



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

A. 7:30 P.M. OPENING

Notification of Meetings and Hearings (open to public)..... 7:30 PM

- Monday, August 24, 2020 – Regular Session

B. ACCEPTANCE OF DONATIONS

1. Accept donations in the amount of \$3,250 from the Winchester Cooperative Bank to be put towards the Coalition for a Safer Community educational programs.

C. TOWN MANAGER REPORT AND COMMENTS

D. COMPTROLLER'S REPORT

E. LICENSES

F. 7:30 P.M. HEARINGS

1. Alteration of Premises application of Kajal Patel and Kevin I LLC d/b/a Liquor Junction located at 632 Main Street to add 1,000 square feet to their existing license with the Town of Winchester.

Documents:

[LIQUOR JUNCTION EXPANSION PRESENTATION.PDF](#)

G. BUSINESS

1. Town Clerk – New Election Legislation
2. Clearway Contract
3. Crosswalk on Washington at Bates Rd & Stone Ave
4. Woburn Vale Project
5. Thompson Street Closure Assessment
6. Outdoor Dining Applications
7. Military Leave Warrant Article
8. Approval of MWRA Loan
9. Converse Place-40B Application Discussion
10. Capital Projects Update
11. Zoning Bylaw regarding home offices

Documents:

[FALL 2020 ELECTIONS VOTER OPTIONS GUIDE FINAL.PDF](#)

2020-07-22 - BATES RD - STONE AVE CROSSWALK RECOMMENDATION.PDF
VALE PEER REVIEW PROPOSAL WESTON SAMPSON 07-28-2020.PDF
CHINA SKY PARKING SPOT REQUEST.PDF
CHINA SKY9 - OUTDOOR DINING.PDF
FULLERCUP-OUTDOOR DINING.PDF
WINCHESTER STREET PATIO PROPOSAL.PDF

H. CONSENT AGENDA

1. **Staging Permit** – FastSigns for Kevin Ryan, Ace (Fells) Hardware, 654 Main Street, Replacing existing wall signs.
2. Approve/Correct Thursday Minutes: March 23 & 26, April 2, 9, 23 & 30 and May 7, 14, 21 & 28, 2020

Documents:

MARCH THURSDAY MINUTES.PDF
APRIL THURSDAY MINUTES.PDF
MAY THURSDAY MINUTES.PDF
654 MAIN ST ACE STAGING UPD8.PDF

I. EQUITY AND RACISM TASK FORCE

1. Presentation by Arya Ramachandran on COVID19 website
2. Town Common Flag Raising-August 6th

J. COMMUNICATIONS AND WORKING GROUP REPORTS

1. Thank you letter from the Winchester High School Zen Garden Club

Documents:

WHS ZEN GARDEN TY.PDF



Liquor Junction Winchester

August 2020

Application for Alteration of current
location

Ketul Patel (Business Development Manager)



Who we are

- Family Operated Business
 - Winchester Location in operation since July, 2017
 - **No Liquor Violations** in 3 years of operations with over 275,000 transactions
 - All cashiers are TIPS certified during the training period
 - Use ID scanning machine



Expansion Details

- **Upscale Destination Shop**
 - **New Wine Cellar for High end wines(current staging area)**
 - **Automatic doors for exit and entrance**
 - **Event area for Wine, Spirit and beer education**
 - **Largest selection of products including very hard to find wines such as Turley and premium whiskeys such as Weller and Blanton barrel programs in Winchester area**
 - **New Retail space 1000sqft , new event room 500 sqft, new storage space 1000sqft**



Expansion Details

- Focus on customer service
 - Craft beer manager
 - Wine/Liquor experts
 - **8+ full time/part-time employees**



Business Model

- **Support of local charities/non-profit organization**
 - Hosted Complimentary Craft Beer Tasting at The Jenks Center (Winchester)
 - WHS Football team program book advertisement(Winchester)
 - Key sponsor for WUSTOCK Outdoor Rock Music Festival to Support Breast Cancer Awareness(Woburn)
 - Provide cash donation to David K Johnson Foundation supporting cure for Alzheimer's (Reading)
 - Provide auction gift baskets for Waldorf School Spring Gala and Auction (Lexington)
 - David Ortiz even to support New England Children's Charity(Reading Location)



Business Model

- **Complimentary** Every Thursday educational events hosted by industry **experts(after covid 19 restrictions lifted)**
 - Cocktail recipes
 - Wine and Craft beers
- Every Friday and Saturday tastings
- Seasonal Grand Tastings
 - 70+ Fine Wines
 - 50+ Craft Beers



Event Flyers

LIQUOR Junction
READING STORE

SPRING TASTING!

Saturday, April 16th 3 – 6pm

OVER 75 WINES TO TASTE

LIQUOR Junction

JOIN US SATURDAY, OCTOBER 15TH 3-6PM
FOR OUR

Fall In Store Grand Tasting

OVER 75 FINE WINES TO TASTE



Customer Reviews



Andre Frosch

Local Guide · 16 reviews · 3 photos

★★★★★ a year ago

Awesome craft beer selection. Good prices and knowledgeable staff



Katie Stuempfle

Local Guide · 189 reviews · 6 photos

★★★★★ a year ago

good selection, friendly staff. I found Buffalo Trace Bourbon Cream here, which I had not found outside of Kentucky until I came here.



Jesse X. Yang

2 reviews

★★★★★ a year ago

Excellent selection and great prices. Best beer selection in the area



Shane La Haye

14 reviews · 3 photos

★★★★★ a year ago

Great selection at great prices. Staff are very knowledgeable, personable and friendly. It's my local go to place

TOWN OF WINCHESTER 2020 ELECTIONS – VOTER OPTIONS GUIDE

On July 6th the Governor signed new legislation - An Act relative to voting options in response to COVID. This legislation outlines 3 options for voting in the fall 2020 elections - [Vote by Mail](#), [Vote Early in Person](#) or [Vote on Election Day](#)

ELECTION TYPE	DATE OF ELECTION	ELECTION DAY LOCATION	ELECTION DAY HOURS	DEADLINE TO REGISTER TO VOTE	VOTE BY MAIL APPLICATION DEADLINE
State Primary Election	September 1, 2020	Muraco, McCall, VO & Lynch School	7 AM - 8 PM	August 22, 2020	August 26th - 5PM
Presidential Election	November 3, 2020		7 AM - 8 PM	October 24, 2020	October 28th - 5PM

SELECTION OF BALLOT TYPES - PRIMARY ELECTION ONLY

In a primary election, a voter who is **NOT** registered in a political party (Unenrolled or commonly known as Independent) must specify the party ballot type of choice on the application to vote by mail or in person voting (early or on Election Day). We are unable to process applications for Unenrolled / Independent voters who do not select a party ballot type on their application.

Unenrolled / Independent voters who select a party ballot type do not become registered in that party - they remain Unenrolled / Independent voters. Voters who are registered in one of the 4 political parties (Democrat, Republican, Green-Rainbow, and Libertarian) **MUST** take that party ballot and are not given a choice of ballot type - [verify your party enrollment](#) or [change your party enrollment](#) prior to the deadline to register to vote and before applying for a mail in ballot.

View sample ballots at <https://www.winchester.us/632/State-Primary>

Vote on Election Day- [What you need to know before you go](#)

All Elections are held at the same four Elementary School Gyms – Precinct 1 & 2 Muraco School 33 Bates Rd, Precinct 3 & 4 McCall Middle School 458 Main St, Precincts 5 & 6 Vinson Owen School 75 Johnson Rd and Precincts 7 & 8 Lynch School 10 Brantwood Rd. Click on Where do I Vote: to find you location <http://www.sec.state.ma.us/wheredoivotema/bal/myelectioninfo.aspx>

Click here to view the Precinct Map: <https://www.winchester.us/DocumentCenter/View/245/Precinct-Map-PDF---Town-Wide-Map>

TOWN OF WINCHESTER

2020 ELECTIONS – VOTER OPTIONS GUIDE

What you need to know / bring in advance of going to the polls to vote on Election Day to vote

- **Wear a Face Covering**
- **Bring a Pen** – Blue or Black ink sharpie or Paper Mate Flair (if you don't want to borrow one)
- **Bring a Clip Board or Book** to mark your ballot on (if you don't want to use a Voting Booth)
- **Bring an ID** – in some cases voters will be required to show an ID.
- **Don't touch your face** while at the polling location
- **Maintain Social Distancing** – keep 6' away from anyone not from your household
- **Keep your ballot dry and free from hand sanitizers** – to avoid tabulator issues

Vote by Mail - All registered voters qualify to vote by mail in the Fall 2020 elections. Application post cards have been mailed to **ALL** registered voters, at their mailing address, who have not already applied to receive a vote by mail ballot as follows:

	Primary	Presidential
Secretary of State mailed to voters approximately on	July 15 th	September 14 th
Mailed to all voters registered by & voters without an application already processed by	July 1st	September 1st

APPLY EARLY - to allow ample time for processing your application and for the postal services to deliver your ballot to you. If you are concerned about applying too early - please note that voters can hold on to their ballot and return it during the week prior to the election. Voters who receive a vote by mail ballot but do not return it prior to Election Day may appear to vote in person on Election Day to cast a ballot. Any voter that has returned a vote by mail ballot (or voted early in person) cannot vote on Election Day.

Applications can be returned by Mail (postage is pre-paid on the post card application mailed to you), or scanned & emailed to townclerk@winchester.us

TRACK YOUR APPLICATION AND BALLOT

Voters who have applied for a vote by mail ballot may use this link to track the status of their application as well as their ballot status (mailed / received back). Please note that we anticipate a large volume of applications (there are over 15,000 voters in Winchester) and request you **allow at least 2 weeks before checking the status of your application and allow a minimum of 10 days to receive your ballot from the status date of mailing**. Please DO NOT contact the Clerk's Office to check on your status until the recommended amount of time listed above has passed. Inquiries should be sent to townclerk@winchester.us

RETURN OF VOTE BY MAIL BALLOTS

Mailed Ballots include a postage pre-paid return ballot envelope that is addressed to the Town Clerk's Office. You may return your ballot by mail (please see deadlines below) Please Do NOT leave your voted ballot outside of Town Hall in the drop boxes for general office work of other departments, i.e. Building Permits or Tax Collector (**Deadline to return is close of polls on Election Day**). There will be **RED DROP BOXES** at the front door of Town Hall for ballot drop off.

Ballots can **NOT** be returned to the polling location on Election Day - they must be returned to the Town Clerk's Office for processing before they are delivered by Town Clerk's staff to the polls to be cast on Election Day. Voters who receive a vote by mail ballot but do not return it prior to Election Day may appear to vote in person and cast a ballot on Election Day. Any voter that has returned a vote by mail ballot (or voted early in person) is not permitted to appear to vote in person on Election Day.

TOWN OF WINCHESTER 2020 ELECTIONS – VOTER OPTIONS GUIDE

Deadlines for ballots to be returned and counted

- **Primary Election** - All ballots must be received at Town Hall by **8PM on September 1st**
 - **November Election** –Ballots dropped off in the **RED DROP BOXES** at the Front Entrance of Town Hall must be returned by not later than 8pm on November 3rd.
 - Ballots returned by mail must be **postmarked by November 3rd** AND received by the Town Clerk by **5PM on November 6th**.

Please note that US Postal delivery services are not consistent and can range from 3 to 11 days. We recommend voters return their ballots in the **RED DROP BOXES** outside of the front entrance to Town Hall not later than 8PM on Election Day to ensure it arrives back to us in time to count.

Early Voting in person will be available for the fall 2020 elections. An application is not required to vote early in person...just show up and vote!

State Primary Election Early Voting in Person Period: August 22nd - 28th Location: Town Hall – 71 Mt. Vernon St Winchester Room 1st Floor

Day	Date	Hours
Saturday	8/22	8:00 AM - 12:00 PM
Sunday	8/23	8:00 AM - 12:00 PM
Monday	8/24	8:00 AM - 7:00 PM
Tuesday	8/25	8:00 AM - 4:00 PM
Wednesday	8/26	8:00 AM - 4:00 PM
Thursday	8/27	8:00 AM - 4:00 PM
Friday	8/28	8:00 AM - 12:00 PM

Presidential Election Early Voting in Person

Period: October 17th - 30th

Location: Town Hall – 71 Mt. Vernon St Winchester Room 1st Floor

Day	Date	Times	Location
Saturday	10/17	8:00 AM - 12:00 PM	Town Hall Winchester Room 1 st FL
Sunday	10/18	8:00 AM - 12:00 PM	Town Hall Winchester Room 1 st FL
Monday	10/19	8:00 AM - 7:00 PM	Town Hall Winchester Room 1 st FL
Tuesday	10/20	8:00 AM - 4:00 PM	Town Hall Winchester Room 1 st FL
Wednesday	10/21	8:00 AM - 4:00 PM	Town Hall Winchester Room 1 st FL
Thursday	10/22	8:00 AM - 4:00 PM	Town Hall Winchester Room 1 st FL
Friday	10/23	8:00 AM - 12:00 PM	Town Hall Winchester Room 1 st FL
Saturday	10/24	8:00 AM - 12:00 PM	Town Hall Winchester Room 1 st FL
Sunday	10/25	8:00 AM - 12:00 PM	Town Hall Winchester Room 1 st FL
Monday	10/26	8:00 AM - 7:00 PM	Town Hall Winchester Room 1 st FL
Tuesday	10/27	8:00 AM - 4:00 PM	Town Hall Winchester Room 1 st FL
Wednesday	10/28	8:00 AM - 4:00 PM	Town Hall Winchester Room 1 st FL
Thursday	10/29	8:00 AM - 4:00 PM	Town Hall Winchester Room 1 st FL
Friday	10/30	8:00 AM - 12:00 PM	Town Hall Winchester Room 1 st FL

***Please note that no more than 5 voters will be allowed in Town Hall to vote early at all times.**

TOWN OF WINCHESTER

2020 ELECTIONS – VOTER OPTIONS GUIDE

KNOW BEFORE YOU GO TO VOTE

Educated voters will reduce the amount of time necessary in the voting booths and reduce lines and crowding while voting.

Unenrolled / Independent voters will need to choose which primary ballot type they want to vote on). Voters who are registered in a particular party (Democrat, Republican, Green-Rainbow, and Libertarian) MUST take that party ballot type - [verify your party enrollment](#) or [change your party enrollment](#)

View sample ballots at <https://www.winchester.us/632/State-Primary>

What to Bring or Know when voting early in person:

- **Wear a Face Covering**
- **Bring a Pen** – Blue or Black ink sharpie or Paper Mate Flair (if you don't want to borrow one)
- **Bring a Clip Board or Book** to mark your ballot on (**if you don't want to use a Voting Booth**)
- **Bring an ID** – in some cases voters will be required to show an ID.
- **Don't touch your face** while at the polling location
- **Maintain Social Distancing** – keep 6' away from anyone not from your household

EARLY VOTING (by mail or in person) FAQ:

If I applied for a vote by mail ballot can I appear to vote in person at an early voting site or at the polls on Election Day?

If your vote by mail ballot has not been received back to the Town Clerk's Office – **YES**, you may still appear to vote in person at the polls on Election Day. ***These voters will be required to complete additional paperwork and will need to show an ID.*** Should your mail in ballot be received after you voted early in person or at the polls on Election Day that ballot will be rejected and will not be counted

If a vote by mail ballot has already been received back by the Town Clerk's Office – **NO**.

A returned vote by mail ballot is considered **cast** and you will not be eligible to vote by mail, early in person or in person at the polls on Election Day.

If I vote early in person can I appear to vote in person at the polls on Election Day?

NO - If you appeared to vote early in person your ballot will be considered cast and you will not be eligible to vote by mail, or in person at the polls on Election Day. Voting in Person at the Polls after submitting an early ballot is prohibited as outlined in 950 CMR 4 7.19.

When & how is an early voter's ballot cast?

All vote by mail and early voting in person ballots will be opened and inserted into a tabulator before Election Day or fed through the tabulators at the polls on Election Day. These ballots will be kept secured, locked, and unexamined until the polls are closed on Election Day.

More information on how Winchester intends to process these ballots will be available after the Secretary of State provides regulations on processing ballots before Election Day.



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

TO: Winchester Select Board

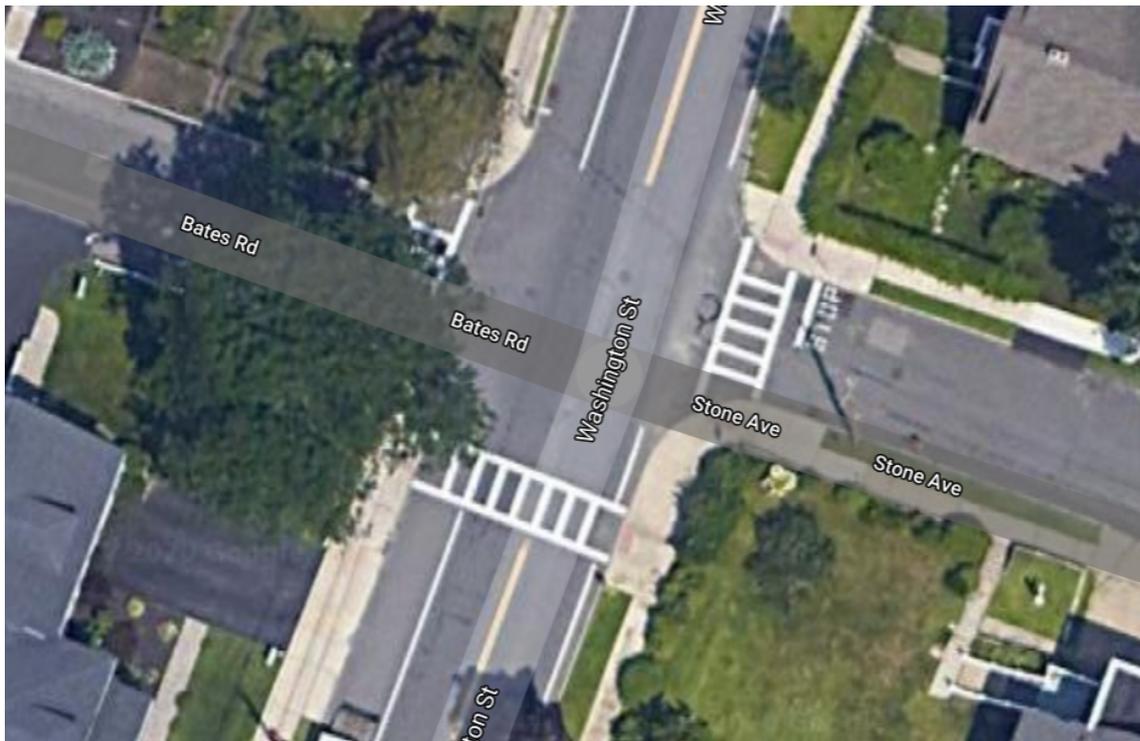
FROM: Beth Rudolph, PE, Town Engineer 

DATE: July 22, 2020

RE: Crosswalk on Washington Street between Bates Road and Stone Avenue

On July 29, 2019, the Winchester Select Board voted to install a new sidewalk on the north side of Bates Road from Washington Street to the Muraco School (see attached meeting minutes).

DPW recently completed construction of that sidewalk, and last week members of TTAC asked staff whether or not a crosswalk was going to be added on Washington Street between Stone Avenue and Bates Road to connect to the new sidewalk. The vote taken by the Board last summer did not include the installation of this crosswalk. However, staff has discussed this matter with the Police Chief, and he feels comfortable that the crossing guard at this location would be able to handle the pedestrian traffic at this additional crossing on Washington Street. Therefore, staff recommends that the Select Board vote to install this crosswalk, and the associated handicapped ramps, at their next meeting.



July 28, 2020

Beth Rudolph, P.E.
Town Engineer
Engineering Department
71 Mount Vernon Street
Winchester, MA 01890

Re: **Proposal for Professional Engineering Services
Stormwater Peer Review for Proposed Development "The Vale" in Winchester and
Woburn**

Dear Ms. Rudolph:

Weston & Sampson is pleased to present our proposal to provide peer review services related to the proposed development and stormwater and flooding concerns at The Vale in Winchester and Woburn. We will evaluate the proposed project's impacts on the town's drainage system and stormwater and flooding concerns.

Weston & Sampson will perform the following tasks:

- Conduct a site visit with project proponents and Town officials to review existing conditions and proposed development and future stormwater controls.
- Review the submitted Stormwater Master Plan prepared by the project proponents and their consultants.
- Review the following background documents related to the proposed development and evaluate against the Winchester Rules and Regulations Regarding the Use of Public Sewers and Storm Drains in the Town of Winchester, Massachusetts" and stormwater requirements per the site plan review and special permit regulations.

-  13391.04_ValeNOI_FINAL_20200417_PRINT
-  210801686 Stormwater Memo
-  Application-Package-Memo-5-6-2020
-  Delaney-Site-Approval-Drawings-5-5-2020
-  Highland at Vale Landscape Plans (2020-04-30)
-  Highland-at-Vale-Architectural-Package-2020-04-30
-  Highland-at-Vale-Plan-Set-2020-04-30
-  Stormwater-Memorandum-Highland-at-Vale-2020-04-30
-  The Vale_Master Plan Stormwater Report_Compiled
-  Townhome + Multifamily - Concept Plan
-  Vale_Master Plan NOI_Final_2020-04-16_Plans
-  Woburn-Pulte-City-Council-Complete-Submission-2020-04-30

- Review the potential for increased flooding or stormwater impacts on the Aberjona River and consequences of increased flows impacting previous flood control projects funded by Winchester.
- Review any potential for increased flooding or stormwater impacts on Winchester’s drainage system or any property in Winchester.
- Review the two special permit applications for the townhouse/multi-family development and the senior living elements.
- Prepare a letter report to summarize our findings.
- Prepare a meeting summary/notes from call/meeting with the developer or the developer’s engineer.

Weston & Sampson will attend one (1) site visit, one (1) project kickoff call, and one (1) virtual meeting to present our report and discuss our recommendations to the client and one (1) meeting with the developer or the developer’s engineer.

Participation in additional meetings and calls as requested by the client will require budget and scope amendment approvals from the client.

Review of additional materials/reports or revised plans in addition to 12 identified documents and plans above will require budget and scope amendment approvals from the client.

Project Background

The former Kraft Foods property in Woburn is in the process of being redeveloped under the City’s Technology and Business Overlay District (TBOD). The property owner, Leggat McCall has proposed redeveloping the 77-acre site (including some land in Winchester) into a mixed-use development known as “The Vale”. The project, which went through the MEPA process last year, is proposed to include office/lab/flex/research space, retail, hotel, institutional, and residential uses comprised of townhouses, multi-family housing, and senior housing. The project will be phased, with different developers taking responsibility for permitting and construction of the various components. The southern portion of the site is located along the Winchester-Woburn town line, and the residential development is directly across the street from Sunset Road in Winchester. However, there are no approvals required from the Town of Winchester.

The applicant has filed a NOI for the overall project, including a stormwater “master plan”, as well as special permit applications for the townhouse/multi-family development and the senior living elements. The Woburn City Council held their first meeting on the two special permit applications, but the Woburn Conservation Commission has not opened the hearing. Winchester is interested in hiring peer reviews to evaluate the stormwater and flooding concerns.

Weston & Sampson will perform these services for a lump sum fee of **\$24,925**. We can begin work immediately following a notice to proceed and complete the peer review in within six (6) weeks.

If you agree with this proposal and wish to retain us to provide the proposed services, please sign and return one copy of this proposal to us as authorization to proceed with performance of the services.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. If you have any questions or need additional information, please contact me. I may be reached at (978) 532-1900 or elmerd@wseinc.com.

Very truly yours,

WESTON & SAMPSON ENGINEERS, INC.

A handwritten signature in blue ink, appearing to read "David Elmer". The signature is fluid and cursive, with a large initial "D" and "E".

David M. Elmer, P.E.
Discipline Leader/Vice President

CHINA SKY PARKING SPOTS REQUEST

Mike,

This request has been vetted by town staff. The only concern is from the Fire Department. They want to make sure that there is enough room for the fire trucks to make the turn.

Can you please put on the first available agenda?

Thanks!

Jenn

From: Michael Wu [<mailto:chinaskywinchester@gmail.com>]

Sent: Wednesday, July 22, 2020 11:39 AM

To: Cafarella, Jennifer <jcafarella@winchester.us>; Tustin, Rick <rtustin@winchester.us>

Subject: Fwd: Outdoor Dining Approval

Jen,

I have attached a CAD file of the proposed outdoor area on the riverside Converse Place. The fire department surveyed the area and determined that 3 parking lots would have to be closed to allow for fire trucks and other large commercial vehicles to pass through (2 on the riverside and one next to the restaurant). We're bringing back more staff at the end of the month and indoor dining is starting to get too crowded at peak hours with no room for safe expansion (i.e. can't put more tables without people being at least 6 ft apart).

Color Key of the diagram

Red: Barrier placements

Orange: Clearance for Fire Engine with 20 ft turning radius and 13 ft width

Finally, what is the status of the barriers that the town of Winchester sourced?

Thank you,

Michael

----- Forwarded message -----

From: Tustin, Rick <rtustin@winchester.us>

Date: Thu, Jun 11, 2020 at 12:15 PM

Subject: RE: Outdoor Dining Approval

To: Cafarella, Jennifer <jcafarella@winchester.us>, China Sky <chinaskywinchester@gmail.com>

Cc: Wong, Lisa <lwong@winchester.us>, Peter MacDonnell <pmacdonnell@winchesterpd.org>, Bettencourt, Michael <mbettencourt@winchester.us>

All,

We surveyed the proposed plan for the river side of Converse Street and in order to safely navigate the turn 2-3 existing parking spaces on the River side would have to be eliminated.

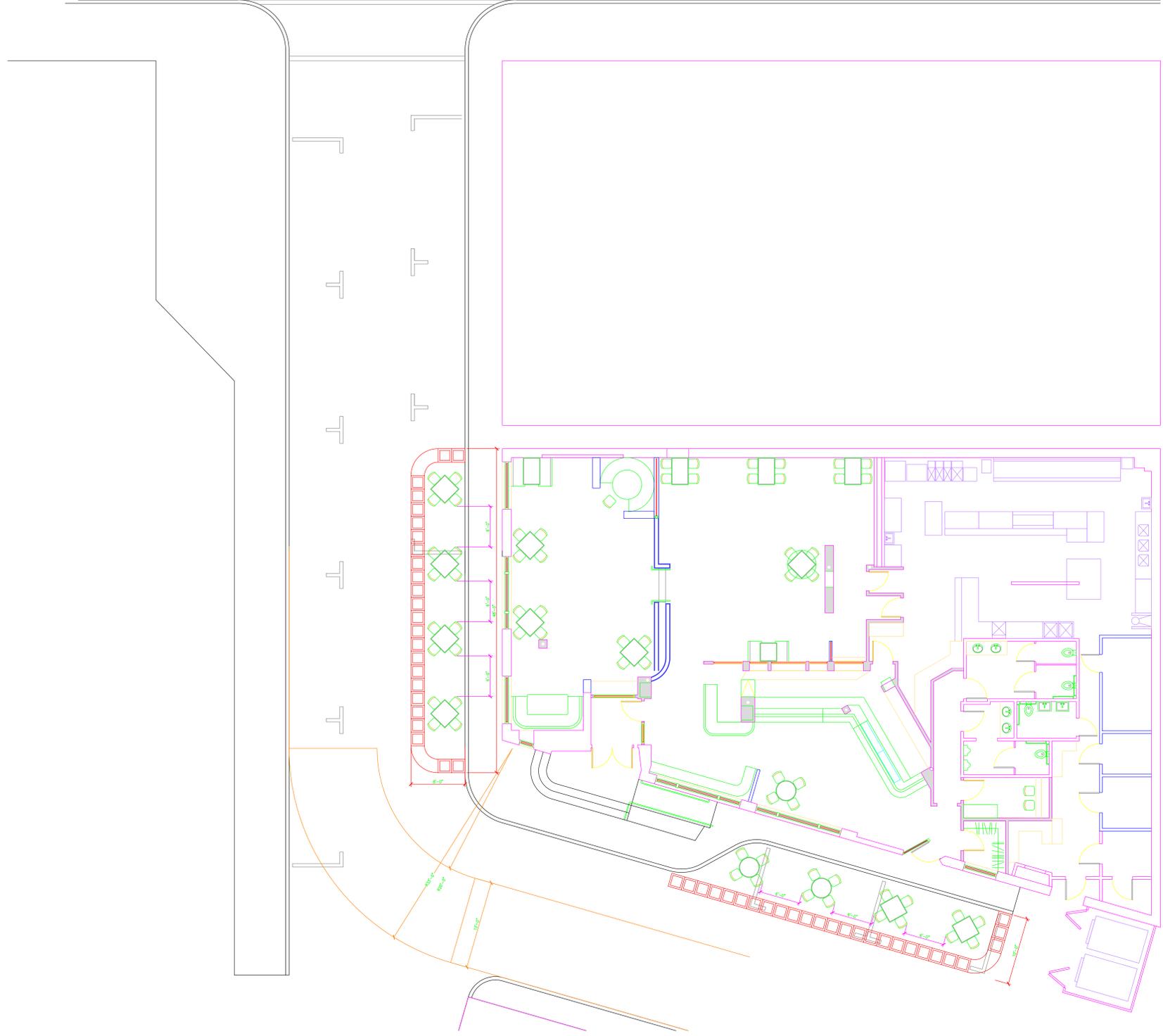
Rick Tustin

Chief of Department

Winchester Fire Department

32 Mt Vernon St

Winchester, MA 01890



16. A) Current indoor seating capacity <u>N/A - All TABLES / CHAIRS REMOVED</u>
B) Proposed seating capacity for outdoor seating <u>2 or 3 5' picnic tables</u>
17. Days and hours of operation <u>Tables only on Sunday 8a-3p</u>

I attest that I have read and understand the Town of Winchester's Outdoor Dining Bylaw, Chapter 20 of the Code of Bylaws, and that all necessary documentation is true and correct.


 Applicant Signature

7/24/2020
 Date

Checklist for Application

- Signed Application Form ___
- Proof of Business Ownership ___
- If premises is leased, copy of lease or written permission by the building owner ___
- Permit to operate a food establishment issued by the Winchester Board of Health ___
- Professionally drawn plan showing all tables and chairs (with at least 6' distance between all seated individuals) and all supporting documentation required in order to make a decision as to the license and shall also include a plan for outdoor lighting if any is proposed. ___
- Compliance with any other physical distancing requirements under state law and orders ___
- Location, size, and specifications of all **heavy separation** (jersey barriers, water-filled barriers, concrete barriers, filled barrels, large planters, flexible posts and delineators) and/or **light separation** (small planters, traffic barrels, sawhorses, movable parade barricades, or A-frames). ___
- Photos of location where outdoor seating will be placed ___
- Application Fee (waived to December 31, 2020) ___
- Certificate of Insurance naming the Town as additionally insured ___

Picnic table in parking space.

16. A) Current indoor seating capacity <u>Indoor- 167 Outdoor- current permit is 40 ppl (**see note)</u>
B) Proposed seating capacity for outdoor seating <u>12</u>
** within the current parameters of the space and to allow for social distancing it is no longer possible to seat 40 ppl
17. Days and hours of operation <u>Monday-Thursday, 11:30am-9pm/Friday-Saturday, 11:30am-10pm</u>

I attest that I have read and understand the Town of Winchester’s Outdoor Dining Bylaw, Chapter 20 of the Code of Bylaws, and that all necessary documentation is true and correct.

Mark M. [Signature]
 Applicant Signature

06/10/20
 Date

Checklist for Application

- Signed Application Form X
- Proof of Business Ownership X
- If premises is leased, copy of lease or written permission by the building owner X
- Permit to operate a food establishment issued by the Winchester Board of Health X
- Professionally drawn plan showing all tables and chairs (with at least 6’ distance between all seated individuals) and all supporting documentation required in order to make a decision as to the license and shall also include a plan for outdoor lighting if any is proposed. X
- Compliance with any other physical distancing requirements under state law and orders X
- Location, size, and specifications of all **heavy separation** (jersey barriers, water-filled barriers, concrete barriers, filled barrels, large planters, flexible posts and delineators) and/or **light separation** (small planters, traffic barrels, sawhorses, movable parade barricades, or A-frames).
- Photos of location where outdoor seating will be placed X
- Application Fee (waived to December 31, 2020) X
- Certificate of Insurance naming the Town as additionally insured X



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/04/2020

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Mackintire Insurance Agency 11 West Main St Westborough MA 01581		CONTACT NAME: Melissa Pflug PHONE (A/C No, Ext): (508) 366-6161 E-MAIL ADDRESS: Melissap@mackintire.com FAX (A/C, No):	
INSURED Serenitee Management Corp. 185 Main St. Gloucester MA 01930		INSURER(S) AFFORDING COVERAGE INSURER A: State Auto Mutual Group INSURER B: Master Submission INSURER C: Maine Employers Mutual Ins Co INSURER D: INSURER E: INSURER F:	
		NAIC #	175
		1332	

COVERAGES

CERTIFICATE NUMBER: 20-21

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			PBP2796497	06/01/2020	06/01/2021	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							Employee Benefits \$ 1,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB			DSXS2010000280-01	06/01/2020	06/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> EXCESS LIAB						BODILY INJURY (Per person) \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			3102806908	01/01/2020	01/01/2021	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Liquor Liability			PBP2796497	06/01/2020	06/01/2021	Occurrence \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Town of Winchester 71 Mt. Vernon Street Winchester MA 01890	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 
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Locatelli's Winchester Realty Trust
c/o Locatelli Properties LLC
67 Leonard Street
Belmont, MA 02478

Town of Winchester
Winchester, MA

RE: The Spot, 6 Winchester Terrace & 14 Thompson Street, Winchester, MA

To whom it may concern:

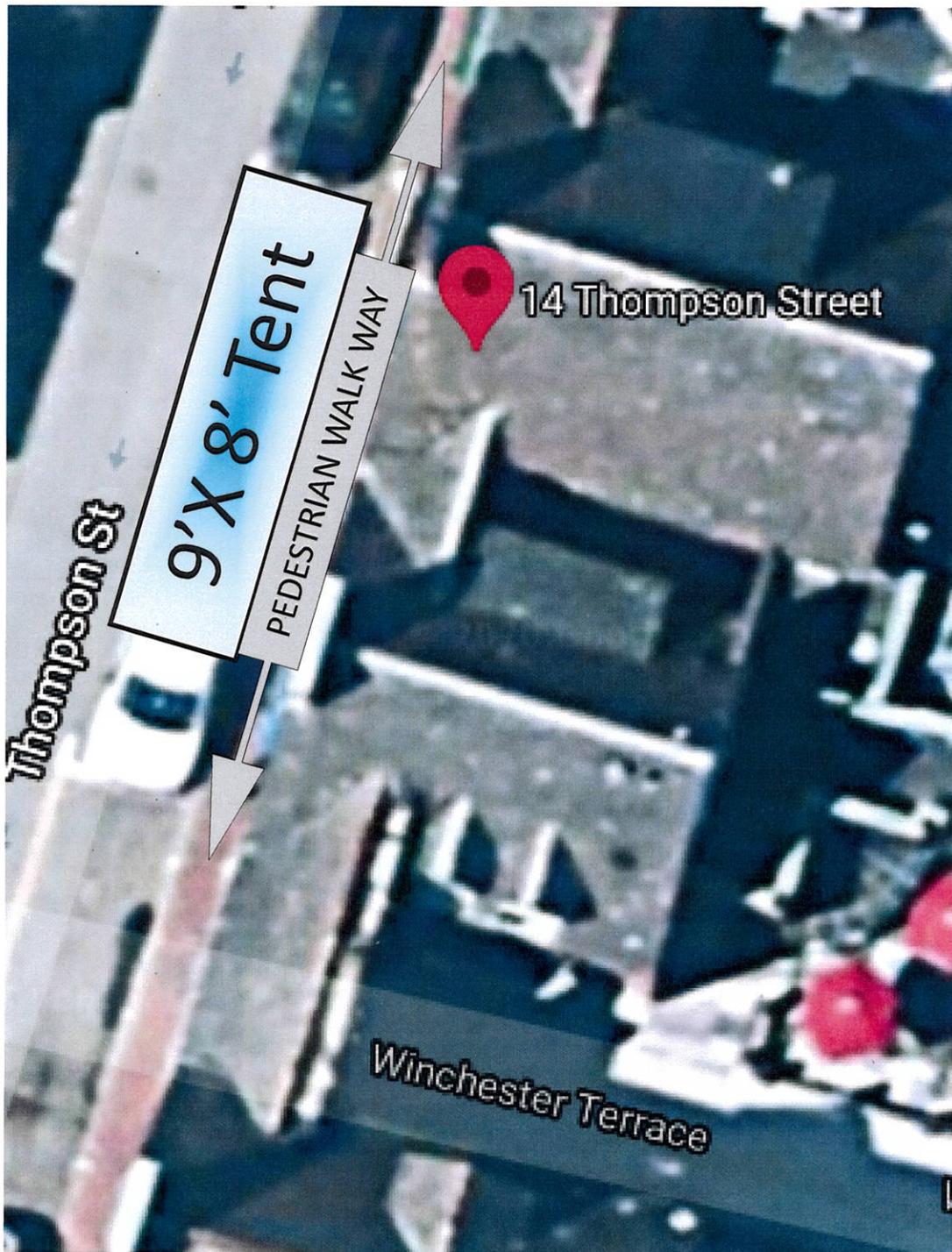
July 21, 2020

Locatelli's Winchester Realty Trust is the building owner of 6 Winchester Terrace & 14 Thompson Street, Winchester, MA. Locatelli's Winchester Realty Trust hereby gives The Spot restaurant (our Tenant at 6 Winchester Terrace & 14 Thompson Street, Winchester, MA) permission to erect two tents as requested by The Spot for the purpose of outside dining.

Please call me if you have any questions or concerns.

Kevin C. Foley

As Trustee of Locatelli's Winchester Realty Trust, not individually.



Our proposal includes three 4 person tables, spaced 6 feet apart under the tent. The tent out front will be flame retardant and will be weighted with barriers.

6 Barriers will be installed. One at each end perpendicular to the sidewalk and two on the street



<https://www.trafficsafetystore.com/water-filled-barriers/jersey-style-light#JSS%20100%20ORG>

42" tall x 72" long x 24" wide at base, narrowing to 10" wide at the top

Approximately 100 lbs. each (empty weight)

Water Filled Barriers Weigh approx. 1,655 lbs filled with water





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TOWN OF WINCHESTER
SELECT BOARD MEETING
Monday, March 23, 2020
Record

7 **OPENING**

9 Chair Mariano Goluboff called the meeting to order at 8:00 AM via Zoom remote participation
10 due to the State of Emergency COVID-19. Present were Select Board members Vice Chair
11 Michael Bettencourt, Susan Verdicchio, Jacqueline A. Welch, and Amy Shapiro. Also present
12 was Town Manager Lisa Wong, Town Counsel Arthur Kreiger and Mina Makarious and Town
13 Clerk Mary Ellen Lannon. (Note – due to the remote participation all Select Board votes are
14 roll call votes.)

16 **BUSINESS**

- 18 1. **March 31st Election** - Mary Ellen Lannon, Town Clerk, requested that the Select Board
19 postpone the Annual Town Election. The Select Board voted the following:

21 *Motion That the Select Board postpone the Annual Town Election for the Town of
22 Winchester MA contingent upon the approval of either 1) a court order
23 granted by the superior court of Middlesex County, Commonwealth of
24 Massachusetts or 2) a positive vote of the State Legislature approving the
25 request to postpone all Annual Town Elections in the Commonwealth,
26 whichever comes first, effective today, March 23, 2020

27 Bettencourt - Welch

28 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

29 VOTED

- 30 2. **State of Emergency** – Ms. Wong stated that the Board of Health had passed a public health
31 emergency and recommended that the Select Board pass their own. The Board approved
32 the following:

34 WHEREAS, the worldwide outbreak of COVID-19, described as a pandemic by the World
35 Health Organization, and the effects of its extreme risk of person-to-person transmission
36 throughout the Commonwealth significantly affect the life and health of our people and
37 safety of the public; and

39 WHEREAS, the Governor of the Commonwealth of Massachusetts has issued a Declaration
40 of Emergency on March 10, 2020, and determined that the immediate public action is needed
41 to prevent, minimize, or mitigate damage to public health, safety, or general welfare of the
42 people of the Commonwealth; and

44 WHEREAS, the Winchester Board of Health issued a Declaration of a Public Health
45 Emergency on March 18, 2020 in the interest of protecting public health during the
46 Coronavirus pandemic; and

48 NOW THEREFORE, We, the Select Board of the Town of Winchester, Massachusetts,
49 hereby declare that, effective as of 12:01am on Tuesday, March 24, 2020, a State of
50 Emergency is declared to exist in Winchester.

Monday, March 23, 2020
Select Board Meeting

1 Verdicchio - Welch

2 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

3
4 **ADJOURNMENT: 9:20 AM**

5
6 *Motion: That the Select Board adjourn for the day.

7 Bettencourt - Shapiro

8 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

9
10 Respectfully submitted,
11 Lisa Wong, Town Manager

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Thursday, March 26, 2020
Record**

OPENING

Chair Michael Bettencourt called the meeting to order at 8:00 AM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, Mariano Goluboff and Amy Shapiro. Also present was Town Manager Lisa Wong, Town Counsel Mina Makarious and Christina Marshall, Town Clerk Mary Ellen Lannon and Town Moderator Peter Haley. (Note – due to the remote participation all Select Board votes are roll call votes.)

BUSINESS

1. **March 31st Election** - Mary Ellen Lannon, Town Clerk, summarized her memo that she had sent to the Board of the different options for their consideration concerning the Annual Town Election. She recommends holding the election on Saturday, June 20th, as all of the polling places are in schools and a Saturday would allow for no interaction between the youth and adults. With printing/postage and staff overtime, the cost of this is not prohibitive and should be not more than \$8,200. She also recommends that Town Meeting be held before the Town Election.

*Motion That the Select Board move the 2020 Town Election to June 20th with the polling locations being 1-2 Muraco, 3-4 McCall Middle School, 5-6 Vinson-Owens School and 7-8 Lynch School.

Bettencourt - Welch

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

2. **Spring Town Meeting** - Mr. Makarious informed the Board that there is draft legislation currently pending in the State House that would ease some of the current restrictions on Town Meeting timing. Ms. Marshall, a colleague from Belmont and he have drafted additional language for this bill that Belmont's state delegation is considering proposing to also explicitly allow for representative Town Meetings by remote participation. Mr. Haley stated that we could definitely shorten the process for Town Meeting but they need to review the Warrant to see what can be moved to the Fall. Chair Bettencourt inquired about the impact of the budget as to when Town Meeting is held. Ms. Wong indicated that it would only complicate matters if there is no vote before the end of the fiscal year.

*Motion That the Select Board move to set the date for Spring 2020 Town Meeting to June 8, 2020 at 6:30 p.m. in the Winchester High School.

Verdicchio – Welch

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

ADJOURNMENT: 9:20 AM

*Motion: That the Select Board adjourn for the day.

Verdicchio - Shapiro

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

Respectfully submitted,
Lisa Wong, Town Manager

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TOWN OF WINCHESTER
SELECT BOARD MEETING
Thursday, April 2, 2020
Record

OPENING

Chair Michael Bettencourt called the meeting to order at 8:30 AM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, and Amy Shapiro. Mariano Goluboff was absent. Also present was Town Manager Lisa Wong. (Note – due to the remote participation all Select Board votes are roll call votes.)

BUSINESS

1. **State of Emergency** - Jen Murphy, Health Director, reported that the case count for Winchester is still at 24 and the patients have been recovering well. The case count does not include non-residents that are at Winchester Hospital. Ms. Wong had a call with Winchester Hospital and the main focus was the hospital having enough PPE supplies and donations. Staff is collaborating with Stoneham to work with DCR about at least having no parking at the Fells. Chair Bettencourt and Ms. Wong are also looking at the Town using the United Way as a resource
2. **Transfer Station** – Nick Parlee, Transfer Station Coordinator, reported that the new limited schedule is working well. Tuesday & Thursday are busy but Saturday is so crazy busy they need a police detail. He has moved the opening of the Swap Shop to the beginning of June.
3. **Council on Aging** – Ms. Wong is keeping this item on every agenda in case they have an emergency ask.
4. **Fire/Police MOUs** - There were some changes to the Police MOUs that were given to the Select Board today and Ms. Wong briefly went over them. The discussion was continued to the April 6th meeting.

ADJOURNMENT: 9:50 AM

*Motion: That the Select Board adjourn for the day.

Verdicchio - Welch

Roll Call: Verdicchio, Welch, Shapiro, Bettencourt

VOTED

Respectfully submitted,
Lisa Wong, Town Manager

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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Thursday, April 9, 2020
Record**

OPENING

Chair Michael Bettencourt called the meeting to order at 8:30 AM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, Mariano Goluboff and Amy Shapiro. Also present was Town Manager Lisa Wong. (Note – due to the remote participation all Select Board votes are roll call votes.)

BUSINESS

1. **State of Emergency** - The Board discussed the restrictions that other towns have put in place regarding realtors having open houses and in person showings. The Board of Health is working on the emergency order. Ms. Shapiro told the Board that Winchester realtors have taken open houses off the board and the few showings are with everyone wearing gloves. Winchester realtors are looking for guidance as it helps them with people who are demanding to go into homes. Ms. Verdicchio stated that we should be more explicit in the order in what realtors can and cannot do.

*Motion That the Select Board put in place the “Emergency Order of the Select Board and Board of Health to Prohibit In-Person Showings of Real Property” to take effect April 10, 2020 at 12:01 a.m. until May 4, 2020 at 11:59 p.m.

Goluboff – Bettencourt

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

Mr. Goluboff left the meeting.

Water/Sewer Bills - Ms. Wong informed the Select Board the state has extended the late fees and due date of the Water/Sewer bills to June 30, 2020. The Board needs to approve this change.

*Motion That the Select Board approve the moving of the Water and Sewer bills due date to June 30, 2020.

Verdicchio – Welch

Roll Call: Verdicchio, Welch, Shapiro, Bettencourt

VOTED

Bond Counsel - Ms. Wong is working with Bond Counsel to clarify remote Town Meeting and the legalities with some of the bonds. She will review their report and bring it to the Board at Monday’s meeting.

United Way – Chair Bettencourt announced that we are ready to launch the Town’s United Way webpage and once it is, everyone will need to help promote it.

1 **ADJOURNMENT: 9:10 AM**

2
3 *Motion: That the Select Board adjourn for the day.

4 Verdicchio – Welch

5 Roll Call: Verdicchio, Welch, Shapiro, Bettencourt

VOTED

6
7 Respectfully submitted,
8 Lisa Wong, Town Manager

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TOWN OF WINCHESTER
SELECT BOARD MEETING
Thursday, April 23, 2020
Record

OPENING

Chair Michael Bettencourt called the meeting to order at 8:30 AM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, Mariano Goluboff and Amy Shapiro. Also present was Town Manager Lisa Wong. (Note – due to the remote participation all Select Board votes are roll call votes.)

BUSINESS

1. **Home Depot Donation** – Home Depot donated two dryers to the Fire Department and they only charged the Fire Department \$1,200 for the two washing machines. The Select Board needs to accept the donation of the two dryers and amend their original motion on March 30, 2020 authorizing \$1,200 instead of \$2,000 coming out of the Winchester Hospital Gift Account.

*Motion That the Select Board accept, with appreciation, the generous donation of two dryers from Home Depot to the Winchester Fire Department
Goluboff – Bettencourt
Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED

- *Motion That the Select Board authorize the spending of \$1,200 out of the Winchester Hospital Gift Account for the two washers.

Verdicchio – Welch
Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED

2. **First Congregation Steeple Clock** – Ms. Wong and staff recommend that the Select Board transfer \$12,000 from the Winchester Hospital Gift Account to the First Congregation Church for the repair of the Town owned clock in the church's steeple.

*Motion That the Select Board transfer \$12,000 from the Winchester Hospital Gift Account to the First Congregation Church for the Town owned clock request.

Verdicchio – Welch
Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED

3. **State of Emergency** - The nursing homes remain the biggest issue and Jen Murphy, Health Director, has been in daily contact with each of the homes. Town Meeting remote participation will be on the legislative docket next week. We will then have the ability to choose how we want to proceed with the remote participation. The Governor's May 4th deadline is coming up and the deadline may be moved but we do not know by how many days/weeks. For the Town Election, we can do absentee/mail in voting. Increasing the mail in ballots increases the participation which will reduce and help us to manage distancing of voters at the polls.

Thursday, April 23, 2020
Select Board Meeting

1 4. **3yr Financial Plan** – Ms. Wong gave an overview of the financial status, no one actually
2 knows what the state aid will come in as. We have started to talk about a 5-year plan instead
3 of a 3-year plan which would include FY23 & 24, to look at the projections, and what it looks
4 like. Including moving out what a department may have planned in year one or two, to year
5 three. The Town is in pretty decent shape with a lot of objectives but Ms. Wong wants to
6 make sure that we don't draw down on the reserves.
7

8 The biggest concern is the Recreation Department, as it has its own building and will not be
9 bringing in the funds, \$700,000, this year. Ms. Wong questioned what the new Recreation
10 Department will look like with social distancing? Ms. Shapiro suggested that we need to be
11 innovative in our plans for the department such as looking at the rental of the fields in the
12 fall. Ms. Wong stated that the fields are getting a break right now, which is improving their
13 conditions. Staff is in the planning stage of the maintenance of the fields and have been able
14 to get a head start on the repairs.
15

16 5. **Muraco Update** – Pete Lawson, Facilities Manager, informed the Board that they have
17 started working on the bathrooms at the Muraco. Given that all of the schools are closed we
18 can move forward with the repairs that are needed, plus taking care of the HVACs. Ms.
19 Wong also stated that we have to remember that the schools will look much different, such
20 as rugs on the floor, and other items that cannot be easily cleaned will have to be removed.
21

22 **ADJOURNMENT: 9:10 AM**
23

24 *Motion: That the Select Board adjourn for the day.

25 Verdicchio – Welch

26 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

27
28 Respectfully submitted,
29 Lisa Wong, Town Manager

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Thursday, April 30, 2020
Record**

OPENING

Chair Michael Bettencourt called the meeting to order at 8:30 AM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, Mariano Goluboff and Amy Shapiro. Also present was Town Manager Lisa Wong. (Note – due to the remote participation all Select Board votes are roll call votes.)

BUSINESS

1. **State of Emergency** – The Board of Health is asking the Select Board to approve the mask policy for the Town. It was suggested that the Transfer Station be included in the mask policy as there are problems with social distancing at the recycle area with people mingling.

*Motion That the Select Board approve the emergency order of the Board of Health regarding face coverings amending that the Transfer Station be included in the policy.

Verdicchio – Welch

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

Other items from Town Manager: Legislation is expected soon regarding remote Town Meetings; Ms. Wong and Department Heads will be doing a PSA on Friday; at 7:00 p.m. tonight Winchester and Stoneham public safety departments will be doing a drive-by at Winchester Hospital to honor the medical workers AND there will be a vehicle parade from Noon-1pm honoring the Senior Class of 2020; looking at reopening the Town Offices in phases but there is no time line; a company will be looking at all the Town buildings HVAC and ventilation regarding air quality; the Select Board will discuss the realtor order of no in-showing of vacant properties at Monday, May 4th meeting.

2. **Employee Health Insurance** – Ms. Wong informed the Select Board of the potential changes for them to consider. 1) Adding the FOCUS Plan with focuses on specific hospitals 2) Move from Delta Dental to Guardian Dental, which is a part of the Harvard Pilgrim program.

We had a meeting with the Insurance Advisory Committee and they suggested to do a survey of the employees. The results from the survey showed that many would not change to the FOCUS Plan as it does not include Mass General in the list of hospital choices. Also, most dentists do not accept Guardian and employees would have to switch dentists. The FOCUS Plan is not mandatory for the employees, only an option and there is no drawback to adding the option but there is a savings to the Town. Stacie Ward, Town Comptroller, told the Board that they need to vote today so that she has time to set the rates for the Open Enrollment that is next week. Ms. Wong feels that the change to the dental would be more detrimental to the staff and we will continue to review the plan. She recommends that the Town does not add Guardian at this time.

Thursday, April 30, 2020
Select Board Meeting

1 *Motion That the Select Board add the FOCUS Plan to the choices for Winchester
2 Open Enrollment.

3 Verdicchio – Welch

4 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
5

6 **3. Town Manager Updates** – We are continuing to evaluate the Carriage House’s air quality
7 and building as to whether we go forward with a study. The Carriage House is being looked
8 at as the potential of becoming the School Administration Central Office. Mr. Goluboff felt
9 that the money that was going to evaluate the Carriage House should go to the Muraco
10 School repairs instead.

11
12 Pete Lawson, Facilities Manager, has continued to finalize the costs of the improvements at
13 the Muraco School. The following is the list with costs: replace the roof (1.7mil), boiler
14 (\$100,000), electrical service and motor control bank (1.1mil with engineer costs), the
15 exterior doors (\$200,000) and flooring with asbestos abatement (\$450,000); Bates Road
16 sidewalk is being install now; and the Saltmarsh Park work will be starting by May 18th.
17

18 **ADJOURNMENT: 9:40 AM**

19
20 *Motion: That the Select Board adjourn for the day.

21 Verdicchio – Welch

22 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
23

24 Respectfully submitted,
25 Lisa Wong, Town Manager

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**TOWN OF WINCHESTER
SELECT BOARD MEETING
Thursday, May 7, 2020
Record**

OPENING

Chair Michael Bettencourt called the meeting to order at 8:30 AM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, Mariano Goluboff and Amy Shapiro. Also present was Town Manager Lisa Wong. (Note – due to the remote participation all Select Board votes are roll call votes.)

BUSINESS

1. **State of Emergency** – The Board of Health is asking the Select Board to approve the extension of the Realtor Emergency Order restricting in-person showings of real property.

*Motion That the Select Board approve the emergency order of the Board of Health to restrict showings of real property to remain in effect until at least May 18, 2020 or until the Governor's order is lifted.

Verdicchio – Welch

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

Jen Murphy, Health Director, is working to get funding for the testing of residents living in long term housing facilities. She has close to 5000 disposable masks to hand out to residents 70 & older and the most vulnerable. Ms. Murphy is also working with Phillip Beltz, Council on Aging Director, to deliver masks to those who are home bound.

Mary Ellen Lannon, Town Clerk, requested that the Select Board approve the interdepartmental transfer of \$15,000 from the Police Patrol Permanent Salary Line item to the Town Clerk's Professional Services line item to cover the cost of the remote town meeting.

*Motion That the Select Board authorize the Town Clerk's request to transfer from the Police Patrol Permanent Salary Account #0121121-51101 to Town Clerk Professional Services account #0116102-53118 in the amount of \$15,000.

Verdicchio – Shapiro

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

The Board discussed the re-opening of the Town, and Ms. Wong informed them that a Town re-opening committee is being developed with representation from community groups in town. The State will be offering guidelines for the soft re-opening.

2. **Waterfield Crossing for Tri-Community Bike Path** – Discussion centered on what type of crosswalk should be installed, a raised crosswalk will cost \$20,000 to \$25,000 as opposed to having DPW do a surface level crosswalk with curb cuts. David Anderson, Traffic & Transportation Advisory Committee, attended the meeting and spoke to the need of having the painted crosswalk for the present and the raised crosswalk could be done after the train

1 station renovation is done. Toole Design has submitted a proposal to do an evaluation of the
2 area for \$9,000. Ms. Rudolph recommended that, at the very least, a sight distance
3 evaluation should be done by Toole Design to make sure that cars have adequate time to
4 respond to anyone in the crosswalk. Mr. Goluboff was in favor of installing the raised
5 crosswalk but if we are just going to do the surface level crosswalk then we do not need to
6 spend the money for the study. Chair Bettencourt strongly felt that the study should be
7 done.
8

9 *Motion That the Select Board does not move ahead with the Toole evaluation at
10 this time. We do go ahead and have DPW do the curb cuts and bike path
11 markings, provided that DPW does the work after the construction project
12 at Mystic Valley Parkway and Waterfield Road has been completed.

13 Verdicchio – Welch

14 Roll Call: In favor: Goluboff, Verdicchio, Shapiro, Welch

VOTED

15 Not in favor: Bettencourt

16 (Motion passes 4-1)

- 17 **3. Fire Fighters, Police Patrol & Police Superior Officers Contracts – Chair**
18 Bettencourt opened the discussion with a motion to not renew the contracts and go into
19 Executive Session to discuss the MOUs. Ms. Verdicchio is concerned that we may be going
20 into a deep recession for the next few years and may not be able to afford the increases. Ms.
21 Wong stated that from an operational standpoint she strongly disagrees with the motion.
22 She has factored in the increases into the budget up to FY2024. Mr. Goluboff also agreed
23 with Ms. Wong, there has been a ton of work put into these MOUs and the Select Board has
24 reviewed everything.
25

26 *Motion That the Select Board reconsider the MOUs for the Fire Fighters, Police
27 Superior Officers and Police Patrol.

28 Verdicchio – Welch

29 Roll Call: In favor: Verdicchio, Shapiro, Welch, Bettencourt

VOTED

30 Not in favor: Goluboff

31 (Motion passes 4-1)

32 **4. General Topics**

- 33 a. MBTA – The MBTA submitted 343-page plans for the Town MBTA committee to review
34 and the committee is submitting a letter with comments and questions to MBTA.
35 b. Citizen Warrant Article – Ms. Wong told the Board that the citizens of the Citizens
36 Petition are in favor of having their article postponed to the Fall Town Meeting. As a
37 procedural motion the Board needs to vote to postpone the article to the Fall Town
38 Meeting.
39

40 *Motion That the Select Board defer the Citizens Petition for Town Meeting by Mr.
41 Nagamoto and Mr. Miller to Fall Town Meeting.

42 Verdicchio – Welch

43 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

- 44 c. Budget Update – The Budget Advisory Committee met on Wednesday to review the
45 budget and some departments were able to make cuts that totaled a savings of \$50,000
46 to \$60,000. Ms. Wong also informed the Board that St. Mary's school is closing and there
47 will be 35 students coming into the Town's schools. The Finance Committee will have to
48 revisit the implications that this will have on the School Budget. The budget is an

1 ongoing discussion and the Finance Committee will be voting the final budget, which will
2 be presented to Town Meeting, on May 14th.
3

4 **EXECUTIVE SESSION**
5

6 *Motion: That the Select Board adjourn to Executive Session for the purpose of
7 discussing matters related to MGL Ch. 30 §21(a) 6 - To consider the
8 purchase, exchange, lease or value of real property if the chair declares
9 that an open meeting may have detrimental effect on the negotiating
10 position of the governmental body; MGL Ch. 30 §21(a)3 – To discuss
11 strategy with respect to union contract negotiations, specifically the
12 Firefighters, Police Patrol Officers and Police Superior Officers.

13 Verdicchio - Welch

14 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
15

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

18 Verdicchio - Welch

19 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
20

21 Chair Bettencourt continued the May 7th Winchester Select Board meeting. The Select Board
22 has just been in discussions on the negotiations in Executive Session and are now taking a
23 motion pursuant to those conversations to approve the contracts.
24

25 *Motion: That the Select Board rescind our vote to reconsider the Memorandum of
26 Agreements for the Police Patrol, Police Superior Officers and Fire
27 Fighters.

28 Verdicchio - Welch

29 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
30

31 *Motion That the Select Board approve the Memorandum of Agreement with the
32 Police Patrol Association.

33 Verdicchio - Welch

34 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
35

36 *Motion That the Select Board approve the Memorandum of Agreement with the
37 Police Superiors Association.

38 Verdicchio - Welch

39 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
40

41 *Motion That the Select Board approve the Memorandum of Agreement with the
42 Fire Fighters Association.

43 Verdicchio - Welch

44 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
45

46 **ADJOURNMENT: 12:55 PM**
47

48 *Motion: That the Select Board adjourn for the day.

49 Verdicchio - Welch

50 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
51

Respectfully submitted, Lisa Wong, Town Manager

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Thursday, May 14, 2020
Record**

OPENING

Chair Michael Bettencourt called the meeting to order at 8:30 AM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, Mariano Goluboff and Amy Shapiro. Also present was Town Manager Lisa Wong. (Note – due to the remote participation all Select Board votes are roll call votes.)

BUSINESS

1. State of Emergency –

Town Meeting Remotely: Ms. Wong told the Board that there is a company that has a program specifically for Municipal Town Meetings that we may use for the remote participation. They did a mock run through the other day and there was a concern that it would take a long time just for everyone to login. There is also a difference between using a computer/laptop and your phone, using a phone, if you get a call it will time-out the program and you would have to login again. There were multiple ways suggested to train/help members and how Town Meeting would be setup to allow for the remote voting. The Select Board continued the discussion to Thursday, May 21 meeting to get a more significant update, and to definitively nail down the ways that will make the Town Meeting accessible.

Reopening Committee – The committee has met and they have developed subcommittees. The subcommittees are government; marketing/communication to support the businesses; youth activities to include sports/music. One of the areas needing professional expertise for the businesses is in breaking down the physical space. We are waiting for guidance for summer camps and from the State's reopening committee.

Town's Phase I Opening – Ms. Wong's draft "Standard Operating Procedure for Phase I" addresses the bulk of what staff is presently doing now but provides guidance for people who will be coming into their office to work. She is waiting for input from Department Heads/staff in each office as to what they have decided to do. We need more guidance from the state to have daycare at the Recreation Department. Due to the present state requirements, the Recreation Department would lose money if they were to open the daycare.

Ms. Wong has signed the contract for the company to begin testing the HVAC air quality in the Town buildings. The departments have been spending from the existing budgets, grants and the \$115,000 that Finance Committee had budgeted for COVID

2. 955 Main Street Agreement – Ms. Verdicchio reminded the Board that the Town owns a small parcel of land behind 955 Main Street that is leased to the Russell Hill Office Condominium Association, which they use as part of their parking lot. The Condo Association wants to pave the entire parking lot but the lease agreement with the Town had expired. Ms. Verdicchio and Mark Twogood, Assistant Town Manager, negotiated a one-

Thursday, May 14, 2020
Select Board Meeting

1 year lease with an increase of \$500 that the Association agreed upon, which the Board has
2 to approve today.
3

4 *Motion That the Select Board approve the license agreement between the Town of
5 Winchester and the Russell Hill Office Condominium Association for a
6 parcel of land off of 955 Main Street.

7 Verdicchio – Welch

8 Roll Call: Goluboff, Verdicchio, Shapiro, Welch, Bettencourt
9

VOTED

10 3. **Working Session – Select Board’s goals/work plan** – Chair Bettencourt continued the
11 discussion to the meeting on Thursday, May 21st.
12

13 4. **Advisory Board Discussion** – Chair Bettencourt continued the discussion to the meeting
14 on Thursday, May 21st.
15

16 5. **Warrant Articles** – Mina Makarious, Town Counsel, attended the meeting to answer any
17 questions regarding the Warrant Articles. Ms. Verdicchio asked about the citizen’s petition
18 that we had voted to defer, does the Board have to sponsor it? Mr. Makarious informed her
19 that this is procedural and the petitioner is the one who is deciding to postpone their article,
20 which has to be stated at Town Meeting. The Board agreed to defer it but for clarification
21 the Board does not have to sponsor it. Mr. Makarious, Ms. Wong and Beth Rudolph, Town
22 Engineer, will explain the MBTA article at Town Meeting. The biggest issue that the Town
23 has with the MBTA plans is where the elevator and ramp will be going and the loss of
24 parking spaces. Mr. Makarious is planning to schedule another meeting with the MBTA.
25

26 *Motion That the Select Board approved the Warrant Articles as presented with
27 minor necessary edits as discussed.

28 Verdicchio – Welch

29 Roll Call: Verdicchio, Shapiro, Welch, Goluboff, Bettencourt
30

VOTED

31 **6. General Topics –**

32 WinCam – Ms. Wong informed the Board that legislation has not been past that the Town
33 can receive the funding from the cable companies, Comcast and Verizon, more often.
34 Presently the cable companies send the payments to the Town Manager’s office to be
35 deposited and Town Meeting has to approve the transfer to WinCam at the Spring and Fall
36 meetings. Due to the possibility that Town Meeting may not happen until September and
37 this money is operating funds for WinCam, Ms. Wong suggested that we transfer money to
38 WinCam. WinCam needs \$50,000, and the Board can transfer from the Police Salary line
39 item to the Town Manager’s professional line item and return to the Police Salary line item
40 once Town Meeting appropriates the money.
41

42 Ms. Wong feels that WinCam is going to run into this periodically as they were used to
43 receiving the money quarterly, now it is only twice a year. The Town receives the money
44 every quarter and we could get special legislation to create a revolving PEG account to pay
45 WinCam when the Town acquires the money. Ms. Wong and Stacie Ward, Town Comptroller
46 have been talking with David Gauthier, WinCam Executive Director, about the options to
47 support a long-term solution. A revolving fund account means that WinCam will not have
48 to go to Town Meeting for appropriation approval every spring and fall. The consensus of
49 the Board is to approve the transfer and will vote at Monday’s meeting.
50
51

1 **ADJOURNMENT: 10:30 AM**

2
3 *Motion: That the Select Board adjourn for the day.
4 Verdicchio – Welch

5 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
6

7 Respectfully submitted,
8 Lisa Wong, Town Manager

DRAFT

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Thursday, May 21, 2020
Record**

OPENING

Chair Michael Bettencourt called the meeting to order at 8:30 AM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, Mariano Goluboff and Amy Shapiro. Also present was Town Manager Lisa Wong. (Note – due to the remote participation all Select Board votes are roll call votes.)

BUSINESS

1. **State of Emergency** – There were no items to discuss.
2. **Remote Town Meeting** – Chair Bettencourt continued the discussion to the meeting on Thursday, May 28th.
3. **Personnel Board Article #23** – Michelle Vibert, Human Resources Director, informed the Select Board that the Personnel board had approved and voted Article #23. Ms. Vibert did an overview of Article #23 which consists of 16 Motions. Chair Bettencourt asked Stacie Ward, Town Comptroller, for clarifications in the FY21 & FY22 increases. She informed him that the overall change is 22% with some of the differences being step increases and adding steps.

*Motion That the Select Board recommends favorable action on the Personnel Board Article 23 as presented by Human Resources Director Michelle Vibert.
Verdicchio – Welch
Roll Call: In favor: Goluboff, Verdicchio, Shapiro, Welch
Not in favor: Bettencourt

VOTED
(Motion passes 4-1)

4. **Griffin Museum-Winchester Cultural District Photoville Fence** – Paula Tognarelli, Griffin Museum, Mary McKenna and Joyce Westner, Winchester Cultural District, presented. They have been working with the United Photo Industries (UPI) for the past two years to bring the Photoville Fence, a public photography exhibit, to Winchester. The 25 stands are X shaped & secured to the ground. The displays will be placed, ample distance apart, at the Griffin Museum, the High School, on the bike path behind the Jenks/Hope Church, the Town Hall & Library, the Bridge Overlook and the Town Common. The Xs will be installed by UPI beginning on June 17th & 18th with the opening June 20th.

*Motion That the Select Board approve the installation of the Photoville Exhibit as requested by the Griffin Museum and the Cultural district that would be starting June 17th and it would be excluding any installation on the streets, as presented.
Verdicchio – Welch
Roll Call: Verdicchio, Shapiro, Welch, Goluboff, Bettencourt

VOTED

1 5. **Working Session** – Chair Bettencourt continued to a future meeting.
2

3 6. **Advisory Board Discussion** – Chair Bettencourt continued to a future meeting.
4

5 7. **Black Horse Tavern Outdoor Seating** – James Covino, Black Horse Tavern owner, came
6 before the Select Board requesting to add outdoor seating at the restaurant located at the
7 corner of Thompson Street and Waterfield Road. Mr. Covino would like to add five tables/4
8 seats on the sidewalk, on each side of the restaurant. He will install ramps and barriers
9 from Friday till Sunday. Everything would be taken in when they close for the night and
10 reset up about an hour before they open.
11

12 *Motion That the Select Board authorize Mr. Covino and the Black Horse Tavern
13 location outdoor seating on Waterfield/Thompson Street as shown in their
14 application on the condition that all of this will be approved by the Board
15 of Health, consistent with all regulations related to disability access and
16 continued processing with the Town.

17 Verdicchio – Welch

18 Roll Call: Verdicchio, Shapiro, Welch, Goluboff, Bettencourt

19 VOTED

20 **MATTERS OF THE AUDIENCE**
21

22 Susan McPhee, Energy Conservation Coordinator discussed the opportunity for the Town to
23 participate in a solar project under the SMART program that will enable the Town to get
24 reimbursed the 10% differential from using solar power from Eversource. The consensus of the
25 Board is to have Susan send detailed info about the program to them and discuss at the May
26 28th meeting.
27

28 **ADJOURNMENT: 10:00 AM**
29

30 *Motion: That the Select Board adjourn for the day.

31 Verdicchio – Welch

32 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

33 VOTED

34 Respectfully submitted,
35 Lisa Wong, Town Manager

**TOWN OF WINCHESTER
SELECT BOARD MEETING
Thursday, May 28, 2020
Record**

OPENING

Chair Michael Bettencourt called the meeting to order at 8:30 AM via Zoom remote participation due to the State of Emergency COVID-19. Present were Select Board members Vice Chair Susan Verdicchio, Jacqueline A. Welch, Mariano Goluboff and Amy Shapiro. Also present was Town Manager Lisa Wong. (Note – due to the remote participation all Select Board votes are roll call votes.)

BUSINESS

1. **House Bear Brewing Special Permit for Farmers Market** – The Select Board voted to approve the Special Permit.

*Motion That the Select Board approve the House Bear Brewing LLC Agriculturally Produced Wine Special Permit for the Winchester Farmers Market to sell alcoholic beverages on Saturdays from June 13, 2020 to October 31, 2020.

Verdicchio – Welch

Roll Call: Verdicchio, Shapiro, Welch, Goluboff, Bettencourt

VOTED

2. **Election Warrant** – Vice Chair Verdicchio read the Warrant into the record.

To the Constables of the Town of Winchester,

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Winchester who are qualified to vote in Elections to meet at the polling places designated for the several precincts in the Town, namely: Precincts 1 and 2 at the Muraco School Gymnasium, Precincts 3 and 4 at the McCall School Gymnasium, Precincts 5 and 6 at the Vinson Owen Gymnasium and Precincts 7 and 8 at the Lynch School Gymnasium, on:

SATURDAY, JUNE 20, 2020

From 12:00 P.M. to 8:00 P.M. for the following purpose:

To cast their votes in the **ANNUAL TOWN ELECTION** for the election of candidates for the following offices

One Moderator 1 yr.

One seat Select Board 3 yrs

One seat Board of Assessor 3 yrs.

One seat Board of Health 3 yrs

Two seats Planning Board 3 yrs.

One seat School Committee 3 yrs.

Two seats Library Bd. Trustees 3 yrs.

One seat Housing Authority 5 yrs.

Eight Town Meeting Members for three years, in accordance with the revised precinct lines in effect January 1, 2012, for a total of 64 Town Meeting Members.

Note: Precinct 2 and 6 have a vacancy for one year; write in candidates are

1 available. Additionally, Precinct 5 has one 2yr. vacancy as well as Precinct 7 has
2 one 2yr. vacancy.

3 Hereof fail not, and make return of this warrant with your doings thereon to the Town
4 Clerk before the day of said election. Given under our hands and seals this 28th day of
5 May, 2020.

6 Verdicchio – Welch

7 Roll Call: In favor: Goluboff, Verdicchio, Shapiro, Welch, Bettencourt VOTED
8

9 **3. Remote Town Meeting** – Mina Makarious, Town Counsel, informed the Board that
10 Remote Town Meeting authorization was passed in the House with amendments on
11 Tuesday. Which means that it has to go back to the Senate legislature, so he recommends
12 that the Select Board go forward with approving the following motions.
13

14 (i) the Board approve the Moderator's request that the Annual Town Meeting scheduled for
15 June 8, and any Special Town Meeting held during the current State of Emergency, be
16 held remotely by the means of video or telephone conferencing platform identified in said
17 request; and
18

19 (ii) that the Board issue a notice to be:

- 20 a. accompanied by the written request of the Moderator submitted to the Select
21 Board;
22 b. filed and posted in accordance with the requirements of subsection(b) of section
23 10A of chapter 39 of the General Laws;
24 c. distributed to each Town Meeting member; and
25 d. publicly posted not less than 10 days before the scheduled date of the remote Town
26 Meeting containing information for Town Meeting Members and information of
27 the public wishing to watch the meeting through our local cable television or via
28 WinCam and further regarding how information statements can be submitted
29 through our Town Website by members of the public; and
30

31 further, that if Town Meeting does not approve to hold the Annual Town Meeting
32 scheduled for June 8 by electronic means, that said Town Meeting shall be reconvened on
33 ____ of ____ at 7:30 PM.
34

35 *Motion That the Select Board approve that this motion be adopted as presented
36 with the understanding that the date in the last clause is June 11.

37 Verdicchio – Welch

38 Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt VOTED
39

40 **4. Working Session** – Chair Bettencourt continued to a future meeting.
41

42 **5. Advisory Board Discussion** – Chair Bettencourt continued to a future meeting.
43

44 **6. Motion Book Presentation Assignments** – Chair Bettencourt informed the Board that
45 most of the articles are standard articles and will be part of the Consent Agenda. Vice Chair
46 Verdicchio and Ms. Shapiro will be doing a prerecorded presentation for articles six, (to
47 amend water and sewer rates) and sixteen, (to appropriate funds for Water/Sewer
48 Div./Transfer to Enterprise Fund).

1 **ADJOURNMENT: 9:40 AM**

2
3
4
5
6
7
8

*Motion: That the Select Board adjourn for the day.

Verdicchio – Welch

Roll Call: Verdicchio, Welch, Shapiro, Goluboff, Bettencourt

VOTED

Respectfully submitted,
Lisa Wong, Town Manager

DRAFT



Town of Winchester
Select Board, 71 Mt. Vernon Street, Winchester MA 01890
STAGING PERMIT APPLICATION

Complete this application and return it to the Winchester Select Board. 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:

Installing Commercial Wall Signs

Requested dates of use of Town property: Estimated between 8/17-8/21 based on permit issuance.

Proposed sign location (if applicable): 654 Main St / Existing building facades.

Business/Owner: Ace Hardware / Kevin Ryan Telephone: 781 729 0902

Business Owner's Address: Same as project address.

Property Owner: Same as business owner. Telephone: _____

Property Owner's Address: _____

Staging Contractor: FastSigns of Woburn Telephone: 781 938 7700

Staging Contractor's Address: 400 W Cummings Part, Suite #1850

Applicant Email Address desi@signsunlimitedusa.com

The Select Board 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: Attached Date: 7/29/2020

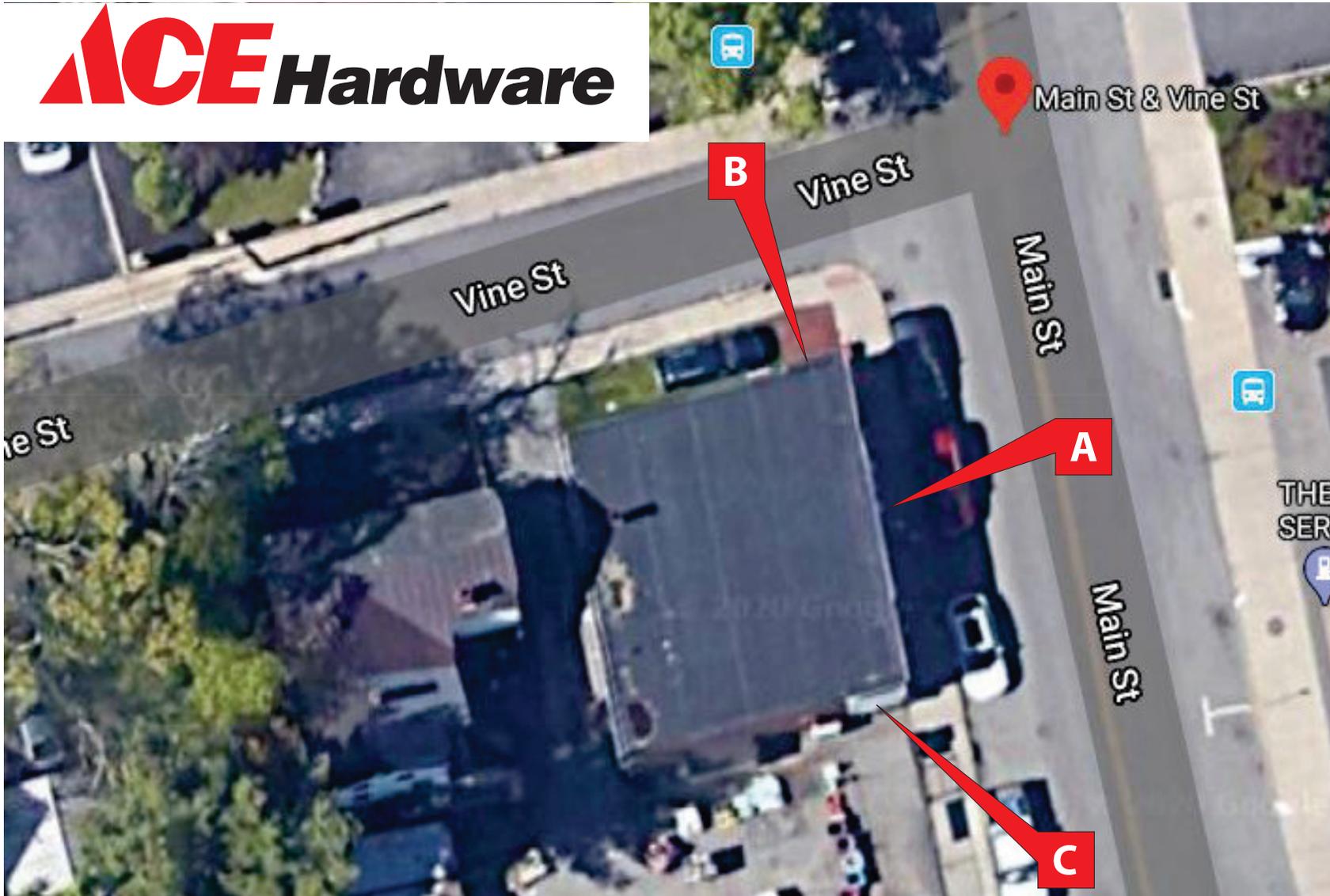
For office purposes only:

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 ___	No ___	
Has the Winchester Building Department approved a Sign Permit?	Yes ___	No ___	Date ___
Referred to the Design Review Committee	Yes ___	No ___	Date ___
Approval date by the Select Board			Date ___

Ace Hardware

654 Main St.
Winchester, MA 01890

Site Plan



Claude Ballbe	claude@signsunlimitedusa.com
919-552-8689	www.signsunlimitedusa.com
06.16.20	 Underwriters Laboratories Inc.® UL File #E225670

Approval Signature:

Please check all spelling, quantities, colors, and materials before approving

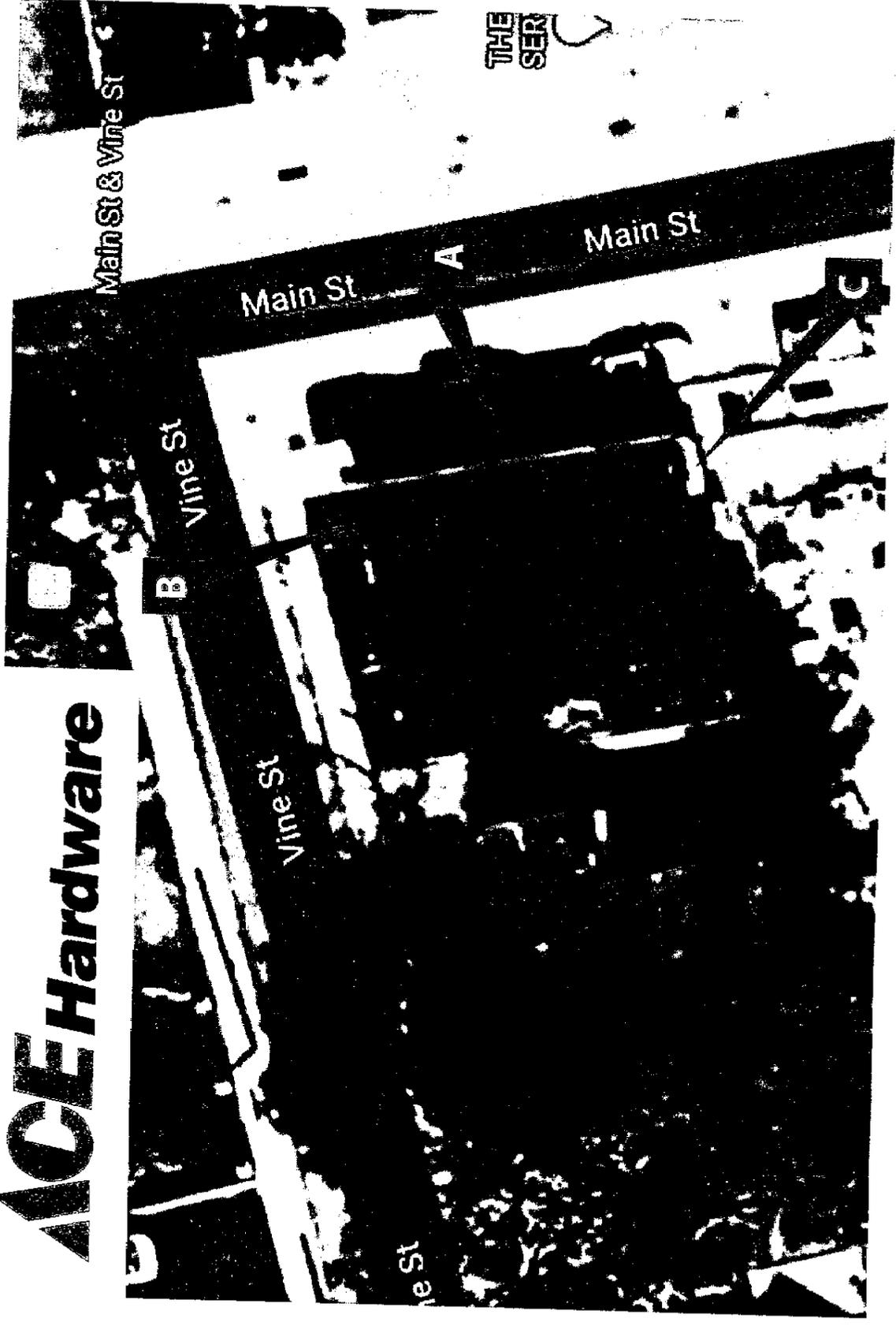
Notes: **NEED SURVEY TO CONFIRM SCALE PRIOR TO MANUFACTURE**

SIGNS UNLIMITED
communicate your identity
6801 Mount Hermon Church Rd, Building C
Durham, NC 27705

Ace Hardware
 654 Main St.
 Winchester, MA 01890

Site Plan

ACE Hardware



Claude Balibe
 919-552-8689
 06.16.20

claude@signsunlimitedusa.com
 www.signsunlimitedusa.com

 Signs Unlimited Inc.
 U.S. Pat. # 7,223,670

Approval Signature: *Claude Balibe*

Please check all spelling, quantities, colors, and materials before approving

Notes: **NEED SURVEY TO CONFIRM SCALE PRIOR TO MANUFACTURE**

SIGNS UNLIMITED
 Communicate your identity
 6801 Mount Hermon Church Rd, Building C
 Durham, NC 27705

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CERTIFICATE OF LIABILITY INSURANCE

FASTS-1

OP ID: CH

DATE (MM/DD/YYYY)
01/09/2019

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).

PRODUCER Dadgar Insurance Agency, Inc. 400 West Cummings Park Suite 6725 Woburn, MA 01801	781-933-2626	CONTACT NAME: PHONE (A/C, No, Ext): 781-933-2626 FAX (A/C, No): 781-932-6341 E-MAIL ADDRESS:
INSURED Fast Signs Business Signs, LLC: dba 400 West Cummings Pk Ste 1850 Woburn, MA 01801		INSURER(S) AFFORDING COVERAGE INSURER A : Am Trust North America INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
		NAIC # 25011

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			WPP1585104 00	10/16/2018	10/16/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 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 \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> RETENTION \$ 10000			WUM1585105 00	10/16/2018	10/16/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / <input type="checkbox"/> N <input type="checkbox"/> N / A					WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

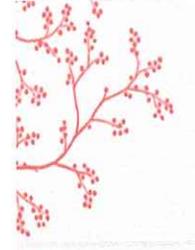
CERTIFICATE HOLDER**CANCELLATION**

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 

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Winchester High School Zen Garden Club
80 Skillings Road
Winchester, MA 01890



June 30, 2020

Michael Bettencourt
Chair, Winchester Select Board
Winchester Town Hall
71 Mount Vernon Street
Winchester, MA 01890

Dear Mr. Bettencourt:

I am writing on behalf of the Winchester High School Zen Garden Club to thank the Winchester Select Board for its extremely generous support of our effort to design and build a beautiful garden of reflection on the Winchester High School grounds.

This project has been exciting for our school community as we have helped the design emerge, and seen support from students, faculty, and community. We are proud to contribute a lasting element to our beautiful High School. The WHS Zen Garden will serve as a place for students to relax, recharge, and experience tranquility in an otherwise busy environment. Thanks to your generosity, we have met the financial target to make the project work independent of circumstance, and we will begin construction this summer.

We know that there are many needs for funds for a variety of worthy purposes in the community of Winchester. Your \$5,000 of funds from the Winchester Hospital Gift Account and the Agawam Road accounts were significant in enabling us to turn the corner in our fundraising effort. We hope that the Select Board will find that our efforts, in turn, will result in a valuable improvement to the Winchester High School campus that will benefit students, staff and the whole community.

We would also like to acknowledge to you (and thank) the many employees of the Town of Winchester who have provided us assistance. In particular, Jay Gill, Beth Rudolph and Meg White and others in their departments have been incredibly helpful to us, and we are grateful for their time and expertise.

Thank you again for supporting our project, we could not have reached our goal without you.

With great appreciation,

Mrs. Eileen Milner Kate Emanuel Sophie Daigel Nathalia Sakorafos Grace Yanucci
Emma Ehl Juliette Loschen Jarrett Zhang Andrew Grandmaison Benjamin Wilson

Mrs. Eileen Milner ~ Ms. Anne Marie Edenhofner ~ Kate Emanuel ~ Sophie Daigel ~ Nathalia Sakorafos
~ Grace Yanucci ~ Emma Ehl ~ Juliette Loschen ~ Jarrett Zhang ~ Andrew Grandmaison ~ Benjamin
Wilson

The students and advisors of the WHS Zen Garden Club

~ Mr. Bettercover,
Thank you greatly for
the incredible time, energy,
and now money you and
the other From members of
the School Board have put in
to my project. I would
like to thank you, however, as
you were a creator component
in many the process for growth -
in kind - for at all.
Thank you again, and
I cannot wait for the
project to be completed
so the flowers on this
endeavor will be
celebrated!

RECEIVED
2020 JUN -3 AM 10:54
TOWN OF WINCHESTER
TOWN MANAGER
BOARD OF SELECTMEN