

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Thursday, May 7, 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 extension of the Realtor Emergency Order restricting in-person showings of real property.

*Motion That the Select Board approve the emergency order of the Board of Health to restrict showings of real property to remain in effect until at least May 18, 2020 or until the Governor's order is lifted.

Verdicchio – Welch

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

Jen Murphy, Health Director, is working to get funding for the testing of residents living in long term housing facilities. She has close to 5000 disposable masks to hand out to residents 70 & older and the most vulnerable. Ms. Murphy is also working with Phillip Beltz, Council on Aging Director, to deliver masks to those who are home bound.

Mary Ellen Lannon, Town Clerk, requested that the Select Board approve the interdepartmental transfer of \$15,000 from the Police Patrol Permanent Salary Line item to the Town Clerk's Professional Services line item to cover the cost of the remote town meeting.

*Motion That the Select Board authorize the Town Clerk's request to transfer from the Police Patrol Permanent Salary Account #0121121-51101 to Town Clerk Professional Services account #0116102-53118 in the amount of \$15,000.

Verdicchio – Shapiro

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

The Board discussed the re-opening of the Town, and Ms. Wong informed them that a Town re-opening committee is being developed with representation from community groups in town. The State will be offering guidelines for the soft re-opening.

2. **Waterfield Crossing for Tri-Community Bike Path** – Discussion centered on what type of crosswalk should be installed, a raised crosswalk will cost \$20,000 to \$25,000 as opposed to having DPW do a surface level crosswalk with curb cuts. David Anderson, Traffic & Transportation Advisory Committee, attended the meeting and spoke to the need of having the painted crosswalk for the present and the raised crosswalk could be done after the train

1 station renovation is done. Toole Design has submitted a proposal to do an evaluation of the
2 area for \$9,000. Ms. Rudolph recommended that, at the very least, a sight distance
3 evaluation should be done by Toole Design to make sure that cars have adequate time to
4 respond to anyone in the crosswalk. Mr. Goluboff was in favor of installing the raised
5 crosswalk but if we are just going to do the surface level crosswalk then we do not need to
6 spend the money for the study. Chair Bettencourt strongly felt that the study should be
7 done.
8

9 *Motion That the Select Board does not move ahead with the Toole evaluation at
10 this time. We do go ahead and have DPW do the curb cuts and bike path
11 markings, provided that DPW does the work after the construction project
12 at Mystic Valley Parkway and Waterfield Road has been completed.

13 Verdicchio – Welch

14 Roll Call: In favor: Goluboff, Verdicchio, Shapiro, Welch

VOTED

15 Not in favor: Bettencourt

16 (Motion passes 4-1)

- 17 **3. Fire Fighters, Police Patrol & Police Superior Officers Contracts – Chair**
18 Bettencourt opened the discussion with a motion to not renew the contracts and go into
19 Executive Session to discuss the MOUs. Ms. Verdicchio is concerned that we may be going
20 into a deep recession for the next few years and may not be able to afford the increases. Ms.
21 Wong stated that from an operational standpoint she strongly disagrees with the motion.
22 She has factored in the increases into the budget up to FY2024. Mr. Goluboff also agreed
23 with Ms. Wong, there has been a ton of work put into these MOUs and the Select Board has
24 reviewed everything.
25

26 *Motion That the Select Board reconsider the MOUs for the Fire Fighters, Police
27 Superior Officers and Police Patrol.

28 Verdicchio – Welch

29 Roll Call: In favor: Verdicchio, Shapiro, Welch, Bettencourt

VOTED

30 Not in favor: Goluboff

31 (Motion passes 4-1)

32 **4. General Topics**

- 33 a. MBTA – The MBTA submitted 343-page plans for the Town MBTA committee to review
34 and the committee is submitting a letter with comments and questions to MBTA.
35 b. Citizen Warrant Article – Ms. Wong told the Board that the citizens of the Citizens
36 Petition are in favor of having their article postponed to the Fall Town Meeting. As a
37 procedural motion the Board needs to vote to postpone the article to the Fall Town
38 Meeting.
39

40 *Motion That the Select Board defer the Citizens Petition for Town Meeting by Mr.
41 Nagamoto and Mr. Miller to Fall Town Meeting.

42 Verdicchio – Welch

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

VOTED

- 44 c. Budget Update – The Budget Advisory Committee met on Wednesday to review the
45 budget and some departments were able to make cuts that totaled a savings of \$50,000
46 to \$60,000. Ms. Wong also informed the Board that St. Mary's school is closing and there
47 will be 35 students coming into the Town's schools. The Finance Committee will have to
48 revisit the implications that this will have on the School Budget. The budget is an

1 ongoing discussion and the Finance Committee will be voting the final budget, which will
2 be presented to Town Meeting, on May 14th.
3

4 **EXECUTIVE SESSION**
5

6 *Motion: That the Select Board adjourn to Executive Session for the purpose of
7 discussing matters related to MGL Ch. 30 §21(a) 6 - To consider the
8 purchase, exchange, lease or value of real property if the chair declares
9 that an open meeting may have detrimental effect on the negotiating
10 position of the governmental body; MGL Ch. 30 §21(a)3 – To discuss
11 strategy with respect to union contract negotiations, specifically the
12 Firefighters, Police Patrol Officers and Police Superior Officers.

13 Verdicchio - Welch

14 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
15

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

18 Verdicchio - Welch

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

21 Chair Bettencourt continued the May 7th Winchester Select Board meeting. The Select Board
22 has just been in discussions on the negotiations in Executive Session and are now taking a
23 motion pursuant to those conversations to approve the contracts.
24

25 *Motion: That the Select Board rescind our vote to reconsider the Memorandum of
26 Agreements for the Police Patrol, Police Superior Officers and Fire
27 Fighters.

28 Verdicchio - Welch

29 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
30

31 *Motion That the Select Board approve the Memorandum of Agreement with the
32 Police Patrol Association.

33 Verdicchio - Welch

34 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
35

36 *Motion That the Select Board approve the Memorandum of Agreement with the
37 Police Superiors Association.

38 Verdicchio - Welch

39 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
40

41 *Motion That the Select Board approve the Memorandum of Agreement with the
42 Fire Fighters Association.

43 Verdicchio - Welch

44 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
45

46 **ADJOURNMENT: 12:55 PM**
47

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

49 Verdicchio - Welch

50 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
51

Respectfully submitted, Lisa Wong, Town Manager

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Thursday, May 14, 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 –

Town Meeting Remotely: Ms. Wong told the Board that there is a company that has a program specifically for Municipal Town Meetings that we may use for the remote participation. They did a mock run through the other day and there was a concern that it would take a long time just for everyone to login. There is also a difference between using a computer/laptop and your phone, using a phone, if you get a call it will time-out the program and you would have to login again. There were multiple ways suggested to train/help members and how Town Meeting would be setup to allow for the remote voting. The Select Board continued the discussion to Thursday, May 21 meeting to get a more significant update, and to definitively nail down the ways that will make the Town Meeting accessible.

Reopening Committee – The committee has met and they have developed subcommittees. The subcommittees are government; marketing/communication to support the businesses; youth activities to include sports/music. One of the areas needing professional expertise for the businesses is in breaking down the physical space. We are waiting for guidance for summer camps and from the State's reopening committee.

Town's Phase I Opening – Ms. Wong's draft "Standard Operating Procedure for Phase I" addresses the bulk of what staff is presently doing now but provides guidance for people who will be coming into their office to work. She is waiting for input from Department Heads/staff in each office as to what they have decided to do. We need more guidance from the state to have daycare at the Recreation Department. Due to the present state requirements, the Recreation Department would lose money if they were to open the daycare.

Ms. Wong has signed the contract for the company to begin testing the HVAC air quality in the Town buildings. The departments have been spending from the existing budgets, grants and the \$115,000 that Finance Committee had budgeted for COVID

2. 955 Main Street Agreement – Ms. Verdicchio reminded the Board that the Town owns a small parcel of land behind 955 Main Street that is leased to the Russell Hill Office Condominium Association, which they use as part of their parking lot. The Condo Association wants to pave the entire parking lot but the lease agreement with the Town had expired. Ms. Verdicchio and Mark Twogood, Assistant Town Manager, negotiated a one-

Thursday, May 14, 2020
Select Board Meeting

1 year lease with an increase of \$500 that the Association agreed upon, which the Board has
2 to approve today.
3

4 *Motion That the Select Board approve the license agreement between the Town of
5 Winchester and the Russell Hill Office Condominium Association for a
6 parcel of land off of 955 Main Street.

7 Verdicchio – Welch

8 Roll Call: Goluboff, Verdicchio, Shapiro, Welch, Bettencourt
9

VOTED

10 3. **Working Session – Select Board’s goals/work plan** – Chair Bettencourt continued the
11 discussion to the meeting on Thursday, May 21st.
12

13 4. **Advisory Board Discussion** – Chair Bettencourt continued the discussion to the meeting
14 on Thursday, May 21st.
15

16 5. **Warrant Articles** – Mina Makarious, Town Counsel, attended the meeting to answer any
17 questions regarding the Warrant Articles. Ms. Verdicchio asked about the citizen’s petition
18 that we had voted to defer, does the Board have to sponsor it? Mr. Makarious informed her
19 that this is procedural and the petitioner is the one who is deciding to postpone their article,
20 which has to be stated at Town Meeting. The Board agreed to defer it but for clarification
21 the Board does not have to sponsor it. Mr. Makarious, Ms. Wong and Beth Rudolph, Town
22 Engineer, will explain the MBTA article at Town Meeting. The biggest issue that the Town
23 has with the MBTA plans is where the elevator and ramp will be going and the loss of
24 parking spaces. Mr. Makarious is planning to schedule another meeting with the MBTA.
25

26 *Motion That the Select Board approved the Warrant Articles as presented with
27 minor necessary edits as discussed.

28 Verdicchio – Welch

29 Roll Call: Verdicchio, Shapiro, Welch, Goluboff, Bettencourt
30

VOTED

31 6. **General Topics** –

32 WinCam – Ms. Wong informed the Board that legislation has not been past that the Town
33 can receive the funding from the cable companies, Comcast and Verizon, more often.
34 Presently the cable companies send the payments to the Town Manager’s office to be
35 deposited and Town Meeting has to approve the transfer to WinCam at the Spring and Fall
36 meetings. Due to the possibility that Town Meeting may not happen until September and
37 this money is operating funds for WinCam, Ms. Wong suggested that we transfer money to
38 WinCam. WinCam needs \$50,000, and the Board can transfer from the Police Salary line
39 item to the Town Manager’s professional line item and return to the Police Salary line item
40 once Town Meeting appropriates the money.
41

42 Ms. Wong feels that WinCam is going to run into this periodically as they were used to
43 receiving the money quarterly, now it is only twice a year. The Town receives the money
44 every quarter and we could get special legislation to create a revolving PEG account to pay
45 WinCam when the Town acquires the money. Ms. Wong and Stacie Ward, Town Comptroller
46 have been talking with David Gauthier, WinCam Executive Director, about the options to
47 support a long-term solution. A revolving fund account means that WinCam will not have
48 to go to Town Meeting for appropriation approval every spring and fall. The consensus of
49 the Board is to approve the transfer and will vote at Monday’s meeting.
50
51

1 **ADJOURNMENT: 10:30 AM**

2
3 *Motion: That the Select Board adjourn for the day.
4 Verdicchio – Welch

5 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
6

7 Respectfully submitted,
8 Lisa Wong, Town Manager

DRAFT

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Thursday, May 21, 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** – There were no items to discuss.
2. **Remote Town Meeting** – Chair Bettencourt continued the discussion to the meeting on Thursday, May 28th.
3. **Personnel Board Article #23** – Michelle Vibert, Human Resources Director, informed the Select Board that the Personnel board had approved and voted Article #23. Ms. Vibert did an overview of Article #23 which consists of 16 Motions. Chair Bettencourt asked Stacie Ward, Town Comptroller, for clarifications in the FY21 & FY22 increases. She informed him that the overall change is 22% with some of the differences being step increases and adding steps.

*Motion That the Select Board recommends favorable action on the Personnel Board Article 23 as presented by Human Resources Director Michelle Vibert.

Verdicchio – Welch

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

Not in favor: Bettencourt

VOTED

(Motion passes 4-1)

4. **Griffin Museum-Winchester Cultural District Photoville Fence** – Paula Tognarelli, Griffin Museum, Mary McKenna and Joyce Westner, Winchester Cultural District, presented. They have been working with the United Photo Industries (UPI) for the past two years to bring the Photoville Fence, a public photography exhibit, to Winchester. The 25 stands are X shaped & secured to the ground. The displays will be placed, ample distance apart, at the Griffin Museum, the High School, on the bike path behind the Jenks/Hope Church, the Town Hall & Library, the Bridge Overlook and the Town Common. The Xs will be installed by UPI beginning on June 17th & 18th with the opening June 20th.

*Motion That the Select Board approve the installation of the Photoville Exhibit as requested by the Griffin Museum and the Cultural district that would be starting June 17th and it would be excluding any installation on the streets, as presented.

Verdicchio – Welch

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

VOTED

1 5. **Working Session** – Chair Bettencourt continued to a future meeting.
2

3 6. **Advisory Board Discussion** – Chair Bettencourt continued to a future meeting.
4

5 7. **Black Horse Tavern Outdoor Seating** – James Covino, Black Horse Tavern owner, came
6 before the Select Board requesting to add outdoor seating at the restaurant located at the
7 corner of Thompson Street and Waterfield Road. Mr. Covino would like to add five tables/4
8 seats on the sidewalk, on each side of the restaurant. He will install ramps and barriers
9 from Friday till Sunday. Everything would be taken in when they close for the night and
10 reset up about an hour before they open.
11

12 *Motion That the Select Board authorize Mr. Covino and the Black Horse Tavern
13 location outdoor seating on Waterfield/Thompson Street as shown in their
14 application on the condition that all of this will be approved by the Board
15 of Health, consistent with all regulations related to disability access and
16 continued processing with the Town.

17 Verdicchio – Welch

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

19 VOTED

20 **MATTERS OF THE AUDIENCE**
21

22 Susan McPhee, Energy Conservation Coordinator discussed the opportunity for the Town to
23 participate in a solar project under the SMART program that will enable the Town to get
24 reimbursed the 10% differential from using solar power from Eversource. The consensus of the
25 Board is to have Susan send detailed info about the program to them and discuss at the May
26 28th meeting.
27

28 **ADJOURNMENT: 10:00 AM**
29

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

31 Verdicchio – Welch

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

33 VOTED

34 Respectfully submitted,
35 Lisa Wong, Town Manager

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Thursday, May 28, 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. **House Bear Brewing Special Permit for Farmers Market** – The Select Board voted to approve the Special Permit.

*Motion That the Select Board approve the House Bear Brewing LLC Agriculturally Produced Wine Special Permit for the Winchester Farmers Market to sell alcoholic beverages on Saturdays from June 13, 2020 to October 31, 2020.

Verdicchio – Welch

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

VOTED

2. **Election Warrant** – Vice Chair Verdicchio read the Warrant into the record.

To the Constables of the Town of Winchester,

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Winchester who are qualified to vote in Elections to meet at the polling places designated for the several precincts in the Town, namely: Precincts 1 and 2 at the Muraco School Gymnasium, Precincts 3 and 4 at the McCall School Gymnasium, Precincts 5 and 6 at the Vinson Owen Gymnasium and Precincts 7 and 8 at the Lynch School Gymnasium, on:

SATURDAY, JUNE 20, 2020

From 12:00 P.M. to 8:00 P.M. for the following purpose:

To cast their votes in the **ANNUAL TOWN ELECTION** for the election of candidates for the following offices

One Moderator 1 yr.

One seat Select Board 3 yrs

One seat Board of Assessor 3 yrs.

One seat Board of Health 3 yrs

Two seats Planning Board 3 yrs.

One seat School Committee 3 yrs.

Two seats Library Bd. Trustees 3 yrs.

One seat Housing Authority 5 yrs.

Eight Town Meeting Members for three years, in accordance with the revised precinct lines in effect January 1, 2012, for a total of 64 Town Meeting Members.

Note: Precinct 2 and 6 have a vacancy for one year; write in candidates are

1 available. Additionally, Precinct 5 has one 2yr. vacancy as well as Precinct 7 has
2 one 2yr. vacancy.

3 Hereof fail not, and make return of this warrant with your doings thereon to the Town
4 Clerk before the day of said election. Given under our hands and seals this 28th day of
5 May, 2020.

6 Verdicchio – Welch

7 Roll Call: In favor: Goluboff, Verdicchio, Shapiro, Welch, Bettencourt VOTED
8

9 **3. Remote Town Meeting** – Mina Makarious, Town Counsel, informed the Board that
10 Remote Town Meeting authorization was passed in the House with amendments on
11 Tuesday. Which means that it has to go back to the Senate legislature, so he recommends
12 that the Select Board go forward with approving the following motions.
13

14 (i) the Board approve the Moderator's request that the Annual Town Meeting scheduled for
15 June 8, and any Special Town Meeting held during the current State of Emergency, be
16 held remotely by the means of video or telephone conferencing platform identified in said
17 request; and
18

19 (ii) that the Board issue a notice to be:

- 20 a. accompanied by the written request of the Moderator submitted to the Select
21 Board;
22 b. filed and posted in accordance with the requirements of subsection(b) of section
23 10A of chapter 39 of the General Laws;
24 c. distributed to each Town Meeting member; and
25 d. publicly posted not less than 10 days before the scheduled date of the remote Town
26 Meeting containing information for Town Meeting Members and information of
27 the public wishing to watch the meeting through our local cable television or via
28 WinCam and further regarding how information statements can be submitted
29 through our Town Website by members of the public; and
30

31 further, that if Town Meeting does not approve to hold the Annual Town Meeting
32 scheduled for June 8 by electronic means, that said Town Meeting shall be reconvened on
33 ____ of ____ at 7:30 PM.
34

35 *Motion That the Select Board approve that this motion be adopted as presented
36 with the understanding that the date in the last clause is June 11.

37 Verdicchio – Welch

38 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
39

40 **4. Working Session** – Chair Bettencourt continued to a future meeting.
41

42 **5. Advisory Board Discussion** – Chair Bettencourt continued to a future meeting.
43

44 **6. Motion Book Presentation Assignments** – Chair Bettencourt informed the Board that
45 most of the articles are standard articles and will be part of the Consent Agenda. Vice Chair
46 Verdicchio and Ms. Shapiro will be doing a prerecorded presentation for articles six, (to
47 amend water and sewer rates) and sixteen, (to appropriate funds for Water/Sewer
48 Div./Transfer to Enterprise Fund).

1 **ADJOURNMENT: 9:40 AM**

2
3
4
5
6
7
8

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

Verdicchio – Welch

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

VOTED

Respectfully submitted,
Lisa Wong, Town Manager

DRAFT