



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

A. 7:30 P.M. OPENING

Notification of Meetings and Hearings (open to public)..... 7:30 PM

- Monday, August 3, 2020 – Regular Session

B. ACCEPTANCE OF DONATIONS

1. Accept donations in the amount of \$33,333 to the Council on Aging from the Cummings Foundation for the first-year funding of a three-year initiative to promote cultural competency at the Jenks Center and \$280 to the Council on Aging Gift Account.

Documents:

[SELECT BOARD GIFT ACCEPTANCE JULY 2020.PDF](#)

C. TOWN MANAGER REPORT AND COMMENTS

D. MATTERS FROM THE AUDIENCE

E. COMPTROLLER'S REPORT

F. 7:40 P.M. LICENSES

Common Victualler License – Neil DeRosa, Bagels ‘n’ Brew at 748 Main Street

Documents:

[BAGELS N BREW APPLICATION.PDF](#)

G. HEARINGS

H. BUSINESS

1. Clearway Solar Update
2. Woburn Vale Project
3. MBTA Winchester Station Renovation Work Hours
4. Developer Update for Converse Place Project
5. Re-Opening Thompson Street – Letter from Chamber of Commerce
6. Select Board Staff Appreciation Process Discussion/Working Group
7. Discussion of Yard Maintenance/Noise Ordinance
8. Schedule Work Plan Working Session

Documents:

[2020-07-15 - KRAFT FOODS UPDATE TO SELECT BOARD.PDF](#)
[CONSCOMM REQ PEER REVIEW - THE VALE.PDF](#)
[MBTA WORK HOURS EMAIL.PDF](#)

I. EQUITY AND RACISM TASK FORCE

1. Discussion of Sachem Mascot
2. Working group on Departmental Hiring practices
3. Flags on Town Common

Documents:

[TOM NOLAN-MASCOT EMAIL.PDF](#)
[EQUITY HIRING PRACTICES PDF.PDF](#)

J. CONSENT AGENDA

1. Water/Sewer service fee for qualified low-income residents
2. Winchester Hospital Pilot Agreement – 1021 Main Street, extension
3. Approve John Fleming and Thomas Carr as Special Municipal Employees.
4. Approve/Correct Minutes: April 6, 13 & 27, 2020 and May 4 & 18, 2020

Documents:

[WINCHESTER HOSPITAL PILOT AGREEMENTS - SW 7-15.PDF](#)
[APRIL 2020 MINUTES.PDF](#)
[MAY 2020 MINUTES.PDF](#)

K. COMMUNICATIONS AND WORKING GROUP REPORTS

1. Memo from Mary Ellen Lannon, Town Clerk, regarding new election legislation.

L. EXECUTIVE SESSION (CLOSED TO PUBLIC)

END OF MEETING

Asa Fletcher Fund - MGL Ch. 30 §21(a) 1 – To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual.

TOWN OF WINCHESTER
MIDDLESEX COUNTY, MASSACHUSETTS



Winchester Council on Aging
(781)721-7136
Fax# (781)721-0926

109 Skillings Road
Winchester, MA 01890-2884

July 15, 2020

To: Lisa Wong, Town Manager
Mark Twogood, Assistant Town Manager

Fr: Phillip Beltz, Council on Aging Director

Re: Council on Aging Funding and Gift Account

++++
For the upcoming Select Board meeting on July 20th, please request that the Select Board accept donations in the amount of \$280.00 for appreciation of services provided by the COA.

In addition, please request that the Select Board accept \$33,333.00 from the Cummings Foundation for the first-year funding of a three-year initiative to promote cultural competency at the Jenks Center with ESL/American Citizenship classes for Chinese speaking older adults as well as instruction of developing inter-generational programming for Winchester non-profits.

Thank you for your assistance.

Cc: Sheila Tracey, Treasurer
Stacie Ward, Comptroller
Patty Mihelich, Administrative Assistant III

TOWN OF WINCHESTER, MASSACHUSETTS



COMMON VICTUALLER APPLICATION
RESTAURANT

The undersigned hereby applies to the Board of Selectmen of the Town of Winchester for a Food Vendor License. In support of this application, the following information is provided and will be used by the Board of Selectmen in approving or disapproving a license. The fee is \$100.00.

1. Location: 748 main Winchester
Number Street

2. Name of Applicant: Neil L. DeRosa
(Including middle initial)

3. Name of Business: Bagels & Brew

If Corporation: Give Name and Address

President: _____

Secretary: _____

Treasurer: _____

4. Description of Applicant:

a. Full Name: Neil L. DeRosa

b. Present Address: 48 Woodville Street Everett MA 02149

c. Address for Past Ten Years: Same

d. Citizen of United States? Yes No

e. Place of Birth Cambridge

f. Date of Naturalization: _____

g. Date of Birth: 11-10-59

h. Years' Experience in Food Business: 37

i. If married woman, please provide maiden name: _____

j. Parents' Name: Aniello DeRosa / Elena DeRosa
Father Mother

5. Experience of Applicant:

- a. Present job: Self employed since 1983 owner/operator
- b. Location: Everett-Peabody-Somerville-Beverly-Revere-Boston
- c. Description of Duties: Making Espresso Beverages - COFFEE Preparation - Serving - cleaning, mending - cleaning ect.
- d. Dates of Employment: 1983 to 2020
- e. Prior Experience: Owned Sandwich Shops Delis Cafes COFFEE SHOPS

6. Description of Proposed Food Service Business: (Note: Floor Plan must be submitted with application)

- a. Which meals will be served: BREAKFAST ITEMS & LUNCH ITEMS - COFFEES
- b. Hours of Operation: 5AM to 9PM
- c. Floor space: ABOUT 1300 sq. ft.
- d. Type of food: COFFEE - TEA - BAGELS - BAKED GOODS - BREAKFAST SANDWICHES Lunch sandwiches
- e. Method of Food Preparation VERY LITTLE CUTTING & MIXING
CUCUMBERS - TOMATOES TO CUT
- f. Cooking facilities MICROWAVE
- g. Number of Employees 2
- h. Seating Capacity 50
- i. Take Out Service Yes Yes No

7. References

- a. Food Business NEW ENGLAND COFFEE 800-225-3537
FAIROAKS PROVISIONS 781-334-4599
- b. Character Reference MARIE FEUDO 978-902-0350
- c. Bank Reference TD BANK - 411 BROADWAY REVERE MA - 02151

8. Will you Own NO Rent 748 MAIN STREET Location?

a. If Rent, State Owner of Location PAUL KIM

9. List any other information you feel will assist in review of this application MY GOAL IS TO OPEN AT

THIS LOCATION A CAFE THAT WILL SERVE AMAZING HIGH QUALITY FOOD AND BEVERAGES IN A SUPER CLEAN PLEASANT ATMOSPHERE TREATING CUSTOMERS IN A VERY SPECIAL WAY.

10. Have you ever been denied? no

I hereby agree to conform to the Town of Winchester By-Laws and Regulations and any special conditions governing this Food Vendor/Common Victualler License which the Board of Selectmen may establish. I further understand that the Board is not required to grant a license. No work is to commence at the premises of the proposed location prior to the issuance of a License except at my own risk. Transfer of this license is prohibited. Failure to conform to Town By-Laws and conditions after issuance of the license could result in suspension or revoking of said License by the Board of Selectmen.

Signature Neil S. DeRose
Applicant

Address 48 Woodville ST
Everett MA 02149

Telephone Number 617-462-0835

Date _____

Please submit a check in the amount of \$100 made out to the Town of Winchester.

TRANSFER OF LICENSE: LICENSE WILL BE ISSUED ON SURRENDER OF OLD LICENSE



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

TO: Winchester Select Board
FROM: Beth Rudolph, PE, Town Engineer
DATE: July 15, 2020
RE: The Vale Update



As you are aware, the City of Woburn has recently received multiple permits related to the redevelopment of the former Kraft Foods property under their Technology and Business Overlay District (TBOD). The property owner, Leggat McCall Properties LLC has proposed the redevelopment of this approximately 77-acre site into a mixed-use development, known as *The Vale*, consisting of office/lab/flex/research and development, retail, hotel, institutional, and residential uses comprised of townhomes, multi-family housing, and senior housing. Redevelopment of the site will occur in a phased manner, with different applicants responsible for the various components of the project build-out. The project was previously submitted for review under the Massachusetts Environmental Policy Act (MEPA), and the Secretary of Energy and Environmental Affairs issued a certificate on the Final Environmental Impact Report (FEIR) for the project last fall.

The permits recently submitted to the City to date include:

- A Notice of Intent (NOI) to the Woburn Conservation Commission by Leggat McCall Properties, LLC for “The Vale” development, which acts as a master plan of sorts for the overall project impacts.
- A special permit application to the Woburn City Council by Pulte Homes of New England, LLC (Pulte) for *Highland at Vale*, a townhouse and multifamily residential development; and
- A special permit application to the Woburn City Council by LCS Woburn LLC for the construction of congregate elderly housing units and an extended care facility consisting of assisted living and memory care units, known as *The Delaney*.

The Town of Winchester submitted extensive comments to the Woburn City Council on July 7, 2020 outlining the Town’s concerns on a variety of issues, including impacts to the character of the adjacent Sunset Road, downstream flooding and stormwater impacts, traffic impacts, improved pedestrian and bikeway amenities, and emergency access to the site. The Engineering Department has requested a proposal from Weston & Sampson for a peer review of the stormwater and flooding impacts from the project, including opportunities in incorporate green infrastructure and low impact development techniques. We expect to have a proposal back from them by July 24th. It is my understanding that the Winchester Conservation Commission may have additional concerns regarding habitat impacts that could be the subject of a separate peer review.



Town of Winchester Conservation Commission Town Hall, 71 Mt. Vernon St.

Tel: (781) 721-7152 E-Mail: Eyreeland@winchester.us

To: Winchester Select Board
From: Zeke Nims, Chair, Conservation Commission
Date: July 16, 2020
Re: The Vale Peer Review

The Conservation Commission is interested in obtaining a peer review of the Notices of Intent submitted by The Vale with regard to wildlife habitat, one of the interests protected under the Wetlands Protection Act.

We note that the memo from the Engineering Department includes a request for a review of stormwater and flooding impacts from the project, which include opportunities to incorporate pollution attenuation, green infrastructure and low impact development techniques, which we fully support.

We would also request, as part of that review, that this peer review consider building design for net zero energy consumption, solar power to offset energy use, and replacement for lost carbon sequestration caused deforestation of the site, all of which impact Winchester via climate change. All of these matters are in line with the Climate Action Plan, recently approved by the Board on June 1st.

While the above covers a number of Conservation Commission concerns, we also believe that the project's impact on wildlife should be examined by professionals specializing in that field. Such studies typically include a survey, an impact analysis, and suggestions for mitigation. This study would look at the project as a whole, although there are multiple filings.

To that end, we have made contact with the firm of Horsley and Witten, seeking an estimate which we hope to have available at the meeting.

From: "Rae, Nathan" <nrae@MBTA.com>
Date: July 16, 2020 at 4:43:54 PM EDT
To: "Rudolph, Beth" <brudolph@winchester.us>
Cc: "Wong, Lisa" <lwong@winchester.us>, "DeDominicis, Anthony" <adedominicis@MBTA.com>, "Thompson, Mark (JEK Boston)" <Mark.Thompson2@jacobs.com>, "Twogood, Mark" <mtwogood@winchester.us>
Subject: **RE: Work hours - Winchester center**

The weekend work will be occurring throughout the duration of construction. Depending on the work happening that weekend, it may be the full duration of the weekend, or it may not. Single track, and track shutdowns need to be coordinated with other work happening along the Lowell Line which is coordinated on a weekly basis through the MBTA.

The Station Site is any work that does not foul the tracks. The work that fouls the tracks is described as "single track" and "track shutdown" work.

Nathan Rae
Cell: 617-352-0635

From: Rudolph, Beth <brudolph@winchester.us>
Sent: Thursday, July 16, 2020 9:22 AM
To: Rae, Nathan <nrae@MBTA.com>
Cc: Wong, Lisa <lwong@winchester.us>; DeDominicis, Anthony <adedominicis@MBTA.com>; 'Thompson, Mark (JEK Boston)' <Mark.Thompson2@jacobs.com>; Twogood, Mark <mtwogood@winchester.us>
Subject: RE: Work hours - Winchester center

Nathan-

Do you have any further information on how long the weekend work noted below would last? Are you expecting that the contractor would be out there weekends from 1am on Saturday to 4am on Monday for the entire 29 month construction period? Similarly for the work listed in item C.

Also, where it references the "station site" I assume you mean any ground/street level construction like the ramps, elevators, etc?

Thanks, Beth

From: Rae, Nathan [mailto:nrae@MBTA.com]
Sent: Tuesday, July 14, 2020 12:05 PM
To: Rudolph, Beth <brudolph@winchester.us>
Cc: Wong, Lisa <lwong@winchester.us>; DeDominicis, Anthony <adedominicis@MBTA.com>; 'Thompson, Mark (JEK Boston)' <Mark.Thompson2@jacobs.com>
Subject: Work hours - Winchester center

Hi Beth,

We have received a final contract time determination of 29 months, given the below time parameters of work. These hours here give more time to perform the work than what the Town had included in its last letter dated July 6. We are looking to see what the difference would be, the obvious assumption is that it will take longer than 29 months to complete the project if the hours are reduced to what the Town has outlined in the letter. Is the Town open to the hours below so as to keep the length of the project down to as short a duration as possible?

6.4 LIMITATIONS OF OPERATIONS

B. The work hours shall be from 7:00 am to 5:00 PM at the station site. Work along the ROW requiring Single track operation shall take place between:

- a. Monday through Friday - 9:30 am and 3:30 pm ONLY,
- b. Weekends – 1:00 am Saturday morning to 4:00 am Monday morning

Construction Operations outside of these hours shall be coordinated in advance and with the written permission of the MBTA.

C. Work hours along the ROW requiring shutdown of Track #1 and Track #2:

- a. Saturday Morning : 1:00 am to 6:00 am.
- b. Sunday Morning : 1:00 am to 6:00 am.

Nathan Rae
Sr Project Manager

Massachusetts Bay Transportation Authority
Capital Delivery Department
10 Park Plaza, Suite 5170
Boston, MA 02116

Office: 617-222-1668
Cell: 617-352-0635

nrae@mbta.com

From: Tim Nolan <tnolangroup@gmail.com>
Sent: Thursday, July 16, 2020 1:14 PM
To: Tim Nolan <tnolangroup@gmail.com>
Subject: Sachem name and logo

To the School Committee and Select Board,

Thank you for all of your hard work during this very difficult and challenging time. I know that you are working hard to come up with the safest solution for children in the Town of Winchester to get back to school and learning this coming school year. I trust that most of your time and effort will be dedicated to this mission.

However, I also know that there also has been a growing discussion on the use of the Sachem name and logo taking away from this vital task of reentry into education. I wrote an Op-Ed a month back and sent it to each of you. I had consulted with and continue to work with the Native American Guardians Association of America (NAGA) (<http://naguardians.org/>) and their attorneys to make sure that I have a thorough understanding of the name "Sachem". Although mascots and logos that use indigenous references are looked at on a case by case basis, a Board Member of the NAGA assured me that the Sachem is a clear case of a name that is **not offensive and should be preserved and used for further education and support**. This Board member is a native and willing to participate in a Town discussion and I can arrange for that. He himself felt as though "it would be a shame if a vocal minority was to eradicate a very prideful Native name and tradition" in our town.

I had submitted my original op-ed and others to the Winchester Star, the Daily Times Chronicle, the Boston Globe, and the Boston Herald. My op-ed was never published and never responded to by any of the editors. However, I have noticed that many opposition Op-Ed's (that were factually untrue) were and continue to be published. This is a sad reality in today's world.

A very large group of Town Residents have begun the process to get the Sachem name and logo on the next town wide vote (March 2021) as a non-binding referendum. They are also looking forward to the Zoom meeting on Tuesday 7/21. I believe that open discussions for the next 6+ months, hearing both sides, would be very beneficial. I am happy to invite representatives from the Native American Guardians Association to a town forum. There is also a looming MA State Senate Bill (S.247) that would completely erase all Native references from schools in our Commonwealth. I am working with the NAGA on this as well. I understand that if this Bill passes, you as the town leadership would have your hands tied. However, for the time being a series of discussions and open educational forums culminating in a non-binding referendum in March 2021 is the most prudent path forward.

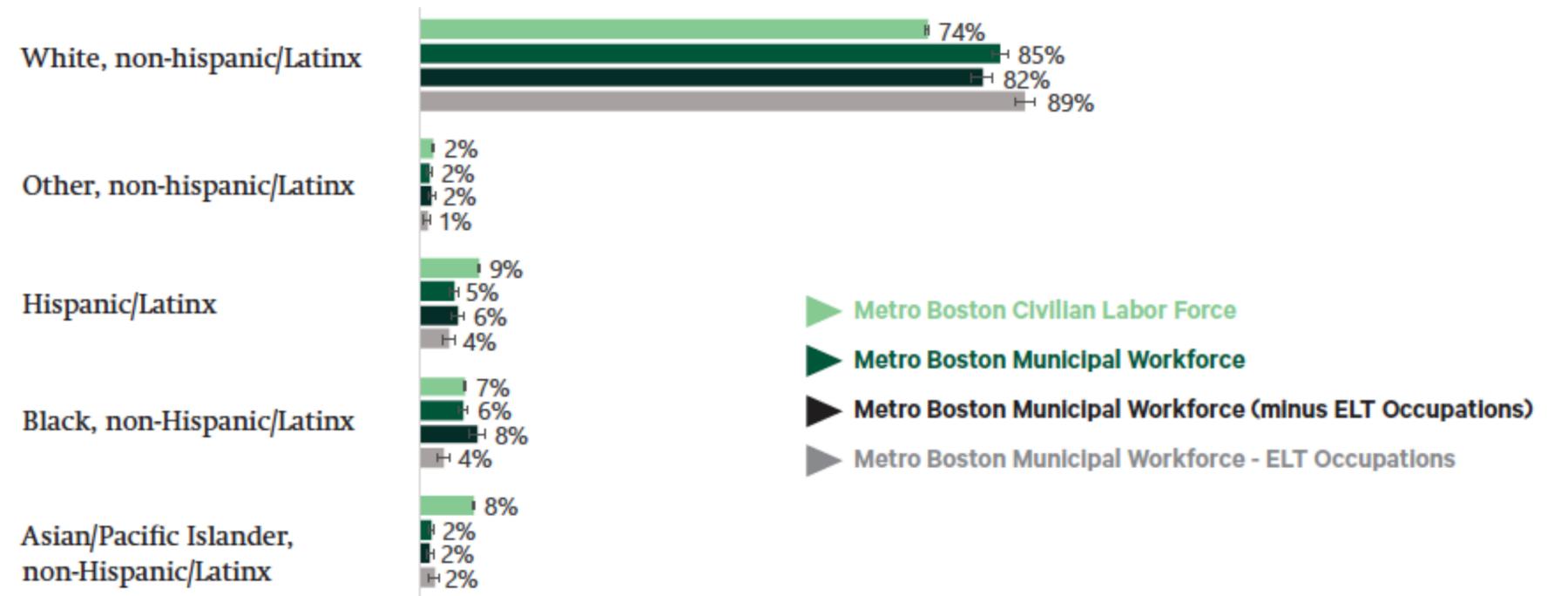
Thank you again for all that you are working on and continue to work on on behalf of the residents of Winchester.

Sincerely,
Tim Nolan
35 Everett Ave
Winchester MA 01890

Equity Hiring Practices

DATA

- Municipal data collected voluntarily at hiring and reported every two years
- Regional data - survey by MAPC issued July 13, 2020 - www.mapc.org/planning101/the-diversity-deficit-mapc-releases-new-research-on-greater-boston-municipal-employee-diversity/



Equity Hiring Practices

NEXT STEPS

- Establish working group
- Review Town's Affirmative Action Plan
- Review Town data
- Determine initial and ongoing goals
- Explore best practices



Town of Winchester

Mark J. Twogood, Assistant Town Manager

Town Manager's Office
71 Mt. Vernon Street
Winchester, MA 01890
Phone: 781-721-7133
Fax: 781-756-0505
mtwogood@winchester.us

July 15, 2020

To: Select Board

From: Mark Twogood, Assistant Town Manager
Stacie Ward, Comptroller

RE: Winchester Hospital Pilot Agreements

We met remotely with Dr. Richard Weiner, President of the Winchester Hospital on Friday June 26th to discuss the Winchester Hospital Pilot payments. Chairman Bettencourt and the VP of Finance of the hospital, Matt Woods also participated on the Zoom meeting.

Dr. Weiner informed us that the hospital would be providing the Town with two payments under the 620 Washington Street PILOT agreement. One payment is a gift (\$55k) and the other is the true PILOT (\$64k). He explained that the calculation of the payment was based on the Hospital's previous fiscal year's financial position (per the existing agreement) and that if the payments were calculated using their current fiscal year, based on a \$20M operating loss so far, they would be very different.

We agreed to schedule a meeting sometime this fall to start negotiations for new agreements.

After the meeting we realized that the issue of the 1021 agreement was not discussed. Stacie sent an email to Dr. Weiner inquiring about the payment under this agreement and was informed that no payment was made because the term of the agreement had ended.

We would recommend that the Select Board vote to forward the attached Addendum to the Hospital that extends the 1021 PILOT agreement through June 30, 2020.

MJT/pt

Attachment

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

OPENING

Chair Michael Bettencourt called the meeting to order at 6:30 PM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, Mariano Goluboff and Amy Shapiro. Also present was Town Manager Lisa Wong. (Note – due to the remote participation all Select Board votes are roll call votes.)

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, April 13, 2020 – Regular Session

TOWN MANAGER REPORT AND COMMENTS

1. Appointments – Ms. Wong reappointed Mary Ellen Lannon, Town Clerk, Beth Rudolph, Town Engineer and Shelia Tracy, Town Treasurer, for a one-year term to expire March 31, 2021. She also reappointed John Clemson, Emily Dowling & Bruce Hickey to the Historical Commission for a term to expire March 31, 2023
2. The following are updates from departments, projects and programs:

COVID-19 Updates:

- 28 cases as of Monday, April 6 in the morning
- Only 13 of the total cases are “active”
- Increase so far has been minimal compared to surrounding towns.
- Minimal impact to town employees so far – measures in place at Public Works and Public Safety departments
- Boston and other communities have restrictions beyond Governor’s orders

Town Department Updates:

- Schools are delivering meals, so no more pick up at the school
- DocuSign should be up and running this week
- Trying to capture as much energy reduction as possible in the schools and other town buildings. • Call volume slightly down in fire and police
- Excise tax bill due date today, penalties and fees can be waived until June 30th per new state legislation
- Encouraging people to fill out the census - 2020census.gov
- Town Manager is updating 3-year projections

Other Town Updates:

Tue, Apr 07 | 6:30 - 8pm //wincam.org/watch LIVE STREAM: The Unfolding Story of the Coronavirus with Dr. Jeffrey Drazen - ONLY Available Live Stream on WinCam Channel 8 Comcast, 36 Verizon or Wincam.org/watch, choose Public Live Stream. This is the Jenks Center’s annual Brennan Lecture sponsored by the Brennan Family.

BUSINESS

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

- 1 **1. State of Emergency** – Mr. Goluboff discussed the residents concerns about realtors having
2 in person open houses and not social distancing, especially since other towns have
3 restrictions in place for open house. The Board asked Jen Murphy, Winchester Health
4 Director, if she can issue an advisory from her office.
5

6 Staff, Comptroller Stacie Ward and Town Treasurer Shelia Tracy, are favorable of a June
7 1st due date for real estate taxes but are worried about August tax bills.
8

9 *Motion That the Select Board extend the due date of bills for taxes from May 1 to
10 June 1, 2020.

11 Verdicchio - Welch

12 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
13

14 *Motion That the Select Board waive the payment of interest and other penalty for
15 late payment of any excise, tax, betterment assessment or apportionment
16 thereof, water rate or annual sewer use or other charge added to a tax for
17 payments made after its respective due date but before June 30, 2020.

18 Verdicchio - Welch

19 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
20

- 21 **2. United Way** – Ms. Wong shared with the Board our United Way webpage that Ms. Shapiro
22 and she have worked on. The United Way is there to help us to offer a place for Winchester
23 residents donate to support our area organizations. These organizations in turn are
24 assisting Winchester residents that are in need. The website should be able to go live by the
25 end of the week.
26

- 27 **3. Council on Aging** – We have connected the Council on Aging with the United Way and
28 they are listed as a recipient on Winchester's United Way webpage.
29

- 30 **4. Fire, Police Superior & Patrol Unions MOU** – Ms. Wong had spoken to each of the Select
31 Board members individually and asked if there were any outstanding questions at this time.
32 She told them that we cannot wait on these contracts and urged that the Board vote today.
33

34 *Motion That the Select Board ratify the MOU agreement between the Town of
35 Winchester and the Winchester Fire Fighters IAFF Local 1564 for the
36 period from July 1, 2019 to June 30, 2022.

37 Verdicchio – Welch

38 Roll Call – In favor: Verdicchio, Welch, Shapiro, Goluboff VOTED
39 Not in favor: Bettencourt (Motion passes 4-1)
40

41 *Motion That the Select Board ratify the MOU agreement between the Town of
42 Winchester and the Winchester Police Patrol Officers Association MCOP
43 Local 211 for the period from July 1, 2019 and June 30, 2022.

44 Verdicchio - Welch

45 Roll Call - In favor: Verdicchio, Welch, Shapiro, Goluboff VOTED
46 Not in favor: Bettencourt (Motion passes 4-1)
47

48 *Motion That the Select Board ratify the MOU agreement between the Town of
49 Winchester and the Winchester Police Superior Officers' Association
50 MCOP Local 256 for the period from July 1, 2019 and June 30, 2022.

Monday, April 6, 2020
Select Board Meeting

1 Verdicchio - Welch

2 Roll Call - In favor: Verdicchio, Welch, Shapiro, Goluboff

VOTED

3 Not in favor: Bettencourt

(Motion passes 4-1)

4
5 Ms. Wong reminded the Board that the Clerical Union contracts are next and asked for a
6 Board member to volunteer to be part of the negotiations. Ms. Welch offered her services to
7 be part of the negotiation team.
8

- 9 **5. Water/Sewer Rates** – Ms. Wong told the Board that they had already voted the increase of
10 the service charge from \$5 to \$30 in Option 7 but needed to include the rate increase that is
11 also in Option 7. If this is to be implemented in July, the Board needs to vote tonight so
12 that the insert alerting the residents of the recommended changes, which are subjected to
13 June 8th Town Meeting approval, can be included in the May 1st bill.
14

15 *Motion That the Select Board approve service fee increase from \$5.00 to \$30.00
16 per quarterly bill and the Water & Sewer rate increases as presented as
17 Option 7 at the meeting which reflect a 12% increase. Both increases
18 effective July 1.

19 Verdicchio – Welch

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

VOTED

- 21
22 **6. Restaurant Curb Side Delivery/Takeout** – Ms. Wong informed the Board that we can
23 predesignate spaces for all businesses and DPW has made signs to be placed at the spaces.
24 She needs the Board to motion to authorize her to work with the businesses to put up the
25 signs.
26

27 *Motion That the Select Board approve the plan of short-term parking spaces that
28 was presented and we authorize the Town Manager to work with
29 businesses to designate short-term parking spaces for curb side pickup.

30 Verdicchio – Goluboff

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

VOTED

32
33 *Motion Amendment That the Select Board leave it up to the Town Manager, Police and
34 DPW to determine when they think will work best for time limitations.

35 Goluboff – Verdicchio

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

VOTED

- 37
38 **7. Town Meeting** – The Town Clerk sent the Select Board a memo regarding the reopening of
39 the Spring Town Meeting Warrant. Due to the rescheduling of the Spring Town Meeting,
40 under MGL Ch. 39 Sec. 9, the warrant for the newly established date of June 8th should be
41 reopened by a vote of the Select Board to accept additional articles or Citizens Petitions,
42 should there be any. The new Town Meeting Date is Monday, June 8th, the new closing date
43 is Friday, April 24th and the Warrant postmarked no later than Friday, May 29th.
44

45 *Motion That the Select Board, due to the rescheduling of the 2020 Spring Town
46 Meeting to June 8th the warrant shall be open until Friday, April 24, 2020
47 when the warrant shall be closed.

48 Verdicchio – Welch

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

VOTED

Monday, April 6, 2020
Select Board Meeting

1 8. **First Congregation Church Steeple Clock** – Sarah Gallop, First Congregation Church
2 moderator, opened the discussion. The First Congregation Church Steeple Repair
3 Committee are in the final plans of renovating the steeple and are asking the Town for the
4 cost, \$12,000, to repair the clock (the Town of Winchester owns the clock & is responsible for
5 the repairs). Most of the parts can only be reached from the outside and since the scaffolding
6 will be installed to repair the steeple this is a good time to fix the clock. Dick Sayre, Chair
7 of the Steeple Repair Committee, explained that due to the age of the gears and connections
8 they cannot be replaced but have to be removed to be repaired. The Board supports paying
9 for the repairs but due to the present circumstances with the extra COVID 19 expenses they
10 have decided to wait until the end of April to vote.
11

12 9. **Committees & Commissions** – The Select Board made the following reappointments:
13

14 *Motion That the Select Board reappoint Nancy Schrock to the Archives Advisory
15 Committee for a term to expire March 31, 2023.

16 Verdicchio - Welch

17 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
18

19 *Motion That the Select Board reappoint Robert MacIntosh to the Commissions of
20 Trust Funds for a term to expire March 31, 2023.

21 Verdicchio - Welch

22 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
23

24 *Motion That the Select Board reappoint Pamela Boerner to the Senior Citizen Tax
25 Committee for a term to expire March 31, 2023.

26 Verdicchio - Welch

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

29 **EXECUTIVE SESSION**
30

31 *Motion: That the Select Board adjourn to Executive Session for the purpose of
32 discussing matters related to MGL Ch. 30 §21(a) 6 - To consider the
33 purchase, exchange, lease or value of real property if the chair declares
34 that an open meeting may have detrimental effect on the negotiating
35 position of the governmental body.

36 Verdicchio - Goluboff

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

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

41 Verdicchio - Welch

42 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
43

44 **ADJOURNMENT: 9:25 PM**
45

46 *Motion: That the Select Board adjourn for the evening.

47 Verdicchio - Welch

48 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
49

50 Respectfully submitted,
51 Lisa Wong, Town Manager

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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, April 13, 2020
Record**

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OPENING

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Chair Michael Bettencourt called the meeting to order at 6:30 PM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, and Mariano Goluboff. Amy Shapiro was absent. Also present was Town Manager Lisa Wong. (Note – due to the remote participation all Select Board votes are roll call votes.)

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NOTIFICATION OF MEETINGS AND HEARINGS

- 29
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1. Monday, April 27, 2020 – Regular Session

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ACCEPTANCE OF DONATIONS

*Motion That the Select Board accept, with gratitude, donations in the amount of \$2,250 to be deposited in the Council on Aging Transportation Support Account and \$200 into the Council of Aging Gift Account.

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

VOTED

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TOWN MANAGER REPORT AND COMMENTS

1. Appointments – Ms. Wong announced the following permanent appointment 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 Promotional appointment Maintenance Foremen – Thomas Call**

*Motion: That the Select Board waive the customary fifteen (15) day appointment effective waiting period to allow Thomas Call to begin his employment.

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

VOTED

2. MBTA Update – MBTA has offered to pay for the Town to hold a special Town Meeting to be held before June 8th but we are pushing for them to go to the June 8th meeting as they have still not sent us their plans.
3. State of Emergency Reimbursement - Chief Tustin informed the Board that every department needs to track all of their expenditures, expenses and overtime costs including what they are taking from existing stock/budgets in preparation for us to apply for reimbursement from the federal government. There is some federal guidance as to how we can get the expenses reimbursed that we incurred after the State of Emergency was declared.
4. 3yr Financial Plan – Ms. Wong explained that we had a financial plan but due to the State of Emergency is has to be redone. As it stands, without the emergency, fiscal years 2021 and 2022 budgets are balanced. In terms of the emergency expenditures, they have been

Monday, April 13, 2020
Select Board Meeting

1 very good and we haven't seen any impact from the virus. We will have to keep track of the
2 revenue such as the delay in receiving the tax payments and will not get a complete sense
3 of the budget shortfall until at least mid-May. Half of our real estate taxes are paid by
4 mortgage companies that are paid on May 1st and we have already received 15% of the taxes.
5

6 For the Recreation Department, there is a potential of \$500,000 lost in revenue, based on
7 the cancellation of this year's afterschool programs. We are still paying the temp employees,
8 at a cost of \$16,000 per week but if we laid them off most of that amount would be used as
9 our portion for unemployment. There is also a shortfall of revenues for parking and meals
10 tax but we are saving on energy costs. The Select Board continued the discussion to the
11 Thursday, April 16th meeting.

- 12 5. As of today, 35 residents have tested positive for the COVID-19 virus, 14 cases are still
13 active, 1 deceased and 20 have recovered.
14

15 **BUSINESS**
16

- 17 1. **State of Emergency** – Ms. Wong informed the Board that a letter was circulated to
18 surrounding Towns/Cities last week by two mayors that want to mandate the stay at home
19 order and the complete closure of all construction projects. Ms. Wong and staff feel strongly
20 that we do not need to do this and most other Towns are not going to consider the request.
21

- 22 2. **Asa Fletcher Fund** – The Asa Fletcher Fund is on this agenda in relation to Winchester's
23 United Way fund. Our United Way fund should be launched this week and the Town can
24 donate to our fund. We can designate a portion of the Asa Fletcher Fund for the residents
25 in Winchester who are in need of help due to the Coronavirus, as part of the United Way
26 "Give Where You Live" program.
27

28 *Motion: That the Select Board designate \$10,000 within the Asa Fletcher Fund to
29 be used for Coronavirus relief to qualifying Winchester residents in
30 conjunction with the United Way "Give Where You Live" program.
31

Verdicchio - Welch

32 Roll Call: Verdicchio, Welch, Goluboff, Bettencourt
33

VOTED

- 34 3. **Remote Town Meeting Legislation** – Ms. Wong explained to the Board that legislation
35 has been filed and Senator Lewis is a co-sponsor. Chair Bettencourt will be sending a letter
36 to our legislative delegation informing them of the Select Board's support.
37

38 *Motion: That the Select Board support the proposed Act authorizing remote
39 participation for representation at Town Meeting due to the COVID-19
40 emergency.
41

Verdicchio – Welch

42 Roll Call: Verdicchio, Welch, Goluboff, Bettencourt
43

VOTED

- 44 4. **Draft Town Meeting Warrant** – Ms. Wong sent the Board a super draft form of the
45 warrant articles for them to review and have a chance to add anything else.
46

- 47 5. **Cable Contracts** – The Cable Committee has been working on the renewal franchise
48 agreement with Verizon and will be presenting the draft agreement with the Select Board
49 at a future meeting.

Monday, April 13, 2020
Select Board Meeting

1 **6. Public Lands Preservation Act** – In early February, resident Stephen Engel spoke to the
2 Select Board asking for their support for pending legislation regarding the Public Lands
3 Preservation Act. At that the Board asked Mr. Engel to return to them after the
4 Conservation Commission had voted in support of the Act. Mr. Engel informed the Board
5 that the Conservation Commission has voted in favor and he is asking for the Select Board's
6 support.
7

8 *Motion: That the Select Board support the proposed Public Lands Preservation Act
9 to benefit the environment and protect open space.

10 Verdicchio – Welch

11 Roll Call: Verdicchio, Welch, Goluboff, Bettencourt VOTED
12

13 **7. LPI Application** – Ms. Wong informed the Board that Winchester Winning Farm
14 development voluntarily created two 40B affordable units of the twenty-nine units that are
15 being built. The developer has to submit the Local Initiative Program application to the
16 Department of Housing Commission and the Board has to vote to support the application.
17

18 *Motion That the Select Board approved the Local Initiative Program (LIP) for
19 Winning Farm as presented.

20 Verdicchio - Welch

21 Roll Call: Verdicchio, Welch, Goluboff, Bettencourt VOTED
22

23 **CONSENT AGENDA**
24

25 *Motion: That the Select Board approve the rescheduling of Town Day to Friday,
26 September 25th and Saturday, September 26, 2020.

27 Verdicchio - Welch

28 Roll Call: Verdicchio, Welch, Goluboff, Bettencourt VOTED
29

30 The Select Board cancelled the Executive Session.
31

32 **ADJOURNMENT: 8:20 PM**
33

34 *Motion: That the Select Board adjourn for the evening.

35 Verdicchio - Welch

36 Roll Call: Verdicchio, Welch, Goluboff, Bettencourt VOTED
37

38 Respectfully submitted,
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40 Lisa Wong, Town Manager
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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, April 27, 2020
Record**

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OPENING

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Chair Michael Bettencourt called the meeting to order at 6:30 PM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, and Mariano Goluboff. Amy Shapiro was absent. Also present was Town Manager Lisa Wong. (Note – due to the remote participation all Select Board votes are roll call votes.)

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*Motion: That the Select Board adjourn to Executive Session for the purpose of discussing matters related to 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; MGL Chapter 30 §21(a) 2 & 3 – Negotiation strategy non-union personnel and collective bargaining strategy.

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Verdicchio - Welch

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Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

VOTED

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

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

VOTED

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, May 6, 2020 – Regular Session
2. Monday, May 18, 2020 – Regular Session

TOWN MANAGER REPORT AND COMMENTS

1. Appointments – Ms. Wong announced the following reclassification 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: **Athena Byford, Building Department to S25 Senior Clerk II and Maureen Oliver, DPW to S27 Principal Clerk**

*Motion: That the Select Board waive the customary fifteen (15) day appointment effective waiting period to allow Athena Byford and Maureen Oliver to begin their employment.

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

VOTED

2. Town Manager Updates:

- There are 71 cases, 33 active, 2 deceased. Nursing homes are the primary concern and Representative Day is requiring testing and base line inspections at all of the nursing

**Monday, April 27, 2020
Select Board Meeting**

1 homes. Jen Murphy, Winchester Health Director, has been working directly with the
2 nursing homes but they have been very inconsistent.

- 3 • Started issuing road permits and Eversource has begun installing the 115vK line.
- 4 • We are waiting on the legislation for remote Town Meeting and the warrant is closed.
- 5 • Town buildings will NOT reopen on May 4th a phased reopening is being worked on.
- 6 • Our new Recreation Director, Nick Cacciolfi, starts this Friday, May 1st.

7
8 **BUSINESS**

- 9
- 10 1. **State of Emergency** – Ms. Wong informed the Board that we have received calls from
11 Winchester businesses about the policy for people wearing masks. The Attorney General
12 offered guidance to the towns/cities to implement the Mass General Order from the
13 Governor. The Board of Health is working with the businesses informing them that
14 everyone entering the store must wear a mask, i.e. any person to person interaction a mask
15 is required. The Board of Health is developing their own emergency order for Winchester.
16 The order will be ready for the Select Board's vote at Thursday morning's meeting and will
17 be put in place Thursday afternoon. There will be a reverse 911 informing the residents of
18 the order and signs will be placed at the entrance of every business.

19
20 The Real Estate restrictions of open houses/in persons showings will be expiring and the
21 Board will discuss at Thursday's meeting whether to extend the order to May 18th.

- 22
- 23 2. **Update on Cable License Renewal Processes** – Ashley Stevens, Chair of the Cable
24 Advisory Committee, gave a brief overview of the Committee's progress. The Cable Advisory
25 Committee is only active every ten years to develop the renewal agreements with Comcast
26 and Verizon. Both are due for renewal this year, Verizon in June and Comcast in September.
27 Both renewal licenses will include one HD channel and WinCam is going to open another
28 studio in the High School. The Committee is reviewing the contracts and will come to the
29 Select Board in June for a final vote.

- 30
- 31 3. **Approval of Request for Response for submission to Comcast** – The Select Board
32 approved the following:

33
34 *Motion: That the Select Board approve the request for response directed to
35 Comcast as directed.

36 Verdicchio – Welch

37 Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

38 VOTED

- 39 4. **FY21 Budget** – Ms. Wong inform the Board that the primary change to the budget from
40 last week is that the state cuts may not be as bad as we thought. The Chapter 70 would only
41 be 5% and the state funding would be between 15%-20% with the cut only being in the
42 thousands and not the millions.

- 43
- 44 5. **TWK Change of DBA** – Jill Mann, attorney for Left Eden Restaurant Corp/TWK, informed
45 the Board that the company is looking to rebrand and change the menu. The change is not
46 similar to other restaurants in the area and the owners feel that they want to be more of a
47 neighborhood feeling restaurant.

48
49 *Motion: That the Select Board approve the name change by TWK to change the
50 name to the SPOT, Winchester as submitted.

51 Verdicchio – Welch

Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

VOTED

COMMUNICATIONS AND WORKING GROUP REPORTS

1. Letter from the Commissioners of Trust Funds – Chair Bettencourt brought to the Board’s attention the well written letter from the Commissioners regarding the disposition of Town assets under the management of their committee.

ADJOURNMENT: 8:10 PM

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

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

VOTED

Respectfully submitted,

Lisa Wong, Town Manager

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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, May 4, 2020
Record**

OPENING

Chair Michael Bettencourt called the meeting to order at 6:30 PM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, Amy Shapiro and Mariano Goluboff. Also present was Town Manager Lisa Wong. (Note – due to the remote participation all Select Board votes are roll call votes.)

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, May 18, 2020 – Regular Session
2. Monday, June 1, 2020 – Regular Session

TOWN MANAGER REPORT AND COMMENTS

1. Appointments – Ms. Wong announced the following reappointments to the Conservation Commission; Keri Layton and Zeke Nims for a term to expire March 31, 2022; Christian Mango and David Miller for a term to expire March 31, 2023.

*Motion: That the Select Board reappoint to the Conservation Commission, Keri Layton and Zeke Nims for a new term to expire March 31, 2022.

Verdicchio - Welch

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

*Motion: That the Select Board reappoint to the Conservation Commission, Christian Mango and David Miller for a new term to expire March 31, 2023.

Verdicchio - Welch

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

2. General Topics:

- a. Employee Re-Opening Survey – Ms. Wong presented to the Board the Winchester Employee Re-Opening Survey that she sent out to all Town employees last week. Of the 117 staff that responded 60% worked in an office and the rest worked in the Library. 80% said that they would wear a mask, 60% felt that their workstation is an adequate distance from others and 48% stated that their work habits can be altered. The main issues for shared items were customer service desks, bathrooms and door knobs. Suggestions for a safer work environment included limit/rotate staff, install public barriers, workers/public wearing masks, and limit public to appointment only. Re-opening should be done in phases after the Governor lifts the stay at home advisory. Ms. Wong's next steps will be to develop an actual rephasing plan that will be available in draft form before May 18th.

- b. Budget – Ms. Wong went through her budget spread sheet, explaining in detail to the Select Board the revenue and expense portions of each department. Next steps for the

1 budget process, she will be meeting with Nicole Soto from the Finance Committee and
2 then the Budge Advisory Committee on Wednesday.
3

4 **COMPTROLLER'S REPORT**
5

6 The Select Board acknowledge the receipt of the Comptroller's Financial Report as of March 31,
7 2020.
8

9 **BUSINESS**
10

- 11 1. **State of Emergency** – Chair Bettencourt told the Board that the Board of Health voted
12 effective May 5th, all in person showings of commercial and residential property for sale to
13 be conducted by pre-determined Open House format, unscheduled visits from the public for
14 showings is prohibited. The Select Board extended their existing order to midnight
15 Thursday, May 7th to allow them to discuss and approve the Board of Health's emergency
16 order.
17

18 *Motion: That the Select Board extend our existing order to showing real estate to
19 midnight, Thursday, May 7th.

20 Goluboff – Welch

21 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
22

- 23 2. **Five Points Development** – Arthur Kreiger, Town Counsel, submitted to the Board a
24 "First Amendment to the Development Agreement – Highland Avenue" that the Town has
25 with Craig Miller, Five Points Development. According to the approved agreement dated
26 November 7, 2018, Five Points has to reimburse the Town 50% of the actual costs for the
27 Drainage Work done by the Town. Mr. Miller is now going to sell the vacant buildable lots
28 and the amended agreement is to ensure that the Town receives payment for the drainage
29 work that was completed. Five Points shall reimburse the Town \$90,887.50 for its share of
30 the Drainage Work by paying the Town \$18,177.50 per lot upon the closing of the sale of
31 each of Lots 1-5.
32

33 *Motion: That the Select Board authorize and direct Counsel to revise this First
34 Amendment to the Development Agreement – Highland Avenue to add a
35 representation that the developer intends to sell the lots and add a long
36 range outside date of the time that he has to do that.

37 Verdicchio - Welch

38 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
39

- 40 3. **Warrant Articles** – Ms. Wong asked the Select Board about adding two additional articles
41 to the Warrant and who should sponsor them, the Town Manager or the Select Board. The
42 first article is for \$100,000 to be funded to the Traffic & Transportation Advisory Committee
43 as a broader scope of the to do list that can be on the Fall Town Meeting Warrant. The Board
44 agreed that this article would be better for the Fall Town Meeting.
45

46 The second article is for \$125,000 free cash for Structural Firefighting Personal Protective
47 Equipment commonly known as turnout gear for firefighters. Each Winchester Firefighter
48 is issued just one set that is worn when they are fighting a fire such as a car fire. The gear
49 has to be thoroughly decontaminated and cleaned after every protentional exposure which
50 takes a long time to dry. Chief Tustin informed the Board that current national standards
51 requires that each firefighter be outfitted with two sets of turnout gear with one set always

Monday, May 4, 2020
Select Board Meeting

1 clean and ready for deployment. The Board's consensus is that this is an important article
2 for the Town Manager to sponsor for the Spring Town Meeting.
3

4 **4. Select Board Committee Assignments** – Chair Bettencourt suggested that the Board
5 have a working session to talk about our priorities for next year and include the Committee
6 Assignments for the agenda on Thursday, May 14th.
7

8 **5. Committees & Commissions** – The Select Board made the following
9 appointments/reappointments:
10

11 *Motion That the Select Board reappoint Mary O'Brien to the Board of Registrars
12 for a term to expire March 31, 2023.

13 Verdicchio - Welch

14 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
15

16 *Motion That the Select Board reappoint Edward Lamson to the Council on Aging
17 for a term to expire March 31, 2023.

18 Verdicchio - Welch

19 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
20

21 *Motion That the Select Board appoint Rebecca Dodge to the Council on Aging for
22 a term to expire March 31, 2023.

23 Verdicchio - Welch

24 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
25

26 *Motion That the Select Board reappoint Elizabeth Brodbine Ghoniem to the
27 Traffic & Transportation Advisory Committee for a term to expire March
28 31, 2023.

29 Verdicchio - Welch

30 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
31

32 *Motion That the Select Board reappoint Domenic Testa to the Traffic &
33 Transportation Advisory Committee for a term to expire March 31, 2023.

34 Verdicchio - Welch

35 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
36

37 *Motion That the Select Board appoint Michelle Camarota Walsh to the Traffic &
38 Transportation Advisory Committee for a term to expire March 31, 2023.

39 Verdicchio - Welch

40 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
41

42 **6. Contracts with Firefighters, Police Patrol Officers and Police Superior Officers** –
43 Ms. Verdicchio stated that when the MOUs were negotiated, we were in a healthy economy
44 but right now unemployment is at the high level and we are looking at an economic recession.
45 There were some concerns about the budget implications the Town is now facing that were
46 not in place when the budgets were first done. Ms. Wong recommended that the Board wait
47 till Thursday's meeting as we will have more information from the Budget Advisory
48 Committee and the Finance Committee in the next few days.
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50 **CONSENT AGENDA**
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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, May 18, 2020
Record**

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OPENING

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Chair Michael Bettencourt called the meeting to order at 7:00 PM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, Amy Shapiro and Mariano Goluboff. Also present was Town Manager Lisa Wong. (Note – due to the remote participation all Select Board votes are roll call votes.)

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NOTIFICATION OF MEETINGS AND HEARINGS

- 21
22
1. Monday, June 1, 2020 – Regular Session

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ACCEPTANCE OF DONATIONS

- 25
26
- *Motion That the Select Board accept, with gratitude, donations in the amount of \$9,250 from the Bonnell, Butler, Cabral, Connolly, Melkonian & Vaughan families to support the Saltmarsh Park.

27
28

Verdicchio - Welch

29
30

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

- 31
32
- *Motion That the Select Board accept, with gratitude, 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.

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34

Verdicchio - Welch

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36

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

- 37
38
- *Motion That the Select Board accept, with gratitude, 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.

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Verdicchio - Welch

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42

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

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TOWN MANAGER REPORT AND COMMENTS

- 45
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47
1. Appointments – Ms. Wong announced the following promotional 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 W13 Working Foreman – Peter Decubellis and Max Meaney.**

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- *Motion: That the Select Board waive the customary fifteen (15) day appointment effective waiting period to allow Peter Decubellis and Max Meaney to begin their employment.

Verdicchio - Welch

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

VOTED

2. General Topics/Project Updates:

- **McCall Middle School** - progressing on time. No delays due to Covid.
- **Generators Project** - Final connection to be made at Public Safety Building on May 27th; and at Town Hall on June 9th.
- **Wildwood Drainage Project** - work in field complete, work in street ongoing.
- **Lead Service Lines** - preparing year three bid package.
- **Parkhurst Elevator** – ongoing.
- **Roadway Improvements at Main and Highland** - work progressing. Substantial completion expected by the end of the month.
- **McCall Traffic Improvements** - bids received. Will issue Award letter and expect work to begin in a few weeks.
- **Waterfield Road Bridge Repairs Project** - Award letter sent, holding pre-construction meeting on Wednesday. Working on the bridge railing repair bid package. Work in the roadway should begin in a few weeks. Toole to prepare an updated notification for the web page.
- **Manchester Track** - Award letter issued. Work should commence in a few weeks.
- **Aberjona Tree Planting at Judkins Pond** - executed contract, work should begin in a couple weeks and will be complete by the end of June.
- **Engineering and Permitting** on Lake Street Bridge, Swanton Street Culvert, North Reservoir Dam, North Reservoir Spillway and Phase II Sewer Improvements are all ongoing.

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.** Beth Rudolph, Town Engineer, and Jackie Duffy, Eversource representative, presented.

Eversource is applying for a 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. The Town Engineer and DPW do not have any concerns going forward.

*Motion That the Select Board approve Eversource’s Grant of Location for the installation of approximately 25-feet of conduit within the public right-of-way to provide underground electrical service to 18 Wedgemere Avenue.

Verdicchio - Welch

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

VOTED

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.

Beth Rudolph, Town Engineer, and Patrick Barrett, MWRA Project Manager, presented the overview of the work. Mr. Barrett explained that MWRA is replacing the 48” pipe and

Monday, May 18, 2020
Select Board Meeting

1 moving any pipe that is presently located on private property to the public way. The work
2 will not begin in Winchester until 2022 and residents will be notified when the MWRA is
3 going to be in their neighborhood.
4

5 Cyril Kwong, Eugene Drive, inquired about the markings that are on the edge of his property
6 line. Mr. Barrett informed him that the pipe actually runs through his property and will be
7 moved to the public way next to his property. Mr. Kwong was also very concerned about the
8 loss of two of the huge pines that are on the road will leave a void and is there any way to
9 not remove them. Unfortunately, those trees will have to be removed and MWRA will work
10 with Mr. Kwong to find a comparable solution.
11

12 *Motion That the Select Board approve the MWRA Grant of Location To install
13 250-feet of new 48-inch water main on Eugene Drive between station
14 43+00 and Station 45+50 and to install 300-feet of new 48-inch water main
15 on Eugene Drive between station 45+50 and 48+50. This work is necessary
16 to replace approximately 10,500 feet of existing 48-inch diameter water
17 main in Winchester, Stoneham and Woburn. MWRA shall continue to
18 work with the community abutting property owners, including Mr. Cyril
19 Kwong and the Tree Warden, for the purpose of replacing trees or taking
20 other measures to provide screening in the area.

21 Verdicchio - Welch

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

23 VOTED

24 **BUSINESS**
25

26 1. **MS4 Permit Compliance** – Beth Rudolph, Town Engineer and Jaurice Schwartz, Weston
27 & Sampson presented. Ms. Rudolph informed the Board that the Town is at the end of year
28 2 and everything has gone well with the Town being able to meet the EPA requirements.
29 Every five years the EPA issues the required General Municipal Separate Storm Sewer
30 System (MS4) permit. Ms. Schwartz gave an overview of the Town's year 1 & 2
31 accomplishments. The Town has done a great job at public education & outreach with an
32 enhanced stormwater website; public participation and involvement such as Hazardous
33 Waste Collection Day; mapping the Town's drainage system and a discharge detection &
34 elimination plan. The Town is now working on updating its rules and regulations for post-
35 construction stormwater management. Mr. Gill, DPW Director, told the Board that DPW is
36 now sweeping the streets twice a year and cleaning all catch basins so that they are no more
37 than 50% full.
38

39 2. **Human Rights Statement** – Members of the Immigrant Justice Committee (IJC)
40 requested that the Board add "country of origin or immigration status" to the end of the
41 Town's Human Rights Statement. Philip Coonley, IJC, stated the IJC felt that adding the
42 "country of origin or immigration status" would make the statement more welcoming.
43

44 *Motion: That the Select Board approve to add "country of origin or immigration
45 status" to the end of the Town's Human Rights Statement.

46 Goluboff - Welch

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

48 VOTED

49 3. **State Delegation** – Senator Jason Lewis and Representative Michael Day gave the Board
50 an update on the Governor's Reopening announcement earlier in the day & reminded all to

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1 go to [mass.gov/reopening](https://www.mass.gov/reopening) for the latest information. They also discussed the uncertainty
2 of the State's budget which may not be done by the end of FY2020. The House and Senate
3 have also put in place that they can meet and vote remotely.
4

5 **4. WinCam Appropriation** – Ms. Wong informed the Board that no action was needed as the
6 Finance Council approved the transfer.
7

8 **5. Approval of the MWRA Loan** – Ms. Verdicchio read the following vote into the record:
9

10 I, the Clerk of the Select Board of the Town of Winchester, Massachusetts, certify that at a
11 meeting of the board held May 18, 2020, of which meeting all members of the board were
12 duly notified and at which a quorum was present, the following votes were unanimously
13 passed, all of which appear upon the official record of the board in my custody:
14

15 Voted: that the sale of the \$600,000 Water Bond of the Town dated June 1, 2020, to
16 Massachusetts Water Resources Authority (the "Authority") is hereby approved and the
17 Town Treasurer or other appropriate Town official is authorized to execute on behalf of the
18 Town a Loan Agreement and a Financial Assistance Agreement with the Authority with
19 respect to the bond. The bond shall be payable without interest on May 15 of the years and
20 in the principal amounts as follows:
21

<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

22
23 Further Voted: that each member of the Select Board, the Town Clerk and the Town
24 Treasurer be and hereby are, authorized to take any and all such actions, and execute and
25 deliver such certificates, receipts or other documents as may be determined by them, or any
26 of them, to be necessary or convenient to carry into effect the provisions of the foregoing vote.
27

28 I further certify that the votes were taken at a meeting open to the public; that no vote was
29 taken by secret ballot; that a notice stating the place (or method of accessing), date, time and
30 agenda for the meeting (which agenda included the adoption of the above votes) was filed
31 with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the
32 public at all hours in or on the municipal building at which the office of the Town Clerk is
33 located or, if applicable, in accordance with an alternative method of notice prescribed or
34 approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not
35 including Saturdays, Sundays and legal holidays, prior to the time of the meeting and
36 remained so posted at the time of the meeting; and that no deliberations or decision in
37 connection with the sale of the bond were taken in executive session, all in accordance with
38 G.L. c.30A, §§18-25 as amended and in accordance with the Governor's emergency order
39 dated March 12, 2020 authorizing remote meetings during the Covid-19 related state of
40 emergency, if applicable.
41

42 Verdicchio - Shapiro

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

VOTED

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1 **6. State of Emergency** – Mina Makarios, Town Counsel, discussed the Remote Town
2 Meeting process with the Select Board. Counsel has drafted a complaint for the court so
3 that the Town can hold a remote meeting. The complaint was done in case the State
4 Legislature does not pass the remote town meeting legislation in time and we have to get
5 court approval. This is needed as the Town Meeting is scheduled for June 8th and there are
6 time requirements for announcements that have to be started on May 21st. The Select Board
7 will vote on Thursday to move forward with going to court.
8

9 The Town issued a reverse 911 informing the residents to go to the state's website about the
10 reopening. We will announce this week that the Transfer Station will go back to normal
11 hours next week. They are also working on the reopening of the tennis courts but the porta-
12 potties will not be put back.
13

14 **7. Warrant Articles** – No discussion was needed.
15

16 **CONSENT AGENDA**
17

18 *Motion: That the Select Board approve the closing of Skillings Road from
19 Washington Street to Main Street 7:00 a.m. to 5:00 p.m. on Saturday,
20 June 6 with Sunday, June 7th as a rain date, to hold a Winchester High
21 School graduation program.

22 Verdicchio - Welch

23 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
24

25 *Motion: That the Select Board approve the use of the Town Parking, lot not to
26 include the parking lot at the Jenks Center with the entrance into the
27 market on Mt. Vernon Street, for the 2020 Winchester Farmers Market
28 season beginning Saturday, June 13th through Saturday, October 31st,
29 from 8:30 a.m. to 2:30 p.m.

30 Verdicchio - Welch

31 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
32

33 *Motion: That the Select Board approve the minutes for February 10 & 24, 2020.

34 Verdicchio - Welch

35 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
36

37 **ADJOURNMENT: 10:10 PM**
38

39 *Motion: That the Select Board adjourn for the evening.

40 Verdicchio - Shapiro

41 Roll Call: Verdicchio, Shapiro, Goluboff, Bettencourt VOTED
42

43 Respectfully submitted,

44 Lisa Wong, Town Manager
45
46