




Town of Winchester

Town Manager
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TO: Winchester Select Board

FROM: Beth Rudolph, PE – Acting Town Manager 

DATE: February 2, 2023

RE: Town Manager's Report – February 6th Select Board Meeting

Please find below an update on various topics for discussion at the Board's February 6th meeting:

AGENDA ITEMS:

Transfer Station Pay-As-You-Throw

Julia Greene from MassDEP will be in attendance Monday night to discuss Pay-As-You-Throw options for the Transfer Station. MassDEP offers a technical assistance grant that the Town could apply for if we are interested in pursuing it further.

One of the items recommended by the Transfer Station Working Group was the expansion of commercial haulers at the Transfer Station to increase revenues. The Board should discuss whether this is something the Town is interested in doing, including whether we would accept out-of-Town haulers and waste.

Transportation Master Plan

Representatives from Toole Design will be in attendance Monday night to review the status of the Transportation Master Plan. We are planning for a larger public meeting (via zoom) on February 15th.

Spring Town Meeting – Select Board Warrant Articles

Attached is a draft of the Spring 2022 Town Meeting warrant. Articles to be sponsored by the Select Board are highlighted in yellow. Most are standard, annually recurring articles, but the Board will need to discuss the plan for funding the engineering associated with the Lynch School traffic improvements. Currently, we have included a placeholder as Article 16 in the attached draft. We have also added a placeholder to accept additional opioid funds that were received after Fall Town Meeting.



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ADDITIONAL UPDATES:

87 – 89 Cross Street

The Town was notified last week that the Department of Housing and Community Development (DHCD) approved the application for project eligibility under the Local Initiative Program (LIP) for 87 – 89 Cross Street. The project is proposed to consist of nine units, two of which will be affordable; all of which will be eligible for inclusion in the Town’s subsidized housing inventory. The next step is for the applicant to apply to the Zoning Board of Appeals for a Comprehensive Permit.

Housing Production Plan

The Town’s Housing Production Plan was adopted by the Select Board on October 9, 2018 and approved by DHCD on February 25, 2019. Under the DHCD guidelines, plans are valid for five years from the date of approval by DHCD, or February 24, 2024 for Winchester’s Plan. The Board will need to discuss options for updating the plan ahead of the 2024 deadline. The Town worked with MAPC to draft the original plan.

Outdoor Dining Applications

The Select Board adopted the 2023 Outdoor Dining Policy on January 9th. The outdoor dining season will run from April 10th to November 15th. Applications are currently available in the Town Manager’s office and are due on February 16th. We expect them to be reviewed at the Board’s meeting on February 27th.

Winchester Chamber of Commerce News

The Chamber of Commerce recently announced the retirement of Executive Director Cathy Alexander after 40 years of leadership at the helm of the Chamber. Dana Garmey, who has worked at the Chamber since 2020, has officially taken over the role of Executive Director. Best wishes to Cathy in her retirement, and I look forward to working with Dana in her new role!

Spring 2023 Town Meeting Schedule

The warrant for the Spring 2023 Town Meeting will close on Friday, March 10th. The first night of Town Meeting is scheduled for Monday, April 24th.

Annual Town Census

The Town Clerk’s office mailed the Town Census on January 20th. The mailing also includes instructions on how to purchase Transfer Station permits and dog licenses online. Permits and tags can also be obtained in person on Mondays from 8am-7pm, Tuesday through Thursday from 8am-4pm and Friday from 8am – 12 noon. Drop boxes are also available at the front and rear of Town Hall.

The census must be returned to stay active on the voter list. The Annual Town Election is scheduled for Saturday March 18, 2023 at the WHS Gymnasium.



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Construction/Capital Project Updates

- On-going Construction projects:
 - *Eversource 345kV Project* – Limited work is on-going as weather permits on Cross and Washington Streets. Eversource has start work on Lake Avenue (near Horn Pond) in Woburn in the coming weeks. Traffic will be restricted to one-lane alternating traffic in that area during construction.
 - *Eversource 115kV Project* – No additional work is expected until the spring. Eversource has committed to installing the speed tables on Woodside Road as designed by Toole and previously discussed by the Board.
 - *Main Street Bridge Railing Repairs* – Work started again last week on the upstream side of the bridge to install the bridge rail caps.
 - *North Reservoir Dam* – Construction is substantially complete and shut down for the winter. Final loam, seed, and plantings will be installed in the spring.
 - *Transfer Station Renovation* – Demolition of the incinerator building is scheduled for mid to late February pending Eversource schedule for transformer installation.
 - *Muraco School Roof* – All roof replacements are complete. Fascia and soffit work is on-going as well as other repairs. Work is scheduled to be complete by March. The contractor has been working around the school schedule and weather, which has delayed completion a bit.
 - *Parkhurst Modular Classrooms* – Triumph Modulares has been awarded the contract and are currently manufacturing the classrooms. Site work will start in April and classroom installation will begin in June for a September occupancy.
- Projects currently out to bid:
 - *Lake Street Bridge project* – Bid opening March 9th. Work expected to start in April/May and will require full closure of the bridge for at least two months. Weston & Sampson will be attending the Board’s meeting on February 27th with a project update.
 - *Winter Pond Water Quality Project* – Bid opening March 8th.
 - *Parkhurst School improvements* – Bid opening April 6th.
- Upcoming Construction projects:
 - *Woodside Road and Wildwood Street* – Construction was delayed to spring 2023.
 - *Muraco School Electrical* – The electrical bid was awarded and the contract is being executed for work to occur in summer 2023.
 - *Parkhurst Swing Space* – Bid proposals were due last week for the modular classrooms.
 - The following projects are currently being prepared for bid: McCall Façade, RRFB at Leonard Field, Winchester High School Drainage, Town Hall Fire Alarm, Lead Lines, HVAC at Parkhurst, McCall Middle School Controls.



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Community Events/Notes

- **Teen Depression: What Parents, Schools, and Communities Can Do** – February 7th at 7pm, Winchester High School Library. Sponsored by The Winchester Coalition for a Safer Community. RSVP to winchestercoalition@gmail.com
- **Lunch with Lisa Damour, PhD** author of The Emotional Lives of Teenagers, Wednesday, March 22nd at Wright Locke Farm. RSVP to winchestercoalition@gmail.com