

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, May 15, 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, and Michelle Prior. John Fallon was absent. Also present was Town Manager Beth Rudolph, PE.

*Motion: That the Select Board adjourn to Executive Session for the purpose of discussing matters related to 20 Glenwood, Shannon Property, 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 body; 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

Brady - Bettencourt VOTED

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

Brady - Bettencourt VOTED

NOTIFICATION OF MEETINGS AND HEARINGS

1. Monday, May 22, 2023 - Regular Session
2. Monday, June 5, 2023 - Regular Session
3. Monday, June 26, 2023 - Regular Session

Select Board/Winchester Housing Authority Commissioners joint meeting to appoint applicant for Interim Housing Authority Commissioner position - term to expire at March 2024 election.

Sue Doherty Cashell, WHA Director, and Board Commissioners June McInnis, Chair, Brenda Kleschinsky, Catherine Boyle & Mary Lou Bigelow attended. Chair McInnis called their meeting to order and both Boards interviewed James Harris for the vacant position. Mr. Harris gave a brief history including that his grandfather has lived in Winchester since the 1920s. Ms. Doherty Cashell also informed the Select Board that Mr. Harris attended their last meeting to get a feel for the Board. Both Board members appointed Mr. Harris to the interim position.

*Motion That the Select Board and the Winchester Housing Authority Commissioners appoint James Harris for the Interim Housing Authority Commissioner term to expire at the March 2024 election.

Boyle - Bigelow VOTED

Roll Call: WHA Bigelow, Boyle, Kleschinsky, McInnis

Roll Call: SB Brady, Bettencourt, Prior, Mucci

ACCEPTANCE OF DONATIONS

*Motion That the Select Board accept, with gratitude, two ARPA Stabilization Grants to the Recreation Department, April disbursement, in the amount of \$16,333.33 to be used for the WRAP/Kid Connection and the other one in the amount of \$5,416.67 to be used for the Lynch After School Program.

Brady - Bettencourt VOTED

Monday, May 15, 2023
Select Board Meeting

- *Motion That the Select Board accept, with gratitude, a donations of \$1,000, \$500 each from Pirani & Wile Group Leading Edge Real Estate and \$500 from The McLaren Team to the Recreation Department for expenditures at the Packer Ellis Tennis Courts.
Brady - Bettencourt VOTED
- *Motion That the Select Board accept, with gratitude, an in-kind donation of a lockable information board from the Winchester Tennis Association to the Recreation Department.
Brady - Bettencourt VOTED
- *Motion That the Select Board accept, with gratitude, donations of \$60 from anonymous donations to the Recreation Department for the Neighbors Helping Neighbors Scholarship Account.
Brady - Bettencourt VOTED
- *Motion That the Select Board accept, with gratitude, an in-kind donation from Gina D'Allesandro to the Conservation Commission for invasive species clearing, to be performed by Parterre Ecological Services, at Wedge Pond in the vicinity of the pond outlet.
Brady - Bettencourt VOTED

TOWN MANAGER REPORT AND COMMENTS

1. Appointments: Ms. Rudolph announced the following appointments in accordance with section 4-2b of the Town Charter and requests that the Select Board waive the fifteen-day waiting period: **Engineering Department Town Engineer - Matt Shuman; Fire Department Promotion to Lieutenant - Paul Driscoll.**

- *Motion That the Select Board waive the customary fifteen (15) day appointment waiting period to allow Matt Shuman and Paul Driscoll to begin their employment.
Brady - Bettencourt VOTED.

2. Town Manager's Updates: Please find below additional updates on various topics for May 15, 2023 meeting:

Personnel Updates

Building Commissioner Al Wile and Treasurer/Collector Sheila Tracy have both announced their planned retirements for the end of FY23. Both positions have been posted and we hope to start interviews in the next few weeks. The Town Planner position has been readvertised and the Planning Board has reconvened their search committee.

Lake Street Bridge Construction Update

The Town successfully secured additional funding for the Lake Street bridge project at Spring Town Meeting, and the project has been awarded to Kodiak Corporation. The Town has been coordinating with Kodiak and National Grid regarding the upcoming work. National Grid is expected to be on-site in mid-June to begin the gas main relocation work, which will result in daytime traffic restrictions (one lane, one-way traffic). The road will be fully re-opened at the end of each work day. The main part of the bridge reconstruction will begin after National Grid's work is complete. Under the contract, Kodiak is allowed 120 days for the road closure. Unfortunately, the precast delivery schedule has pushed the construction start back. The bridge is now expected to be closed starting in mid-July. Precast delivery is scheduled for mid to late September, and the bridge is expected to reopen in early to mid-November if . We are still working with the contractor and National Grid to confirm dates.

En Ka Fair - May 19 & 20th

The En Ka Fair rolls into Town next week. Below is a list of parking lot and road closures:

Monday, May 15, 2023
Select Board Meeting

- Sunday, May 14th - The municipal side of the Jenks Parking Lot will be closed for public and employee use. The Jenks spaces are to be used only if you are visiting the Jenks Center.
- Tuesday, May 16th - The Jenks side of the parking lot will close in the afternoon
- Wednesday, May 17th - One lane of Skillings Road, from WHS to Town Hall, will be closed at 9:00am.
- Thursday, May 18th - Skillings Road will be closed, between WHS and the Town Hall, in both directions at 9:00am. Mt Vernon Street, from the Town Hall to Converse Place, will be closed in both directions at 5:00pm.
- Friday, May 19th - En Ka Fair starts!
- Saturday, May 20th - The parade will start from WHS at 9:00am and will march through the streets downtown.

Lived Experience Survey - Network for Social Justice

The Lived Experience Survey (LES) is designed to understand occurrences of hate crimes and discriminatory, marginalizing, harassing, and exclusionary incidents. Modeled on similar surveys distributed in Greater Boston, the Winchester LES aims to both improve how the town of Winchester addresses hate crimes and discriminatory, marginalizing, harassing, and exclusionary incidents AND advance and systemize the process for rolling out this initiative in other towns, thereby creating a larger cross-community database. <https://www.surveymonkey.com/r/STRJ7J8>

Affordable Housing Units - Sanctuary at Winchester

Sanctuary West (416 Cambridge Street) and Sanctuary North (25 River Street) are new rental communities in Winchester. Cambridge Street will have 95 units total, and River Street will have 147 units' total. Both properties are in close proximity to the Middlesex Fells Reservation, various shops and restaurants, and much more. Through this process, 61 apartments will be made available to households earning no more than 80% of the Area Median Income (24 at Cambridge Street and 37 at River Street). Affordable units will have thoughtful layouts and high-end finishes, identical to the market rate units in these developments.

Monthly Rent Amounts: Studio - \$1,794; 1 Bedroom - \$1,910; 2 Bedroom - \$2,292; 3 Bedroom - \$2,645*Rents subject to change in future years. Rents do not include the costs of gas (including heat, cooking, hot water), electricity, water or sewer. One parking spot included in the rent.

Maximum Household Income Limits: \$78,300 (1 person), \$89,500 (2 people), \$100,700 (3 people), \$111,850 (4 people), \$120,800 (5 people), \$129,750 (6 people).

Lottery Application: www.jotform.com/SEBHousing/SanctuaryAtWinchester

Application Deadline: May 31, 2023 at 2pm

Public Info Session: May 1, 2023 at 6:00 pm via Zoom, Go to zoom.com/join or call (646) 558-8656 and enter Meeting ID: 818 9317 7595, Passcode: 088159

Lottery: June 14, 2023 at 6:00pm via Zoom, Go to zoom.com/join or call (646) 558-8656 and enter Meeting ID: 857 2736 5609, Passcode: 276410

Construction/Capital Project Updates

- On-going Construction projects:
 - Eversource 345kV Project - Work is complete on Washington Street. 2023 work will focus on completing Cross Street improvements.
 - Eversource 115kV Project - Eversource has completed repaving and will be stripping the bike lanes on Main Street between Symmes Corner and the Medford line in the coming weeks.
 - North Reservoir Dam - Construction is substantially complete and looks great! Excellent job by our contractor T Ford and design team from Weston & Sampson.
 - Transfer Station Renovation - Demolition of the incinerator building was completed on Sunday, April 23 and Monday, April 24. Final paving is scheduled for early June, weather permitting.
 - Parkhurst Modular Classrooms - Site work is wrapping up and the parking lot will be paved next week. The modular classrooms are scheduled to be delivered in late June. The project is on-schedule to get the teachers set-up in August and the students in the building in September.

Monday, May 15, 2023
Select Board Meeting

- Four roof evaluations - Gale Associates is currently working on the initial roof evaluation funded at Fall 2022 Town Meeting, and we expect the report by the end of June. We will have better information regarding overall project costs after that point.
- Town Hall and Library Windows Evaluation - The initial evaluation is currently underway and we expect to have a report by the end of July.
- Projects currently out to bid:
 - Leck Neck Replacement Project - We are currently bidding what is likely to be the last phase of the lead neck replacement work.
 - McDonald Field Pump Station - The project will go out for bid in early June for summer/fall construction.
 - Washington and Cross Street bridge repairs - The project will go out for bid in early June for summer/fall construction. Coordination with Eversource's work is required.
 - Winchester High School Drainage - The project will go out for bid in late May for summer construction.
- Upcoming Construction projects:
 - Winter Pond Water Quality Project - Contract has been awarded. Work to start in June.
 - McCall Masonry Project - Contract has been awarded. Work will start after school gets out.
 - Woodside Road and Wildwood Street - Construction expected to start after school gets out (last day is June 15th).
 - Muraco School Electrical - Construction will start after school gets out.
 - South Reservoir Aeration - The contract was awarded earlier this spring and the work will occur over the summer.
 - Town Hall Fire Alarm - The contract has been awarded and the work will start in June.

Community Events/Notes

- **Hazardous Waste Collection Day** - Saturday June 10th from 9am to 12pm at the Winchester DPW, 15 Lake Street
- **Athletes & Eating Disorders** - Sponsored by the Winchester Coalition for a Safer Community, May 18th at 6:30pm, WHS Library Media Center

PUBLIC COMMENT

Mary Courville, Julie Gustafson and Caitlyn Mustco, residents of Ridgefield Road, presented to the Board their formal request to the Engineering Department for the redesign of the Symmes Corner Rotary. The present design of the rotary is a hazard to everyone and they reviewed their redesign suggestions. They are looking for something temporary to be put in place to slow the traffic speed. Chair Mucci thanked them for bringing this to the Board's attention. Staff will look through their suggestions, review the plans and the Board will follow the lead of staff recommendations.

BUSINESS

1. **Swim Winchester** - Caroline Shamu, Swim Winchester President and David Bentley, Swim Winchester Board member, gave a six month progress report to the Select Board. The Swim Winchester Board worked with Fennick McCredie Architecture to complete a preliminary single-story design that fits within the 1.55 acre site on the northeast corner of Skillings Field. In April they received a construction cost estimate from Rider Levett Bucknell of \$28-\$32 million to build the pool. Swim Winchester has also partnered with the Stoneham/Wakefield Boys & Girls Club and DCR working to develop a long term vision for renovating the DCR Hall Memorial pool in Stoneham. Chair Mucci asked what the next steps would be and when will they be ready for the asks from the Town. Skillings Field is park land and Swim Winchester would have to get state legislation to build on the land. The land is also in the flood plain and the Town is working with the flood mitigation line being moved. Chair Mucci did suggest that the Select Board would support Swim Winchester looking for other site options as he worries about the Skillings Field site not being viable for the pool. He also asked if they are meeting with the School Committee and Ms. Shamu informed him that they haven't met with the School Committee since 2019.

Monday, May 15, 2023
Select Board Meeting

2. Eversource 345kV Update - The following staff from Eversource attended; Michael Hager, Project Manager, Miles Lang-Kennedy, Project Outreach, Jason Wright, Community Relations and Jeffrey Ciceron. Police Chief Dan O’Connell and Bob Labossiere, DPW Director were also in attendance. Mr. Hager informed the Board that for the Cross Street Bridge Eversource is going with a different construction approach and will not need to completely close the roadway, they will only close one lane during the day and reopening at night. The operation at the bridge will take 8-10 weeks and they will need to come back to the Board to get an extension of the lay down area at Washington/Sunset. Chair Mucci added that Eversource needs to add electric signage alerting people well before a street is closed. Mr. Wright stated that they do a weekly newsletter to the residents in the neighborhood and regularly update their website but will do additional signage directing traffic. Chair Mucci also addressed all of the street closings throughout town that will be in effect this September with more children being bussed due to the rebuilding of the Lynch Elementary School. Mr. Hager is looking to extend the work day to 10 hours to shorten the job time. Chief O’Connell feels that once the children are out school, he has no problem with them working longer days and Saturdays. Vice Chair Brady suggested that the businesses on Cross Street are part of the outreach so that they can let their customers know about the road closures ahead of time. Also, they should keep in mind that the plates covering the holes in the streets are very loud overnight and can they be better secured.

Mr. Bettencourt left the meeting at 8:30 p.m.

- 3. Playground Evaluation Update** - The Select Board approved \$9,800 in ARPA funds for the safety evaluation of the municipal and school playgrounds. Peter Lawson, Facilities Manager, completed the inspections with safety consultant John LaRue, JP LaRue, Inc. in April with DPW addressing the most immediate safety issues that were found. Mr. Lawson reviewed the study report, and the biggest issue is the landing areas under the equipment, the rubberized areas have met the end of their age span. The next step is to take care of the larger concerns with getting a cost estimates for replacement equipment. Mr. Lawson is working with vendors for estimates and can come back in a month with a more detailed report for the Select Board.
- 4. Housing Production Plan** - Ms. Rudolph informed the Board that the Housing Production Plan (HPP) needs to be updated and the state announced a grant to pay for the update, which she will be applying for. Mr. Bettencourt and Mr. Fallon have volunteered in assisting Ms. Rudolph with the HPP update.
- 5. Select Board Committee Assignments** - Chair Mucci reviewed the list and members volunteered to be assigned to represent the Select Board for each committee.

| Committee Memberships | Primary | Backup |
|---|---------------------|---------------------|
| Affordable Housing Trust | Michael Bettencourt | |
| Audit Advisory Committee | John Fallon | Michelle Prior |
| Committee on Names | Anthea Brady | |
| Fields Management Committee | Anthea Brady | John Fallon |
| Housing Partnership Board | Michael Bettencourt | Richard Mucci |
| Committee/Organization Liaisons | | |
| Cable Advisory Committee | Richard Mucci | |
| Capital Planning Committee | John Fallon | Richard Mucci |
| Chamber of Commerce Liaison | Richard Mucci | |
| Conservation Commission Liaison | Michael Bettencourt | Anthea Brady |
| Council on Aging/Winchester Seniors Association | Michael Bettencourt | John Fallon |
| Disability Access Commission | Richard Mucci | |
| Energy Management Committee | Michelle Prior | Michael Bettencourt |
| Permanent Street Tree Committee | Richard Mucci | |

**Monday, May 15, 2023
Select Board Meeting**

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| Planning Board | Richard Mucci | |
| Retiree Health Insurance Advisory Committee | Michell Prior | |
| Traffic and Transportation Advisory Committee | Richard Mucci | |
| Wildwood Cemetery Advisory Committee | John Fallon | Michael Bettencourt |
| Winchester Hospital/Lahey PILOT | Richard Mucci | Michelle Prior |

Working Groups

| | | |
|---|---------------------|---------------------|
| Field's Master Plan | Anthea Brady | |
| MBTA Train Station | Richard Mucci | Michael Bettencourt |
| Town Center Initiative Steering Committee | Michael Bettencourt | |
| Town Center Parking Committee | Michael Bettencourt | |
| Transfer Station Working Group | Michelle Prior | |
| Winchester Cultural District | Richard Mucci | Michelle Prior |

6. Select Board Goals & Work Plan - The Board had a short discussion planning for the meeting on June 5th. Chair Mucci asked Vice Chair Brady and Ms. Prior to take the lead to orchestrate the Select Board in this endeavor.

CONSENT AGENDA

- *Motion That the Select Board approve One Day Liquor Licenses for Michelle Noska for Beaujolais Catering - June 2, 11, 16 & 21; July 8; August 18 & 19; and September 30, 2023 - Wright-Locke Farm; Nicholas Caso for Notch Brewing - June 3 & 4, 2023 - Griffin Museum; Lauren Tiedemann for Book Ends - May 17, 2023 - Book Ends, 559 Main Street; Jody Amor for Farm to Fork Gourmet - May 20, 2023 - Sanborn House; Archie McIntyre for Wright Locke Farm - May 21, 2023 - Wright Locke Farm
- Brady - Prior
- VOTED
- *Motion That the Select Board approve a Parade Permit request to hold the Memorial Day Parade on Monday May 29, 2023, assembling at the Winchester High School campus at 9:00 a.m.
- Brady - Prior
- VOTED
- *Motion That the Select Board approve Blisspoint LLC Agriculturally Produced Wine Special Permit to sell alcoholic beverages at the Winchester Farmers Market on Saturdays from June 10 to October 29, 2023.
- Brady - Prior
- VOTED
- *Motion That the Select Board approve a Sidewalk for Commercial Purposes License for Revel 7 Thompson Street
- Brady - Prior
- VOTED
- *Motion That the Select Board approve George Nowell, Board of Assessors member, as a Special Municipal Employee till March 2026.
- Brady - Prior
- VOTED
- *Motion That the Select Board approve meeting minutes for March 6 & 13, 2023
- Brady - Prior
- VOTED

ADJOURNMENT : 9:30 PM

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

Respectfully submitted,
Beth Rudolph, Town Manager