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**TOWN OF WINCHESTER**  
**SELECT BOARD MEETING**  
**Thursday, April 2, 2020**  
**Record**

**OPENING**

Chair Michael Bettencourt called the meeting to order at 8:30 AM 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 Amy Shapiro. Mariano Goluboff was absent. Also present was Town Manager Lisa Wong. (Note – due to the remote participation all Select Board votes are roll call votes.)

**BUSINESS**

1. **State of Emergency** - Jen Murphy, Health Director, reported that the case count for Winchester is still at 24 and the patients have been recovering well. The case count does not include non-residents that are at Winchester Hospital. Ms. Wong had a call with Winchester Hospital and the main focus was the hospital having enough PPE supplies and donations. Staff is collaborating with Stoneham to work with DCR about at least having no parking at the Fells. Chair Bettencourt and Ms. Wong are also looking at the Town using the United Way as a resource
2. **Transfer Station** – Nick Parlee, Transfer Station Coordinator, reported that the new limited schedule is working well. Tuesday & Thursday are busy but Saturday is so crazy busy they need a police detail. He has moved the opening of the Swap Shop to the beginning of June.
3. **Council on Aging** – Ms. Wong is keeping this item on every agenda in case they have an emergency ask.
4. **Fire/Police MOUs** - There were some changes to the Police MOUs that were given to the Select Board today and Ms. Wong briefly went over them. The discussion was continued to the April 6<sup>th</sup> meeting.

**ADJOURNMENT: 9:50 AM**

\*Motion: That the Select Board adjourn for the day.

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Shapiro, Bettencourt

VOTED

Respectfully submitted,  
Lisa Wong, Town Manager

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**TOWN OF WINCHESTER**  
**SELECT BOARD MEETING**  
**Thursday, April 9, 2020**  
**Record**

**OPENING**

Chair Michael Bettencourt called the meeting to order at 8:30 AM 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.)

**BUSINESS**

1. **State of Emergency** - The Board discussed the restrictions that other towns have put in place regarding realtors having open houses and in person showings. The Board of Health is working on the emergency order. Ms. Shapiro told the Board that Winchester realtors have taken open houses off the board and the few showings are with everyone wearing gloves. Winchester realtors are looking for guidance as it helps them with people who are demanding to go into homes. Ms. Verdicchio stated that we should be more explicit in the order in what realtors can and cannot do.

\*Motion That the Select Board put in place the “Emergency Order of the Select Board and Board of Health to Prohibit In-Person Showings of Real Property” to take effect April 10, 2020 at 12:01 a.m. until May 4, 2020 at 11:59 p.m.

Goluboff – Bettencourt

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

VOTED

Mr. Goluboff left the meeting.

**Water/Sewer Bills** - Ms. Wong informed the Select Board the state has extended the late fees and due date of the Water/Sewer bills to June 30, 2020. The Board needs to approve this change.

\*Motion That the Select Board approve the moving of the Water and Sewer bills due date to June 30, 2020.

Verdicchio – Welch

Roll Call: Verdicchio, Welch, Shapiro, Bettencourt

VOTED

**Bond Counsel** - Ms. Wong is working with Bond Counsel to clarify remote Town Meeting and the legalities with some of the bonds. She will review their report and bring it to the Board at Monday’s meeting.

**United Way** – Chair Bettencourt announced that we are ready to launch the Town’s United Way webpage and once it is, everyone will need to help promote it.

1 **ADJOURNMENT: 9:10 AM**

2  
3 \*Motion: That the Select Board adjourn for the day.

4 Verdicchio – Welch

5 Roll Call: Verdicchio, Welch, Shapiro, Bettencourt

VOTED

6  
7 Respectfully submitted,  
8 Lisa Wong, Town Manager

DRAFT

**TOWN OF WINCHESTER  
SELECT BOARD MEETING  
Thursday, April 23, 2020  
Record**

**OPENING**

Chair Michael Bettencourt called the meeting to order at 8:30 AM 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.)

**BUSINESS**

- 1. Home Depot Donation** – Home Depot donated two dryers to the Fire Department and they only charged the Fire Department \$1,200 for the two washing machines. The Select Board needs to accept the donation of the two dryers and amend their original motion on March 30, 2020 authorizing \$1,200 instead of \$2,000 coming out of the Winchester Hospital Gift Account.

\*Motion That the Select Board accept, with appreciation, the generous donation of two dryers from Home Depot to the Winchester Fire Department  
Goluboff – Bettencourt  
Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED

\*Motion That the Select Board authorize the spending of \$1,200 out of the Winchester Hospital Gift Account for the two washers.

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

- 2. First Congregation Steeple Clock** – Ms. Wong and staff recommend that the Select Board transfer \$12,000 from the Winchester Hospital Gift Account to the First Congregation Church for the repair of the Town owned clock in the church's steeple.

\*Motion That the Select Board transfer \$12,000 from the Winchester Hospital Gift Account to the First Congregation Church for the Town owned clock request.

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

- 3. State of Emergency** - The nursing homes remain the biggest issue and Jen Murphy, Health Director, has been in daily contact with each of the homes. Town Meeting remote participation will be on the legislative docket next week. We will then have the ability to choose how we want to proceed with the remote participation. The Governor's May 4<sup>th</sup> deadline is coming up and the deadline may be moved but we do not know by how many days/weeks. For the Town Election, we can do absentee/mail in voting. Increasing the mail in ballots increases the participation which will reduce and help us to manage distancing of voters at the polls.

Thursday, April 23, 2020  
Select Board Meeting

1 4. **3yr Financial Plan** – Ms. Wong gave an overview of the financial status, no one actually  
2 knows what the state aid will come in as. We have started to talk about a 5-year plan instead  
3 of a 3-year plan which would include FY23 & 24, to look at the projections, and what it looks  
4 like. Including moving out what a department may have planned in year one or two, to year  
5 three. The Town is in pretty decent shape with a lot of objectives but Ms. Wong wants to  
6 make sure that we don't draw down on the reserves.  
7

8 The biggest concern is the Recreation Department, as it has its own building and will not be  
9 bringing in the funds, \$700,000, this year. Ms. Wong questioned what the new Recreation  
10 Department will look like with social distancing? Ms. Shapiro suggested that we need to be  
11 innovative in our plans for the department such as looking at the rental of the fields in the  
12 fall. Ms. Wong stated that the fields are getting a break right now, which is improving their  
13 conditions. Staff is in the planning stage of the maintenance of the fields and have been able  
14 to get a head start on the repairs.  
15

16 5. **Muraco Update** – Pete Lawson, Facilities Manager, informed the Board that they have  
17 started working on the bathrooms at the Muraco. Given that all of the schools are closed we  
18 can move forward with the repairs that are needed, plus taking care of the HVACs. Ms.  
19 Wong also stated that we have to remember that the schools will look much different, such  
20 as rugs on the floor, and other items that cannot be easily cleaned will have to be removed.  
21

22 **ADJOURNMENT: 9:10 AM**  
23

24 \*Motion: That the Select Board adjourn for the day.

25 Verdicchio – Welch

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

VOTED

27  
28 Respectfully submitted,  
29 Lisa Wong, Town Manager

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**TOWN OF WINCHESTER**  
**SELECT BOARD MEETING**  
**Thursday, April 30, 2020**  
**Record**

**OPENING**

Chair Michael Bettencourt called the meeting to order at 8:30 AM 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.)

**BUSINESS**

1. **State of Emergency** – The Board of Health is asking the Select Board to approve the mask policy for the Town. It was suggested that the Transfer Station be included in the mask policy as there are problems with social distancing at the recycle area with people mingling.

\*Motion That the Select Board approve the emergency order of the Board of Health regarding face coverings amending that the Transfer Station be included in the policy.

Verdicchio – Welch

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

VOTED

**Other items from Town Manager:** Legislation is expected soon regarding remote Town Meetings; Ms. Wong and Department Heads will be doing a PSA on Friday; at 7:00 p.m. tonight Winchester and Stoneham public safety departments will be doing a drive-by at Winchester Hospital to honor the medical workers AND there will be a vehicle parade from Noon-1pm honoring the Senior Class of 2020; looking at reopening the Town Offices in phases but there is no time line; a company will be looking at all the Town buildings HVAC and ventilation regarding air quality; the Select Board will discuss the realtor order of no in-showing of vacant properties at Monday, May 4<sup>th</sup> meeting.

2. **Employee Health Insurance** – Ms. Wong informed the Select Board of the potential changes for them to consider. 1) Adding the FOCUS Plan with focuses on specific hospitals 2) Move from Delta Dental to Guardian Dental, which is a part of the Harvard Pilgrim program.

We had a meeting with the Insurance Advisory Committee and they suggested to do a survey of the employees. The results from the survey showed that many would not change to the FOCUS Plan as it does not include Mass General in the list of hospital choices. Also, most dentists do not accept Guardian and employees would have to switch dentists. The FOCUS Plan is not mandatory for the employees, only an option and there is no drawback to adding the option but there is a savings to the Town. Stacie Ward, Town Comptroller, told the Board that they need to vote today so that she has time to set the rates for the Open Enrollment that is next week. Ms. Wong feels that the change to the dental would be more detrimental to the staff and we will continue to review the plan. She recommends that the Town does not add Guardian at this time.

Thursday, April 30, 2020  
Select Board Meeting

1 \*Motion That the Select Board add the FOCUS Plan to the choices for Winchester  
2 Open Enrollment.

3 Verdicchio – Welch

4 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED  
5

6 3. **Town Manager Updates** – We are continuing to evaluate the Carriage House’s air quality  
7 and building as to whether we go forward with a study. The Carriage House is being looked  
8 at as the potential of becoming the School Administration Central Office. Mr. Goluboff felt  
9 that the money that was going to evaluate the Carriage House should go to the Muraco  
10 School repairs instead.

11  
12 Pete Lawson, Facilities Manager, has continued to finalize the costs of the improvements at  
13 the Muraco School. The following is the list with costs: replace the roof (1.7mil), boiler  
14 (\$100,000), electrical service and motor control bank (1.1mil with engineer costs), the  
15 exterior doors (\$200,000) and flooring with asbestos abatement (\$450,000); Bates Road  
16 sidewalk is being install now; and the Saltmarsh Park work will be starting by May 18<sup>th</sup>.  
17

18 **ADJOURNMENT: 9:40 AM**  
19

20 \*Motion: That the Select Board adjourn for the day.

21 Verdicchio – Welch

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

24 Respectfully submitted,  
25 Lisa Wong, Town Manager