

**TOWN OF WINCHESTER  
SELECT BOARD MEETING  
Thursday, May 14, 2020  
Record**

**OPENING**

Chair Michael Bettencourt called the meeting to order at 8:30 AM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, Mariano Goluboff and Amy Shapiro. Also present was Town Manager Lisa Wong. (Note - due to the remote participation all Select Board votes are roll call votes.)

**BUSINESS**

**1. State of Emergency -**

Town Meeting Remotely: Ms. Wong told the Board that there is a company that has a program specifically for Municipal Town Meetings that we may use for the remote participation. They did a mock run through the other day and there was a concern that it would take a long time just for everyone to login. There is also a difference between using a computer/laptop and your phone, using a phone, if you get a call it will time-out the program and you would have to login again. There were multiple ways suggested to train/help members and how Town Meeting would be setup to allow for the remote voting. The Select Board continued the discussion to Thursday, May 21 meeting to get a more significant update, and to definitively nail down the ways that will make the Town Meeting accessible.

Reopening Committee - The committee has met and they have developed subcommittees. The subcommittees are government; marketing/communication to support the businesses; youth activities to include sports/music. One of the areas needing professional expertise for the businesses is in breaking down the physical space. We are waiting for guidance for summer camps and from the State's reopening committee.

Town's Phase I Opening - Ms. Wong's draft "Standard Operating Procedure for Phase I" addresses the bulk of what staff is presently doing now but provides guidance for people who will be coming into their office to work. She is waiting for input from Department Heads/staff in each office as to what they have decided to do. We need more guidance from the state to have daycare at the Recreation Department. Due to the present state requirements, the Recreation Department would lose money if they were to open the daycare.

Ms. Wong has signed the contract for the company to begin testing the HVAC air quality in the Town buildings. The departments have been spending from the existing budgets, grants and the \$115,000 that Finance Committee had budgeted for COVID

- 2. 955 Main Street Agreement** - Ms. Verdicchio reminded the Board that the Town owns a small parcel of land behind 955 Main Street that is leased to the Russell Hill Office Condominium Association, which they use as part of their parking lot. The Condo Association wants to pave the entire parking lot but the lease agreement with the Town had expired. Ms. Verdicchio and Mark Twogood, Assistant Town Manager, negotiated a one-year lease with an increase of \$500 that the Association agreed upon, which the Board has to approve today.

\*Motion            That the Select Board approve the license agreement between the Town of Winchester and the Russell Hill Office Condominium Association for a parcel of land off of 955 Main Street.

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Verdicchio - Welch

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

VOTED

3. **Working Session - Select Board's goals/work plan** - Chair Bettencourt continued the discussion to the meeting on Thursday, May 21<sup>st</sup>.
4. **Advisory Board Discussion** - Chair Bettencourt continued the discussion to the meeting on Thursday, May 21<sup>st</sup>.
5. **Warrant Articles** - Mina Makarious, Town Counsel, attended the meeting to answer any questions regarding the Warrant Articles. Ms. Verdicchio asked about the citizen's petition that we had voted to defer, does the Board have to sponsor it? Mr. Makarious informed her that this is procedural and the petitioner is the one who is deciding to postpone their article, which has to be stated at Town Meeting. The Board agreed to defer it but for clarification the Board does not have to sponsor it. Mr. Makarious, Ms. Wong and Beth Rudolph, Town Engineer, will explain the MBTA article at Town Meeting. The biggest issue that the Town has with the MBTA plans is where the elevator and ramp will be going and the loss of parking spaces. Mr. Makarious is planning to schedule another meeting with the MBTA.

\*Motion That the Select Board approved the Warrant Articles as presented with minor necessary edits as discussed.

Verdicchio - Welch

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

VOTED

**6. General Topics -**

WinCam - Ms. Wong informed the Board that legislation has not been past that the Town can receive the funding from the cable companies, Comcast and Verizon, more often. Presently the cable companies send the payments to the Town Manager's office to be deposited and Town Meeting has to approve the transfer to WinCam at the Spring and Fall meetings. Due to the possibility that Town Meeting may not happen until September and this money is operating funds for WinCam, Ms. Wong suggested that we transfer money to WinCam. WinCam needs \$50,000, and the Board can transfer from the Police Salary line item to the Town Manager's professional line item and return to the Police Salary line item once Town Meeting appropriates the money.

Ms. Wong feels that WinCam is going to run into this periodically as they were used to receiving the money quarterly, now it is only twice a year. The Town receives the money every quarter and we could get special legislation to create a revolving PEG account to pay WinCam when the Town acquires the money. Ms. Wong and Stacie Ward, Town Comptroller have been talking with David Gauthier, WinCam Executive Director, about the options to support a long-term solution. A revolving fund account means that WinCam will not have to go to Town Meeting for appropriation approval every spring and fall. The consensus of the Board is to approve the transfer and will vote at Monday's meeting.

**ADJOURNMENT : 10:30 AM**

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

Verdicchio - Welch

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

VOTED

Respectfully submitted,  
Lisa Wong, Town Manager