

**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Monday, February 22, 2016**

Record

Chairman Lance R. Grenzeback called the meeting to order at 6:30 PM in the Board of Selectmen Meeting Room located in Town Hall. Present were Vice Chairman James A. Johnson, III, Selectman Michael Bettencourt and Selectman E. James Whitehead. Also present were Town Manager Richard C. Howard and Town Counsel Wade M. Welch. Selectman Stephen L. Powers participated in Executive Session remotely in accordance 940 CMR 29.10(5) because of geographic distance. At the start of Executive Session, Selectman Powers informed his colleagues that no other person was present and/or able to hear the discussion at the remote location. All votes taken in Executive Session must be by roll call vote.

OPENING

*Motion: That the Board of Selectmen adjourn to Executive Session for the purpose of discussing matters related to Contract Negotiations: Winning Farm – MGL Ch. 30A §21(a)6; Litigation: Open Meeting Law – MGL Ch. 30A §21(a)3 [if an open meeting may have a detrimental effect on the litigating position of the public body, as declared by the Chairman]; Contract Negotiations: Town Counsel’s contract MGL Ch. 30A §21(a)2; Collective Bargaining Negotiations MGL Ch. 30A §21(a)3.

Whitehead – Johnson

By Roll Call Vote: Whitehead, Bettencourt, Powers, Johnson, Grenzeback VOTED.

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

Johnson – Whitehead

By Roll call: Whitehead, Bettencourt, Powers, Johnson, Grenzeback VOTED.

SELECTMEN’S NOTICES AND COMMENTS

Notification of Other Meetings and Hearings

- Tuesday, March 1, 2016 – Massachusetts Presidential Primary Election
- Monday, March 7, 2016 – Board of Selectmen – Regular Session
- Monday, March 21, 2016 – Board of Selectmen – Regular Session [tentative]

Chairman’s Comments

Chairman Grenzeback informed the audience that former State Representative Sherman W. “Whip” Saltmarsh, Jr. has received the distinguished volunteer award from Boston College. He noted that “Whip” played in the very first Bean Pot in 1952.

Selectmen’s Comments and Non-Docket Business

Selectman Whitehead noted that there have been two fires in Winchester in the past week that resulted from foam insulation installation. He explained that if the installing contractor rushes, heat builds up between the walls and fire results. He recommended that those who hire a contractor for foam insulation should make sure that the contractor has sufficient insurance and that the owner of the

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property is named as coinsured on that insurance policy. Selectman Whitehead indicated that he wanted homeowners to be aware that this is a potential problem that can result from the expandable foam being injected into the wall.

TOWN MANAGER REPORT AND COMMENTS

Winning Farm Update

Town Manager noted that the Town has been approached by the owner of Winning Farm, land that was sold many years ago for an assisted living facility, but has remained dormant and undeveloped, to consider amending the Operating Agreement so that the site can now be developed for a more traditional use. Under the Board's direction, staff has taken a look at the proposal received and will have a peer review done of the information. He suggested that it would be a good idea to have a presentation made to both the Board and the public at an upcoming meeting. If the proponent is invited to meet with the Board, the Board will be able to see exactly what is being proposed and whether the new proposal will fit within the footprint. Town Manager recommended having this presentation sometime in March.

Town Manager explained that if the argument to change ownership is successful, a Town Meeting warrant article is necessary and the Planning Board would have to discuss this proposal as well. He recalled that in 2014, the Town did entertain the idea of a resale of this property for eighteen (18) single family homes. The new proposal is more of a townhouse concept with little or no impact on the schools. The development would be geared to empty-nesters and would encompass twenty-six onsite units in the same footprint as the eighty-eight critical care units. Town Manager indicated that he feels this is a worthwhile proposal for the Board to hear.

Chairman Grenzeback agreed that discussing this proposal early is the better idea because Town Meeting would have to rescind the Elderly Overlay District [EOD] and approve the ARCDOD. Town Manager indicated that he would also want the potential developer to meet with the neighborhood.

Eversource Transmission Line Projects

Selectman Whitehead questioned the status of the consultant engagement for the Eversource project. Town Manager explained that work continues on several different levels. Legal staff is doing due diligence and management has met with the second consultant who would be an expert in the area of electro-magnetic fields. All components are moving forward in tandem and the Board has held two neighborhood informational sessions. Dialogue continues with the neighboring communities about alternate routes for the project. Town Manager explained that the hope is that a more palatable result can be produced for Town residents.

Town Manager explained that these projects are in response to quasi-State Regional agency proposal and is not something that the Town can shut-off, however it is something about which the Town can influence the State and Federal agencies. On the local level, concerns voiced by residents will be brought forward. Chairman Grenzeback pointed out that the Board is chasing three tracks on this issue: 1. Asking the Federal Government to reconsider its strategy; 2. Take the line outside of Winchester; 3. Minimize the Town's exposure. He noted that Winchester would have two lines that would be under construction at the same time, hugely disruptive to residents.

Vice Chairman Johnson suggested a public update for residents once both consultants are on board and the preliminary investigation has been completed. Information about the 2017 construction cycle would be helpful. Town Manager reported that a second consultant will be brought on and a series of things laid out to validate the information being disseminated by Eversource, along with finding a location

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where these lines are in place and where measurements can be taken. Once the information is obtained, a meeting could be held with Eversource present for a give and take.

Selectman Bettencourt noted that the website is being updated regularly and as more information is received, more will be posted. Chairman Grenzeback indicated that the Board will be taking a look at the route-ranking criteria used.

COMPTROLLER'S REPORT

Comptroller Stacie Ward provided the monthly summary report as of January 31, 2016. She noted that motor vehicle revenue is low compared to the anticipated budget due to the fact that the largest commitment will be processed in late February / early March. The prior year commitment totaled approximately \$3.2million. PILOT revenue will come in later in the fiscal year and will be based upon the new agreements with Winchester Hospital for the 620 Washington Street and 1021 Main Street campuses. The \$4million in Miscellaneous Non-Recurring Revenue is the net premiums received upon the issuance of the general obligation bonds and notes issued in early July 2015, primarily Winchester High School borrowing. She pointed out that most of the debt has a dedicated funding source.

The Comptroller reported that the largest assets the Town has are the capital assets; the biggest liabilities are the bonds, pensions, water/sewer and recreation enterprise accounts. In 2017, the Town will have to recognize its full OPEB liability, something that is required State-wide.

The Comptroller noted that borrowing rates are favorable due to the Town's Aaa bond rating. Under 10% of debt service payments are within Proposition 2½. She pointed out that at this time, the Town is not meeting the required OPEB liability payment.

Speaking to the Management Letter, the Comptroller explained that this document outlines those things for which there could be improvement. She noted that there are few comments but did suggest developing a risk assessment policy.

Relative to the Schedule of Federal Grant Awards, Comptroller Ward reported that there were no reportable conditions in the expenditure of over \$1million a year in grants, most of which are school related to SPED and Early Childhood. Financial statements have been delayed due to a late borrowing in October. The Comptroller reported that the auditor is very pleased overall.

Town Manager commended the good work done by the Audit Advisory Committee and Town Staff.

BUSINESS

Climate Action Plan Advisory Committee – Interview / Appointment: Ruth Ruffing Gagne
Term to Expire: August 31, 2017

Ruth Ruffing Gagne informed the Board that she has lived in Winchester for about six years and is very involved in the school community. She explained that she was raised in the Adirondacks and spent her summers on Lake George. She has an interest in stormwater runoff and solutions.

*Motion: That the Board of Selectmen appoint Ruth Ruffing Gagne to the Climate
Action Advisory Committee for a term to expire August 31, 2017.

Johnson – Whitehead

All in favor.

VOTED.

MBTA Winchester Station 15% Design Report Update

Present: Town Engineer Beth Rudolph, Desiree Patrice, MBTA; Mark Thompson, Jacobs Engineering; Matthew Kuzmik, Baker Wohl Architects.

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Town Engineer informed the Board that the working group is satisfied with the location of the station access ramps. She introduced Mark Thompson of Jacobs Engineering who presented an aerial view of Winchester Station. He outlined the limits of the existing station, Laraway Road, Waterfield Road / Lot parking, the Chamber of Commerce building and the Town Common. As a part of this aerial view, the inbound ramps at Laraway Road, the outbound ramps at the Aberjona Lot and the inbound ramps at the Waterfield Parking Lot were outlined as well.

MBTA Commuter Rail Design Standards

- High level accessible platforms;
- Full canopies;
- Station lighting;
- Full accessibility;
- Station signage;
- Historic / interpretative signs;
- Police call-back system;
- Variable Message Signs;

MBTA Design Assumptions / Parameters

- No permanent property takings by the MBTA;
- Temporary Easements Needed for Construction;
- Demolish existing Chamber of Commerce Building;
- Design does not preclude Town's future plan for vehicle passageway between Aberjona and Waterfield Parking Lots;
- Minimize construction related impacts;
- Maintain Commuter Rail service during construction;
- Project funding will follow substantiated design;
- Continue coordination with working committee.

15% Design – December 2011

Mr. Thompson noted that there have been some changes to the code and the result is a much different plan now. The original plan contained a mini-high platform. He noted that some of the Town's views about the Station changed as well.

Working Group Recommendation Design Objectives

- Create a cohesive image for the station that integrates the ramps, canopies and existing & proposed tunnels;
- Integrate station as much as possible north of the Quill Rotary;
- Remove ramp from behind Thompson Street businesses;
- Proposed ramp and canopy configuration helps make an identifiable location for "The Station";
- Sidewalk and curb line modifications improve pedestrian safety and promote access to the Common.

Conceptual Design – October 2014

Mr. Thompson explained that five design concepts were developed and there was agreement on the #5 concept. Ramps would be located on the North side of the Rotary; the south end had elevators. This concept met all goals of the working group however the ramp was located on private property.

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15% Design – December 2015

Mr. Thompson explained that this design concept contained elevators on both sides of the tracks, canopies, stairways to the street level; the platform was is 720 ft. long and will accommodate a nine (9) car train; ramps would be located on Laraway Road at the bus stop to a high-level platform. On the northeast side from the end of the platform there will be a pedestrian bridge over the Rotary to Shore Road; there would be no ramp located behind Thompson Street businesses.

Vice Chairman Johnson expressed concern about snow and ice build-up on the platform and whether consideration has been given to heating the platform. Mr. Thompson indicated that the platform would be precast and not heated. Snow would have to be removed because the canopies would not cover from end to end. Next raised was the question of a noise buffer with Desiree Patrice of the MBTA responding that based upon the existing regulations, this proposal would not add to the existing noise.

Next Steps

- Complete 30% Design – June 2016
- Complete 60 Design – October 2016
- Complete Final Design – April 2017
- Begin Construction – Fall 2017
- Complete Construction – Fall 2019
- Continuous coordination with Town Working Committee.

Board members noted the aggressiveness of this schedule. Town Engineer explained that by endorsing the layout presented by a vote of the Board, it would allow the MBTA to begin the design of the next phase. She indicated that the goal is to develop a list of things to work on for the 30% design. Town Engineer indicated that the biggest concern is that the station is located in the Town Center which is listed on the National Register of Historic Places. She noted that the goal is to bring the station more into the background of the Center and not distract from any of the historic elements. The Massachusetts Historical Commission is being asked to review the design in its early stages. Town Engineer noted that large sections of stone viaduct will be removed and the goal is to determine how best to repair / replace what is removed. She pointed out that the underpasses are not attractive, so anything that could be done to clean them up would be a good thing. The pedestrian walkway over the Rotary would have to be supported independently, not making the bridge structure any heavier than it already is. She noted that the working group is working with the MBTA to develop a design that fades more into the background, particularly over the Rotary. The elevator waiting area should be comfortable.

Town Engineer reported that the working group is working with the MBTA relative to the canopy design to expand that to the extent possible, more so on the inbound side than the outbound.

Town Manager questioned whether any assumptions had been made about space needed in the Waterfield Lot for a lay down area. Mr. Thompson indicated that the plan is to demolish the Chamber of Commerce building, which then would become the lay down area. Town Manager reported that the Town has a consultant working with the Town to develop an appropriate RFP framework for the Waterfield Lot, therefore the Town would like to know how much access the MBTA will need in the Waterfield Lot on the inbound side. He explained that the Town does not want to RFP something that will create a conflict. Mr. Thompson indicated that the MBTA would like to have more access in the Waterfield Lot for the last two years of the project.

Town Engineer indicated that the bus stop drop / load locations on Laraway Road will be reviewed to coordinate whether this location still makes sense or whether other alternative locations should be considered. She explained that it may be that the Quill Rotary makes more sense for a bus stop

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Discussion followed about issuing parking permits to Town Center residents. A part of the discussion involved the potential for new housing units in the Center, however this would cripple the parking plan and over-subscribe available parking. The Board was informed that about one-half of the users of the Waterfield Lot are Town Center business employees, some of which have the early permit that allows parking before 8:30 AM. Town Manager suggested that up to fifteen (15) early bird opportunities could be added. He noted that the lot is filled each day and over 90% full by 9:00 AM. Town Manager indicated that he feels at least a half-dozen would avail themselves of the early bird permit. He recalled that the Chamber did express some concern that the commuters were taking over the lot. If a big demand for early parking permits resulted, then the permits could be drawn by lottery.

Chairman Grenzeback pointed out that if the MBTA meets its proposed construction schedule, then the entire area will change.

*Motion: That the Board of Selectmen extend the available early bird parking permits by ten (10) additional permits, with the Town Manager to report back to the Board on the demand for these permits.

Johnson – Bettencourt

All in favor.

VOTED.

Town Engineer informed the Board that her department will add a sticker to the commuter permit to facilitate the review. Town Manager noted that currently, there is no charge for the early bird permit but a comparison will be done with the permit printing costs and a recommendation developed. Chairman Grenzeback suggested that the resident parking permits could be made similar in number to the employee permits. He also suggested that some thought be given to price because currently, costs are not being covered and charging a fee would weed out the casual users.

Town Engineer cautioned about reaching that fine balance that does not price people out. She recalled that when the Town charged the Town Center employees for parking permits, less than 100 permits were sold.

In response to Vice Chairman Johnson's question about the number of Town Center residential units that do not have accompanying parking, Town Manager indicated that there are approximately forty-five (45) such units. Town Engineer suggested that anything that is done have accompanying ground rules from the start. Selectman Whitehead suggested that residential parkers use those lots that are under-subscribed. Vice Chairman Johnson requested information relating to how long a car would be allowed to remain in a lot before being ticketed. The number of vehicles per housing unit should also be established. He requested that this information be provided to the Board for discussion on March 7th.

CONSENT AGENDA

One Day Alcoholic Beverage Licenses:

Angel Richmond – Saturday, March 19, 2016 – Temple Shir Tikvah;

Seasons to Taste Catering – Saturday, March 26, 2016 – Temple Shir Tikvah;

Approve / Correct Meeting Minutes:

Monday, January 25, 2016; Monday, January 11, 2016;

Town Day Approvals:

June 3, 4, and 5(rain date): Street closings and parking bans – Friday – Mt. Vernon Street from Rotary to Washington St. – 5:30 PM – 11 PM; Saturday – Main Street (Rotary to Mystic Valley Pkwy.), Mt. Vernon St. (Rotary to Washington St.), Thompson St., Converse Pl., Laraway Rd. (to 5 PM only); open areas – Town Common, Manchester Field, Elliot Park, Town Hall, Mill Pond and grounds; fireworks display – Manchester Field;

**Approval: Section 125 Cafeteria Plans
Flexible Spending Plan**

