch All in favor VOTED  
7

8 **3. Local Historic District** - Ms. Wong asked the Board for further direction as the Massachusetts  
9 Historic Commission came back saying that there needs to be more of a mix of the Town to be  
10 considered as an Historic District. Board members recommended that this be put on a future  
11 agenda with representatives from the Planning Board and Historic Commission in attendance.  
12

13 **4. Bond Vote** - Vice Chair Bettencourt read the following for the record:  
14

15 I, the Clerk of the Select Board of the Town of Winchester, Massachusetts (the "Town"), certify that at a  
16 meeting of the board held February 24, 2020, of which meeting all members of the board were duly  
17 notified and at which a quorum was present, the following vote was unanimously passed, all of which  
18 appear upon the official record of the board in my custody:  
19

20 Voted: that in order to reduce interest costs, the Town Treasurer is authorized to issue  
21 refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General  
22 Laws, or pursuant to any other enabling authority, to refund all or any portion of the following outstanding  
23 bonds of the Town: a) Municipal Purpose Loan of 2005 Bonds dated July 1, 2005; b) Municipal Purpose  
24 Loan of 2006 Bonds dated July 1, 2006; c) Municipal Purpose Loan of 2008 Bonds dated July 1, 2008; d)  
25 Municipal Purpose Loan of 2009 Bonds dated May 1, 2009; and e) Municipal Purpose Loan of 2010  
26 Bonds dated April 15, 2010 (collectively, the "Refunded Bonds"); that the proceeds of any refunding  
27 bonds issued pursuant to this vote shall be used to pay the principal of and interest on the Refunded  
28 Bonds and costs of issuance of the refunding bonds; and that any premium received by the Town upon  
29 the sale of the refunding bonds issued pursuant to this vote, less any of such premium applied to the  
30 payment of the costs of issuance of such bonds, may be applied to the payment of costs approved by this  
31 vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount of  
32 refunding bonds that would otherwise need to be issued; and that, pursuant to Chapter 44, Section 20 of  
33 the General Laws, unexpended proceeds from certain of the Refunded Bonds in the aggregate amount of  
34 422,064.65 shall be applied to the payment of principal and interest on the related series of Refunded  
35 Bonds, thereby reducing the amount of the refunding bonds that would otherwise need to be issued.  
36

37 I further certify that the vote was taken at a meeting open to the public; that no vote was taken by secret  
38 ballot; that a notice stating the place, date, time and agenda for the meeting (which agenda included the  
39 adoption of the above vote) was filed with the Town Clerk and a copy thereof posted in a manner  
40 conspicuously visible to the public at all hours in or on the municipal building at which the office of the  
41 Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or  
42 approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including  
43 Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the  
44 time of the meeting; and that no deliberations or decision in connection with the authorization of the  
45 bonds was taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.  
46

46 Bettencourt - Welch All in favor VOTED  
47

48 **5. SPIN** - Ms. Wong informed the Select Board that she wanted them to be aware that the SPIN  
49 contract has a clause stating that our contract with them will automatically renew for another six  
50 months and that there is no action needed from the Board.  
51

52 **6. WinCam** - The WinCam Board received an offer from a private firm to do some auditing of  
53 Comcast franchise fees that may be owed to WinCam. Ms. Wong recommended that the  
54 Select Board let WinCam know that we support them.  
55



**Monday, February 24, 2020**  
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1 Sarajane Mullins for Kidstock Theater - March 5, 2020 - NextDoor Theater;  
2 Sarajane Mullins for Kidstock Theater - March 9, 16, 23, & 30, 2020 -  
3 NextDoor Theater; Norman Doucette for Jumelage - March 13, 2020 -  
4 Sanborn House; Paula Tognarelli for Griffin Museum - March 15, 2020 -  
5 Griffin Museum.

6 Bettencourt - Welch All in favor VOTED

7  
8 **Other**

9  
10 \*Motion That the Select Board approve the Winchester Foundation for Educational  
11 Excellence / Highlander's Running Club Annual 2.5 Mile Town Day Road  
12 Race to be held June 6, 2020 with registration taking place on Shore Road  
13 starting at 7:00 am.

14 Welch - Verdicchio All in favor VOTED

15  
16  
17  
18 **COMMUNICATIONS AND WORKING GROUP REPORTS**

19  
20 **ADJOURNMENT : 10:20 PM**

21  
22 \*Motion: That the Select Board adjourn for the evening.

23 Welch - Verdicchio

24 Roll Call: Bettencourt, Welch, Verdicchio

VOTED

25  
26 Respectfully submitted,

27  
28 Lisa Wong, Town Manager

29  
30

To the Select Board;

WHS Principal Mahoney, SRO/Sgt. Perenick and a small committee are planning a graduation ceremony for Saturday June 6th with a rain date of Sunday June 7th. The event will begin at 9am and will allow (following state and CDC guidelines) one car with family per senior graduate to drive up to the front of the school and receive their diploma from Principal Mahoney. The graduate will also have a photo taken in front of the school seal. They then will return to their family vehicle and depart campus allowing for the next group of twenty-five to pull up and proceed with receiving their diploma. This is not an open event and with closing Skillings Rd. this will allow the police detail to control who has access to WHS. Access to Stop and Shop along with public safety vehicles will not be hampered by the road closing.

Thank you

Sgt. Perenick

# **COVID-19 GUIDANCE FOR WINCHESTER FARMERS MARKET**

## **MARKET MANAGEMENT GUIDELINES**

- Only farmers and food vendors will be permitted to sell at the market. No non-food vendors will be allowed at the market.
- All seating areas, social activities, and live music have been suspended.
- The minimum distance between vendors to allow for increased social distancing measures will be 6-10 feet apart
- Design of the market will have one entrance and one exit with customer traffic flow in one direction.
- Signage around the perimeter of the market will direct entry to the market entrance.
- The number of customers with ample safe social distancing will be capped at 10-15 people per 1000 sq. ft.
- On-site consumption of prepared foods will not be permitted. They will be available for carry-out only, as long as restaurants are under similar restrictions.
- Staff and volunteers will enforce social distancing. Customers not in compliance will be asked to leave.
- Sanitary gloves will be required for market staff who handle money, tokens, or vouchers
- Staff will wear face masks at all times.
- Hand washing facilities will be provided for vendors and customers. Hand sanitizers will be provided for customers. Signage promoting simple CDC rules for washing hands and not touching faces will be posted.
- Market volunteers will periodically visit vendor booths to allow market vendors to leave and wash their hands.
- Electronic devices - computers, registers, phones, will be regularly sanitized.
- Any diagnosed cases of COVID-19 among market staff members will be immediately reported to the Winchester Health Department
- Signage will be provided at the market with a market layout, including location of vendors and hand washing stations, and arrows to direct customer traffic flow in one direction
- Customer waiting areas will be established in a 6'x6' grid
- Signage promoting safe shopping guidelines will be provided at the market. These will include reminders to wash all produce before consumption, wash hands after handling produce, and leave 6' of space between themselves and their nearest neighbor, including when waiting in line.
- Reminders to customers, vendors & staff to avoid the market and remain at home if they are sick, even with mild symptoms, will be relayed in weekly market communications and posted at the market

### **MARKET VENDOR GUIDELINES**

- Any market vendor who feels ill will be required to stay home
- Any diagnosed cases of COVID-19 among market vendors will be immediately reported to the Winchester Health Department
- Market vendors are required to have hand sanitizer at their booths.
- Market vendors (including stockers and cashiers) are required to wear masks and disposable gloves.
- Market vendors are encouraged to accept touchless payment (i.e. credit cards that can be swiped/tapped by customers)
- Electronic devices - computers, registers, phones, will be regularly sanitized.
- Food handling and cash/token handling should be performed by different employees of the vendor if possible.
- Market vendors should round their prices to the nearest dollar so that the exchange of coins can be minimized.
- Market vendors will not be permitted to use table coverings.
- Market vendors must sanitize all tables and displays at the end of the market
- The policy about not allowing purchases until the opening bell is relaxed.
- The policy of plastic bag ban will be relaxed.

### **PRODUCE DISPLAY GUIDELINES**

- Only market vendors are allowed to handle and bag their products. The customer will point out and select quantity.
- When possible, produce should be pre-packaged for less risk of contamination.
- There will be no sampling and or demos
- Follow all food safety regulations for individual or packaged servings.
- All ready to eat foods must to be prepackaged
- Bakery-type products may have display products not for sale. For sale products must be stored at the back of the booth, away from customers

### **CUSTOMER GUIDELINES**

- Customers who are sick or belonging to a high-risk group are advised to avoid the market.
- Seniors over the age of 65 are advised to have someone shop on their behalf.
- Market will try to establish a volunteer shopper program.
- All customers are required to wear face masks. Those attending first time to market without a mask will be provided one.
- Customers are required to keep at least 6 feet of distance between themselves and others
- Only market vendors are allowed to handle and bag their products. The customer will point out and select quantity.
- Customers are encouraged to pay via touchless payment (i.e. credit/debit). Customers will be instructed to swipe/insert payment themselves without touching Point of Sale devices. Market vendors will complete transactions on screen.
- Customers will be reminded of CDC hygiene guidelines via signage.

### **FOOD ASSISTANCE**

- SNAP customers are still eligible for HIP and doubling their benefits using the Market's Anna's Fund
- Fresh produce donations will be collected and delivered to the Dwelling Place soup kitchen in Woburn through market volunteers.
- The Market will set up a non-perishable food collection location for the Council of Social Concern.

### **TOKEN HANDLING**

- Existing wooden tokens will be replaced by plastic or metal tokens
- Tokens will be sanitized before each market day
- Market staff will be required to wear disposable gloves when collecting tokens from market vendors
- Market staff will be trained to change disposable gloves between tasks and not touch their faces while wearing gloves.
- If an electronic device is touched while a market staff member is handling tokens, the device will be disinfected immediately prior to removal of gloves.
- Market staff will be required to wash hands (preferable) or use hand sanitizer after removing gloves

### **ALTERNATIVE SALES OPTIONS**

- Preorder from individual vendors by phone or email and prepaying by credit card or paying by SNAP upon product pickup will be strongly encouraged.
- Work with an online farmers market preorder service such as Local Line.

### **PROMOTION**

- Market will communicate about market health and safety guidelines to customers via newsletter, social media, website, news releases and signage
- Market and vendors will promote alternative sales methods.



## Cover Letter

May 13, 2020

### To: Winchester Town Manager and Select Board

The Winchester Farmers Market is seeking permission to hold its 2020 season beginning June 13<sup>th</sup> and extending to October 31, at the Jenks Center parking lot.

Farmers markets are considered essential business services, like grocery stores, according to the Commonwealth of Massachusetts and the ORDER OF THE COMMISSIONER OF PUBLIC HEALTH FOR FARMERS MARKETS, FARM STANDS AND CSAs

This year we are requesting the use of the Jenks Center parking lot, as opposed to our usual location on the town common. This is a much more appropriate location for the Market in response to the current Covid-19 crisis. At the Jenks we will have the ability to control customer traffic by having a single entrance and exit, facilitating a one-way traffic flow. Other access will be discouraged through signage and the location of vendor tents. While the Town Common might still be configured similarly, it would be more difficult, and the temptation for the usual social gathering would be there just by the nature of being in that location. Also with the vendor spaces located further from the pathways to accommodate wider walking space and waiting areas, wear patterns on the grass will be created more centrally on the Common lawn.

Our decision to maintain a walk-thru market as opposed to a drive-thru (perhaps the safest option), was based on consideration for the need to include the more vulnerable population of Winchester and surrounding area, many of whom do not drive.

The Market hours for the parking lot will be -

8:30 to 9:30 - set up

9:30 to 1000 - exclusive time for the more vulnerable population

10:00 to 1:30 - regular market

1:30 to 2:30 – breakdown

Parking for customers will be on Skillings Rd, Shore Rd, and Mt. Vernon St. Because there will be no social gathering we expect customer turnover to be quick as will availability of on-street parking spots. If needed, we will ask permission of High School principal, Dennis Mahoney, for

the use of the high school parking lot as a backup option. Sgt. Frank Batchelar will be consulted on the Friday overnight parking situation.

Vicki Drougas, assistant to Phillip Beltz, mentioned that the Jenks Center schedule has only one event that could be a conflict: a Town Day activity on September 26, the date currently set for the re-scheduled Town Day. If the Farmers Market can use the Jenks parking lot, the Town Common will be available for the usual Town Day activities held there and there would be no conflict.

Local farmers and food producers who sell directly to customers present a lower risk health alternative to consumers than those producers with multiple links in the distribution chain over many states. Farmers Markets that adhere to prescribed health and safety guidelines, are also healthier options than grocery stores that have fixed, narrow aisles and allow multiple consumers and store employees to handle produce. An outdoor market does not subject the customers or vendors to the indoor air of enclosed spaces.

Furthermore, farmers markets are primary sales outlets for many Massachusetts farms and food producers, which fill a critical void in food distribution patterns. We believe that during this time of uncertainty maintaining and increasing access for our community to local, decentralized food is essential.

We also foresee an increase in the population seeking food assistance. The Winchester Farmers Market accepts SNAP. Massachusetts's matching HIP program and the market's matching ANNA Fund will provide SNAP customers value they wouldn't receive at grocery stores, along with much fresher, healthier produce.

Attached are the guidelines we will use to protect the health of consumers, vendors, and Market volunteers by remaining attentive to best practices around sanitation, food handling, and social distancing. Please note that this document is dynamic and will be modified in accordance with Health Department Orders and CDC guidelines.

We sincerely hope that, with all the appropriate guidelines in use, you will approve our plans for the 2020 Market season.

Sincerely yours,

Fred Yen

Market Manager/ Executive Director, Winchester Farmers Market Community Hub

Attachments:

1. COVID-19 GUIDANCE FOR WINCHESTER FARMERS MARKET
2. ORDER OF THE COMMISSIONER FOR PUBLIC HEALTH
3. Certificate of Insurance
4. Layout map of Jenks Center parking lot
5. Wait/order/pay diagram

Street

Hope  
Church

21

20

