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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, November 7, 2022
Record**

OPENING

Chair Richard Mucci called the meeting to order at 7:00 PM in the Select Board meeting room located in the Town Hall. Present were Select Board members Vice Chair Anthea Brady, Michael Bettencourt, Mariano Goluboff, and John Fallon. Also present was Acting Town Manager Beth Rudolph, PE.

*Motion: That the Select Board adjourn to Executive Session for the purpose of discussing matters related to MGL Ch. 30 §21(a) 3 - To discuss strategy with respect to collective bargaining or litigation; Asa Fletcher Fund - MGL Ch. 30A §21(a) 1 - To discuss the reputation, character, physical condition, or mental health rather than the professional competence of an individual.

Brady - Bettencourt VOTED

Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci

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

Brady - Bettencourt VOTED

Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci

NOTIFICATION OF MEETINGS AND HEARINGS

1. November 10, 14 & 17, 2022 – Fall Town Meeting
2. Monday, November 28, 2022 – Regular Session
3. Monday, December 5, 2022 – Regular Session
4. Monday, December 19, 2022 – Regular Session

ACCEPTANCE OF DONATIONS

*Motion: That the Select Board accept donations of \$2,050 to the Council on Aging for transportation purposes.

Brady - Bettencourt VOTED

*Motion: That the Select Board donations of \$452 from individuals and families of the Winchester Recreation Department to be used for the Recreation Department's Neighbors Helping Neighbors fund.

Brady - Bettencourt VOTED

TOWN MANAGER REPORT AND COMMENTS

1. Appointments: Ms. Rudolph announced the following appointment in accordance with section 4-2b of the Town Charter and requests that the Select Board waive the fifteen-day waiting period:
DPW Water/Sewer Special Equipment Operator – Alex DeLeon.

*Motion That the Select Board waive the customary fifteen (15) day appointment waiting period to allow Alex DeLeon to begin his employment.

Brady – Bettencourt VOTED

Monday, November 7, 2022
Select Board Meeting

- 1
2 2. Acting Town Manager's Updates: Please find below additional updates on various topics for
3 discussion at the Board's November 7th meeting:
4

5 **Winchester Health Department Flu & COVID-19 Vaccination Clinics**

- 6 • General Public Flu Clinic, 6 months & older
7 **Monday, November 7 from 5:00 pm to 7:30 pm**
8 Location: Winchester High School
9 Register at <https://www.winchester.us/753/Public-Flu-Clinics>
10 • COVID-19 Booster Clinic
11 **Wednesday, November 16th from 3 to 6pm**
12 Location: Jenks Center, 109 Skillings Road
13 Register at <https://home.color.com/vaccine/register/winchester-vaccine>

14 **Fall Town Meeting**

15 Fall Town Meeting begins on Thursday, November 10th at 7pm in Winchester High School, and
16 is expected to continue for at least three nights, subsequent nights being Monday, November 14th
17 and Thursday, November 17th.

18 **State Election – Tuesday, November 8th**

19 All precincts in Winchester now vote at the Winchester High School Gymnasium (80 Skillings
20 Rd. Winchester, MA 01890). This is the designated polling place for all local, state, and federal
21 elections unless otherwise advertised. <https://www.winchester.us/904/VOTE-in-Winchester>

22 **Transfer Station Leaf Drop-off**

23 The Transfer Station will be open on the following Sundays from 12 – 4pm for leaf drop-off:
24 November 6, 13, 20, 27 and December 4.

25 **All Night Parking Ban**

26 The Winchester Police Department will begin enforcing the Town's all-night parking ban.
27 Throughout the winter, vehicles parked on the street for more than one-hour between 1am and
28 7am are subject to being ticketed. During a snow emergency, vehicles left on the street may be
29 ticketed or towed. The Police Department will be placing warnings on vehicles in violation of this
30 ban in the next few weeks.

31 **Construction/Capital Project Updates**

- 32 • Upcoming Bids
33 ○ The Muraco School electrical repairs are currently out to bid.
34 • On-going Construction projects:
35 ○ *Eversource 345kV Project* – Eversource is currently working on Cross Street and the
36 contractor has begun the directional drill under the Aberjona River on Washington
37 Street.
38 ○ *Eversource 115kV Project* – Eversource is the process of repaving Woodside Road,
39 Wildwood Street, Fletcher Street, and the intersection of Church, Bacon, and Fletcher
40 Streets.
41 ○ *Main Street Bridge Railing Repairs* – The contractor is continuing repairs on the north
42 side of the bridge. The crack repair work is complete, and they are waiting for the
43 arrival of the new rail caps, which are expected next week.
44 ○ *Muraco School Roof Repairs* – Roof repairs are currently on-going.
45 ○ *North Reservoir Dam* – Construction is underway; work should be substantially
46 complete in late December.
47 ○ *Transfer Station Renovation* – Construction is underway, and we expect the majority
48 of the work to be complete this year.
49 ○ *Manchester Field Turf Replacement* – Replacement of the Manchester Field turf
50 began on October 15th. The field will be out of service for the duration of construction,
51 but the track will remain open.

Monday, November 7, 2022
Select Board Meeting

1 • Upcoming Construction projects:

- 2 ○ *Woodside Road and Wildwood Street* – Unfortunately construction will be delayed to
3 spring 2023 due to a lack of available curbing.
4 ○ *Mystic School Sports Court* – Site work will start soon, with the intent of finishing
5 the paving this fall. Final painting and markings will happen next spring.
6 ○ *DPW Fire Alarm* – The contract for this project has been awarded.

7 **Community Events/Notes**

- 8 • **An Evening with Harry Cunnane** – Sponsored by the Winchester Coalition for a Safer
9 Community. Monday, November 14th at 7pm at the Winchester High School Library
10 Media Center.
11 • **In-Town Youth Basketball** – The Winchester Recreation Department will be taking
12 over the in-town youth basketball program this year for boys and girls in grades 3 – 8.
13 More information is available at www.winrec.com
14

15 **COMPTROLLER'S REPORT**

- 16
17 1. The Select Board acknowledged the Comptroller's Financial Report as of September 30, 2022.
18

19 **LICENSES**

- 20
21 1. **Common Victualler License Violations for Comella's & Cup 89** – The Board met with PJ
22 Comella, Comella's owner, regarding the restaurant's trash barrels being left on the Converse
23 Street side sidewalk. Police Chief O'Connell attended to explain the situation. It was
24 recommended that Mr. Comella find a new hauling company and staff will review the issue in a
25 few weeks.
26

27 **HEARINGS**

- 28
29 1. **National Grid Grant of Location** – to install approximately 236 feet of new gas main to be
30 installed in Forest Street between Bellevue Drive and Keenan Road; along with installing
31 approximately 940 feet in Churchill Road and Sunset Road. Diana Cuddy, National Grid
32 representative, informed the Board that the new gas main is part of a larger project. National
33 Grid will be coordinating with Eversource and MWRA so that they are not doing their projects
34 at the same time.
35

36 *Motion: That the Select Board approve National Grid's GOL request to install
37 approximately 236 feet of new gas main to be installed in Forest Street
38 between Bellevue Drive and Keenan Road; along with installing
39 approximately 940 feet in Churchill Road and Sunset Road.

40 Brady – Bettencourt

VOTED

41
42 **BUSINESS**

- 43
44 1. **Senior Circuit Breaker** – Dan McGurl, Director of Assessments, explained the process of
45 the Senior Circuit Breaker and it is up to the Board to decide what amount each person
46 should receive. This is our second year doing the Senior Circuit Breaker and last year the
47 Board had approved a tax credit of 150%. The consensus of the Board is to approve the real
48 estate exemption of 150% of the state circuit breaker.
49

50 *Motion That the Select Board approved a 150% tax credit for a total of \$1,725 for
51 each approve applicant.

52 Brady – Bettencourt

VOTED

53

Monday, November 7, 2022
Select Board Meeting

1 **2. Transfer Station Working Group** – Jay Gill, DPW Director, Nick Parlee, Transfer Station
2 Coordinator, LeeAnn McGahan, DPW Business Manager and George Norwell, working group
3 member attended the meeting. Ms. Rudolph presented the working group’s findings, with the
4 environment, cost, and neighborhood impact as competing objectives. The working group put
5 together a financial analysis, which included transfer station permit fees, recycling contract,
6 solid waste disposal and borrowing costs. Based on the information there are a few options to
7 lever the cost. Tonnage reduction options – consider implementation of a pay-as-you-throw
8 (PAYT) and MassDEP offers grants to help with the cost to do this program. The redesign of the
9 transfer station will be able to handle the increase of the use for this program. Other suggestions
10 are to incentivize food waste reduction, and increase commercial revenues by adjusting scale
11 fees, with some increases keeping us in the black (not losing money). One option is to increase
12 the number of vendors coming in, with option 2 increasing disposal fees for commercial vendors.
13 One concern though is that the fees will be so high that vendors will go other places. Mr. Parlee
14 stated that our present rates are mid to high for commercial. The working group also discussed
15 an income adjusted permit fees and an age adjusted permit fees. After the presentation, it was
16 decided that the Board will come back at a future meeting to discuss the ideas.
17

18 **3. January 7th Ballot Questions** – Vice Chair Brady read Motion 1 – Lynch School Dept
19 Exclusion Override into the record.
20

21 *Motion That the Select Board direct the Town Clerk to place the following question
22 on the January 7, 2023 special election ballot:

23 **QUESTION** ___. Shall the town of Winchester be allowed to exempt from the provisions of
24 proposition two and one-half, so-called, the amounts required to pay for the bonds issued in
25 order to pay costs of the construction of a new Lynch Elementary School located at 10
26 Brantwood Road, Winchester, Massachusetts, including the payment of costs related to
27 studying, planning and designing the project, demolishing the existing building, equipping
28 and furnishing the school, making site improvements, designing and constructing alterations
29 and improvements to the Parkhurst School for use as temporary educational swing space to
30 accommodate the development of the project, and all other costs incidental and related
31 thereto? Yes ____ No ____
32

33 Brady - Bettencourt VOTED
34 Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci
35

36 Roger McPeek and Jim Johnson, Capital Planning Committee, attended the meeting to discuss
37 question 2, specifically the amount of money that should be put on the ballot. The suggested
38 amount is \$280,000 and Mr. Bettencourt recommended \$500,000. Mr. McPeek acknowledged
39 that we are always willing to take anything that the Board will give them but another \$100,000
40 will not make a dent. As an example, four of the school roofs have to be done and will cost a
41 million plus for each school. Mr. Johnson stated the real question is what the public will be able
42 to absorb. Top priority for the Board is the traffic improvements around the Lynch but an
43 operating override will help in the long term. After several amounts were suggested, the Board
44 decided that the amount be \$400,000.
45

46 *Motion That the Select Board direct the Town Clerk to place the following question
47 on the January 7, 2023 special election ballot:
48

49 **QUESTION** ___. Shall the town of Winchester be allowed to assess an additional \$400,000
50 in real estate and personal property taxes for the purpose of funding the Capital Stabilization
51 Fund for the fiscal year beginning July 1, 2023?

Monday, November 7, 2022
Select Board Meeting

- 1 Brady - Bettencourt VOTED
2 Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci
3
4 **4. March Annual Town Election** – The Board approved the Town Clerk’s request that they
5 approve to conduct the Annual Town Election on Saturday, March 18, 2023.
6
7 *Motion That the Select Board conduct the 2023 Annual Town Election on Saturday,
8 March 18, 2023.
9 Brady – Bettencourt VOTED
10
11 **5. Warrant Articles** – The Board had no position on Article 11, put a hold on Article 15 as the
12 Finance Committee has a few problems with the article, Mr. Bettencourt & Mr. Goluboff are
13 going to attend the Finance Committee meeting on Wednesday evening and decided
14 favorable/non-favorable action on the following articles:
15
16 *Motion That the Select Board recommend favorable action on Article 5.
17 Favorable Action: Brady, Goluboff VOTE 2-3
18 Unfavorable Action: Bettencourt, Fallon, Mucci Motion Fails
19
20 *Motion That the Select Board recommend favorable action on Articles 4 & 6.
21 Brady - Bettencourt VOTED
22
23 *Motion That the Select Board recommend favorable action on Articles 8 - 10.
24 Brady - Bettencourt VOTED
25
26 *Motion That the Select Board recommend favorable action on Articles 12 - 14.
27 Brady - Bettencourt VOTED
28
29 *Motion That the Select Board recommend favorable action on Articles 16, 18, 20, 22,
30 25, 29 & 30.
31 Brady - Bettencourt VOTED
32
33 Ms. Rudolph left the meeting.
34
35 **6. Town Manager Search** – The Screening Committee & Community Paradigm will be
36 interviewing Town Manager applicants on November 18th & 19th. The Select Board will
37 interview the Screening Committee’s three recommended candidates and Ms. Rudolph on
38 December 7th & 8th starting at 7:00 p.m., with the second interview beginning at 8:15 p.m.
39
40 **7. Committees & Commissions Appointments** – The Board made the following reappointment:
41
42 *Motion That the Select Board reappoint Michelle Prior to the Wright-Locke Farm
43 Conservancy Board for a term to expire October 31, 2025.
44 Brady – Bettencourt VOTED
45
46 **CONSENT AGENDA**
47
48 *Motion That the Select Board approve One Day Liquor Licenses for Mark Gallagher
49 for Jenks Center – November 13, 2022 – The Jenks Center; Olivia Cerqueira
50 for Sips With Liv – November 19, 2022 – Town Hall Auditorium.
51 Brady – Bettencourt VOTED
52
53 *Motion That the Select Board approve Ellen Knight, Winchester Archivist, as a
54 Special Municipal Employee for FY23.

Monday, November 7, 2022
Select Board Meeting

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Brady - Bettencourt VOTED

*Motion That the Select Board approve meeting minutes from August 1 & 15, 2022.
Brady - Bettencourt VOTED

ADJOURNMENT: 9:40 PM

*Motion: That the Select Board adjourn for the evening.
Brady – Bettencourt

Respectfully submitted,
Beth Rudolph, Acting Town Manager

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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, November 28, 2022
Record**

OPENING

Chair Richard Mucci called the meeting to order at 7:30 PM in the Select Board meeting room located in Town Hall. Present were Select Board members Vice Chair Anthea Brady, Mariano Goluboff, and John Fallon. Michael Bettencourt was present via phone. Also present was Acting Town Manager Beth Rudolph, PE.

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, December 5, 2022 – Regular Session
2. Monday, December 19, 2022 – Regular Session
3. Monday, January 9, 2023 - Regular Session

ACCEPTANCE OF DONATIONS

*Motion: That the Select Board accept two ARPA Stabilization Grants to the Recreation Department, November disbursement, in the amount of \$16,333.33 to be used for the WRAP/Kid Connection and the other one in the amount of \$5,416.67 to be used for the Lynch After School Program.

Brady - Bettencourt VOTED
Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci

*Motion: That the Select Board a donation of \$2,000 from the Winchester Youth Basketball Association to the Recreation Department's Middle School Youth Basketball Girls & Boys teams.

Brady - Bettencourt VOTED
Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci

*Motion: That the Select Board a donation of \$972 from Cambridge Health Alliance to the Health Department to be used for a cell phone and data plan to be used by Health Department staff.

Brady - Bettencourt VOTED
Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci

*Motion: That the Select Board a donation of \$2,500 from PhRMA thru Michael Day to the Winchester Coalition for a Safer Community for their programs.

Brady - Bettencourt VOTED
Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci

TOWN MANAGER REPORT AND COMMENTS

1. Acting Town Manager's Updates: Please find below are additional updates on various topics for discussion at the Board's November 28th meeting:

DPW Director Transition Plan

Current DPW Director Jay Gill's final day with the Town will be Friday, January 6th. I have appointed DPW Operations Manager Mike Wise as the Acting DPW Director and Mr. James

Monday, November 28, 2022
Select Board Meeting

1 Ditullio as the Acting Operations Manager effective January 7th. Mr. Wise and Mr. Ditullio will
2 be aided by existing staff in the department including Business Manager LeeAnn McGahan,
3 Facilities Manager Pete Lawson, and Water and Sewer Operations Manager Jim Gibbons.
4 Additionally, Mr. James Shattuck, Cemetery Coordinator, will take on the role of Acting Tree
5 Warden effective January 7th.

6 **Economic Growth and Relief Bill**

7 The Town of Winchester has been awarded a \$500,000 earmark in the Economic Growth and
8 Relief Bill recently signed by Governor Baker to be used towards improvements in the Town
9 Center. The Town will have until June 30, 2027 to spend the funds, and we expect to receive the
10 money at some point in the new year. Staff is working with Toole Design Group to develop a
11 proposal to complete the 100% design for the traffic and pedestrian improvements in the Town
12 Center along Main Street and at the rotary in line with the Downtown Action Plan previously
13 reviewed by the Board. I would like to thank Senator Jason Lewis and Representative Mike Day
14 for their efforts on our behalf to secure this funding.

15 **Transfer Station Leaf Drop-off**

16 The Transfer Station will be open on the following Sundays from 12 – 4pm for leaf drop-off:
17 November 27 and December 4.

18 **Household Hazardous Waste Collection Day**

19 Household Hazardous Waste Collection Day will be held on Saturday, December 3rd at the DPW
20 Yard (15 Lake Street) from 9am to 12pm. More information on the Town's website
21 <https://www.winchester.us/DocumentCenter/View/9249/Haz-Waste-Day-Fall-22>

22 **All Night Parking Ban**

23 The Winchester Police Department will begin enforcing the Town's all-night parking ban.
24 Throughout the winter, vehicles parked on the street for more than one-hour between 1am and
25 7am are subject to being ticketed. During a snow emergency, vehicles left on the street may be
26 ticketed or towed. The Police Department will be placing warnings on vehicles in violation of this
27 ban in the next few weeks.

28 **Holiday Events**

29 The 2nd annual Winchester Stroll Weekend will be held starting Thursday, December 1st with a
30 "Shop + Stroll" event from 5 to 10pm. The annual tree lighting will be held on Friday, December
31 2nd at 7pm. The Ballet Arts Center will present "Nutcracker to Go" at Town Hall on Saturday,
32 December 3rd at 11:30am and 1pm. Drive-by Santa will be held on Sunday, December 4th behind
33 McCall School at 6pm.

34 **Construction/Capital Project Updates**

35 • On-going Construction projects:

- 36 ○ *Eversource 345kV Project* – Eversource is currently working on the directional drill
37 under the Aberjona River on Washington Street. We hope the work will be complete
38 in the next few weeks.
- 39 ○ *Eversource 115kV Project* – Eversource has repaved Woodside Road, Wildwood Street,
40 Fletcher Street, and the intersection of Church, Bacon, and Fletcher Streets, and is
41 working on completing temporary pavement markings for the winter season.
- 42 ○ *Main Street Bridge Railing Repairs* –The contractor is waiting on the pre-cast bridge
43 cap to be delivered and will complete repairs to the north side of the bridge once it is
44 complete.
- 45 ○ *North Reservoir Dam* – Construction is underway; work should be substantially
46 complete in late December.
- 47 ○ *Transfer Station Renovation* – Construction is underway, and we expect the majority
48 of the work to be complete this year.
- 49 ○ *Manchester Field Turf Replacement* – Replacement of the Manchester Field turf is
50 substantially complete.

Monday, November 28, 2022
Select Board Meeting

- *Mystic School Sports Court* – Site work is on-going, with the intent of finishing the paving this fall. Final painting and markings will happen next spring.
- Upcoming Construction projects:
 - *Woodside Road and Wildwood Street* – Construction will be delayed to spring 2023 due to a lack of available curbing.
 - *DPW Fire Alarm* – The contract for this project has been awarded.

Community Events/Notes

- **Helping Kids Manage Friendship & Academic Ups and Downs with Resilience** – Wednesday, December 7th at 7pm via zoom.
- **Luminaria Night Fundraiser** – 4th annual Town-wide fundraiser with all proceeds to benefit Winchester Got Lunch and the Make-a-Wish Foundation. Sunday, December 11th at 5pm. Order \$20 kits from www.unitewithlightwinchester.org. Kits include all supplies and instructions to make 10 luminaria lanterns.
- **Winchester Home & Garden Club 7th Annual Festival of Trees** – Wednesday, November 30th from 12 – 3pm and 6 – 9pm at Wright Locke Farm.
- **Annual Holiday House Tour** – Presented by the Winchester Chamber of Commerce on Monday, December 18th from 12 – 4pm. Tickets are on-sale at BookEnds for \$30.

PUBLIC COMMENT

Michael Schoenegge, 12 Fells Road, discussed the high rate of speed cars are driving on Highland Avenue and Forest Street, requesting that the speed limit be reduced to 25mph. He also informed the Board about the delay of the walk signal at the intersection of Mt. Vernon/Main/Washington streets and cars ignoring the walk signals.

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 2023. Dan McGurl, Town Assessor, informed the Select Board that the overall tax rate will be approximately 11.24 for all classes before Chapter 110 adds another 56 cents to the residential rate increasing it to \$ 11.80. The increase added \$ 402 to the average single family tax bill, which is now \$ 16,220 with an average assessment of \$1,374,585. 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 FY23 Classification Tax Allocation.

*Motion: That the Select Board approve the selected Residential Tax Factor of 1.0 as recommended by Dan McGurl, Town Assessor on the Director of Assessments' Classification Tax Allocation form for 2023.

Brady – Bettencourt VOTED

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

Brady – Bettencourt VOTED

BUSINESS

1. **Committees & Commissions** – The Select Board interviewed Katherine Krikorian and Dan Nakamoto for the Republican position on the Board of Registrars.

Monday, November 28, 2022
Select Board Meeting

1 2 3 4	*Motion	That the Select Board approve meeting minutes from September 12 & 26, 2022.		
	Brady - Bettencourt			VOTED

5 **ADJOURNMENT: 9:00 PM**

6 7 8 9	*Motion:	That the Select Board adjourn for the evening.		
	Brady – Bettencourt			

10 11		Respectfully submitted, Beth Rudolph, Acting Town Manager		
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DRAFT