

**TOWN OF WINCHESTER  
SELECT BOARD MEETING  
Monday, January 10, 2022  
Record**

**OPENING**

Chair Susan Verdicchio called the meeting to order at 6:30 PM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Michael Bettencourt, Mariano Goluboff, and Richard Mucci. Also present was Acting Town Manager Beth Rudolph, PE. (Note - due to the remote participation all Select Board votes are roll call votes.)

\*Motion: That the Select Board adjourn to Executive Session for the purpose of discussing matters related to MGL Chapter 30 §21(a) 2 - Negotiation strategy non-union personnel and collective bargaining strategy; Washington/Swanton, Waterfield Lot - MGL Ch. 30 §21(a) 6 - To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have detrimental effect on the negotiating position of the governmental.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTED

\*Motion: That the Select Board adjourn from Executive Session to Public Session, to return to Executive Session.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTED

**NOTIFICATION OF MEETINGS AND HEARINGS**

1. Wednesday, January 12, 2022 - Washington/Swanton Draft RFP Presentation
2. Friday, January 14, 2022 - Work Plan Session
3. Monday, January 24, 2022 - Regular Session
4. Monday, February 7, 2022 - Regular Session
5. Monday, February 28, 2022 - Regular Session

**ACCEPTANCE OF DONATIONS**

\*Motion That the Select Board accept, with gratitude, a donation of \$715.87 to the Council on Aging for appreciation of services provided by the Council on Aging.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTED

\*Motion That the Select Board accept, with gratitude, two ARPA Stabilization Grants to the Recreation Department, December disbursement, one in the amount of \$16,333.33 to be used for the WRAP/Kid Connection and the other in the amount of \$5,633.33 to be used for the Lynch After School Program.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTED

**TOWN MANAGER REPORT AND COMMENTS**

1. Acting Town Manager's Updates:

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Please find below an update on various topics for discussion at the Board's January 10<sup>th</sup> meeting:

**AGENDA ITEMS:**

**Washington/Swanton Street Parcel**

The Order of Taking was recorded at the Registry of Deeds on December 17<sup>th</sup> giving the Town full ownership of the Washington/Swanton Street property. The DPW, Police and Fire Department did an excellent job of immediately securing the buildings that afternoon and over the following days.

The pro tanto payment in the amount of \$5.27 million was issued on January 3<sup>rd</sup> and picked up by a representative from the former owners on January 4<sup>th</sup>. We are working with the former owner's attorney to set up a time for them to remove personal property currently in the buildings.

VHB has provided the Town with a scope of work to complete a pre-demolition hazardous building materials survey for the site. The cost of the work is \$17,000 and would be required prior to determining the cost of building demolition if the Select Board wanted to move in that direction. DPW has obtained a quote to temporarily fence the property with 8-foot high construction fencing. The rental price is \$9000 for the first 6 months, with a monthly rate of \$1700 thereafter.

RFP Process

A draft Request for Proposals (RFP) for the Washington/Swanton Street parcel was prepared in 2020 and 2021 by the Town's consultants JM Goldson, Dennis Carlone (urban designer/architect), and Maura Tsongas (financial consultant), with assistance from senior management, Town Planner, and representatives from the Select Board, Planning Board, and Town Meeting/neighborhood. Staff updated the draft RFP to reflect the conditions of the vote at the Fall Town Meeting including:

- Purchase price is a threshold term of the evaluation criteria of the RFP, and
- All units of housing developed on said Property qualify for inclusion in the Town's Subsidized Housing Inventory (SHI) as defined by the Massachusetts Department of Housing and Community Development.

The draft RFP was sent to the Finance Committee, Planning Board, Housing Partnership Board, and Design Review Committee for their comments. Written comments included in the Board's packet, and representatives from each Board will be in attendance at the Select Board meeting Monday night to review their comments. A meeting of the initial RFP Working Group was also convened on December 21<sup>st</sup>. Next steps are as follows:

- January 10<sup>th</sup> - Comments are due from boards and committees, and Select Board meets with representatives from each group to discuss their comments.
- Wednesday, January 12<sup>th</sup> - Select Board holds public information session to solicit input on draft RFP (Jennifer Goldson is available to facilitate).
- January 17<sup>th</sup> to January 28<sup>th</sup> - Finalize RFP and Select Board votes to issue.
- Monday, January 31<sup>st</sup> - RFP issued (tentative)

A key focus of future discussions will need to be the timeline for RFP response (30, 45 or 60 days), staff and board/committee reviews and rankings, and presentation to Town Meeting.

**MBTA Bus Stop Relocation**

The MBTA is in the process of implementing a Bus Stop Accessibility and Safety Improvement Program. Accessibility improvements are planned at four MBTA bus stops, and two additional stops are planned to be eliminated (note that some of the work is proposed on Cambridge Street, which is under control of MassDOT, not the Town of Winchester). Proposed improvements at the stop on Main Street near Swanton Street includes modifications to the sidewalk at Bellino Park, a new crosswalk at Richardson Street, and a new bus stop alignment at the corner of Main and Richardson Streets, which will impact the curb cut for the property at the corner. The MBTA will be at the Board's meeting on Monday night to present the changes. The Engineering and Planning Departments have worked with the MBTA to refine the layout and endorse the recommended changes.

**Waterfield Lot Update**

Assistant Town Manager Mark Twogood and I have met with CIVICO several times over the past few months to consider changes to their proposal based on feedback from the Waterfield Lot Task Force. We are continuing our discussions and hope to have an update to share with the Board and public in the next few weeks.

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**ADDITIONAL UPDATES:**

**ARPA Funding Requests**

On December 14<sup>th</sup>, the Town Manager's office sent a "last call" for ARPA funding requests to various Town departments, boards, committees and community organizations. All revised proposals are due January 14, 2022, and the Board will discuss next steps at your meeting on January 24<sup>th</sup>.

The Treasury adopted the final rule implementing the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program under the American Rescue Plan on January 6<sup>th</sup>. The final rule takes effect on April 1<sup>st</sup>. Prior to that date, recipients may take actions and use funds in a manner consistent with the final rule, and the Treasury will not take action to enforce the interim final rule if a use of funds is consistent with the terms of the final rule, regardless of when the SLFRF funds were used. Staff will review this final document in the coming weeks as we receive our final ARPA requests.

**MBTA - Winchester Center Station Reconstruction Update**

The MBTA held a virtual public meeting on December 15<sup>th</sup> where the project team discussed the upcoming construction activities related to the station reconstruction project. They have issued a Notice to Proceed for their contractor Barletta, and expect pre-condition surveys and other preliminary construction activities to move forward in early 2022.

**2022 Outdoor Dining Applications**

Outdoor dining applications were due on January 5<sup>th</sup>. The Board will review the applications at your meeting on January 24<sup>th</sup>. Applications were received from the following six businesses:

- Black Horse Tavern
- First House Pub
- Lucia's
- A Tavola
- Frozen Hoagies (sidewalk seating only)
- Sim II Jewelers

**Lynch School Feasibility Update**

The EFPBC is holding a special meeting on January 10<sup>th</sup> from 6 to 8:30pm to review conceptual site options for the Lynch School project. Key milestones in the Feasibility Study phase and beyond are shown below, as provided by the EFPBC and School Committee. Note that project delivery method (traditional "Design-Bid-Build" vs "CM-at-risk") are not yet determined which will affect Bidding/Award and Construction timelines.

- **Preliminary Design Program (PDP) submittal to MSBA: January 18, 2022**
- **Preferred Schematic Report (PSR) submittal to MSBA: March 3, 2022**
- **Facilities Assessment Subcommittee Review: March 30, 2022**
- **MSBA Board of Directors Meeting - Preferred Schematic Approval : April 27, 2022**
- **Schematic Design (SD) submittal to MSBA: September 1, 2022**
- **MSBA Board of Directors Meeting - Project Scope and Budget Approval : October 26, 2022**
- **Town Meeting votes Project Funding Agreement : Fall Town Meeting 2022**
- **Debt-Exclusion Override Vote - Town-wide special election ballot question: January 2023**
- **100% Construction Documents - taking schematics to completion: Spring - Summer 2023**
- **Bidding/Project Award - Construction delivery method TBD: Fall 2023 - Spring 2024**
- **New Lynch opens to students : September 2025**

**Northeast Metropolitan Regional Vocational School**

The Northeast Metrotech election related to the school rebuilding project is scheduled for Tuesday, January 25<sup>th</sup> from 11am to 6pm. It is a requirement of the MSBA to have the election certified by February 3<sup>rd</sup>. In order to be approved, the ballot question must pass by a majority of all votes casts in the member communities.

**Construction/Capital Project Updates**

- Swanton St Bridge - Construction is substantially complete and the bridge was re-opened on December 21<sup>st</sup>!
- Bacon Street - National Grid will be working on Bacon Street through the end of 2021 to address encroachment issues. Work may continue into 2022, weather dependent.
- Upcoming bids:
  - North Reservoir Dam - The project was bid in mid-December, and the bid opening is scheduled for February 1<sup>st</sup>.

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- o Fire Department HVAC - The project is currently out to bid. The bid opening will be February 17<sup>th</sup>.
- o Transfer Station Improvements - The Town received our approval letter from MassDEP on December 7<sup>th</sup>. The project will be bid in early February, and the bid opening will be March 10<sup>th</sup>.

**COVID-Related Updates**

The Winchester Health Department is holding bi-weekly COVID testing in the Town Hall Auditorium. Testing is open to Winchester residents, Town employees, and non-residents who work in Winchester. Cost is typically \$20 per test, and free for Winchester Town employees and in hardship cases, however **all fees are being waived for the upcoming clinics** . The next testing dates are:

- Monday, January 10<sup>th</sup> 3:30 to 5:30pm
- Wednesday, January 12<sup>th</sup> 4 to 6pm

Registration is available at: <https://www.winchester.us/695/Project-Beacon-Account>

The Health Department is also holding a vaccine and booster clinic on Monday, January 24<sup>th</sup>. The order for approximately 15,000 at-home test kits was placed on Thursday, January 7<sup>th</sup>. We do not have an estimated shipment date yet.

**Community Events**

- **Understanding Friendships...And All Of Its Complexities** - Wednesday, January 26, 7:00pm at the Griffin Museum. Applies to kids and adults.
- **MLK Virtual Day of Service** - Monday, January 17<sup>th</sup> 10am to 12pm via Zoom. For more information: <https://sites.google.com/winchesterps.org/win-mlk-day-of-service/home>

**HEARINGS**

**MBTA Bus Stop Changes** - to improve customer safety, accessibility and ADA compliance of MBTA bus stops at Cambridge St. @ Foxcroft Rd. and Main St. @ Richardson Street. Bin Zou, MBTA Transit Project Manager, did a project overview of the two bus stop changes. He informed the Board that the ADA sued the MBTA for not having bus stops handicap accessible and these changes are to meet the requirements. Jackie Davis, Project Manager for HDR Engineering, then reviewed the design plans for each stop. Mr. Goluboff expressed his concerns about the placement and length of the crosswalk on Cambridge Street due to the high speed on that street, can the MBTA install rapid flashing signals. Ms. Davis stated that they can work with making the changes and she requested that the request be put in writing so that she can submit it to the DOR/MBTA.

\*Motion: That the Select Board request MassDOT and the MBTA to install a rapid flashing beacon on any crosswalk that they install across Cambridge Street.

Goluboff - Mucci

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTE

**LICENSES**

The Select Board approved the following Change of Manager and license renewals for the 2022 calendar year:

\*Motion: That the Select Board approve the Transfer of License for FRASA d/b/a D'Agostinos to Waterfield Foods d/b/a D'Agostinos.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTE

\*Motion: That the Select Board approve the Common Victualler License Renewal for Frozen Hogies, Wright-Locke Farm, and Gloria's Pizzeria; Temporary Mooring License Renewal - Winchester Boat Club.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTE

**BUSINESS**

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1. **87-89 Cross Street 40B** - Mario Covino, owner of 87-89 Cross St, and his lawyer Paul Haverty presented to the Board Mr. Covino's proposed redevelopment of 87-89 Cross Street to construct a 40B 9 unit rental development and are asking for the Board's support. The Board supports the concept and the next step is to schedule a neighborhood feedback meeting.
2. **Washington/Swanton Streets RFP Review** - John Suhrbier, Housing Partnership Board, Diab Jerius, Planning Board and Megan Blackwell, Finance Committee reviewed their comments of the draft RFP. The Board then discussed the timeline following the public information session on Wednesday, January 12<sup>th</sup> with the possibility of going to Fall Town Meeting. Ms. Rudolph then referred to her update to the Board regarding the timeline of the Order of Taking and VHB's scope of work. Discussion was continued to the January 24<sup>th</sup> meeting.
3. **Waterfield Lot Update** - There was no discussion.
4. **Transfer Station Fee** - The Board along with Jay Gill, DPW Director, Nick Parlee, Transfer Station Coordinator and LeeAnn McGahan, DPW Business Manager discussed the possibility of a special fee to replace the smart program for those who may have an economic burden. Ms. Rudolph informed the group that she is putting together a Transfer Station working group and one of its tasks will be to develop a program for next year. No action was taken.

Mr. Bettencourt left the meeting at the end of the discussion.

5. **Committees & Commissions:** - The Select Board reappointed the following:

- \*Motion That the Select Board reappoint Carey Sue Barney & Stacey Irizarry to the Affordable Housing Trust Committee for a term to expire April 30, 2024.  
Goluboff - Mucci  
Roll Call: Goluboff, Mucci, Verdicchio VOTED
- \*Motion That the Select Board reappoint Adrian LeBuffe to the Design Review Committee for a term to expire December 31, 2024.  
Goluboff - Mucci  
Roll Call: Goluboff, Mucci, Verdicchio VOTED

**CONSENT AGENDA**

- \*Motion That the Select Board approve the Parade Permit for En Ka Fair - Saturday, May 21, 2022 (Route: Skillings Road to Main Street; left onto Main Street, pass Stop & Shop and Winchester Savings Bank; travel around the traffic circle (Quill Rotary) and up Church Street, where it will turn left onto Waterfield Road and left again onto Mystic Valley Parkway; at intersection with Main Street, left onto Main Street, right onto Mt. Vernon Street and continue to the Edward F. O'Connell Plaza on the grounds of the Veterans Honor Roll, Town Hall, where it will disband after the flag ceremony.) Mt. Vernon Street will be closed to traffic from Quill Rotary to the Washington Street Intersection for the duration of the Parade. Subject to any COVID restrictions.  
Goluboff - Mucci  
Roll Call: Goluboff, Mucci, Verdicchio VOTED
- \*Motion That the Select Board approve the Public Amusement License for En Ka Society for En Ka Fair - 5:00-11:00 p.m. Friday, May 20 and 10:00 a.m. - 10:00 p.m. Saturday, May 21, 2022. Subject to any COVID restrictions.  
Goluboff - Mucci

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Roll Call: Goluboff, Mucci, Verdicchio VOTED

\*Motion That the Select Board approve the Staging Permit for Metro Sign & Awning for Barrett Sotheby's to replace existing signs at 48 Mt. Vernon Street between January 21 & 31, 2022.

Goluboff - Mucci

Roll Call: Goluboff, Mucci, Verdicchio VOTED

\*Motion That the Select Board approve the October 4, 18 & 25, 2021, November 1, 4, 8 & 15, 2021, December 6, 2021 minutes.

Goluboff - Mucci

Roll Call: Goluboff, Mucci, Verdicchio VOTED

**ADJOURNMENT : 10:10 AM**

\*Motion: That the Select Board move back into Executive Session not to return to Public Session.

Goluboff - Mucci

Roll Call: Goluboff, Mucci, Verdicchio VOTED

Respectfully submitted,

Beth Rudolph, Acting Town Manager