



# Town of Winchester

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

Board of Selectmen Meeting  
Monday, September 12, 2016

## CONSENT AGENDA

- Docket Item H 1: Approval for Girl Scouts to Use Borggaard Beach for welcome / opening event;
- H - 2: Approval for First Congregational Church to have a *Blessing of Animals* worship service on the Town Common on Sunday, October 16<sup>th</sup>;
- H - 3: One Day Alcoholic Beverage Licenses:  
(4) Archie McIntyre for Wright Locke Farm Conservancy – September 18, 22, 23 and 24, 2016 – 1827 Barn

## Supporting Documents:

- H-1: Letter requesting permission to use Borggaard Beach
- H-2: Letter from First Congregational Church requesting Permission to use Town Common
- H-3: Four (4) One Day Alcoholic Beverage License applications filed by Archie McIntyre for the Wright Locke Farm Conservancy.

## Action Required:

- H - 1/2/3: VOTE to approve Consent Agenda

Docket Item:  
H - 1:  
September 12, 2016

Elizabeth Goeke  
Winchester Girl Scouts Service Unit Coordinator  
22 Grove Pl #15  
Winchester, MA 01890  
winchestergirlscouts@gmail.com  
cell: 781 526 2895  
Wednesday, August 24, 2016

Winchester Selectman  
71 Mt Vernon St  
Winchester, MA 01890

Dear Selectman,

I'm writing you on behalf of the Winchester Girl Scouts to request use of the Borggaard Beach on Friday, October 14th for beach evening to kickoff our new Girl Scout year. The event will include making s'mores and singing around the fire (there will be no swimming). We will likely suggest a \$5 donation per person to cover the cost of the event and to support future activities by our service unit.

The event would be open to any interested family in town either registered Girl Scouts or not and we will be purchasing extra insurance through the Girl Scouts of Eastern Massachusetts carrier (United Omaha Life Insurance Company) to cover non-registered participants. We will invite all Girl Scouts registered in Winchester during 2015-16 and 2016-17 to attend with the option of bringing a friend and or family. In addition, we will post the event to school newsletters to allow new interested girls to join us.

We will have present at least a licensed First Responder with a medical kit, an American Red Cross certified lifeguard, and an adult specifically tasked with minding the fire who has taken council Troop Camping certification. Certification for all three can be provided upon request.

We are asking permission to use the beach from 5 PM until 8 PM, though our hours are flexible. The event itself will probably be run from 5.30-7.30 PM, but we want to allow time to start the fire and put it out properly at the end.

If you have any questions, concerns, or would like further clarification, please do not hesitate to ask. I appreciate your consideration,

Elizabeth Goeke

## Mawn, Patti

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**From:** Elizabeth R. Goeke <ellig@mac.com>  
**Sent:** Wednesday, August 24, 2016 9:42 AM  
**To:** Mawn, Patti  
**Subject:** Borggaard Beach request

Hi,

My name is Elli Goeke and I'm the Winchester Girl Scouts Service Unit Coordinator — the top volunteer for coordinating Girl Scouts in town. In past years (2013, 2014) we have used Borggaard Beach for an event in the fall to welcome back families and recruit some new girls. I've written a request letter (<http://bit.ly/2bf2eeG>) for October 2016 and was hoping that the Selectmen would consider it at their next meeting. If you would prefer a hard copy, I can drop one off at the Town Hall in the next few days. If you have any questions or concerns, please don't hesitate to reach out. Thank you,

Elli

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Elizabeth Goeke  
Winchester Service Unit Coordinator  
Girl Scouts of Eastern Massachusetts  
+1 781 526 2895  
[winchestergirlscouts@gmail.com](mailto:winchestergirlscouts@gmail.com)

## Mawn, Patti

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**From:** Nelson, Chris  
**Sent:** Wednesday, August 24, 2016 10:41 AM  
**To:** Mawn, Patti  
**Subject:** RE: Borggaard Beach request October 14th

I have no issues with the Girl Scout request.

Thank you,  
Chris

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**From:** Mawn, Patti  
**Sent:** Wednesday, August 24, 2016 10:38 AM  
**To:** Nelson, Chris  
**Subject:** RE: Borggaard Beach request October 14th

*Have already requested the COI. Not sure if you were able to open the link imbedded in Elli's message, but they are planning to have a 'first responder' on site. Chief Nash has been included in the comment request chain, and hopefully he will indicate whether a fire detail is required.*

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**From:** Nelson, Chris  
**Sent:** Wednesday, August 24, 2016 10:34 AM  
**To:** Mawn, Patti  
**Subject:** RE: Borggaard Beach request October 14th

Hi Patti,

The Recreation Department have a few issues with this request as long as the Girls Scouts provide a certificate of liability insurance naming the Town as additionally insured and the hiring of a Lifeguard. Since the event is open to the public in close proximity to Wedge Pond I would feel more comfortable with a lifeguard present. Also, concerns with the cooking fire request. Is this a bonfire and will a fire detail be needed?

Thanks  
Chris

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**From:** Mawn, Patti  
**Sent:** Wednesday, August 24, 2016 9:50 AM  
**To:** Nash, John; Peter MacDonnell ([pmacdonnell@winchesterpd.org](mailto:pmacdonnell@winchesterpd.org)); Nelson, Chris; [tgroux@winchesterpd.org](mailto:tgroux@winchesterpd.org)  
**Subject:** FW: Borggaard Beach request October 14th  
**Importance:** High

*Good morning all...may I have your comments on this attached request from the Winchester Girl Scouts to use Borggaard Beach on October 14<sup>th</sup>. Thanks for your help!*

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**From:** Elizabeth R. Goeke [<mailto:ellig@mac.com>]  
**Sent:** Wednesday, August 24, 2016 9:42 AM

Docket Item:  
H - 2:  
September 12, 2016



Thursday, September 1, 2016

Winchester Board of Selectmen  
Selectmen's Office  
71 Mt. Vernon St.  
2<sup>nd</sup> Floor  
Winchester, MA 01890

Dear Selectmen,

Our church would love to have our Blessing of the Animals worship service on the town common on Sunday, October 16<sup>th</sup> at 10:00 am. The service is a regular worship service, consisting of prayers and music with a special part for owners to bring their pets forth for a blessing. We have had this service in our fellowship hall for several years and we create an area for each group of pets to be kept together with an additional area for those who are afraid of animals. We would love the openness and area offered by the common. The service lasts approximately an hour and fifteen minutes. We would require an hour beforehand to set up the area. We request your permission to host this service and have enclosed a certificate of insurance. Thank you for your time.

Sincerely,

Sarah Marino  
Office Manager

RECEIVED  
2016 SEP -6 AM 11:32  
TOWN OF WINCHESTER  
TOWN MANAGER  
BOARD OF SELECTMEN

## Mawn, Patti

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**From:** Nash, John  
**Sent:** Tuesday, September 06, 2016 3:48 PM  
**To:** Mawn, Patti  
**Subject:** RE: First Congo Church - Animal Blessing Sunday 10/16

The Winchester Fire Department has no objection to the permitting of the use of the Town Common, provided the usual and customary restrictions.

### Chief John Nash

Winchester Fire Department



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

**From:** Mawn, Patti  
**Sent:** Tuesday, September 06, 2016 11:43 AM  
**To:** Nash, John <jnash@winchester.us>; Peter MacDonnell (pmacdonnell@winchesterpd.org) <pmacdonnell@winchesterpd.org>; Kostos, Anne <akostos@winchester.us>; tgroux@winchesterpd.org; Gill, James <jgill@winchester.us>; Murphy, Jennifer <jenmurphy@winchester.us>  
**Subject:** First Congo Church - Animal Blessing Sunday 10/16  
**Importance:** High

*May I have your comments on the attached request from the First Congregational Church requesting permission to use the Town Common on Sunday, October 16<sup>th</sup> for an animal blessing service.*

*Thank you...*

## Mawn, Patti

---

**From:** Gill, James  
**Sent:** Tuesday, September 06, 2016 2:45 PM  
**To:** Mawn, Patti  
**Subject:** Re: First Congo Church - Animal Blessing Sunday 10/16

Thank you

Sent from my iPhone

On Sep 6, 2016, at 2:43 PM, Mawn, Patti <[pmawn@winchester.us](mailto:pmawn@winchester.us)> wrote:

*Will put that in the approval letter. Otherwise, are you ok with this?*

**From:** Gill, James  
**Sent:** Tuesday, September 06, 2016 2:43 PM  
**To:** Mawn, Patti  
**Cc:** Nash, John; Peter MacDonnell ([pmacdonnell@winchesterpd.org](mailto:pmacdonnell@winchesterpd.org)); Kostos, Anne; [tgroux@winchesterpd.org](mailto:tgroux@winchesterpd.org); Murphy, Jennifer  
**Subject:** Re: First Congo Church - Animal Blessing Sunday 10/16

Hi Patti,

They need to make sure the common is cleaned up after the event.

Thx  
Jay

Sent from my iPhone

On Sep 6, 2016, at 11:42 AM, Mawn, Patti <[pmawn@winchester.us](mailto:pmawn@winchester.us)> wrote:

<image001.jpg>

*May I have your comments on the attached request from the First Congregational Church requesting permission to use the Town Common on Sunday, October 16<sup>th</sup> for an animal blessing service.*

*Thank you...*

<image002.png>

<Congo Church animal blessing 2016.pdf>

## Mawn, Patti

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**From:** Peter MacDonnell <pmacdonnell@winchesterpd.org>  
**Sent:** Tuesday, September 06, 2016 2:38 PM  
**To:** Mawn, Patti; Nash, John; Kostos, Anne; Thomas Groux; Gill, James; Murphy, Jennifer  
**Cc:** Barbara Bosco  
**Subject:** RE: First Congo Church - Animal Blessing Sunday 10/16

Hi Patti,

The police have no objections.

Peter

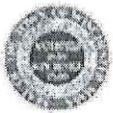
Peter MacDonnell  
Chief of Police  
Winchester Police Department  
30 Mount Vernon Street  
Winchester, MA 01890  
Main: (781)729-1212  
Office: (781)729-5429

---

**From:** Mawn, Patti [mailto:pawn@winchester.us]  
**Sent:** Tuesday, September 06, 2016 11:43 AM  
**To:** Nash, John; Peter MacDonnell; Kostos, Anne; Thomas Groux; Gill, James; Murphy, Jennifer  
**Subject:** First Congo Church - Animal Blessing Sunday 10/16  
**Importance:** High

*May I have your comments on the attached request from the First Congregational Church requesting permission to use the Town Common on Sunday, October 16<sup>th</sup> for an animal blessing service.*

*Thank you...*



**Patti Mawn**  
Administrative Assistant

Town Manager's Office / Board of Selectmen  
71 Mount Vernon Street Winchester, MA 01890  
Phone (781) 721-7133 | Fax (781) 756-0505

## Mawn, Patti

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**From:** Kostos, Anne  
**Sent:** Tuesday, September 06, 2016 12:52 PM  
**To:** Mawn, Patti  
**Subject:** RE: First Congo Church - Animal Blessing Sunday 10/16

Hi Patti,

I don't have any concerns with this request.

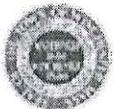
Thanks,  
Anne

---

**From:** Mawn, Patti  
**Sent:** Tuesday, September 06, 2016 11:43 AM  
**To:** Nash, John <jnash@winchester.us>; Peter MacDonnell (pmacdonnell@winchesterpd.org) <pmacdonnell@winchesterpd.org>; Kostos, Anne <akostos@winchester.us>; tgroux@winchesterpd.org; Gill, James <jgill@winchester.us>; Murphy, Jennifer <jenmurphy@winchester.us>  
**Subject:** First Congo Church - Animal Blessing Sunday 10/16  
**Importance:** High

*May I have your comments on the attached request from the First Congregational Church requesting permission to use the Town Common on Sunday, October 16<sup>th</sup> for an animal blessing service.*

*Thank you...*



**Patti Mawn**  
Administrative Assistant

Town Manager's Office / Board of Selectmen  
71 Mount Vernon Street Winchester, MA 01890  
Phone (781) 721-7133 | Fax (781) 756-0505



Docket Item:  
H - 3:  
September 12, 2016

# Town of Winchester

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

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

RECEIVED

2016 SEP -2 AM 8: 11

TOWN OF WINCHESTER  
TOWN MANAGER  
BOARD OF SELECTMEN

Name of Applicant/ Organization:

Wright-Locke Farm Conservancy

Address: 78 Ridge Street, Winchester, MA 01890

Telephone Number: 781-729-8775

Permit Applying For:

All Alcohol License (\$75.00)

Beer and Wine Only License (\$75.00)

Nature and purpose of the event: PRIVATE PARTY

Number of persons attending event: 60

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

Inside the 1827 Barn

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

Archie McIntyre :

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

SUNDAY 9/18 5:30 - 10:30 PM

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

Signature of Responsible Manager:

Print Name of Responsible Manager:

Archie McIntyre

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



# Town of Winchester

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TOWN MANAGER  
BOARD OF SELECTMEN

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Address: 78 Ridge Street, Winchester, MA 01890

Telephone Number: 781-729-8775

Permit Applying For:

All Alcohol License (\$75.00)

Beer and Wine Only License (\$75.00)

Nature and purpose of the event: PRIVATE EVENT

Number of persons attending event: 100

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

Inside the 1827 Barn

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

Archie McIntyre

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

THURSDAY 9/22 5:30 - 10:30 PM

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

Signature of Responsible Manager:

Print Name of Responsible Manager:

Archie McIntyre

**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 MANAGER  
BOARD OF SELECTMEN

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Beer and Wine Only License (\$75.00)

Nature and purpose of the event: PRIVATE EVENT

Number of persons attending event: 100

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

Inside the 1827 Barn

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

Archie McIntyre

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

FRIDAY 9/23 4pm - 9pm

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

Signature of Responsible Manager:

Print Name of Responsible Manager:

Archie McIntyre

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



# Town of Winchester

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Inside the 1827 Barn

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

Archie McIntyre

7

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

SATURDAY 9/24 5:30 - 10:30 PM

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

Signature of Responsible Manager:

Print Name of Responsible Manager:

Archie McIntyre

**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**

**To:** Mawn, Patti

**Subject:** Borggaard Beach request

Hi,

My name is Elli Goeke and I'm the Winchester Girl Scouts Service Unit Coordinator — the top volunteer for coordinating Girl Scouts in town. In past years (2013, 2014) we have used Borggaard Beach for an event in the fall to welcome back families and recruit some new girls. I've written a request letter (<http://bit.ly/2bf2eeG>) for October 2016 and was hoping that the Selectmen would consider it at their next meeting. If you would prefer a hard copy, I can drop one off at the Town Hall in the next few days. If you have any questions or concerns, please don't hesitate to reach out. Thank you,

Elli

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Elizabeth Goeke  
Winchester Service Unit Coordinator  
Girl Scouts of Eastern Massachusetts  
+1 781 526 2895  
[winchestergirlscouts@gmail.com](mailto:winchestergirlscouts@gmail.com)