



## TOWN OF WINCHESTER BOARD OF SELECTMEN'S MEETING

Winchester High School - Guidance Conference Room

### A. 5:30 P.M. OPENING

#### 1. 5:32 PM EXECUTIVE SESSION (Closed To Public)

1. Contract Negotiations Winning Farm – MGL Ch. 30A §21(a)6
2. Litigation – Eversource Intervener Status – MGL Ch. 30A §21(a)3 [Open Meeting discussion may have a detrimental effect on the litigating position of the Board of Selectmen as declared by the chairman.]
3. Contract Negotiations – Retirement Agreement with Chief of Police – MGL Ch. 30A §21(a)2

#### 2. Notification Of Other Meetings And Hearings

1. Thursday, April 28, 2016 - prior to Town Meeting
2. Monday, May 2, 2016 - prior to Town Meeting
3. Monday, May 9, 2016 - prior to Town Meeting
4. Thursday, May 12, 2016 - prior to Town Meeting
5. Monday, May 16, 2016 - prior to Town Meeting

#### 3. Chairman's Comments

#### 4. Selectmen's Comments And Non-Docket Business

### B. TOWN MANAGER REPORT AND COMMENTS

Reappointment: Conservation Commission - Edmund J. Baratta

Documents: [TM APPOINTMENTS.PDF](#)

### C. MATTERS FROM THE AUDIENCE

### D. COMPTROLLERS REPORT

### E. LICENSES

1. Old Gold and Silver License: Simms II Jewelers, 559 Main Street; Winchester Ltd. Jewelers, 534 Main Street (RED BOOK for signature)
2. Second Hand Articles: EnKa Exchange, 1037 Main Street (RED BOOK for signature\_

Documents: [LICENSES.PDF](#)

### F. HEARINGS

### G. BUSINESS

1. VOTE To Approve Complete Streets Policy

Documents: [G1.PDF](#)

2. Town Meeting Warrant Articles Discussion/Recommendations  
6:45PM - Planning Board Warrant Articles - Town Planner Brian Szekely

Documents: [G2.PDF](#)

#### H. CONSENT AGENDA

1. One Day Alcoholic Beverage Licenses: (a) Boston's Best Bartending, April 29, 2016, Sanborn House; Gail Freeman for Studio on the Common, May 4, 2016, Studio on the Common; Boston's Best Bartending, June 10, 2016, Wright-Locke Farm; Paula Tognarelli for Griffin Museum, April 26, 2016, Griffin Museum; Amy Rindskopf for Wright Locke Farm, May 14, 2016, Wright Locke Farm; Amy Rindskopf for Wright Locke Farm, May 6, 2016, Wright Locke Farm, Paula Tognarelli for Griffin Museum, May 1, 2016, Griffin Museum, Paula Tognarelli for Griffin Museum, May 12, 2016, Griffin Museum
2. Approve / Correct Meeting Minutes - Monday, April 4, 2016
3. Recognition of Donations:
  - Acceptance of a \$1,000 donation to Police Department from the Johnston Family;
  - Acceptance of a \$1,200 donation from the Winchester Garden Club for use of a beautification project at Eliot Park, Main Street (across from Stop & Shop);
  - Acceptance of \$3,000 donation to the Winchester Coalition for a Safer Community from the Winchester Cooperative Bank;

Documents: [CONSENT.PDF](#)

#### I. COMMUNICATIONS AND WORKING GROUP REPORTS

1. Jeanne Wong, 7 Dana Avenue – Eagle Scout recognition request (Citation in RED BOOK for signatures)
2. MAPC re: Municipal Legal Notices for zoning changes
3. Email from Eversource re: Annual ERP Meeting – April 27th at Montvale Plaza
4. Memo from Dr. J.A. Evans, Ed.D., Superintendent of Schools – School Committee Reorganization
5. Memo from Library Director Ann Wirtanen re: Library Trustees reorganization
6. Memo from Council on Aging re: appointment of new Director

Documents: [CORRESPONDENCE.PDF](#)



# Town of Winchester

Town Manager's Office  
71 Mt. Vernon Street  
Winchester, MA 01890  
Phone: 781-721-7133  
Fax: 781-756-0505  
townmanager@winchester.us

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Board of Selectmen Meeting  
Monday, April 25, 2016

## TOWN MANAGER REPORT AND COMMENTS

Docket Item **B-1**: Reappointment: Conservation Commission – Term to Expire 3/31/2019  
Edmond J. Baratta, 5 Fairlane Terrace

Docket Item **B-2**:

### Supporting Documents:

**B - 1**: Letter Requesting Reappointment;  
Appointment memo from Town Manager.

**B - 2**:

### Action Required:

**B - 1**: No action required; Town Manager reappointment.

**B - 2**:



# Town of Winchester

Richard C. Howard,  
Town Manager

Board of Selectmen  
71 Mt. Vernon Street  
Winchester, MA 01890  
Phone: 781-721-7133  
Fax: 781-756-0505  
townmanager@winchester.us

## MEMORANDUM

April 19, 2016

TO: Board of Selectmen

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FROM: Richard C. Howard, Town Manager

SUBJECT: Reappointment: Conservation Commission

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In accordance with M.G.L. Chapter 40, Section 8C, I have made the following reappointment to the Winchester Conservation Commission for a term to expire March 31, 2019:

**Edmond J. Baratta, 5 Fairlane Terrace, Winchester**

/pcm

attachment

At Table  
April 4, 2016  
#2.

5 Fairlane Terrace  
Winchester, MA 01890-3207  
March 28, 2016

Chair, Board of Selectman  
Town of Winchester  
Winchester, MA 01890

Dear Mr. Grenzeback:

I am requesting a re appointment to the Conservation Commission of Winchester. This will be my third appointment to the Commission. I trust this is satisfactory with you and Board of Selectman.

Sincerely,

  
Edmond J. Baratta

Cc: Elaine Vreeland  
Administrator, Conservation Commission

TOWN OF WINCHESTER  
TOWN MANAGER  
SELECTMEN

16 APR - 1 AM 10:37

RECEIVED



# *Town of Winchester*

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Phone: 781-721-7133  
Fax: 781-756-0505  
townmanager@winchester.us

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Board of Selectmen Meeting  
Monday, April 25, 2016

## LICENSES

Docket Item:

- D-1:** Old Gold and Silver License Renewal:  
Simms II Jewelers – 559 Main Street;  
Winchester Ltd. Jewelers – 534 Main Street;
- D – 2:** Second Hand Articles License Renewal:  
EnKa Society Exchange – 1037 Main Street

Supporting Documents: Renewal applications (3)

Action Required: VOTE to approve license renewals.

**License  
D - 1.  
April 25, 2016**

**TOWN OF WINCHESTER  
MIDDLESEX COUNTY, MASSACHUSETTS**



**LICENSE**

**DEALER IN OLD GOLD AND SILVER**

This is to certify that **Simms II Jewelers** in Winchester has been duly licensed by the Board of Selectmen of the Town of Winchester to be a dealer in OLD GOLD AND SILVER and other precious metals and secondhand articles containing same at his/her shop situated and numbered **559 Main Street** in said Winchester until **May 1, 2017**.

This license may be revoked at any time and is issued subject to all the provisions of law now and hereafter in force relative to traffic in old metals and secondhand articles and to the regulation that the licensee shall keep a record of all metal and secondhand articles purchased by them showing the names of the persons from whom same were purchased and to whom they were sold or otherwise disposed of and that such record and any such old metal and secondhand articles may be examined at all times by the Chief of Police or by any member of the Police force by him thereto authorized.

Date: April 2016

Board of Selectmen  
Winchester, MA

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Fee: Paid

TOWN OF WINCHESTER  
MIDDLESEX COUNTY, MASSACHUSETTS



LICENSE

DEALER IN OLD GOLD AND SILVER

This is to certify that **Winchester Ltd Jewelers Inc** in Winchester has been duly licensed by the Board of Selectmen of the Town of Winchester to be a dealer in OLD GOLD AND SILVER and other precious metals and secondhand articles containing same at his/her shop situated and numbered **534 Main Street** in said Winchester until **May 1, 2017**.

This license may be revoked at any time and is issued subject to all the provisions of law now and hereafter in force relative to traffic in old metals and secondhand articles and to the regulation that the licensee shall keep a record of all metal and secondhand articles purchased by them showing the names of the persons from whom same were purchased and to whom they were sold or otherwise disposed of and that such record and any such old metal and secondhand articles may be examined at all times by the Chief of Police or by any member of the Police force by him thereto authorized.

Date: April 2016

Board of Selectmen  
Winchester, MA

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TOWN OF WINCHESTER  
MIDDLESEX COUNTY, MASSACHUSETTS



**SECONDHAND ARTICLES**  
**DEALER AND KEEPER OF A SHOP**

This is to certify that **The En Ka Society**, of Winchester, Massachusetts, is duly licensed by the Board of Selectmen of the Town of Winchester to be a Collector of and a Dealer in and Keeper of a Shop for the purchase, sale or barter of secondhand articles at the building situated and numbered **1037 Main Street** in said Winchester known as **En Ka Exchange** until **May 1, 2017** subject, however, to revocation at any time.

This license is granted subject to all provisions of law now and hereafter in force relating to the purchase, sale or barter of secondhand articles and to the following regulations:

None of said articles or any goods, wares or merchandise shall be kept or displayed on any part of any public way or in the space between any public way and said building; or kept, displayed or stored outside of said building except in the rear thereof.

The licensed premises and all articles therein may be examined at any time by the Selectmen or by the Chief of Police or other members of the Police Department by him thereto authorized.

This license does not authorize the purchase, sale or barter of gold in any form, precious stones, silver or any other precious metals.

**THIS LICENSE IS TO BE KEPT POSTED IN A CONSPICUOUS PLACE ON THE LICENSED PREMISES.**

Date: April 2016

Board of Selectmen  
Winchester, Massachusetts

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**Cafarella, Jennifer**

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**From:** Tustin, Rick  
**Sent:** Thursday, April 14, 2016 11:34 AM  
**To:** Cafarella, Jennifer  
**Subject:** May 1st renewals

All set on renewals. FYI jewelers workshop out of business

Rick

Sent from my iPad

## Cafarella, Jennifer

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**From:** Barbara Bosco <bbosco@winchesterpd.org>  
**Sent:** Friday, March 04, 2016 11:39 AM  
**To:** Cafarella, Jennifer  
**Cc:** Albertelli, Ken; Barbara Bosco  
**Subject:** FW: May 1st License Renewals

**Importance:** High

Jenn,

The Police Department has reviewed the activities of the establishments listed below over the past year, and has no objections to the renewal of their licenses.

Please note during this review process, we became aware the Jewelers Workshop, at 15 Thompson Street plans to close their business in the very near future.



3/4/16

Date

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Kenneth C. Albertelli  
Chief of Police

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**From:** Cafarella, Jennifer [mailto:jcafarella@winchester.us]  
**Sent:** Friday, March 04, 2016 9:42 AM  
**To:** Nash, John; Albertelli, Ken; Wile, John; Tracy, Sheila  
**Cc:** Bosco, Barbara; Viarella, Janine  
**Subject:** FW: May 1st License Renewals

**To:** John Nash, Fire Chief  
Ken Albertelli, Police Chief  
Al Wile, Building Commissioner  
Sheila Tracy, Treasurer/Collector

**From:** Jennifer Cafarella  
**Subject:** May 1<sup>st</sup> License Renewals

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Could I please have your comments and/or reports on the following licenses, due for renewal on May 1, 2016, by April 6, 2016?

**Old Gold & Silver:**

Winchester Ltd. Jewelers, 534 Main Street  
Simms II Jewelers, 550 Main Street  
Jewelers Workshop, 15 Thompson Street

**Secondhand Articles:**

## Cafarella, Jennifer

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**From:** Wile, John  
**Sent:** Friday, March 04, 2016 11:12 AM  
**To:** Cafarella, Jennifer; Nash, John; Albertelli, Ken; Tracy, Sheila  
**Cc:** Bosco, Barbara; Viarella, Janine  
**Subject:** RE: May 1st License Renewals

I have no issues. Al

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**From:** Cafarella, Jennifer  
**Sent:** Friday, March 04, 2016 9:42 AM  
**To:** Nash, John <jnash@winchester.us>; Albertelli, Ken <KAlbertelli@winchester.us>; Wile, John <jwile@winchester.us>; Tracy, Sheila <stracy@winchester.us>  
**Cc:** Bosco, Barbara <bbosco@winchester.us>; Viarella, Janine <jtustin@winchester.us>  
**Subject:** FW: May 1st License Renewals

**To:** John Nash, Fire Chief  
Ken Albertelli, Police Chief  
Al Wile, Building Commissioner  
Sheila Tracy, Treasurer/Collector

**From:** Jennifer Cafarella  
**Subject:** May 1<sup>st</sup> License Renewals

---

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**Old Gold & Silver:**

Winchester Ltd. Jewelers, 534 Main Street  
Simms II Jewelers, 550 Main Street  
Jewelers Workshop, 15 Thompson Street

**Secondhand Articles:**

EnKa Exchange, 1037 Main Street  
Revolve, 24 Thompson Street

Thank you.

## **Cafarella, Jennifer**

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**From:** Tracy, Sheila  
**Sent:** Tuesday, April 19, 2016 11:05 AM  
**To:** Cafarella, Jennifer  
**Subject:** RE: May 1st License Renewals

All businesses on the list are current with taxes and water

**From:** Cafarella, Jennifer  
**Sent:** Tuesday, April 19, 2016 9:35 AM  
**To:** Tracy, Sheila  
**Subject:** FW: May 1st License Renewals

Can I please have your comments on the businesses below?

Thanks --  
Jenn

**From:** Cafarella, Jennifer  
**Sent:** Friday, March 04, 2016 9:42 AM  
**To:** Nash, John; Albertelli, Ken; Wile, John; Tracy, Sheila  
**Cc:** Bosco, Barbara; Viarella, Janine  
**Subject:** FW: May 1st License Renewals

**To:** John Nash, Fire Chief  
Ken Albertelli, Police Chief  
Al Wile, Building Commissioner  
Sheila Tracy, Treasurer/Collector

**From:** Jennifer Cafarella  
**Subject:** May 1<sup>st</sup> License Renewals

---

Could I please have your comments and/or reports on the following licenses, due for renewal on May 1, 2016, by April 6, 2016?

### **Old Gold & Silver:**

Winchester Ltd. Jewelers, 534 Main Street  
Simms II Jewelers, 550 Main Street  
Jewelers Workshop, 15 Thompson Street

### **Secondhand Articles:**

EnKa Exchange, 1037 Main Street  
Revolve, 24 Thompson Street



# *Town of Winchester*

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townmanager@winchester.us

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Board of Selectmen Meeting  
Monday, April 25, 2016

## BUSINESS

Docket Item G-1:

VOTE to approve Complete Streets Policy

Supporting Documents:

Memo from Town Manager, Town Engineer and  
Town Planner

Action Required:

VOTE to approve.

**Mawn, Patti**

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**From:** Rudolph, Beth  
**Sent:** Wednesday, April 13, 2016 2:59 PM  
**To:** Howard, Richard  
**Cc:** Szekely, Brian; Mawn, Patti  
**Subject:** RE: Complete Streets draft memo

Richard-

At last night's meeting, the Planning Board voted to recommend the Complete Streets Policy. The next step is to have it reviewed and approved by the Board of Selectmen. Is it possible to get this on a future agenda? I realize the schedule is difficult with the upcoming Town Meeting.

Thanks, Beth

**From:** Rudolph, Beth  
**Sent:** Tuesday, April 05, 2016 3:23 PM  
**To:** Howard, Richard <[rhoward@winchester.us](mailto:rhoward@winchester.us)>; Szekely, Brian <[bszekely@winchester.us](mailto:bszekely@winchester.us)>  
**Subject:** RE: Complete Streets draft memo

Richard and Brian-

Attached is the memo that I drafted for the BOS and PB regarding the Complete Streets Policy, as well as the most recent draft of the Policy. Please let me know if you would like any changes to the memo and I can finalize. It would be good if we could get this on the agenda for the April 12<sup>th</sup> PB meeting, then on the BOS meeting after that (I know we are getting into Town Meeting soon after, so I'm not sure what date makes sense).

Thanks, Beth

**From:** Rudolph, Beth  
**Sent:** Tuesday, March 22, 2016 4:04 PM  
**To:** Howard, Richard <[rhoward@winchester.us](mailto:rhoward@winchester.us)>; Szekely, Brian <[bszekely@winchester.us](mailto:bszekely@winchester.us)>  
**Subject:** Complete Streets draft memo

Richard and Brian –

Attached is a draft memo regarding the complete streets policy that we discussed at our meeting a few weeks back. This memo is intended to update the Planning Board and BOS regarding the process for approving the Complete Streets Policy. I have it coming from the three of us if that's okay. The Planning Board should probably make their recommendation before the BOS votes to adopt.

Let me know if you would like any changes.

Thanks, Beth

Beth Rudolph, P.E.



TOWN OF WINCHESTER  
ENGINEERING DEPARTMENT  
71 MT. VERNON STREET, WINCHESTER, MA  
PHONE 781-721-7120 / FAX 781-721-7166

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**TO:** Winchester Board of Selectmen  
Winchester Planning Board

**FROM:** Richard Howard, Town Manager  
Beth Rudolph, PE, Town Engineer  
Brian Szekely, Town Planner

**DATE:** March 22, 2016

**RE:** Complete Streets Policy – Review Request

The Massachusetts Department of Transportation (MassDOT) “Complete Streets” program was created by the state legislature through the 2014 Transportation Bond Bill, with the intent of rewarding municipalities that demonstrate a commitment to implementing complete streets initiatives in policy and practice. The goal of the program is to promote more livable communities through the provision of safer, more accessible and comfortable means of travel between home, school, work, recreation, and retail destinations. The state defines a complete street as one that provides safe and accessible options for all modes of travel, including walking, biking, transit, and motorized vehicles, for people of all ages and abilities.

MassDOT has allocated \$12.5 million for the first two years of the program (FY16 and 17). Future funding will be based on the availability of funds, community interest, and success of the program. The program requires that one-third of the funding be spent in communities with household incomes below the state median.

The program requires the development of a “Complete Streets Policy”, as well as a “Complete Streets Prioritization Plan”. Funding up to \$50,000 is available through the program to assist in the development of the Prioritization Plan. Once the Complete Streets Policy and Prioritization Plan are approved by MassDOT, communities may apply for construction funding. Awards up to \$400,000 are available to eligible communities for construction. Design is not an eligible expense; however, MassDOT notes that Chapter 90 monies may be used to support design costs.

As a first step in the process, Town staff has developed a draft “Complete Streets Policy” for review and approval by the Planning Board and Board of Selectmen. Once approved, the Policy will be sent to MassDOT to be scored based on their “Complete Streets Policy Scoring System”. Policies must score a minimum of 80 points to be approved by MassDOT. MassDOT has provided model policy language for each element of the scoring system. The draft policy developed by staff follows the example provided by MassDOT in their Complete Streets training sessions, with appropriate modifications for Winchester.

The draft Policy requires a “vote to recommend” by the Planning Board, and a “vote to adopt” the policy by the Board of Selectmen. Staff would be happy to discuss the Complete Streets Program and draft Policy at one of your regularly scheduled meetings.

Town of Winchester Complete Street Policy	
Effective Date	
Expiration Date	
Date Last Revised	
Planning Board vote to recommend	
Selectmen vote to introduce policy	
Selectmen vote to adopt policy	

**COMPLETE STREETS POLICY**

Vision and Purpose:

Complete Streets are designed and operated to provide safety and accessibility for all the users of our roadways, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages and of all abilities. The Town of Winchester recognizes that Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities.

The purpose of Winchester's Complete Streets policy, therefore, is to accommodate a wide range of road users by creating a road network that meets the needs of individuals utilizing a variety of transportation modes. It is the intent of the Town of Winchester to formalize the plan, design, operation and maintenance of streets so that they are safe for all users of all ages and abilities as a matter of routine. This policy directs decision-makers to consistently plan, design, and construct streets to reasonably accommodate all anticipated users including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, and freight and commercial vehicles.

Core Commitment:

The Town of Winchester recognizes that users of various modes of transportation, including, but not limited to, pedestrians, cyclists, transit and school bus riders, motorists, delivery and service personnel, freight haulers, and emergency responders, are legitimate users of streets and deserve safe facilities. "All Users" includes users of all ages and abilities.

The Town of Winchester recognizes that roadway projects, whether new, maintenance, or reconstruction, are potential opportunities to apply Complete Streets design principles. The Town will, to the maximum extent practical, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities.

Where feasible, Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects. This includes transportation infrastructure and street design projects requiring funding or approval by the Town of Winchester, as well as projects funded by the state and federal government, such as Chapter 90 funds, Town improvement grants, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding, and other state and federal funds for street and infrastructure design. The same will be applied to private developments and related street design components or corresponding street-related components. In addition, to the extent practical, state-owned roadways will comply with the

Complete Streets resolution, including the design, construction, and maintenance of such roadways within Town boundaries.

Transportation infrastructure may be excluded, upon approval by the Board of Selectmen and/or its designee, where documentation and data indicate that:

- (1) Specific uses are prohibited by law, such as interstate freeways or pedestrian malls. In these cases, an effort will be made for accommodations elsewhere.
- (2) The cost or impact of the application is excessively disproportionate to the need, probable use, or probable future use.
- (3) Other Town policies, regulations, or requirements contradict or preclude implementation of complete streets principles.

Best Practices:

The Town of Winchester Complete Streets policy will focus on developing a connected, integrated network that serves all road users. Complete Streets will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects.

Implementation of the Town of Winchester Complete Streets Policy will be carried out cooperatively between all departments, and to the greatest extent possible, with multi-jurisdictional cooperation among other parties, including but limited to private developers, and state, regional, and federal agencies.

Complete Streets principles include the development and implementation of projects in a context sensitive manner in which project implementation is considerate of the community's physical, economic, and social setting. The context-sensitive approach to process and design includes a range of goals by considering stakeholder and community values on a level plane with the project need. It includes goals related to livability with participation by those affected in order to gain project consensus and design flexibility in the balance of user needs. The overall goal of this approach is to preserve and enhance Winchester's scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions, with considerations as to reasonableness.

The Town of Winchester recognizes that "Complete Streets" may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets including:

- The Massachusetts of Department of Transportation "Project Design and Development Guidebook";
- The latest edition of American Association of State Highway Transportation Officials (AASHTO) "A Policy on Geometric Design of Highway and Streets";
- The United States Department of Transportation Federal Highway Administration's "Manual on Uniform Traffic Design Controls" (2009, as amended);

- The Architectural Access Board (AAB) 521CMR Rules and Regulations; and
- Documents and plans created for the Town of Winchester, such as bicycle and pedestrian network plans.

Complete Streets implementation and effectiveness should be constantly evaluated for success and opportunities for improvement. The Town will produce an annual inventory of new infrastructure projects utilizing complete street elements, and will develop additional performance measures to better gauge implementation and effectiveness of these policies.

Implementation:

The Town shall make Complete Streets practices a routine part of everyday operations, shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

Town shall review and either revise or develop proposed revisions to all appropriate planning documents (master plans, open space and recreation plan, etc.), as well as review any applicable zoning bylaws, subdivision regulations, and other bylaws, procedures, rules, regulations, guidelines, programs, and templates to integrate Complete Streets principles in all Street Projects on streets. A committee designated by the Town Manager will be created to implement this initiative.

The Town shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will prioritize projects to eliminate gaps in the sidewalk and bikeway network.

The Town will reevaluate Capital Improvement Projects prioritization to encourage implementation of Complete Streets principles. Municipal road repairs, upgrades, and expansion projects on the public right-of-way will be reviewed for the incorporation of complete street elements.

The Town will train pertinent town staff and decision-makers on the content of Complete Streets principles and best practices for implementing policy through workshops and other appropriate means.

The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way.

The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.



# *Town of Winchester*

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Phone: 781-721-7133  
Fax: 781-756-0505  
townmanager@winchester.us

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Board of Selectmen Meeting  
Monday, April 25, 2016

Docket Item G-2:

Town Meeting Warrant Articles Discussion /  
Presentation / Recommendations

Supporting Documents:

Town Planner Brian Szekely will be present to  
discuss Planning Board sponsored Articles

Action Required:

VOTE recommendation for Town Meeting consideration

*Spring 2016 Annual Town Meeting Warrant Articles  
Speaker / Recommendation List*

Art.	Title	Proponent	TM Vote Req'd.	BOS Speaker (s)	Recommendation To Town Meeting
1	Reports	Selectmen	majority	L. Grenzeback	
2	Amend Zoning Bylaw: 9.5.1 Site Plan Review	Planning Bd.	2/3 vote	M. Bettencourt	
3	Amend Zoning Bylaw: 10.0 Table of Dimensional Rqmets.	Planning Bd.	2/3 vote	M. Bettencourt	
4	Amend Zoning Bylaw: 3.0 Outside Food Service	Planning Bd.	2/3 vote	M. Bettencourt	
5	Amend Code of By-laws Chapter 8, Section 21	Planning Bd.	majority	M. Bettencourt	
6	Amend Code of By-laws, Demolition of Historic Buildings	Hist. Cmssn.	majority	J. Whitehead	Favorable(3-2)
7	Amend Code of By-laws, Demolition of Historic Buildings	Hist. Cmssn.	majority	J. Whitehead	Favorable(3-2)
8	Transfer land to Wright-Locke Land Trust	Town Manager	2/3 vote	J. Whitehead	
9	Appropriate Bond Premium Funds for High School	Town Manager	majority	Treasurer	
10	Appropriate monies for engineering/consultants for Eversource project	Town Manager	majority	M. Bettencourt	
11	Appropriate monies for preliminary reports for Waterfield and Public Safety Lots	Town Manager	majority	M. Bettencourt	
12	Supplement FY2016 budget	Town Manager	majority	Manager	
13	Increase FY2016 Recreation Enterprise budget	FinCom/Town Manager	majority	Manager	
14	Appropriate monies for parking meters, parking lot maintenance	Town Manager	majority	Manager	
15	Amend and/or revoke Dept. of Planning & Community Development	Town Manager	majority	Manager / L. Grenzeback	
16	Authorize Treasurer to Borrow Money	Town Manager	majority		
17	Operating Budget	FinCom	majority*		
18	Raise/appropriate funds for Water/Sewer Division/Transfer to Enterprise Fund	FinCom	majority		
19	Appropriate monies for Recreation Department	FinCom	majority		

*Spring 2016 Annual Town Meeting Warrant Articles  
Speaker / Recommendation List*

20	Appropriate monies to Capital/Building Stabilization Fund	FinCom	2/3 vote		
21	Appropriate funds for OPEB Liability Trust Fund	FinCom	majority		
22	State Highway Fund	Bd. of Selectmen	majority		
23	Appropriate monies for Swanton St. Bridge engineering (flood mitigation)	Cap.Pl.Cmte	2/3 vote	J. Whitehead	
24	Appropriate monies for Lawson/Leslie subareas sanitary sewer project	Cap.Pl. Cmte.	2/3 vote		
25	Amend Art. 12 from 2014 Fall Town Meeting – water mains	Cap.Pl.Cmte.	2/3 vote		
26	Appropriate funds for various capital projects	Cap.Pl.Cmte.	majority	S. Powers	
27	Revolving Fund for Archival Center	Town Manager	majority		
28	Revolving Fund for energy in municipal/school bldgs..	BOS/Sch.Cmte.	majority		
29	Revolving Fund for Board of Health	Bd. of Health	majority		
30	Revolving Fund for Grass Field Permits	Field Mgmt.	majority		
31	Revolving Fund for Synthetic Turf Permits	Field Mgmt.	majority		
32	Personnel Board Report	Pers. Bd.	majority	S. Powers	Favorable (5-0)
33	Authorize Assessors to reduce tax levy	Town Manager	majority		
34	Comply with Proposition 2 1/2	FinCom	majority**		
35	Accept Committee Reports/Dissolve Old Committees	Selectmen	majority		
<b>2016 Special Town Meeting</b>					
1	Amend Winning Farm Agreements	Selectmen	2/3 vote		
2	Include parcels of land within ARCDOD	Planning Bd.	2/3 vote		

\*on Stabilization Funds  
\*\*if Reconsideration



# Town of Winchester

Town Manager's Office  
71 Mt. Vernon Street  
Winchester, MA 01890  
Phone: 781-721-7133  
Fax: 781-756-0505  
townmanager@winchester.us

Board of Selectmen Meeting  
Monday, April 25, 2016

## Docket Item **H: Consent Agenda**

### H – 1: *One Day Alcoholic Beverage Licenses:*

- Boston's Best Bartending – April 29<sup>th</sup> – Sanborn House – fundraiser;
- Gail Freeman for Studio on the Common – May 4, 2016 – Studio on the Common;
- Boston's Best Bartending - June 10, 2016 – Wright Locke Farm;
- Paula Tognarelli for Griffin Museum – April 26, 2016 – Griffin Museum;
- Amy Rindskopf for Wright Locke Farm – private party - May 14, 2016 – 1827 Barn;
- Amy Rindskopf for Wright Locke Farm – private party - May 6, 2016 – 1827 Barn;
- Paula Tognarelli for Griffin Museum – May 12, 2016 – Griffin Museum;
- Paula Tognarelli for Griffin Museum – May 1, 2016 – Griffin Museum;

### H – 2: *Approve / Correct Meeting Minutes* Monday – April 4, 2016

#### *Recognition of Donations:*

- Acceptance of a \$1,000 donation to the Police Department from the Johnston Family;
- Acceptance of a \$1,200 donation from the Winchester Garden Club for use as part of a beautification project at Eliot Park, Main Street (across from Stop & Shop);
- Acceptance of \$3,000 donation to the Winchester Coalition for a Safer Community from the Winchester Cooperative;
- Acceptance of \$3,100 donation to Winchester Coalition for a Safer Community by the EnKa Society;

#### Supporting Documents:

H – 1: Multiple One Day Alcoholic Beverage License Applications;

H – 2: DRAFT Meeting Minutes for Mon., Apr. 4, 2016

Recognition of donations: Multiple memos / letters

Action Required: VOTE to approve CONSENT AGENDA



# Town of Winchester

## Application for Special (One Day) Alcoholic Beverage License

In accordance with MGL c.138, s.14, 23; CMR 7:04 and  
Town of Winchester Procedural Requirements for Special (One Day) Alcoholic Beverage Licenses

Name of Applicant/Organization:

Winchester Democratic Town Comm. by Boston's Best

Address:

100 Oxford St Winchester

Telephone Number:

617 934 4300 / 781 246-

Permit Applying For:

All Alcohol License (\$75.00)

Beer and Wine Only License (\$75.00)  
2027  
Neuburyport

Nature and purpose of the event:

Cocktail Party / Fund Raiser

Number of persons attending event:

60 guests

Description of premises and location of facility where liquor will be sold and/or distributed:

Sanborn House

Name(s) of responsible manager (s) who will be in charge of dispersing the liquor; date of birth(s) and Social Security Number(s):

D. Kenosian

Date(s) and times of event and/or specific times when alcoholic beverages will be sold or distributed:

April 29, 2016 6-10:30 Service 7-10:00

I have read the Procedural Requirements for Special (One Day) Alcoholic Beverage License (attached) and agree to all the terms and conditions:

Signature of Responsible Manager:

Boston's Best Bartender

Print Name of Responsible Manager:

D. Kenosian

" " "

NOTE: Application must be submitted a minimum of TWO WEEKS prior to the scheduled event to:  
Board of Selectmen; 71 Mt. Vernon Street; Winchester, MA 01890

## Cafarella, Jennifer

---

**From:** Albertelli, Ken  
**Sent:** Monday, April 11, 2016 7:14 PM  
**To:** Cafarella, Jennifer  
**Subject:** Re: One Day Alcohol License

Hi Jenn,

The Police Dept. has no objection.

Thanks.  
Ken

Sent from my iPhone

> On Apr 11, 2016, at 5:25 PM, Cafarella, Jennifer <jcafarella@winchester.us> wrote:  
>  
> Chief,  
>  
> Can I please have your comments on the attached one day alcoholic beverage license?  
>  
> Group: Boston's Best  
> Location: Sanborn House  
> Date: April 29  
>  
> Thanks -  
> Jenn  
> <201604111734.pdf>



# Town of Winchester

## Application for Special (One Day) Alcoholic Beverage License

In accordance with MGL c. 138, s. 14, 20, CMR 7.04 and  
Town of Winchester Procedural Requirements for Special (One Day) Alcoholic Beverage Licenses

Name of Applicant/Organization:

Studio on the Common

Address:

22 Church St

Telephone Number:

781-721-1023

Permit Applying For:

All Alcohol License (\$75.00)\*

Beer and Wine Only License (\$75.00)\*

Nature and purpose of the event:

Reception to benefit Winchester

Hospital Nursery

Number of persons attending event:

150 one course of evening

Description of premises and location of facility where liquor will be sold and/or distributed:

Studio store and art studio

Name(s) of responsible manager (s) who will be in charge of dispensing the liquor, date of birth(s) and Social Security Number(s):

Gail Freeman

Date(s) and times of event and/or specific times when alcoholic beverages will be on the premises:

May 4th

6:00 - 10:00pm

I have read the Procedural Requirements for Special (One Day) Alcoholic Beverage License (attached) and agree to all the terms and conditions:

Signature of Responsible Manager:

Gail M. Freeman

Print Name of Responsible Manager:

Gail M. Freeman

NOTE: Application must be submitted a minimum of TWO WEEKS prior to the scheduled event to:  
Board of Selectmen; 71 Mt. Vernon Street; Winchester, MA 01890.

**\*A \$75.00 LATE FEE WILL BE CHARGED FOR ANY APPLICATION SUBMITTED LESS THAN TWO WEEKS BEFORE THE EVENT.**

m: form one day alcoholic application



# Town of Winchester

## Application for Special (One Day) Alcoholic Beverage License

In accordance with MGL c. 138, s. 14, 23; CMR 7.04 and  
Town of Winchester Procedural Requirements for Special (One Day) Alcoholic Beverage Licenses

Name of Applicant/ Organization:

Kristin Tracy by Boston's Best Bartending

Address: 11 Cox Rd Winchester / 42 Temple St

Telephone Number: 617 308 4900 / 781 - Newburyport

Permit Applying For:

All Alcohol License (\$75.00)

Beer and Wine Only License (\$75.00)

MA 01950

Nature and purpose of the event:

Social gathering - Private

Number of persons attending event:

100 guests

Description of premises and location of facility where liquor will be sold and/or distributed:

Wright Locke Farm  
78 Ridge St Winchester

Name(s) of responsible manager (s) who will be in charge of dispersing the liquor; date of birth(s) and Social Security Number(s):

D. Konnison

Date(s) and times of event and/or specific times when alcoholic beverages will be sold or distributed:

June 10, 2016 6:00pm - 11:00pm Service 7:00-10:30

I have read the Procedural Requirements for Special (One Day) Alcoholic Beverage License (attached) and agree to all the terms and conditions:

Signature of Responsible Manager:

[Handwritten Signature]

Boston's Best Bartending

Print Name of Responsible Manager:

D. Konnison

**NOTE: Application must be submitted a minimum of TWO WEEKS prior to the scheduled event to:  
Board of Selectmen; 71 Mt. Vernon Street; Winchester, MA 01890**

**Cafarella, Jennifer**

---

**From:** Albertelli, Ken  
**Sent:** Wednesday, April 13, 2016 4:16 PM  
**To:** Cafarella, Jennifer; Bosco, Barbara  
**Subject:** RE: One Day Alcohol License

Hi Jenn,

The Police Dept. has no objection.

Thanks  
Ken

-----Original Message-----

**From:** Cafarella, Jennifer  
**Sent:** Wednesday, April 13, 2016 4:08 PM  
**To:** Albertelli, Ken; Bosco, Barbara  
**Subject:** One Day Alcohol License

Chief,

Can I please have your comments on the attached one day alcoholic beverage license?

**Group:** Boston's Best  
**Location:** WL Farm  
**Date:** June 10

Thanks -  
Jenn



# Town of Winchester

## Application for Special (One Day) Alcoholic Beverage License

In accordance with MGL c.138, s.14, 23; CMR 7:04 and  
Town of Winchester Procedural Requirements for Special (One Day) Alcoholic Beverage Licenses

Name of Applicant/ Organization: Griffin Museum of photography

Address: 67 Shore Road, Winchester, MA 01890

Telephone Number: 781-729-1158

Permit Applying For:

All Alcohol License (\$75.00)       Beer and Wine Only License (\$75.00)

Nature and purpose of the event: ASMP annual event

Number of persons attending event: 100

Description of premises and location of facility where liquor will be sold and/or distributed:

Small photography museum  
alcohol will be dispensed

Name(s) of responsible manager (s) who will be in charge of dispersing the liquor; date of birth(s) and Social Security Number(s):

Paula Tognarelli

Date(s) and times of event and/or specific times when alcoholic beverages will be sold or distributed:

4/26 5-9

I have read the Procedural Requirements for Special (One Day) Alcoholic Beverage License (attached) and agree to all the terms and conditions:

Signature of Responsible Manager:

Paula Tognarelli

Print Name of Responsible Manager:

Paula Tognarelli

16 APR 19 AM 10:30  
TOWN OF WINCHESTER  
100 STATE STREET  
WINCHESTER MA 01890

**NOTE: Application must be submitted a minimum of TWO WEEKS prior to the scheduled event to Board of Selectmen; 71 Mt. Vernon Street; Winchester, MA 01890**



# Town of Winchester

## Application for Special (One Day) Alcoholic Beverage License

*In accordance with MGL c.138, s.14, 23; CMR 7:04 and  
Town of Winchester Procedural Requirements for Special (One Day) Alcoholic Beverage Licenses*

RECEIVED  
MAY 20 11:01  
TOWN OF WINCHESTER  
SEAL ROOM

Name of Applicant/ Organization:  
Wright-Locke Farm

Address: 78 Ridge Street, Winchester, MA 01890

Telephone Number: 781-729-8775

Permit Applying For:

All Alcohol License (\$75.00)\*       Beer and Wine Only License (\$75.00)\*

Nature and purpose of the event: Private Party

Number of persons attending event: 80

Description of premises and location of facility where liquor will be sold and/or distributed:

Inside the 1827 Barn

Name(s) of responsible manager (s) who will be in charge of dispersing the liquor; date of birth(s) and Social Security Number(s):

Amy Rindskopf 12/23/1970

Date(s) and times of event and/or specific times when alcoholic beverages will be on the premises:

SATURDAY MAY 14 11am - 3pm

I have read the Procedural Requirements for Special (One Day) Alcoholic Beverage License (attached) and agree to all the terms and conditions:

Signature of Responsible Manager:

Print Name of Responsible Manager:

Amy Rindskopf

**NOTE: Application must be submitted a minimum of TWO WEEKS prior to the scheduled event to:  
Board of Selectmen; 71 Mt. Vernon Street; Winchester, MA 01890.**

**\*A \$75.00 LATE FEE WILL BE CHARGED FOR ANY APPLICATION SUBMITTED LESS THAN TWO WEEKS BEFORE THE EVENT.**



# Town of Winchester

## Application for Special (One Day) Alcoholic Beverage License

*In accordance with MGL c.138, s.14, 23; CMR 7:04 and  
Town of Winchester Procedural Requirements for Special (One Day) Alcoholic Beverage Licenses*

RECEIVED  
MAY 20 11:01  
TOWN OF WINCHESTER  
TOWN MANAGER  
561 FORT ST.

Name of Applicant/ Organization:  
Wright-Locke Farm

Address: 78 Ridge Street, Winchester, MA 01890

Telephone Number: 781-729-8775

Permit Applying For:

All Alcohol License (\$75.00)\*       Beer and Wine Only License (\$75.00)\*

Nature and purpose of the event: Private Party

Number of persons attending event: 80

Description of premises and location of facility where liquor will be sold and/or distributed:

Inside Re 1827 Barn

Name(s) of responsible manager (s) who will be in charge of dispersing the liquor; date of birth(s) and Social Security Number(s):

AMY RINDSCOPF 12/23/1970

Date(s) and times of event and/or specific times when alcoholic beverages will be on the premises:

FRIDAY MAY 6 6<sup>30</sup>-10<sup>30</sup> PM

I have read the Procedural Requirements for Special (One Day) Alcoholic Beverage License (attached) and agree to all the terms and conditions:

Signature of Responsible Manager:

Print Name of Responsible Manager:

AMY RINDSCOPF

**NOTE: Application must be submitted a minimum of TWO WEEKS prior to the scheduled event to:  
Board of Selectmen; 71 Mt. Vernon Street; Winchester, MA 01890.**

**\*A \$75.00 LATE FEE WILL BE CHARGED FOR ANY APPLICATION SUBMITTED LESS THAN TWO WEEKS BEFORE THE EVENT.**

## Mawn, Patti

---

**From:** Albertelli, Ken  
**Sent:** Wednesday, April 20, 2016 2:53 PM  
**To:** Mawn, Patti; Ken Albertelli, Chief of Police  
**Cc:** Bosco, Barbara; Barbara Bosco  
**Subject:** RE: Message from "RNP0026736CAA87" Two (2) One Day Alcoholic Beverage Licenses

*Hi Patti,*

*The Police Dept. has no objection to either request.*

*Thanks  
Ken*

*-----Original Message-----*

*From: Mawn, Patti  
Sent: Wednesday, April 20, 2016 11:06 AM  
To: Albertelli, Ken; Ken Albertelli, Chief of Police  
Cc: Bosco, Barbara; Barbara Bosco  
Subject: FW: Message from "RNP0026736CAA87" Two (2) One Day Alcoholic Beverage Licenses  
Importance: High*

*Attached please find two (2) One Day Alcoholic Beverage License requests from Wright-Locke Farm for Friday, May 6th and Saturday, May 14th. May I have your comments, please.*

*Thank you.*

*-----Original Message-----*

*From: [ricoh@winchester.us](mailto:ricoh@winchester.us) [mailto:[ricoh@winchester.us](mailto:ricoh@winchester.us)]  
Sent: Wednesday, April 20, 2016 11:13 AM  
To: Mawn, Patti; Cafarella, Jennifer  
Subject: Message from "RNP0026736CAA87"*

*This E-mail was sent from "RNP0026736CAA87" (Aficio MP 9002).*

*Scan Date: 04.20.2016 11:12:51 (-0400)  
Queries to: [ricoh@winchester.us](mailto:ricoh@winchester.us)*

*Two [2] One Day Licenses*



# Town of Winchester

## Application for Special (One Day) Alcoholic Beverage License

*In accordance with MGL c.138, s.14, 23; CMR 7:04 and  
Town of Winchester Procedural Requirements for Special (One Day) Alcoholic Beverage Licenses*

Name of Applicant/ Organization: Griffin Museum of Photography

Address: 67 Shore Road, Winchester MA, 01890

Telephone Number: 781-729-1158

Permit Applying For:

All Alcohol License (\$75.00)\*       Beer and Wine Only License (\$75.00)\*

Nature and purpose of the event: opening reception

Number of persons attending event: 100

Description of premises and location of facility where liquor will be sold and/or distributed:

Small local museum

Name(s) of responsible manager (s) who will be in charge of dispersing the liquor; date of birth(s) and Social Security Number(s):

Paula Tognarelli      016-46-3287      11.30.1954

Date(s) and times of event and/or specific times when alcoholic beverages will be on the premises:

5/12/16      6:30-8

I have read the Procedural Requirements for Special (One Day) Alcoholic Beverage License (attached) and agree to all the terms and conditions:

Signature of Responsible Manager:

Paula Tognarelli

Print Name of Responsible Manager:

Paula Tognarelli

16 APR 19 PM 2:45  
TOWN OF WINCHESTER  
SEALING UNIT

RECEIVED

**NOTE: Application must be submitted a minimum of TWO WEEKS prior to the scheduled event to: Board of Selectmen; 71 Mt. Vernon Street; Winchester, MA 01890.**

**\*A \$75.00 LATE FEE WILL BE CHARGED FOR ANY APPLICATION SUBMITTED LESS THAN TWO WEEKS BEFORE THE EVENT.**

## Cafarella, Jennifer

---

**From:** Albertelli, Ken  
**Sent:** Tuesday, April 19, 2016 5:39 PM  
**To:** Cafarella, Jennifer; Bosco, Barbara  
**Subject:** RE: One Day Alcohol License

Hi Jenn,

The Police Dept. has no objection.

Thanks  
Ken

-----Original Message-----

**From:** Cafarella, Jennifer  
**Sent:** Tuesday, April 19, 2016 2:49 PM  
**To:** Albertelli, Ken; Bosco, Barbara  
**Subject:** One Day Alcohol License

Chief,

Can I please have your comments on the attached one day alcoholic beverage license?

**Group:** Paula Tognarelli for the Griffin Museum  
**Location:** Griffin Museum  
**Date:** May 1 and May 12

Thanks -  
Jenn



# Town of Winchester

## Application for Special (One Day) Alcoholic Beverage License

*In accordance with MGL c.138, s.14, 23; CMR 7:04 and  
Town of Winchester Procedural Requirements for Special (One Day) Alcoholic Beverage Licenses*

Name of Applicant/ Organization: Griffin Museum of Photography

Address: 67 Shore Road, Winchester, MA 01890

Telephone Number: 781-729-1150

Permit Applying For:

All Alcohol License (\$75.00)\*       Beer and Wine Only License (\$75.00)\*

Nature and purpose of the event: opening reception

Number of persons attending event: 100 - 200

Description of premises and location of facility where liquor will be sold and/or distributed:

Small local museum

Name(s) of responsible manager (s) who will be in charge of dispersing the liquor; date of birth(s) and Social Security Number(s):

Paula Tognarelli      016-46-3287      11.30.1954

Date(s) and times of event and/or specific times when alcoholic beverages will be on the premises:

May 1st / 2016      11:am - 6:30

I have read the Procedural Requirements for Special (One Day) Alcoholic Beverage License (attached) and agree to all the terms and conditions:

Signature of Responsible Manager:

Paula Tognarelli

Print Name of Responsible Manager:

Paula Tognarelli

16 APR 19 PM 2:45  
TOWN MANAGER  
SEAL OFFICE

**NOTE: Application must be submitted a minimum of TWO WEEKS prior to the scheduled event to:  
Board of Selectmen; 71 Mt. Vernon Street; Winchester, MA 01890.**

**\*A \$75.00 LATE FEE WILL BE CHARGED FOR ANY APPLICATION SUBMITTED LESS THAN TWO WEEKS BEFORE THE EVENT.**

## Cafarella, Jennifer

---

**From:** Albertelli, Ken  
**Sent:** Tuesday, April 19, 2016 5:39 PM  
**To:** Cafarella, Jennifer; Bosco, Barbara  
**Subject:** RE: One Day Alcohol License

Hi Jenn,

The Police Dept. has no objection.

Thanks  
Ken

-----Original Message-----

**From:** Cafarella, Jennifer  
**Sent:** Tuesday, April 19, 2016 2:49 PM  
**To:** Albertelli, Ken; Bosco, Barbara  
**Subject:** One Day Alcohol License

Chief,

Can I please have your comments on the attached one day alcoholic beverage license?

**Group:** Paula Tognarelli for the Griffin Museum  
**Location:** Griffin Museum  
**Date:** May 1 and May 12

Thanks -  
Jenn

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**TOWN OF WINCHESTER**  
**BOARD OF SELECTMEN MEETING**  
**Monday, April 4, 2016**  
**Record**

Outgoing Chairman Lance R. Grenzeback called the meeting to order at 7:30 PM in the Board of Selectmen Meeting Room located in Town Hall. Present were Selectman Stephen L. Powers, Selectman Michael Bettencourt, Selectman E. James Whitehead and newly elected Selectman David P. Errico. Also present was Town Manager Richard C. Howard.

**OPENING**

**Notification of Other Meetings and Hearings**

- Monday, April 11, 2016 – Board of Selectmen – Regular Session
- Tuesday, April 12, 2016 – Planning Board Hearing re: Winning Farm
- Monday, April 25, 2016 – Board of Selectmen – Prior to Town Meeting – Winchester High School Guidance Conference Room
- Thursday, April 28, 2016 – Board of Selectmen – Prior to Town Meeting – Winchester High School Guidance Conference Room

**Chairman's Comments**

Outgoing Chairman Grenzeback informed the audience that the Executive Session discussion this evening would be held at the conclusion of the regular business meeting. He asked that Town Manager Howard take over the duties of the Chair to allow the Board of Selectmen to reorganize after the Town Election last week.

Town Manager called for nominations for Chairman for the 2016/17 Semester of the Board.

\*Nomination: That Lance R. Grenzeback be nominated to serve as Chairman of the Board of Selectmen for the full 2016/17 term.  
Whitehead – Bettencourt

\*Nomination: That the 2016/17 Board of Selectmen chairmanship be split, six (6) months for Lance R. Grenzeback beginning April 4, 2016 through October 2, 2016; and that Stephen L. Powers be chairman for the period of October 3, 2016 through March 31, 2017.

Errico – Powers

In favor: Errico, Powers

Opposed: Whitehead, Bettencourt, Grenzeback

MOTION FAILED.

\*On the Grenzeback nomination to serve as Chairman for a full term:

In favor: Errico, Whitehead, Bettencourt, Grenzeback

Opposed: Powers

VOTED.

Town Manager called for nominations for Vice Chairman for the 2016/17 Semester of the Board:

\*Nomination: That E. James Whitehead be nominated to serve as Vice Chairman from this date through March 31, 2017.

Grenzeback – Bettencourt

\*Nomination: That Stephen L. Powers be nominated to serve as Vice Chairman

**Monday, April 4, 2016  
Board of Selectmen Meeting**

from this date through March 31, 2017.

Errico – Powers

\*On the Whitehead Nomination:

In favor: Whitehead, Bettencourt, Grenzeback

Opposed: Errico, Powers

VOTED.

**Chairman's Comments**

Chairman Grenzeback congratulated newly elected Selectman David Errico and thanked all who participated in the Annual Town Election.

Selectman Powers thanked former Vice Chairman Jim Johnson for his service to the community over the last eighteen years. He noted that Jim will still be doing some committee work.

Vice Chairman Whitehead reminded his colleagues to view the conflict of interest video that can be found on the Attorney General's website.

**TOWN MANAGER REPORT AND COMMENTS**

**Appointment: Historical Commission**

Town Manager noted that in accordance with M.G.L. Chapter 40, Section 8D, he has made the following appointment to the Historical Commission:

**Janet Boswell, 7 Summit Avenue, Winchester**

**Term to Expire: March 31, 2019**

**Appointment: Council on Aging Administrator**

Town Manager informed the Board that in accordance with section 4-2b of the Town Charter he has made the following regular appointment:

**B. Phillip Beltz, 50 Lewis Street, Boston, MA**

Town Manager informed the Board that several individuals were involved in the search for the new Council on Aging Administrator, the successor to Ruth Young. He explained that after several unsuccessful advertising attempts, B. Phillip Beltz is being recommended for appointment. Mr. Beltz will be joining the Town later this month. Town Manager noted that during the search process there was some discussion about a new structural model for the Council on Aging, and with a new administrator, there is an opportunity to consider this. He noted that Mr. Beltz's employment dovetails with the recommissioning of the renovated building.

Phillip Beltz informed the Board that he has previously worked in Long Island, NY, a town by the name of Southold, a community similar in size to Winchester, but having the largest senior population in the state of New York. Mr. Beltz noted that he has been involved in both strategic and community planning. His hope is to produce changes that will benefit the Town.

Terry Fuller, Chairman of the Council on Aging, informed the Board that the Jenks Center is excited to bring Mr. Beltz on as a member of their staff as he brings a great deal to the table. He indicated that Mr. Beltz will be starting his employment on April 19<sup>th</sup>. Mr. Fuller commended Human Resources Director Anne Graglia-Kostos for all of the time and effort she spent on this task.

**Monday, April 4, 2016  
Board of Selectmen Meeting**

1  
2 Vice Chairman Whitehead commented that Mr. Beltz has big shoes to fill. Selectman Powers offered  
3 congratulations to Ruth Young for her years of service to the Town. He noted that the senior population  
4 in Winchester is approximately 38%. Chairman Grenzeback pointed out that the Jenks Senior Center  
5 is a huge resource for the town and they are pro-active in expanding the programs offered.  
6

7 Eversource Update  
8

9 Town Manager reported that staff continues to meet with the neighbors and consultants, particularly  
10 with regard to the 345kV transmission line, Wakefield to Woburn. The neighbors have been updated on  
11 the Town's efforts to bring consultants on board and the legal team's filing for intervener status for  
12 relocation of these lines to the alternate route, or installed in a safe and productive manner with as  
13 little disruption to the community as possible. He explained that the first piece of the intervener  
14 information goes to the Siting Board on April 14<sup>th</sup>.  
15

16 As far as the consultants meeting with the Board, Town Manager indicated that this would be done only  
17 with guidance from the legal team. In addition to the services of the two consultants, Mr. Hayes and  
18 Ms. Ohanesian, staff is proposing to retain the services of a testing lab to model the information being  
19 put out by Eversource, taking measurements of similar lines. Town Manager indicated that this  
20 request will be before the Board next week.  
21

22 Chairman Grenzeback explained that it was assumed that the Eversource 'rankings' were filed with the  
23 Siting Board, however when reviewed, the rankings were not there. He indicated that the Board may  
24 have a public presentation of the general findings, and neighbors have been promised an update of  
25 where things are. He informed his colleagues that the consultants are impressive.  
26

27 As far as the communication vehicle with the neighborhood is concerned, Town Manager explained that  
28 he usually contacts Mrs. Melkonian who brings the other neighbors to the table. She and her husband  
29 are the main points of contact.  
30

31 Chairman Grenzeback indicated that when the results are available they will be published and another  
32 mailing will likely be done when more substantive information is available.  
33

34 Waterfield Lot RFP  
35

36 Town Manager reported that staff has taken a step back on this issue because the Board has been  
37 concerned about the loss of parking if the site is sold for development, leading to the conclusion that  
38 additional parking must be found. Funds are being requested at Town Meeting to bring on a consultant  
39 for this purpose, which will guide the speed of work on the RFP.  
40

41 Selectman Errico pointed out that consultants are good but they do cost money. He noted that  
42 Winchester has some of the best and brightest living here, which would save money through putting  
43 forward their ideas. He suggested that consultants only look at the big picture.  
44

45 Town Manager indicated that the consultants would do some field work to learn whether a structure  
46 could be situated on this site or not. He agreed that the Board could also draw upon the wealth of  
47 talent living in Winchester to help with exploring resources.  
48

49 HEARING  
50

51 Grant of Location: Petition of John Moriarty and Associates  
52 for telecommunications conduit location in Town Property located on  
53 Park Street: Install 90 LF of (2) – 2 inch conduits from the rear side of

**Monday, April 4, 2016  
Board of Selectmen Meeting**

**#3 Church Street, which faces Park Street, to #18-#20 Park Street**  
Present: Town Engineer Beth Rudolph; Finn O'Sullivan, Project Manager,  
John Moriarty and Associates

At 8:00 PM Chairman Grenzeback opened the Grant of Location Hearing for the telecommunications conduit to be located in Town Property, Park Street. Town Engineer explained that a building located on Park Street is being renovated and the owner is looking to connect to the other buildings that he owns. She reported that she has reviewed the plans and Engineering staff has no concerns. As far as the length of time for this construction, Mr. O'Sullivan informed the Board that weather permitting, construction would take about one week. Town Engineer recommended the Board's approval of this request. Seeing no one in the audience wishing to comment, Chairman Grenzeback closed the hearing at 8:05 PM.

\*Motion: That the Board of Selectmen approve the Grant of Location Petition made by John Moriarty and Associates for telecommunications conduit to be located in Town Property, Park Street: installation of 90 LF of (2) – inch conduits from the rear side of #3 Church Street, which faces Park Street, to #18-20 Park Street, in accordance with the Town of Winchester Grant of Location Policy and the memorandum from the Town Engineer dated March 7, 2016.

Whitehead – Bettencourt

All in favor.

VOTED.

**BUSINESS**

**Council on Aging: Interview/Appointment: Thomas R. Howley–Term to Expire: 3/31/2019**

Mr. Howley informed the Board that he was motivated by the notion to continue to strengthen the Town, and the possibility that he might add some value to the Council on Aging. He is particularly interested in issues of financial pressure being felt by seniors living in Town, particularly as the real estate taxes increase. He is also interested in enhancing the coordination and communication between service providers. Mr. Howley noted that this might provide an opportunity to develop a new working model for services provided to the senior population, as a lot of great things are happening at the Jenks Center. Terry Fuller, Chairman of the Council on Aging noted that the senior population is increasing, yet many are being lost to the Town because of the income issue. He indicated that the new Council on Aging Administrator has an interest in writing grants to provide services to the senior population.

\*Motion: That the Board of Selectmen appoint Thomas R. Howley to the Council on Aging for a term to expire March 31, 2019.

Whitehead – Powers

All in favor.

VOTED.

Referencing former Selectman Jim Johnson's request for reappointment as the Board's citizen representative to the Capital Planning Committee, Chairman Grenzeback explained that Town Counsel has suggested that this be deferred for a thirty day period.

**Davidson Park Presentation – Town Engineer Beth Rudolph**

Town Engineer Beth Rudolph provided a history of Davidson Park which is located along the Aberjona River; work on this park was completed in the early 1930's. Dredging of the Aberjona River in Davidson Park, along with other improvements, was completed in the late 1960's.

Davidson Park is a 9.6 acre passive recreation area with a diverse habitat and wildlife environment. The Tri-Community bikeway will reconstruct the existing Bi-Centennial Bikeway through the park, with a new crosswalk and improved traffic control at Cross Street. The Pond is increasingly

**Monday, April 4, 2016**  
**Board of Selectmen Meeting**

1 compromised by sediment accumulation and invasive species, leading to impaired water quality,  
2 increased water temperatures, and adverse impacts on wildlife habitat.

3  
4 Restoration Project

5  
6 An RFP was issued in 2013 with Horsley Witten selected as the design consultant & Davidson Park  
7 Working Group established. The scope of work is as follows:

- 8  
9
  - Existing Conditions Plan (survey) and Wetlands Delineation;
  - Habitat and Invasive Species Characterization;
  - Screening-level Sediment Quality Sampling and characterization;
  - Preliminary Engineering (10% and 30% design alternatives)
  - Public Meeting and Stakeholder Outreach

10  
11  
12  
13  
14  
15 30% Design Alternative – Option 1 – Open Water

16  
17 Maintains existing character and restores the pond to a state similar to that of the 1930's-era  
18 conditions. The work for this option includes the dredging of the accumulated sediments; construction  
19 of a new main pond and smaller upstream pond for long-term sediment maintenance; restoration of  
20 riverbank and buffer habitat. This alternative would result in approximately 65,000 square feet of open  
21 water versus 28,000 square feet currently present, or a 43% increase.

22  
23 30% Design Alternative – Option 3 – Hybrid Option

24  
25 Town Engineer explained that this is a hybrid solution that includes construction of a new “off-line”  
26 pond and restoration of a more natural riverine environment. The work for this option includes the  
27 dredging of some accumulated sediments, construction of a partially restored river channel through a  
28 portion of the existing pond area, and construction of an off-line pond to maintain some of the park's  
29 existing open water character. This alternative would result in approximately 25,000 square feet of  
30 open water versus 28,000 square feet that is currently present.

31  
32 Option #1 and #3 Pros and Cons

33  
34 *Option #1:*

- 35  
36
  - Maintains historical landscape design and provides aesthetic appeal that is familiar to residents;
  - Requires significant dredging and off-site disposal of sediments;
  - Requires substantial long-term maintenance to prevent sedimentation.

37  
38  
39  
40 *Option #3:*

- 41  
42
  - Improves conveyance of sediments through the park;
  - Alters look and feel of the historic, 1930's-era landscape design and pond;
  - Provides a more engineered solution (diversion from “river” to “pond”);
  - Results in change to historic (since 1930's) wildlife habitat.

43  
44  
45  
46  
47 Town Engineer informed the Board that there will be a public informational meeting on Wednesday,  
48 April 13, at 7:00 PM in the Board of Selectmen chamber, Town Hall. She noted that the working group  
49 is looking to do more work on the habitat assessment and pointed out that there is a request for \$2500  
50 in additional funds to help evaluate these two proposals. Town Manager informed the Board that  
51 management proposes to find this \$2500 in the professional services line items.

**Monday, April 4, 2016**  
**Board of Selectmen Meeting**

1 Selectman Errico questioned whether the Option #3 reduction is due to reconfiguration. Town Engineer  
2 explained that the pond is smaller and the river, larger in this option. She noted that the regulations  
3 for the disposal of sediment are different today than in the 1960's. She indicated that the preliminary  
4 estimate is that these projects will cost between \$2million and \$2.5million.  
5

6 Selectman Powers informed his colleagues that he recalls past dredging activity where the sediment  
7 was taken to the Cemetery. Vice Chairman Whitehead noted that the last dredging activity was done  
8 just prior to the passage of the act in the 1960's. He indicated that these are tannery wastes. Town  
9 Engineer informed the Board that there are higher levels of contamination in the banks of the river  
10 than in the island located in the center.  
11

12 As far as maintenance planning and costs, Town Engineer explained that Option #1 has a higher  
13 maintenance cost and no generic dredging plan has been developed. Vice Chairman Whitehead  
14 indicated that this would require Army Corps of Engineer permits, not just Conservation Commission  
15 permits. He indicated that a vacuum truck could suck-up sediment when necessary.  
16

17 Chairman Grenzeback question whether the money to improve the Aberjona waterway is applicable to  
18 this project. Vice Chairman Whitehead indicated that it could be because it would improve the habitat.  
19 Lastly, Chairman Grenzeback raised the issue of the impact on the property values and recreation  
20 value of the area and was informed by Town Engineer that this feedback will be obtained from the April  
21 13<sup>th</sup> meeting. She explained that after this meeting, staff will meet to bring a recommendation to the  
22 Board. She pointed out that there is no funding to go further but the goal is to have a package ready if  
23 grant funds become available.  
24

25 Town Manager noted the request for an additional \$2500 to complete the habitat study. He explained  
26 that the Board could reserve these funds which would allow the committee to move forward. Vice  
27 chairman Whitehead noted that there is a citizen who has been accumulating habitat data for years  
28 that would assist the consultant.  
29

30 \*Motion: That the Board of Selectmen authorize the Town Manager to expend  
31 \$2500 in professional service funds for the completion of the habitat  
32 analysis of Davidson Park.

33 Whitehead – Bettencourt

All in favor.

VOTED.

34  
35 Town Manager noted that Davidson Park, although not at the top of the list, is a preferred Eversource  
36 transmission line in one iteration. The potential route follows the bike path out to Washington Street.  
37 Town Engineer noted that the preferred alternative has two jacking pits here.  
38

39 **Winning Farm**  
40

41 Chairman Grenzeback noted that there is no formal action for the Board this evening, however part of  
42 the question is whether to move forward and take this issue to Town Meeting. The other issue relates  
43 to how the affordable housing matter will be resolved. Town Manager reported that appraisal work is  
44 underway and a partial report is expected later this month.  
45

46 Selectman Errico commented that he felt the informational session was very informative. He indicated  
47 that he would like to be more comfortable with Chapter 30B and the legality of moving forward without  
48 an RFP. He informed his colleagues that he did talk with Attorney Bobrowski and requested that this  
49 issue be flushed out sooner than later. He suggested that a discounted cash flow analysis be done as he  
50 wants to be sure that this can be done and is not a waste of time. Vice Chairman Whitehead suggested  
51 that information be obtained from Town Counsel or Land Use Counsel. Town Manager indicated that  
52 his hope is to have the second appraisal at the very least partially completed prior to Town Meeting.  
53

**Monday, April 4, 2016**  
**Board of Selectmen Meeting**

1 In response to Selectman Errico's suggestion that a letter be sent to the Attorney General, Chairman  
2 Grenzeback explained that the Board first has to execute and then the Attorney General will indicate  
3 whether the Bonvie proposal can be done or not. He noted that Winning Farm has been sold to Salter  
4 Healthcare LLC, so Chapter 30B does not apply.

5  
6 Town Manager noted that the peer reviewer will use another methodology for his appraisal with a full-  
7 blown appraisal document available sometime in May. An executive summary of the second appraisal  
8 methodology will be available.

9  
10 Chairman Grenzeback recalled that in the past, the Board's objective was to increase the Town's  
11 affordable housing inventory, which will not be the case with this proposal. Selectman Powers noted  
12 that the numbers were generally favorable for this type of development and Mr. Salter cannot put a 40B  
13 at this location while in this agreement. He also suggested a review of the financials and legal aspects  
14 of the Bonvie proposal. Selectman Powers explained that the appraisal will indicate what this parcel is  
15 worth.

16  
17 Selectman Bettencourt noted that from what he was able to gather from those who spoke at the  
18 informational session there is cautious optimism, but there are still a lot of moving parts. He noted that  
19 there seems to be coalescence around this project as this land has not been performing for the Town in  
20 over a decade. He informed his colleagues that he feels that hiring a consultant is a worthwhile effort.

21  
22 **Separation Agreement – Chief of Police – VOTE to Approve**

23  
24 Town Manager explained that the proposed agreement covers a variety of things that are typical for a  
25 retiring Chief of Police. The document has been reviewed and recommended by Counsel. Selectman  
26 Errico asked about the process for replacing the retiring Chief.

27  
28 Town Manager recalled that Chief Albertelli's service was extended through a Special Act of the  
29 Legislature that allowed his service beyond age sixty five. He noted that an assessment center is being  
30 put in place and individual candidates will be interviewed and graded on their performance. The  
31 assessment process will be held over the next few weeks. It is a fairly standard practice for high-level  
32 departmental promotions. Town Manager recalled that the historical process utilizes the Civil Service  
33 examination and selection of the candidate with the highest grade. In the assessment center process,  
34 candidates are presented with various scenarios.

35  
36 As far as a timeline for this process, Town Manager explained that the assessment will be concluded by  
37 early May and the result will be an appointment announcement at the first or second meeting in May.  
38 Chief Albertelli will be available during the transition and there will be a period of time with both the  
39 new Chief and retiring Chief on duty. After the beginning of the new fiscal year Chief Albertelli will be  
40 available in an "on-call" capacity.

41  
42 Chairman Grenzeback pointed out that this document essentially provides legal coverage to the Chief.

43  
44 \*Motion: That the Board of Selectmen approve the *Retirement and Cooperation*  
45 *Agreement* with retiring Chief of Police Kenneth C. Albertelli, for the  
46 period beginning June 1, 2016 through June 30, 2017, thereafter renewed  
47 as needed.

48 Whitehead – Bettencourt

All in favor.

VOTED.

49  
50 **Comptroller's Contract Approval and Reappointment**

51  
52 Chairman Grenzeback indicated that this item would be tabled for further discussion at a subsequent  
53 meeting.

**Monday, April 4, 2016  
Board of Selectmen Meeting**

**Intermunicipal Agreement with City of Woburn: Vote to Approve and Sign**

Town Manager informed the Board that this relates to a flood mitigation project that is outside of the Town's boundaries, Scalley Dam in Woburn. This project is now ready to be put out for an RFP. An Intermunicipal Agreement acknowledges the cooperation between the two municipalities and allows contract work to be done. Town Manager explained that the Town of Winchester will be paying for this work with the proceeds from the Commonwealth of Massachusetts Environmental Bond Bill; the City of Woburn has no responsibility for payment. He pointed out that this is one of several projects that are permitted and will provide relief at the spillway. He noted that future flood events will require cooperation with the City of Woburn in severe storm events. Vice Chairman Whitehead noted that the intent at Scalley Dam is to install a second new sluice gate.

\*Motion: That the Board of Selectmen approve and sign the Intermunicipal Agreement with the City of Woburn.  
Whitehead – Bettencourt All in favor. VOTED.

**Zoning Board of Appeal Reappointment: Lawrence Beals – Term to Expire: March 31, 2019**

Mr. Beals informed the Board that his background is in land planning and engineering. The Zoning Board of Appeal also has two architects and two lawyers as members, all with a diverse skill set. He recalled that the first issue that he faced was the CVS project on Washington Street, a project that started out rough, but through a lot of effort, the project complies with all rules and regulations. The next issue that he faced was the Winchester Country Club expansion, something that started out as being difficult but the end result was a pretty good product. The most recent issue facing the ZBA was the Grove Street demolition proposal, where ultimately the developer came up with a solution to preserve the structure. The 416 Cambridge Street 40B Proposal is still ongoing. Board members thanked Mr. Beals for the work that the ZBA does and Chairman Grenzeback encouraged the ZBA to work with the Planning Board to update the Town's zoning bylaws.

\*Motion: That the Board of Selectmen reappoint Lawrence Beals to the Zoning Board of Appeals as a regular member for a term to expire March 31, 2019.  
Whitehead – Bettencourt All in favor. VOTED.

**CONSENT AGENDA**

**One Day Alcoholic Beverage Licenses:**

**Robert Deering – April 17, 2016 – Sanborn House – Bridal Shower;  
Boston's Best Bartending – May 21, 2016 – Sanborn House;**

**Road Race:**

**Glen Doherty Memorial Foundation – September 25, 2016;**

**Acceptance of Bequest:**

**Wildwood Cemetery from DiNapoli Estate;**

**Acceptance of Donation:**

**Winchester Rotary Club to Recreation Department – Summer 2016**

**Concerts on the Common**

**Approve / Correct Meeting Minutes:**

**Monday, March 21, 2016**

\*Motion: That the Board of Selectmen approve the Consent Agenda for Monday, April 4, 2016 that includes One Day Alcoholic Beverage Licenses for the Sanborn House on April 17, 2016 and May 21, 2016; the Glen Doherty Memorial foundation Road Race on September 25, 2016; acceptance of a

**Monday, April 4, 2016**  
**Board of Selectmen Meeting**

1 bequest for Wildwood Cemetery from the DeNapoli Estate; acceptance  
2 of a donation to the Recreation Department from the Winchester Rotary  
3 Club for the 2016 Concerts on the Common series; and approval of the  
4 Board of Selectmen Meeting Minutes for Monday, March 21, 2016 as written.  
5 Whitehead – Powers All in favor. VOTED.  
6

7 **Selectmen's Comments and Non-Docket Business**

8  
9 Chairman Grenzeback suggested that the Board have a work session to discuss the Waterfield RFP. He  
10 also suggested that Board members consider a convenient time for a general work plan meeting.  
11

12 **Communications and Working Group Reports**

13  
14 The Board acknowledged receipt of the following correspondence:  
15

- 16 1. EFPBC Meeting Minutes: February 24, 2016 and February 10, 2016  
17 2. KEOLIS Commuter Rail Services – Environmental Monitor Notice – herbicide application for 2016  
18 3. National Grid: Update on collective bargaining negotiations with Local 12012-04  
19 4. School Committee letters to Governor Baker, Senator Lewis, Senator Jehlen and Representative  
20 Day re: fully funding for the Foundation Budget Commission's Recommendations as voted by the  
21 School Committee on March 8, 2016  
22 5. MassDEP – 2016 Sustainable Materials Recovery Program Municipal Grant application  
23 announcement  
24 6. Nigel Haig Gallaher – resignation from Board of Appeals  
25 7. Amy Hunter Maguire re: Eversource Project  
26

27 **Adjournment: 9:40 PM**

28  
29 \*Motion: That the Board of Selectmen adjourn for the evening.

30 Powers – Whitehead

31 By Roll Call Vote, Errico, Bettencourt, Powers, Whitehead, Grenzeback VOTED.  
32

33 Respectfully submitted,

34  
35  
36  
37 Richard C. Howard, Town Manager

Board of Health  
71 Mt. Vernon Street  
Winchester, MA 01890

Tel: 781-721-7121  
Fax: 781-729-1794



Kerry  
Shann  
Cathy

**Consent Agenda**  
**Docket Item**  
**H.-3.**  
**April 25, 2016**

Jennifer Murphy, MPH, Director  
Kathy Whittaker, RN, Public Health Nurse

**TO:** Board of Selectmen  
**FROM:** Kerry Bartlett, Chair  
Board of Health  
**DATE:** April 12, 2016  
**RE:** Donation to Winchester Coalition for a Safer Community

---

The Board of Health is in receipt of a \$3,100.00 check, generously donated by the EN KA Society, Inc. The funding will be used to assist WCSC with two upcoming presentations of the "Improbable Players" to the McCall Middle School student and parent community.

Please accept this donation on behalf of the Board of Health. Thank you.

**EN KA Society, Inc.**

*Women Volunteers Servicing the Community since 1902*

**1037 Main Street  
Winchester, Massachusetts 01890**

March 30, 2016

Winchester Coalition for a Safer Community

Christa Russo, Coalition Chair

c/o Health Department

71 Mount Vernon Street

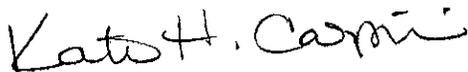
Winchester, MA 01890

Dear Ms. Russo,

On behalf of the En Ka Society's Gifts Committee, I am pleased to inform you that we have decided to fully fund your request to provide the programming "Improbable Players" to our McCall Middle School student and parent community. Please, find the enclosed check for \$3,100.00. The Gifts Committee recognizes the value and benefit The Coalition provides to our Winchester families and appreciates the hard work to make our community a safer place for all.

As always, we would appreciate any publicity you can give to increase public awareness of the En Ka Society and the financial support it gives your organization. We also encourage you and your organization to participate in the En Ka Fair, either by volunteering or by marching in the parade. Proceeds from our annual fair provide the major portion of the funding for grants En Ka distributes.

Sincerely,



Kate Carpini, Chair

En Ka Gifts Committee 2015-2016

Encl. #2485



*Winchester Police Department*  
*Kenneth C. Albertelli*  
*Chief of Police*

30 Mount Vernon Street, Winchester, MA 01890 (508) 291-1212 FAX (508) 221-5613  
www.winchesterpd.org

TO: Richard Howard, Town Manager  
FROM: Kenneth C. Albertelli, Chief of Police  
DATE: April 12, 2016  
SUBJECT: Gift donation

---

In January I received a donation check from the Johnston Family of Winchester, made out to the Winchester Police Department in the amount of \$1,000.00. I would like it to be deposited into the department's gift account to be used towards future supplies for the police department.

This year's donation will be used towards purchasing gym equipment for the public safety building.

I appreciate your consideration on this matter.

KCA/beb



*Winchester Police Department*  
*Kenneth C. Albertelli*  
*Chief of Police*

30 Mount Vernon Street, Winchester, Ma 01890 781.729.1212 (fax)781.721.5613  
[www.winchesterpd.org](http://www.winchesterpd.org)

January 12, 2016

Johnston Family  
9 Sheffield Road  
Winchester, MA 01890

Dear Johnston Family:

On behalf of the Winchester Police Department I would like to thank you for your very generous donation. We will put it to good use to further public safety for the community.

Sincerely,

A handwritten signature in cursive script that reads "Kenneth C. Albertelli".

Kenneth C. Albertelli  
Chief of Police

## *The Winchester Garden Club*

April 14, 2016

Lance R. Grenzeback, Chair  
Winchester Board of Selectman  
71 Mount Vernon Street  
Winchester, Ma 01890

Dear Lance,

The Winchester Garden Club respectfully requests the Winchester Board of Selectman to accept this gift of \$1,200. These funds are be used by the Winchester Department of Public Works for a civic beautification project at Elliot Park (across from Stop/Shop). I have spoken to Jay Gill regarding this project and will be meeting with his staff to finalize these beautification plans.

Sincerely,



Brenda Mandile  
Co-Chair, Civic Beautification Committee  
18 Amberwood Drive  
Winchester, Ma 01890

TOWN OF WINCHESTER  
TOWN CLERK  
SELECTION

16 APR 14 PM 12:47

RECEIVED

Board of Health  
71 Mt. Vernon Street  
Winchester, MA 01890

Tel: 781-721-7121  
Fax: 781-729-1794



Kerry Bartlett, MHS, Chair  
Shannon Bottari, MD, Vice-Chair  
Catherine Donaghey

Jennifer Murphy, MPH, Director  
Kathy Whittaker, RN, Public Health Nurse

APR 20 PM 3:22

TOWN OF WINCHESTER  
TOWN BOARD  
SELECTION

TO: Board of Selectmen  
FROM: Kerry Bartlett, Chair  
Board of Health  
DATE: April 13, 2016  
RE: Donation to Winchester Coalition for a Safer Community

---

The Board of Health is in receipt of a \$3,000 check, generously donated by the Winchester Cooperative Bank. The funding will be used to assist WCSC with the upcoming presentation by Chris Herron.

Please accept this donation on behalf of the Health. Thank you.

KB:rmc

16 APR 20 11:48  
TOWN OF WINCHESTER  
TOWN BOARD

45763

WINCHESTER CO-OPERATIVE BANK

150 WOOD ST  
WINCHESTER MASSACHUSETTS 01890  
781-786-3861

NORTHERN BANK'S TRUST COMPANY  
ATTN: BILLERICA BRANCH  
100 WASHINGTON STREET  
WILMINGTON MASSACHUSETTS 01897  
508-461-1113

THREE THOUSAND AND NO/100 DOLLARS

DATE: APR 16, 2015 AMOUNT: \$3,000.00

PAY TO THE ORDER OF  
WINCHESTER COALITION  
FOR A SAFER COMMUNITY  
71 M VERNON STREET  
WINCHESTER MA 01890



*[Signature]*  
WINCHESTER

45763 00113040970 000 005 2\*

WINCHESTER CO-OPERATIVE BANK

45763

Vendor No: 653 Name: WINCHESTER COALITION

Inv Date	Inv Number	Description	Amount Paid
04/01/2015	4-4-15	WCS DONATION - CHRIS HERRIN	3,000.00

Jeanne Wong  
7 Dana Avenue  
Winchester, Massachusetts 01890  
jeannemgw@yahoo.com

617.686.4552

April 8, 2016

Richard Howard

Town Manager

Town of Winchester

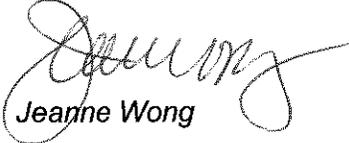
Winchester, Massachusetts 01890

Dear Mr. Howard;

On May 8, 2016, my son, Joseph David Wong, will be recognized for attaining the rank of Eagle Scout by the Boy Scouts of America, Troop 507, Spirit of Adventure Council, Winchester Massachusetts. He received this honorable rank on November 2, 2015. If you could possibly take the time, he would appreciate an acknowledgement of this very important achievement in his life. His name is as follows:

Joseph David Wong  
7 Dana Avenue  
Winchester, Massachusetts 01890

Very Truly Yours,

  
Jeanne Wong

16 APR 13 PM 3:06  
TOWN OF WINCHESTER  
TOWN MANAGER  
SELECTION

PPW/VE/ED



# Town of Winchester Official Citation

*Be it known to all that the  
Board of Selectmen  
hereby offers its most sincere congratulations to*

*Joseph David Wong*

*In recognition of his induction into the rank of*

*"EAGLE SCOUT"  
Boy Scouts of America*

*The entire membership extends its very best wishes and expresses the hope  
for future good fortune and continued success in all endeavors.*

*Given this eighth day of*

*May 2016*

*In Winchester, Massachusetts*

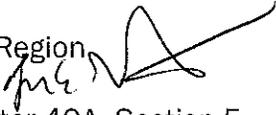
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
*Selectmen of Winchester*





SMART GROWTH AND REGIONAL COLLABORATION

**MEMORANDUM**

To: Cities and Towns in the MAPC Region  
From: Thomas E. Hauenstein, MAPC   
RE: Notices pursuant to MGL Chapter 40A, Section 5  
Date: April 14, 2016

Pursuant to MGL Chapter 40A, Section 5, municipalities are required to notify each neighboring community and their Regional Planning Agency of public hearings related to proposed zoning changes (see the Chapter and Section for complete details).

Many cities and towns are sending notices to staff members who no longer work at the Agency, or to other addresses. The correct address for copies of all legal notices is:

**Municipal Legal Notices**  
**MAPC**  
**60 Temple Place**  
**Boston, MA 02111**

Thank you and let me know if you have any questions.

Thomas E. Hauenstein  
Operations Manager  
Metropolitan Area Planning Council  
60 Temple Place, 6th floor  
Boston, MA 02111  
PHONE (617) 933-0772  
FAX (617) 482-7185  
[THauenstein@mapc.org](mailto:THauenstein@mapc.org)  
[www.mapc.org](http://www.mapc.org)

16 APR 19 PM 1:20  
TOWN OF...  
TOWN MANAGER  
SHELTON, CT

**Mawn, Patti**

---

**From:** Christine.Collier@eversource.com on behalf of community.update@eversource.com  
**Sent:** Wednesday, April 20, 2016 9:48 AM  
**To:** community.update@eversource.com  
**Cc:** Annemarie.Walsh@eversource.com  
**Subject:** Re: Eversource's Emergency Response Plan Meeting - Wednesday, April 27 (11:30 a.m. - 2:30 p.m.) - Montvale Plaza, 54 Montvale Avenue, Stoneham, MA

**Importance:** High

Good Morning,

Recognizing your very busy schedule, we're sending you this note as a reminder about our Annual ERP meeting with municipal officials scheduled for April 27th at 11:30 AM at the Montvale Plaza. (Original invitation is below.)

If you have not already RSVP'd, please contact Christine Collier at 781-441-8392 or via email (christine.collier@eversource.com) to let us know if you or another member of your staff will be attending.

Thank you and we are looking forward to seeing you on the 27th.

The Eastern MA Community Relations Team,

Timothy Ceurvels, Manager  
John Hoey  
Jack Lopes  
William Zamparelli

Dennis Galvam, Manager  
Marc Lucas  
Jerry McDermott  
JoAnne O'Leary  
Annemarie Walsh

From: EVERSOURCE Community Update/NUS  
To: EVERSOURCE Community Update/NUS@NU,  
Date: 03/31/2016 12:35 PM  
Subject: Eversource's Emergency Response Plan Meeting - Wednesday, April 27 (11:30 a.m. - 2:30 p.m.) - Montvale Plaza, 54 Montvale Avenue, Stoneham, MA  
Sent by: Annemarie B. Walsh



Good Afternoon,

We cordially invite you and/or your designee to attend Eversource Energy's annual Emergency Response Plan meeting for public officials on **Wednesday, April 27 from 11:30 a.m. - 2:30 p.m.** at the **Montvale Plaza, 54 Montvale Avenue, Stoneham, MA**. Lunch will be provided. This meeting will afford you and your colleagues from other towns in our service territory, an opportunity to ask questions and gain knowledge about communications, emergency planning and operations, emergency restoration, and other issues of importance.

This year, we are excited to have our Live Line Trailer safety presentation as part of the agenda. This demonstration provides an up-close look at the dangers of working near electricity, and how quickly objects can become a conductor when they come into contact with a live line. We will also provide a demonstration of our new Outage Management System, and show you how your priority calls are received, entered, and dispatched.

Please take a few moments to review the following agenda, and then reply with your RSVP to Christine Collier by phone (781-441-8392) or via email ([Community.Update@eversource.com](mailto:Community.Update@eversource.com)) to confirm your attendance by Wednesday, April 20. Please feel free to invite any colleagues you feel would benefit from this meeting, and indicate their names on your RSVP email.

Live Line Trailer Safety Demonstration  
Outage Management System Overview  
Community Liaison Process  
Gas Emergency Response Overview

We look forward to meeting with you on **Wednesday, April 27**. If you have any questions or concerns prior to the meeting date, please do not hesitate to call us directly.

Sincerely,

The Eastern MA Community Relations Team,

Timothy Ceurvels, Manager  
John Hoey  
Jack Lopes  
William Zamparelli

Dennis Galvam, Manager  
Marc Lucas  
Jerry McDermott  
JoAnne O'Leary  
Annemarie Walsh

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16 APR 12 AM 9: 28

TOWN OF WINCHESTER  
TOWN MANAGER  
SELECTMEN

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MEMORANDUM

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**TO:** TOWN DEPARTMENTS  
**FROM:** JUDITH A. EVANS, ED.D. - SUPERINTENDENT OF SCHOOLS  
**SUBJECT:** BOARD REORGANIZATION  
**DATE:** 44/5/16



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The organizational meeting of the Winchester School Committee was held on April 5, 2016. The members of the Board are as follows:

Cindy Bohne - Chair

Susan Verdicchio - Vice-Chair

Chris Linskey

Michael Schindelman

Christian Nixon

Cc: Board of Selectmen  
Town Manager  
Town Counsel  
Board of Health  
Personnel Board  
Town Clerk  
Collector/Treasurer  
Comptroller  
Town Engineer  
Winchester Star  
Daily Times Chronicle

Board of Assessors  
Finance Committee  
Town Moderator  
Public Works Department  
Fire Department  
Police Department  
Planning Board  
Recreation Department  
Building/Zoning  
Conservation Commission

WINCHESTER PUBLIC LIBRARY  
80 WASHINGTON STREET  
WINCHESTER, MA 01890

Ann Wirtanen, Director

MEMORANDUM

TO: Town Manager  
Town Clerk

FROM: Ann Wirtanen

DATE: April 21, 2016

SUBJECT: Board Reorganization

The organizational meeting of the Library Board of Trustees was held April 19, 2016. The members of the Board are as follows:

Ingrid Geis, Chairman

Jane Murray, Vice Chair

Elizabeth Cooper

Jon French

Joan Wyrwicz

Docket Item  
I.-6.  
April 25, 2016

**TOWN OF WINCHESTER**  
MIDDLESEX COUNTY, MASSACHUSETTS



Winchester Council on Aging  
(781)721-7136  
Fax# (781)721-0926

109 Skillings Road  
Winchester, MA 01890-2884

**DATE:** April 25, 2016

**TO:** Professionals Serving Winchester Elders  
Winchester Town Hall  
COA Board  
WSA Board  
Emmett Schmarsow, EOE  
David Stevens, MCOA

This is to inform you that Phillip Beltz, is the new Director of the Winchester Council on Aging. He can be reached by his email which is [pbeltz@winchester.us](mailto:pbeltz@winchester.us) or by phone at the Jenks Center 781-721-7136.