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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, January 9, 2023
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, and John Fallon. Mariano Goluboff was absent. 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 160 Forest, Waterfield Lot - MGL Ch. 30 §21(a) 6 - To consider the purchase, exchange, lease or value of real property; MGL Ch. 30 §21(a) 3 - To discuss strategy with respect to collective bargaining or litigation.
Brady - Bettencourt VOTED
Roll Call: Brady, Bettencourt, 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, Fallon, Mucci

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, January 23, 2023 – Regular Session
2. Monday, February 6, 2023 - Regular Session
3. Monday, February 27, 2023 – Regular Session

ACCEPTANCE OF DONATIONS

*Motion: That the Select Board accept a donation of \$2,500 from the Johnston Family to the Winchester Fire Department to be deposited into the Fire Department Gift Account.
Brady - Bettencourt VOTED

*Motion: That the Select Board accept a grant of \$103,712 from the Massachusetts Department of Environmental Protection through its Electric Vehicle Incentive Program to the Town for the purchase of direct current fast EV charging stations.
Brady - Bettencourt VOTED

*Motion: That the Select Board accept two ARPA Stabilization Grants to the Recreation Department, January 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

Monday, January 9, 2023
Select Board Meeting

TOWN MANAGER REPORT AND COMMENTS

- 1
2 1. Appointments: Ms. Rudolph announced the following appointment in accordance with section 4-
3 2b of the Town Charter and requests that the Select Board waive the fifteen-day waiting period:
4 **DPW Transfer Station General Foreman – Timothy Miara.**

5
6 *Motion That the Select Board waive the customary fifteen (15) day appointment
7 waiting period to allow Timothy Miara to begin his employment.
8 Brady – Bettencourt VOTED
9

- 10 2. Acting Town Manager’s Updates: Please find below additional updates on various topics for
11 discussion at the Board’s January 9th meeting:
12

13 **Lynch School MSBA Grant**

14 On December 21, 2022, the MSBA voted to increase the facilities grant for the Lynch Elementary
15 School from \$17,059,552 to \$19,941,157. An increase of \$2,881,605. This means that the
16 maximum borrowing amount can be reduced by the same amount \$74,584,776.

17 **Running for Public Office**

18 Nomination papers are now available for the March 18, 2023 Annual Town Election. Voters
19 interested in pulling papers for public office may stop by the Town Clerk's Office. The deadline
20 to pull nomination papers is Wed., January 25th. You can find more information on How to Run
21 for Public Office is available here: [https://www.winchester.us/DocumentCenter/View/9387/Annual-
22 Town-Election-Guideline?bidId=](https://www.winchester.us/DocumentCenter/View/9387/Annual-Town-Election-Guideline?bidId=).

23 **MBTA Zoning Working Group**

24 The Planning Department has secured a technical assistance grant from the Massachusetts
25 Housing Partnership (MHP) to assist with drafting zoning language to bring us into compliance
26 with the MBTA communities multi-family zoning requirement. The Town has been paired with
27 JM Goldson who we’ve worked with extensively in the past on the Town’s master plan and other
28 efforts. I attended an initial meeting last week to discuss the next steps, and the group identified
29 a small working group consisting of consultants, myself, two Planning Board members, Town
30 Counsel, and John Suhrbier from the Housing Partnership Board. The group would like to invite
31 a representative from the Select Board to join the Working Group as well. The first meeting is
32 scheduled for Wednesday, January 25th at 11am via zoom. The grant is expected to fun 4 to 5
33 months.

34 **Grants and Earmarks**

35 The Town was recently notified that we received an award of \$84,326 from the Green
36 Communities grant program. The grant will support improvements at the Mystic School
37 (Recreation Department) and the Parkhurst School.

38 **Spring 2023 Town Meeting Schedule**

39 The warrant for the Spring 2023 Town Meeting will close on Friday, March 17th. The first night
40 of Town Meeting is scheduled for Monday, April 24th.

41 **Construction/Capital Project Updates**

- 42 • On-going Construction projects:
43 ○ *Eversource 345kV Project* – Limited work is on-going as weather permits.
44 ○ *Eversource 115kV Project* – No additional work is expected until the spring
45 ○ *Main Street Bridge Railing Repairs* –The contractor is waiting on the pre-cast bridge
46 cap to be delivered. The fabricator has recently indicated that they expect delivery by
47 the end of January.
48 ○ *North Reservoir Dam* – Construction will continue as weather permits. Final loam,
49 seed, and plantings will be installed in the spring.
50 ○ *Transfer Station Renovation* – Demolition of the incinerator building is scheduled for
51 February.

Monday, January 9, 2023
Select Board Meeting

- 1 ○ *DPW Fire Alarm* – Work is substantially complete.
- 2 ○ *Muraco School Roof* – All roof replacements are complete. Fascia and soffit work is
- 3 on-going as well as other repairs. Work is scheduled to be complete by March. The
- 4 contractor has been working around the school schedule and weather, which has
- 5 delayed completion a bit.
- 6 ● Upcoming Construction projects:
- 7 ○ *Woodside Road and Wildwood Street* – Construction will be delayed to spring 2023
- 8 due to a lack of available curbing.
- 9 ○ *Muraco School Electrical* – The electrical bid was awarded and the contract is being
- 10 executed for work to occur in summer 2023.
- 11 ○ *Parkhurst Swing Space* – Bid proposals were due last week for the modular
- 12 classrooms.
- 13 ○ The following projects are currently being prepared for bid: Parkhurst Renovations,
- 14 McCall Façade, RRFB at Leonard Field, Winchester High School Drainage, Winter
- 15 Pond Settling Tank, Town Hall Fire Alarm, Lead Lines, HVAC at Parkhurst, McCall
- 16 Middle School Controls

17
18 **PUBLIC COMMENT** – Robert Trakimas, 181 Forest Street, discussed the speed of cars on Forest
19 Street from the Stoneham line to Washington Street & submitted a petition. Residents are looking
20 for enforcement as the street is an epidemic of speeding. He made suggestions of adding crosswalks
21 which notify drivers to slow down, more police enforcement, signage etc. Chair Mucci thanked him
22 and asked Ms. Rudolph that we should let Chief O’Connell know that we had received the petition.
23

24 **COMPTROLLER’S REPORT**

25
26 The Select Board acknowledged the Comptroller’s Financial Report as of November 30, 2022.
27

28 **LICENSES**

- 29
30 **1. Continued from December 19th meeting: Alcohol License, Section 12, All Alcoholic**
31 **Beverages to PPT Hospitality LLC dba Putarin Thai, 831 Main Street, manager**
32 **Patcharin Jeesom** – Chair Mucci stated he has been in contact with the attorney and at this
33 point we are going to administratively continue the public hearing to January 23, 2023.
34

35 **BUSINESS**

- 36
37 **1. Waterfield Lot - Civico** – Ms. Rudolph reported that Engineering and Planning staff have
38 reviewed Civico’s proposed plan for the redevelopment of the Waterfield Lot. Additional
39 information is needed from Civico regarding the design of the proposed delivery access to the
40 rear of the buildings on Waterfield Road and Church Street. There is also no water main in
41 Waterfield Road in front of the site and additional analysis is required. Town Counsel is
42 currently reviewing the easement requirements in this area.
43
44 **2. Transfer Station Commercial Fees** – Jay Gill, DPW Director and Nick Parlee, Transfer
45 Station Coordinator reviewed the second half of the Transfer Station Working Group’s
46 recommendations and are asking the Board to approve the recommendations to adjust scale,
47 disposal and commercial tipping fees effective January 1, 2023. The Board also has to approve
48 the second phase of the Transfer Station Facility Capital Fee of \$58, which would become
49 effective January 1, 2024 for a total capital fee of \$80.
50

51 *Motion That the Select Board increase the Transfer Station commercial tipping fees
52 as follows: Construction debris, increase from \$220 to \$230 per ton;
53 Commercial mix, increase from \$185 to \$195 per ton; Commercial household

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Select Board Meeting

1 and business, increase from \$160 to \$170 effective February 1, 2023 with the
2 amendment made by Mr. Bettencourt to receive Pay As You Throw
3 information from Julia Green, MassDEP Municipal Assistance Coordinator
4 in advance of the Select Board's February meeting that she will be
5 presenting.

6 Brady – Fallon VOTED

7
8 *Motion That the Select Board increase the Capital Improvement fee by \$58 from \$22
9 to \$80 beginning January 1, 2024 for Household and Commercial permits.

10 Brady – Bettencourt VOTED

11
12 **3. 10 Converse Place** – Ian Gillespie and Larry Beals, 10 Converse Place, informed the Board
13 that as part of their project they wish to do landscaping improvements to the river edge from Mt.
14 Vernon Street to the Main Street bridge. The proposed changes would remove the invasive
15 plants, planting what is recommended by the Aberjona River Project and the owner of 10
16 Converse Place will be taking care of the maintenance. To make improvements they need to
17 submit a Notice of Intent with the Conservation Commission but the river edge belongs to the
18 Town and the Select Board would need to authorize Ms. Rudolph to sign the NOI as the property
19 owner. The Select Board decided to have Town Counsel review the draft NOI and revisit the
20 request at the January 23rd meeting.

21
22 **4. Outdoor Dining Policy Review** – Chair Mucci reviewed the outdoor dining policy, application
23 and license agreement. The Board then discussed the maximum parking spaces for each
24 restaurant, the opening/closing dates for outdoor dining and the parking space fee. The members
25 decided that the season will be April 10th to begin setting up for an April 15th opening and ending
26 November 15th. Each restaurant can have up to three parking spaces at \$1,000 per space with
27 Ms. Rudolph checking with the Comptroller about the possibility of the funds being earmarked
28 for downtown projects.

29
30 *Motion That the Select Board approve the 2023 Outdoor Dining Policy subject to the
31 changes made tonight.

32 Brady – Bettencourt VOTED

33
34 **5. Comptroller's Vacation Carry Forward & Payment Request** – Stacie Ward, Comptroller,
35 requested a vacation carry forward of 35 hours into 2023 and a buyback of 78 vacation hours.
36 Unfortunately, due to a combination of issues but mainly to the payroll vacancy, then training
37 the new hire, in her office she was unable to take the time off.

38
39 *Motion That the Select Board approve the Comptroller's request to carry forward 35
40 hours of vacation into 2023 and the buyback of 78 vacation hours.

41 Brady – Bettencourt VOTED

42
43 **6. Committees & Commissions** – The Select Board reappointed the following committee
44 members:

45
46 *Motion That the Select Board reappoint Mary Grassi to the Design Review
47 Committee for a term to expire December 31, 2025.

48 Brady - Bettencourt VOTED

49
50 *Motion That the Select Board reappoint Peter Pongratz to the WinCam for a term to
51 expire November 30, 2025.

52 Brady - Bettencourt VOTED

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TOWN OF WINCHESTER
SELECT BOARD MEETING
Wednesday, January 25, 2023
Record

9 **OPENING**

11 Chair Richard Mucci called the meeting to order at 7:30 PM via Zoom (meeting was rescheduled
12 from January 23rd) due to inclement weather. Present were Select Board members Vice Chair
13 Anthea Brady, Michael Bettencourt, Mariano Goluboff and John Fallon. Also present was Acting
14 Town Manager Beth Rudolph, PE.

16 **NOTIFICATION OF MEETINGS AND HEARINGS**

- 18 1. Monday, February 6, 2023 - Regular Session
- 19 2. Monday, February 27, 2023 – Regular Session

21 **ACCEPTANCE OF DONATIONS**

23 *Motion: That the Select Board accept a donation of \$2,500 from the Johnston Family
24 and \$50 from Ruby Richardson to the Winchester Police Department to be
25 deposited into the Police Department Gift Account.

26 Brady – Bettencourt VOTED

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

29 *Motion: That the Select Board accept a grant of \$40,400 from the Metropolitan Area
30 Planning Council to the Town of Winchester to create a Sustainable
31 Landscape Handbook and training sessions.

32 Brady – Bettencourt VOTED

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

35 **TOWN MANAGER REPORT AND COMMENTS**

- 36 1. Appointments: Ms. Rudolph informed the Board that she had appointed Julie Broderick to the
37 Historical Commission term to expire March 31, 2025. She also announced the following
38 appointment in accordance with section 4-2b of the Town Charter and requests that the Select
39 Board waive the fifteen-day waiting period: **DPW Town Hall Head Custodian – Michael**
40 **DiNanno.**

42 *Motion That the Select Board waive the customary fifteen (15) day appointment
43 waiting period to allow Michael DiNanno to begin his employment.

44 Brady – Bettencourt VOTED

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

- 47 2. Acting Town Manager's Updates: Please find below additional updates on various topics for
48 discussion at the Board's January 25th meeting:

50 **Outdoor Dining Applications**

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

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Select Board Meeting

FEMA Community Rating System (CRS) Flood Ins. premium discount increased to 20%

The Town of Winchester recently completed our 5-year cycle verification process for the National Flood Insurance Program (NFIP) Community Rating System (CRS) program. The voluntary program provides residents with a discount on their flood insurance premiums as a result of activities undertaken by the Town, specifically the Engineering Department. As part of this recertification process, Winchester increased to a Class 6 community, which provides our residents with a 20-percent discount on their flood insurance premiums for policies issued or renewed on or after April 1, 2023.

March 2023 Election and Running for Public Office

Nomination papers are now available for the March 18, 2023 Annual Town Election. Voters interested in pulling papers for public office may stop by the Town Clerk's Office. The deadline to pull nomination papers is Wednesday, January 25th. More information on How to Run for Public Office is available here: <https://www.winchester.us/DocumentCenter/View/9387/Annual-Town-Election-Guideline?bidId=>. Offices to be filled include:

- Moderator for One Year
- One Member Select Board for Three Year
- One Member Assessor for Three Years
- One Member Assessor for Two Years
- One Member Board of Health for Three Years
- Two Members of Planning Board for Three Years
- One Member of School Committee for Three Years
- Two Trustee of the Public Library for Three Years
- One Member of Housing Authority for Five Years
- Numerous Town Meeting Members in each precinct

Spring 2023 Town Meeting Schedule

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

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 expects to 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* –The contractor is waiting on the pre-cast bridge cap to be delivered. The fabricator has recently indicated that they expect delivery by the end of January.
 - *North Reservoir Dam* – Construction will continue as weather permits. Final loam, seed, and plantings will be installed in the spring.
 - *Transfer Station Renovation* – Demolition of the incinerator building is scheduled for February pending Eversource schedule for transformer installation.
 - *DPW Fire Alarm* – Work is substantially complete.
 - *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.
- Upcoming Construction projects:
 - *Woodside Road and Wildwood Street* – Construction will be delayed to spring 2023 due to a lack of available curbing.
 - *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.

Wednesday, January 25, 2023
Select Board Meeting

1 approval to send it to the Board of Appeals members. Everyone is in support of Chair Mucci
2 signing the letter.
3

4 *Motion That the Select Board authorize Chair Mucci to sign the letter to the Board
5 of Appeals members.

6 Brady – Bettencourt VOTED

7 Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci
8

9 **4. FY24 Budget/Capital Plan/Long-term Financial Plan** – Chair Mucci stated that staff has
10 been working hard on the budget with the direction that the Board asked them to do at the
11 January 7th Budget meeting. Ms. Rudolph reviewed the FY24 Budget discussion list, budget
12 evaluation & model assumptions, the Town’s local receipts summary and Free Cash & Operating
13 Reserve analysis with the changes. She also discussed the possible new positions added under
14 Expenses – IT Network Administrator, Treasurer Financial Analyst, part-time Building
15 Department staff and increase Health Inspector hours to full-time. Board members feel that the
16 IT position, (presently there is no backup person) and the Treasurer position (would allow for
17 more online payment options) are the most needed. The Board also discussed using ARPA funds
18 to balance the budget, have staff review the capital projects that may be funded with ARPA
19 funds, and timing of a future override.
20

21 **5. ARPA Funding** – Meg White, Special Project Manager, requested \$10,000 of ARPA funds to do
22 a security design for the implementation of new exterior lighting of the Town Hall.
23

24 *Motion That the Select Board approve the request for \$10,000 from ARPA funds for
25 the security design of the Town Hall Lighting project.

26 Brady – Bettencourt VOTED

27 Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci
28

29 **6. Committees & Commissions** – The Select Board reappointed the following committee
30 members:
31

32 *Motion That the Select Board reappoint Helen Philliou to the Capital Planning
33 Committee for a term to expire January 1, 2026.

34 Brady – Bettencourt VOTED

35 Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci
36

37 *Motion That the Select Board reappoint Jack Ciulla, Steven DeRosa & Jeffrey Woolfe
38 as Constables for a term to expire November 30, 2023.

39 Brady – Bettencourt VOTED

40 Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci
41

42 **CONSENT AGENDA**
43

44 *Motion That the Select Board approve One Day Liquor License for Lauren
45 Tiedemann for Book Ends – January 26, 2023 – Book Ends 559 Main Street;
46 Archie McIntyre for Wright-Locke Farm – January 28 & February 25, 2023
47 – Wright-Locke Farm All Seasons Barn; Daniela Hyacinthe for Studio on the
48 Common – January 27, 2023 – Studio on the Common, 22 Church Street.

49 Brady – Bettencourt VOTED

50 Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci
51

