



TOWN OF WINCHESTER BOARD OF SELECTMEN'S MEETING  
GUIDANCE OFFICE CONFERENCE ROOM

A. 6:00 P.M. OPENING

1. Selectmen's Comments And Non-Docket Business

B. 6:05 P.M. EXECUTIVE SESSION (CLOSED TO PUBLIC)

Contract Negotiations: Winning Farm Appraisal - Ch. 30A §21(a)6

C. 6:30 P.M. NOTIFICATION OF OTHER MEETINGS AND HEARINGS (OPEN TO PUBLIC)

Thursday, May 12, 2016 – Board of Selectmen – Prior to Town Meeting

Monday, May 16, 2016 – Board of Selectmen – Prior to Town Meeting

Thursday, May 19, 2016 - Board of Selectmen - Prior to Town Meeting

D. TOWN MANAGER REPORT AND COMMENTS

E. MATTERS FROM THE AUDIENCE

F. CHAIRMAN'S COMMENTS

G. COMPTROLLERS REPORT

H. LICENSES

I. HEARINGS

J. BUSINESS

1. VOTE To Authorize The Advance Borrowing For The Skillings Field Remediation Project And The Aberjona Flood Mitigation/Culvert Project

Documents: [G1.PDF](#)

2. Town Meeting Warrant Articles

Documents: [G2.PDF](#)

K. CONSENT AGENDA

**One Day Alcoholic Beverage License(s)**

1. Susan Matthews for Lydia Meyer Turkson – June 11, 2016 – 1827 Barn; James

D'Entremont for cocktails LLC – May 20, 2016 – Griffin Museum; Andrea Dibattista for Sticky Molasses, LLC – June 4, 2016 – Griffin Museum;

**Application to sell wine at Winchester Farmer's Market June 11 – October 29, 2016:**

2. Turtle Creek Winery

**RED BOOK**

Other

3-1. Approval for the WHS Class of 2016 Luau at Borggaard Beach – Thursday, June 2, 2016

3-2. Approval to use the Veterans Memorial Plaza site on June 4, 2016 for USMC Commissioning ceremony (Christopher White)

3-3. Approve / Correct Meeting Minutes: Monday, April 25, 2016; Monday, May 2, 2016;

3-4. Approval to set up a mobile bible literature cart on Laraway Road on Saturdays from May 7<sup>th</sup> through November 5, 2016 from 10 AM to Noon

Documents: [CONSENT.PDF](#)

L. COMMUNICATIONS AND WORKING GROUP REPORTS

1. Invitation to the Gables 25th Anniversary Party – Saturday, May 14, 2016
2. EFPBC Meeting Minutes: February 10, 2016; February 24, 2016; March 16, 2016; April 6, 2016;
3. Comcast – WinCam franchise fee payment

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, May 9, 2016

## **BUSINESS**

Docket Item **G - 1:** Vote to authorize the advance borrowing of \$300,000 for the Skillings Field Remediation Project, authorized by Town Meeting in April, 2015;

Vote to authorize the advance borrowing of \$600,000 for the Aberjona Flood Mitigation / Culvert Project, authorized by Town Meeting in April, 2015.

Supporting Documents:

**G - 1:** (2) Dept. of Revenue Forms for Signature (RED BOOK)

Suggested vote form

Action: Vote to authorize advance borrowing.  
Forms in RED BOOK for signature.

Docket Item:

G - 1:

May 9, 2016

**Mawn, Patti**

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**From:** Tracy, Sheila  
**Sent:** Thursday, May 05, 2016 2:59 PM  
**To:** Mawn, Patti  
**Subject:** Advance Borrowing 5/9 BOS Meeting  
**Attachments:** Advance BorrowingformMAY2016Flood Mitigation Culvert.xls; Advance BorrowingformMAY2016Skillings Remediation.xls; Advance Borrowing votes May 9 2016.docx

Patti,

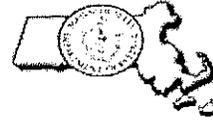
I have attached the 2 authorizations for the Advance Borrowings. They can be voted together or separately whichever the Selectmen prefer, it may make sense to vote them individually. In the past we haven't had a prepared vote from bond counsel for advance borrowings as the requirements are not as strict as for approving an actual borrowing. I will also attach suggested vote language. I will be at the meeting on Monday.

Thanks,  
Sheila

*Sheila M. Tracy*  
Treasurer/Collector  
Town of Winchester  
(781) 721-7123  
stracy@winchester.us

To authorize the Advance of Funds in Lieu of Borrowing in the amount of \$300,000 for the Skillings Field Remediation Project, Authorized by Town Meeting Article 2 on April 27, 2015.

To authorize the Advance of Funds in Lieu of Borrowing in the amount of \$600,000 for the Aberjona Flood Mitigation/Culvert Project, Authorized by Town Meeting Article 1 on April 27, 2015.



ADVANCE OF FUNDS IN LIEU OF BORROWING REPORT

City/Town/District of WINCHESTER

Purpose of Issue General Obligation

Authorization April 27, 2015 Article #2 MGL Chap 44  
 (Date and article of town meeting vote and M.G.L. citation)  
Skillings Field Environmental Remediation

Grant Number n/a  
 (If applicable)

A. Amount of Loan Authorized		\$4,000,000
Computation of Limit on Total of Advances:		
B. Unappropriated Free Cash	\$4,452,643	
C. Stabilization Fund	\$4,245,134	
D. 1% of FY <u>16</u> Budget	\$1,061,908	
E. Greatest of line B, C or D	\$4,452,643	
F. Other Advances Outstanding	\$350,000	
G. Remaining Limit ( line E less line F )	\$4,102,643	
H. Amount to be Advanced - This Issue (not to exceed line G)	\$300,000	\$300,000

Date of Advance May 9, 2016

Treasurer  
 Sheila M. Tracy

Approved: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Mayor or City Manager  
 Majority of Selectmen or Commissioners

Please send 1st Copy to: **Accountant or Auditor**  
 See IGR #92-105 for instructions and accounting procedures

Date of Repayment to General Fund: \_\_\_\_\_

Accountant/Auditor  
 Stacie Ward

Please send 2nd Copy to: **Division of Local Services**  
**Public Finance Section**  
 PO Box 9569  
 Boston MA 02114-9569



ADVANCE OF FUNDS IN LIEU OF BORROWING REPORT

City/Town/District of WINCHESTER

Purpose of Issue General Obligation

Authorization April 27, 2015 Article #1 MGL Chap 44  
 (Date and article of town meeting vote and M.G.L. citation)  
Aberjona Flood Mitigation/Culvert

Grant Number n/a  
 (if applicable)

A. Amount of Loan Authorized		\$7,450,000
Computation of Limit on Total of Advances:		
B. Unappropriated Free Cash	\$4,452,643	
C. Stabilization Fund	\$4,245,134	
D. 1% of FY 16 Budget	\$1,061,908	
E. Greatest of line B, C or D	\$4,452,643	
F. Other Advances Outstanding	\$0	
G. Remaining Limit ( line E less line F )	\$4,452,643	
H. Amount to be Advanced - This Issue (not to exceed line G)	\$600,000	\$600,000

Date of Advance May 9, 2016

Treasurer  
 Sheila M. Tracy

Approved: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Mayor or City Manager  
 Majority of Selectmen or Commissioners

Please send 1st Copy to: **Accountant or Auditor**  
 See IGR #92-105 for instructions and accounting procedures

Date of Repayment to General Fund: \_\_\_\_\_

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 Stacie Ward

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**Public Finance Section**  
**PO Box 9569**  
**Boston MA 02114-9569**



# *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, May 9, 2016

## BUSINESS

Docket Item G - 2:

Town Meeting Warrant Articles.

Supporting Documents:

List of articles / speaker / recommendation

Action:

None.

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

Docket Item:

G - 2:

May 9, 2016

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	Favorable (3-2)
3	Amend Zoning Bylaw: 10.0 Table of Dimensional Rqmets.	Planning Bd.	2/3 vote	M. Bettencourt	Favorable (3-2)
4	Amend Zoning Bylaw: 3.0 Outside Food Service	Planning Bd.	2/3 vote	M. Bettencourt	Favorable
5	Amend Code of By-laws Chapter 8, Section 21	Planning Bd.	majority	M. Bettencourt	Favorable
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	Favorable
9	Appropriate Bond Premium Funds for High School	Town Manager	majority	Treasurer	Favorable
10	Appropriate monies for engineering/consultants for Eversource project	Town Manager	majority	M. Bettencourt	Favorable
11	Appropriate monies for preliminary reports for Waterfield and Public Safety Lots	Town Manager	majority	M. Bettencourt	Favorable
12	Supplement FY2016 budget	Town Manager	majority	Manager	Favorable
13	Increase FY2016 Recreation Enterprise budget	FinCom/Town Manager	majority	Manager	Favorable
14	Appropriate monies for parking meters, parking lot maintenance	Town Manager	majority	Manager	Favorable
15	Amend and/or revoke Dept. of Planning & Community Development	Town Manager	majority	Manager / L. Grenzeback	Favorable
16	Authorize Treasurer to Borrow Money	Town Manager	majority		Favorable
17	Operating Budget	FinCom	majority*		
18	Raise/appropriate funds for Water/Sewer Division/Transfer to Enterprise Fund	FinCom	majority		Favorable
19	Appropriate monies for Recreation Department	FinCom	majority		Favorable

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

20	Appropriate monies to Capital/Building Stabilization Fund	FinCom	2/3 vote		Favorable
21	Appropriate funds for OPEB Liability Trust Fund	FinCom	majority		Favorable
22	State Highway Fund	Bd. of Selectmen	majority		Favorable
23	Appropriate monies for Swanton St. Bridge engineering (flood mitigation)	Cap.Pl. Cmte	2/3 vote	J. Whitehead	Favorable
24	Appropriate monies for Lawson/Leslie subareas sanitary sewer project	Cap.Pl. Cmte.	2/3 vote		Favorable
25	Amend Art. 12 from 2014 Fall Town Meeting – water mains	Cap.Pl. Cmte.	2/3 vote		Favorable
26	Appropriate funds for various capital projects	Cap.Pl. Cmte.	majority	S. Powers	Favorable
27	Revolving Fund for Archival Center	Town Manager	majority		Favorable
28	Revolving Fund for energy in municipal/school bldgs..	BOS/Sch. Cmte.	majority		Favorable
29	Revolving Fund for Board of Health	Bd. of Health	majority		Favorable
30	Revolving Fund for Grass Field Permits	Field Mgmt.	majority		Favorable
31	Revolving Fund for Synthetic Turf Permits	Field Mgmt.	majority		Favorable
32	Personnel Board Report	Pers. Bd.	majority	S. Powers	Favorable (5-0)
33	Authorize Assessors to reduce tax levy	Town Manager	majority		Favorable
34	Comply with Proposition 2 1/2	FinCom	majority**		Favorable
35	Accept Committee Reports/Dissolve Old Committees	Selectmen	majority		Favorable
	<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  
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Phone: 781-721-7133  
Fax: 781-756-0505  
townmanager@winchester.us

Board of Selectmen Meeting  
Monday, May 9, 2016

## CONSENT AGENDA

### Docket Item H-1:

#### One Day Alcoholic Beverage License Requests:

- Susan Matthews for Lydia Meyer Turkson – June 11, 2016 – 1827 Barn;
- James D'Entremont for Cocktails LLC – May 20, 2016 – Griffin Museum;
- Andrea Dibattista for Sticky Molasses, LLC – June 4, 2016 – Griffin Museum (RED BOOK)

### H - 2:

Application to sell wine at Winchester Farmer's Market  
June 11, 2016 – October 29, 2016 – Turtle Creek Winery  
(RED BOOK)

### H - 3:

- Approval for the WHS Class of 2016 Luau at Borggaard Beach Thursday, June 2, 2016;
- Approval to use the Veterans Memorial Plaza site on June 4, 2016 for USMC Commissioning ceremony (Christopher White)
- Approve / Correct Meeting Minutes for: Monday, April 25<sup>th</sup> and Monday, May 2, 2016;
- Approval to set up a mobile bible literature cart on Laraway Rd. on Saturdays from May 7<sup>th</sup> through November 5, 2016 from 10 AM to Noon

### Supporting Documents:

#### H - 1:

License Applications

#### H - 2:

License Application from Turtle Creek Winery

#### H - 3:

Letter from WHS;  
Letter from Margaret T. White  
Letter from Joseph Pasci

### Action Required:

VOTE to approve.



Docket Item:

H - 1:

May 9, 2016

# 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:

Sticky Molasses LLC / Blackstrap BBA

Address:

47A Woodside Avenue, Winturap, MA 01812

Telephone Number:

617-480-1932

Permit Applying For:

All Alcohol License (\$75.00)

Beer and Wine Only License (\$75.00)

Nature and purpose of the event:

Wine Bar, Mitzvah

Number of persons attending event:

100 (40 kids / 60 adults)

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

Griffin 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):

Andrea Dibattista

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

6/11/16 from 6:30-10PM

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:

Andrea Dibattista

**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:** Tuesday, May 03, 2016 3:16 PM  
**To:** Cafarella, Jennifer  
**Subject:** RE: One Day Alcohol License

Hi Jenn,

The Police Dept. has no objection.

Thanks.  
Ken

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

**From:** Cafarella, Jennifer  
**Sent:** Tuesday, May 03, 2016 2:35 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:** Sticky Molasses LLC  
**Location:** Griffin Museum  
**Date:** June 4

Thanks -  
Jenn



# Town of Winchester

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

*In accordance with MGL c.13B, s.14, 23; CMR 7.04 and  
Town of Winchester Procedural Requirements for Special (One Day) Alcoholic Beverage Licenses*

Name of Applicant/ Organization:  
Cocktails LLC

Address: 5 Nanset Road, Weymouth, MA 02191

Telephone Number: 617-590-3453

Permit Applying For:

All Alcohol License (\$75.00)\*

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

Nature and purpose of the event: Wedding

Number of persons attending event: 60

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

Griffin Museum, 67 Shore Road, Winchester, MA 01890 781-729-1158

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

James D'Entremont

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

May 20, 2016 4pm-10pm

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:

James D'Entremont

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, May 03, 2016 3:13 PM  
**To:** Cafarella, Jennifer  
**Cc:** Barbara Bosco  
**Subject:** RE: One Day Alcohol License

Hi Jenn,

The Police Dept. has no objection.

Thanks.  
Ken

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

**From:** Cafarella, Jennifer  
**Sent:** Tuesday, May 03, 2016 9:43 AM  
**To:** Albertelli, Ken; Bosco, Barbara  
**Subject:** One Day Alcohol License

hief,

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

**Group:** Cocktails LLC  
**Location:** Griffin Museum  
**Date:** May 20

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: Susan Matthews for Lydia Meyer Turkson

Address: 59 College Ave Arlington, MA 02474

Telephone Number: 781 859 7937

Permit Applying For:

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

Nature and purpose of the event: 50th Private Birthday Party

Number of persons attending event: 75-85

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

Alcohol will be served inside the 1820 barn. Wright Locke Farm, Ridge St, Winchester, MA

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

Susan Matthews

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

11 June 2016 from 6pm to 10.30 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:

Susan Matthews

Print Name of Responsible Manager:

Ms Susan Matthews

**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:** Barbara Bosco <bbosco@winchesterpd.org>  
**Sent:** Monday, May 02, 2016 10:56 AM  
**To:** Cafarella, Jennifer; Albertelli, Ken; Bosco, Barbara  
**Subject:** RE: One Day Alcohol License

Jenn,

The Chief has no objections to the request below.

Thanks.

Barbara

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

**From:** Cafarella, Jennifer [mailto:jcafarella@winchester.us]  
**Sent:** Monday, May 02, 2016 10:45 AM  
**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:** Susan Matthews  
**Location:** Wright Locke Farm  
**Date:** June 11

Thanks -  
Jenn

# LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF  
THE TOWN OF WINCHESTER

MASSACHUSETTS

HEREBY GRANTS AN

AGRICULTURAL WINE

License to Keep for Sale, and/or to Sell

AGRICULTURALLY PRODUCED WINE

---

**To:** *Lexington Consulting Group, Inc. d/b/a Turtle Creek Winery,  
Lincoln, MA*

**Event Dates:** *Saturdays, June 11, 2016 – October 29, 2016*

**Location:** *Winchester Town Common (Farmer's Market)*

*This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of Chapter 138, Section 15F of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires OCTOBER 31, 2015 unless earlier suspended, cancelled or revoked.*

*IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 9<sup>th</sup> day of May, 2016.*

*The Hours during which Alcoholic Beverages may be sold are: 9:30 a.m. – 1:30 p.m.*

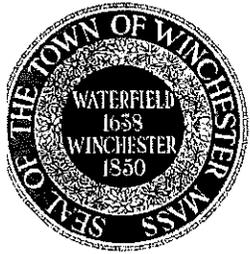
*\*\*Sales only – No Samples or Open Containers Allowed*

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Licensing Board

*This License Shall Be Displayed On The Premises In A Conspicuous Position Where It Can Easily Be Read*

\*\*The Town of Winchester Code of By-Laws Chapter 8, Section 21 does not allow alcoholic beverages to be consumed on any street, sidewalk, park, playground or other public place in Town. Accordingly, the sampling of a product would be prohibited at any agricultural event held on Town property.



# TOWN OF WINCHESTER APPLICATION FOR SPECIAL LICENSE TO SELL WINE AT AN AGRICULTURAL EVENT

In accordance with MGL c.138 s.15F

Name of Applicant: Kip Kumler

Farmer Winery Legal Name: Lexington Consulting Group, Inc dba Turtle Creek Winery

Manager of Record: Kip Kumler

Mailing Address: PO Box 601

City/Town: Lincoln State: MA Zip Code: 01773

Phone No.: 781 259 9976 Email Address/Website: kip@turtlecreekwine.com

Location of Event: Commons Laraway Rd

Fred Yen - Mkt Mgr 781 856 0761  
Description of Premises, Address and Phone Number

Dates and Times of Event: 11 June - 29 Oct 2016

*The applicant must specify specific premises, dates and times covered. The event must be within a single calendar year. Please attach document from Department of Agricultural Resources certifying that this is an agricultural event.*

Do you plan on allowing samples (1 oz. or less) of your product? Yes  No  
If yes, what is your plan to ensure that only people over the age of 21 are served as well as your plan for controlling  
A limit of no more than 5 samples per person per day: \_\_\_\_\_

Existing Licenses to Manufacture, Export and Sell at Retail: Farmer Winery

List licenses you hold which authorize the manufacture, exportation, and retail sale of wine to customers. Please attached copies of each license

Have any of your licenses to sell alcoholic beverages ever been suspended, revoked, or cancelled Yes  No

If Yes, please provide a complete explanation: \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

16 MAY -2 PM 5:25  
TOWN OF WINCHESTER  
RECEIVED

# The Commonwealth of Massachusetts Department of the State Treasurer

Certificate Number 604

License Number FW-35



## Alcoholic Beverages Control Commission Hereby Grants a FARMER-WINERY LICENSE

For: The Lexington Consulting Group, Inc. Kipton C. Kumler, General Manager  
Business Address: 28 Beaver Pond Road, Lincoln, MA, 01773

On the following described premises: (One story cement building; approx. 319 square feet 9' x 21', basement, four entrances and exits.)

This license authorizes the above-named holder: (1) to produce, rectify, blend, or fortify from fruits, flowers, herbs or vegetables wine containing not more than 24 per cent of alcohol by volume at 60 degrees Fahrenheit; and, (2) to sell wine of winery products: (a) at wholesale to any person holding a valid wholesaler's and importer's license under section 18; (b) at retail or wholesale to a person in a state or territory in which the importation and sale of wine is not prohibited by law; and, (c) at wholesale to a person in any foreign country.

### This License is subject to the following conditions

- The licensed premises and all books, records and other documents relating to the business authorized to be conducted under this license shall be subject to inspection at any time by any member of the Commission or any duly authorized agent thereof.
- Alcoholic beverages shall not be kept or exposed for sale on premises other than those described in its license.
- Alcoholic beverages shall not be sold delivered or furnished to any person under twenty-one years of age, or delivered by any person under eighteen years of age.
4. Sales and deliveries hereunder are authorized between the hours of 8:00 o'clock AM and 1:00 o'clock PM only.
  5. The above-named holder must obtain a license issued under M.G.L. c. 13 s. 19F to sell at retail by the bottle to consumers, for consumption off the winery premises.

IN WITNESS WHEREOF, the undersigned have hereunto affixed their official signatures this 1/1/2016

2016

This License will expire 12/31/2016 unless  
it is otherwise suspended or revoked during this  
period.

Chairman

Elizabeth Lashway, Commissioner

Kathleen McNally, Commissioner

This license is issued conditionally and subject to the fact that there exists no breach of any condition of any previous license or violation of any law of the Commonwealth under any previous license and this license shall be subject to revocation, cancellation, modification or suspension for any such breach of condition or violation of law.

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS PLACE WHERE IT CAN BE EASILY READ.

revised 4/28/2007

FEE \$22.00

**VENDOR'S FARMER'S MARKET INDEMNITY AGREEMENT**

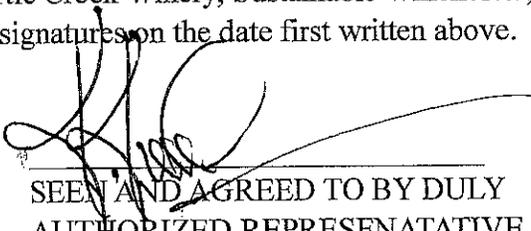
This agreement entered into this 28 day of April, 2016, by and between Turtle Creek Winery, a Vendor, (hereinafter "Vendor"), Sustainable Winchester, Inc (hereafter "Sustainable Winchester"), a Massachusetts corporation with a principal place of business at 200 Swanton 57 #613 Winchester, MA, and the Town of Winchester for Vendor's use of Winchester Town Common for a so called "Farmer's Market," which event is being held each Saturday from June 11, 2016 to October 29, 2016.

A condition of this agreement shall be agreement of Vendor to indemnify and hold harmless Sustainable Winchester, its officers, directors, and employees and the Town of Winchester, its elected and appointed officials, and employees from any liability associated with or arising from the above named vendor's use of the Town's property and facilities for the Farmer's Market. The above named vendor hereby assumes all responsibility and liability for any and all damages and injury of any kind or nature whatsoever to all person and property arising out of its use of the Town's property and agrees to indemnify and hold harmless Sustainable Winchester, its officers, directors and employees and the Town of Winchester, its elected and appointed officials, and employees against any and all loss, expense, including legal fees and disbursements arising out of its use of the Town's property. Additionally, Vendor agrees to pay for any repairs and maintenance which directly or indirectly result from its use of the Town's property for the Farmer's Market.

The Town of Winchester reserves the right to rescind or otherwise terminate this agreement without cause or notice.

IN WITNESS THEREOF, The Vendor, Turtle Creek Winery, Sustainable Winchester, and the Town of Winchester have affixed their signatures on the date first written above.

\_\_\_\_\_  
SUSTAINABLE WINCHESTER, INC  
BY \_\_\_\_\_ DULY AUTHORIZED

  
\_\_\_\_\_  
SEEN AND AGREED TO BY DULY  
AUTHORIZED REPRESENTATIVE OF  
Turtle Creek Winery, VENDOR

\_\_\_\_\_  
TOWN OF WINCHESTER  
BY MARY ELLEN LANNON  
TOWN CLERK  
DULY AUTHORIZED

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
04/13/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>CBIZ Insurance Services</b> Lic. # 0B17100 160 W. Santa Clara St., Suite 450 San Jose, CA 95113	<b>CONTACT NAME:</b> Diana O
	<b>PHONE (A/C, No, Ext):</b> 408 794 3531 <b>FAX (A/C, No):</b>
<b>E-MAIL ADDRESS:</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A:</b> Market Insurance Company	<b>NAIC #</b> 38970
<b>INSURER B:</b>	
<b>INSURER C:</b>	
<b>INSURER D:</b>	
<b>INSURER E:</b>	
<b>INSURER F:</b>	

**INSURED**  
 Turtle Creek Wine  
 Kip Kumler  
 PO Box 601  
 Lincoln, MA 01773

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>Liquor Liability</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		8502AG358122	02/18/2016	02/18/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input type="checkbox"/> N/A (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**RE: Winchester Farmers Market June 11 October 29, 2016. Sustainable Winchester, Inc and Town of Winchester are named additional insured.**

<b>CERTIFICATE HOLDER</b>  Winchester Farmers Market Laraway Road Winchester, MA	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <b>CBIZ Insurance Services, Inc.</b>
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# THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



## Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114  
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lt. Governor

MATTHEW A. BEATON  
Secretary

JOHN LEBEAUX  
Commissioner

April 25, 2016

Turtle Creek Winery  
Kip Kumler  
PO Box 61  
Lincoln, MA 01773

Re: Certification of Agricultural Event Pursuant to M.G.L. c. 138, Section 15F

Dear Mr. Kumler:

Please be advised that your application for certification of the Winchester Farmers' Market, on Saturdays from June 11<sup>th</sup> 2016 to October 29<sup>th</sup> 2016, from 9:30 am to 1:30 pm as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lebeaux".

John Lebeaux, Commissioner

# THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



## Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114  
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



### Application for Certification of an Agricultural Event for the Sale of Wine

Pursuant to M.G.L. c. 138, Section 15F

\*To be completed by the licensed farm-winery and returned to:

By Mail: Agricultural Event Certification Program, 251 Causeway Street, Suite 500, Boston, MA 02114

By Email: [Rebecca.Davidson@State.ma.us](mailto:Rebecca.Davidson@State.ma.us) with the subject line "Agricultural Event Certification"

(A separate application must be completed for each event)

In order for your application to be considered complete, you must include the following documents. Incomplete applications will not be accepted.

- Signed and dated application with farm-winery license number
- List of vendors with brief descriptions of products for current year/season
- Event operational guidelines or rules for current year/season
- Resume of event manager or description of experience
- Plan depicting the premises and specific location where the license will be exercised. See Template 1.
- Approval letter from event management including the name of the licensed farm-winery and the day(s), month and year of event. See Template 2.

1. Applicant Information					
Name of Licensed Farm-Winery	Turtle Creek Winery				
Farm-Winery License Number	FW35	State of Issue	MA		
Contact Person	Kip Kumler				
Address	POB 601				
City	Lincoln	State	MA	Zip	01773
Phone Number	781 259 9976	Email	kipk@me.com		
Correspondence preference	<input type="checkbox"/> Regular Mail		<input checked="" type="checkbox"/> Email		
<i>Note: Approval/denial letters will be sent regular mail.</i>					
Do you intend to sell, sample, or both? Check all that apply.					
<input checked="" type="checkbox"/> Sell		<input checked="" type="checkbox"/> Sample			

2. Event Information					
Name of Agricultural Event	Winchester Farmers Market				
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)	<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)	<input type="checkbox"/> Other Agricultural Event		
If you selected "Other Agricultural Event", how does this event promote local agriculture?					
Event Address	Laraway Road				
City	Winchester	State	MA	Zip	01890
Event Phone Number	781-856-0761	Event Website	winchesterfarmersmarket.org.		



**Cafarella, Jennifer**

---

**From:** Albertelli, Ken  
**Sent:** Tuesday, May 03, 2016 3:14 PM  
**To:** Cafarella, Jennifer  
**Subject:** RE: Message from "RNP0026736CAA87"

Hi Jenn,

The Police Dept. has no objection.

Thanks.  
Ken

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

**From:** Cafarella, Jennifer  
**Sent:** Tuesday, May 03, 2016 11:02 AM  
**To:** Albertelli, Ken  
**Cc:** Bosco, Barbara  
**Subject:** FW: Message from "RNP0026736CAA87"

Chief,

Can you please send me your comments on the attached application to sell wine at the Farmer's Markets?

Thanks -  
Jenn



# Town of Winchester

Mark J. Twogood, Assistant Town Manager

Docket Item:

H - 3-1:

May 9, 2016

Phone: 781-721-7133

Fax: 781-756-0505

mtwogood@winchester.us

May 10, 2016

John Leuba  
Senior Class Parent Advisor  
137 Mt. Vernon Street  
Winchester, MA 01890

re: WHS Class of 2016 Luau – Borggaard Beach

Dear Mr. Leuba:

The Board of Selectmen has approved your request to hold a Luau for the Class of 2015 at Borggaard Beach on Thursday, June 2, 2016 from 6:30 PM to 8:00 PM, as outlined in your email dated April 16, 2016, with the following conditions:

- ∫ The approval does not include use of the Splash Park area. The Splash Park area should be buffered through the installation of portable fencing. We will request our Department of Public Works to install the fencing prior to the event. Additionally, all trash must be removed from the beach area.
- ∫ All details regarding the event must be coordinated with the Recreation Department and the Police Department.
- ∫ Prior to the event, you must submit a certification for a lifeguard who will be present during the luau as well as a letter from the School Department confirming that the luau is a school sponsored event.
- ∫ A permit for an open fire (**allowed for cooking only**) must be obtained from Captain Tustin at the Fire Department. All materials from the cooking fire, including burnt wood, must be removed at the end of the event.
- ∫ We have been informed by Fire Chief Nash that the Winchester Fire Department, as well as the Commonwealth of Massachusetts, does not permit bonfires for this purpose. In accordance with Massachusetts General Law, Chapter 111, Section 142H, ... *"the Board of Selectmen may authorize its fire department to issue not more than one permit per year for a ceremonial bonfire only."* A ceremonial bonfire may be held only to mark the observance of a significant municipal, state or national event. Unfortunately, under these guidelines, the Town must deny this type of request.
- ∫ Each participant must provide the Town with an Indemnity Agreement (copy enclosed). This documentation must be provided to this office in advance of the event.

Should you have any additional questions, please feel free to contact this office.

Sincerely,

Mark J. Twogood,  
Assistant Town Manager

/pcm

cc: Chief Albertelli  
Chief Nash  
Chris Nelson, Recreation Director  
Jay Gill, DPW Director

Please visit our website at [www.winchester.us](http://www.winchester.us)

**Cafarella, Jennifer**

---

**From:** John Leuba <johnleuba@yahoo.com>  
**Sent:** Friday, April 15, 2016 10:06 AM  
**To:** Town Manager  
**Subject:** WHS Senior Class Luau

Dear Mr. Howard:

As a Parent Advisor to WHS Class of 2016, I am writing to request approval from you and the Board of Selectmen to use Borggaard Beach on Thursday, June 2nd, 2016 from 6:30-8:00 pm for the class Luau.

Please know that in addition to this email, communication is being made to the following departments regarding this event.

- \* Superintendent of Schools - notification of event.
- \* Recreation Dept. - Beach Permit.
- \* School Resource Officer - to arrange for Police detail.
- \* Fire Department - permit for cooking fire and bonfire.
- \* Housing Authority - notification of event.
- \* DPW - to put up fencing, mow grass and provide lights and generator if needed.

If you should have any questions, please contact me.

The Luau Committee and I look forward to working closely with all departments to ensure everyone's safety.

Thanking you in advance for your support,

John Leuba  
Parent Advisor - WHS Class of 2016  
johnleuba@yahoo.com  
617 971 7711

137 Mt. Vernon St

## Cafarella, Jennifer

---

**From:** Nash, John  
**Sent:** Friday, April 15, 2016 11:08 AM  
**To:** Cafarella, Jennifer  
**Subject:** RE: WHS Senior Class Luau

The Winchester Fire Department has no objection to the permitting of the Senior Class Luau, providing the usual and customary restrictions. A cooking fire has been approved, however NO bonfire is permitted.

### Chief John Nash

Winchester Fire Department



32 Mount Vernon Street Winchester MA 01890  
Phone (781) 729-5993 | Fax (781) 721-6722

**From:** Cafarella, Jennifer  
**Sent:** Friday, April 15, 2016 10:53 AM  
**To:** Nelson, Chris <cnelson@winchester.us>; Albertelli, Ken <KAlbertelli@winchester.us>; Nash, John <jnash@winchester.us>  
**Subject:** FW: WHS Senior Class Luau

All,

Please send our comments on the attached request.

Thanks –  
Jenn

**From:** John Leuba [<mailto:johnleuba@yahoo.com>]  
**Sent:** Friday, April 15, 2016 10:06 AM  
**To:** Town Manager  
**Subject:** WHS Senior Class Luau

Dear Mr. Howard:

## Cafarella, Jennifer

---

**From:** Albertelli, Ken  
**Sent:** Friday, April 15, 2016 11:01 AM  
**To:** Cafarella, Jennifer  
**Cc:** Nelson, Chris; Nash, John; dperenick@winchesterpd.org  
**Subject:** Re: WHS Senior Class Luau

Hi Jenn,

The Police Dept. has no objection.

Thanks  
Ken

Sent from my iPhone

On Apr 15, 2016, at 10:52 AM, Cafarella, Jennifer <[jcafarella@winchester.us](mailto:jcafarella@winchester.us)> wrote:

All,

Please send our comments on the attached request.

Thanks –  
Jenn

**From:** John Leuba [<mailto:johnleuba@yahoo.com>]  
**Sent:** Friday, April 15, 2016 10:06 AM  
**To:** Town Manager  
**Subject:** WHS Senior Class Luau

Dear Mr. Howard:

As a Parent Advisor to WHS Class of 2016, I am writing to request approval from you and the Board of Selectmen to use Borggaard Beach on Thursday, June 2nd, 2016 from 6:30-8:00 pm for the class Luau.

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- \* Superintendent of Schools - notification of event.
- \* Recreation Dept. - Beach Permit.
- \* School Resource Officer - to arrange for Police detail.
- \* Fire Department - permit for cooking fire and bonfire.
- \* Housing Authority - notification of event.
- \* DPW - to put up fencing, mow grass and provide lights and generator if needed.

If you should have any questions, please contact me.

## Cafarella, Jennifer

---

**From:** Nelson, Chris  
**Sent:** Friday, April 15, 2016 11:17 AM  
**To:** Cafarella, Jennifer; Albertelli, Ken; Nash, John  
**Subject:** RE: WHS Senior Class Luau

Hi Jenn,

The Recreation has a concern regarding the cooking/bonfire. Will the High School Luau Committee take care of removing the burnt wood and materials? Also, please have the High School Luau Committee submit the name of a lifeguard and copy of their lifeguard certification because of the close proximity of Wedge Pond. Will insurance naming the Town of Winchester as additionally insured be needed?

Thanks,  
Chris

**From:** Cafarella, Jennifer  
**Sent:** Friday, April 15, 2016 10:53 AM  
**To:** Nelson, Chris; Albertelli, Ken; Nash, John  
**Subject:** FW: WHS Senior Class Luau

All,

Please send our comments on the attached request.

Thanks –  
Jenn

**From:** John Leuba [<mailto:johnleuba@yahoo.com>]  
**Sent:** Friday, April 15, 2016 10:06 AM  
**To:** Town Manager  
**Subject:** WHS Senior Class Luau

Dear Mr. Howard:

As a Parent Advisor to WHS Class of 2016, I am writing to request approval from you and the Board of Selectmen to use Borggaard Beach on Thursday, June 2nd, 2016 from 6:30-8:00 pm for the class Luau.

Please know that in addition to this email, communication is being made to the following departments regarding this event.

- \* Superintendent of Schools - notification of event.
- \* Recreation Dept. - Beach Permit.
- \* School Resource Officer - to arrange for Police detail.
- \* Fire Department - permit for cooking fire and bonfire.
- \* Housing Authority - notification of event.

*137 Mt. Vernon*

Docket Item:  
H - 3-2:  
May 9, 2016

Margaret T. White  
17 Englewood Road  
Winchester, MA 01890

May 3, 2016

Winchester Board of Selectmen  
71 Mt Vernon Street  
Winchester, MA 01890

Re: Permission to Host Event at Veteran's Memorial

Dear Chairman Grenzeback and Members of the Board:

I am writing this letter seeking permission to use the Veterans Memorial site on June 4, 2016 from approximately 2:00 pm to 4:00 pm. Should the weather be inclement we would move into the Winchester Room.

My son Christopher will be graduating from Trinity College later this month and will then be commissioned into the United States Marine Corps as an Officer. His Commissioning ceremony is scheduled for June 4<sup>th</sup> and we would like to hold a private ceremony at the Memorial site. Thank you in advance for your consideration of this matter.

Sincerely,



Margaret T. White

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**TOWN OF WINCHESTER**  
**BOARD OF SELECTMEN MEETING**  
**Monday, April 25, 2016**  
**Record**

Chairman Lance R. Grenzeback convened the meeting at 5:30 PM in the Guidance Department Conference Room at Winchester High School. Present were Vice Chairman E. James Whitehead, Selectman Stephen L. Powers, Selectman Michael Bettencourt and Selectman David P. Errico. 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 Contract Negotiations: Winning Farm – MGL Ch. 30A §21(a)6; Litigation: Eversource Intervener Status – MGL Ch. 30A §21(a)3, where an Open Meeting discussion may have a detrimental effect on the litigating position of the Board of Selectmen, as declared by the chairman; Contract Negotiations: Retirement Agreement with the Chief of Police – MGL Ch. 30A §21(a)2.

Whitehead – Powers

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

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

Whitehead – Bettencourt

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

**Selectmen's Notices and Comments**

**Notification of Other Meetings and Hearings**

- Thursday, April 28, 2016 – Board of Selectmen – Prior to Town Meeting
- Monday, May 2, 2016 – Board of Selectmen – Prior to Town Meeting
- Monday, May 9, 2016 – Board of Selectmen – Prior to Town Meeting
- Thursday, May 12, 2016 – Board of Selectmen – Prior to Town Meeting
- Monday, May 16, 2016 – Board of Selectmen – Prior to Town Meeting

**Town Manager Report and Comments**

**Reappointment – Conservation Commission**

Town Manager announced that in accordance with Massachusetts General Laws, Chapter 40, Section 8C, he has made the following reappointment to the Winchester Conservation Commission for a term to expire March 31, 2019:

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

**LICENSES**

**Old Gold and Silver License:**

**Simms II Jewelers, 559 Main Street; Winchester Ltd. Jewelers, 534 Main Street**

Monday, April 25, 2016  
Board of Selectmen Meeting  
Prior to Town Meeting – WHS Guidance Conference Room

Second Hand Articles License  
EnKa Exchange, 1037 Main Street

\*Motion: That the Board of Selectmen approve the Old Gold and Silver License for Simms II Jewelers, 559 Main Street, and Winchester Ltd. Jewelers, 534 Main Street for a term to expire May 1, 2017; and the Second Hand Articles License for the EnKa Exchange, 1037 Main Street for a term to expire May 1, 2017.

Whitehead – Powers

All in favor.

VOTED.

**BUSINESS**

**Town Meeting Warrant Articles – Discussion / Recommendations**

**Article 2: Amend Zoning Bylaw: 9.5.1 Site Plan Review**

Present: Planner Brian Szekely

Planner Szekely informed the Board that this article expands Site Plan review, something that is very limited at this time and falls with the Zoning Board of Appeals. New triggers are being added, three of which are based upon square footage and what is considered to be the correct house size for the lot and neighborhood. He explained that the Planning Board does not want to say that large houses are bad, but that the larger the house, the larger the potential for neighborhood impact.

The Planner informed the Board that consideration has been given to changing the Table of Dimensional Requirements to allow for smaller homes to be built as of right or provide a tool to the Planning Board / Zoning Board of Appeal to conduct a review. After several meetings and polling of realtors, developers and residents, with discussion about changing the Table or preference for a review process, the result was that residents, builders, and realtors thought that changing what exactly could be built was a pretty significant taking. Hearing those comments, consideration was then given towards a review process, which is what this article aims to do, i.e., hit the 'pause' button on development to obtain neighborhood feedback and Town-staff involvement to make sure that the proposal fits in with the neighborhood, a major draw in addition to the schools and proximity to Boston. This article is an effort at promoting responsible development. Other communities, like Concord, have very stringent design criteria and in addition, many different districts.

In answer to the question about what is expected with site plan review timeframe, Mr. Szekely explained that the minimum would be three months and the maximum would be five to six months for such a review. He noted that it takes approximately one month for a hearing to be scheduled and the board has ninety days in which to write a decision. Currently, it takes three months for a building permit to be issued. He explained the Zoning Board of Appeal decision making process timeline.

In response to the question related to how garage space would fit into this thinking, Mr. Szekely indicated that a lot of builders do not like this. Previously, garages were 500 square feet however new construction garages are more than that 500 square feet. If a garage is located under the house, it would be a part of the basement and not a part of the review. He noted that in 2015 there were 22 new homes that were the result of tear-downs or large additions; this proposal would have caught ten of them.

Mr. Szekely noted that the builders do not like this proposal, however garage space in new construction is much larger than previously. A garage is considered to be an accessory structure, therefore the builder is allowed to go further into the set back if the garage is located behind the house. A decent-sized house could be constructed, then a three car garage located behind the house that is built within

**Monday, April 25, 2016**  
**Board of Selectmen Meeting**  
**Prior to Town Meeting - WHS Guidance Conference Room**

1  
2 five feet of the property line. He explained that the idea is that there could be a large-scale structure  
3 located very close to the property line.

4  
5 Selectman Powers raised the question of a garage located under, and Mr. Szekely explained that if it is  
6 subterranean it does not have to be reviewed. A subterranean garage does not count as a basement or  
7 count as square footage. He informed the Board that a lot of the recently approved Special Permits  
8 have a weirdly located garage, i.e., the garage is not facing the street but is located at the front of the  
9 house in a sideways position.

10  
11 Responding to the question concerning who started this process, the Planner explained that it started  
12 with residents asking what they could do. He indicated that what is different is the increase of large  
13 houses being constructed. The realtors that are against this are very outspoken in their opposition;  
14 those realtors that are in favor of the process don't want anyone to find out about it because it is a hot  
15 issue and would reduce their clientele by as much as 50%. Some feel that this proposal is an  
16 infringement upon property rights, however the Zoning Code details what can and cannot be done on  
17 private property. Planner Szekely indicated that the biggest problem encountered with some of the  
18 staunch non-supporters is that site plan review cannot be an avenue for denial.

19  
20 Selectmen Bettencourt noted that at the beginning, this process was resident driven, questioning at  
21 what point were developers / builders / realtors brought in. Planner Szekely explained that this started  
22 in December and since January, 2016, there have been five public meetings with realtors / builders /  
23 developers in attendance at those meetings. He suggested that this proposal is a reasonable,  
24 conservative approach, a very small step based upon square footage. He indicated that this proposal  
25 makes sure that the development is responsible.

26  
27 In response to the question concerning how the numbers were developed, Mr. Szekely explained that  
28 this started out to address two family homes in the RG zoning district where homes are being  
29 demolished, trees and landscaping removed and the house being constructed is going the length of the  
30 sideline, where the larger the house, the larger the negative impact.

31  
32 **Article 3: Amend Zoning Bylaw: 10.0 Table of Dimensional Requirements**

33  
34 Planner Szekely noted that greenspace is important to Winchester, a community that has been  
35 designated as a "Tree City USA". He explained that there is no distinction in the zoning code and  
36 nothing preventing a developer from paving over the entire lot, with no distinction between a parking  
37 lot and a lawn. This article would define what greenspace and non-greenspace should be.

38  
39 Planning and Engineering Departments reviewed an average 10,000 square foot lot in Winchester with  
40 average soils and no slope, a generally flat piece of land. The house coverage is 30% of the land, but the  
41 question is what to do with the other 70%. He explained that the amount of greenspace needed to  
42 infiltrate a two year storm event, which seems to occur every other year, is 35% greenspace. Vice  
43 Chairman Whitehead pointed out that if the Town goes towards a stormwater utility, residents will pay  
44 on the basis of hardscape.

45  
46 In response to the question concerning whether pavers will be considered as asphalt, Mr. Szekely  
47 explained that the proposal affects stormwater and the other is aesthetic and financial value, the idea  
48 is to eliminate excessive amounts of paving, however permeable paving does not count. Mr. Szekely  
49 indicated that hardscape is anything that a vehicle can be parked on. Chairman Grenzeback noted that  
50 people with small lots should be encouraged to use permeable parking areas.

51  
52 **Article 2: Amend Zoning Bylaw 9.5.1 Site Plan Review**

**Monday, April 25, 2016**  
**Board of Selectmen Meeting**  
**Prior to Town Meeting – WHS Guidance Conference Room**

1  
2 \*Motion: That the Board of Selectmen recommend favorable Town Meeting  
3 action on Article 2 in the Spring 2016 Annual Town Meeting Warrant.  
4 Whitehead – Bettencourt  
5 In favor: Bettencourt, Whitehead, Grenzeback  
6 Opposed: Errico, Powers VOTED.  
7

8 **Article 3: Amend Zoning Bylaw: 10.0 Table of Dimensional Requirements**  
9

10 \*Motion: That the Board of Selectmen recommend favorable Town Meeting action  
11 on Article 3 in the Spring 2016 Annual Town Meeting Warrant.  
12 Whitehead – Bettencourt  
13 In favor: Bettencourt, Whitehead, Grenzeback  
14 Opposed: Errico, Powers VOTED.  
15

16 **Article 4: Amend Zoning Bylaw: 3.0 Outside Food Service**  
17

18 \*Motion: That the Board of Selectmen recommend favorable Town Meeting action  
19 on Article 4 in the Spring 2016 Annual Town Meeting Warrant.  
20 Whitehead – Powers All in favor. VOTED.  
21

22 **Article 5: Amend Code of By-laws, Chapter 8, Section 21 to allow alcohol service outside**  
23

24 \*Motion: That the Board of Selectmen recommend favorable Town Meeting action  
25 on Article 5 in the Spring 2016 Annual Town Meeting Warrant.  
26 Whitehead – Powers All in favor. VOTED.  
27

28 **Article 15: Amend and/or revoke Department of Planning and Community Development**  
29

30 \*Motion: That the Board of Selectmen recommend favorable Town Meeting action  
31 on Article 15 to amend and/or revoke the Department of Planning and  
32 Community Development contained in the Spring 2016 Annual Town  
33 Meeting warrant.  
34 Whitehead – Bettencourt All in favor. VOTED.  
35

36 **Complete Streets Policy – VOTE to Approve**  
37

38 \*Motion: That the Board of Selectmen approve the Complete Streets Policy as  
39 amended.  
40 Whitehead – Bettencourt All in favor. VOTED.  
41

42 **Consent Agenda / Supplemental Consent Agenda**  
43

**One Day Alcoholic Beverage License Request (s):**

- 44 a.) Boston's Best Bartending – April 29, 2016 – Sanborn House – fundraiser;
- 45 b.) Gail Freeman for Studio on the Common – May 4, 2016 – Studio on the Common;
- 46 c.) Boston's Best Bartending – June 10, 2016 – Wright-Locke Farm;
- 47 d.) Paula Tognarelli for Griffin Museum – April 26, 2016 – Annual Reception;
- 48 e.) Amy Rindskopf for Wright-Locke Farm – May 14, 2016 – private party;
- 49 f.) Amy Rindskopf for Wright-Locke Farm – May 6, 2016 – private party;
- 50 g.) Paula Tognarelli for Griffin Museum – May 1, 2016 – Griffin Museum;
- 51 h.) Paula Tognarelli for Griffin Museum – May 12, 2016 – Griffin Museum;
- 52
- 53

Monday, April 25, 2016  
Board of Selectmen Meeting  
Prior to Town Meeting - WHS Guidance Conference Room

Approve - Correct Meeting Minutes

Monday, April 4, 2016

Recognition / Acceptance 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 beautification projects at Eliot Park, Main Street;  
Acceptance of a \$3,000 donation to the Winchester Coalition for a Safer Community from the Winchester Cooperative Bank;  
Acceptance of a \$3,100 donation to the Winchester coalition for a Safer Community from the EnKa Society;

\*Motion: That the Board of Selectmen approve the Consent Agenda for Monday, April 25, 2016 that includes approval of One Day Alcoholic Beverage Licenses for April 29<sup>th</sup> - Sanborn House; May 4<sup>th</sup> - Studio on the Common; June 10<sup>th</sup> - Wright Locke Farm; April 26<sup>th</sup>; Wright-Locke Farm - May 14<sup>th</sup> - 1827 Barn; Wright - Locke Farm - May 6<sup>th</sup> - 1827 Barn; Griffin Museum - May 12<sup>th</sup> - museum; Griffin Museum - May 1<sup>st</sup> - museum; Approve / Correct meeting minutes for Monday, April 4<sup>th</sup>; acceptance of donations: \$1,000 to the Police Department from the Johnston Family; \$1200 from the Garden Club for use as part of a beautification project at Eliot Park; \$3,000 to the Coalition for a Safer Community from the Winchester Cooperative Bank; \$3,100 to the Coalition for a Safer Community from the EnKa Society.

Whitehead - Bettencourt

All in favor.

VOTED.

Recess to floor of Town Meeting: 7:25 PM

\*Motion: That the Board of Selectmen recess to the floor of Town Meeting.

Whitehead - Bettencourt

By Roll Call Vote: Enrico, Bettencourt, Powers, Whitehead, Grenzeback

VOTED.

Respectfully submitted,

Richard C. Howard, Town Manager

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**TOWN OF WINCHESTER**  
**BOARD OF SELECTMEN MEETING**  
**Monday, May 2, 2016**  
**Record**

14  
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20

Chairman Lance R. Grenzeback called the meeting to order at 6:30 PM in the Guidance Department Conference Room located in Winchester High School. Present were Vice Chairman E. James Whitehead, Selectman Michael Bettencourt and Selectman David P. Errico. Selectman Stephen L. Powers was absent. Also present was Town Manager Richard C. Howard and Town Counsel Wade M. Welch.

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25

**OPENING**

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\*Motion: That the Board of Selectmen adjourn to Executive Session for the purpose of discussing matters related to Electrical Procurement: MGL Chapter 30A §21(a)7 – Procurement in Accordance with Chapter 30B.

Whitehead – Bettencourt

By Roll Call Vote: Errico, Bettencourt, Whitehead, Grenzeback VOTED.

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43

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

Whitehead – Bettencourt

By Roll Call Vote: Errico, Bettencourt, Whitehead, Grenzeback VOTED.

**Notification of Meetings and Hearings**

- Monday, May 9, 2016 – Board of Selectmen – prior to Town Meeting  
Thursday, May 12, 2016 – Board of Selectmen – prior to Town Meeting  
Monday, May 16, 2016 – Board of Selectmen – prior to Town Meeting

**HEARINGS**

**Zia Maria Restaurant, Inc. d/b/a Ristorante Lucia, 5 – 13 Mt. Vernon Street**  
**Change of Manager (from Donato Frattaroli to Anna Frattaroli)**

**New Officer / Director**

**Transfer of Stock (to Filippo Frattaroli and Anna Frattaroli (50% each))**

Attorney Patrick Hall, who was present to represent the Frattarolis', informed the Board that in 2009 there was a change in ownership and management where Donato Frattaroli acquired 50% of the corporation. This transfer was approved by the Selectmen in June of 2009. Since that time, the restaurant has continued to operate as it always has. Donato Frattaroli has now decided to step back and Filippo and

Monday, May 2, 2016

Board of Selectmen Meeting – WHS Guidance Department Conference Room

1 Anna have decided to once again manage the restaurant which will be operated as it  
2 always has with no substantial changes in the way that the business is run.

3  
4 Selectman Errico noted that the Frattaroli Family has given a lot to Winchester.  
5 Chairman Grenzbeck pointed out that staff has reviewed this application has found it  
6 to be in order and without issue.

7  
8 \*Motion: That the Board of Selectmen approve the following changes  
9 for Zia Maria Restaurant, Inc. d/b/a Ristorante Lucia, 5 – 13  
10 Mt. Vernon Street: Change of Manager from Donato Frattaroli  
11 to Anna Frattaroli, New Officer / Director to Filippo Frattaroli  
12 and Anna Frattaroli (50% each) and Transfer of Stock owned:  
13 Donato Frattaroli – 50%; Filippo Frattaroli – 25%; Anna  
14 Frattaroli – 25% in accordance with the application submitted.

15 Whitehead – Bettencourt All in favor. VOTED.

16  
17 **BUSINESS**

18  
19 **Reappointment: Wildwood Cemetery Advisory Committee – Lauren Costello**  
20 **term to expire: May 1, 2019**

21  
22 \*Motion: That the Board of Selectmen reappoint Lauren Costello to the  
23 Wildwood Cemetery Advisory Committee for a term to expire  
24 May 1, 2019.

25 Whitehead – Bettencourt All in favor. VOTED.

26  
27 **CONSENT AGENDA**

28  
29 **Estate Sale:**

30 **New England Estate Sales for 7 Nathaniel Road**  
31 **May 6<sup>th</sup> and 7<sup>th</sup>, 2016; raindate: May 8, 2016;**

32 **Acceptance of Donation:**

33 **EnKa Society to the Recreation Department Summer Concert Series**

34  
35 \*Motion: That the Board of Selectmen approve the Consent Agenda for  
36 Monday, May 2, 2016 that includes an Estate Sale for New  
37 England Estate Sales at 7 Nathaniel Road for May 6<sup>th</sup> and 7<sup>th</sup>  
38 with a raindate of May 8<sup>th</sup>; and acceptance of a donation to the  
39 Recreation Department Summer Concert Series from the  
40 EnKa Society.

41 Whitehead – Bettencourt All in favor. VOTED.

42  
43 **Business – continued**

1 Article 8: Transfer of land to Wright-Locke Land Trust

2  
3 \*Motion: That the Board of Selectmen recommend favorable Town  
4 Meeting action on Article 8 in the Spring 2016 Annual  
5 Town Meeting warrant.

6 Whitehead – Bettencourt All in favor. VOTED.  
7

8 Article 9: Appropriate Bond Premium Funds for Winchester High School

9 Article 10: Appropriate monies for engineering and consultants for Eversource Project

10 Article 11: Appropriate monies for preliminary reports for Waterfield and Public Safety Lots

11 Article 12: Supplement FY2016 budget

12 Article 13: Increase FY2016 Recreation Enterprise budget

13 Article 14: Appropriate monies for parking meters, parking lot maintenance

14 Article 16: Authorize Treasurer to Borrow Money

15 Article 18: Raise/appropriate funds for Water/Sewer Division/Transfer to Enterprise Fund

16 Article 19: Appropriate monies for Recreation Department

17 Article 20: Appropriate monies to Capital/Building Stabilization Funds

18 Article 21: Appropriate funds for OPEB Liability Trust Fund

19 Article 22: State Highway Fund (Chapter 90)

20 Article 23: Appropriate monies for Swanton Street Bridge engineering (flood mitigation)

21 Article 24: Appropriate monies for Lawson/Leslie Subareas Sanitary Sewer Project

22 Article 25: Amend Article 12 from 2014 Fall Town Meeting – Water Mains

23 Article 26: Appropriate funds for various capital projects

24 Article 27: Revolving Fund for Archival Center

25 Article 28: Revolving Fund for energy in Municipal and School Buildings

26 Article 29: Revolving Fund for Board of Health

27 Article 30: Revolving Fund for Grass Field Permits

28 Article 31: Revolving Fund for Synthetic Turf Field Permits

29 Article 33: Authorize Assessors to reduce Tax Levy

30 Article 34: Comply with Proposition 2 ½

31 Article 35: Accept Committee Reports / Dissolve Old Committees

32  
33 \*Motion: That the Board of Selectmen recommend favorable Town Meeting  
34 action on the following articles contained in the Spring 2016  
35 Annual Town Meeting Warrant: Article 9, 10, 11, 12, 13, 14, 16,  
36 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 33, 34 and 35.

37 Whitehead – Bettencourt All in favor. VOTED.  
38

39 Suspension of Board of Selectmen Rules and Regulations

40  
41 \*Motion: That the Board of Selectmen suspend their Rules and  
42 Regulations in order to discuss an item not posted on the  
43 Business Agenda.

44 Whitehead – Bettencourt All in favor. VOTED.  
45

46 Energy Procurement Contract

1  
2 Town Manager explained that approval of this successor contract would set electricity  
3 rates for all Town-owned buildings beginning in January of 2017 and extending out for  
4 three years. He informed the Board that the contract with Constellation New Energy,  
5 Inc. is recommended by the Town's energy consultant, the DPW Director and has been  
6 reviewed by Town Counsel.

7  
8 Town Manager explained that this is different from the electrical aggregation  
9 purchasing which would be utilized by residents. He noted that some residents like  
10 the idea of playing the market and negotiating an electricity rate on their own.

11  
12 \*Motion: That the Board of Selectmen authorize the Town Manager  
13 to enter into a three year energy supply contract with  
14 Constellation New Energy, Inc. beginning January 1, 2017.

15 Whitehead – Bettencourt All in favor. VOTED.  
16

17 Town Manager complimented Town Counsel for the time and effort that he put into  
18 review of this contract proposal.

19  
20 **Communications and Working Group Reports**

- 21  
22 1. (Email) Jeff Pardo re: Summary of Science re: EMF and evidence for cancer  
23 2. Dirk R. Casagrande re: Changes to Article 6 of the Code of By-Laws – Demolition of  
24 Historic Buildings  
25 3. Comcast Financial Balance Sheet – CTV Form 200; CTV Form 300; CTV Form 400  
26 4. Winchester Got Lunch (email)  
27 5. EnKa Fair – invitation to march in parade – Saturday, May 21st  
28

29 **Recess to Town Meeting: 7:25 PM**

30  
31 \*Motion: That the Board of Selectmen recess to the floor of Town Meeting.

32 Whitehead – Bettencourt

33 By Roll Call Vote: Errico, Bettencourt, Whitehead, Grenzeback VOTED.  
34

35 Respectfully submitted,  
36  
37

38  
39 Richard C. Howard, Town Manager

Docket Item:

H-3-4:

May 9, 2016

Medford Congregation of Jehovah's Witnesses  
C/O Joseph Paci  
35 Court Road  
Winthrop, MA 02152

April 11, 2016

Mark J. Twogood  
Board of Selectmen  
Town of Winchester

Dear Mr. Twogood and Selectmen:

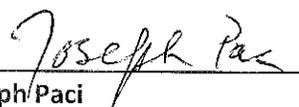
We are writing to request permission to set up a mobile literature cart on Laraway Road, each Saturday from 10:00 A.M. to 12:00 noon, as we did last year. This would take place from May 7, 2016 through November 5, 2016.

As the case last year, we do not charge for our Bible literature, nor do we solicit or accept donations. Also we do not approach persons entering or exiting any store. Our carts will be manned at all times and removed from town property when not in use. We also recognize the ADA (American Disabilities Act) requirements to keep a clear walkway not less than 36 inches.

This is a non-commercial, pure speech activity so we understand no "sidewalk use permit" is required. We also ask that you waive the requirement of an Insurance Certificate of Liability.

Thank you very much for your cooperation in this matter.

Sincerely:

  
Joseph Paci

RECEIVED  
16 APR 11 AM 11:38  
TOWN OF WINCHESTER  
TOWN MANAGER  
SILENTVIEW

**Mawn, Patti**

---

**From:** Albertelli, Ken  
**Sent:** Monday, April 11, 2016 11:57 AM  
**To:** Mawn, Patti; Ken Albertelli, Chief of Police; Nash, John; Kostos, Anne; Wwelch@WelchDonohoe.com  
**Cc:** Kelsy Cuddy, Paralegal, Welch Donohoe; Julianne McMasters, Legal Assistant, Welch Donohoe  
**Subject:** RE: Message from "RNP0026736CAA87"

*Hi Patti,*

*The Police Dept. has no objection.*

*Thanks  
Ken*

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

*From: Mawn, Patti  
Sent: Monday, April 11, 2016 11:49 AM  
To: Albertelli, Ken; Ken Albertelli, Chief of Police; Nash, John; Kostos, Anne; Wwelch@WelchDonohoe.com  
Cc: Kelsy Cuddy, Paralegal, Welch Donohoe; Julianne McMasters, Legal Assistant, Welch Donohoe  
Subject: FW: Message from "RNP0026736CAA87"*

*Attached is the annual request from Mr. Paci to set up a mobile literature cart on Laraway Road on Saturdays from May 7th through November 5th. May I have your comments, please?*

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

*From: ricoh@winchester.us [mailto:ricoh@winchester.us]  
Sent: Monday, April 11, 2016 11:55 AM  
To: Mawn, Patti  
Subject: Message from "RNP0026736CAA87"*

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

*Scan Date: 04.11.2016 11:54:45 (-0400)  
Queries to: ricoh@winchester.us*

*Paci-Jehovah Witness cart*

**Mawn, Patti**

---

**From:** Nash, John  
**Sent:** Monday, April 11, 2016 12:29 PM  
**To:** Mawn, Patti  
**Subject:** RE: Message from "RNP0026736CAA87"

*The Winchester Fire Department has no objection to the permitting of a literature cart , providing the usual and customary restrictions.*

*Chief John Nash*

*Winchester Fire Department*

*32 Mount Vernon Street Winchester MA 01890  
Phone (781) 729-5993 | Fax (781) 721-6722*

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

*From: Mawn, Patti  
Sent: Monday, April 11, 2016 11:49 AM  
To: Albertelli, Ken <KAlbertelli@winchester.us>; Ken Albertelli, Chief of Police <kalbertelli@winchesterpd.org>; Nash, John <jnash@winchester.us>; Kostos, Anne <akostos@winchester.us>; Wwelch@WelchDonohoe.com  
Cc: Kelsy Cuddy, Paralegal, Welch Donohoe <Kcuddy@welchdonohoe.com>; Julianne McMasters, Legal Assistant, Welch Donohoe <Jmcmasters@welchdonohoe.com>  
Subject: FW: Message from "RNP0026736CAA87"*

*Attached is the annual request from Mr. Paci to set up a mobile literature cart on Laraway Road on Saturdays from May 7th through November 5th. May I have your comments, please?*

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

*From: ricoh@winchester.us [mailto:ricoh@winchester.us]  
Sent: Monday, April 11, 2016 11:55 AM  
To: Mawn, Patti  
Subject: Message from "RNP0026736CAA87"*

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



# Town of Winchester

Mark J. Twogood, Assistant Town Manager

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

May 19, 2015

Joseph Paci  
35 Court Road  
Winthrop, MA 02152

Dear Mr. Paci:

The Board of Selectmen, at their meeting on May 18, 2015, approved your request to set up a small mobile cart, as outlined in your letter of March, 2015, with the following conditions:

- There must be a clear walkway past your cart of not less than the ADA requirement of 36 inches. This space must take into consideration any trees or structures already in place.
- You must provide the Town with a signed RELEASE AGREEMENT holding the Town of Winchester and its employees, officials and agents harmless from all claims and lawsuits for personal injury, death or property damage resulting to yourself or anyone else.
- Your permit is limited to Saturday mornings from 10 a.m. to 12 noon through October 31, 2015.
- Your cart must be manned at all times and removed from Town property when not in use.

Should you have any additional questions, please feel free to contact this office.

Sincerely,

Mark J. Twogood  
Assistant Town Manager

/pcm

enclosure

cc: Board of Selectmen  
Police Chief  
Fire Chief  
Human Resource Director/ADA Coordinator

Docket Item:

I-1:

May 9, 2016



CELEBRATE 25 YEARS  
OF EXCEPTIONAL LIVING

THE GABLES'  
25TH ANNIVERSARY  
PARTY

Saturday, May 14th  
4:30 - 7:30 PM

The Gables at Winchester  
299 Cambridge Street  
Winchester, MA

Enjoy dinner and live entertainment  
from the Rat Pack Tribute Quartet  
as we mark 25 years in Winchester.  
Be our guest as we thank all of the  
people who help make everyday  
exceptional for our residents.

Kindly RSVP to 781-756-1026

## Educational Facilities Planning and Buildir Minutes of the Meeting February 10, 2016

---

**Members Present:** Bob Deering, Don Cecich, Brendan Driscoll, Geethanjali Mathiyalakam, Judy Evans, Shelly Walsh, Susan Verdicchio, Roger Hain and Todd Kosterman.

**Members Absent:** Charles Tseckares and Jessica Lohnes.

**Others Present:** Jim Dowd and Jim Burrows, Skanska USA Building; John LaMarre, Consigli Project Manager; Ed Frenette, SMMA; Meg White, Town Project Manager; Gerald Nardone (Consultant), Susan McPhee - Energy Committee; and Kevin Caddle, TMP (MEP Contractor).

Mr. Deering called the meeting to order at 6:31 PM at the Parkhurst School, 40 Samoset Road.

1. **Public Comment:** There were no public comments.

2. **Approval of Minutes:** The EFPBC Meeting Minutes from January 20, 2016 were distributed and reviewed. *On a Motion by Brendan Driscoll, seconded by Don Cecich, it was moved and seconded to approve the minutes of January 20, 2016 as presented. The vote Motion was unanimously approved.*

3. **High School:** Jim Borrows distributed copies of Skanska's February 10, 2016 meeting Agenda including Change Order #017; and a letter from Michael Benedetto, VP Skanska, to Richard Howard, Town Manager, dated February 10, 2016 regarding Additional Commissioning at Vinson-Owen School (Attachment #1). Due to the large number of Change Requests (CR) in Consigli Change Order #017, the Committee asked Skanska to review the revised spreadsheet last week to report back on exposure and where construction contingency stands. The Committee discussed how the Moving costs in Phase 1 of the project were under budgeted. Moving costs in the next two phases will fall under the Owner's costs.

Mr. LaMarre provided an update of the status of the high school project to date. All the structural steel has been installed in the gym. Drywall and ductwork installation has started and light fixtures are being hung.

Deliverables: The Committee reviewed information regarding the selection of computer equipment for the CAD lab.

Dr. Evans met today with the music/theatre staff member who pointed out that the pit area cannot seat an adequate amount of musicians. Due to the location of the sound box there are approximately 10 seats with obstructed views.

It was discussed that the school system needed tighter management of deliverables in order for people to be clear about their expectations. The information should first come to the superintendent and then the superintendent can inform those affected by changes with items that may or may not be included in the project. Jim Dowd indicated that the theatre design consultant reported that the installation was as designed. It was suggested that SMMA invite their theatre consultant to the next EFPBC meeting.

## EFPBC February 10, 2016 Meeting Minutes

Dr. Evans will put together a list of issues regarding some of the theatre equipment. The theatre folks will then be invited to an EFPBC meeting to share their concerns.

**4. Invoices:** Copies of the Memorandum from Town Manager, Richard Howard, to the EFPBC dated February 10, 2016 regarding invoices and spending authorizations was distributed and reviewed (Attachment #2). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations. Jim Burrows reviewed the invoices as outlined in the Town Manager's memorandum.

Jim Burrows reviewed the invoices as outlined in the memorandum dated February 10, 2016 from Town Manager Richard Howard.

### Spending Authorizations: VO Elementary School Project

Skanska USA	Commissioning Proposal	\$ 16,230.00
-------------	------------------------	--------------

### Spending Authorizations: Winchester High School Project

Consigli Construction	Change Order #15	\$ 46,974.31
Consigli Construction	Change Order #17	343,644.59
GovConnection	Tech FF&E Chrome Books	4,340.00

*On a motion by Don Cecich, seconded by Brendan Driscoll, it was moved and seconded to authorize the Town Manager to accept the Skanska USA spending authorization in the amount of \$16,230.00 for the Vinson-Owen School project and approved Consigli Construction Change Orders #15 and #17 and to GovConnection Tech FF&E Chrome Books in the amount of \$4,340.00 for the Winchester High School project as authorized by the Town Manager's Memorandum dated February 10, 2016 (Attachment #2). The Motion was unanimously approved.*

**6. Vinson-Owen Fit Out:** Kevin from TMP provided a sketch showing how the Vinson-Owen fan control option would work to help alleviate overheating in the third floor corridor areas (Attachment #3). It was estimated that the fans would keep the air 5 degrees above the outside air temperature. In order to make the air flow work properly, opening windows would be required in certain areas as well as keeping the classroom doors closed. Committee members felt too much human interaction was needed to make the exhaust fan design work properly. Kevin suggested installing split air conditioners in the areas of the exhaust fans.

The concern around equity in all School Department buildings was discussed as other buildings are experiencing overheating as well during the shoulder months. It was then suggested that we install exhaust fans in the classrooms as well. It was agreed to explore the cost estimate to install exhaust fans in five of the third floor classrooms.

*On a motion by Judy Evans, seconded by Don Cecich, it was moved and seconded to ask TMP to move forward with a cost estimate for the installation of five (5) exhaust fans, not to exceed \$5,000. The Motion was unanimously approved.*

**7. Adjournment:** *It was moved and seconded to adjourn the meeting at 8:04 p.m.*

## EFPBC February 10, 2016 Meeting Minutes

The next EFPBC meeting is scheduled for Wednesday, February 24, 2016 at 6:30 PM at Parkhurst School.

Respectfully Submitted,



Donald E. Cecich  
EFPBC Secretary

### Attachments:

1. Skanska Agenda dated February 10, 2016 including AIA Document G701/CMa-1992 Consigli Construction Change Order #017 dated February 9, 2016 and letter dated February 10, 2016 from Skanska addressing Additional Commissioning Services Commission for Vinson-Owen Elementary School Fitout.
2. Memorandum dated February 10, 2016 from Richard Howard, Town Manager, to the EFPBC regarding invoices for payment and spending authorizations.
3. TMP Sketch showing Ventilation Fan Options dated February 10, 2016

# Educational Facilities Planning and Building Committee

## Minutes of the Meeting March 16, 2016

**Members Present:** Bob Deering, Don Cecich, Brendan Driscoll, Charles Tseckares, Geethanjali Mathiyalakam, Judy Evans, Shelly Walsh, Susan Verdicchio, Jessica Lohnes and Todd Kosterman.

**Members Absent:** Roger Hain.

**Others Present:** Jim Burrows and Jim Dowd, Skanska USA Building; Lorraine Finnegan and Dave Fanvele, SMMA; Meg White, Town Project Manager; Gerald Nardone (Consultant); and Susan McPhee, Energy Committee.

Mr. Deering called the meeting to order at 6:34 PM in the Mystic Valley Room, Town Hall.

1. **Public Comment:** There were no public comments.

2. **Winchester High School:** Jim Burrows distributed copies of Skanska's March 16, 2016 Agenda including Consigli Change Order (CO) #019 (Attachment #1). Jim commented that the contingency is in better shape than was shown last month despite the number of items in CO #019. Jim reviewed CO #019 in detail with the Committee. He commented that with continued firm management, Skanska is feeling cautiously optimistic regarding the balance in the contingency account. Mr. Fanvele commented that SMMA reviewed Change Order #019 for Committee, commented and recommends that the Committee approve the Change Order.

*On a motion by Charles Tseckares, seconded by Brendan Driscoll, it was moved and seconded to approve Change Order #019 as outlined in the Change Order document dated March 14, 2016 as presented. The Motion was unanimously approved.*

3. **Vinson-Owen Fit Out:** Jim Burrows reported that three bids were received for the Vinson-Owen Classroom Fit Out project. The lowest responsible bidder was Classic Construction. Reference checks were completed and were all good. Jim indicated that Classic Construction completed the bathroom projects at Lynch and our experience with them and quality of their work was very positive. The bid also included "No Alternates", "Alternate 1", and "Alternate 2", which were also discussed by the Committee. Jim recommended awarding the bid to Classic Construction.

*On a motion by Don Cecich, seconded by Judy Evans, it was moved and seconded to accept Classic Construction's bid for a total project cost of \$752,808, and not taking any action on Alternate 1. The vote was unanimously approved.*

*On a motion by Don Cecich, seconded by Judy Evans, it was moved and seconded to award Classic Construction's bid for \$524,400. The vote was unanimously approved.*

4. **Invoices:** Copies of the Memorandum from Town Manager, Richard Howard, to the EFPBC dated March 16, 2016 regarding invoices and spending authorizations was distributed and reviewed (Attachment #2). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations.

## EFFBC March 16, 2016 Meeting Minutes

Jim Burrows reviewed the Payment Authorizations for the Vinson-Owen Elementary School Project, the Spending Authorizations for the Vinson-Owen Elementary School Project, the Payment Authorizations for the Winchester High School Project and the Spending Authorizations for the Winchester High School Project.

### Payment Authorizations: VO Elementary School Project

Skanska USA	Invoice #1315839-000-12669-16	\$ 3,060.00
-------------	-------------------------------	-------------

### Spending Authorizations: VO Elementary School Project

Vote on award of Contract to Classic Construction for Base Bide, \$524,400; Based plus Alternate #1, \$117,400 (\$641,800) or Base plus Alternate #1 and #2, \$127,400 (\$769,553).

### Payment Authorizations: Winchester High School Project

Skanska USA	Invoice 1312805-PDS-12659-43	\$ 69,900.00
SMMA	Invoice 0044524	91,805.63
Consigli Construction	Requisition #20	3,787,690.36
MBTA	Invoice 031373	250.00
Briggs Engineering	Invoice 82049	2,364.00
Briggs Engineering	Invoice 82113	1,700.00
Briggs Engineering	Invoice 82197	600.00
Briggs Engineering	Invoice 82294	350.00
Triumph Modular Inc.	Invoice 32168	10,000.00
Triumph Modular Inc.	Invoice 32166	13,000.00
GovConnection	Invoice 53539046	500.00
GovConnection	Invoice 53525603	3,840.00
Life Fitness	Invoice 4882522	999.63
WB Mason	Invoice 701616	2,400.00
Combustion Services	Invoice 24818	6,228.00
Alfreda Canavan	11/18/15-2/24/16	422.94

### Spending Authorizations: Winchester High School Project

Consigli Construction	Change Order # 19	598,081.64
G&G Technologies, Inc.	Tech FF&E (Quote #3663)	9,995.00
JourneyEd	Tech FF&E (Quote #10106686)	503.51
Cleveland Range.com	FF&E (SteamChef) Convection Steamer	20,330.00

Correction of clerical error on Consigli Change Order #017—the amount voted was \$343,644.59. Actual amount of Change Order #017 is \$378,113.49.

*On a motion by Don Cecich, seconded by Brendan Driscoll, it was moved and seconded to authorize the Town Manager to pay the invoices and approved the spending authorizations as summarized in the Town Manager's memorandum dated March 16, 2016 (Attachment #2). The Motion was unanimously approved.*

## EFPBC March 16, 2016 Meeting Minutes

5. **Approval of Minutes:** The EFPBC February 10 and 24, 2016 Meeting Minutes were distributed for review and comment. *On a motion by Judy Evans, seconded by Brendan Driscoll, it was moved and seconded to approve the minutes of February 10, 2016 and February 24, 2016. The Motion was unanimously approved.*

6. **Next Meeting Date:** The next meeting of the EFPBC is scheduled for April 6, 2016 in Town Hall.

7. **Adjournment:** The meeting adjourned at 7:28 PM.

Respectfully Submitted,



Donald E. Cecich  
EFPBC Secretary

Attachments:

1. AIA Document G701/CMA-1992 Change Order #0198 dated March 14, 2016.
2. Memorandum dated March 16, 2016 from Richard Howard, Town Manager, to the EFPBC regarding invoices for payment and spending authorizations.

# Educational Facilities Planning and Building Committee

## Minutes of the Meeting February 24, 2016

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**Members Present:** Bob Deering, Don Cecich, Charles Tseckares, Geethanjali Mathiyalakam, Judy Evans, Shelly Walsh, Susan Verdicchio, Roger Hain and Todd Kosterman.

**Members Absent:** Brendan Driscoll and Jessica Lohnes.

**Others Present:** Jim Burrows, Skanska USA Building; John LaMarre, Consigli Project Manager; Lorraine Finnegan, SMMA; Meg White, Town Project Manager; Gerald Nardone (Consultant); Christine Kelley, WHS Interim Principal; Cindy Bohne, School Committee Chair; and Susan McPhee - Energy Committee.

Mr. Deering called the meeting to order at 6:31 PM at Winchester High School, Guidance Conference Room.

1. **Public Comment:** There were no public comments.
2. **Approval of Minutes:** There were no minutes to approve.
3. **Winchester High School:** Jim Burrows distributed copies of Skanska's February 24, 2016 Agenda including Consigli Change Order #018. He reviewed CO #018 for Committee for the Culvert project. The money for this project will be funded from the Town Budget, not the High School Project budget and will be a pass-through to Consigli on the High School project contract. Consigli will do the work. Jim recommended that the Committee approve CO #018.

**On a Motion by Don Cecich, seconded by Charles Tseckares, it was moved and seconded to approve Change Order #018 (Culvert project) as outlined in the Change Order document dated February 24, 2016 as presented. The Motion was unanimously approved.**

4. **Construction Update:** John LaMarre provided an overview of the construction currently under way. Consigli is working in the interior of Building C, starting at the top and working down - ceiling lights, dry wall, and painting. The exterior of Building C is almost complete. Work in the gym includes working on the ceiling grid, primer and painting. All site work has been shut down for the winter. The auditorium is complete and they are waiting for a certificate of insurance. WinCam and the IT department have been trained on the lighting and sound system. Student and staff training are currently taking place.

Jim Burrows reported that they met with Sharon Martin, the play coordinator regarding some adjustments that were needed in the auditorium. A row of chairs has been removed in front of the stage to allow more space for the orchestra. These chairs will be stored at Parkhurst and will not be reinstalled. Changing the stage light system was discussed and Lorraine will be looking into a resolution. The seating behind the sound board has obstructed views of the stage.

5. **Deliverables:** None.

7. **Vinson-Owen Fit Out:** Jim Dowd had a walk-through of Vinson-Owen School on Monday. In two weeks there will be a general bid. The process is on schedule.

## EFPBC February 24, 2016 Meeting Minutes

**8. Invoices for Payment and Spending Authorizations:** Copies of the Memorandum from Town Manager, Richard Howard, to the EFPBC dated February 24, 2016 regarding invoices and spending authorizations was distributed and reviewed (Attachment #2). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations. Jim Burrows reviewed the invoices and spending authorizations.

### Payment Authorizations: VO Elementary School Project

Skanska USA	Invoice #1315839-000-12635-15	\$ 12,550.00
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### Payment Authorizations: Winchester High School Project

Skanska USA	Invoice 1312805-PDS-12649-42	\$ 64,757.18
SMMA	Invoice 0044315	139,431.00
Consigli Construction	Requisition #19	2,873,306.39
MBTA	Invoice 031151	250.00
Briggs Engineering	Invoice 81574	95.00
Briggs Engineering	Invoice 81669	425.00
Briggs Engineering	Invoice 81743	232.00
Briggs Engineering	Invoice 81837	350.00
Briggs Engineering	Invoice 81937	40.00
Triumph Modular Inc.	Invoice RI183257	10,000.00
Triumph Modular Inc.	Invoice RI183258	13,000.00
Robert H. Lord	Invoice 32143	1,419.00
Kittredge Equipment	Invoice 141594	23.38
Global Equipment	Invoice 108940138	2,768.60
HUB Technical Services	Invoice 69065	22,187.02
Apple Inc.	Invoice 4371945381	1,429.00
Apple Inc.	Invoice 4371943465	4,287.00
Apple Inc.	Invoice 4371398930	6,890.00
MD Stetson	Invoice 515826	13,667.17
ProAv Systems	Invoice 22532	960.00
GovConnection	Invoice 53407247	396.46

### Spending Authorizations: Winchester High School Project

Consigli Construction	Change Order #18	1,560,636.37
HUB Technical Services	Tech FF&E Server Equip. Quote #25585	180,774.97

***On a Motion by Don Cecich, seconded by Charles Tseckares, it was moved and seconded to authorize the Town Manager to pay the Vinson-Owen and Winchester High School Project invoices and the High School Spending Authorizations as outlined in the Town Manager's memorandum to the EFPBC dated February 24, 2016 (Attachment #2). The Motion was unanimously approved.***

7. ***The meeting was moved to the auditorium at 7:04 PM,*** Committee members had an opportunity to view seating in the rear of the auditorium behind the sound board. Members agreed

## EFPBC February 24, 2016 Meeting Minutes

that many of the seats in the area had obstructed views. The Committee agreed to have the sound board lowered along with the surrounding wall frame in order to provide better viewing from the rear seats. This change will take place during the summer. Mr. Deering recommended that we leave the seats in place and get feedback from audience members. It was determined that Principal Kelley would not sell tickets for the seats that have obstructed view for the upcoming play.

Dr. Evans strongly recommended the permanent removal of the obstructed view seats. Dr. Evans expressed her concerns with community perception if there are seats that have obstructed view.

**8. Adjournment:** The meeting adjourned at 7:30 PM. The next EFPBC meeting is scheduled for Wednesday, March 2, 2016 at 6:30 PM in Town Hall.

Respectfully Submitted,



Donald E. Cecich  
EFPBC Secretary

### Attachments:

1. Skanska Agenda dated February 24, 2016 including AIA Document G701/CMA-1992 Consigli Construction Change Order #018 dated February 24, 2016.
2. Memorandum dated February 10, 2016 from Richard Howard, Town Manager, to the EFPBC regarding invoices for payment and spending authorizations.

# Educational Facilities Planning and Building Committee

## Minutes of the Meeting April 6, 2016

**Members Present:** Bob Deering, Brendan Driscoll, Charles Tseckares, Geethanjali Mathiyalakam, Judy Evans, Shelly Walsh, Roger Hain, Susan Verdicchio, Jessica Lohnes and Todd Kosterman.

**Members Absent:** Don Cecich.

**Others Present:** Jim Dowd, Skanska USA Building; Ed Frenette, SVP, SMMA, John LaMarre, Consigli Project Manager; Meg White, Town Project Manager; Gerald Nardone (Consultant); and Cindy Bohne, School Committee.

Mr. Deering called the meeting to order at 6:35 PM in the Mystic Valley Room, Town Hall.

1. **Public Comment:** There were no public comments.
2. **Winchester High School: Sachem Sign Relocation.** Jim Dodd distributed copies of Skanska's April 6, 2016 Meeting Agenda including SMMA Gymnasium Interior Elevations Drawing A-255 and Acentech's Audio & Video Systems Drawing 16016 (Attachment #1). Jim reported that a discussion of the building committee took place back on August 6, 2014 regarding the relocation of the existing Sachem sign currently located on the front of the high school building. During that meeting it was decided to remove the existing Sachem sign and relocate it to an interior wall in the gym. During the April vacation the existing sign will be removed from the front of the building. A vinyl decal would be placed on the front windows as a replacement to the existing sign.

The Committee requested that a drawing of the vinyl decal be available to view prior to the installation.

3. **Winchester High School: Auditorium Low Profile Sound Board.** Jim Dowd referenced a drawing for the proposed replacement of a low profile sound board. The cost of the replacement sound board is \$4,500, which does not include rewiring of the audio equipment. The Committee asked for further information regarding the new sound board: Will all the audio equipment fit inside the cabinet? Will the dry wall height on the sides of the sound board be lowered? Jim Dowd will provide further information at the next meeting.
4. **Next Meeting Dates:** Because April 20th falls on a school vacation week, the Committee set the next meeting dates as follows: April 27, May 4 and May 18.
5. **Deliverables: School Department.** In preparation for Phase 3 of the project, Jim Dowd attended a recent High School staff meeting chaired by Jerry Chapman, Assistant Principal, to work out the logistics of moving. The High School administration will be moving to Parkhurst over the summer as there will be no public access to the high school property during the installation of the portable classrooms.
6. **Invoices:** Copies of the Memorandum from Town Manager, Richard Howard, to the EFPBC dated April 6, 2016 regarding invoices and spending authorizations was distributed and reviewed (Attachment #2). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations.

**EFPBC April 6, 2016 Meeting Minutes**

Jim Dowd reviewed the Spending Authorizations for the Vinson-Owen School Project, and the Payment Authorizations for the Winchester High School Project as outlined in the Town Manager's memorandum.

**Payment Authorizations: VO Elementary School Project**

Amendment for Tappé Architects in the amount of \$13,295 for FF&E Services

**Payment Authorizations: Winchester High School Project**

Daily Times Chronicle	WHS FF&E	\$ 452.76
Town of Winchester	Energy budget	50,000.00

*On a motion by Brendan Driscoll, and seconded by Judith Evans, it was moved and seconded to pay the invoices as outlined in the Town Manager's memorandum to the Committee dated April 6, 2016 (Attachment #2). The Motion was unanimously approved.*

The Committee discussed the 36 modular classrooms that will be installed for Phase 3 of the project. Thermostats will be installed in locked boxes, lights will be regulated with auto-off switches and reprogrammed heat to allow for operating efficiently and energy conservation.

Dr. Evans stressed to the members of the Committee that when they receive calls or e-mails with concerns around the project to direct the calls and e-mails either to the principal or Dr. Evans. This will allow for a faster response to questions that arise around the project.

7. **Adjournment:** The meeting adjourned at 7:26 p.m.

Respectfully Submitted,



Donald E. Cecich  
EFPBC Secretary

Attachments:

1. Skanska's April 6, 2016 Meeting Agenda including SMMA Gymnasium Interior Elevations Drawing A-255 and Acentech's Audio & Video Systems Drawing 16016 AMMA Interior Elevations of the gymnasium.
2. Memorandum dated April 6, 2016 from Richard Howard, Town Manager, to the EFPBC regarding invoices for payment and spending authorizations.



System Name: Comcast of Massachusetts I, Inc.  
 Email: Patrick\_Moore@cable.comcast.com  
 Phone: 610-665-2575

Vendor ID:	
Contract Name:	Winchester MA
Statement Period:	Jan - Mar, 2016
Payment Amount:	\$42,750.74
Statement Number:	304641
CUID:	None
System ID:	8773-1000-2520

WINCHESTER COMMUNITY ACCESS & MEDIA  
 32 SWANTON ST  
  
 WINCHESTER, MA, 01890

This statement represents your payment for the period listed above.

Revenue Category	Amount
Expanded Basic Video Service	\$361,843.29
Limited Basic Video Service	\$185,747.61
Digital Video Service	\$257,253.20
Pay	\$133,072.31
PPV / VOD	\$62,061.79
Digital Video Equipment	\$46,826.28
Video Installation / Activation	\$5,521.47
Franchise Fees	\$44,440.59
PEG Fees	(\$5.99)
State Assessment	\$2,125.20
Guide	\$161.86
Other	\$3,692.98
Late Fees	\$1,178.06
Write-offs / Recoveries	(\$676.68)
<b>Total</b>	<b>\$1,103,241.97</b>
Franchise Fee %	3.88 %
Franchise Fee	\$42,750.74

To the best of my knowledge and belief, the above is a true and correct statement for the accounting of the gross revenues received by this corporation for the period.

*CMJW*  
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 Chad Mackey  
 Sr. Analyst