



TOWN OF WINCHESTER SELECT BOARD'S MEETING
SELECT BOARD MEETING ROOM

A. 7:00 P.M. OPENING

1. 7:00 PM EXECUTIVE SESSION (Closed To Public)

1. Asa Fletcher Fund - MGL Ch. 30 §21(a) 1 - To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual.

2. 7:30 PM Notification Of Other Meetings And Hearings (Open To Public)

1. January 28, 2019 – Select Board – Regular Meeting
2. February 4, 2019 – Select Board – Regular Meeting
3. February 11, 2019 – Select Board – Regular Meeting
4. February 25, 2019 - Select Board - Regular Meeting

B. TOWN MANAGER REPORT AND COMMENTS

General Topics

C. MATTERS FROM THE AUDIENCE

D. COMPTROLLER'S REPORT

E. LICENSES

F. 8:00 P.M. HEARINGS

1. North Main Street – Handicap Parking (continued from January 7, 2019)
2. Olde Village Road – “No Parking Signs” (continued from January 7, 2019)

G. BUSINESS

1. Approve Comptroller's Vacation Carry Forward Request
2. McCall Middle School Phase 2 - Proprietary Specification Vote
3. FY2020 Budget
4. Special Town Meeting

Documents:

[MCCALL VOTE REQUEST.PDF](#)

H. CONSENT AGENDA

One Day Alcoholic Beverage License(s)

1. Tonya Flemming for Boston Catering & Events – January 26, 2019 – Griffin Museum

2. Hillary Baker for Winton Club – January 29-31 & February 1-2, 2019 – Town Hall Auditorium
3. Carole Cooke for Cairn Hill Nature Preschool – February 1, 2019 – Chidley Hall at the First Congregational Church

Staging Permit

1. Numo Palhares, 730 Main Street

Other

1. Letter from Fire Chief John Hash to accept a donation of \$2,000 from the Johnston family to be used towards future supplies for the fire department.
2. Memo from Phillip Beltz, Council on Aging Director, to accept donations in the amount of \$2,618.36 for appreciation of services provided by the COA to be deposited in the COA Gift Account
3. Approve/Correct Minutes: September 10, 17, 24, & 26, 2018

Documents:

[LIQUOR APPLICATIONS.PDF](#)
[STAGING PERMIT.PDF](#)
[FIRE DONATION.PDF](#)

I. COMMUNICATIONS AND WORKING GROUP REPORTS



MEMORANDUM

TO: Mark Twogood, Assistant Town Manager

FROM: Margaret T White, Special Project Engineer *MW*

DATE: January 4, 2019

SUBJECT: PROPRIETARY SPECIFICATION VOTE

Pursuant to the construction bidding laws, M.G.L. c.30, §39M and M.G.L. c.149, §§44A-M a recorded vote by the Towns governing body is required for a proprietary specification. We are in the process of bidding the McCall Middle School Phase II Classroom Cafeteria Addition Project. Several items will be proprietary so that they are compatible with the existing systems in the school.

This memorandum is to request that the Board of Selectmen vote the following four proprietary items:

1. Vote to allow for the *Johnson Controls* be listed as the proprietary Automatic Temperature Control system to be specified for the McCall Middle School Classroom Expansion Project.
2. Vote to allow for *Simplex* be listed as the proprietary Fire Alarm system to be specified for the McCall Middle School Classroom Expansion Project.
3. Vote to allow for the *Simplex* be listed as the proprietary Intrusion Alarm system to be specified for the McCall Middle School Classroom Expansion Project.
4. Vote to allow for the *Schlage* be listed as the proprietary Lockset system to be specified for the McCall Middle School Classroom Expansion Project.

Thank you and please do not hesitate to contact me with any questions or comments.



The Commonwealth of Massachusetts
 The Alcoholic Beverages Control Commission
 239 Causeway Street, 2nd Floor
 Boston, MA 02114

Telephone: 617-727-3040
 FAX: 617-727-1258

The local licensing authorities of the within named city or town have approved, pursuant to the provisions of Chapter 138 Section 14, issuance of a special license as described herein.

City/Town	Winchester
Date of Local Authority Approval	January 2019
Name of Licensee	Tonya Flemming for Boston Catering & Events
Address of Licensee	325 New Boston Street, Woburn, MA 01801
Effective Date or Dates of License	January 26, 2019
Authorized Hours of Sales*	6:30pm to 8:30pm.
Description of Premises	Griffin Museum

***No storage/delivery before date and time Special License is effective** (MGL c.138,,s.14 & C.M.R. 700)

License is for Sale of:

All Alcoholic Beverages	_____
Wines and Malt Beverages Only	XX
Wines Only	_____
Malt Beverages Only	_____

The Licensed Activity or Enterprise is:

For profit	_____
nonprofit	X

Is the license for a dining hall maintained by an incorporated educational institution authorized to grant degrees? No

Restrictions attached to the license by the local authority:

 None

THE LOCAL LICENSING AUTHORITIES

By: _____



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:

Boston Catering + Events

Address: 325 New Boston St, Woburn MA 01801

Telephone Number: 781-938-9300

Permit Applying For:

All Alcohol License (\$75.00)*

Beer and Wine Only License (\$75.00)*

Nature and purpose of the event: holiday cocktail reception

Number of persons attending event: 45

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

Griffin Museum of Photography
67 Shore Rd, Winchester

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

Tonya Flemming

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

Sat. January 26, 2019 6:30pm - 8:30pm

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:

Tonya Flemming

Print Name of Responsible Manager:

Tonya Flemming

RECEIVED
2019 JAN -7 AM 11:14
TOWN OF WINCHESTER
TOWN MANAGER
BOARD OF SELECTMEN

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.**



The Commonwealth of Massachusetts
 The Alcoholic Beverages Control Commission
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 FAX: 617-727-1258

The local licensing authorities of the within named city or town have approved, pursuant to the provisions of Chapter 138 Section 14, issuance of a special license as described herein.

City/Town Winchester
 Date of Local Authority Approval January 2019
 Name of Licensee Hillary Baker for Winton Club
 Address of Licensee 58 Yale Street, Winchester, MA 01890
 Effective Date or Dates of License January 29-31 and February 1-2, 2019
 Authorized Hours of Sales* 7:00pm to 10:00pm
 Description of Premises Town Hall Auditorium

No storage/delivery before date and time Special License is effective (MGL c.138, s.14 & C.M.R. 700)

License is for Sale of:

All Alcoholic Beverages _____
 Wines and Malt Beverages Only XX
 Wines Only _____
 Malt Beverages Only _____

The Licensed Activity or Enterprise is:

For profit _____
 nonprofit X

Is the license for a dining hall maintained by an incorporated educational institution authorized to grant degrees? No

Restrictions attached to the license by the local authority:

None

THE LOCAL LICENSING AUTHORITIES

By: _____



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: The Winton Club
Address: c/o 58 Yale Street Winchester
Telephone Number: 781 248 4808

Permit Applying For:

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

Nature and purpose of the event: Winton Club Cabaret

Number of persons attending event: 100+

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

Town Hall Auditorium only

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

Hillary Baker
Mary Ellen Armstrong

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

Tuesday - Saturday 7pm - 9pm January 29 - Feb 2
approx 2019

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:

Hillary C Baker M E Armstrong

Print Name of Responsible Manager:

Hillary C. Baker + Mary Ellen Armstrong

**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.**

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The Commonwealth of Massachusetts
 The Alcoholic Beverages Control Commission
 239 Causeway Street, 2nd Floor
 Boston, MA 02114

Telephone: 617-727-3040
 FAX: 617-727-1258

The local licensing authorities of the within named city or town have approved, pursuant to the provisions of Chapter 138 Section 14, issuance of a special license as described herein.

City/Town Winchester
 Date of Local Authority Approval January 2019
 Name of Licensee Carole Cooke for Cairn Hill Nature Preschool
 Address of Licensee 433 Main Street, Winchester, MA 01890
 Effective Date or Dates of License February 1, 2019
 Authorized Hours of Sales* 7:30pm to 10:00pm
 Description of Premises Chidley Hall at the First Congregational Church

No storage/delivery before date and time Special License is effective (MGL c.138, s.14 & C.M.R. 700)

License is for Sale of:

All Alcoholic Beverages _____
 Wines and Malt Beverages Only XX
 Wines Only _____
 Malt Beverages Only _____

The Licensed Activity or Enterprise is:

For profit _____
 nonprofit X

Is the license for a dining hall maintained by an incorporated educational institution authorized to grant degrees? No

Restrictions attached to the license by the local authority:

None

THE LOCAL LICENSING AUTHORITIES

By: _____



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:

Carole Cooke on behalf of Cairn Hill Nature Preschool

Address: 433 Main St. Winchester MA 01890

Telephone Number: 781-249-1079

Permit Applying For:

All Alcohol License (\$75.00)*

Beer and Wine Only License (\$75.00)*

Nature and purpose of the event: Fundraiser for non-profit preschool.

Event is a dance with a live rock + roll band.

Number of persons attending event: 50 to 100, we estimate

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

Event will be held in Chidley Hall at the First Congregational Church in Winchester

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

Carole Cooke

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

Friday 2/1 7:30-10 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:

Carole Cooke

Print Name of Responsible Manager:

CAROLE COOKE

RECEIVED
2019 JAN -7 AM 10:43
TOWN OF WINCHESTER
TOWN MANAGER
BOARD OF SELECTMEN

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.

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

STAGING PERMIT APPLICATION

Complete this application and return it to the Winchester Board of Selectmen. Under no circumstances may work be started until an approved Staging Permit is obtained, and the appropriate fees (\$25) paid in full. *Please make check out to Town of Winchester.*

The undersigned respectfully applies for a permit to erect staging/ladders for the purpose of:

Signage on 730 Main Street

Requested dates of use of Town property: _____

Proposed sign location (if applicable): _____

Business/Owner: Nuno Pithores Telephone: 781-718-7260

Business Owner's Address: 730 Main Street

Property Owner: Leonard J. Sortino Telephone: 781-454-5803

Property Owner's Address: Bullard Rd, Webster, MA 01801

Staging Contractor: FAST SIGNS Telephone: 781-938-7700

Staging Contractor's Address: 400 West Canning Park Webster, MA 01801

The Board of Selectmen may request that the Design Review Committee, prior to approval, review this application.

I hereby certify that the dimensions and other information on this application and plans or sketch submitted herewith are correct, and that all applicable provisions of Statutes, Regulations and By-Laws will be complied with. The above is subscribed to and executed by me under the penalties of perjury in accordance with Section 1-A of Chapter 268, General Laws.

Signature of the Owner or Lessee: Nuno Pithores Date: 11/19/19

For office purposes only:

Has the petitioner filed with the Town an insurance policy in the amount of \$300,000 for bodily injury, \$500,000 per accident, and \$300,000 in property damage naming the Town of Winchester as co-insured?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has the Winchester Building Department approved a Sign Permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date _____
Referred to the Design Review Committee	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date _____
Approval date by the Board of Selectmen			Date _____

WINCHESTER FIRE DEPARTMENT

32 Mount Vernon Street Winchester, Massachusetts 01890 (781) 729-1801

John F. Nash, Chief of Department

December 24, 2018

Mr. William A. Johnston and Family
9 Sheffield Road
Winchester MA 01890

Dear Mr. Johnston and Family,

Please accept our most sincere gratitude for your generous gift donation to the Winchester Fire Department in the amount of \$2,000.

Gifted funds are utilized to provide for the safety of Winchester's firefighters, enabling them to provide the most effective and efficient protection for the town's residents.

Thank you for your continued support. Merry Christmas and Best Wishes for the New Year!

Sincerely yours,

John F. Nash
Chief of Department

TOWN OF WINCHESTER
MIDDLESEX COUNTY, MASSACHUSETTS



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

109 Skillings Road
Winchester, MA 01890-2884

January 10, 2019

To: Lisa Wong, Town Manager
Mark Twogood, Assistant Town Manager

Fr: Phillip Beltz, Council on Aging Director

Re: Council on Aging Gift Account

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For the upcoming Select Board meeting on January 14th, please request that the
Select Board accept donations in the amount of \$2,618.36 for appreciation of services
provided by the COA to be deposited in the COA Gift Account.

Thank you for your assistance.

Cc: Sheila Tracey, Treasurer
Stacie Ward, Comptroller