



**TOWN OF WINCHESTER  
BOARD OF SELECTMEN MEETING**

**Regular Meeting Agenda  
October 06, 2025-7:00PM**

**Streamed live on YouTube and Channel 194**

1. **CALL TO ORDER** (Turn your cell phones off)
2. **PLEDGE OF ALLEGIANCE**
3. **AGENDA REVIEW**
4. **APPROVAL OF MINUTES**  
A) Minutes of the Special Meeting on September 15, 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**  
A) 52 White Street-824 referral
8. **BOARDS AND COMMISSIONS**
9. **UNFINSHIED BUSINESS**
10. **NEW BUSINESS**  
A) Winsted Housing Partners -Tax Abatement request (Town Manager Paul Harrington)  
B) 25-05 Resolution for Winchester to join the Connecticut Municipal Development Authority(CMDA) (Town Manager Harrington)  
C) 25-33 Police Revolving Fund (Town Manager Harrington)  
D) 25-34 Cancellation of the November Town Meeting (Town Manager Harrington)  
E) 25-35 Proposed 2024-2025 Year End Line-Item Transfers by the Director of Finance Rheault (Town Manager Harrington)  
F) 25-36 Refunds as recommended by the Collector of Revenues (Town Manager Harrington)
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. **EXECUTIVE SESSION**  
A) Discussion regarding selection of a site, or the lease sale or purchase of real estate (CGA § 1-200 (6)(D))
13. **SELECTMEN'S COMMENTS AND REPORTS**
14. **ADJOURNMENT**

FILED  
CLERK'S OFFICE

OCT - 3 2025

TOWN CLERK OF WINCHESTER  
WINSTED, CT

# Town of Winchester

Board of Selectmen - Regular Meeting  
Monday September 15, 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)
	Candy Perez (Selectwoman)	

Staff Members	Paul Harrington (Town Manager)
	Ann Marie Rheault (Finance Director)
	Glenn Albanesius (Town Clerk)
	Geoff Green (Asst Town Planner)
	Jeremy DiCarli (Land Use Consultant)

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

Item 3 **Agenda Review** - Town Manager Harrington requested 2 additions to the agenda.

- \* Debut of the new EDC promotional video to be shown just after Agenda Item 4
  - \* Add a third property (48 Bridge Street) to Item 13 Executive Session discussion.
- A motion to add to the agenda was offered.  
Motion - Sel. Lamere / Second - Sel. Hester  
Vote to approve - Unanimous (7 - 0)

Item 4 **Approval of Minutes**

- \* Minutes of Regular Meeting on September 2, 2025  
Motion - Sel. Lamere / Second - Sel. Pozzo  
Vote to approve - Unanimous (7 - 0)
- \* EDC introduced the background story and team responsible for a professionally produced Marketing video that highlights existing Town Business's and the abundant opportunities for new ventures to join Winchester's expanding commercial landscape.

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

- \* John Pollack - Hinted at inappropriate action at the last Zoning Board of Appeals meeting

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

- \* An informational meeting regarding the Bridge Street intersection was well attended. A spirited discussion ensued with general consensus that the current proposed design was unacceptable. The Town Manager did a masterful job uncovering points of agreement and deciding on a short term action plan which will help preserve the Grant Funding until a more palatable design is drafted and approved.
- \* The "Safe Streets" initiative is moving towards it's first committee meeting in October. Anyone wishing to join should reach out to the Town Manager's office.
- \* The Sue Grossman Trail Extension continues to progress. An RFQ for Engineering Services was issued for Segments III and IV with a closing date of October 2.

- \* The auction for Town Owned Vehicles and Equipment is open until 10am on September 18th.
- \* The FY2024-2025 Annual Audit is in motion. Our Finance team has been focused on all the materials necessary to ensure the reports punctuality and accuracy.
- \* A shout out to resident Holly Atkinson for her assistance managing the Town's social media channels. She has been instrumental with implementing new ways to keep the community informed. Her voluntary time is very much appreciated.
- \* Our Building Inspector Keith Fortier has passed all his Licensing exams with flying colors.
- \* Labor negotiations are headed to "mediation". This move was agreed upon by both Management and the Union.
- \* Public Works announced a schedule for "chip sealing" roadwork that will commence on Tuesday September 19th. Roads include Sucker Brook, Platt Hill and Taylor Brook.
- \* Roadwork going out to bid include West Wakefield, Price Road, Spring Street, Wahnee Road, Chapel Road, Dayton Road, Holmes Drive, Mountain Road, Old Colebrook Road and Suckerbrook Road with completion expected on or before October 15th.

Item 7 **Finance Director's Report** - Ann Marie Rheault's report is as follows.

Revenues	Current FY - (YTD)		Last FY	
	Amount	%	Amount	%
Current Property Taxes	\$15,902,647.00	54.48	\$10,514,173.00	38.45
MV Supplemental	\$0.00	0		
Past Due Taxes	\$116,244.00	33.21	\$72,692.00	12.12
Total Revenues	\$16,576,528.00	40.41	\$11,004,676.00	26.97
Total Exp w/Encumb.	\$8,040,809.00	19.6	\$7,654,802.00	15.76
Municipal Aid Received	\$1,463,833.00	Case Avenue Bridge Grant Reimbursement		
Bond Closing (7/8/2025)	\$197,041.00	Town Aid Road Grant		
Cash Flow (prior month)	\$30,841,335.00	GF as of August 31, 2025		
Investments	\$456,271.00	NWCB SWEEP		
	\$2,578,410.00	STIF (State Investment Fund)		
	\$17,679,898.00	NWCB Money Market		

Item 8 **Correspondance** - Town Manager Harrington distributed the Visiting Nurse & Hospice of Litchfield County, Inc Town Report to each BOS member.

Item 9 **Boards and Commissions** - The following action was taken.

- \* Sel. Pozzo reported that he was waiting for Janet Perry to confirm that she was still interested in an Alternate seat on the Planning and Zoning Commission
- \* Ben Davis is submitted for approval for a Resident Representative Member seat on the Winchester Housing Authority's Board of Directors with a term to expire April 2030.
- Motion - Sel. Perez / Second - Sel. Lamere
- Vote to approve - Unanimous (7 - 0)

Item 10 **Unfinished Business** - None

Item 11 **New Business** -

A) 25-04 Resolution regarding appointment of Acting Tax Collector per State Statute CGP -12-137

A motion was offered to process a Resolution appointing Pam Columbie as "Acting Tax Collector" while Ashley Kelsey is out on maternity leave.

Motion - Sel. Marino / Second - Sel. Pozzo

Vote to approve - Unanimous (7 - 0)

B) 25-31 Refunds as recommended by the Collector of Revenue

Motion Statement - "I move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue in the amount of \$3649.67.

Motion - Sel. Lamere / Second - Sel. Marino

Vote to approve - Unanimous (7 - 0)

C) 25-32 Proposed 2024-2025 Year End Line Item Transfers by Director of Finance

Motion Statement - "I move that the Board of Selectmen approve the line item transfers in the amount of \$158,751.00 from multiple lines (see attachment) to \$158,751.00 for multiple lines (see attachment) for department balancing transfer total of \$158,751.00.

Motion - Sel. Marino / Second - Sel. Hester

Vote to approve - Unanimous (7 - 0)

D) Discussion on proposed Line-Item Transfer Form

Review of the new Transfer Form met with positive response from the Board.

Item 12 **Citizens Comments** - None

Item 13 **Executive Session**

A) Discussion regarding the Selection of a Site, or the Lease, Sale or Purchase of Real Estate

CGS § 1-200 (6)(D), 52 White Street and 19 Hill Street.

Motion to enter Executive Session at 8:11pm taking the Town Manager, Geoff Green, Jeremy DiCarli and Atty. McCann (via phone) to be part of the meeting.

Motion - Sel. Lamere / Second - Sel. Marino

Vote to approve - Unanimous (7 - 0)

The Board returned at 9:18pm with action reported under Item 14.

Item 14 A) New Business

Possible Action regarding Executive Session matters.

Motion offered to move the Sale of 19 Hill Street to a Town Meeting on November 3rd at Town Hall in the Hicks Room at 7:15pm.

Motion - Sel. Marino / Second - Sel. Lamere

Vote to approve - Unanimous (7 - 0)

Motion offered to move the Sale of 48 Bridge Street to a Town Meeting on November 3rd at Town Hall in the Hicks Room at 7:15pm.

Motion - Sel. Marino / Second - Sel. Lamere

Vote to approve - Unanimous (7 - 0)

Motion offered to move 52 White Street to a CGS 8-24 Referral to Planning & Zoning Commission for possible sale.

Motion - Sel. Lamere / Second - Sel. Marino

Vote to approve - Unanimous (7 - 0)

Item 15     **Selectmen's Comments -**

Sel. Marino	Thanked Officer Pietrafesa for a very educational "Ride Along" experience
Mayor Arcelaschi	Reminded everyone about the Fall Foliage Festival on Sept 25th
Sel. Pozzo	Reminded everyone about the upcoming Trunk or Treat Halloween event

Item 16     **Adjournment**

Motion - Sel. Lamere / Second - Sel. Pozzo

To adjourn the meeting at 9:23pm

Vote to approve - Unanimous (7 - 0)

ATTEST:

Glenn Albanesi, 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  
**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: PZC 8-24 Review: Sale of Town-Owned Property at 52 White Street  
Date: 9.25.2025

---

This memorandum is to inform you that at the regular meeting of the Planning and Zoning Commission held on September 22, 2025, the Commission reviewed the sale of two Town-owned properties on White Street, more particularly known as parcel 104/33/50 with an address of 52 White Street and 104/35/48.

The Commission found the sale of both properties is consistent with the goals set forth within the 2021 Winchester Plan of Conservation and Development, specifically the following two goals:

- Enhance the Housing Stock Downtown and Attract Median and higher Income Households
- Enhance the High-Density Downtown Neighborhoods

During their discussion, the Commission requested that the following recommendations regarding the sale be conveyed to the Board of Selectmen for their consideration:

- The Town should consider requiring the future buyer to merge the southern portion of 104/35/48 (south of Nanni Drive) with the property known as 52 White Street in order to create one development parcel as shown in the image below. Doing so would limit the potential for development directly surrounding the drainage swale which runs through the property, and create an attractive parcel for residential development.



- The Town should consider retaining ownership of the northern portion (north of Nanni Drive) of the property known as 104/35/48 due to the presence of a culvert which runs under Nanni Drive and into this parcel. Retaining ownership allows the town easy access for maintenance and aligns with the principals found within the POCD of maintaining public facilities including road and drainage infrastructure. Furthermore, this parcel is too small to be constructed on and is a remnant from when the parcel was bisected by Nanni Drive.
- The Town should consider the acquisition of a drainage easement across both parcels from the future property owner in order to maintain the large drainage swale which conveys stormwater from Wallens Street to Still River. Acquiring said easement would again align with the goals within the POCD related to maintaining infrastructure, as well as the goal of continuing to address erosion and sediment control. Allowing permanent access for maintenance for this large swale can more easily allow the Department of Public Works to better protect downstream resources.

# TOWN OF WINCHESTER - BOARDS & COMMISSIONS

## Action Report to Board of Selectmen

Monday, October 6, 2025

### APPOINTMENT BY "OTHER" APPOINTING AUTHORITIES

(The Board of Selectmen to vote on the Housing Authority'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
10/6/2025	Adam Quagliaroli	Planning & Zoning Commission	G	Member	10/2030

### RESIGNATIONS

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

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

### 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
10/2/2025	Thomas Cook	Zoning Bd of Appeals	R	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
10/29/2024	Janet Perry	Planning and Zoning Commission	D	Alternate	10/2030
				(taking Matt Smith's seat after his resignation)	

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 Member	Monthly - 1st Thur	Board of Selectmen
Inland Wetlands	Member	1 Member	Monthly - 3rd Wed	Board of Selectmen
Laurel City Commission	Member	Multiple Openings	TBD January - June	Board of Selectmen
Recreation Board	Member	1 Member	Monthly - 1st Wed	Board of Selectmen
Zoning Board of Appeals	Member	2 Alternates	Monthly - 1st Wed	Board of Selectmen



**APPLICATION FOR APPOINTMENT TO A BOARD/COMMISSION**  
**WINCHESTER, CONNECTICUT**

338 Main St. Winsted CT 06098 860 379-2713  
[www.townofwinchester.org](http://www.townofwinchester.org)

If you are interested in the well-being and betterment of our community and are willing to put in the time to review appropriate material and attend meetings, this is an opportunity for you to apply to become a member of one of our Boards or Commissions. This application will be reviewed by the Board of Selectmen. The Board of Selectmen is responsible for making appointments for most Board/Commission vacancies.

LIST THE BOARD/COMMISSION YOU ARE INTERESTED IN SERVING: Zoning Bd. of Appeals

NAME: Thomas Cook

ADDRESS: 131 Alpha Ave. Winsted, Ct 06098

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: 860-605-4051 E-MAIL: tcCook@ucebuilders.com

ARE YOU A REGISTERED VOTER IN THE TOWN OF WINCHESTER Yes

WHAT IS YOUR PARTY AFFILIATION: R

PRIOR CIVIC INVOLVEMENT: Board of Finance Town of Barkhamsted

SHORT SYNOPSIS OF EXPERTISE AND/OR INTEREST:

Have you contacted any current members or attended any meetings on the Board/Commission that interests you? \_\_\_\_\_ Name: \_\_\_\_\_

Signature: [Signature] Date: 10/2/25

Please note that all Board/Commission members are subject to the Town of Winchester's Conflict of Interest Policy

Please Return To:  
Town Clerk, Town of Winchester  
338 Main St.  
Winsted CT 06098  
[townclerk@townofwinchester.org](mailto:townclerk@townofwinchester.org)

FILED  
CLERK'S OFFICE

OCT - 2 2025

TOWN CLERK OF WINCHESTER  
WINSTED, CT

## **Batcheller School Re-development**

### **Negotiated Tax Agreement Proposal**

*October 2025*

#### Team:

**Winchester Housing Partners, Inc.** (501c3 non-profit) – Deirdre Houlihan DiCara, President  
Heritage Housing, Inc. – David McCarthy, President  
Housing Enterprises, Inc. - David Berto, President  
Schadler Selnau Associates - Paul Selnau, Architect/CEO  
Litchfield County Center for Housing Opportunity - Jocelyn Ayer, Director

Project Summary: Our team will re-develop the former Batcheller School building to create 35 energy efficient apartment homes that will be affordable to households earning below 80% of the area median income (\$73,000 for a 2-person household) including many people who work or have retired from jobs in Winchester.

#### Timeline:

- **July 2022** - The Town of Winchester released a Request for Proposals for the sale of the town-owned Batcheller School property.
- **June 2023** – WHP’s proposal to redevelop the school as affordable housing was selected by the town and approved at a Special Town Meeting.
- **September 2023** – Option to Purchase was signed and the pre-development work began.
- **March 2024** - Project received award of \$310,000 in HUD Community Project Funding (CPF) for acquisition of the property.
- **January 2025** - The project received Planning & Zoning Commission approval.
- **October 30, 2025** - WHP is prepared to acquire the property from the town by this date.

#### Proposed Tax Agreement:

We are requesting that the Board of Selectmen allow the value of the portion of the vacant Batcheller School property that we are acquiring to be valued at our agreed upon purchase price of \$300,000 from the date of purchase until we get a Certificate of Occupancy (CO) - while the building is vacant and under construction. We estimate taxes that the non-profit WHP would pay during this period would be **\$4,725/yr**. We expect this to last two years.

Once we get a CO, the value would be based on net operating income, as is consistent with PA 24-143 that went into effect on October 1, 2024. We estimate that the non-profit WHP would then pay approximately **\$42,500/yr** in property taxes.

#### Reasoning:

- This property (including the vacant school building and the surrounding land that is not being sold to the WHP) is currently valued at \$4.2 million. This valuation likely represents the depreciated replacement cost to the town to rebuild the school as a fully functioning school for the town. This way of determining the value of the property no longer makes sense under current conditions and does not represent the current value of the vacant building.

- To redevelop this property into housing, the team expects to have to spend approximately \$18 million in total development costs. This will be raised from State, federal and private funders. The WHP has a pre-development loan from the CT Department of Housing and has federal funding for acquisition.

Benefits to the Town of this approach:

- The town is currently not receiving any property taxes for this property since it is town owned. This would put the property on the tax rolls starting Oct. 30<sup>th</sup>.
- WHP has funds in hand to move forward with acquisition and pre-development work now.
- The developer here is your local Winchester Housing Partners, Inc., which is made up of residents in your town and in the Batcheller School neighborhood.
- All units at Batcheller School will count on the State's Affordable Housing Appeals Listing getting the town closer to being exempt from 8-30g.
- WHP's Batcheller School re-development plan has been approved by the town's Planning & Zoning Commission and is consistent with the town's Housing Plan and Plan of Conservation and Development.
- This proposal includes a reduction of impervious surfaces and includes rooftop solar as well as many other "green" and "energy efficient" features.
- This proposal allows the town to continue to own the property surrounding the school and provide a conservation easement to the Winchester Land Trust. Public walking trails could then be made available to all Winchester residents.

Site plan below shows the portion of site to be sold to WHP and portion retained by town as approved by the Planning & Zoning Commission.



## Town of Winchester – City of Winsted

Winchester Town Hall  
338 Main Street  
Winchester, CT 06098



Phone 860-379-2713  
Fax 860-738-7053  
[www.townofwinchester.org](http://www.townofwinchester.org)

### Board of Selectmen

---

#### **Resolution 25-05 - Regarding Winchester Joining the Connecticut Municipal Development Authority as a Member Municipality**

**WHEREAS**, the Connecticut Municipal Development Authority (the “Authority”), a body politic and corporate, constituting a public instrumentality and political subdivision of the State of Connecticut has been established pursuant to section 8-169ii of the Connecticut General Statutes (the “General Statutes”); and

**WHEREAS**, the Authority was created for the performance of an essential public and governmental function, including for the purposes set forth in section 8-169jj of the General Statutes to:

1. Stimulate economic and transit-oriented development, as defined in section 13b-79kk of the General Statutes, within Connecticut Municipal Development Authority development districts;
2. Encourage residential housing development within development districts;
3. Manage facilities through contractual agreement or other legal instrument;
4. Stimulate new investment within development districts and provide support for the creation of vibrant, multidimensional downtowns;
5. Upon request of the legislative body of a member municipality, or the legislative bodies of the municipalities constituting a joint member entity, as applicable, in which a development district is located, work with such municipality or municipalities to assist in development and redevelopment efforts to stimulate the economy of such municipality or municipalities;
6. Upon request of the Secretary of the Office of Policy and Management and with the approval of the chief executive officer of a member municipality, or the chief executive officers of the municipalities constituting a joint member entity, as applicable, in which a development district is located, enter into an agreement to facilitate development or redevelopment within such development district;
7. Encourage development and redevelopment of property within development districts;
8. Engage residents of member municipalities, or municipalities constituting a joint member entity, as applicable, and other stakeholders in development and redevelopment efforts;
9. Market and develop development districts as vibrant and multidimensional; and
10. Provide financial support and technical assistance to municipalities to develop housing growth zones; and

**WHEREAS**, under the General Statutes, the types of projects for which Authority assistance is authorized includes the following: (A) the design and construction of transit-oriented development, as defined in section 13b-79kk of the General Statutes; (B) the creation of housing units through

rehabilitation or new construction; (C) the demolition or redevelopment of vacant buildings; and (D) development and redevelopment; and

**WHEREAS**, according to Section 8-169ll of the General Statutes, a municipality may, by certified resolution of the legislative body of the municipality, or by the board of selectmen in a municipality where the legislative body is the town meeting, opt to join the Authority as a member municipality, provided such municipality holds a public hearing or otherwise provides for public comment prior to any vote on such certified resolution; and

**WHEREAS**, the Town of Winchester (the "Town") held such a public hearing or otherwise provided for public comment on Monday, October 6, 2025, pursuant to the Notice and/or meeting agenda attached hereto; and

**WHEREAS**, the Winchester Board of Selectmen has found that joining the Authority as a member municipality would support the Town's efforts to stimulate economic development and foster the purposes outlined in Section 8-169jj within Winchester and accordingly desires to join the Authority as a member municipality; and

**WHEREAS**; the Winchester Board of Selectmen desires to further authorize the Town Manager to enter into a memorandum of agreement or other similar agreements with the Authority to create one or more development districts within the Town to advance the purposes contained in Section 8-169jj.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Winchester Board of Selectmen hereby approves the Town of Winchester joining the Authority as a member municipality.
2. The Town Manager is authorized to take or cause to be taken such actions, including, but not limited to, the negotiation and execution of any memorandum of agreement on behalf of the Town of Winchester with the Authority and any other agreements, instruments and documents, that such official deems necessary, appropriate or desirable to implement the terms of any such memorandum of agreement and consummate the intention of this and the resolution.
3. This Resolution shall be effective as of the date of approval.

YES:

NO:

ABSENT:

\_\_\_\_\_  
Glenn Albanesius  
Town Clerk, Town of Winchester

\_\_\_\_\_  
Date



## BOARD OF SELECTMEN ACTION REQUEST

**No.: 25-33**

**Date:** October 06, 2025

**Topic:** New Business (C) – Purchase of New Police Vehicle

**From:** Paul Harrington, Town Manager

---

**Background:** We recommend using funds from the Police Revolving Fund , which was established to support timely replacement of fleet vehicles and equipment without placing a burden on the general fund. The Police Revolving fund has a balance, which is sufficient to cover this purchase. This approach ensures continuity in service, improves officer safety and efficiency, and avoids the rising costs associated with maintaining outdated vehicles.

**Requested Action:** I ask that the Board of Selectmen vote to approve the purchase of a police vehicle using the Police Revolving Funds, when the funds that have been billed out are paid, roughly by 11/15/225.

**Fiscal Implications:** None.

**Recommended Motion:** *“I move that the Board of Selectmen approve the purchase of a new police vehicle using the Police Revolving Fund, once the account receivables have been received.*

**Attachments:** Fund Balance Spreadsheet  
Purchase & Quote documents

	Police Revolving Fund			
	7/1/24-6/30/25	Jul-25	Aug-25	Life to date
Revenue	73,571.87	33,020.50	95,631.00	202,223.37
Expense	(50,808.70)	(11,995.90)	(57,202.15)	(120,006.75)
Net Profit (Loss)	22,763.17	21,024.60	38,428.85	82,216.62
Net profit earned - CUMULATIVE	22,763.17	43,787.77	82,216.62	

TOWN OF WINCHESTER  
PURCHASE REQUISITION

WINCHESTER POLICE DEPARTMENT

Charge To:

FINANCE WOULD NOT  
PROVIDE THE #

Approved by:

Date:

9/4/25

P.O. Number

Quantity	Description	Unit	Total
1	Purchase of 2025 Ford Interceptor Patrol Vehicle from Police Revolving Acct.		\$64,387.30
	COMPETITIVELY BID VIA STATE CONTRACT # CT22PSX0133		
TOTAL FOR ORDER			\$ 64,387.30
ORDERED FROM: McGovern - MHQ			





# Quote

## #QUO4311

8/14/2025

McGovern MHQ Inc

420-2 BOSTON TURNPIKE  
SHREWSBURY MA 01545  
United States

**Bill To**

TOWN OF WINCHESTER CT  
338 MAIN ST  
WINSTED CT 06098  
United States

**Ship To**

TOWN OF WINCHESTER CT  
338 MAIN ST  
WINSTED CT 06098  
United States

Sales Rep	PO #	Memo	Expected Ready Date
Kimberly Fritsch		2025 PIU	

VIN	Make	Model	Color
-----	------	-------	-------

Quantity	Item	Description	Contract ID	Rate	Amount
1	K8A	2025 FORD INTERCEPTOR POLICE UTILITY AWD Gas Engine	CT22PSX 0133	\$44,305.00	\$44,305.00
1	UM	Agate Black		\$0.00	\$0.00
1	153	LICENSE PLATE BRACKET		\$0.00	\$0.00
1	16P	Rear Bumper Step Pad		\$95.79	\$95.79
1	18D	Global Lock/Unlock		\$0.00	\$0.00
1	21L	Front Warning Auxiliary Light		\$544.87	\$544.87
1	51T	Spot Lamp - LED Bulb Driver Only-Whelen		\$412.00	\$412.00
1	52P	Hidden Door-Lock Plunger w/Rear-door controls inoperable		\$157.00	\$157.00
1	59B	Keyed Alike - 1284x		\$49.00	\$49.00
1	60A	Pre-Wiring for grille LED lights siren and speaker		\$0.00	\$0.00
1	60R	Noise Suppression Bonds (Ground Straps)		\$98.00	\$98.00
1	63B	Side Marker LED - Sideview Mirrors		\$292.52	\$292.52
1	P1050667-142	POWER ADAPT FOR MOBILE BATTERY ELININATOR		\$0.00	\$0.00
1	C-DMM-3028	Heavy-Duty Dash Mount For 2025 Ford Interceptor Utility Vehicle		\$398.16	\$398.16
1	MD-ARM-0603	LIGHT DUTY ARM MNT 6" BASE, 3" EXTENSION		\$112.32	\$112.32
1	PK1126ITU20T M	#10XL C Horizontal Sliding Window Coated Polycarbonate With Expanded Metal Window Security Screen XL Panel Partition TM (Tall Man)		\$673.64	\$673.64



QUO4311

Quantity	Item	Description	Contract ID	Rate	Amount
1	<b>QK0635ITU25</b>	REPLACEMENT FULL SEAT,2-CPSB,#12VS E CENTER PULL SEAT BELTS 2025 INTERCEPTOR UTILITY		\$986.68	\$986.68
1	<b>NEW ITEM</b>	Setina WK0595ITU20 Window Barrier Vs Poly		\$216.12	\$216.12
1	<b>NEW ITEM</b>	Setina WK0040ITU20 Window Barrier Cargo 3PC		\$294.38	\$294.38
1	<b>DK0100ITU20</b>	Door Panel VS TPO Plastic Black Installs Over OEM Door Panels		\$198.58	\$198.58
1	<b>TK1720ITU20</b>	EZ LIFT SINGLE FRAWER SYSTEM W/ SIMPLEX LOCK		\$1,775.30	\$1,775.30
1	<b>BK2019ITU20-RBW</b>	PUSHBUMPER ION TRIO R/B/W PIU 2020+		\$691.70	\$691.70
1	<b>NEW ITEM</b>	Setina HK0809ITU25 PB8 Steel Headlight Guard Double Loop		\$276.32	\$276.32
1	<b>GK11211B1UHK</b>	Dual T-Rail Mount 1 Universal XL with Handcuff Key Override 1 1082E Blac-Rac Trigger Guard and Receiver ***NEW COLD WIRE TECHNOLOGY INCLUDED*** SOLD SEPARATELY Momentary Switch Required if NOT wiring into Smart Siren Controller With Handcuff Key Override		\$804.30	\$804.30
1	<b>C399</b>	CENCOM CORE WCX CONTROL CENTER		\$845.94	\$845.94
1	<b>C399SP</b>	SCANPORT KIT FOR C399		\$115.29	\$115.29
2	<b>CEM16</b>	WeCanX 16 OUTPUT EXPANSION MOD		\$174.61	\$349.22
1	<b>CV2V</b>	VEHICLE-TO-VEHICLE SYNC MODULE		\$221.89	\$221.89
1	<b>CCTL7</b>	WeCanX 21 BUTTON/SLIDE CTRL HD		\$288.53	\$288.53
1	<b>CANLITEB</b>	CANTROL LIGHT SENSOR BLACK PHOTO CELL		\$50.43	\$50.43
1	<b>BSFW50ZT-RBW</b>	I-E FST WCX TRIO 10-LT UTILITY - R/B/W		\$1,593.93	\$1,593.93
1	<b>BS50ZT-RBA</b>	I-E RST WCX 10-LT TRIO UTILITY - R/B/A		\$1,680.55	\$1,680.55
4	<b>TLI3JA</b>	ION T-SERIES LINEAR TRIO R/B/A		\$134.81	\$539.24
1	<b>TLMIR</b>	MINI ION T-SERIES LIGHT RED		\$96.38	\$96.38



QUO4311

Quantity	Item	Description	Contract ID	Rate	Amount
1	<b>TLMIB</b>	MINI ION T-SERIES LIGHT BLUE		\$96.38	\$96.38
1	<b>VTX609B</b>	VERTEX SUPER-LED LIGHT BLUE		\$85.73	\$85.73
1	<b>VTX609R</b>	VERTEX SUPER-LED LIGHT RED		\$85.73	\$85.73
2	<b>VTX609C</b>	VERTEX SUPER-LED LIGHT WHITE		\$85.73	\$171.46
2	<b>PSCOMPH</b>	STRIP-LITE+ COMPARTMENT LT HI		\$106.75	\$213.50
2	<b>PLSW15</b>	SWITCH ROUND ROCKER LED BLUE PILOT		\$4.00	\$8.00
1	<b>C-VSX-1800-INUT-H</b>	Vehicle-Specific 18" VSX Console With Front Bin for 2020-2025 Ford Interceptor Utility		\$563.76	\$563.76
1	<b>C-EB40-CCS-1P</b>	1-Piece Equipment Mounting Bracket 4" Mounting Space Fits Whelen Cencom CCSRN CCSRNTA MPC03		\$20.20	\$20.20
1	<b>C-APX-101</b>	VSX CONSOLE - FRONT BIN OPTION		\$28.08	\$28.08
1	<b>CUP2-1004</b>	Self-Adjusting Double Cup Holder (Fixed Mount)		\$48.24	\$48.24
1	<b>C-ARM-113</b>	Internal Mount Armrest with Accessory Pocket		\$260.64	\$260.64
1	<b>C-FP-4</b>	4" Filler Plate		\$7.88	\$7.88
2	<b>MMSU1</b>	MAGNETIC MIC CLIP SINGLE UNIT		\$37.00	\$74.00
2	<b>5026</b>	BLUE SEA 12 FUSE PANEL		\$55.00	\$110.00
1	<b>SHOP SUPPLIES</b>	Shop Supplies		\$225.00	\$225.00
42	<b>Labor</b>	Labor - Installation of above items and customer supplied parts. Radio, Radar, Camera, E-ticket		\$100.61	\$4,225.62



QUO4311



# Quote

#QUO4311

8/14/2025

**Subtotal** \$64,387.30

**Tax (0%)** \$0.00

**Total** \$64,387.30

## TERMS AND CONDITIONS

Custom or Special Orders are Non-Refundable. This Quote is for Budgetary Purposes and is Not a Guarantee of Cost for Services. Quote is based on Current Information from the Client about the Project Requirements. Actual Cost may change once Project Elements are finalized. Trade value is subject to change based on time, mileage, and condition of the Vehicle at turn-in

## ORDER ACKNOWLEDGEMENT

By signing this document you are agreeing to the above terms and conditions of this order from McGovern MHQ, Inc.

---

Print Name

---

Title

---

Signature



QUO4311

Project: Winchester Police

Location: Torrington CT

Revision Date: 10/1/25

Contact: \_\_\_\_\_

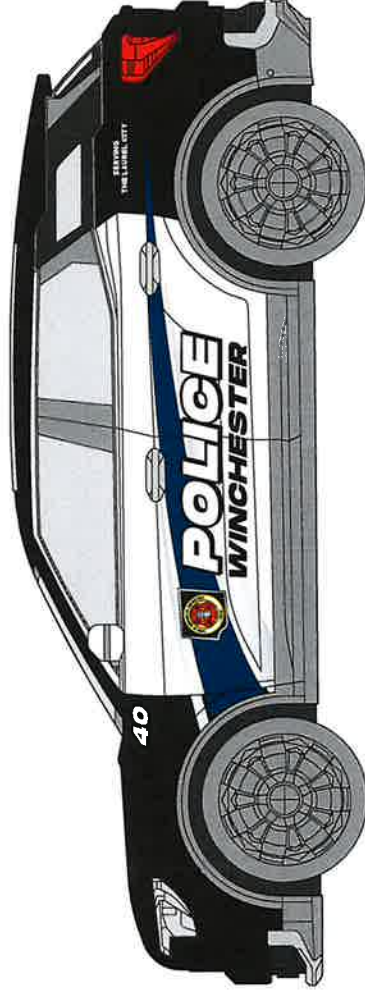
Due Date: \_\_\_\_\_

Upon Signing, you approve all the specifications as it appears on this proof sheet.  
Please sign and date this sheet and return it to the designer to ensure your project is correct. It will be produced as it appears on this sheet.

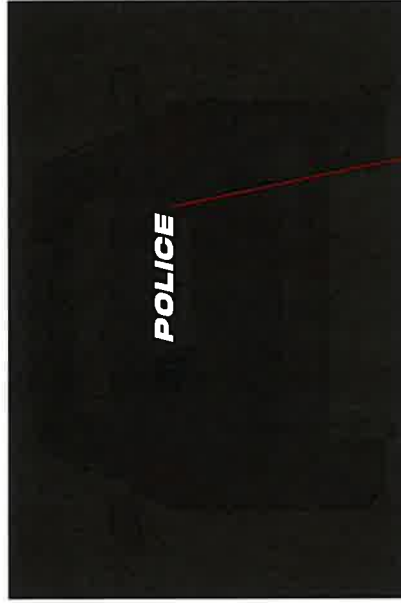
☐ Approved ☐ Approved as noted ☒ X



73 Migeon Ave. Torrington, CT 06790  
P 860-482-8893  
F 860-482-3163  
[writewaysigns.com](http://writewaysigns.com)  
Jeremy@writewaysigns.com  
Kelly@writewaysigns.com



**White Satin Aluminum, stripes, number, & badge**



**Reflective Vinyl**



**Reflective Vinyl**

**Quote:** Digital print, aluminum and reflective vinyl with installation & design: \$1,450

## BOARD OF SELECTMEN ACTION REQUEST

**No.:** 25-34

**Date:** October 06, 2025

**Topic:** New Business (D) – Cancellation of the Town Meeting November 03, 2025

**From:** Paul Harrington, Town Manager

---

**Background:** a Special Town Meeting of the Town of Winchester was duly scheduled and warned to be held on Monday, November 3, 2025, for the purpose of acting on the sale of certain Town-owned land; at 19 Hill Street and 48 Bridge Street.

**Requested Action:** I ask that the Board of Selectmen vote to cancel the Town Meeting. Scheduled to be held on November 03, 2025.

**Fiscal Implications:** None.

**Recommended Motion:** "I move that the Board of Selectmen cancel the Town Meeting that was scheduled for November 3, 2025."

**Attachments:** None.

## BOARD OF SELECTMEN ACTION REQUEST

No.: 25-35

Date: October 06, 2025

**Topic:** New Business (E)- Proposed Line-Item Transfers (with attachments)

**From:** Paul Harrington, Town Manager

---

**Background:** The Town of Winchester Charter provides for the inter-departmental transfer of funds:

**Section 915.**

**INTER-DEPARTMENTAL TRANSFER OF APPROPRIATIONS** Upon the request of the Manager, but only within the last three (3) months of the fiscal year, the Board of Selectmen may, by resolution, transfer any unencumbered appropriation, balance or portion thereof, from one department, commission, board or office to another. No transfer shall be made from any appropriation for debt service and other statutory charges. Notwithstanding the above, no transfer shall be made from any appropriation for an uncompleted capital improvement or from a department sinking fund without approval of the Town acting by referendum.

**Requested Action:** The Board of Selectmen should consider the proposed line-item transfer.

In accordance with Section 915, Finance Director Ann Marie Rheault has requested a transfer of funds to cover FY 25 year-end deficits.

**Fiscal Implications:** None

<b>FROM: Highways (311)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
1-311-820-0000	Gas and Diesel	\$4,500.00
	Total	\$ 4,500.00
<b>TO: Police (210)</b>		
<u>Line</u>	<u>Description</u>	<u>Amount</u>
1-210-820-0000	Gas and Diesel	\$4,500.00
	Total	\$4,500.00

*Recommended Motion: I move that the Board of Selectmen approve the following line-item appropriation transfers of \$4,500 from Highways, Gas and Diesel(1-311-820-0000) to Police, Gas and Diesel (1-210-820-0000)in the amount of \$4,500.00*



In accordance with Section 915, Finance Director Ann Marie Rheault has requested this transfer of funds.

**Attachments:**

Fund Transfer Request

# FUND TRANSFERS - TOWN OF WINCHESTER

Date prepared: 9/30/2025

1. DEPARTMENT REQUESTING TRANSFER

Director of Finance

2. TOTAL AMOUNT & FISCAL YEAR OF TRANSFER

\$4,500

FY 2025

ACCOUNT(S) TRANSFERRED FROM:

Fund:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

Gas and Diesel	1	311	820	0000	\$4,500
				Total	\$4,500

ACCOUNT(S) TRANSFERRED TO:

DEPT#

OBJECT#

OBJECT#

AMOUNTS

Gas and Diesel	1	210	820	0000	\$4,500
				Total	\$4,500

3. REASON FOR REQUEST AND HOW SOURCE ACCOUNT CAN WITHSTAND TRANSFER:  
(ANTICIPATED ITEMIZED EXPENDITURE WHICH REQUIRES INCREASE FUNDING)

This transfer addresses an expense recorded to the Police Department after the prior September 15, 2025, mass FY 2025 closeout transfer. This is an interdepartmental transfer.

Note that this request is not submitted on the new budget transfer form as it applies to FY 2025.


4. REQUESTING DEPARTMENT HEAD SIGNATURE AND DATE:

 9/30/2025

5. DIRECTOR OF FINANCE VERIFICATION OF FUNDING SOURCE'S ABILITY  
TO FUND THIS REQUEST AND DATE:

 9/30/2025

6. TOWN MANAGER'S APPROVAL AND RECOMMENDATION:  
(PER SECTIONS 914 AND 915 OF TOWN CHARTER) FURTHER COMMENTS:

 9/30/25

7. DATE SUBMITTED TO BOARD OF SELECTMEN

8. DATE APPROVED BY BOARD OF SELECTMEN

CC: Town Manager, Director of Finance, Purchasing Director, Department Requesting Fund Transfer



## BOARD OF SELECTMEN ACTION REQUEST

**No.:** 25-36

**Date:** October 06, 2025

**Topic:** New Business (F)- 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 \$3,051.99.

**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 \$3,051.99.*

**Attachment:**

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
18551	2024	MV	THOMAS	\$63.70
		CARTER	234 GRANTVILLE ROAD WINSTED, CT 06098	COC
10643	2024	MV	DAMIEN	\$15.93
		DEVANNEY	100 SUCKER BROOK ROAD WINSTED, CT 06098	COC
13533	2024	MV	JAMES	\$1.23
		FERREIRA	85 CRESCENT ST WINSTED, CT 06098	COC
14581	2024	MV	JAMES	\$17.82
		FERREIRA	85 CRESCENT ST WINSTED, CT 06098	COC
15577	2024	MV	DENNIS	\$177.38
		FREEDMAN	710 BREEZY OAK COURT DELAND, FL 32724	COC
19901	2024	MV		\$334.90
		HYUNDAI LEASE	4100 WILDWOOD PKWY ATLANTA, GA 30339	COC
14529	2024	MV	KIM	\$247.54
		LANGANA	18 ALLEN ST, 1ST FLOOR WINSTED, CT 06098	OVERPAYMENT
10681	2024	MV	SHAWN	\$21.59
		MARTINEZ	320 COLEBROOK ROAD WINSTED, CT 06098	OVERPAYMENT
15324	2024	MV	DEBORAH	\$9.30
		MOORE	23 RIDGE ST WINSTED, CT 06098	COC
13499	2024	MV	KEVIN	\$12.78
		MUZIN	57 STRONG TERRACE WINSTED, CT 06098	COC
16688	2024	MV	ROBERT	\$61.49
		NEGRI	1041 S FISHER KING DR SE BOLIVIA, NC 28422	COC

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.

10/1/2025

Date of Report

*Paula A. Calabrese - Asst. Collector of Revenue*  
*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



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
18602	2024 MV	BRENDA	\$35.27
	NEGRI	1041 S FISHER KING DR SE	COC
		BOLIVIA, NC 28422	
17940	2024 MV	IRENA	\$30.77
	PISARCZYK	28 RIVER RD	COC
		WEST CORNWALL, CT 06796	
18013	2024 MV	CATHERINE	\$17.36
	SHIRLEY	153 SOUTH ST, APT 530	COC
		PITTSFIELD, MA 01201	
18960	2024 MV	KELLY	\$74.81
	THIBAUT	214 SOUTH ROAD	COC
		WINSTED, CT 06098	
13942	2024 MV	ANTONIO	\$52.30
	VIVEIROS	55 ELM ST APT 116	COC
		TARIFFVILLE, CT 06081	
<b>MV</b>		<b>TOTAL REFUNDS BY TYPE</b>	<b>\$1,174.17</b>
1677	2023 RE	KELLY	\$1,877.82
	THIBAUT	214 SOUTH ROAD	OVERPAYMENT
		WINSTED, CT 06098	
<b>RE</b>		<b>TOTAL REFUNDS BY TYPE</b>	<b>\$1,877.82</b>
<b>NUMBER OF REFUNDS</b>		<b>17</b>	<b>TOTAL REFUNDS</b>
			<b>\$3,051.99</b>

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.

10/1/2025

Date of Report

*Paula A. Bluff* - Asst. Collector of Revenue  
*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



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

## **Fire Marshal Report July- August**

**September 17, 2025**

### **Fire Marshal Fire Code Inspections:**

23 Fire code inspections  
5 School inspections prior to first day of school  
Gilbert Dorm inspection  
Fireworks standby  
Plan review and site visits for new Marshalls  
Plan review and site visits for new Domino's  
Meeting with Northwestern Regional 7 roof contractor and administration,  
safety zone while school is in session

### **Housing Inspections:**

22 Housing inspections  
3 Follow up inspections

### **Complaints:**

3 Fire/ housing code complaints

### **After Hours Call In**

1 Fire

### **Team Meetings After Hours**

1 Meeting

Sincerely

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**

## August 2025

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

### Finances:

<u>Budget:</u>	\$215,782
<u>YTD Expended:</u>	\$35,774
<u>Percentage Spent:</u>	26.2%

**Celebrations:** 45 members attended our Labor Day lunch.

**Craft Class:** 12 members socialized and created summer sun catchers.

**Fitness Classes:** 385 people members participated in 31 classes.

**Friday BINGO:** 80 people attended our weekly games on 5 afternoons.

**Friendly Hands Food Bags:** 72 bags were distributed to the 6 elderly housing sites, the Y shelter and Winsted Senior Center.

**Hearing Screening:** 5 members received hearing tests or repairs or adjustments to their hearing aides by Hearing Care Center.

**Lunches Served:** 546 lunches on 21 days.

**NW Corner Farm:** Opened their Farmer's Market at the center offering fresh seasonal vegetables for purchase or for use State of CT Farmers Market Card. They came weekly, for 6 weeks.

**Renters Rebate Applications:** 182 applications have been submitted for the year for income eligible older adults, age 65+ and disabled renters for the State funded program. Applications are accepted until September 30.

**Senior Center Van:** 178 rides were provided on 18 days.

**State Rep. Jay Case and State Senator Stephen Harding Visited:** 18 members and community residents attended the presentation to learn and discuss new State of CT laws and their impact.

**State of CT Farmer's Market Cards:** Distributed 95 cards which can be used to purchase CT grown fruits, vegetables, eggs, fresh cut herbs (not plants) and honey only from certified Dept. of Agriculture farm markets.

**Teaching Kitchen:** 12 members attended 2 classes and learned, cooked and enjoyed some tasty, nutritious treats together with a splash of fun. Thanks to Geer Village for these classes

**Trips:** 9 travelers enjoyed a special lunch at Jimmies of Savin Rock restaurant and after a walk on the boardwalk.

**Van:** Received 2 estimates for value of 2017 5310 van as directed by State before we can sell it.

**Director:** Attended Canva software training, Fit Together board meeting, zoom NCOA (National Counsel on Aging) "Health & Wellness Programs of Excellence.

**Building:** Installation of security cameras began with United Alarm. Closing for bid process for HVAC and Boiler replacement, Minutemen Plumbing & Heating was given the job.

Respectfully,



Jennifer Kelley