



TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Regular Meeting Agenda
August 03, 2026-7:00PM

Streamed live on YouTube and Channel 194

1. **CALL TO ORDER** (Turn your cell phones off)
2. **PLEDGE OF ALLEGIANCE**
3. **AGENDA REVIEW**
4. **APPROVAL OF MINUTES**
A) Minutes of the Regular Meeting on July 20, 2026
5. **CITIZENS' COMMENTS**
The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address.
6. **TOWN MANAGER'S REPORT**
7. **CORRESPONDENCE**
8. **BOARDS AND COMMISSIONS**
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
A) Holabird Avenue Project Presentation (Public Works Director Rollins)
B) Renaming of Streets (Town Manager Harrington)
C) 26-42 Bid Waiver for Police Consulting Services (Town Manager Harrington)
D) Dock Ordinance Chapter 380 Proposed Changes (Selectmen Marino & Selectmen Lamere)
E) 26-05 Resolution to Accept Newfield Road Local Bridge Funding (Town Manager Harrington)
11. **CITIZENS' COMMENTS**
The Board of Selectmen welcomes public comments, speakers will be limited to three (3) minutes or less and may speak only once. Please give your name and address.
12. **EXECUTIVE SESSION**
A) Discussion regarding sale of Town Owned Properties, 132 Florence Street and 19 Hill Street
B) Negotiations Update on Wallens Hill Development
13. **NEW BUSINESS**
A) Possible Action on Town Owned Properties, 132 Florence Street and 19 Hill Street
14. **SELECTMEN'S COMMENTS AND REPORTS**
15. **ADJOURNMENT**

RECEIVED
TOWN CLERK'S OFFICE

JUL 31 2026

TOWN OF WINCHESTER

Town of Winchester

Board of Selectmen - Regular Meeting

Monday July 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

* Prior to the roll call Sel. Lamere asked for a moment of silence in memory of long time resident and business owner Jeff Lippincott.

Attending Members	Todd Arcelaschi (Mayor)	Paul Marino (Selectman)
	William Hester (Selectman)	Kevin Bishop (Selectman)
	Troy Lamere (Selectman)	Cheryl Heffernan McGlynn (Selectwoman)
	William Pozzo (Selectman)	

Staff Members	Paul Harrington (Town Manager)
	Glenn Albanesius (Town Clerk)

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

Item 3 **Agenda Review** Town Manager Harrington asked for several agenda item changes.

* Item 12A - Add 17 Birdsall Street and 82-84 Rockwell Street to discussion of Town owned property and remove 32 Hubbard Street.

* Item 13A - Add 17 Birdsall Street and 82-84 Rockwell Street to Possible Action regarding sale of Town owned property and remove 32 Hubbard Street.

Motion - Sel. Lamere / Sel. Hester

Vote to approve - Unanimous (7 - 0)

Item 4 **Approval of Minutes**

* Minutes of Special Meeting on July 1, 2026

Motion - Sel. Lamere / Sel. Heffernan McGlynn

Vote to approve - Unanimous (7 - 0)

* Minutes of Public Hearing on July 6, 2026

Motion - Sel. Bishop / Sel. Hester

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

* Minutes of Regular Meeting on July 6, 2026

Motion - Sel. Marino / Sel. Hester

Vote to approve - Unanimous (6 - 0) (Sel. Lamere had left the room)

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

* Mike Connoles	* Carol Zacchio	* Frank Oliveri	* Russell Buchner
* Cheryl Bartley	* Jamie Colligan	* Kevin Higgins	

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

* While attending the Highland Lake Watershed Association Annual Meeting, two topics took front and center as much discussion was had regarding "Marine Patrolling" and "Short Term Rentals". Both of these concerns will be addressed and resolved as paths forward unveil themselves.

- * An informational presentation will be held at the August 3rd Board of Selectman's meeting to review the pending "Holabird Avenue Drainage and Paving Project" scheduled to begin this year.
- * The Town's Finance Department is closing out Fiscal Year 2026 and commencing activity for the newly approved FY2027 year. The overlap is a critical time and commands total focus by the entire Finance staff. As a result, the June report has not been finalized yet. The Board can expect a year end transfer request that will help facilitate the year end close out.
- * CT Humanities awarded the Town an "America250 Grant" totaling \$750.00. The funds will target patriotic improvements at Town Hall including a new copy of the Declaration of Independence, new American flags and a new POW/MIA flag.
- * Two new exercise stations have been added to the Sue Grossman Greenway Trail. The equipment was a generous donation from **FitTogether** and a welcome addition to the benefits already offered by the walking trail.
- * The Town took in 2 bids for Revaluation Services. These will be carefully evaluated as professional, accurate compilation of data helps to ensure fair assessment for Winchester property owners and the critical update of our Grand List.

Item 7 **Finance Director's Report** - No report was offered

Item 8 **Correspondence** - None

Item 9 **Boards and Commissions** -

- 1) Ellen Babcock (D) is submitted for Re-appointment to a member seat on Ad Hoc Water Level Committee with a term to expire in May 2028
Motion - Sel. Heffernan McGlynn / Second - Sel. Hester
Vote to approve - Unanimous (7 - 0)
- 2) Jen Perga (D) is submitted for Re-appointment to a member seat on Ad Hoc Water Level Committee with a term to expire in May 2028
Motion - Sel. Heffernan McGlynn / Second - Sel. Marino
Vote to approve - Unanimous (7 - 0)
- 3) Willard Platt (U) is submitted for Re-appointment to a member seat on Ad Hoc Water Level Committee with a term to expire in May 2028
Motion - Sel. Heffernan McGlynn / Second - Sel. Marino
Vote to approve - Unanimous (7 - 0)

Item 10 **Unfinished Business** - None

Item 11 **New Business** -

- A) Discussion/Action on Charter Revision final report
Motion Statement - "I move that pursuant to Connecticut Statutes Section 7-191, the Board of Selectmen accept the Final Report of the Charter Revision Commission, including the proposed Charter amendments contained therein, and approve forwarding the proposed Charter amendments to referendum at the next available election as permitted by law (Nov 3rd 2026). I further move that the Town Manager and Town Clerk be authorized and directed to take all actions necessary to comply with the statutory requirements for submission of the proposed Charter amendments to the electors of the Town of Winchester."
Motion - Sel. Marino / Second - Sel. Heffernan McGlynn
Vote to approve - Unanimous (7 - 0)

B) Discussion/Action on Short Term Rentals

The Board engaged in open discussion of this matter and on the advice of Town Manager Harrington supported the scheduling of a Public Hearing to get critical feedback from residents and Property Owners regarding - Parking Concerns / Length of Stay regulations / Registration Requirements, Number of Guest Caps and any other pertinent criteria that might be helpful in the possible draft of new Ordinances or Regulations.

C) *26-41 Refunds as Recommended by the Collector of Revenue*

Motion Statement - "I move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue in the amount of \$1,653.74."

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

Vote to approve - Unanimous (7 - 0)

Item 12 **Executive Session**

A) Discussion regarding Sale of Town Owned Properties, 82-84 Rockwell Street, 17 Birdsall Street and 132 Florence Street.

B) Negotiations update on Wallens Hill Development

Motion to enter Executive Session taking Town Manager Harrington and Realtor Dave Sartirana at 8:20pm.

Motion - Mayor Arcelaschi / Second - Sel. Hester

Vote to approve - Unanimous (7 - 0)

The Board returned from Executive Session at 9:15pm

Item 13 **New Business**

A) Possible Action regarding Sale of Town Owned Property

A motion was offered to accept the offer of \$30,000 for 82-84 Rockwell Street and move to a Special Town Meeting on August 20 to be held at Town Hall at 5pm.

Motion - Sel. Hester / Second - Sel. Lamere

Vote to approve - Unanimous (7 - 0)

A motion was offered to accept the offer of \$30,000 for 17 Birdsall Street and move to a Special Town Meeting on August 20 to be held at Town Hall at 5pm.

Motion - Sel. Hester / Second - Sel. Lamere

Vote to approve - Unanimous (7 - 0)

Item 14 **Citizens Comments** -

* Deb Jablonski

Item 15 **Selectmen's Comments** -

Mayor Arcelaschi	Recognized Linnea Ludwig as the Winsted Ambulance Attendant of the Year
Sel. Hester	Attended a Veterans Recognition event at Pearson School along with Sel. Bishop and Mayor Arcelaschi

Item 15 **Adjournment**

To adjourn the meeting at 9:20pm

Motion - Sel. Lamere / Second - Sel. Hester

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, August 3, 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

RESIGNATIONS

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

Date	Name	Board or Commission	Party	Seat Type - Member / Alternate
7/27/2026	Kevin Burgio	Conservation 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	1 Member / 2 Alternates	Monthly - 2nd Thur	Board of Selectmen
Cultural District Commission	Member	4 Members	To Be Determined	Board of Selectmen
Economic Development Commission	Alternate	2 Alternates	First / Third Tue	Town Manager
Ethics Commission	Member	2 Members	As Needed	
Historic Commission	Member	2 Members	Monthly - 1st Thur	Board of Selectmen
Housing Authority	Member	1 Resident Member	Monthly - 4th Mon.	Board of Selectmen
Inland Wetland Commission	Member	1 Member	Monthly - 3rd Thur	Board of Selectmen
Laurel City Commission	Member	Multiple Openings	TBD January - June	Board of Selectmen
Planning & Zoning	Alternate	1 Alternate	Second / 4th Mon	Board of Selectmen
Recreation Board	Member	1 Member	Monthly - 1st Wed	Board of Selectmen
Zoning Board of Appeals	Member	2 Members / 1 Alternate	Monthly - 1st Wed	Board of Selectmen

Town of Winchester – City of Winsted

Winchester Town Hall
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Office of the Town Manager

Memorandum

To: Board of Selectmen

From: Paul Harrington, Town Manager

Date: July 31, 2026

Subject: Summary of Departmental Review – Proposal to Rename or Honorarily Designate New Street

Background

At the request of the Town Manager's Office, input was requested by the Fire Department, Police Department, Public Works, Emergency Communications, and other stakeholders regarding a proposal to either:

1. Permanently rename **New Street** to **Veterans Purple Heart Memorial Way** or **something memorializing our purple heart recipients**,
2. Retain the official street name while establishing an honorary secondary designation through installation of a commemorative street sign.

The purpose of the review was to evaluate the operational, public safety, legal, and administrative impacts associated with each option prior to presenting the matter to the Board of Selectmen.

Summary of Departmental Comments

Fire Department

Fire Chief John Field expressed strong support for recognizing Purple Heart recipients and veterans; however, the Department recommends **retaining New Street as the official street name while utilizing an honorary secondary designation**.

The Fire Department identified several operational concerns associated with a permanent street name change, including:

Emergency Communications

A permanent rename would require updates to:

- 911 addressing databases
- Computer Aided Dispatch (CAD)
- Geographic Information Systems (GIS)
- Mobile Data Computers (MDC)
- Automatic Vehicle Location (AVL)
- Mutual aid dispatch databases

During the transition period, both the old and new street names could be used simultaneously, increasing the potential for confusion during emergency incidents.

Public Familiarity

Residents, visitors, delivery services, and emergency callers often continue using former street names for many years following an official change. This could require additional clarification by dispatchers during emergency calls.

Mutual Aid Operations

Because Winchester regularly receives mutual aid from surrounding departments, all participating agencies would need to update:

- CAD systems
- Pre-incident plans
- Box alarm assignments
- Mapping software
- Training materials

Until all agencies complete those updates, confusion remains possible during major incidents.

Department Records

The Fire Department noted that numerous records would require revision, including:

- Pre-fire plans
- Knox Box records
- Hydrant and water supply records
- Hazardous materials files
- Occupancy inspections
- Incident history
- Training materials

Navigation Systems

Commercial GPS providers and online mapping applications may require time to reflect the new street name, potentially creating inconsistent routing information during the transition.

Administrative Burden

The Fire Department also cited the significant coordination required among:

- Litchfield County Dispatch
- Municipal GIS
- Public Works
- USPS
- Utility providers
- State agencies
- Neighboring emergency service organizations

Fire Department Recommendation

The Department concluded that installing a commemorative sign beneath the existing New Street sign would appropriately honor Purple Heart recipients while avoiding virtually all emergency response and operational concerns associated with changing the official street name.

Public Works

The Public Works Department identified both practical and administrative considerations.

Permanent Street Renaming

Public Works noted:

- Estimated street signage costs are relatively modest (under approximately \$2,000).
- The intersection with Route 183/Torrington Road would likely require Connecticut DOT permitting.
- If commemorative signage were installed on the bridge over Route 8, significant permitting and specialized equipment would likely be required.
- Street signs honoring veterans could become attractive targets for theft or vandalism.

The Department also observed that there are currently:

- Few or no occupied addresses on New Street.
- Little impact to postal delivery.
- Minimal effect on businesses or residents.

Commemorative Secondary Sign

Public Works believes the honorary sign would be operationally easier to implement than a complete street rename, although future bike path signage could reduce its visibility.

The Department also commented that if the Town permanently renames the street, a shorter title such as "**Purple Heart Way**" may be more practical than "**Veterans Purple Heart Memorial Way**."

Police Department

The Police Department advised that operational impacts would be relatively minimal provided all required notifications and database updates occur.

The Department noted that coordination would be required with:

- Litchfield County Dispatch
- Connecticut Enhanced 911
- State addressing officials
- Internal police databases
- Staff training

The Police Department has already initiated discussions with Litchfield County Dispatch regarding the required notification process and is coordinating with the State regarding the municipality's designated addressing contact pursuant to Connecticut Enhanced 911 regulations.

Overall, the Department indicated that emergency operations could successfully accommodate a permanent street name change following proper implementation.

Additional Legal and Policy Considerations

One reviewer referenced **Section 340-20 of the Winchester Code of Ordinances**, which authorizes the Board of Selectmen to rename streets when "public convenience and necessity" warrant such action following a properly noticed public hearing.

That reviewer questioned whether the current proposal satisfies the ordinance's "public convenience and necessity" standard.

Concerns were also raised regarding honorary secondary street signs potentially creating confusion if two names appear on the same roadway, although this concern was acknowledged as largely theoretical if the official address remains unchanged.

Several comments suggested that if future public roads are constructed within new developments, naming those streets in honor of Purple Heart recipients could avoid many of the concerns associated with renaming an existing roadway.

Overall Themes

While each department approached the proposal from a different operational perspective, several common themes emerged:

- All respondents expressed support for recognizing Purple Heart recipients and military veterans.
 - The Fire Department strongly favors retaining the official street name and utilizing a commemorative secondary designation to minimize impacts to emergency response systems.
 - Public Works indicated that either option is operationally manageable but identified permitting, signage, and maintenance considerations associated with a permanent rename.
 - The Police Department indicated that operational impacts would be minimal with proper coordination and database updates.
 - Multiple respondents suggested that a shorter honorary name, if adopted, may be more practical than the currently proposed title.
 - Questions were raised regarding whether a permanent street name change meets the "public convenience and necessity" standard contained within the Town's ordinance governing street renaming.
-

Conclusion

The departmental review demonstrates unanimous support for honoring Purple Heart recipients while identifying varying operational considerations between the two approaches.

A permanent street name change would require updates across emergency communications, mapping systems, municipal records, and numerous outside agencies. Although those changes are manageable, they would require coordination and carry some temporary risk of public confusion during implementation.

Conversely, retaining **New Street** as the official roadway while adding an honorary commemorative designation would achieve the intended recognition with significantly fewer operational impacts and little disruption to emergency services, addressing systems, postal delivery, and municipal records.

The Board may wish to consider these operational findings, along with any legal requirements under Town ordinance and public input received during the public hearing process, when determining how best to recognize Purple Heart recipients within the Town of Winchester.

Town of Winchester – City of Winsted

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Office of the Town Manager

MEMORANDUM

To: Board of Selectmen
From: Paul Harrington, Town Manager
Date: 6/8/2026
Subject: Street Name Change Process in the Town of Winchester

Purpose

This memorandum outlines the process for renaming a street within the Town of Winchester pursuant to Chapter 145, Article II of the Winchester Town Code and applicable state and federal addressing requirements.

Background

Street names are a critical component of the Town's public safety infrastructure. Accurate street naming supports emergency response operations, Enhanced 911 (E-911) dispatching, mail delivery, utility services, and municipal recordkeeping. For this reason, the Town's primary consideration in evaluating any proposed street name change is the protection of public safety and the maintenance of accurate addressing records.

The Town of Winchester has established a formal process for considering requests to rename public roads. In addition to local review, proposed street names must be evaluated for compatibility with Connecticut's E-911 addressing system and the United States Postal Service (USPS) addressing database.

Submission of Proposal

Any request to rename a street must be submitted in writing to the Board of Selectmen. Pursuant to Winchester Town Code §145-11, the proposal should include:

- The current name and location of the road.
- The history of the existing road name, if known.
- The reasons and justification for the proposed change.
- The proposed new street name.

Although not specifically required by ordinance, obtaining signatures from affected property owners is strongly encouraged to demonstrate neighborhood support for the request.

Naming Committee

Upon receipt of a proposal, the Board of Selectmen may either reject the request or establish a temporary Naming Committee to evaluate the proposal.

The committee may consist of up to five members and must include:

- The petitioner submitting the request.
- The Town Manager.
- At least one member of the Board of Selectmen.

The Board may appoint additional members as deemed appropriate.

Investigation and Review

The Naming Committee is responsible for reviewing the proposal and consulting with relevant municipal departments and agencies.

The proposed street name must be evaluated to ensure:

- It does not duplicate an existing street name within Winchester or neighboring municipalities.
- It is not confusingly similar in spelling or pronunciation to another street name.
- It will not create confusion for emergency responders, postal services, utility providers, or the general public.
- It complies with Connecticut E-911 addressing standards and municipal road naming requirements.

As part of the review process, the Committee should seek input from:

- Connecticut E-911 Addressing Unit
- United States Postal Service (USPS)
- Winchester Police Department
- Winchester Fire Department
- Emergency Medical Services
- Department of Public Works
- Planning and Zoning Department
- Other agencies as appropriate

The concurrence of Connecticut E-911 and USPS is particularly important. Both agencies maintain addressing databases that support emergency dispatching and mail delivery. A proposed street name that is determined to be duplicative, confusingly similar, or otherwise problematic may be rejected by either agency. Accordingly, the Town should not implement a street name change without confirmation that the proposed name is acceptable to both Connecticut E-911 and USPS.

Board of Selectmen Action

Following completion of its review, the Naming Committee shall submit its findings and recommendation to the Board of Selectmen.

The Board of Selectmen shall consider the recommendation and vote to approve or deny the proposed street name change.

Implementation

If the Board approves the street name change:

- Final concurrence from Connecticut E-911 and the United States Postal Service should be obtained prior to implementation.
- The Planning and Zoning Department shall update the official Town Road Map and related records.
- The Town's E-911 addressing database and Geographic Information System (GIS) records shall be updated.
- The Department of Public Works shall coordinate the installation of new street signage.
- Appropriate notifications shall be made to emergency service providers, utility companies, and other affected agencies.
- Affected property owners shall be notified of the effective date of the change and shall be responsible for updating their address information with financial institutions, insurance providers, state agencies, utility companies, and other entities as necessary.
- No street sign may be installed, altered, or removed on Town property without written authorization from the Town Manager.

Conclusion

The Town's street naming process is designed to ensure that any proposed change receives appropriate public, administrative, and public safety review. Given the critical role of street names in emergency response and mail delivery, approval by Connecticut E-911 and the United States Postal Service should be considered an essential component of the review process before any street name change is finalized.

Chapter 340. Streets and Sidewalks

Article VII. Naming of Streets

[Adopted by the Board of Selectmen 10-4-1993 (§ 164 of the prior compilation)]

§ 340-19. Authority of Selectmen; streets in subdivisions.

Any street in the Town of Winchester for which no name has been adopted shall, either upon its acceptance as a public street or after such acceptance, be named by the Board of Selectmen. However, the naming of streets in proposed subdivisions shall be governed by § ~~400-42~~ of the Town's Subdivision Regulations.

§ 340-20. Authority to change names.

The Board of Selectmen shall have authority to change the name of any street or highway or part thereof within the Town when it is of the opinion that public convenience and necessity requires such change of name. No such ordinance shall be adopted, however, until after a public hearing has been held by the Board of Selectmen on any proposed change in the name of a street or highway and public notice of such hearing has been published in a daily newspaper circulated in the Town at least five days prior to said hearing.

Article II. Naming of Town Facilities

[Adopted by the Board of Selectmen 1-17-2012 (§ 193 of the prior compilation)]

§ 145-11. Proposals to Selectmen.

Proposals for naming or renaming Town-owned facilities, including but not limited to buildings, other structures, rooms, parks, fields and roads, shall be presented to the Board of Selectmen and contain the following:

- A. The current name and location of the subject property.
- B. History of the current name (if applicable and known).
- C. If the facility is to be named for a person or organization, a statement describing that person's or organization's impact upon the Town.
- D. A petition supporting the naming signed by not less than 50 voters of the Town of Winchester.

§ 145-12. Review of and action on proposal.

Upon receipt of the information, the Board of Selectmen shall vote to reject the proposal or to appoint a Naming Committee, which shall serve only for the time necessary to examine the proposal. The Naming Committee shall, at a minimum, include the primary petitioner, the Town Manager and a Selectman. The Board of Selectmen may appoint additional interested individuals to serve on the Naming Committee, but the Naming Committee shall not have more than five members. After being appointed, the Naming Committee shall gather additional information, which shall include:

- A. The financial impact of the proposed change, including costs such as new signage, stationery, legal fees, contract revisions, and public notices and possible revenues such as grants, fees or in-kind services.
- B. An implementation schedule.
- C. Any other information deemed appropriate and relevant by the Board of Selectmen.

§ 145-13. Review of Naming Committee information.

After compiling the required information, the Naming Committee shall present the information to the Board of Selectmen, which, upon review of the material, shall vote to reject the proposal or to schedule a public hearing.

§ 145-14. Meeting to act on proposal.

Following the public hearing, the Board of Selectmen shall, after considering public comments, vote to reject the proposal or to schedule a vote at a Special Town Meeting to be held within 30 days. Notice of the meeting shall be made by publication in a newspaper at least seven days before the meeting.

§ 145-15. Eligibility to vote at Special Town Meeting.

Those persons appearing on the latest official list of the Registrar of Voters shall be eligible to vote at the Special Town Meeting.

§ 145-16. Limitations on further renaming.

Once named, a Town-owned facility may not be the subject of another naming proposal for at least 10 years from the date of the Special Town Meeting approval.

§ 145-17. Naming standards.

No facility shall be named for any racial, ethnic or religious group or organization. Facilities should not be named for individuals still living, except as deemed worthy of such recognition by the Board of Selectmen due to outstanding contributions to the Town. No facility shall be named in such a way as to cause confusion with other facilities similarly named.

BOARD OF SELECTMEN ACTION REQUEST

No.: 26-42

Date: August 3, 2026

Topic: New Business - Bid Waiver for Police Accreditation

From: Paul Harrington, Town Manager

Background: Connecticut General Statutes § 7-294ee, as amended by Public Act 23-59, requires all municipal police departments to achieve and maintain accreditation (or equivalent CALEA accreditation) through a three-tier certification process. Compliance requires agencies to meet comprehensive standards governing policies, training, operations, accountability, and constitutional policing.

The Winchester Police Department has a longstanding working relationship with Daigle Law Group (DLG), which has provided legal counsel, policy development, and personnel guidance for many years. Given DLG's familiarity with the Department's operations and existing policies, continuing this partnership is the most efficient and cost-effective approach. Rather than requiring a new consultant to learn the Department from the ground up, DLG can immediately begin modernizing approximately 110–135 policies, assist with implementation and training, and complete the foundational policy work necessary before the Department proceeds to formal accreditation assessment and certification.

Requested Action: I ask that the Board of Selectmen waive the bid process and give the Town Manager the authority to enter into an agreement(s) with Daigle Law Group.

Fiscal Implications: The Board of Selectmen recognized the State's accreditation requirements during the FY 2027 budget process and appropriated \$55,000 in the FY 2027 Capital Improvement Program for police accreditation. DLG's proposal is structured as "not-to-exceed \$55,000", ensuring this phase remains within the approved capital budget. As the Department advances through the accreditation process, additional capital funding may be required in the future fiscal year(s) to complete the remaining accreditation assessment and certification phases. The State of Connecticut provides no financial assistance for compliance with this unfunded state mandate.

Manager's Recommendation: I recommend that the Board of Selectmen authorize a bid waiver for Police Consultant Services with Daigle Law Group.

Recommended Motion: *"I move that the Board of Selectmen waive the Town's standard bidding and procurement requirements in the best interest of the Town and authorize the Town Manager to execute an agreement with Daigle Law Group, LLC."*

Attachments: Proposal from Daigle Law Group, LLC.

**PROPOSAL FOR SERVICES
POLICE CONSULTANT SERVICES**

FOR THE

**WINCHESTER CT
POLICE DEPARTMENT**

2026



DLG
DAIGLE LAW GROUP, LLC

PROPOSAL PRESENTED BY
ERIC P. DAIGLE, ESQ.

DAIGLE LAW GROUP, LLC
960 S MAIN STREET PLANTSVILLE CT 06479
(860) 270-0060
WWW.DAIGLELAWGROUP.COM

Proposal for Services

POLICE CONSULTANT SERVICES

A. DLG Consulting Services

Daigle Law Group, LLC, Attorney Eric P. Daigle submits a proposal for Police Consulting Services for the Winchester CT Police Department. The Daigle Law Group, LLC (hereinafter "DLG"), incorporated in the State of Connecticut, is a law firm that takes great pride in providing our clients with specialized, focused representation. We provide police practices consultation to law enforcement agencies across the country in the area of operational liability, with an emphasis on policies, operations, and investigations. DLG focuses on police best practices, specifically in the areas of policy development, training, investigation, and operations.

Introduction:

A Police Department's policies and procedures provide the agency with core liability protection. Policies that are comprehensive and current are the backbone of effective and constitutional policing. It is not enough, however, to simply have sound policies. Officers must be trained on the policies, supervisors must hold officers accountable, and, when the policies are violated, a sound disciplinary process should be engaged.

A Police Department's policies and procedures shall reflect and express the Department's core values and priorities, while providing clear direction to ensure that officers lawfully, effectively, and ethically carry out their law enforcement responsibilities. Daigle Law Group, LLC developed the DLG Policy Center to meet the increasing need of Police Departments across the United States. We are dedicated to working with Departments to develop sound, effective policies based on constitutional accreditation standards. Daigle Law Group operates under a philosophy that every Police Department is unique in its operation and structure. We work with Police Departments to mold proper standards into the operation and structure of the individual agency. Our clients range in size from small to very large departments, each with unique challenges.

Law enforcement operational standards dictate that police departments develop and maintain sound and proper policies and procedures. Utilizing the expertise of Attorney Eric Daigle, and a team of experts in law enforcement operations, we work with clients to analyze the risks associated with their current policies. Through a process of examination and analysis, we identify areas of risk and work to develop sound policies based on the principles of common law enforcement standards. We encourage members of the department, who are the subject matter experts, to be involved in every aspect of the process to ensure not only that the policies are sound, but that personnel understand and have confidence in them. We can review and revise individual department policies or conduct a complete policy manual review and revision. The Daigle Law Group is committed to working with the command staff of any police department to ensure that its policies meet the standards of effective and constitutional policing.



POLICE CONSULTANT SERVICES

B. Scope of Police Practices Consultant Services

As a Police Practices Consultant, Attorney Daigle provides resources and guidance to police organizations and management in multiple areas of law enforcement operation. Daigle Law Group, LLC is dedicated to forming a partnership with the management of the Winchester CT Police Department and the Town of Winchester to identify and maintain a proper standard of law enforcement operation.

Daigle Law Group, LLC, through its principal Attorney Daigle provides the following proposed approaches, capabilities, and experiences in the following areas:

1. Department Policy and Procedure Development

Attorney Daigle has extensive experience in developing, implementing, and maintaining police policies, which meet local and national accreditation, while ensuring the Department complies with constitutional policing standards.

a. Approach

Through our process, police departments are encouraged to mold the policy standards into their unique operational structure and practice. The process begins with an analysis of the department's current policies and procedures to identify a blueprint for success. Our consultants will work with the department, utilizing input from various department resources, to produce a model set of policies for consideration. We will then work with the department to modify the policies to meet the operational needs of the agency without undermining liability protections. Once complete, we will assist the department in providing training on the updated policies and maintaining effective updates on the policies.

DLG proposes the following methodology and dissemination process for development of policies. The process of policy development for the proposed options will maintain the same methodology.

1. DLG will review and analyze the current policy and procedure manual in operation at the Winchester Police Department.
2. DLG will utilize its model policies that meet the national standards including legal standards, Consent Decree and review of national accreditation standards in the form of model Policies and common police practices.



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3. Utilizing subject matter experts and legal counsel, the policies will be developed to meet CT law, court rulings, and state statutes.
4. The draft policies will be provided to the Winchester Police Department for review and approval.
5. A word version of the sample policies will be provided to the Winchester Police Department with guidance and instruction for final development and implementation. This must occur with an accountability mechanism to ensure that the version provided can be proven later if litigation occurs. The DLG Policy Center only uses PowerDMS as our document management software and an initial subscription will be purchased with this project.
6. After initial dissemination, a maintenance option will be provided for continuous evaluation of the policies and procedures based on Appellate and Supreme Court rulings, State Statutes, risk management practices and current law enforcement incidents.

We believe that every police department is unique. Therefore, it has long been the DLG methodology that if you only provide a police department with a set of model policies, and nothing more, you will only put a Band-Aid on future liability issues. The reason is that departments with limited skills and knowledge set may not properly implement the liability protector.

b. Capabilities and Experience

Attorney Daigle and the DLG Policy Center, a division of Daigle Law Group, LLC, currently works with multiple police departments around the Country and in Connecticut to review, revise, and develop new department policies. Attorney Daigle and the Consultants have worked on projects with agencies under Federal and State Consent Decrees to revise and implement new policies, which govern high liability and high frequency incidents. Attorney Daigle currently works with multiple departments to develop and implement policy and improve their operational management. Some of the departments include Yale University Police Department, New Milford Connecticut Police Department, Middletown Connecticut Police Department, Westport Police Department, Greenville South Carolina Police Department, Lavonia Michigan Police Department, Niagara Falls New York Police Department, Puerto Rico Police, Anchorage Alaska Police Department, and Wichita Kansas Police Department.



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c. Timetables

Prior experience with full policy manual revisions has shown that a minimum of twelve (12) to eighteen (18) months is necessary to achieve completion. This figure incorporates the time necessary for both the police department and the consultants to find the best fit for the department, while maintaining the appropriate level of police practices. Additional time may be required, however, if issues such as union objection or legal oversight processes delay the process.

This project will be completed in stages. Stage one will include reviewing the current policies of Winchester Police Department, re-organizing and structuring policy index and developing (new) Winchester Police Department policies using the DLG Model Policies. The Department will take delivery of approximately 110-135 developed policies for their review. An Index of the anticipated policies can be found in Attachment A to this proposal. Stage two will include editing and finalizing the policies and Stage three will be meeting accreditation standards,

d. Price

Prices for these services are detailed in Section C below.

2. General Police Practices Consulting Services

a. Approach

Attorney Daigle and his consultants have extensive experience working with departments as police practices consultants. The scope of this advisement includes:

- Meet the requirements of the CT / CALEA Accreditation
- Revising, developing, implementing, and maintaining policies and training required by common police practices standards;
- Providing recommendations and guidance to implement and meet the standards of common police practices and Consent Decree requirements;
- Monitoring the department's field procedures and operations to assure implementation and compliance with common police practices and Consent Decree requirements, to include review of Internal Affairs investigations, use of force investigations, and stop and frisk standards;
- Working with the Chief of Police and department members to develop, update, and change operational standards; and
- Participating in the review of high liability field situations, including those involving the use of force and deadly force incidents.



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b. Capabilities and Experience

Attorney Daigle has extensive experience providing police practices consulting to police departments. These include work in Federal and State Consent Decrees and Operational Management Studies.

Our experience includes:

- Working as law enforcement officers and executives responsible for the development, implementation, management, and evaluation of policies and procedures;
- Providing expert assistance to a variety of law enforcement agencies on policing issues, including use of force policies, procedures and training, stop and detentions, community policing, complaint systems, disciplinary systems, investigations, and accountability mechanisms;
- Designing and implementing programs to correct systemic deficiencies in law enforcement agencies;
- Addressing legal issues specific to law enforcement;
- Monitoring and consulting with departments in responding to crisis situations following police shootings and other significant uses of force, and making the difficult judgments about the propriety of particular uses of force;
- Assisting in investigations of cases involving alleged excessive use of force;
- Working with government officials, police unions, and community groups on a variety of policing issues;
- Working with the U.S. Department of Justice investigating law enforcement agencies with systemic civil rights violations;
- Participating in public policy and criminal justice research to assess the impact of management systems on police integrity and police use of force;
- Designing and implementing leadership development programs to ensure that supervisors have the tools, ability, and will uphold policies and procedures related to use of force and police integrity; and
- Compliance monitoring of law enforcement agencies.

c. Price

Police Practices Consulting will be conducted at an hourly rate. Prices for these services are detailed in Section C below.



POLICE CONSULTANT SERVICES

C. Police Practices Consultant – Costs and Expenses

The most difficult part of this proposal is identifying the costs associated with completion of the requested scope of service. DLG will provide an itemized monthly invoice detailing all services rendered.

1. Policy Development:

The hourly rate for Attorney Daigle and consultants will be \$225 dollars an hour. *Based on our experience the revision of a complete Policy Manual takes approximately 18-24 months, and the total cost of this project is *not* to exceed **\$55,000**.

*Please note: the client understands this is only an estimate of the length of time to complete the manual as it depends on the difficultness of the project.

2. Police Practices Consulting:

Consulting services including accreditation consulting will be provided at the request of the Chief of Police on an as needed project basis for a rate of \$225 dollars an hour.

D. Consultant Qualifications

DLG brings to bear a wide breadth of experience that will facilitate high-quality evaluation and provide effective technical assistance to the Winchester Police Department.

Attorney Daigle and Attorney Race will serve as the points of contact between DLG and the Parties. In our experience, when assessing policy and procedure, working as a collaborative team yields the most positive results.

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Eric P. Daigle:



Attorney Daigle is the principal and founder of Daigle Law Group, LLC, a firm that specializes in law enforcement operations, with an emphasis on management operational consulting services. His experience focuses on civil rights actions, including police misconduct litigation and employment actions. Mr. Daigle acts as legal advisor to police departments across the country, providing legal advice to law enforcement command staff and officers in the areas of legal liability, policy development, employment issues, use of force, laws of arrest and search and seizure. His experience focuses on internal affairs operations and use of force, specifically in the training, investigation, and supervision of force and deadly force incidents. Attorney Daigle speaks at seminars and conferences across the Country focusing on legal standards for effective and constitutional police operation.

He has served as a member of the Independent Monitoring Teams for Oakland CA and formally for Niagara Falls NY. He has worked with Law Enforcement Agencies who are under investigation of a Consent Decree by the Department of Justice Civil Rights Litigation Section. Attorney Daigle developed the DLG Policy Center which provides consulting services on policy development to departments across the Country.

Attorney Daigle is General Counsel for FBI- Law Enforcement Executive Development Association and a member of their instructor cadre teaching Supervisory Liability. He acts as a General Counsel for National Internal Affairs Investigators Association (NIAIA) and FBI-National Academy Associated. He was the former Chair of the IACP Legal Officers Section and instructs at the IACP conference. Attorney Daigle is the Chairman of the Legal Section for the National Tactical Officers Association. He has completed the Force Science Institute Certification and Advanced Specialist training programs. He is a former member of the Connecticut State Police and now maintains his certification as a reserve officer.



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Joseph A Race:



Joseph Race is an Associate Attorney with the Daigle Law Group and specializes in policy and accreditation issues. Mr. Race recently retired as a Captain of the Madison (CT) Police Department where he commanded the Administrative Division which included Internal Affairs, Training, Accreditation, Recruitment & Selection and Public Information. During his time in Madison, Mr. Race successfully led the Madison Police Department to dual CALEA Accreditation for Law Enforcement and Public Safety Communication as well as State of Connecticut Tier III Accreditation.

Mr. Race is actively involved in accreditation and currently serves as a CALEA Assessment Team Leader and is the current president of the Connecticut Police Accreditation Coalition (ConnPAC). Mr. Race previously served as a Prison Rape Elimination Act (PREA) auditor and has conducted numerous mock and onsite assessments for various accrediting organizations. Additionally, Mr. Race is a member of the Connecticut Police Officer Standards & Training Council (POSTC) Accreditation subcommittee and is actively involved in revising and updated the State of Connecticut Accreditation standards.

In addition to policy and accreditation issues, Mr. Race is a Connecticut Police Officer Standards & Training Council (POSTC) certified instructor in numerous subjects and is a Risk Management & Liability Mitigation instructor for the University of Louisville, Southern Police Institute, Command Officers Development Course (CODC).

Mr. Race is a graduate of Winona State University in Winona, Minnesota and the Quinnipiac University School Law in Hamden, Connecticut. Mr. Race is a practicing member of the Connecticut state bar as well as the U.S. District Court for the District of Connecticut. Mr. Race is a graduate of the Southern Police Institutes 76th Command Officers Development Course and the 270th Session of the FBI National Academy. Mr. Race is also proud United States Marine Corps veteran.



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WINCHESTER POLICE DEPARTMENT POLICIES AND PROCEDURES INDEX

CHAPTER 1 - DEPARTMENT ROLE AND AUTHORITY

<u>Section</u>	<u>Subject</u>
1.01	Law Enforcement Function
1.02	Limits of Authority
1.03	Written Policy System
1.04	Jurisdiction and Mutual Aid
1.05	Harassment and Discrimination
1.06	Strip and Body Cavity Searches
1.07	Investigatory Stop Policy
1.08	H.R. 218
1.09	Bias-Based Policing

CHAPTER 2 – ORGANIZATION AND MANAGEMENT

<u>Section</u>	<u>Subject</u>
2.01	Department Organizational Structure
2.02	Goals and Objectives
2.03	Unity of Command/Span of Control
2.04	Authority and Management
2.05	General Management and Administration
2.06	Recording Police Officers
2.07	Line and Staff Inspections
2.08	Public Information – Media Relations

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- 2.09 Uniform Standards and Dress Code
- 2.10 Reserve Police Officers
- 2.11 Fiscal Management

CHAPTER 3 – RULES OF CONDUCT

<u>Section</u>	<u>Subject</u>
3.01	Use of Force – General
3.02	Electronic Control Weapon
3.03	Chemical Agents
3.04	Impact Weapons
3.05	Reporting and Investigating Force
3.06	Pursuit Policy
3.07	Firearms Policy
3.08	Patrol Rifles
3.09	Canine Policy

CHAPTER 4 – DISCIPLINARY PROCEDURES

<u>Section</u>	<u>Subject</u>
4.01	Citizen Complaint
4.02	Investigation of Misconduct and Citizen Complaints
4.03	Disciplinary Policy
4.04	Off Duty Action Policy
4.05	Grievance Procedures
4.06	Employee Drug Testing Policy
4.07	Alcohol & Substance Abuse
4.08	Use of Medical Marijuana
4.09	Officer Involved Domestic Violence
4.10	Electronic Monitoring Policy



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CHAPTER 5 – PATROL FUNCTIONS

<u>Section</u>	<u>Subject</u>
5.01	Patrol Administration
5.02	Vehicle Operations
5.03	Equipment
5.04	Lost or Missing Persons Complaint
5.05	Family Violence Investigations
5.06	Mentally Ill and Homeless Individuals
5.07	Arrest Processing
5.08	Traffic Accident Investigations
5.09	Traffic Enforcement
5.10	Securing Prisoners
5.11	Prisoner Transportation
5.12	Mobile Data Computers
5.13	Americans with Disabilities Act
5.14	Social Media
5.15	Report Writing
5.17	Intoxicated Individuals
5.18	Body Worn/Mobile Cameras
5.19	Transporting Civilians
5.20	Towing Motor Vehicles
5.21	Abandoned Motor Vehicles
5.22	Radio Procedures
5.23	Dignitaries and VIP Security

CHAPTER 6 – INVESTIGATIVE FUNCTIONS

<u>Section</u>	<u>Subject</u>
6.01	Criminal Investigation Administration
6.02	Criminal Investigation Operation
6.03	Collection of Evidence – Administration
6.04	Collection of Evidence – Operations



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6.05	Property and Evidence Control
6.06	Youth Investigations
6.07	Sexual Assault Investigations
6.08	Confidential Informants
6.09	Eyewitness Identification
6.10	Child Abuse Investigation
6.11	School Resource Officer
6.12	Narcotics Investigations
6.13	Crime Prevention
6.14	Victim/ Witness Assistance – Administration
6.15	Victim/Witness Assistance – Operations
6.16	Death Notifications

CHAPTER 7 – SPECIAL OPERATIONS

<u>Section</u>	<u>Subject</u>
7.01	Special Response Team & Hostage Negotiations Team
7.02	Hazardous Devices
7.03	Unusual Occurrences
7.04	Crowd Management and Control
7.05	Critical Incident Management

CHAPTER 8 – PERSONNEL

<u>Section</u>	<u>Subject</u>
8.01	Recruitment
8.02	Selection
8.03	Promotion
8.04	Performance Evaluations
8.05	Pregnancy
8.06	FMLA policy
8.07	Military Leave
8.08	Line of Duty Deaths

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8.09	Secondary Employment
8.10	Awards and Commendations
8.11	Time Cards
8.12	Scheduling
8.13	Workers Compensation
8.14	Part Time and Auxiliary Officers

CHAPTER 9 - TRAINING AND SELECTIONS

<u>Section</u>	<u>Subject</u>
9.01	Training – Administration
9.02	Academy Training
9.03	Training Instructors
9.04	Recruit Training
9.05	In-service, Roll Call, and Advanced Training
9.06	Civilian Training
9.07	Career Development

CHAPTER 10 – SUPPORT AND TECHNICAL SERVICES

<u>Section</u>	<u>Subject</u>
10.01	Legal Process – Records
10.02	Legal Process – Criminal Process
10.03	Communications – Administration
10.04	Communications – Procedures
10.05	Portable Radios
10.06	Dispatch Center and Operation
10.07	Logging Recorder
10.08	Records Management
10.09	Freedom of Information
10.10	Parking Tickets
10.11	Traffic Stop Statistics

[Town of Winchester, CT](#) / [Division 1: Town Ordinances](#) / [Part II: General Legislation](#)

[Chapter 380](#)

[Water Bodies, Public](#)

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

[§ 380-1 Definitions.](#)

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

[AUTHORIZED](#)

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

[A.](#) An application was made and a permit granted; or

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

[BOAT LIFT](#)

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

[DOCK](#)

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

[LITTORAL BOUNDARY](#)

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

[LITTORAL RIGHTS](#)

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

[MARINA](#)

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

[MARKER](#)

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

MOORING BUOY

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

PERSONAL WATERCRAFT LIFT/FLOAT

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

SWIM FLOAT

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

VESSEL

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

WALKWAY

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

§ 380-2 Governing authority.

For activities to be conducted governed by §380-7 through §380-10, inclusive, and §380-13, the Town of Winchester Inland Wetlands Commission Planning and Zoning Commission (hereinafter the "PZC") shall be the body responsible for administering this chapter, and permits shall be issued as prescribed by the PZC. For activities to be conducted which are governed by §380-11 or §380-12, the Town of Winchester Inland Wetlands and Watercourses Commission, or any other body created or designated by the Board of Selectmen, shall be the body responsible for administering this chapter (hereinafter the "Commission" "IWWC") unless as otherwise noted herein.

§ 380-3 Restricted structures.

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

§ 380-4 Permit application requirements.

A. Anyone proposing to conduct or cause to be conducted an activity regulated by this chapter shall apply to the Commission PZC or IWWC as prescribed in §380-2 for a permit on a form designated by the Commission PZC or IWWC. Any and all Regulated Activities as defined in §390-2, shall also require approval of wetland permit by the Inland Wetland and Watercourses Commission, as required.

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

C. Considerations.

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

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

(b) Type of construction;

(c) Impact to the watercourse;

(d) The littoral rights of adjacent properties;

(e) Amount and type of shorefront;

(f) Water depth;

(g) Effect on navigation; and

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

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

§ 380-5 Property requirements.

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

§ 380-6 Scope of authorization.

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

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

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

§ 380-7 New structures or objects.

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

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

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

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

E. See §380-19 for possible relief from these standards. Should an applicant not own sufficient shorefront to meet the ten foot buffer requirement from the littoral boundary of an abutting property, the applicant may apply to the Commission for a waiver. A public hearing shall be deemed necessary as a part of the commission's requirements for approval.

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

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

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

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

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

§ 380-8 Preexisting structures and objects.

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

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

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

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

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

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

§ 380-9 Docks.

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

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

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

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

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

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

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

H. See Section §380-19 for possible relief from these standards.

§ 380-10 Swim floats.

A. Only one swim float shall be permitted per property.

B. No part of a swim float shall be located more than 50 feet from the shorefront.

C. The maximum dimensions for a noninflatable swim float are 10 feet by 10 feet. The maximum dimension for a circular inflatable swim float is 15 feet in diameter. No part of any swim float shall extend beyond the maximum dock length or width, nor within 10 feet of the littoral boundary of an abutting property.

D. A swim float shall be single-story and shall not include any appurtenance except a swim ladder or a slide.

E. A swim float shall not be attached to any other structure or object, or to the shore. A swim float shall be securely anchored to the bed of the watercourse, and all cables, lines or chains attached to a swim float must be sunk into the bed of the watercourse so as not to be a navigational hazard.

F. A reflector shall be affixed to each side of a noninflatable swim float.

G. The width of a swim float shall count toward the aggregate percentage of allowable shorefront coverage.

§ 380-11 Mooring buoys.

A. Only one mooring buoy shall be authorized per property, except if a property has no dock. In lieu of a dock, an applicant may apply for a second mooring buoy. If a dock is subsequently put in, the second mooring buoy must be removed.

B. A mooring buoy shall not be attached to any other structure or object or to the shore. A mooring buoy shall be securely anchored to the bed of the watercourse, and all cables, lines or chains attached to a mooring buoy must be sunk into the bed of the watercourse so as not to be a navigational hazard.

C. A mooring buoy must be located so that no part of a vessel moored to it shall at the full swing of its mooring be more than 50 feet out from the shorefront, nor be beyond the littoral boundary of an abutting property.

D. No more than one vessel may be moored to a buoy.

E. The ~~Commission~~ IWWC shall determine the size, color, reflective quality, configuration, location and anchoring method of a mooring buoy. Standards regarding the color and shape of mooring buoys are

required to comply with Subsection (a) of Section 15-121-A3 of the Regulations of Connecticut State Agencies.

F. A mooring buoy shall not be used as a marker.

G. The width of a mooring buoy shall count toward the aggregate percentage of allowable shorefront coverage.

§ 380-12 Markers.

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

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

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

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

§ 380-13 ~~Boat/Personal Watercraft lifts~~ Boat lifts and walkways.

A. ~~Only two boat/personal watercraft lifts~~ Only one boat lift shall be allowed per property.

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

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

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

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

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

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

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

- ~~A. One personal watercraft lift/float shall be allowed per property.~~
- ~~B. A personal watercraft lift/float shall hold a maximum of two personal watercraft.~~
- ~~C. A personal watercraft float must be attached to a dock or a retaining wall.~~
- ~~D. The width of a personal watercraft float(s) measured parallel to the shorefront shall count toward the aggregate percentage of allowable shorefront coverage requirements (§ 380-7D) of this chapter.~~
- ~~E. A personal watercraft lift/float shall not have solid walls, accessories, a deck, a roof or a canopy.~~

§ 380-14 Prohibited anchoring.

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

§ 380-15 Marinas.

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

§ 380-16 Revocation of permit.

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

§ 380-17 Penalties for offenses.

- A. Every person, partnership or corporation, whether acting as an owner or agent, who violates any of the provisions of this chapter shall be fined \$100 for each such violation.
- B. Each violation shall be considered a separate offense, and any violation continuing more than one day shall be considered a separate offense.
- C. This chapter shall not preclude any additional enforcement action taken by any appropriate municipal, state or federal official conducted pursuant to any applicable ordinance, regulation and/or law of the Town of Winchester and/or the State of Connecticut and/or the United States of America.
- D. The hearing procedure for any citations issued for violations of this chapter shall be the procedures as set forth in Chapter 215, Citations, Article I, of the Code of the Town of Winchester.
- E. In addition to any fines or penalties imposed herein, this chapter may be enforced by injunctive relief in the Superior Court.

§ 380-18 Severability.

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

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

§ 380-19 Relief from Requirements

- A. In situations where the standards within §380-7 or §380-9 cannot be met due to unusual property configurations, safety considerations, or other factors out of the applicant's control and would jeopardize the reasonable use of the property, an applicant may apply for a Special Permit in accordance with §415-24 for deviations from specific standards.
1. In addition to any requirements for a Special Permit found within §415-24. an application for relief of these standards shall also include the following:
 - a. A survey prepared and signed by a licensed land survey showing the proposed location of the structure, the location of the littoral bounds, and any existing structures in the water within 100 feet of the proposed structure.
 - b. A detailed description standards being sought for relief.
 - c. A statement regarding the reason for the request and detailing the unusual circumstance that prevents reasonable use of the property without relief of the standards being sought.
 2. In making the decision whether to approve a Special Permit, the PZC shall consider:
 - a. All those criteria set forth in § 380-4C;
 - b. All those criteria set forth in §415-24;
 - c. Whether the project will be in harmony with the general purpose and intent of this chapter.
 - d. If the PZC grants the Special Permit, the reasons for approval and any conditions or limitations the Board may require shall be noted on the approval.
 3. In no event shall a permit be granted that will result in a crossing of a littoral boundary.

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

Resolution 26-05 – Acceptance of State Local Bridge Program Grant Funding

WHEREAS, the Connecticut Department of Transportation (CTDOT) has awarded the Town of Winchester a State Local Bridge Program grant totaling \$612,500.00 for the replacement of Bridge No. 162008 (Newfield Road over Fox Brook), and

WHEREAS, the Winchester Board of Selectmen recognizes that the State Local Bridge Program will fund 50% of the eligible project costs, and that the Town may provide a cost share of up to \$612,500.00 from the 2022 voter-approved Infrastructure Improvement Bond, under which the replacement of the Newfield Road Bridge and Roadway was already included as a capital improvement project; and

THEREFORE, BE IT RESOLVED, that Town Manager Paul Harrington be, and hereby is, authorized to accept, on behalf of the Town of Winchester, a CTDOT State Local Bridge Program grant in the amount of \$612,500.00 for the replacement of Bridge No. 162008 (Newfield Road over Fox Brook); and

FURTHER RESOLVED, that Town Manager Paul Harrington be, and hereby is, authorized to enter into and execute any and all agreements, contracts, and documents necessary to accept and administer the CTDOT State Local Bridge Program grant for the replacement of Bridge No. 162008 (Newfield Road over Fox Brook),

AND I DO FURTHER CERTIFY that the above resolution has in no way been altered, amended or revoked, and is in full force and effect.

YES:

NO:

ABSENT:

Glenn Albanesius
Town Clerk, Town of Winchester

Date





July 29, 2026



Mr. Paul Harrington
Town Manager
Town of Winchester
Town Hall
338 Main Street
Winsted, CT 06098-1697

Dear Mr. Geiger:

Subject: Local Bridge Program, Fiscal Year 2027
Conditional Commitment to Fund
Bridge No. 162008, Newfield Road over an unnamed brook
Assigned Project Number: 9162-0008
Town of Winchester, State Grant Funds: \$612,500.00

The Connecticut Department of Transportation (CTDOT) has reviewed Town of Winchester's (Town) Preliminary Application (enclosed) for the replacement or rehabilitation of the bridge at the subject location. The CTDOT is pleased to inform the Town that the project qualifies for funding under the Local Bridge Program.

The State of Connecticut (State) hereby offers a Conditional Commitment to Fund fifty percent (50%) of the eligible project costs through a State grant. This commitment is conditional and subject to certain administrative and financial approvals, Program Regulations, and Statutory Requirements, in particular as follows:

1. The commitment amount is based on the information in the Preliminary Application and is subject to later adjustments.
2. The commitment amount will lapse if your Supplemental Application cost estimate exceeds your Preliminary Application and sufficient monies are not available, or if you fail to file a Supplemental Application within one year of the date of this letter. The Supplemental Application form, program manual, and other relevant items can be retrieved from our website at www.ct.gov/dot/localbridge.
3. This Conditional Commitment to Fund does not constitute a binding agreement, and the State's obligation is further contingent upon the following:
 - a) Availability of State funds or the State's ability to sell bonds following the allocation of money to the project by the State Bond Commission.
 - b) Your execution, delivery, and compliance with the terms of an agreement between the State and the Town of Winchester.

4. Compliance with State set-aside and contract requirements enacted under Public Act 15-5. The Connecticut Commission on Human Rights and Opportunities (CHRO) is responsible for administering these requirements; however, the municipality must include language relative to the requirements in the bid notice and the contract documents. Further information can be found on the CHRO website at www.ct.gov/chro. Questions regarding the requirements are to be directed to CHRO at 860-541-3400.

The next step in the grant process, if this Commitment to Fund is acceptable to the Town, is to sign below, and return this letter within 30 days.

Within one year of the date of this letter, the Supplemental Application must be submitted to the CTDOT with all the required documents and certifications. Since some of these items take time to complete, they should be initiated at an early date. So that the project's costs may be accurately tracked, it is recommended that you set up a separate budget line item for this project and make your auditor aware of the project. Also, the CTDOT now relies heavily on electronic communications. Please ensure that the Local Bridge Program Office has an up-to-date e-mail address for your designated contact person at all times.

For any questions or assistance, please contact Mr. Andrew C. Shields, Project Engineer for the Local Bridge Program, at Andrew.Shields@ct.gov.

Very truly yours,



Derick Lessard
2026.07.29
14:56:09-04'00'

Derick M. Lessard, P.E.
Division Chief of Bridges
Bureau of Engineering and Construction

Accepted by: _____
Paul Harrington, Town Manager
Town of Winchester

Date: _____

Enclosure: Winchester Newfield Prelim App.pdf

cc: Mr. James Rollins, Director of Public Works
The Honorable Todd Arcelaschi, Mayor