



Town of Winchester

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

Board of Selectmen Meeting
Wednesday, June 22, 2016

CONSENT AGENDA

- Docket Item H-1: Approve / Correct Meeting Minutes for:
April 11, May 16, May 23, June 6, June 14, and
June 17, 2016
- H - 2: Archie McIntyre for the Wright Locke Farm Conservancy –
June 25, 2016 – 1827 Barn; Gail Freeman for Studio on the
Common – June 30, 2016 – Studio on the Common;
- H - 3: Budget Transfer Request from the Police Department

Supporting Documents:

- H - 1: Copies of Meeting Minutes
- H - 2: One Day License Applications
- H - 3: Memo from Chief Albertelli with attachment

Action Required: VOTE to approve Consent Agenda (Licenses in **RED BOOK**)

**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Friday, June 17, 2016
Record**

Town Manager Richard C. Howard called the meeting to order at 8:30 AM in the Board of Selectmen Meeting Room located in Town Hall. Present were Selectman Stephen L. Powers, Selectman Michael Bettencourt and Selectman David P. Errico. Chairman Lance R. Grenzeback and Vice Chairman E. James Whitehead were absent.

CONSENT AGENDA

One Day Alcoholic Beverage License

**Simply Serving II - Saturday, June 18, 2016 - Temple Shir Tikvah
Bar Mitzvah**

*Motion: That the Board of Selectmen approve a One Day Alcoholic Beverage License for Simply Serving II on Saturday, June 18, 2016 at Temple Shir Tikvah for a Bar Mitzvah.

Powers - Bettencourt

All in favor.

VOTED.

Since there was no other business for the Board's consideration, the meeting was adjourned.

Respectfully submitted,

Richard C. Howard, Town Manager

**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Tuesday, June 14, 2016
Record**

Vice Chairman E. James Whitehead called the meeting to order at 10:00 AM in the Board of Selectmen Meeting Room located in Town Hall. Present were Selectman Michael Bettencourt and Selectman David P. Errico. Chairman Lance R. Grenzeback and Selectman Stephen L. Powers were absent.

CONSENT AGENDA

**One Day Alcoholic Beverage License
Griffin Museum – June 16, 2016 – Griffin Museum**

*Motion: That the Board of Selectmen approve a One Day Alcoholic Beverage License for the Griffin Museum on Thursday, June 16, 2016 in the Griffin Museum.

Bettencourt – Errico

All in favor

VOTED.

Adjournment

Because there was no other business for the Board's consideration, Vice Chairman Whitehead declared the meeting to be adjourned.

Respectfully submitted,

Patricia C. Mawn,
Secretary Pro tem

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54

TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Monday, June 6, 2016
Record

Chairman Lance R. Grenzeback called the meeting to order at 6:00 PM in the Guidance Department Conference Room at Winchester High School. Present were Vice Chairman E. James Whitehead, Selectman Stephen L. Powers and Selectman Michael Bettencourt. Selectman David P. Errico was absent. Also present were Town Manager Richard C. Howard, Assistant Town Manager Mark J. Twogood and Town Counsel Wade M. Welch.

OPENING

*Motion: That the Board of Selectmen adjourn to Executive Session for the purpose of discussing matters related to Contract Negotiations – Winning Farm Development Agreement – Chapter 30A §21(a)6.
Whitehead – Powers
By Roll Call Vote: Bettencourt, Powers, Whitehead, Grenzeback VOTED.

*Motion: That the Board of Selectmen adjourn from Executive Session to Public Session, not to return to Executive Session.
Whitehead – Bettencourt
By Roll Call Vote: Bettencourt, Powers, Whitehead, Grenzeback VOTED.

Notification of Meetings and Hearings

] Wednesday, June 22, 2016 – Board of Selectmen – Regular Session

Selectmen's Comments and Non-Docket Business

Selectman Powers informed his colleagues that he has been receiving telephone calls from residents expressing concern about the condition of the property on Washington Street (CVS) that is currently in litigation in Land Court.

Selectman Bettencourt questioned whether this litigation is an opportunity to effect a zoning change for any property in litigation. He pointed out that this property is an attractive nuisance and some of the graffiti is obscene.

Town Manager suggested that when someone is seeking a building permit, the appropriate board could condition approval by making it a requirement that the property owner be responsible for maintaining the property at a certain level. If this is not done, then the permit would be in jeopardy. He noted that there is only so much that the Town can do under the building and sanitary codes.

Selectman Bettencourt referenced information received about the once proposed solicitation bylaw, noting that he has been contacted by some residents about this. Town Counsel explained that these types of bylaws don't have "teeth" because of the First Amendment, however the Town could require solicitors to register. He suggested a "sunrise to sunset" clause would be appropriate.

COMPTROLLER REPORT

Comptroller Ward informed the Board that she is recommending that the Board approve Marisa Batista as the Assistant Comptroller based upon her academic record and professional experience.

*Motion: That the Board of Selectmen approve the Comptroller's offering the

**Monday, June 6, 2016
Board of Selectmen Meeting**

1 the position of Assistant Comptroller to Marisa Batista at
2 Grade F Step 11.
3 Whitehead – Bettencourt All in favor. VOTED.
4

5 **LICENSE**

6
7 **Secondhand Articles Dealer and Keeper of a Shop – License Renewal**
8 **Hidden Treasures, 38 Church Street**
9 **License to Expire: May 1, 2017**

10
11 *Motion: That the Board of Selectmen approve the reissuance of the
12 Secondhand Articles Dealer and Keeper of a Shop License for
13 Hidden Treasures, 38 Church Street, for a term to expire
14 May 1, 2017.
15 Whitehead – Powers All in favor. VOTED.
16

17 **BUSINESS**

18
19 **Reappointment: Wildwood Cemetery Advisory Committee – Andrew Kelley - Incumbent;**
20 **Term to Expire: May 1, 2019**

21
22 *Motion: That the Board of Selectmen reappoint Andrew Kelley to the Wildwood
23 Cemetery Advisory Committee for a term to expire May 1, 2019.
24 Whitehead – Powers All in favor. VOTED.
25

26 **Winning Farm**

27
28 It was the consensus of the Board to hold voting on the Development Agreement until after the Town
29 Meeting presentation.
30

31 **CONSENT AGENDA / SUPPLEMENTAL CONSENT AGENDA**

32
33 **One Day Alcoholic Beverage License Request (s)**

34 **Shawn Macannuco for WMCN – June 8, 2016 – Unitarian Church – Symmes Room;**
35 **Archie McIntyre for Wright Locke Farm Conservancy – June 16, 17, 23, 24, 30 and**
36 **July 7, 2016 – 1827 Barn;**

37 **Paula Tognarelli for Griffin Museum – June 14, 2016 – Griffin Museum;**
38 **Laura Lewis for Essex Catering – June 12 and 25, 2016 – Wright Locke Farm Barn;**

39 **Diana Kenosian for Boston's Best Bartending – June 9, 2016 – Sanborn House;**
40 **Diana Kenosian for Boston's Best Bartending – June 9, 2016 – Next Door Theater;**

41 **Acceptance of Donation to Recreation Department**

42 **EnKa Society, Inc. in the amount of \$9,000 to Recreation Department's**
43 **Summer Campership Program**

44
45 *Motion: That the Board of Selectmen approve the Consent Agenda and the
46 Supplemental Consent Agenda for Monday, June 6, 2016 that includes
47 One Day Alcoholic Beverage Licenses for Unitarian Church on June 8th,
48 the Wright Locke Farm Conservancy on June 16, 17, 23, 24, 30 and July 7th
49 in the 1827 Barn; the Griffin Museum on June 14th; Essex Catering on
50 June 12th and 25th in the Wright Locke Farm Barn; June 9th at the
51 Sanborn House and June 9th at Next Door Theater
52 Whitehead – Powers All in favor. VOTED.
53

Monday, June 6, 2016
Board of Selectmen Meeting

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

*Motion: That the Board of Selectmen accept a donation to the Recreation Department from the EnKa Society, Inc. in the amount of \$9,000 to the Summer Campership Program.

Whitehead – Powers All in favor.

VOTED.

Recess to Town Meeting

*Motion: That the Board of Selectmen recess to the floor of Town Meeting and then adjourn unless otherwise required to remain in session.

Whitehead – Bettencourt

By Roll Call Vote: Bettencourt, Powers, Whitehead, Grenzeback

VOTED.

Respectfully submitted,

Richard C. Howard, Town Manager

draft

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53

TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Monday, May 23, 2016
Record

Chairman Lance R. Grenzeback called the meeting to order at 5:30 PM in the Board of Selectmen Meeting Room located in Town Hall. Present were Vice Chairman E. James Whitehead, Selectman Stephen L. Powers; Selectman Michael Bettencourt and Selectman David P. Errico. Also present were Town Manager Richard C. Howard and Town Counsel Wade M. Welch.

OPENING

Executive Session

*Motion: That the Board of Selectmen adjourn to Executive Session for the purpose of discussing matters related to Contract Negotiations: Winning Farm – Ch. 30A §21(a)6; Litigation: Winchester Wine & Spirits – Chapter 30A §21(a)3 [because an open meeting may have a detrimental effect on the litigating position of the Board of Selectmen as declared by the Chairman.]; Contract Negotiations: Comptroller's Employment Agreement – Ch. 30A- §21(a)2.
Whitehead – Bettencourt
By Roll Vote: Errico, Bettencourt, Whitehead, Grenzeback VOTED.

Adjournment: 7:40 PM

*Motion: That the Board of Selectmen adjourn from Executive Session to Public Session, not to return to Executive Session.
Whitehead – Powers
By Roll Call Vote: Errico, Bettencourt, Powers, Whitehead, Grenzeback VOTED.

Notification of Meetings and Hearings

-] Thursday, May 26, 2016 – Winning Farm Informational Session – Vinson-Owen Elementary School Library – 6:30 PM
-] Monday, June 6, 2016 – Board of Selectmen Meeting – Prior to Town Meeting
-] Monday, June 6, 2016 – Special Town Meeting – Winchester High School Auditorium

Chairman's Comments

Chairman Grenzeback noted that the annual EnKa Fair was quite successful and all monies earned will flow back to the Town.

Selectmen's Comments and Non-Docket Business

Selectman Powers commended the Town Staff for the manner in which they handled the parking conditions related to the EnKa Fair, noting that it looks like this will be the footprint for the future because of the way that the High School is being built out. Town Manager noted that there was some traffic disruption on Friday and Police and DPW Staff will compare notes for next year.

In response to Selectman Powers' question related to when the Myrtle Street hearing will be held, Chairman Grenzeback indicated that he will reach out to the Engineering Department for a convenient hearing date.

Monday, May 23, 2016
Board of Selectmen Meeting

1 Vice Chairman Whitehead informed the audience that the new MBTA train schedule went into effect
2 today. The new schedule makes Wedgemere Train Station a "flag" stop rather than a scheduled stop
3 and commuters now have to be visible on the platform in order for the train to stop.
4

5 Chairman Grenzeback made note of the Memorial Day Parade and civic exercises which will be held on
6 Monday, May 30th.
7

8 **TOWN MANAGER REPORT AND COMMENTS**
9

10 Town Manager provided a brief commentary on the memo from Town Planner Brian Szekely on the
11 status of the Shore Road Beautification RFP. Town Manager explained that the Town will get some
12 money from the State, Town Meeting previously voted some funds, and the Planning Board came up
13 with some consulting money as well.
14

15 The Planning Department received five responses from firms interested in the Streetscape RFP for
16 along Shore Road through the Town Center and terminating at the MBTA Commuter Rail Stop. The
17 responses have been reviewed by the Planning Board and members of the Board of Selectmen, along
18 with the Town Planner, scoring those responses independently. The three firms selected to perform the
19 conceptual streetscape plans for Shore Road are KMDG, GPI and CBA Landscape Architects. All funds
20 are to be expended prior to the end of FY2016.
21

22 **COMPTROLLER REPORT**
23

24 Comptroller Ward provided the April, 2016 Monthly Financial Report and a memorandum that
25 highlighted important notes. \$4million will be moved from the General Fund to the High School
26 project. This transfer is not included in this report, or in reports in the future months. All local receipts
27 are on target and changes have been made to the Wildwood Cemetery perpetual care split, now at 60% -
28 40%.
29

30 The Comptroller reported that there are a few Reserve Fund transfer requests, but overall, everything
31 looks good. She has also reviewed the Water / Sewer Enterprise Fund and the Recreation Department
32 Enterprise Fund and both look to be in order and on target. She indicated that she has requested a full-
33 blown Worker's Compensation quote from MIIA for a complete insurance program however the Town
34 would still have to be responsible for all police and fire injury claims along with the old claims, making
35 a total of over \$500,000. She informed the Board that she did receive a quote from Cook and Company
36 but the lowest deductible plan they sponsor is approximately \$25,000, necessitating an appropriation of
37 over \$500,000 for everything. Lastly, Comptroller Ward recommended that any remaining funds be
38 allocated to the Reserve Fund for Worker's Compensation.
39

40 Comptroller Ward reported that she has budgeted for Medicare reimbursements.
41

42 **HEARING**
43

44 **NStar d/b/a Eversource Energy – Grant of Location Request:**
45 **Park Street – at and southeasterly from pole 116/2 45 feet east of Elmwood Avenue,**
46 **a distance of about 8 feet – conduit**
47

48 Chairman Grenzeback opened the hearing at 8:06 PM. Jacqueline Duffy from Eversource Energy's
49 construction department informed the Board that the project is doable and is recommended by Town
50 Staff. Seeing no one in the audience wishing to make comment, Chairman Grenzeback closed the
51 hearing at 8:06 PM. Ms. Duffy reported that this work will begin as soon as it is released to Eversource
52 Construction.
53

Monday, May 23, 2016
Board of Selectmen Meeting

1 Patrick Roche explained the MAPC role in implementing this program. Three bids were received and
2 the result was that Good Energy, who teamed with Sustainable Energy, has been deemed the most
3 qualified. A 30B style procurement is being written.
4

5 Phillip Carr gave a brief overview of aggregation, explaining that volatility costs money because of the
6 way that the State buys power, which is on two specific days of the year regardless of the market
7 conditions. He explained that the program has been active since 1997 and the consumer is allowed to
8 go out into the market to purchase strategically. Contracts run from twelve months to three years.
9

10 Mr. O'Rourke indicated that the first part of the process is the approval by Town Meeting, which has
11 been done. Good Energy then helps develop a plan specifically for Winchester and the plan goes
12 through a public review process. Once the plan is approved by the Board of Selectmen, it goes to the
13 Department of Energy Resources for review and recommendations. Once this is completed, the plan is
14 next submitted to the Department of Public Utilities. A public awareness and information campaign is
15 important.
16

17 Mr. Carr indicated that the goal is to have power for January, 2017; bidding would occur in November,
18 2016. Bids could be combined with several other communities, or could be pertinent to Winchester only.
19

20 Chairman Grenzeback explained that what is being done is setting in place a process that allows Good
21 Energy to purchase power. Eversource would deliver the power but not supply it. He questioned what
22 the annual savings would be. Mr. Carr suggested that the savings would be between \$40 and \$120
23 annually based upon average usage. Procurement will only be made if the market is favorable.
24 Eversource would still do the billing but the supplier line on that bill would be different. The key
25 differentiation is that a level playing field is being provided for residences. Residents are able to call at
26 any time with any issue.
27

28 Speaking to the possible downside, Mr. Carr indicated that a possible downside would be no savings
29 through a contract that is not beneficial. Currently, the potential savings in Massachusetts for 2016 is
30 approximately \$15million. He indicated that any opt-out period will cause panic calls to Town Hall.
31

32 As far as moving out of the contract is concerned, Mr. Carr indicated that a resident can leave a
33 contract at any time without penalty; utility rates change every six months so savings would have to be
34 benchmarked. Whatever happens, there would be no price hike during the winter months. The
35 frequency of consumers opting out is between 7% and 8%.
36

37 Town Manager informed the Board that no decision has been made about the plan in which to enroll,
38 but the Town will likely be joining with other communities for buying power. Susan McPhee, the
39 Town's Energy Consultant reported that Melrose is the first community out on its own for twelve
40 months. She pointed out that those in the "for profit" market target seniors and this would be a good
41 program for seniors. She informed the Board that the group would appreciate the Board's support for
42 joining with the MAPC group. She explained that the bid for the program would be put together and
43 once approved by the Board of Selectmen, would go to DOER and DPU. If a part of the MAPC buying
44 pool the Town would have a common schedule.
45

46 Town Manager noted that this has been vetted and the MAPC representatives have been out to
47 Winchester as well. He indicated that staff recommends going forward.
48

49 *Motion: That the board of Selectmen join with the MAPC Electrical
50 Aggregation Program process and authorize the Town's Energy
51 Consultant, Susan McPhee and the Energy Management Committee
52 to proceed.
53

Whitehead – Bettencourt

All in favor.

VOTED.

Monday, May 23, 2016
Board of Selectmen Meeting

1
2 **Winning Farm**
3

4 Chairman Grenzeback noted that the Board has instructed the Town Manager and Town Counsel to
5 prepare detailed language for Special Town Meeting along with a Development and Operating
6 Agreement. Mr. Bonvie would purchase the property from Salter Healthcare LLC and build twenty-
7 nine (29) units of housing on the property, two of which will be affordable. The Town will receive
8 \$1million in linkage payments, a commitment to make improvements to the Thornberry Road sewer
9 pump station; and a commitment to improve the sewer line on Johnson Road down to Wildwood Street.
10 The roadway started by the Salter group will be completed. The Town will receive a water / sewer
11 connection fee for each of the units and the Bonvie Team has agreed to construct the conservation
12 shelter and trails that were agreed to by Mr. Salter. Town Manager's Office Staff will try to get all
13 materials out to Town Meeting Members by Friday.
14

15 The Board was informed that Mr. Bonvie has a meeting scheduled with the neighbors on Thursday,
16 May 26th at the Vinson-Owen Elementary School Library. The proposed development would have little
17 or no impact on the Town's schools and the developer will be responsible for the road construction and
18 maintenance throughout the development area.
19

20 Town Manager commended the Board on a good round of negotiations. Staff will work to get all
21 paperwork in order so that the Town Meeting presentation is comprehensive.
22

23 Chairman Grenzeback pointed out that the legal process governing the transaction has been extensively
24 explored over the last several months. The answer provided by the Inspector General was that the
25 property was sold once, so it cannot be resold. He explained that the Town does not have the ability to
26 resell the property because this provision was not included in the deed. In order for this sale to go
27 through both the Board of Selectmen and Town Meeting must approve. The proposal will allow cluster
28 development but a two-thirds vote of approval from Town Meeting is required. Town Meeting approvals
29 include changes to the contract, Operating Agreement and zoning changes.
30

31 *Motion: That the Board of Selectmen authorize the Town Manager and Town
32 Counsel to proceed to develop an Operating and Development Agreement
33 for presentation to Town Meeting on June 6, 2016.

34 Whitehead – Bettencourt All in favor. VOTED.
35

36 Selectman Powers noted that the Board is unanimous in this and Mr. Bonvie is the right developer.
37

38 **Town Hall Summer Hours**
39

40 Town Manager informed the Board that the Administrative Assistants' contract for the summer hours
41 at Town Hall is ending June 30, 2016. He is proposing that the Board authorize him to negotiate these
42 same hours once again.
43

44 *Motion: That the Board of Selectmen authorize the Town Manager to implement
45 the Town Hall Summer Hours schedule as defined.

46 Whitehead – Powers All in favor. VOTED.
47

48 **Noise Bylaw**
49

50 Town Manager noted that the packet contains a draft product of what was going to be proposed at the
51 Spring Town Meeting. He recalled that there was some push-back from the Board of Health, the
52 recommended agency that would oversee the entity. The Board of Health has to be comfortable with
53 their staff assuming this responsibility. The consultant reviewed the train noise and assisted with the

**Monday, May 23, 2016
Board of Selectmen Meeting**

1 drafting of the proposed bylaw. He pointed out that the product was well-thought out, but more
2 conversation with the Board of Health is likely necessary in order to get this on the Fall 2016 Town
3 Meeting Warrant. He suggested that the Board meet with the Board of Health and the Health Director.
4

5 **Suspension of the Board of Selectmen Rules and Regulations**

6
7 *Motion: That the Board of Selectmen suspend their Rules and Regulations in
8 order to discuss the Comptroller's Contract, an item not a part of the
9 Business Agenda.

10 Whitehead – Powers All in favor. VOTED.

11
12 *Motion: That the Board of Selectmen approve the employment contract with
13 Comptroller Stacie A. Ward for the period from May 28, 2016 through
14 March 31, 2019.

15 Whitehead – Powers All in favor. VOTED.

16
17 *Motion: That the Board of Selectmen reinstate their Rules and Regulations.
18 Whitehead – Powers All in favor. VOTED.

19
20 **CONSENT AGENDA**

21
22 **One Day Alcoholic Beverage License:**

23 **Diane Boettcher for Temple Shir Tikvah – June 5, 2016**

24 **Other**

25 **Approval of Arbor Day Proclamation – June 4, 2016;**

26 **Approval of Memorial Day Parade and Civic Exercises – Monday,**
27 **May 30, 2016;**

28 **Approval of the Winchester Unitarian Universalist Church to use Town Property for**
29 **a remembrance service Sunday, May 29, 2016 at 11:45 AM – World War I**
30 **Veterans War Memorial – Main Street / Mystic Valley Parkway**

31 **Recognition of Donations**

32 **Donation to the Winchester Coalition for a Safer Community from the**
33 **John and Mary Murphy Fund (\$10,000);**

34 **Donation to the Recreation Department Summer 2016 Concerts on the Common**
35 **from the Winchester Cooperative Bank (\$750)**

36
37 *Motion: That the Board of Selectmen approve items H-1, H-2, H-3 and H-5 in
38 the Consent Agenda for Monday, May 23, 2016: One Day Alcoholic Beverage
39 License for Diane Boettcher at Temple Shir Tikvah – June 5th; the Arbor Day
40 proclamation; the Memorial Day Parade and Civic Exercises and the
41 remembrance service at the World War I Veterans War Memorial on
42 May 29th.

43 Whitehead – Powers All in favor. VOTED.

44
45 *Motion: That the Board of Selectmen accept, with gratitude, the donation from
46 the John and Mary Murphy Fund to the Winchester Coalition for a Safer
47 Community and from the Winchester Cooperative Bank to the Recreation
48 Department Summer Concert Series.

49 Whitehead – Powers All in favor. VOTED.

50
51 **Non-Docket Business**

Monday, May 23, 2016
Board of Selectmen Meeting

1 Town Manager informed the Board that a meeting on or about June 20th is important from the Town
2 Treasurer's point of view so that the Board can authorize bonds.
3

4 **COMMUNICATIONS AND WORKING GROUP REPORTS**

- 5
6 1. Verizon Fios TV – LFA Notification emails re: pricing change and programming change
7 2. Town Manager congratulatory letters to McCall Middle School student MWRA writing
8 and poster contest winner
9 3. Environmental Strategies & Management re: 134 Cross Street Status Report
10

11 **Adjournment: 9:30 PM**

12 *Motion: That the Board of Selectmen adjourn for the evening.
13 Whitehead – Bettencourt

14 By Roll Call: Errico, Bettencourt, Powers, Whitehead, Grenzeback

VOTED.

15
16
17 Respectfully submitted,

18
19
20 Richard C. Howard,
21 Town Manager
22

draft

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52

TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Monday, May 16, 2016
Record

Chairman Lance R. Grenzeback called the meeting to order at 7:30 PM in the Board of Selectmen Meeting Room located in Town Hall. Present were Vice Chairman E. James Whitehead, Selectman Stephen L. Powers, Selectman Michael Bettencourt and Selectman David P. Errico. Also present was Town Manager Richard C. Howard.

Notification of Meetings and Hearings

- Wednesday, May 18, 2016 – Board of Selectmen – Regular Session
- Monday, May 23, 2016 – Board of Selectmen – Regular Session
- Monday, June 6, 2016 – Board of Selectmen – Prior to Special Town Meeting
- Monday, June 6, 2016 – Special Town Meeting

Selectmen's Comments and Non-Docket Business

Selectman Powers requested that the Mt. Vernon Street Bridge be appropriately marked to notify motorists that there will be no access on Mt. Vernon Street from Thursday evening through Saturday night due to the EnKa Fair footprint.

Chairman Grenzeback suggested that residents attending meetings being held in Town Hall in the next few days park in the lot at the rear of Town Hall, or walk. He also noted that the Citizen of the Year function will be held tomorrow evening at 6:30 PM at the Montvale Plaza in Stoneham. The honoree this year is former Selectman Jim Johnson.

TOWN MANAGER REPORTS AND COMMENTS

Appointment – Chief of Police

Present: Retiring Chief of Police Ken Albertelli and Police Chief-Elect, Peter MacDonnell

Town Manager informed the Board that over the last several months, an assessment center has been in place to rank the candidates for the successor Chief of Police position because Chief Albertelli is retiring at the end of the Fiscal Year. Over a month ago, a plan was put into action to assess candidates. Town Manager indicated that he worked hand-in-hand with Chief Albertelli in putting together the process. Lieutenant Peter MacDonnell scored the highest of the participants. Town Manager informed the Board that he is recommending and appointing Peter MacDonnell as the next Chief of the Winchester Police Department effective July 1, 2016.

Chief-Elect MacDonnell informed the Board that he feels this appointment is quite an honor and he is looking forward to being the next Chief of Police as the Winchester community is near and dear to his heart. He noted that he is not the first member of his family to serve the Town; his father served as a Park Commissioner and his grandfather served as the Town Treasurer / Collector.

Chief Albertelli informed the Board that the Chief-Elect has acted as second in command for many years, is very connected to the community and holds a Master's Degree, along with being FBI trained.

Chairman Grenzeback noted that the Town is extremely lucky to have such a well-trained police force with members so connected to the department and the community.

**Monday, May 16, 2016
Board of Selectmen Meeting**

1 Board members noted that all of the candidates are very connected to the community and it is a great
2 thing that the tradition of an in-house successor is being maintained.

3
4 **LICENSE**

5
6 **Secondhand Articles License:**
7 **Revolve, 24 Thompson Street**
8 **License to Expire: May 1, 2017**
9

10 *Motion: That the Board of Selectmen approve the renewal of the Secondhand
11 Articles License for Revolve, 24 Thompson Street, for a term to expire
12 May 1, 2017.

13 Whitehead – Powers

14 All in favor.

15 VOTED.

16 **BUSINESS**

17 **WHS Project Energy Budget**
18

19 Town Manager recalled that the Town Meeting Warrant contained an article related to energy usage at
20 Winchester High School. Staff has been following usage since December/January when a new meter
21 was installed and a jump in kilowatt hour usage was observed. This has been reviewed by the energy
22 team and they feel that they have a handle on the problem and a reason for the huge increase, which
23 was determined to be due to the increase in the number of modular units on site. There will be an
24 additional increase in usage beginning in September because even more modular classrooms will be
25 added. The Board was informed that the modular classrooms use a huge amount of electricity and this,
26 coupled with the electricity used by the contractor results in an increase in the usage of kilowatt hours.

27
28 Town Manager indicated that measures will be taken to reduce the kilowatt hours used. The hope is
29 that this increase will be a blip on the radar and going forward into FY2017 the budget will be
30 increased. Town Manager explained that even with the energy efficiency built in to the new building,
31 there could be increases in electrical and heating costs due to rising costs and new contracts. He
32 indicated that he has signed a new contract for electrical costs which should help on a Town-wide basis.

33
34 Selectman Bettencourt suggested that EFPBC Chairman Bob Deering be invited to meet with the
35 Board to update on the project. Town Manager recalled that Mr. Deering met with the Board last
36 month and at that time, indicated that he would be back sometime in June for an additional update.
37 Vice Chairman Whitehead questioned whether the energy costs for the modular classrooms is being
38 absorbed by the project.

39
40 Town Manager recalled that at the beginning of the project, the decision was made not to “split meter”
41 the project and all electricity usage is coming through the original meter source. Staff is trying to
42 measure usage against the three previous years and the kWh by the project is contributing to the
43 overall costs. Staff continues to budget for the cost of electricity but as there are overages, management
44 continues to make a comparison. He indicated that approximately \$200,000 of the project budget could
45 be applied to the actual electricity usage.

46
47 Town Manager informed the Board that the EFPBC has indicated that the contingency looks to be
48 healthy, however unanticipated conditions can arise, and staff is working with the EFPBC to make sure
49 that there is no additional borrowing needed. Town Manager explained that if costs run over the
50 \$200,000 identified, further discussion will be had with the EFPBC about the use of contingency funds.

51
52 Chairman Grenzeback indicated that he does not want this to be an opportunity to off-load project costs
53 onto the Town’s operating budget. He questioned whether or not some of the electrical costs could be

Monday, May 16, 2016
Board of Selectmen Meeting

1 borne by the contractor. Town Manager explained that energy costs are usually a pass-through and
2 come back to the owner in one way or another. He noted that the Town can however hold them to the
3 most economical levels of construction management. He also indicated that the EFPBC could review
4 the amount of electricity that the modular classrooms are drawing, as well as whether an error was
5 made. Chairman Grenzeback noted that the systems are fairly technical and asked whether the
6 EFPBC had made any allowance in the budget for commissioning these systems.

7
8 Selectman Bettencourt pointed out that energy efficiency will cost in the long run, and as the next
9 project phase begins money will get tighter. Town Manager pointed out that this is a LEED Silver
10 Project and the design will benefit the Town once the building is turned back to the Town. He noted
11 that there will be a balance between the conservation measures undertaken and the amount that the
12 facility is used.

13
14 **Moderator's Lead Neck Committee Appointment**

15
16 Town Manager informed the Board that the Board of Health has appointed their member to this
17 committee and the intention is to schedule a meeting in the next week. Town Manager noted that he
18 has moved forward with staff and an initial plan has been developed for approval by the committee.
19 The Board was informed that the remaining lines in the community were tested and based upon the
20 information received, replacement is beginning. Town Manager noted that the first portion of the
21 MWRA money was used for this and over the next three to five years the remaining 700 lines will be
22 replaced. A subsequent report will be made to the Board in June. In response to the question about
23 which homes have lead connections, Town Manager noted that the Town does know what is in the
24 public way but it is still yet to be determined as to the number of lead connections on private property.

25
26 The Board's liaison to this committee is Vice Chairman Jim Whitehead.

27
28 **Capital Planning Committee – reappointment of Board of Selectmen representative – James**
29 **A. Johnson, III – term to expire: January 1, 2019**

30
31 *Motion: That the Board of Selectmen reappoint James A. Johnson, III as the
32 Board's representative to the Capital Planning Committee for a term to
33 expire January 1, 2019.

34 Powers – Whitehead

All in favor.

VOTED.

35
36 **2016 Board of Selectmen Committee Assignments**

37		
38	Committee on Names	Powers; Errico
39	Field Management Committee	Errico; Bettencourt
40	Housing Partnership Board	Bettencourt
41	Open Space and Recreation Committee	Errico; Bettencourt
42	Retiree Health Ins. Advisory Cmte.	Powers
43	Aberjona Initiative	Whitehead
44	Flooding / Drainage	Whitehead
45	Cable Advisory Committee	Powers
46	Chamber of Commerce	Bettencourt; Errico
47	Conservation Commission	Whitehead
48	Council on Aging	Bettencourt; Whitehead
49	Disability Access Commission	Whitehead
50	Energy Management Committee	Bettencourt
51	Planning Board	Grenzeback
52	Senior Citizen Tax Committee	Powers
53	Wildwood Cemetery Advisory Cmte.	Errico

Monday, May 16, 2016
Board of Selectmen Meeting

1	Winchester Hospital Liaison	Whitehead
2	Street Tree Committee	Whitehead
3	MBTA	Grenzeback
4	Town Center Parking	Grenzeback
5	WHS Project Working Group	Powers; Jennifer Wilson

6
7 Selectman Powers referenced the suggestion to have High School students park at Borggaard Beach
8 and was informed by Town Manager that this is the plan and it has been rolled out to students who now
9 know that parking will be at the Beach or Wildwood Cemetery. DPW Director Jay Gill, School Resource
10 Officer Sgt. Dan Perenick and the WHS administration are working on this issue.

11
12 Chairman Grenzeback suggested that the School Committee be encouraged to develop a policy
13 regarding student parking.

14
15 **Asa Fletcher Fund - Next Steps**

16
17 Chairman Grenzeback provided a summary of the meeting held on December 16, 2015 where several
18 issues were brought forward pertaining to the lack of knowledge about this resource. Evaluating and
19 updating the application procedure was discussed along with development of a more simple and clean
20 application. The group also discussed doing something through the schools and the Superintendent
21 suggested funding the need with the schools determining eligibility. He further recalled that the Board
22 also discussed a program aimed at a longer term program that would help an individual or a family to
23 get back on track. Discussion involved some type of a pilot program. The Chairman noted that the
24 account has a substantial balance and much of the discussion related to how this balance should be
25 treated, spending 4% to 5% annually. The question was raised as to whether a matching fund could be
26 established to accept donations.

27
28 Vice Chairman Whitehead suggested that the matching fund could be established as a non-profit that
29 accepts grant applications. The Chairman posed the question of whether the Board would like one
30 committee that solves all of the problems, or several smaller committees to deal with specific issues.
31 The committee (s) could be made up of a member of the Board of Selectmen, a representative from the
32 Council on Aging, a representative from the Clergy, the Housing Partnership Board, the School
33 Department, a representative from the public safety sector, a representative with investment
34 experience, a representative from Winchester Hospital, a School Committee member, a member from
35 the Board of Assessors, a representative from the MultiCultural Network, Winchester Got Lunch and
36 the Disability Access Commission.

37
38 Vice Chairman Whitehead indicated that the Board also needs to decide if this will be a one-time fund
39 for disbursement or open to recurring expenses. He explained that this is a policy decision for the Board
40 as trustees of the Asa Fletcher Fund resource much of what can happen depends upon this decision. He
41 suggested that some of the money could be used to build a website that outlines resources and would be
42 used by pastors, etc.

43
44 Selectman Bettencourt noted the importance of connecting with the faith community. He pointed out
45 that the Board has not seen a request in a while, questioning why the fund has grown as it has. He
46 indicated that the Senior Citizen Taxi Program that is run by the Council on Aging is very successful,
47 and perhaps the Fletcher Fund could be a component of this. He noted that seniors use the taxi service
48 to get to church.

49
50 Town Manager informed the Board that he has sliced up the assignments differently and has looked at
51 how much of the Fund balance is considered to be built up interest that can be diverted. He indicated
52 that \$250,000 could be considered as being available for anti-poverty requests, creating life-changing
53 opportunities. He suggested that the first decision is the division of money into spendable interest and

Monday, May 16, 2016
Board of Selectmen Meeting

1 what gets reinvested going forward. The second piece is how the Board decides on what would be spent
2 annually and what would be returned to the trust. Other decisions would relate to the annual spending
3 on emergency issues, better communication so that there would be a link to the anti-poverty groups,
4 making better communication an assignment along with how the information would be taken in
5 administratively. He raised the question of how applications would be evaluated, i.e. by a LICSW as
6 has been past practice, or a committee formed to evaluate each case.

7
8 Selectman Powers indicated that the Housing Partnership Board report covers where the money is but
9 the Board needs to come up with a dollar amount that can be used. He commented that the idea of a
10 website is crucial. Chairman Grenzeback suggested that the maximum and minimum expenditure be
11 determined first, as well as the amount that should be retained as an investment base. He noted that
12 the Commissioners of Trust Funds have indicated that with a \$500,000 base there would be a stable
13 amount to spend annually. Vice Chairman Whitehead explained that with a recurring expense there
14 should be recurring revenue, so this may be the defining piece.

15
16 Selectman Errico suggested that some energy be expended in making the public aware of a donation
17 mechanism, questioning why the Board would pigeon-hole itself by stipulating an annual amount to be
18 used. Selectman Bettencourt explained that there has to be an established amount to be set aside for
19 emergency services. He expressed frustration that some grants were not helping people to move
20 forward, indicating that he feels that housing should be viewed as the number one need. He commented
21 that while kids need computers, WFEE fulfills this need.

22
23 Town Manager explained that dedicating an amount to more than an emergency application is a
24 program with a more committed outlay. He indicated that there could be a committee established with
25 a \$25,000 allotment for the purchase of tablets for kids in need, and another donor may want to
26 purchase a vehicle for transporting seniors.

27
28 Selectman Errico pointed out that there are kids who cannot afford the sports user fees, therefore more
29 data on actual needs is necessary. Vice Chairman Whitehead suggested that a committee could be
30 established and charged with finding where the services gaps are and then report back to the Board
31 with a recommendation, however the Board needs to provide guidance. Chairman Grenzeback noted
32 that the question is whether one or more groups should work on this issue. The Vice Chairman pointed
33 out that the large number of participants could be broken into sub-groups.

34
35 Allan Rodgers of the Housing Partnership Board pointed out that the Asa Fletcher Fund net income has
36 not been spent, and it was meant for expenditure. John Suhrbier suggested that there are three
37 additional groups with expertise: Council for Social Concern because they are aware of the needs, the
38 Community Service Network in Stoneham that provides assistance with housing and the Winchester
39 Got Lunch Program because there are 250 kids system-wide that participate in the Federal School
40 Lunch Program.

41
42 Chairman Grenzeback summarized that the Board will request that the Town Manager recommend a
43 composition for a working and once that working group is organized a charge developed and questions
44 that need answers outlined.

45
46 *Motion: That the Board of Selectmen request the Town Manager to form a
47 working group, i.e. a Fletcher Fund Advisory Committee, reaching out
48 to groups previously mentioned, reporting back to the Board with a
49 recommendation.

50 Whitehead – Powers

All in favor.

VOTED.

51
52 CONSENT AGENDA

Monday, May 16, 2016
Board of Selectmen Meeting

Approve / Correct Meeting Minutes:

Monday, May 9, 2016

Farmer's Market – Town Common:

Saturday morning from June 11, 2016 through October 29, 2016

from 9:30 AM until 1:30 PM;

Recognition of Donations

First Church of Christ, Scientist

\$1000 for the Winchester Street Tree Fund

*Motion: That the Board of Selectmen approve the Meeting Minutes for Monday, May 9, 2016 and the Farmer's Market on the Town Common on Saturday morning from June 11, through October 29, 2016 from 9:30 AM until 1:30 PM.

Whitehead – Bettencourt

All in favor.

VOTED.

*Motion: That the Board of Selectmen accept the donation to the Winchester Street Tree Fund from the First Church of Christ, Scientist, in the amount of \$1,000 with gratitude.

Whitehead – Bettencourt

All in favor.

VOTED.

Non-Docket Business from the Selectmen

Selectman Powers requested that a public hearing about Myrtle Street be scheduled to allow the neighbors to tell the Board whether they really want a one-way street or not. Town Manager indicated that the survey results indicate that it is a 50-50 situation.

As the last order of business, Town Manager outlined the street closings due to the EnKa Fair revised footprint. The actual change in traffic flow begins on Thursday evening after 6:00 PM and runs through Midnight on Saturday evening.

COMMUNICATIONS AND WORKING GROUP REPORTS

The Board acknowledged receipt of the following correspondence:

1. Town Manager letter to local businesses regarding Mt. Vernon Street closure
2. EnKa Fair Parking Lot Closing Notice
3. KEOLIS re: Vegetation Management Plan Notification
4. MWRA Annual School poster and writing contest spreading the word about Bay State Fertilizer – Award Recipients
5. Public Hearing Notice: NStar d/b/a Eversource Energy – Park Street

Adjournment – 9:30 PM

*Motion: That the Board of Selectmen adjourn for the evening.

Whitehead – Powers

By Roll Call Vote: Errico, Bettencourt, Powers, Whitehead, Grenzeback

VOTED.

Respectfully submitted,

Richard C. Howard, Town Manager

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55

TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Monday, April 11, 2016
Record

Chairman Lance R. Grenzeback called the meeting to order at 6:00 PM in the Board of Selectmen Meeting Room located in Town Hall. Present were Vice Chairman E. James Whitehead, Selectman Stephen L. Powers, and Selectman Michael Bettencourt. Selectman David P. Errico arrived while the meeting was in progress. Also present was Town Manager Richard C. Howard.

OPENING

*Motion: That the Board of Selectmen adjourn to Executive Session for the purposes of discussing matters related to Contract Negotiations – Winning Farm – MGL Chapter 30A §21(a)6 and Litigation – Eversource Intervener Status – MGL Chapter 30A §21(a)3 because open meeting discussion may have a detrimental effect on the litigating position of the Board of Selectmen as declared by the Chairman.

Whitehead – Bettencourt

By Roll Call Vote: Bettencourt, Powers, Whitehead, Grenzeback

VOTED

7:30 PM – Recess from Executive Session to Public Session

*Motion: That the Board of Selectmen recess from Executive Session to Public Session to return to Executive Session at the conclusion of Public Session.

Whitehead – Bettencourt

By Roll Call Vote: Errico, Bettencourt, Powers, Whitehead, Grenzeback

VOTED.

SELECTMEN'S NOTICES AND COMMENTS

Notification of Other Meetings and Hearings

- Wednesday, April 13, 2016 – Davidson Park Informational Session; Wednesday, April 20, 2016 – Town Manager's Warrant Articles Hearing;
- Monday, April 25, 2016 – Board of Selectmen – Prior to Town Meeting – WHS Guidance Department Conference Room;
- Thursday, April 28, 2016 – Board of Selectmen – Prior to Town Meeting (if necessary – WHS Guidance Conference Room;
- Monday, May 2, 2016 – Board of Selectmen – Prior to Town Meeting – WHS Guidance Conference Room

Selectmen's Comments and Non-Docket Business

Selectman Powers informed the television audience that the Chamber of Commerce has named former Selectman Jim Johnson as Citizen of the Year for 2016. The celebration dinner is Tuesday, May 17th at the Montvale Plaza.

TOWN MANAGER REPORTS AND COMMENTS

Complete Streets – Draft Policy Update

Town Manager reported that the Commonwealth has announced that there is a pool of money available for specialized treatment of street and sidewalk improvements. One of the steps required to qualify for these funds is a Complete Streets Policy. The draft document included in the packet for discussion this evening does not have to be endorsed at this meeting, however any comments should be brought to the

**Monday, April 11, 2016
Board of Selectmen Meeting**

1 Town Manager's attention. Town Manager indicated that this is not a huge amount of money but up to
2 \$400,000 could be applied for.
3

4 Selectman Powers questioned the affect this funding source would have on the Town's capital program,
5 as it looks like the Commonwealth would tell the community how to spend its Chapter 90 money.
6 Chairman Grenzeback indicated that the Commonwealth requires a complete streets plan before the
7 Town would qualify for the \$400,000. He explained that these funds could be used to make motorists
8 pay attention to road rules and regulations. He noted that some work has been done via the sub-
9 division rules and regulations, master plan and traffic plan. He pointed out that the traffic signal
10 proposed for the Ridge Street / Johnson Road intersection would qualify under this policy. He explained
11 that only \$400,000 per year would be allocated to the Town and there is a time limit on the usage of the
12 funds.
13

14 Vice Chairman Whitehead indicated that the next step would be development of a capital plan to
15 implement the policy. Selectman Bettencourt noted that the funds are available and this is a great
16 opportunity although the upside is not huge. Town Manager informed the Board that the Town is
17 required to provide a list of fifteen projects for consideration.
18

19 **Green Line Extension**

20
21 Town Manager noted that this is a fairly important topic for Somerville and Medford. He explained
22 that Medford's new mayor has reached out requesting support for prioritization of regional projects. A
23 letter would go to the MPO registering the Town's support.
24

25 Vice Chairman Whitehead informed his colleagues that he agrees with supporting this because this is
26 an important transportation extension. Town Manager indicated that the Baker Administration has
27 taken a second look at this and it seems that substantial modification have been made. He recalled that
28 the original proposal was to mitigate the cost of the "Big Dig". He noted that the State transportation
29 office has worked long and hard on this issue. Vice Chairman Whitehead recalled that the original
30 proposal was to extend the Green Line out to Tufts University.
31

32 *Motion; That the Board of Selectmen authorize the Town Manager to
33 express the Town's support for the Green Line Extension, consistent
34 with the draft letter provided for review.

35 Whitehead - Powers All in favor. VOTED.
36

37 **BUSINESS**

38
39 **Zoning Board of Appeal - Associate Member - Interview / Appointment**

40 Candidate: Dorothy Simboli - term to expire - March 31, 2019
41

42 Dorothy Simboli informed the Board that she is a lawyer however is not currently practicing; she is
43 licensed in Massachusetts and has been since 1994; she was recently elected as a Town Meeting
44 Member. Ms. Simboli noted that her children are older now and she has time to give something back to
45 the community.
46

47 *Motion: That the Board of Selectmen appoint Dorothy Simboli as an
48 associate member of the Zoning Board of Appeal for a term to
49 expire March 31, 2019.

50 Whitehead - Bettencourt All in favor. VOTED.
51

52 **Council on Aging - Interview / Appointment**

53 Candidate: Carol Thomas - term to expire March 31, 2019
54

55 Carol Thomas informed the Board that she is a Town retiree and a volunteer at the Jenks Senior Center
56 as well as in the Treasurer / Collector's Office. She assists with the hospitality committee at the Jenks

Monday, April 11, 2016
Board of Selectmen Meeting

1 Center and is a frequent attendee at the various lectures and programs offered at the Jenks. She also
2 attends the monthly Council on Aging meetings. Terry Fuller, Chairman of the Council on Aging,
3 informed the Board that the Council will be fortunate to have Ms. Thomas as a member.
4

5 *Motion: That the Board of Selectmen appoint Carol Thomas to the Council
6 on Aging for a term to expire March 31, 2019.
7 Whitehead – Bettencourt All in favor. VOTED.
8

9 **Council on Aging – Reappointment – Term to Expire – March 31, 2019**

10
11 *Motion: That the Board of Selectmen reappoint Joan Grenzeback as a member
12 of the Council on Aging for a term to expire March 31, 2019.
13 Whitehead – Bettencourt All in favor. VOTED.
14

15 **Capital Planning Committee – Town Meeting Warrant Articles – Helen Philliou, Chairman**

16
17 Helen Philliou, Chairman of the Capital Planning Committee, came forward to provide a brief update to
18 last Fall's Capital Planning Report to Town Meeting. She noted that there have been some revisions
19 and the biggest project being recommended is the funding for the 25% engineering study for Project 8 in
20 the flood remediation program. She noted that a part of this funding will come from Free Cash and the
21 remainder from the Capital Stabilization Fund.
22

23 Ms. Philliou noted that the DPW Maintenance Fund has been a very successful implementation and
24 any funds remaining at the end of the year do not revert back to Free Cash but remain in this fund.
25 She informed the Board that the Building Stabilization fund is leveraged out. Capital improvement
26 request from 2017 to 2021 equal \$31million. She reported that the Committee does not recommend
27 spending the entire fund balance just in case there is an emergency request.
28

29 Town Manager reported that this recommendation will allow the completion of the engineering study
30 for the next flood mitigation project, allowing the Town to go to the State and inform them that the
31 Town of Winchester is ready for the next project, the Muraco School dam.
32

33 **Traffic Report – Doug Prentiss, Stantec Engineering Traffic Engineer**

34
35 Mr. Prentiss informed the Board that he is present this evening to provide a brief update on the two
36 intersections, Main Street / Swanton Street and Ridge Street / Johnson Road. The contract is to bring
37 the drawings to the 25% design stage.
38

39 Mr. Prentiss reported that a broad traffic count was completed and environmental screening done for
40 both locations. He also noted that the signal equipment at Main Street/Swanton Street/Water Street is
41 quite antiquated and the Town can no longer get repair / replacement parts. The signalization would be
42 replaced in totality.
43

44 Mr. Prentiss indicated that the Johnson Road / Ridge Street intersection would be a new installation.
45 He noted that in several weeks, there will be a development concept report for both intersections
46 available. There will also be differential alternatives for each of the locations. Mr. Prentiss informed
47 the Board that the hope is to have deliverables for the week of May 9th. The next level after this is the
48 25% design plans and a public hearing where an effort will be made to show the impacts of the
49 alternatives as well as to allow the Town to make a decision. He noted that there are some sidewalks
50 missing on Ridge Street, and there is a wide turning radius on Main Street at Bellino Park. A look will
51 also be taken at relocating the utilities and drainage at these intersections.
52

53 In response to Selectman Bettencourt's request for an updated cost estimate for the signalization of the
54 Johnson Road / Ridge Street intersection, Mr. Prentiss explained that the average cost is approximately
55 \$150,000 to \$160,000 however the entire package, including construction costs, is approximately

**Monday, April 11, 2016
Board of Selectmen Meeting**

1 \$250,000 to \$400,000. He noted that at this time, the Johnson / Ridge intersection is a "Level F"
2 intersection; i.e., a high accident location.
3

4 Mr. Prentiss pointed out that the Main Street / Swanton Street intersection has north-south movement
5 at the same time, and there is the possibility that this could be changed. The signal equipment at this
6 location should be replaced in its entirety. He suggested that since this is a Town-sponsored project it
7 might be possible to do this work next year as phases are being combined to expedite the process and a
8 resultant cost savings by doing the projects together. Mr. Prentiss congratulated the Board on the
9 adoption of the Complete Streets policy, noting that the Commonwealth would like to see a
10 prioritization plan to make sure that everything is covered; any exclusions should be clearly identified.
11 The Board was informed that three towns have submitted to DOT, as the Complete Streets program has
12 a lot of interest and he is hearing that the program will more than likely continue.
13

14 **Town Health Insurance Advisory Committee – Recommendation**

15 Present: Peter Cheimets, Chairman; Comptroller Stacie Ward
16

17 Mr. Cheimets informed the Board that the Committee's recommendation is to increase the threshold of
18 those who would be eligible for funding to help with the payment of their health insurance premium to
19 make up for the changes that were implemented a few years ago. This recommendation recognizes that
20 it costs more to live in the Boston area.
21

22 The question was raised as to whether or not this increase will create a deficit in the fund balance,
23 Comptroller Ward explained that the tables are completed but the increase for the COLA shifted some
24 income levels slightly. If the income is considered, only maximum exposure is increased by \$10,000 and
25 the actual draw-down is minimal.
26

27 Selectman Powers suggested that more retirees be eligible for this assistance because 8% is not a big
28 jump when the small income levels are considered. He indicated that the index should be a full 8.8% to
29 allow more retirees the opportunity for assistance. Selectman Bettencourt agreed, noting that the
30 exposure for the Town is fairly minimal.
31

32 *Motion: That the Board of Selectmen adopt the recommendation made by
33 the Retiree Health Insurance Advisory Committee to adjust the approved
34 income levels by 8.8% in order to determine eligibility for the Town's
35 health insurance subsidy.

36 Whitehead – Bettencourt

37 In favor: Errico, Bettencourt, Powers, Whitehead

38 Abstaining: Grenzeback
39

VOTED.

40 **Town Meeting Personnel Article Presentation – Anne Graglia-Kostos, HR Director**

41 Present: Peter Cheimets, Personnel Board member
42

43 Anne Graglia-Kostos, the Town's HR Director, informed the Board that the most comprehensive review
44 of the Personnel Policy Guide in the last seventeen years has been completed. She explained that the
45 Personnel Policy Guide (PPG) applies to all non-union employees and to union employees where their
46 contract does not provide coverage related to a specific item. Labor Counsel has reviewed the document,
47 as has the Personnel Board, all of which has been a great collaborative effort. The PPG will now go to
48 Town Meeting for approval, where all changes will be explained.
49

50 Selectman Powers applauded staff for getting this done. He questioned whether this document applies
51 to School Department employees as well. The HR Director explained that the School Department does
52 have their own policies and School Department employees are not covered by this document.
53

54 Selectman Errico asked about the financial impact of the changes proposed by this document. Ms.
55 Kostos indicated that the impact is approximately \$19,000 for this year however the Finance Committee

Monday, April 11, 2016
Board of Selectmen Meeting

1 has not completed their review. The Board was informed that some of this impact relates to longevity
2 payment changes and sick-leave buyback. Ms. Kostos noted that all changes were modest. Mr.
3 Cheimets explained that longevity falls into five-year increments.
4

5 In response to the question related to whether the sexual harassment policy had been updated, Ms.
6 Kostos indicated that Labor Counsel provided the specific language. Chairman Grenzeback noted that
7 the hope is that this helps avoid complaints and litigation, and this is a positive step for better
8 management.
9

10 Ms. Kostos informed the Board that family medical leave information has been spelled out in detail.
11 Chairman Grenzeback pointed out that the carry-over is substantial when compared to the private
12 sector.
13

14 Vice Chairman Whitehead noted that he did not see anything about employee job performance
15 evaluations contained in the document, as well as where that information would be kept. He referenced
16 Section XII: Wage and Salary Administration – A. Performance Evaluations – section f.: *Upon approval*
17 *by the appropriate appointing authority a copy of the form is forwarded to the Town Manager for review,*
18 *and then to the Comptroller so that the change, if any, can be made in the payroll.* Ms. Kostos noted that
19 this material will be filed in the HR office.
20

21 Selectman Powers noted that the section related to cell phone use is quite a section. Ms. Kostos
22 explained that this actually came from the DPW Director and has been modified to be applicable to
23 Winchester. She indicated that technology resources need to be spelled out in detail.
24

25 Vice Chairman Whitehead suggested that it might be useful to specify the IRS approved reimbursement
26 rate when use of a personal vehicle is involved. Chairman Grenzeback indicated that this rate both
27 increases and decreases on an annual basis.
28

29 *Motion: That the Board of Selectmen recommend favorable Town Meeting
30 Action in Article 32 in the Spring 2016 Annual Town Meeting Warrant,
31 with minor amendments made at table this evening.

32 Whitehead – Bettencourt

All in favor.

VOTED.

33
34 **Historical Commission – Town Meeting Warrant Article Presentation**

35 Present: Heather von Mering, Chairman, Jack LeMenager, John Clemson, Michelle McCarthy, Janet
36 Boswell, Jenny Adams, Bruce Hickey
37

38 Ms. von Mering informed the Board that the Historical Commission has been receiving feedback from
39 the public concerning the articles they have sponsored in the Spring 2016 Annual Town Meeting
40 Warrant. The Planning Board has voted unanimous support of these articles. She explained that they
41 are here because members of the community have noted that there was no protection of the historic
42 assets in the community. The Demolition Delay Bylaw addresses only the complete destruction of the
43 building and bylaws do not guarantee that a building will be saved. She explained that a review of the
44 property does not hinder its sale, and the current list is an inadequate representation of the properties
45 that are significant to the Town. Ms. von Mering noted that the historical neighborhoods are not
46 represented. She explained that 1940 is the date that captures the historical neighborhoods in
47 Winchester, and it is the historical buildings that define what makes Winchester, Winchester. The
48 1940's was a historic time for the Town.
49

50 Selectman Powers explained that he supported the heritage district designation because there was an
51 opt-in clause, which the Board of Selectmen insisted be included. Ms. von Mering explained that a
52 historic or heritage district is a different tool with a higher threshold of review. Selectman Powers
53 indicated that he feels there should be an opt-in in this instance as well. He noted that to impose a
54 delay for an entire year is a hardship for residents. He questioned why this is not a ballot question.
55

Monday, April 11, 2016
Board of Selectmen Meeting

1 Ms. von Mering indicated that the real question is whether the Town wants to protect its historical
2 resources or not. She suggested that a community decision is being made. Selectman Powers pointed
3 out that there are 8400 homes in Winchester and the decision to impose this restriction is being made
4 by 192 Town Meeting Members. Jack LeMenager pointed out that Congress makes decisions that many
5 people are not happy with and Town Meeting is how things are done in Winchester. Michelle McCarthy
6 informed the Board that six of the seven Historical Commission members are affected by this change.
7

8 As far as affecting property values, Ms. von Mering noted that the Historical Commission has done
9 extensive research that property values would be affected but none has been found. Janet Boswell
10 suggested that a historic designation does not hurt a property's value but rather increases its value.
11 She noted that this is an effort at holding a community conversation about whether homes should be
12 torn down and this bylaw, if successful, imposes a delay and does not preclude demolition. Mr.
13 LeMenager indicated that a delay provides an opportunity for a discussion in order to come up with a
14 solution that makes sense everyone happy; delay creates a dialogue.
15

16 Ms. von Mering noted the need to analyze every home in every neighborhood in order to pinpoint those
17 homes with historical significance. She explained that this is the solution that makes sure that the
18 small percentage is caught. Selectman Errico pointed out that what he is hearing is that this is an
19 infringement on property rights.
20

21 Jenny Adams, recently appointed to the Historical Commission suggested that people must remember
22 that this is strictly about demolition, not an addition to the property, change in exterior color, etc.,
23 simply about demolition and preserving what the Town has. Janet Boswell noted that if a home is
24 significant and the owner wants to demolish it, this bylaw provides a potential for an alternative. Ms.
25 von Mering informed the Board that the four homes that have been delayed are not owner-occupied,
26 pointing out that the now demolished Mahoney property on Main Street did have historical significance,
27 however the home was a hazard and while sad to see it go, it had to be demolished. She indicated that
28 the Historical Commission did vote that the Mahoney building was historically significant but it was a
29 public safety hazard. Bruce Hickey recalled that the owner of 4 Norwood Street wanted to demolish
30 that home and the Historical Commission imposed a delay; the owner ultimately changed his mind. He
31 explained that the Commission members feel that what they are trying to accomplish will benefit the
32 Town.
33

34 Heather von Mering suggested that the Historical Commission is doing long-term planning for the
35 Town as the older homes have the longevity to last. She indicated that newer construction has a thirty-
36 year life span and if the Town does not exercise caution, in thirty years there will be a lot of dilapidated
37 homes.
38

39 Chairman Grenzeback informed the Commission that he does not believe in an "opt in" condition but
40 does believe that more than thirty (30) days is needed. Bruce Hickey recalled that the opt out condition
41 was suggested at Town Meeting and was meant to clarify the improper drafting. He indicated that the
42 opt out runs with the land. Article 6 is applicable to all homes older than 1940.
43

44 John Clemson informed the Board that he has pursued grant opportunities with Mass. Historical
45 Commission. He explained that it was made clear to him that the Rangeley Heritage District may
46 qualify the Town for a Certified Local Government award. If the that designation contained an opt-out
47 then the Town would not qualify for the grant award. He stressed that this relates strictly to
48 demolition.
49

50 In response to Selectman Errico's question about the Town Meeting vote requirement, he was informed
51 by Mr. LeMenager that a two-thirds approval is required. Chairman Grenzeback pointed out that this
52 is an effort at protecting property values in Winchester, noting that many of the homes built after 1940
53 are not very exciting. John Clemson informed the Board that a demo permit request will initiate an
54 extensive review process.
55

Monday, April 11, 2016
Board of Selectmen Meeting

New England Estate Sales – 15 James Street – April 16/17, 2016

Acceptance of Donation:

To Recreation Department from Winchester Savings Bank for the
2016 Summer Concert Series

One Day Alcoholic Beverage License:

Archie McIntyre for Wright Locke Farm Conservancy – April 30, 2016 – 1827 Barn;

Maureen Willis – April 16, 2016 – Sanborn House

*Motion: That the Board of Selectmen approve the Consent Agenda and Supplemental
Consent Agenda for Monday, April 11, 2016 that includes adoption of “A
Resolution Adopting the All Hazards Mitigation Plan – Town of Winchester,
Massachusetts; an Estate Sale at 15 James Street; acceptance of a donation
to the Recreation Department from the Winchester Savings Bank for the 2016
Summer Concert Series; and two One Day Alcoholic Beverage Licenses:
Archie McIntyre for Wright Locke Farm Conservancy on April 30th in the
1827 Barn; and Maureen Willis for April 16, 2016 – Sanborn House.

Whitehead – Powers

All in favor.

VOTED.

Pertaining to the petition submitted by the residents of Glen Road, Selectman Powers requested that
they be notified that their request is being sent to the Traffic Advisory Committee for their review and
recommendation. Chairman Grenzeback referenced the traffic circulation study, commenting that
things have not radically changed but prioritization of what needs to be done is necessary.

COMMUNICATIONS AND WORKING GROUP REPORTS

The Board acknowledged receipt of the following correspondence:

1. Petition from Residents of Glen Road
2. MBTA Advisory Board – FY2017 MBTA Budget Material
3. Email from Jean Ford re: Wildwood Cemetery Staff
4. Email from Janet Lau re: Eversource 345kV transmission line
5. Eversource Energy – Woburn to Wakefield Line Project and Mystic to Woburn Line Project –
Revised Q & A

Adjournment: 10:10 PM

*Motion: That the Board of Selectmen adjourn to Executive Session to
continue an earlier discussion, not to return to Public Session.

Whitehead – Bettencourt

By Roll Call Vote: Errico, Bettencourt, Powers, Whitehead, Grenzeback

VOTED.

Respectfully submitted,

Richard C. Howard, Town Manager



Docket Item:
H - 2:
June 22, 2016

Town of Winchester

Application for Special (One Day) Alcoholic Beverage License

*In accordance with MGL c.138, s.14, 23; CMR 7:04 and
Town of Winchester Procedural Requirements for Special (One Day) Alcoholic Beverage Licenses*

Name of Applicant/ Organization:

Wright-Locke Farm Conservancy

Address: 78 Ridge Street, Winchester, MA 01890

Telephone Number: 781-729-8775

Permit Applying For:

All Alcohol License (\$75.00) Beer and Wine Only License (\$75.00)

Nature and purpose of the event: PRIVATE PARTY

Number of persons attending event: 100

Description of premises and location of facility where liquor will be sold and/or distributed:

Inside the 1827 Barn

Name(s) of responsible manager (s) who will be in charge of dispersing the liquor; date of birth(s) and Social Security Number(s):

Archie McIntyre

Date(s) and times of event and/or specific times when alcoholic beverages will be sold or distributed:

SAT JUNE 25 6AM - 10PM

I have read the Procedural Requirements for Special (One Day) Alcoholic Beverage License (attached) and agree to all the terms and conditions:

Signature of Responsible Manager:

Print Name of Responsible Manager:

Archie McIntyre

RECEIVED
2016 JUN 13 PM 2:16
TOWN OF WINCHESTER
TOWN MANAGER
BOARD OF SELECTMEN

**NOTE: Application must be submitted a minimum of TWO WEEKS prior to the scheduled event to:
Board of Selectmen; 71 Mt. Vernon Street; Winchester, MA 01890**

Cafarella, Jennifer

From: Kenneth Albertelli <kalbertelli@winchesterpd.org>
Sent: Tuesday, June 14, 2016 4:28 PM
To: Cafarella, Jennifer
Cc: Barbara Bosco; Peter MacDonnell
Subject: Re: One Day Alcohol License

Hi Jenn,

The Police Dept. has no objection.

Thanks
Ken

P.s. I still use E-mail @winchester.us. I do not check this one much. I would continue to cc Barbara and include Chief Mac in the future on these type of requests for a response. Their primary emails are @winchesterpd.org. Good luck.

Sent from my iPhone

> On Jun 13, 2016, at 4:07 PM, Cafarella, Jennifer <jcafarella@winchester.us> wrote:

>

>

> Chief,

>

> Can I please have your comments on the attached 1 day alcohol license request?

>

> Group: Wright Locke Farm

> Location: Wright Locke Farm

> Date: June 25

>

> Thanks -

> Jenn

>

> <201606131556.pdf>



Winchester Police Department
Kenneth C. Albertelli
Chief of Police

30 Maple Union Street, Winchester, MA 01890 Fax: 781-721-5613
www.winchesterpd.org

June 20, 2016

To: Richard Howard, Town Manager
Mark Twogood, Asst. Town Manager

From: Kenneth C. Albertelli, Chief of Police 

Re: Revised Request for Budget Transfer
From Personal Services to Other Expenses

Due to delays in filling personnel vacancies during this fiscal period and also some training costs that could not be scheduled in this fiscal period, I am anticipating at least a \$50,000 surplus in Personal Services at the end of this fiscal period.

On the contrary, due to some recent unexpected equipment failures and replacement costs, (Telephone System failure- \$4,500) funds that were scheduled to be spent (and are currently being spent) from FY2016 Expenses on necessary prep work for the upcoming capital dispatch project, I am anticipating a deficit in Other Expenses of no more than \$5,000 at the end of this fiscal period. For these reasons, I am requesting a transfer of funds of \$5,000 from Patrol Personal Service, Acc# 0121121-51101, to Professional Services expenses, Acc# 0121112-53118.

Thank you for your consideration.

Winchester Finance Committee Budget Transfer Request Form

Date: June 20, 2016

Submitted by: Kenneth C. Albertelli *Key*

Account with potential deficit:

Department Name:	Police Dept.	Department Head:	Ken Albertelli
Department Number:	2100	Requested Amount:	\$ 5,000
Account Name:	Expenses-Prof Services	Account Number:	0121112-53118

Source of transfer:

(if reserve fund, enter "Reserve Fund" for Department Name and leave the rest blank):

Department Name:	Police Dept.	Department Head:	Ken Albertelli
Department Number:	2100	Current Year Budget:	\$ 2,333,197
Account Name:	Patrol Personal Services	Account Number:	0121121-51101
Year-to-Date Balance:	\$ 127,000	Projected Surplus:	\$50,000

Please complete the following table for the account with the potential deficit:

	FY16 Budget	FY16 YTD	FY15 Budget	FY15 Actual
Personal Services				
Expenses	16,000	-1,600	15,000	6,634
Equipment				
Total	\$ 16,000	\$ 1,600	\$ 15,000	\$ 6,634

- 1) What is the reason for the transfer and will these conditions recur next budget year? To adjust for unpredictable equipment costs.
- 2) By when is the transfer required? As soon as possible
- 3) If the transfer is not made, what will be the consequences? 2016 budget will be in deficit
- 4) What mitigating actions have been taken to avoid the transfer? Controlling spending as much as possible
- 5) Has this account had transfers in the past? If so, describe the circumstances. No.
- 6) Will the transfer result in any cost savings or revenue generation? No
- 7) How certain is the amount requested, and could a lesser amount suffice currently? Reasonably certain.. A lesser amount probably would not suffice.
- 8) What other accounts could fund this expenditure. unknown