Town of Winchester
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SPECIAL TOWN BOARD MEETING MINUTES

June 22, 2026 • 5:00 PM • Winchester Town Hall / Microsoft Teams

Members Present	Members Absent
Nicholas Newton (Chairman), Robert Silvis (Supervisor), Luke Huybrecht (Clerk)	John Grimmer (Treasurer)

1. Call to Order and Approval of Agenda

Chairman Newton called the meeting to order at 5:00 PM; the Pledge of Allegiance was recited.

> **Motion:** To approve the agenda at the Chairman's discretion.
> *Moved: Newton • Seconded: Silvis • Vote: Carried 2-0*

2. Candidate Interviews — Town Supervisor Vacancy

The Board interviewed three candidates for the vacant Supervisor position:

- Sulo — longtime Winchester resident (30+ years); family property since the 1950s; Planning Commission member; past Winchester Town Board Supervisor; roads/infrastructure experience.
- Dan Dye — Winchester resident since 2022; military background; Planning Commission member (1 year); focused on the town's budget process.
- Dave — Birch Lake Association president (10–12 years); full-time Winchester resident since approximately 2021–22; remote professional; focused on community engagement and nonresident-taxpayer representation.

No motion was made; the Board indicated it would proceed to a formal appointment at a future meeting.

3. Liquor License Applications

> **Motion:** To approve the Class B Combination liquor license application for WinMan Trails.
> *Moved: Newton • Seconded: Silvis • Vote: Carried 2-0*

> **Motion:** To approve the Class B Combination liquor license application for Wainio Corporation DBA Thirty Point Trading Post & Tap.
> *Moved: Newton • Seconded: Silvis • Vote: Carried 2-0*

> **Motion:** To approve the Class B Combination liquor license application for Smokey's.
> *Moved: Newton • Seconded: Silvis • Vote: Carried 2-0*

4. Employee Handbook Amendments

Motion: To approve employee handbook amendments clarifying holiday pay treatment for employees working 5/8 or 4/10 schedules.
Moved: Newton • Seconded: Silvis • Vote: Carried 2-0

5. Facility Use Policy (2026-01) Fee Schedule Amendments

Motion: To approve amendments to Administrative Policy 2026-01 regarding deposit schedules and exclusions.
Moved: Newton • Seconded: Silvis • Vote: Carried 2-0

6. Facility Reservations Key/Access Code Management Policy

Motion: To approve the Facility Reservations Key/Access Code Management Policy.
Moved: Newton • Seconded: Silvis • Vote: Carried 2-0

7. Issued Check Expiration Policy

Motion: To approve the Issued Check Expiration Policy.
Moved: Newton • Seconded: Silvis • Vote: Carried 2-0

Treasurer Grimmer raised a question regarding whether the stop-payment fee should apply on a forward-facing basis rather than a backward-facing basis.

8. Facility Conditions and Refunds

The Board determined a full refund was warranted for the facility rental in question and directed reevaluation of the facility cleaning contract and services.

Motion: To refund facility rental costs to Emily Fairbanks.
Moved: Newton • Seconded: Silvis • Vote: Carried 2-0

Future Agenda Items

- Cleaning contract reevaluation
- Policy for facility refunds and how requests are handled

Adjournment

Meeting adjourned at 6:45 PM.

Luke Huybrecht, Town Clerk *Date Approved: July 15, 2026*