

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, February 7, 2022
Record**

OPENING

Chair Susan Verdicchio called the meeting to order at 6:00 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) 3 - To discuss strategy with respect to collective bargaining or litigation; Washington/Swanton, Waterfield Lot, 160 Forest St - 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. Monday, February 28, 2022 - Regular Session
2. Friday, March 11, 2022 Warrant Closes
3. Saturday, March 19, 2022 - Annual Election
4. Monday, March 28, 2022 - Regular Session

ACCEPTANCE OF DONATIONS

*Motion That the Select Board accept, with gratitude, donations in the amount of \$202 from friends of the Winchester Recreation Department to be used for the Winchester Recreation Department Neighbors Helping Neighbors fund to support Winchester families in need attend Recreation Programs.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTED

TOWN MANAGER REPORT AND COMMENTS

1. Acting Town Manager's Updates:
Please find below an update on various topics for discussion at the Board's February 7th meeting:

AGENDA ITEMS:

Norwood at Church Street "No Parking" signage

On October 5, 2018, the Town received an email from the owner of 10 Norwood Street expressing their concerns regarding the on-street parking on Norwood Street near Church Street. They stated that they had almost gotten into an accident with a vehicle turning off of Church Street due to cars parked on Norwood Street, and requested that the parking regulations in this area be evaluated.

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TRC Recommendation: There is currently no parking allowed on the east side of Norwood Street from the intersection with Church Street to approximately Lagrange Street. TRC recommends that additional “no parking” signage be installed on the west side of Norwood Street from the intersection with Church Street to the driveway for 78 Church Street.

Lynch School Feasibility Update

Members of the EFPBC will be attending the Select Board meeting on February 7th to review the Lynch Replacement Project status. In January, the EFPBC narrowed the initial field of eleven design options to six, and then on January 31st selected a preferred replacement alternative. Three different development scenarios will be submitted to the MSBA on March 3rd as part of the Preferred Schematic Report (PSR). The EFPBC and design team will be discussing phasing, logistics, and swing space needs at their meetings in February. Additional information regarding the project is available at www.lynch2025.com. Key points for the Select Board to consider for Monday night’s meeting are outlined below:

- **Transfer of “Well Field” Property to School Committee** - Currently, there is an approximately 4-acre parcel within the Lynch School property that was used as a former wellfield. The land is under the care and control of the Select Board, and the wells have been functionally abandoned since the late 1950s. The Town hired VHB to evaluate the wells and identify the process to have the wells decommissioned (see attached memo from VHB). Additionally, the proposed development scenarios use a portion of the wellfield property to construct the new school. As a result, Town Meeting action is required to transfer control of the property from the Select Board to the School Committee. Staff recommends that the Select Board vote to place an article on the Spring 2022 Town Meeting warrant to facilitate this transfer.
- **Traffic Study** - In April 2018, the Select Board voted the attached “Policy on Traffic Safety Studies for School Expansion Projects”. The policy states that all major school expansion projects should include a traffic safety study, which evaluates the volume and travel patterns of pedestrians, bikes, and vehicular traffic to, from, and in the vicinity of the project; analyzes the capacity, performance and safety of the roadways, and bike and pedestrian infrastructure impacted by the project; and recommends policy, regulatory, and capital improvements to ensure safety of students and staff. The project team currently includes a traffic engineer (Howard Stein Hudson) to evaluate vehicular and pedestrian circulation at and near the school. The Select Board should consider whether there is an interest in expanding the scope of the study to the Pond Street corridor and/or to include the design and construction of some of the items previously identified by Toole Design, such as the median island at Woodside Road and Pond Street to reduce the crossing distance.
- **Energy Management and Sustainability** - Construction of a new school creates an opportunity for the Town to implement the goals outlined in our 2020 Climate Action Plan. The Select Board should consider ways to work with the EFPBC, Energy Management Committee, Climate Action Committee, and Sustainability Director to prioritize these goals as part of the project development. Staff recommends that the Board consider adopting a formal position or policy regarding design objectives for the project, including that the project be consistent with Winchester’s commitment to sustainability and its 2020 Climate Action Plan, and that the design strive for net zero energy to the extent feasible. At a minimum, the building should be all-electric (no on-site combustion of fossil fuels), and highly energy efficient (Energy Use Intensity of 25 or less). Additional sustainable design elements should include electric vehicle charging stations, maximum solar photovoltaic production, and a facility design that maximizes material waste reduction, recycling and composting. The Board may also want to request regular updates on the projects from the Town’s Sustainability Director and/or EFPBC’s Sustainability sub-committee.
- **ADA Compliance** - The EFPBC may want to consider hiring an outside consultant to assist with ADA compliance during the design and construction phases of the project, similar to what was done with the most recent McCall School addition.
- **Risk Assessment** - The school building project should be coordinated with the Police Chief, who is the Town’s Risk Assessment Coordinator, and the Town’s on-going risk assessment and building security initiatives.

Transfer Station Working Group

The Acting Town Manager will be putting together a Working Group to discuss long-term financial considerations for operation of the Town’s Transfer Station. Current recommended membership is Town staff (Acting Town Manager, Assistant Town Manager, DPW staff, Sustainability Director, and Town Clerk), two members of the Select Board, two members of the Finance Committee, and three Town

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Meeting members, one of which shall be a neighborhood representative. I recommend that the Moderator select the three Town Meeting members for participation in the Working Group.

ARPA Funding Requests

Last December, the Town Manager's office sent a "last call" for ARPA funding requests to various Town departments, boards, committees and community organizations. Attached is the spreadsheet summarizing the requested projects, as well as two summary sheets that breakdown the funding requests by department and category. Also attached is an email from Comptroller Stacie Ward regarding changes to the lost revenue requirement as a result of the new ARPA guidance issued by the federal government. They are now allowing a "standard allowance" of \$10 million to spend on government services. Winchester did not have a revenue loss in accordance with the original calculation, but because of this change, we are about to consider our full amount as if it were a loss in revenue. This provides for the most flexible use of ARPA funds, including spending to provide government services. The Board will need to consider how to prioritize projects and funding going forward. One option would be for Board members to rank the proposal similar to the process the Capital Planning Committee uses. Two key questions are (1) how much ARPA funds may need to be allocated towards the Washington and Swanton Street parcel acquisition, and (2) does the Town want to set aside a pool of money to cover unknown COVID-related expenses. To date, the Select Board has approved two ARPA appropriations for COVID items totaling \$466,635.

Staff is requesting that the Select Board immediately approve funding of \$230,000 for a reimbursement program to pay for the installation of individual booster pumps in the 38 homes in the Arbor Lane - Wendell Street neighborhood that were impacted by the PFAS issue with drinking water supplied to those residents from the City of Woburn. The recommended program would allow residents to be reimbursed up to \$6000 towards the cost to purchase and install (plumbing and electrical) the pump in their homes. Based on our discussion with Weston & Sampson, the installation of these systems would eliminate the need to install a centralized pump station at McDonald Field. We are working with the City of Woburn to keep the fire hydrant at the corner of Arbor Lane and Wendell Street on the Woburn system to improve the fire flows.

ADDITIONAL UPDATES:

Select Board Work Plan

Attached is a copy of the Select Board Work Plan, updated based on our discussions at the Board's January 14th meeting. I will plan to attach an updated Work Plan to my Acting Town Manager report for the first meeting of every month and will highlight any key updates in my remarks to the Board. The Board should consider holding quarterly meetings (January - April - July - October) to review the document in more detail.

Spring Town Meeting

The Spring Town Meeting warrant closes on Friday, March 11th. The Select Board will need to vote the final Town Meeting warrant no later than Monday, April 4th. The first night of Town Meeting is scheduled for Monday, April 25th.

Town Clerk Office Updates

- The Town Election is scheduled for Saturday, March 19th at Winchester High School.
- Annual census forms have been mailed to all residents and are due within 30 days of receipt. Applications for the 2022 Transfer Station permits can be found at the bottom of the census. Completed forms should be returned to the Clerk's office along with payment when you return the census. The Clerk's office has sold 2645 1st vehicle permits and 907 2nd vehicle permits through the end of January.
- Dogs over the age of six months are required to be licensed annually by April 15th. You can register your dog online or visit the Town Clerk's website to download a form and mail it in.

Construction/Capital Project Updates

- Upcoming bids:
 - North Reservoir Dam - The project was bid in mid-December, and the bid opening is scheduled for February 8th.
 - Fire Department HVAC - The project is currently out to bid. The bid opening will be February 17th.
 - Transfer Station Improvements - The Town received our approval letter from MassDEP on December 7th. The project will be bid in early February, and the bid opening will be March 10th.
- DC Fast electric vehicle charging stations - Winchester has been awarded a grant totaling \$103,712 to install four DC Fast electric vehicle charging stations at two locations in town: two at the Jenks Lot,

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and two in the DPW visitor parking area. These charging stations, which provide a "gas station-like" experience for EV drivers, charge EVs at a rate seven times as fast as traditional Level 2 EV charging stations. These will be the first DC Fast charging stations in Winchester.

- Church at Waterfield - Construction is expected to start at the intersection on Church Street and Waterfield Road around May 1st, and will last 6 to 8 weeks. We are setting up a site meeting for mid-March with the abutting restaurants and businesses and contractor to discuss impacts and logistics.
- Winchester Center Station (MBTA) - The MBTA has indicated that their construction start is weather dependent, and they do not expect the contractor to be on-site before mid-March.
- Eversource 115kV Project - Eversource has notified the Town that they expect to begin jack and bore operations under the railroad tracks at Wedgemere Station on Monday, February 14th. The MBTA requires the jack and bore to be a 24/7 operation, so Eversource expects to be working 24-hours a day Monday through Friday that week. Eversource will be notifying residents in the area.
- Town Website - Winchester's new website went live on Monday, January 31st! The front page now contains a calendar of events for both governmental meetings and community events.

Fire Department

The Town graduated four firefighters from the State Fire Academy last week. FF Erica Poitras finished number one in the class was awarded the Richard M. Bangs Outstanding Student award!

COVID-Related Updates

The Winchester Health Department is holding 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 \$20 per test, and free for Winchester Town employees and in hardship cases. The next testing dates are:

- Wednesday, February 9th from 3 to 5pm; and
- Wednesday, February 16th from 3 to 6pm.

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

Winchester residents can attend the weekly Medford vaccination clinics during their walk-in hours. Clinics are held every Wednesday from 3 to 6pm at the Medford High School. Walk-ins are welcome from 4:30 to 5:30pm. First and second doses of the vaccine, as well as booster shots are available.

<https://www.medfordma.org/booster-vaccine-clinic/>

Winchester's 7500 at-home test kits (2 tests per kit) were received on January 25th and distributed to Town staff (Town Hall, Public Safety, DPW, Library, and Recreation), the Jenks Center, the School Department and the Health Department for distribution to Winchester Got Lunch, ENKA, the Winchester Housing Authority and other entities as needed. Test kits are also being handed out at the weekly COVID testing clinics. We will assess our remaining supply in the coming weeks and consider additional distributions.

Community Events

- **WFEE Virtual Trivia Bee** - Purchase by February 4th and members of WFEE will distribute bags to individual homes on February 9th. Bags can be purchased at www.wfee.org
- **Frederick Douglass in Winchester (Virtual)** - Celebrate Black History Month with archivist Dr. Ellen Knight & author Nathan Richardson to learn about Douglass's 1862 talk in Winchester. Wednesday, February 16th 7 to 8:30pm. Register online through Eventbrite at <https://www.eventbrite.com/e/frederick-douglass-in-winchester-tickets-240485487567>.

COMPTROLLER'S REPORT

The Select Board acknowledged the Comptroller's Financial Report as of December 31, 2021 and approved her vacation carryover.

*Motion That the Select Board approve the request from the Comptroller to carryover her 55 vacation hours from 2021 to 2022 in addition to 35 hours that do not require approval.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio

VOTED

HEARINGS

Norwood at Church Street "No Parking" Signage - to consider the installation of a "No Parking" signage on the west side of Norwood Street from Church Street to the driveway of 78 Church

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Street. Chair Verdicchio opened the hearing and Ms. Rudolph, as the Town Engineer, informed the Board that it is the Traffic Review Committee's recommendation to install the "No Parking" sign on the west side of Norwood Street. There was no public comment and Chair Verdicchio closed the hearing.

*Motion: That the Select Board approve the recommendation from the Traffic Review Committee to install "No Parking" signage on the west side of Norwood Street from Church Street to the driveway of 78 Church Street

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTE

LICENSES

BUSINESS

1. **Aberjona Initiative** - Reed Pugh, Conservation Commission member, presented to the Board the work that they have done removing the invasive plants along the river banks to create a healthy habitat. They are planning a one-time project, over two seasons, to complete the invasive species management, create a river bank design & plant list and install the plantings. The Conservation Commission is asking for the Board's support, advice and funding options to complete the work around Mill Pond and the river between Converse and Waterfield bridges. The Board supports the initiative and Ms. Rudolph will meet with Elaine Vreeland, Conservation Administrator, to discuss resources.

2. **Lynch School** - Chris Nixon, School Committee member, presented the new Lynch website. A portion of the land near the school, the well field, belongs to the Water Department and Town Meeting has to vote to transfer the property over to the school department. Mr. Nixon also addressed some of the Board's questions regarding the goals to make the building climate sustainable, having ADA compliance reviewed by an independent consultant and the traffic safety study-which the MSBA would not include the funding and would have to be done by the town. Mr. Bettencourt emphasized that the traffic study is important as there will be more people going to the school and it is a tight area to get into. Mr. Goluboff also weighed in addressing that there will be a lot of students walking to school and they should be able to do it safely. Ms. Rudolph talked about the timing of a traffic study, which should be started after Spring town meeting so that they have enough information to present to Fall Town Meeting.

The discussion continued regarding the sustainability, high efficient and all electric building working towards net zero on site. The building needs to move forward with having this be the direction. Then Ms. Rudolph addressed the Risk Assessment portion regarding the security of the building that also needs to be part of the process. Chair Verdicchio then stated that town staff is now working with town counsel to complete the necessary title search and environmental assessment needed to transfer the well-field land, but in order to build on the property the wells need to be decommissioned, and MSBA will cover those. The Board needs to have the Acting Town Manager put the transfer of the well field to the School Committee on the Spring Town Meeting warrant.

*Motion: That the Select Board is placing this article for transfer of the well field to the school department on the Spring Town Meeting Warrant and instructing the Town Manager and Town Counsel to do the necessary steps to effect that.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTE

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- 3. Transfer Station Working Group** - Ms. Rudolph is putting together a Working Group to discuss long-term financial considerations for operation of the Town's Transfer Station. Current recommended membership is Town staff (Acting Town Manager, Assistant Town Manager, DPW staff, Sustainability Director, and Town Clerk), two members of the Select Board, two members of the Finance Committee, and three Town Meeting members, one of which shall be a neighborhood representative. She has recommend that the Moderator select the three Town Meeting members for participation in the Working Group. The Board agreed with Ms. Rudolph to move forward with the formation of the working group and decided to wait till after the election to select the Select Board members.
- 4. ARPA Funding Review** - Ms. Rudolph gave an update that the state is now allowing an allowance of \$10,000 ARPA funds to spend on government services. This provides a more flexible use of ARPA funds. Staff is asking that the Select Board immediately approve funding of \$230,000/\$6,000 per household for a reimbursement program to pay for the installation of individual booster pumps in the 38 homes in the Arbor Lane-Wendell Street neighborhood. Weston & Sampson has informed staff that \$6,000 is sufficient for the purchase, installation, plumbing and electrical. This will address the water pressure problem immediately. Since each home is different with different needs the reimbursement is the best way. Mr. Mucci feels that due to the change of the ARPA rules we should go back to the school department, the IT department and also fund the mental health request as soon as possible.

*Motion That the Select Board appropriate \$230,000 from ARPA funds to a reimbursement program to pay for the installation of individual booster pumps in the 38 homes in the Arbor Lane Wendell Street neighborhood that were impacted by the PFAS and also that we appropriate \$35,000 from ARPA funds to the health department to fund mental health crisis planning and the other request that were on their application.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio

VOTED

- 5. FY23 Budget** - Ms. Rudolph reviewed the FY23 Budget Assumptions, the Alternate FY24-FY26 Budget Projections & Sensitivity Analysis and the Operating Reserve Analysis. We have been able to get five years out of the 2019 override to be able to have a budget through FY24.
- 6. Town Election Warrant** - The Select Board approved the Election Warrant submitted by the Town Clerk and Mr. Goluboff read the warrant into the record.

To the Constables of the Town of Winchester,

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Winchester who are qualified to vote in Elections to meet at the polling places designated for the eight precincts in the Town, namely: Precincts 1 - 8 report to **Winchester High School 80 Skillings Rd, Winchester, MA in the Gymnasium**, located on the 2nd floor at the rear of the building on:

SATURDAY THE NINETEENTH DAY OF MARCH, 2022

From 7:00 A.M. to 8:00 P.M. for the following purpose: To cast their votes in the **ANNUAL TOWN ELECTION** for the election of candidates for the following offices:

One Moderator 1 yr.

Two seats Select Board 3yrs

One seat Board of Assessor 3 yrs.

One seat Board of Health 3 yrs.

One seat Board of Health 1 yr.

Two seats Library Board of Trustee 3

One seat Planning Board 3 yrs.

Two seats Planning Board 1 yr.

Two seats School Committee 3 yrs.

One seat Housing Authority 5 yrs.

Eight Town Meeting Members for three years, in accordance with the precinct lines in effect January 1, 2022, for a total of 64 Town Meeting Members. Note: Precinct 2 one seat for 1 yr.; Precinct 4 one seat for 1 yr., one seat for 2 yrs. The under endorsed seats on the Planning Board 1 yr. and Housing

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Authority 5 yr. are eligible for Write in Candidates. Hereof fail not, and make return of this warrant with your doings thereon to the Town Clerk before the day of said election. Given under our hands and seal this 7th day of February 2022.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio

VOTED

- 7. Warrant Articles** - Ms. Rudolph reminded the Select Board that the Spring Town Meeting Warrant closes March 11th.

CONSENT AGENDA

- *Motion That the Select Board approve the following increase for the Senior Citizen Property Tax Work-Off Program; Maximum adjusted gross income as reported to the Internal Revenue Service \$64,000 single person, \$97,000 per couple and assessed property value not to exceed \$1,162,350.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio

VOTED

- *Motion That the Select Board approve One Day Liquor License for Diana Kenosian for Boston's Best Bartending - March 12, 2022 - Winchester Town Hall.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio

VOTED

- *Motion That the Select Board approve Staging Permit for Art Studio Sign & Neon for Winchester Nails & Spa to replace existing signs at 19 Thompson Street, date to be determined.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio

VOTED

- *Motion That the Select Board approve meeting minutes for November 19 & December 13, 2021.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio

VOTED

ADJOURNMENT : 10:15 AM

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

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio

VOTED

Respectfully submitted,
Beth Rudolph, Acting Town Manager