TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Regular Meeting Agenda
November 16, 2026-7:00PM
P. Francis Hicks Room
Streamed live on YouTube and Channel 194

RECEIVED
TOWN CLERK'S OFFICE
NOV 13 2026
TOWN OF WINCHESTER, CT

1. **CALL TO ORDER** (Turn your cell phones off)
2. **PLEDGE OF ALLEGIANCE**
3. **AGENDA REVIEW**
4. **APPROVAL OF MINUTES**
   A) Minutes of Regular meeting on November 02, 2026
5. **CITIZENS' COMMENTS:** Comments are limited to three (3) minutes per speaker. Speakers are asked to state their name and address for the record, direct comments to the Board of Selectmen as a whole, and remain respectful. Public Comment is not intended as a question-and-answer session or debate. The Chair will enforce the three-minute limit. Written comments may also be submitted to the Board for consideration.
6. **SELECTMEN'S COMMENTS**
7. **TOWN MANAGER'S REPORT**
8. **CORRESPONDENCE**
9. **BOARDS AND COMMISSIONS**
10. **NEW BUSINESS**
    A) Update on the CTDOT project-White Street Bridge (Director of Public Works, Rollins)
    B) Discussion and Possible Action on Anticoagulant Rodenticide Ordinance 3rd of 3 meetings (Town Manager Harrington)
    C) 26-09 Resolution for Acceptance of Resilient Forestry Practices Grant Funding (Town Manager Harrington)
    D) 26-10 Resolution for Authorization to apply and accept JAG Grant Funding (Town Manager Harrington)
    E) Discussion regarding Letter of Endorsement for a state recognized Cultural District in Winchester (Mayor Arcelaschi)
    F) 26-54 Discussion and possible action on ATESD (speed camera) staffing proposal (Town Manager Harrington
    G) Discussion and possible action on violation of executive session confidentiality (Selectmen Bishop and Selectmen Heffernan McGlynn)
    H) Discussion and possible action on charging the Ethics Commission to formulate draft policies regarding investigations, reports of findings and potential penalties (Selectmen Bishop and Selectmen Heffernan McGlynn)
    I) Discussion Update on Winsted Public and The Gilbert School (Town Manager Harrington, Mayor Todd Arcelaschi and Selectmen Cheryl Heffernan McGlynn)
11. **CITIZENS' COMMENTS :**Comments are limited to three (3) minutes per speaker. Speakers are asked to state their name and address for the record, direct comments to the Board of Selectmen as a whole, and remain respectful. Public Comment is not intended as a question-and-answer session or debate. The Chair will enforce the three-minute limit. Written comments may also be submitted to the Board for consideration.

TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING
Regular Meeting Agenda
November 16, 2026-7:00PM
P. Francis Hicks Room
Streamed live on YouTube and Channel 194

12. **EXECUTIVE SESSION**
    A) Discussion of 508 Main Street and Wallens Hill

13. **NEW BUSINESS**
    A) Possible Action on 508 Main Street

14. **SELECTMEN'S REPORTS**

15. **ADJOURNMENT**

Town of Winchester

Board of Selectmen - Regular Meeting
Monday, November 2, 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 7pm

Attending Members	Todd Arcelaschi (Mayor)	Cheryl Heffernan McGlynn (Selectwoman)
	William Hester (Selectman)	Kevin Bishop (Selectman)
	Troy Lamere (Selectman)	William Pozzo (Selectman)
	Paul Marino (Selectman)	
Town Staff Members	Paul Harrington (Town Manager)	
	Glenn Albanesius (Town Clerk)	

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

Item 3 ***Agenda Review*** - The following request was acted on

Town Manager Harrington asked to add an agenda item for the Board to vote on the approval of Resolution 26-08 (Acceptance of Recreational Trails Program Grant Funding)
Motion - Sel. Hester / Sel. Marino
Vote to approve - Unanimous (7 - 0)

Item 4 ***Approval of Minutes***

* Minutes of Regular Meeting on October 19, 2026
  Motion - Sel. Lamere / Sel. Bishop
  Vote to approve - Yes (5) / Abstain (2) Sel. Pozzo & Hester
* Minutes of Special Meeting on September 17, 2026
  Motion - Sel. Bishop / Sel. Lamere
  Vote to approve - Yes (4) / Abstain (3) Sel. Marino, Hester and Heffernan McGlynn

Item 5 ***Citizens Comments*** - None

Item 6 ***Selectmen's Comments & Reports***

* Sel. Bishop - Offered concerns about the signage that was installed to warn vehicles of our new speed camera locations. He suggested warnings that were larger and perhaps enhanced with flashing lights. He also made a point that the Town should adopt and be guided by a written policy should adding more cameras be pursued.
* Sel. Marino - Tendered his resignation from the Board and read an impassioned letter that thanked fellow Selectmen, residents and voters for the opportunity to serve the community that has been his families home for many years. He offered parting words of encouragement and several pearls of guidance as the Town continues to shape its future.
* Mayor Arcelaschi - Chided Facebook posters that found pleasure in the recent Speed Camera sabotage damage. The program is solely designed to keep travelers thru our Town at a safe pace.

Item 7 ***Town Manager's Report*** - Town Manager Paul Harrington reported on the following topics.

* Winchester was just awarded $150,000 in funds from the Resilient Forestry Grant Program. This money will restart proactive management of Winchester's watershed forests for the first time in nearly 20 years.

* The Town is in the last phase of negotiations with Cardinal Engineering to hammer out the specs and costs associated with the final stretch of the Sue Grossman Trailway.
* The reconstruction of the Bridge Street intersection has been substantially completed. Line marking and final inspections will wrap up this very successful project.
* The SS4A group held a recent workshop to name specific priorities, needs and desired improvements for future reconfiguration of the Main Street thoroughfare.
* The "Blue Room" in Town Hall will soon undergo a major renovation. The Historic Commission recently made recommendations for new art to highlight Winchester's past. The room will also be upgraded to allow for Livestreaming and recording of meetings and events.
* We continue to research options for improved security and door access to staff and visitors to Town Hall.
* A quick reminder that Tuesday November 4th is Election Day. Voters can cast their ballots at Pearson School from 6am to 8pm.
* The Speed Camera Program is up and running. The camera's recorded 8,000 violations during a 11 day stretch. Unfortunately, vandals did damage the Rte 44 camera headed out of Town by the Dry Dam. The equipment vendor will address this incident and make the necessary repairs.

Item 8 ***Correspondence*** - The following was submitted to the Board's attention

* A letter from our Land Use Director, Geoff Green regarding Planning and Zoning's approval for the Board to put Town owned property at 16 Brook Street up on the market for sale.

Item 9 ***Boards and Commissions*** -

1) John Herman (U) is submitted for Re-Appointment to a Member seat on Board of Assessment Appeals with a term to expire in October 2029.
   Motion - Sel. Bishop / Second - Sel. Heffernan McGlynn
   Vote to approve - Yes (3) / Abstain (4) Sel. Lamere, Marino, Hester, Pozzo
2) A motion was offered for the Board to approve Charlene Lavoie from an Alternate seat to Member.
   Note - this action will have Charlene fill out the term of John Cooney who resigned at the end of October. Charlene's term will end in October of 2029.
   Motion - Sel. Bishop / Second - Sel. Heffernan McGlynn
   Vote to approve - Unanimous (7 - 0)
3) George Closson (D) is submitted for Appointment to an Alternate seat on Planning & Zoning with a term to expire in October 2031.
   Motion - Sel. Bishop / Second - Sel. Lamere
   Vote to approve - Unanimous (7 - 0)

Item 10 ***New Business -***

A) Discussion on Anticoagulant Rodenticide Ordinance (2nd of 3 meetings)
   Motion Statement - " I move that the Board of Selectmen approve advancing the proposed Town of Winchester Ordinance Regulating the use of Anticoagulant Rodenticides to a third reading and consideration for final adoption at the next regularly scheduled meeting of the Board of Selectmen."
   Motion - Sel. Heffernan McGlynn / Second - Sel. Marino
   Vote to approve - Unanimous (6 - 0) (Sel. Pozzo left the meeting at 7:42pm and returned at 7:45pm.

B) Resolution 26-08 (Acceptance of Recreational Trails Program Grant Funding) (added to Agenda)
   A motion to accept Resolution 26-08 was offered.
   Motion - Sel. Hester / Second - Sel. Marino
   Vote to approve - Unanimous (7 - 0)

C) Discussion Winchester Public Schools/Gilbert School upcoming meeting questions reviewed

Town Manager Harrington explained that Gilbert School had a 1 hour scheduling limitation and asked the Board to narrow their focus to 3 or 4 topics from a pre written menu of 8. The Board chose Topic 4) Special Education, Topic 5) The Gilbert School's International Program and Topic 8) WPS-TGS Contract. The answers to these questions will be shared at the next BOS meeting.

D) Discussion / Possible Action regarding Board of Selectmen Executive Session Confidentiality and Disclosure of Confidential Information.

Mayor Archelaschi requested the Board consider setting specific rules for Executive Session conduct and the preservation of confidentiality. He also recommended that a new policy should also include complaint processing, investigative procedures and preservation of evidence in the event of a suspected breach. He further suggested that the new policy include guidelines on reporting of findings and potential penalties. The Mayor recommended exploring the purchase of a Faraday box to store digital devices during Executive Session meetings. Lastly, an amendment to Ordinance 36-10 was mentioned adding language to include possible censure of elected officials found guilty of violating the ethics code.

Sel. Heffernan McGlynn spoke in support of the Mayors comments but added that this issue was on this meetings agenda as a result of an issue that had come up at the last Executive Session that someone had violated the confidentiality of that meeting. She stated that "information came to our attention that made it appear that despite clear advisement that it shouldn't that information from Executive Session was provided to outside people and as a result this discussion, Todd and I had discussions and we asked for this to be on the board, on the agenda."

Sel. Heffernan McGlynn did acknowledge that Sel. Pozzo was not a suspect because he was absent from the meeting in question. Several Board members pressed Sel. Heffernan McGlynn for details of the breach but none were offered. Much back and forth resulted in the following motion.

Motion Statement - "I make a motion to hire private counsel to investigate a breach of the confidentiality of the Executive Session of the last Board of Selectmen Executive Session meeting I make a motion."

Further discussion yielded a request by Sel. Heffernan McGlynn to amend her motion and add "to impower the Town Manager to select an appropriate lawyer for the investigation."

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

Vote to approve - Yes (1) / No (5) / Abstain (1) Sel. Bishop

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

*Bryan Sundie *Deb Jablonski *Bryan Sundie (second time)

Item 12 ***Executive Session***

A) Discussion regarding Sale of Town Owned Properties - 508 Main Street and Wallens Hill negotiations update.

Motion to enter Executive Session taking the Town Manager Paul Harrington and Town Attorney Kevin Nelligan at 8:34pm.

Motion - Sel. Hester / Second - Sel. Marino

Vote to approve - Unanimous (7 - 0)

The Board returned from Executive Session at 9:17pm with no formal action taken.

Item 13 ***Selectmen's Reports***

* Sel. Lamere reported that the Pearson School Building Committee met this past week. No funding has been released yet but the Engineering and Architect plans are about 75% complete.
* Sel. Bishop congratulated all the kids and parents that came out for the Main Street Window Painting event. The turnout and artwork was exceptional this year.
* Mayor Arcelaschi complimented the Rec Department on another successful Trunk or Treat event as nearly 500 kids enjoyed this years festivities.

Item 14 ***Adjournment***

To adjourn the meeting at 9:18pm

Motion - Sel. Marino / Second - Sel. Lamere

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, November 16, 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
11/2/2026	Paul Marino	Board of Selectmen	R	Member
11/9/2026	Christopher Sandford	Planning & Zoning Commission	R	Alternate

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
11/2/2026	Robin Farrell	Cultural Commission	U	Member	11/2029
11/5/2026	Deb Jablonski	Board of Assessment Appeals	U	(T B D)	10/2029

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
Architectual Review Committee	Mem / Alt	2 Members / 2 Alternates	As Needed	Planning & Zoning Commission
Board of Assessment Appeals	Member		Twice Annually	Board of Selectmen
Conservation Commission	Mem / Alt	1 Member / 2 Alternates	Monthly - 2nd Thur	Board of Selectmen
Cultural District Commission	Member	2 Members	To Be Determined	Board of Selectmen
Economic Development Commission	Alternate	3 Alternates	First / Third Tue	Town Manager (Vacancies only)
Ethics Commission	Member	2 Members	As Needed	
Historic Commission	Member	1 Member	Monthly - 1st Thur	Board of Selectmen
Laurel City Commission	Member	Multiple Openings	TBD January - June	Board of Selectmen
Planning & Zoning	Member	1 Alternate	2nd / 4th Monday	Board of Selectmen
Recreation Board	Member	3 Members	Monthly - 1st Wed	Board of Selectmen
Zoning Board of Appeals	Member	2 Alternates	Monthly - 1st Wed	Board of Selectmen

RECEIVED
TOWN CLERK'S OFFICE

OCT 08 2026

TOWN OF WINCHESTER, CT

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

It is the intent of the Board of Selectmen of the Town of Winchester, Connecticut to add a new Anticoagulant Rodenticide Ordinance. The first of three meetings to be held on October 19, 2026, regarding this new ordinance, the second meeting to be held at the Board of Selectmen's meeting on November 02, 2026 and the third meeting will take place on November 16, 2026. All three meetings will be held at 7:00 p.m. in the P. Francis Hicks room at the Winchester Town Hall, 338 Main Street, Winsted, CT.

Attn: Town of Winchester Website-Legal Notices

TOWN OF WINCHESTER – CITY OF WINSTED
Town Hall – 338 Main Street
WINSTED, CONNECTICUT 06098

PROPOSED ORDINANCE — ANTICOAGULANT RODENTICIDES ON MUNICIPAL PROPERTIES

Proposed addition to the Code of Ordinances | Chapter and section numbers to be assigned by the Town Clerk / codifier

§ 1. Purpose and legislative findings.

The Town of Winchester finds that first-generation and second-generation anticoagulant rodenticides may cause primary poisoning of animals that ingest bait and secondary poisoning of predators and scavengers that consume poisoned rodents. Such products may endanger wildlife, pets, children, and other non-target species. It is the purpose of this ordinance to protect public health and municipal property while reducing environmental risks through Integrated Pest Management (IPM) and prohibiting the use of anticoagulant rodenticides on covered municipal properties except pursuant to a temporary emergency waiver.

§ 2. Definitions.

Anticoagulant rodenticide. A rodenticide that interferes with normal blood clotting, generally through disruption of the vitamin K cycle.

First-generation anticoagulant rodenticide (FGAR). An anticoagulant rodenticide generally requiring repeated feeding to accumulate a lethal dose; examples of active ingredients include chlorophacinone, diphacinone, and warfarin.

Second-generation anticoagulant rodenticide (SGAR). A highly potent anticoagulant rodenticide generally capable of producing a lethal dose after less feeding; examples of active ingredients include brodifacoum, bromadiolone, difenacoum, and difethialone.

Integrated Pest Management (IPM). A coordinated approach emphasizing prevention, monitoring, sanitation, exclusion, habitat modification, and targeted control methods designed to minimize risks to people, property, wildlife, and the environment.

Covered municipal property. Any property owned, operated, maintained, or under the care and control of the Town of Winchester, including municipal buildings, grounds, parks, recreational areas, open spaces, and public rights-of-way.

Non-anticoagulant rodenticide. A rodenticide acting through a mechanism other than interference with blood clotting, including products containing bromethalin, cholecalciferol, or zinc phosphide.

§ 3. Applicability.

This ordinance applies to all covered municipal property and to Town departments, employees, contractors, vendors, pest-management professionals, and other persons performing services on behalf of the Town on such property. It does not regulate rodent-control activities on privately owned property solely by reason of its location within Winchester.

§ 4. Prohibition and required practices.

(a) No Town department, employee, contractor, vendor, or other person acting on behalf of the Town shall use or apply an FGAR or SGAR on covered municipal property except under a waiver issued pursuant to § 5.

(b) Rodent management on covered municipal property shall utilize IPM measures as appropriate, including removing food and water sources, improving sanitation, sealing entry points, modifying habitat, monitoring activity, and employing effective non-anticoagulant control methods consistent with applicable law and labeling.

(c) Nothing herein categorically authorizes the use of non-anticoagulant rodenticides, which may also present risks to humans, pets, wildlife, and other non-target species.

§ 5. Temporary emergency waivers.

(a) The Board of Selectmen may authorize a temporary, limited waiver upon a documented finding that a significant rodent infestation presents a significant public health or safety concern and that IPM measures and less-toxic alternatives have been unsuccessful or are not reasonably sufficient.

(b) A written waiver request shall identify: (1) the affected location; (2) the nature and extent of the infestation and health or safety concern; (3) IPM measures and less-toxic alternatives attempted and why they are insufficient; (4) the proposed product, method of application, and duration; and (5) safeguards to minimize exposure of people, pets, wildlife, and other non-target species.

(c) Any waiver shall specify the authorized location, product, application method, duration, and protective conditions. It shall not authorize routine or continuing use after expiration. Every approved waiver shall be posted on the Town website.

§ 6. Administration and enforcement.

(a) The Town Manager shall administer this ordinance and may establish reasonable implementing procedures, including documentation, contractor notification, and compliance review.

(b) Town departments shall ensure that contracts, purchase orders, pest-management agreements, and other service arrangements for covered municipal property are consistent with this ordinance. Contractors and vendors shall be informed of and comply with its requirements.

(c) Upon discovering a violation, the Town Manager or designee may direct immediate cessation of the prohibited activity and require corrective action, including removal or lawful disposal of prohibited products. Contractual violations may be addressed through remedies available under the applicable agreement and law. This ordinance creates no independent monetary fine or criminal penalty.

(d) No Town employee shall be required to perform pest-control activities for which the employee is not appropriately trained, licensed, or otherwise authorized.

§ 7. Compliance with other laws.

Nothing in this ordinance authorizes use of a pesticide or rodenticide inconsistent with federal or Connecticut law, regulations, licensing requirements, or approved product labeling. Where applicable law is more restrictive, the more restrictive requirement controls.

§ 8. Severability.

If any provision or application of this ordinance is held invalid by a court of competent jurisdiction, the remaining provisions and applications shall remain effective to the fullest extent permitted by law.

§ 9. Effective date and transition.

This ordinance shall take effect upon completion of all adoption, publication, and effective-date requirements applicable under Connecticut law and the Town Charter, on a date specified in the adopting action. The existing Board of Selectmen policy adopted October 5, 2026, with an operational effective date of November 1, 2026, shall remain in effect to the extent not superseded by this ordinance.

Adopted by the Board of Selectmen: _____

Ordinance effective: _____

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

Office of the Town Manager

Proposed Motion – Anticoagulant Rodenticide Ordinance

"I move that the Board of Selectmen approve and adopt the Ordinance Regulating the Use of Anticoagulant Rodenticides in the Town of Winchester, Connecticut, as presented, following the required public hearing and three readings before the Board of Selectmen, with the ordinance to take effect in accordance with the Town Charter and applicable Connecticut law."

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 26-09 – Acceptance of Resilient Forestry Practices Grant Program Funding

WHEREAS, the Connecticut Department of Energy and Environmental Protection (CT DEEP) has awarded the Town of Winchester a Resilient Forestry Practices Grant Program grant in the amount of $150,000 for the Winchester Watershed Forest Renewal Project; and

WHEREAS, the Winchester Board of Selectmen wishes to formally accept said grant funding and authorize the execution of all necessary agreements and documents with CT DEEP;

THEREFORE, BE IT RESOLVED, that the Town of Winchester is hereby authorized to accept the $150,000 Resilient Forestry Practices grant and to enter into and deliver to CT DEEP any and all agreements, contracts, and documents necessary or appropriate for the Winchester Watershed Forest Renewal Project; and

FURTHER RESOLVED, that Town Manager Paul Harrington is hereby authorized and directed to execute and deliver any and all such documents on behalf of the Town of Winchester and to perform all acts necessary or appropriate to carry out their terms.

AND I DO FURTHER CERTIFY that the foregoing resolution was duly adopted by the Board of Selectmen at a meeting held on November 16, 2026, at which a quorum was present, and that said resolution has not been altered, amended, or revoked and remains in full force and effect.

AND I DO FURTHER CERTIFY that Paul Harrington currently holds the office of Town Manager of the Town of Winchester and has held said office since April 22, 2024.

YES:
NO:
ABSENT:

SEAL

_____
Glenn Albanesius
Town Clerk, Town of Winchester

_____
Date

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 26-10 – Authorization to Apply for and Accept 2026 CT JAG Local Level Program Funding

WHEREAS, the Connecticut Office of Policy and Management (CT OPM), through the 2026 CT JAG Local Level Program, has made available up to $24,000 in grant funding to the Town of Winchester for eligible law enforcement initiatives; and

WHEREAS, the program does not require a local funding match, although the Town may elect to contribute additional funds as necessary to complete the proposed project; and

WHEREAS, the Town of Winchester seeks to apply for and accept said funding for the Winchester Police Firearm Modernization Project, which will replace and modernize service firearms and associated equipment for the Winchester Police Department;

THEREFORE, BE IT RESOLVED, that the Town of Winchester is hereby authorized to apply for and accept up to $24,000 in 2026 CT JAG Local Level Program funding and to enter into any and all agreements, contracts, and documents necessary or appropriate to carry out the Winchester Police Firearm Modernization Project; and

FURTHER RESOLVED, that Town Manager Paul Harrington is hereby authorized and directed to submit the grant application, execute and deliver any and all necessary documents on behalf of the Town of Winchester, and perform all acts necessary or appropriate to carry out their terms.

AND I DO FURTHER CERTIFY that Paul Harrington currently holds the office of Town Manager of the Town of Winchester and has held said office since April 22, 2024.

YES:
NO:
ABSENT:

SEAL

_____
Glenn Albanesius
Town Clerk, Town of Winchester

_____
Date

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

Office of the Mayor

To:
Connecticut Office of the Arts
c/o Northwest Connecticut Arts Council

Subject: Official Letter of Endorsement for the Winchester Cultural District Designation

Dear Connecticut Office of the Arts and Review Committee,

As the Chief Elected Official for Winchester, I am writing to formally express my strong and enthusiastic endorsement for the designation of Winchester Cultural District as a state-recognized Cultural District in Connecticut.

Our community takes great pride in the rich history, artistic expression, and cultural vitality that define our town. The proposed Cultural District encompasses a compact, walkable center featuring a vibrant mix of arts organizations, museums, artist studios, historical organizations, local galleries, diverse businesses, and community gathering venues that actively contribute to the social and economic well-being of our residents and visitors.

The establishment of this district aligns directly with our municipal goals, including our Winchester Plan of Conservation and Economic Development Plan, by encouraging creative placemaking, supporting local creative workers and businesses, and driving foot traffic to our downtown corridor.

Winchester is committed to supporting the Cultural District through ongoing collaboration, cross-promotion, and coordination between the town government, local businesses, and key cultural and historic organizations to enhance Winchester's reputation as a tourist destination and highly livable community.

We urge your favorable review of our application for state recognition and look forward to partnering with the Connecticut Office of the Arts to expand our creative economy.

Sincerely,

Todd Arcelaschi
Mayor, Town of Winchester

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

BOARD OF SELECTMEN ACTION REQUEST

No.: 26-54 **Date:** November 16, 2026

Topic: New Business – Additional Appropriation for Speed Camera Start-Up Staffing

From: Paul Harrington, Town Manager & CEO

Background: Due to the exceptional volume of violations clocked during the current grace period, additional staffing is necessary to administer the Speed Camera Program. In addition to the responsibilities added to the existing Public Safety Coordinator position, the following staffing plan requires start-up funding:

Position/Description	Weekly Hours	Hourly Rate	32-Week Cost
Citation Processor A (*Initial hire*)	20	$22.00	$14,080.00
Citation Processor B (*Future hire, if demand needs*)	20	$22.00	$14,080.00
Citation Hearing Officer (*Rounded*)	20	$30.00	$19,200.00
Police Supervisory Reviewer (*SGT OT Rate*)	20	$71.51	$45,767.00
24.94% CMERS (*Rounded*)	20	$17.84	$11,415.00
7.65% FICA (*Rounded*)	N/A	N/A	$7,998.00
Total			**$112,540.00**

Since the program has not yet begun generating revenue, this appropriation is intended as temporary startup funding. Citation Processor B will only be hired if the workload exceeds the capacity of the first part-time processor. Once sufficient program revenues are collected, the full amount of the appropriation will be transferred back to the General Fund, reimbursing the Town for its initial staffing costs.

Requested Action: I ask that the Board of Selectmen, pursuant to Section 916 of the Town Charter, authorize an additional appropriation of $112,540 from the General Fund to Fund 44 (Speed Camera Fund) to support initial staffing costs for the Speed Camera Program, with the full amount to be reimbursed to the General Fund once sufficient program revenues are collected.

Fiscal Implications: The $112,540 additional appropriation will be recorded as a Transfer Out to Fund 44 (Speed Camera Fund) on the General Fund ledger. As this appropriation is intended to provide initial startup funding, it represents a one-time General Fund expense rather than an ongoing operating cost. Once the Speed Camera Program generates sufficient net revenue, the full $112,540 will be transferred back to the General Fund, reimbursing the initial appropriation.

Manager's Recommendation: I recommend that the Board of Selectmen, pursuant to Section 916 of the Town Charter, authorize an additional appropriation of $112,540 from the General Fund to

Fund 44 (Speed Camera Fund) to support initial program staffing costs, with the full amount to be reimbursed to the General Fund from future program revenues.

Recommended Motion: *"I move that the Board of Selectmen, pursuant to Section 916 of the Town Charter, authorize an additional appropriation of $112,540 from the General Fund to Fund 44 (Speed Camera Fund) for initial program staffing costs, with the full amount to be reimbursed to the General Fund from future program revenues."*

Attachments: ATESD Staffing Report

Town Manager (or designee) Approval and Recommendation of Appropriation:

Signature

11/12/26
Date

Director of Finance (or designee) Verification of Sufficient Funds:

Signature

11/12/2026
Date

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

Office of the Town Manager

To:	Board of Selectmen
From:	Paul Harrington, Town Manager & CEO
Date:	November 13, 2026
Subject:	Speed Camera (ATESD) Start-Up Staffing Proposal

Background
The Town's Automated Traffic Enforcement Safety Device (ATESD) "Speed Camera" Program is currently operating within its initial 30-day warning period. During the first 11 days of operation, more than 8,000 warnings were issued at the Main Street camera location alone. At this rate, the Town could see approximately 24,000 violations per month at each camera location, or roughly 48,000 monthly across the program's two cameras once both are fully operational.

Demand for Staffing
Based on an industry planning estimate of approximately two citations processed per staff hour, reviewing 8,000 potential violations would require roughly 4,000 staff hours. Even if only 10% of the projected 48,000 monthly violations require full manual processing, this would represent 4,800 citations and approximately 2,400 processing hours per month. Actual staffing demand will depend on the number of violations requiring review and the time needed to process each case.

Currently, the Town's Public Safety Coordinator is performing much of this work alongside the position's existing responsibilities. The volume observed during the warning period demonstrates that this workload cannot reasonably be sustained by the Coordinator alone. Additional staffing is necessary to manage citation processing, provide required law enforcement review, and administer an impartial appeals process as the program transitions to active enforcement.

Proposed Staffing Roster and Responsibilities
To support the anticipated workload, the Town proposes the following staffing structure to manage citation processing, law enforcement review, program administration, and appeals.

Citation Processors A and B (Part-Time): Two part-time positions responsible for reviewing license plate information, photographic evidence, and violation records; identifying incomplete or inaccurate cases; preparing citations for authorized review; and handling routine administrative processing. Each position is budgeted for 20 hours per week at $22 per hour. Processor A will be hired initially, with Processor B added only if workload demands additional support.

Police Supervisory Reviewer (Existing Personnel): Existing Police Department personnel will provide the required law enforcement review of citation evidence under the designation of the Town's Traffic Authority, including approving or rejecting violations before citations are issued. This does not create a new position. While any eligible officer may perform this work, the budget

assumes 20 hours per week at the top-step Sergeant overtime rate of $71.51 per hour, including applicable CMERS retirement costs.

Citation Hearing Officer (Part-Time): One part-time position responsible for conducting impartial hearings for contested citations, reviewing evidence and testimony, and issuing decisions on appeals. This position is budgeted for 20 hours per week at $30 per hour.

FICA (Social Security and Medicare): The staffing budget includes the Town's employer share of FICA taxes at 7.65%, consisting of 6.2% for Social Security and 1.45% for Medicare, applied to applicable wages.

Estimated Cost

Position/Description	**Weekly Hours**	**Hourly Rate**	**32-Week Cost**
Citation Processor A (*Initial hire*)	20	$22.00	$14,080.00
Citation Processor B (*Future hire, if demand needs*)	20	$22.00	$14,080.00
Citation Hearing Officer (*Rounded*)	20	$30.00	$19,200.00
Police Supervisory Reviewer (*SGT OT Rate*)	20	$71.51	$45,767.00
24.94% CMERS (*Rounded*)	20	$17.84	$11,415.00
7.65% FICA (*Rounded*)	N/A	N/A	$7,998.00
Total			**$112,540.00**

The proposed staffing plan has a total estimated cost of $112,540.00, based on an anticipated start date of November 20, 2026, through June 30, 2027, representing a 32-week period of performance. The estimate includes wages for the proposed part-time positions, overtime for existing Police Department personnel, applicable CMERS retirement contributions, and the Town's employer share of Social Security and Medicare taxes.

Temporary Start-Up Appropriation

The Speed Camera Program has not yet generated revenue, but staffing must be in place to ensure an orderly transition to active enforcement and allow citations to be processed and revenue to be collected. To cover these initial costs, I am proposing an additional appropriation of $112,540.00 from the General Fund.

This appropriation will be transferred to Fund 44 (Speed Camera Fund), which operates independently of the General Fund and will account for all program revenues and expenses. Once sufficient program revenue has been collected, Fund 44 will reimburse the General Fund for the full $112,540.00 appropriation. This funding is intended as a temporary startup measure, with the expectation that the program will become self-sustaining and support its ongoing operating costs through its own revenues.

Conclusion

Given the significant volume of warnings recorded during the initial grace period and the substantial staff hours potentially required to process citations, additional staffing is necessary to support the Speed Camera Program. The proposed $112,540 appropriation will provide the temporary startup funding needed to establish an efficient and effective administrative process.