



**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING**
Regular Meeting Agenda
February 02, 2026-7:00PM

Streamed live on YouTube and Channel 194

1. **CALL TO ORDER** (Turn your cell phones off)

**FILED
CLERK'S OFFICE**

2. **PLEDGE OF ALLEGIANCE**

3. **AGENDA REVIEW**

JAN 30 2026

4. **APPROVAL OF MINUTES**

A) Minutes of the Regular Meeting on January 20, 2026

**TOWN CLERK OF WINCHESTER
WINSTED, CT**

5. **CITIZENS' COMMENTS**

The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address.

6. **TOWN MANAGER'S REPORT**

7. **CORRESPONDENCE**

8. **BOARDS AND COMMISSIONS**

9. **UNFINISHED BUSINESS**

A) Charter Revision Panel Membership and Continued Discussion (Town Manager Harrington)

10. **NEW BUSINESS**

A) Roadway Infrastructure Strategic Planning (Town Manager Harrington, Public Works Director, Jim Rollins and UCONN Intern Daniel Kogstad)
B) Pearson Roof Referral to Planning & Zoning per CGS 8-24,8-22 (Town Manager Harrington)
C) School Roof Bond Resolution, Set Meeting Date and Referendum Date (Town Manager Harrington)
D) Request for Additional State Aid (Town Manager Harrington)

11. **EXECUTIVE SESSION**

A) Discussion regarding 48 Bridge Street

12. **NEW BUSINESS**

A) Discussion/possible action regarding 48 Bridge Street

13. **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.

14. **SELECTMEN'S COMMENTS AND REPORTS**

15. **ADJOURNMENT**

Town of Winchester

Board of Selectmen - Regular Meeting

Tuesday January 20, 2026

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)	Cheryl Heffernan McGlynn (Selectwoman)
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Paul Marino (Selectman)	William Pozzo (Selectman)
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Troy Lamere (Selectman)	Kevin Bishop (Selectman)
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William Hester (Selectman)	
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Staff Members	Paul Harrington (Town Manager)
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	Glenn Albanesius (Town Clerk)
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	Ann Marie Rheault (Finance Director)
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	Kevin Nelligan (Town Attorney)
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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 January 5 , 2026

Motion - Sel. Hester / Second - Sel. Lamere

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

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

* Frank Oliveri - Spoke about the upcoming Municipal budget exercise

* Multiple speakers read prepared statements accusing the Town of mishandling the Smolak dog case.

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

* The FY2027 budget preparation moves into the department request review phase. The Budget Office continues to analyze utility and commodity costs. Stay tuned for the numbers to take shape.

* The Town has picked a firm to act as coordinator and consultant for the SS4A Committee. Once compensation negotiations are complete the firm will be announced and the Committee will begin its mission.

* Work is underway to develop an updated Strategic Plan for Roadway Infrastructure Construction. The Town Manager is working with Finance and Public Works to compile a master list of roadway needs factoring in costs and Paser-Ratings.

* The Wayfinding Signage Project is waiting for CT DOT's response to the required encroachment application. Signs will be ordered as soon as State approval comes thru.

* The School Safety Committee continues to meet. All committee members are now connected thru the Everbridge Alert System.

* The Town continues to press the Northwest Transit District for better Budget assessments. Board member Perez and Paul Harrington are actively working on improving local bus routes.

* The Sitestream team is working on the Towns final application to DOT for approval of speed camera installations. The State has 60 days to review and render a decision.

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

Revenues	Current FY - (YTD)		Last FY	
	Amount	%	Amount	%
Current Property Taxes	\$19,520,434.00	66.87	\$16,651,827.00	60.89
MV Supplemental	\$2,793.00	0.8	\$9,545.00	4.24
Past Due Taxes	\$237,289.00	67.8	\$216,343.00	36.06
Total Revenues	\$23,668,366.00	57.7	\$20,199,812.00	49.5
Expenditures	\$21,133,248.00	51.52	\$20,146,293.00	49.37
Municipal Aid	\$1,196.00	Property Tax - Disabled		
	\$4,930.00	Property Tax - Veterans		
	\$16,491.00	PILOT		
	\$3,651.00	Distressed Municipality		
	\$22,000.00	DWSRF Tank Reimbursement		
Cash Flow	\$22,634,279.00	GF as of December 31, 2025		
Investments	\$458,187.00	NWCB SWEEP		
	\$2,614,125.00	STIF (State Investment Fund)		
	\$15,934,381.00	NWCB Money Market (9127)		
	\$19,006,693.00	Total		
Capital Expenses - Nov 25	\$1,249.00	Town Hall Repairs / Upgrades		
	\$84,924.00	Annual Road Maintenance		
	\$91,859.00	Chapel/Dayton Road (Reclaim and Pave)		
	\$236,677.00	Price Road (Mill and Pave)		
	\$299,189.00	PW Wheeled Excavator		
	\$112,745.00	Wahnee Road (BOND)		
	\$1,431.00	Hubbard Street (BOND)		
		Spring Street (BOND)		
	\$17,588.00	West Wakefield Blvd		
	\$26,138.00	Drainage (BOND)		
	\$3,750.00	Pearson Roof		

Item 8 **Correspondence** - None

Item 9 **Boards and Commissions** - No Actions

Item 10 **Unfinished Business** -

A) *Charter Revision Panel Applications*

Discussion amongst Board members resulted in an initial motion to set a Panel Membership Application deadline of February 2, 2026. This was amended to February 13, 2026 by 11am.

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

Vote to approve - Unanimous (7 - 0)

Item 11 **New Business -**

A) Budget Priorities

Town Manager Harrington opened the discussion and asked Board members to articulate any priorities that should be considered as the Budget for FY26 - 27 gets crafted. Responses are summarized as follows.

Sel. Marino -	ROADS, ROADS, ROADS Establishment and funding of a Lieutenant Position on the Police Force
Sel. Lamere -	Roads with a \$1,000,000 funding target and "paving" designation
Sel. Bishop -	Continued investment funding into the School System at or above inflation rate
Sel. Heffernan McGlynn -	Support for school investment
Sel. Hester -	Cautioned the Board not to lose sight of Revenue realities
Sel. Pozzo -	Only asked that the Bd of Ed produce a detailed Budget similar to the Towns format
Mayor Arcelaschi -	Urged respectful and responsible negotiations with a focus on protecting the taxpayers in Town

At 8:39pm Sel. Marino requested a short recess before the next Agenda item. Mayor Arcelaschi granted a 5 minute break after which the meeting proceedings resumed at 8:45pm.

B) Pearson School Roof Project

Superintendent Luby introduced Roger LeFleur as a Consultant from PM Resources. She explained the BOE had hired Roger to offer professional guidance related to Pearson's replacement roof project. Roger brings 11 years experience as the School Construction Director for CREC (Capital Region Education Council). His company PM Resources was established to help smaller communities navigate the State Grant funding process and selection of contractors for school construction projects.

Dr. Luby proceeded to summarize the current state of Pearson School's roof, stating that it was 26 years old and 6 years past its designated life span. Recent testing had uncovered moisture seepage, water leakage and minimal presence of asbestos all of which confirmed the roof is currently compromised and needs to be replaced. State reimbursement rates for funding the estimated 2.8 to 2.9 million dollar project are running at 72% leaving the Town's exposure somewhere between \$840,000 and \$870,000.

The Town Manager suggested the Board consider sending this project to Referendum on March 24th. He also asked for their blessing to seek approval for the vote to be scheduled at Town Hall using PAPER ballots. Discussion ended after the Finance Director confirmed from Bond Counsel that the ballot question would need to state the TOTAL amount of the project with the reimbursement statement included. The Town Manager estimated that debt service of 4.5% on \$850,000 would be about \$69,000 annually for a 20 year note. With Board approval he promised to have everything written up and prepared for final decisions at the February 2nd BOS meeting.

C) Potential Pre-School Expansion

Dr. Luby introduced an opportunity created by the State of Connecticut to offer FREE universal Pre-School for 4 year olds. She explained that recent Special Education and Early Childhood Programming Grant Funding established by the Legislature incents Towns to establish these programs by covering 100% of Construction costs. She further explained that a Hinsdale School site walk around with an architect uncovered a location that would allow 3 new Classrooms to be constructed. These classrooms would measure out at about 3700 square feet. Much discussion ensued regarding the certainty of FREE and the added educational value to the community. After hearing the State could eventually mandate the proposed program and even include 3 year olds; a formal motion was offered to spend up to \$40,000 to compile as much verified data as possible including construction schematics to validate consideration of pursuing this opportunity. The Superintendent will report back to the Selectmen as soon as she could.

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

Vote to approve - Yes (4) / No (3) Sel. Lamere , Sel. Hester, Sel. Pozzo

D) 26-01 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 \$947.57."

Motion - Sel. Marino / Second - Sel. Pozzo

Vote to approve - Unanimous (7 - 0)

Item 12

Executive Session

A) Discussion regarding 48 Bridge Street

B) Discussion regarding Smolak case

C) Discussion regarding ratification of Union Contracts

Motion to enter Executive Session at 9:53pm taking the Town Manager, Realtor David Sartirana and Town Attorney Kevin Nelligan.

Motion - Sel. Marino / Second - Sel. Hester

Vote to approve - Unanimous (7 - 0)

Item 13

New Business -

A) Discussion/Possible Action regarding Smolak case

Motion Statement - "I move that the Board of Selectmen approve the stipulation regarding the disposition of dogs as reviewed by Town Counsel and authorize the Town Manager to execute the stipulation on behalf of the Town of Winchester".

Motion - Sel. Marino / Second - Sel. Lamere

Vote to approve - Unanimous (7 - 0)

B) Discussion/Possible Action regarding 48 Bridge Street

No action taken

C) Discussion/Possible Action regarding ratification of Union Contracts

Motion Statement - "Mr. Mayor, I move that the Board of Selectmen approve the tentative Collective Bargaining Agreement between the Town of Winchester and the Winchester Supervisors Association (NAGE) Local RARI370 as presented. This agreement sets forth the terms and conditions of employment for the Supervisory Bargaining Unit, including wage, benefits work conditions, and duration effective upon execution through June 30, 2028. Further I move to authorize the Town Manager to execute the final agreement on behalf of the Town and take all necessary actions to implement its provisions."

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

Vote to approve - Unanimous (7 - 0)

Motion Statement - "Mr. Mayor, I move that the Board of Selectmen hereby approve the tentative agreement between the Town of Winchester and the United Public Service Employees Union known as UPSEU representing Department Head Assistants, Secretaries, Receptionists and Clerical employees as presented. This agreement covers all terms and conditions of employment for the Bargaining Unit, including wages, benefits, hours, and other working conditions and shall be effective upon execution through June 30th 2028. Further I move the Town Manager, Paul Harrington is authorized to execute the final agreement on behalf of the Town to take all necessary actions to implement its provisions."

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

Vote to approve - Unanimous (7 - 0)

Item 14 **Citizens Comments** - The following people addressed the Board

* Terry Taylor

Item15 **Selectmen's Comments** -

* Mayor Arcelaschi - Urged residents to properly vet any phone or mail solicitations they receive

* Sel. Hester - Announced that the Soldiers Monument Commission is sponsoring a "Winter Lecture Series" at the Beardsley Library. Three monthly lectures will be held starting January 24, then February 21st and finally March 21st.

Item 13 **Adjournment**

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

To adjourn the meeting at 11:02pm

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.

TOWN OF WINCHESTER - BOARDS & COMMISSIONS

Action Report to Board of Selectmen

Monday, February 2, 2026

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
2/2/2026	Stewart Pollens	Historic Commission	Res.	Member	12/2028
2/2/2026	David Pines	Ad Hoc Water Level Committee	D	Member	1/2028
2/2/2026	Jamie Lagassie	Retirement Administrative Board		Member	2/2010

RESIGNATIONS

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

Date	Name	Board or Commission	Party	Seat Type - Member / Alternate
1/29/2026	Lauren Dombrowski	Historic Commission	D	Member

Nominations / Appointments - Step 2 (Final)

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

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

Current Vacancies - As of this date

(Announce at each Meeting)

Board or Commission	Position	Openings	Meets On	Appointing Authority
Ad Hoc Water Level Committee	Member	1 Member	As Needed	Board of Selectmen
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
Ethics Commission	Member	2 Members	As Needed	
Historic Commission	Member	2 Members	Monthly - 1st Thur	Board of Selectmen
Inland Wetlands	Member	1 Member	Monthly - 3rd Wed	Board of Selectmen
Laurel City Commission	Member	Multiple Openings	TBD January - June	Board of Selectmen
Recreation Board	Member	1 Member	Monthly - 1st Wed	Board of Selectmen
Zoning Board of Appeals	Member	1 Alternate	Monthly - 1st Wed	Board of Selectmen



Charter Revision Committee Proposed Process

Prepared by:
Candy Perez
January 2026

Section 1706 AMENDMENT OF CHARTER

This Charter may be amended in the manner prescribed by law. (CT State Statutes)

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Timeline

Winchester Charter Revision 2026

Phase 1: Initiation & Appointment

- **February 16, 2026: Board of Selectmen (BOS) Action**
 - BOS formally creates and "charges" the Charter Revision Commission (CRC)*.
 - BOS identifies specific revisions to be examined.
 - BOS sets the draft report deadline (Recommended: June 15, 2026).
 - *Note: Target the November 3, 2026 election to avoid the 15% voter participation threshold required for special elections.*
- **February 17–24, 2026: CRC Organizational Prep**
 - Mayor calls the first meeting.
 - Mayor attends to deliver the formal "Charge" to the committee.
- **February 25, 2026: CRC First Meeting**
 - The committee elects a Chair.
 - Establishes a regular meeting schedule.

Phase 2: The Working Window (14 Weeks)

- **February 25 – June 15, 2026: Discovery & Drafting**
 - CRC reviews BOS charges, considers public input, and researches best practices.
 - CRC consults with the Town Attorney for statutory consistency.
- **Public Hearing #1 (Statutory): Recommended March 12, 2026**
 - Must be held *before* substantive work begins to gather early public sentiment.
- **Public Hearing #2 (Statutory): Recommended May 20, 2026**
 - Held after the CRC has a draft but *before* submitting it to the Town Clerk.

Phase 3: Reporting & BOS Review

- **By June 15, 2026: Submission of Report**

- CRC submits the Draft Report to the Town Clerk, who transmits it to the BOS.
- **July 6, 2026 (approx.): BOS Public Hearing**
 - The BOS must hold its own public hearing on the draft within 45 days of submission.
- **By July 21, 2026: BOS Recommendations**
 - Within 15 days of their hearing, the BOS must either accept the report OR send it back to the CRC with recommended changes.

Phase 4: Finalization & Ballot Prep

- **July 21 – August 10, 2026: Final CRC Adjustments**
 - If the BOS requested changes, the CRC has 30 days to confer, make final edits, and resubmit a Final Report.
- **August 17, 2026: Final BOS Approval**
 - BOS must vote to approve or reject the final report within 15 days of receipt.
 - BOS determines the final ballot questions.
- **Late August 2026: Legal Publication**
 - Approved changes must be published in full (or as a summary with notice) in the local newspaper (e.g., *Republican-American*) within 30 days of approval.
 - BOS makes sure document is posted on the town website
- **September 2026: Ballot Certification**
 - Final questions submitted to the Town Clerk for inclusion on the November ballot.

Phase 5: The Vote

- **November 3, 2026: General Election**
 - Voters approve or reject the proposed Charter changes.

* CRC Composition 5 to 15 members; no more than 1/3 can hold another town office.

Political Balance: No more than a bare majority from one political party.

Public Hearings: Minimum of two held by the CRC and one held by the BOS.

Approval Vote: Majority of those voting at the regular election.

BOS Must Complete this on February 16, 2026

DRAFT Charge of the Charter Revision Commission - 2026

WHEREAS, pursuant to Section 7-190(a) of the Connecticut General Statutes, the Board of Selectmen of the Town of Winchester may appoint a Charter Revision Commission consisting of several electors of the Town of Winchester; and

WHEREAS, pursuant to Section 7-190(b) of the Connecticut General Statutes, the Board of Selectmen desires to make recommendations to the Charter Revision Commission and recognizes that the Charter Revision Commission will be empowered to consider other items outside this ; and

WHEREAS, pursuant to Section 7-190(b) of the Connecticut General Statutes, the Board of Selectmen must establish when said Commission shall submit its draft report to the Board of Selectmen; therefore be it

RESOLVED, by the Board of Selectmen of the Town of W inchester, that the following recommendations be directed to the Charter Revision Commission:

Review, consider, and propose changes to the Town Charter

- _____
- _____
- _____

RESOLVED, by the Board of Selectmen of the Town of Winchester, that the Charter Revision Commission shall submit to the Town Clerk its draft report no later than June 15, 2022.

For Review

DRAFT Charge of the Charter Revision Commission - 2022

WHEREAS, pursuant to Section 7-190(a) of the Connecticut General Statutes, the Board of Selectmen of the Town of Winchester may appoint a Charter Revision Commission consisting of several electors of the Town of Winchester; and

WHEREAS, pursuant to Section 7-190(b) of the Connecticut General Statutes, the Board of Selectmen desires to make recommendations to the Charter Revision Commission and recognizes that the Charter Revision Commission will be empowered to consider other items outside this ; and

WHEREAS, pursuant to Section 7-190(b) of the Connecticut General Statutes, the Board of Selectmen must establish when said Commission shall submit its draft report to the Board of Selectmen; therefore be it

RESOLVED, by the Board of Selectmen of the Town of W inchester, that the following recommendations be directed to the Charter Revision Commission:

- Review, consider, and propose technical changes to the Town Charter to ensure that all terms are clearly defined, all sections are easily understood, and that al l current practices are clearly reflected within the document; and
- Clearly define the criteria that an individual must meet to serve as an elected or appointed official of the Town of Winchester; and
- Review and streamline sections of the Charter, as outlined in the attached table* pertaining to the appointment of Town officials.

RESOLVED, by the Board of Selectmen of the Town of Winchester, that the Charter Revision Commission shall submit to the Town Clerk its draft report no later than June 15, 2022.

WHEN TO HOLD THE VOTE

Voter Number Required:

Under **Connecticut General Statutes (CGS) § 7-191**, the number of voters required to approve a charter change in Winchester (Winsted) depends entirely on **when** the vote is held. This is why your strategy to target the November 2026 election is legally significant.

1. Regular Election (Recommended Path)

If the Board of Selectmen (BOS) places the charter questions on the ballot for a **Regular Election** (such as the November 3, 2026, general election):

- **Threshold:** A simple **majority of those voting** on the specific question.
- **Voter Participation Requirement:** There is **no minimum turnout** percentage required. If 100 people vote on the question and 51 vote "Yes," the charter change passes, regardless of how many total registered voters are in Winchester.

2. Special Election

If the BOS decides to hold a **Special Election** (an election on a date other than a regular state or municipal election):

- **Threshold:** A simple majority of those voting on the question **AND** that majority must equal at least **15% of the total qualified electors** (registered voters) in the town.
- **Example:** If Winchester has 6,000 registered voters, at least 900 people must vote "Yes" for the change to pass. If only 800 people vote "Yes" and 100 vote "No," the measure fails—even though the "Yes" votes won the majority—because the 15% turnout threshold was not met.

Why this matters for your 2026 Timeline

By aiming for the **November 3, 2026** election, you are choosing the "Regular Election" path. This is strategically safer for the Commission because:

1. **Lower Bar for Success:** You do not have to worry about a 15% "participation floor."
2. **Higher Natural Turnout:** Since 2026 is a state election year (Gubernatorial/Congressional), turnout will naturally be higher than a special election, which helps legitimize the vote in the eyes of the public.
3. **Cost Savings:** Holding the vote during a regular election saves the town the significant expense of opening polls and hiring staff for a standalone special election day.

EXAMPLES OF PAST CHARGES

The 2018 commission considered several high-impact amendments, including:

- **The "Town Manager" vs. "Town CEO" Role:** There were discussions regarding the qualifications and authority of the Town Manager, specifically aimed at ensuring professional management requirements were clearly defined.
- **Budget Referendum Process:** Proposals were made to streamline how the town budget is passed, potentially moving away from the traditional town meeting style toward more direct referendum voting to increase participation.
- **Term Lengths:** The commission evaluated changing the terms of office for the Board of Selectmen to provide more continuity in leadership (e.g., moving from 2-year to 4-year staggered terms).
- **Technical Cleanup:** A significant portion of the work involved "cleaning up" outdated language from the 1960s and 1970s that no longer complied with state statutes.

This was prepared for the CRC 2022 by the BOS

*The table below exemplifies all the areas of the Charter that the Charter Revision Commission should review and work to streamline. Items marked "Remove" are those that the Board of Selectmen recommends removing from the Charter; those marked "New" are those that the Board recommends adding to the Charter; those marked "Modify" are those that the Board recommends the Charter Revision Commission review and consider amendments to for the purpose of streamlining appointment procedures.

ARTICLE II ELECTIONS	BOS Charge
Section 202. ELECTIVE OFFICERS B. Town Clerk. A Town Clerk for a term of two (12) years or such period as may be specified by the General Statutes.	
Section 711 . Town Clerk The Town Manager shall appoint and may remove, subject to such rules and regulations as may be adopted pursuant to the merit system provisions of Article XII of this Charter, and the State Statutes, a Town Clerk who shall perform such duties as may be prescribed by the State Statutes, the	

Board of Selectmen, or the Town Manager.	
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Last charge to 2022 CRC Charter Sections were identified:

The Charter language has always confused appointments due to being an elector, property owner, non-resident, etc. There was a charge to look at the qualifications to hold a position on the commissions .

ARTICLE VI

OFFICERS AND BOARDS DIRECTLY RESPONSIBLE TO THE BOARD OF SELECTMEN

Modify Section 601. BOARD OF TAX REVIEW

Modify Section 602. ECONOMIC DEVELOPMENT COMMISSION

Modify Section 603. PARK AND RECREATION BOARDS

Section 604. ZONING BOARD OF APPEALS

Section 605. WATER AND SEWER COMMISSION

Section 606. WINCHESTER HOUSING AUTHORITY

Section 607. PLANNING AND ZONING COMMISSION

Section 608. FIRE DEPARTMENT

Section 609. INLAND WETLANDS AND WATER COURSES AGENCY

ARTICLE VII

OFFICERS AND ADMINISTRATIVE DEPARTMENTS UNDER THE TOWN MANAGER

Section 701. JURISDICTION AND DUTIES

Section 702. EXECUTIVES OF DEPARTMENTS

Section 711 . Town Clerk

Section 801. SALARIES

NOTICES & BALLOT QUESTIONS EXAMPLES:

Notices need to be made periodically. Here are some examples:

The Charter Revision Commission has scheduled a Public Hearing for Tuesday, June 12, 2018 in the Lee Ann LaCaire Room (Blue Room) on the second floor in the Town Hall at 7:00PM. The Main Charge received from the Board of Selectmen was to review Section 303 which requires that the "entire text" be published in a newspaper prior to the enactment, amendment, or repeal of a town ordinance. An Ordinance Committee has reviewed the Town's current ordinances and have found that as many as 80 of them need to be updated.

The Board of Selectmen have scheduled a Public Hearing regarding the recommendations of the Charter Revision Commission. The Public Hearing will be held on Monday, July 2, 2018 at 7:00PM at Town of Winchester Town Hall, 338 Main Street, 2nd Floor in the P. Francis Hicks Room.

The Town of Winchester is proposing changes to the Town Charter on November 6, 2018 as part of the Election Day ballot. These Charter changes are in regard to the current required posting of items in a costly newspaper ad. The change will allow changes to be posted to the Town's website to save taxpayers an estimated \$25,000 to update our ordinance regulations as well thousands of dollars more in the future. The Town of Winchester Charter Revision Commission recommended the changes to the Board of Selectmen which, in turn, unanimously voted to send these changes to referendum.

The two questions (#3 & #4) specific to the Town of Winchester will be found on the ballot directly following the two State of Connecticut ballot questions regarding transportation funds and sale/transfer of state land. The two Town of Winchester questions are:

3. Shall Section 303 be amended to eliminate the requirement of publishing the entire text and eliminate the requirement for newspaper publication, instead allowing the publication on the Town's website and any other place chosen by the Board of Selectmen?
4. Shall Sections 911, 912, 1504 and 1107 be amended to eliminate the requirement for newspaper publication, instead allowing the publication on the Town's website and any other place chosen by the Board of Selectmen?

What the report should contain by example

TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

2018 CHARTER REVISION COMMISSION

Report June 2018

MEMBERS OF THE 2018 WINCHESTER CHARTER REVISION COMMISSION

Norman Kelly, Chair and Secretary

Holly Cassaday

Dale Denning

Anita Garnett

Raymond R. Robitaille

A. Introduction and Summary of Proposed Changes.

The Winchester Charter Revision Commission (CRC) was impaneled by Resolution of the Winchester Board of Selectmen (BOS) on April 23, 2018, and was charged with the responsibility of reviewing the Winchester Town Charter (“the Charter”) in accordance with the Charter section 1706. In addition the BOS requested that the Commission review the specific issues (Main charge and secondary considerations) as outlined in Exhibit A, attached hereto. Beyond that there were no other issues raised or addressed by the Commission, either in the first public hearing or by the members of the Commission.

The Commission adopted the approach that any recommendations from the Commission to the BOS would be made on the basis of a majority of Commissioners on a given issue. The Commission also feels (similar to the 2016 Commission)

that each change suggested by the Commission should be voted on separately by the electors at the Referendum. Based on comments and testimony received at Commission meetings, public hearings, and the deliberations of the Commission members, the Commission has drafted proposed revisions to the Town Charter. The Commission recommends the following changes to the Town Charter:

1. Section 303 ENACTMENT OF ORDINANCES.

Removal of the phrase “entire text” as well as replacing the requirement to publish changes in a newspaper with publishing them on the Town’s website as well as publishing them in such other places, accessible to the public, as may be designated by the BOS for this purpose. The notice shall also be simultaneously filed with the Town Clerk who shall make the notice available for public inspection

2. Section 911 COMPETITIVE BIDDING, Section 912 EMERGENCY APPROPRIATIONS, Section 1504 ADOPTION OF REGULATIONS and Section 1107 DUTIES OF THE BOARD OF SELECTMEN.

For all 4 sections, replacing the requirement to publish changes in a newspaper with publishing them on the Town’s website as well as publishing them in such other places, accessible to the public, as may be designated by the BOS for this purpose. The notice shall also be simultaneously filed with the Town Clerk who shall make the notice available for public inspection

B. Public Hearings Held by the Commission.

The Commission conducted public hearings on May 21, 2018 and June 12, 2018.

C. Commission Meetings.

The commission held meetings on the following dates:

May 7, May 14, May 21, May 29 and June 5.

D. Commission Discussion and Findings.

1. Section 303 ENACTMENT OF ORDINANCES.

The requirement to have to publish the “entire text” of any change to an ordinance is considered to be financially burdensome (each change can cost several thousand of dollars to publish). Also as technology is rapidly changing there are other means, instead of and in addition to newspapers, to disseminate information to the public.

The Commission polled 5 other Connecticut towns of a size similar to Winchester (Canton, East Windsor, Griswold, Plymouth and Granby) to see how they posted changes to ordinances.

FINDING:

The Commission recommended, by unanimous vote, to remove the need to publish the “entire text” in a newspaper as well as replacing the requirement to publish changes in a newspaper with publishing them on the Town’s website as well as in such other places, accessible to the public, as may be designated by the BOS for this purpose.

Proposed Change:	Benefit:
Before the enactment or repeal of any by-law or ordinance, the Board of selectmen shall cause to be published on the Town’s website and published in such other place or places, accessible to the public, as may be designated by the Board of Selectmen for this purpose, a notice setting forth the subject matter of the proposed ordinance. The notice shall also be simultaneously filed with the Town Clerk who shall make the notice available for public inspection. Said notice shall be published not later than 14 days before the enactment, amendment or repeal of the ordinance. After the board has enacted, amended or repealed any ordinance, said ordinance shall become operative fifteen (15) days after the entire text of the same shall have been published on the Town’s website as well as any notice of the same being posted in any such place or places, accessible to the public, as may be designated by the	The primary benefit of this change is to eliminate the requirement to post the “entire text” of any change in a newspaper, thus reducing the potentially substantial cost of such posting. A secondary benefit is to give the BOS the option of taking advantage of changing technology (now and in the future) by using the Town’s website and any other place or places (including newspapers) for posting notices as designated by the BOS.

<p>Board of Selectmen for this purpose. The notice shall also be simultaneously filed with the Town Clerk who shall make the notice available for public inspection. Any ordinance made by the Board of Selectmen may be amended, or repealed by them in the manner in which by-laws or ordinances are enacted. The form of all by-laws and ordinances shall be as follows: "Be it ordained by the Board of Selectmen of the Town of Winchester, Connecticut".</p>	
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2. Section 911 COMPETITIVE BIDDING.

As with Section 303 above, as technology is rapidly changing, there are other means, instead of and in addition to newspapers, to disseminate information to the public.

The Commission polled 5 other Connecticut towns of a size similar to Winchester (Canton, East Windsor, Griswold, Plymouth and Granby) to see how they posted changes to ordinances and their Charter.

FINDING:

The Commission recommended, by unanimous vote, to replace the requirement to publish changes in a newspaper with publishing them on the Town's website as well as in such other places, accessible to the public, as may be designated by the BOS for this purpose.

Proposed Change:	Benefit:
<p>If any purchase or contract for purchasing, including a continuing order or contract for the purchase of the same commodity over a period of time, involves the expenditure of three one hundredths of one percent (0.03%) or more of "Total Expenditures" in the latest approved town budget, the Purchasing Agent, unless it shall be determined by the Board of Selectmen to be against the best interest of the town, shall invite sealed bids or proposals giving ten (10) days public notice thereof by publication on the Town's website, as well as any notice of the same being posted in any such place or places, accessible to the public, as may be designated by the Board of Selectmen for this purpose. The notice shall also be simultaneously filed with the Town Clerk who shall make the notice available for public</p>	<p>The benefit of this change is to give the BOS the option of taking advantage of changing technology (now and in the future) by using the Town's website and any other place or places (including newspapers) for posting notices as designated by the BOS.</p>

<p>inspection. All such sealed bids or proposals shall be opened publicly. The Purchasing Agent may in his sole discretion waive any informalities, divide the award, accept any bona fide bid seemed in the best interest of the town, regardless of cost, or reject all bids.</p>	
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3. Section 912 EMERGENCY APPROPRIATIONS

As with Section 303 above, as technology is rapidly changing, there are means, instead of and in addition to newspapers, to disseminate information to the public.

The Commission polled 5 other Connecticut towns of a size similar to Winchester (Canton, East Windsor, Griswold, Plymouth and Granby) to see how they posted changes to ordinances and their Charter.

FINDING:

The Commission recommended, by unanimous vote, to replace the requirement to publish changes in a newspaper with publishing them on the Town's website as well as in such other places, accessible to the public, as may be designated by the BOS for this purpose.

<p>Proposed Change:</p> <p>Emergency Appropriations not exceeding Five Hundred Thousand Dollars (\$500,000.00) in any one fiscal year may be made upon the recommendation of the Manager and by a vote of not less than five (5) members of the Board of Selectmen for the purpose of meeting a public emergency threatening the lives, health or property of citizens, provided a public hearing, at which any elector or taxpayer of the Town shall have an opportunity to be heard, shall be held prior to making such appropriation, notice of such hearing shall be posted on the Town's website as well as published in any such place or places, accessible to the public, as may be designated by the Board of Selectmen for this purpose not more than ten (10) nor less than three (3) days prior to such hearing. The notice shall also be simultaneously filed with the Town Clerk who shall make the notice available for public inspection. Such hearing and notice of hearing may be waived if the Board of Selectmen, by unanimous vote of its members, shall decide that a delay in making the emergency appropriation would jeopardize the lives, health or property of citizens. In the absence of an available unappropriated and unencumbered general fund cash balance to meet such appropriation, additional means of financing shall be provided in such manner, consistent with provisions of the General Statutes and of this Charter, as may be determined by the Board of selectmen.</p>	<p>Benefit:</p> <p>The benefit of this change is to give the BOS the option of taking advantage of changing technology (now and in the future) by using the Town's website and any other place or places (including newspapers) for posting notices as designated by the BOS.</p>
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4. Section 1504 ADOPTION OF REGULATIONS

As with Section 303 above, as technology is rapidly changing, there are means, instead of and in addition to newspapers, to disseminate information to the public.

The Commission polled 5 other Connecticut towns of a size similar to Winchester (Canton, East Windsor, Griswold, Plymouth and Granby) to see how they posted changes to ordinances and their Charter.

FINDING:

The Commission recommended, by unanimous vote, to replace the requirement to publish changes in a newspaper with publishing them on the Town's website as well as in such other places, accessible to the public, as may be designated by the BOS for this purpose.

Proposed Change:	Benefit:
<p>A. The Ethics Commission shall adopt rules of procedure, orders, codes, and regulations, including penalties, which it deems necessary to carry out the intent of Section 7-479 of the General Statutes and this Article. All such rules, orders and regulations and amendments thereto, and all proceedings of the Commission shall be filed in the office of the Town Clerk and be available for public inspection.</p> <p>B. Before the enactment, amendment or repeal of any rules of procedure, orders, codes or regulations, including penalties, the Ethics Commission shall cause to be published on the Town's website, as well as being published in any such place or places, accessible to the public, as may be designated by the Board of Selectmen for this purpose. a notice setting forth the subject matter of the proposed enactment, amendment or repealed matter. The notice shall also be simultaneously filed with the Town Clerk who shall make the notice available for public inspection. Said notice shall be published not later than fourteen (14) days before such action is taken. After the Ethics Commission has enacted, amended, or repealed any such rules of procedures, orders, codes, or regulations, including penalties, said change shall become effective fifteen (15) days after the entire text of the same shall have been published on the Town's website, as well as any notice of the same being posted in any such place or places, accessible to the public, as may be designated by the Board of Selectmen for this purpose. The notice shall also be simultaneously filed with the Town Clerk who shall make the notice available for public inspection.</p>	<p>The benefit of this change is to give the BOS the option of taking advantage of changing technology (now and in the future) by using the Town's website and any other place or places (including newspapers) for posting notices as designated by the BOS.</p>

5. Section 1107 DUTIES OF THE BOARD OF SELECTMEN

As with Section 303 above, as technology is rapidly changing, there are means, instead of and in addition to newspapers, to disseminate information to the public.

The Commission polled 5 other Connecticut towns of a size similar to Winchester (Canton, East Windsor, Griswold, Plymouth and Granby) to see how they posted changes to ordinances and their Charter.

FINDING:

The Commission recommended, by unanimous vote, to replace the requirement to publish changes in a newspaper with publishing them on the Town's website as well as in such other places, accessible to the public, as may be designated by the BOS for this purpose.

Proposed Change:	Benefit:
<p>The Board of Selectmen shall 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 at which any elector or taxpayer may have an opportunity to be heard regarding appropriations. 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, and the Board of Selectmen shall cause to be published on the Town's website as well as any notice of the same being posted in any such place or places, accessible to the public, as may be designated by the board of selectmen for this purpose, a summary of the budget showing revenues by major sources and proposed expenditures by function or department, in the same columnar form as prescribed for budget estimates in Section 1106 of this Article, at least seven (7) days prior to said Annual Town Budget Meeting; and shall also show the amount to be raised by taxation. The summary shall also be simultaneously filed with the Town Clerk who shall make the notice available for public inspection.</p>	<p>The benefit of this change is to give the BOS the option of taking advantage of changing technology (now and in the future) by using the Town's website and any other place or places (including newspapers) for posting notices as designated by the BOS.</p>

E. Proposed revised Town Charter.

Based on the testimony received at its public hearings and meetings, inquiries made of other towns, documents it reviewed and its deliberations, the Commission recommends the above proposed revisions to the Winchester Town Charter.

F. Acknowledgements

The Commission would like to thank the members of the public who attended and testified at Commission meetings, and the Town Staff who participated in the Commission's deliberations and in the generation of the Final Report and the proposed revisions to the Winchester Town Charter.

G. Legal Review

This report has been reviewed by the Town's lawyer, Kevin Nelligan.

Respectfully submitted by the Winchester Charter revision Commission this ?? day of June, 2018.

Norman Kelly – Chairman and Secretary

Received by the Winchester Town Clerk on June ??, 2018

Sheila Sedlack, Town Clerk

Transmitted to the Board of Selectmen on June ??, 2018

Sheila Sedlack, Town Clerk

Example of Work that the CRC should provide based on the charge:

"Shall the Town of Winchester Charter be amended to change the terms of office for the Board of Selectmen from two years to four years, with terms being staggered?"

Draft Statement of Purpose

Purpose: This amendment to Section of the Town Charter proposes extending the terms of office for members of the Board of Selectmen from two (2) years to four (4) years.

Current Process: Currently, all seven seats on the Board of Selectmen are up for election every two years. This can lead to a complete turnover of the board at a single election, potentially resulting in a loss of institutional knowledge and disruption to long-term town projects.

Proposed Change: If approved, this change would transition the board to four-year terms. To ensure the board remains accountable and stable, the elections would be **staggered**.

PROs

- **Institutional Continuity:** By staggering terms, only a portion of the board (e.g., three or four seats) would be up for election at any one time. This ensures that experienced members always remain on the board to oversee ongoing infrastructure projects and multi-year financial planning.
- **Focus on Governance:** Longer terms allow elected officials to focus more on long-range policy and less on the immediate biennial campaign cycle.

CONs

Transition Plan: If passed, a one-time "transition election" would occur (likely in 2027) where some candidates would be elected to two-year terms and others to four-year terms to set the staggering schedule in motion.

A "YES" vote approves changing Selectmen terms to four years with a staggered election cycle. A "NO" vote keeps the current two-year term system for all Selectmen.

1. **Removal provisions** in the Charter (such as recall or vacancy rules) remain in place to handle misconduct or resignations.

Election Year	Seats Up for Election	Term Length for those Seats	Goal
2027	All 7 Seats	4 Seats: 4-Year Term 3 Seats: 2-Year Term	This "splits" the board to begin the staggering process.

2029	3 Seats	4-Year Term	These seats replace the 2-year terms from 2027.
2031	4 Seats	4-Year Term	These seats replace the 4-year terms from 2027.
2033	3 Seats	4-Year Term	The cycle continues with elections every 2 years.

"Shall the Town of Winchester Charter be amended to change the position of Town Clerk from an elective office to an appointive office, with the appointment made by the Town Manager, thereby making the position a member of the professional Town staff?"

Draft Statement of Purpose

Purpose: This amendment seeks to change how the Town Clerk is selected, moving from a popular election every four years to a professional appointment by the Town Manager.

Current Process: The Town Clerk is currently an elected official. This means the position is filled based on a political election cycle. While the Town Clerk must follow state statutes, there are no specific professional certifications required by the Charter to run for the office.

Proposed Change: If approved, the Town Clerk would become a permanent member of the Town's professional staff.

- **Professional Qualifications:** Appointment allows the Town Manager to require specific experience, such as a "Certified Connecticut Municipal Clerk" (CCMC) designation, ensuring the office is managed by a qualified professional regardless of political affiliation.
- **Continuity:** As an appointed staff member, the Town Clerk would not be subject to election cycles, allowing for long-term management of town records and land titles without the risk of turnover every few years.
- **Oversight:** The Town Clerk would report directly to the Town Manager, bringing the office under the same personnel policies, performance reviews, and accountability standards as other department heads (such as the Finance Director or Tax Collector)

- **The "Incumbent" Clause:** Often, Charter revisions include a "Grandfather Clause" stating that the change will not take effect until the current elected Town Clerk's term expires or the seat becomes vacant. This prevents the appearance of a political move against a specific individual.
- **Political Neutrality:** Since the Town Clerk handles election ballots, your commission should be prepared to explain how an *appointed* clerk remains non-partisan compared to an *elected* one who may belong to a political party.
- Note that many Connecticut towns have already moved to appointed Clerks to meet the increasing complexity of state records laws and digital land-recording requirements. In Connecticut, roughly **48 out of 169 municipalities** (about 28%) have already moved to an

appointed Town Clerk. This trend is increasing as state record-keeping laws and digital land-filing systems become more complex and legally "high-stakes."

Perspective	The Case for APPOINTED (Pros)	The Case for ELECTED (Cons/Pushback)
Professionalism	Expertise First: Allows the Town to mandate a "Certified Connecticut Municipal Clerk" (CCMC) designation. The job is 95% state-mandated technical work (land records, vital statistics, election laws).	Voter Choice: Opponents argue that voters are capable of judging a candidate's competence and that "the people" should decide who holds the keys to town records.
Accountability	Direct Management: An appointed clerk is subject to annual performance reviews by the Town Manager and can be disciplined for poor service or errors.	Direct to People: An elected clerk is accountable only to the voters. Some feel this "independence" protects the clerk from being pressured by a Town Manager or Selectmen.
Candidate Pool	Larger Talent Pool: The Town can recruit from across Connecticut. Currently, an elected Clerk must be a resident of Winchester, which limits the pool of qualified applicants.	Local Connection: Residents often prefer that the person handling their sensitive records (birth/death certificates, property deeds) is a neighbor and fellow taxpayer.
Politics	Non-Partisan: Removes the position from the political "ballot," ensuring the office isn't treated as a political prize for a specific party.	Political Buffer: Some argue an elected clerk has more "backbone" to stand up to other town officials because they don't depend on a Manager for their paycheck.

Continuity	Career Stability: Prevents "brain drain" where a highly skilled clerk is voted out simply because their party had a bad election year.	Term Limits: Elections provide a natural "term limit." If a clerk is doing a poor job, the voters have a guaranteed opportunity to replace them every four years.
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BOS Creates and charges Charter Revision Commission (CRC) with recommendation of change	February 16, 2026 Forms Committee Identifies revisions to be examined
BOS Specifies the date we would like the report	On February 16, 2026 it is recommended that they Choose November 3 2026 election as no voter participation threshold is needed. (this also provides it is outside of the election 2027)
Mayor calls the first meeting for the CRC to meet. The Mayor attends the first meeting to give the charge to the committee	Recommend February 25, 2026 The committee meets and chooses a chair and begins to outline the work. Establishes meeting schedule
CRC working window	February 25 to June 15 14 weeks/ 105 days
CRC work to be done	The CRC needs to review the charges from the BOS. The CRC may also consider other areas of the charter to be reviewed. Public hearings may also ask for areas of review. The CRC should provide research on each of the areas. CRC will consult with the town attorney to make sure the change could be made, is consistent with state statute, and fits with other regulations.
CRC holds two public hearings – one at the beginning and one when draft of report is ready.	2 public hearings are required to be held. Recommend March 18 May 20 The CRC can hold more.
CRC submits final draft to Town Clerk.	By June 15 or earlier
Town Clerk transmits draft report to BOS.	By June 15 or earlier
BOS holds a public hearing on the report.	Tuesday, July 5.=-
Within 15 days after the public	Last date BOS should accept or send back: July 20 or special meeting

hearing the BOS accepts or sends the report back to the Charter RC. If accepted the changes are published in full in the newspaper.	Logistics: if sent back 45 days are needed for this process before September 1.
If report was sent back with recommendations, CRC changes have to happen in 30 days. It is then sent to the town clerk to the BOS - BOS then has 15 days to approve it or reject report with changes.	Count 30 days from the BOS meeting for the CRC to review changes as asked and send a report back to the TC. BOS accepts or rejects within 15 days
BOS determines when the Charter change is to be voted on.	BOS makes motion to send the charter questions to the voters no later than August 17 meeting (or before) or at a special meeting
Charter change must be to town clerk for inclusion on the ballot.	September date determined by election ballot law
Vote by Public November Ballot	November 3, 2026



Glenn G. Rybacki
90 State House Square
Hartford, CT 06103-3702
p 860 424 4391
f 860 424 4370
grybacki@pullcom.com

January 26, 2026
Revised January 29, 2026

Via E-Mail to arheault@townofwinchester.org

Ms. Ann Marie Rheault
Director of Finance
Town of Winchester
Town Hall
338 Main Street
Winsted, Connecticut 06098

Re: \$2,898,670 2026 Isabelle M. Pearson Middle School Roof Project

Dear Ann Marie:

Pursuant to our conversations and information that the Town provided, accompanying are the documents listed below in connection with the appropriation and financing authorization for the Road Improvements Project. If there are any suggested changes to the Bond Resolution or any of the other accompanying draft documents, please contact me so that they can be incorporated prior to the Board of Selectmen's action.

Also accompanying is a Checklist of Proceedings and Bond Transcript Documents. We will need original or certified copies of all the documents listed in the Checklist to prepare the authorization transcript for the Town. Our files indicate that the Town Charter was last amended on November 5, 2019. Please contact us at your earliest convenience if there have been subsequent amendments to the Charter, or if amendments are currently being contemplated.

The attached draft documents reflect the following authorization proceedings schedule and locations, which should be confirmed by the Town prior to action by the Board of Selectmen.

<u>Action</u>	<u>Date</u>
Board of Selectmen approves Bond Resolution, and sets Town Meeting and Referendum dates	February 2, 2026
Planning and Zoning Commission approves project pursuant to C.G.S. Sec. 8-24	February 9, 2026

**PULLMAN
& COMLEY**

Ms. Ann Marie Rheault
January 26, 2026

Page 2

Notice of Town Meeting and Referendum posted and published at least 30 <u>clear</u> days before the Referendum date (do not count day of publication or of Referendum) <i>Note: 30 clear days is Sunday, February 22, 2026)</i>	Not later than February 20, 2026
Town Meeting held at 7:00 p.m. at the Winchester Town Hall, 338 Main Street, in Winsted	March 17, 2026
Referendum held from 8:00 a.m. to 8:00 p.m. at the Winchester Town Hall, 338 Main Street, in Winsted	March 24, 2026

Please note that the actions of the Board of Selectmen in connection with the approval of the Bond Resolution should clearly reflect the full text of the resolutions prepared by us (either by inclusion of the full text in the minutes or by reference to a recorded attachment containing the full text), and the Board's action on that resolution. Please remind the Board and the Planning and Zoning Commission that they must comply with the various requirements of the Freedom of Information Act, including the inclusion of action on the resolutions in the posted notice/agenda of the meeting, and the prompt filing of a record of votes and the meeting minutes. The Town Clerk's certificate prepared by us for the their meetings reflect a number of these Freedom of Information Act concerns.

After your review, please contact me if you have any questions or suggestions.

Very truly yours,
/s/ Glenn
Glenn G. Rybacki

Encls.

cc (w/enc.):

Paul Harrington, Town Manager (to pharrington@townofwinchester.org)

Glenn S. Albanesius, Town Clerk (to galbanesius@townofwinchester.org)

Kevin F. Nelligan, Esq. (to kevin@nelliganlaw.com)

**TOWN OF WINCHESTER
CHECKLIST OF PROCEEDINGS
AND BOND TRANSCRIPT DOCUMENTS
SPECIAL APPROPRIATIONS AND BOND AUTHORIZATIONS**

\$2,898,670 2026 Isabelle M. Pearson Middle School Roof Project

A. ORGANIZATION PROCEEDINGS - Due incorporation of Town, adoption of home-rule charter, and establishment of Planning and Zoning Commission, and (if applicable) Water and Sewer Commission.

Documents:

(1) Town Clerk's Charter Certificate.*

B. BOARD OF SELECTMEN - The Board of Selectmen adopts appropriation and bond and note authorization resolution, and call town meeting and referendum. For referendum not held in conjunction with an election, minimum poll hours are 12:00 noon to 8:00 p.m., unless Board votes an earlier poll opening time (but not earlier than 6:00 a.m.). C.G.S. Section 7-9b. (*Note*, annual budget referendum hours are from 8:00 a.m. to 8:00 p.m. Charter Section 1102C).

Documents:

(1) Copy of minutes of 02/02/2026 Board of Selectmen meeting, including text of resolution adopting Bond Resolution, calling Town Meeting and Referendum, and if applicable, referring project to Planning and Zoning Commission for review.

(2) Town Clerk's Certificate as to minutes.*
-- Copy of annual regular meeting schedule as filed.
-- Copy of posted meeting notice/agenda.*

C. PLANNING AND ZONING COMMISSION - Proposed project must be referred to the local Planning and Zoning Commission for approval or a report (generally, unless the project is solely for the purchase of moveable equipment). If practical, the Commission should act on the referral before the Town Meeting is held. If the Commission acts after the final approval of the appropriation, the appropriation is not effective until referral is approved. Action by the Commission must be by majority vote of all of its members, not just a majority of those present and voting. C.G.S. Sections 8-24; 8-22.

Documents:

- (1) Copy of minutes of 02/09/2026 Planning and Zoning Commission meeting, including text of approval resolution.
- (2) Town Clerk's Certificate as to minutes.*
 - Copy of annual regular meeting schedule as filed.
 - Copy of posted meeting notice/agenda.*

D. NOTICE OF SPECIAL TOWN MEETING/REFERENDUM - When the proceedings of the Board of Selectmen described in B are complete, the Notice of Town Meeting must be posted and published at least thirty clear days prior to the referendum (and at least five days prior to the meeting), and the Return of Notice must be filed with Town Clerk. Publication must be in a newspaper having a general and substantial circulation in the Town. Do not include day of referendum or the day of publishing and posting the notice in calculating the notice period. Notice should indicate referendum date and particulars of voting required at adjourned Town Meeting. Charter Section 102D, C.G.S. Sections 7-3, 7-4, 7-9c.

Documents:

- (1) Copy of Notice of Special Town Meeting and Referendum. (To be posted and published not later than 02/20/2026).*
- (2) Return of Notice,* with Town Clerk's Certificate as to Notice and Return.*
- (3) Newspaper's affidavit as to publication of Notice with copy of clipping attached.

E. SPECIAL TOWN MEETING – The Special Town Meeting is held with the Mayor or a moderator designated by a majority vote of the Board of Selectmen presiding; the full resolution authorizing the appropriation, the issuance of bonds and notes, etc. is read (or if the full resolution text is made available to attendees, reading may be waived), and then moved, seconded and discussed; the ballot heading of the referendum question is announced and the meeting is adjourned to a referendum vote to be held within one week of the Special Town Meeting. Charter Section 305C, 313; C.G.S. Sections 7-6, 7-7. Absentee ballots must be provided for the referendum. C.G.S. Sections 9-135, 9-1(n), 9-369c. Prohibition on municipal advocacy in connection with the referendum question commences. C.G.S. Section 9-369b.

Documents:

- (1) Copy of 03/17/2026 Special Town Meeting minutes, with full text of Bond Resolution.*
- (2) Town Clerk's Certificate as to minutes.*

F. RECONVENED SPECIAL TOWN MEETING/REFERENDUM - The resolution shall be voted upon by referendum at a reconvened Special Town Meeting held within one week after consideration of the resolution at the Special Town Meeting. The resolution will then become effective if approved at referendum by a majority of those persons voting who are

qualified to vote. Charter Sections 305C, 1001. Absentee ballots must be provided. C.G.S. Sections 9-135, 9-1(n), 9-369c.

Documents:

- (3) ***Optional*** Copy of Courtesy Notice of Reconvened Town Meeting Referendum.*
- (4) Certificate of 03/24/2026 Referendum Results signed by the Moderator and the Town Clerk,* with a copy of the Moderator's Return attached.

*Bond counsel will supply draft forms on request.

Special Provisions (summarized):

1. Proposals to undertake any public work or improvement, purchase any implement or machinery, construct any building or buildings or appurtenances thereof, or additions thereto, or any ordinance or resolution proposing a special appropriation, which action involves expenditures exceeding 0.09% of "Total Expenditures" in the latest approved Town budget in any fiscal year and which exceeds the amount provided for in the budget or for which an appropriation has not been included in the budget, must be submitted to the electors of the Town at Special Town Meeting for purposes of calling a referendum, to be held within one week of the Special Town Meeting. Charter Section 305C.
2. Where a resolution is introduced at a Special Town Meeting to authorize the issuance of any bonds or notes, the meeting shall be adjourned after an opportunity for discussion to a referendum to be held within one week after the Special Town Meeting. Charter Section 313.
3. Additional appropriations over and above the total budget may be made by resolution of the Board of Selectmen, and, if to be funded by borrowing by the Town, only by the Town acting by referendum upon both the appropriation and the means of funding it. Charter Section 916.
4. The issuance of bonds and notes shall be authorized by resolution of the Board of Selectmen, which shall be approved by a referendum vote or by a majority vote at the Annual Town Budget Meeting (except for emergency borrowing as provided in Charter Section 913). Charter Section 1001.
5. Legislative body of the Town is a combination of the Town Meeting and the Board of Selectmen. The Chief Executive Officer of the Town is the Town Manager. The First Selectman of the Town also bears the title of "Mayor." Charter Sections 102.A, 102.B, 102.C, 501.
6. "Elector" includes a Town elector or a property owner 18 years old or older, who, jointly or severally, is liable to the Town for taxes on an assessment of not less than \$1,000 on the last completed Grand List, or who would be so liable if not entitled to a statutory exemption. Charter Section 1708.

7. Dates of regular meetings of Board of Selectmen to be fixed by ordinance. Charter Section 309.B; *see* Code of Ordinances Section 33. Notice requirements for special meetings of the Board of Selectmen. Charter Section 309.C. Quorum of 4 members for transaction of business. Charter Sec. 309.E. Minutes of Board of Selectmen meetings. Charter Section 309.G.
8. Expenditures may not be made, or contracts which involve expenditures of money entered into, in excess of the amounts appropriated therefore; provided that provision shall prevent the making of contracts or the spending of money for capital improvements to be financed in whole or part by the issuance of bonds, nor the making of lease or service contracts for a period exceeding the budget year in which such contract is made, when such contract is permitted by law. Charter Section 905.
9. Emergency appropriations and borrowing to meet emergency appropriations. Charter Sections 912, 913.
10. Appropriations for capital improvements lapse only when the project is completed or “removed” by Town referendum. All other appropriations (whether financed from current revenues or from bond issues), except for departmental capital sinking funds, lapse at end of budget year to the extent then unexpended or unencumbered. Charter Section 906.
11. Ordinances and resolutions adopted by the Board of Selectmen are subject to approval or rejection by the electors at referendum on petition of 5% or more of the total number of qualified electors. Charter Sections 305A, 305B. Ordinances making a special appropriation of less than 0.09% of “Total Expenditures” in the latest approved Town budget in any fiscal year, and any emergency ordinances as defined in the Charter, are excluded from electoral challenge. Charter Section 305D.
12. All contracts, deeds, bonds and other instruments requiring assent of the Town shall be signed by the First Selectman or the Town Manager as designated by resolution of the Board of Selectmen. Charter Section 105. The Director of Finance approves all contracts, orders and other documents by which the Town incurs financial obligations. Charter Section 904B. The Director of Finance supervises receipt and delivery of Town bonds and notes for transfer, registration or exchange in a manner directed by the Town Treasurer. Charter Section 902K.
13. No Town contributions to any organization or private corporation exceeding \$500 shall be made unless the Town is represented on its board by one or more members nominated thereto by the Board of Selectmen. Charter Section 1703.
14. Sale of Town-owned property. Code of Ordinances Section 176.
15. Water and Sewer Commission. Charter Section 605.

16. Winsted Water Division finances and revenue bond issues. Charter Article XIV, Sections 1403, 1404.

**RESOLUTION APPROPRIATING \$2,898,670 FOR COSTS RELATED TO THE
REPLACEMENT OF THE ROOF AND PORTIONS OF THE BUILDING ENVELOPE
AT THE ISABELLE M. PEARSON MIDDLE SCHOOL; AND AUTHORIZING THE
ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE
PORTION OF THE APPROPRIATION NOT DEFRAYED FROM GRANTS**

RESOLVED,

1. That the Town of Winchester appropriate TWO MILLION EIGHT HUNDRED NINETY-EIGHT THOUSAND SIX HUNDRED SEVENTY DOLLARS (\$2,898,670), for costs related to replacement of the roof and portions of the building envelope, consisting of, but not limited to, full removal of existing roof down to the deck, removal of all asbestos containing materials, installation of a new high performance roofing system and SBS modified bitumen system on low sloped section, installation of a vapor barrier, fire rated coverboard and new tapered insulation system, installation of a structural standing seam metal roofing system on steep sloped sections, replacement of gypsum plank decking, removal of abandoned mechanical units and install structural decking, installation of drains and flashing to meet code requirements, repointing of deteriorated brick façade, installation of wall paneling on chimney, and cleaning and re-opening of clogged weep holes. The appropriation may be spent for the preparation of schematic drawings and outline specifications for the project, design, demolition and construction costs, equipment, materials, utilities, site improvements, survey costs, architects' fees, engineering fees, other consultants' fees, legal fees, net temporary interest and other financing costs, and other expenses related to the project. The Town Manager and a Building Committee, if established by the Board of Selectmen, are authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the projects as so reduced or modified.

2. That the Town issue bonds or notes in an amount not to exceed TWO MILLION EIGHT HUNDRED NINETY-EIGHT THOUSAND SIX HUNDRED SEVENTY DOLLARS (\$2,898,670) to finance in part the appropriation for the project. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project to the extent that such grants are not separately appropriated to pay additional project costs. The bonds or notes shall be issued pursuant to Sections 7-369 and Chapter 109 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town.

3. That the Town issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project or the receipt of grants for the project. The amount of the notes outstanding at any time shall not exceed TWO MILLION EIGHT HUNDRED NINETY-EIGHT THOUSAND SIX HUNDRED SEVENTY DOLLARS (\$2,898,670). The notes shall be issued pursuant to Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the Town and shall be secured by the irrevocable pledge of the full faith and credit of the Town. The Town shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

4. That the Mayor/First Selectman and the Town Manager, or either of them, and the Director of Finance of the Town shall sign any bonds or notes by their manual or facsimile signatures. The law firm of Pullman & Comley, LLC is designated as bond counsel to approve the legality of the bonds or notes. The Mayor/First Selectman and the Town Manager, or either of them, and the Director of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the Town in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes. After the initial issuance of bonds, any additional bonds issued pursuant to this resolution shall be subject to approval by a vote of the Board of Selectmen.

5. That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Mayor/First Selectman and the Town Manager, or either of them, and the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

6. That the Mayor/First Selectman and the Town Manager, or either of them, and the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

7. That the Board of Education is authorized to apply to the Department of Administrative Services and to accept or reject a grant for the project.

8. That the Board of Selectmen will establish, if required, a Building Committee for the project (the "Building Committee").

9. That the Mayor/First Selectman, the Town Manager, the Director of Finance and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the project, to issue bonds and notes and to obtain grants and other funds to finance the aforesaid appropriation.

AGENDA ITEM FOR BOARD OF SELECTMEN MEETING

Item ___. To consider and act upon a proposed appropriation and borrowing authorization for costs related to replacement of the roof and portions of the building envelope, consisting of, but not limited to, full removal of existing roof down to the deck, removal of all asbestos containing materials, installation of a new high performance roofing system and SBS modified bitumen system on low sloped section, installation of a vapor barrier, fire rated coverboard and new tapered insulation system, installation of a structural standing seam metal roofing system on steep sloped sections, replacement of gypsum plank decking, removal of abandoned mechanical units and install structural decking, installation of drains and flashing to meet code requirements, repointing of deteriorated brick façade, installation of wall paneling on chimney, and cleaning and re-opening of clogged weep holes. The appropriation may be spent for the preparation of schematic drawings and outline specifications for the project, design, demolition and construction costs, equipment, materials, utilities, site improvements, survey costs, architects' fees, engineering fees, other consultants' fees, legal fees, net temporary interest and other financing costs, and other expenses related to the project; to call a Town Meeting and referendum to act on such appropriation and borrowing authorization; to refer the project to the Planning and Zoning Commission for a report; and to make various determinations in connection therewith.

RESOLUTION OF BOARD OF SELECTMEN

Item ____.

RESOLVED, that the Board of Selectmen of the Town of Winchester hereby adopts the resolution presented to this meeting approving an appropriation of \$2,898,670, for costs related to replacement of the roof and portions of the building envelope, consisting of, but not limited to, full removal of existing roof down to the deck, removal of all asbestos containing materials, installation of a new high performance roofing system and SBS modified bitumen system on low sloped section, installation of a vapor barrier, fire rated coverboard and new tapered insulation system, installation of a structural standing seam metal roofing system on steep sloped sections, replacement of gypsum plank decking, removal of abandoned mechanical units and install structural decking, installation of drains and flashing to meet code requirements, repointing of deteriorated brick façade, installation of wall paneling on chimney, and cleaning and re-opening of clogged weep holes. The appropriation may be spent for the preparation of schematic drawings and outline specifications for the project, design, demolition and construction costs, equipment, materials, utilities, site improvements, survey costs, architects' fees, engineering fees, other consultants' fees, legal fees, net temporary interest and other financing costs, and other expenses related to the project, and approving the authorization of \$2,868,670 bonds and notes to finance the appropriation. A copy of the resolution shall be attached to the minutes of this meeting and made a part thereof.

FURTHER RESOLVED, that the Board of Selectmen of the Town of Winchester hereby approves the setting of the dates for a Special Town Meeting and referendum to act on the appropriation and borrowing authorization approved above, as reflected in the notice of such Special Town Meeting and referendum presented to this meeting, which notice, to the extent of its references to the aforesaid appropriation and borrowing authorization, is hereby approved. A copy of the notice shall be attached to the minutes of this meeting and made a part thereof.

FURTHER RESOLVED, that said projects be referred to the Planning and Zoning Commission, as appropriate, for a report pursuant to Section 8-24 of the Connecticut General Statutes.

FURTHER RESOLVED, that, in his discretion, the Town Clerk is authorized to prepare and distribute a concise explanatory text regarding the referendum question on the appropriation and borrowing authorization approved above, and that, in his discretion, the Town Manager is authorized to prepare and distribute additional explanatory materials regarding such question, such texts and explanatory material to be subject to the approval of the Town Attorney and to be prepared and distributed in accordance with Section 9-369b of the General Statutes of Connecticut, Revision of 1958, as amended.

Attachments to Board of Selectmen minutes:

- 1. Bond Resolution**
- 2. Notice of Special Town Meeting/Referendum**

TOWN OF WINCHESTER
NOTICE OF SPECIAL TOWN MEETING -- TUESDAY, MARCH 17, 2026
REFERENDUM -- TUESDAY, MARCH 24, 2026

A special town meeting of the electors and citizens qualified to vote in town meetings of the Town of Winchester, Connecticut, will be held at the Winchester Town Hall, 338 Main Street, in Winsted, Connecticut, on Tuesday, March 17, 2026 at 7:00 P.M. for the following purposes:

1. To consider and discuss a resolution,

(a) to appropriate \$2,898,670, for costs related to the replacement of the roof and portions of the building envelope, consisting of, but not limited to, full removal of existing roof down to the deck, removal of all asbestos containing materials, installation of a new high performance roofing system and SBS modified bitumen system on low sloped section, installation of a vapor barrier, fire rated coverboard and new tapered insulation system, installation of a structural standing seam metal roofing system on steep sloped sections, replacement of gypsum plank decking, removal of abandoned mechanical units and install structural decking, installation of drains and flashing to meet code requirements, repointing of deteriorated brick façade, installation of wall paneling on chimney, and cleaning and re-opening of clogged weep holes. The appropriation may be spent for the preparation of schematic drawings and outline specifications for the project, design, demolition and construction costs, equipment, materials, utilities, site improvements, survey costs, architects' fees, engineering fees, other consultants' fees, legal fees, net temporary interest and other financing costs, and other expenses related to the project. The Town Manager and the Building Committee are authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project, and the entire appropriation may be spent on the projects as so reduced or modified;

(b) to authorize the issue of bonds or notes of the Town in an amount not to exceed \$2,898,670 to finance in part the appropriation; to provide that the amount of bonds or notes authorized to be issued shall be reduced by any grants received for the project to the extent that such grants are not separately appropriated to pay additional project costs; and to authorize the issue of temporary notes of the Town in an amount not to exceed \$2,898,670 in anticipation of such bonds or notes and the receipt of grants; to authorize the Mayor/First Selectman and the Town Manager, or either of them, and the Director of Finance of the Town to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes; to require any additional bonds, after the initial issuance of bonds, issued pursuant to this resolution to be subject to approval by a vote of the Board of Selectmen; to take such action to allow temporary advances of available funds which the Town reasonably expects will be reimbursed from the proceeds of borrowings; and to authorize a majority of the Selectmen and the Treasurer to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by the resolution if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years; and to authorize the Mayor/First Selectman and the Town Manager, or either of them, and the Director of Finance to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include

such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes; and

(c) to authorize the Mayor/First Selectman, the Town Manager, the Director of Finance and other proper officers and officials of the Town to take all other action which is necessary or desirable to complete the project, to issue bonds and notes and to obtain grants and other funds to finance the aforesaid appropriation..

2. Pursuant to Sections 305, 313, 916 and 1001 of the Town Charter, said town meeting shall be adjourned at its conclusion to submit the aforesaid resolution to be presented under item 1 of this notice to referendum vote between the hours of 8:00 A.M. and 8:00 P.M. on Tuesday, March 24, 2026. Electors and persons qualified to vote in town meetings who are not electors shall vote at the following polling place:

Winchester Town Hall
338 Main Street
Winsted, Connecticut

The resolution will be placed on the ballots under the following heading:

“SHALL THE TOWN OF WINCHESTER APPROPRIATE \$2,898,670 FOR COSTS RELATED TO THE REPLACEMENT OF THE ROOF AND PORTIONS OF THE BUILDING ENVELOPE AT THE ISABELLE M. PEARSON MIDDLE SCHOOL; AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE PORTION OF THE APPROPRIATION NOT DEFRAYED FROM GRANTS?”

Voters approving the resolution will vote “Yes” and those opposing said resolution will vote “No.” Absentee ballots will be available from the Town Clerk’s office.

Dated at Winchester, Connecticut, this ____ day of February, 2026.

Selectmen

Town Clerk

**RETURN OF NOTICE OF
MARCH 17, 2026 SPECIAL TOWN MEETING
AND MARCH 24, 2026 REFERENDUM**

I HEREBY CERTIFY that on February __, 2026 I left a duplicate of the attached warning and notice of a special town meeting and referendum of the Town of Winchester, Connecticut, with Glenn S. Albanesius, its Town Clerk.

I FURTHER CERTIFY that I caused a copy of said warning and notice to be published in _____, a newspaper having a general and substantial circulation in said Town, on February __, 2026.

I FURTHER CERTIFY that on February __, 2026, I caused to be set upon the signpost or other exterior place nearest the office of the Town Clerk and at all other places and signposts designated by the Town a written copy of said warning and notice signed by the Selectmen.

I FURTHER CERTIFY that all of the above acts were done at least five days before the holding of said town meeting on Tuesday, March 17, 2026 and at least thirty days before the holding of said referendum on Tuesday, March 24, 2026.

Name:
Title:

AGENDA ITEM FOR PLANNING AND ZONING COMMISSION MEETING

Item __. To consider and act upon a resolution approving pursuant to Section 8-24 of the Connecticut General Statutes improvements to Town roads.

RESOLUTION OF PLANNING AND ZONING COMMISSION

RESOLVED, that the Planning and Zoning Commission of the Town of Winchester hereby approves the following project pursuant to Section 8-24 of the General Statutes of Connecticut, Revision of 1958, as amended:

Replacement of the roof and portions of the building envelope, consisting of, but not limited to, full removal of existing roof down to the deck, removal of all asbestos containing materials, installation of a new high performance roofing system and SBS modified bitumen system on low sloped section, installation of a vapor barrier, fire rated coverboard and new tapered insulation system, installation of a structural standing seam metal roofing system on steep sloped sections, replacement of gypsum plank decking, removal of abandoned mechanical units and install structural decking, installation of drains and flashing to meet code requirements, repointing of deteriorated brick façade, installation of wall paneling on chimney, and cleaning and re-opening of clogged weep holes. The appropriation may be spent for the preparation of schematic drawings and outline specifications for the project, design, demolition and construction costs, equipment, materials, utilities, site improvements, survey costs, architects' fees, engineering fees, other consultants' fees, legal fees, net temporary interest and other financing costs, and other expenses related to the project;

provide that this resolution is for approval of conceptual plans only. The project is subject to and shall comply with all applicable zoning, site plan, inland wetland and other laws, regulations and permit approvals, and this resolution shall not be a determination that the project is in compliance with any such applicable laws, regulations or permit approvals

SAMPLE FOR DRAFTING GUIDANCE ONLY

MINUTES OF SPECIAL TOWN MEETING
OF THE TOWN OF WINCHESTER
HELD TUESDAY, MARCH 17, 2026

A special town meeting of the electors and citizens qualified to vote in town meetings of the Town of Winchester, Connecticut, was held at the Winchester Town Hall, 338 Main Street, in Winsted, Connecticut on Tuesday, March 17, 2026 at 7:00 P.M.

The Mayor [M] , the moderator designated by the Board of Selectmen,] presided over the meeting and M acted as clerk.

The Clerk read [The reading of] the notice for the meeting, as published in _____ on February __, 2026, and as recorded in these records immediately preceding these minutes [was waived].

The Moderator stated that since the Charter requires a referendum vote on the resolution to be presented under item ___ of the Notice, it will be necessary to order a referendum on the items and adjourn to referendum this meeting after the introduction of and reasonable discussion on the resolution to be presented.

The Moderator entertained a motion to waive the reading into the minutes of the resolution to be presented under item 1 of the Notice. The Moderator noted that copies of the complete text of the resolution to be presented had been made available to all those in attendance at the Town Meeting.

M _____ presented the following motion which was seconded by M _____:
:

“I move that the reading of the resolution to be presented under item 1 of the Notice be waived and the full text of the resolution be incorporated into the minutes of this meeting.”

The foregoing motion was approved by [voice vote] the following vote:

Number of “Yes” votes

Number of “No” votes

Item 1.

The Moderator recognized M _____, who presented the resolution under item 1 of the Notice, which resolution was seconded by M _____.

The report of the Board of Selectmen was presented recommending the adoption of a resolution appropriating \$_____ for costs relating to the replacement of the roof and portions of the building envelope at the Isabelle M. Pearson Middle School and the issue of bonds or notes and temporary notes to finance in part said appropriation. The report of the Planning and Zoning Commission were presented approving the proposed project.

The Moderator stated that the meeting was open for discussion of the foregoing resolution. The following comments were made:

* * * * *

Item 2.

After the close of reasonable discussion on the resolution presented under item 1, the Moderator recognized M _____, who presented the following resolution which were seconded by M _____:

“RESOLVED, That this town meeting adjourn and the resolution presented under item 1 of the Notice of this meeting, as recommended by the Board of Selectmen, be submitted to vote at referendum to be held on Tuesday, March 24, 2026 between the hours of 8:00 A.M. and 8:00 P.M. in accordance with the Notice of this meeting.”

The foregoing resolution was approved by **[voice vote]** the following vote:

Number of “Yes” votes _____

Number of “No” votes _____

]

The Moderator stated that in accordance with the aforesaid resolution, the resolution considered pursuant to item 1 of the Notice would be submitted to referendum vote on Tuesday, March 24, 2026, between the hours of 8:00 A.M. and 8:00 P.M. in accordance with the Notice, to which time and place this meeting would adjourn at its conclusion tonight.

* * * * *

The town meeting adjourned at _____ P.M. for a referendum vote on the resolution presented under item 1 of the Notice of the meeting. Said resolution was placed upon the voting the ballots under heading set out below.

The referendum was held in accordance with the Notice of the meeting on Tuesday, March 24, 2026, between the hours of 8:00 A.M. and 8:00 P.M. and the Moderator announced that the question had been approved by the following vote:

“SHALL THE TOWN OF WINCHESTER APPROPRIATE \$2,898,670 FOR COSTS RELATED TO THE REPLACEMENT OF THE ROOF AND PORTIONS OF THE BUILDING ENVELOPE AT THE ISABELLE M. PEARSON MIDDLE SCHOOL; AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE PORTION OF THE APPROPRIATION NOT DEFRAYED FROM GRANTS?”

Number of “Yes” votes _____

Number of “No” votes _____

Clerk

Attachment to minutes: Bond Resolution

TOWN OF WINCHESTER
TUESDAY, MARCH 17, 2026 SPECIAL TOWN MEETING PROCEDURE

1. Mayor (or moderator) opens Special Town Meeting.
2. Unless waived by vote of the Town Meeting, Clerk reads notice of meeting as published and posted.
3. The Mayor (or moderator) indicates that since the Charter requires a referendum vote on the resolution to be presented, it will be necessary to order a referendum and adjourn the Special Town Meeting after introduction and discussion of the resolution to be presented.
4. The Mayor (or moderator) entertains a motion to present and to waive the reading of the resolution to be presented under item 1 of the Notice, which resolution is moved, seconded and adopted by Town Meeting: **“I move that the reading of the resolution to be presented to this Special Town Meeting under item 1 of the Notice be waived and that the full text of the resolution be incorporated into the minutes of this meeting.”**
5. The Mayor (or moderator) indicates that Special Town Meeting will consider resolution to be presented under item 1 of the Notice, **and entertains motion and second on the Bond Resolution to be presented under item 1.** No vote is taken on the motion.
6. Following motion and second, the Mayor (or moderator) may recognize members of the Board of Selectmen or other Town representatives to present any reports on the resolution.
7. Mayor (or moderator) opens meeting for general discussion of the Bond Resolution.
8. Following the close discussion of the Bond Resolution presented under item 1 of the Notice, the Mayor (or moderator) entertains a motion to adjourn, which is read, moved, seconded and voted:
“RESOLVED, that this town meeting adjourn and the resolution presented under item 1 of the Notice of this meeting, as recommended by the Board of Selectmen, be submitted to vote at referendum to be held on Tuesday, March 24, 2026 between the hours of 8:00 A.M. and 8:00 P.M. in accordance with the Notice of this meeting.”
9. Following adoption of adjournment motion, Mayor (or moderator) announces: **“This meeting is adjourned to referendum vote on Tuesday, March 24, 2026 between the hours of 8:00 A.M. and 8:00 P.M. to consider the resolution presented under item 1 of the Notice.”**

CERTIFICATES TO BE INCLUDED IN THE AUTHORIZATION TRANSCRIPT

CHARTER CERTIFICATE

I, Glenn S. Albanesius, Town Clerk of the Town of Winchester, Connecticut hereby certify as follows:

1. The Town of Winchester, Connecticut was formed in May, 1771. Colonial Records of Connecticut, Vol. XIII, p. 500.

2. The Town has a home rule charter which was adopted pursuant to Chapter 99 of the Connecticut General Statutes at the election held on April 23, 1960 and which became effective on October 2, 1961. Said charter was most recently revised November 5, 2019. No amendment or change has been approved since that date and said Charter has been in full force and effect since that date.

3. The Town has a Planning and Zoning Commission established pursuant to, and to exercise the powers granted by, Chapter 126 of the Connecticut General Statutes and the Town Charter.

4. Except for provisions in the Town's Charter and in Section 33 of the Town's Code of Ordinances, there are no ordinances or other regulations of the Town pertaining to procedures for meetings of the Board of Selectmen, or for approving appropriations or bond or note authorizations, or pertaining to procedures for the warning or holding of special town meetings; nor are there any ordinances or regulations of the Town limiting its taxing power, or limiting the amount the Town may approve for any item in its annual budget, or limiting the extent to which it may approve special appropriations.

The above facts were true on February 1, 2026 and at all times to the date of this certificate.

Signed and sealed at Winchester, Connecticut this ____ day of March, 2026.

[SEAL]

Glenn S. Albanesius
Town Clerk
Winchester, Connecticut

TOWN CLERK: CERTIFICATE AS TO BOARD OF SELECTMEN MINUTES

I, Glenn S. Albanesius, Town Clerk of the Town of Winchester, Connecticut, hereby certify as follows:

1. Attached hereto is a true and complete copy of that portion of the minutes of the meeting of the Board of Selectmen of the Town of Winchester, Connecticut held on February 2, 2026, pertaining to the introduction, discussion and action on a resolution approving an appropriation for the replacement of the roof and portions of the building envelope at the Isabelle M. Pearson Middle School and the issue of bonds or notes and temporary notes to finance said appropriation, and calling a Special Town Meeting and referendum to act on such resolutions.

2. The minutes are duly recorded in the records of the Town and were filed with the Town Clerk within 7 days of the meeting. The vote of each member present was reduced to writing and made available for public inspection within 48 hours after the meeting, exclusive of any Saturday, Sunday or legal holiday, and also recorded in the minutes. The minutes were available for public inspection within 7 days after such meetings. The minutes of the meeting were presented to the next following meeting of the Board for approval, and within 24 hours following such approval were recorded by the Town Clerk in the record book of the Board's proceedings and certified by the Town Clerk to be a true and accurate record.

3. The Board of Selectmen consists of seven (7) members; a quorum of the Board consists of four (4) members; and the number of members present and voting on each resolution constitutes a quorum.

4. The minimum number of affirmative votes required to adopt the resolution was _____ (_____), and _____ (_____) members voted affirmatively on the resolution.

5. The entire meeting exclusive of executive sessions was open to the public and no one was excluded from the portion of the meeting pertaining to the consideration and adoption of said resolution.

6. Notice of the meeting was mailed at least one week prior to the meeting by first class mail, where practicable, to every person who had filed a written request for such notice.

7. The meeting was (check one):

- _____ a. A regular meeting, held at a date, time and place designated in the schedule of regular meetings filed in the office of the Town Clerk 30 days prior to the meeting and on or before January 31, 2026. The agenda of the meeting included the business concerning each resolution. The agenda was available to the public and was filed not less than 24 hours before the meeting at the Board's regular office or, if there is no such regular office, at the office of the Town Clerk.
- _____ b. A special meeting, and notice of the date, time, place and the business concerning each resolution was posted in the office of the Town Clerk at least 24 hours before the meeting. Written notice of the special meeting was served upon or mailed to each member of the Board at least 24 hours

before the meeting, except where all the members of the Board were present at the meeting and none objected to such lack of service, and was delivered to the usual place of abode of each member of the Board so that it was received prior to the meeting, except where such delivery was properly waived under the provisions of Section 1-225 of the General Statutes.

8. In determining the time within which or by when any notice, agenda or other information was given, made available, posted or filed as certified in paragraphs 2, 6 and 7 above, there was excluded Saturdays, Sundays, legal holidays and any day on which the office of the Town Clerk or the office of the Board, as applicable, was closed.

9. All provisions of the Freedom of Information Act (C.G.S. Sections 1-200 to 1-241) as amended and all regulations adopted by the Board for the conduct of its meetings which were in full force and effect on the date of the meeting referred to in the attached minutes were complied with in connection with the meeting.

10. Attached hereto are true and complete copies of the following:

- a. Schedule of dates, times and places for holding regular meetings of the Board as filed with the Town Clerk by January 31, 2026.
- b. Ordinance fixing dates for regular meetings of the Board.
- c. Notice and agenda for the meeting referred to in the attached minutes.

Signed and sealed at Winchester, Connecticut, this ____ day of March, 2026.

[SEAL]

Glenn S. Albanesius
Town Clerk
Town of Winchester

**TOWN CLERK: CERTIFICATE AS TO PLANNING AND ZONING COMMISSION
MINUTES**

I, Glenn S. Albanesius, Town Clerk of the Town of Winchester, Connecticut, hereby certify as follows:

1. Attached hereto is a true and complete copy of that portion of the minutes of the meeting of the Planning and Zoning Commission of the Town of Winchester, Connecticut held on February 9, 2026, pertaining to the introduction, discussion and action on a resolution approving the replacement of the roof and portions of the building envelope at the Isabelle M. Pearson Middle School pursuant to Section 8-24 of the General Statutes.

2. The minutes are duly recorded in the records of the Town and were filed with the Town Clerk within 7 days of the meeting. The vote of each member present was reduced to writing and made available for public inspection within 48 hours after the meeting, exclusive of any Saturday, Sunday or legal holiday, and also recorded in the minutes. The minutes were available for public inspection within 7 days after such meetings.

3. The Planning and Zoning Commission consists of five (5) members and three (3) alternates; a quorum of the Commission consists of three (3) members or their alternates; and the number of members or their alternates present and voting on the resolution constitutes a quorum.

4. The minimum number of affirmative votes required to adopt the resolution was three (3), and at least that number of members or their alternates voted affirmatively on the resolution.

5. The entire meeting exclusive of executive sessions was open to the public and no one was excluded from the portion of the meeting pertaining to the consideration and adoption of said resolution.

6. Notice of the meeting was mailed at least one week prior to the meeting by first class mail, where practicable, to every person who had filed a written request for such notice.

_____ a. A regular meeting, held at a date, time and place designated in the schedule of regular meetings filed in the office of the Town Clerk 30 days prior to the meeting and on or before January 31, 2026. The agenda of the meeting included the business concerning each resolution. The agenda was available to the public and was filed not less than 24 hours before the meeting at the Commission's regular office or, if there is no such regular office, at the office of the Town Clerk.

_____ b. A special meeting, and notice of the date, time, place and the business concerning each resolution was posted in the office of the Town Clerk at least 24 hours before the meeting. Written notice of the special meeting was served upon or mailed to each member of the Commission at least 24 hours before the meeting, except where all the members of the Board were

present at the meeting and none objected to such lack of service, and was delivered to the usual place of abode of each member of the Commission so that it was received prior to the meeting, except where such delivery was properly waived under the provisions of Section 1-225 of the General Statutes.

8. In determining the time within which or by when any notice, agenda or other information was given, made available, posted or filed as certified in paragraphs 2, 6 and 7 above, there was excluded Saturdays, Sundays, legal holidays and any day on which the office of the Town Clerk or the office of the Board, as applicable, was closed.

9. All provisions of the Freedom of Information Act (C.G.S. Sections 1-200 to 1-241) as amended and all regulations adopted by the Commission for the conduct of its meetings which were in full force and effect on the date of the meeting referred to in the attached minutes were complied with in connection with the meeting.

10. Attached hereto are true and complete copies of the following:

- a. Schedule of dates, times and places for holding regular meetings of the Commission as filed with the Town Clerk by January 31, 2026.
- b. Notice and agenda for the meeting referred to in the attached minutes.

Signed and sealed at Winchester, Connecticut, this ____ day of March, 2026.

[SEAL]

Glenn S. Albanesius
Town Clerk
Town of Winchester

TOWN CLERK'S CERTIFICATE
AS TO NOTICE AND RETURN OF NOTICE OF MARCH 17, 2026 SPECIAL TOWN
MEETING AND MARCH 24, 2026 REFERENDUM

I HEREBY CERTIFY that the attached warning and notice and the foregoing Return of Notice are duly recorded in the records of the Town of Winchester, Connecticut, and that the following persons were the duly elected Selectmen of the Town on the date the attached warning and notice was signed: Todd Arcelaschi, William Hester, Troy Lamere, Paul Marino, Cheryl Heffernan McGlynn, William Pozzo and Kevin Bishop.

Signed and sealed at Winchester, Connecticut this ____ day of February, 2026.

[SEAL]

Glenn S. Albanesius
Town Clerk
Winchester, Connecticut

TOWN CLERK'S CERTIFICATE

I HEREBY CERTIFY that the foregoing is a true, correct and complete extract from minutes of a Special Town Meeting of the electors and citizens qualified to vote in town meetings of the Town of Winchester held on Tuesday, March 17, 2026, and of the adjournment of such Special Town Meeting for a referendum vote held Tuesday, March 24, 2026, so far as the same pertain to adoption of a resolution approving an appropriation for improvements to Town roads and authorizing the issue of bonds or notes and temporary notes of the Town in the same amount to finance said appropriation, and that the foregoing minutes are duly recorded in the records of the Town.

Signed and sealed at Winchester, Connecticut, this _____ day of March, 2026.

[SEAL]

Glenn S. Albanesius
Town Clerk
Town of Winchester

CERTIFICATE OF REFERENDUM VOTE

We, Glenn S. Albanesius, Town Clerk of Winchester Connecticut, and _____, Moderator of the referendum held pursuant to Sections 305, 313, 916 and 1001 of the Town Charter, in the Town of Winchester, Connecticut on Tuesday, March 24, 2026, hereby certify that a referendum vote of the electors and citizens qualified to vote in Town Meetings of said Town was held at the normal polling places of said Town on Tuesday, March 24, 2026 between the hours of 8:00 A.M. and 8:00 P.M.; that the question submitted to referendum vote was placed on the ballots under the following heading and that the result of said referendum vote was as follows:

"SHALL THE TOWN OF WINCHESTER APPROPRIATE \$2,898,670 FOR COSTS RELATED TO THE REPLACEMENT OF THE ROOF AND PORTIONS OF THE BUILDING ENVELOPE AT THE ISABELLE M. PEARSON MIDDLE SCHOOL; AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE PORTION OF THE APPROPRIATION NOT DEFRAYED FROM GRANTS?"

Number of "Yes" votes _____

Number of "No" votes _____

Attached hereto is a true and complete copy of the Moderator's return for such referendum vote.

Dated at Winchester, Connecticut this _____ day of March, 2026.

Town Clerk

Moderator

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

Board of Selectmen

Request for Additional State Aid in FY 2027

Office of Governor Ned Lamont
210 Capitol Avenue
Hartford, CT 06106

February 2, 2026

Dear Governor Lamont,

On behalf of the Winchester Board of Selectmen, we respectfully request consideration of additional state aid to support the Town of Winchester in the upcoming local FY 2027 fiscal year. Winchester was ranked by DECD as the #11 distressed municipality in 2024. In 2025, that ranking dramatically increased to #4. This reflects the reality of our community: a limited tax base, low resident income, and a high demand for public services.

Over the past three years, the cost of running the Town has increased far faster than the state support we receive. In FY 2023, total aid from core budgetary programs (TAR, PILOT, Pequot-Mohegan, Municipal Revenue Sharing, MGIA, and ECS) totaled \$8,688,672. In FY 2026, that same aid totaled \$8,796,228, an increase of 1.2 percent. During the same period, Winchester's overall budget grew by 13.8 percent:

Category	FY 2023 Adopted	FY 2026 Adopted	Dollar Change	Percent Change
Total Municipal Budget	\$ 36,047,375	\$ 41,017,139	\$ 4,969,764	13.8%
Total State Aid	\$ 8,688,672	\$ 8,796,228	\$ 107,556	1.2%

**State aid programs included in the Town of Winchester's General Fund revenues budget.*

This imbalance has left the Town with little choice but to shift more of the cost of government onto residential property taxpayers, which is not sustainable for a socio-economically challenged community and risks deepening our cycle of distress. Given the State's two-year budget cycle, any adjustment to support Winchester in FY 2027 would protect affordability for our residents. Thank you for your time and consideration of our request.

Sincerely,

Todd Arcelaschi
Mayor

BOE	General Fund Appropriation	Town Support	Total Budget	Incr/(Decr)	% Incr/(Decr)	EC\$ Funding from State	Incr/(Decr)	% Incr/(Decr)
FY 2000	14,642,653	-	14,642,653			6,455,988		
FY 2001	14,842,504	-	14,842,504	199,851	1.36%	6,535,849	79,861	1.24%
FY 2002	16,045,175	-	16,045,175	1,202,671	8.10%	6,536,849	1,000	0.02%
FY 2003	16,539,421	-	16,539,421	494,246	3.08%	6,406,112	(130,737)	-2.00%
FY 2004	16,935,397	-	16,935,397	395,976	2.39%	6,340,744	(65,368)	-1.02%
FY 2005	17,110,150	-	17,110,150	174,753	1.03%	6,326,668	(14,076)	-0.22%
FY 2006	17,965,658	-	17,965,658	855,508	5.00%	6,367,074	40,406	0.64%
FY 2007	18,876,325	-	18,876,325	910,667	5.07%	6,864,678	497,604	7.82%
FY 2008	19,715,391	-	19,715,391	839,066	4.45%	7,419,680	555,002	8.08%
FY 2009	20,159,746	-	20,159,746	444,355	2.25%	7,823,991	404,311	5.45%
FY 2010	19,492,397	-	19,492,397	(667,349)	-3.31%	7,823,991	-	0.00%
FY 2011	19,043,536	-	19,043,536	(448,861)	-2.30%	6,707,781	(1,116,210)	-14.27%
FY 2012	18,600,000	-	18,600,000	(443,536)	-2.33%	7,823,991	1,116,210	16.64%
FY 2013	19,958,149	-	19,958,149	1,358,149	7.30%	7,823,991	-	0.00%
FY 2014	19,958,149	-	19,958,149	-	0.00%	7,838,716	14,725	0.19%
FY 2015	19,958,149	-	19,958,149	-	0.00%	7,823,991	(14,725)	-0.19%
FY 2016	19,958,149	100,000	20,058,149	100,000	0.50%	7,823,991	-	0.00%
FY 2017	19,958,149	547,454	20,505,603	447,454	2.23%	7,823,000	(991)	-0.01%
FY 2018	19,958,149	330,000	20,288,149	(217,454)	-1.06%	7,823,000	-	0.00%
FY 2019	19,958,149	330,000	20,288,149	-	0.00%	7,823,000	-	0.00%
FY 2020	19,961,686	480,000	20,441,686	153,537	0.76%	7,823,000	-	0.00%
FY 2021	19,961,686	480,000	20,441,686	-	0.00%	7,823,991	991	0.01%
FY 2022	20,261,686	686,000	20,947,686	506,000	2.48%	7,823,991	-	0.00%
FY 2023	20,672,513	601,000	21,273,513	325,827	1.56%	7,823,991	-	0.00%
FY 2024	21,504,910	697,272	22,202,182	928,669	4.37%	7,823,991	-	0.00%
FY 2025	22,449,465	697,272	23,146,737	944,555	4.25%	7,823,991	-	0.00%
FY 2026	23,993,865	697,272	24,691,137	1,544,400	6.67%	7,823,991	-	0.00%

WINCHESTER POLICE DEPARTMENT

Chief of Police · Christopher C. Ciuci



Date: January 16, 2026

To: Town Manager Paul Harrington

From: Chief Christopher C. Ciuci

Subject: Town Manager's Report – December 2025

Staffing:

- The FY26 budget was approved with twenty-one sworn police officer positions. As of today, we have one vacant position due to the resignation of Sergeant Justin DeVaul, but it feels like we are down three. 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. Officer Peter Tiemann is also at the police academy and with a tentative graduation of June 29th. His field training should be completed sometime in October. One current officer is in the hiring process for another agency.

Employee Recognition:

- On December 19th Sergeant Hubbard, Officer Chris Tieman and Officer Branden Garcia were dispatched to residence on the report of stabbing. Officers arrived on scene and discovered an active assault. A non-cooperative offender was subsequently arrested. Officers demonstrated excellent de-escalation skills and took their time building rapport with those involved to accomplish a successful outcome.

Community Engagement:

- On December 20th Sergeant Joy Hubbard and Officer Conor Griffin worked with the Salvation Army at their toy distribution event.
- On December 20th we assisted the Fire Department with the Gator Parade.

Officer Safety, health, & wellness:

- A peer support program survey was disseminated to our entire staff as we work to make improvements to our program in 2026. Based on the survey results potential peer support team members will be sent to some upcoming training in March & April.
- Information and an article was shared that focused on officer wellness and implementing tabata training into an officer's daily routine.
- Police Chaplain Chip Warner continues to stop in, attend roll-calls, and offer support to our staff. It was especially important during the holiday season.

Updates:

- Police Facility – Jacunski Humes Architects continues their work as outlined in the design agreement. Existing floor plans for #44 Elm Street were shared with them.
- Marine Patrol – During the off-season Sergeant Hanson & Team Leader Tieman continue to look for someone who is offering the NASBLA Inland Boat Operations & Marine Patrol Fundamentals Train the Trainer course.
- RMS (NEXGEN) upgrade – The next bi-weekly meeting will take place on January 20th. I will request our implementation date during that meeting as our spring schedules are starting to fill up. LCD was on site and installed a switch which will facilitate testing of the interface.
- 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	

We are currently down four vehicles: 1 Patrol, 2 Reserve, & 1 Administrative. MHQ is awaiting delivery on our 2026 Ford Interceptor, which should hopefully happen within the month. Once that occurs we will schedule the upfit.

- Traffic – The ATESD ordinance was approved and we are awaiting the plan from Sitestream so we can submit it to the Office of the State Traffic Administration (OSTA) for approval. On 12/11/25, Officer Kyle Green issued two parking tickets for people parking on the sidewalk on Rockwell Street.

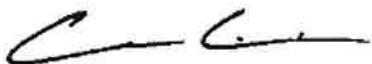
December 2025	#
Motor Vehicle Stops	86
Motor Vehicle Accidents	33
Driving Under Influence	0
Traffic Complaints	10
Parking Complaints	35

Since I began in 2023 and in spite of never operating at full or an adequate authorized staffing level, our traffic enforcement activity is the highest it's been in six years (2019). By no coincidence this is when the police department had 24 officers. Our officers should be commended for their efforts to reduce hazardous driving behavior and crashes.

Year	MV Stops	Notes
2023	590	
2024	702	19% ↑ from 2023
2025	1063	51% ↑ from 2024, 80% ↑ from 2023

- Major Crime / Investigations – Detective Crean investigated two new sexual assault cases, one aggravated assault that involved a stabbing, and two child pornography cases.
- 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.** Due to our current staffing levels and organizational structure, we will not be in compliance with the law § 7-294ee. CALEA advanced must be achieved by the end of 2026. I spoke to our regional program manager to discuss an extension and scheduling or initial on-site assessment for July of 2027. There are costs involved in the extension. Budget / Capital requests will be submitted for position(s) to manage our accreditation requirements and contractual services to update our policy manual. These costs will only be necessary if the Deputy Chief position is not restored.

Accreditation is a critical need of ours that needs to be addressed. Our entire policy manual needs to be updated to meet accreditation standards and proper staffing / structure needs to be achieved to ensure our officers are complying with best practices.



Christopher C. Ciuci
Chief of Police



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

Fire Marshal Report November- December

January 6, 2026

Fire Marshal Fire Code Inspections:

21 Fire code inspections
1 Fire drill
Apartment building 100 Horne Ave. 32 Units
Apartment building The Glenn 49 Units
Apartment building 10-12 Beach 11 Units
2 Install smoke detectors

Housing Inspections:

36 Housing inspections
12 Follow up inspections

Complaints:

1 Housing code complaint

After Hours Call In

2 Fires

Sincerely

James Lagassie
James Lagassie
Fire Marshal

Winchester Housing Authority

80 Chestnut Street, Winsted CT 06098



Senior Housing (860) 379-4573

Fax (860) 379-0430

www.winchesterhousing.org



THE HOUSING AUTHORITY OF THE TOWN OF WINCHESTER 2025 ANNUAL REPORT

I am pleased to present the 2025 Annual Report for the Winchester Housing Authority. Over the past year, our dedicated WHA commissioners and staff have continued their relentless pursuit of maintaining high standards in our housing leasing efforts. We remain committed to providing safe, sanitary, and affordable housing for senior and disabled residents in the Town of Winchester.

This year, I'm proud to report an impressive annual occupancy rate of 97% across our properties, which include 120 public housing units. At Chestnut Grove, located at 80 Chestnut Street in Winsted, we offer 80 units comprising studio, one-bedroom, and ADA-accessible options in our four-story apartment building. Additionally, Greenwoods Garden features 40 one-bedroom units in a one-story apartment complex, situated at 40 Gay Street, Winsted, CT 06098, with both federal and state assistance available.

The Winchester Housing Authority achieved the designation of "High Performer" by the U.S. Department of Housing and Urban Development (HUD) back in 2022, with an impressive score of 92%. This past year has been one of transition, highlighted by the arrival of our new Executive Director, Ms. Betsy R. Soto, PHM, VEM, in July, alongside several new housing commissioners.

We are proud to continue offering Resident Service Coordinator Services, thanks to a grant from the State of Connecticut Department of Housing. The connections made by our Resident Service Coordinator to various services and programs are invaluable, allowing residents the opportunity to maintain their independence for as long as possible. Whether it's related to social needs, financial guidance, nutrition, home care, or assistance with paperwork, our Coordinator is dedicated to supporting our tenants.

The housing programs managed by the Winchester Housing Authority reflect our ongoing commitment to enhancing the lives of our residents, program participants, and the Town of Winchester community.

The Board of Commissioners and staff at the Winchester Housing Authority are dedicated to ensuring high-quality affordable housing options, despite any challenges that may arise. Looking ahead to 2026, we remain focused on safeguarding these essential resources for our community.

Winchester Housing

80 Chestnut Street, Winsted CT 06098



Senior Housing (860) 379-4573

Fax (860) 379-0430

www.winchesterhousing.org



PROPERTY IMPROVEMENTS AND MAJOR CAPITAL IMPROVEMENTS

Chestnut Grove Elevator Rehab Project-Completed September 2025.

Chestnut Grove New Garage Roof Installed-Completed September 2025.

Chestnut Grove Security Cameras Project began October 2025 and pending.

Chestnut Grove Elevator Addition-Completed October 2025.

Chestnut Grove Painting of the Administrative Office, Waiting Area, Corridor and Entryway-Completed December 2025.

Greenwoods Garden-New Property Smoking Receptacles-Completed August 2025.

Greenwoods Garden-Landscaping Improvement-Completed August 2025.

Greenwoods Garden Community Room Fob Door System-Completed October 2025.

Greenwoods Gardens Security Cameras Project-Completed December 2025.

Greenwoods Garden Community Room Internet Installation-Completed December 2025.

POLICIES

The Authority has reviewed and updated policies and procedures that allow for more information, transparency, and resident participation in authority deliberations and decisions, thanks to the leadership and support of the Winchester Housing Authority Board of Commissioners.

Vehicle Parking Policy-Implemented August 2025

Tenant Commissioner Policy-Implemented August 2025

Procurement Policy-Implemented August 2025

Pet Policy-Implemented September 2025

Credit Card Policy-Implemented September 2025

HOUSING ADVOCACY & ASSOCIATIONS

The Winchester Housing Authority remains committed to championing public housing initiatives.

Betsy R. Soto, PHM, VEM, the Executive Director, actively participates in various housing committees under the Connecticut Chapter of the National Association of Housing (CONN-NAHRO) and the Public Housing Authorities Directors Association (PHADA). Her dedication to housing issues drives her involvement in these roles within the associations, and she aims to further develop her expertise in the housing sector. Being part of these organizations enables her to access critical information, engage in professional growth, and advocate for the delivery of secure and adequate housing for the residents of the Winchester Housing Authority.

RESIDENT SERVICES

The Winchester Housing Authority is dedicated to fostering a strong sense of community among our public housing residents. Those living in public housing in Winchester contribute significantly to our community. They not only live and shop here but also participate in payment in lieu of taxes

Winchester Housing

80 Chestnut Street, Winsted CT 06098



Senior Housing (860) 379-4573

Fax (860) 379-0430

www.winchesterhousing.org



Equal Housing Opportunity

to the Town, bolstering the local economy through their purchases of goods and services. Our two locations provide quality, attractive homes that benefit everyone. In the past year, we have assisted around 80 residents with a variety of services. These include access to food pantries, weekly food donations from our generous local Stop & Shop, mental health and home health services, and help with paperwork. Our offerings also include visiting nursing services, free cell phone services, weekly breakfasts, bingo nights, and other monthly and holiday events. Additionally, we are grateful for the Thanksgiving and Christmas dinners provided by the First Congregational Church in Winsted, CT. Partnering with the Town of Winchester Senior Center, we also facilitate transportation, the Rental Rebate Program, meals, activities, trips, and various other services for our residents.

PAYMENT IN LIEU OF TAXES (PILOT)

PILOT payments made to the Town of Winchester in 2022; 2023 & 2024 are listed below.

2022	2023	2024
\$39,858	\$38,715	\$40,386

The Winchester Housing Authority is committed to ensuring that residents have access to safe, sanitary, and affordable housing as it navigates the continually changing funding sources from the US Department of Housing and Urban Development (HUD) and the Connecticut Department of Housing.

Respectfully Submitted,

Betsy R. Soto, PHM, VEM
Executive Director