

**TOWN OF WINCHESTER  
SELECT BOARD MEETING  
Monday, June 17, 2019  
Record**

**OPENING**

Chair Mariano Goluboff called the meeting to order at 7:00 PM in the Select Board meeting chamber located in Town Hall. Present were Select Board members Vice Chair Michael Bettencourt, Jacqueline A. Welch, Susan Verdicchio, and Amy Shapiro. Also present was Town Manager Lisa Wong.

\*Motion: That the Select Board adjourn to Executive Session for the purpose of discussing matters related to Asa Fletcher Fund - MGL Ch. 30 §21(a) 1 - To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual; MGL Ch. 30 §21(a) 3 - To discuss strategy with respect to collective bargaining or litigation.

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

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

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

**NOTIFICATION OF MEETINGS AND HEARINGS**

1. Monday, July 1, 2019 - Regular Session

**COMMENTS**

**TOWN MANAGER REPORT AND COMMENTS**

1. Appointments - Town Manager announced the following permanent appointments 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: **DPW Transfer Station Coordinator - Nicholas Parlee and DPW W-14 Working Foreman - Charles McLeman.**

\*Motion: That the Select Board waive the customary fifteen (15) day appointment effective waiting period to allow Nicholas Parlee and Charles McLeman to begin their employment.

Bettencourt - Welch All in favor VOTED

2. The following are updates from departments, projects and programs:

Cultural District:

- Met with Mass Cultural Council to tour proposed cultural district on 6/12. MCC will review the project at their August meeting to vote on acceptance.

Fire Chief Search:

- Working on job description, budget and timeline for Fire Chief search. ~ 5 month process

Workplan 2020:

- Finalizing Workplan for 2020 with departments. Will see if Select Board has time for a working meeting over the summer to review and strategize.

Housing:

- DHCD approved 2 affordable housing units at Winning Farm. Tow is working on an agreement with developer to assist in building an affordable housing unit off-site.
- Researching for Affordable Housing Trust document. Working meeting to draft next week.

Translation Project at COA:

- Council on Aging working with John Hopkins student volunteer re: translation of Jenks program highlights in Chinese. Attendance has increased of non-English speaking residents.

Traffic:

- Met with Chamber and several businesses in the area of Church/Waterfield to discuss safety strategies at intersection and potential loss of parking.
- Working on expanding the scope of study around 735 Main Street.

Public Works:

- Water leak program underway. The leak detection survey program is mandated by the MWRA to perform this survey due to the fact that Winchester is a partial user of MWRA water. The project is re bid every two years. The different companies that come on site and perform this survey use digital and acoustic listening devices and equipment. The cost of this contract is \$82.50 a mile times the 112 miles of water mains which comes to \$9,240.00. The Water Department adds an extra \$2,000.00 to the purchase order in the event the company performing the survey has to do some enhanced listening procedures which is called leak correlation. The companies performing this leak survey also listen to over 900 fire hydrants in the Town of Winchester. The approximate time frame to complete this survey is one month.

Climate Action:

- Working with MAPC to get a baseline done on GHG emissions in Winchester.

## MATTERS FROM THE AUDIENCE

### COMPTROLLER 'S REPORT

### LICENSES

**Transfer Common Victualler's License** from Stephen Latzanakis d/b/a Greek Grille, Inc. to Eleni Champas d/b/a Eleni's Mediterranean Grille at 599 Main Street, Winchester. Stephen Latzanakis, Eleni & Christos Champas attended the meeting.

\*Motion                      That the Select Board approve the transfer of Common Victualler's License from Stephen Latzanakis d/b/a Greek Grille, Inc. to Eleni Champas d/b/a Eleni's Mediterranean Grille at 599 Main Street, Winchester.

Bettencourt - Welch

All in favor

VOTED

### HEARINGS

1. **Safety Enhancements @ Church Street and Waterfield Road** - To discuss the short-term intersection safety enhancements at the intersection of Church Street and Waterfield Road. Beth Rudolph, Town Engineer, and Erica Guidoboni, Toole Design presented. Ms. Rudolph asked Toole Design to do a safety study and they reported that the actual stop line is behind the crosswalk with no line of sight to see cars diving on Church Street. Average speed is 25 miles per hour and there are on average, two crashes per year.

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The short term concept is to shift the on street parking away from the crosswalks and enhance the sight line for the crosswalks and vehicles. A hard center line on Church Street would slow the traffic when turning from Church to Waterfield. Flashing lights at this intersection does not meet the requirements as traffic is slow enough. Presently, crosswalks cannot be moved as they are in line with the sidewalk ramps.

The long term concept would shift intersection alignment to the west with curb extensions, move crosswalks to improve visibility of pedestrians and shift the STOP line to enhance sight lines. Ms. Wong told the Board that this is a capital cost with permanent fixes at around \$100,000, which is within our budget. Ms. Rudolph informed the Board that the plan is still in the conceptual stage but her goal is to use her money for the finished plans.

Ms. Wong's recommendation is for the short term plans presented. She spoke to the business owners regarding the loss of the parking spaces and they were did not have a problem. Ms. Wong also asked that the businesses be a part of the final design.

*Motion	That the Select Board approve the short term and long term concept as presented with the removal of the parking spaces as indicated subject to some further design work on the initial short term plan with the crosswalks.	
Bettencourt - Verdicchio	All in favor	VOTED

**2. McCall School Traffic Study** - To discuss the findings of the traffic study completed as part of the McCall School expansion project and to specifically address the proposed improvements in from of the school at the corner of Main and Washington Streets. Beth Rudolph, Town Engineer, and Erica Guidoboni, Toole Design presented.

Ms. Rudolph reminded the Board that as part of the McCall Middle School project they had a total of \$500,000 to look at traffic related issues around the school. And actually to study areas a little broader than just the school. Toole Design was chosen as the engineer for that analysis and ultimately the design. They are here tonight to present the results of the study and then they will talk about next steps.

Toole Design held a series of stake-holder meetings with school officials, and the Traffic and Transportation Advisory Committee (TTAC). Everything that they heard was pedestrian safety, encourage walking and biking to school, increase driver awareness, and establish remote drop-off areas for McCall students. They were asked to focus design solutions at the Main Street/Washington Street intersection and the Mystic Valley Parkway/Waterfield Road intersection areas. Those are both the front and the back access points to the school.

Toole's intention for the intersection of Main is to make the sidewalks wider and shortening the crosswalks in front of the school. At the Mystic Valley Parkway and Waterfield they would tighten up the entire intersection, getting rid of the median and enlarging the sidewalks. Mystic Valley Parkway belongs to DCR and the Town has gotten approval to make the changes including a left hand turn pocket at Mystic/Waterfield.

Meg White, Project Manager for the Town, informed the Board that the expense for the Main Street intersection in front of McCall is \$450,000. The expense for the Mystic/Waterfield intersection is \$700,000. We would save 10-15% if we combining both projects. Ms. Rudolph feels that the Town should do both designs to know the costs of the projects as it will enable her to apply for grants and capital projects.

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\*Motion That the Select Board approve to move forward with the design on both projects as presented and evaluate some of the cost estimates as they come in from Toole Design.  
Bettencourt - Welch All in favor VOTED

**BUSINESS**

**1. Senior Volunteer Work Tax Reduction Program** - Philip Beltz, Council on Aging Director, informed the Board that the Council on Aging administers the Senior Citizen Community Service Reimbursement Program that allows seniors over 60 years of age to work 125 hours a year within Town dedicated sites to earn a property tax reduction providing that they meet program guidelines of adjusted gross income and property valuation. The program runs July 1, 2019 thru June 30, 2020. He is requesting that the Board approve the following revised recommendations to qualify for participation in the program this upcoming fiscal year.

- Maximum adjusted gross income as reported to the Internal Revenue Service \$60,000 for a single person (increase of \$1,000) and \$91,000 per couple (increase of \$2,000). Rationale for increase is COLA increase of Social Security.
- Increase the assessed property value not to exceed \$1,076,250 from the current \$1,025,000 as the average tax assessment has increased by 5%.
- Increase property tax reduction/program reimbursement to \$1,500 from the current \$1,250.

\*Motion That the Select Board adopt the recommended changes in the memo dated June 10, 2019 to the Select Board from Phillip Beltz Director Council on Aging.  
Bettencourt - Welch All in favor VOTED

**2. Approval of Bond Anticipation** - Shelia Tracy, Town Treasurer, informed the Board that tonight we have the renewal of the bond anticipation short-term borrowing for the High School construction. It is being renewed for an additional one year term. The project has not been closed out by the MSBA and our hope is before the next renewal date, which would be one year from now, the project will be complete. Vice Chair Bettencourt then read the "Vote of the Select Board" into the record.

I, the Clerk of the Select Board of the Town of Winchester, Massachusetts, certify that at a meeting of the board held June 17, 2019, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

VOTED: to approve the sale of \$4,220,000 2.00 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated June 27, 2019, and payable June 26, 2020 to Piper Jaffray & Co. at par and accrued interest, if any, plus a premium of \$19,623.

FURTHER VOTED: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 6, 2019, and a final Official Statement dated June 13, 2019, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

FURTHER VOTED: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

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FURTHER VOTED: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

FURTHER VOTED: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberation or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Bettencourt - Welch

All in favor

VOTED

3. **Vote to Eminent Domain taking of an easement at 123 Wildwood Street for drainage and sewer purposes** - Mina Marakos, Town Counsel, is at the meeting to talk about a vote to take by eminent domain an easement at 123 Wildwood Street for drainage and sewer purposes. The authority to do so was discussed at Town Meeting this past spring. The needed easement is about 372sf needed to install the drainage connection between Wildwood Street (at Westland Avenue) and the proposed infiltration basin at West Side Field. An appraisal was done for the value of that easement and came out to \$2,790.

\*Motion            That the Select Board approve the order of taking in the forms essentially provided in the package and authorize the Town Manager and Town Counsel take necessary steps to record said order of taking.

Bettencourt - Welch

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

VOTED

4. **Swanton Street Bridge** - Mina Marakos, Town Counsel, informed the Board that there is flood mitigation being done at the Swanton Street Bridge and in order to submit the application to the Mass DEP for the Chapter 91 permitting process you need to get permission from the affected property owners which is a condominium association Village Condos. The condo association is concerned that hazardous waste will be dug up on the condo site and have chosen not to engage with the Town. Counsel, in good faith, negotiated again with the condominium owners and attempted to reach an access agreement that would provide some protection for the condominium owners. The association says if the Town wants to do this project and get access the Town would have to indemnify the condo property for any and all hazardous materials found anywhere on its property. Not just in connection with the project if it is dug up. Unfortunately there is no way to get around not going on the property. Mr. Marakos's recommendation is to continue to try to negotiate an access agreement and to make it clear that after a certain point the timeliness of getting a signature by the end of the summer. If the Town takes by eminent domain the hazardous waste liability would only be the 100sf area that the Town would be digging up.

5. **Transfer Station Hours** - Jay Gill, DPW Director, Norman Doucette, Transfer Station Coordinator were present. Ms. Wong gave the Board a handout with the current Transfer

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Station hours and the options to cut six regular hours. They looked at a couple of options based on traffic counts. Tuesday is the busiest day after Saturday, so they looked at a couple of days which they could potentially eliminate some hours with minimal effect to achieve our current budget. So we save approximately \$50,000 in overtime expenses with the hours that we originally proposed by cutting four hours of overtime. The two options are - Option I Wednesday 8am-12pm (cut 3 hours), Thursday 3-7pm (cut 3 hours); Option II Wednesday 8am-12pm (cut 3 hours), Thursday 2-7pm (cut 2 hours), and Saturday 8am-3pm (cut 1 hour). These are the results that she and DPW have discussed based on traffic counts. Mr. Gill said that we can look at this decision as a trial period for the summer. Mr. Doucette also told the Board that if they do not cut the hours they will have to raise the Transfer fee \$20 next year to cover the \$50,000. Mr. Gill would rather try the hour change first before raising fees, which are usually raised in January. The consensus of the Board is Option 1 and the new hours will start July 2 thru September with the Board revisiting the options in September.

On another note, Mr. Gill recognized Mr. Doucette, who is retiring, for his 45 years with the Town of Winchester. He has done a tremendous job at the Transfer Station and will be truly missed.

6. **Muraco Traffic Issues** - Ms. Verdicchio stated that the Board had the continued hearing last week at the Muraco School and there were some ideas of installing sidewalks. She feels that it would be a lot simpler if there were sidewalks on the south side of Stone and the north side of Bates. The intersection needs to be a top priority and would have a positive impact for all. We had the benefit of a well-qualified crossing guard at that intersection and he needs to be replaced with a like person. She would like to see something concrete to move forward on the installing the sidewalk. Vice Chair Bettencourt stated that Beth Rudolph, Town Engineer, has professional services money in her 2020 budget to do a traffic study in that area. Chair Goluboff informed Ms. Verdicchio that we will work with Town Management to move that forward.
7. **National Grid Request** - Jay Gill, DPW Director and Shayne Charlesworth, representative from National Grid, attended the meeting to ask the Board permission for National Grid to work nights at the intersection of East Street, Holton Street, and Cross Street. National Grid is installing new gas lines from Holton Street in Woburn to Cross Street in Winchester. Mr. Charlesworth informed the Board that this intersection is extremely dangerous for his men to work during the day. They have to close portions of the road to one lane making the road tight for trucks making turns. Also, trucks coming through that area are traveling very fast, which is a safety problem. They are asking to work overnight for a limited time of 4 to 10 working days, 4 days if there are no problems. Chair Goluboff continued the discussion to July 1<sup>st</sup> meeting to give us time to notify the neighborhood so that they can have a chance to ask questions and give their input.

**CONSENT AGE NDA**

**One Day Alcoholic Beverage License(s)**

1. Archie McIntyre - June 20, 21, 27, 29 & 30, 2019 - Wright-Locke Farm Conservancy
2. Laura Lewis - June 23, 2019 - Sanborn House
3. Jessica Morehouse - June 19, 2019 - Griffin Museum

\*Motion            That the Select Board approve One Day Alcoholic Beverage Licenses for -  
                         Archie McIntyre - June 20, 21, 27, 29 & 30, 2019 - Wright-Locke Farm  
                         Conservancy; Laura Lewis - June 23, 2019 - Sanborn House; Jessica  
                         Morehouse - June 19, 2019 - Griffin Museum

Bettencourt - Welch

All in favor

VOTED

