

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, October 19, 2020
Record**

OPENING

Chair Michael Bettencourt called the meeting to order at 7:30 PM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, Amy Shapiro, and Mariano Goluboff. Also present was Town Manager Lisa Wong. (Note - due to the remote participation all Select Board votes are roll call votes.)

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, October 26, 2020 - Regular Session

ACCEPTANCE OF DONATIONS

*Motion That the Select Board accept, with gratitude, a donation in the amount of \$579.41 to the Winchester Coalition for a Safer Community, generously donated by Nelson Aquino to be put towards the Coalition for a Safer Community educational programs.

Verdicchio - Welch

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

VOTED

TOWN MANAGER REPORT AND COMMENTS

1. Appointments: Ms. Wong announced the following appointments in accordance with section 4-2b of the Town Charter, and she respectfully requested that the Select Board vote to waive the fifteen (15) day appointment period for: **DPW Transfer Station Scale Operator - Adam Porter and DPW Water/Sewer Maintenance Foreman - Max Meaney .**

*Motion: That the Select Board waive the customary fifteen (15) day appointment effective waiting period to allow Adam Porter and Max Meaney to begin their employment.

Verdicchio - Welch

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

VOTED

2. Town Manager's Updates:

- Audit: The annual audit for the town is underway. Thanks to the Comptroller's office for managing this process.
- Climate Action: The newly appointed Climate Action Advisory Committee will be holding their first meeting October 27th starting at 7pm. The agenda will include the appointment of officers and the creation of working groups. It makes sense for the committee to hire someone to help with notetaking and meeting notice, especially given that there will be many subcommittees. Depending on the cost, either the Town Manager budget will absorb the cost, or we will have to make a request for a reserve fund transfer.
- Election: Early Voting is still early (Day 3 of 14) but going well with 267 people voting on Day 1. Thanks to the Town Clerk's office for managing this.
- Finances: The Town saved \$20,000 from its estimates for health care costs this year but may see unemployment insurance jump by \$350,000. As the CARES Act does not cover anything for

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the second half of the fiscal year, management will be recommending a supplemental budget and that the Reserve Fund increase from the standard \$400k to cover unanticipated expenses. The town also received state aid about \$1m higher than budgeted that can be used to fund a supplemental budget. Recommendations will be made leading up to Town Meeting.

- IT: The Town submitted a grant for an online permitting system for the Building department that also has the capacity to link with other municipal software programs.
- MBTA: The town is still in discussion with the MBTA over the easement documents. The Town is waiting for the MBTA to provide them with a response to our easement documents, a side agreement addressing noise and other mitigation, a Maintenance Agreement, and bid documents.
- Microenterprise Grant: 4 qualified for Round 1. Round 2 deadline is October 23rd.
- Non-Union Employees: Now that the town has completed negotiations with all 6 unions, senior management is putting together a proposal for consideration at Town Meeting for non-union employees.
- Personnel: The town will be interviewing applicants for the Assistant Treasurer position. The deadline for applications for the Assistant Town Engineer position is October 23rd.
- Project Construction progress will be included in the Oct 26th update.
- Reopening - The Town Manager is conducting another survey on staff on reopening. Under the current Phase 3, offices can elect to be at 50% capacity. Town Hall is currently By Appointment Only but is considering several options to improve customer service as the winter months approach.
- Town Meeting: The Warrant will be mailed out to all residents on Oct 22. It is on the town website already. The Motion book will be emailed to Town Meeting members on October 27th.
- Winning Farm: We anticipate receiving Approval from DCHD next week for the 2 affordable units at the Winning Farm Development. There will be a 60-day marketing period with Unit 1 being Local Preference (live or work in Winchester). The application and the dates for the two virtual information sessions will be posted on the Select Board website after receiving approval

MATTERS FROM THE AUDIENCE

COMPTROLLER'S REPORT

LICENSES

1. **Change of Manager - Left Eden Restaurant Corp. d/b/a The Spot, Winchester, 6 Winchester Terrace and 14 Thompson Street .**

*Motion That the Select Board approve the Change of Manager for the Left Eden Restaurant Corp. d/b/a The Spot, Winchester, 6 Winchester Terrace and 14 Thompson Street to Frank Richardson.

Verdicchio - Welch

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

VOTED

HEARINGS

1. **Eversource and Verizon Grant of Location - to install one new Joint Owned pole (9/4-1X) on the easterly side of Highland Avenue. The improvements are necessary to provide underground electrical service to the Abby Road subdivision, which is currently under construction.** This petition revises the location of one of the poles previously approved by the Select Board on February 24, 2020, which could not be set in the field due to unforeseen utility conflicts. The other pole location approved by the Board in February has been installed. Beth Rudolph, Town Engineer and Jackie Duffy, Eversource representative attended the meeting. Ms. Rudolph informed the Board that her office and the DPW do not have any concerns.

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*Motion That the Select Board approve the Eversource and Verizon Grant of Location for the installation of one new Joint Owned pole (9/4-1X) on Highland Avenue to provide underground electrical service to the Abby Road subdivision. This petition revises the location of one of the poles previously approved by the Select Board on February 24, 2020, which could not be set in the field due to unforeseen utility conflicts.

Verdicchio - Welch

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

VOTED

BUSINESS

1. **Town Engineer: Woodside Road** - Beth Rudolph, Town Engineer, reminded the Board that it states in the Eversource 115kV MOU, 9/14/17, Eversource will reimburse the Town \$175,000 for restoration activities, to be done by the Town. Restoration activities are in the area adjacent to Winter Pond, traffic calming on Woodside/Wildwood and related design work. The Traffic & Transportation Advisory Committee (TTAC) recommends prioritizing speed tables and a raised crosswalk on Woodside Road at Winter Pond. Staff recommendation for the \$175,000 is to fund the design and construction of one traffic calming improvement and limited improvements around Winter Pond. Staff will work with Friends of Winter Pond to identify priority improvements at Big and Little Winter Pond. Toole Design fee is \$70,390 and the remaining amount of \$104,610 will be for construction/construction administrative services. TTAC's second highest priority is the improvements at Woodside Road and Wildwood Street, which is not included in the proposal. Ms. Rudolph informed the Board that staff would have to go before the Conservation Commission and there would need to be a public meeting for the design.

Jennifer Haefeli, Chesterford Road resident and a member of the Friends of Winter Pond, feels that the top priority should be the safety improvements at the intersection of Woodside/Wildwood. Also, the Friends of Winter Pond are requesting that the Town include the installation of a sediment drain for Little Winter Pond. Sediment and sand from the road are currently pouring directly into the pond, creating a sandbar and further harming the pond's health.

The discussion continued around shifting priorities, to doing the bump outs at the intersection of Woodside/Wildwood first and just the speed tables on Woodside Road. Ms. Rudolph told the Board that Toole Design cost would be a little more to make the adjustments. Chair Bettencourt suggested that we see if there is a little more funding out there and come back to next week's meeting.

2. **Town Meeting Warrant Articles** - Mark Twogood, Assistant Town Manager, gave the Select Board the list of warrant articles that the Board is sponsoring with the draft motions, which will require Board approval. He highlighted the following articles and motions.

Article 12 - Authorizes the Select Board to acquire the property located at 278-292 Washington Street and 16-20 Swanton Street and to borrow up to \$3,150,000. Disposition of the property would require future Town Meeting action.

Article 13 - Authorizes the select Board to lease the Waterfield lot parcel. Mina has prepared two motions for the Board's consideration:

Option A seeks Town Meeting approval for the Select Board to lease the property, consistent with the RFP and subject to other terms and conditions determined by the Board, **without further Town Meeting action.**

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Option B seeks Town Meeting approval to lease the property, consistent with the RFP and subject to other terms and conditions determined by the Board, but is **contingent on a future Town Meeting vote.**

Article 14 - Requests an appropriation of funds from Free Cash to contribute the Town's share of improvements to the MBTA Project. A final determination needs to be made as to the items that will be included in the cost sharing agreement with the MBTA.

Article 22 - Requests an appropriation (\$12,235) from the Transportation Network Receipts Reserved Fund to be used for the Highland Avenue Traffic Improvements Project. The Capital Planning Committee is recommending to Town Meeting that \$65,000 be appropriated for the engineering of the Highland Avenue project.

The Select Board agreed with Option B for Article 13; for Article 14 they removed the granite edging of the planters, a cost of \$60,000, and the solar paneling set up on the canopies for a cost of \$100,000. Which brings the request for appropriation of funds from Free Cash down from \$400,000 to \$240,000.

*Motion That the Select Board support the proposed motion language as presented, identifying Option B for the motion under Article 13 and with the proposed amount for Article 14 for the Town Train Station project that is reduced to \$240,000.

Verdicchio - Welch

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

VOTED

3. **Vale Development Update** - Vice Chair Verdicchio updated the Board that both Winchester and Woburn had asked for a stormwater peer review. Weston & Sampson completed our peer review and the developer is pretty much in line with the review with some small improvements needed. The developer is also listening to the Sunset Road neighbors and doing landscaping improvements. Ms. Welch asked if the emergency access issue has been resolved. Vice Chair Verdicchio informed her that it has not been fully resolved. The subdivision plan showed Sunset Road and Forest Street as two potential emergency accesses. The problem with those is this is a very large commercial mixed-use zoning area and is an overlay district, both Sunset Road and Forest Street are zoned for residential use only. There is a zoning issue in Winchester about access off of both. There are some legal issues that have not been resolved but they are willing to discuss and we will pursue that.

4. **654 Main Street** - Ian Gillespie, Gillespie Co, and his team gave a presentation of their plans to develop the Fells Hardware property including the restoration of the house at 63 Vine Street. There will only be two retail places on the Main Street side, one will be Fells Hardware. Also, a diversity of housing with 1 & 2 bedrooms, 2/3 bedrooms with five affordable units. The onsite garage will be lift parking set up for 40 spots. Mr. Gillespie and his team will be meeting with the Planning Board on November 16th.

5. **Committees & Commissions** - The Select Board made the following reappointment:

*Motion That the Select Board reappoint Dr. Michael Britt to the Council on Aging for a term to expire March 21, 2023

Verdicchio - Shapiro

Roll Call: Verdicchio, Shapiro, Goluboff, Bettencourt

VOTED

6. **Halloween** - Chair Bettencourt addressed the neighbors from the Flats concerns as that area usually sees a large amount of families during Halloween. A flyer was made with the "Town of Winchester Halloween 2020 Recommendations" (on the Town Website) such as asking families

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to stay in your own neighborhood and do not turn on your outdoor lights if you do not want to participate in Trick or Treating. Staff will work with the DPW about putting "local traffic only" signage in town neighborhoods that are requested.

7. **Budget Outlook** - Chair Bettencourt told the Board that it is that time of year to start planning for the FY22 Budget & Budget Outlook will be on the agenda going forward. Ms. Wong stated that FY22 is still an unknown and staff will be putting together several different budgets.

EQUITY AND ANTI-RACISM TASK FORCE

CONSENT AGENDA

- *Motion That the Select Board approve request from Cathy Alexander, Chamber of Commerce Executive Director, to hold a parade honoring the 41st Citizen of the Year recipients Winchester's Essential Workers. The parade will be held on Wednesday, November 4th starting at 1:00 p.m. at St. Eulalia's Church down High Street past the fire station continue to Fletcher take left and go by DPW, take a right to honor Stop and Shop, Fells Hardware then go around the rotary to honor Police, Fire and Town Hall workers, take left on Skillings right on Main St to Swanton and take left to go by the two nursing homes and take a left on Highland to Winchester Hospital end at the Cancer Center.

Verdicchio - Welch

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

VOTED

- *Motion That the Select Board approve the renewal of the staging permit to Charles Services to park a dumpster in the parking space in front of Bank of America, 35 Church Street from November 1, 2020 to December 1, 2020.

Verdicchio - Welch

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

VOTED

EXECUTIVE SESSION

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

Verdicchio - Welch

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

VOTED

- *Motion: That the Select Board adjourn from Executive Session to Public Session, not to return to Executive Session.

Verdicchio - Welch

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

VOTED

ADJOURNMENT : 10:35 PM

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

Verdicchio - Welch

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

VOTED

Respectfully submitted,

Lisa Wong, Town Manager