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TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, December 14, 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, January 11, 2021 - Regular Session (tentative)

ACCEPTANCE OF DONATIONS

TOWN MANAGER REPORT AND COMMENTS

1. Town Manager's Updates:

BOARDS & COMMISSIONS

- The Affordable Housing Trust will hold its first meeting Tuesday after the appointment of 4 new members
- Openings are now posted on the town website for the following boards: Board of Appeals, Cultural Council, Design Review Committee, Disability Access Committee, Town Forest Committee, and Wildwood Cemetery Advisory Committee.

COVID

- The Governor announced a rollback from Phase 3, step 2 to step 1 effective December 13th <https://www.mass.gov/news/baker-polito-administration-announces-statewide-rollback-to-phase-three-step-one-additional>
- The Governor announced initial steps for vaccine distribution: <https://www.mass.gov/news/baker-polito-administration-announces-initial-steps-for-covid-19-vaccine-distribution>
- Stats from the two clinics held at the Jenks on Dec 3 and 6: 2.1% pos rate (689 tests, 15 pos).
- The most recent data for the past 14 days: 3.2%. (Over 4,000 people tested. 133 pos.) Still in the yellow, but quite a rise from last week at %1.95.
- Clinics are being scheduled with Armstrong Ambulance for Dec 17, 20 and 28 from 11:30am to 3:30pm in the Town Hall Auditorium. These will be FREE and paid for by the CARES Act. The Town will release the link for sign up and registration soon. Additional clinics are being planned.

GRANTS

- Winchester is submitting an application for technical assistance as part of the Mass Downtown Initiative (MDI) for Local Rapid Recovery Planning (LRRP). The LRRP program provides technical assistance by consultant teams with expertise in effective strategies to stabilize business districts. There is no direct funding available through this program, **applicants will be matched with consultant team(s). There is a total of \$9.5 million in technical assistance available, we encourage every interested applicant, whether from a**

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1 small-town center or a group of business districts within a large city, to learn more and to
2 **apply. LRRP projects must be completed by June 30, 2021.**

3 STATE

- 4 - Police Reform - The Governor made several amendments to the version of the bill passed
5 by the Legislature. We will provide updates as we get them.
6 - State Budget - The state budget was finalized and level funded state aid and Ch 70 funds for
7 schools. Normally the state would be working on consensus revenue and deciding on funds
8 for municipalities in the next month - however we have heard this process might be delayed.

9 TOWN GOVERNANCE

- 10 - The Police Chief will be retiring in early January. I am appointing Lt. Dan O'Connell to serve
11 as the interim Police Chief until a new chief is appointed. An assessment center is
12 scheduled to take place in mid-December with results and the Civil Service process
13 expected to be about 6 weeks. The Town Manager will then be able to interview the top 3
14 scorers and make a decision.

15 PROJECTS (Thank you to Meg White for providing the following information)

16 Current Construction Projects:

- 17 • Lead Lines Year IV - working until the weather turns and then on pause till the spring,
18 • Phase II Sanitary Sewer Rehab Project - work ongoing throughout the winter
19 • Parkhurst Elevator Project - ongoing. Elevator to be delivered next week, installed in
20 January
21 • Muraco Classroom Sinks - to be installed over the December school break
22 • Town Hall Flooring - gathering bids and preparing a schedule for implementation in early
23 winter

24 Current Design/Engineering Projects:

- 25 • Saw Mill Spillway - design complete waiting on permits and then will bid in winter for an early
26 spring construction
27 • North Reservoir Dam - design complete, permitting ongoing and will bid in late winter for a
28 spring construction
29 • Swanton Street Bridge/Culvert - bids are due on December 17th, spring construction
30 planned, road closure scheduled from June 15 - September 15.
31 • Lake Street Bridge - design is finalizing and permitting is ongoing. Plan to bid in the summer
32 with a fall construction
33 • ADA Improvements - hired an architectural firm and working on design plans for Town Hall
34 and Public Library
35 • Risk Assessment - developing an implementation plan based on the Risk Assessment Study
36 • Main Street Railing - design underway for rehabilitation to the existing railing
37 • Flood Mitigation Project 10 - Muraco Bridge - VHB preparing the final set of plans and
38 specifications - no set schedule yet
39 • DPW Transfer Station - awaiting SB approval of proposed improvements and then W&S will
40 prepare final plans and specification and cost estimates
41 • Winter Pond (Eversource MOU)- Toole Design Group to prepare plans and specifications for
42 traffic and landscape improvements for summer implementation
43 • Highland Avenue Traffic Improvements - Toole Design Group to develop plans and
44 specifications and cost estimates for improvements. Plan is to go back to CPC for
45 construction funding in spring of 21.
46 • West Side Fire Station Improvements - developing scope of work
47 • Town Hall and DPW Fire Alarm Project - have hired an engineering firm and developing
48 plans, specifications and cost estimates. Plan is to go back to CPC for construction funding
49 in 2021

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1 RFP'S to be prepared to hire consultants:

- 2 • Muraco Electrical - preparing RFP in December and proposals will be due in January
- 3 • Muraco Roof - preparing RFP in December and proposals will be due in January
- 4 • Town Hall HVAC - preparing RFP in December and proposals will be due in January
- 5 • McCall Masonry - preparing RFP in December and proposals will be due in January
- 6 • DPW Stable Replacement - preparing RFP in December and proposals will be due in
- 7 January
- 8 • Fire Department HVAC - preparing RFP in December and proposals will be due in January
- 9 • Lincoln School Exterior - preparing RFP in December and proposals will be due in January
- 10 • Carriage House - preparing RFP in December and proposals will be due in January

11
12 **MATTERS FROM THE AUDIENCE**

13
14 **COMPTROLLER 'S REPORT**

15
16 **LICENSES**

17
18 **ANNUAL LICENSING RENEWALS**

19
20 The Select Board approved the following license renewals for the 2021 calendar year:

- 21
22 *Motion: That the Select Board approve the renewal of the following licenses for the
- 23 2021 calendar year, including those licenses with applicable conditions:
- 24 **Common Victualer:** A Tavola; Andrea's House of Pizza; Black Horse Tavern;
- 25 Bruegger's Bagels; Mastoran Inc., d/b/a Burger King; **Café Zen;** China Sky;
- 26 Domino's Pizza; MCK Donuts; d/b/a Dunkin Donuts; First House Pub; Fuller Cup;
- 27 Joe's Main Street Pizza; LaPatisserie, Inc.; Mitho; Nourish Your Soul; Ristorante
- 28 Lucia; Sakura; Scoopalooza; Swanton Street Diner; Toscanos; Left Eden d/b/a The
- 29 Spot; Winchester Hospital; Winchester Hospital [coffee shop]; Winchester Hospital
- 30 [620 Washington Street]; Wright Locke Farm - farm stand; 529 Comellas LLC d/b/a
- 31 Comella's: **Food Vendor:** D'Agostino's Deli; Gingerbread Construction Co.;
- 32 Mamadou's Artisan Bakery; Pairings Food and Wine; Stop & Shop, Town Pantry;
- 33 **Vehicle for Hire License Renewal:** Hassad Limo Service, Inc.:
- 34 **Automatic Amusement:** Aberjona Post #3719 VFW of USA, Inc.; American Civic
- 35 Association; Christopher Columbus Club; Winchester Lodge of Elks: **Sidewalk for**
- 36 **Commercial Use:** Fells Hardware: **Second Hand Motor Vehicles: Class I:** Bonnell
- 37 Motors, Inc.; **Class II:** Bossi's Automotive Service; Johnson Motor Sales; Northeast
- 38 Executive Auto Sales: **Lodging House:** Ocean View Nominee Trust (Carlisle
- 39 House): **Placement of Temporary Floats and Moorings:** Winchester Boat Club:
- 40 **Fortune Teller:** Psychic Readings by Angela: **Entertainment License:** Black Horse
- 41 Tavern; First House Pub; The Spot

42 Verdicchio - Goluboff

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

VOTED

44
45 **HEARINGS**

- 46
47 1. **Eversource Grant of Location** - to install approximately 7-feet of conduit within the public right-
- 48 of-way. The improvements are necessary to provide underground electrical service to the home
- 49 at 19 Town Way. Beth Rudolph, Town Engineer and Jackie Duffy, Eversource representative
- 50 attended the meeting. Ms. Rudolph informed the Board that her office and the DPW do not
- 51 have any concerns.
- 52

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1 *Motion That the Select Board approve the Eversource Grant of Location for the
2 installation of approximately 7-feet of conduit within the public right-of-way to
3 provide underground electrical service to the home at 19 Town Way.

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

7 **BUSINESS**
8

9 **1. Energy Matters Presentation** - Susan McPhee, Laura Turenne and Fritzie Nace presented an
10 Energy Matters review including the municipal buildings meeting the 20% reduction in energy
11 use goal; Winchester received \$100,000 Green Communities Grant; the savings from having
12 the solar panels on the roofs of the Department of Public Works, Vinson-Owen Elementary
13 School & Winchester High School; and the increase of residents signing up for WinPower.
14

15 **2. Transfer Station Facility Improvements** - Nick Parlee, Transfer Station Coordinator gave a
16 PowerPoint presentation showing the Select Board how the Town's solid waste is handled at
17 the Transfer Station and pointing out the site/equipment deficiencies. Jay Gill, DPW Director,
18 informed the Board that they had narrowed down the options consisting of the following items.
19 Option 1: Improvements to the Transfer Station Building, Conveyor Belt, Recycling Material
20 Drop-Off Area, Demolition and Abatement of Incinerator Building, Site Work, Additional Staff
21 Modulares, License Plate Reader and Equipment (Trommel Screen, MSW Trailers & Front-End
22 Loader) - \$3,220,603; Option 2: Option 1 less the Incinerator Building - \$2,332,803; Option 3:
23 Option 1 less the Equipment - 2,795,603; Option 4: Option 1 less the Incinerator Building and
24 the Equipment - \$1,907,803. In addition, they are considering the following
25 improvements/programs: Food waste-expand our collection of food waste; Yard waste-expand
26 our yard waste collection, seeking out more commercial customers; and Snow Stockpiling-the
27 Transfer Station site is a DEP permitted snow dump, explore the possibility of commercial snow
28 dumping. James Johnson, Capital Planning Chair, suggested that the Board chose Option 3
29 and move the equipment into the regular capital stabilization fund.
30

31 *Motion That the Select Board approve Option 3 - Improvements to the Transfer
32 Station Building, Conveyor Belt, Recycling Material Drop-Off area,
33 Demolition & Abatement of Incinerator Building, Site Work, Additional Staff
34 Modulares and License Plate Reader with the \$425,000 for equipment
35 replacement come from the regular capital stabilization fund.

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

39 **3. Vacation Carry Over** - Ms. Wong told the Board that due to the COVID-19 pandemic she was
40 not able to use all of her vacation time and is requesting that the Select Board allow her to carry
41 over two and a half weeks of vacation time.
42

43 *Motion That the Select Board approve Town Manager's vacation carry over up to
44 two and a half weeks.

45 Verdicchio - Goluboff
46 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
47

48 **4. Town Manager Evaluation** - The Select Board members discussed different options to facilitate
49 moving the evaluation forward.
50

51 **5. Budget Outlook** - Ms. Wong informed the Board that the departments have submitted their
52 budgets and she is currently reviewing them. The School Department budget has not been
53 determined but Ms. Wong put a place holder of a 3.5% increase from FY21 to FY22. She also
54 told the Board that Health Insurance premiums are expected to increase by 4.7%. Currently,

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1 the assumption for State Aid is to level fund Chapter 70 and Unrestricted General Government
2 Aid from the actual FY21 (not budgeted) dollars received. The impact of a possible federal aid
3 package that helps municipalities is not yet determined. Ms. Wong will be meeting with the
4 Department Heads beginning Tuesday and there is a Budget Summit on Thursday.
5

- 6 **6. Affordable Housing Trustee Interview** - The Select Board interviewed Winchester resident
7 Betsy Sands for the position on the Affordable Housing Trustee Committee and will vote to
8 appoint her at the next meeting.
9
- 10 **7. Washington/Swanton RFP** - Jennifer Goldson has submitted a proposal for the development of
11 an RFP for the Washington/Swanton property for the Select Board's approval. Her proposal
12 quote is for \$8,600 and she will submit the RFP by the middle of January.
13

14 *Motion That the Select Board engage Jennifer Goldson's firm to do the RFP for the
15 Washington/Swanton Street Project for a quoted fee of \$8,600 to be funded
16 out of the Winchester Hospital Gift Account.
17 Verdicchio - Welch
18 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
19

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

21 **CONSENT AGE NDA**

22
23
24 *Motion: That the Select Board approve the minutes for November 5, 9 & 12, 2020.
25 Verdicchio - Welch
26 Roll Call: Verdicchio, Welch, Goluboff, Bettencourt VOTED
27

28 **EXECUTIVE SESSION**

29
30 *Motion: That the Select Board adjourn to Executive Session for the purpose of
31 discussing matters related to MGL Ch. 30 §21(a) 6 - To consider the
32 purchase, exchange, lease or value of real property if the chair declares that
33 an open meeting may have detrimental effect on the negotiating position of
34 the governmental body; Asa Fletcher Fund - MGL Ch. 30 §21(a) 1 - To
35 discuss the reputation, character, physical condition or mental health rather
36 than the professional competence of an individual.

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

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

42 Verdicchio - Welch
43 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
44

45 **ADJOURNMENT : 10:55 PM**

46
47 *Motion: That the Select Board adjourn for the evening.
48 Verdicchio - Goluboff
49 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
50

51 Respectfully submitted,
52
53 Lisa Wong, Town Manager
54