

**TOWN OF WINCHESTER  
SELECT BOARD MEETING  
Monday, January 25, 2021  
Record**

**OPENING**

Chair Michael Bettencourt 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 Vice Chair Susan Verdicchio, Jacqueline A. Welch, Amy Shapiro, and Mariano Goluboff. Also present was Town Manager Lisa Wong. (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 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 body.

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

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

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

**NOTIFICATION OF MEETINGS AND HEARINGS**

1. Monday, February 8, 2021 - Regular Session
2. Monday, February 22, 2021 - Regular Session

**ACCEPTANCE OF DONATIONS**

\*Motion That the Select Board accept, with gratitude, donations in the total amount of \$11,760 from Scott & Liz Carlson; Dennis & Alicia Clarke; Chris & Kathleen Costello; Pete & Stacey Day, Joe and & Kirsten Healey, Mark & Gael Robinson, Gary and & Kerry Sullivan; Mark DeMichaelis; Brian & Sarah Doherty; Dave & Marjorie Estridge; Chris Herlihy; Peter & Liza Kugeler; David & Barbara Manganaro; Paul & Barbara Manganaro; Gary & Kim Savage; Michael Shea; Elizabeth Spiller; Bruce Bonnell; and Ann McGovern for the Public Safety Memorial.

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

\*Motion That the Select Board accept, with gratitude, donations in the amount of \$3,000 from Lahey Health Shared Services and \$1,000 from Cummings Properties, LLC for the Winchester Coalition for a Safer Community educational programs.

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

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- \*Motion That the Select Board accept, with gratitude, donations in the amount of \$2,000 from Sacrificial Love Productions (Mother/Android) to the Town to be used for downtown improvements.  
Verdicchio - Welch  
Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
- \*Motion That the Select Board accept, with gratitude, donations in the amount of \$729.00 for the appreciation of services provided by the Council on Aging.  
Verdicchio - Welch  
Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
- \*Motion That the Select Board accept, with gratitude, the gift of \$5,000 from En Ka to the Winchester Recreation Department and an additional \$2,000 to the Winchester Recreation Department from the Winchester Hospital Gift Account.  
Verdicchio - Welch  
Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED

### **TOWN MANAGER REPORT AND COMMENTS**

1. Ms. Wong announced the following appointment in accordance with section 4-2b of the Town Charter, and she respectfully requested that the Select Board vote to waive the fifteen (15) day appointment period for: **DPW Water/Sewer Special Equipment Operator - Eric Guazzaloca** .

- \*Motion: That the Select Board waive the customary fifteen (15) day appointment effective waiting period to allow Eric Guazzaloca to begin his employment.  
Verdicchio - Welch  
Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED

2. Town Manager's Updates:

#### **COVID-19 RESPONSE**

- Vaccine distribution: Board of Health is planning for clinics in Winchester for Phase 2 to begin in early February. The State Dept of Public Health released the following today:

Phase Two vaccinations will begin for the first priority group, that is **everyone over the age of 75 starting on February 1st**. Consistent with CDC guidance, we are also moving residents age 65 and older ahead in the order. This group will start getting vaccines after residents age 75 and older. Phase 2 will now go as follows:

- Adults that are age 75 and older
- Adults that are age 65 and older and individuals with 2+ comorbidities
- Early education and K-12 workers, transit, utility, food and agriculture, sanitation, public works, and public health workers, and individuals with one comorbidity.
- People with serious medical conditions should contact their doctors about how that impacts eligibility.

- Information on town vaccines will be available at [www.winchester.us/vaccine](http://www.winchester.us/vaccine) - The Town is still exploring pooled testing. A recommendation will be made at an upcoming meeting.

- The state rolled back some closures beginning today. However, capacity is still at 25% for many businesses including offices for another few weeks.

- We are keeping an eye out for any major changes in restrictions, rollouts and resources as a result of the new federal administration.

#### **TOWN PROJECTS**

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- The Swanton Street culvert construction project will take place this summer. The town will keep the public informed of road closures.
- Outdoor dining: draft policies and application being developed by staff for review by Select Board at a February meeting. Applications will launch online at the end of February with first round for consideration by the Board at the end of March/early April.

**MATTERS FROM THE AUDIENCE**

**COMPTROLLER 'S REPORT**

**LICENSES**

1. Annual License Renewals - The Select Board renewed the following licenses:

\*Motion: That the Select Board renew the Common Victualler license for Gloria's.  
Verdicchio - Welch  
Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED

\*Motion: That the Select Board renew the Second Hand Motor Vehicles-Class II for Hadi's Auto Sales.  
Verdicchio - Welch  
Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED

**HEARINGS**

1. **Eversource GOL Parkhurst School Emerson Road** - to install approximately 10-feet of conduit within the public right-of-way, and will require repair of the Town-owned sidewalk. The improvements are necessary to provide underground electrical service to the Parkhurst School for the on-going elevator project. Beth Rudolph, Town Engineer attended the meeting. Ms. Rudolph informed the Board that her office and the DPW do not have any concerns.

\*Motion That the Select Board approve the Eversource Grant of Location for the installation of approximately 10-feet of conduit within the public right-of-way and will require repair of the Town-owned sidewalk. The improvements are necessary to provide underground electrical service to the Parkhurst School for the on-going elevator project.  
Verdicchio - Welch  
Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED

2. **Comcast GOL Main & Thompson** - the proposed work includes the installation of two 4-inch PVC conduits for a distance of approximately 302-feet between the Comcast vault at 552 - 564 Main Street and 2 - 32 Thompson Street. The new conduit system is needed to help facilitate the MBTA's reconstruction of the Winchester Center Station and installation of a new stairway and elevator behind Thompson Street. Beth Rudolph, Town Engineer and David Flewelling, Comcast representative, attended the meeting. Ms. Rudolph requested that the Board add "the recommendation that Comcast use vacuum excavation" to the motion.

\*Motion That the Select Board approve the Comcast Grant of Location for the installation of two 4-inch PVC conduits for a distance of approximately 302-feet between the Comcast vault at 552 - 564 Main Street and 2 - 32 Thompson Street and that they use vacuum excavation. The new conduit system is needed to help facilitate the MBTA's reconstruction of the Winchester Center Station and installation of a new stairway and elevator behind Thompson Street.

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Verdicchio - Welch

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

**BUSINESS**

1. **MBTA Easements** - Jillian Barger, Anderson &Krieger, reviewed the changes that were made to the License Agreement with the MBTA and Katie Choe, from the MBTA, stated that they agree with the changes.

\*Motion            That the Select Board approve the License Agreement with the MBTA substantially in the form presented at this meeting, with final changes to be made by the Town Manager in her discretion in consultation with town counsel; and to authorize the Town Manager to execute the License Agreement and to do all things reasonably necessary in connection therewith and to effectuate the transaction contemplated therein.

Verdicchio - Goluboff

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

2. **Building Permit Surcharge** - Chair Bettencourt explained to the Board members that we have seen a lot of other communities using a surcharge to support like items. Putting a \$50 sustainability surcharge for any construction that requires a building permit would partially support the Sustainability Director position and create revenue. Mina Makarios, Town Counsel, has drafted a resolution to authorize the Select Board to petition the General Court to enact special legislation that can go to Spring Town Meeting. The Board is interested in pursuing the idea.

3. **Conservation Commission Presentation** - David Miller, Conservation Commission member, gave a power point presentation: "Winchester's Natural Resources: Proposal to Improve Their Preservation and Enhancement". He addressed multiple issues to include broadening committee involvement by bringing together the Conservation Commission, Climate Action Committee, Town Forest Committee, Permanent Street Tree Committee & the Tree Warden; the need to create regulations for the Wetland Bylaw; and to place the Town Forest & the Winning Farm conservation space under Conservation Restriction. Some of the Select Board "Asks" were can the Conservation Commission create the regulations for the Wetlands Bylaw; the process of dissolving a committee and adding associate members; and formalize relationship of the Conservation Commission to conservation spaces. Upon Mr. Goluboff's suggestion, he and Mr. Miller will work with Town Counsel to create regulations and bring their recommendations to the Board.

4. **654 Main Street** - Ian Gillespie & team returned to the Board to discuss their concerns about Elmwood Street and its existing conditions. They presented to the Board their concept for the Elmwood Avenue Fire Truck turning movements at the corner of Elmwood & Main. From Main Street up Elmwood is presently parking that is actually Fells Hardware property, this would become an 8' sidewalk with Elmwood being 20' wide. They have met with Fire Chief Tustin, he supports the no parking on both sides of Elmwood and the street being 20' wide.

\*Motion            That the Select Board support and recommend the design for Elmwood Avenue shown in the plan presented at this meeting entitled "Elmwood Avenue Fire Truck Turning Movements".

Verdicchio - Goluboff

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

5. **Eviction Moratorium** - Chair Bettencourt spoke with Counsel regarding the Federal moratorium that is in place and Winchester developing a resolution to support our residents. The Select

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Board does not have authority to enforce the resolution but the Board of Health does. The Board asked that Ms. Wong work with the Board of Health and Town Counsel for any additions to the moratorium.

6. **955 Main Street** - Vice Chair Verdicchio explained that last year we entered into a shorter license agreement with the Russell Hill Condominium Association for the small area of Town land in the rear corner of their parking lot and the agreement expires January 31<sup>st</sup>. The Association has agreed to the slight fee increase to \$8,100 and Vice Chair Verdicchio recommends that the Board renew the agreement, as it will give the Town time to negotiate a new agreement.

\*Motion That the Select Board approve the new License Agreement with the Russell Hill Condominium Association for 955 Main Street as presented.

Verdicchio - Goluboff

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED

7. **Town Moderator Spring Town Meeting Letter** - Peter Haley, Town Moderator, submitted a letter to the Select Board requesting that they allow the Winchester Spring Town Meeting starting on April 26, 2021 through remote participation.

\*Motion That the Select Board approve the Moderator's request to allow the conduct of the Winchester Spring Town Meeting, scheduled to commence on April 26, 2021, through remote participation as set forth in the Moderator's letter dated January 20, 2021.

Verdicchio - Goluboff

Roll Call: Verdicchio, Shapiro, Goluboff, Bettencourt VOTED

8. **Tech Request for Town Vaccinations** - Chair Bettencourt told the Board that Jen Murphy, Health Director, needs 10 tablet devices to run the vaccine clinics. Mr. Goluboff recommended that the Health Department return the tablets back to the Tech Department when they no longer are needed.

\*Motion That the Select Board authorize the Town Manager to purchase up to 10 tablet devices for the Health Department to help run COVID testing and vaccine clinics with the funding to come out of the Winchester Hospital Gift Account up to \$6,000. Amend to remove the restriction to the Health Department and return to the Tech Department.

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED

**Health Department Staffing Request** - Chair Bettencourt informed the Board that Ms. Murphy also suggested that the Town hire/fund an eight-month consultant position to manage the pooled testing and vaccination clinics. Ms. Wong is in the process of putting together a proposal for the reserve fund transfer that would come from the Board of Health. She also stated that there is \$40,000 left in the CARES Fund that could be used for to fund the position for the remainder of the FY21 year.

\*Motion That the Select Board authorize the Town Manager to add a temporary consultant position in the Health Department at a salary of up to \$60,000 funded from the Hospital Gift Account, and to expend remaining CARES Act funding (or request a Finance Committee Reserve Fund transfer) to implement a COVID vaccination program or to support school department COVID pooled testing.

Verdicchio - Welch

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Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

- 9. Budget Outlook** - Ms. Wong gave an overview of the budget drivers: Revenue - the Governor announced a 3.5% increase in Unrestrictive General Government Aid, will increase revenues by \$56,530, Chapter 70 has not been announced and there is approximately \$1.7 left from the 2019 override; Expenses - 2.5% increase in Health Insurance, potential three additional positions & asking Department Heads to prepare 3% budget cuts; and Other Considerations - PILOT agreement with the Winchester Hospital is being renegotiated & represents about \$100,000 annually, new to add a Substance Abuse/Mental Health Coordinator in the police department.

The Governor's budget will be released on January 27<sup>th</sup>, Ms. Wong is having a budget summit with various departments on January 28<sup>th</sup> & will have a final budget for the Board at their next meeting on February 8<sup>th</sup>.

- 10. Committees & Commissions Appointments** - The Select Board interviewed and appointed Gouri Banerjee to the Cultural Council.

\*Motion That the Select Board appoint Gouri Banerjee to the Cultural Council for a term to expire July 31, 2023.

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

**EQUITY AND ANTI-RACISM TASK FORCE**

**CONSENT AGE NDA**

\*Motion That the Select Board approve to extend the two parking passes for Dr. Janis Moriarty, 607 Main Street, to June 30, 2021.

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

**ADJOURNMENT : 10:00 PM**

\*Motion: That the Select Board adjourn for the evening.

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

Respectfully submitted,

Lisa Wong, Town Manager