TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, January 6, 2020
Record

OPENING

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

*Motion: That the Select Board adjourn to Executive Session for the purpose of discussing matters related to Eversource 345 kV Transmission Line Intervener Litigation: MGL Ch. 30 §21(a) 3 - To discuss strategy with respect to litigation; MGL Ch. 30 §21(a) 6 - To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have detrimental effect on the negotiating position of the governmental body.

Bettencourt - Shapiro

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

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

Bettencourt - Welch

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

COMMENTS

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, January 27, 2020 – Regular Session

ACCEPTANCE OF DONATIONS

*Motion That the Select Board accept, with gratitude, donations of $2,000 from the Johnston Family to the Police Department for the gift account.

Bettencourt - Welch All in favor VOTED

*Motion That the Select Board accept, with gratitude, donations of $300 from Richard Sayre to the Police Department Relief Association.

Bettencourt - Welch All in favor VOTED

*Motion That the Select Board accept, with gratitude, donations of $1,000 from the Martignetti Family in support of the Saltmarsh Park.

Bettencourt - Welch All in favor VOTED

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COMMENTS

TOWN MANAGER REPORT AND COMMENTS

1. Appointments – Town Manager announced the following permanent appointments in accordance with section 4-2b of the Town she respectfully requests that the Select Board vote to waive the fifteen (15) day appointment period for: **Police Department – Patrol Officer – Lauren Valdario and Traffic Director – Theodore Michalski.**

   *Motion: That the Select Board waive the customary fifteen (15) day appointment effective waiting period to allow Lauren Valdario and Theodore Michalski to begin their employment.

   Bettencourt - Welch All in favor VOTED

   Town Manager also made the following permanent promotion appointment of SC10 School Custodian – Vincent Toland. No action is needed by the Select Board.

2. SPIN – Ms. Wong is in discussions with SPIN about locations and specifications for HUBS – charging docks for the scooters. This could be part of the re-launch in the spring.

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

   - **Accessibility Plan:** Working with ADA Coordinator and DAC developing an implementation plan for improvements to Town Hall, the Public Library and Winchester High School.
   - **Construction Project Timing:** Toole Design is developing the traffic project implementation plan. Staff will meet to review in mid-January and the draft plan will be presented to the SB on January 27th.
   - **COA Social Worker:** Beginning this year, the Town's Council on Aging social worker will make available two half-days a month to serve the entire Winchester community. Professional social worker, Suzanne Norton, will be available to meet with Town residents in need of professional social work services on the first and third Mondays of the month from noon until 4:00 p.m. at the Jenks Center. Ms. Norton may be contacted at 781-721-7136 to schedule an appointment.
   - **DPW Vehicles:** The Town won a grant of $151,936 to purchase a diesel dump truck as part of the Volkswagen Open Solicitation - one of several Department of Environmental Protection open grant programs aimed at reducing nitrogen oxide and greenhouse gas emissions, while driving technological and policy innovation across Massachusetts. The Town will need to match about $38,000 and will make a request at Spring Town Meeting.
   - **Library:** HVAC project and library study room projects are substantially complete.
   - **Main and Highland Intersection:** Project will be advertised this month with bids due in late Feb for construction start in spring.
   - **Master Plan:** First draft being reviewed internally.
   - **MBTA:** The Town is reviewing the 90% design drawings from the MBTA received on December 23rd. The MBTA is preparing a cost estimate.
   - **McCall:** On time/on budget. Next meeting to procure FF&E and tech items for 6 new classrooms.

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- **Parkhurst Elevators:** Advertising for bids this week. Bids due February 13th.
- **River Street 40B:** The next public hearings are on January 13th and 27th at Town Hall.
- **Small Cell Wireless:** Town Manager is working on the draft and will send it to the Select Board in advance of the January 27th Select Board Meeting.
- **Town Hall/Public Safety Building:** Generator project has been awarded and equipment has been ordered but construction is on hold until the Spring of 2020.
- **Waterfield RFQ:** Proposals are due on January 6th. The town received 9 responses and a committee will be evaluating proposals.
- **West Side Fire Station:** The new generator has been bid and procured. DPW will install.

MATTERS FROM THE AUDIENCE

COMPTROLLER'S REPORT

Chair Goluboff accepted the Comptroller's Report – FY2020 financial update as of November 30, 2019

LICENSES

Annual Licensing Renewals

The Select Board approved the following license renewals for the 2020 calendar year:

*Motion That the Select Board approve the license for the Winchester Boat Club based on the submitted application for the *Placement of Temporary Floats and Moorings*.
Bettencourt - Welch All in favor VOTED

*Motion That the Select Board approve the *Food Vendor* license for Mamadou's Artisan Bakery as submitted.
Bettencourt - Welch All in favor VOTED

HEARINGS

BUSINESS

1. **Sidewalk Policy** – Roger Wilson, Co-Chair of the Traffic and Transportation Advisory Commission (TTAC) reviewed the Sidewalk Policy with the Select Board. After much discussion, the Select Board asked Town Manager to make amendments and bring the policy back to the Board at the January 27th meeting.

2. **TTAC Traffic Program** – Mr. Wilson submitted the Traffic and Transportation Program guidelines with additional TTAC recommendations for the Select Board's review. After much discussion the Select Board asked Town Manager to make amendments and bring the document back to the Board at the January 27th meeting.

3. **Tri-Communities Greenway Wayfinding Pilot** – Mr. Wilson informed the Board that the Lawrence & Lillian Solomon Foundation granted $4,000 in matching funds to the Town of Winchester towards the Tri-Community Greenway and Blueway Connections wayfinding

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improvements. The funds are to support improvements for the residents of Winchester to have access to the greenway network.

*Motion That the Select Board accept the $4,000 grant from the Solomon Foundation and provide matching support of in-kind labor, equipment and materials.

Bettencourt – Welch All in favor VOTED

4. Approve Comptroller's Vacation Carry Forward Request –

*Motion That the Select Board approve the Comptroller's vacation carry-over request from 2019 to 2020 as submitted.

Bettencourt – Welch All in favor VOTED

CONSENT AGENDA

One Day Alcoholic Beverage License(s)

*Motion That the Select Board approve One Day Alcoholic Beverage Licenses for – Iaritza Menjivar for Griffin Museum – January 16, 2020 – Griffin Museum

Bettencourt - Welch All in favor VOTED

Other

*Motion That the Select Board appoint Kerry Bartlett as a Special Municipal Employee for FY2020.

Bettencourt - Welch All in favor VOTED

*Motion That the Select Board appoint Cathy Donaghey as a Special Municipal Employee for FY2020.

Bettencourt - Welch All in favor VOTED

*Motion That the Select Board approve the minutes for the November 4, 7, & 18, 2019 meetings.

Bettencourt - Welch All in favor VOTED

COMMUNICATIONS AND WORKING GROUP REPORTS

1. The Board recognized the Memo from Ellen Knight, Winchester Reference Archivist re: WWII 75th Anniversary.

ADJOURNMENT: 9:00 PM

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

Bettencourt – Welch

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

Respectfully submitted,

Lisa Wong, Town Manager

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TOWN OF WINCHESTER
SELECT BOARD MEETING
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*Motion: That the Select Board adjourn to Executive Session for the purpose of discussing matters related to Eversource 345 kV Transmission Line Intervener Litigation: MGL Ch. 30 §21(a) 3 - To discuss strategy with respect to litigation; MGL Ch. 30 §21(a) 6 - To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have detrimental effect on the negotiating position of the governmental body; Asa Fletcher Fund - MGL Ch. 30A §21(a) 1 - To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual.

Bettencourt - Shapiro

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

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

Bettencourt - Welch

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

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, February 10, 2020 – Regular Session

ACCEPTANCE OF DONATIONS

*Motion That the Select Board accept, with gratitude, donations of $8,200.00 for appreciation of services provided by the COA. Specifically $7,500 is to be deposited in the COA Transportation Support Account and $700 in the COA Gift Account.

Bettencourt - Welch All in favor VOTED

COMMENTS

TOWN MANAGER REPORT AND COMMENTS

1. Appointments – Town Manager announced the following permanent appointment in accordance with section 4-2b of the Town she respectfully requests that the Select Board vote to waive the fifteen (15) day appointment period for: **DPW School Custodian – David Pratt**

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

Town Manager also made the following permanent appointment of DPW Administrative Secretary I – Jaymie Godjikian. No action is needed by the Select Board

2. FY2021 Budget – Ms. Wong reported that the FY2021 Budget is in development and will be finalized on or before February 15, 2020. She will be presenting a draft budget to the Finance Committee on January 30th and formally to the Select Board at the February 10th meeting.

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

- **Carriage House:** Developing RFP for the Feasibility Study.
- **Chester Street:** Bids came in too high. Housing Authority is re-bidding the project.
- **Construction Project Timing:** Presentation to the Select Board scheduled for February 10th. Bidding schedules are being prepared for design and engineering on all roadway, bridge and culvert projects.
- **High School:** Solar panels are installed and a post installation roof evaluation is being prepared.
- **Lynch School:** Timing of a vote on the costs/scope of the feasibility study will likely be in the Fall.
- **Master Plan:** Implementation committee will be set up when Master Plan is adopted. Considering impacts of draft recommendations now in the formation of the FY21 budget.
- **MBTA:** The Town has submitted 90% comments to the MBTA on Jan 23rd. The MBTA cost estimate came in higher than budgeted and the Town is waiting for the MBTA to analyze the estimate and provide information as to the impact on the project.
- **McCall Middle School:** Contractor scheduled to start exterior masonry next week and they are on schedule to do so. To date everything leading up to exterior masonry, roofing, AVB installation, temporary windows has been or is on schedule
- **MVP Grant:** The Town will work on submitting action grants due in April.
- **Parkhurst Elevators:** Pre-bid meeting held on Jan 23rd. Bids due on February 13th.
- **North Reservoir Dam:** Repairs are underway. Cost estimates are being prepared for Select Board and Capital Planning Committee to review before Spring Town Meeting.
- **North Reservoir Spillway:** Bidding Schedule being prepared.
- **River Street 40B:** The last public hearing is tonight. There has been a request to keep the public information portion open to accommodate a Select Board comment letter.
- **Small Cell Wireless:** Current draft is business item at tonight's Select Board meeting.
- **Waterfield RFQ:** An Open House with information about the proposals is tentatively scheduled for Monday, February 10th at 6:30 pm before the Select Board meeting.
- **Winning Farm:** The Select Board will vote on the LIP application at the Feb 10th meeting.

MATTERS FROM THE AUDIENCE

Resident Stephen Engel requested the Board support the *"Public Lands Preservation Act"* to protect public open spaces in Massachusetts. He has contacted the Conservation Commission and just wanted to inform the Select Board about the act.

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COMPTROLLER'S REPORT

The Select Board accepted the Comptroller's report - FY2020 financial update as of December 31, 2019

LICENSES

HEARINGS

Beth Rudolph, Town Engineer and Erica Guidoboni, Toole Design, updated the Select Board for both hearings

1. **Waterfield Road at Church Street, Traffic Calming Improvements.** Chairman Goluboff opened the hearing. Toole Design did a sight line review of the Waterfield Road at Church Street intersection. They are formalizing the engineer design of the existing markings on Church Street, and adding curb extensions at the intersection of Waterfield/Church. The major public concern was from owners of the buildings in the area. They are concerned about the loss of parking spots for the business tenants including the contractors taking the spaces during the construction phase. Ms. Wong invited the landlords and business tenants to contact the Town Manager's office to schedule an appointment to meet with her. Chairman Goluboff closed the hearing.

2. **McCall School Traffic Hearing, Main Street at Washington Street and Mystic Valley Parkway at Waterfield Road.** Chairman Goluboff opened the hearing. Ms. Guidoboni stated that Toole Design is finishing the safety improvements, the layout of the bike lane at Main/Washington and the plans are 99% done. Public comments included biking lanes, parents parking in the no parking zones and blocking the streets at Mount Pleasant and Francis Circuit during school drop-off/pickup and additional street lighting at Main/Washington. Chairman Goluboff closed the hearing.

BUSINESS

1. **Sidewalk Policy** – Ms. Wong summarized the existing policy with her changes.

*Motion	That the Select Board approved the Sidewalk Policy as proposed with the additional changes.		
Bettencourt – Welch		All in favor	VOTED

2. **TTAC Traffic Program** – Ms. Wong does not have a recommendation as the document is still being discussed by the staff. So there is no formal recommendation from her or a vote from the Select Board needed tonight.

3. **Small Cell Wireless Policy** – Ms. Wong went over the additional paragraph that was added in section 3.a – "To minimize congestion and the presence of persons maintaining ROW installations around children and schools, the preference of the Town is for small wireless facilities to be located not less than one hundred fifty (150) feet from any public school property unless such standard would in a particular deployment be prohibitive in effect and applicant shall exercise diligent efforts to deploy in and around locations other than schools serving children."

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*Motion That the Select Board adopt the Small Cell Wireless Policy, subject to the change as presented at table.

Bettencourt – Welch All in favor VOTED

4. Presidential Election Warrant –

*Motion To the Constables of the Town of Winchester, Massachusetts

Greetings: In the name of the Commonwealth, you ae hereby required to notify and warn the inhabitants of said Town of Winchester who are qualified to vote in Primaries to vote at the polling places designated for the several precincts in the Town, namely: Precincts 1 & 2 at the Muraco School Gym, Precincts 3 & 4 at the McCall Middle School Gym, Precincts 5 & 6 at the Vinson-Owen School Cafeteria, and Precincts 7 &8 at the Lynch School Gym, on:

Tuesday, the Third Day of March, 2020, from 7:00 a.m. to 8:00 p.m. for the following purpose:

To cast their votes in the Presidential Primaries for the candidates of political parties (Democrat, Republican, Green Rainbow or Libertarian) for the following offices:

PRESIDENTIAL PREFERENCE	for this Commonwealth
STATE COMMITTEE MAN	for the 2nd Middlesex Senatorial District
STATE COMMITTEE MAN	for the 5th Middlesex Senatorial District
STATE COMMITTEE WOMAN	for the 2nd Middlesex Senatorial District
STATE COMMITTEE WOMAN	for the 5th Middlesex Senatorial District
DEMOCRATIC TOWN COMMITTEE	for the Town of Winchester
REPUBLICAN TOWN COMMITTEE	for the Town of Winchester

Hereof fail not and make return of this warrant with you doings thereon at the time and place of said voting

Bettencourt – Welch All in favor VOTED

5. Early Voting Location Designation –

*Motion That the Select Board designate the Winchester Town Hall, Winchester Room as the official polling location for Early Voting as set forth in the schedule provided to the Select Board by the Winchester Town Clerk.

Bettencourt – Welch All in favor VOTE

SUPPLEMENTAL AGENDA

6. 40B Traffic Toole – Ms. Wong distributed to the Board the latest draft letter from the Select Board to the Zoning Board of Appeals regarding the 19-35 River Street Peer Review responses. The letter has to be submitted to the ZBA as soon as possible as they will be closing the 19-35 River Street public hearing soon. After discussing several items in the letter the Select Board approved the letter as is with Chair Goluboff signing the final version.

CONSENT AGENDA

One Day Alcoholic Beverage License(s)

*Motion That the Select Board approve One Day Alcoholic Beverage Licenses for – Winchester Senior Association, March 8, Jenks Center; Superior Servers, October 20, Wright-Locke Farm; Winton Club, January 28-February 1, Town Hall Auditorium

Bettencourt - Welch All in favor VOTED

Other

*Motion That the Select Board approve the Estate Sales – February 8 and 9, Estate Sale Specialists, 22A Grove Street; February 1 and 2, New England Estate Sale, 19 Highland View Avenue

Bettencourt - Welch All in favor VOTED

*Motion That the Select Board approve the minutes for the December 2 & 16, 2019 meetings.

Bettencourt - Welch All in favor VOTED

COMMUNICATIONS AND WORKING GROUP REPORTS

ADJOURNMENT: 10:10 PM

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

Bettencourt – Welch

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

Respectfully submitted,

Lisa Wong, Town Manager

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