



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
Monday, November 21, 2016

CONSENT AGENDA

Docket Item H - 1:

One Day Alcoholic Beverage License:
Thomas Sevigny for Winchester Historical Society –
December 4, 2016 – Sanborn House;
Emily Greagon for Pranzi Catering and Events –
December 10, 2016 – Sanborn House;

H - 2:

Special Municipal Employee approval:
Juli Riemenschneider, RLA, ASLA for design services
related to plantings at Mt. Vernon St., including design,
construction documents coordination with the Town; for
design services related to the Aberjona Initiative
plantings at Skillings Rd., including design, construction
documents, and coordination with Town..

H - 3:

Approve / Correct Meeting Minutes:
November 14, 10 and 7, 2016

Supporting Documents:

H - 1:

Application for One Day License (s);

H - 2:

Conflict of Interest forms related to projects.

H - 3:

Meeting Minutes for November 14, 10 and 7, 2016

Action Required:

H - 1, 2, 3:

VOTE to approve; documents requiring signatures are
in the **RED BOOK**



Docket Item:
H - 1:
November 21, 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: Winchester Historical Society Inc.

Address: 15 Degeh Street

Telephone Number: 781-721-0135

Permit Applying For:

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

Nature and purpose of the event: Holiday Party for
Membership

Number of persons attending event: 75

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

Name(s) of responsible manager(s) who will be in charge of dispersing the liquor, date of birth(s) and Social Security Number(s):
Thomas E. Seigney

Date(s) and times of event and/or specific times when alcoholic beverages will be on the premises:
December 4, 2016 2-5 PM

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: Thomas E. Seigney
Print Name of Responsible Manager: THOMAS E. SEIGNY

RECEIVED
2016 NOV 16 AM 11:39
TOWN OF WINCHESTER
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.

*A \$75.00 LATE FEE WILL BE CHARGED FOR ANY APPLICATION SUBMITTED LESS THAN TWO WEEKS BEFORE THE EVENT.



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:

PRAMI Catering and Events

Address:

10 Rosario Dr. Providence RI 02909

Telephone Number:

401-383-3631

Permit Applying For:

All Alcohol License (\$75.00)

Beer and Wine Only License (\$75.00)

Nature and purpose of the event:

Rolls-Royce ownership Club

Yankee Region Holiday Party

Number of persons attending event:

30

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

Sanborn House Historical & Cultural Center

15 High Street Winchester MA 01890

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

Gina Nadeau

Emily Greagori

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

12.10.16

6:00 PM - 9:00 PM

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:

Emily Greagori

Gina Nadeau

Print Name of Responsible Manager:

Emily Greagori

Gina Nadeau

**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: Peter MacDonnell <pmacdonnell@winchesterpd.org>
Sent: Wednesday, November 16, 2016 12:02 PM
To: Cafarella, Jennifer
Cc: Barbara Bosco
Subject: Re: 1 day license

Hi Jen
The police have no objections

Sent from my iPhone

On Nov 16, 2016, at 11:57 AM, Cafarella, Jennifer <jcafarella@winchester.us> wrote:

Chief,

Can I please have your comments on the following 1 day liquor license request?

Tom Sevigny
Winchester Historical Society
December 4
Sanborn House

Thanks –
jenn

Mawn, Patti

From: Juli Riemenschneider <julir@greenintl.com>
Sent: Monday, November 14, 2016 5:10 PM
To: Twogood, Mark
Cc: White, Margaret; Mawn, Patti
Subject: Disclosure forms for Special Employee Contract
Attachments: DisclosureForm268A.MtVernonBridgePlanting.JR.pdf;
DisclosureForm268A.SkillingsRdPlantings.JR.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Mark,

Attached are two conflict of interest forms for the planting design projects.

The Skillings Road project needs to get Con Com approval. I would like to going as soon as possible to meet their end of December or early January deadline for the hearing.

Thanks for your help with this. Please let me know if I need to contact any of the Selectmen or Town Manager. Also, if you have an idea of how long it will take I would appreciate it.

Regards,
Juli

Juli Riemenschneider, RLA, ASLA
Senior Landscape Architect



GREEN INTERNATIONAL AFFILIATES, INC.

Civil and Structural Engineers

239 Littleton Road, Suite 3
Westford, MA 01886

tel. (978) 923-0400 ext. 203
fax. (978) 399-0033

www.greenintl.com

Be more sustainable – think before you print.

**DISCLOSURE BY SPECIAL MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(d)**

SPECIAL MUNICIPAL EMPLOYEE INFORMATION	
Name of special municipal employee:	Juli Riemenschneider
Put an X beside one statement.	<p>I am a special municipal employee because:</p> <p><input type="checkbox"/> I am a selectman in a town with a population of 10,000 or fewer people;</p> <p><input type="checkbox"/> I am not a mayor, alderman or city councilor, and</p> <p><input checked="" type="checkbox"/> I serve in a municipal position for which no compensation is provided, or</p> <p><input type="checkbox"/> I earned compensation for fewer than 800 hours in the preceding 365-day period, or</p> <p><input type="checkbox"/> By the classification of my position by my municipal agency or by the terms of a contract or my conditions of employment, I am permitted to have personal or private employment during normal business hours.</p> <p><input type="checkbox"/> I work for a company or organization which has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular, and the contract states that I am a special municipal employee or indicates that I meet one of the three requirements listed above.</p>
Title/ Position	Design Review Committee Member 2005-present, Chair 2009 & 2014
Fill in this box if it applies to you.	If you are a special municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Municipal Agency/ Department:	This is "my Municipal Agency." Town of Winchester Design Review Committee
Agency Address:	Winchester Town Hall 71 Mt Vernon Street Winchester, MA 01890
Office phone:	978-923-0400
Office e-mail:	julir@greenintl.com
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a special municipal employee.	November 17, 2014

<p>BOX # 1</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am an elected special municipal employee.</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency before I was elected to a compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p><input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p>BOX #2</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>NON-ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am a non-elected special municipal employee (compensated or uncompensated).</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency, other than an employment contract, before I took a non-elected, compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A contract between a municipal agency and myself, but not an employment contract.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p>OR</p> <p><input checked="" type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input checked="" type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p>Name and address of municipal agency that made the contract</p>	<p>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</p> <p>This is the "contracting agency."</p> <p>Town of Winchester 71 Mt Vernon Street Winchester, MA 01890</p>
<p>Write an X to confirm this statement.</p>	<p><input checked="" type="checkbox"/> In my work as a special municipal employee for my Municipal Agency, I participate in or</p>

	have official responsibility for activities of the contracting agency.
FILL IN THIS BOX OR THE NEXT BOX	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND YOU.</p> <p>Landscape Architecture design services for Aberjona Initiative Plantings at Skillings Road.</p>
	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND ANOTHER PERSON OR ENTITY</p> <p>The contract will be with Green International Affiliates, Inc., of Westford Ma. I am the Senior Landscape Architect and will be responsible for the design services for Aberjona Initiative Plantings at Skillings Road, including design, construction documents and coordination with the Town of Winchester.</p>
What is your financial interest in the municipal contract?	Compensation to Green International Affiliates, Inc. will be \$7,200. My compensation will be approximately \$2,500.
Date when you acquired the financial interest	Contract award pending disclosure
What is the financial interest of your immediate family?	-
Date when your immediate family acquired the financial interest	
Employee signature:	<i>Julia Reimenschneider</i>
Date:	<i>11/14/2016</i>

SEE NEXT PAGE FOR APPROVAL
BY CITY COUNCIL, BOARD OF ALDERMEN,
BOARD OF SELECTMEN, TOWN COUNCIL,
OR DISTRICT PRUDENTIAL COMMITTEE

**DISCLOSURE BY SPECIAL MUNICIPAL EMPLOYEE
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT
AS REQUIRED BY G. L. c. 268A, § 20(d)**

SPECIAL MUNICIPAL EMPLOYEE INFORMATION	
Name of special municipal employee:	Juli Riemenschneider
Put an X beside one statement.	<p>I am a special municipal employee because:</p> <p><input type="checkbox"/> I am a selectman in a town with a population of 10,000 or fewer people;</p> <p><input type="checkbox"/> I am not a mayor, alderman or city councilor, and</p> <p><input checked="" type="checkbox"/> I serve in a municipal position for which no compensation is provided, or</p> <p><input type="checkbox"/> I earned compensation for fewer than 800 hours in the preceding 365-day period, or</p> <p><input type="checkbox"/> By the classification of my position by my municipal agency or by the terms of a contract or my conditions of employment, I am permitted to have personal or private employment during normal business hours;</p> <p><input type="checkbox"/> I work for a company or organization which has a contract with a municipal agency, and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular, and the contract states that I am a special municipal employee or indicates that I meet one of the three requirements listed above.</p>
Title/ Position	Design Review Committee Member 2005-present, Chair 2009 & 2014
Fill in this box if it applies to you.	If you are a special municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
Municipal Agency/ Department:	This is "my Municipal Agency." Town of Winchester Design Review Committee
Agency Address:	Winchester Town Hall 71 Mt Vernon Street Winchester, MA 01890
Office phone:	978-923-0400
Office e-mail:	julir@greenintl.com
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
Starting date as a special municipal employee.	November 17, 2014

<p>BOX # 1</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am an elected special municipal employee.</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency before I was elected to a compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p><input type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p>BOX #2</p> <p>Select either STATEMENT #1 or STATEMENT #2.</p> <p>Write an X by your financial interest.</p>	<p>NON-ELECTED SPECIAL MUNICIPAL EMPLOYEE</p> <p>I am a non-elected special municipal employee (compensated or uncompensated).</p> <p><input type="checkbox"/> STATEMENT #1: I had a financial interest in a contract made by a municipal agency, other than an employment contract, before I took a non-elected, compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A contract between a municipal agency and myself, but not an employment contract.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p>OR</p> <p><input checked="" type="checkbox"/> STATEMENT #2: I will have a new financial interest in a contract made by a municipal agency.</p> <p>My financial interest in a contract made by a municipal agency is:</p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input checked="" type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipality is contracting for my services in particular.</p>
	<p>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</p>
<p>Name and address of municipal agency that made the contract</p>	<p>This is the "contracting agency."</p> <p>Town of Winchester 71 Mt Vernon Street Winchester, MA 01890</p>
<p>Write an X to confirm this statement.</p>	<p><input checked="" type="checkbox"/> In my work as a special municipal employee for my Municipal Agency, I participate in or</p>

	have official responsibility for activities of the contracting agency.
FILL IN THIS BOX OR THE NEXT BOX	<p>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND YOU.</p> <p>Landscape Architecture design services for Plantings at Mount Vernon Street, south west and northeast corners of the Mount Vernon Street Bridge.</p>
	<p>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND ANOTHER PERSON OR ENTITY</p> <p>The contract will be with Green International Affiliates, Inc., of Westford Ma. I am the Senior Landscape Architect and will be responsible for the design services for Plantings at Mount Vernon Street, including design, construction documents and coordination with the Town of Winchester.</p>
What is your financial interest in the municipal contract?	Compensation to Green International Affiliates, Inc. will be \$1,200. My compensation will be approximately \$400.
Date when you acquired the financial interest	Contract award pending disclosure
What is the financial interest of your immediate family?	-
Date when your immediate family acquired the financial interest	
Employee signature:	<i>John Rueneschneider</i>
Date:	<i>11/14/2016</i>

SEE NEXT PAGE FOR APPROVAL
 BY CITY COUNCIL, BOARD OF ALDERMEN,
 BOARD OF SELECTMEN, TOWN COUNCIL,
 OR DISTRICT PRUDENTIAL COMMITTEE

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TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Monday, November 14, 2016
Record

Chairman Lance R. Grenzeback called the meeting to order at 6:00 PM in the Guidance Department Conference Room located at Winchester High School. Present were Vice Chairman E. James Whitehead, Selectman Michael Bettencourt and Selectman David P. Errico; Selectman Stephen L. Powers arrived shortly after the meeting had been called to order. Also present were Town Manager Richard C. Howard and Town Counsel Wade M. Welch.

OPENING

Notification of Meetings and Hearings

-] Monday, November 21, 2016 – Board of Selectmen – Regular Session
-] Monday, December 5, 2016 – Board of Selectmen – Regular Session
-] Monday, December 19, 2016 – Board of Selectmen – Regular Session

LICENSES

Agricultural Wine Licenses:

To Keep for Sale, and/or to Sell Agriculturally Produced Wine:

- a.] **Westport Rivers Vineyards & Winery, 417 Hix Bridge Rd., Westport, MA**
(Wednesday, November 16, 2016 and Saturdays until December 31, 2016;
Saturdays from January 1, 2017 until March 4, 2017)
- b.] **Cape Cod Winery, Inc., 4 Oxbow Rd., Falmouth, MA**
(Wednesday, November 16, 2016 – Mahoney's Garden Center)

*Motion: That the Board of Selectmen approve an Agricultural Wine License for the Keeping for Sale, and/or to Sell Agriculturally Produced Wine:
a.] Westport Rivers Vineyards & Winery, 417 Hix Bridge Rd., Westport, MA on Wednesday November 16, 2016, Saturdays until December 31, 2016 and Saturdays from January 1, 2017 until March 4, 2017); Cape Cod Winery, Inc., 4 Oxbow Rd., Falmouth on Wednesday, November 16, 2016 in Mahoney's Garden Center.

Whitehead – Powers

All in favor.

VOTED.

COMMUNICATIONS AND WORKING GROUP REPORTS

The Board acknowledged receipt of the following correspondence:

- 1. Planning Board Agenda – Monday, November 14, 2016

Recess to the Floor of Town Meeting

*Motion: That the Board of Selectmen recess to the floor of Town Meeting and adjourn at the conclusion of Town Meeting.

Whitehead – Bettencourt

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

VOTED.

Respectfully submitted,

Richard C. Howard, Town Manager

**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Thursday, November 10, 2016
Record**

Chairman Lance R. Grenzeback called the meeting to order at 6:00 PM in the Guidance Department Conference Room in Winchester High School. Present were Vice Chairman E. James Whitehead and Selectman Michael Bettencourt. Selectman Stephen L. Powers and Selectman David P. Errico arrived shortly after the meeting had been called to order. Also present was Town Manager Richard C. Howard and Special Counsel J. Talerman of Blatman, Bobrowski, Mead & Talerman, LLC.

OPENING

Executive Session

- 1.) **Litigation** – Eversource Intervener Status – Siting Board Filing Update MGL Ch. 30A §21(a)3 – Open Meeting discussion may have a detrimental effect on the litigating position of the Board of Selectmen as declared by the Chairman.
- 2.) **Collective Bargaining Negotiations** Update MGL Ch. 30A §21(a)2

*Motion: That the Board of Selectmen adjourn to Executive Session for the purpose of discussing matters related to Litigation – Eversource Intervener Status – Siting Board Filing Update – MGL Ch. 30A §21(a)3 because an open meeting discussion may have a detrimental effect on the litigating position of the Board of Selectmen; and Collective Bargaining Negotiations Update MGL Ch. 30A §21(a)2.

Whitehead – Bettencourt

By Roll Call Vote: Bettencourt, Whitehead, Grenzeback

VOTED.

Adjournment from Executive Session – 6:40 PM

*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: Errico, Bettencourt, Powers, Whitehead, Grenzeback

VOTED.

Notification of Meetings and Hearings

-] Thursday, November 10, 2016 – Fall Annual Town Meeting First Session
-] Monday, November 14, 2016 – Board of Selectmen – Prior to Town Meeting – if needed
-] Thursday, November 17, 2016 – Board of Selectmen – Prior to Town Meeting – if needed

-] Monday, November 21, 2016 – Board of Selectmen – Regular Session
-] Monday, December 5, 2016 – Board of Selectmen – Regular Session
-] Monday, December 19, 2016 – Board of Selectmen – Regular Session

Town Manager Report and Comments

Town Manager informed the Board that he had met with the Bonvie Team, developers of Winning Farm, earlier today to discuss the status of their development. Town Manager indicated that he was informed that everything should be ready to go forward by the end of the year.

Appointment: DPW – Water / Sewer Division

Town Manager announced that in accordance with section 4-2b of the **Town Charter**, he has made the following promotional appointment in the DPW – Water / Sewer Division:

Brian Medwar, 3 River Place Towers, Lowell, MA 01852
W – 12 Special Equipment Operator – Step 1
Effective Date: November 25, 2016

Mr. Medwar will fill one of the vacant positions in the Water / Sewer Department.

BUSINESS

Traffic Signals – Main Street / Swanton Street **Jay Gill, DPW Director**

Director Gill informed the Board that the maintenance contractor for the traffic signals at Main Street / Swanton Street has indicated that something must be done with these signals because replacement parts are no longer available anywhere. The estimate for review at table is for an upgrade of the panel box and new wiring. If the geometry of the area is changed, the signal stanchions would have to be moved. Director Gill indicated that the proposed changes will take the intersection through the next several years. He pointed out that the savings are huge because the Town is not looking for decorative light stanchions.

The Vice Chairman questioned whether it is possible to recover the controller from the box at the Church Street / Bacon Street/ Fletcher Street intersection for use as 'spare' parts. Director Gill noted that there was a look taken at this piece of equipment but it is old. Town Manager informed the Board that this will be asked of MassHighway as the control box is decommissioned.

As far as the signals are concerned, Director Gill explained that the trip wires currently used to change the light cycle are used less and less and considered obsolete because if a vehicle is not close enough to activate the 'trip' the light does not change. The replacement signals will be video / sensor activated, with the video actually 'seeing' the vehicles; if there are no vehicles wishing to travel from the opposite direction, the light will remain constant and traffic continue to move. He suggested that this newer technology should last approximately ten years. The purchase will include new cable and box; poles will not be changed.

Town Manager explained that Warrant Article 19 needs to be amended by increasing it by \$100,000; the Finance Committee has been alerted to this request.

*Motion: That the Board of Selectmen recommend favorable Town Meeting action on the amendment to Article 19, which amends the DPW Budget by \$100,000 in order to update the traffic signals at Main Street and Swanton Street, in accordance with Motion 3. Further, That Town Meeting consider this motion without the seven (7) day notification requirement.

Whitehead – Bettencourt

All in favor

VOTED.

Solicitation ByLaw

Selectman Errico informed his colleagues that he met with Chief Peter MacDonnell about this article. He noted that the Chief has not had as much time to review this ByLaw as his predecessor. He explained that the Chief did have some concern about the wording as well as checking into the background and reputation of the individual solicitor. Selectman Errico indicated that there should be some language that gives the Police Chief latitude with what is acceptable identification as well as the hours for solicitation. There is also the need to clarify 'acceptable' certification. Selectman Errico informed his colleagues that the intent is to request indefinite postponement.

*Motion: That the Board of Selectmen recommend indefinite postponement of Article 5 in the Fall 2016 Town Meeting Warrant.

Whitehead – Bettencourt

All in favor.

VOTED.

Consent Agenda / Supplemental Consent Agenda

One Day Alcoholic Beverage License:

Diana Kenosian for Boston's Best Bartending – November 19, 2016 – Town Hall Auditorium;

Diana Kenosian for Boston's Best Bartending – November 26, 2016 – Griffin Museum

Approval for Use of Town Common:

Chamber of Commerce Annual Holiday Tree Lighting – Town Common – December 1, 2016

**Closure of Laraway Road by Chamber of Commerce for Annual Holiday Tree
Lighting – December 1, 2016**

Approve / Correct Meeting Minutes

Monday, October 24, 2016

*Motion: That the Board of Selectmen approve the Consent Agenda for Thursday, November 10, 2016 that includes two One Day Alcoholic Beverage Licenses for Boston's Best Bartending on November 19 and November 26, 2016 at the Town Hall Auditorium and the Arthur Griffin Museum respectively; approval for the Chamber of Commerce to use the Town Common on Thursday, December 1st for the Annual Holiday Tree Lighting festivities; approval to close Laraway Road on December 1st for the Annual Holiday Tree Lighting festivities; approval of the Board of Selectmen Meeting Minutes for Monday, October 24, 2016 as written.

Whitehead – Bettencourt

All in favor.

VOTED.

Communications and Working Group Reports

1. Planning Board Agenda for Thursday, November 10, 2016
2. EFPBC Meeting Minutes: August 17, 2016; September 7 and 21, 2016

Recess to Town Meeting

*Motion: That the Board of Selectmen recess to the floor of Town Meeting.

Whitehead – Bettencourt

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

VOTED.

Respectfully submitted,

Richard C. Howard, Town Manager

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**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Monday, November 7, 2016 – 8:00 AM**

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Record

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Chairman Lance R. Grenzeback called the meeting to order at 8:00 AM 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.

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OPENING

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Notification of Meetings and Hearings

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-] Thursday, November 10, 2016 – Fall Annual Town Meeting – First Session
 -] Thursday, November 10, 2016 – Board of Selectmen – Prior to Town Meeting
 -] Friday, November 11, 2016 – Veterans Day
 -] Monday, November 14, 2016 – Board of Selectmen – Prior to Town Meeting
 -] Thursday, November 17, 2016 – Board of Selectmen – Prior to Town Meeting (if needed)
 -] Monday, November 21, 2016 – Board of Selectmen – Regular Session
 -] Monday, December 5, 2016 – Board of Selectmen – Regular Session
 -] Monday, December 19, 2016 – Board of Selectmen – Regular Session

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TOWN MANAGER REPORT AND COMMENTS

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Appointment – DPW – School Custodian

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Town Manager announced that in accordance with section 4-2b of the Town Charter he has made the following full-time appointment in the Department of Public Works – School Custodian Division:

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49

**Steven Danizio, 116 Main Street, Woburn, MA 01801
Custodian – SC-7 – Step 1 at \$17.82/hour**

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51
52

Mr. Danizio's position will be split between the McCall Middle School and the Ambrose Elementary School.

BUSINESS

Town Meeting Warrant Articles:

Capital Planning Committee Members present: Helen Philliou, Jim Johnson, Roger McPeck and Brian Vernaglia

Article 10: To see if the Town Will vote to appropriate a sum of money for the following projects:

1.) McCall School Gym Ceiling Replacement; 2.) DPW Stall/Stable Demolition/Repair; 3.) McCall School Conversion of existing space, design; 4.) New Fire Pumper; 5.) VFA Building Inventory

Chairman Grenzeback raised the question of the exposure created by not funding the fire pumper and instead making traffic improvements at Main Street / Swanton Street and Johnson Road / Ridge Street. He explained that the plan would be to make traffic improvements short of installing traffic signals.

Helen Philliou, Chair of the Capital Planning Committee, informed the Board that the Capital Planning Committee has a system to review each request submitted and rank them according to priority. The pumper request was ranked second, making it a funding priority because the pumper was off-line for

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1 thirty-five (35) days last year. She explained that the committee was adamant about funding the
2 pumper from stabilization funds, not bonding, because the pumper is important for the safety of the
3 entire Town.
4

5 Fire Chief Nash provided photographs of the pumper scheduled for replacement and if kept in
6 inventory, will be twenty-five years old when finally replaced. He noted that Engine 4 is in poor
7 condition but needs to be in service for the next eight to ten years. He feels that this request is a
8 routine replacement.
9

10 Fire Lieutenant Tim Coss explained the photograph showing the frame of Engine 4, informing the
11 Board that the trucks are pressure washed to remove the salt and road debris however the chemicals
12 currently being used during snow storm events are detrimental to fire apparatus. He indicated that at
13 some point the vehicle will have to be removed from service and the repairs made which are like putting
14 a band-aid on a wound. He recalled that last year, this vehicle was out of service for weeks at a time
15 and a twenty-five year old piece of equipment was used in its place. Chief Nash reported that in the
16 last fiscal year, \$18,000 was expended on maintaining this one piece of apparatus.
17

18 Chairman Grenzeback pointed out that the Town also has a high exposure rate with the traffic
19 conditions at Johnson Road and Ridge Street. He requested information about what other projects
20 could be deferred.
21

22 CPC member Jim Johnson pointed out that there is a process and the CPC studies the facts however
23 the real question is one of money. He recalled that several years ago there was a recommendation to
24 increase the capital Budget by \$1.8million. He pointed out that the Fire Department is doing what it
25 can with limited funds however the traffic signals could be funded with Chapter 90 money. The CPC
26 feels that the pumper is a higher priority. Chairman Grenzeback questioned whether there are other
27 projects that could be ranked lower than the traffic signals and those funds used.
28

29 As far as a residual value to the pumper, Chief Nash informed the Board that the winning bidder is
30 required to take the old engine in trade. He indicated that a twenty-five year old engine is not wanted
31 by anyone. Selectman Powers noted that Arlington has recently purchased a used piece of equipment
32 and questioned whether there is an advantage to this as well as to bonding the purchase.
33

34 Town Manager explained that if the equipment is bonded there would be a savings however the advice
35 to the Capital Planning Committee has been not to do any more long-term borrowing, although in an
36 extreme situation like this, bonding could be recommended but there would still be the need to backfill
37 financially.
38

39 CPC Chair Philliou recalled that the September recommendation was to save some capital funds this
40 year and use funds from the sale of Winning Farm in combination to do the intersections next year.
41

42 Town Manager reported that over this past weekend he received word from MassDOT that the Town
43 should file for the Johnson Road / Ridge Street intersection in the *Safe Routes to School* program. He
44 noted that he is also looking to determine if some budget assumptions can be trimmed to make the
45 target achievable. He suggested that the Board could always approach Town Meeting for some one-time
46 spending money. Town Manager recalled that Management has recommended that Town Meeting
47 authorize a pot of funds to address some expenditures. He agreed that the Capital Planning Committee
48 does a lot of work in prioritization of their recommendations. The Swanton Street / Main Street
49 intersection rises to the level of a need for immediate attention and Town Meeting could be asked for
50 some additional funds.
51

52 In response to the question concerning whether the cost estimate would be available for Town Meeting,
53 Town Manager explained that there is a little time because the financial articles might not come up for

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1 consideration until Monday, November 14th. Town Manager further noted that a recommendation is
2 needed to authorize the Treasurer to bond and Town Meeting would also be looking for a valid
3 explanation. The amount to be bonded could be a "round" number and used for either the pumper or
4 the traffic signals.

5
6 Selectman Errico noted that while the cost of the pumper is known, the cost for the traffic lights is not.
7 Town Manager indicated that the traffic signals at Swanton / Main could be taken in a different
8 direction with upgrades to equipment only and no improvements to the geometry of the intersection.
9 He pointed out that neither option is great, however at this stage, management's recommendation
10 would be to keep the pumper as a priority and look at bonding for seven to ten years, likely via a BAN.

11
12 Lt. Coss pointed out that the two newest pieces of fire apparatus are entering their seventh year of
13 service, one engine and one aerial piece, both stored at main headquarters.

14
15 The Board was informed that the CPC does not like to rush their recommendations but rather to take
16 time and study the request. In response to Chairman Grenzeback's comment that the Town has
17 generally purchased brand new equipment and may benefit from purchasing used equipment, Mr.
18 McPeek noted that Capital reviews all requests for new equipment with maintenance costs in mind.

19
20 Town Manager informed the Board and CPC that he would recommend that the Swanton / Main
21 intersection and the Johnson / Ridge intersection jump to the top of the capital priority list, over the
22 remaining flood mitigation projects. He indicated that he is pushing to have the cost estimate for the
23 intersections evaluated and MassDOT has invited the Town to continue to support the Safe Routes to
24 School Grant, but finding out how soon these funds would be available and the grant determination is
25 made will certainly help to make a decision about the Johnson / Ridge intersection. He pointed out that
26 as much as \$1million would be available from this grant.

27
28 Chairman Grenzeback suggested that the \$100,000 for capital maintenance was a good starting point
29 and could be expanded however he is not sure that monies from the Stabilization Funds can be diverted
30 for this purpose. He suggested that the language might have to be reviewed in order to stretch the
31 capital dollars as far as possible.

32
33 Selectman Bettencourt commented that he did not realize that the fire pumper was off-line as much as
34 it was. He indicated that the other concern is for those individuals driving around in this equipment.
35 Chief Nash informed the Board that his greatest concern is having a piece of apparatus shut down at a
36 fire, particularly because the first vehicle to respond is responsible for bringing water to the fire. If this
37 equipment fails, people are at risk. The Chief noted that the cost of refurbishment of a ten to twelve
38 year old piece of equipment is 60-70% of the original cost.

39
40 Mr. McPeek noted that this piece of apparatus has failed just driving down the road, stopping
41 midstream. He explained that it is not just a matter of rust but of reliability as well.

42
43 Selectman Powers requested that the Town Manager follow up on bonding this piece of apparatus for a
44 possible amendment on the floor of Town Meeting.

45
46 Town Manager requested that the Board keep in mind the retiring debt resource that the CPC relies
47 upon to develop its budget because the municipal number is decreasing annually. He noted that this
48 could pinch budget resources on an annual basis but may allow funding urgent requests sooner. He
49 explained that if Town Meeting agrees and the case is made, borrowing could be done however capital
50 expectations would be pinched.

51
52 Vice Chairman Whitehead asked if Free Cash could be utilized because this is a one-time expenditure.
53 Town Manager noted that the overall reserves are good and a one-time proposal could be made. The

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1 apparatus will not be received for eight to ten months, however the funds must be in place when the
2 contract is signed.

3
4 **Staging Permit Request – 600 Main Street**

5
6 The Board was informed that Reynolds Construction has been hired as the general contractor for both
7 interior and exterior improvements to 600 Main Street and the correlating address on Elmwood
8 Avenue. The request includes permission to use Town-parking spaces along Elmwood Avenue and a
9 temporary construction fence along the boundary to maintain pedestrian and worker safety. The
10 closure and fencing would be effective from November 10th, 2016 and remain until April 2017, if needed.
11 The Staging Permit request is for the cutting of new window openings in the existing brick façade. The
12 contractor requests permission to utilize Town-parking spots along the staging area while work is being
13 performed from November 18th through November 25th. Staff has approved all Building Permits.

14
15 *Motion: That the Board of Selectmen approve a Staging Permit for Reynolds
16 Construction for 600 Main Street and correlating address on Elmwood
17 Avenue. Permission is granted to use parking spaces from November 18th
18 through November 25th and construction fencing from November 10th
19 until April of 2017.

20 Whitehead – Powers

All in favor.

VOTED.

21
22 **Winter Pond Well Issue – Proposal to Install Well to Supplement Pond Water Input**

23
24 Vice Chairman Whitehead referenced the fact that the Winter Ponds had been severely impacted by the
25 drought situation. Abutters feel it is the worst impact since 1965. The watershed has been impacted
26 over time and is not getting any groundwater input, only rainwater and stormwater discharge. The
27 Friends of Winter Pond are reviewing different approaches, the first of which is whether there is an
28 impediment within the pipe that carries water to the ponds; and second, investigate the feasibility of
29 wells to supplement the pond water levels. Drilling to gravel level aquifers is not sufficient, so the hope
30 is to drill to the bedrock.

31
32 Vice Chairman Whitehead explained that the thought is to install two test wells on private property;
33 these would ultimately discharge to the Pond, which is Town-property. He indicated that the Pond is
34 governed by DEP which is governed by EPA regulations. Water quality standards would have to be met
35 for discharge. He noted that the MS4 Permit will further extend requirements. The Vice Chair
36 indicated that the memo before the Board is for informational purposes only because the final plan is
37 still being formulated. He informed his colleagues that if water can be found a well would probably be
38 installed. An Order of Conditions would be required from the Conservation Commission and the
39 ConCom would like the Board of Selectmen to indicate that it has no problem with the request. The
40 permitting process will guarantee that anything that goes into the Pond will be safe.

41
42 Selectman Errico questioned whether this would be an easement issue as well as whether this should be
43 run by Town Counsel. Vice Chairman Whitehead indicated that an easement would probably be
44 required to install a discharge line to the Pond. The land owners are volunteering at this time, but
45 down the road, if the property changes hands, could be problematic.

46
47 Town Manager explained that this would be voluntary and the Town could accept the offer however a
48 future land-owner could terminate the easement agreement. Chairman Grenzeback raised the question
49 concerning who would control the well if the land ownership changes as well as who would cover the
50 cost for maintenance. Town Manager suggested that the Board authorize management to move forward
51 and report back at a later date. Town Manager indicated that accepting this arrangement would
52 require testing the quality of the water.
53

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1 Chairman Grenzeback questioned whether water would be diverted from elsewhere through the drilling
2 process. Vice Chairman Whitehead indicated that water would not be pulled from anyone. The
3 Chairman questioned whether *de maximus* would be interested in putting clean water into the Ponds.
4 Selectman Bettencourt noted that *demaximus* is not interested in funding projects any longer.

5
6 Vice Chairman Whitehead stressed that the test wells are just being drilled to determine if water can be
7 found.

8
9 It was the consensus of the Board to support this request but that a follow up report be made to the
10 Board at a later date.

11
12 **Fall Town Meeting Warrant Articles**

13
14 Selectman Powers informed his colleagues that he is willing to support the pumper purchase but would
15 like to investigate the bonding concept further. He would like to hear the details about how this would
16 be accomplished.

17
18 Town Manager noted receipt of a letter from MassDOT that provides guidance that there is potential
19 funding for the intersection work from DOT. He suggested that it might be a good idea to split the two
20 intersection projects, letting the Safe Routes to School Program run its course but at the same time,
21 other than the concern about making fewer than the recommended improvements for the Main Street /
22 Swanton Street intersection and dealing with the geometry of that intersection, it might be a good idea
23 to seek some one-time spending from reserves to get the Main Street / Swanton Street intersection work
24 done as soon as possible by replacing stanchions, etc. He suggested that the Johnson / Ridge
25 intersection could be deferred to the Spring of 2017 with the hope that information about the grant
26 becomes available. Town Manager explained that the Complete Streets Program requires that
27 everything on the original submission list be completed first therefore the Town is obligated to go in
28 order. He indicated that the Town will probably qualify for the third round of funding. This program is
29 in place for the next five years.

30
31 Selectman Errico questioned whether there had been a commitment from the Police Chief about
32 routinely assigning a police car with lights at the Johnson / Ridge intersection. Town Manager
33 indicated that he has not had the opportunity to have this discussion with Chief MacDonnell.

34
35 **Article 8: To Hear the Report of the Capital Planning Committee**

36 **Article 10: To Appropriate Funds for Capital Planning Projects**

37
38 *Motion: That the Board of Selectmen recommend favorable Town Meeting
39 action on Article 8 and Article 10 in the Fall 2016 Town Meeting Warrant.
40 Whitehead – Bettencourt All in favor. VOTED.

41
42 **Article 3: To Amend Chapter 14 of the Code of ByLaws**

43
44 Chairman Grenzeback informed his colleagues that he has been informed by the Town's attorneys that
45 Town Meeting could authorize the Historical Commission to make the determination that is of concern.

46
47 *Motion: That the Board of Selectmen recommend favorable Town Meeting
48 action on Article 3 in the Fall 2016 Town Meeting Warrant.
49 Whitehead – Bettencourt

50
51 Selectman Powers recalled that when this Bylaw was first proposed it contained an opt-out clause
52 which has now been removed. Also eliminated is the MassHistoric review. Selectman Powers informed
53 his colleagues that if this ByLaw had an opt-out clause he would favor its passage and feels that Town

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1 Meeting will question why there is no opportunity to opt-out. It was noted that there are some
2 communities that have conditional steps and others for which a subjective test is required.
3

4 *On the motion to recommend favorable Town Meeting action on Article 3:

5 In favor: Bettencourt, Whitehead, Grenzeback

6 Opposed: Errico, Powers
7

8 It was the consensus of the Board that Selectman Powers and Errico would represent the Board's
9 minority opinion on this ByLaw.
10

11 Speaking to the staffing request for the new systems at Winchester High School, Town Manager
12 reported that he and the DPW director are looking at the qualifications that would be necessary for a
13 staff person as well as being sure that there is no over-staffing. He noted that taking the extra time is
14 providing some good information because a look is being taken at what is standard in the industry. He
15 explained that the desire is for a person what can work the system to the maximum potential, yet
16 coordinate responsibilities. Board members noted that in the interim, the position could be outsourced,
17 a consultant engaged, or ultimately employing a staff person dedicated to this building and its new
18 systems.
19

20 **Adjournment: 9:45 AM**

21 *Motion: That the Board of Selectmen adjourn from Public Session.

22 Whitehead – Bettencourt

23 By Roll Call Vote: Errico, Bettencourt, Powers, Whitehead, Grenzeback VOTED.
24

25 Respectfully submitted,
26
27

28
29
30 Richard C. Howard, Town Manager