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

OPENING

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

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, April 13, 2020 – Regular Session

TOWN MANAGER REPORT AND COMMENTS

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

COVID-19 Updates:

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

Town Department Updates:

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

Other Town Updates:

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

BUSINESS

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

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

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

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

11 Verdicchio - Welch

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

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

18 Verdicchio - Welch

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

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

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

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

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

37 Verdicchio – Welch

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

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

44 Verdicchio - Welch

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

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

Monday, April 6, 2020
Select Board Meeting

1 Verdicchio - Welch

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

VOTED

3 Not in favor: Bettencourt

(Motion passes 4-1)

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

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

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

19 Verdicchio – Welch

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

VOTED

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

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

30 Verdicchio – Goluboff

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

VOTED

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

35 Goluboff – Verdicchio

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

VOTED

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

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

48 Verdicchio – Welch

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

VOTED

Monday, April 6, 2020
Select Board Meeting

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

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

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

16 Verdicchio - Welch

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

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

21 Verdicchio - Welch

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

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

26 Verdicchio - Welch

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

29 **EXECUTIVE SESSION**
30

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

36 Verdicchio - Goluboff

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

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

41 Verdicchio - Welch

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

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

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

47 Verdicchio - Welch

48 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
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50 Respectfully submitted,
51 Lisa Wong, Town Manager

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

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OPENING

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

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NOTIFICATION OF MEETINGS AND HEARINGS

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1. Monday, April 27, 2020 – Regular Session

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ACCEPTANCE OF DONATIONS

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

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

VOTED

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TOWN MANAGER REPORT AND COMMENTS

1. Appointments – Ms. Wong announced the following permanent appointment in accordance with section 4-2b of the Town Charter, and she respectfully requests that the Select Board vote to waive the fifteen (15) day appointment period for: **DPW Water/Sewer Promotional appointment Maintenance Foremen – Thomas Call**

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

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

VOTED

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

Monday, April 13, 2020
Select Board Meeting

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

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

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

15 **BUSINESS**
16

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

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

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

31 Verdicchio - Welch

32 Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

33 VOTED

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

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

41 Verdicchio – Welch

42 Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

43 VOTED

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

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

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

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

10 Verdicchio – Welch

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

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

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

20 Verdicchio - Welch

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

23 CONSENT AGENDA

24

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

27 Verdicchio - Welch

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

30 The Select Board cancelled the Executive Session.
31

32 ADJOURNMENT: 8:20 PM

33

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

35 Verdicchio - Welch

36 Roll Call: Verdicchio, Welch, Goluboff, Bettencourt VOTED
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38 Respectfully submitted,

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

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OPENING

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*Motion: That the Select Board adjourn to Executive Session for the purpose of discussing matters related to MGL Ch. 30 §21(a) 6 - To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have detrimental effect on the negotiating position of the governmental body; MGL Chapter 30 §21(a) 2 & 3 – Negotiation strategy non-union personnel and collective bargaining strategy.

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

VOTED

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

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

VOTED

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NOTIFICATION OF MEETINGS AND HEARINGS

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

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TOWN MANAGER REPORT AND COMMENTS

1. Appointments – Ms. Wong announced the following reclassification appointments in accordance with section 4-2b of the Town Charter, and she respectfully requests that the Select Board vote to waive the fifteen (15) day appointment period for: **Athena Byford, Building Department to S25 Senior Clerk II and Maureen Oliver, DPW to S27 Principal Clerk**

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

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

VOTED

2. Town Manager Updates:

- There are 71 cases, 33 active, 2 deceased. Nursing homes are the primary concern and Representative Day is requiring testing and base line inspections at all of the nursing
- 49
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51

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

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

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

7
8 **BUSINESS**

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

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

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

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

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

36 Verdicchio – Welch

37 Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

38 VOTED

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

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

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

51 Verdicchio – Welch

Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

VOTED

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3 **COMMUNICATIONS AND WORKING GROUP REPORTS**
4

- 5 1. Letter from the Commissioners of Trust Funds – Chair Bettencourt brought to the
6 Board’s attention the well written letter from the Commissioners regarding the
7 disposition of Town assets under the management of their committee.
8

9 **ADJOURNMENT: 8:10 PM**

10
11 *Motion: That the Select Board adjourn for the evening.

12 Verdicchio - Welch

13 Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

VOTED

14
15 Respectfully submitted,

16
17 Lisa Wong, Town Manager
18