




Town of Winchester

Town Manager
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TO: Winchester Select Board
FROM: Beth Rudolph, PE –Town Manager 
DATE: February 23, 2023
RE: Town Manager's Report – February 27th Select Board Meeting

Please find below an update on various topics for discussion at the Board's February 27th meeting:

AGENDA ITEMS:

Winchester Youth Baseball and Softball– Gift-in-Kind

Winchester Youth Baseball and Softball has approached the Town regarding proposed gifts-in-kind to improve the facilities at Ginn Field and West Side Field, as noted below:

- Ginn Field – Replace two dugouts, repair and repaint the backstop fence.
- West Side Field – Complete repairs to the existing batting cages.

If approved in concept by the Board, WYBS will complete the work, with oversight from Town staff. They will be required to pay prevailing wages and provide insurance certificates for any contractors naming the Town as additionally insured, as is required for all work on Town property. Once complete, the project will need to be formally accepted by the Select Board.

We are grateful to WYBS for their continued support and improvements to the Town's facilities.

Griffin Museum Lease

In accordance with the vote taken at Fall 2022 Town Meeting, Town Counsel has been working with the Griffin Museum to draft an amendment to the original 1991 lease agreement, which would allow the Museum to use a portion of the operating endowment to complete major repairs and renovations to the building. The draft lease was approved by the Griffin Museum Board of Trustees this week.

FY24 Budget & CPC Updates

The FY24 Town Manager's Financial Plan was submitted to the Finance Committee on February 15th. A full copy of the Plan is available at <https://www.winchester.us/ArchiveCenter/ViewFile/Item/242>. I have included in the Board's packet a copy of the presentation that I will review at the meeting Monday night summarizing the proposed FY24 budget and long-term financial projections.

In addition, the Capital Planning Committee has met twice over the past few weeks to evaluate potential capital priorities should the Board move forward with an article at Spring Town Meeting to



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allocate some amount of Free Cash to the Capital Stabilization Fund or to directly support a proposed project. A copy of their recommendation is included in the packet, and the CPC Chair will be in attendance at Monday's meeting.

Finally, I wish to bring to the Board's attention that the full \$400,000 from the general override voted in January 2023 will be available for use by the Capital Planning Committee in FY24. Staff is currently working with Toole Design to develop a scope of work for the Lynch School traffic improvements. It is anticipated that the Select Board would sponsor an article at Spring 2023 Town Meeting to authorize the borrowing for that work out of the Capital Stabilization Fund. However, Toole is not anticipated to start until after July 1, 2023, which means that an interest due on a BAN for that work would not come due until FY25. Therefore, the full amount of the \$400,000 capital override will be available for use in FY24.

ARPA Requests

Attached is a summary of the ARPA funding allocated to date. We have three ARPA funding requests for the Board to consider – two of which are new, and one is a formal request from Superintendent Dr. Hackett regarding the Lynch-Parkhurst bus transportation that was previously discussed by the Board:

- Winchester Public Library – Library Director Nicole Langley has submitted a request for \$45,542.48 to support technology and Wifi upgrades.
- Lynch – Parkhurst Bus Transportation – Dr. Hackett has formally requested ARPA funds to cover the cost of bus transportation for Lynch students to the Parkhurst swing space for school year 2023 – 2024 and 2024 – 2025. The estimated cost per year is \$200,000 - \$500,000.
- VFA update – The Town of Winchester currently tracks and maintains our building-related capital needs using the VFA software program. Staff is working with VFA to evaluate the scope of completing a town-wide building re-assessment and update to the VFA software. The preliminary cost is estimated at \$140,000. Staff expects to set-up a demonstration with VFA and interested stakeholders (CPC, Finance Committee, Select Board) in the coming weeks so that all parties can better understand the program and proposed assessment.

State of the Town Committee

At the last meeting, the Board discussed creation of a "State of the Town" committee similar to what was put together ahead of the override in 2019. For informational purposes, that Committee included the following representatives from the Select Board, School Committee, Planning Board, Finance Committee, and Capital Planning Committee. Their stated charge was "*Prepare report addressing options to fund the Town's operating budget and capital programs for the next ten years*".

Spring Town Meeting Articles

Attached is the list of proposed articles for consideration to be sponsored by the Board at Spring Town Meeting. The Board will need to vote on which articles to sponsor at your meeting Monday, March 6th.



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The list currently includes sponsoring an article at Spring Town Meeting to fund design of the Lynch School traffic improvements.

Outdoor Dining Applications

Outdoor dining applications were due to the Town Manager’s office on February 16th. We received five applications, as summarized below:

Restaurant/ Location	Spaces Requested	Outdoor Dining Hours Requested	Common Vic Hours of Operation	# of Outdoor Seats	Notes
A Tavola Church Street	3	12:00pm – 12:00am, 7 days a week	10:00am – 10:00pm, 7 days a week	48	
Black Horse Tavern Thompson Street	3	11:00am – 12:30am, 7 days a week	11:00am – 12:00am, Monday – Saturday; 10:00am – 12:00am Sunday	48	Neighbors have complained that music is on outside when outdoor dining has finished.
China Sky Converse Place	3 or 4 depending on plan	11:30am – 9:30pm Monday-Thursday 11:30am – 10:30pm Friday & Saturday 12:00pm – 9:30pm Sunday	11:00am – 10:00pm, Monday – Thursday; 11:00am – 11:00pm, Friday – Sunday	16	Do not have approval from the ABCC to serve alcohol outside.
First House Pub Main Street	3	11:00am – 11:00pm, 7 days a week	11:00am – 12:00am, Monday – Saturday; 10:00am – 12:00am, Sunday	60	
Lucia’s Mt Vernon Street	3	11:30am – 11:00pm, 7 days a week	11:00am – 12:00am, 7 days a week	52	Not ADA accessible (no ramp to seating area). Does not adhere to the ABCC Patio and Outdoor Areas guideline #3 “The premises must be enclosed by a fence, rope, or other means to prevent access from a public



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					<i>walkway.”</i>
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ADDITIONAL UPDATES:

Municipal Cybersecurity Awareness Grant

The Town was recently notified that Winchester received a Municipal Cybersecurity Awareness Grant from the Executive Office of Technology Services and Security (EOTTS). This year's program will provide over 50,000 employees from municipalities and public school districts across the Commonwealth with critical cybersecurity training to better detect and avoid cyber threats. This is Winchester's second year receiving the grant thanks to the efforts of our IT Director Matt Griffin.

Traffic and Pedestrian Safety Improvements

The Town of Winchester received Winter Recovery Assistance Program (WRAP) grant funding last year, and DPW has used a portion of the funds to purchase and install six radar speed feedback signs on Highland Avenue, Forest Street, and Palmer Street near the Parker-Ellis Tennis Courts, and four RRFBs to be installed at the new crosswalk at the corner of Waterfield Road and Church Street (between Studio on the Common and Bank of America) and at the crosswalk on Highland Avenue near Hillcrest Parkway.

Washington – Swanton Street MHP Project Eligibility

The Town has been notified that the Massachusetts Housing Partnership (MHP) has received a request for a determination of Project Eligibility from Melanson Development Group for the property at the corner of Washington and Swanton Street. The Town has 30-days from the date of the letter (February 15th) to submit comments to MHP.

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 Election – Saturday, March 18th

The Annual Town Election is scheduled for Saturday, March 18, 2023 at the WHS Gymnasium. The deadline to apply for vote by mail is March 13th. Additional information available at <https://www.winchester.us/904/VOTE-in-Winchester>

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



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Woburn. Traffic will be restricted to one-lane alternating traffic in that area during construction.

- *Eversource 115kV Project* – Eversource is currently completing cable pulling activities. They have 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 is on-going to install the bridge rail caps. Work on the upstream side has been completed.
- *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 March 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.
- *Parkhurst Modular Classrooms* – Triumph Modulars 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 March 6th with a project update.
 - *Winter Pond Water Quality Project* – Bid opening March 8th.
 - *Parkhurst School improvements* – Bid opening April 6th.
 - *South Reservoir Dam Aeration project* – Bid opening March 22nd.
- 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.

Community Events/Notes

- **Lunch with Lisa Damour, PhD** author of *The Emotional Lives of Teenagers*, Wednesday, March 22nd at Wright Locke Farm. RSVP to winchestercoalition@gmail.com
- **Viewing of “Chasing Childhood”** and discussion with Professor Peter Gray, Ph.D. – Winchester Public Library, March 15th at 7pm Register: [Freedom to Learn through Play \(google.com\)](https://www.google.com), Sponsored by the Winchester Coalition for a Safer Community.



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- **Youth Mental Health First Aid.** February 27 and March 6, 6 to 8:30pm (2 sessions), Winchester Room – Town Hall. Register by 2/24/23. Sponsored by the Winchester Coalition for a Safer Community.
- **EnKa Food Pantry** open by appointment only on Sundays and Mondays. Text, call or email: 781-369-5844 or enkapantry@gmail.com to make an appointment. Location: 1037 Main Street, Winchester (same locations as the EnKa Exchange).