

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, January 28, 2019
Record**

OPENING

Chairman Lance R. Grenzeback called the meeting to order at 7:30 PM in the Select Board meeting chamber located in Town Hall. Present were Vice Chairman Mariano Goluboff, Selectman Michael Bettencourt, Selectman David P. Errico and Selectman Jacqueline A. Welch. Also present was Town Manager Lisa Wong.

NOTIFICATION OF MEETINGS AND HEARINGS

1. February 4, 2019 - Select Board - Regular Meeting
2. February 11, 2019 - Select Board - Meeting before Special Town Meeting
3. February 11, 2019 - Special Town Meeting
4. February 25, 2019 - Select Board - Regular Meeting

Selectmen's Comments and Non-Docket Business

TOWN MANAGER REPORT AND COMMENTS

Appointments: Town Manager announced the following permanent appointment in accordance with section 4-2b of the Town she respectfully requests that the Select Board vote to waive the fifteen (15) day appointment period for: **SC8 Custodial Position at the High School - Adam Hiscock**

*Motion: That the Select Board waive the customary fifteen (15) day appointment effective waiting period to allow Mr. Hiscock to begin his employment.
Goluboff - Bettencourt All in favor VOTED

Don Haes, Radiation Safety Specialist, has submitted a Scope of Work to double check the EMF studies along the Eversource115kV corridor before the work begins. Ms. Wong also reported that she is working with Bill August to put forward the Town of Winchester Information Requests to National Grid.

MATTERS FROM THE AUDIENCE

COMPTROLLER'S REPORT

Stacie Ward, Winchester Comptroller, informed the Board that Winchester residents paid their taxes earlier due to the January 1, 2019 tax change. The pilot payment from the Winchester Hospital is still up in the air. She gave a brief overview of her report and we have a balanced budget as of December 31, 2018.

LICENSES

HEARINGS

BUSINESS

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1. Retirement Board - Robert Frary, Retirement Board Chair and Stacie Ward, Town Comptroller are requesting that the Select Board increase the base COLA from \$12,000 to \$14,000. Winchester is at the lowest level compared to surrounding communities where the average base is \$16,000. The Select Board supports the increase and should include it in the Override budget but if the override does not happen there will be a problem finding the money.

2. Wright-Locke Farm - Archie McIntyre, Wright-Locke farm Executive Director, Susan McPhee, Winchester Energy Conservation Coordinator, and Charlene Band, Wright-Locke Board member presented. Wright-Locke Farm Conservancy is in the final stages of their third 5 year plan and installing solar panels fits into the plan. The Winchester Historical Commission supports the Conservancy's desire to place solar panels on the 1827 Barn and the Squash House. They now have to submit a Project Notification Form to the Massachusetts Historical Commission. Once the state approves the application the Conservancy will do a structural study of the buildings. Then come before the Select Board, as they are the owners of the farm, to get permission to install the solar panels. Mr. McIntyre is requesting a letter of support from the Board that he can include with the application to the state.

- Selectman Welch left the meeting.

3. Stormwater Utility - Chairman Grenzeback stated we would probably hold off proposing the Stormwater Utility to Town Meeting till the fall because we have a lot on the agenda between now and then. Beth Rudolph, Town Engineer and Jay Gill, DPW Director suggested that we move forward with the technical work. One of the questions we debated in our previous discussions is whether we could use just the building footprint data that is in the Assessor's database as a proxy for impermeable surface and properties. Or whether it would be worthwhile having Weston & Sampson to actually go ahead and use GIS aerials to approximate the real amount of impervious surfaces on people's properties. Ms. Rudolph and Mr. Gill summarized the report from Weston & Sampson. Weston & Sampson's report gives three options for the Stormwater funding and two options for Tiered Residential Fee.

Option 1 - Adjust Water & Sewer rates only.

Option 2 - Implement a new fee within the existing Water & Sewer rates enterprise fund. Raise revenues through a combination of Water & Sewer rate adjustments and implementation of a new Stormwater fee.

Option 3 - Create a separate Stormwater accounting & fee structure. *Use Water & Sewer rates to only pay for water and sewer expenses. *Implement a new Stormwater fee to pay only for Stormwater expenses.

Option 1 - Tiered structure based on impervious area. *Same tier structure used in other Massachusetts communities. *Same basis for analysis as for non-residential properties. *More accurately reflects the true impact of a property on Stormwater runoff. *Weston & Sampson proposal - \$29,900

Option 2 - Tiered structure based on building footprint. *Building footprint data is available from the Assessor's Department *Weston & Sampson proposal - \$19,265.

Discussion continued around the benefits of a tier structure, what constitutes pervious and impervious areas and the regulations/economic incentives. The Board is in favor of Option 1

*Motion That the Select Board authorize Town Management, Town Engineer and DPW pursue the tiered Option 1 analysis.

Goluboff - Bettencourt

All in favor

VOTED

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4. Traffic Review Committee Recommendations - Beth Rudolph, Town Engineer, reviewed the report and recommends that the Select Board hold a Public Hearing for #3 and #10. Ms. Rudolph commented that we cannot do several of the requests as we do not have funding.

	RESIDENT CONCERN	TRC RECOMMENDATION
1	Safety concerns at Highland Ave & Park Ave	TTAC corridor study priority
2	Foxcroft Rd "Do Not Enter" & stop sign requests	Conduct traffic counts in spring, TTAC policy on "Do Not Enter" signage
3	Parking concerns on Norwood at Church St	Recommend parking restrictions - PUBLIC HEARING
4	"Do Not Block Intersection" hatching & signage at Fletcher St & Calumet Rd	TTAC Policy
5	RRFB request at crosswalk on Main St at South Gateway/Town Way	Long-term priority
6	Safety concerns at intersection of Bates Rd, Washington St & Stone Ave	Winchester Police currently overseeing morning & afternoon school traffic
7	RRFB request at crosswalk on Highland Ave at Winthrop St Extension	Not recommended at this time, crossing guard at MVP/South Boarder Road
8	Concerns over vehicles speeds on George Rd	Conduct traffic counts in spring
9	Manchester Rd neighborhood parking & school related concerns	TRC agree with TTAC recommendations
10	Request for stop sign at intersection of Lawson & Jefferson Roads	Recommend stop signs on Lawson Rd - PUBLIC HEARING
11	Request for "Residents Only, No Through Traffic" sign at corner of High Street Ext & Ridge St - Review of traffic counts	Not recommended - 15 to 16 cars in peak morning & afternoon hours in westbound direction.
12	Request for "Do Not Enter-Residents Only-4 to 7pm" at Kendall St & Washington St - Review of traffic counts	Not recommended-Average weekday northbound volume=90 cars per day with 12 &16 in the morning & afternoon peak hours

5. 794 Main Street Proposal - Chairman Grenzeback stated that we have had an off and on discussion about the possibility of selling land that is in the back of the DPW garage area to a developer who would like to develop some property at 794 Main Street. The developer requested last November that they would like to go Town Meeting. But were told no as we have to go through a process of getting an assessment of the land appraised and declaring a value to it. Selectman Errico informed the Board that the parcel is 6500 sf of landlocked DPW land located behind 794 Main Street. We had received a proposal from Gregory Dignan, T.H. Reenstierna LLC, Real Estate Appraisers in October 2018 of \$3,000 to appraise the property. We need to look at the actual value of the property and what it is worth as part of a developer proposal. DPW does not use the land as it is on a hill and un-developable because of the topography and it is landlocked. Selectman Errico requested that we move forward with the proposal.

*Motion That the Select Board authorize Town Manager to enter into an agreement for the appraisal report not to exceed \$3,000.

Goluboff - Bettencourt All in favor VOTED

6. Financial Policy for Capital Planning - Chairman Grenzeback informed Ms. Wong that there was a question from Capital Planning regarding our Financial Policies that people were asking what constitutes a capital project for Capital Planning. He believe Mr. Twogood said that people are working on this. Ms. Wong told the Board that our current financial policy defines capital as either a series of individual items, each of those items have to be over \$20,000 each or if it is more than a collective five in the collective total, over \$100,000. We have to redefine our Financial Policy which has not been looked at for ten years. Our Financial team of the Treasurer, Comptroller and myself

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today discussed working with Department Heads to actually review and update the policy in totality. Including reaching out to committees such as FinCom, then bring it back to the Board for consideration.

7. FY2020 Budget - Chairman Grenzeback inform the Board that there are some modifications to the budget based on discussions and requests. The Board should plan to look at the numbers on February 4th and come to some consensus for the February 7th meeting and February 11th town meeting. The deadline for the amounts is the 15th to meet the Town Clerk deadline to print the warrant.

Selectman Errico asked if there is something in between the “high-low” budget. Ms. Wong said she will provide options and that there are a number of budgets between the \$5 million needed to avoid cuts and the \$10 million budget. We would be 70-80% of the \$10 million if we just looked at Fiscal Year 2020, and need to look at the appetite for cuts as well as adding services. There was discussion that the budget that doesn’t lay people off actually reduces service if there is population growth, traffic concerns and increasing class sizes. The budget also needs to consider mandates. Selectman Errico asked about enrollment figures and School Committee member Zeena Marchant said there will be better numbers in April.

There was discussion about needing to make decisions on the numbers and the timing, and to centralize the information. Ms. Wong said there will be a draft document to review over the weekend and detail what numbers have moved since the last update as health care and debt numbers are finalized. Selectman Bettencourt noted that good health insurance benefits are a draw for town employees and that if the number does come down below the projected 7% that funding could be set aside to offset future years of greater growth. There was discussion about having 0% growth in the past and it went to other parts of the budget and led to the need to use \$2 million in free cash to balance the budget. There was also discussion about retiring debt and the knowing the impact of big projects.

CONSENT AGE NDA /SUPPLEMENTAL CONSENT AGENDA

One Day Alcoholic Beverage License(s)

1. Gail Freeman Ockerbloom for Studio on the Common - January 31, 2019 - Studio on the Common

*Motion: That the Select Board approve One Day Alcoholic Beverage Licenses for -
Gail Freeman Ockerbloom for Studio on the Common - January 31. 2019.
Goluboff - Bettencourt All in favor VOTED

Other

1. Accept a donation in the amount of \$10,000.00 from the Winchester Mount Vernon House to the Winchester Council on Aging representing a donation gifted to the Council on Aging towards the purchase of a vehicle.

*Motion: That the Select Board accept the donation, with appreciation, in the amount of \$10,000.00 from the Winchester Mount Vernon House to the Winchester Council on Aging representing a donation gifted to the Council on Aging towards the purchase of a vehicle.
Goluboff - Welch All in favor VOTED

2. Memo from Chief Peter MacDonnell to accept a donation of \$300 from the Caulfield family to be used towards future supplies for the police department.

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*Motion: That the Select Board accept the donation, with appreciation, in the amount of \$300 from the Caulfield family to be used towards future supplies for the police department.

Goluboff - Welch All in favor VOTED

3. Accept a donation of \$108.65 collected by the Lincoln School's 5th grade class as part of a class project that was given to the Winchester Police Department to be used towards department equipment expenditures.

*Motion: That the Select Board accept the donation, with appreciation, in the amount of \$108.65 collected by the Lincoln School's 5th grade class as part of a class project that was given to the Winchester Police Department to be used towards department equipment expenditures.

Goluboff - Welch All in favor VOTED

4. Memo from Jenn Cafarella requesting approval for a 5k to support Heroes on the Water to be held on Sunday, May 5th beginning at 9:00 am starting and ending at the Palmer Tennis Courts.

*Motion: That the Select Board approve the 5K to support Heroes on the Water to be held on Sunday, May 5th beginning at 9:00 am starting and ending at the Palmer Tennis Courts.

Goluboff - Welch All in favor VOTED

COMMUNICATIONS AND WORKING GROUP REPORTS

The Board acknowledge receipt of the letter from the Winchester Home & Garden Club.

MEETING SCHEDULE AND AGENDS TOPICS

1. February meetings - 4th, 11th, and 25th

ADJOURNMENT : 9:25 PM

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

Goluboff - Bettencourt

Roll Call: Goluboff, Errico, Bettencourt, Welch, Grenzeback VOTED

Respectfully submitted,

Lisa Wong, Town Manager