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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, December 7, 2020
Record**

OPENING

Chair Michael Bettencourt called the meeting to order at 7:30 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, Amy Shapiro, and Mariano Goluboff. 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, December 14, 2020 - Regular Session
2. Monday, January 11, 2021 - Regular Session (tentative)

ACCEPTANCE OF DONATIONS

*Motion That the Select Board accept, with gratitude, donations in the amount of \$3250.00 from the VFW Post 3719, JoAnn DeNapoli Charitable Foundation, Inc., Christopher Columbus Club, Mary Brown and Danoff Contracting Inc for the Public Safety Memorial.

Verdicchio - Welch

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

VOTED

TOWN MANAGER REPORT AND COMMENTS

1. Appointments: Ms. Wong reappointed the following Constables - Jack Ciulla, Steven DeRosa & Jeffrey Wolfe for a term to expire November 30, 2021.
2. Ms. Wong announced the following promotional and conditional appointments in accordance with section 4-2b of the Town Charter, and she respectfully requested that the Select Board vote to waive the fifteen (15) day appointment period for: **DPW Promotional Appointment: Water/Sewer Working Foreman - Michael Balba; DPW Promotional Appointment: Building Multi-Crafts Specialist - Anthony Donlon; Assistant Town Engineer Conditional Appointment - Bryan Manter.**

*Motion: That the Select Board waive the customary fifteen (15) day appointment effective waiting period to allow Michael Balba, Anthony Donlon and Bryan Manter to begin their employment.

Verdicchio - Welch

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

VOTED

3. Town Manager's Updates:

A special thank you to the League of Women Voters for hosting an annual lunch for town employees on 12/3. This year the food came from La Patisserie and D'Agostino's.

COVID-19

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- 1 - The Town is hosted two days of FREE testing for over 700 Employees, Low Income
2 Residents and Town Residents on Dec 3 and 6 at the Jenks Center. The Town Manager will
3 explore options to host more testing clinics, including a Reserve Fund Transfer.
4

5 **ECONOMIC DEVELOPMENT**

- 6 - Liquor Licenses: All of the existing establishments reapplied for their licenses by the Nov 30
7 deadline. The Select Board voted to support businesses by waiving the fee.
8 - Frozen Hoagies: After opening earlier this year during the pandemic, Frozen Hoagies was
9 finally able to schedule their Ribbon Cutting on 12/1.
10 - The state grant for small businesses affected by COVID-19 was oversubscribed by a 10:1
11 ration - with over \$500 million in requests across the state for only \$50 million in funds
12 available. We will let businesses know if more funding becomes available.
13 - Outdoor dining ended on Dec 1. We will review how this season went and make
14 recommendations for the upcoming season.
15 - The Holiday lights were installed by the DPW on Nov 30 and look great!
16

17 **GRANTS & AWARDS**

- 18 - The Winchester Master Plan has been selected to receive the 2020 Comprehensive
19 Planning Award from the American Planning Association Massachusetts Chapter.
20 - Winchester has been awarded an Accelerating Climate Resiliency grant by MAPC for
21 \$52,250 to fund a Sustainability Director for the period of early 2021 to November 30, 2021.
22 This will help us implement the 2020 Climate Action Plan. I am finalizing the contract and
23 scope of work.
24 - Winchester has been awarded a MassDEP grant of \$12,100 under the Sustainable
25 Materials Recovery Program, an annual “best practices” program with criteria that changes
26 each year and award amount is based on points earned. These funds can be used for
27 recycling projects. We used \$6,000 from the previous allocation to upgrade the swap shop.
28 - Winchester has been awarded a Community Compact Cabinet’s IT Grant for \$17,500 to be
29 used to implement an e-permitting system in the Building Department. The contract
30 documents are being finalized.
31

32 **HOUSING**

- 33 - Waterfield Lot: The deadline to sign the MOU was extended by the Town to Dec 18th
34 - Winning Farm: The lottery for the two units is in the 60-day marketing period. Applications
35 are on the town website.
36 - 10 Chester Street: The Housing Authority completed the rehab of the downstairs unit and a
37 tenant will be moving in this month. They did a wonderful job and the project was able to be
38 built for \$129k in the second round of bids. The first-round bids were over budget.
39

40 **STATE**

- 41 - MBTA: The MBTA held a regional meeting to collect input on their proposed cuts on Dec 1
42 that includes the Winchester Station “pause”. The Control Board will meet on Dec 7th to
43 discuss and potentially vote on cuts to services and the transfer of capital funds to the
44 operating budget.
45

46 **MATTERS FROM THE AUDIENCE**

47
48 Rich Mucci, Winchester Chamber of Commerce member, suggested that there should be more
49 Covid-19 testing times offered to Winchester residents. The Town should charge for the test
50 and he urged that Town staff should meet with other town agencies to coordinate the effort of
51 testing. Ms. Wong informed him that the Town is hoping to have three more testing dates
52 before the end of the year.
53

54 **COMPTROLLER ’S REPORT**

The Select Board acknowledged the receipt of the Comptroller's FY21 Financial Report as of October 31, 2020.

LICENSES

HEARINGS

1. Tax Levy Classification - Establishing a residential factor and percentage of tax levy to be borne by each class of property for Fiscal Year 2021. Dan McGurl, Town Assessor, informed the Select Board that the overall tax rate will be approximately \$12.24 for all classes before chapter 110 adds another 59 cents to the residential rate increasing it to \$12.83. The increase added \$737 to the average single family tax bill, which is now \$15,034 with an average assessment of \$1,171,828. He recommended approving the residential tax factor of 1.0 and taking no action on questions 2, 3 and 4 of the Massachusetts Department of Revenue FY21 Classification Tax Allocation.

*Motion: That the Select Board approve the Selective Residential Tax Factor of 1.0 as recommended by Dan McGurl, Town Assessor and recommendations in the Director of Assessments' Classification Tax Allocation form for 2021.

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

*Motion That the Select Board take no action on questions 2, 3, and 4.

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

BUSINESS

1. Winter Pond - Chair Bettencourt reminded Board members that the money the Town received from Eversource 115kV MOU did not address enough of the problems in the Winter Pond area. We are looking for \$6,000 for Environmental Consulting Services for the Winter Pond Initial Review. Representative Michael Day has put an earmark of \$150,000 in the state budget but it is unlikely to be appropriated this year without a supplemental budget supported by Federal Aid to cities and towns. Staff had hoped that the 115kV line mitigation funds along Woodside Road would help us with traffic and Winter Pond, but the costs are just too high for both.

*Motion: That the Select Board approve the transfer of \$6,000 from the Winchester Hospital Gift Account for VHB Environmental Consulting Services for the Winter Pond review and recommendations.

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

2. Climate Resiliency Grant - Ms. Wong informed the Select Board that the Town had applied for \$55,000 and we were awarded \$52,250. The grant will be used to support hiring a Sustainability Director which will give us 10 months of funding to get the position started and the additional funding will be in the FY22 budget.

*Motion That the Select Board accept the Accelerating Climate Resiliency Grant from MAPC in the amount of \$52,500 to fund a Sustainability Director position through November 30, 2021, and to support the additional funding for the position in the FY22 budget (estimate 40-50k plus benefits).

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

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1 **3. Community Compact IT Grant** - Ms. Wong told the Board that the Town had asked for \$42,000
2 but only received \$17,500. This amount will set up the e-permitting program but not cover the
3 annual fees and operating costs.
4

5 *Motion That the Select Board accept the Community Compact Cabinet IT grant from
6 the state in the amount of \$17,500 to fund an e-permitting system, and to
7 support the funding for the licenses required for this system in the FY22
8 budget. (estimate 25-26k).

9 Verdicchio - Goluboff

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

VOTED

11
12 **4. COVID-19 Testing** - Jennifer Murphy, Health Director, informed the Board that the testing sites
13 held this past week were successful. There were 720 people tested and 15 tested positive.
14 Winchester presently has 90 confirmed resident cases and 23 active cases in the schools. She
15 was asked if there is anything in particular that is causing the increase in town. Ms. Murphy
16 stated that the present cases are in households but are hard to pinpoint where they got the
17 virus. Everyone is going everywhere; they could have gotten the virus anywhere and she
18 cannot point to any one activity that is bringing on the positive cases. The Town is hopefully
19 going to have 3 more free testing dates before the end of the year. Ms. Wong met with FinCom
20 and they have approved funds for two free testing dates in January 2021.
21

22 **5. Business Curbside Pickup** - La Patisserie and D'Agostinos requested to have the first six
23 parking spots in the Waterfield Parking Lot behind their businesses be designated as curbside
24 pickup during December.
25

26 *Motion That the Select Board approve up to six parking spots in the Waterfield
27 Parking Lot for all businesses, starting as soon as possible, for general
28 curbside pickup. DPW will supply the signage.

29 Verdicchio - Welch

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

VOTED

31
32 **6. Permit Revenue to support recording secretaries for boards & committees** - The Design
33 Review Committee requested funds to hire a recording secretary. Chair Bettencourt explained
34 that other committees have also requested assistance and Ms. Wong will research funding for
35 the positions.
36

37 **7. Budget Outlook** - Ms. Wong is waiting for the Departments to submit their budgets. Due to the
38 uncertainty of when the state will have their budget done, we will have to do several budget
39 scenarios. She will have a draft for the Board at next week's meeting.
40

41 **EQUITY AND ANTI-RACISM TASK FORCE**

42
43 **CONSENT AGE NDA**

44
45 *Motion: That the Select Board approve the minutes for August 3 & 24, 2020;
46 September 1, 17 & 25, 2020; October 5, 8, 19 & 26, 2020.

47 Verdicchio - Welch

48 Roll Call: Verdicchio, Welch, Goluboff, Bettencourt

VOTED

49
50 **EXECUTIVE SESSION**

51
52 *Motion: That the Select Board adjourn to Executive Session for the purpose of
53 discussing matters related to MGL Ch. 30 §21(a) 6 - To consider the
54 purchase, exchange, lease or value of real property if the chair declares that

