



TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Regular Meeting Agenda
July 21, 2025-7:00PM

FILED
CLERK'S OFFICE

JUL 18 2025

TOWN CLERK OF WINCHESTER
WINSTED, CT

1. **CALL TO ORDER** (Turn your cell phones off)
2. **PLEDGE OF ALLEGIANCE**
3. **AGENDA REVIEW**
4. **APPROVAL OF MINUTES**
 - A) Minutes of Regular meeting on July 07, 2025
5. **CITIZENS' COMMENTS**

The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address.
6. **TOWN MANAGER'S REPORT**
7. **CORRESPONDENCE**
8. **BOARDS AND COMMISSIONS**
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
 - A) Discussion re: applications for Land Use fees (Assistant Planner, Geoff Green & Tyche Consultant, Jeremy DeCarli)
 - B) Discussion re: possible Inland Wetlands & Watercourses ordinance changes (Assistant Planner, Geoff Green & Tyche Consultant, Jeremy DeCarli)
 - C) Discussion re: proposed ordinance changes to Notices #87
 - D) Discussion re: changes to Historical Commission ordinance #50 (Mayor Arcelaschi)
 - E) 25-29 Refunds as recommended by the Collector or Revenues (Mayor Arcelaschi)
11. **CITIZENS' COMMENTS**

The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address.
12. **SELECTMEN'S COMMENTS AND REPORTS**
13. **ADJOURNMENT**

Town of Winchester

Board of Selectmen - Regular Meeting

Monday July 7, 2025

Winchester Town Hall - Hicks Room

Noticed in Town Clerks Office and on Towns Website

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 7:00pm

Attending Members	Todd Arcelaschi (Mayor)	William Hester (Selectman)
	Troy Lamere (Selectman)	William Pozzo (Selectman)
	Paul Marino (Selectmen)	Linda Groppo (Selectwoman)
Absent Excused	Candy Perez (Selectwoman)	
Staff Members	Paul Harrington (Town Manager)	
	Glenn Albanesius (Town Clerk)	
	Jim Rollins (Public Works Director)	

Item 2 **Pledge of Allegiance** The Pledge was recited by all

Item 3 **Agenda Review** - None

Item 4 **Approval of Minutes**

* Minutes of Regular Meeting on June 16, 2025

Motion - Sel. Lamere / Second - Sel. Pozzo

Item 5 **Citizens Comments** - The following people addressed the Board

- * William Hudock - submitted a formal Ordinance change drafted by the Democratic Town Committee and titled - "Proposed Addition to Chapter 87-Notices" asking the Board to have this proposal reviewed by the Town Attorney and put on a future BOS agenda for consideration.
- * Cheryl McGlynn - Echoed the Democrat Town Committee's efforts to set new rules governing the Town Clerk and Registrars changing or adding hours of operation. She also expressed concern about boaters disregard of Highland Lake's "No Wake" zone.
- * Harris Daigle - Requested the BOS consider a sale of the Town owned Highland Lake Picnic Lots
- * Steven Plumlee - Urged the BOS to recommend keeping 1 lane of passage open for traffic across the Grantville Road bridge that will soon be under construction.
- * Mary Ann Marino - Spoke in favor of her recent application to rejoin the Inland Wetlands Commission
- * Doug Werner - Spoke in favor of moving the Town's Veterans banners to Main Street

Item 6 **Town Manager's Report** - Town Manager Paul Harrington reported on the following topics.

- * The DOT will begin a "Lane Dieting" modification on Main Street. This is a preliminary effort to slow traffic speeds thru the center of Town.
- * Results of the recent Winchester Community Survey have been finalized and published. This data tool will be used to help shape Winchester's future investment efforts.
- * The new Everbridge Emergency Alert system has been activated and broadcast its first notification of the Danbury Quarter Road closure. All residents are encouraged to sign up for this FREE service. Several recent enhancements have been made and those who have already signed up are urged to

log back in and update their notification preferences.

- * The Town of Winchester's Winsted Active Aging Senior Center passed a recent audit by the CT DOT which monitors compliance by agency's that receive Section 5310 grant funds from the State. Paul thanked everyone at the Senior Center for helping to maintain very high standards.
- * The Towns recent Bond Sale has officially been finalized. The winning bid was 3.72% and a premium of \$344,990 from Raymond James Investment Bank.
- * The Town Managers term serving on the MIRA Board of Directors has come to an end. The State dissolved the MIRA organization at the end of June. Repercussions of this action have yet to be determined for Winsted.
- * The Town Manager hosted a group of Civic Summer Campers from the local Tort Museum. The Mayor and Paul gave the group a tour of Town Hall and then set up in the Hicks Room for an interview session.
- * Two new improvements were unveiled. The Town Hall has brand new Directory Boards to guide visitors to their destination offices. The Town's website has begun a redesign initiative. Several of the upgrades were introduced at tonight's meeting.

Item 7 **Correspondence** - The Mayor noted the letter he drafted on the Boards behest to the Registrars of Voters and a letter from the Registrars of Voters to the Board had been received for the record.

Item 8 **Boards and Commissions** - Sel. Pozzo introduced the following actions.

- * Matt Smith (R) is submitted for Consideration for an Alternate Member seat on the Planning and Zoning Commission
- * Jamie Coligan (U) is submitted for Consideration for a Member seat on the Water and Sewer Commission
- * Mary Ann Marino (D) is submitted for Consideration to a Member seat on the Inland Wetlands Commission
- * Rista Malanca (U) is submitted for Consideration to move from an Alternate to Member on the Planning and Zoning Commission.

Sel. Pozzo then offered a motion to make Rista a full member of the Planning and Zoning Commission. His motion was amended to state that this move was to fill the term of George Closson who recently resigned.

Rista's membership will expire in October of 2027.

Motion - Sel. Pozzo / Second - Sel. Lamere

Vote to approve - Unanimous (6 - 0)

Item 9 **Unfinished Business** - None

Item 10 **New Business** -

A) Public Works & Roads Update

- * Jim Rollins distributed a report titled "FY-26 Roadwork Attack Plan". The report gave a summary of current infrastructure projects funded by the Road Bond and Capital Investment monies.
- * Responding to concerns that progress appeared to be slow, Mr. Rollins offered a measured explanation about the impact of significant cost increases, engineering requirements, labor bandwidth and minimal availability of licensed surveyors.

B) Update on Social Services at Town Hall

- * Town Manager Harrington felt it was important to ease concerns that the loss of a Social Services Director had left the community without proper support. He explained that a weekly rotation of Social Service entities were accessible with posted hours at Town Hall. The list includes the following organizations.

McCall Behavioral Health Network
CHH Housing Navigator
Western CT Area Agency on Aging

New Opportunities
Youth Services Bureau
Greenwoods Counseling

C) Zoning Board of Appeals discussion

* Sel. Marino informed the Board of his concern that a member of the Zoning Board of Appeals had acted inappropriately during formal meetings. Sel. Marino stated he had witnessed John Pollack's conduct on multiple occasions and felt compelled to proceed with Member removal steps as outlined in Article 16 Paragraph 1601 of the Winchester Town Charter.

Motion statement - "I move that we schedule a removal hearing under the terms of Paragraph 1601 for Mr. John Pollock to take place at our next regular Board of Selectmen meeting on July 21, 2025. Grounds for his removal to be included in his notification letter are as follows."

- * Mr. Pollock has shown a definite and continued bias against development within the Highland Lake District.
- * Mr. Pollock has a record of voting his bias not only with the Winsted Zoning regulations or not with the Winsted Zoning regulations or Connecticut case law as he's obligated to do.
- * Mr. Pollock has committed repeated willful misconduct by discussing ZBA applications outside of the public hearing.
- * Mr. Pollock exposes the Town to increased levels of potential litigation.

Motion - Sel. Marino / Second - Sel. Lamere

Vote to approve - Unanimous (6 - 0)

The Board agreed that Sel. Marino would submit a summary of "grounds for removal" to Town Manager Paul Harrington who draft the letter that would be signed by the Mayor. Input from Board members should be submitted individually to the Town Manager.

Item 11 **Citizens Comments** - The following people addressed the Board

- * Aubrey English - Voiced displeasure with the short notice of the ZBA member removal action. He also asked the Board to seriously consider the Democrat Town Committee's Ordinance Change as this would help ensure fair elections.
- * William Hudak - Offered personal history in support of volunteers serving on both P & Z and ZBA boards.
- * Holly Atkinson - Offered to help the Town Manager expand the Everbridge Notification service penetration.
- * Jen Perga - Suggested that the Picnic Lots at Highland Lake be considered for Conservation rather than development. She stated that they act as a buffer for the Lake and could perhaps be sold for Conservation easements.

Item 12 **Executive Session**

A) Discussion and Updates from Town Attorney Nelligan

B) Discussion regarding selection of a site, or the lease sale or purchase of Real Estate (CGA § 1-200 (6) (D)

Motion Statement - "Motion to enter Executive Session to discuss A and B, taking the Town Manager, Attorney Kevin Nelligan and Realtor David Sartirana at 8:54pm.

Motion - Sel. Hester / Second - Sel. Lamere

Vote to approve - Unanimous (6 - 0)

Item 13 A) Possible Action on Executive Session Items

The Board returned at 10:01pm with no formal action taken

Item 12 **Selectmen's Comments** -

Sel. Groppo	Started to call for a motion to send the DTC's Chapter 87 Ordinance Addition to the Town Attorney for review. Then requested the Town Manager correct the Ordinance language that was intended to let Residents without elector status still be able to serve on the Historic Commission.
Sel. Marino	Made a point of suggesting that Mary Ann Marino may want to avoid controversy by resigning from ZBA and rejoining Inland Wetlands where he felt she was certainly qualified.
Mayor Arcelaschi	Suggested that if Main Street is unable to play home to the Veteran Flags that several alternate locations (Soldiers Monument / Forest View Cemetery / George Dudley Park might be worthy of consideration.

Item 13 **Adjournment**

 Motion - Sel. Lamere / Second - Sel. Hester

 To adjourn the meeting at 10:16pm

 Vote to approve - Unanimous (6 - 0)

ATTEST:

 Glenn Albanesius, Town Clerk

These Minutes are subject to formal approval at the next scheduled meeting. Any amendments, corrections or revisions will be noted in the next Meeting Minutes.

TOWN OF WINCHESTER - BOARDS & COMMISSIONS

Action Report to Board of Selectmen

Monday, July 21, 2025

APPOINTMENT BY "OTHER" APPOINTING AUTHORITIES

(The Board of Selectmen to vote on the Town Manager's appointment of the following volunteer)

Date	Name	Board / Commission / Other	Party	Seat Type - Member / Alternate	Term End Date

RE-APPOINTMENT

(The Board of Selectmen to vote tonight on continued service by the following volunteers)

Date	Applicant Name	Board or Commission	Party	Seat Type - Member / Alternate	Term End Date

RESIGNATIONS

(The Board of Selectmen accept the resignations of the following Volunteers)

Date	Name	Board or Commission	Party	Seat Type - Member / Alternate
7/14/2025	Hamish Lutris	Historic Commission	Res	Member
7/15/2025	John Pollack	Zoning Bd of Appeals	R	Member

CONSIDERATION - Step 1

(The Board of Selectmen recognizes their "Application For Consideration" from the following volunteers)

Application Date	Applicant Name	Board or Commission	Party	Seat Type - Member / Alternate

Nominations / Appointments - Step 2 (Final)

(The Board of Selectmen will cast a separate vote on each of the following Nominated volunteers)

Date	Applicant Name	Board or Commission	Party	Seat Type - Member / Alternate	Term End Date
10/9/2024	Matt Smith	Planning and Zoning Commission	R	Alternate	10/2030
6/10/2025	Jaime Colligan	Water and Sewer Commission	U	Member	6/2028
6/16/2025	Maryann Marino	Inland Wetlands Commission	D	Member	4/2028

Current Vacancies - As of this date

(Announce at each Meeting)

Board or Commission	Position	Openings	Meets On	Appointing Authority
Architectural Review Committee	Member / Alternate	2 Members / 2 Alternates	As Needed	Planning & Zoning Commission
Conservation Commission	Member / Alternate	2 Alternates	Monthly - 2nd Thur	Board of Selectmen
Cultural District Commission	Member	6 Members	To Be Determined	Board of Selectmen
Historic Commission	Member	1 Members	Monthly - 1st Thur	Board of Selectmen
Inland Wetlands	Member	2 Members	Monthly - 3rd Wed	Board of Selectmen
Laurel City Commission	Member	Multiple Openings	TBD January - June	Board of Selectmen
Planning & Zoning Commission	Alternate	1 Alternate	2nd & 4th Mon	Board of Selectmen
Recreation Board	Member	1 Member	Monthly - 1st Wed	Board of Selectmen
Water & Sewer Commission	Member	1 Member	Monthly - 2nd Tues	Board of Selectmen
Zoning Board of Appeals	Member	1 Member / 2 Alternates	Monthly - 1st Wed	Board of Selectmen



Town of Winchester
**PLANNING AND COMMUNITY
DEVELOPMENT**
Town of Winchester Town Hall
338 Main Street – 2nd Floor

Jeremy DeCarli, AICP, CZEO
Interim Town Planner
townplanner@townofwinchester.org

MEMORANDUM

To: Paul Harrington, Town Manager
From: Jeremy DeCarli *JDD*
Re: Inland Wetlands and Watercourses Application Fees
Date: July 17, 2025

Chapter 19 of the Winchester Inland Wetlands and Watercourses Regulations (the Regulations) is titled "Application Fees" and provides a schedule of fees charged for various application types. The fee structure found within the regulations includes a flat base application fee, and various graded fees dependent upon the amount of work being proposed within the regulated area. This structure is similar to other wetland fees imposed by commissions around the state. Section 58-2 of the Winchester Town Code (the Code) states that the fees enumerated within the regulations shall be deemed the minimum fees, and provides the Commission with the authority to pass expenses related to third-party consultants involved in application review on to the applicant of said application.

There are two concerns related to the current fee schedule and Section 58-2 of the Code. First, the fee structure found in Regulation Chapter 19 is outdated as it refers to a \$30 DEEP fee, which was increased to \$60 effective October 1, 2009. Based on this, it can be assumed that none of the fees within the schedule have been updated since then. Considering the natural increase in costs over time (\$1 in 2009 is now worth \$1.49), the fees included are now insufficient to cover the costs of processing applications. Increases in legal notice filing fees, staff salaries, recording secretary fees, and the cost of supplies have all increased.

Second, and perhaps more importantly, in accordance with Section 302.E of the Town Charter, the Board of Selectmen is authorized to set charges and fees, which in accordance with Section 8-1c of the Connecticut General Statutes, appears to supersede the authority given to the Commission.

As such, it is my belief that a new fee structure related solely to the Inland Wetlands and Watercourses Commission be reviewed and adopted by the Board of Selectmen, and Chapter 19 of the Regulations should be amended to simply state that the fees are in accordance with those adopted by the Board of Selectmen from time to time. In addition, I recommend that the Board of Selectmen consider a change to Section 58-2 of the Town Code which appears to give the IWWC authority over the fee schedule. The language should be amended to reflect their power as granted in Section 302.E of the Charter.

There is currently a single flat fee which applies to all wetland applications which was adopted by the BoS in the past. In considering the varied nature of projects under the purview of the Commission, the current \$230 one-size-fits-all fee does not cover the cost

of processing most applications, especially considering the staff time needed to review the application, prepare staff reports, prepare meetings, and write meeting minutes. In addition, approved projects require the filing of a legal notice, the creation of an approval letter, and multiple site inspections to verify compliance. A single legal notice costs around \$150. A notice of Public Hearing costs approximately \$275.

It is my opinion that application fees should cover the cost of processing the application and should not be borne by the taxpayers of Winchester.

Please see a suggested fee schedule attached. If the Board of Selectmen chooses to adopt a revised fee structure, department staff will follow up with the Commission on a regulation text amendment to change Chapter 19.

IWWC – Proposed Fees

Residential Regulated Activity Application Fee (Includes \$60 State fee):

Base Filing Fee	\$300
After-the-Fact Application	\$660
Modification of Previous Approval (Must not have expired)	\$100
Renewal/ Extension of Previous Approval	\$100

Commercial/Subdivision Regulated Activity Application Fee:

Base Filing Fee	\$460
After-the-Fact Application	\$1060
Modification of Previous Approval (Must not have expired)	\$100
Renewal/ Extension of Previous Approval	\$100

Public Hearing Fee \$300

Permitted and Non-Regulated Uses: \$0

Regulation Text Amendment: \$460

Map Amendment \$460

Expert Reviews: For any application requiring a third-party expert review, the cost of said review will be billed to the applicant at cost (Regulation Section 390-7)

Exemption: Applications filed by the Town of Winchester or any affiliated Boards, Commissions, Councils, or Departments are exempt from local fees. The State fee applies.



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Jeremy DeCarli, AICP, CZEO
Interim Town Planner
townplanner@townofwinchester.org

MEMORANDUM

To: Paul Harrington, Town Manager
From: Jeremy DeCarli *JDD*
Re: Planning and Zoning Commission Application Fees
Date: July 17, 2025

According to Chapter 302.E of the Winchester Town Charter, the Board of Selectmen is authorized to set charges and fees. This authority supersedes any other authority granted to the Planning and Zoning Commission (the Commission) in accordance with Section 8-1c of the Connecticut General Statutes. The current fee structure attributed to the Planning and Zoning Commission appears to have been approved in late 2024 and includes a flat fee for three application types: Special Permit, Site Plan, and Earth Excavation Renewal.

There are two concerns related to the current fee structure that I believe need to be considered. First, there are several types of reviews conducted by the Commission for which no fees are attributed. Given the varying nature of these reviews, separate fees are appropriate in order to ensure the cost of processing the applications is adequately covered. In addition, with no fee outlined, it is unclear what should be submitted as a fee. For example, there is no fee attributed to the application of a subdivision or resubdivision. Subdivisions are not site plans, nor special permits, and are not regulated in a similar manner. A subdivision requires significant staff time to review, and may require third party professional reviews, such as those by professional engineers or traffic consultants. In addition, there are no fees attributed to text amendments or zone changes, which have built in costs related to contracted services needed to enact the updates if approved. In addition, first cut lot splits and lot line revisions require a review by the Zoning Enforcement Officer ("ZEO") prior to filing on the land records. This requires time and sometimes significant research, and a fee should be charged to cover the ZEO cost.

Second, and perhaps more importantly, the fees currently in place are unable to meet the actual cost of processing the applications. Special Permits, text amendments, zone changes, and resubdivisions all require public hearings. The town is required to file legal notices for each public hearing, two prior to the hearing, and one after the hearing. In addition, every decision the Commission makes must also be noticed in a legal ad. The cost of legal notices has increased substantially, costing approximately \$120 for each time one is run. Considering the Special Permit fee of \$250, the cost of three legal notices, potentially equaling up to \$400, and the required \$60 State fee, the town could be losing as much \$210 before the costs of processing the application, such as staff time, meeting preparation, recording secretary fees, and mailings are factored in.

As such, it is my belief that a new fee structure related to the Planning and Zoning Commission and certain ZEO functions be reviewed and adopted by the Board of Selectmen. It is my opinion that application fees should cover the cost of processing the application. The cost of applications should not be borne by the taxpayers of Winchester.

Please see a suggested fee schedule below. This proposed fee schedule includes several types of fees in order to align with the application types received by the Commission, and considers the staff time required for each. The \$60 State Fee is included within the fees enumerated below.

PZC – Proposed Fees

Site Plan:	\$360
Special Permit:	\$460
Subdivision:	\$150 + \$75/lot
Resubdivision:	\$360 + \$75/lot
Earth Excavation Renewal:	\$260
Regulation Text Amendment:	\$460
Zoning Map Amendment:	\$460
Lot Line Revision:	\$100
“First Cut” Lot Split:	\$100

Expert Reviews: For any application requiring a third-party expert review, the cost of said review will be billed to the applicant at cost.

Exemption: Applications filed by the Town of Winchester or any affiliated Boards, Commissions, Councils, or Departments are exempt from local fees. The State fee applies.



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Interim Town Planner
townplanner@townofwinchester.org

MEMORANDUM

To: Paul Harrington, Town Manager
From: Jeremy DeCarli *JDD*
Re: Inland Wetlands and Watercourses Commission Suggested Changes to Chapter 380 of the Town Code, Water Bodies, Public
Date: July 17, 2025

Enclosed herewith are proposed modifications to Chapter 380 of the Town Code, which governs the use of public water bodies within the Town of Winchester. In accordance with Section 380-2, the Winchester Inland Wetlands and Watercourses Commission ("IWWC") is charged with enforcing the provisions of this Chapter. As such, the proposed changes have been considered and suggested by the IWWC to be brought forward to the Board of Selectmen for consideration.

In the enclosed draft revised document, new text is shown in orange underline, and text proposed for deletion is shown with a ~~strikethrough~~.

The proposed changes include the following broad categories:

1. Setting a date before which structures must have been installed in order to be considered authorized without obtaining a new permit (380-1);
2. Requiring a public hearing when an application is sought for a waiver to the ten-foot littoral boundary setback for new structures (380-7.E); and
3. Setting limitations on the location of swim floats (380-10.C) and allowing for slides to be attached (380-10.D); and
4. Changes to terminology which will allow for two vessel lifts, as opposed to one boat lift and one personal watercraft (jet ski) lift.

It is important to note that while most applications related to this chapter of the Town Code are for projects at Highland Lake, this chapter governs all lakes and ponds within the Town.

Town of Winchester, CT / Division 1: Town Ordinances / Part II: General Legislation

Chapter 380

Water Bodies, Public

[HISTORY: Adopted by the Board of Selectmen of the Town of Winchester 8-5-2002; amended 9-5-2007; 8-21-2017 (§ 162 of the prior compilation). Subsequent amendments noted where applicable.]

§ 380-1 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

AUTHORIZED

Any activity, structure or object in, on or over a public watercourse within the Town of Winchester which is subject to regulation by the Town of Winchester for which.

A. An application was made and a permit granted; or

B. There is an existing structure or object deemed authorized pursuant to § 380-8 herein; the structure must have been installed prior to May 11th, 1993.

BOAT LIFT

A structure in the watercourse or attached to a dock, or shore, designed to lift a vessel out of the water and/or provide a platform for a vessel.

DOCK

A structure, other than a walkway, boat lift, personal watercraft lift/float or swim float, projecting over a watercourse which is attached or adjacent to the shore.

LITTORAL BOUNDARY

An imaginary extension of the landward property line into the water or property line perpendicular to the shoreline. When the shoreline is concave, the "cove method" will be employed to establish the littoral boundary. The "cove method" involves drawing a line, called the "base line," between points of land on either side of the concavity and then drawing a line perpendicular to the base line from the base line to the boundary between the properties at high water mark.

LITTORAL RIGHTS

Rights concerning properties abutting a watercourse, as defined by Connecticut law.

MARINA

Any area that provides for a fee or compensation items such as, but not limited to, dockage, mooring, supplies, maintenance and repair of vessels, and/or rentals or commercial sale of vessels (including demonstration of vessels for purposes of such rental or sale).

MARKER

Buoy (other than a mooring buoy) which has been duly authorized by the Connecticut Department of Energy and Environmental Protection ("DEEP"), placed in the watercourse for purposes including, but not limited to, marking a restricted area, a danger to navigation, a swim area or a sudden change in water depth.

MOORING BUOY

A buoy placed in the watercourse to which a vessel is moored.

PERSONAL WATERCRAFT LIFT/FLOAT

A device specifically designed to lift and/or hold personal watercraft (jet skis).

SWIM FLOAT

A freestanding solid or inflatable platform (including objects also known as "trampolines"), other than a dock, walkway, personal watercraft lift/float or boat lift, attached to the bed of a watercourse by lines, cables or chains.

VESSEL

Every type of watercraft, motorized and nonmotorized, other than a seaplane on water, used or capable of being used as a means of transportation on water.

WALKWAY

A structure other than a dock, adjacent to or attached to a boat lift for the sole purpose of providing access to the vessel stored in the boat lift.

§ 380-2Governing authority.

The Town of Winchester Inland Wetlands Commission, or any other body created or designated by the Board of Selectmen, shall be the body responsible for administering this chapter (hereinafter the "Commission").

§ 380-3Restricted structures.

No structure, whether solid or inflatable, shall be installed in, on or over a watercourse without first obtaining a permit for such installation pursuant to this chapter, unless otherwise exempted herein.

§ 380-4Permit application requirements.

A. Anyone proposing to conduct or cause to be conducted an activity regulated by this chapter shall apply to the Commission for a permit on a form designated by the Commission.

B. A complete application for a permit shall be in writing by the property owner or property owner's designated agent as prescribed by the Commission.

C. Considerations.

(1) In carrying out the intent of this chapter to reduce congestion around the lakeshore, eliminate littoral boundary disputes among neighbors, avoid navigational hazards and impediments, and impediments to ingress and egress to the shore, the Commission shall take into consideration all relevant facts and circumstances in making its decision on any application for a permit, including but not limited to:

(a) Size and configuration of the structure or object;

(b) Type of construction;

(c) Impact to the watercourse;

(d) The littoral rights of adjacent properties;

(e) Amount and type of shorefront;

(f) Water depth;

(g) Effect on navigation; and

(h) Effect on ingress to and egress from the shore.

(2) The above considerations shall not limit the prohibitions set forth in this chapter.

§ 380-5 Property requirements.

To qualify for a permit, a property must abut the watercourse or have legal access to the watercourse. The applicant shall certify to the Commission that the property has no restriction that expressly prohibits the use or activity the applicant is seeking.

§ 380-6 Scope of authorization.

A. An application pending before the Commission under this chapter shall be deemed to have been withdrawn upon the transfer or conveyance of the property.

B. Authorization granted by the Commission under this or prior regulations for which the authorized activity has not been completed shall transfer to the new owner with the conveyance of the property for the balance of the time remaining on the existing permit.

C. A structure/object currently existing in, on or over the watercourse having been constructed or placed by permit of the Commission after May 11, 1993, to the date of this revision of Chapter 380 shall be deemed authorized.

§ 380-7 New structures or objects.

A. Only authorized docks, walkways, swim floats, boat lifts, personal watercraft lift/floats, mooring buoys and markers may be installed in, on or over a watercourse. Any other structure or object shall not be allowed in, on or over the watercourse. Pursuant to Section 15-121-A5 of the Regulations of Connecticut State Agencies, before any markers may be placed, authorization from the Commissioner of Energy and Environmental Protection is required.

B. A structure or object shall not be located so as to be a navigational hazard, impede navigation or impede ingress to or egress from the shore.

C. A structure or object shall not have any part of it located within 10 feet of the littoral boundary of an abutting property.

D. The aggregate width, as measured parallel to the shorefront, of all structures/objects together per property (including those not attached to shore) shall not exceed 50% of the property's shorefront or a maximum of 50 linear feet, whichever is less. A property having a shorefront of 250 feet or more may be allowed a maximum coverage of 70 linear feet.

E. Should an applicant not own sufficient shorefront to meet the ten-foot buffer requirement from the littoral boundary of an abutting property, the applicant may apply to the Commission for a waiver. A public hearing may be deemed necessary as a part of the commission's requirements for approval

(1) In making the decision whether or not to grant a waiver, the Commission shall consider:

(a) All those criteria set forth in § 380-4C;

(b) Whether the waiver will be in harmony with the general purpose and intent of this chapter; and

(c) Whether giving due consideration for conserving the public health, safety, convenience, welfare and property values solely with respect to a parcel of land where, owing to conditions especially affecting such parcel but not affecting generally the zoning district in which it is situated, a literal enforcement of this chapter would result in exceptional difficulty or unusual hardship so that substantial justice will be done and the public safety and welfare secured by granting a waiver.

(2) If the Commission grants a waiver, the reasons for such waiver and any conditions or limitations the Commission may require shall be noted on the permit.

(3) The applicant must notify abutting property owners not less than 15 days before the first Commission meeting, by registered mail, return receipt requested, of a pending application for the exception to the ten-foot buffer.

F. In no event shall a permit be granted that will result in a crossing of a littoral boundary.

§ 380-8 Preexisting structures and objects.

A. A structure/object currently existing in, on or over the watercourse that was located on Highland Lake on May 11, 1993 (the original date of this chapter), or the date of the adoption of this chapter for all other bodies of water, shall be deemed authorized without regard to provisions of this chapter.

(1) A preexisting mooring buoy must conform with all current state regulations.

(2) A preexisting marker must have been placed pursuant to a state permit and must conform with all current state regulations.

B. Notwithstanding the provisions of Subsection A, the location, configuration or dimensions of any such structure/object may not be changed without applying for and obtaining a new permit from the Commission.

C. The Inland Wetlands Agent/Enforcement Officer shall be informed of any proposed maintenance on an existing structure to determine whether the scope of such maintenance constitutes routine maintenance or requires application for a new permit.

D. If two or more properties have been merged into one property, currently existing structures which existed at the time of the property merger will be allowed to remain at their present size, configuration and location, without regard to restrictions in this chapter.

§ 380-9Docks.

A. Only one dock shall be permitted per property, unless it is permitted under the merged properties provision § 380-8D, or unless a property has more than 150 contiguous linear feet of shorefront (see Subsection C below).

B. The maximum total square footage surface area for a dock shall be 320 square feet. Maximum length of a dock shall be 40 feet extended perpendicular from the shorefront into the watercourse. Maximum width of a dock at any point into the watercourse shall be 10 feet measured parallel to the shorefront, and minimum width of a dock shall be three feet measured parallel to the shorefront.

C. If a property has more than 150 contiguous linear feet of shorefront, application may be made for a second dock, provided that it must comply with the maximum linear shorefront coverage provisions contained in § 380-7D of this chapter. Maximum total square footage surface area for a second dock shall be 160 square feet. Maximum length of a second dock shall be 30 feet extended perpendicular from the shorefront into the watercourse. Maximum width of a second dock at any point into the watercourse shall be 10 feet measured parallel to the shorefront. Minimum width of a second dock shall be three feet measured parallel to the shorefront.

D. A dock must be single-story and shall not have a roof, canopy, raised platform or deck. A dock may have certain appurtenances common to docks, such as mooring hardware, bumpers, lines, railings, carpeting, benches, steps, swim ladder, diving board and slide. No part of any such appurtenance shall extend beyond the maximum dock length or width, nor within 10 feet of the littoral boundary of an abutting property. A boat lift may be attached to a dock pursuant to § 380-13. A personal watercraft lift/float may be attached to a dock pursuant to § 380-14.

E. A maximum of three vessels shall be allowed to be berthed per property, regardless of how and where they are berthed (such as at a dock, moored at a buoy, anchored, held in a boat lift or a personal watercraft lift/float). Except for the marina permitted herein, each vessel must be owned and registered to the holder of the permit, or to a tenant of a dwelling owned by the holder of the permit. Personal watercraft count toward the three-vessel maximum allowed per property. This restriction shall not apply to kayaks, canoes or any other vessels which are removed from the water after use. No part of a vessel moored to a dock shall extend beyond the littoral boundary of an abutting property.

F. Docks shall be for private, noncommercial use (except for the one existing marina at Highland Lake and existing camps at other public bodies of water).

G. Reflectors shall be affixed to the ends of a dock. The street number of the property (in numerals at least three inches high) shall be affixed to the end of a dock so as to be visible from the watercourse.

§ 380-10Swim floats.

- A. Only one swim float shall be permitted per property.
- B. No part of a swim float shall be located more than 50 feet from the shorefront.
- C. The maximum dimensions for a noninflatable swim float are 10 feet by 10 feet. The maximum dimension for a circular inflatable swim float is 15 feet in diameter. No part of any swim float shall extend beyond the maximum dock length or width, nor within 10 feet of the littoral boundary of an abutting property.
- D. A swim float shall be single-story and shall not include any appurtenance except a swim ladder or a slide.
- E. A swim float shall not be attached to any other structure or object, or to the shore. A swim float shall be securely anchored to the bed of the watercourse, and all cables, lines or chains attached to a swim float must be sunk into the bed of the watercourse so as not to be a navigational hazard.
- F. A reflector shall be affixed to each side of a noninflatable swim float.
- G. The width of a swim float shall count toward the aggregate percentage of allowable shorefront coverage.

§ 380-11Mooring buoys.

- A. Only one mooring buoy shall be authorized per property, except if a property has no dock. In lieu of a dock, an applicant may apply for a second mooring buoy. If a dock is subsequently put in, the second mooring buoy must be removed.
- B. A mooring buoy shall not be attached to any other structure or object or to the shore. A mooring buoy shall be securely anchored to the bed of the watercourse, and all cables, lines or chains attached to a mooring buoy must be sunk into the bed of the watercourse so as not to be a navigational hazard.
- C. A mooring buoy must be located so that no part of a vessel moored to it shall at the full swing of its mooring be more than 50 feet out from the shorefront, nor be beyond the littoral boundary of an abutting property.
- D. No more than one vessel may be moored to a buoy.
- E. The Commission shall determine the size, color, reflective quality, configuration, location and anchoring method of a mooring buoy. Standards regarding the color and shape of mooring buoys are required to comply with Subsection (a) of Section 15-121-A3 of the Regulations of Connecticut State Agencies.
- F. A mooring buoy shall not be used as a marker.
- G. The width of a mooring buoy shall count toward the aggregate percentage of allowable shorefront coverage.

§ 380-12Markers.

A. Pursuant to the Regulations of Connecticut State Agencies, no marker of any kind may be placed in a watercourse without a permit from the DEEP Boating Division.

B. A marker shall not be located more than 50 feet out from the shorefront unless the permit specifies that it marks a navigational hazard (such as a rock) which exceeds the fifty-foot limit.

C. A marker shall not be placed within 10 feet of the littoral boundary of an abutting property, and the measurement from the first to the last marker (including connecting lines) shall count toward the aggregate allowable shorefront coverage.

D. Markers may be temporarily placed in connection with a special marine event such as a regatta, tournament, procession or exhibition, provided that they are part of an approved marine event permit issued by the DEEP.

§ 380-13 Vessel lifts ~~Boat lifts~~ and walkways.

A. Only two vessel lifts ~~Only one boat lift~~ shall be allowed per property.

B. A Vessel ~~boat~~ lift shall be used for the storage of only one boat, or two personal watercraft.

C. A Vessel ~~boat~~ lift may be attached to a dock or stand alone. Except for a walkway, no extension or other structure or object may be attached to or upon a Vessel ~~boat~~ lift.

D. If a Vessel ~~boat~~ lift is not adjacent to a dock, the Commission may authorize a walkway (maximum of ~~three feet~~ 24 inches in width) to extend at one side of the Vessel ~~boat~~ lift solely for the purpose of accessing the stored vessel. The walkway may be attached to the Vessel ~~boat~~ lift or be freestanding alongside the Vessel lift. The walkway shall not extend beyond the Vessel ~~boat~~ lift, nor shall it have any accessory attached to it.

E. A Vessel ~~boat~~ lift shall not have solid side walls, raised platform, or a deck ~~or a nonremovable roof or canopy~~. Vessel lifts shall only be allowed a removable roof or canopy.

F. The width of a Vessel lift and walkway measured parallel to the shorefront shall count toward the aggregate percentage of allowable shorefront coverage.

G. A walkway is not to exceed 24" in width.

§ 380-14 ~~Personal watercraft (jet ski) lifts and floats.~~

A. ~~One personal watercraft lift/float shall be allowed per property.~~

B. ~~A personal watercraft lift/float shall hold a maximum of two personal watercraft.~~

C. ~~A personal watercraft float must be attached to a dock or a retaining wall.~~

D. ~~The width of a personal watercraft float(s) measured parallel to the shorefront shall count toward the aggregate percentage of allowable shorefront coverage requirements (5-380-7D) of this chapter.~~

E. ~~A personal watercraft lift/float shall not have solid walls, accessories, a deck, a roof or a canopy.~~

§ 380-14 Prohibited anchoring.

A vessel shall not remain on a watercourse overnight unless it is docked at an authorized dock, moored to an authorized mooring buoy, or stored in an authorized boat lift or personal watercraft lift/float.

§ 380-15 Marinas.

Except for the one existing marina at Highland Lake, which shall be deemed authorized, no additional marinas shall be permitted. The existing marina shall require a permit from the Commission for modifications to the existing facility. This chapter shall not apply to any municipal or state facilities.

§ 380-16 Revocation of permit.

Notwithstanding anything contained herein, the Commission may revoke or modify a permit for any structure or object that it deems a navigational hazard, threat to public safety or conflicts with any state or federal regulations.

§ 380-17 Penalties for offenses.

A. Every person, partnership or corporation, whether acting as an owner or agent, who violates any of the provisions of this chapter shall be fined \$100 for each such violation.

B. Each violation shall be considered a separate offense, and any violation continuing more than one day shall be considered a separate offense.

C. This chapter shall not preclude any additional enforcement action taken by any appropriate municipal, state or federal official conducted pursuant to any applicable ordinance, regulation and/or law of the Town of Winchester and/or the State of Connecticut and/or the United States of America.

D. The hearing procedure for any citations issued for violations of this chapter shall be the procedures as set forth in Chapter 215, Citations, Article I, of the Code of the Town of Winchester.

E. In addition to any fines or penalties imposed herein, this chapter may be enforced by injunctive relief in the Superior Court.

§ 380-18 Severability.

Should any court of competent jurisdiction declare any section or clause or provision of this chapter to be invalid, such decision shall affect only such section, clause or provision so declared invalid and shall not affect any other section, clause or provision of this chapter.

Proposed addition to Chapter 87 – Notices

Article II – Notice of Hours of Town Offices

87-4 Intent:

The Board of Selectmen seeks to ensure that all citizens, taxpayers and visitors of the town of Winchester have equal access to town offices and that any changes or additions to the hours that all town offices are open (including the town clerk and the Registrars of voters) are clearly posted on the Town website, the town notice board and all of the town social media and public notification accounts at least 5 working days prior to the change or addition to hours of operation unless greater notice is required under State or federal law. Such notice shall clearly state when the extended or changed hours shall commence and end.

87-5 – Submission of proposed changes to Town Manager; publication.

The Town Manager shall be responsible for approving and publishing notice of all changes or additions to the hours that any town office is open. Town employees and elected officials shall not transact or process any business outside of the hours that have been approved and published in accordance with this ordinance.

87-6 Effect on Adopted Regulations:

To ensure equal access to town offices to all citizens, property owners and visitors to the town and to provide timely public notice of the changes or additions to hours in which town business can be transacted ensures that all citizens and taxpayers have the same opportunity to transact town business, to vote and to participate fully as outlined in state statutes and the town charter.

BOARD OF SELECTMEN ACTION REQUEST

No.: 24-11b

Date: April 15, 2024

Topic: Unfinished Business (A) – Change of Ordinance regarding Historical Commission (3rd and Final Meeting).

From: Robert Geiger, Town Manager

Background: The Town of Winchester recently added an ordinance creating a Historical Commission. I am requesting a change to this ordinance with regards to the Town Historian's position with the Historic Commission. I would ask the Board of Selectmen to put forward this amendment to the Historical Commission ordinance. This would be the third and final meeting.

Requested Action: I ask that the Board of Selectmen please consider adopting the proposed ordinance change (attached) to the historian positions and roles in this commission. If the Board is in favor of such action, it could adopt the proposed ordinance at this the 3rd meeting.

Fiscal Implications: Such a change to the ordinance of this Commission would have no cost associated with its operations.

Recommended Motion: *"I move that the Board of Selectmen consider the change to the ordinance regarding the Historian position(s) and role on the 'Historical Commission,' to be effective after this the 3rd and final as provided by the Town Charter."*

Attachments: Draft Ordinance
Legal Notice

HISTORIC COMMISSION PROPOSED ORDINANCE:

§ 50-3 Membership; terms; vacancies; Historic Commission

A.

Said Commission shall consist of up to **nine (9)** members, appointed by the Board of Selectmen **with a minimum of at least** one of whom shall be the Municipal Historian (also known as the "Town Historian"). The terms of the **nine** regular members shall be as follows: **three** members' terms expire December 31, 2024; **three** members' terms expire December 31, 2025; and **three** members' terms expire December 31, 2026. Thereafter, the terms of all members appointed shall be for three years. The Town Manager may, for a period not to exceed one year, fill any vacancy for the balance of the term of such vacant position. "Vacancy," as used herein, shall be deemed to result upon the expiration of the term of a member or the resignation, removal from the Town of Winchester, or the death of any member. Nothing herein shall prohibit reappointment by the Board of Selectmen of a member at the expiration of their current term. All members shall be electors of the Town of Winchester and shall serve without pay.

SECTION I: DUTIES & RESPONSIBILITIES:

- 1) Historic Commission with the assistance of the Town Historian(s) shall promote an awareness of and an appreciation for the Town's history by the following methods: through research, writing, and public speaking; through publications, projects, exhibits, displays, celebrations; and commemorations; through the maintenance of plaques, markers, and monuments; and through the preparation of classroom aids, guides, workshops, and training.
- 2) Historic Commission with the assistance of the Town Historian(s) shall advise the Town government on historical issues and subjects, including historical objects, structures, sites, districts, preservation, and National Register properties.
- 3) Historic Commission with the assistance of the Town Historian(s) shall serve as a liaison among the Town's museums, libraries, and historical organizations, and with similar outside groups, to encourage historical coordination, cooperation, and resource-sharing, as well as maintaining a reference library of historical information and serving as a central referral point for informational inquiries.

Members of the Historic Commission shall serve without compensation.

B.
Honorary Town Historian position; advisory to the Historic Commission

Be it ordained by the body of the Town of Winchester – Historic Commission:

SECTION I: PURPOSE

1) Pursuant to Section 7-148(c)(5)(d) of the Connecticut General Statutes, Town Historian(s) shall be appointed to promote a knowledge, appreciation, and dissemination of Town history.

SECTION II: QUALIFICATIONS

- 1) Town Historian(s) shall be a legal resident and elector of the Town
- 2) Town Historian(s) shall be qualified by a knowledge of Town history as well as general state and American history, by a knowledge of historical research, and by good writing and speaking skills.

SECTION III: TERM OF OFFICE & METHOD OF APPOINTMENT

- 1) Town Historian(s) shall be appointed to a term of three years by the Board of Selectmen. The same person may be reappointed for additional terms.
- 2) A vacancy in the position of Town Historian shall be appointed by the Historic Commission and confirmation by the Board of Selectmen for the unexpired portion of the term vacated.

Town Historian shall serve without compensation.

Expenditure of public funds.

No person shall have the right to expend any public funds of the Town in carrying out any activity authorized by this article without prior approval by the Board of Selectmen, nor shall any person have the right to bind the Town by contract, agreement or otherwise without prior approval of the Town Council.

Construal with other legislation.

This article shall not be construed to conflict with any federal or state statutes, the Charter, rules, regulations, or Town ordinances.

HISTORIC COMMISSION EXISTING ORDINANCE:

§ 50-3 Membership; terms; vacancies; Municipal Historian.

A.

Said Commission shall consist of up to seven members, appointed by the Board of Selectmen, one of whom shall be the Municipal Historian (also known as the "Town Historian"). The terms of the six regular members shall be as follows: two members' terms expire December 31, 2024; two members' terms expire December 31, 2025; and two members' terms expire December 31, 2026. Thereafter, the terms of all members appointed shall be for three years. The Town Manager may, for a period not to exceed one year, fill any vacancy for the balance of the term of such vacant position. "Vacancy," as used herein, shall be deemed to result upon the expiration of the term of a member or the resignation, removal from the Town of Winchester, or the death of any member. Nothing herein shall prohibit reappointment by the Board of Selectmen of a member at the expiration of their current term. All members shall be electors of the Town of Winchester and shall serve without pay.

NOTICE OF INTENT TO AMEND BYLAWS/ORDINANCES
TOWN OF WINCHESTER, CT

MAR 14 2024

TOWN CLERK OF WINCHESTER

It is the intent of the Board of Selectmen of the Town of Winchester, Connecticut, to amend Ordinance # 50 – Historical Commission. The first of three meetings on this amendment will be held at the Board of Selectmen's meeting on March 18, 2024, and the second meeting for consideration on this ordinance amendment will be held at the Board of Selectmen's meeting on April 01, 2024, at 7:00 pm and the third meeting will take place on April 15, 2024. All three meetings will be held in the P. Francis Hicks room at the Winsted Town Hall, 338 Main Street, Winsted, CT.

Attn.: Town of Winchester Website-Legal Notices

Section 1708 DEFINITIONS OF VOTERS AND ELECTORS

As used in this Charter an "Elector" means any person who is an Elector of the Town or a property owner of the age of eighteen (18) years or more, who, jointly or severally, is liable to the Town for taxes assessed against him on an assessment of not less than one thousand dollars on the last completed Grand List, or who would be so liable if not entitled to a statutory exemption.

BOARD OF SELECTMEN ACTION REQUEST

No.: 25-29

Date: July 21, 2025

Topic: New Business (E)- Refunds as Recommended by the Collector of Revenue (with attachments)

From: Paul Harrington, Town Manager

Background: The Town Collector of Revenue has recommended that the refunds described in the attached correspondence be authorized in accordance with Connecticut General Statutes Section 12-129.

Requested Action: The Board of Selectmen should authorize the Town Manager to approve the described refunds.

Fiscal Implications: The described refunds total \$1,009.93.

Manager's Recommendation: I recommend that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue.

Recommended Motion: *I move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue in the amount of \$1,009.93.*

Attachment:

Grand List 2023 Refunds
Grand List 2024 Refunds



The attached list represents taxes that have been corrected by authority of the provision of Section 12-129 of the General Statutes, and by the Assessor or Public Works Director of the Town of Winchester. The taxes/water and/or sewer amounts shown below have been paid and requests received for refunds of the same.

LIST #/GL YR	TAX TYPE	TAXPAYER	AMOUNT OF REFUND/REASON
18911 2024	MV BOTTUM	BRENT 203 WALLEN ST WINSTED, CT 06098	\$15.11 COC
13701 2024	MV COON	KEVIN 164 WILCOX AVE WINSTED, CT 06098	\$19.69 COC
15284 2024	MV HIGGINS	KYM 20 CRESCENT STREET WINSTED, CT 06098	\$9.28 COC
14126 2024	MV LAPORTA	JANIS 324 E. WAKEFIELD BLVD WINSTED, CT 06098	\$40.93 COC
14907 2024	MV PERDOMO	LILIANA 79 CHESTNUT ST. APT 4 WINSTED, CT 06098	\$84.59 COC
59692 2023	MV TOYOTA LEASE	LOCKBOX 8302358 525 FELLOWSHIP RD SUITE 330 MT. LAUREL, NJ 08054-3415	\$559.54 COC
MV TOTAL REFUNDS BY TYPE			\$729.14
103224 2023	RE COLLINSVILLE	155 BRICKYARD RD FARMINGTON, CT 06032	\$248.46 OVERPAYMENT
2553 2023	RE HUFFTON	CHARLES PO BOX 715 WINSTED, CT 0608	\$32.33 OVERPAYMENT
RE TOTAL REFUNDS BY TYPE			\$280.79
NUMBER OF REFUNDS		8	TOTAL REFUNDS \$1,009.93

It is recommended that refunds in the amount as stated above be made to the taxpayers listed, in accordance with the provisions of said General Statutes, Section 12-129.

7/15/2025

Date of Report

Ashley Kelsey
Ashley Kelsey, Collector of Revenue

APPROVED FOR PAYMENT:

DATED: _____

Town Manager

I have received from Town Accountant the above checks to cover the refunds as stated above.

Date:

Collector of Revenue

WINCHESTER POLICE DEPARTMENT

Chief of Police · Christopher C. Ciuci

Date: July 17, 2025
To: Town Manager Paul Harrington
From: Chief Christopher C. Ciuci
Subject: Town Manager's Report – June 2025

Staffing:

- The FY26 budget was approved with twenty-one sworn police officer positions. As of today, we are down one officer position, but it feels like we are down two. Officer Branden Garcia graduated from the police academy on June 26th, but is not eligible to work a patrol shift as he just began his field training assignment. Field training requires an additional 400 hours, which usually lasts about ten-weeks. Officer Connor Griffin completed his field training and Officer Joshua Zurita has completed his orientation period and both have been assigned to a patrol shift. All employees out on long-term sick leave and workers compensation have returned to work.

On June 17th nine entry-level police applicants participated in an oral panel interview. One town resident moved on to the next phase, which was the Chief's interview and I gave him a conditional offer of employment on July 3rd. That candidate is currently progressing through our background investigation process. We have two confirmed seats at the police academy for the session scheduled to begin on 10/03/2025.

One officer has advised that he bought a home in South Carolina, intends on moving there with his family, and is in hiring processes down there. The timeline for his departure depends on those hiring processes, but could be soon. I'd like to meet with you to discuss filling the next vacancy we have with a certified officer to serve as Deputy Chief.

Employee Recognition:

- Last month Litchfield County Dispatch received notification from a careline worker that a person reported that they wanted to tie something heavy to themselves and jump in the lake. Additional information was lacking and the phone used during the call pinged off towers in the area of our lakes. Sergeant Josh Blass did some creative investigative work, which ultimately led to the location of the caller in Winchester. Officers quickly responded, located the individual, and got them care before a tragedy occurred.
- Officer Adam Burwin was recognized by his supervisors for the outstanding job he has done since coming on board with us in July of last year. Officer Burwin has consistently demonstrated an unwavering commitment to the department and a willingness to take on a wide range of critical responsibilities. He currently serves as

the Medical Program & Supplies Coordinator, Firearms Instructor, Field Training Officer, Intoxilyzer Instructor, Narcan Instructor, and PAC Co-Vice President.

In addition to these responsibilities, Officer Burwin has played a particularly instrumental role in the field training of our most recent new hires—Tieman, Green, Griffin, Zurita, and Garcia. His hands-on involvement, guidance, and leadership have contributed significantly to the development and readiness of these new officers.

- Sergeant Joy Hubbard, Detective Jim Crean, and Officers Chris Tieman, Kyle Green, & Macklin Roman spent a considerable amount of time investigating a missing person case that included searches of Tatro Park, the Meadow Street walking trail, the Algonquin Forest, and the former Hudson Wire property. Sadly, the individual was found deceased along the Mad River on June 26th. Also notable and commendable was the fact that our supervisory staff arranged for our newly named police chaplain Chip Warner, to meet with the juveniles that discovered the remains and were traumatically affected. Kudos to Sergeant Mark Blanchette, Sergeant Gerry Hanson, Sergeant Pete DeLouis, Sergeant Josh Blass, and Officer Macklin Roman for recognizing the need to connect the juveniles with services and making that happen.

Community Engagement:

- On June 5th, officers from our department participated in the Winchester leg of the Law Enforcement Torch Run for Special Olympics. This year's runners included myself, Sergeant Mark Blanchette, who was joined by his daughter Samantha, and Officer Kyle Green. Sergeant Joy Hubbard provided support by operating the lead vehicle, Officer Chris Tieman followed the group in a marked cruiser to ensure safety, and Officer Adam Burwin assisted with traffic control while on the bicycle.
- On June 13th I attended the Laurel Ball that was held at Crystal Peak.

Officer Safety, health, & wellness:

- In June officers conducted several "Park and Walks," proactively engaging with the community at both downtown businesses and schools.
- The midnight shift has routinely incorporated training during roll-call briefings, by reviewing and critiquing real life incidents captured on body worn cameras and other video sources.

Updates:

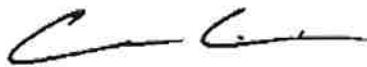
- Police Facility – I have been in touch with Brian Humes from Jacunski Humes Architects to facilitate their work on the space needs assessment, site evaluation, schematic design, & cost estimating services for the Bank of America building. They are starting their work in July.

Conditions continue to deteriorate at police headquarters. I know you aware of the significant leak in the lobby that caused our flooring inside the building to be torn up,

but several other issues have occurred recently as well. The following also have been reported to the public works department: Thermostats keep malfunctioning and need to be reset. The relative humidity in the locker rooms and office spaces has been as high as 80% this week. Mystery moisture stains appeared on the rug outside the sergeant's office. There is a terrible odor emanating from the holding facility. Leak(s) were discovered in the newly renovated break room. The wall needs to be cleaned & the ceiling tile replaced. We should also determine the source and make repairs. Photos are attached at the end of the report.

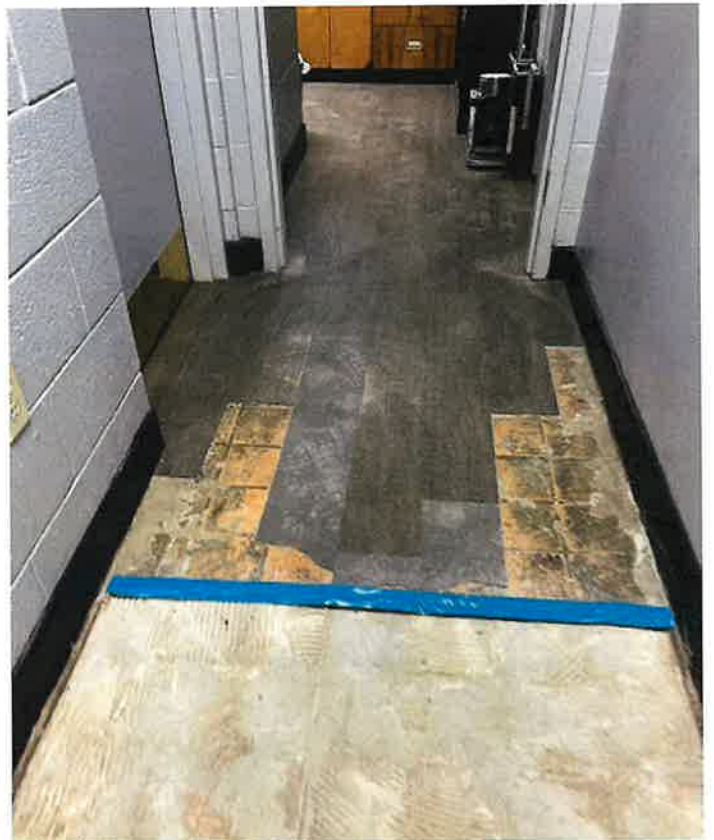
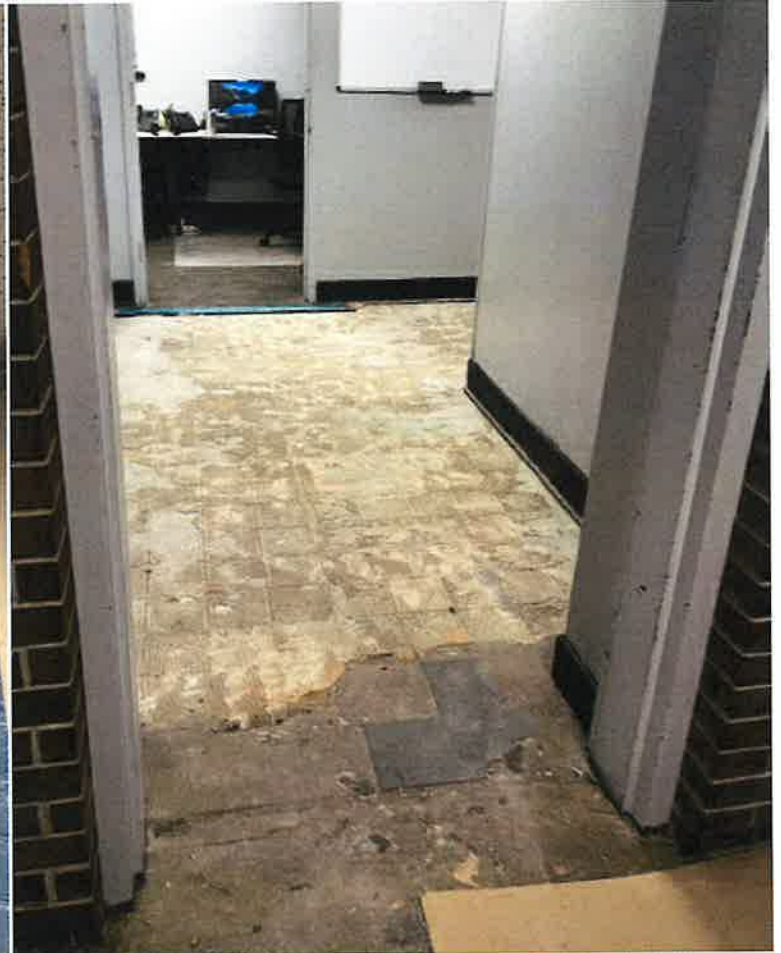
- Marine Patrol – There are twelve officers currently assigned to Marine Patrol. Officers Griffin and Zurita are scheduled for the required training and will bring the team size to fourteen. Sergeant Justin DeVaul supervises the unit and he named Sergeant Gerry Hanson as the assistant team leader. The team reported patrols were conducted on six days in June. Patrols and enforcement has been geared towards safety equipment checks, quiet hours enforcement, and boating certificate checks.
- RMS (NEXGEN) upgrade – Sergeant DeVaul reported that our data conversion is tracking on schedule. He identified several issues by comparing NexGen conversions with our RMS/Accucom records and worked their team to resolve them. An update meeting is scheduled for July 21st.
- Town's bloodborne & airborne pathogen policies – ** No change.** N95 mask fit testing is mostly complete. Sergeant Hanson is awaiting notification from the Town that those that needed to meet with a doctor have been cleared.
- Traffic – (ATESD) Still awaiting the analysis report and services contract from Sitestream CEO Andrew Noble. Follow-up email has been sent. One DUI arrest was made in the month of June. There were twenty-eight motor vehicle crashes. Ten of them occurred on Main Street. Officers have continued their traffic enforcement efforts to reduce hazardous driving behaviors and crashes. They conducted 73 traffic stops in June, and less than half (38) took place on Main Street and South Main Street. Three parking tickets were issued in June. The Rural Road Enforcement Grant was extended by the State of Connecticut and we will be utilizing this 100% reimbursable grant to supplement our enforcement efforts.
- Crime – Detective Crean investigated two new sexual assault cases in June. One involved a juvenile victim. He also was assigned our police applicant background investigation and the Madore missing person investigation. Nineteen persons were arrested in June.
- Impound Area – Can we use FY25 surplus funds to get this done? Should we reconsider the impound location, moving it from the current Public Works site to the rear portion of our existing parking lot adjacent to the Bank of America property? In other words, take half of the existing space and secure that for impounded vehicles that are evidence. It might potentially even cost less. ** Otherwise, *no change*.** I received a \$15,570.00 estimate to properly secure evidence that is being stored there. Funding for this corrective action was cut in the FY25 budget.

- Accreditation – ***** No progress, no change.*** CALEA Advanced must be achieved by the end of 2026 to comply with the Connecticut law § 7-294ee. If the Deputy Chief's position is not restored, we will be unable to meet the state's accreditation mandate outlined in the police accountability act. There is a tremendous amount of work involved in accreditation management and towns and cities are hiring full and part-time employees to manage it. Newtown for example recently hired a part-time employee for \$50,500. We cannot afford to delay this work in hopes that the state will push out the 2026 deadline. To protect the Town against liability these law enforcement best practices need to be incorporated into our policies and practices now.



Christopher C. Ciuci
Chief of Police







**Town of Winchester
City of Winsted
Office of the Fire Marshal**
338 Main Street
Winsted, CT 06098
Tel. (860) 379-8771

Fire Marshal Report May-June

July 10, 2025

Fire Marshal Fire Code Inspections:

34 Fire code inspections
5 apartment buildings (more than 6 units) 117 Units
9 Convenience Store inspection for consumer grade fireworks

Housing Inspections:

86 Housing inspections
6 Follow up inspections
11 Apartments at 75 Hurlbut Street
11 Apartments at 95 Hurlbut Street

Total billing for housing inspections 1/1/2025-6/30/2025- \$7440

Complaints:

Three fire code complaints

After Hours Call In

1 Fire

Team Meetings After Hours

4 meetings

Sincerely

James Lagassie
James Lagassie
Fire Marshal

W I N S T E D
Active Aging
S E N I O R C E N T E R

80 Holabird Avenue, Winsted, CT 06098, 860-379-4252

To: Board of Selectmen
From: Jennifer Kelley, Director & Municipal Agent
Subject: **Director's Report**

June 2025

Listed below you will find a list of program and services that were provided by the Winsted Active Aging Senior Center during June 2025. If you have any questions, please email me at jkelley@townofwinchester.org.

Finances:

<u>Budget:</u>	\$220,440.
<u>YTD Expended:</u>	\$176,716.56.
<u>Percentage Spent:</u>	82.9%

Celebrations: 42 members attended our Father's Day lunch and later stayed in for Dad themed Team Trivia.

Congressman John Larson Visit: 35 members and community residents attended a presentation to learn and discuss proposed changes to Social Security, Medicare and the latest from Washington DC.

Craft Class: 16 members socialized and created decoupage seashell dishes.

Fitness Classes: 454 people members participated in 49 classes.

Friday BINGO: 98 people attended our weekly games on 4 afternoons.

Friendly Hands Food Bags: 92 bags were distributed to the 6 elderly housing sites, the Y shelter and Winsted Senior Center.

Hearing Screening: 6 members received a diagnostic assessment of their hearing.

Lunches Served: 550 lunches were served on 21 days.

Monitor My Health Program: 10 members continue to attend the weekly 26 week class to help them achieve healthier weight and lifestyle changes. This class is funded and taught by Monitor My Health staff.

Renters Rebate Applications: 129 applications have been submitted all together for income eligible older adults, age 65+ and disabled renters for the State funded program. Applications are accepted until September 30.

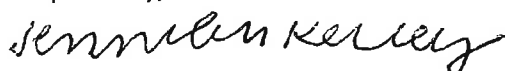
Senior Center Van: 198 rides were provided on 20 days.

Trips: 14 travelers enjoyed a special lunch at the Mystic Diner and an afternoon of meandering around Olde Mystick Village. 35 travelers toured the sites of Vermont and enjoyed a dinner cruise on Lake Champlain.

Director: Attended CASC Annual Meeting, attended WCAAA Leadership Breakfast, where the Center was recognized as a designated Focal Point Senior Center, and the Fit Together board meeting.

Building Update: Sign on the corner of Holabird and Chestnut Street was repaired and re-installed. Lawn and landscaping improvement project was completed. Air vents in all 4 bathrooms were replaced.

Respectfully,



Jennifer Kelley

Social Services for Older Adults

From: Jennifer Kelley, Winsted Senior Center Director & Municipal Agent

June 2025


Listed below you will find Social Services provided for Older Adults living in our community during June. If you have any questions, please email me at jkelly@townofwinchester.org.

- Confirmed with contact at Western CT Area Agency on Aging's CHOICES Dept if a gentleman is enrolled in the Medicare Savings Program (MSP) and receiving SNAP benefits.
- Talked with a gentleman and his wife about subsidized housing options in Winsted and shared our list.
- Talked with a lady (who has been blocked on our phones because of the inappropriate messages she was leaving after being released from the training program in our kitchen because of bad behaviors) who told me she was working with McCall Foundation on her alcohol addiction.
Talked to Glenn Ryan, McCall Foundation, to inquire if and how she was doing. He let me know she has not been in touch with McCall for over 18 months. He called her that day and offered treatment once she goes to CHH for inpatient detox treatment, after she admitted to him to be drinking everyday. She is facing eviction from Chestnut Grove and multiple arrests.
- Received a phone call from WCAAA to discuss gentleman who recently moved into the Y shelter and needed help applying for services. When I followed up with him, he had been assisted by the Y site manager.
- Received a message from a lady who needed help with grocery shopping. Was not able to leave a voicemail after multiple tries.
- Spoke with a lady who was told by Sullivan Senior Center that she must apply for Renter's Rebate in the town she was living during the application year. I confirmed with the State that she should apply in the town she currently lives in and let her know.
- Spoke with a gentleman, who shared he has arthritis in his hip, knee and back and is unable to bend over and do homemaking tasks. He also added that his housemate, is very sloppy and asked if he is eligible for services. I asked Irene, from Helping Hands. To meet with both to assist.
- Spoke with a lady who has received multiple phone calls regarding changing her Medicare plan. I suggested that she does not answer the phone unless she recognizes the phone number. If it is important, the caller can leave a message. I asked if her current plan is covering her medical needs and she said yes...so there is no need to change. I suggested this fall during Medicare enrollment time, we would be happy to help her evaluate if another plan would be better.
- Spoke with a gentleman who recently moved to town and he and his wife are staying with family members. He shared that he had end stage renal failure and was legally blind. He asked for funding for transportation to dialysis 3 days/week and food. I explained we do not have funding for gas cards but offered to contact

NW Transit to schedule rides from Dial-a-Ride. I let him know about the Foodshare truck every other Tuesday and gave him the phone number for the Salvation Army food pantry. I offered to call BESB, Bureau of Education and Services for the Blind to find out how they could help him. After making phone calls, I have called him back multiple times and left voicemails.

- Met with a gentleman and helped him complete his DSS renewal paperwork for Medicare Savings Program and SNAP benefits.
- Talked with a lady who asked about food. I shared the phone number for the Salvation Army Food Pantry and information to get a Farmer's Market Card. She said she already has SNAP benefits and her daughter-in-law does her grocery shopping for her.
- The gentleman who I have been helping with their home foreclosure paperwork, came for lunch with a very big smile on his face because with the Elderly Tax Credit, Veteran's Exemption, and Local Veteran's Exception, he shared that they received their property tax bill and he had already paid it because it was more affordable and we had set up a separate account at the bank so the money was there. Another day at lunch, he looked very down so asked and he shared that he wife is getting very hard to live with because of her dementia. I let him know as soon as he is ready, I am available to help and support him.
- Talked with Chestnut Grove again to confirm if he had paid his rent for May and he hadn't. Shared the non-payment of rent with Sharvon, his DDS supportive services worker, and she said she would talk with him about it. After BINGO, a DDS social worker who was at BINGO with his client shared that he aggressively got in his face and he felt threatened and he also smelled of body odor. The next time he came in, I talked with him about the aggressive behavior and let him know it was never acceptable and let him know he was not to come on Friday afternoons. I also suggested it was time for a shower and to start wearing his summer clothes. He said ok. Shared about the aggressive behavior with his DDS case manager and she shared that he has been aggressive in the past.

Respectfully,



Jennifer Kelley