



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
Tuesday, November 1, 2016

CONSENT AGENDA

Docket Item H-1:

One Day Alcoholic Beverage Licenses
Diana Kenosian for Boston's Best Bartending –
November 15, 2016 – Griffin Museum
Stephanie Siple for Soleamour – November 17, 2016 –
17 Thompson Street Retail Store Location;
Diana Kenosian for Boston's Best Bartending –
December 10, 2016;
Susan Cabana for Nourish Your Soul – November 10,
2016 – Retail store at 15 Thompson Street

H - 2:

Approve / Correct Meeting Minutes:
Monday, October 17, 2016

H - 3:

Staging Permit Requests (2):
a.) Sign Design Inc. for Nourish Your Soul,
15 Thompson Street;
b.) A. C. Frosch & Sons Painting for painting
at 2 – 16 Mt. Vernon Street

Supporting Documents:

H - 1:

One Day License Applications

H - 2:

Monday, October 17, 2016 Meeting Minutes

H - 3:

Staging Permit applications (2) / with attachments

Action Required:

H - 1:

VOTE to approve Consent Agenda.



Docket Item:
H-1:
November 1, 2016

Town of Winchester

Application for Special (One Day) Alcoholic Beverage License

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

Name of Applicant/Organization: Winchester Got Milk by Boston's Best Bartending
Address: 40 Anne Butlett 13 Sheffield / 42 Temple St
Telephone Number: 617 490 4760 / 741 / 246 2227 Newburyport MA
Permit Applying For:
 All Alcohol License (\$75.00) Beer and Wine Only License (\$75.00)

Nature and purpose of the event: Fund Raiser

Number of persons attending event: 60 guests

Description of premises and location of facility where liquor will be sold and/or distributed:
Grafton Museum
65 Stone Rd Winchester

Name(s) of responsible manager(s) who will be in charge of distribution of alcoholic beverages and Social Security Number(s):
D. Benosian

Date(s) and times of event and/or specific times when alcoholic beverages will be sold or distributed:
Nov 15, 2016 6:00-10:00 service

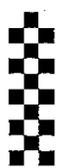
I have read the Procedural Requirements for Special (One Day) Alcoholic Beverage License (attached) and agree to all the terms and conditions: 7-10-16

Signature of Responsible Manager: [Signature] Boston's Best Bartending

Print Name of Responsible Manager: D. Benosian

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

RECEIVED
2016 OCT 24 5:12:05 PM
TOWN OF WINCHESTER
BOARD OF SELECTMEN





Town of Winchester

Application for Special (One Day) Alcoholic Beverage License

RECEIVED

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

2016 OCT 24 PM 6:17

TOWN OF WINCHESTER
TOWN MANAGER
BOARD OF SELECTMEN

Name of Applicant/ Organization: Soleamour

Address: 17 Thompson St.

Telephone Number: 781 721 5300

Permit Applying For:

All Alcohol License (\$75.00)*

Beer and Wine Only License (\$75.00)*

Nature and purpose of the event: opening party

Number of persons attending event: 40

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

Refuge store

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

Stephanie Siple

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

November 17, 2016 6-9 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:

Stephanie Siple

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

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



Town of Winchester

Application for Special (One Day) Alcoholic Beverage License

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

Name of Applicant/ Organization:

Rachel Fennell by Boston's Best Bartending

Address:

42 Temple St

Telephone Number:

978 930 3804

Newburyport MA

Permit Applying For:

All Alcohol License (\$75.00)

Beer and Wine Only License (\$75.00)

Nature and purpose of the event:

50th Birthday

Number of persons attending event:

50 guests

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

Griffin Museum
65 Shore Rd Winchester

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

D. Benosian

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

DEC 10 2016 5-11:30 PM Service to 11:20 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:

[Signature] Boston's Best Bartending

Print Name of Responsible Manager:

D. Benosian u u y

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



Town of Winchester

Application for Special (One Day) Alcoholic Beverage License

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

Name of Applicant/ Organization: nourish your soul

Address: 15 Thompson St Winchester

Telephone Number: 617-901-2720

Permit Applying For:

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

Nature and purpose of the event: grand opening

Number of persons attending event: ? (25-50 ish)

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

juice bar w/ grand opening
selling juice w/ kiosk

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

Susan Cavane

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

Nov 10th 5-7 pm

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

Signature of Responsible Manager:

Susan Cavane

Print Name of Responsible Manager:

Susan Cavane

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

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

Cafarella, Jennifer

From: Peter MacDonnell <pmacdonnell@winchesterpd.org>
Sent: Thursday, October 27, 2016 2:04 PM
To: Cafarella, Jennifer
Subject: RE: 1 day liquor license

Hi Jen

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: Cafarella, Jennifer [mailto:jcafarella@winchester.us]
Sent: Thursday, October 27, 2016 10:50 AM
To: Peter MacDonnell
Cc: Barbara Bosco
Subject: 1 day liquor license

Chief,

Can I please have your comments on the attached 1 day liquor license?

Susan Cabana
Nourish Your Soul
15 Thompson Street
November 10th, 5-7pm

Thanks –
Jenn

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TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Monday, October 17, 2016
Record

Chairman Lance R. Grenzeback called the meeting to order at 7:00 PM in the Board of Selectmen Meeting Room located in Town Hall. Present were Vice Chairman E. James Whitehead, Selectman Stephen L. Powers, and Selectman David P. Errico; Selectman Michael Bettencourt arrived while Executive Session was in progress. Also present were Town Manager Richard C. Howard and Town Counsel Wade M. Welch.

OPENING

*Motion: That the Board of Selectmen adjourn to Executive Session for the purpose of discussing matters related to MGL Chapter 30A §21(a)3 – Litigation Eversource Intervener Status because an open meeting may have a detrimental effect on the litigating position of the Town; and MGL Chapter 30A §21(a)2 Collective Bargaining Negotiations Update.

Whitehead – Powers

By Roll Call Vote: Errico, Powers, Whitehead, Grenzeback

VOTED.

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

Whitehead – Bettencourt

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

VOTED.

Notification of Other Meetings and Hearings

Monday, October 24, 2016 – Board of Selectmen – Regular Session

Tuesday, November 1, 2016 – Board of Selectmen – Regular Session

Thursday, November 10, 2016 – Fall Annual Town Meeting – First Session – WHS Auditorium

Thursday, November 10, 2016 – Board of Selectmen – Prior to Town Meeting – Guidance Department Conference Room – Winchester High School

Monday, November 14, 2016 – Board of Selectmen – Prior to Town Meeting – Guidance Department Conference Room – Winchester High School

Thursday, November 17, 2016 – Board of Selectmen – Prior to Town Meeting – Guidance Department Conference Room – Winchester High School

Comments from the Chairman

Chairman Grenzeback noted that the Town Clerk has posted both the National Election and Town Meeting calendars. The last day to register to vote in the Presidential Election is October 19th. The Chair noted that there is also an early voting option and the Town Clerk's Office can provide more information on this. Fall Town Meeting begins on Thursday, November 10th.

Chairman Grenzeback noted that Board members have received an invitation to attend a reception at the Jenks Center to celebrate the Center's reconstruction. The event is being held on Sunday, November 13th from 2 PM to 4 PM.

Monday, September 26, 2016
Board of Selectmen Meeting

1 The Chairman also pointed out that the Town's Parking Permit applications still indicate that they are
2 for residents and commuters. He suggested that the applications be revised to read "*Resident and*
3 *MBTA Commuter Rail Permit*" application.
4

5 Lastly, Chairman Grenzeback noted that he and Town Manager Howard visited the Town's sister city
6 in France, St. German-en-Laye, where an avenue was named after the Town and dedicated during the
7 visit. The area will house 1500 people and various businesses like Bose and Gentech.
8

9 Selectman Powers reported that he did talk with the Town Clerk and early voting is scheduled from
10 Monday, October 24th thru Friday, November 4th during Town Hall regular business hours. He
11 indicated that he feels that this is a great incentive for residents to vote in the upcoming election.
12

13 Selectman Powers pointed out that Skillings Road is a mess and his hope is that the bump-out will be
14 removed. He informed his colleagues that he has never had outreach from constituents that has
15 generated as much controversy as this issue has. He suggested that the area needs correction.
16

17 Selectman Errico questioned whether the student parking situation had subsided. Town Manager
18 reported that there are still parents who are passionate about the students sharing the commuter
19 parking spaces. He explained that there is only so much parking to go around and students will find it
20 tough to park legally. He reported that the Chief of Police and Superintendent of Schools will revive the
21 discussion about student parking at the Transfer Station. He indicated that the distance is about the
22 same but the Transfer Station area is paved and has many more parking spaces available, therefore
23 could be a good resource. There has also been discussion with the parent-faculty group and the hope is
24 that this is only a temporary loss of parking spaces. As the field remediation moves forward, the hope is
25 that parking will once again be allowed on the field, it is hoped that the parking lot can be laid out in
26 January.
27

28 Selectman Errico questioned whether there had been any complaints about students parking in the
29 Stop & Shop parking lot. Town Manager reported that there have been no complaints received in the
30 Manager's office. He noted that staff is doing a good job and it should not seem to High School parents
31 that the Town is not trying to help the situation because the Town is doing what it can.
32

33 DPW Director Gill reported that the Borggaard Beach parking area is approximately half full and there
34 are approximately fifteen (15) cars parked at the Cemetery each day. Selectman Errico questioned
35 whether the beach and cemetery parking will remain once the Transfer Station parking is available.
36 Town Manager explained that the plan is to have the construction crew park at the beach and cemetery.
37 The one concern heard from parents is that Borggaard Beach and the Cemetery could be messy during
38 inclement weather.
39

40 Vice Chairman Whitehead reported that the pile of debris at the soccer complex, located on Cross Street
41 in the flood plain, is the subject of some action by the Conservation Commission. Town Manager
42 reported that the pile on Town property is being addressed as well.
43

44 **Town Manager Report and Comments**

45
46 **Appointments:**
47

48 Town Manager announced that in accordance with section 4-2b of the **Town Charter** he has made the
49 following promotional appointments:
50

51 **Thomas Vail, 4 Bolton Street, Reading, MA 01867**
52 **W13 Working Foreman – Step IV - \$23.75/hour**
53 **Department of Public Works**

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1
2 **Jeff Gangi, 11 Myrtle Street, Woburn, MA 01801**
3 **W13 Head Custodian – Step V - \$24.52/hour**
4 **Department of Public Works**
5

6 Town Manager noted that because these two appointments are promotional and these individuals have
7 been working in these positions for a period of time, the DPW Director has requested that the
8 customary fifteen day appointment effective period be waived by the Board.
9

10 *Motion: That the Board of Selectmen waive the customary fifteen day (15 day)
11 appointment effective period for Thomas Vail and Jeff Gangi allowing
12 their appointments to be effective October 18, 2016.

13 Whitehead – Bettencourt

All in favor.

VOTED.

14
15 Archives Advisory Committee – Reappointment – JoAnn Michalak
16

17 Town Manager announced that he has reappointed JoAnn Michalak, Glengarry Road as a member of
18 the Archives Advisory Committee. Ms. Michalak's term will expire December 31, 2018.
19

20 Early Voting
21

22 Town Manager reported that a good arrangement has been put in place by the Town Clerk which could
23 result in avoiding long lines on Election Day. The Town did receive a small grant to assist with the
24 additional staffing hours.
25

26 DOER Aggregation
27

28 Town Manager noted that the Energy Management Committee will provide a brief update on the
29 acceptance of the plan.
30

31 Supplemental Agenda: MassDEP Grant Application
32

33 Town Manager reported that application has been made for a grant that would be as much as \$40,000
34 to assist with the water infrastructure assessment and planning. Weston & Sampson is filing the grant
35 application on the Town's behalf and if the Town receives this grant the funds will assist with the
36 preparation of the Stormwater Assessment Management Plan. The planning will help to underscore
37 the Town's commitment to sound water infrastructure planning.
38

39 St. German-en-Laye
40

41 Town Manager informed the Board that Chairman Grenzeback did a nice job with his speech
42 recognizing the relationship between St. German-en-Laye and Winchester. The two communities are
43 not only bound socially, but at the government level as well.
44

45 MS4 Permit Discussion – Town Engineer Beth Rudolph; DPW Director Jay Gill
46

47 Town Engineer noted that this permit is actually a part of the second permit cycle; permits are issued in
48 Massachusetts by the Environmental Protection Agency. The Town is required to obtain this permit
49 from the NPEDS Program that was established in the 1970's. This particular permit relates to
50 stormwater discharge. Town Engineer recalled that the first of these permits was issued in 2003 and
51 expired in 2008. She explained that it has taken until 2015 to issue the next permit. The final permit
52 was issued in April of 2016 but will not be effective until July 1, 2017.
53

Monday, September 26, 2016
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1 Overview

2
3 Town Engineer reported that there are six minimum control measures that have to be met over a period
4 of five to ten years:

- 5
6 1.) Public Outreach and Education;
7 2.) Public Involvement and Participation;
8 3.) Illicit Discharge Detection and Elimination (IDDE);
9 4.) Construction Site Runoff Control;
10 5.) Post-construction Stormwater Management;
11 6.) Pollution Prevention / Good Housekeeping

12
13 Town Engineer noted that because the Town has impaired water quality, pollutants have to be
14 identified and there are additional requirements that have to be met. She indicated that Winchester's
15 waterbodies are impaired for bacteria, phosphorus and metals, therefore the Town will be required to
16 meet the additional requirements related to these pollutants.

17
18 Key Milestones /Permit Requirements

19
20 NOI (Notice of Intent) must be submitted to the EPA by September 29, 2017; each year there are permit
21 requirements that have to be met and the Town will have ten years to complete the illicit discharge
22 program.

23		
24	Stormwater Management Plan (SWMP)	July 1, 2018
25	Written IDDE Plan with assessment and ranking of catchments	July 1, 2018
26	Sanitary Sewer Overflow (SSO) Inventory	July 1, 2018
27	Updated drainage system and outfall map	July 1, 2019
28	O & M Plans for municipal properties	July 1, 2019
29	Stormwater Pollution Prevention Plan (SWPPP) for	
30	municipal properties	July 1, 2019
31	Dry weather sampling and screening results for outfalls	July 1, 2020
32	Nutrient identification report	July 1, 2021
33	Evaluation of municipal properties for BMP retrofits	
34	and schedule for implementation	July 1, 2021
35	IDDE program implementation complete	2027
36		

37 Permit Costs

38
39 Town Engineer informed the Board that Weston & Sampson developed the cost estimate based upon the
40 Draft 2014 permit; total expected costs are \$1.5 to \$3 million. The first deliverable is the NOI
41 preparation at a cost of \$13,000. Year #1 requires \$135,000 to be funded at Spring 2017 Annual Town
42 Meeting. Town Engineer indicated that Weston & Sampson will review the annual permit costs as a
43 part of the NOI development and costs will be revised prior to the 2017 Spring Town Meeting. She
44 noted that a decision will have to be made about what can be done in-house and what will require
45 consultant assistance. She explained that illicit discharge is the hardest piece to meet. Town Engineer
46 pointed out that bacteria comes from many sources and trying to prove whether there is an illicit
47 connection can be costly. Vice Chairman Whitehead noted that one of the requirements of the permit
48 relates to sanitary sewer overflows which will be a big cost to eliminate.

49
50 Town Engineer indicated that the question will relate to enforcement by DEP; there is however talk
51 about transferring this enforcement to the EPA. She noted that the Town has spent millions of dollars
52 on I & I removal to eliminate the SSO's however not every source of SSO can be controlled. As far as
53 this preliminary estimate shrinking or growing, Town Engineer indicated that because Winchester is in

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1 the Mystic River Watershed, the Town is getting off easier than those in other parts of the area. Vice
2 Chairman Whitehead noted that if the TMDL determination is put on the Aberjona River, the Town will
3 be forced to treat discharge.

4
5 In response to the question concerning whether this is something that can be handled in-house, Town
6 Engineer noted that consultant assistance will be needed but the Town can do the administration, O &
7 M, outreach and education in-house. As far as the governance and funding set up is concerned, Town
8 Engineer recalled a stormwater utility funding mechanism has been discussed. Selectman Powers
9 commented that it was his understanding that the funding would be from the Water / Sewer Enterprise
10 Fund, but raised the question of where the \$135,000 will come from. Town Manager indicated that
11 these funds will be expended through the Water / Sewer Enterprise. Town Manager noted that the
12 Town has the ability to implement fees within the Water / Sewer Enterprise. Vice Chairman
13 Whitehead informed his colleagues that the Town of Reading charges each household based upon the
14 square footage of its impervious surface.

15
16 Town Engineer explained that this is a Federal mandate and this is the last hurdle of that mandate for
17 improving rivers, lakes, streams, etc. Town Manager noted that there should be better conditions at
18 Borggaard Beach without algae plumes.

19
20 **Water / Sewer Rate Discussion – Mark Abrahams, The Abrahams Group**

21 Present: DPW Director Jay Gill, DPW Operations Manager Steve Swymer, Business Manager LeeAnn
22 McGahan, Water Operations Manager Jim Gibbons, Mark and Matt Abrahams, The Abrahams Group

23
24 Mr. Abrahams informed the Board that this evening, the report is based on the FY2017 Budget base
25 with projections for FY2018 and FY2019. He outlined the revenue and expenditures, noting that the
26 projected revenue is \$700,000 higher than anticipated. Retained earnings are strong until FY2022. He
27 noted that if the rates are increased 4% in FY2018, a stronger retained earnings amount is provided,
28 resulting in a strong FY2022. He noted that MS4 requirements are an unknown at this time.

29
30 DPW Business Manager LeeAnn McGahan informed the Board that the average user will see a \$16.00
31 annual increase.

32
33 Chairman Grenzeback questioned why this increase would not wait for a few years given the upcoming
34 impact of WHS construction. Selectman Enrico noted that if the MS4 Permit was not on the horizon he
35 would favor holding the line on a rate increase. Vice Chairman Whitehead pointed out that lead neck
36 costs are unknown at this time.

37
38 Selectman Powers referenced the retained earnings amount and questioned whether this is a 'normal'
39 amount. Mark Abrahams explained that there should be a 10% minimum retained earnings amount.

40
41 DPW Director Gill recalled that the Town did not raise rates for nine (9) years. Chairman Grenzeback
42 noted that in order to sell this to Town Meeting, the Board will have to show a clear picture of
43 improvements and what needs to be done; arguments will have to be convincing. Director Gill
44 continued by saying that the last two years were dry and the Town was able to obtain revenue because
45 a great deal of rain affects revenue. He indicated that the Town is fortunate to have healthy retained
46 earnings. DPW Operations Manager Steve Swymer pointed out that the Town will have some major
47 sewer projects to be accomplished in the not too distant future. Town Manager suggested that the
48 Board take a position on the recommended increase for a report to Town Meeting in November.

49
50 As far as a funding mechanism for the MS4 Permit, Mr. Abrahams indicated that the Water / Sewer
51 Enterprise is a funding source for this work but alternatively, a stormwater enterprise or stormwater
52 utility fund could be established. He explained that educational outreach to the public is the
53 mechanism for reducing stormwater. In answer to the question concerning whether the dollars would

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1 be fungible, Mr. Abrahams indicated that stormwater funds would be strictly for that purpose. Vice
2 Chairman Whitehead noted that drainage is contained in Chapter 110. Mr. Abrahams noted that a
3 stormwater fee would add to the administrative burden. The Vice Chair suggested that Town Meeting
4 could be asked to transfer funds from one enterprise account to the other.
5

6 Town Manager explained that the reason that this proposal is going before the Fall Town Meeting is to
7 provide notification to residents that an increase in water / sewer rates will occur. Director Gill
8 informed the Board that his office has written letters to residents who have used more than normal
9 amounts of water. Chairman Grenzeback questioned whether there is a way to read water meters more
10 frequently, as well as investigating whether there are systems that do not require employees to drive
11 around to read the meter.
12

13 **Town Counsel Search – Michelle Prior, Town Counsel Search Advisory Committee**

14
15 Ms. Prior noted that the RFP before the Board for discussion has been modeled after the Reading RFP.
16 She discussed various areas of concern contained in the RFP and pointed out particular areas that the
17 Board might wish to edit.
18

19 Selectman Powers indicated that he feels that more than two (2) finalists should be brought forward for
20 interview by the Board in the event that one candidate withdraws. Chairman Grenzeback agreed,
21 noting that the Board wants to have enough applicants to make an informed decision.
22

23 **Energy Management Committee Update**

24 Susan McPhee, Energy Coordinator, Energy Management Committee Members, Kari Rexer, Todd
25 Kosterman and Justin Magee
26

27 Susan McPhee informed the Board that progress is being made on what was a strong start and 12% in
28 savings has been achieved since 2010. She explained that these are avoided costs and help to keep the
29 budget flat. She noted that the Town has won the Green Community Grant since it was named a Green
30 Community and the 2016 grant is being put towards the HVAC system at Parkhurst School. The Board
31 was informed that the Public Safety Building is also creeping up in use intensity, the Library is running
32 efficiently and comfortably. Ms. McPhee reported that a small project is being done in Maurer
33 Auditorium. She outlined the projects for this year.
34

35 Karl Rexer informed the Board that the money for these projects comes from grants and utility
36 incentives; no taxpayer funds are involved and the committee is trying to apply the grant money in the
37 most efficient way. He noted that WHS is approximately one-third of the Town's energy use and the
38 new building needs a separate manager because of the system complexities. Mr. Rexer requested that
39 the Board advance this request so that there can be learning during construction. Chairman
40 Grenzeback indicated that the Town Manager has an article before the Fall Town Meeting that deals
41 with a Plant Manager for Winchester High School.
42

43 Town Manager noted that there has been discussion about a Plant Manager and staff has taken the
44 assignment and come back with the results. The question is whether to do this in-house or not. He
45 explained that the timing is right and the building will be turned over in August / September of 2017.
46 Currently, this position does not exist and funds will be sought to add this position to the DPW.
47

48 Ms. McPhee noted that the Library and chiller have been before Capital for some time. She explained
49 that the committee is looking into ground source heat pumps and the UMass Energy Extension will
50 provide some assistance in this effort and at no charge to the Town. She pointed out that geo-thermal is
51 being incentivized by the State.
52

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1 Mr. Rexer recalled that one geo-thermal study was done for the Library, however there is uncertainty
2 about the initial costs, thus the reason for bringing in UMass. The Committee is also looking to get the
3 solar RFP out because several spaces have solar-ready roof tops and the idea is to take advantage of
4 that if possible. Chairman Grenzeback noted that the Town has benefitted by the Committee being
5 aggressive in the pursuit of grants, questioning whether these grant opportunities are likely to continue
6 into the future. Mr. Rexer informed the Board that the Committee is encouraged to see new grants
7 coming forward and it seems that the Green Communities Grant is continuing as well.
8

9 Vice Chairman Whitehead questioned how the Town is doing on the energy audits. Ms. McPhee
10 reported that Homeworks is a fantastic partner and through the end of August, 274 audits had been
11 completed. As of September 30th, the Town is at 71% of its goal with the scheduled audits bringing
12 things to 80% of the goal. If the goal is reached, the Town will receive a \$29,900 grant from National
13 Grid. She noted that MassSaves offers very good incentives.
14

15 **Noise ByLaw – Draft Warrant Article**

16
17 Town Manager informed the Board that the draft bylaw has been revised to share enforcement duties,
18 making staff more comfortable. There are also small textural changes that are a result of Town
19 Counsel's recommendations. Enforcement will be left to a reasonable person and/or a calibrated test.
20 Town Manager explained that interim noise calls related to construction or a party, with police
21 responding, the "reasonable person" approach would be used. Town Manager indicated that this bylaw
22 would allow a police officer to write a violation notice, however the question is whether this type of
23 bylaw is needed to improve the quality of life in Winchester. If that is the case, he would recommend
24 adoption of this particular format.
25

26 Town Manager noted that the determination of who responds depends upon the type of complaint.
27 Stationery noise would probably be measured by a meter. Concern was expressed about the language
28 being a little loose. Town Manager explained that the enforcing departments are the Board of Health,
29 Building and Police; training will be required if the bylaw is successful at Town Meeting, and hours of
30 effect will be identified as well. The consequences for violating the bylaw could be revocation of the
31 permit. Selectman Errico expressed concern about minutia complaints. The Vice Chair noted that
32 existing equipment would be grandfathered. Town Manager clarified that new equipment would have
33 to comply; hours of operation would be included.
34

35 In response to the question concerning whether there are State thresholds, Town Manager explained
36 that the language was developed by an expert as a result of noise generated by PanAm on the rail line.
37 He noted that leaf blower use is prohibited from 9 PM to 7 AM. He recommended that the Board review
38 the proposed bylaw.
39

40 **DRAFT Fall 2016 Town Meeting Warrant**

41
42 Town Manager informed the Board that the draft document is more for informational purposes at this
43 time. Chairman Grenzeback referenced the Solicitation ByLaw and the reference to exemptions. Vice
44 Chairman Whitehead pointed out that the cost for a photo permit may be low and whatever fee is
45 charged should cover costs. Chairman Grenzeback indicated that this bylaw would provide more police
46 power for those solicitors that are a nuisance.
47

48 **Approval: State Election Warrant**

49
50 *Motion: That the Board of Selectmen approve and sign the State Election Warrant.
51 Whitehead – Powers All in favor. VOTED.
52

53 **Reappointment: Cable Advisory Committee – Ashley J. Stevens, PhD**

Monday, September 26, 2016
Board of Selectmen Meeting

1 Term to Expire: June 30, 2019

2
3 *Motion: That the Board of Selectmen reappoint Ashley J. Stevens, PhD
4 to the Cable Advisory Committee for a term to expire June 30, 2019.
5 Whitehead – Powers All in favor. VOTED.
6

7 **Reappointment: Rangeley Park Heritage District Commission – John Clemson**

8 Term to Expire: June 2, 2019

9
10 *Motion: That the Board of Selectmen reappoint John Clemson to the Rangeley
11 Park Heritage District Commission for a term to expire June 2, 2019.
12 Whitehead – Powers All in favor. VOTED.
13

14 **CONSENT AGENDA/SUPPLEMENTAL CONSENT AGENDA**

15
16 **One Day Alcoholic Beverage Licenses:**

17 Diana Kenosian for Boston's Best Bartending – October 23, 2016 – Sanborn House;
18 Diana Kenosian for Boston's Best Bartending – October 21, 2016 – Next Door Theater;
19 Diana Kenosian for Boston's Best Bartending – October 29, 2016 – Sanborn House;
20 Diana Kenosian for Boston's Best Bartending – November 5, 2016 – Unitarian Church;
21 Gail Freeman for Studio on the Common – October 27, 2016 – Studio on the Common;
22 Diana Kenosian for Boston's Best Bartending – October 28, 2016 – Sanborn House;
23 Diana Kenosian for Boston's Best Bartending – November 6, 2016 – Sanborn House;
24 Diana Kenosian for Boston's Best Bartending – November 5, 2016 – Town Hall Auditorium;
25 Laura Lewis for Essex Catering – October 21, 2016 – Wright Locke Farm;
26 Laura Lewis for Essex Catering – October 22, 2016 – Wright Locke Farm;

27 **Approve / Correct Board of Selectmen Meeting Minutes**

28 Monday, September 26, 2016, Monday, September 12, 2016 and
29 Monday, August 8, 2016

30 **Acceptance of Donation:**

31 Cummings Foundation to the Archives in the amount of \$10,500
32 for the "Shaping Winchester's Future by Understanding its Past" Project
33

34 *Motion: That the Board of Selectmen approve One Day Alcoholic Beverage
35 Licenses for the following dates and locations: October 23rd – Sanborn
36 House; October 21st – Next Door Theater; October 29th – Sanborn House;
37 November 5th – Unitarian Church; October 27th – Studio on the Common;
38 October 28th – Sanborn House; November 6th – Sanborn House;
39 November 5^t – Town Hall Auditorium; October 21st and 22nd – Wright
40 Locke Farm.
41 Whitehead – Powers All in favor. VOTED.
42

43 *Motion: That the Board of Selectmen approve the Meeting Minutes for Monday,
44 September 26, 2016, Monday, September 12, 2016 and Monday,
45 August 8, 2016 as written.
46 Whitehead – Powers All in favor. VOTED.
47

48 *Motion: That the Board of Selectmen accept the donation in amount of \$10,500
49 from the Cummings Foundation for the Archives "Shaping Winchester's
50 Future by Understanding its Past" project.
51 Whitehead – Bettencourt All in favor. VOTED.
52

53 **COMMUNICATIONS AND WORKING GROUP REPORTS [Supplement]**

Monday, September 26, 2016
Board of Selectmen Meeting

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1. School Committee Agenda – Tuesday, October 18, 2016

Adjournment: 10:45 PM

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

Whitehead – Bettencourt

By roll call: Errico, Bettencourt, Powers, Whitehead, Grenzeback

VOTED.

Respectfully submitted,

Richard C. Howard, Town Manager

draft



Docket Item:
H - 3:
November 1, 2016

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

STAGING PERMIT APPLICATION

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

To The Board of Selectmen, Town of Winchester:

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

Proposed sign location (if applicable): Above store front 15 Thompson Street

Business/Owner: Nourish Your Soul Telephone: 617-901-2720

Business Owner's Address: 15 Thompson Street

Property Owner: Hugo LaFaci Telephone: 978-361-6852

Property Owner's Address: 11 First St. Chelmsford, MA 01824

Staging Contractor: Sign Design Inc. Telephone: 508-580-0094

Staging Contractor's Address: 170 Liberty St. Brockton, MA 02301

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

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

Signature of the Owner or Lessee: Please See Owner Auth Attached Date: 10/21/16

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

RECEIVED
 2016 OCT 18 AM 11:05
 TOWN OF WINCHESTER
 TOWN MANAGER
 BOARD OF SELECTMEN

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY
INFORMATION PAGE**

A.I.M. Mutual Insurance Company
54 Third Avenue, Burlington, Massachusetts 01803-0970
(800) 876-2765

NCCI NO 26158

POLICY NO. AWC-400-7031683-2016A
PRIOR NO. AWC-400-7031683-2015A

ITEM

1. The Insured: Sign Design Inc
DBA:
Mailing address: 170 Liberty Street
Brockton, MA 02301

FEIN: **-***7262

Legal Entity Type: Corporation

Other workplaces not shown above:

2. The policy period is from 10/01/2016 to 10/01/2017 12:01 a.m. standard time at the insured's mailing address.
3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: MA
B. Employers' Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A.

The limits of liability under Part Two are:

Bodily Injury by Accident	\$	<u>1,000,000</u>	each accident
Bodily Injury by Disease	\$	<u>1,000,000</u>	policy limit
Bodily Injury by Disease	\$	<u>1,000,000</u>	each employee

C. Other States Insurance: Coverage Replaced by Endorsement WC 20 03 06 B

D. This Policy includes these Endorsements and Schedules: SEE SCHEDULE

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications		Premium Basis	Rates	
	Code No.	Estimated Total Annual Remuneration	Per \$100 Of Remuneration	Estimated Annual Premium
INTRA	0232224			
INTER		SEE CLASS CODE SCHEDULE		

Minimum Premium \$575

GOV STATE	GOV CLASS
MA	9552

Total Estimated Annual Premium \$50,786
Deposit Premium \$13,308

State Assessments/Surcharges
\$43,637.00 x 5.6000% \$2,444

This policy, including all endorsements, is hereby countersigned by


Authorized Signature

09/22/2016
Date

Service Office:
54 Third Avenue
Burlington MA 01803

Bearce Insurance Agency Inc
P O Box 1709
Brockton, MA 02303

WC 00 00 01 A (7-11)

Includes copyrighted material of the National Council on Compensation Insurance, used with its permission.

No. 1016 POST THIS PERMIT IN A CONSPICUOUS PLACE 10/27/16
 Winchester, Mass.



TOWN OF WINCHESTER BUILDING PERMIT

This certifies that Novish Yeur Soul
 has permission to Erect a sign
 on 15 Thompson St

Provided that the person accepting this permit shall in every respect conform to the terms of the application on file in this office; to the provisions of the State Building Code, the Statutes of the Commonwealth and the Zoning By-Laws of the Town of Winchester governing the Inspection, Erection, Enlarging, Altering, Raising, Moving, Repairing or Demolition of any Building or part thereof.

An appeal from the issuance of this permit must be taken as provided in MGL Chapter 40A Sections 8 and 15 or Section 122 of the State Building Code.

WIRING INSPECTOR STAMP HERE	PLUMBING		GAS		BUILDING INSPECTOR STAMP HERE	CONSERVATION COMM.
	ROUGH	FINAL	ROUGH	FINAL		
ROUGH	TEMPORARY	ROUGH	ROUGH	ROUGH	EXCAVATION	
SERVICE	UNDERGROUND	FINAL	FINAL	FINAL	FOUNDATION	FIRE DEPT. APPROVAL
OILBURNER	FINAL				ROUGH FINISH	
					INSULATION	FINAL OCCUPANCY

This Card must be displayed in a Conspicuous place on the premises and Not Torn Down or Removed until Completion of Work.

No wall or ceiling shall be lathed or otherwise covered until this card bears STAMP OF INSPECTORS IN SPACES DESIGNATED FOR THIS PURPOSE. BUILDINGS CANNOT BE OCCUPIED UNTIL OCCUPANCY PERMIT HAS BEEN ISSUED BY THIS OFFICE

This permit is invalid unless work commences within six (6) months of issuance.

Janet Wile

Building Commissioner

Viarella, Janine

From: Nottleson, Erik (GE Power) <Erik.Nottleson@ge.com>
Sent: Wednesday, October 26, 2016 4:02 PM
To: Viarella, Janine
Cc: 'Eileen Casciari (Casciari@CBTarchitects.com)'; 'Ellen Spencer (eespencer@gmail.com)'; 'Juli and Keith Mullan (jk_mullan@verizon.net) (jk_mullan@verizon.net)'; 'David Storeygard (davids@taap.com)'; 'Adrian LeBuffe (LeBuffe@cbtarchitects.com)'; Tracy Burhans
Subject: RE: Nourish Your Soul sign - DRC

Janine –

The DRC has reviewed this application. While we find no significant issues with the overall design, we would like to note the following:

- Sign seems too large in comparison to typical signage on the building/ adjacent shops. It DOES comply with the Bylaws, but it is larger than elsewhere on the street.
- There is text that seems to be unnecessary, such as “sip by sip” which is more of a slogan not the name of the establishment.
- The size of the text describing the merchandise (smoothies, etc.) is too large and competes with the text of the shop name itself.

Erik Nottleson
Design Review Committee

From: Nottleson, Erik (GE Power)
Sent: Tuesday, October 18, 2016 12:41 PM
To: 'Viarella, Janine' <jtustin@winchester.us>
Subject: RE: Nourish Your Soul sign - DRC

Confirming receipt, we'll get back to you.

From: Viarella, Janine [<mailto:jtustin@winchester.us>]
Sent: Tuesday, October 18, 2016 12:37 PM
To: Nottleson, Erik (GE Power) <Erik.Nottleson@ge.com>
Subject: EXT: Nourish Your Soul sign



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

STAGING PERMIT APPLICATION

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

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

Painting on Mt. Vernon St.
parking spots as needed

Requested dates of use of Town property: 11th - 15th

Proposed sign location (if applicable): _____

Business/Owner: A.C. Frosch + Sons Painting Telephone: 761-853-7697

Business Owner's Address: 50 Richardson St. Winchester MA 01890

Property Owner: _____ Telephone: _____

Property Owner's Address: _____

Staging Contractor: A.C. Frosch + Sons Telephone: _____

Staging Contractor's Address: _____

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

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

Signature of the Owner or Lessee: [Signature] Date: 10/27/16

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

Referred to the Design Review Committee Yes No

Approval date by the Board of Selectmen _____

RECEIVED
2016 OCT 27 PM 1:53
TOWN OF WINCHESTER
TOWN MANAGER
BOARD OF SELECTMEN
Date _____

