



# *Town of Winchester*

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

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Board of Selectmen Meeting  
Monday, December 5, 2016

## LICENSES

Docket Item H - 1: One Day Alcoholic Beverage License:  
Mark Chudnow for Beverage Events – Dec. 17, 2016 – Sanborn House

H - 2: Acceptance of Donation to Recreation Department Scholarship Fund: \$100 from Winchester Tennis Association

H - 3: Approve / Correct Meeting Minutes for Monday, Nov. 21, 2016

## Supporting Documents:

H - 1: License application.

H - 2: Memo from Recreation Director Chris Nelson

H - 3: Meeting Minutes for Monday, November 21, 2016

Action Required: VOTE to approve Consent Agenda



# 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:

Beverage Events, Inc

Address:

P.O. Box 60026 736 Watertown St

Telephone Number:

6179993008 Newton, MA 02460

Permit Applying For:

All Alcohol License (\$75.00)\*

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

Nature and purpose of the event:

private social event

Number of persons attending event:

40

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

Sen born House

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

MARK HUDNOW

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

4-11 December 17<sup>th</sup>

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:

MARK HUDNOW

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

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**From:** Peter MacDonnell <pmacdonnell@winchesterpd.org>  
**Sent:** Monday, November 28, 2016 5:56 PM  
**To:** Cafarella, Jennifer  
**Cc:** Barbara Bosco  
**Subject:** Re: 1 day liquor license

Hi Jen  
The police have no objections

Sent from my iPhone

On Nov 28, 2016, at 5:44 PM, Cafarella, Jennifer <[jcafarella@winchester.us](mailto:jcafarella@winchester.us)> wrote:

Chief,

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

Mark Chudnow, Beverage Events  
December 17  
4:00pm to 11:00pm  
Sanborn House

Thanks –  
Jenn

Docket Item:  
H - 2:  
December 5, 2016



*Winchester Recreation & Community Ed.*  
Christopher Nelson                      263 Main Street  
Director of Recreation                  Winchester, MA 01890  
781/721-7126                                  781/721-7129 fax

**MEMO**

Date:                      November 16, 2016  
To:                         Richard Howard, Town Manager  
From:                     Chris Nelson, Recreation Director *CA*  
RE:                        Donation for Recreation Scholarship Fund

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Please accept the donation of \$100.00 from the Winchester Tennis Association. The WTA is donating to the Recreation Scholarship Fund for the 2016/2017 Year. We certainly appreciate their thoughtful gift and continued support of the Winchester Recreation and Community Education Department.

RECEIVED  
2016 NOV 22 AM 8:09  
TOWN OF WINCHESTER  
TOWN MANAGER  
BOARD OF SELECTMEN

c.c. File

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**TOWN OF WINCHESTER  
BOARD OF SELECTMEN MEETING  
Monday, November 21, 2016  
Record**

- 1.) **Litigation** – Eversource Intervener Status – Siting Board Filing Update MGL Ch. 30A §21(a)3 – Open Meeting discussion may have a detrimental effect on the litigating position of the Board of Selectmen as declared by the Chairman.
- 2.) **Litigation** - MGL Ch. 30A §21(a)3 Ho and O'Donnell v Winchester Boat Club
- 3.) **Collective Bargaining Negotiations Update** - MGL Ch. 30A §21(a)2
- 4.) Release Executive Session Minutes into the Public Domain - MGL Ch. 30A §21(a) for calendar years 2010, 2011 and 2012

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, Selectman Michael Bettencourt and Selectman David P. Errico who arrived while Executive Session was in progress. Also present was Town Manager Richard C. Howard.

**OPENING**

\*Motion: That the Board of Selectmen adjourn to Executive Session for the purpose of discussing matters related to Litigation: Eversource Intervener Status – Siting Board Filing Update MGL Chapter 30A §21(a)3 because an open meeting discussion might have a detrimental effect on the litigating position of the Town; Litigation – MGL Chapter 30A §21(a)3 Ho and O'Donnell v Winchester Boat Club; Collective Bargaining Negotiations Update – MGL Chapter 30A §21(a)2; and approval of the release of Executive Session Minutes into the Public Domain – MGL Chapter 30A §21(g)1 and 2.

Whitehead – Bettencourt

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

VOTED.

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

Whitehead – Bettencourt

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

VOTED.

**Notification of Meetings and Hearings**

- Wednesday, November 30, 2016 – Board of Selectmen – Work Session
- Monday, December 5, 2016 – Board of Selectmen – Regular Session
- Monday, December 5, 2016 – Board of Selectmen – Regular Session

**Chairman's Comments**

Chairman Grenzeback recalled that the Town had another successful Veterans Day program; the turnout was immense. He offered thanks to Barbara O'Connell and the many members of the Veterans of Foreign Wars for organizing this event.

Chairman Grenzeback also noted that he attended the Vinson-Owen Elementary School International Day celebration, another well-organized event and a great deal of fun.

**Monday, November 21, 2016  
Board of Selectmen Meeting**

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1 The audience was informed that the Town of Winchester has been awarded the 2016 "Leading by  
2 Example" award for energy conservation efforts. Chairman Grenzeback congratulated the Energy  
3 Management Committee for their excellent work over a number of years.  
4

5 Chairman Grenzeback reported that Representative Michael Day has indicated that the Forest Ridge  
6 40B application is on hold and the developer is not pursuing development at this time.  
7

8 Lastly, Chairman Grenzeback thanked all who participated in the marathon sessions of Fall Town  
9 Meeting.  
10

11 **Selectmen's Comments and Non-Docket Business**  
12

13 Selectman Powers informed his colleagues that he continues to seek some screening for the CVS  
14 property on Washington Street, suggesting that it would be a nice gesture to the community if the area  
15 could be covered in much the same manner as the WHS construction site is obstructed. Town Manager  
16 reported that he did talk with the attorney representing the property owner who indicated that the  
17 request was reasonable and the screening should be installed in the next week or so.  
18

19 **TOWN MANAGER'S REPORT AND COMMENTS**  
20

21 **Town Hall Holiday Schedule**  
22

23 Town Manager informed the television audience that the Town Hall building will be open the day after  
24 Thanksgiving. He noted that both Christmas Day and New Years Day fall on the weekend, so the  
25 holiday will be celebrated on the Monday following the actual holiday. Town Manager explained that  
26 staff will be reduced on the 25<sup>th</sup> of November and then again on December 23<sup>rd</sup>.  
27

28 **Town Meeting Wrap-up**  
29

30 Town Manager thanked department heads and staffers who did so much of the work that went into the  
31 Fall 2016 Town Meeting Warrant. He noted that staff is ready to move forward on many of the  
32 initiatives authorized and will look forward to carrying out the mission.  
33

34 **Multi-Cultural Network Event**  
35

36 Town Manager explained that the purpose of this event was to reconfirm that the Town stands behind  
37 its commitment that people of all backgrounds are recognized. He recalled that people were in a good  
38 frame of mind during the meeting but there is concern, therefore the Town will do its part to reaffirm  
39 the message.  
40

41 **Skillings Culvert Installation**  
42

43 Town Manager reported that the culvert installation is moving ahead, ahead of schedule. The  
44 contractors are doing the headwall work at the Swanton Street end of the field. The High School  
45 contractor has begun work on the field and the hope is that before the end of the holiday break there  
46 will be a binder course installed and the lot ready for use to help alleviate the parking concerns.  
47

48 Chairman Grenzeback recalled that the Jenks Senior Center has jurisdiction over the twenty-six spaces  
49 allocated to that facility.  
50

51 Town Manager noted that it is unfortunate that the fish ladder project is going on at this time of the  
52 year. He pointed out that all of the various constituencies that require parking are trying to collaborate  
53 and cooperate. He indicated that the Transfer Station has been made available to High School students

**Monday, November 21, 2016  
Board of Selectmen Meeting**

1 with approximately seventy parking spaces available for their needs. He informed the Board that the  
2 High School administration continues to get this message out.

3  
4 **COMPTROLLER'S REPORT**

5 Present: Comptroller Stacie A. Ward

6  
7 Comptroller Ward noted that she is back before the Board after finding an assistant Comptroller, with a  
8 recommendation and request that the Board approve Michael Lucas as the new assistant Comptroller  
9 to replace Marisa Batista. Ms. Batista will be leaving the Town's employ to accept a position as finance  
10 director in a community closer to her home.

11  
12 Comptroller Ward informed the Board that Michael Lucas is a CPA with several years of municipal  
13 finance and accounting experience, most recently at CliftonLarsonAllen LLP, specializing in municipal  
14 audits and various accounting consulting projects. His experience with internal controls, fixed assets,  
15 financial statements, Massachusetts General Law and Uniform Massachusetts Accounting System will  
16 be advantageous.

17  
18 \*Motion: That the Board of Selectmen approve the Comptroller's request to  
19 appoint Michael Lucas, CPA to the position of Assistant Comptroller  
20 Whitehead – Powers All in favor. VOTED.

21  
22 **CONSENT AGENDA / SUPPLEMENTAL CONSENT AGENDA**

23  
24 **One Day Alcoholic Beverage Licenses:**

25 **Thomas Sevigny for Winchester Historical Society – December 4, 2016 – Sanborn House;**  
26 **Emily Greagon for Pranzi Catering and Events – December 10, 2016 – Sanborn House;**  
27 **Dan Seligman for the Parish of the Epiphany – December 3, 2016 – Hadley Hall;**

28 **Special Municipal Employee Approval**

29 **Juli Riemenschneider, RLA, ASLA for design services related to plantings**  
30 **at Mt. Vernon Street, including design, construction documents and**  
31 **coordination with the Town; for design services related to the**  
32 **Aberjona Initiative plantings at Skillings Road, including design,**  
33 **construction documents and coordination with Town of Winchester;**

34 **Approve / Correct Meeting Minutes:**

35 **Monday, November 14, 2016;**

36 **Thursday, November 10, 2016;**

37 **Monday, November 7, 2016;**

38 **Permission to set up Salvation Army Red Kettle Bell Ringing Station**

39 **at Starbucks on Main Street:**

40 **Matt and Laura Gordon, 26 Vine Street**

41  
42 \*Motion: That the Board of Selectmen approve One Day Alcoholic Beverage Licenses  
43 for Thomas Sevigny for the Winchester Historical Society, December 4<sup>th</sup> at  
44 Sanborn House; Emily Greagon for Pranzi Catering and Events, December 10<sup>th</sup>  
45 at Sanborn House; Dan Seligman for the Parish of the Epiphany, December 3<sup>rd</sup>  
46 in Hadley Hall.

47 Whitehead – Powers All in favor. VOTED.

48  
49 \*Motion: That the Board of Selectmen approve the Special Municipal Employee  
50 designation for Juli Riemenschneider, RLA, ASLA for design services  
51 related to plantings at Mt. Vernon St., including design, construction  
52 documents and coordination with the Town; for design services related  
53 to the Aberjona Initiative plantings at Skillings Road, including design,

Monday, November 21, 2016  
Board of Selectmen Meeting

1 construction documents and coordination with Town of Winchester.  
2 Whitehead – Powers All in favor. VOTED.

3  
4 \*Motion: That the Board of Selectmen approve the set up of the Salvation Army  
5 Red Kettle Bell Ringing Station at Starbucks on Main Street on the  
6 following dates: November 26<sup>th</sup>, December 3<sup>rd</sup>, December 10<sup>th</sup>,  
7 December 17<sup>th</sup> and December 24<sup>th</sup> from 8 AM to 4 PM each day.

8 Whitehead – Powers All in favor. VOTED.

9  
10 \*Motion: That the Board of Selectmen approve their Meeting Minutes for  
11 Monday, November 14, 2016, Thursday, November 10, 2016 and  
12 Monday, November 7, 2016 as written.

13 Whitehead – Powers All in favor. VOTED.

14  
15 **HEARING**

16  
17 **Tax Levy Classification**

18 **Establish a Residential Factor and Percentage of Tax Levy to be**  
19 **Borne by Each Class of Property For Fiscal Year 2017**

20  
21 Chairman Grenzeback opened the tax levy classification hearing at 8:00 PM. Present were Paul  
22 Manganaro, Chairman and John Fallon of the Board of Assessors along with Director of Assessments  
23 Daniel McGurl. Mr. McGurl recalled that Winchester has not classified the tax rate since 1984. The  
24 tax rate for 2016 was \$11.68 and in 2017 will be \$12.28. The High School renovation hit this year and  
25 will increase the real estate taxes by 9.1%. Mr. McGurl reported that the average real estate tax bill  
26 will be \$11,900 and the average assessment is \$972,000.

27  
28 \*Motion: That the Board of Selectmen approve a residential tax factor of 1 for  
29 2017 and take no action on #s 2, 3, 4.

30 Johnson – Bettencourt All in favor. VOTED.

31  
32 **BUSINESS**

33  
34 **Release of Executive Session Minutes into the Public Domain for Calendar Years 2010, 2011**  
35 **and 2012**

36  
37 \*Motion: That the Board of Selectmen hereby authorize the release of the non-  
38 exempt Executive Session Minutes in PDF format as authorized by  
39 MGL Chapter 30A §22 (g)(2), for Calendar Years 2010, 2011 and 2012,  
40 which have been reviewed by Town Counsel and the Board of  
41 Selectmen's Secretary, Patricia Mawn, as set forth in MGL Chapter 30A  
42 §22 (g)(1).

43 Whitehead – Powers All in favor. VOTED.

44  
45 **Meeting Schedule Discussion**

46  
47 **Town Counsel Search**

48  
49 Chairman Grenzeback indicated that the expectation is that finalists will be brought forward around  
50 December 15<sup>th</sup>. He explained that the Board could ask to see all resumes, not just those of the finalists.  
51 It was the consensus of the Board that one packet be prepared and kept in the Town Manager's Office  
52 for Board members to review if they wish.  
53

**Monday, November 21, 2016**  
**Board of Selectmen Meeting**

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1 Chairman Grenzeback also suggested that time be set aside on December 19<sup>th</sup> to interview candidates  
2 being put forward for consideration. He indicated that if Board members agree, interviews could be  
3 done during the afternoon hours and if there is an obvious choice, an appointment made at the evening  
4 meeting. If an obvious choice is not apparent, then the Board could meet on December 21<sup>st</sup> as a back-  
5 up.  
6

7 Selectman Errico questioned whether Board members would receive a synopsis of each candidate's  
8 qualifications for review prior to the interviews. Vice Chairman Whitehead recalled that when the  
9 Town Manager candidate interviews were undertaken, a synopsis of each candidate's qualifications was  
10 not provided. Selectman Powers informed his colleagues that he would find a packet that includes  
11 information on each of the finalists for review ahead of time to be helpful.  
12

13 As far as the contract with the prospective Town Counsel is concerned, Chairman Grenzeback pointed  
14 out that rates were submitted as a part of the RFP response. Town Manager explained that there will  
15 be a set-aside of funds for Attorney Welch going forward to completion of his current work-load.  
16

17 Future Meetings

18  
19 It was the consensus of the Board that the January meeting schedule should be Monday, January 9,  
20 2017 and Monday, January 23, 2017.  
21

22 Budget Summit

23  
24 Town Manager noted that the Budget Summit is a general round table discussion. He suggested that  
25 this could be a part of a December or January meeting.  
26

27 Chairman Grenzeback indicated that he will check to see if Senator Lewis and Representative Day are  
28 available to meet with the Board briefly on December 5<sup>th</sup> to provide an update on where they think the  
29 State is going.  
30

31 COMMUNICATIONS AND WORKING GROUP REPORTS

32  
33 The Board acknowledged receipt of the following correspondence:  
34

- 35 1. Steven DeRosa – Constable Reappointment Request
- 36 2. Gregory Quill – Constable Reappointment Request
- 37 3. Massachusetts Governor Charles D. Baker re: Sustainable Materials Recovery Program  
38 Grant Award notification with attachment from DEP
- 39 4. Moody's Investors Service – Aaa Bond Rating assignment for Town of Winchester  
40

41 Adjournment: 8:40 PM

42  
43 \*Motion: That the Board of Selectmen adjourn for the evening.

44 Whitehead – Powers

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

46  
47 Respectfully submitted,

48  
49  
50  
51 Richard C. Howard, Town Manager  
52  
53