



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, December 19, 2016

CONSENT AGENDA

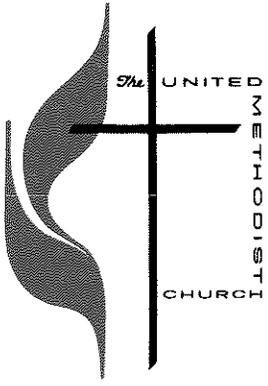
- Docket Item H:
- a.) Permission to use Sandy's Island: Sunday, April 16, 2017 – Easter Sunrise Service – Crawford Memorial United Methodist Church;
 - b.) Permission to block Horn Pond Brook Road, Sylvester Avenue and Carter St. for Third Annual Kids PMC Bike Ride – Saturday, June 17, 2017 from 9 – 11:30 AM;
 - c.) Approval of Kerry Bartlett as a Special Municipal Employee for services performed outside her role as an elected member of the Board of Health, these services not being required as a part of her elected duties;
 - c.) Approval for the 6th Annual Relay for Life of Winchester 2017 – Manchester Field Track – Saturday, June 24, 2017 beginning at 5:00 PM until Sunday, June 25, 2017 at 6:00 AM (set up beginning at 11 AM on the 24th and clean up completed by 8 AM on the 25th);
 - d.) Approve / Correct Meeting Minutes for Monday, December 12, 2016 and Monday, December 5, 2016.

Supporting Documents:

- a.) Letter from Crawford Memorial United Methodist Church;
- b.) Letter requesting permission to block Horn Pond Brook Road, Sylvester Avenue and Carter Street;
- c.) Forms to be signed by Chair (**RED BOOK**)
- d.) Meeting Minutes for Monday, 12/12 and 12/05/2016

Action Required:
H:

VOTE to approve Consent Agenda



Docket Item:
Consent Agenda -a:
December 19, 2016

CRAWFORD MEMORIAL UNITED METHODIST CHURCH

Church and Dix Streets Winchester, Massachusetts 01890-2530 (781) 729-5056

FAX (781) 729-8351

December 1, 2016

Board of Selectmen
Winchester Town Hall
71 Mt. Vernon Street
Winchester, MA 01890

RE: 2017 Easter Service Reservation

Dear Board Members:

Crawford Memorial United Methodist Church would like permission to hold its 2017 Easter Sunrise Service on Sunday, April 16, 2017, on Sandy's Island beginning at 7:00 a.m. We have celebrated this service at Sandy's Island for many years and would like to continue this tradition.

If you need anything else from us, please me know. I can be reached at the church office at (781) 729-5056.

Thank you for your time and consideration.

Sincerely,

The Rev. Dr. Hope M. Luckie, O.S.L.
N.

ed/sm

cc: Allyson Bachta, Chair/Worship Committee

RECEIVED
2016 DEC -5 AM 11:47
TOWN OF WINCHESTER
TOWN MANAGER
BOARD OF SELECTMEN



Town of Winchester
OFFICE OF THE TOWN CLERK
Town Hall 71 Mt. Vernon Street Winchester, MA 01890
Phone 781-721-7130 Fax 781-721-1153 E-Mail melannon@winchester.us

Docket Item:
Consent Agenda – c:
December 19, 2016

Mary Ellen Lannon, Town Clerk

Kathleen Cramer, Asst. Town Clerk

To: Richard Howard, Town Manager
From: MaryEllen Lannon, Town Clerk
Date: December 7, 2016
Subject: Kerry Bartlett, Disclosure
Cc: Stacie Ward, Town Comptroller

I received from Jennifer Murphy, Director of the Board of Health, a memo detailing the circumstances and rationale for contracting Kerry Bartlett to work at the Vaccination Clinics for this season.

As in previous years, the Town Counsel has advised the following in order to comply with the provisions of M.G.L. Chapter 268A Section 20(d).

1. The services will be performed outside her role on the elected Board of Health;
2. The services are not required as part of his elected duties;
3. The Board of Selectmen approves the exemption. (Approval must be obtained by vote of the Board.)

Thank you.

**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:	Kerry Bartlett
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	Board Of Health – Election member Term date March 2014 – March 2017
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." Board of Health
Agency Address:	71 Mt. Vernon St
Office phone:	781-721-7121
Office e-mail:	
	Check one: <input checked="" type="checkbox"/> Elected or <input type="checkbox"/> Non-elected
Starting date as a special municipal employee.	

<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 checked="" 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>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 Board of Health 71 Mt. Vernon St Winchester, MA 01890</p>
<p>Write an X to confirm this statement.</p>	<p><input type="checkbox"/> In my work as a special municipal employee for my Municipal Agency, I participate in or have official responsibility for activities of the contracting agency.</p>

FILL IN THIS BOX OR THE NEXT BOX	ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND YOU. - Please explain what the contract is for. The Town of Winchester Board of Health holds various Vaccination Clinics. Staff was in need a assistance with the hours to provide the clinics. I was hired to assist the Director of Health in this capacity for a nominal fee.
	ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND ANOTHER PERSON OR ENTITY - Please identify the person or entity that has the contract with the municipal agency. - What is your relationship to the person or entity? - What is the contract for?
What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it.
Date when you acquired the financial interest	
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.
Date when your immediate family acquired the financial interest	
Employee signature:	<i>Kenny Bartlett</i>
Date:	12/07/16

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



TOWN OF WINCHESTER

Special Municipal Employees

September, 2016

Mary Feeney, Esquire
Arthur P. Kreiger / Anderson-
Kreiger
Design Review Committee

November, 2014

October, 2007
May, 2005

Master Plan Steering Cmte.
Mark Bobrowski, Esquire,
William August, Esquire
H. Hamilton Hackney, III, Esq.
John Shortsleeve
All Labor Counsel
All Special Municipal Counsel

March, 2003

Brian C. Levey, Esquire

Cemetery Commissioners
Board of Health
Park Commissioners
Board of Public Welfare
Burial Agent of Deceased Soldiers / Sailors
Civil Defense Director
Dog Officer
Forest Warden
Inspector of Wires
Local Moth Superintendent
Measurer of Wood & Bark
School Traffic Officers
Retirement Board
Town Forest committee
Tree Warden
Advisory Committee to Director of Veterans Services
Workmen's Compensation Agent
Dental Assistant
Public Health Nurse

Constables
Moderator
Public Library Trustees
Comm. of Trust Funds
Caretaker of Veterans Graves

Fence Viewers
Inspector of Animals
Keeper of the Lockup
Measurer of Grain
Plumbing Inspector
Registrars of Voters
Sealer of Weights & Measures
Town Physician
Veterans Services Director

Weighers of Coal
Dentist
Sanitarian

Insp. of Slaughtering

Personnel Board

Finance Committee

Committee on Names

Building Comm. for Enlarged Senior and Junior High School and School

Administrative Office

New Waterways Committee

Comm. to Study Acceptance of Ch. 32B – Group Insurance Advisory Committee

Recreation Commission

Permanent Building Committee

Board of Appeal

School Committee

Board of Assessors

Insp. of Tuberculosis Work

Insurance Committee

Public Works Council

Ridge Street School

Building Laws Rev. Committee

Christmas Decorating Committee

Methods & Procedures Committee

Planning Board

Water & Sewer Board



Relay For Life of Winchester

Winchester Youth Center
458R Main Street
Winchester MA 01890
781-721-0906
www.relayforlife.org/winchesterma
winchesterrelay@gmail.com

Docket Item:
Consent Agenda - d:
December 19, 2016



December 5, 2016

Dear Mr. Howard and members of the Board of Selectmen,

We write to request your approval for the 6th annual Relay For Life of Winchester. Relay 2017 will be held on the track at Manchester Field on Saturday, June 24 - Sunday, June 25 beginning at 5:00pm and ending at 6:00am.

Over the past five years, Relay For Life of Winchester has raised nearly \$350,000 for the American Cancer Society and has included an average of 400 Winchester residents each year. This year we expect approximately 400 participants and have set a fundraising goal of \$90,000.

Our committee members will begin set-up for the event at 11:00am on Saturday, June 24th and will have all supplies and equipment cleaned up by 8:00am on Sunday, June 25th. Participants will begin arriving to set up their campsites beginning at 3:00pm on the 24th.

We will coordinate with the Recreation Department to secure use of the field for the requested dates. The American Cancer Society will provide the Town of Winchester with a certificate of insurance covering liability for the duration of the event. We will hire a police detail to ensure traffic safety, pedestrian safety, and parking compliance. All event equipment will be placed on the grass on the interior of the track or outside the fence surrounding the track. No equipment will be placed on the track. We will ensure that all vendors providing equipment (i.e. tent, stage) will provide certificate of insurance. We will also ensure that all vendors and participants comply with Dig Safe regulations and will ask that the DPW monitor equipment set-up. We will request the use of the exterior bathrooms on the backside of McCall and our committee members will be responsible for restocking supplies as needed. We will ensure that all food served to cancer survivors and their caregivers at the Survivor Reception will meet with all Health Department requirements regarding food handling, preparation, and storage. All music and entertainment will be provided and monitored by our committee members and we will comply with all town sound ordinances. We also plan to send a letter to all Manchester Field neighbors prior to the event.

Please contact us should you require any additional materials. We thank you for your support of Relay For Life of Winchester and hope that you will join us for this year's event!

Sincerely,

Rebecca Levine
Winchester Youth Coordinator
Relay For Life of Winchester Event Leadership Team co-Chairs

Lauren Winterer
Program Director, Connect & Commit

Mawn, Patti

From: Peter MacDonnell <pmacdonnell@winchesterpd.org>
Sent: Monday, December 12, 2016 11:49 AM
To: Mawn, Patti
Cc: Nash, John; Thomas Groux; Gill, James; Kostos, Anne; Murphy, Jennifer; Barbara Bosco; Coviello, Diane; Taft, Joanne; Capone, Regina
Subject: Re: 2017 Relay for Life
Attachments: image001.jpg; image002.png

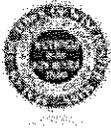
Hi Patti,
The police dept has no objections to this event.

Sent from my iPhone

On Dec 12, 2016, at 11:25 AM, Mawn, Patti <pmawn@winchester.us> wrote:

Event set up will begin at 11 AM on Saturday, June 24th and supplies / equipment cleared up by 8 AM on Sunday, June 25th. Campsite setup will begin at 3 PM on the 24th. May I have your comments, please. Thank you.

This will be an agenda item for the Selectmen on Monday, December 19th.



Patti Mawn
Administrative Assistant

Town Manager's Office/Board of Selectmen
71 Mount Vernon Street Winchester, MA 01890
Phone (781) 721-7133 | Fax (781) 756-0505

<Relay for Life 2017.pdf>

Mawn, Patti

From: Murphy, Jennifer
Sent: Monday, December 12, 2016 12:43 PM
To: Mawn, Patti
Subject: RE: 2017 Relay for Life

Hello
If they are having any food service, please have them contact the Health Dept directly.
Thanks, Jen

From: Mawn, Patti
Sent: Monday, December 12, 2016 11:26 AM
To: Peter MacDonnell (pmacdonnell@winchesterpd.org) <pmacdonnell@winchesterpd.org>; Nash, John <jnash@winchester.us>; Thomas Groux <tgroux@winchesterpd.org>; Gill, James <jgill@winchester.us>; Kostos, Anne <akostos@winchester.us>; Murphy, Jennifer <jenmurphy@winchester.us>
Cc: Barbara Bosco <bbosco@winchesterpd.org>; Coviello, Diane <dcoviello@winchester.us>; Taft, Joanne <jtaft@winchester.us>; Capone, Regina <rcapone@winchester.us>
Subject: 2017 Relay for Life
Importance: High

Event set up will begin at 11 AM on Saturday, June 24th and supplies / equipment cleared up by 8 AM on Sunday, June 25th. Campsite setup will begin at 3 PM on the 24th. May I have your comments, please. Thank you.

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Patti Mawn
Administrative Assistant

Town Manager's Office/Board of Selectmen
71 Mount Vernon Street Winchester, MA 01890
Phone (781) 721-7133 | Fax (781) 756-0505

Mawn, Patti

From: Gill, James
Sent: Monday, December 12, 2016 11:53 AM
To: Mawn, Patti
Cc: Peter MacDonnell (pmacdonnell@winchesterpd.org); Nash, John; Thomas Groux; Kostos, Anne; Murphy, Jennifer; Barbara Bosco; Coviello, Diane; Taft, Joanne; Capone, Regina
Subject: Re: 2017 Relay for Life

Hi Patti,

We just want to make sure they clean up after the event.

Thanks

Jay

Sent from my iPhone

On Dec 12, 2016, at 11:26 AM, Mawn, Patti <pmawn@winchester.us> wrote:

<image001.jpg>

Event set up will begin at 11 AM on Saturday, June 24th and supplies / equipment cleared up by 8 AM on Sunday, June 25th. Campsite setup will begin at 3 PM on the 24th. May I have your comments, please. Thank you.

This will be an agenda item for the Selectmen on Monday, December 19th.

<image002.png>

<Relay for Life 2017.pdf>

Mawn, Patti

From: Kostos, Anne
Sent: Monday, December 12, 2016 4:26 PM
To: Mawn, Patti
Subject: RE: 2017 Relay for Life

Hi Patti,

No issues with this request.

Thank you!
Anne

From: Mawn, Patti
Sent: Monday, December 12, 2016 11:26 AM
To: Peter MacDonnell (pmacdonnell@winchesterpd.org) <pmacdonnell@winchesterpd.org>; Nash, John <jnash@winchester.us>; Thomas Groux <tgroux@winchesterpd.org>; Gill, James <jgill@winchester.us>; Kostos, Anne <akostos@winchester.us>; Murphy, Jennifer <jenmurphy@winchester.us>
Cc: Barbara Bosco <bbosco@winchesterpd.org>; Coviello, Diane <dcoviello@winchester.us>; Taft, Joanne <jtaft@winchester.us>; Capone, Regina <rcapone@winchester.us>
Subject: 2017 Relay for Life
Importance: High

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This will be an agenda item for the Selectmen on Monday, December 19th.



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Administrative Assistant

Town Manager's Office / Board of Selectmen
71 Mount Vernon Street Winchester, MA 01890
Phone (781) 721-7133 | Fax (781) 756-0505

Mawn, Patti

From: Nash, John
Sent: Monday, December 12, 2016 12:49 PM
To: Mawn, Patti
Subject: RE: 2017 Relay for Life

The Winchester Fire Department has no objection to the permitting of the Relay for Life event, provided the usual and customary restrictions

Chief John Nash

From: Mawn, Patti
Sent: Monday, December 12, 2016 11:26 AM
To: Peter MacDonnell (pmacdonnell@winchesterpd.org) <pmacdonnell@winchesterpd.org>; Nash, John <jnash@winchester.us>; Thomas Groux <tgroux@winchesterpd.org>; Gill, James <jgill@winchester.us>; Kostos, Anne <akostos@winchester.us>; Murphy, Jennifer <jenmurphy@winchester.us>
Cc: Barbara Bosco <bbosco@winchesterpd.org>; Coviello, Diane <dcoviello@winchester.us>; Taft, Joanne <jtaft@winchester.us>; Capone, Regina <rcapone@winchester.us>
Subject: 2017 Relay for Life
Importance: High

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This will be an agenda item for the Selectmen on Monday, December 19th.



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Administrative Assistant

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TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Monday, December 12, 2016
Record

Chairman Lance R. Grenzeback called the meeting to order at 8:00 AM in the Board of Selectmen meeting chamber located in Town Hall. Present were Vice Chairman E. James Whitehead, Selectman Stephen L. Powers and Selectman Michael Bettencourt. Selectman David P. Errico participated remotely in accordance with CMR 29.10: Remote Participation Statute as declared by the Chairman. Also present was Town Manager Richard C. Howard

CONSENT AGENDA

One Day Alcoholic Beverage License
Lisa Rubin by Boston's Best Bartending –
December 18, 2016 – Sanborn House

*Motion: That the Board of Selectmen approve the Consent Agenda for Monday, December 12, 2016, a One Day Alcoholic Beverage License for Lisa Rubin by Boston's Best Bartending – December 18, 2016 at the Sanborn House.

Whitehead – Powers

All in favor

VOTED.

BUSINESS

Real Estate Discussion / Housing Discussion

Town Manager provided a brief update on the status of the Forest Ridge 40B development proposal. It has been reported to the Town that the developer is seeking access to the Forest Ridge parcel from abutting properties. A portion of the abutting land is under the control of the Department of Conservation and Recreation. Discussion followed relative to whether the Board intends to direct staff to review other parcels that may provide access to the Forest Ridge site or whether the Town would remain in a reactive stance. Town Manager explained that almost all abutting roads are private ways. Staff was directed to investigate abutting properties that could provide access to the Forest Ridge site.

Town Manager next informed the Board that the Tighe and Whitten properties located on Holton Street had been combined. These properties consist of several buildings situated on approximately 13 acres. Tighe and Whitten have partnered and are receiving serious offers that could result in a signing in the next thirty (30) days. All of the developers submitting an offer are reputable and this could result in an "AvalonBay" type situation. They indicated that after the first of the New Year they should have a deal signed that includes development rights. He noted that a development at this location could lead to 400 or more units, perhaps with mixed use. Mr. Whitten and Mr. Tighe have been direct and open about where things are headed. Their preference is that the developer talk with the Town and create a friendly arrangement. All retail activity on the site would cease however there might not be a sufficient buffer for the neighbors. A positive is that there would be an end to the heavy truck traffic.

Discussion followed relative to the Board not having options with this site. Town Manager pointed out that this is not a real attractive residential site and there are several very vocal opponents living on Baldwin Street who watch the neighborhood issues very closely. The question is how to engage and discuss the impacts on the school system, etc. Town Manager indicated that all of this leads to thinking about a housing study and a discussion of the parameters of an rfp to provide analysis, possible sites that

Board of Selectmen Meeting
Monday, December 12, 2016

1 lend themselves to this type activity and whether there would be an analysis to engage DHCD with a
2 request to change things so that the Town does not always have to be reactive.
3

4 Discussion followed related to much of this area containing ledge and therefore being unbuildable,
5 however the way that the parcel would be set up does not mean that this could not be done as much
6 depends on the developer. Town Manager suggested not making this easy but instead taking this
7 opportunity to go with a friendly 40B or 40R development scenario, getting something towards the Town's
8 infrastructure. He indicated that there should be engagement in order to control input, phasing, number
9 of bedrooms in each unit, etc. Town Manager explained that by doing this, perhaps the school population
10 increase can be forecast and some assistance provided from MSBA to rebuild the Muraco Elementary
11 School.
12

13 Chairman Grenzeback suggested that the Board set up a work force to see what can be constructed on
14 this parcel. Density and traffic could be tied to the development. He suggested that there will likely be
15 less concern about this site Town-wide that with the Forest Ridge proposal. He also suggested tying in
16 significant improvements to the Holton Street corridor and construction of a better school facility at the
17 Muraco School campus. The Chair indicated that elimination of the railroad activity is a limited benefit.
18 Town Manager pointed out that a portion of this land is located in the City of Woburn.
19

20 Chairman Grenzeback informed his colleagues that John Sahbier, chairman of the Housing Partnership
21 Board has suggested a scan of possible development sites and formation of a working group. He also
22 suggested that staff begin to develop RFP language. Selectman Bettencourt suggested that there be some
23 discussion with the School Committee because they have just put together their Master Plan and the only
24 project that they included in that plan was the 416 Cambridge Street proposal. He indicated that a
25 development project like that proposed for Holton Street would be on-line quickly and could add a few
26 hundred students to the Muraco and Lynch Elementary Schools.
27

28 Town Manager reported that he and Planner Brian Szekely met with John Moriarity, owner of 585 Main
29 Street. Mr. Moriarity is aware that the MBTA plan shows exit ramps that land on the 585 Main Street
30 property. Mr. Moriarity is amenable to discussion and is not looking to make a 'killing' on this property
31 but would like to come out whole. He suggested that an abutter could be interested in the remaining land
32 to enhance his / her property. The issue is one of timing and the MBTA is moving forward with the
33 design of the platform; the MBTA has left open the notion that an exit ramp could be located here.
34

35 It was noted that a Town Meeting vote could be avoided by doing a friendly eminent domain. Three
36 appraisals and an RFP would be required because in order to get in the MBTA design queue, there has to
37 be a plan. Selectman Powers raised the question of what would force commuters to use this ramp
38 without a parking garage or good, available parking. The Vice Chairman indicated that the ramp would
39 be removed from the wall adjacent to the Town Common. It was the consensus of the Board that senior
40 management staff engage with Mr. Moriarity.
41

42 Town Manager indicated that Spring Town Meeting resources will likely be needed to go forward.
43

44 **Adjournment: 9:30 AM**
45

46 *Motion: That the Board of Selectmen adjourn.

47 Whitehead – Bettencourt

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

VOTED.

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50 Respectfully submitted,

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54 Richard C. Howard, Town Manager

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TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Monday, December 5, 2016
Record

- 15
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- 17 1.) **Collective Bargaining Negotiations Update** - MGL Ch. 30A §21(a)2
18 2.) **Executive Session Minutes** Release Executive Session Minutes into the Public Domain - MGL Ch. 30A
19 §22(g)(1) for calendar years 2013, 2014 and 2015.

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Chairman Lance R. Grenzeback called the meeting to order at 7:00 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 as the Executive Session discussion was concluding. Also present were Town Manager Richard C. Howard and Town Counsel Wade M. Welch.

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OPENING

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*Motion: That the Board of Selectmen adjourn to Executive Session for the purpose of discussing matters related to Collective Bargaining Negotiations Update – MGL Chapter 30A §21(a)2 and Release of Executive Session Minutes into the Public Domain – MGL Chapter 30A §22(g)(1) for calendar years 2013, 2014 and 2015.

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Whitehead – Bettencourt

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

VOTED.

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*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.

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Notification of Meetings and Hearings

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-] Monday, December 19, 2016 – Board of Selectmen – Regular Session
 -] Monday, January 9, 2017 – Board of Selectmen – Regular Session
 -] Monday, January 23, 2017 – Board of Selectmen – Regular Session

Chairman's Comments

Chairman Grenzeback noted that all in attendance enjoyed the party honoring retiring Town Counsel Wade M. Welch. The highlight of the evening was the holiday tree lighting on the Town Common where the Welch grandchildren “flipped the switch” for the festivities.

Selectman Powers requested that Board members review the Non-Pensionable Benefits information provided at table this evening for preparation of an RFP for health insurance.

Vice Chairman Whitehead noted that the Health Department has obtained a grant to implement food safety regulations. As the result of the grant, Winchester is ahead of the curve.

Chairman Grenzeback noted that on Thursday, a group will be going to the State House to receive a leadership award related to the Town's energy conservation efforts.

Selectman Errico asked if there was any updated information about the traffic signals for Main Street and Swanton Street. Town Manager reported that an RFP is being prepared. He informed the Board that as regards the Johnson Road / Ridge Street intersection, on Wednesdays, which is “walk to school

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1 day", police officers spend time at the intersection in the morning. He suggested that another solution
2 to the traffic issues here is to designate a second crossing-guard at this intersection. Town Manager
3 indicated that notice has been received about the *Safe Routes to School Program*. At the earliest, this
4 grant will be available in 2019 or 2020.

5
6 Selectman Bettencourt pointed to the need for an interim solution. He explained out that many
7 accidents happen here during non-school commuting hours of the day. Town Manager recalled that a
8 four-way stop was brought forward for this area on a previous recommendation, but based upon the
9 heavy usage, this intersection is not suitable for such a control. Selectman Powers agreed that the
10 intersection of Johnson Road and Ridge Street is a dangerous one and a four-way stop regulation might
11 work, although the intersection does not meet the requirements for this type of regulation.

12
13 Chairman Grenzeback indicated that after the holidays, research will be done on a range of options for
14 this intersection along with which is the most cost effective. Selectman Errico noted that this is a life-
15 safety issue and he would like to be convinced why a four-way stop situation would not work.

16
17 **Town Manager's Report / Comments**

18
19 **Constable Reappointments:**

20
21 Town Manager announced that in accordance with the Winchester Code of By-Laws, Chapter 5 Section
22 10, he has made the following reappointments:

23
24 **Gregory F. Quill, 4 Westley Street – Constable**
25 **Term to Expire: November 30, 2017**

26
27 **Steven DeRosa, 6 Pepper Hill Drive – Constable**
28 **Term to Expire: November 30, 2017**

29
30 **Jeffrey D. Woolf, 1 Lakeview Road – Constable**
31 **Term to Expire: November 30, 2017**

32
33 **DPW Water / Sewer Division Appointment**

34
35 Town Manager announced that in accordance with section 4-2b of the Town Charter he has made the
36 following appointment in the Department of Public Works, Water / Sewer Division:

37
38 **Michael Carpenter, 4 Carpenter Court, Woburn, MA 01801**
39 **Heavy Equipment Operator – W-11 / Step 1**

40
41 Mr. Carpenter has previously worked in a public works capacity in another community and holds all of
42 the licenses necessary for this position. Appointment effective date is December 21, 2016.

43
44 Lastly, Town Manager made note of two upcoming events at which he will be in attendance:

45
46 December 15, 2016, 9 AM – MAPC's North Shore Coalition – Reading Public Library; this event will
47 provide an opportunity for planners, town and city staff, managers and mayors to learn more about the
48 legislative work at the MAPC.

49
50 December 21, 2016, 9 AM – Northeast Metropolitan Regional Vocational School's Annual Legislative
51 Breakfast in the school's restaurant, 100 Hemlock Road, Wakefield. Included will be a discussion
52 regarding plans to upgrade the school's facilities and grounds to ensure that the needs of the 1250
53 students served are being met. The consequence could be a debt exclusion override ballot question for

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1 Winchester's share, as well as what effect such a question would have on the Town's tax rate. Eleven
2 students from Winchester attend the vocational school in Wakefield. Town Manager indicated that this
3 number has fluctuated somewhat during his tenure however statewide, vocational education is
4 increasing.
5

6 **CONSENT AGENDA / SUPPLEMENTAL CONSENT AGENDA**

7
8 **One Day Alcoholic Beverage License:**

9 **Mark Chudnow for Beverage Events – December 17, 2016 – Sanborn House;**
10 **Gail Freeman for Studio on the Common – December 13, 2016 – Studio on the Common;**

11 **Acceptance of Donation to the Recreation Department Scholarship Fund:**

12 **\$100 from the Winchester Tennis Association**

13 **Approve / Correct Meeting Minutes:**

14 **Monday, November 21, 2016**

15
16 *Motion: That the Board of Selectmen approve One Day Alcoholic Beverage
17 Licenses for Mark Chudnow / Beverage Events, December 17, 2016 at
18 Sanborn House; Gail Freeman for Studio on the Common, December 13,
19 2016 – Studio on the Common.

20 Whitehead – Powers All in favor. VOTED.

21
22 *Motion: That the Board of Selectmen accept a \$100 donation to the Recreation
23 Department Scholarship Fund from the Winchester Tennis
24 Association with gratitude.

25 Whitehead – Powers All in favor. VOTED.

26
27 *Motion: That the Board of Selectmen approve the Meeting Minutes for
28 Monday, November 21, 2016, as written.

29 Whitehead – Powers All in favor. VOTED.

30
31 **BUSINESS**

32
33 **MGL Chapter 30A §22(g)(1) VOTE to Release Executive Session Minutes for Calendar Years**
34 **2013, 2014 and 2015 into the Public Domain**

35
36 *Motion: That the Board of Selectmen approve the release of Executive Session Minutes
37 for calendar year 2013, 2014 and 2015 in accordance with MGL Chapter 30A
38 §22(g)(1).

39 Whitehead – Powers All in favor. VOTED.

40
41 Chairman Grenzeback declared a brief recess at 8:00 PM; he reconvened the meeting at 8:05 PM.

42
43 **HEARING**

44
45 **NStar d/b/a Eversource Energy: Grant of Location Petition:**
46 **Hutchinson Road at Lantern Lane, Arlington and southerly**
47 **from Pole 91/9 to Arlington Town Line thence continuing into Town**
48 **of Arlington a distance of about 5 ft. conduit**
49

50 At 8:05 PM Chairman Grenzeback opened the Grant of Location Hearing for the installation of
51 approximately 5 feet of conduit in Hutchinson Road, Winchester. Town Engineer Beth Rudolph
52 informed the Board that only a small amount of conduit will be installed in Winchester, the remainder
53 in the Town of Arlington; there are no engineering issues. Jackie Duffy of Eversource explained that

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1 Eversource is preparing to direct-bury the connection, thus the need to install conduit. Approximately
2 103 feet of conduit will be installed in Lantern Lane, Arlington. She indicated that her hearing in the
3 Town of Arlington is not until next week, so this installation will not be made soon. Town Engineer
4 informed the Board that the DPW Director has discretion about street opening permits being issued at
5 this time of the year and if there is no snow in the forecast then Director Gill may allow the work to go
6 forward.

7
8 *Motion: That the Board of Selectmen approve the NStar d/b/a Eversource Energy
9 Grant of Location petition for Hutchinson Road at Lantern Lane, Arlington
10 and southerly form pole 91/9 to Arlington town line thence continuing into
11 the Town of Arlington a distance of about 5 feet of conduit in accordance
12 with the Town of Winchester Grant of Location Policy and the memo from
13 Town Engineer dated November 21, 2016.

14 Whitehead – Powers

All in favor.

VOTED.

15
16 **BUSINESS**

17
18 **Donna Patalano, Chair, Town Counsel Search Advisory Committee – Background Briefing**
19 **on Semi-Finalist Candidates**

20
21 Ms. Patalano informed the Board that the committee has not yet interviewed all candidates seeking the
22 Town Counsel position. She noted that each of the committee members brings a unique skillset to this
23 process and the committee has tried to follow the recommendations contained in the Harshbarger
24 Report to the Supreme Judicial Court. The Board was informed that the committee developed both the
25 criteria and matrix to make an apples:apples comparison; each committee member scored the RFP in
26 eleven different categories.

27
28 Ms. Patalano reported that the committee met last week to choose those applicants to bring forward for
29 interview. Six interviews have been scheduled and the semi-finalists should be selected to put forward
30 for interview by the Board on December 19th. In explaining the process utilized by the committee, Ms.
31 Patalano indicated that the interview questions have been scripted so that all applicants will be asked
32 the same questions; a thumb-nail will be provided for each candidate and the committee will do its best
33 to make sure that the information provided is useful to the Board. She suggested that the Board focus
34 on the following: 1.) scope of services to be provided; 2.) accessibility, as the new counsel must
35 understand that they report to the Board. She indicated that it is important to understand how
36 responsive the new counsel will be as well as who is responsive because some requests could be handled
37 by associates. 3.) accountability, i.e., who answers the call when there is an issue, how responsive
38 counsel is with email. 4.) experience and how it reveals what type of counsel the individual or firm will
39 be. 5.) billing and whether the firm will consider a flat rate.

40
41 As far as checking references for the semi-finalists, Ms. Patalano explained that the committee debated
42 this however they opted to leave this up the Assistant Town Manager and his staff. The committee has
43 requested that the team responding to the RFP come in and participate in the interview. She noted
44 that as a part of the RFP, each respondent was asked to provide a transition plan because Winchester is
45 moving from a very different model. Ms. Patalano noted that the committee is looking for a three year
46 contract that is renewable in yearly increments. She indicated that several firms specialize in this type
47 of service but a small firm may not have the “bench” depth or special counsel services that are needed.
48 She suggested that the Board may want to consider in-house counsel services at some point in time.

49
50 **Transfer Station Permit Rates; SMART Program Permit Rates**

51 Present: DPW Director Jay Gill, DPW Business Manager LeeAnn McGahan; Norman Doucette,
52 Recycling Foreman
53

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1 The Board was informed that the current residential permit rate is \$190 per calendar year and the
2 SMART permit for the calendar year is \$55 plus the cost of bags. The Transfer Station has also begun a
3 new program for disposal of organic waste; approximately 1200 lbs. per week is being received at the
4 Transfer Station.
5

6 Director Gill pointed out that the Town is now in the second year of the solid waste contract with
7 Covanta. The Town is currently paying \$55.35 per ton now and that amount will increase to just over
8 \$56 per ton on July 1, 2017. He noted that the Tuesday evening hours have been a huge success.
9 Selectman Powers suggested reducing the Tuesday evening hours by two hours. Director Gill indicated
10 that he would rather increase the commercial hauler disposal rate by a few dollars than make a
11 reduction in this hugely popular convenience for residents. The Board was informed that other towns'
12 commercial hauler rates are much higher than those being charged in Winchester. Discussion followed
13 on increasing the commercial hauler per ton disposal rate from the current \$102 / ton to \$105 / ton.
14

15 *Motion: That the Board of Selectmen approve the Transfer Station Fee
16 Schedule as presented with the exception of the Commercial Hauler
17 per ton disposal rate, increasing that amount from \$102 / ton to
18 \$105 / ton.

19 Whitehead – Powers

All in favor.

VOTED.

20
21 **Housing Plan Strategy**

22
23 Chairman Grenzeback noted that the Town has been reacting to development proposals, therefore some
24 time should be spent on consideration of locations that are felt to be good locations for affordable units.
25 He noted that Newton has put together a housing strategy which is included in the informational
26 packet for review. The Chair indicated that the core question is whether a plan should be developed as
27 well as whether the Housing Partnership Board should be asked for some ideas.
28

29 Selectman Bettencourt suggested that independent of increasing the amount of affordable housing in
30 Winchester would be sitting at the table with the developer rather than battling the developer in court.
31 He explained that the Planning Board is also focusing on housing so identifying a consultant would be a
32 good idea. Selectman Errico indicated that hiring a consultant is global and process oriented rather
33 than looking for and finding suitable sites.
34

35 Chairman Grenzeback noted that what is known is that more affordable housing is needed because the
36 Town is only at 2%. He explained that few sites are available in Winchester therefore suggested focus
37 on practicable, developable sites.
38

39 John Suhrbier of the Housing Partnership Board informed the Board that the City of Newton engaged
40 two consultants to look at middle income housing that is affordable to middle income people; specific
41 sites were reviewed. Newton also looked at areas being used for some other purpose but could be
42 redeveloped. He suggested that potential new development can occur through redevelopment of
43 existing sites. Chairman Grenzeback pointed out that the most effort was put into site identification.
44 Mr. Suhrbier informed the Board that MassHousing would like to see Winchester be more pro-active
45 than reactive. He explained the advantage of a 40R development, which is State reimbursement for
46 school-related costs. He indicated that a housing production plan could be a part of this effort and is
47 something that is encouraged by the State. He also suggested that it is worthwhile to summarize
48 demographics as the market for high-end housing is softening.
49

50 Selectman Powers suggested that Newton may be a "stretch" for a comparison. He suggested
51 concentrating on sites to get something accomplished. Selectman Bettencourt suggested that staff
52 check to see if there are MAPC grants or some type of financial support for this effort. It was suggested
53 that local developers be invited to participate in any discussion. Chairman Grenzeback indicated that

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1 he would like to see a shorter piece of work, not something that is a year in production. He explained
2 that interest will continue in Winchester.

3
4 Selectman Powers indicated that he would like to know what is done in Belmont, what their percentage
5 of affordable housing is and what that town does for 40B. Mr. Suhrbier noted that Belmont has large
6 tracts of land that were redeveloped for affordable housing. He indicated that a good portion of Holton
7 Street properties are vacant or used for storage. He suggested identifying consultants and moving
8 ahead with an RFP. Selectman Errico questioned whether there is an organizational mechanism to
9 translate ideas into action. He suggested creating a mechanism that allows the Town to move ahead
10 expeditiously. Chairman Grenzeback requested that the Town Manager put together a "thinking"
11 group. Town Manager indicated that staff will come back with ideas and suggestions after the first of
12 the New Year.

13
14 **COMMUNICATIONS AND WORKING GROUP REPORTS**

15
16 The Board acknowledged receipt of the following correspondence:

- 17
18 1. School Committee Agenda – November 29, 2016
19 2. Mass Water Resources Authority – Massachusetts Drought Situation
20 3. Xfinity – Information on Price Changes
21 4. Email from Jeff Pardo re: EMF Concerns
22 5. Planning Board Agenda – Tuesday, December 6, 2016

23
24 **Adjournment: 10:00 PM**

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

27 Whitehead – Powers

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

VOTED.

29
30 Respectfully submitted,

31
32
33
34 Richard C. Howard, Town Manager
35
36