

**TOWN OF WINCHESTER  
SELECT BOARD MEETING  
Monday, February 6, 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, 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 Personnel Contract Negotiations - MGL Ch. 30 §21(a)2 - To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; 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, 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. Monday, February 27, 2023 - Regular Session
2. Monday, March 6, 2023 - Regular Session
3. Monday, March 13, 2023 - Regular Session
4. Saturday, March 18, 2023 - Town Election
5. Monday, March 27, 2023 - Regular Session

**ACCEPTANCE OF DONATIONS**

\*Motion: That the Select Board accept donations to the Council on Aging Gift Account - \$180 for transportation purposes, \$384.40 from Meet Up Mondays Socialization and \$4,100 proceeds from the Symposium.

Brady - Bettencourt VOTED

\*Motion: That the Select Board accept an earmark of \$50,000 from the Department of Fire Services to the Fire Department for a new LifePak Monitor/defibrillator and Lucas CPR device.

Brady - Bettencourt VOTED

\*Motion: That the Select Board accept an earmark of \$150,000 from the Executive Office of Housing and Economic Development towards implementation of the Town's Local Rapid Recovery Plan (LRRP).

Brady - Bettencourt VOTED

\*Motion: That the Select Board accept a grant of \$50,000 from MassDOT Shared Streets and Spaces program to the Town for the purchase of snow removal equipment.

**Monday, February 6, 2023  
Select Board Meeting**

1 Brady - Bettencourt VOTED

2  
3 \*Motion: That the Select Board accept a grant of \$\$87,480.25 from MassDOT Shared  
4 Streets and Spaces program to the Town towards the reconstruction of the  
5 intersection of Woodside Road and Wildwood Street.

6 Brady - Goluboff VOTED

7  
8 \*Motion: That the Select Board accept a grant of \$243,856.21 From the MassDOT Winter  
9 Recovery Assistance Program (WRAP) to the Town for use towards (1)  
10 rehabilitation, reconstruction, resurfacing or preservation of roadways and  
11 appurtenances; (2) repair or replacement of traffic control devices, signage,  
12 guardrails, and storm grates, or (3) road striping and painting.

13 Brady - Goluboff VOTED

14  
15 **TOWN MANAGER REPORT AND COMMENTS**

- 16 1. Appointments: Ms. Rudolph announced the following appointments in accordance with section 4-2b  
17 of the Town Charter and requests that the Select Board waive the fifteen-day waiting period:  
18 **Treasurer/Collector Office Principal Clerk I - Elaine Tripoli; DPW Transfer Station Foreman -**  
19 **Joseph DiRienzo; DPW School Custodian (conditional appointment) - Ian Long**  
20

21 \*Motion That the Select Board waive the customary fifteen (15) day appointment waiting  
22 period to allow Elaine Tripoli, Joseph DiRienzo & Ian Long to begin their  
23 employment.

24 Brady - Goluboff VOTED

- 25  
26 2. Acting Town Manager's Updates: Ms. Rudolph recognized the great and hard work that the DPW  
27 did this past weekend taking care of the town buildings due to the negative degree temperatures.  
28 For the Housing Production Plan, Chair Mucci asked if any Board member would be interested  
29 working on the updated plan. Mr. Bettencourt and Mr. Fallon volunteered and Mr. Goluboff  
30 recommended that the Planning Board also appoint a few of their Board members as the plan was a  
31 joint effort with the Select Board. Please find below additional updates on various topics for  
32 February 6, 2023 meeting:  
33

34 **87-89 Cross Street**

35 The Town was notified last week that the Department of Housing and Community Development  
36 (DHCD) approved the application for project eligibility under the Local Initiative Program (LIP) for  
37 87-89 Cross Street. The project is proposed to consist of nine units, two of which will be affordable;  
38 all of which will be eligible for inclusion in the Town's subsidized housing inventory. The next step is  
39 for the applicant to apply to the Zoning Board of Appeals for a Comprehensive Permit.

40 **Housing Production Plan**

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

46 **Outdoor Dining Applications**

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

51 **Winchester Chamber of Commerce News**

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

1 **Spring 2023 Town Meeting Schedule**

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

4 **Annual Town Census**

5 The Town Clerk's office mailed the Town Census on January 20<sup>th</sup>. The mailing also includes  
6 instructions on how to purchase Transfer Station permits and dog licenses online. Permits and tags  
7 can also be obtained in person on Mondays from 8am-7pm, Tuesday through Thursday from 8am-  
8 4pm and Friday from 8am - 12 noon. Drop boxes are also available at the front and rear of Town  
9 Hall. The census must be returned to stay active on the voter list. The Annual Town Election is  
10 scheduled for Saturday March 18, 2023 at the WHS Gymnasium.

11 **Construction/Capital Project Updates**

12 • On-going Construction projects:

- 13 ○ Eversource 345kV Project - Limited work is on-going as weather permits on Cross and  
14 Washington Streets. Eversource has start work on Lake Avenue (near Horn Pond) in  
15 Woburn in the coming weeks. Traffic will be restricted to one-lane alternating traffic in  
16 that area during construction.
- 17 ○ Eversource 115kV Project - No additional work is expected until the spring. Eversource  
18 has committed to installing the speed tables on Woodside Road as designed by Toole  
19 and previously discussed by the Board.
- 20 ○ Main Street Bridge Railing Repairs - Work started again last week on the upstream side  
21 of the bridge to install the bridge rail caps.
- 22 ○ North Reservoir Dam - Construction is substantially complete and shut down for the  
23 winter. Final loam, seed, and plantings will be installed in the spring.
- 24 ○ Transfer Station Renovation - Demolition of the incinerator building is scheduled for mid  
25 to late February pending Eversource schedule for transformer installation.
- 26 ○ Muraco School Roof - All roof replacements are complete. Fascia and soffit work is on-  
27 going as well as other repairs. Work is scheduled to be complete by March. The  
28 contractor has been working around the school schedule and weather, which has  
29 delayed completion a bit.
- 30 ○ Parkhurst Modular Classrooms - Triumph Modulares has been awarded the contract and  
31 are currently manufacturing the classrooms. Site work will start in April and classroom  
32 installation will begin in June for a September occupancy.

33 • Projects currently out to bid:

- 34 ○ Lake Street Bridge project - Bid opening March 9<sup>th</sup>. Work expected to start in April/May  
35 and will require full closure of the bridge for at least two months. Weston & Sampson will  
36 be attending the Board's meeting on February 27<sup>th</sup> with a project update.
- 37 ○ Winter Pond Water Quality Project - Bid opening March 8<sup>th</sup>.
- 38 ○ Parkhurst School improvements - Bid opening April 6<sup>th</sup>.

39 • Upcoming Construction projects:

- 40 ○ Woodside Road and Wildwood Street - Construction was delayed to spring 2023.
- 41 ○ Muraco School Electrical - The electrical bid was awarded and the contract is being  
42 executed for work to occur in summer 2023.
- 43 ○ Parkhurst Swing Space - Bid proposals were due last week for the modular classrooms.
- 44 ○ The following projects are currently being prepared for bid: McCall **Façade**, RRFB at  
45 Leonard Field, Winchester High School Drainage, Town Hall Fire Alarm, Lead Lines,  
46 HVAC at Parkhurst, McCall Middle School Controls.

47 **Community Events/Notes**

- 48 • **Teen Depression: What Parents, Schools, and Communities Can Do** - February 7<sup>th</sup> at  
49 7pm, Winchester High School Library. Sponsored by The Winchester Coalition for a Safer  
50 Community. RSVP to [winchestercoalition@gmail.com](mailto:winchestercoalition@gmail.com)
- 51 • **Lunch with Lisa Damour, PhD** author of The Emotional Lives of Teenagers, Wednesday,  
52 March 22<sup>nd</sup> at Wright Locke Farm. RSVP to [winchestercoalition@gmail.com](mailto:winchestercoalition@gmail.com)

**Monday, February 6, 2023**  
**Select Board Meeting**

---

1 **PUBLIC COMMENT** - Pamela Cort, 112 Arlington Street, is concerned about the process of the Town  
2 budget as she feels that it is not coming from the Town Manger but from the Select Board. She has  
3 multiple questions about the budget and ARPA funding but the budget meeting that the Select Board  
4 held was not recorded. Chair Mucci responded that we have budget summits/discussions, with staff,  
5 and the Town auditor, getting information which is used to help staff balance the budget. The in person  
6 meetings were posted and the public was welcome to attend. The budget is due to be sent to the  
7 Finance Council on February 15<sup>th</sup>, at which time it will be available on the website and the Town  
8 Manager will present it to the Select Board and public at the February 27<sup>th</sup> meeting.  
9

10 **COMPTROLLER'S REPORT**

11 The Select Board acknowledged the Comptroller's Financial Report as of December 31, 2022.  
12

13 **LICENSES**

14  
15  
16 1. **Continued from December 19<sup>th</sup> meeting: Alcohol License, Section 12, All Alcoholic Beverages to**  
17 **PPT Hospitality LLC dba Putarin Thai, 831 Main Street, manager Patcharin Jeesom** - Chair  
18 Mucci stated he has been in contact with the attorney and they asked for a continuance to the March  
19 27, 2023 meeting.  
20

21 2. **Common Victualler License Renewal - Frozen Hoagies**

22  
23 \*Motion: That the Select Board approve the Common Victualler License renewal for  
24 Frozen Hoagies.  
25 Brady - Goluboff VOTED  
26

27 **BUSINESS**

28  
29 1. **Retirement Board: FY23 COLA** - Stacie Ward, Comptroller, Michael Lucas, Asst. Comptroller and  
30 Robert Fray, Retirement Board Chair, attended the meeting to request a one-time Cost of Living  
31 Adjustment (COLA) increase. Mr. Fray explained that according to Massachusetts General Law  
32 Retirement Systems and Pensions, the maximum COLA that a Massachusetts retirement system  
33 can adopt is a 3% increase to the base wage. In November of 2022, the Governor approved a one-  
34 time COLA increase for the fiscal year 2023 of up to 5%. This increase is not automatic, the  
35 Winchester Contributory Retirement System (WCRS) has to approve the increase and then it needs  
36 the approval of the Select Board. At their January meeting the WCRS approved the increase to the  
37 maximum of 5% from \$420 to \$700 in fiscal year 2023. The Social Security increases over the last  
38 few years are clearly well above what our retirees have been receiving and they are asking for the  
39 Select Board's support for the Town's employees.  
40

41 \*Motion: That the Select Board approve the one-time COLA increase for FY2023 of 5%  
42 for the Winchester Contributory Retirement System.  
43 Brady - Bettencourt VOTED  
44

45 2. **Interfund Borrowing: Lynch School Construction** - Shelia Tracy, Treasurer/Collector, reviewed the  
46 borrowing process and she is asking for an advance of \$900,000 so that there are enough funds for  
47 the Lynch School construction.  
48

49 \*Motion That the Select Board authorize the advance interfund borrowing of \$900,000  
50 for the Lynch School construction.  
51 Brady - Bettencourt VOTED  
52

53 3. **PAYT: Julia Greene, MassDEP** - Julia Greene, MassDEP Municipal Assistance Coordinator and  
54 Nick Parlee, Transfer Station Coordinator, attended the meeting to discuss Pay-As-You-Throw  
55 (PAYT) options for the Transfer Station. Ms. Greene explained that PAYT is a solid waste program  
56 where residents pay a per-unit fee for disposal of household trash. This creates a financial incentive  
57 to reduce, reuse, and recycle more; and waste less. There are 155 Massachusetts municipalities

**Monday, February 6, 2023**  
**Select Board Meeting**

---

1 that have the PAYT program and trash is reduced by 25-50% in those communities. There are many  
2 ways for Winchester to fund the PAYT program such as under Fixed Costs could be part of the tax  
3 base, flat fee (transfer station) or a combination of. Variable Costs could be bag/sticker fee  
4 (including overflow) or bulky waste fee. Programs that compliment PAYT are Food Waste/Bulky  
5 Item collections and reuse programs. MassDEP offers a technical assistance grant that offers 80  
6 hours dedicated in-kind technical assistance from Ms. Greene which would also include a financial  
7 analysis of PAYT, assist in drafting comprehensive private hauler regulations and the PAYT  
8 implementation plan. The Town would have to match the 80 hours but we need to apply by June 1<sup>st</sup>  
9 if we wish to implement the PAYT program January 2024.

10  
11 \*Motion That the Select Board direct the Town Manager to work with the DPW to apply  
12 for the Pay-As-You-Throw technical assistance grant for the Transfer Station.  
13 Brady - Bettencourt VOTED  
14

15 **4. Transportation Master Plan Update** - Alexis Vidaurreta and Jeffrey Rosenblum, Toole Design gave  
16 a refresher on the Transportation Master Plan, the progress to date, transportation identification,  
17 project prioritization and next steps. Partnership projects would require coordination with another  
18 municipality or state agency such as bringing together recommendations from other plans like the  
19 DCR Parkways plan. The safety factor is at the top of the project prioritization with schools, activity  
20 centers, street activity and multimodal connections second. For next steps, they will have a public  
21 meeting February 15<sup>th</sup> with the final plan being issued this spring. Mr. Fallon asked as they do the  
22 improvements it is a never ending cycle of traffic being rerouted how is Toole addressing that issue.  
23 Ms. Vidaurreta replied that they do review the impacts of doing one street and how does it impact  
24 the surrounding streets. Roger McPeck, Capital Planning Committee Chair, stated that he would like  
25 to see more detailed data and Toole is finalizing the spread sheet. Ben Keeler, TTAC, commented  
26 that this plan is just talking about the projects but not the vision and feels that they need to move this  
27 along. He also stated that we need to figure a way to have DPW take on more of the maintenance to  
28 save money. Chair Mucci stated that we would like to see a draft plan before the final plan to allow  
29 everyone to give comments and feedback. Tonight's presentation was just an update to the Board,  
30 no action is needed.  
31

32 **5. Waterfield Lot Civico** - Civico submitted their permitting set and there is a request to extend their  
33 due diligence to March 15<sup>th</sup>.  
34

35 \*Motion That the Select Board extend Civico's due diligence to March 15<sup>th</sup> and authorize  
36 the Town Manager to sign the amendment.  
37 Brady - Bettencourt VOTED  
38

39 **6. FY24 Budget/Capital Plan/ARPA** - The Select Board have given staff some directives and we will  
40 continue to the discussion to the February 27<sup>th</sup> meeting.  
41

42 **7. Draft Warrant Articles** - Ms. Rudolph reminded the Board that the warrant closes March 10<sup>th</sup> and we  
43 have two meetings before that. Chair Mucci would like to produce an opioid stabilization fund as we  
44 will be receiving more coming from the state for the next nine years. Ms. Rudolph will follow up with  
45 Stacie Ward, Comptroller, as to whether a fund can be established. Matt Abrahams, The Abrahams  
46 Group, will be attending a meeting in March to discuss the Water & Sewer rates.  
47

48 **8. Town Manager Contract** - The Board members reviewed Ms. Rudolph's three year contract and  
49 authorize Chair Mucci to execute the contract beginning February 7<sup>th</sup>.  
50

51 \*Motion That the Select Board authorize Chair Mucci to execute the Town Manager's  
52 contract beginning February 7<sup>th</sup> and pertaining to section 1 B of the contract that  
53 Ms. Rudolph is allowed to continue.  
54 Brady - Bettencourt VOTED  
55

56 **CONSENT AGENDA**

**Monday, February 6, 2023**  
**Select Board Meeting**

---

- 1  
2 \*Motion That the Select Board approve One Day Liquor Licenses for Gina Ciaccio for  
3 Bagels N Brew - February 12, 2023 - Bagels N Brew, 478 Main Street; Michelle  
4 Mackenzie for Superior Servers - April 29, 2023 - Griffin Museum; Lauren  
5 Tiedemann for Book Ends - January 23, 2023 - Book Ends, 559 Main Street.  
6 Brady - Goluboff VOTED  
7  
8 \*Motion That the Select Board appoint the Town as the Monetary Agent for Affordable  
9 Unit.  
10 Brady - Goluboff VOTED  
11  
12 \*Motion That the Select Board approve Town Day annual permissions for Friday, June 2  
13 and Saturday, June 3, 2023 with a rain date of Sunday, June 4, 2023. A.) Street  
14 closings and parking bans: Friday, June 2<sup>nd</sup> - Block Party - 5:30 PM - 9 PM -  
15 closure of Mt. Vernon St. from Converse Place to Washington Street; Saturday,  
16 June 3<sup>rd</sup> (or rain date of Sunday, June 4<sup>th</sup>) 6:00 AM to 10 PM: Main Street  
17 (Rotary to Mystic Valley Pkwy); Mt. Vernon St. (Rotary to Washington St.),  
18 Thompson St.; and Converse Pl.; Jenks Parking Lot (to replace displays  
19 normally on Laraway Rd); B.) Approval to use the following open areas: Town  
20 Common, Manchester Field, Eliot Park, Town Hall and the Mill Pond and  
21 adjacent grounds; C.) Approval for a fireworks display from Manchester Field.  
22 Brady - Goluboff VOTED  
23  
24 \*Motion That the Select Board approve the Parade Permit for En Ka Fair - Saturday,  
25 May 20, 2023 (Route: Skillings Road to Main Street; left onto Main Street, pass  
26 Stop & Shop and Winchester Savings Bank; travel around the traffic circle (Quill  
27 Rotary) and up Church Street, where it will turn left onto Waterfield Road and  
28 left again onto Mystic Valley Parkway; at intersection with Main Street, left onto  
29 Main Street, right onto Mt. Vernon Street and continue to the Edward F.  
30 O'Connell Plaza on the grounds of the Veterans Honor Roll, Town Hall, where it  
31 will disband after the flag ceremony.) Mt. Vernon Street will be closed to traffic  
32 from Quill Rotary to the Washington Street Intersection for the duration of the  
33 Parade.  
34 Brady - Goluboff VOTED  
35  
36 \*Motion That the Select Board approve the Public Amusement License for EnKa Society  
37 for EnKa Fair - 5:00-11:00 p.m. Friday, May 19, 2023 and 10:00 a.m. - 10:00  
38 p.m. Saturday, May 20, 2023.  
39 Brady - Goluboff VOTED  
40  
41 \*Motion That the Select Board approve the meeting minutes for November 7 & 28,  
42 2022.  
43 Brady - Goluboff VOTED  
44  
45 **ADJOURNMENT : 10:25 PM**  
46  
47 \*Motion: That the Select Board adjourn for the evening.  
48 Brady - Bettencourt  
49  
50 Respectfully submitted,  
51 Beth Rudolph, Town Manager