

**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Monday, August 26, 2013
Record**

Chairman Douglas Marmon called the meeting to order at 6:30 PM in the Board of Selectmen Meeting Room located in Town Hall. Present were Vice Chairman Jennifer N.S. Wilson and Selectman Lance R. Grenzeback. Selectman James A. Johnson, III and Selectman Forrest N. Fontana arrived shortly after the meeting had been called to order. Also present were Town Manager Richard C. Howard and Town Counsel Wade M. Welch.

OPENING

*Motion: That the Board of Selectmen adjourn to Executive Session for the purpose of discussing matters related to Negotiations, Real Estate Negotiations and Collective Bargaining.
Wilson – Grenzeback
By Roll Call Vote: Grenzeback, Wilson, Marmon VOTED.

*Motion: That the Board of Selectmen adjourn from Executive Session to Public Session, not to return to Executive Session.
Wilson – Grenzeback
By Roll Call Vote: Grenzeback, Fontana, Johnson, Wilson, Marmon VOTED.

Notification of Other Meetings and Hearings

-] Monday, September 9, 2013 – Board of Selectmen – Regular Session
-] Monday, September 23, 2013 – Board of Selectmen – Regular Session

Non-Docket Business from the Selectmen

Selectman Johnson reminded all motorists to exercise caution on the roads particularly in and around school zones because school will be opening shortly.

TOWN MANAGER REPORT AND COMMENTS

Appointments:

Town Manager announced that in accordance with M.G.L. Chapter 40, section 8D he has made the following appointment:

**Janet Boswell, 7 Summit Avenue, Winchester
Historical Commission – Term to Expire March 31, 2016**

In accordance with Section 4-2b of the Town Charter, the following lateral appointment:

**Regina Capone, 19 Lochwan Street, Winchester
Administrative Secretary II – Assessors Office**

Parking Management Plan Update:

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Town Manager informed the Board that signs regulating parking have been installed in those areas that have previously been approved by the Board; implementation of the parking plan for Wedgemere Train Station continues. Town Manager indicated that his hope is that by mid-September early-October there will be a ninety day trial period of the plan after appropriate notification. He pointed out that there have also been changes to the parking restrictions in the Downtown with the roll-back of the fencing on Main Street at Converse Bridge. Parking will now be available on the south side of Main Street alongside the Bridge.

Town Manager pointed out that there is also construction activity at the intersection of Washington Street / Mt. Vernon Street and Skillings Road; an effort is being made to get the bulk of this work done prior to the opening of school. Town Manager informed the Board that the road construction work in this intersection is being done by National Grid and adds capacity to the line in order to provide natural gas service to the McCall Middle School.

Town Manager reported that he is looking at a trial period for parking machines at the Aberjona Lot where there are twenty-six unpermitted parking spaces. This effort would be for a ninety day trial period and will be different than what is being installed at the Wedgemere Train Station. Selectman Grenzeback pointed out that individual meters have not proven to be effective. He suggested that pay stations could provide hourly and longer term parking, as well as providing some relief to the Treasurer's Office where currently one-day passes are sold.

The Chairman indicated that he would like to preview the equipment being considered to determine whether it is comfortable to use. Town Manager informed the Board that two products could be compared, i.e., individual meters and a pay station. Selectman Grenzeback pointed out that the accepted policy did not include single-head parking meters.

Vice Chairman Wilson recalled that in its discussion, the Board did not discuss equipment, only policy, however the Board did not adopt policy page by page, line by line. She indicated that the study was to facilitate parking, with the committee that made the recommendations being in an advisory capacity only. She noted that the Board of Selectmen will make its own decision. Selectman Grenzeback cautioned against change to two years worth of recommendations, now back-sliding into something that is unmanageable. Vice Chairman Wilson indicated that it is the Town Manager's job to help the Board reach the right conclusion. She indicated that choice of technology seems to her an implementation decision, where the Town Manager is due more deference than a policy decision for the Board.

Lynch Elementary School Traffic Pattern

Town Manager informed the Board that the School Department has decided to step back from their request to change the traffic pattern in the area, allowing school to open with the existing pattern, using the next several weeks of the school year to collect some usage and pattern data. After analysis of the data and through observations made by key town staff, a follow up report and recommendation to the Board would be made. Selectman Johnson requested that the issue come back for discussion at the second meeting in October, whatever that meeting date might be.

Wildwood Cemetery

Town Manager informed the Board that it is his recommendation to uphold the policy as determined by the Wildwood Cemetery Advisory Committee. He indicated that if the Board feels otherwise that should be communicated to him accordingly.

Financial Plan Goals and Schedule Update

Town Manager reported that he is meeting with the financial team on a regular basis. Selectman Johnson indicated that he would like to have a date certain when this information will be available for the Board's review.

BUSINESS

Design Review Committee – Interview / Appointment

Candidate for term to expire July 1, 2016: Erik Nottleson

Erik Nottleson informed the Board that he feels that his construction management experience will be helpful to him if he is appointed as a member of the DRC. He also noted that his family members have been involved in town government in Wayland. As a Winchester resident, he feels that this provides an opportunity to step forward and volunteer in Winchester. In response to the question concerning whether he understands the role of the Design Review Committee, Mr. Nottleson indicated that the DRC assists the Planning Board in difficult situations. He noted that he is more of a mechanical engineer than an architect.

*Motion: That the Board of Selectmen appoint Erik Nottleson to the Design Review Committee for a term to expire July 1, 2016.

Johnson – Fontana

All in Favor.

VOTED.

Joint Session with Winchester Housing Authority

Candidate for appointment: Catherine Boyle

WHA Commissioners present for the joint session: Richard Rohan, Chairman, Brenda Kleschinsky and Stephen Carr Anderson; John Hurd, WHA Executive Director

WHA Chairman Richard Rohan informed the Board that currently the Winchester Housing Authority has only three sitting commissioners, all of whom are present this evening. They are awaiting an appointment from the Governor's Office. The term being considered this evening ends in 2015, however the appointment this evening will cover the period from now until the 2014 Annual Town Election.

Catherine Boyle informed the Board that she previously served as a member of the WHA for four years, but did not continue this past year due to a family emergency out of state. She noted that she did not anticipate that two other commissioners would step down within a three month period. Ms. Boyle indicated that she has also served on the Housing Partnership Board, the Disability Commission and is president of Autism Housing Pathways, Inc.

*Motion: That the Board of Selectmen and the Winchester Housing Authority jointly appoint Catherine Camp Boyle as a member of the WHA for a term to expire with the Annual Town Election in March of 2014.

Fontana – Grenzeback

By Roll Call Vote: Grenzeback, Fontana, Johnson, Wilson, Marmon,
Kleschinsky, Anderson, Rohan

VOTED.

WHA Chairman Rohan reported that of the 152 housing units in Winchester, the WHA manages 122 of the properties. He noted that the WHA also has representation on the Housing Partnership Board.

In response to the request for an update on the last series of issues brought forward to the Board of Selectmen, Town Manager reported that the first of the repairs was bringing Jack Hurd on as the Executive Director; Mr. Hurd has been on-board for approximately six months, is very professional and is a pleasure to work with. Town Manager also noted that there are a series of things that should be discussed including 22 Highland Avenue. He suggested that it would be a good idea for the WHA to

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give a report to Town Meeting so that all understand the condition of 22 Highland Avenue and other WHA properties. Town Manager indicated that Mr. Hurd has taken all appropriate steps to correct code deficiencies that had been identified in the WHA properties. He suggested that reporting to Town Meeting could also provide an update on the housing stock in Winchester.

Director Hurd informed the Board that the WHA has a good relationship with the Town, something that is critical as all are working towards the same goals. He reported that the roofing at Palmer Street is complete and work is ongoing at Westley Street. WHA is also working on inspectional issues and has developed a rapport with Health Director Jennifer Murphy who has offered to participate in discussions about smoking in the units. The Board of Health is willing to provide assistance to get the tenants to stop smoking. Mr. Hurd also noted that the WHA is working with the Town on trash disposal because they now bring their trash to the Transfer Station. The WHA is also in the process of hiring a new maintenance staff person.

Mr. Hurd informed the Board that the WHA has had an engineer in to look at the backflow situation for their properties and it has been determined that they do not need to have backflow preventers added because there is not an issue of an exterior source. He reported that the WHA is close to closing on the purchase of a condominium unit but there have been a number of postponements. The WHA is awaiting a response from the Hospital legal team. In the interim, the bank has agreed to maintain the mortgage rate. Mr. Hurd informed the Board that when a closing date has been determined he will provide that information to the Town Manager's Office so that a check can be cut.

Lastly, Mr. Hurd reported that he has just personally completed an inspection of all WHA tenant units, and in many instances, the tenants are helping with beautification projects for the various sites. He explained that under his guidance, things are being done differently and he is implementing cost savings measures.

WHA Commissioner Stephen Anderson informed the Board that there were some deficiencies that needed correction. He noted that the principle problems relate to the fact that there is not enough money to do what needs to be done. He pointed out that the fact that the Winchester Housing Authority has been reasonably well-run is contained in the audit that was produced recently. Mr. Anderson indicated that the WHA is dependent on the Commonwealth of Massachusetts for funding of special projects.

Selectman Grenzeback informed his colleagues that he took advantage of the offered tour and heard comments that the change in management has been a positive for the WHA. Tenants now feel that they are being heard.

CONSENT AGENDA AND SUPPLEMENTAL CONSENT AGENDA

Road Race:

Glen Doherty Memorial Foundation – October 6, 2013;

One Day Alcoholic Beverage Licenses:

Griffin Museum – September 21, 2013;

Winchester Seniors Association – Jenks Senior Center – September 27, 2013;

Malone Catering – Griffin Museum – September 1, 2013;

Wright-Locke Farm Conservancy (Barn) – September 6, 2013;

Boston's Best Bartending (Chefalo Park) – September 21, 2013;

Public Amusement License:

Boston Swing Central – Dance Exhibition – September 28, 2013;

Approve / Correct Board of Selectmen Meeting Minutes:

Monday, July 22, 2013; Thursday, August 1, 2013; Monday, August 12, 2013

Supplemental Consent Agenda:

**Boston's Best Bartending- Winchester Community Music School – September 6, 2013 –
Concert / Fund Raiser;
Temple Shir Tikvah – September 28, 2013 – Bat Mitzvah**

*Motion: That the Board of Selectmen approve the Consent Agenda and Supplemental Consent Agenda for Monday, August 26, 2013 that Contains the following: Glen Doherty Memorial Foundation Road Race on October 6th; One Day Alcoholic Beverage Licenses for the Griffin Museum on September 1st and 21st, the Winchester Seniors Association on September 17th and September 27th, the Wright-Locke Conservancy (Barn) on September 6th, Prom'n'Aid at Chefalo Park on September 21st, Community Music School concert fundraiser on September 6th and Temple Shir Tikvah on September 28th; a Public Amusement License for Boston Swing Center Dance Exhibition on September 28th and approval / correction of Board of Selectmen Meeting Minutes for Monday, July 22nd, Monday, August 12th.
Johnson – Wilson

Selectman Johnson requested that the Meeting Minutes for Thursday, August 1st be removed from the list of items to be approved so that additional information can be added.

*On the Motion to approve the Consent Agenda: All in Favor. VOTED.

Winchester High School Project Specifications – VOTE

Vice Chairman Wilson indicated that this vote involves a series of items to be used in the High School renovation project that would typically be the subject of a competitive bid. These items can be removed under MGL Chapter 30, s39m(b), which states that specifications that restrict competition to fewer than three (3) manufacturers or producers may only be used for “sound reasons in the public interest”. She noted that these systems are used in multiple locations throughout the district; there are good reasons and to the public benefit to be consistent. Town Manager explained that he is unaware as to whether votes have been taken in the past, however his sense is that if these systems have previously been identified in other building projects as proprietary, there would have been a similar vote by the EFPBC, the School Committee and the Board of Selectmen.

Vice Chairman Wilson noted that this issue is before the Board because the architect and the EFPBC consider this to be important. Town Manager noted that the systems are in place in the district now and the desire is to have them repeated in the restoration of Winchester High School, matching the maintenance proposals that exist. Town Manager pointed out that there would be associated training for whatever is installed at WHS, but the theory is that staff is familiar with the workings of these systems.

*Motion: That the Board of Selectmen approve the request to identify the following items as proprietary items as part of the Winchester High School Renovation Project:
1. Johnson Controls Metasys Building Management System;
2. Keri Card Access System;
3. Primus Locks and Keying System by Schlage.
Johnson – Wilson All in Favor. VOTED.

North Main Street Traffic Study Presentation – Doug Prentiss, FST

Present: Town Engineer Beth Rudolph; DPW Director Jay Gill

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Vice Chairman Wilson pointed out that this study encompasses Main Street at the Skillings Road/Lake Street intersection up to the Woburn Line where Cross Street and Main Street intersect. The Vice Chairman noted that this study incorporates all of the past information, some of which has been updated but no effort has been duplicated. She encouraged her colleagues to read the executive summary of the report as well as the lengthy full-study report because it contains a lot of good information.

Doug Prentiss, Transportation Engineer for Fay Spofford Thorndike (FST) recalled that FST had previously been involved in some spot improvements along this corridor. His presentation included the following:

Study Objectives:

- Review overall picture of the corridor, comprehensively, reviewing operations, traffic control and circulation;
- Provide recommendations to improve mobility for all users, i.e., those on bicycles, transit, pedestrians, the disabled, etc.;
- Provide a framework for the Town for future planning of improvements to the corridor;

Corridor Specifics:

- 2-lane roadway with parking on both sides;
- Typical curb-to-curb width is 42-44 feet;
- 5 – 7 foot wide sidewalks on both sides;
- Land use is a mix of commercial, retail, office, light industrial and residential;
- Posted speed limit is 25-30 mph;
- No designated bicycle accommodations;
- Spot pedestrian accommodations;

Existing Conditions:

- Consistent curb width – 42 – 44 feet;
- No excessive vehicle speed in corridor;
- Four mid-block crossings, one of which is signalized at Dunkin' Donuts;
- No high accident locations;
- Signal equipment at Main / Swanton / Water is out-dated and not likely repairable;
- Average travel speed is 17 MPH going from one end of Main Street to the other; in the afternoon, average travel speed is 14 MPH;
- Southbound commuter travel is 60-40 in the morning and flip-flops for the afternoon commute;

Mr. Prentiss recommended that in the short-term the signs that are at an improper height should be adjusted so that a pedestrian does not walk into the sign; the green lens cover on the traffic signal at Dunkin' Donuts is missing and should be replaced. Mr. Prentiss also noted that the timing for this signal is overly long, keeping traffic stacked for too long a period. The suggestion is to retime this. Striping is suggested for the Main / Swanton / Water intersection.

Mr. Prentiss pointed out that vehicles park very close to the intersection of Main and Swanton Street to patronize Andrea's Pizza, making it difficult for vehicles on Swanton Street to make a right turn. The suggestion is that all parking should meet Federal and State standards, i.e., 20 feet from the crosswalk.

Mr. Prentiss noted that the more congested area is that of Main at Swanton and Water Streets, and as vehicles are heading in a southerly direction, the suggestion is to move the center line to allow an easier left-turn onto Swanton Street from Main Street. Other short-term recommendations are the continued installation of handicap ramps and detectable warning panels, i.e., the dimpled plates that warn those who are visually impaired to realize they are near the street.

For the interim, Mr. Prentiss explained that the recommendation is a fifteen foot shared use lane, allowing space for bicyclists to travel safely. He also noted that there is no crunch for parking along this corridor, therefore suggested a solid white line to designate parking along the corridor. He also suggested that a bump-out could be installed in front of 955 Main Street to narrow down the area and make it more pedestrian friendly and a shorter crossing distance. Mr. Prentiss indicated that this would be a good option for the area in front of 1055 Main Street as well. Town Engineer informed the Board that the width of the bump-out would be the same width as the parking lane, so no additional road space is being taken.

Mr. Prentiss brought forward the idea of a rectangular rapid flashing beacon, approved for use on State highways, where the lenses rotate rapidly and are very visible; the device is solar powered. The compliance rate with the installation of these devices is 84%, i.e., motorists stopping for pedestrians in the crosswalk. The device is activated by a pedestrian pushing a button. Mr. Prentiss reported that the device is less costly than a regular pedestrian signal. The cost for this device is approximately \$20,000 / pair.

Main Street / Lake Street / Skillings Road Intersection:

Mr. Prentiss noted that this is a dead area where semi-parking is located, some of which is marked, the remainder not marked. He suggested that a long-term improvement would be an upgrade to this intersection itself because there are some issues. He noted that some improvements have been made to facilitate traffic flow, and those improvements are effective, although the area could be more user-friendly for all forms of transportation, e.g., motor vehicle, foot traffic, bicycle traffic, etc. He outlined the various options for parking in this triangular area. Mr. Prentiss noted that there is zero green space and eight unofficial parking spaces, only five of which are marked. He suggested that the recommended improvements could cost between \$20,000 and \$50,000.

Long-term improvements include the signalization at Main / Swanton / Water Streets; he noted that there are also issues with the turning radius here, traveling in a northerly direction making a left-turn onto Swanton Street. Both signals and signal heads are non-compliant in this location, with the signal operating the same, regardless of the time of day, and is not sensitive to the commuter flow. Mr. Prentiss indicated that a three-phased signal would be appropriate here.

The Main / Skillings / Lake Street intersection is also in need of long-term improvements as this is a heavily used intersection for access to Winchester High School. Mr. Prentiss reported that Vice Chairman Wilson has been in contact with the City of Woburn as regards the Main / Cross / Border Street intersection. He explained that this intersection is located in the City of Woburn however a good portion of Cross Street is in Winchester. He noted that this intersection does meet the warrants for a traffic signal. Vice Chairman Wilson pointed out that this is the only area that has a high motor vehicle accident incidence and is a level service "F" intersection.

Mr. Prentiss referenced Swanton Street at Bellino Park where there is a sight distance issue with a rhododendron creating a sight obstruction for those pedestrians wishing to use the crosswalk.

In response to the question concerning whether or not any of the intersections discussed this evening meet the criteria for the 'Safe Routes to School' Program, Mr. Prentiss noted that this was discussed and with the redistricting that has taken place, the reason for the suggested bump-out at 955 Main

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Street. Selectman Johnson pointed out that with the redistricting that has taken place, students could be using the Main / Cross / Border Street intersection to get to the Lynch Elementary School. Town Engineer reported that there will be a crossing guard situated at Main Street and Hemingway Street. She also noted that the route being suggested is Loring Avenue to Swanton Street to Main Street. Selectman Johnson suggested that the School Department recommend that students not use the Main Street / Cross Street area as a walking route to school.

Planning Board Update – Drew Bottaro, Chairman

Planning Board Chairman Drew Bottaro informed the Selectmen that the Planning Board has been making progress on the outstanding items. He explained that a partial draft of the warrant article has been developed, but still requires review by the committee. He indicated that to repeal the existing zoning, an extensive list of what is being repealed is required.

Mr. Bottaro informed the Board that the Planner is at capacity or even a little beyond. The consultant channels are saturated, the Planning Board is at a point of decision-making exhaustion, therefore things are going as fast as possible. He noted that there are six projects will help the final zoning proposal on the floor of Town Meeting and the Planning Board will be hosting a public hearing on September 11th with that hearing continued to September 16th.

Mr. Bottaro indicated that the Planning Board has to make sure that what is being done is understood, obtaining feedback from all sides with the objective of making this a minimum process by articulating design vocabulary that is acceptable. He explained that if a developer meets the vocabulary he would go straight to a construction permit. This would be the case only if people were satisfied with the articulation of the design vocabulary. Mr. Bottaro informed the Board that how all of this would be managed is a work in progress.

Speaking to the issue of the affordable housing component, Mr. Bottaro indicated that there would be discussion about how much affordable housing makes sense given that there is no formal town-wide affordable housing policy. He further noted that the Planning Board is not looking to establish such a policy, only to contain whatever affordable housing is pertinent to the rezoned area.

Mr. Bottaro indicated that historic preservation within the Town Center would also be addressed because if it is not addressed there could be buy-in problems; if over addressed, development is choked. Mr. Bottaro further informed the Board that he has met with the Housing Partnership Board and the Chamber of Commerce, is scheduled to meet with the Historic Commission and will meet with as many groups as possible, using a format similar to that which was used for the Davidson Park review.

Referencing the key tradeoffs that are required in order to make this proposal acceptable, Mr. Bottaro indicated that they are: height(s), definition of ‘as of right’, balanced by what is articulated and controlled by a Design Review process; housing – affordable and otherwise that is likely to be produced; and historic preservation protection. He suggested that this is a lot of balancing to be done in a short period of time.

Mr. Bottaro informed the Board that the work strategy is to produce a full proposal for the entire Central Business District. He indicated that he is challenging the Planning Board to give thought to a partial proposal, given that time has been spent to create the context of the seven neighborhoods that define the area, all around the Town Center and Central Business District. He explained that the areas of the lowest policy conflict are the West Core (Quill Rotary to Eliot Park) stretch of Main Street, and the Waterfield Lot area. He indicated that one strategy being considered by the Planning Board is to propose the full zoning and as an alternative those proposals that would make progress; all three would have to be included in the warrant no later than September 20th. He pointed out that once the warrant articles are submitted the dialogue ramps up.

Lastly, Mr. Bottaro referenced the twelve special employee parking permits to be issued for parking spaces in the Waterfield Lot to be sold via lottery, requesting clarification about what is actually taking place here. Chairman Marmon explained that the permits that allow parking in these twelve spaces would be sold at a higher rate because the spaces are dedicated. Town Manager indicated that the fill factor is expected to be 100% where as now, the upper portion of Waterfield Lot where the two-hour parking restriction exists, is very under-utilized during the normal business day. He noted that what there is a demand for is the dedicated permitted parking space. Town Manager explained that the Board of Selectmen has voted to take twelve parking spaces and devote them to the parking permit program, but more specifically, narrow this down to those businesses that are willing to pay an increased amount.

Non-Docket Business from the Selectmen – Financial Plan

Chairman Marmon informed his colleagues that for the Fall Town Meeting, he would like to have an idea of what the Board is doing with Hamilton Farm and a financial report that answers a number of questions related to the Town's finances, as there is not enough money for capital projects. The Town Meeting should be informed about what is coming forward, or not, in the way of overrides, tax increases, and the effect this will have on the Town's reserves. He suggested that the Board should discuss what is needed in the financial report, whether overrides would be bundled, or only put forward those overrides that are felt will be successful.

Selectman Johnson indicated that once the Board obtains the three year budget assumptions, i.e., revenue and expenditure projections, any add-ons would create a shortfall. He suggested that the Board have a serious discussion about an override during this three year period. That discussion should include bundling, selection of certain items, etc., however he does not feel that the Board is at this point at the present time. He explained that discussion should include tax implications in comparison with the actual tax rate.

Chairman Marmon indicated that his hope is that the Board is able to formulate its goal this evening in order to accomplish this in the next few meetings prior to Town Meeting. He pointed out that the Board should have some idea about OPEB and the amount of money set aside for this obligation, along with the reasons for doing this or not. He noted that the Board must also determine whether there is any money for capital or not, as well whether there is an expectation for emergency capital requirements, as was the case in this past year. The Chairman further indicated that if the High School override is successful, the Board will need to consider what will be done with Ciarcia (Skillings) Field.

Selectman Johnson pointed out that the flood mitigation program is very complicated and a program on which the Town has spent millions of dollars. He explained that before dealing with the culvert at Ciarcia (Skillings) Field, there has to be a review of the Mt. Vernon Street Bridge project, the Craddock Locks in Medford and Scalley Dam in Woburn because all are a part of the MEPA Decision. Selectman Johnson suggested that the flood team be brought in to update the Board on what can and cannot be done.

Town Manager informed the Board that the issue of the relevancy of the Ciarcia [Skillings] Field culvert project has come center stage and becomes much more relevant because of the treatment of the field as a part of the grading and parking investment for the High School. He explained that for synchronization and maximization of the outcome and in order to lower the cost, he would want to bring the culvert center stage.

Noting that a list of assumptions is critical, Vice Chairman Wilson requested a list of those capital projects that are emergencies or cannot wait without harm to the Town. She noted that Winchester

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High School will be a huge piece of capital spending but there are many other capital needs aside from this. She suggested that it is important to tell the voters if there is the intention to ask for something else in the next year, pointing out that this Board cannot bind future Boards of Selectmen. She indicated that a review of the flood mitigation program is essential because the Board needs to know how soon these projects must be done or if there is a chance that they can be put off. Noting that there has been a lot of time spent in defining the reserves policy, Selectman Wilson suggested that perhaps some time should be spent in discussing an appropriate contingency under which the Town draws down the reserves level.

The Vice Chairman recalled that a public hearing was held on Hamilton Farm and the Board is appropriately considering what the next steps might be.

Selectman Johnson suggested that the Board review and either amend or revoke all financial policies, or create new policies. He explained that this relates primarily to the Reserve Fund and maintaining a minimum balance in that fund. He noted that the Board would like to maintain a minimum balance in the reserve funds. He also noted that the Board has a capital policy and at this time, a minimal amount of Free Cash is being deposited into that fund. He further suggested that Retiring Debt should be evaluated and kept at the minimum. He referenced the **Charter** requirement for a balanced budget and suggested that the Town Manager should maintain this. Selectman Johnson indicated that his purpose in reviewing this information is to provide direction to the Town Manager.

Selectman Grenzeback questioned whether his colleagues had made any progress with the forecasting tool. He noted that the list is a good one and certain amounts should be bracketed to determine the implications. Vice Chairman Wilson indicated that the Board should give some thought to engaging other groups so that they will know where the Board of Selectmen stands, as the voters should be given some breathing room.

COMMUNICATIONS AND REPORTS

The Board acknowledged receipt of the following correspondence:

1. Inge and Robert Dewald – Support for the Traffic Advisory Committee’s recommendations relative to the traffic flow around the Lynch Elementary School.

Adjournment: 9:45 PM

*Motion: That the Board of Selectmen adjourn for the evening.
Wilson – Johnson

By Roll Call Vote: Grenzeback, Fontana, Johnson, Wilson, Marmon VOTED.

Respectfully submitted,

Richard C. Howard,
Town Manager