

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, July 29, 2019
Record**

OPENING

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

Bettencourt - Verdicchio

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 - Welch

Roll Call: Goluboff, Welch, Verdicchio, Shapiro VOTED

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, August 5, 2019 - Regular Session
2. Monday, August 19, 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: **Police Department - Joseph Newton Civilian Dispatcher PT-7; DPW Promotions - Anthony Rolli to Water System Distribution Treatment General Foreman and Mark Frongillo to Maintenance Working Foreman; DPW appointment - Steven Bolduc W-12 Transfer Station Scale Operator; Treasurer's Department - Jasper Asaro, Parking Ticket Administrator/Hearing Officer .**

*Motion: That the Select Board waive the customary fifteen (15) day appointment effective waiting period to allow Joseph Newton, Anthony Rolli, Mark Frongillo, Steven Bolduc and Jasper Asaro to begin their employment.

Bettencourt - Welch All in favor VOTED

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

PSA:

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- Heat advisory - The Jenks Center and the Library are available to the public to be in air conditioning during their normal hours. If needed, the Town will explore expanding hours and provide shelter information.

THIS WEEK:

- Town Manager and Chamber of Commerce are hosting a Downtown Business Forum on Wednesday, June 31 @ 6pm in the Select Board Room to update businesses on various town projects and to collaborate on ways to support retailers.
- Art in August is having their opening reception at 7pm this Thursday, August 1st at the Griffin museum. Winchester Cultural Council and the Winchester Artists are the organizers and the event is in its 20th year.

PROJECT UPDATES:

- Ambrose gas lines project started today, July 29th. It was originally scheduled for June 2018 and got held up. The gas line is already installed at Lincoln.
- The roof contract for the high school was awarded in mid-July and will start in August.
- The abatement and replacement of the floor at the Lynch School cafeteria will start soon.
- The short term re-striping project to increase visibility of pedestrians at Church and Waterfield is complete. Permanent fixes will be done next year.
- The Council on Aging has opened bids for the new low floor mini bus and has the funds to move forward with the project.

DEVELOPMENT UPDATES:

- 735 Main Street development access - ZBA included condition that the developer fund the traffic improvement project as proposed to the Board including the additional extension to connect the bikeway along Skilling Rd.
- 19-35 River Street 40B - September 16th is the meeting for the initial presentation and ZBA will likely announce future meetings to discuss mitigation such as traffic, design.

FY2020 BUDGET:

- State aid from conference committee budget is \$11,146,676. Town budgeted \$11,000,220 so net is \$146,456 in the positive.
- Earmarks of \$100,000 for the Saltmarsh Pavilion and \$50,000 for Aberjona improvements were included in the conference committee budget. Governor could veto these funds and Town will have to wait to see if those are overridden.

MATTERS FROM THE AUDIENCE

COMPTROLLER 'S REPORT

LICENSES

HEARINGS

Beth Rudolph, Winchester Town Engineer and Jackie Duffy, Eversource representative presented both applications. There were no comments from the audience for either application.

1... Eversource Grant of Location: to install 10' of conduit within the public right of way to supply electric service at 23 Canterbury Road.

Eversource is applying for a Grant of Location to install 10 feet of conduit in the public way. The improvements are necessary to provide underground electric service to 23 Canterbury Road. The Town Engineer and DPW do not have any concerns.

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*Motion: That the Select Board approve Eversource's Grant of Location for the installation of approximately ten (10) feet of conduit within the public right-of-way to supply electric service to 23 Canterbury Road.
Bettencourt - Welch All in favor VOTED

2... Eversource Grant of Location: to install 40' of conduit within the public right of way to provide underground electrical service to the Winning Farm development.

Eversource is applying for a Grant of Location to install 40 feet of conduit in the public way, there are no sidewalks in this area. The improvements are necessary to provide underground electric service to the Winning Farm development. The Town Engineer and DPW do not have any concerns.

*Motion: That the Select Board approve Eversource's Grant of Location for the installation of approximately forty (40) feet of conduit within the public right-of-way to supply electric service to the Winning Farm development.
Bettencourt - Welch All in favor VOTED

BUSINESS

1. Committees and Commissions: The Select Board reappointed the following committee members.

*Motion: That the Select Board reappoint Deborah Melkonian to the Board of Registrars for a term to expire March 31, 2022.
Bettencourt - Welch All in favor VOTED

*Motion: That the Select Board reappoint Ashley Stevens to the Cable Advisory Committee for a term to expire June 20, 2022.
Bettencourt - Welch All in favor VOTED

*Motion: That the Select Board reappoint Michael Beauvais to the Field Management Committee for a term to expire July 19, 2021.
Bettencourt - Welch All in favor VOTED

*Motion: That the Select Board reappoint Lauren Costello to the Wildwood Advisory Board for a term to expire May 31, 2022.
Bettencourt - Welch All in favor VOTED

2. Muraco School - Chairman Goluboff informed the audience that second on the agenda is the Muraco and the traffic issues that we have been dealing with there. We had a hearing here and a continuation at Muraco and we have some ideas for next steps.

Beth Rudolph, Town Engineer, wanted to close the loop of where we are now and, make sure that everyone is on the same page. We were lucky enough to have Judith Crocker from the "Safe Routes to School Program" attend the last public hearing at the Muraco School. Ms. Crocker has been meeting with parents over the summer and there is good work going on there. At the same time Ms. Rudolph contacted Toole Design to give her a scope of work to complete a traffic study at the Muraco School. Things that they are going to be looking at are the circulation of the pedestrians at the top of Bates Road and Stone Avenue at the Washington Street intersection. The School Department also asked about the possibility of flipping the bus and car traffic from Bates Road to Tufts Road opposite from the situation today. Ms. Rudolph asked Toole to start the study in late September when school is underway. She has also asked

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them to look at the addition of a sidewalk down the north side of Bates from Washington Street to the school. She just met with Toole Design and expects to get a proposal from them in the next couple of weeks.

Ms. Verdicchio asked when we would get the report and Ms. Rudolph expects that she will receive it by mid-November. Ms. Verdicchio then stated that at the hearing there was some discussion of putting in a sidewalk on the north side of Bates Road because the only sidewalk is on the south side. A large part of the problem or the challenge for the crossing guard is the students walking from the north side of the Muraco district which is where the bulk of the Muraco students are. Ms. Verdicchio realizes that a traffic study would be useful and the schools are looking at changing the circulation pattern but she finds it difficult to imagine any scenario where that sidewalk would not be a huge benefit. Even with the recirculation pattern and doing all the studies that you want to do, the real problem is that we have a crossing guard trying to assist the students crossing a two-way intersection without a signal. Putting a sidewalk on the north side of Bates Road would go a long way to cure that problem. She had some indication from the DPW that they had intended to do this work over the summer. She had thought the only hang-up was that we had to do a property line survey to make sure that the sidewalk would be installed on the Town right of way and to estimate how much it would cost. She did not realize that it needed a Traffic Study to have the sidewalk installed. Ms. Rudolph informed her that she was asked to include the sidewalk as part of the Traffic Study but if the Board wants to move forward to have the sidewalk as a separate component she's fine with that. As long as the Board is comfortable with them working in that direction she can work with Mr. Gill to move that along on a separate path from the Traffic Study. Chairman Goluboff indicated that we all agree that we should move forward with the sidewalk but we need to identify the funding. We can check with DPW to see if there is Chapter 90 money to put the sidewalk in.

*Motion The Select Board authorize the Town Manager and Department of Public Works proceed with the design and construction needed to install a sidewalk on the north side of Bates Road from Washington Street to the Muraco School.

Verdicchio - Welch

All in favor

VOTED

3. **Scooters** - Ms. Wong opened the discussion with the history of what has been done up to today. The Town had a recent meeting with Spin on June 20th that included the Town Planner, the Police Chief and herself, with helmets on, test driving the scooter. They then commenced discussions about exactly how we would move forward with the pilot program. That would include looking at SPIN's standard pilot agreement or standard agreement for operations. Ms. Wong reviewed that agreement with Town Counsel and our insurance agency MIIA. We have already received some pretty significant feedback for amendments, additions or alterations to the contract. She then forwarded that to SPIN and so far it looks like they are on track. So there is nothing, at least from an insurance and legal stand point at this point and time, that is going to prevent us from moving forward. Right now we are really focused on whether this is a good fit and if it is a good fit, do we want to move forward. Then exactly how do we want to operate this particular pilot program, when would we look at the timing of it and also work with SPIN on a lot of nuances.

Ashley Brown, Government Partnerships Manager for SPIN, gave a power point presentation introducing SPIN's history, what the company has to offer, how the scooters work and their Electric Scooter Pilot Program for Winchester to the Board. They were founded in 2016 in San Francisco and recognized for their consistent cooperation and collaboration with cities. They also were backed by Ford Motor Company in 2018. Their partnership promise is never to

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launch without permission from the town/city. SPIN believes in investing in a community long-term for their launch and operation practices with 24/7 customer service.

Chairman Goluboff thanked Ms. Brown and asked if any of the Board members had any questions. Ms. Verdicchio asked how the scooters reacted to the snow and ice during the winter. Ms. Brown told her that they will remove the scooters from the Town once the winter weather begins. Ms. Verdicchio then asked if they are going to provide training events to teach people how to use the scooter and learn how they work. SPIN has done demo rides with the launch events in other communities and can do that in Winchester. Also, has SPIN had experience with underage users? SPIN will work with the Town if the user is underage and suspend the account.

Vice Chair Bettencourt expressed that he feels the data that is obtained is an important part of the process and how often is that made available to the Town? Ms. Brown explained that the contract that they have shared with Ms. Wong and the team has quarterly reports but they can monthly if the Town wants them monthly. It is really up to the Town on how they would like to receive the report. Also, Mr. Bettencourt asked if there was any revenue sharing throughout the process. Ms. Brown responded that there is but they are still working that out with the Town.

Chairman Goluboff informed Ms. Brown that one thing that we hear a lot about and for a long time from our businesses and residents is how hard it is to find parking in our Town center. Our largest parking lot near our Town center is mostly taken up by people who drive a half a mile from their house to the train station and leave their car parked there for more than 10 hours. He does see a lot of opportunity to help a lot of the issues that we have been hearing about. He also shares the concerns with safety and making sure that the sidewalks are available for other users. Chairman Goluboff then entertained comments from the audience.

Jim Whitehead, Chairman of the Traffic & Transportation Advisory Committee, informed the Board that Ms. Wong had met with TTAC at their last meeting. She came in and presented basically what we had just heard from SPIN. The infrastructure issues in our downtown within a mile of the downtown train station are significant. The sidewalks are congested most of the time and our concern was that maybe we are jumping into the pool a little too soon. That we ought to think about addressing some of our infrastructure problems first while we gather data from other experiences like Brookline. Their recommendation would be to move a little slower on this and address some of the other issues first. They would also love to see more detailed data with a little more frequency because that would help them see where the riders are and where we might need to look at installing some bike lanes or other things that would help.

Chairman Goluboff responded that he thinks one big advantage of a pilot program is that first we are not committing to it being permanent. But that it will also provide us data to know where the usages are to help guide where the infrastructures can go and what areas of town that residents are coming from.

Ms. Wong will continue to negotiate with SPIN based on the feedback that she received from the Board and bring an agreement to the Board in August. She also suggested that the Board discuss a formation of a Bike/Scooter committee be formed to help advise, for the longer term issues that we have, on pedestrian safety and needing more bike paths.

4. **Winchester Hospital PILOT Agreement** - Ms. Wong stated that there was some hesitation from the Board about the wording of the contracts with the hospital, in talking with the lawyer from the hospital she recommends that the Board sign the present form. Then they can negotiate the language with the hospital for future contracts.

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*Motion That the Select Board approve the extension of the June 30, 2019 Winchester Hospital PILOT agreement contract in regard to 1021 Main Street.
Bettencourt - Shapiro All in favor VOTED

Ms. Welch left the meeting at 9:10 p.m.

CONSENT AGE NDA

One Day Alcoholic Beverage License(s)

*Motion That the Select Board approve One Day Alcoholic Beverage Licenses for - Amy Rindskopf - July 30 & August 11, 2019 - Wright-Locke Farm Conservancy; Iaritza Menjivar for Griffin Museum - August 1, 2019 - Griffin Museum; David Houghton - August 3, 2019 - Wright-Locke Farm Conservancy; Archie McIntyre - August 4, 7, 15, 17, 24 & 31, 2019 - Wright-Locke Farm Conservancy.
Bettencourt - Verdicchio All in favor VOTED

Staging Permit

*Motion That the Select Board approve the staging permit for Poyant Signs for Tara Realty at 539 Main Street to remove/reinstall the sign and awning so that the building can be painted.
Bettencourt - Verdicchio All in favor VOTED

*Motion That the Select Board approve the staging permit for Quill Construction for Tara Realty at 539 Main Street to paint the outside of the building.
Bettencourt - Verdicchio All in favor VOTED

Other

*Motion That the Select Board accept, with gratitude, the donation of \$12,000 from the John and Mary Murphy Educational Foundation for the pilot initiative "Interface."
Bettencourt - Verdicchio All in favor VOTED

*Motion That the Select Board accept, with gratitude, the donation of \$20,000 from the Cummings Foundation, Inc. as a continuation of a 10 year sustainable grant.
Bettencourt - Verdicchio All in favor VOTED

*Motion That the Select Board accept, with gratitude, the donation of two benches to be installed at Davidson Park on Cross Street in memory of George T. Davidson.
Bettencourt - Verdicchio All in favor VOTED

*Motion That the Select Board accept, with gratitude, the donation of \$970.00 for appreciation of services provided by the COA to be deposited in the COA Gift Account
Bettencourt - Verdicchio All in favor VOTED

COMMUNICATIONS AND WORKING GROUP REPORTS

MEETING SCHEDULE AND AGENDA TOPICS

ADJOURNMENT : 9:25 PM

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

Bettencourt - Verdicchio

Roll Call: Bettencourt, Goluboff, Verdicchio

VOTED

Respectfully submitted,

Lisa Wong, Town Manager