

**TOWN OF WINCHESTER  
BOARD OF SELECTMEN MEETING  
Monday, July 25, 2016  
Record**

Chairman Lance R. Grenzeback called the meeting to order at 7:00 PM in the Board of Selectmen Meeting Room located in Town Hall. Present were Selectman Stephen L. Powers and Selectman Michael Bettencourt. Vice Chairman E. James Whitehead participated remotely in accordance with 940 CMR 29:10 of MGL Chapter 39, §23D, geographic distance. Also present was Town Manager Richard C. Howard. Selectman David P. Errico arrived during the public portion of the meeting.

**OPENING**

- \*Motion: That the Board of Selectmen adjourn to Executive Session for the purpose of hearing a Litigation – Eversource Intervener Status update in accordance with MGL Chapter 30A §21(a)3 because an open meeting discussion may have a detrimental effect on the litigating position of the Board of Selectmen as declared by the Chair – Siting Board Filing Update.  
Powers – Bettencourt  
By Roll Call Vote: Bettencourt, Powers, Whitehead, Grenzeback VOTED.
- \*Motion: That the Board of Selectmen adjourn from Executive Session to Public Session, not to return to Executive Session.  
Bettencourt – Powers  
By Roll Call: Bettencourt, Powers, Whitehead, Grenzeback VOTED.

**Notification of Meetings and Hearings**

- ] Wednesday, July 27, 2016 – Public Informational Session – Forest Ridge residences 40B Development Proposal – McCall Middle School Auditorium – 7:00 PM
- ] Monday, August 8, 2016 – Board of Selectmen – Regular Session
- ] Monday, August 29, 2016 – Board of Selectmen – Regular Session
- ] Monday, September 12, 2016 – Board of Selectmen – Regular Session

**Chairman's Comments**

Chairman Grenzeback noted that residents are complaining about the amount of traffic in Winchester on a daily basis.

**Selectmen's Comments and Non-Docket Business**

Selectman Powers noted that with assistance from staff, he is trying to develop a questionnaire about health insurance for both regular and retired employees. He indicated that he is still interested in keeping the post-2004 retirees at the premium split level they are currently paying, however it is his understanding that the freeze extends only through 2017 and if vetoed by Governor Baker it would give the community the ability to institute the 50%-50% premium payment split

**TOWN MANAGER'S REPORT AND COMMENTS**

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Town Manager recalled that this past Saturday, there was a good storm that came through the region with heavy down-pours. There were some downed trees, rain and hail as a result, however there did not seem to be many serious incidences of damage.

Traffic Study Update: Main and Swanton Streets; Johnson Road & Ridge Street

Town Manager reported that the consultants will be meeting with the Board in August to provide an update on the 25% design status and the costs to implement changes. Selectman Bettencourt recalled that the last time he was present, the consultant mentioned that alternatives would be presented in addition to signalization.

Forest Ridge Residences 40B Development Proposal Update

Town Manager noted that this is a sizeable development on land that sits on the border with Stoneham. Special Counsel has connected with Stoneham's counsel to review the application. Town Manager indicated that there has also been a site walk with representatives from MassHousing. He explained that information is being assembled and as much information as possible is being put on the Town's website, [www.winchester.us](http://www.winchester.us).

Town Manager further noted that Winchester has received an extension of the comments submission deadline and there is ample opportunity for the Board to consider the concerns expressed. He indicated that this is a hard proposal to justify, however the Town will eventually hear from MassHousing as to whether the site is appropriate. The hope is to convince MassHousing that the site is inappropriate.

Chairman Grenzeback urged residents to make use of the "notify me" opportunity on the Town's website, where residents can sign up for notification of important issues. He noted that there is also a well-organized private email list and the Woburn Times and Winchester Star are working on articles related to this topic.

Selectman Bettencourt noted the importance of meeting with Stoneham leadership and the Conservation Commission on this issue. He explained that one of the biggest deficiencies of this site is the wetlands which is located in Stoneham. Town Manager informed the Board that Conservation Administrator Elaine Vreeland is well aware of the Stoneham agenda.

Vice Chairman Whitehead thanked residents for submitting detailed input for the Board's consideration. Town Manager cautioned residents to understand that there are legal standards that have to be met, with common sense not necessarily being the prevailing application. He encouraged people to keep comments coming. Chairman Grenzeback informed the audience that the Board will be writing a comprehensive letter to MassHousing.

Appointments:

Town Manager announced that in accordance with Section 4-2b of the Town Charter he has made the following permanent promotionall appointments in the Department of Public Works – Water/Sewer Division:

**Anthony Donlon, 20 Prince Avenue, Winchester, MA**  
**W-12 Special Equipment Operator – Step 1**  
**DPW – Water/Sewer Division**

**Thomas Vail, 4 Bolton Street, Reading, MA 01867**  
**W-12 Special Equipment Operator – Step 5**  
**DPW – Water/Sewer Division**

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Town Manager noted that the Public Works Director has requested that the Board waive the usual fifteen day appointment waiting period.

\*Motion: That the Board of Selectmen waive the usual fifteen day appointment effective waiting period for Anthony Donlon and Thomas Vail as requested by the Director of Public Works and recommended by Town Manager.  
Bettencourt – Powers All in favor. VOTED.

**BUSINESS**

**Cable Advisory Committee – Interview/Appointment – Will Miller – June 30, 2019**

Will Miller, 14 Ware Road, informed the Board that he is a new resident to Winchester. He explained that he has had a long-term interest in information technology in the public sector, as well as being a user of information technology.

\*Motion: That the Board of Selectmen appoint Will Miller to the Cable Advisory Committee for a term to expire June 30, 2019.  
Powers – Bettencourt All in favor. VOTED.

**Field Management Committee Reappointments (2) – Terms to Expire July 19, 2018**  
**Candidates for Reappointment: Patrick Gill and Lex DiMatteo**

\*Motion: That the Board of Selectmen reappoint Patrick Gill and Lex DiMatteo as members of the Field Management Committee for a term to expire July 19, 2018.  
Powers – Bettencourt All in favor. VOTED.

**Joint Convention with the Winchester Housing Authority – Jack Hurd, Executive Director**

Present: Stephen Carr Anderson, Richard Rohan, Brenda Kleshinsky, Catherine Boyle and candidate for appointment Rodney Gay

Mr. Gay informed the Board that he has been a resident of the Westley Street Housing Complex for the last six years. He noted that since Jack Hurd has been director, there has been a tremendous change in the facilities. Mr. Gay indicated that he grew up in Winchester and is a graduate of Winchester High School and has known Selectman Powers since he was a young teen.

\*Motion: That the Board of Selectmen and the Winchester Housing Authority appoint Rodney Gay as a member of the Winchester Housing Authority for a term to expire March 28, 2017.  
Boyle – Powers  
By Roll Call Vote: Bettencourt, Powers, Whitehead, Grenzeback, Anderson, Kleshinsky, Boyle, and Rohan VOTED.

Director Hurd informed the Board that new legislation requires that a tenant at a Winchester Housing Authority property be a member of the WHA Board, therefore only another resident could have been considered along with Mr. Gay. Stephen Anderson pointed out that the statute is clear on this however DHCD has not provided local housing authority boards with guidelines.

**Group Home Update – Winchester Housing Authority**

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Catherine Boyle informed the Board that a group home is subject to having residents chosen without regard to where they live, that is, Winchester residents would not be given preference and a group home does not get Winchester where it wants to go. The Housing Authority has focused on a range of needs. Ms. Boyle explained that required services depend upon the needs of the individual. She explained that HUD allows housing authorities to project-base their Section 8 housing vouchers, which attaches to the properties rather than the individuals. She noted that Winchester has fourteen of these vouchers.

Ms. Boyle explained each of the possible scenarios for vouchers.

#1. (3 vouchers) An RFP to landlords of existing units would be developed for units where the landlord is willing to devote one or more of the following, up to a total of three vouchers from all proposals accepted, to rental housing: a.) studio apartment, to be occupied by a resident requiring services, i.e., a person with disabilities who requires a few hours each week of 'drop-in' support, utilizing one voucher and counts as one unit; b.) a one-bedroom apartment, to be occupied by a resident requiring services, i.e., a person with disabilities who requires a few hours each week of 'drop-in' support, utilizing one voucher and counts as one unit.

#2.1 (3 vouchers) An RFP to landlords of existing units would be developed for units where the landlord is willing to devote one or more of the following, up to a total of three vouchers from all proposals accepted, to rental housing: a.) two bedroom apartment to be occupied by residents in need of services; a likely scenario would be one resident with disabilities and a live-in caregiver, utilizing one voucher and counts as one unit; b.) three bedroom unit, house or apartment, to be occupied by residents in need of services; a likely scenario would be two residents with disabilities and a live-in caregiver, uses two vouchers and counts as two units; c.) four bedroom house or apartment, to be occupied by residents in need of services, with a likely scenario being three residents with disabilities and a live-in caregiver, using three vouchers and counting as three units.

Ms. Boyle noted that in each of the scenarios presented, live-in caregivers would receive a stipend from MassHealth for providing care; individuals would also receive additional support hours from the Department of Developmental Services. Section 8 vouchers would cover most of the costs however proposals utilizing these three vouchers would require some additional funding from the Board of Selectmen's Housing Fund to buy-down the value of the contract to an amount the vouchers will cover.

Ms. Boyle indicated that the goal would be to have units located within a mile of the Center and walking distance to the bus line.

Size	Units counting on SHI	2016 100% HUD FMR	2016 120% HUD FMR	Avg. Winchester rent 2/12/16	Additional monthly subsidy needed	One-time fifteen (15) year subsidy
Two bedroom	1	1567	1880.4	\$2,056.25	\$ 175.85	\$31,653.00
three bedroom	2	1945	2334	\$2,560.00	\$ 226.00	\$40,680.00
four bedroom	3	2148	2577.6	\$3,562.50	\$ 984.90	\$177,282.00

#3. (8 vouchers) Provides 20 micro-units, and if done carefully, all units could qualify for the Subsidized Housing Inventory; ten units would be market rate units, renting for approximately \$1300 each; four (4) units would be for people in need of services such as individuals with developmental disabilities and covered by project-based Section 8 vouchers; four (4) would be for other income qualified individuals covered by project-based Section 8 vouchers and two would be for live-in assistants. Each of the units

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would be 450square feet in size with market rate units renting for \$1300. Total project cost is \$5million of which acquisition is \$1.8 million and construction is \$3.2 million.

Suggested sources for the acquisition funding are \$1million linkage payment from Winning Farm, \$850,000 from the Board of Selectmen Affordable Housing Fund, \$500,000 grant from the Federal Home Loan Bank of Boston, \$1.20million mortgage carried by Section 8 rental vouchers and \$1.45 million mortgage carried by the market rate units. The following assumptions are also made: there would be no property tax on the affordable units; a lower interest rate of 3.5% on affordable units due to FHLB program vs. 4.0% on the market rate units. It is also assumed that the market for the market-based units would be either young professionals or single elders; services for individuals with disabilities could be covered through MassHealth and administered by an agency licensed by MassHealth, and/or through the Department of Developmental Services. If any of the renters of the market-based units needed an equivalent level of services, they could pay for those services. It is suggested that a location on North Main Street would be very appropriate for young people with disabilities as it is on the bus line, is walking distance to restaurants, stores, Horn Pond, and the medical building. These individuals could also obtain jobs in the community either by utilizing public transportation or going on foot. Ms. Boyle noted that the North Main Street location is a good fit with items identified in a tool kit for urban design for people with autism.

Selectman Powers thanked Ms. Boyle for an understandable outline, commenting that he would like to see some of the housing monies used for housing. As far as a commitment going forward, WHA Executive Director Hurd informed the Board that that the WHA hopes to get this going in the next few months. Town Manager informed the Board that his office has just received notice that a local owner whose unit is deed restricted is planning on selling; there is an obligation to offer that unit to the Town first. He explained that if the unit goes on the market restricted it would be subject to the DHCD lottery process. He noted that the decision to be made is whether the Town should purchase this unit and lease it back to the WHA. He indicated that there is a ninety (90) day turnaround that all have to abide by. The unit is a two bedroom unit.

Chairman Grenzeback indicated that if there is a clear recommendation, the Board could meet between August 8<sup>th</sup> and 21<sup>st</sup>.

**Town Center Street Scapes Concept – Town Planner Brian Szekely**

Town Planner Szekely outlined the corridor being considered, a corridor that ends with the Waterfield parcel. Three firms were chosen that were varied in terms of their niche; the overall exercise was successful with all designs recognizing the importance of Quill Rotary. The Planner noted that one proposal turns the rotary into a town square. [Selectman Errico arrived at this point in the meeting.]

Planner Szekely informed the Board that all of the firms wanted to enhance the Rotary and make it safer. One proposal focused on the Shore Road landscape and the other two focused on making the Town Center more inviting. Selectman Bettencourt indicated that there are still issues to be worked through as well as connecting Shore Road to the High School. He indicated that most of the proposals reduced parking. Town Manager pointed out that for a reasonable cost, the Town got some good advice and ideas; some firms took a more global view of the Center but it is important to realize overall that the Town has several major initiatives under consideration that would change the face of the Center and there are many things that could lead to receipt of the MassWorks Grant that could provide changes. Planner Szekely noted that overall, the exercise was very successful.

Selectman Powers indicated that it seems to him that because Shore Road is tied in with the MBTA it should get some attention because the area has potential. Selectman Bettencourt noted that there is one proposal that reclaims the Aberjona Lot and makes it into greenspace. Chairman Grenzeback encouraged his colleagues to review the presentation.

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**Wayfinding Signs – Town Planner Brian Szekely**

Planner Szekely recalled that a grant was awarded approximately two years ago which provided for all of the new signage. Wayfinding provides directional cues. He noted that there is a small amount of money remaining in the fund and the consultant came up with two additional ideas for directional signs. Because of this, Planner Szekely explained that he would like to open the discussion for the placement of these signs. He informed the Board that the consultant feels that the Church Street /Cambridge Street area would be a good location for a wayfinding sign. He indicated that the question before the Board is whether the Board wants the sign and where the sign should be placed.

The Planner informed the Board that the consultant also feels that a sign indicating Winchester's location should be placed in Woburn near the Montvale Avenue intersection.

Selectman Errico asked if Traffic Advisory had any ideas about a possible location for these signs, with Selectman Powers noting that the Cambridge Street / Church Street location makes sense.

Planner Szekely indicated that the funds were for the design and there is no money for sign fabrication. The first round signs cost \$6500 for fabrication and installation. He suggested that the Board recommend locations and send those recommendations to Traffic Advisory.

**Eversource Update**

Town Manager informed the Board that dialogue continues with neighboring communities on this issue and staff continues to compile information with the help of the team of expert consultants. He indicated that the case is moving ahead and the team feels that good information is being produced.

Chairman Grenzeback noted that the Siting Board filing date has been extended. He pointed out that the route in Winchester over Cross Street to Washington Street is flawed and there are better and more favorable alternatives that should be considered by Eversource. The alternative also proposes the use of pipe-type installations, something that is more cost effective and less hazardous.

Town Manager indicated that he will continue to update the Board and continue to populate the Town's website with new information.

**Town Counsel Selection Discussion**

Chairman Grenzeback framed the discussion by noting the need for the Board to agree on the number of individuals to use as a screening committee as well as a scope of services for the new Town Counsel. Selectman Powers, who was a member of the Board back in 1989 when the current Town Counsel was retained, explained that they used five (5) individuals as a screening committee; each member of the Board of Selectmen had one appointee to this committee.

Chairman Grenzeback indicated that it is Town Counsel's recommendation to ask Board members to submit options for selection to the Town Manager for development into a single list, with a balance of perspectives being the goal. He requested that his colleagues submit names for consideration to the Town Manager.

Board members discussed whether an RFP for legal services should be prepared for distribution, as well as considering what other communities do regarding legal services. Town Manager suggested that a survey could be done, however most comparable towns use a mid-size or small law firm and some utilize an in-house staff person as Town Counsel. He explained that Counsel Welch has filled a unique niche

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and knows the Town operations very well. He indicated that it would be nice to replicate his profile and find someone with that level of expertise.

Chairman Grenzeback suggested that at the August 8<sup>th</sup> meeting the Board could put together a job description / RFP document; another option is to form an advisory committee and run a draft RFP by them. He indicated that if the Board settles on this course, the Town would have to advertise for services and the hope is to have something to advertise by the end of August. He noted that an advisory committee could screen applicants privately and make a recommendation to the Board. Chairman Grenzeback indicated that it would be nice to have someone to introduce to the community at Fall Town Meeting. Vice Chairman Whitehead informed his colleagues that as of this moment, he is leaning in favor of a part-time in-house counsel.

**CONSENT AGENDA / SUPPLEMENTAL CONSENT AGENDA**

**One Day Alcoholic Beverage Licenses:**

**Archie McIntyre for Wright Locke Farm Conservancy – August 6, 2016 – 1827 Barn;  
Gail Freeman for Studio on the common – August 4, 2016 at Studio on the Common;  
Michelle Noska for Beaujolais Catering – October 1, 2016 – Temple Shir Tikvah;  
Michelle Noska for Beaujolais Catering – October 15, 2016 – Temple Shir Tikvah;  
Diana Kenosian for Boston’s Best Bartending – Sept. 17, 2016 – Sanborn House;  
Bruce Bonnell for Winchester Seniors Association – Sept. 16, 2016 – Pond Room, Jenks  
Center**

**Supplemental Consent Agenda:**

**Staging Permit – 48 Mt. Vernon Street – Blue Hills Bank  
Permission to Block Sidewalk – Spruce Street – Consigli Construction  
Closure from August 1 to August 19, 2016 – north side of Spruce Street**

\*Motion: That the Board of Selectmen Approve the Consent Agenda for Monday, July 25, 2016 that includes One Day Alcoholic Beverage Licenses for the following: Wright Locke Farm 1827 Barn on August 6<sup>th</sup>, Studio on the common on August 4<sup>th</sup>, Temple Shir Tikvah on October 1<sup>st</sup> and 15<sup>th</sup>, Sanborn House on September 17<sup>th</sup> and the Winchester Seniors Association at the Jenks Center Pond Room on September 16, 2016.

Powers – Bettencourt

In favor: Errico, Bettencourt, Powers, Whitehead, Grenzeback

VOTED.

\*Motion: That the Board of Selectmen approve the Supplemental Consent Agenda request for a Staging Permit at 48 Mt. Vernon Street – Blue Hills Bank.

Powers – Bettencourt

In favor: Errico, Bettencourt, Powers, Whitehead, Grenzeback

VOTED.

It was the consensus of the Board to delay voting permission for Consigli Construction to block the sidewalk on Spruce Street until all neighbors had been noticed.

**COMMUNICATIONS AND WORKING GROUP REPORTS**

The Board acknowledged receipt of the following correspondence:

1. Relay for Life Coordinator Rebecca Levine – Thank you for Board support
2. Brian Rabinovich, 21 Bellevue Avenue re: Forest Ridge Residences
3. Dorothy Feldman, 9 Polk Road re: Forest Ridge Residences – Bridge to Nowhere

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4. Dorothy Feldman, 9 Polk Road re: Improper Notification of 40B to Town of Winchester
5. Marlin Kaan, 22 Chisholm Road re: Forest Ridge Development Proposal
6. UMass Amherst – DEP LCCA Program
7. Richard and Cheryl Norsworthy, 53 Everett Avenue – request for “No Parking” signs
8. Rachel Roll, 7 Forest Circle re: Forest Ridge Residences
9. MAPC re: Municipal Elections to the Boston Region Metropolitan Planning Organization
10. Kenneth and Karen Tarbell – request to purchase plot at Wildwood Cemetery
11. Senator Jason Lewis and Representative Michael Day to MassHousing re: Forest Ridge, Winchester
12. Caroline Woodward re: Eversource Benefit offsets request
13. Email: Alban Landry re: Real Estate Taxes

**Adjournment**

\*Motion: That the Board of Selectmen adjourn for the evening.

Powers – Bettencourt

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

Respectfully submitted,

Richard C. Howard, Town Manager