



TOWN OF WINCHESTER SELECT BOARD'S MEETING
SELECT BOARD MEETING ROOM

A. 5:30 P.M. OPENING

Executive Session (closed to public)

5:30 PM

1. Vale, Waterfield Lot - MGL Ch. 30 §21(a) 6 - To consider the purchase, exchange, lease or value of real property.
2. 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.

Notification of Meetings and Hearings (open to public)

5:45 PM

- Monday, May 1, 2023 - Regular Session before Spring Town Meeting
- Monday, May 1, 2023 - Spring Town Meeting
- Monday, May 8, 2023 - Regular Session before Spring Town Meeting
- Monday, May 8, 2023 - Spring Town Meeting
- Monday, May 15, 2023 - Regular Session
- Monday, May 22, 2023 - Regular Session

B. ACCEPTANCE OF DONATIONS

C. TOWN MANAGER REPORT AND COMMENTS

1. Staff Appointments: Police Department Police Officer Lateral Transfer – Dana LaPointe
2. General Topics

D. COMPTROLLER'S REPORT

E. LICENSES

F. HEARINGS

G. BUSINESS

1. Cup 89 Common Victualler License
2. Temporary Parking Ticket Administration/Hearing Officer
3. Waterfield Lot
4. **Spring 2023 Warrant Articles**
5. Committees & Commissions Appointments:
 - a. **Council on Aging** - One Position -
Incumbent Rebecca Dodge Watson – Reappoint, new term
to expire March 31, 2026

Documents:

[2023SELECTBOARDSRINGPOSITIONS.PDF](#)

H. CONSENT AGENDA

1. One Day Liquor Licenses: Gina Ciaccio for Bagels N Brew - May 7, 2023 - Bagels N Brew, 748 Main Street; Beth Harris for Simply Serving - April 29, 2023 - Wright-Locke Farm;
2. Approve Sidewalk for Commercial Purposes Licenses for **The Hive, 553 Main Street and Café Nero, 547 Main Street.**
3. Approve Lauren Tiedemann, Book Ends request to reserve a parking spot in front of Book Ends on May 13, 2023 from 10:00 a.m. - 1:00 p.m. for a guest speaker.
4. Approve Winchester Farmers Market Community Hub **request to have the Farmers Market on the Town Common** June 10 - October 28, 2023 from 8:00 a.m. to 2:30 p.m.
5. Approve/Correct Meeting Minutes: February 6 & 27, 2023

Documents:

[2 6 23 MINUTES.PDF](#)
[2 27 23 MINUTES.PDF](#)

I. COMMUNICATIONS AND WORKING GROUP REPORTS

Spring 2023 Town Meeting - April 24						
Article Number	Article	Sponsor	Select Board Presenter	Select Board Position	Finance Committee Position	Consent Agenda
1	To hear reports of Town Officers and Finance Committee	Select Board				
2	Vacate Seats of TMM's for failure to attend mtgs.	Committee on Rules		Indefinitely Postponed		X
3	Hear Planning Board Report	Planning Board				
4	Amend Table 4.1.1 of the Winchester Zoning Bylaw	Planning Board		Favorable Action 5-0		
5	Amend §3.5.5 of the Winchester Zoning Bylaws	Planning Board		Favorable Action 4-0-1		
6	Bills from prior fiscal years	Town Manager		Indefinitely Postponed		X
7	Supplement FY23 Water and Sewer Enterprise Fund	Town Manager/Finance Commt.		Indefinitely Postponed		X
8	Transfer Free Cash to supplement FY2023 budget	Town Manager/Finance Commt.		Favorable Action 5-0		
9	Appropriate monies from the PEG Access and Cable Related Fund	Town Manager		Favorable Action 5-0		X
10	Appropriate monies from the Parking Meter Fund	Town Manager		Indefinitely Postponed		X
11	Hear Capital Planning Committee report	Capital Planning Commt.				
12	Transfer unexpended capital account balances	Capital Planning Commt.		Favorable Action 5-0		X
13	Appropriate monies for Lake Street Bridge Replacement Project	Capital Planning Commt.		Favorable Action 5-0		
14	Appropriate monies for traffic improvements associated with Lynch School Project	Select Board/Capital Planning	Mike	Favorable Action 5-0		
15	Appropriate monies for Flood Mitigation Project Maintenance	Town Manager				
16	Appropriate monies for engineering/consulting regarding Eversource transmission lines	Select Board		Favorable Action 5-0		X
17	Appropriate monies for traffic calming mitigation per Eversource 345kV MOU	Town Manager				
18	Amend water and sewer rates	Select Board	Anthea	Favorable Action 4-0-1		
Spring 2023 Town Meeting - April 24						
Article Number	Article	Sponsor	Select Board Member	Select Board Position	Finance Committee Position	Consent Agenda
19	FY2024 Budget	Finance Committee				
20	Appropriate funds for FY2024 Water & Sewer Enterprise Fund	Finance Committee				

21	Appropriate funds for FY2024 Recreation Enterprise Fund	Finance Committee			
22	Appropriate monies to Building Stabilization Fund	Finance Committee		Favorable Action 5-0	X
23	FY2024 Revolving Funds	Finance Committee		Favorable Action 5-0	X
24	Authorize Treasurer to Borrow Money	Town Manager		Favorable Action 5-0	X
25	State Highway Funds	Select Board		Favorable Action 5-0	X
26	Personnel Board Report	Personal Board			
27	Authorize Assessors to reduce Tax Levy	Town Manager			
28	Accept Committee Reports/Dissolve Old Committees	Select Board			

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, February 6, 2023
Record**

OPENING

Chair Richard Mucci called the meeting to order at 7:00 PM in the Select Board meeting room located in the Town Hall. Present were Select Board members Vice Chair Anthea Brady, Michael Bettencourt, Mariano Goluboff and John Fallon. Also present was Acting Town Manager Beth Rudolph, PE.

*Motion: That the Select Board adjourn to Executive Session for the purpose of discussing matters related to Personnel Contract Negotiations - MGL Ch. 30 §21(a)2 - To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel; 160 Forest, Waterfield Lot - MGL Ch. 30 §21(a) 6 - To consider the purchase, exchange, lease or value of real property; MGL Ch. 30 §21(a) 3 - To discuss strategy with respect to collective bargaining or litigation.

Brady - Bettencourt VOTED

Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci

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

Brady - Bettencourt VOTED

Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, February 27, 2023 - Regular Session
2. Monday, March 6, 2023 - Regular Session
3. Monday, March 13, 2023 - Regular Session
4. Saturday, March 18, 2023 - Town Election
5. Monday, March 27, 2023 - Regular Session

ACCEPTANCE OF DONATIONS

*Motion: That the Select Board accept donations to the Council on Aging Gift Account - \$180 for transportation purposes, \$384.40 from Meet Up Mondays Socialization and \$4,100 proceeds from the Symposium.

Brady - Bettencourt VOTED

*Motion: That the Select Board accept an earmark of \$50,000 from the Department of Fire Services to the Fire Department for a new LifePak Monitor/defibrillator and Lucas CPR device.

Brady - Bettencourt VOTED

*Motion: That the Select Board accept an earmark of \$150,000 from the Executive Office of Housing and Economic Development towards implementation of the Town's Local Rapid Recovery Plan (LRRP).

Brady - Bettencourt VOTED

*Motion: That the Select Board accept a grant of \$50,000 from MassDOT Shared Streets and Spaces program to the Town for the purchase of snow removal equipment.

**Monday, February 6, 2023
Select Board Meeting**

1 Brady - Bettencourt VOTED

2
3 *Motion: That the Select Board accept a grant of \$87,480.25 from MassDOT Shared
4 Streets and Spaces program to the Town towards the reconstruction of the
5 intersection of Woodside Road and Wildwood Street.

6 Brady - Goluboff VOTED

7
8 *Motion: That the Select Board accept a grant of \$243,856.21 From the MassDOT Winter
9 Recovery Assistance Program (WRAP) to the Town for use towards (1)
10 rehabilitation, reconstruction, resurfacing or preservation of roadways and
11 appurtenances; (2) repair or replacement of traffic control devices, signage,
12 guardrails, and storm grates, or (3) road striping and painting.

13 Brady - Goluboff VOTED

14
15 **TOWN MANAGER REPORT AND COMMENTS**

- 16 1. Appointments: Ms. Rudolph announced the following appointments in accordance with section 4-2b
17 of the Town Charter and requests that the Select Board waive the fifteen-day waiting period:
18 **Treasurer/Collector Office Principal Clerk I - Elaine Tripoli; DPW Transfer Station Foreman -**
19 **Joseph DiRienzo; DPW School Custodian (conditional appointment) - Ian Long**
20

21 *Motion That the Select Board waive the customary fifteen (15) day appointment waiting
22 period to allow Elaine Tripoli, Joseph DiRienzo & Ian Long to begin their
23 employment.

24 Brady - Goluboff VOTED

- 25
26 2. Acting Town Manager's Updates: Ms. Rudolph recognized the great and hard work that the DPW
27 did this past weekend taking care of the town buildings due to the negative degree temperatures.
28 For the Housing Production Plan, Chair Mucci asked if any Board member would be interested
29 working on the updated plan. Mr. Bettencourt and Mr. Fallon volunteered and Mr. Goluboff
30 recommended that the Planning Board also appoint a few of their Board members as the plan was a
31 joint effort with the Select Board. Please find below additional updates on various topics for
32 February 6, 2023 meeting:
33

34 **87-89 Cross Street**

35 The Town was notified last week that the Department of Housing and Community Development
36 (DHCD) approved the application for project eligibility under the Local Initiative Program (LIP) for
37 87-89 Cross Street. The project is proposed to consist of nine units, two of which will be affordable;
38 all of which will be eligible for inclusion in the Town's subsidized housing inventory. The next step is
39 for the applicant to apply to the Zoning Board of Appeals for a Comprehensive Permit.

40 **Housing Production Plan**

41 The Town's Housing Production Plan was adopted by the Select board on October 9, 2018 and
42 approved by DHCD on February 25, 2019. Under the DHCD guidelines, plans are valid for five
43 years from the date of approval by DHCD, or February 24, 2024 for Winchester's Plan. The Board
44 will need to discuss options for updating the plan ahead of the 2024 deadline. The Town worked
45 with MAPC to draft the original plan.

46 **Outdoor Dining Applications**

47 The Select Board adopted the 2023 Outdoor Dining Policy on January 9th. The outdoor dining
48 season will run from April 10th to November 15th. Applications are currently available in the Town
49 Manager's office and are due on February 16th. We expect them to be reviewed at the Board's
50 meeting on February 27th.

51 **Winchester Chamber of Commerce News**

52 The Chamber of Commerce recently announced the retirement of Executive Director Cathy
53 Alexander after 40 years of leadership at the helm of the Chamber. Dana Garmey, who has worked
54 at the Chamber since 2020, has officially taken over the role of Executive Director. Best wishes to
55 Cathy in her retirement, and I look forward to working with Dana in her new role!

1 **Spring 2023 Town Meeting Schedule**

2 The warrant for the Spring 2023 Town Meeting will close on Friday, March 10th. The first night of
3 Town Meeting is scheduled for Monday, April 24th.

4 **Annual Town Census**

5 The Town Clerk's office mailed the Town Census on January 20th. The mailing also includes
6 instructions on how to purchase Transfer Station permits and dog licenses online. Permits and tags
7 can also be obtained in person on Mondays from 8am-7pm, Tuesday through Thursday from 8am-
8 4pm and Friday from 8am - 12 noon. Drop boxes are also available at the front and rear of Town
9 Hall. The census must be returned to stay active on the voter list. The Annual Town Election is
10 scheduled for Saturday March 18, 2023 at the WHS Gymnasium.

11 **Construction/Capital Project Updates**

12 • On-going Construction projects:

- 13 ○ Eversource 345kV Project - Limited work is on-going as weather permits on Cross and
14 Washington Streets. Eversource has start work on Lake Avenue (near Horn Pond) in
15 Woburn in the coming weeks. Traffic will be restricted to one-lane alternating traffic in
16 that area during construction.
- 17 ○ Eversource 115kV Project - No additional work is expected until the spring. Eversource
18 has committed to installing the speed tables on Woodside Road as designed by Toole
19 and previously discussed by the Board.
- 20 ○ Main Street Bridge Railing Repairs - Work started again last week on the upstream side
21 of the bridge to install the bridge rail caps.
- 22 ○ North Reservoir Dam - Construction is substantially complete and shut down for the
23 winter. Final loam, seed, and plantings will be installed in the spring.
- 24 ○ Transfer Station Renovation - Demolition of the incinerator building is scheduled for mid
25 to late February pending Eversource schedule for transformer installation.
- 26 ○ Muraco School Roof - All roof replacements are complete. Fascia and soffit work is on-
27 going as well as other repairs. Work is scheduled to be complete by March. The
28 contractor has been working around the school schedule and weather, which has
29 delayed completion a bit.
- 30 ○ Parkhurst Modular Classrooms - Triumph Modulares has been awarded the contract and
31 are currently manufacturing the classrooms. Site work will start in April and classroom
32 installation will begin in June for a September occupancy.

33 • Projects currently out to bid:

- 34 ○ Lake Street Bridge project - Bid opening March 9th. Work expected to start in April/May
35 and will require full closure of the bridge for at least two months. Weston & Sampson will
36 be attending the Board's meeting on February 27th with a project update.
- 37 ○ Winter Pond Water Quality Project - Bid opening March 8th.
- 38 ○ Parkhurst School improvements - Bid opening April 6th.

39 • Upcoming Construction projects:

- 40 ○ Woodside Road and Wildwood Street - Construction was delayed to spring 2023.
- 41 ○ Muraco School Electrical - The electrical bid was awarded and the contract is being
42 executed for work to occur in summer 2023.
- 43 ○ Parkhurst Swing Space - Bid proposals were due last week for the modular classrooms.
- 44 ○ The following projects are currently being prepared for bid: McCall **Façade**, RRFB at
45 Leonard Field, Winchester High School Drainage, Town Hall Fire Alarm, Lead Lines,
46 HVAC at Parkhurst, McCall Middle School Controls.

47 **Community Events/Notes**

- 48 • **Teen Depression: What Parents, Schools, and Communities Can Do** - February 7th at
49 7pm, Winchester High School Library. Sponsored by The Winchester Coalition for a Safer
50 Community. RSVP to winchestercoalition@gmail.com
- 51 • **Lunch with Lisa Damour, PhD** author of The Emotional Lives of Teenagers, Wednesday,
52 March 22nd at Wright Locke Farm. RSVP to winchestercoalition@gmail.com
53

Monday, February 6, 2023
Select Board Meeting

1 **PUBLIC COMMENT** - Pamela Cort, 112 Arlington Street, is concerned about the process of the Town
2 budget as she feels that it is not coming from the Town Manger but from the Select Board. She has
3 multiple questions about the budget and ARPA funding but the budget meeting that the Select Board
4 held was not recorded. Chair Mucci responded that we have budget summits/discussions, with staff,
5 and the Town auditor, getting information which is used to help staff balance the budget. The in person
6 meetings were posted and the public was welcome to attend. The budget is due to be sent to the
7 Finance Council on February 15th, at which time it will be available on the website and the Town
8 Manager will present it to the Select Board and public at the February 27th meeting.
9

10 **COMPTROLLER'S REPORT**

11 The Select Board acknowledged the Comptroller's Financial Report as of December 31, 2022.
12
13

14 **LICENSES**

15
16 1. **Continued from December 19th meeting: Alcohol License, Section 12, All Alcoholic Beverages to**
17 **PPT Hospitality LLC dba Putarin Thai, 831 Main Street, manager Patcharin Jeesom** - Chair
18 Mucci stated he has been in contact with the attorney and they asked for a continuance to the March
19 27, 2023 meeting.
20

21 2. **Common Victualler License Renewal - Frozen Hoagies**

22
23 *Motion: That the Select Board approve the Common Victualler License renewal for
24 Frozen Hoagies.
25 Brady - Goluboff VOTED
26

27 **BUSINESS**

28
29 1. **Retirement Board: FY23 COLA** - Stacie Ward, Comptroller, Michael Lucas, Asst. Comptroller and
30 Robert Fray, Retirement Board Chair, attended the meeting to request a one-time Cost of Living
31 Adjustment (COLA) increase. Mr. Fray explained that according to Massachusetts General Law
32 Retirement Systems and Pensions, the maximum COLA that a Massachusetts retirement system
33 can adopt is a 3% increase to the base wage. In November of 2022, the Governor approved a one-
34 time COLA increase for the fiscal year 2023 of up to 5%. This increase is not automatic, the
35 Winchester Contributory Retirement System (WCRS) has to approve the increase and then it needs
36 the approval of the Select Board. At their January meeting the WCRS approved the increase to the
37 maximum of 5% from \$420 to \$700 in fiscal year 2023. The Social Security increases over the last
38 few years are clearly well above what our retirees have been receiving and they are asking for the
39 Select Board's support for the Town's employees.
40

41 *Motion: That the Select Board approve the one-time COLA increase for FY2023 of 5%
42 for the Winchester Contributory Retirement System.
43 Brady - Bettencourt VOTED
44

45 2. **Interfund Borrowing: Lynch School Construction** - Shelia Tracy, Treasurer/Collector, reviewed the
46 borrowing process and she is asking for an advance of \$900,000 so that there are enough funds for
47 the Lynch School construction.
48

49 *Motion That the Select Board authorize the advance interfund borrowing of \$900,000
50 for the Lynch School construction.
51 Brady - Bettencourt VOTED
52

53 3. **PAYT: Julia Greene, MassDEP** - Julia Greene, MassDEP Municipal Assistance Coordinator and
54 Nick Parlee, Transfer Station Coordinator, attended the meeting to discuss Pay-As-You-Throw
55 (PAYT) options for the Transfer Station. Ms. Greene explained that PAYT is a solid waste program
56 where residents pay a per-unit fee for disposal of household trash. This creates a financial incentive
57 to reduce, reuse, and recycle more; and waste less. There are 155 Massachusetts municipalities

Monday, February 6, 2023
Select Board Meeting

1 that have the PAYT program and trash is reduced by 25-50% in those communities. There are many
2 ways for Winchester to fund the PAYT program such as under Fixed Costs could be part of the tax
3 base, flat fee (transfer station) or a combination of. Variable Costs could be bag/sticker fee
4 (including overflow) or bulky waste fee. Programs that compliment PAYT are Food Waste/Bulky
5 Item collections and reuse programs. MassDEP offers a technical assistance grant that offers 80
6 hours dedicated in-kind technical assistance from Ms. Greene which would also include a financial
7 analysis of PAYT, assist in drafting comprehensive private hauler regulations and the PAYT
8 implementation plan. The Town would have to match the 80 hours but we need to apply by June 1st
9 if we wish to implement the PAYT program January 2024.

10
11 *Motion That the Select Board direct the Town Manager to work with the DPW to apply
12 for the Pay-As-You-Throw technical assistance grant for the Transfer Station.
13 Brady - Bettencourt VOTED
14

15 **4. Transportation Master Plan Update** - Alexis Vidaurreta and Jeffrey Rosenblum, Toole Design gave
16 a refresher on the Transportation Master Plan, the progress to date, transportation identification,
17 project prioritization and next steps. Partnership projects would require coordination with another
18 municipality or state agency such as bringing together recommendations from other plans like the
19 DCR Parkways plan. The safety factor is at the top of the project prioritization with schools, activity
20 centers, street activity and multimodal connections second. For next steps, they will have a public
21 meeting February 15th with the final plan being issued this spring. Mr. Fallon asked as they do the
22 improvements it is a never ending cycle of traffic being rerouted how is Toole addressing that issue.
23 Ms. Vidaurreta replied that they do review the impacts of doing one street and how does it impact
24 the surrounding streets. Roger McPeek, Capital Planning Committee Chair, stated that he would like
25 to see more detailed data and Toole is finalizing the spread sheet. Ben Keeler, TTAC, commented
26 that this plan is just talking about the projects but not the vision and feels that they need to move this
27 along. He also stated that we need to figure a way to have DPW take on more of the maintenance to
28 save money. Chair Mucci stated that we would like to see a draft plan before the final plan to allow
29 everyone to give comments and feedback. Tonight's presentation was just an update to the Board,
30 no action is needed.
31

32 **5. Waterfield Lot Civico** - Civico submitted their permitting set and there is a request to extend their
33 due diligence to March 15th.
34

35 *Motion That the Select Board extend Civico's due diligence to March 15th and authorize
36 the Town Manager to sign the amendment.
37 Brady - Bettencourt VOTED
38

39 **6. FY24 Budget/Capital Plan/ARPA** - The Select Board have given staff some directives and we will
40 continue to the discussion to the February 27th meeting.
41

42 **7. Draft Warrant Articles** - Ms. Rudolph reminded the Board that the warrant closes March 10th and we
43 have two meetings before that. Chair Mucci would like to produce an opioid stabilization fund as we
44 will be receiving more coming from the state for the next nine years. Ms. Rudolph will follow up with
45 Stacie Ward, Comptroller, as to whether a fund can be established. Matt Abrahams, The Abrahams
46 Group, will be attending a meeting in March to discuss the Water & Sewer rates.
47

48 **8. Town Manager Contract** - The Board members reviewed Ms. Rudolph's three year contract and
49 authorize Chair Mucci to execute the contract beginning February 7th.
50

51 *Motion That the Select Board authorize Chair Mucci to execute the Town Manager's
52 contract beginning February 7th and pertaining to section 1 B of the contract that
53 Ms. Rudolph is allowed to continue.
54 Brady - Bettencourt VOTED
55

56 **CONSENT AGENDA**

Monday, February 6, 2023
Select Board Meeting

- 1
2 *Motion That the Select Board approve One Day Liquor Licenses for Gina Ciaccio for
3 Bagels N Brew - February 12, 2023 - Bagels N Brew, 478 Main Street; Michelle
4 Mackenzie for Superior Servers - April 29, 2023 - Griffin Museum; Lauren
5 Tiedemann for Book Ends - January 23, 2023 - Book Ends, 559 Main Street.
6 Brady - Goluboff VOTED
7
8 *Motion That the Select Board appoint the Town as the Monetary Agent for Affordable
9 Unit.
10 Brady - Goluboff VOTED
11
12 *Motion That the Select Board approve Town Day annual permissions for Friday, June 2
13 and Saturday, June 3, 2023 with a rain date of Sunday, June 4, 2023. A.) Street
14 closings and parking bans: Friday, June 2nd - Block Party - 5:30 PM - 9 PM -
15 closure of Mt. Vernon St. from Converse Place to Washington Street; Saturday,
16 June 3rd (or rain date of Sunday, June 4th) 6:00 AM to 10 PM: Main Street
17 (Rotary to Mystic Valley Pkwy); Mt. Vernon St. (Rotary to Washington St.),
18 Thompson St.; and Converse Pl.; Jenks Parking Lot (to replace displays
19 normally on Laraway Rd); B.) Approval to use the following open areas: Town
20 Common, Manchester Field, Eliot Park, Town Hall and the Mill Pond and
21 adjacent grounds; C.) Approval for a fireworks display from Manchester Field.
22 Brady - Goluboff VOTED
23
24 *Motion That the Select Board approve the Parade Permit for En Ka Fair - Saturday,
25 May 20, 2023 (Route: Skillings Road to Main Street; left onto Main Street, pass
26 Stop & Shop and Winchester Savings Bank; travel around the traffic circle (Quill
27 Rotary) and up Church Street, where it will turn left onto Waterfield Road and
28 left again onto Mystic Valley Parkway; at intersection with Main Street, left onto
29 Main Street, right onto Mt. Vernon Street and continue to the Edward F.
30 O'Connell Plaza on the grounds of the Veterans Honor Roll, Town Hall, where it
31 will disband after the flag ceremony.) Mt. Vernon Street will be closed to traffic
32 from Quill Rotary to the Washington Street Intersection for the duration of the
33 Parade.
34 Brady - Goluboff VOTED
35
36 *Motion That the Select Board approve the Public Amusement License for EnKa Society
37 for EnKa Fair - 5:00-11:00 p.m. Friday, May 19, 2023 and 10:00 a.m. - 10:00
38 p.m. Saturday, May 20, 2023.
39 Brady - Goluboff VOTED
40
41 *Motion That the Select Board approve the meeting minutes for November 7 & 28,
42 2022.
43 Brady - Goluboff VOTED
44
45 **ADJOURNMENT : 10:25 PM**
46
47 *Motion: That the Select Board adjourn for the evening.
48 Brady - Bettencourt
49
50 Respectfully submitted,
51 Beth Rudolph, Town Manager

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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, February 27, 2023
Record**

OPENING

Chair Richard Mucci called the meeting to order at 6:45 PM in the Select Board meeting room located in the Town Hall. Present were Select Board members Vice Chair Anthea Brady, Michael Bettencourt, Mariano Goluboff and John Fallon. Also present was Acting Town Manager Beth Rudolph, PE.

*Motion: That the Select Board adjourn to Executive Session for the purpose of discussing matters related to MGL Ch. 30 §21(a) 5 - To discuss investigation of criminal misconduct; MGL Ch. 30 §21(a)3 - To discuss strategy with respect to collective bargaining or litigation; Griffin Museum Lease, 160 Forest, Waterfield Lot - MGL Ch. 30 §21(a) 6 - To consider the purchase, exchange, lease or value of real property.

Brady - Bettencourt VOTED

Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci

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

Brady - Bettencourt VOTED

Roll Call: Brady, Bettencourt, Goluboff, Fallon, Mucci

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, March 6, 2023 - Regular Session
2. Monday, March 13, 2023 - Regular Session
3. Saturday, March 18, 2023 - Town Election
4. Monday, March 27, 2023 - Regular Session
5. Monday, April 10, 2023 - Regular Session

ACCEPTANCE OF DONATIONS

*Motion: That the Select Board accept an earmark of \$200,000 from the Massachusetts Office of Energy & Environmental Affairs for the purchase of a sidewalk plow.

Brady - Goluboff VOTED

*Motion: That the Select Board accept a grant of \$84,326 from the Department of Energy Resources to repair/replace the steam traps at the Recreation Department and Parkhurst School.

Brady - Goluboff VOTED

TOWN MANAGER REPORT AND COMMENTS

1. Appointments: Ms. Rudolph announced the following appointment in accordance with section 4-2b of the Town Charter and requests that the Select Board waive the fifteen-day waiting period: **DPW School Head Custodian - Daniel Medwar.**

*Motion That the Select Board waive the customary fifteen (15) day appointment waiting period to allow Daniel Medwar to begin their employment.

Brady - Bettencourt VOTED

2. Town Manager's Updates: Please find below additional updates on various topics for February 27, 2023 meeting:

1
2 **Municipal Cybersecurity Awareness Grant**

3 The Town was recently notified that Winchester received a Municipal Cybersecurity Awareness
4 Grant from the Executive Office of Technology Services and Security (EOTTS). This year's
5 program will provide over 50,000 employees from municipalities and public school districts across
6 the Commonwealth with critical cybersecurity training to better detect and avoid cyber threats. This
7 is Winchester's second year receiving the grant thanks to the efforts of our IT Director Matt Griffin.

8 **Traffic and Pedestrian Safety Improvements**

9 The Town of Winchester received Winter Recovery Assistance Program (WRAP) grant funding last
10 year and DPW has used a portion of the funds to purchase and install six radar speed feedback
11 signs on Highland Avenue, Forest Street, and Palmer Street near the Parker-Ellis Tennis Courts,
12 and four RRFB:s to be installed at the new crosswalk at the corner of Waterfield Road and Church
13 Street (between Studio on the Common and Bank of America) and at the crosswalk on Highland
14 Avenue near Hillcrest Parkway.

15 **Washington - Swanton Street MHP Project Eligibility**

16 The Town has been notified that the Massachusetts Housing Partnership (MHP) has received a
17 request for a determination of Project Eligibility from Melanson Development Group for the property
18 at the corner of Washington and Swanton Street. The Town has 30-days from the date of the letter
19 (February 15th) to submit comments to MHP.

20 **Spring 2023 Town Meeting Schedule**

21 The warrant for the Spring 2023 Town Meeting will close on Friday, March 10th. The first night of
22 Town Meeting is scheduled for Monday, April 24th.

23 **Annual Town Election - Saturday, March 18th**

24 The Annual Town Election is scheduled for Saturday, March 18, 2023 at the WHS Gymnasium. The
25 deadline to apply for vote by mail is March 13th. Additional information available at
26 <https://www.winchester.us/904/VOTE-in-Winchester>

27 **Construction/Capital Project Updates**

28 • On-going Construction projects:

- 29 ○ Eversource 345kV Project - Limited work is on-going as weather permits on Cross and
30 Washington Streets. Eversource has started work on Lake Avenue (near Horn Pond) in
31 Woburn. Traffic will be restricted to one-lane alternating traffic in that area during
32 construction.
- 33 ○ Eversource 115kV Project - Eversource is currently completing cable pulling activities. They
34 have committed to installing the speed tables on Woodside Road as designed by Toole and
35 previously discussed by the Board.
- 36 ○ Main Street Bridge Railing Repairs - Work is on-going to install the bridge rail caps. Work on
37 the upstream side has been completed.
- 38 ○ North Reservoir Dam - Construction is substantially complete and shut down for the winter.
39 Final loam, seed, and plantings will be installed in the spring.
- 40 ○ Transfer Station Renovation - Demolition of the incinerator building is scheduled for mid to
41 late March pending Eversource schedule for transformer installation.
- 42 ○ Muraco School Roof - All roof replacements are complete. Fascia and soffit work is on-going
43 as well as other repairs. Work is scheduled to be complete by March.
- 44 ○ Parkhurst Modular Classrooms - Triumph Modularity has been awarded the contract and are
45 currently manufacturing the classrooms. Site work will start in April and classroom
46 installation will begin in June for a September occupancy.

47 • Projects currently out to bid:

- 48 ○ Lake Street Bridge project - Bid opening March 9th. Work expected to start in April/May and
49 will require full closure of the bridge for at least two months. Weston & Sampson will be
50 attending the Board's meeting on March 6th with a project update.
- 51 ○ Winter Pond Water Quality Project - Bid opening March 8th.
- 52 ○ Parkhurst School improvements - Bid opening April 6th.
- 53 ○ South Reservoir Dam Aeration project - Bid opening March 22nd.

54 • Upcoming Construction projects:

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2 **4. ARPA Funding** - Ms. Rudolph gave an overview of the FY24 Town Manager Financial Plan that was
3 submitted to the Finance Committee on February 15th and summarized the proposed FY24 budget
4 and long-term financial projections.
5

6 **5. Capital Planning Committee** - At an earlier meeting the Board had asked the Capital Planning
7 Committee (CPC) to choose capital projects that impact Health and Safety that were “shovel ready”
8 to add to Spring Town Meeting using free cash. Roger McPeek, CPC Chair, presented the following
9 potential projects: Lincoln School flatwork - the engineering work is not complete which would allow
10 the vetting of the items that need to be replaced, plans could be ready by summer (1.4-1.8mil);
11 Library Windows - \$80,000 is for the engineering but this will be about 1mil; Ambrose & VO
12 Playscapes - contractor recommendations are that they are beyond repair they should be replaced.
13 CPC recommends that they do both at the same time - \$100,000; Ambrose roof needs to be done
14 first 1.3 mil then McCall roof second potentially more than 2mil. Not including Lincoln, the total is
15 4.4mil. Mr. McPeek stated that this process that the Board asked him to do is not the way that CPC
16 processes projects. CPC is four months out of beginning this year’s cycle and what the committee
17 would like the Board to do is put the money to capital and let them move through the process that
18 they do every year.
19

20 Discussion continued around giving capital an extra 2mil or not spending the money on capital. If
21 spending the money, have an operating override in FY24, not spending the money then the override
22 would be in FY26. The Board decided not to use free cash for the capital projects. Staff will work
23 out what projects can be done with the ARAP funds that are left.
24

25 **6. ARPA Funding** - Ms. Rudolph informed the Board that she has the following three ARPA funding
26 requests for the Board to consider. Nicole Langley, Library Director, submitted a request for
27 \$45,542.48 to support technology and WIFI upgrades at the library; Dr. Frank Hackett, School
28 Superintendent, requested funds to cover the cost of bus transportation to transport Lynch students
29 to the Parkhurst for school years 2023-24 & 2024-25, estimated per year of \$200,000 to \$500,000;
30 and a VFA software update, preliminary cost is estimated at \$140,000. The Town currently tracks
31 and maintains our building related capital needs using VFA software. Staff are working with VFA to
32 evaluate the scope of completing a town-wide building re-assessment and update to the VFA
33 software.
34

35 *Motion That the Select Board approve up to \$50,000 of ARPA funding to improve the
36 wireless in the library.
37 Brady - Bettencourt VOTED
38

39 **7. State of the Town Committee** - There was no discussion on this matter.
40

41 **8. Spring Town Meeting Warrant Articles** - The Board received the list of warrant articles for them to
42 consider to sponsor and will need to vote on which articles to sponsor at the March 6th meeting. Ms.
43 Rudolph discussed Article 16, which is to fund the design of the Lynch School traffic improvements.
44 The Board had no issue with adding the article to the Spring Town Meeting warrant.
45

46 **9. Outdoor Dining Applications Review** - Five restaurants submitted applications and staff is
47 recommending that the Board approve the closing for outdoor dining be at 10:00 p.m. The Board
48 approved the submitted Outdoor Dining Applications for A Tavola, Black Horse Tavern, First House
49 Pub, and Lucia’s, China Sky’s request was put on hold.
50

51 *Motion: That the Select Board approve the use of three parking spots and the use of the
52 sidewalk on Church Street to be used for outdoor dining for A Tavola no later than
53 10:00 p.m.
54 Brady - Bettencourt VOTED

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- 1
2 *Motion: That the Select Board approve the use of three parking spots and the use of the
3 sidewalk on Thompson Street to be used for outdoor dining for Black Horse
4 Tavern no later than 10:00 p.m.
5 Brady - Bettencourt VOTED
6
7 *Motion: That the Select Board approve the use of three parking spots and the use of the
8 sidewalk on Main Street to be used for outdoor dining for First House Pub no later
9 than 10:00 p.m.
10 Brady - Bettencourt VOTED
11
12 *Motion: That the Select Board approve the use of three parking spots and the use of the
13 sidewalk on Mt. Vernon Street in front of the restaurant frontage to be used for
14 outdoor dining for Lucia's no later than 10:00 p.m. with the addition of ADA access
15 and adherence to the ABCC Patio and Outdoor Areas guideline #3.
16 Brady - Bettencourt VOTED
17

18 **10. Lynch Project Funding Agreement** - Meg White, Project Manager, requested that the Select Board
19 authorize the Town to enter into, and have the Town Manager sign, the Lynch Project Funding
20 Agreement.
21

- 22 *Motion That the Select Board authorize the Town to enter into and be bound by the
23 Project Funding Agreement for the Lynch Elementary School Project and to
24 authorize the Town Manager to execute the document on behalf of the Town.
25 Brady - Bettencourt VOTED
26

27 **11. March 18, 2023 Election Warrant** - The Board signed the election warrant.
28

29 **CONSENT AGENDA**
30

- 31 *Motion That the Select Board approve One Day Liquor Licenses for Lauren Tiedemann
32 for Book Ends - March 30, April 27, May 25, June 29 & July 27, 2023 - Book
33 Ends, 559 Main Street; Norman Doucette for Jumelage - March 31, 2023 -
34 Sanborn House; Michelle Noska for Beaujolais Catering - March 11, 2023 -
35 Wright-Locke Farm; Gin Ciaccio for Bagels N Brew - March 18 & 19, 2023 -
36 Bagels N Brew, 748 Main Street; Crista Dix for the Griffin Museum - March 2,
37 2023 - Griffin Museum.
38 Brady - Bettencourt VOTED
39
40 *Motion That the Select Board the increase of the expense cap of the FY23 Synthetic
41 Turf Revolving Fund from \$75,000 to \$100,000.
42 Brady - Bettencourt VOTED
43
44 *Motion That the Select Board approve Abby Road change to escrow account and
45 authorize Town Manager to sign the document.
46 Brady - Bettencourt VOTED
47
48 *Motion That the Select Board approve Crawford Memorial United Methodist Church's
49 request to hold its annual Easter Sunrise Service at Sandy's Island on Sunday,
50 April 9, 2023 beginning at 6:30 a.m.
51 Brady - Bettencourt VOTED
52
53 *Motion That the Select Board approve the Eighth Annual Kids PMC Bike Ride - June
54 10, 2023, 8:30 - 11:30 AM on the following streets: Horn Pond Brook Road,
55 Sylvester Avenue and Carter Street.
56 Brady - Bettencourt VOTED

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ADJOURNMENT : 10:30 PM

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

VOTED

Respectfully submitted,
Beth Rudolph, Town Manager

DRAFT