



**TOWN OF WINCHESTER  
BOARD OF SELECTMEN MEETING  
Regular Meeting Agenda  
December 15, 2025-7:00PM**

FILED  
CLERK'S OFFICE

DEC 11 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 December 01, 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. **FINANCE DIRECTOR'S REPORT**
8. **CORRESPONDENCE**
9. **BOARDS AND COMMISSIONS**
10. **UNFINISHED BUSINESS**  
A) Charter Revision Discussion (Town Manager Harrington)
11. **NEW BUSINESS**  
A) 2<sup>nd</sup> Meeting Discussion on Draft Speed Camera Ordinance (Town Manager Harrington)  
B) Roads Update (Public Works Director Jim Rollins)
12. **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.
13. **EXECUTIVE SESSION**  
A) Discussion regarding 508 Main Street, Wallens Hill/Mountain Side property, 52 White Street
14. **NEW BUSINESS**  
A) Discussion/possible action regarding 508 Main Street, Wallens Hill/Mountain Side property, 52 White Street
15. **SELECTMEN'S COMMENTS AND REPORTS**
16. **ADJOURNMENT**

# Town of Winchester

Board of Selectmen - Regular Meeting

Monday December 1, 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)	Cheryl Heffernan McGlynn (Selectwoman)
	Kevin Bishop (Selectman)	William Pozzo (Selectman)
	Paul Marino (Selectman)	
Staff Members	Paul Harrington (Town Manager)	
	Glenn Albanesius (Town Clerk)	
	John Field (Fire Chief)	

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

Item 3 **Agenda Review** - No Changes

Item 4 **Approval of Minutes**

\* Minutes of Regular Meeting on November 05, 2025

Motion - Sel. Hester / Second - Sel. Lamere

Selectman Bishop asked for a correction of the Meeting time to 10:02 am

Vote to approve - Unanimous (7 - 0)

\* Minutes of Regular Meeting on November 17, 2025

Motion - Sel. Lamere / Second - Sel. Hester

Vote to approve - Yes (6) / Abstain (1) Sel. Marino

Meeting temporarily recessed for a Livestream feed check from 7:04pm to 7:05pm

Item 5 **Citizens Comments** - None

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

\* Both Wallens and Crystal Lake Water Tanks are reporting as fully functional. The better news is that just over \$2.4 million dollars has been reimbursed by the Fed's.

\* The roof at Pearson School is undergoing a series of professional tests to determine what scope of work will be required. It does appear that the existing roof cannot sustain an overlay. The decision has been made to hire an expert consultant to process and manage the Towns Grant application to the State.

\* Recent talks with the Northwest Transit District have yielded positive reactions to proposed route changes intended to improve stop selections in Winsted.

\* Budget work for FY27 continues to ramp up. Municipal departments can expect their planning worksheets in the coming weeks.

\* The Town has hired **BL Companies** to prepare a historical review of 2 properties on Meadow Street that have been named in the \$200,000 Round 20 Brownfield Assessment Grant awarded to Winchester. The data gleaned from this review will help facilitate future funding for cleanup and repurposing of these two key locations.

- \* Discussions are underway with the State to determine if the recently awarded Bridge Street Intersection grant funding can be modified to include engineering a complete redesign of the area. Potentially, an abutting parcel of private property may prove critical to expanding possible redesign options.
- \* An RFP for Town Attorney services has been issued. Sealed proposals are due by December 11th at 10am.
- \* The State legislature just passed House Bill 8002 "An Act Concerning Housing Growth". This law substantially changes the State's rules regarding housing strategies and municipal control of development plans. Regional entities will become the authority for approval and State compliance.

Item 7 **Correspondence** - None

Item 8 **Boards and Commissions** - The following action was taken

- \* Glenn Albanesius is submitted for Re-Appointment to a Member seat on the RRDD#1 Board of Directors with a term to expire December 2028.  
Motion - Sel. Hester / Second - Sel. Marino  
Vote to approve - Unanimous (7 - 0)
- \* John Prevuznak is submitted for Re-Appointment to an Member seat on the RRDD#1 Board of Directors with a term to expire December 2028.  
Motion - Sel. Lamere / Second - Sel. Hester  
Vote to approve - Unanimous (7 - 0)
- \* Linda Groppo is submitted for approval to an Member seat on the Winchester Housing Authority Board with a term to expire April 2028.  
Motion - Sel. Lemere / Second - Sel. Marino  
Vote to approve - Unanimous (7 - 0)

Item 9 **Unfinished Business** - None

Item 10 **New Business** -

*A) Discussion regarding addition of Automatic Traffic Enforcement Safety Devices (ATESD) Ordinance (First of 3 meetings)*

Board discussion resulted in a Motion being offered to move this initiative to the second of three meetings to be held at the December 15th Selectman's meeting.

Motion - Sel. Heffernan McGlynn / Second - Sel. Marino

Vote to approve - Unanimous (7 - 0)

*B) Charter Revision Discussion*

The Town Manager gave each member a packet detailing the CT State Laws regarding formation and function of a Charter Revision Committee. Sel. Marino listed several changes that he was willing to support - 1) Town Clerk position from elected to hired 2) Lengthening the Selectmen's term to 4 years 3) New rules regulating service on multiple Boards and Commissions. Paul Harrington added some thoughts regarding the current Charter rules related to Budget vote timing. Sel. Heffernan McGlynn observed that there seemed to be positive sentiment to move this proposal to a broader discussion and suggested each member be prepared to discuss details at the next regular meeting. The Town Manager urged the Board to deliberate cautiously and set a realistic timeline before establishing a formal Committee and charging them with specific tasks.

*C) 25-40 Proposed Line Item Transfers by the Director of Finance*

Prior to this order of business, Town Manager Harrington invited Fire Chief John Field to spend a couple minutes to give Board members some background information that precipitated the transfer necessity.

Chief Fields proceeded to explain how critical Equipment Maintenance was for his department and cited recent specific instances of misdiagnosis and service malpractice that had left the Town and important apparatus in various states of dangerous compromise. He went on to illustrate examples of corrective measures he had started to implement but warned the Board that his current budget for Routine Maintenance was already exhausted and next year's number needed to be increased. Board members asked Town Manager Harrington to investigate what legal recourses might be available to mitigate some of the service misconduct the Fire Department had endured.

Motion Statement - "By recommendation of the Town Manager, I move that the Board of Selectmen approve **Action Step 25-40 (FY2026-01)**, a budget transfer totaling \$10,000.00"

Motion - Sel. Hester / Second - Sel. Heffernan McGlynn

Vote to approve - Unanimous (7 - 0)

*D) 25-41 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 \$112.47."

Motion - Sel. Marino / Second - Sel. Hester

Vote to approve - Unanimous (7 - 0)

*E) Set Public Hearing Date for Automatic Traffic Enforcement Safety Devices for December 18, 2025*

A motion was offered to establish a Public Hearing for ATESD to be held at Town Hall in the Hicks Room on December 18, 2025 at 6pm.

Motion - Sel. Marino / Second - Sel. Hester

Vote to approve - Unanimous (7 - 0)

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

\* Chris King - Offered some personal thoughts, suggestions and warnings regarding the Speed Camera initiative and potential ordinance.

Item12 **Selectmen's Comments -**

Sel. Lamere	Noted that P & Z would be forwarding a letter to the BOS regarding the Towns' dock and mooring ordinance.
Sel. Bishop	Questioned whether the previous meetings request for Atty Services RFP during Selectmans comments was appropriate.
Mayor Arcelaschi	Thanked supporters of his Salvation Army "bell ringing" stint. Reminded all that the "Freezin for a Reason" event will be held on Dec 12th and Wreaths Across America on Dec. 13th. Closed by asking the Town Manager for suggestions on alternate ways to promote the Towns Business and Activities since local newspaper coverage has all but disappeared.
Sel. Hester	Spoke about the Historic Commission's Wayside Sign project
Sel. Pozzo	Promoted the Recreation Departments upcoming Dec. 13th Holiday Event

Item 13 **Adjournment**

Motion - Sel. Heffernan McGlynn / Second - Sel. Marino

To adjourn the meeting at 8:35pm

Vote to approve - Unanimous (7 - 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.

## 11/30/2025

	FY 2026							FY2025 vs FY2025		
	Amended Budget	Month to Date Expenditures	YTD Actual	Outstand. Encumbr.	YTD w/Encumbr.	YTD % w/Encumbr	YTD Remain. Balance	Amended Budget	FY 2025 YTD Actual	YTD %
11/30/2025 5 MONTHS 42%										
Revenues by Source										
Current Property Taxes	29,189,861	263,901	16,618,487		16,618,487	56.93%	12,571,374	27,347,790	15,175,957	55.49%
Past Due Property Taxes	350,000		223,794		223,794	63.94%	126,206	600,000	180,036	30.01%
Current MV Supplemental Taxes	350,000					0.00%	350,000	225,000	0	0.00%
Interest and Liens	171,000	18,265			106,143	61.49%	65,857	186,000	81,484	49.39%
State Grants/PIL/CI/Intergovernmental	8,851,228	6,416	2,485,403		2,485,403	28.09%	6,364,825	8,821,566	2,421,428	27.45%
Charges for Services	219,517	34,916	219,517		219,517	45.45%	253,433	408,565	196,605	47.87%
Licenses, Fees and Permits	242,000	12,690	132,459		132,459	54.74%	109,541	202,000	104,197	51.58%
Income on Investments	300,000	65,809	320,120		320,120	106.71%	(20,120)	350,000	153,966	43.97%
Other Revenue	467,000	305,000	329,213		329,213	70.50%	137,787	62,000	35,889	57.90%
Sewer and Water Administration - Transfers In	325,000	27,084	135,412		135,412	41.67%	189,588	290,000	120,838	41.67%
Appropriation of Fund Balance								2,050,000		0.00%
Transfers In	288,100	-	-		-	0.00%	288,100		-	0.00%
Fund Balance - BOE Non Lapsing								40,806,370	18,470,360	45.26%
REVENUES - TOWN GENERAL FUND 999	41,017,139	754,735	20,570,548	-	20,570,548	50.15%	20,446,591	40,806,370	18,470,360	45.26%
REVENUE TOTAL per Report GL216	41,017,139	754,735	20,570,548	-	20,570,548	50.15%	20,446,591	40,806,370	18,470,360	45.26%

	FY2025 vs FY2025	
	\$	Difference
	1,442,530	
	43,756	
	(0)	
	23,649	
	64,975	
	22,912	
	28,262	
	156,214	
	293,314	
	14,574	
	-	
	-	
	2,100,186	
	2,100,186	

### Expenditures by Department

Board of Selectmen 110	37,421	1,886	12,405	12,424	33,20%	24,997	18,953	47,08%	(6,550)
Town Manager 111	225,718	17,379	89,710	89,710	15,66%	136,008	230,845	36,81%	2,436,380
Probate Court 112	11,897	1,887	1,887	1,887	0.00%	10,010	11,550	0.00%	1,887
Registrar 113	98,722	18,664	42,649	49,27%	48,636	50,066	93,87%	48,88%	2,748,979
Accounting 114	393,450	27,846	152,165	157,572	40,05%	235,878	394,010	34,01%	23,413,849
Assessor 115	157,601	10,231	51,700	51,700	34,10%	99,901	221,015	27,91%	(9,987)
Board of Assessment Appeal 116	3,000	-	-	-	0.00%	3,000	3,280	5,04%	(164)
Tax Collector 117	176,234	13,899	73,821	73,821	41,92%	102,359	162,056	44,14%	2,348,569
Treasurer 118	48,039	4,003	20,016	20,016	41,67%	28,023	48,289	19,57%	4,441
Legal Fees 119	88,000	4,489	39,386	39,386	44,76%	48,614	111,000	26,60%	12,779,948
Town Clerk 120	184,812	10,416	60,044	74,814	40,48%	109,998	180,161	84,14%	(9,335,998)
Planning & Zoning Commission 122	2,540	115	390	390	15,35%	2,150	2,540	57%	(188)
Zoning Board of Appeals 123	1,600	95	387	387	21,08%	1,283	1,200	11%	9,58%
Economic Development 126	9,500	-	1,997	1,997	16,72%	7,963	10,000	2,73%	(1,135)
Maintenance of Lakes/Ponds 126	90,445	8,410	20,732	29,142	32,22%	61,303	75,305	20,51%	8,163,231
Town Hall Building 127	244,823	18,559	72,088	58,144	53,19%	114,591	237,168	124,08%	6,822,069
Soldiers Monument Commission 129	7,500	361	1,039	1,837	24,50%	5,663	7,500	7,50%	1,078,708
Inlands Wetlands Commission 136	4,800	-	-	-	0.00%	4,800	5,060	4,80%	4,800
Purchasing 145	44,890	3,348	17,367	17,367	38,69%	27,523	34,438	52,44%	(5,991)
Land Use 148	342,334	25,910	140,660	140,660	41,09%	201,674	363,225	125,14%	15,511,611
Human Resources 150	14,680	165	2,901	2,901	17,74%	12,059	20,260	6,57%	(3,972)
Friends Of Main Street 152	9,000	-	9,000	9,000	100,00%	-	9,000	-	100,00%
Printing 800	-	-	-	-	-	-	-	-	-
Public Celebrations 811	37,000	5,224	5,380	5,380	14,54%	31,620	20,000	31	0,15%
Northwest CT Transit District 814	77,182	77,182	77,182	77,182	100,00%	1,817	75,365	100,00%	5,350
Employee Benefits 918	2,556,500	178,041	981,415	715,993	57,41%	1,697,736	2,891,306	1,773,736	61,35%
Municipal Insurance 919	515,000	4,249	361,144	361,144	70,13%	153,856	475,000	462,800	97,43%
Education Indirect Costs 912	744,360	49,509	251,702	251,702	33,81%	482,658	742,459	270,541	36,44%
	6,521,078	397,286	2,414,098	821,301	50,54%	3,226,999	6,467,504	3,440,486	(144,486)
General Government	3,084,276	227,247	1,297,402	138,425	46,55%	1,435,827	3,060,899	1,305,015	42,64%
Police 210	426,511	46,581	157,295	95,635	59,30%	173,581	428,659	165,065	38,51%
Fire 211									

## 11/30/2025

# TOWN OF WINCHESTER REVENUE SUMMARY

Date Range:  
7/01/2025  
11/30/2025

## 001 GENERAL FUND

Description	Amended Budget	Month to Date Revenue	Year to Date Revenue	YTD Pct	To Be Collected
0999-700-0000-0000 PROPERTY TAXES - CURRENT	29,189,861.00	263,901.35	16,618,486.81	56.93	12,571,374.19
0999-700-0001-0000 PROPERTY TAXES - PAST DUE	350,000.00	20,655.34	223,794.27	63.94	126,205.73
0999-700-0003-0000 MV SUPPLEMENTAL	350,000.00				350,000.00
0999-701-0000-0000 INTEREST AND LIEN FEES	170,000.00	18,264.63	105,142.85	61.85	64,857.15
0999-701-0001-0000 SUSPENSE INTEREST	1,000.00				1,000.00
0999-710-0004-0000 DISTRESSED MUNICIPALITIES GRANT	3,000.00				3,000.00
0999-710-0007-0000 TAX RELIEF-THE ELDERLY & DISABLED	3,000.00				3,000.00
0999-710-0010-0000 TOWN AID - IMPROVED ROADS	295,707.00		197,040.64	66.63	98,666.36
0999-710-0012-0000 PILOT	215,420.00		216,056.90	100.30	-636.90
0999-710-0013-0000 PEQUOT-MOHEGAN GRANT	49,474.00				49,474.00
0999-710-0019-0000 MUNICIPAL REVENUE SHARING	105,432.00		107,076.52	101.56	-1,644.52
0999-710-0024-0000 TELECOMMUNICATIONS PROPERTY TAX	35,000.00				35,000.00
0999-710-0125-0000 JUDICIAL PAYMENTS	8,000.00	2,560.00	6,375.00	79.69	1,625.00
0999-710-0179-0000 STATE OF CT EMERGENCY PLANNING	6,000.00	3,856.06	3,856.06	64.27	2,143.94
0999-720-0007-0000 EDUCATION COST SHARING (ECS)	306,204.00				306,204.00
0999-740-0000-0000 ROAD OPENING PERMIT FEE	7,823,991.00		1,955,998.00	25.00	5,867,993.00
0999-741-0000-0000 DRIVEWAY PERMIT FEE	1,000.00	50.00	1,150.00	115.00	-150.00
0999-742-0000-0000 POLICE PERMITS	500.00		500.00	100.00	
0999-745-0000-0000 PARKING FINES	11,000.00		3,170.85	28.83	7,829.15
0999-746-0000-0000 BUILDING PERMITS	1,150.00	25.00	25.00	2.17	1,125.00
0999-746-0001-0000 HOUSING INSPECTION FEES-RENTALS	285,000.00	26,491.07	133,342.85	46.79	151,657.15
0999-746-0002-0000 PLANNING AND ZONING FEES	2,000.00	840.00	3,840.00	192.00	-1,840.00
0999-746-0003-0000 ZONING BOARD OF APPEALS FEES	10,000.00	1,035.00	-866.00	-8.66	10,866.00
0999-746-0004-0000 INLAND WETLANDS APPLICATION FEES	5,000.00	-175.00	2,257.00	45.14	2,743.00
0999-746-0007-0000 PLANNING OFFICE REVENUE	4,000.00		14,297.00	357.43	-10,297.00
0999-746-0009-0000 BUILDING DEPARTMENT COPIES	2,000.00		613.00	30.65	1,387.00
0999-748-0000-0000 INCOME ON INVESTMENTS	500.00		232.00	46.40	268.00
0999-749-0000-0000 CEMETERIES	300,000.00	65,808.94	320,119.71	106.71	-20,119.71
0999-750-0000-0000 GRAVE OPENINGS	20,000.00	2,250.00	3,450.00	17.25	16,550.00
0999-751-0000-0000 TOWN CLERK REVENUE	20,000.00	4,450.00	350.00	17.25	-350.00
0999-753-0000-0000 MISCELLANEOUS REVENUE - TOWN	240,000.00	12,639.77	15,300.00	76.50	4,700.00
0999-753-0034-0000 BURNING PERMITS-FIRE DEPARTMENT	465,000.00	5,000.00	130,577.09	54.41	109,422.91
0999-754-0000-0000 SALE OF LAND AND EQUIPMENT	200.00		25,000.00	5.38	440,000.00
0999-755-0000-0000 RECREATION REVENUE		300,000.00			200.00
0999-756-0000-0000 FIRE MARSHAL REVENUE	35,000.00		303,600.00		-303,600.00
0999-764-0000-0000 ANIMAL CONTROL REVENUE	500.00				35,000.00
0999-766-0000-0000 AMBULANCE REVENUE	100.00				500.00
0999-783-0000-0000 WINCHESTER HOUSING IN LIEU OF TAX	50,000.00		44,350.46	88.70	100.00
0999-796-0000-0000 SEWER-WATER ADMINISTRATION	39,000.00				5,649.54
0999-799-0001-0000 TRANSFERS IN - ECONOMIC STABILIZAT	325,000.00	27,084.00	135,412.00	41.67	39,000.00
	250,000.00				189,588.00
					250,000.00

TOWN OF WINCHESTER  
REVENUE SUMMARY

Date Range:  
7/01/2025  
11/30/2025

001 GENERAL FUND						
Description	Amended Budget	Month to Date Revenue	Year to Date Revenue	YTD Pct	To Be Collected	
0999-799-0002-0000 TRANSFERS IN - OPIOID SETTLEMENT	27,500.00				27,500.00	
0999-799-0004-0000 TRANSFERS IN - BLIGHT - FUND 50	10,600.00				10,600.00	
REVENUES - TOWN GENERAL FUND 989	41,017,139.00	754,736.16	20,570,548.01	50.15	20,446,590.99	
REVENUE TOTAL	41,017,139.00	754,736.16	20,570,548.01	50.15	20,446,590.99	



**TOWN OF WINCHESTER  
APPROPRIATION SUMMARY**

Date Range:  
7/01/2025  
11/30/2025

**001 GENERAL FUND**

Description	Amended Budget	Month to Date Expenditures	Year to Date Expenditures	YTD Pct	Outstanding Encumbrances	Unencumbered Balance	Unexpended Balance
0110-190-0000-0000 ADMINISTRATIVE SALARIES	7,500.00	624.98	3,124.90	41.67		4,375.10	4,375.10
0110-814-0000-0000 MEMBERSHIP, DUES & SUBSCRIPTIONS	18,421.00	1,175.00	8,871.00	48.16		9,550.00	9,550.00
0110-835-0000-0000 CONTINGENCY	10,000.00	85.98	409.18	4.28	18.69	9,572.13	9,590.82
0110-898-0000-0000 SOFTWARE AGREEMENT/SUPPORT	1,500.00					1,500.00	1,500.00
BOARD OF SELECTMEN 110	37,421.00	1,885.96	12,405.08	33.20	18.69	24,997.23	25,015.92
0111-190-0000-0000 ADMINISTRATIVE SALARIES	139,000.00	11,513.08	59,389.33	42.73		79,610.67	79,610.67
0111-193-0000-0000 SECRETARIAL/SUPPORT STAFF	73,500.00	5,653.84	29,379.40	39.97		44,120.60	44,120.60
0111-385-0000-0000 ANNUAL REPORT AND BUDGET	500.00					500.00	500.00
0111-806-0000-0000 OFFICE SUPPLIES	750.00	151.52	258.56	34.47		491.44	491.44
0111-807-0000-0000 TELEPHONE	504.00		155.52	30.86		348.48	348.48
0111-811-0000-0000 TRAINING & EDUCATION	8,164.00					8,164.00	8,164.00
0111-814-0000-0000 MEMBERSHIP, DUES & SUBSCRIPTIONS	1,300.00		171.60	13.20		1,128.40	1,128.40
0111-831-0005-0000 PUBLIC COMMUNICATIONS			294.19			-294.19	-294.19
0111-835-0011-0000 MISCELLANEOUS/OTHER	2,000.00	61.00	61.00	3.05		1,939.00	1,939.00
TOWN MANAGER 111	225,718.00	17,379.44	89,709.60	39.74		136,008.40	136,008.40
0112-804-0000-0000 TRANSFER TO DISTRICT FOR EXPENSES							
PROBATE COURT 112	11,897.00	1,886.90	1,886.90	15.86		10,010.10	10,010.10
	11,897.00	1,886.90	1,886.90	15.86		10,010.10	10,010.10
0113-190-0000-0000 ADMINISTRATIVE SALARIES	35,605.00		10,035.51	28.19		25,569.49	25,569.49
0113-806-0000-0000 OFFICE SUPPLIES	600.00					600.00	600.00
0113-809-0000-0000 MAINTENANCE OF OFFICE EQUIPMENT	900.00					900.00	900.00
0113-811-0000-0000 TRAINING & EDUCATION	7,305.00	18,664.33	2,755.21	48.67	800.00	3,749.79	4,549.79
0113-837-0000-0000 ELECTIONS & REFERENDUMS	47,191.00		26,108.30	66.32	5,187.87	15,894.83	21,082.70
0113-838-0000-0000 VOTER CANVASSERS	7,121.00	18,664.33	3,749.08	52.65		3,371.92	3,371.92
REGISTRARS 113	98,722.00	18,664.33	42,648.10	49.27	5,987.87	50,086.03	56,073.90
0114-190-0000-0000 ADMINISTRATIVE SALARIES	126,000.00	9,692.30	50,365.38	39.97		75,634.62	75,634.62
0114-191-0000-0000 ADMINISTRATIVE ASSISTANTS	87,455.00	9,374.90	48,416.59	55.36		39,038.41	39,038.41
0114-192-0000-0000 LABOR, SKILLED & PROFESSIONAL	89,250.00	6,865.38	35,675.35	39.97		53,574.65	53,574.65
0114-193-0001-0000 INTERN & TEMP HELP	500.00					500.00	500.00
0114-197-0000-0000 OVERTIME	1,000.00		367.64	36.76		632.36	632.36
0114-384-0000-0000 AUDIT FEE	38,850.00		11,650.00	29.99		27,200.00	27,200.00
0114-800-0009-0000 BANK FEES	1,000.00		-100.00	-10.00		1,100.00	1,100.00
0114-806-0000-0000 OFFICE SUPPLIES	2,200.00		264.98	12.04		1,935.02	1,935.02
0114-809-0000-0000 MAINTENANCE OFFICE EQUIPMENT	320.00					320.00	320.00
0114-811-0000-0000 TRAINING & EDUCATION	5,125.00	1,227.28	1,924.24	37.55		3,200.76	3,200.76
0114-814-0000-0000 MEMBERSHIP, DUES & SUBSCRIPTIONS	1,150.00					1,150.00	1,150.00
0114-814-0001-0000 TRANSPORT FEES	8,500.00	686.12	3,570.03	105.60	5,406.39	-476.42	4,929.97
0114-819-0000-0000 VEHICLE ALLOWANCE	100.00					100.00	100.00
0114-831-0000-0000 OUTSIDE SERVICES - ACTUARY	32,000.00		31.25	0.10		31,968.75	31,968.75
ACCOUNTING 114	393,450.00	27,845.98	152,165.46	40.05	5,406.39	235,878.15	241,284.54
0115-190-0000-0000 ADMINISTRATIVE SALARIES	133,008.00	10,231.34	50,032.37	37.62		82,975.63	82,975.63

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0115-197-0000-0000 OVERTIME	1,250.00		245.63	19.65		1,004.37	1,004.37
0115-384-0000-0000 PERSONAL PROPERTY AUDITS	10,000.00					10,000.00	10,000.00
0115-806-0000-0000 OFFICE SUPPLIES	1,608.00					1,608.00	1,608.00
0115-811-0000-0000 TRAINING & EDUCATION	1,450.00					1,450.00	1,450.00
0115-814-0000-0000 MEMBERSHIPS, DUES & SUBSCRIPTIONS	1,765.00		250.00	14.16		1,515.00	1,515.00
0115-817-0000-0000 CONTRACTED PRINTING	2,320.00		1,172.27	50.53		1,147.73	1,147.73
0115-819-0000-0000 VEHICLE ALLOWANCE	200.00					200.00	200.00
ASSESSOR 115	151,601.00	10,231.34	51,700.27	34.10		99,900.73	99,900.73
0116-192-0000-0000 LABOR, SKILLED & PROFESSIONAL	2,500.00					2,500.00	2,500.00
0116-193-0000-0000 SECRETARIAL/SUPPORT STAFF	250.00					250.00	250.00
0116-811-0000-0000 TRAINING & EDUCATION	250.00					250.00	250.00
BOARD OF ASSESSMENT APPEAL 116	3,000.00					3,000.00	3,000.00
0117-190-0000-0000 ADMINISTRATIVE SALARIES	78,114.00	6,008.78	31,438.89	40.25		46,675.11	46,675.11
0117-191-0000-0000 ADMINISTRATIVE ASSISTANT	63,397.00	5,725.76	26,190.73	41.31		37,206.27	37,206.27
0117-193-0001-0000 TEMP HELP		2,164.22	2,798.42			-2,798.42	-2,798.42
0117-197-0000-0000 OVERTIME	2,000.00		96.57	4.83		1,903.43	1,903.43
0117-806-0000-0000 OFFICE SUPPLIES	2,030.00		428.78	23.81	54.59	1,546.63	1,601.22
0117-808-0000-0000 POSTAGE	13,705.00		5,907.21	43.10		7,797.79	7,797.79
0117-811-0000-0000 TRAINING & EDUCATION	1,430.00					1,430.00	1,430.00
0117-812-0000-0000 DMV/MUNICIPAL ACCESS PROGRAM	250.00		250.00	100.00			
0117-814-0000-0000 MEMBERSHIPS, DUES & SUBSCRIPTIONS	175.00					175.00	175.00
0117-817-0000-0000 CONTRACTED PRINTING	15,033.00		6,709.94	44.63		8,323.06	8,323.06
0117-819-0000-0000 VEHICLE ALLOWANCE	100.00					100.00	100.00
TAX COLLECTOR 117	176,234.00	13,898.76	73,820.54	41.92	54.59	102,358.87	102,413.46
0118-190-0000-0000 ADMINISTRATIVE SALARIES	48,039.00	4,003.25	20,016.25	41.67		28,022.75	28,022.75
TREASURER 118	48,039.00	4,003.25	20,016.25	41.67		28,022.75	28,022.75
0119-815-0000-0000 LEGAL ADS & NOTICES	12,000.00	1,086.01	5,166.46	43.05		6,833.54	6,833.54
0119-845-0000-0000 LEGAL FEES - TOWN ATTORNEY	50,000.00	3,412.50	18,016.50	36.03		31,983.50	31,983.50
0119-845-0001-0000 LEGAL FEES - OUTSIDE LEGAL COUNSEL	6,000.00		9,565.50	159.43		-3,565.50	-3,565.50
0119-845-0002-0000 LEGAL FEES - LABOR COUNSEL	20,000.00		6,637.50	33.19		13,362.50	13,362.50
LEGAL FEES 119	88,000.00	4,498.51	39,385.96	44.76		48,614.04	48,614.04
0120-190-0000-0000 TOWN CLERK	72,317.00	5,562.84	28,906.43	39.97		43,410.57	43,410.57
0120-191-0000-0000 ASSISTANT TOWN CLERK	79,247.00	4,525.15	26,523.56	33.47		52,723.44	52,723.44
0120-806-0000-0000 OFFICE SUPPLIES	2,344.00	-25.98	1,296.13	55.30		1,047.87	1,047.87
0120-809-0000-0000 MAINTENANCE OF OFFICE EQUIPMENT	1,000.00	353.80	380.12	38.01		619.88	619.88
0120-809-0001-0000 MAINTENANCE OF BOOKS AND MAPS	400.00					400.00	400.00
0120-809-0002-0000 RESTORATION OF RECORDS	730.00					730.00	730.00
0120-811-0000-0000 TRAINING & EDUCATION	1,060.00		445.00	41.98		615.00	615.00
0120-814-0000-0000 MEMBERSHIPS/DUES/SUBSCRIPTIONS	235.00		40.00	17.02		195.00	195.00
0120-825-0000-0000 SUPPLIES & MATERIALS	324.00					324.00	324.00

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0120-828-0000-0000 INDEXING SYSTEM	26,530.00		2,422.90	64.81	14,770.10	9,337.00	24,107.10
0120-837-0000-0000 ELECTIONS PRINTING	175.00		29.60	16.91		145.40	145.40
0120-839-0000-0000 VITAL STATISTICS	450.00					450.00	450.00
TOWN CLERK 120	184,812.00	10,415.81	60,043.74	40.48	14,770.10	109,998.16	124,768.26
0122-193-0000-0000 SECRETARY SALARY/SUPPORT STAFF	2,040.00	115.00	390.00	19.12		1,650.00	1,650.00
0122-811-0000-0000 TRAINING AND EDUCATION	500.00					500.00	500.00
PLANNING & ZONING COMMISSION 122	2,540.00	115.00	390.00	15.35		2,150.00	2,150.00
0123-193-0000-0000 SECRETARIAL/SUPPORT STAFF	1,200.00	95.00	337.34	28.11		862.66	862.66
0123-811-0000-0000 TRAINING AND EDUCATION	400.00					400.00	400.00
ZONING BOARD OF APPEALS 123	1,600.00	95.00	337.34	21.08		1,262.66	1,262.66
0125-811-0000-0000 TRAINING AND EDUCATION	300.00					300.00	300.00
0125-814-0000-0000 MEMBERSHIPS DUES & SUBSCRIPTIONS	750.00					750.00	750.00
0125-831-0000-0000 OUTSIDE SERVICES	4,500.00					4,500.00	4,500.00
0125-831-0005-0000 MARKETING	4,000.00		1,597.18	39.93		2,402.82	2,402.82
ECONOMIC DEVELOPMENT COMMISSION 125	9,550.00		1,597.18	16.72		7,952.82	7,952.82
0126-194-0000-0000 GENERAL LABOR	13,080.00					13,080.00	13,080.00
0126-825-0000-0000 SUPPLIES AND MATERIALS	80.00		80.40	100.50		-0.40	-0.40
0126-851-0000-0000 HIGHLAND - HERBICIDE TREATMENT	43,838.00		7,304.00	37.78	9,259.00	27,275.00	36,534.00
0126-851-0007-0000 HIGHLAND - WATER SAMPLING	18,447.00		1,026.00	67.76	11,473.00	5,948.00	17,421.00
0126-852-0004-0000 PARK POND - HERBICIDE TREATMENT	15,000.00					15,000.00	15,000.00
MAINTENANCE OF LAKES/PONDS 126	90,445.00		8,410.40	32.22	20,732.00	61,302.60	82,034.60
0127-194-0000-0000 GENERAL LABOR	113,848.00	4,279.17	23,298.43	20.46		90,549.57	90,549.57
0127-197-0000-0000 OVERTIME	4,000.00		638.75	15.97		3,361.25	3,361.25
0127-806-0000-0000 OFFICE SUPPLIES	100.00					100.00	100.00
0127-807-0000-0000 MOBILE TELEPHONE/INTERNET	493.00		155.52	31.55		337.48	337.48
0127-822-0000-0000 ELECTRICITY	57,000.00	2,587.85	21,344.62	103.10	37,422.56	-1,767.18	35,655.38
0127-823-0000-0000 HEATING FUEL	14,000.00	831.22	2,040.00	100.00	11,960.00		11,960.00
0127-824-0000-0000 WATER AND SEWER USAGE	5,000.00	9,166.49	13,278.61	265.57		-8,278.61	-8,278.61
0127-825-0000-0000 SUPPLIES & MATERIALS	7,150.00	1,667.11	3,696.38	53.80	150.00	3,303.62	3,453.62
0127-827-0000-0000 MAINTENANCE OF STRUCTURES	11,450.00		72.82	0.64		11,377.18	11,377.18
0127-831-0000-0000 CONTRACTED LABOR	31,782.00	26.86	7,563.00	50.89	8,611.11	15,607.89	24,219.00
TOWN HALL BUILDING 127	244,823.00	18,558.70	72,088.13	53.19	58,143.67	114,591.20	172,734.87
0129-806-0000-0000 OFFICE SUPPLIES	250.00					250.00	250.00
0129-822-0001-0000 ELECTRICITY	700.00	107.23	201.57	100.00	498.43		498.43
0129-827-0000-0000 MAINTENANCE OF STRUCTURES	1,850.00	253.47	937.47	61.48	200.00	712.53	912.53
0129-827-0001-0000 EVENTS AND FUND RAISING	4,700.00					4,700.00	4,700.00
SOLDIERS MONUMENT COMMISSION 129	7,500.00	360.70	1,139.04	24.50	698.43	5,662.53	6,360.96
0136-193-0000-0000 SECRETARY/SUPPORT STAFF	4,000.00					4,000.00	4,000.00
0136-811-0000-0000 TRAINING AND EDUCATION	800.00					800.00	800.00

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INLANDS WETLANDS COMMISSION 136	4,800.00					4,800.00	4,800.00
0145-190-0000-0000 ADMINISTRATIVE SALARY	43,391.00	3,337.80	17,356.90	40.00		26,034.10	26,034.10
0145-197-0000-0000 OVERTIME	500.00					500.00	500.00
0145-806-0000-0000 OFFICE SUPPLIES	499.00	10.29	10.29	2.06		488.71	488.71
0145-814-0000-0000 MEMBERSHIP DUES & SUBSCRIPTIONS	500.00					500.00	500.00
PURCHASING 145	44,890.00	3,348.09	17,367.19	38.69		27,522.81	27,522.81
0148-190-0000-0000 ASST TOWN PLANNER/ENFORCEMENT OFC	69,846.00	5,945.80	30,896.90	44.24		38,949.10	38,949.10
0148-190-0001-0000 BUILDING OFFICIAL	56,231.00	3,307.67	23,449.58	41.70		32,781.42	32,781.42
0148-190-0005-0000 FIRE MARSHAL - FULL TIME POSITION	85,197.00	6,753.60	33,790.80	39.66		51,406.20	51,406.20
0148-191-0000-0000 ADMIN ASSISTANT	55,525.00	4,876.20	25,339.10	45.64		30,185.90	30,185.90
0148-197-0000-0000 OVERTIME	3,000.00	184.32	1,044.48	34.82		1,955.52	1,955.52
0148-806-0000-0000 OFFICE SUPPLIES	2,500.00	40.00	410.25	16.41		2,089.75	2,089.75
0148-807-0000-0000 TELEPHONE/INTERNET	2,520.00	399.98	1,111.20	44.10		1,408.80	1,408.80
0148-811-0000-0000 TRAINING AND EDUCATION	4,270.00		85.00	3.98	85.00	4,100.00	4,185.00
0148-814-0000-0000 MEMBERSHIP, DUES & SUBSCRIPTIONS	2,200.00		3,445.00	156.59		-1,245.00	-1,245.00
0148-818-0000-0000 CLOTHING ALLOWANCE	650.00	100.00	100.00	15.38		550.00	550.00
0148-820-0000-0000 GAS AND DIESEL	800.00		677.10	84.64		122.90	122.90
0148-821-0000-0000 MAINTENANCE OF VEHICLES	2,000.00	77.17	800.33	40.02		1,199.67	1,199.67
0148-825-0000-0000 SUPPLIES AND MATERIALS	395.00	25.49	113.95	31.77	11.54	269.51	281.05
0148-830-0000-0000 OUTSIDE SERVICES	55,200.00	4,200.00	19,300.00	34.96		35,900.00	35,900.00
0148-830-0002-0000 RELOCATION COSTS	2,000.00					2,000.00	2,000.00
LAND USE 148	342,334.00	25,910.23	140,563.69	41.09	96.54	201,673.77	201,770.31
0150-205-0003-0000 DRUG/ALCOHOL TESTING & PHYSICAL	9,660.00	165.00	2,601.00	26.93		7,059.00	7,059.00
0150-806-0000-0000 OFFICE SUPPLIES	500.00					500.00	500.00
0150-832-0000-0000 CHIEF EXAMINER/OUTSOURCE SERVICES	4,500.00					4,500.00	4,500.00
HUMAN RESOURCES 150	14,660.00	165.00	2,601.00	17.74		12,059.00	12,059.00
0152-805-0000-0000 TRANSFER TO OUTSIDE AGENCY	9,000.00		9,000.00	100.00			
FRIENDS OF MAIN STREET 152	9,000.00		9,000.00	100.00			
0210-190-0000-0000 ADMINISTRATIVE SALARIES	125,000.00	9,615.38	45,192.51	36.15		79,807.49	79,807.49
0210-192-0000-0000 LABOR, SKILLED & PROFESSIONAL	1,764,983.00	158,267.76	670,307.58	37.98		1,094,675.42	1,094,675.42
0210-192-0009-0000 SHIFT PREMIUM - OFFICERS	30,000.00	2,156.64	5,174.73	17.25		24,825.27	24,825.27
0210-192-0010-0000 HOLIDAY PAY	150,000.00	10,673.22	48,092.47	32.06		101,907.53	101,907.53
0210-192-0014-0000 EDUCATION/TUITION INCENTIVE	5,000.00					5,000.00	5,000.00
0210-193-0000-0000 SECRETARIAL/SUPPORT STAFF	120,580.00	9,275.33	47,334.91	39.26		73,245.09	73,245.09
0210-199-0002-0000 EVIDENCE - PROP CLERK-COURT LIAISON	29,944.00	2,625.02	13,786.90	46.04		16,157.10	16,157.10
0210-197-0000-0000 OVERTIME	250,000.00	27,531.89	149,192.80	59.68		100,807.20	100,807.20
0210-204-0003-0000 SELECTION AND RECRUITMENT	5,000.00		875.00	17.50		4,125.00	4,125.00
0210-806-0000-0000 OFFICE SUPPLIES	3,500.00	59.66	684.65	19.56		2,815.35	2,815.35
0210-807-0000-0000 TELEPHONE/INTERNET	15,000.00	147.79	4,272.55	28.48		10,727.45	10,727.45
0210-809-0000-0000 MAINTENANCE OF OFFICE EQUIPMENT	500.00					500.00	500.00

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0210-811-0000-0000 TRAINING AND EDUCATION	28,200.00	329.00	11,262.12	46.99	1,990.00	14,947.88	16,937.88
0210-811-0001-0000 ARMORER & RANGE	5,000.00	28.99	1,825.18	36.50		3,174.82	3,174.82
0210-811-0002-0000 FIRING RANGE REPAIRS	1,000.00	634.05	634.05	63.41		365.95	365.95
0210-814-0000-0000 MEMBERSHIP DUES & SUBSCRIPTIONS	4,110.00	298.00	3,418.00	83.16		692.00	692.00
0210-818-0000-0000 CLOTHING ALLOWANCE & EQUIPMENT	32,400.00	705.00	12,883.64	40.99	397.00	19,119.36	19,516.36
0210-820-0000-0000 GAS AND DIESEL	38,400.00		19,535.63	50.87		18,864.37	18,864.37
0210-821-0000-0000 MAINTENANCE OF VEHICLES	21,000.00	431.46	7,251.00	41.56	1,477.02	12,271.98	13,749.00
0210-825-0000-0000 SUPPLIES AND MATERIALS	9,500.00	1,525.54	3,348.54	46.24	1,043.82	5,107.64	6,151.46
0210-825-0003-0000 TRAFFIC EQUIPMENT	1,900.00					1,900.00	1,900.00
0210-825-0006-0000 COMMUNICATION EQUIPMENT	10,000.00		4,954.45	57.19	765.00	4,280.55	5,045.55
0210-825-0007-0000 OFFICER SAFETY EQUIPMENT	7,000.00	41.15	1,149.20	27.04	743.52	5,107.28	5,850.80
0210-826-0000-0000 MAINTENANCE OF EQUIPMENT	7,000.00	420.00	1,075.98	17.30	135.00	5,789.02	5,924.02
0210-826-0002-0000 CHARTER TOWER RENTAL	14,440.00		9,375.93	64.93		5,064.07	5,064.07
0210-826-0000-0000 MAINTENANCE OF UNIFORMS	6,360.00	1,050.00	2,100.00	100.00	4,260.00		4,260.00
0210-831-0000-0000 CONTRACTED SERVICES	93,600.00		70,142.53	74.94		23,457.47	23,457.47
0210-831-0001-0000 CONTRACTED SERVICES - LCD	247,814.00		123,906.78	100.00	123,907.22		123,907.22
0210-834-0000-0000 PRISONER FOOD EXTRAD EXP.,P CASH	500.00	36.36	128.57	25.71		371.43	371.43
0210-843-0001-0000 BOAT REPAIRS & EQUIPMENT	2,000.00					2,000.00	2,000.00
0210-844-0000-0000 NCIC TERMINAL	2,000.00					2,000.00	2,000.00
0210-846-0000-0000 TIRES	6,000.00	960.00	2,116.00	58.87	1,416.00	2,468.00	3,884.00
0210-898-0000-0000 SOFTWARE/LICENSING	36,705.00	250.00	34,811.23	99.61	1,750.00	143.77	1,893.77
0210-908-0000-0000 PHYSICAL FITNESS PROGRAM-YMCA	9,840.00	185.00	2,569.00	31.60	540.00	6,731.00	7,271.00
POLICE 210	3,084,276.00	227,247.24	1,297,401.93	46.55	138,424.58	1,648,449.49	1,786,874.07
0211-190-0000-0000 ADMINISTRATIVE SALARIES	90,000.00	6,923.08	34,557.14	38.40		55,442.86	55,442.86
0211-192-0000-0000 LABOR, SKILLED & PROFESSIONAL	61,547.00	4,734.36	23,434.98	38.08		38,112.02	38,112.02
0211-197-0000-0000 OVERTIME	3,000.00	77.68	1,309.68	43.66		1,690.32	1,690.32
0211-204-0000-0000 MEDICAL EXAMS & PHYSICALS	23,800.00		285.00	42.02	9,715.00	13,800.00	23,515.00
0211-204-0001-0000 PHYSICAL FITNESS PROGRAM	100.00					100.00	100.00
0211-806-0000-0000 OFFICE SUPPLIES	200.00		175.36	87.68		24.64	24.64
0211-807-0000-0000 TELEPHONE/INTERNET	6,061.00	290.45	2,594.85	42.81	6,699.44	3,466.15	3,466.15
0211-809-0000-0000 MAINTENANCE OF OFFICE EQUIPMENT	3,460.00	255.00	765.00	22.11	19,382.00	2,695.00	2,695.00
0211-811-0000-0000 TRAINING AND EDUCATION	19,050.00	299.98	4,272.37	67.71	8,626.05	6,151.58	14,777.63
0211-811-0001-0000 FIRE SAFETY & PREVENTION	1,300.00			10.38	135.00	1,165.00	1,300.00
0211-814-0000-0000 MEMBERSHIP DUES & SUBSCRIPTIONS	1,380.00		325.00	43.12	270.00	785.00	1,055.00
0211-820-0000-0000 GAS AND DIESEL	6,613.00		4,195.15	63.44		2,417.85	2,417.85
0211-821-0000-0000 MAINTENANCE OF VEHICLES	675.00					675.00	675.00
0211-822-0000-0000 ELECTRICITY	11,000.00	964.21	4,300.56	100.00	6,699.44	30.60	6,699.44
0211-823-0000-0000 HEATING FUEL	21,000.00	363.72	1,587.40	99.85	19,382.00	30.60	19,412.60
0211-824-0000-0000 WATER AND SEWER USAGE	4,000.00	1,068.97	2,145.80	53.65		1,854.20	1,854.20
0211-825-0000-0000 SUPPLIES AND MATERIALS	2,300.00			60.39	1,389.00	911.00	2,300.00
0211-825-0002-0000 FIREFIGHTING EQUIPMENT	40,205.00		4,225.34	99.10	35,617.00	362.66	35,979.66
0211-826-0000-0000 MAINTENANCE OF EQUIPMENT	52,770.00	15,188.59	42,995.23	106.44	13,173.78	-3,399.01	9,774.77

# TOWN OF WINCHESTER APPROPRIATION SUMMARY

Date Range:  
7/01/2025  
11/30/2025

## 001 GENERAL FUND

Description	Amended Budget	Month to Date Expenditures	Year to Date Expenditures YTD	Pct	Outstanding Encumbrances	Unencumbered Balance	Unexpended Balance
0211-827-0000-0000 MAINTENANCE OF STRUCTURES	12,300.00	1,384.10	9,134.84	79.37	627.90	2,537.26	3,165.16
0211-829-0000-0000 MAINTENANCE OF UNIFORMS	5,790.00	216.50	861.63	14.88		4,928.37	4,928.37
0211-831-0000-0000 CONTRACTED SERVICES	5,610.00	170.78	1,437.90	25.63		4,172.10	4,172.10
0211-832-0000-0000 CONTRACTED LABOR	1,000.00		650.00	65.00		350.00	350.00
0211-846-0000-0000 TIRES	11,130.00		3,398.80	30.54		7,731.20	7,731.20
0211-849-0000-0000 MAINTENANCE OF FIRE ALARMS	250.00					250.00	250.00
0211-898-0000-0000 SOFTWARE/LICENSING	14,970.00	14,643.29	14,643.29	97.82		326.71	326.71
0211-900-0006-0000 PAY PER CALL	27,000.00					27,000.00	27,000.00
	426,511.00	46,580.71	157,295.32	59.30	95,635.17	173,580.51	269,215.68
0214-190-0000-0000 ADMINISTRATIVE SALARIES	5,000.00	400.00	2,000.00	40.00		3,000.00	3,000.00
0214-807-0000-0000 TELEPHONE/INTERNET	1,020.00		63.27	6.20		956.73	956.73
0214-822-0000-0000 ELECTRICITY	1,100.00	86.54	349.49	100.00	750.51	-140.17	750.51
0214-823-0000-0000 HEATING FUEL	2,000.00	100.48	488.15	107.01	1,652.02	342.00	1,511.85
0214-824-0000-0000 WATER AND SEWER USAGE	720.00	189.00	378.00	52.50			342.00
0214-826-0002-0000 COMMUNICATIONS EQUIPMENT	1,000.00					1,000.00	1,000.00
0214-827-0000-0000 MAINTENANCE OF STRUCTURES	1,500.00					1,500.00	1,500.00
EMERGENCY MANAGEMENT 214	12,340.00	776.02	3,278.91	46.04	2,402.53	6,658.56	9,061.09
0215-805-0000-0000 TRANSFER TO OUTSIDE AGENCY	420,000.00		105,000.00	100.00	315,000.00		315,000.00
0215-805-0001-0000 PARAMEDIC COST	180,410.00		180,408.90	100.00		1.10	1.10
0215-820-0000-0000 GAS AND DIESEL			5,402.78			-5,402.78	-5,402.78
0215-900-0005-0000 PENSION CONTRIBUTION	6,000.00		6,000.00	100.00		-5,401.68	309,598.32
	606,410.00		296,811.68	100.89	315,000.00		
0216-831-0000-0000 CONTRACTED SERVICES	12,000.00		22,000.00	183.33		-10,000.00	-10,000.00
0216-854-0000-0000 RENT	200.00		200.00	100.00			
	12,200.00		22,200.00	181.97		-10,000.00	-10,000.00
0219-848-0000-0000 WINCHESTER FIRE DEPT - REGULAR	10,000.00		10,000.00	100.00			
0219-848-0001-0000 WINCHESTER FIRE DEPT - CONTRACT	25,000.00		25,000.00	100.00			
0219-848-0004-0000 TURNOUT GEAR	5,000.00					5,000.00	5,000.00
0219-848-0009-0000 ANNUAL EQUIP TESTING/CERTIFICATION	6,000.00		3,816.27	63.60		2,183.73	2,183.73
0219-900-0006-0000 PAY PER CALL	3,000.00		38,816.27	79.22		10,183.73	10,183.73
WINCHESTER FIRE DEPARTMENT 219	49,000.00						
0311-190-0000-0000 ADMINISTRATIVE SALARIES	111,395.00	8,568.84	44,557.95	40.00		66,837.05	66,837.05
0311-192-0001-0000 ENGINEER	109,383.00	8,666.46	45,065.80	41.20		64,317.20	64,317.20
0311-193-0000-0000 SECRETARIAL/SUPPORT STAFF	72,453.00	5,573.32	28,850.79	39.82		43,602.21	43,602.21
0311-193-0001-0000 INTERN/TEMP HELP	2.00		4,766.03	3,301.50		-4,764.03	-4,764.03
0311-194-0000-0000 GENERAL LABOR	853,827.00	56,440.16	308,872.37	36.18		544,954.63	544,954.63
0311-194-0001-0000 W&S SNOW REMOVAL	4,000.00					4,000.00	4,000.00
0311-197-0000-0000 OVERTIME	137,512.00	4,908.56	24,725.24	17.98		112,786.76	112,786.76
0311-400-0000-0000 ON CALL STIPEND	2,600.00	200.00	992.86	38.19		1,607.14	1,607.14
0311-806-0000-0000 OFFICE SUPPLIES	2,662.00		413.16	17.77	60.00	2,188.84	2,248.84

# TOWN OF WINCHESTER APPROPRIATION SUMMARY

Date Range:  
7/01/2025  
11/30/2025

001 GENERAL FUND

Description	Amended Budget	Month to Date Expenditures	Year to Date Expenditures	YTD Pct	Outstanding Encumbrances	Unencumbered Balance	Unexpended Balance
0311-807-0000-0000 TELEPHONE/INTERNET	6,766.00	82.33	1,994.97	29.49	3,300.00	4,771.03	4,771.03
0311-811-0000-0000 TRAINING AND EDUCATION	6,900.00		300.00	52.17	6,600.00	3,300.00	6,600.00
0311-820-0000-0000 GAS AND DIESEL	51,805.00	3,851.50	9,646.43	140.81	63,298.27	-21,139.70	42,158.57
0311-822-0000-0000 ELECTRICITY	11,000.00	637.01	2,891.50	103.95	8,543.51	-435.01	8,108.50
0311-823-0000-0000 HEATING FUEL	19,803.00		-227.43	67.36	13,567.70	6,462.73	20,030.43
0311-825-0000-0000 SUPPLIES AND MATERIALS	36,814.00	1,396.25	4,097.18	37.95	9,873.93	22,842.89	32,716.82
0311-826-0000-0000 MAINTENANCE OF EQUIPMENT	144,866.00	33,387.61	63,082.74	67.16	34,209.30	47,573.96	81,783.26
0311-826-0001-0000 FLEET REPAIRS	44,500.00	-1,351.00	3,295.54	9.10	752.00	40,452.46	41,204.46
0311-827-0000-0000 MAINTENANCE OF STRUCTURES	14,050.00	613.39	1,689.27	33.45	3,009.83	9,350.90	12,360.73
0311-829-0000-0000 UNIFORMS & SAFETY CLOTHING	14,578.00	900.58	5,630.96	52.38	2,005.70	6,941.34	8,947.04
0311-830-0000-0000 CONTRACTED EQUIPMENT	28,538.00			49.02	13,988.00	14,550.00	28,538.00
0311-831-0000-0000 CONTRACTED SERVICES	92,420.00	5,601.16	27,707.61	39.46	8,759.33	55,953.06	64,712.39
0311-832-0000-0000 CONTRACT LABOR	500.00					500.00	500.00
0311-846-0000-0000 TIRES	20,640.00		1,745.29	8.46		18,894.71	18,894.71
0311-851-0000-0000 ENGINEERING SERVICES	31,150.00	253.75	1,724.23	33.24	8,629.75	20,796.02	29,425.77
0311-853-0000-0000 STREET & TRAFFIC SIGNS	10,495.00		2,292.00	46.90	2,630.00	5,573.00	8,203.00
0311-859-0000-0000 SALT	190,000.00			98.11	186,414.00	3,586.00	190,000.00
0311-860-0000-0000 SAND FOR ICE CONTROL	30,250.00					30,250.00	30,250.00
0311-865-0000-0000 PIPE & MANHOLES	23,400.00		10,489.14	53.79	2,097.99	10,812.87	12,910.86
0311-866-0000-0000 AGGREGATE MATERIALS	23,500.00	3,833.47	16,671.67	90.10	4,502.88	2,325.45	6,828.33
0311-888-0000-0000 SOFTWARE/LICENSING	35,745.00	2,133.60	13,399.40	37.49		22,345.60	22,345.60
HIGHWAYS 311	2,131,554.00	135,696.99	624,674.70	46.46	365,642.19	1,141,237.11	1,506,879.30
0313-194-0000-0000 GENERAL LABOR	32,561.00	1,230.51	2,540.10	7.80		30,020.90	30,020.90
0313-197-0000-0000 OVERTIME	4,650.00	448.51	1,387.10	29.83		3,262.90	3,262.90
0313-822-0000-0000 ELECTRICITY	700.00	88.82	177.98	100.00	522.02		522.02
0313-823-0000-0000 HEATING FUEL	2,250.00				4,250.00	-2,000.00	2,250.00
0313-825-0000-0000 SUPPLIES AND MATERIALS	4,664.00	701.54	1,575.14	42.31	398.31	2,690.55	3,088.86
0313-827-0000-0000 MAINTENANCE OF STRUCTURES	3,900.00		546.46	14.01		3,353.54	3,353.54
0313-831-0000-0000 CONTRACTED SERVICES	62,560.00	8,100.00	30,202.38	48.60	200.00	32,157.62	32,357.62
CEMETERIES 313	111,285.00	10,569.38	36,429.16	37.56	5,370.33	69,485.51	74,855.84
0314-805-0000-0000 TRANSFER TO OUTSIDE AGENCY(REGULA)	242,624.00		120,534.00	100.00	122,090.00		122,090.00
WASTE DISPOSAL AND RECYCLING 314	242,624.00		120,534.00	100.00	122,090.00		122,090.00
0320-383-0000-0000 STREET LIGHTING EXPENDITURES					8,958.95	-8,958.95	
0320-822-0000-0000 ELECTRICITY	146,000.00	8,163.25	42,539.15	109.88	117,883.44	-14,422.59	103,460.85
STREET LIGHTING 320	146,000.00	8,163.25	42,539.15	116.01	126,842.39	-23,381.54	103,460.85
0325-822-0000-0000 ELECTRICITY	5,500.00	363.46	1,371.90	100.00	4,128.10		4,128.10
0325-823-0000-0000 HEATING FUEL	1,210.00					1,210.00	1,210.00
0325-824-0000-0000 WATER & SEWER USAGE	1,931.00					1,931.00	1,931.00
0325-827-0000-0000 MAINTENANCE OF GROUNDS	1,200.00		700.00	58.33		500.00	500.00
0325-831-0000-0000 CONTRACTED SERVICES	15,330.00		6,549.61	56.94	2,180.00	6,600.39	8,780.39
0325-844-0000-0000 MAIN STREET MAINTENANCE	27,250.00	469.19	7,235.19	59.58	9,000.00	11,014.81	20,014.81

# TOWN OF WINCHESTER APPROPRIATION SUMMARY

Date Range:  
7/01/2025  
11/30/2025

001 GENERAL FUND

Description	OTHER TOWN PROPERTIES 325	Amended	Month to Date	Year to Date	YTD Pct	Outstanding	Unencumbered	Unexpended
		Budget	Expenditures	Expenditures				
0410-870-0000-0000 FOOTHILLS VISITING NURSES		52,421.00	832.65	15,856.70	59.45	15,308.10	21,256.20	36,564.30
0410-873-0000-0000 YOUTH SERVICE BUREAU		34,000.00		17,000.00	100.00	17,000.00		17,000.00
0410-876-0000-0000 TORRINGTON AREA HEALTH DISTRICT		31,772.00		31,772.00	100.00			
0410-877-0000-0000 SUSAN B. ANTHONY PROJECT		56,093.00		56,093.28	100.00		-0.28	-0.28
0410-879-0000-0000 N.W. ELDERLY NUTRITION PROGRAM		2,500.00		2,500.00	100.00			
0410-883-0000-0000 HELPING HANDS HOME CARE		14,928.00		14,928.00	100.00			
0410-887-0000-0000 GREENWOODS COUNSELLING REFERRALS		5,000.00		5,000.00	100.00			
0410-888-0000-0000 FISH		7,500.00		7,500.00	100.00			
	HEALTH 410	1,000.00		1,000.00	100.00			
		152,793.00		135,793.28	100.00	17,000.00	-0.28	16,999.72
0510-194-0000-0000 GENERAL LABOR		10,000.00	837.88	4,189.34	41.89		5,810.66	5,810.66
0510-807-0000-0000 TELEPHONE				33.05			-33.05	-33.05
0510-830-0000-0000 EVICTIONS		1,000.00	300.00	700.00	70.00		300.00	300.00
	SOCIAL SERVICES 510	11,000.00	1,137.88	4,922.39	44.75		6,077.61	6,077.61
0710-805-0000-0000 TRANSFER TO OUTSIDE AGENCY		255,666.00	21,305.50	106,527.50	100.00	149,138.50		149,138.50
	LIBRARIES 710	255,666.00	21,305.50	106,527.50	100.00	149,138.50		149,138.50
0810-825-0000-0000 SUPPLIES & MATERIALS		3,981.00					3,981.00	3,981.00
0810-827-0000-0000 MAINTENANCE OF STRUCTURES		3,000.00	760.00	2,620.00	11.32	300.00	22,881.00	23,181.00
0810-827-0001-0000 MAINTENANCE OF GROUNDS		25,801.00	5,480.00	16,440.00	63.86	8,480.00	14,100.00	22,580.00
0810-830-0000-0000 CONTRACTED SERVICES		39,020.00	6,240.00	19,060.00	38.77	8,780.00	43,962.00	52,742.00
	PARKS 810	71,802.00	6,240.00	19,060.00	38.77	8,780.00	43,962.00	52,742.00
0811-596-0000-0000 HOLIDAY DISPLAYS-INSTALL/REMOVAL		2,000.00					2,000.00	2,000.00
0811-596-0001-0000 REPLACEMENT DISPLAYS		20,000.00	5,224.00	5,380.00	26.90		14,620.00	14,620.00
0811-800-0000-0000 LAUREL CITY COMMISSION		15,000.00					15,000.00	15,000.00
	PUBLIC CELEBRATIONS 811	37,000.00	5,224.00	5,380.00	14.54		31,620.00	31,620.00
0812-190-0000-0000 ADMINISTRATIVE SALARIES		41,391.00	-6,774.16	15,742.03	38.03		25,648.97	25,648.97
0812-193-0001-0000 INTERN/TEMP HELP		5,741.00	125.00	4,055.00	70.63		1,686.00	1,686.00
0812-194-0000-0000 GENERAL LABOR		215,594.00	19,854.78	118,034.72	54.75		97,559.28	97,559.28
0812-194-0001-0000 HOLIDAY PAY		1,300.00		1,050.17	80.78		249.83	249.83
0812-197-0000-0000 OVERTIME		1,300.00		524.58	40.35		775.42	775.42
0812-806-0000-0000 OFFICE SUPPLIES		400.00		24.52	6.13		375.48	375.48
0812-807-0000-0000 TELEPHONE/INTERNET		2,938.00		1,051.22	35.78		1,886.78	1,886.78
0812-811-0000-0000 TRAINING AND EDUCATION		1,000.00		120.00	3.16		1,000.00	1,000.00
0812-814-0000-0000 MEMBERSHIP DUES & SUBSCRIPTIONS		3,800.00		283.91	40.27		3,680.00	3,680.00
0812-818-0000-0000 CLOTHING ALLOWANCE		705.00		2,021.14	44.90		421.09	421.09
0812-820-0000-0000 GAS AND DIESEL		4,501.00		160.90	11.10		2,479.86	2,479.86
0812-821-0000-0000 MAINTENANCE OF VEHICLES		1,450.00	4,170.81	7,875.59	47.73		1,289.10	1,289.10
0812-822-0000-0000 ELECTRICITY		16,500.00	302.34	486.40	75.14		8,624.41	8,624.41
0812-823-0000-0000 HEATING FUEL		3,500.00					870.27	3,013.60
0812-824-0000-0000 WATER AND SEWER USAGE		23,000.00	4,367.74	6,915.02	30.07	2,143.33	16,084.98	16,084.98



# TOWN OF WINCHESTER APPROPRIATION SUMMARY

Date Range:  
7/01/2025  
11/30/2025

## 001 GENERAL FUND

Description	Amended Budget	Month to Date Expenditures	Year to Date Expenditures	YTD Pct	Outstanding Encumbrances	Unencumbered Balance	Unexpended Balance
0812-825-0000-0000 SUPPLIES AND MATERIALS	2,515.00	99.95	679.46	27.02	443.85	1,835.54	1,835.54
0812-826-0000-0000 MAINTENANCE OF EQUIPMENT	13,100.00		1,460.42	14.54	11,195.73	11,195.73	11,639.58
0812-827-0000-0000 MAINTENANCE OF GROUNDS	27,900.00	601.73	14,310.75	54.61	924.84	12,664.41	13,589.25
0812-830-0000-0000 CONTRACTED EQUIPMENT	350.00		75.00	21.43		275.00	275.00
0812-831-0000-0000 CONTRACTED SERVICES	12,570.00	414.40	4,396.68	43.82	1,112.00	7,061.32	8,173.32
0812-832-0000-0000 CONTRACTED LABOR	14,200.00	250.00	3,100.80	21.84		11,099.20	11,099.20
0812-841-0000-0000 RECREATION CELEBRATIONS	3,800.00	220.82	568.71	14.97		3,231.29	3,231.29
0812-841-0001-0000 RECREATION ASSISTED PROGRAMS	1,600.00					1,600.00	1,600.00
RECREATION 812	399,155.00	23,633.41	182,937.02	46.99	4,624.02	211,593.96	216,217.98
0813-190-0000-0000 ADMINISTRATIVE SALARIES	76,247.00	5,865.18	30,645.49	40.19		45,601.51	45,601.51
0813-192-0000-0000 LABOR, SKILLED AND PROFESSIONAL	30,296.00	1,627.50	7,545.34	24.91		22,750.66	22,750.66
0813-193-0000-0000 SECRETARIAL/SUPPORT STAFF	28,155.00	2,492.61	12,490.94	44.36		15,664.06	15,664.06
0813-197-0000-0000 OVERTIME	2,000.00					2,000.00	2,000.00
0813-800-0001-0000 HEALTHY AGING PROGRAMS	10,000.00	681.96	6,036.96	60.37		3,963.04	3,963.04
0813-806-0000-0000 OFFICE SUPPLIES	2,905.00	389.49	630.96	21.72		2,274.04	2,274.04
0813-806-0001-0000 TYPEWRITER	400.00					400.00	400.00
0813-807-0000-0000 TELEPHONE/INTERNET	1,440.00		680.52	47.26		759.48	759.48
0813-808-0000-0000 POSTAGE	584.00	583.00	583.00	99.83		1.00	1.00
0813-811-0000-0000 TRAINING AND EDUCATION	100.00					100.00	100.00
0813-814-0000-0000 MEMBERSHIP, DUES & SUBSCRIPTIONS	425.00		130.60	30.73		294.40	294.40
0813-819-0000-0000 VEHICLE ALLOWANCE	100.00					100.00	100.00
0813-820-0000-0000 GAS AND DIESEL	2,460.00		692.23	28.14	450.00	1,767.77	1,767.77
0813-821-0000-0000 MAINTENANCE OF VEHICLES	5,450.00	1,054.73	5,887.70	100.00	5,112.30	5,000.00	5,450.00
0813-822-0000-0000 ELECTRICITY	11,000.00						5,112.30
0813-823-0000-0000 HEATING FUEL	10,500.00					10,500.00	10,500.00
0813-824-0000-0000 WATER AND SEWER USAGE	1,650.00	463.77	933.91	128.11	1,179.86	-463.77	716.09
0813-827-0000-0000 MAINTENANCE OF STRUCTURES	10,000.00					10,000.00	10,000.00
0813-832-0000-0000 CONTRACTED LABOR	17,870.00	939.38	7,574.13	94.80	9,366.82	929.05	10,295.87
0813-840-0000-0000 SENIOR BUS TRIPS	3,000.00		3,000.00	100.00			
0813-841-0000-0000 CELEBRATIONS	1,200.00					1,200.00	1,200.00
SENIOR SERVICES 813	215,782.00	14,097.62	76,831.78	43.07	16,108.98	122,841.24	138,950.22
0814-805-0000-0000 TRANSFER TO OUTSIDE AGENCY	77,182.00		77,182.00	100.00			
NORTHWEST CT TRANSIT DISTRICT 814	77,182.00		77,182.00	100.00			
0821-827-0000-0000 *** Unknown ***							
0910-806-0000-0000 OFFICE SUPPLIES	1,000.00					1,000.00	1,000.00
0910-807-0000-0000 TELEPHONE	22,330.00	3,709.02	16,717.26	74.86		5,612.74	5,612.74
0910-808-0000-0000 POSTAGE	22,000.00		8,518.80	99.98	13,476.84	4.36	13,481.20
0910-810-0000-0000 SERVICE CONTRACTS	36,700.00	2,584.79	13,627.26	94.34	20,994.84	2,077.90	23,072.74
0910-812-0001-0000 WEB SITE	5,400.00					5,400.00	5,400.00
0910-814-0000-0000 MEMBERSHIP DUES & SUBSCRIPTIONS	1,299.00					1,299.00	1,299.00

\*\*\* Unknown \*\*\*

# TOWN OF WINCHESTER APPROPRIATION SUMMARY

Date Range:  
7/01/2025  
11/30/2025

001 GENERAL FUND

Description	Amended Budget	Month to Date Expenditures	Year to Date Expenditures	YTD Pct	Outstanding Encumbrances	Unencumbered Balance	Unexpended Balance
0910-831-0000-0000 CONTRACTED SERVICES	88,424.00	65.04	107,999.88	138.18	14,184.10	-33,759.98	-19,575.88
0910-832-0000-0000 CONTRACTED LABOR	18,250.00	18,250.00	18,250.00	100.00			
0910-898-0000-0000 SOFTWARE/LICENSEING	229,776.00	2,853.44	175,405.31	111.99	81,917.14	-27,546.45	54,370.69
OTHER SHARED COSTS 910	425,179.00	27,462.29	340,518.51	110.80	130,572.92	-45,912.43	84,660.49
0912-192-0000-0000 LABOR - CROSSING GUARDS	47,088.00	6,114.90	14,845.80	31.53		32,242.20	32,242.20
0912-804-0001-0000 TOWN SUPPORT FOR EDUCATION	697,272.00	43,394.59	236,856.07	33.97		460,415.93	460,415.93
EDUCATION INDIRECT COSTS 912	744,360.00	49,509.49	251,701.87	33.81		492,658.13	492,658.13
0913-301-0009-0000 PRINCIPAL-2022 INFRASTRUCTURE BOND	370,000.00					370,000.00	370,000.00
0913-301-0015-0000 PRINCIPAL - HINSDALE SCHOOL	205,000.00					205,000.00	205,000.00
0913-302-0009-0000 INTEREST- 2022 INFRASTRUCTURE BOND	288,600.00		144,300.00	50.00		144,300.00	144,300.00
0913-302-0009-0001 INT - 2022 INFRASTRUCTURE BOND #2	250,000.00					250,000.00	250,000.00
0913-302-0015-0000 INTEREST - HINSDALE SCHOOL	159,900.00		79,950.00	50.00		79,950.00	79,950.00
0913-999-0000-0000 DEBT ISSUANCE COSTS			5,250.00			-5,250.00	-5,250.00
DEBT ADMINISTRATION 913	1,273,500.00		229,500.00	18.02		1,044,000.00	1,044,000.00
0918-202-0000-0000 COMPENSATED ABSENCES - RETIRE	110,000.00					110,000.00	110,000.00
0918-205-0000-0000 HEART & HYPERTENSION - EXISTING	70,000.00	5,520.88	29,394.13	41.99		40,605.87	40,605.87
0918-230-0000-0000 DEFINED BENEFIT PENSION CONTRIB	325,000.00	-5,391.27	-39,097.82	-12.03		364,097.82	364,097.82
0918-230-0001-0000 RETIREMENT - POLICE CMERS PLAN	590,000.00	48,674.35	290,619.41	49.26		299,380.59	299,380.59
0918-230-0004-0000 DEFINED CONTRIBUTION - TOWN MATCH	160,000.00	11,010.71	56,842.63	35.53		103,157.37	103,157.37
0918-250-0000-0000 UNEMPLOYMENT COMPENSATION	7,500.00					7,500.00	7,500.00
0918-388-0000-0000 UNNEGOTIATED SETTLEMENTS	85,000.00		127.67	0.15		84,872.33	84,872.33
0918-900-0001-0000 FICA	470,000.00	34,147.29	167,960.28	35.74		302,039.72	302,039.72
0918-900-0002-0000 HEALTH INSURANCE	1,085,000.00	81,740.22	456,433.39	104.89	681,629.88	-53,063.27	628,566.61
0918-900-0003-0000 RETIREE HEALTH INSURANCE	54,000.00	3,338.40	19,135.14	99.07	34,362.93	501.93	34,864.86
EMPLOYEE BENEFITS 918	2,956,500.00	179,040.58	981,414.83	57.41	715,992.81	1,259,092.36	1,975,085.17
0919-381-0000-0000 MUNICIPAL INSURANCE	275,000.00	4,249.00	236,255.55	85.91		38,744.45	38,744.45
0919-381-0001-0000 WORKERS COMPENSATION	240,000.00		124,888.26	52.04		115,111.74	115,111.74
MUNICIPAL INSURANCE 919	515,000.00	4,249.00	361,143.81	70.13		153,856.19	153,856.19
1000-100-1000-0000 BOARD OF EDUCATION EXPENDITURES	23,993,865.00	1,841,647.77	8,829,768.12	36.80		15,164,096.88	15,164,096.88
1000-100-1100-0000 BOE NON LAPSING EXPENDITURES			1,838.16			-1,838.16	-1,838.16
BOARD OF EDUCATION EXPENDITURES 1000	23,993,865.00	1,841,647.77	8,831,606.28	36.81		15,162,258.72	15,162,258.72
1001-179-0000-0000 TRANSFER TO CAPITAL - GENERAL FUND	822,698.00	68,558.00	342,792.00	41.67		479,906.00	479,906.00
OPERATING TRANSFERS OUT 1001	822,698.00	68,558.00	342,792.00	41.67		479,906.00	479,906.00
3100-910-0000-0000 INSURANCE CLAIM CLEARING ACCOUNT							
ACCOUNTS PAYABLE & ACCRUED EXPS. 3100							
APPROPRIATION TOTAL	41,017,139.00	2,831,234.78	15,400,424.96	43.24	2,334,840.80	23,281,873.24	25,616,714.04

# TOWN OF WINCHESTER - BOARDS & COMMISSIONS

## Action Report to Board of Selectmen

Monday, December 15, 2025

### APPOINTMENT BY "OTHER" APPOINTING AUTHORITIES

(The Board of Selectmen to vote on the 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
12/10/2025	Joseph Santoro	Economic Development	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
11/24/2025	Tyler Asbury	Zoning Board of Appeals	D	Alternate	12/2030

### Current Vacancies - As of this date (Announce at each Meeting)

Board or Commission	Position	Openings	Meets On	Appointing Authority
Architectural Review Committee	Mem / Alt	2 Members / 2 Alternates	As Needed	Planning & Zoning Commission
Conservation Commission	Mem / Alt	2 Alternates	Monthly - 2nd Thur	Board of Selectmen
Cultural District Commission	Member	6 Members	To Be Determined	Board of Selectmen
Economic Development Commission	Alternate	1 Member	First / Third Tue	Town Manager
Historic Commission	Member	1 Member	Monthly - 1st Thur	Board of Selectmen
Housing Authority	Member	1 Member	Monthly - 4th Mon	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

Connecticut General Statute § 7-136 primarily empowers municipalities to establish local Economic Development Commissions, outlining their structure (5-15 members, elected/appointed, term lengths up to 5-6 years with staggered expirations), duties (research, recommendations, advertising), compensation (unpaid but reimbursed), and funding from the grand list. It sets rules for appointing/removing members and managing vacancies, ensuring these commissions promote local growth, with members serving essential governmental functions. <sup>2</sup>

## Key Provisions of CGS § 7-136

- **Commission Structure:** Specifies member count (5-15), election or appointment, and term limits (up to 5 yrs for appointed, 6 yrs for elected) with staggered expirations.
- **Appointments & Vacancies:** Chief executive authority fills vacancies; members can be removed for cause after a hearing.
- **Compensation:** Members serve without pay but get reimbursed for necessary expenses.
- **Duties:** Research economic conditions, recommend improvements, coordinate with other bodies, advertise the municipality's advantages.
- **Reporting:** Annually report activities and recommendations to the legislative body.
- **Funding:** Municipalities can appropriate funds (up to 1/20th of 1% of the grand list) for commission operations.

## Connecticut General Statutes Title 7. Municipalities § 7-136.

### Municipal economic development commissions

Current as of January 01, 2025 | Updated by [Findlaw Staff](#)

(a) Any town, city or borough, by ordinance, may accept the provisions of this section and may establish an economic development commission for the promotion and development of the economic resources of such municipality. The ordinance shall specify (1) the number of members of such commission, which shall be not less than five or more than fifteen, and the number of alternates, if any, (2) whether the members and alternates shall be elected or appointed by the chief executive authority of the municipality and (3) the terms of the members and alternates, which (A) in the case of appointed members shall not exceed five years and shall be so fixed that the terms of approximately one-fifth of the members shall expire each year and (B) in the case of elected members shall not exceed six years and shall be so fixed that the terms of approximately one-fifth but no more than two-fifths of the members shall expire in each odd-numbered year. Notwithstanding any contrary provision of law, the legislative body of any town, city or borough which elects members and alternates may provide for a reasonable method of transition for such offices which may include reasonable extension of such terms and provision for interim terms. **Any vacancy in the membership of the commission shall be filled for the unexpired portion of the term by the chief executive authority.** Any such alternate members shall, when seated, have all the powers and duties of a member of the commission. In any case in which the members of the commission or alternates are appointed by the chief executive authority, any member or alternate may be removed by such authority for cause and, on request of such member or alternate, after public hearing. The members and alternates of the commission shall receive no compensation for their services as such but shall be reimbursed for their necessary expenses incurred in the performance of their official duties. The commission may appoint employees necessary for the discharge of its duties.

(b) The commission shall conduct research into the economic conditions and trends in its municipality, shall make recommendations to appropriate officials and agencies of its municipality regarding action to improve its economic condition and development, shall seek to coordinate the activities of and cooperate with unofficial bodies organized to promote such economic development and may advertise and may prepare, print and distribute books, maps, charts and pamphlets which in its judgment will further its official purposes.

(c) The commission shall annually prepare and transmit to the legislative body of its municipality a report of its activities and of its recommendations for improving such economic conditions and development.

## 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)

### Office of the Town Manager

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## Town of Winchester – Charter Revision Proposal Concepts

### 1. Town Clerk Position – Transition to Appointed/Hired Role

**Goal:** Improve professionalism, consistency, and accountability in the administration of land records, elections, vital statistics, and public information.

**Proposal:**

Revise the charter to convert the Town Clerk from an elected position to one appointed by — and directly accountable to — the Town Manager (or potentially the Board of Selectmen upon recommendation of the Town Manager).

**Rationale:**

- Ensures qualifications align with professional and administrative needs.
- Promotes continuity beyond election cycles.
- Aligns the role with other administrative department heads.

**Considerations:**

- Term length or employment contract language may need charter definition.

### Narrative Revision #1 – Town Clerk Appointment

- **Current Framework:**  
The Town Clerk is presently elected by the voters and serves as an independent constitutional officer responsible for election management, records administration, and public documentation.
- **Proposed Revision:**  
Amend the Charter to change the Town Clerk from an elected officer to an appointed administrative department head hired under the authority of the Town Manager.
- **Intent and Rationale:**  
This change aims to modernize administrative oversight and ensure the position is filled based on professional qualifications, experience, and performance. By making the Town Clerk a managerial appointment, the Town can align the role with other department

The Town of Winchester is an Equal Opportunity Provider, Employer, and Lender.

heads, promote operational consistency, and enhance accountability within the executive branch. The transition supports greater continuity, avoids frequent turnover based solely on political cycles, and provides flexibility in recruitment and evaluation.

## **Revision 1 – Town Clerk Appointment**

**Amend Section \_\_\_\_ (Town Clerk) as follows:**

1. *Current language requiring election of the Town Clerk is repealed.*
2. Replace with:

**Section \_\_\_\_ . Town Clerk.**

There shall be a Town Clerk who shall serve as the custodian of the Town's public records, land records, vital statistics, and election documentation, and shall perform such duties as prescribed by law or ordinance.

The Town Clerk shall be appointed by the Town Manager, subject to confirmation by the Board of Selectmen, and shall serve at the pleasure of the Town Manager.

The Town Clerk shall be appointed on the basis of executive and administrative qualifications, relevant experience, and demonstrated professional competence.

3. **Transitional Clause:**

The Town Clerk elected at the election prior to adoption of this amendment shall complete their elected term. Upon expiration of that term, the position shall become appointed as provided above.

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## **2. Four-Year Terms for Board of Selectmen**

**Goal:** Strengthen continuity, stability, and long-term planning.

**Proposal:**

Extend Selectmen terms from two years to four years, possibly staggered so that not all seats are up for election simultaneously.

**Rationale:**

- Reduces campaign frequency and political turnover.
- Allows board members to focus on governance, policy development, and strategic initiatives.



- Matches the term length of many town councils and boards statewide.

**Considerations:**

- Implementation timing (e.g., effective following next regularly scheduled election).
- Whether staggering should occur to preserve institutional knowledge.

## **Narrative Revision #2 – Four-Year Terms for the Board of Selectmen**

- **Current Framework:**  
Members of the Board of Selectmen serve two-year terms, resulting in full board turnover potential at each election.
- **Proposed Revision:**  
Extend the term of office for Selectmen from two years to four years, with consideration for implementing staggered terms to preserve institutional knowledge.
- **Intent and Rationale:**  
Longer terms are intended to enhance governmental stability, support long-range policy planning, and reduce administrative disruption caused by frequent election cycles. A four-year term structure allows officials more time to gain expertise and execute priorities without immediate focus on reelection. If staggered implementation is adopted, it will also ensure continuity and smoother leadership transitions.

## **Revision 2 – Four-Year Terms for Board of Selectmen**

**Amend Section \_\_\_\_ (Elections and Terms of Office) as follows:**

1. Replace existing term language with:

**Section \_\_\_\_ . Terms of Office.**

Members of the Board of Selectmen shall be elected for terms of four (4) years.

2. **Optional Staggering Clause:** *(Include if you want staggered terms)*

Beginning with the election following adoption of this amendment, the Board of Selectmen shall be elected in a staggered manner so that approximately one-half of the members are elected every two years. The initial implementation schedule shall be set by ordinance.

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### **3. Restriction on Serving Concurrently on Multiple Boards**

**Goal:** Avoid conflicts of interest, improve governance diversity, and expand civic participation.

**Proposal:**

Add charter language prohibiting residents from serving on more than one appointed or elected board/commission simultaneously (exceptions may be permitted for advisory or ad-hoc committees).

**Rationale:**

- Encourages broader community representation.
- Reduces dominance of decision-making by a small number of individuals.
- Limits perceived conflict between regulatory and policy roles.

**Considerations:**

- Whether exemptions are allowed (e.g., elected officials serving on subcommittees).
- Grace period for existing dual memberships.

### **Narrative Revision #3 – Limiting Concurrent Service on Multiple Boards**

- **Current Framework:**  
Residents may serve on more than one appointed or elected board or commission simultaneously, depending on availability and interest.
- **Proposed Revision:**  
Modify the Charter to prohibit individuals from serving concurrently on multiple standing boards or commissions, except where the Charter explicitly directs dual service or where temporary advisory committees are formed.
- **Intent and Rationale:**  
This revision encourages broader participation in public service, reduces concentration of authority among a small number of individuals, and limits potential conflicts of interest between governing bodies. The goal is to diversify representation, expand civic engagement, and ensure each board maintains independent judgement. Transitional language would be needed to address current members holding multiple positions.

### **Revision 3 – Prohibition on Concurrent Service on Multiple Boards**

**Insert new section under the chapter governing Boards and Commissions:**

**Section \_\_\_\_.** **Limitation on Membership.**

No individual shall simultaneously serve as a voting member of more than one permanent board, commission, authority, or regulatory body established by this Charter or ordinance, unless otherwise specifically provided herein.

This provision shall not apply to temporary advisory committees, ad hoc working groups, or boards where dual service is expressly required by Charter.

The Board of Selectmen may provide by ordinance for reasonable transition to allow members currently holding multiple positions to complete their terms.

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## **4. Budget Adoption Process Reform**

**Goal:** Improve budgeting efficiency, reduce uncertainty, and ensure government operations are funded timely.

**Proposal:**

Amend charter language governing the timing of budget hearings, town meetings, and referenda to:

- Require earlier submission of budgets.
- Set deadlines for first town vote earlier in the fiscal calendar.
- Provide authority for automatic second referendum within a shortened timeline if the budget fails.

**Rationale:**

- Avoid late appropriations affecting service delivery.
- Allow proactive adjustments if first referendum fails.
- Align timelines with state statutory requirements and best practices.

**Considerations:**

- Define minimum required adjustment period between first and second votes.
- Consider whether automatic mill rate cap or interim spending authority should be stated.

## **Narrative Revision #4 – Reforming the Budget Adoption Process**

- **Current Framework:**

The existing budget timeline, meeting sequence, and referendum process may extend deliberations late into the fiscal year, delaying revenue certainty and operational planning. When a proposed budget fails at referendum, the required waiting period before a second vote can prolong uncertainty.

- **Proposed Revision:**

Update Charter requirements governing budget submission, review, public hearing, town meeting, and referendum scheduling to accelerate and streamline the process. The revision would require earlier budget presentation, establish deadlines for first voter consideration, and authorize an expedited second vote should the initial referendum fail.

- **Intent and Rationale:**

The objective is to ensure timely budget adoption, avoid operational disruption, and allow quicker voter reconsideration when revisions are necessary. By reducing procedural delays, the Town can maintain stable financial planning, provide clarity to departments, and support consistent delivery of community services.

## **Revision 4 – Budget Adoption Timeline Reform**

### **Amend Section \_\_\_\_ (Budget Process) as follows:**

1. Insert revised scheduling language:

#### **Section \_\_\_\_ . Budget Submission and Adoption.**

The Town Manager shall submit a proposed annual budget to the Board of Selectmen no later than March 1 of each year.

The Board of Selectmen shall hold one or more public hearings, adopt a recommended budget, and submit it for action at a referendum no later than May 1.

2. **Failed Budget Clause:**

Insert new language authorizing expedited votes:

If the budget is rejected at referendum or Town Meeting, the Board of Selectmen shall revise the proposed budget and submit it for a subsequent vote within twenty-one (21) days of rejection.

This process shall repeat until a budget is approved.

3. **Interim Funding Clause (optional but recommended):**

In the absence of an approved budget at the beginning of the fiscal year, expenditures shall be authorized on a month-to-month basis at a rate not to exceed the prior fiscal year's approved budget, unless otherwise permitted by vote of the electors.

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<b>Town of Winchester - Current Charter Budget Schedule</b>	
<b>Date(s)</b>	<b>Charter Section and Language</b>
March 1	<b>Section 1105</b> - The head of each department, office or agency of the Town, except for the Chairman of the Board of Education shall, on or before the first day of March each year, file with the Manager on forms prescribed and provided by him a detailed estimate of the expenditures.
March 15	<b>Section 1105</b> - The Chairman of the Board of Education shall, on or before the fifteenth day of March each year submit its departmental estimate in the manner set forth in this section.
March 15	<b>Section 1106</b> - Not later than the fifteenth day of March each year, the Manager shall present to the Board of Selectmen a budget...
<u>No later than</u> April 15	<b>Section 1107</b> - ...Hold two (2) or more public hearings, including at least one (1) such hearing devoted exclusively to the budget of the Board of Education, which may, at the option of the Board of Education, be held jointly with the Board of Education within thirty (30) days of the receipt of the Manager's proposed budget...
<u>No later than</u> April 21	<b>Section 130-1</b> - Last regularly scheduled Board of Selectmen meeting where the Board may decide on the proposed budget to go to the Annual Town Meeting. Any decisions after this date must be at Special Meeting(s) of the Board of Selectmen.
<u>No later than</u> April 29	<b>Section 1107</b> - ...Following the holding of such public hearings, the Board of Selectmen shall recommend a budget to the Annual Town Budget Meeting of the Town. Sufficient copies of said annual budget shall be made available for general distribution in the office of the Town Clerk and the Manager at least fifteen (15) days prior to said Annual Town Budget Meeting...
<u>At the latest</u> May 14	<b>Section 1102A</b> - The Annual Town Budget Meeting shall be held on the second Monday in May at 7 p.m., which shall be adjourned from time to time until the annual budget is adopted.
<u>Earliest:</u> May 28 <u>Latest:</u> June 4	<b>Section 1102C</b> - The Annual Town Budget Meeting shall be adjourned to an 8 a.m. to 8 p.m. referendum to be held on a date not less than fourteen (14) days and not more than twenty-one (21) days following the Annual Town Budget Meeting.
<u>Earliest:</u> June 11 <u>Latest:</u> June 18	<b>Section 1108</b> - If the budget is not adopted at the referendum, the Annual Town Budget Meeting shall be rescheduled to a date, no less than fourteen (14) days nor more than twenty-one (21) days from the date of the referendum.
<u>Earliest:</u> June 25 <u>Latest:</u> July 2	<b>Section 1102C</b> - The Annual Town Budget Meeting shall be adjourned to an 8 a.m. to 8 p.m. referendum to be held on a date not less than fourteen (14) days and not more than twenty-one (21) days following the Annual Town Budget Meeting.
June 30	<b>Current Fiscal Year Ends</b>
July 1	<b>Next Fiscal Year Begins</b>
July 1	<b>Section 1108C</b> - In the event that the Annual Town Budget Meeting fails to adopt a budget, the town shall operate on a budget equal to that of the preceding fiscal year, until such time as the Annual Town Meeting at referendum shall approve a budget.
<u>Indefinite</u>	<b>Section 1108A</b> - This process shall be repeated until a budget is adopted.

NOV 18 2025 NOTICE OF INTENT TO ADD BYLAWS/ORDINANCE  
TOWN OF WINCHESTER, CT

TOWN CLERK OF WINCHESTER

WINSTED, CT  
It is the intent of the Board of Selectmen of the Town of Winchester, Connecticut to add a new Automatic Traffic Enforcement Safety Devices Ordinance. The first of three meetings to be held on December 01, 2025, regarding this new ordinance, the second meeting to be held at the Board of Selectmen's meeting on December 15, 2025, and the third meeting will take place on January 05, 2026. All three meetings will be held at 7:00 p.m. in the P. Francis Hicks room at the Winchester Town Hall, 338 Main Street, Winsted, CT.

Attn: Town of Winchester Website-Legal Notices

ARTICLE VI  
**Automatic Traffic Enforcement Safety Devices**

**§ 157-22. Use of automated traffic enforcement safety devices authorized.**

Pursuant to the authority granted in C.G.S. §14-307c ~~Public Act 116, Section 11, of the 2023 Session of the Connecticut General Assembly~~, the Town of Winchester (the "Town") hereby authorizes the use of automated traffic enforcement safety devices at locations within school zones, pedestrian safety zones, and other places within the boundaries of Winchester, Connecticut, provided that the locations of such devices will be identified in a plan submitted to and approved by the Connecticut Department of Transportation.

**§ 157-23. Definitions.**

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**AUTOMATED TRAFFIC ENFORCEMENT SAFETY DEVICE** — A device designed to detect and collect evidence of alleged traffic violations by recording images that capture the number plate, date, time, and location of a motor vehicle that exceeds the posted speed limit by 10 or more miles per hour.

**AUTOMATED TRAFFIC ENFORCEMENT SAFETY DEVICE OPERATOR** — A person who is trained and certified to operate an automated traffic enforcement safety device.

**NUMBER PLATE** — Any sign or marker furnished by the Commissioner of Motor Vehicles on which is displayed the registration number assigned to a motor vehicle by the Commissioner.

**OWNER** — Any person holding title to a motor vehicle or having the legal right to register the same.

**PEDESTRIAN SAFETY ZONE** — An area designated by the Office of State Traffic Administration or the traffic authority of the Town pursuant to C.G.S. § 14-307a.

**PERSONALLY IDENTIFIABLE INFORMATION** — Information created or maintained by the Town or a vendor that identifies or describes an owner and includes, but need not be limited to, the owner's address, telephone number, number plate, photograph, bank account information, credit card number, debit card number, or the date, time, location, or direction of travel on a highway.

**SCHOOL ZONE** — An area designated by the Office of State Traffic Administration or the traffic authority of the Town pursuant to C.G.S. § 14-212b.

**TRAFFIC AUTHORITY** — Shall be the Town Manager and the Chief of Police.

**~~TRAFFIC AUTHORITY~~, TRAFFIC CONTROL SIGN, AND TRAFFIC CONTROL SIGNAL** — Shall all have the same meanings as provided in C.G.S. § 14-297.

**VENDOR** — A person who provides services to the Town under this article; operates, maintains, leases, or licenses an automated traffic enforcement safety device; or is authorized to review and assemble the recorded images captured by an automated traffic enforcement safety device and

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forward such recorded images to the Town.

#### **§ 157-24. Vendors.**

The Town may enter into agreements with vendors for the design, installation, operation, or maintenance, or any combination thereof, of automated traffic enforcement safety devices. If a vendor designs, installs, operates, or maintains an automated traffic enforcement safety device, the vendor's fees may not be contingent on the number of citations issued or fines paid pursuant to this article.

#### **§ 157-25. Operation of automated traffic enforcement safety devices.**

All automated traffic enforcement safety devices shall be operated by an automated traffic enforcement safety device operator.

#### **§ 157-26. Violations.**

- A. The owner of a motor vehicle commits a violation of this article if the person operating such motor vehicle exceeds the posted speed limit by 10 or more miles per hour and such operation is detected by an automated traffic enforcement safety device; or fails to stop such motor vehicle when facing a steady red signal on a traffic control signal and such failure is detected by an automated traffic enforcement safety device.
- B. Automated traffic enforcement safety devices shall be used solely for identifying violations of this article.
- C. For the first 30 days after a location is equipped with an operational automated traffic enforcement safety device, the owner of a motor vehicle that allegedly violates this article that is detected by such device shall receive a written warning instead of a citation.

#### **§ 157-27. Citations.**

- A. Whenever an automated traffic enforcement safety device detects and produces recorded images of a motor vehicle allegedly committing a violation of this article, a sworn member or employee of the Town's Police Department, or an employee of the Town as designated by the traffic authority, shall review and approve the recorded images provided by such device. If, after such review, the member or employee determines that there are reasonable grounds to believe that a violation occurred, the member or employee may issue, by first-class mail, a citation to the owner of such motor vehicle.
- B. A citation under this article shall include the following:
  - (1) The name and address of the owner of the motor vehicle;
  - (2) The number plate of the motor vehicle;
  - (3) The violation charged;

- (4) The location of the automated traffic enforcement safety device and the date and time of the violation;
  - (5) A copy of or information on how to view, through electronic means, the recorded images that captured the alleged violation;
  - (6) A statement or electronically generated affirmation by the member or employee who viewed the recorded images and determined that a violation occurred;
  - (7) Verification that the automated traffic enforcement safety device was operating correctly at the time of the alleged violation and the date of the most recent calibration check performed pursuant to the Public Act;
  - (8) The amount of the fine imposed and how to pay such fine; and
  - (9) The right to contest the violation and request a hearing pursuant to C.G.S. § 7-152c.
- C. In the case of an alleged violation involving a motor vehicle registered in Connecticut, the citation shall be sent by first-class mail not later than 30 days after the identity of the owner is determined and shall be mailed to the address of the owner that is in the records of the Department of Motor Vehicles. In the case of an alleged violation involving a motor vehicle registered in another jurisdiction, the citation shall be sent by first-class mail not later than 30 days after the identity of the owner is determined and shall be mailed to the address of the owner that is in the records of the official in the other jurisdiction issuing such registration.
- D. A citation shall be invalid unless mailed to an owner not later than 60 days after the alleged violation.

**§ 157-28. Penalties for offenses.**

- A. The Town shall impose a fine against the owner of a motor vehicle that commits a violation of this article.
- B. The fine for a first violation of this article shall be \$50. The fine for each subsequent violation of this article shall be \$75. These fines shall be imposed against the owner of the motor vehicle committing a violation of this article.
- C. Payment of a fine and any associated fees may be made by electronic means.
- D. A reasonable fee, not to exceed \$15, may be imposed for the costs associated with the electronic processing of the payment of a fine.
- E. Any funds received by the Town from fines imposed pursuant to this article shall be used for the purposes of improving transportation mobility, investing in transportation infrastructure improvements, or paying the costs associated with the use of automated traffic enforcement safety devices within Winchester, Connecticut.

**§ 157-29. Appeals.**

Any owner issued a fine for violating the provisions of this article may, within 10 days of the receipt of the fine, appeal, in writing, to a citation hearing officer in accordance with Chapter 215,



Article I, Citation Hearing Procedure, of the Town Code and C.G.S. § 7-152c.

**§ 157-30. Defenses.**

The defenses available to the owner of a motor vehicle that is alleged to have committed a violation of this article shall include, but are not limited to, any one or more of the following:

- A. The operator was driving an emergency vehicle in accordance with the applicable provisions of C.G.S. § 14-283.
- B. The traffic control signal was inoperative, which is observable on the recorded images.
- C. The violation was necessary for the operator to comply with an order or direction from a law enforcement officer, which is observable on the recorded images.
- D. The violation was necessary to allow the passage of an authorized emergency vehicle, which is observable on the recorded images.
- E. The violation took place during a period of time in which the motor vehicle had been reported as being stolen to a law enforcement unit, as defined in C.G.S. § 7-294a, and had not yet been recovered prior to the time of the violation.
- F. The automated traffic enforcement safety device was not in compliance with the calibration check required pursuant to the applicable provisions of the Public Act.

**§ 157-31. Disclosure of personally identifiable information.**

- A. No personally identifiable information shall be disclosed by the Town or a vendor to any person or entity, including any law enforcement unit, except where the disclosure is made in connection with the charging, collection, and enforcement of the fines imposed pursuant to this article.
- B. No personally identifiable information shall be stored or retained by the Town or a vendor unless such information is necessary for the charging, collection, and enforcement of the fines imposed pursuant to this article.
- C. The Town or a vendor shall destroy all personally identifiable information and other data that specifically identifies a motor vehicle and relates to a violation of this article in compliance with current Connecticut General Statutes.
- D. Any information and other data gathered from automated traffic enforcement safety devices shall be subject to disclosure under the Freedom of Information Act, as defined in C.G.S. § 1-200, except that no personally identifiable information may be disclosed.

**§ 157-32. ~~The Public Act.~~ Amendment by Operation of Law.**

~~To the extent of applicability, the provisions in the Public Act that are necessary to further and/or effectuate this article are hereby incorporated and adopted in total, herein.~~

Should C.G.S. §14-307c be amended or revised, then and in those events, this ordinance shall be automatically amended and revised to conform to such statutory revisions.

**§ 157-33. Severability and Repealer.**

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason to be held to be invalid or unconstitutional by any decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. All ordinances, bylaws, order, resolutions, or parts thereof, inconsistent herewith are hereby repealed only to the extent of such inconsistency. This repealer shall not be construed to revive any ordinances, bylaws, orders, resolutions, or parts thereof, theretofore repealed.

~~If any section, subsection, sentence, clause or phrase of this article is for any reason held to be invalid or unconstitutional by any decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this article.~~

**~~§ 157-34. Repealer.~~**

~~All ordinances, bylaws, orders, resolutions, or parts thereof inconsistent herewith are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed to revive any ordinances, bylaws, orders, resolutions, or parts thereof heretofore repealed.~~

## 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)

### Office of the Town Manager

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## INTRODUCTION

Winchester has conducted multiple SmartStat traffic studies along the Route 44 corridor and other high-volume areas. The data shows extremely high speeding rates, with thousands of vehicles exceeding the limit daily including some traveling more than **100 mph**. In response, the Town is evaluating **Automated Speed Enforcement (ASE)** as a safety tool.

Below is a **detailed Q&A** explaining the data, the law, how speed cameras work, and what residents can expect.

---

## GENERAL QUESTIONS

### Q: Why is Winchester looking into speed cameras now?

A: Because the numbers are alarming. Recent studies show:

- **33,301 vehicles** recorded in one week — **25,303 were speeding (75.9%)**
- Maximum speeds reached **148 mph** in a 50 mph zone
- At another RT 44 location, **55,751 vehicles** were recorded — **38,589 were speeding**
- A third site saw **43,049 vehicles**, with **29,868 speeders**
- Two of these routes have posted limits of **30 mph**, yet recorded speeds as high as **113 mph** and **98 mph**

These levels of speeding are not “occasional offenders” — they represent **systemic, dangerous behavior**.

---

## **Q: What is the goal of adding speed cameras?**

**A:** Public safety. ASE aims to:

- Reduce severe crashes
- Lower speeds on high-risk roadways
- Free up police for other calls
- Increase safety for pedestrians, cyclists, and first responders
- Improve school zone safety

It is **not** designed to punish drivers — it is designed to change behavior.

---

## **Q: Is the Town allowed to use speed cameras under Connecticut law?**

**A:** Yes. Connecticut passed new ASE legislation allowing speed cameras in:

- School zones
- Work zones
- Locally designated safety corridors with documented speeding problems

Winchester’s speeding data clearly meets this threshold.

---

## **DATA-SPECIFIC QUESTIONS**

### **Q: What locations were analyzed and what did the data show?**

#### **1. RT 44 at Dry Dam Road (50 mph zone)**

- Vehicles recorded: **33,301**
- Speeders: **25,303 (75.9%)**
- Maximum speed: **148 mph**
- 85th percentile: **60 mph**

- Average speed: **53 mph**

## **2. RT 44 Northbound (30 mph zone)**

- Vehicles: **43,049**
- Speeders: **29,868**
- Maximum speed: **98 mph**
- 85th percentile: **38 mph**

## **3. RT 44 Southbound (30 mph zone)**

- Vehicles: **55,751**
- Speeders: **38,589**
- Maximum speed: **113 mph**
- Average speed: **31–32 mph**

These numbers represent **hundreds of speeders per hour**, sometimes thousands per day.

---

## **Q: Why is the 85th percentile speed important?**

**A:** The **85th percentile** is a national engineering standard. It shows the speed at or below which **85% of drivers travel**.

- On RT 44, the 85th percentile in a 50 mph zone is **60 mph**.
- In a 30 mph zone, it is **38 mph**.

This confirms consistent and predictable speeding — not random outliers.

---

# **HOW SPEED CAMERAS WORK**

## **Q: How does an automated speed camera actually function?**

**A:** ASE systems use radar or lidar to:

1. Detect a speeding vehicle
2. Capture the license plate
3. Log the time, location, and speed
4. Issue a **civil** citation by mail

**No points. No criminal record. Not reported to insurance.**

---

### **Q: Do cameras take a picture of the driver?**

**A:** No. Connecticut requires that only the **rear license plate** be photographed.

---

### **Q: Will the cameras run 24/7?**

**A:** Possibly, but with clear rules:

- Cameras may run continuously **or** only during designated hours
  - They must issue **warnings first** during the legally required education period (30days)
  -
- 

## **TRANSPARENCY & FAIRNESS**

### **Q: Will residents know where cameras are placed?**

**A:** Yes. CT law requires:

- **Public notification at least 30 days in advance**
- **Warning signs well before each camera**
- Clear marking of the enforcement zone

The goal is **compliance**, not surprise.

---

### **Q: How much are the fines?**

Under state law:

- **1st offense:** Up to \$50
  - **2nd offense:** Up to \$75
-

## Q: Will this be a “money grab”?

A: No, for several reasons:

1. Fines are **low** by state design.
2. Revenue is **restricted by law** to traffic safety improvements — not general operations.
3. If drivers slow down, **revenue drops to zero**, which is the best outcome.

ASE programs succeed when **less** money comes in.

---

## IMPACTS ON THE PUBLIC

### Q: Will this affect local drivers more than out-of-towners?

A: RT 44 has very high commuter and pass-through traffic.  
Anyone who speeds will receive a citation — resident or not.

Most residents who follow the speed limit will **never** receive a ticket.

---

### Q: Will this reduce police presence?

A: No. It allows officers to:

- Focus on more serious calls
- Conduct targeted traffic enforcement when needed
- Improve nighttime and weekend safety without increasing manpower

ASE is a **force multiplier**, not a replacement.

---

### Q: Does ASE improve safety?

A: Yes. National research shows:

- 20%–60% reduction in speeding
- Up to 40% reduction in fatal or serious crashes
- Fewer pedestrian injuries
- Better school zone compliance

When speeds drop even 5–10 mph, crash survival rates dramatically improve.

---

## **Q: What about people who claim cameras are inaccurate?**

**A:** CT requires:

- Regular equipment calibration
- Documented maintenance logs
- Human review before any citation is issued

Citations can be contested, just like any parking ticket.

---

## **LEGAL, APPEAL, AND PROCEDURAL QUESTIONS**

### **Q: How do I appeal a citation if I believe it's wrong?**

**A:** You may request:

- Administrative review
- Evidence review
- Hearing before a neutral municipal officer

The process is similar to contesting a parking citation.

---

### **Q: Do speed cameras violate privacy?**

**A:** No. Cameras record **public roadway behavior**, which courts have consistently ruled is not private.

Only:

- Date
- Time
- License plate
- Speed



...are recorded.

---

**Q: Will cameras create traffic backups or safety issues?**

**A:** No. ASE does not stop or chase vehicles, and cameras do not flash in ways that distract drivers.

**LEGAL NOTICE OF PUBLIC HEARING**  
**Town of Winchester-Automatic Traffic Enforcement Safety Devices**  
**Thursday, December 18, 2025, at 6:00 p.m.**

**P. Francis Hicks Room**  
**Town Hall**  
**338 Main Street**  
**Winsted, CT**

The Town of Winchester, will be holding a Public Hearing to discuss Automatic Enforcement Safety Devices (ATESD). The hearing is scheduled for the, Thursday, December 18, 2025, at 6:00 p.m. to be held in the P. Francis Hicks Room at Town Hall 338 Main Street, Winsted, CT.

**FILED**  
**CLERK'S OFFICE**

**DEC - 4 2025**

**TOWN CLERK OF WINCHESTER**  
**WINSTED, CT**

# REPORT TO BOARD OF SELECTMEN

December 2025

## Department - TOWN CLERK

	Name	Position	Term				
Staff	Glenn Albanesius	Town Clerk	First Elected Nov. 2021 - Re-Elected Nov. 23 & 25				
	Lauren Dombrowski	Assistant Town Clerk	Hired Nov. 1, 2021 (full time)				
	Pam Prevuznak	Part Time Assistant Town Clerk	Hired January 2022 (16 hrs. / week)				
Stats	Office Space	Front Office	330 sq feet				
		Vitals Vault	50 sq feet				
		Land Recording Vault	50 sq feet				
		Back Office	337 sq feet				
		Total	767 sq feet				
	Town Office Equipment	Copier	1	(Owned)			
		Typewriters	2	(Owned)			
		Hard Drive	3	(Owned)			
		Monitors	3	(Owned)			
		Printer	1	(Owned)			
		Large Format Printer	1	(Owned)			
		Scanners	2	(Owned)			
	COTT Office Equipment	Hard Drive	3	(Leased)			
		Monitors	3	(Leased)			
		Printers	2	(Leased)			
		Scanner	1	(Leased)			
	Responsibilities	Land Recordings					
		Vital Statistics - Birth / Death / Marriage					
		Election - Management and Oversight					
		Licensing - Sports and Dogs					
		Notary Services					
		Meeting Agendas and Minutes Storage					
		BOS Minutes					
		Trade Names / Cigarette Licenses					
		Receptionist for most random inbound phone calls					
Annual Revenue Trends	Fiscal Year	2017	2018	2019	2020	2021	2022
		\$275,305.00	\$281,625.00	\$304,308.00	\$376,247.00	\$507,299.00	\$330,772.85
Annual Revenue Trends	Fiscal Year	2023	2024	2025	2026	2027	2028
		\$301,166.75	\$352,476.52	\$299,795.55			
(Year to date)							

## Department Overview

The Town Clerk is an elected official, serving two year terms. The office is governed by the Winchester Town Charter and Connecticut State Statutes and acts as the Clerk to the Board of Selectmen as well as Registrar of Vital Records. Responsible for a variety of municipal functions, General Statutes directly guide duties of the office, standards and procedures for restoration and storage of all valuable records. Service fees are established and regulated by the State of Connecticut. Legislative and Freedom of Information Laws are strictly followed as well as rules written by the State Elections Enforcement Office.

## Running Summary of Department Initiatives & Accomplishments

- \* Initiated a "Kaizen" workplace philosophy
- \* Refresh front office and highlight services offered - (All labor, paint, curtains and wall art paid for personally by Glenn)
- \* Added Part Time Assistant to optimally staff department
- \* Enabled scanning feature on existing copier to avoid purchase of separate equipment
- \* Reduced department's annual budget 2 years in a row
- \* Organize and Neaten office Bulletin Board
- \* Revamp Map Storage System - used State grant funds to purchase 2 Hanging Style Map Cabinets
- \* Transition Existing Maps into New Mobile Storage Cabinets - (2365 in Total now reside in new Cabinets)
- \* Organize and Catalog all the records and historical items accumulated over prior years
- \* Built a detailed and comprehensive SOP (Standard Operating Procedures) Guide
- \* Updated, Refreshed and Reformatted most all of the forms the office uses
- \* Sequentially number all Vital Record Books to eliminate misfiling
- \* Cut the cost of Vital Record Paper in half
- \* Extensively research information improvements and formatting for the new Town Clerk website
- \* Replaced worn front office entrance carpet runner and added cushioned standing mats
- \* Winchester Town Clerk team hosted the 2022 LCTCA's Annual Meeting at American Mural Project
- \* Implemented a new On-Line Dog Licensing program
- \* Town Clerk and Assistant Town Clerk attended the SOCT "Records Management" class at CCSU
- \* Researched vendors & submitted to Finance Dept a request to accept Credit Card Payments
- \* Successfully discharged department duties and responsibilities for State and Local elections
- \* Awarded State Public Library FY24 Targeted Grant (increased to \$6,000) for 2 Easi-File Vertical Map Cabinets
- \* Received a partial credit from Cott Systems for down time - Pushed back and received a full month \$1915 credit!
- \* A new "Town Clerk Services Provided" Retractable Banner was designed and placed in Main Corridor.
- \* Initiated a full review of the Hicks Room Audio Visual equipment and layout by SOCT contract approved consultants
- \* Requested and received a comprehensive LAND RECORD MANAGEMENT SYSTEM proposal from IQS
- \* Town Clerk Budget for FY23-24 resulted in another reduction. This time by 15.47%
- \* Decided not to Renew our New England Town Clerks Association membership
- \* Decided to put a hold on efforts to modernize Town Clerk PAYMENT OPTIONS to include credit & debit cards
- \* Lauren Dombrowski will sit for her Town Clerk Certification Test in May
- \* Glenn will attend CTCA's Spring Training Conference in New Haven from April 19th thru the 21st
- \* Glenn attended his 4th Town Clerk Training Session (Vitals Records) at CCSU in New Britain
- \* Lauren Dombrowski completed and passed her CT Town Clerk Certification Test
- \* New Town Clerk "WALL OF FAME" was unveiled
- \* A redesign of the Landing Page for our Town Clerks web page was completed
- \* Glenn Albanesius passed the Town Clerk Certification Exam on June 25th, 2024
- \* Added COTT Systems "Property Fraud Alert" Software for free public access
- \* Applied for State Library's FY25 Cycle 2 Targeted Grant - BACKFILE SCANNING & IMPORT SERVICES
- \* Volunteered to manage Boards and Commissions membership
- \* Approved for State Library's FY25 Cycle 1 Targeted Grant - LARGE FORMAT PRINTER / 2 SCANNERS / VACUUM
- \* Signed Contract with IQS to be the Towns New Recording Software Vendor - Implementation in March 2026
- \* Donated Grant funds for Purchase of new Electronic Message Board (TV / Software / Mounting Hardware)
- \* In Person Training for new State of Connecticut "Total Vote" program scheduled for mid December 2025

[illegible]

## Department Capital Improvement Summary

\* Capping nearly a year and a half of planning and designing we finished a complete renovation of our front and back rooms in 2024. Project monies came from State Grants and Town Clerk Transactional Funds. No local tax dollars were used.

\* Upgrades include the following

- Newly painted walls
- New LVT flooring in the back room
- New High Traffic carpet tiles in the front room
- Hi Capacity Mobile Storage System - This will provide 40+ years of Land Record Storage
- 4 new Vertical Hanging Map Files
- 1 New Land Binder Storage Center Island
- 1 New Public Search Workstation and Stool
- 2 New Archive Storage Cabinets
- 1 New Supply Storage Cabinet
- 1 New Front Room Customer Service Counter
- 1 New Front Room Storage Counter
- 5 Glass Counter Tops for permanent protection of Laminate
- 3 New Professional Task Chairs

## Pending Improvement / Upgrades

\* Our office will changing our Recording Software Vendor in March of 2026. This represents a major upgrade from the vendor we are currently contracted with. To best manage the transition and annual costs for this transition we have decided to purchase all the required computer hardware. Funds for this hardware will come from accumulated dollars in the Town Clerks "SOCT Fee Account" and NOT from any local tax monies in our Capital budget. Once this software, hardware and training transition is complete we can confidently state that Winchester's Town Clerks office will be a "state of the art" operation.

## Issues of Concern

\* The Vitals Vault combination lock in our office failed to open on Saturday November 2, 2024. This was 3 days before the election leaving all of our Absentee ballots inaccessible. A locksmith was hired on Sunday Nov. 3rd who ended up having to drill thru the door to release the lock. Resecuring the vault is critical. We have two options available - 1) Try to rebuild the combination lock or hire Berkshire Alarm to arm our office and vault doors.

\* There should be some Management discussions regarding the Town Clerk position and the transition to new staff. The current Town Clerk (Glenn Albanesius) likely will be retiring in the next 2 to 3 years. The current Assistant Town Clerk (Lauren Dombrowski) is fully qualified to take over however has expressed reluctance to subject herself to the election process every 2 years. This situation draws attention to whether the Town Clerk position should continue to be elected or the subject of a Charter change to hired/appointed.

\* Our Xerox copier has officially been designated as obsolete. This means, no parts will be available thru traditional dealer support channels going forward. We've hung on to the current copier solely because it costs very little to operate but it is getting temperamental and likely nearing the end of it's lifespan. We would only ask to be part of the next Town Copier Fleet review.

# Social Services for Older Adults

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

## November 2025

Listed below you will find Social Services provided for Older Adults living in our community during November. If you have any questions, please email me at [jkelley@townofwinchester.org](mailto:jkelley@townofwinchester.org).

- After leaving voicemails for the lady with cancer, I called her son and he shared he was driving from NJ and he had received a phone call from hospice that she would be passing in a few days.
- Met with a lady, age 98 and taking our weekly line dancing class, who is still living on her own and asked how she was doing. She said she is not driving anymore, so our senior van has been giving her rides, and she told me her brother, POA, does her grocery shopping. Her niece pays her bills and checks on her daily and she is getting Meals on Wheels delivered.  
I called the niece and asked if anyone is helping with cleaning and home health aide and the niece said no. I told her about the National Family Caregiver Program and guided her to the application on the Western CT Area Agency on Aging website and offered when it is ready, to scan and submit it to WCAAA. I explained the program is to give respite to caregivers and to help keep older adults safe in their home.  
I left a voicemail for niece to follow up.
- Spoke with a Bridge Street neighbor who is concerned about the lady she observed living in her car. I let her know that me and Town staff are in contact with her regularly offering to help her with shelter or other services, but she declines. She takes our senior van for shopping and errands and because the van driver and other riders noticed, I have had hygiene talks with her.
- Met with daughter about her mom, who lives at Chestnut Grove and has lunch with us daily and plays BINGO on Fridays. The daughter met with Betsy, Winchester HA and she told the daughter that she had concerns about her mom living independently because of her disruptive actions in the building and suggested she be evaluated and conserved. (Mom thinks people are stealing her things from her apartment while she is sleeping) I asked if her mom would consider moving to a rest home or another housing site and she didn't think so because she is "stubborn and set in her ways".  
Her mom does come to the senior center daily for lunch now that it is part of her routine so she is getting one balanced meal each day...but she is confused and she is forgetful.
- Spoke to a gentleman who lives at Laurel Commons who talked about a mis-hap that his fire alarm went off, he is getting a new phone after being taken advantage of and the FBI was involved. Also, he is getting a new car. He is very confused.  
Sent an email to Ann, site manager, asking if she is concerned about him living safely and independently on his own and asked for a call from her.

- Spoke with the site manager from Litchfield Gardens about his resident with chronic headaches, very weak and doesn't answer her phone or her door. She has been putting off her yearly HUD inspection and is at risk of losing her apartment. He had been able to enter her apartment and it failed because of extreme clutter. He learned the friend who was grocery shopping and helping her had stopped. We talked about setting up Meals on Wheels for her and referring her to Helping Hands for services. Also, he called her son who lives out of Town to fill him in on his mom's situation. I guided the site manager to the application for National Family Caregiver Program. She accepted the offers for help, so I referred her to MOW and Helping Hands for services. The site manager completed the NFCP application and I emailed it to WCAAA.
- Talked daughter about her mom, who lives at Chestnut Grove, after the ambulance took her mom to CHH because of extreme weakness, confusion and impaired vision. Talked to daughter who said her mom was admitted to Litchfield Woods for therapy to get her strength back and the doctors were questioning if she had a mini-stroke. Talked to daughter who said her mom has good days and bad days when she is confused about where she is, but is perfectly clear talking about family members.
- Talked to a gentleman, who lives in Laurel Commons, who asked about rental assistance. I explained he would need to talk with his site manager and ask if there is any other financial assistance available. I asked if he is getting the Medicare Savings Programs for his Medicare Part B premium and he said he was. I suggested he complete the Winchester HA application because their properties are federally subsidized, so he would pay a rent based on 30% of his income, he said he doesn't want to move. I explained there is a 2 year waitlist and in that time he may be ready move to pay the lower rent.
- Talked to a lady asking about the new SNAP Work/Volunteer Rules (required 80 hours/month) for ages 18-64, that start December 1. Her 65th birthday is February 17, 2026. She worked hard during her life and retired early because of a disability but didn't want to be labeled disabled so she took reduced social security and relies on SNAP benefits. Because of her disability, she I cannot offer her 80 volunteer hours here at the Center and she cannot work at a job for 80 hours a month. I offered to reach out to my contacts and clarify requirements. After hearing back from 2 contacts, the official guidance states, "...you can only get SNAP benefits for 3 months out of every 36 month period unless you follow the work rules or have an exemption". So, since her birthday is within 3 months from December 1, she should be all set. Also, 30 days before she turns 65, I will help her apply for the Medicare Savings Program so the State will pay her Part B premium.
- Together with a gentleman, we spoke to the lender of his second mortgage, and they received proper documentation that his home insurance policy is being paid by automatic payment. While on the phone, we asked about setting up another Repayment Plan (for the taxes previously paid by lender), and were told that they needed documentation that the taxes are up to date. The gentleman paid his home owners taxes and brought me the documentation that I emailed to the lender. We confirmed that the lender received the tax documents. Once reviewed, the lender will mail him the new Repayment Plan documents for their signature. We called New Opportunities to request approval for an oil delivery through the Energy Assistance program and followed up with Klebe Fuel to confirm the order. He smiled when he shared that Klebe had made the delivery of 100 gallons of oil at no cost to him.

- Received an email from Betsy, Winchester Housing Authority, that there incidents of a gentleman yelling and slamming the door all weekend long. And, due to the increase of incidents and for the health and safety of other residents in the building, she is requesting from DDS that he be evaluated and provided with the necessary treatment as needed to determine if he can continue to live independently.

Respectfully,

A handwritten signature in dark ink, appearing to read "Jennifer Kelley". The script is cursive and somewhat stylized, with the first name "Jennifer" written in a larger, more prominent hand than the last name "Kelley".

Jennifer Kelley



# WINCHESTER POLICE DEPARTMENT

*Chief of Police · Christopher C. Ciuci*

Date: December 11, 2025

To: Town Manager Paul Harrington

From: Chief Christopher C. Ciuci

Subject: Town Manager's Report – November 2025

## Staffing:

- The FY26 budget was approved with twenty-one sworn police officer positions. As of today, we have one vacant position, but it feels like we are down two. Officer Austin Stoeke is attending the police academy through April and cannot be assigned to a patrol shift until he completes field training in July. One current officer is in the hiring process for another agency and a second has advised that they plan to resign sometime early next year to pursue an advanced educational degree.

Three applicants from our panel interviews were scheduled for a Chief's interview. One candidate was offered a conditional offer of employment and has completed the background investigation process. A final offer of employment will be presented when I meet with him. A swearing-in start date should be on or about January 5<sup>th</sup>. The next police academy session #389 begins on January 8<sup>th</sup>.

## Employee Recognition:

- On November 3<sup>rd</sup> Officer Christopher Tieman conducted a traffic stop on Gay Street that led to the arrest of the operator for possession of controlled substances. Excellent self-initiated police work by Officer Tieman!
- On November 4<sup>th</sup> Officer Macklin Roman worked with State of Connecticut Department of Mental Health and Addiction services (DMHAS) Tobacco Prevention and Enforcement Program to conduct unannounced compliance checks on businesses in town. Officer Roman coordinated this program and went on the compliance checks with DMHAS. All 13 business that were checked were in compliance with state law. Great work by Officer Roman!
- On November 14<sup>th</sup> Sergeant Mark Blanchette, Officer Edison Yunga and Officer Conor Griffin were dispatched to Gay Street after receiving a report of a wanted individual being inside an apartment. The individual was known to officers and they confirmed there were outstanding warrants. The officers did a fantastic job by taking their time, building rapport and de-escalating the situation, which led to the offender surrendering peacefully and being taken into custody.

- On November 22<sup>nd</sup> Officer Kyle Green was dispatched to a disabled motor vehicle. Officer Green safely pushed the vehicle off the roadway and into a nearby parking lot. The owner of the vehicle was appreciative because he did not have to pay for a tow.
- On November 30<sup>th</sup> Officer Macklin Roman was on routine patrol when he observed a juvenile walking on Main Street near Coe Street. It was later determined that the juvenile had run away from home and was heading to upstate New York on foot. He was returned home to his residence and after further investigation was sent to the hospital on an emergency examination request. Officer Roman's demonstrated outstanding proactive police work and prevented harm to the individual and the stress of a prolonged missing child investigation for the family.

#### Community Engagement:

- This year's stuff-a-cruiser event and toy drive kicked off on November 28<sup>th</sup> at Marshall's. It was an amazing success thanks to Sergeant Joy Hubbard, Sergeant Mark Blanchette, Officer Christopher Tieman, & Officer Conor Griffin. We are working directly with the Salvation Army who will collect the donations we received on December 15<sup>th</sup>.



#### Officer Safety, health, & wellness:

- Officer Branden Garcia was out on leave after the birth of his second child who was born on November 19<sup>th</sup>. Officers have checked on Officer Garcia frequently for updates and baby pictures and have supported him and his family throughout his leave of absence.

#### Updates:

- Police Facility – Jacunski Humes Architects continues their work as outlined in the design agreement.
- Fleet – To operate effectively we need seventeen vehicles in our fleet. The breakdown is as follows:

Fleet	Need	Actual	Notes
Patrol	8	7	Fully outfitted marked main line patrol vehicles. One of these vehicles has 100,000 miles on it and should be replaced.

Reserve	5	3	Five semi-outfitted marked reserve patrol vehicles. These are typically older patrol vehicles with high mileage that have been stripped of most equipment and are used for outside detail work, special events, & in emergencies. All three of these vehicles have between 100,000 and 130,000 miles on them.
Administrative	4	3	Unmarked vehicles used by command staff, detectives, officers on light duty, & officers attending training.
Total:	17	13	

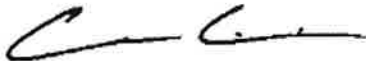
Car #23 was in our active patrol fleet and was going to be utilized as a reserve when the new vehicle Car #40 was finished being outfitted at MHQ in December. Car #23 was recently diagnosed with a blown engine and had to be towed to MHQ so they could strip the equipment that is being transferred into the new car. Sergeant Hanson advised that due to the age and condition of the Car #23 (130,000+ miles), we shouldn't invest in a new engine. We are currently down four vehicles, 1 Patrol, 2 Reserve, & 1 Administrative.

The Town's five-year capital improvement plan calls for funding at least one vehicle per year. Every other year that increases to two vehicles. In FY24 the plan called for one vehicle. That vehicle was funded, Car #96. ***In FY25 the plan called for two vehicles. No vehicles were funded.*** In our current budget year FY26 the plan called for one vehicle. That vehicle was funded, Car # 40. We recently purchased another vehicle that is being outfitted, Car #32, using the police revolving account. We are still down one vehicle from FY25, and the plan calls for two vehicles in FY27.

- Marine Patrol – Sergeant Hanson submitted an article for the HLWA's next newsletter. During this off-season the unit has begun planning events, training, and patrols for 2026.
- RMS (NEXGEN) upgrade – Bi-weekly meetings have continued. NEXGEN advised that testing on the transfer of data from LCD CAD to the NEXGEN platform should commence with the next couple weeks. If that testing goes well implementation plans we become clearer. NEXGEN has assured us that our transition to their RMS system will take place this fiscal year. I am guessing April/May.
- Town's bloodborne & airborne pathogen policies – All employees were cleared by a doctor and the N95 mask fit testing is now complete.
- Traffic – The ATESD ordinance is in the works and the required public hearing is scheduled for December 18<sup>th</sup>. No DUI arrests were made in the month of November. There were twenty-four motor vehicle crashes. Ten of them occurred on Main Street or South Main Street. Officers have continued their traffic enforcement efforts to reduce hazardous driving behaviors and crashes. They conducted 63 traffic stops last month. Eighteen traffic complaints were investigated along with five parking complaints.

- Crime / Calls for Service (CFS) – Detective Crean investigated one new sexual assault case. There was one motor vehicle stolen from North Main Street. It was recovered unoccupied in Torrington after being involved in a crash.
- Impound Area – **\*\* No progress, no change.\*\*** We need to secure an area to store vehicles and other large items that constitute evidence in criminal cases. I have included it in our capital budget the past two years and it was not funded. I will include it again this year.
- Accreditation – **\*\* No progress, no change.\*\*** Budget / Capital requests will be submitted for position(s) to manage our accreditation requirements and contractual services to update our policy manual.

This is a critical need that needs to be addressed. Our entire policy manual needs to be updated to meet accreditation standards and to ensure our officers are complying with best practices. 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