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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, February 27, 2023
Record**

OPENING

Chair Richard Mucci called the meeting to order at 6:45 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) 5 - To discuss investigation of criminal misconduct; MGL Ch. 30 §21(a)3 - To discuss strategy with respect to collective bargaining or litigation; Griffin Museum Lease, 160 Forest, Waterfield Lot - MGL Ch. 30 §21(a) 6 - To consider the purchase, exchange, lease or value of real property.

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, March 6, 2023 - Regular Session
2. Monday, March 13, 2023 - Regular Session
3. Saturday, March 18, 2023 - Town Election
4. Monday, March 27, 2023 - Regular Session
5. Monday, April 10, 2023 - Regular Session

ACCEPTANCE OF DONATIONS

*Motion: That the Select Board accept an earmark of \$200,000 from the Massachusetts Office of Energy & Environmental Affairs for the purchase of a sidewalk plow.

Brady - Goluboff VOTED

*Motion: That the Select Board accept a grant of \$84,326 from the Department of Energy Resources to repair/replace the steam traps at the Recreation Department and Parkhurst School.

Brady - Goluboff 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 School Head Custodian - Daniel Medwar.**

*Motion That the Select Board waive the customary fifteen (15) day appointment waiting period to allow Daniel Medwar to begin their employment.

Brady - Bettencourt VOTED

2. Town Manager's Updates: Please find below additional updates on various topics for February 27, 2023 meeting:

1
2 **Municipal Cybersecurity Awareness Grant**

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

8 **Traffic and Pedestrian Safety Improvements**

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

15 **Washington - Swanton Street MHP Project Eligibility**

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

20 **Spring 2023 Town Meeting Schedule**

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

23 **Annual Town Election - Saturday, March 18th**

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

27 **Construction/Capital Project Updates**

28 • On-going Construction projects:

- 29 ○ Eversource 345kV Project - Limited work is on-going as weather permits on Cross and
30 Washington Streets. Eversource has started work on Lake Avenue (near Horn Pond) in
31 Woburn. Traffic will be restricted to one-lane alternating traffic in that area during
32 construction.
- 33 ○ Eversource 115kV Project - Eversource is currently completing cable pulling activities. They
34 have committed to installing the speed tables on Woodside Road as designed by Toole and
35 previously discussed by the Board.
- 36 ○ Main Street Bridge Railing Repairs - Work is on-going to install the bridge rail caps. Work on
37 the upstream side has been completed.
- 38 ○ North Reservoir Dam - Construction is substantially complete and shut down for the winter.
39 Final loam, seed, and plantings will be installed in the spring.
- 40 ○ Transfer Station Renovation - Demolition of the incinerator building is scheduled for mid to
41 late March pending Eversource schedule for transformer installation.
- 42 ○ Muraco School Roof - All roof replacements are complete. Fascia and soffit work is on-going
43 as well as other repairs. Work is scheduled to be complete by March.
- 44 ○ Parkhurst Modular Classrooms - Triumph Modulars has been awarded the contract and are
45 currently manufacturing the classrooms. Site work will start in April and classroom
46 installation will begin in June for a September occupancy.

47 • Projects currently out to bid:

- 48 ○ Lake Street Bridge project - Bid opening March 9th. Work expected to start in April/May and
49 will require full closure of the bridge for at least two months. Weston & Sampson will be
50 attending the Board's meeting on March 6th with a project update.
- 51 ○ Winter Pond Water Quality Project - Bid opening March 8th.
- 52 ○ Parkhurst School improvements - Bid opening April 6th.
- 53 ○ South Reservoir Dam Aeration project - Bid opening March 22nd.

54 • Upcoming Construction projects:

Monday, February 27, 2023
Select Board Meeting

- 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.
- **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 location as the EnKa Exchange).

PUBLIC COMMENT

COMPTROLLER’S REPORT

1. The Select Board acknowledged the Comptroller’s Financial Report as of January 31, 2023.

LICENSES

BUSINESS

1. **Committees & Commissions Appointments** - The Select Board interviewed and appointed the following committee members:

*Motion That the Select Board appoint Jeanette Kolodziej to the Cultural Council for a term to expire July 31, 2023.

Brady - Bettencourt VOTED

*Motion That the Select Board appoint **Corné** Biemans to the Commissioners of Trust Funds for a term to expire March 31, 2025.

Brady - Bettencourt VOTED

2. **Winchester Youth Baseball Gift-in-Kind** - Jason Capodanno & Chris Gannon, Winchester Youth Baseball & Softball, informed the Board that they are gifting to the Town the replacement of the batting cages at West Side Field and two dugouts/back stop at Ginn Field for an approximant total of \$33,000. Ms. Rudolph informed the Board that staff has reviewed the plans and the work is not outside the foot print of the area.

*Motion That the Select Board approve the concept provided, that they pay prevailing wage and work with staff.

Brady - Bettencourt VOTED

3. **FY24 Budget/Capital Plan/Long-term Financial Plan** - Chair Mucci recapped that Town Meeting members gave approval to amend the Griffin Museum lease. Crista Dix, Griffin Museum Director, informed the Board that they are working with contractors and plan on closing the Museum for six weeks in July and August.

*Motion That the Select Board approve the Griffin Museum lease as presented.

Brady - Bettencourt VOTED

Monday, February 27, 2023
Select Board Meeting

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2 **4. ARPA Funding** - Ms. Rudolph gave an overview of the FY24 Town Manager Financial Plan that was
3 submitted to the Finance Committee on February 15th and summarized the proposed FY24 budget
4 and long-term financial projections.
5

6 **5. Capital Planning Committee** - At an earlier meeting the Board had asked the Capital Planning
7 Committee (CPC) to choose capital projects that impact Health and Safety that were “shovel ready”
8 to add to Spring Town Meeting using free cash. Roger McPeek, CPC Chair, presented the following
9 potential projects: Lincoln School flatwork - the engineering work is not complete which would allow
10 the vetting of the items that need to be replaced, plans could be ready by summer (1.4-1.8mil);
11 Library Windows - \$80,000 is for the engineering but this will be about 1mil; Ambrose & VO
12 Playscapes - contractor recommendations are that they are beyond repair they should be replaced.
13 CPC recommends that they do both at the same time - \$100,000; Ambrose roof needs to be done
14 first 1.3 mil then McCall roof second potentially more than 2mil. Not including Lincoln, the total is
15 4.4mil. Mr. McPeek stated that this process that the Board asked him to do is not the way that CPC
16 processes projects. CPC is four months out of beginning this year’s cycle and what the committee
17 would like the Board to do is put the money to capital and let them move through the process that
18 they do every year.
19

20 Discussion continued around giving capital an extra 2mil or not spending the money on capital. If
21 spending the money, have an operating override in FY24, not spending the money then the override
22 would be in FY26. The Board decided not to use free cash for the capital projects. Staff will work
23 out what projects can be done with the ARAP funds that are left.
24

25 **6. ARPA Funding** - Ms. Rudolph informed the Board that she has the following three ARPA funding
26 requests for the Board to consider. Nicole Langley, Library Director, submitted a request for
27 \$45,542.48 to support technology and WIFI upgrades at the library; Dr. Frank Hackett, School
28 Superintendent, requested funds to cover the cost of bus transportation to transport Lynch students
29 to the Parkhurst for school years 2023-24 & 2024-25, estimated per year of \$200,000 to \$500,000;
30 and a VFA software update, preliminary cost is estimated at \$140,000. The Town currently tracks
31 and maintains our building related capital needs using VFA software. Staff are working with VFA to
32 evaluate the scope of completing a town-wide building re-assessment and update to the VFA
33 software.
34

35 *Motion That the Select Board approve up to \$50,000 of ARPA funding to improve the
36 wireless in the library.

37 Brady - Bettencourt VOTED
38

39 **7. State of the Town Committee** - There was no discussion on this matter.
40

41 **8. Spring Town Meeting Warrant Articles** - The Board received the list of warrant articles for them to
42 consider to sponsor and will need to vote on which articles to sponsor at the March 6th meeting. Ms.
43 Rudolph discussed Article 16, which is to fund the design of the Lynch School traffic improvements.
44 The Board had no issue with adding the article to the Spring Town Meeting warrant.
45

46 **9. Outdoor Dining Applications Review** - Five restaurants submitted applications and staff is
47 recommending that the Board approve the closing for outdoor dining be at 10:00 p.m. The Board
48 approved the submitted Outdoor Dining Applications for A Tavola, Black Horse Tavern, First House
49 Pub, and Lucia’s, China Sky’s request was put on hold.
50

51 *Motion: That the Select Board approve the use of three parking spots and the use of the
52 sidewalk on Church Street to be used for outdoor dining for A Tavola no later than
53 10:00 p.m.

54 Brady - Bettencourt VOTED

Monday, February 27, 2023
Select Board Meeting

- 1
2 *Motion: That the Select Board approve the use of three parking spots and the use of the
3 sidewalk on Thompson Street to be used for outdoor dining for Black Horse
4 Tavern no later than 10:00 p.m.
5 Brady - Bettencourt VOTED
6
7 *Motion: That the Select Board approve the use of three parking spots and the use of the
8 sidewalk on Main Street to be used for outdoor dining for First House Pub no later
9 than 10:00 p.m.
10 Brady - Bettencourt VOTED
11
12 *Motion: That the Select Board approve the use of three parking spots and the use of the
13 sidewalk on Mt. Vernon Street in front of the restaurant frontage to be used for
14 outdoor dining for Lucia's no later than 10:00 p.m. with the addition of ADA access
15 and adherence to the ABCC Patio and Outdoor Areas guideline #3.
16 Brady - Bettencourt VOTED
17

18 **10. Lynch Project Funding Agreement** - Meg White, Project Manager, requested that the Select Board
19 authorize the Town to enter into, and have the Town Manager sign, the Lynch Project Funding
20 Agreement.
21

- 22 *Motion That the Select Board authorize the Town to enter into and be bound by the
23 Project Funding Agreement for the Lynch Elementary School Project and to
24 authorize the Town Manager to execute the document on behalf of the Town.
25 Brady - Bettencourt VOTED
26

27 **11. March 18, 2023 Election Warrant** - The Board signed the election warrant.
28

29 **CONSENT AGENDA**
30

- 31 *Motion That the Select Board approve One Day Liquor Licenses for Lauren Tiedemann
32 for Book Ends - March 30, April 27, May 25, June 29 & July 27, 2023 - Book
33 Ends, 559 Main Street; Norman Doucette for Jumelage - March 31, 2023 -
34 Sanborn House; Michelle Noska for Beaujolais Catering - March 11, 2023 -
35 Wright-Locke Farm; Gin Ciaccio for Bagels N Brew - March 18 & 19, 2023 -
36 Bagels N Brew, 748 Main Street; Crista Dix for the Griffin Museum - March 2,
37 2023 - Griffin Museum.
38 Brady - Bettencourt VOTED
39
40 *Motion That the Select Board the increase of the expense cap of the FY23 Synthetic
41 Turf Revolving Fund from \$75,000 to \$100,000.
42 Brady - Bettencourt VOTED
43
44 *Motion That the Select Board approve Abby Road change to escrow account and
45 authorize Town Manager to sign the document.
46 Brady - Bettencourt VOTED
47
48 *Motion That the Select Board approve Crawford Memorial United Methodist Church's
49 request to hold its annual Easter Sunrise Service at Sandy's Island on Sunday,
50 April 9, 2023 beginning at 6:30 a.m.
51 Brady - Bettencourt VOTED
52
53 *Motion That the Select Board approve the Eighth Annual Kids PMC Bike Ride - June
54 10, 2023, 8:30 - 11:30 AM on the following streets: Horn Pond Brook Road,
55 Sylvester Avenue and Carter Street.
56 Brady - Bettencourt VOTED

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ADJOURNMENT : 10:30 PM

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

VOTED

Respectfully submitted,
Beth Rudolph, Town Manager

DRAFT