

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, January 24, 2022
Record**

OPENING

Chair Susan Verdicchio called the meeting to order at 6:30 PM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Michael Bettencourt, Mariano Goluboff, and Richard Mucci. Also present was Acting Town Manager Beth Rudolph, PE. (Note - due to the remote participation all Select Board votes are roll call votes.)

*Motion: That the Select Board adjourn to Executive Session for the purpose of discussing matters related to Washington/Swanton, Waterfield Lot - MGL Ch. 30 §21(a) 6 - To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have detrimental effect on the negotiating position of the governmental; MGL Chapter 30 §21(a) 2 - Negotiation strategy non-union personnel and collective bargaining strategy.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTED

*Motion: That the Select Board adjourn from Executive Session to Public Session, to return to Executive Session.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTED

NOTIFICATION OF MEETINGS AND HEARINGS

1. Tuesday, January 25, 2022 - Northeast Metro Tech Election
2. Friday, January 28, 2022 - Budget Summit
3. Monday, February 7, 2022 - Regular Session
4. Monday, February 28, 2022 - Regular Session
5. Friday, March 11, 2022 Warrant Closes
6. Saturday, March 19, 2022 - Annual Election

ACCEPTANCE OF DONATIONS

*Motion That the Select Board accept, with gratitude, a donation of \$2,500, from the Johnston Family to the Police Department in thanks for serving the community, to be deposited in the Police Gift Account.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTED

*Motion That the Select Board accept, with gratitude, the Emergency Management Planning Grant for \$5,100 to the Fire Department to be used for emergency equipment.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTED

*Motion That the Select Board accept, with gratitude, the State Firefighter Safety Equipment Grant for \$19,000 to the Fire Department to be used for Self-Contained Breathing Apparatus filling station.

Goluboff - Bettencourt

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Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio

VOTED

TOWN MANAGER REPORT AND COMMENTS

1. Acting Town Manager’s Updates:

Please find below an update on various topics for discussion at the Board’s January 24th meeting:

AGENDA ITEMS:

2022 Outdoor Dining Applications

Outdoor dining applications were due on January 5th. Applications were received from seven businesses. Below is a summary of the number of requested parking spaces for each business, along with the number of spaces that were approved last year.

Business	2021 Approved Spaces	2022 Requested Spaces
Black Horse Tavern	5	3
First House Pub	4	4
Lucia’s	4	3
A Tavola	3	3
China Sky	4	3
The Spot (closed)	2	0
Sim II Jewelers	0	2
Frozen Hoagies	None - sidewalk seating only	
TOTAL	22	18

Two of the businesses – First House Pub and A Tavola – also submitted for their alteration of premises application with ABCC, which would allow them to serve alcohol outside after April 1st. If the Board approves their outdoor dining applications on Monday night we will hold the hearings for these two applications. If the Board postpones a decision, we will open the hearing and postpone the hearing until your next meeting.

Refunding Bond Approval

The four bonds from April 2011 were successfully sold on January 19th. The Town received a total of 8 bids, and Piper Sandler & Co was the winning bidder with a true interest cost (TIC) of 1.4650% (after resizing). The final present value savings are \$2,012,103, or 16.69% of the bonds refunded; budgetary savings are \$2,269,824 over the remaining life of the bonds refunded.

ADDITIONAL UPDATES:

ARPA Funding Requests

On December 14th, the Town Manager’s office set a “last call” for ARPA funding requests to various Town departments, boards, committees and community organizations. All revised proposals are due January 14, 2022, and the Board will discuss next steps at your meeting on February 7th. Attached is the **draft** spreadsheet summarizing the requested projects. This list has not been reviewed internally for compliance with the final ARPA rule issued by the Treasury Department last week.

Transfer Station Working Group

The Acting Town Manager will be putting together a Working Group to discuss long-term financial considerations for operation of the Town’s Transfer Station. Current recommended membership is Town staff (Acting Town Manager, Assistant Town Manager, DPW staff, Sustainability Director, and Town Clerk), two members of the Select Board, two members of the Finance Committee, and three Town Meeting members, one of which shall be a neighborhood representative. This item will be docketed for the Board’s meeting on February 7th for further discussion.

Lynch School Feasibility Update

The Lynch Replacement Project website is now live and can be found at www.lynch2025.com. The website includes an FAQ page and Gmail address for questions, which the project team will be addressing weekly. The website includes information about the six remaining site design options currently under consideration by the EFPBC. The Preferred Schematic Report (PSR) will be submitted to the MSBA on March 3rd. Members of the EFPBC will be in attendance at the February 7th Select Board meeting to review the project status.

Northeast Metropolitan Regional Vocational School

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The Northeast Metrotech election related to the school rebuilding project is scheduled for Tuesday, January 25th from 11am to 6pm. It is a requirement of the MSBA to have the election certified by February 3rd. In order to be approved, the ballot question must pass by a majority of all votes casts in the member communities.

Town Clerk Office Updates

Annual census forms have been mailed to all residents and are due within 30 days of receipt. Applications for the 2022 Transfer Station permits can be found at the bottom of the census. Completed forms should be returned to the Clerk's office along with payment when you return the census. Dogs over the age of six months are required to be licensed annually by April 15th. You can register your dog online or visit the Town Clerk's website to download a form and mail it in.

Construction/Capital Project Updates

- Upcoming bids:
 - *North Reservoir Dam* – The project was bid in mid-December, and the bid opening is scheduled for February 1st.
 - *Fire Department HVAC* – The project is currently out to bid. The bid opening will be February 17th.
 - *Transfer Station Improvements* – The Town received our approval letter from MassDEP on December 7th. The project will be bid in early February, and the bid opening will be March 10th.
- Winchester's new website will be going live Monday, January 31st! Thanks to Jenn Cafarella in the Town Manager's Office for all her hard work on this!

COVID-Related Updates

The Winchester Health Department is holding bi-weekly COVID testing in the Town Hall Auditorium. Testing is open to Winchester residents, Town employees, and non-residents who work in Winchester. Cost is typically \$20 per test, and free for Winchester Town employees and in hardship cases, however ***all fees are being waived for the month of January***. The next testing dates are:

- Tuesday, January 25th 3:30 to 5:30pm
- Thursday, January 27th 2 to 4pm

Registration is available at: <https://www.winchester.us/695/Project-Beacon-Account> The Health Department is also holding Pfizer booster clinics on Monday, January 24th and 31st at the Jenks Center for ages 12+. Register at <https://home.color.com/vaccine/register/winchester-vaccine?calendar=35edd1ac-9ff7-4968-93a2-04bd65239979>

Winchester residents can also attend the weekly Medford vaccination clinics during their walk-in hours. Clinics are held every Wednesday from 3 to 6pm at the Medford High School. Walk-ins are welcome from 4:30 to 5:30pm. First and second doses of the vaccine, as well as booster shots are available. <https://www.medfordma.org/booster-vaccine-clinic/> Winchester's order for approximately 15,000 at-home test kits was placed on Thursday, January 7th. We learned that our kits are on a flight to the Chicago warehouse and are scheduled for delivery later this week or next.

Community Events

- **Understanding Friendships....And All Of Its Complexities** – Wednesday, January 26, 7:00pm at the Griffin Museum. Applies to kids and adults. Program is now virtual!
- **Virtual Workshop for Parents and Professionals: Understanding the IEP** – January 26th at 7pm. Sponsored by WinPAC in collaboration with the Federation for Children with Special Needs. Registration link: <https://bit.ly/Jan26IEP>
- **"Lest We Forget" with Dr. Jerry Blaine** – January 27, 7:00pm via zoom. Winchester Historical Society is sponsoring this event where Dr. Blaine shares his family's story. Register online on the Winchester Historical Society's website.

HEARINGS

The Select Board approved the Alteration of Premises for First House LLC d/b/a First House Pub and Lugabri LLC d/b/a A Tavola:

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*Motion: That the Select Board approve the Alteration of Premises for First House LLC d/b/a First House Pub located at 528 Main Street to add outside dining space to their existing license with the Town of Winchester

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTE

*Motion: That the Select Board approve the Alteration of Premises for Lugaabri LLC d/b/a A Tavola located at 34 Church Street to add outside dining space to their existing license with the Town of Winchester.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTE

LICENSES

BUSINESS

1. Outdoor Dining Application Review - The Town received outdoor dining applications from A Tavola, Black Horse Tavern, China Sky, First House Pub, Frozen Hoagies and Lucia's. First House Pub and Lucia's applied for four parking spaces but the policy states no more than three spaces per business. Chair Verdicchio opened the discussion asking for public comment. Heidi DiLeo, business owner on Thompson Street, commented that she likes outdoor dining but would like the Board to also take into consideration the other businesses and asked that no parking spaces be used on Thompson Street. Mr. Mucci stated that he is concerned about the spaces blocking the other businesses. The majority of the Board supports no more than three spaces per restaurants. Mr. Bettencourt also suggested that the DPW mark out the parking spots that each restaurant can use.

*Motion: That the Select Board approve the use of three parking spots and the use of the sidewalk on Church Street to be used for outdoor dining for A Tavola.

Goluboff - Mucci

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTE

*Motion: That the Select Board approve the use of three parking spots and the use of the sidewalk on Thompson Street to be used for outdoor dining for Black Horse Tavern.

Goluboff - Mucci

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTE

*Motion: That the Select Board approve the use of three parking spots and the use of the sidewalk on Main Street to be used for outdoor dining for First House Pub.

Goluboff - Mucci

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTE

*Motion: That the Select Board approve the use of three parking spots and the use of the sidewalk on Mt. Vernon Street in front of the restaurant frontage to be used for outdoor dining for Lucia's.

Goluboff - Mucci

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTE

*Motion: That the Select Board approve the use of one spot on Converse next to the building and two spots across from the restaurant for truck access to be used for outdoor dining for China Sky.

Goluboff - Mucci

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Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTE

*Motion: That the Select Board approve the use of the sidewalk in front of the store for outdoor dining for Frozen Hoagies.

Goluboff - Mucci

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTE

- 2. Sustainability Director Introduction** - Ken Pruitt, Sustainability Director, gave a Sustainability Update presentation and the history of how his position was developed. The Town received an Accelerating Climate Resilience grant to hire a Sustainability Director. Mr. Pruitt gave a report of his progress regarding the grant requirements including that the Sustainability website is 50% complete, and the Heat Response Strategy is 75% complete. He has also held/planned a sufficient number of Climate events presenting the Climate Action Plan, Town climate actions and Recharge America EV 101. He is working on the following additional projects: is on the EFPCB subcommittee for the Lynch Elementary redesign, the Town Hall HVAC, MVP Action Grant regarding stormwater infiltration trenches, and EV Charging Stations. Mr. Pruitt reminded the Board that they had approved the conversion of 3 parking spaces in the Jenks Lot for 2 DC Fast EV charging stations. He is asking for the Board to make a more generic motion so that he can apply for more grants to support the charging stations.

*Motion: That the Select Board authorize the DPW, in consultation with the Sustainability Director, to convert parking spaces at the Jenks Town Hall Lot for installation of EV charging stations. Note: This vote supersedes the Board's March 8, 2021 vote on the same topic.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio VOTE

- 3. Energy Management Update** - Susan McPhee, Energy Management Coordinator, gave the Town's energy use update. The Energy Management Committee received a 2021 Green Communities Grant, expending \$78,591 to install/replace LED lighting in the Police, DPW, Town Hall and Ambrose Elementary School and door weatherization at the Lynch School. She informed the Board that there is a MassSave program of new construction of \$2.43 per square foot, which can be applied to the building of the Lynch School, net zero projects get the most money.
- 4. Vaccine Requirements** - Mina Makarious, Town Counsel, informed the Board that only the Board of Health has the authority to implement the vaccine check like the one that Boston has put in place.
- 5. Refunding Bond Approval** - Shelia Tracy, Treasurer, explained that this is the formal vote for the April 2011 bonds that went out to be rebid that the Board needs to approve.

I, the Clerk of the Select Board of the Town of Winchester, Massachusetts (the "Town"), certify that at a meeting of the board held January 24, 2022, 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: that the sale of the \$9,815,000 General Obligation Refunding Bonds of the Town dated January 27, 2022 (the "Bonds") to Piper Sandler & Co. at the price of \$11,174,566.76 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on April 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2023	\$695,000	5.00%	2030	\$800,000	5.00%

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2024	790,000	5.00	2031	735,000	4.00
2025	795,000	5.00	2032	585,000	3.00
2026	805,000	5.00	2033	575,000	3.00
2027	805,000	5.00	2034	560,000	2.00
2028	810,000	3.00	2035	545,000	2.00
2029	795,000	5.00	2036	520,000	2.00

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated January 11, 2022 and a final Official Statement dated January 19, 2022 (the "Official Statement"), 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 Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: to authorize the execution and delivery of a Refunding Escrow Agreement (the "Agreement") to be dated January 27, 2022, between the Town and U.S. Bank National Association, as Refunding Escrow Agent, relating to the refunding of the Refunded Bonds, each as defined in the Agreement.

Further Voted: to authorize the deposit of \$1,153,642.67 of available funds of the Town into the Refunding Escrow Fund, as defined in the Agreement, to pay debt service on the Refunded Bonds.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a continuing 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 Bonds, for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures in such form 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 Bonds 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 (or method of accessing), 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 at which 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 in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting; that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended; and that, if held remotely, the meeting was called and conducted in accordance with the requirements of Section 20 of Chapter 20 of the Acts of 2021.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio

VOTED

- 6. Washington/Swanton Update** - Ms. Rudolph stated that in order for the Town to move forward with the project, she is recommending that the Board commission a new appraisal of the property as affordable rental units with households at 80% level and how it would affect the sale

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of the property. Mr. Goluboff is disappointed with the request and feels that we are ready to issue an RFP.

*Motion That the Select Board allocate up to \$10,000 from the Select Board Housing Fund for Mark Reenstierna and Associates for appraisal work at the Washington/Swanton Streets parcel.

Mucci - Bettencourt

Roll Call - Yes: Bettencourt, Mucci, Verdicchio

No: Goluboff

VOTED
3-1 Motion Passes

7. Committees & Commissions: - The Select Board reappointed the following:

*Motion That the Select Board reappoint James Johnson to the Capital Planning Committee for a term to expire January 1, 2025.

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio

VOTED

CONSENT AGENDA

ADJOURNMENT : 9:45 AM

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

Goluboff - Bettencourt

Roll Call: Goluboff, Bettencourt, Mucci, Verdicchio

VOTED

Respectfully submitted,

Beth Rudolph, Acting Town Manager