



**TOWN OF WINCHESTER
BOARD OF SELECTMEN MEETING**

Regular Meeting Agenda

July 05, 2022, 7:00PM

P. Francis Hicks Room

Streamed live on YouTube and Channel 194

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

**FILED
CLERK'S OFFICE**

2. **PLEDGE OF ALLEGIANCE**

JUL - 1 2022

3. **AGENDA REVIEW**

4. **PUBLIC HEARING**

**TOWN CLERK OF WINCHESTER
WINSTED, CT**

A) Regarding proposed Charter revisions

5. **APPROVAL OF MINUTES**

A) Minutes of Regular Meeting on June 20, 2022

6. **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.

7. **TOWN MANAGER'S REPORT**

8. **CORRESPONDENCE**

9. **BOARDS AND COMMISSIONS**

10. **NEW BUSINESS**

A) Consider and possibly act on Charter revisions presented at the public hearing (Town Manager Kelly)

B) Consider and possibly act on appointment of a Town Attorney (Town Manager Kelly)

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) Regarding appointment of Town Attorney

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

14. **ADJOURNMENT**

Boards & Commissions

CONSIDERATION

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Term Dates	Appointing Authority
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NOMINATIONS

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Term Dates	Appointing Authority

APPOINTMENTS

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Term Dates	Appointing Authority

RE-APPOINTMENT

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Next Term Exp	Appointing Authority
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RESIGNATION

Date	Name	Board/Commission	Party Affiliation	Permanent/Alternate	Next Term Exp	Appointing Authority
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Board Members needed on the following Boards

Board of Assessment Appeals-1 alternate member

Conservation Commission- 1 member

Recreation Board-1 member

Laurel City Commission-5 members

Retirement Board-1 member

Town of Winchester

Board of Selectmen
Regular Meeting
Monday, June 20, 2022

Item 1 **Call to Order**

Meeting called to order by Mayor Todd Arcelaschi at 7:00pm

Attending Members	Todd Arcelaschi (Mayor)	Jonathan Morhardt (Selectman)
	Candy Perez (Selectman)	Linda Groppo (Selectman)
	Candace Bouchard (Selectman)	Jack Bourque (Selectman)
	Steve Sedlack (Selectman)	
Staff Members	Josh Kelly (Town Manager)	
	Ann Marie Rheault (Finance Director)	
	Glenn Albanesius (Town Clerk)	

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

Item 3 **Agenda Review**

* Sel. Sedlack requested the addition of Agenda Item "E" under New Business.

Discussion of the June 14, 2022 Bd of Education meeting Agenda Item XII (c) regarding the State DOE Sec. 263 / 10-34 study of the Gilbert School funding process.

Motion - Sel. Sedlack / Second - Sel. Bouchard

Vote to approve - Unanimous

Item 4 **Approval of Minutes**

* Minutes of Regular Meeting on June 6, 2022

Motion - Sel. Perez / Second - Sel. Sedlack

Vote to accept minutes - Unanimous

Item 5 **Citizens Comments** - None

Item 6 **Town Manager's Report** - Josh Kelly reported to Board on the following topics. . .

* 508 Main Street has attracted a prospective developer. Information from a June 15th meeting will be shared with the BOS in the near future.

* Annual Reviews of staff report directly to the Town Manager have been completed. The Board was informed of the resignation of Collector of Revenue Halaree Monnerat.

* Batcheller School will be returned to the Town effective June 30, 2022. A building wide tag sale will be held on June 28th to help reduce the expense of removing contents.

* Official word has been received that the Town is approved for Community Challenge Grant reimbursements back to April 7, 2022 and project planning can commence.

* E-Code responses have been sent back and next steps will be announced over the next few months.

- * Momentum continues to build on the efforts of EDC Director Ted Shafer and the EDC team. Prospective businesses have been approaching the Town with both start up and relocation questions. A manufacturers roundtable yielded suggestions to expand workforce housing and increasing marketing and advertising of the Town.
- * The Façade and Business Start Up Programs still have funding available with award recipients being finalized and announced during the coming month.
- * The Town continues to actively seek Grant opportunities. Staff have identified five targets to pursue.
 - 1) Community Investment Fund 2030
 - 2) Reconnecting Communities (US DOT)
 - 3) Community Facilities Direct Grant Program (USDA)
 - 4) T-Mobile Hometown Grant
 - 5) Small Town Economic Assistance Program (STEAP)

Item 7 **Finance Directors Report**

- * Finance Director Ann Marie Rheault reviewed current General Fund, Cash Flow and CIP data
- Outgoing Collector of Revenue Halaree Monnerat was recognized for her exemplary work.
- Tax Bills will be mailed out by June 30th
- Staff assistance will be provided while the Tax Office searches for a new Supervisor.

Item 8 **Correspondence** - Town Manger Kelly made note of the Fire Marshall's Monthly Report included in the BOS packet.

Item 9 **Boards and Commissions** - Sel. Sedlack had no formal actions to report but offered a reminder that the following groups had position openings.

Board of Assessment Appeals - 1 Alternate Seat	Conservation Commission - 1 Seat
Recreation Board - 1 Seat	Laurel City Commission - 5 Seats
Retirement Board - 1 Seat	

Item 10 **Unfinished Business** -

- A) 22-31b Consider and Possibly act on the proposed American Rescue Plan Allocations
- Discussion concerning this topic resulted in a decision to table action until the next meeting.

Item 11 **New Business**

- A) Consider and possibly act on request for input from the State's Attorney's office
- Motion Statement - "I make a motion that we authorize our Mayor and Town Manager to write a letter on our behalf rejecting the request for an early reduced sentence for Mr. Henry Centrella."
- Motion - Sel. Perez / Second - Sel. Morhardt
- Vote to approve - 6 Votes Yes / 1 Abstention (Sel. Sedlack)
- B) 22-38 Consider and possibly act on acceptance of Grant from United States Dept. of Agriculture
- Motion Statement - I move that the Board of Selectmen authorize Resolution No. 22-06.
- Motion - Sel. Sedlack / Second - Sel. Groppo
- Vote to approve - Unanimous

C) 22-39 Proposed Line Item Transfer

Motion Statement - "I move that the Board of Selectmen approve the following line-item appropriation transfers of \$5000.00 from Community Planning and Development, Medical Benefits (149-900-0002) to Inland-Wetland Commission, Secretary/Support Staff (136-193-0000) in the amount of \$4500.00 and Fringe Benefits-FICA (136-900-0001) in the amount of \$500.00."

Motion - Sel. Bourque / Second - Sel. Groppo

Vote to approve - Unanimous

D) Consider and Possibly Act on items to be discussed in Executive Session

* Board agreed to report or act after Executive Session was completed.

E) Discussion of June 14, 2022 Bd of Education meeting Agenda Item XII (c) regarding the State DOE Sec. 263 / 10-34 study of the Gilbert School funding process.

* Sel. Sedlack reported that it was his understanding that the Board of Education and the Board of Selectmen would not have any input in the States pending study of the Gilbert School funding.
Board discussion ensued.

Item 12 **Citizens Comments** - None

Item 13 **Selectmen's Comments and Reports**

- * Sel. Perez asked the Board to consider an expenditure from Selectman's Contingency Funds to assist First Responders offset the additional travel cost resulting from gas/diesel doubling in price.
Discussion resulted in tabling decision until next meeting.
- * Sel. Bouchard gave an update on upcoming FOMS events
- * Sel. Bourque gave an update on upcoming Soldiers Monument events
- * Mayor Arcelaschi reminded everyone that Fireworks laws would be enforced locally and that a new Officer was scheduled to be sworn in on July 6th in the Hicks Room at 10am.

Item 14 **Executive Session**

- * Motion Statement - "I make a motion to go into Executive Session regarding negotiations about property and bringing the Town Manager with us."
Motion - Sel. Perez / Second Sel. Bouchard at 9:07pm
Vote to approve - Unanimous
- * Motion to adjourn from round one of Executive Session at 9:48pm
Motion - Sel. Perez / Second Mayor Arcelaschi
- * Motion to enter round two of Executive Session at 9:51 to evaluate Town Manager's performance
Motion - Sel. Bouchard / Second Sel. Sedlack
Vote to approve - Unanimous

At 11:19pm Mayor Arcelaschi announced that the Board had evaluated Town Manager Josh Kelly's work performance and found him to be an effective leader. He offered a motion to award TM Kelly with a new contract with the following changes.

- * Salary increase to \$125,000 annually
- * 10% increase in HSA contributions to cover deductibles
- * 4 weeks of Vacation
- * 10% contribution to 401A Account
- * Juneteenth added as a Paid Holiday

Motion - Sel. Bouchard / Second Sel. Bourque

Vote to approve - Unanimous

Item 15

Meeting Adjournment

- * Motion - Sel. Sedlack / Second - Sel. Morhardt

To adjourn the meeting at 11:20pm

Vote to approve - Unanimous

ATTEST:

Glenn Albanesi, Town Clerk



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

TO: Board of Selectmen
FROM: Josh Kelly, Town Manager
SUBJECT: Manager's Report
MEETING DATE: July 5, 2022

Below you will find a list of updates that highlight activities occurring around town since the Board last met and some reminders of activities that occurred in the prior month or that are coming soon. If you have any questions about these items or items that do not appear on this list, please email me at townmanager@townofwinchester.org.

- **Cat Hoarding Situation:** As of the authoring of this report (morning of Friday, July 1), the Town had approximately 31 cats in its possession from the hoarding case that has been widely publicized. At its height, the Town had over 90 cats in its possession at Batcheller School (the site of our makeshift shelter for these animals) with another 60+ placed directly into shelters without being brought to Batcheller at all. Overall, including the cats that we continue to work to humanely trap and relocate away from the site of the hoarding situation, we estimate that this case involved 180+ total cats, 2 dogs, and 1 ferret. Of the 31 cats currently in our possession, most have either (1) had an adoption application approved which will allow the cat to go directly into a home once spaying or neutering is complete, or (2) have a shelter that has identified them as a cat they will take in as soon as space can be made available. That leaves somewhere between 5-10 cats currently in our possession that do not have an assigned place to go. These remaining cats remain, by law, the Town's responsibility, and they will remain in our care until they are either adopted out directly from the town or they are placed in a shelter. The dogs and ferret have already been placed in shelters. The Town is taking on significant costs related to cat care, especially veterinary care, and we appreciate all the community support that has been expressed to date through donations of supplies, cash, and checks. If anyone else wishes to help, they can make a cash or check donation at Winchester Town Hall (338 Main Street, Winsted, CT 06098). Checks should be made out to "Town of Winchester, CT" with "Animal Care" in the memo line. Anyone who wishes to adopt a cat should send an inquiry to townmanager@townofwinchester.org; we may not have cats in the Town's possession available for adoption at the time you reach out, in which case we will send you a list of other rescues and shelters where over 100+ cats were brought. Due to the magnitude of this event, the rest of my report is relatively light and many

other projects were placed on hold while the town's coordinated response to this case was executed. A special thank you to the CT Department of Agriculture, the many municipalities that extended mutual aid to this effort, the many shelters that have already taken in well over 100 animals, and the individuals who have donated an inordinate amount of time, money, and supplies to support our efforts to make sure these animals are placed in happy, healthy homes. This process continues, but we would not have been able to get to this point without help from each and every person and agency involved.

- **508 Main Street:** The process to get this site revitalized continues.
- **ARPA:** I am currently in the process of collecting more information that the Board of Selectmen has requested, and further requests for ARPA allocations will come once that information is collected.
- **Batcheller School:** The Town is currently using the gym in this school as a makeshift shelter for the cats from the hoarding situation. Aside from that, the Town is busy working to develop an RFP to market this space.
- **Communities Challenge Grant:** The Town has officially received word that expenditures made on these projects can be reimbursed back to April 7, 2022, meaning that planning work may now commence on these projects.
- **Economic Development:** More businesses continue to reach out about opening up new ventures here in Winchester, and we continue to work with them to find ideal storefronts/locations and help them through approval processes.
- **Façade & Business Start-Up Programs:** The Town still has \$50,000 dedicated to its Business Start-Up Program that are unawarded. We are working diligently to use this money to attract new and expanding businesses to Town, and we have our sights on using this money to attract specific kinds of businesses that will improve the Main Street experience and quality of life in town. Five new businesses have already accepted awards as part of this program. A list of new Façade Improvement Program award recipients is being finalized and will be announced soon.
- **Fair Rent Committee:** A list of participants for this committee is being finalized.
- **Insurance:** While the Town has had a very positive, long-standing relationship with CIRMA, I am happy to say that the Town has evaluated a wide array of options and has found great cost savings, with identical coverage, by switching to Travelers for general liability insurance. These savings will be realized immediately in FY 2023. We continue to evaluate all such contracts on a rolling basis in an effort to find improved services and cost savings for the Town.
- **Personnel:** We are actively seeking a Building Official, and interviews for the Town Planner position are ongoing. Other personnel work – including the updating of job descriptions, improving Civil Service operations, and updating service contracts – continues on a routine basis. As always, Selectmen are encouraged to reach out to me with any questions, and I am always available to sit down in-person or speak with you remotely.

Here are a few upcoming events to mark on your calendars:

- Monday, July 18, 2022 (7pm): Regular Board of Selectmen meeting.
- Monday, August 1, 2022 (7pm): Regular Board of Selectmen meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'JS Kelly', written in a cursive style.

Joshua Steele Kelly
Town Manager & CEO

CC: Terry Hall, Administrative Assistant

Social Services Coordinator

Board of Selectman Monthly Update

June 1, 2022-June 30, 2022

Clients:

- New: Thirty **new service users**, six ongoing clients from the beginning of 2022.
- Trends: Increase in calls for assistance. Slight decrease in calls for assistance with housing, raised rents, unexpected evictions; Increase in age of those seeking assistance. Significant increase in people looking for assistance with property taxes.
- As of this writing, we have at least eight homeless people living unsheltered in town *that I know of*. I have regular contact with two of them to encourage them to seek assistance through 211. Three of the eight are living in cars and/or unsheltered.

Committees/Meetings:

- Member of the Inter Agency Service Team (LIST): Winchester Youth Services Bureau **6/10/22**
- Member of the Housing Affordability Steering Committee **6/22/22**
Regularly attend:
- Town Leadership Team **6/9/22**
- Northwest Cares Meeting **6/1/22**
- Northwest Coordinated Access Network Leadership **unable to attend**
- Litchfield County Cold Weather Shelter Planning **6/10/2022**.
- Litchfield Hill Opioid Task Force **6/16/22**
- New Beginnings/CoC/CAN **meeting cancelled**
Attend when time allows
- Northwest Caring Connection Collaborative **6/9/22**
- Northwest CT Food Hub (Pam Carrigan is our representative at this group) **No summer meetings**
- Regional Mobility Management (Jen Kelley is our representative at this group) **unable to attend**.

Initiatives:

- Children and Adolescent Behavioral Health in Northwest CT: A comprehensive study on the outcomes of the pandemic on children in NW CT. Final report is available in my office.
- Charlotte Hungerford Hospital/Hartford Hospital Community Health Improvement Assessment and Plan (CHIP) 2021. CHIP is available in my office
- Charlotte Hungerford Hospital/Hartford Hospital Community Health Improvement **Assessment 2022 (in process) 6/10/22 Review of draft report**

- RCORP Grant Feasibility Study with Greenwoods Counseling, Community Health and Wellness and the YMCA. (RCORP=Rural Communities Opioid Response Program).
- Low Income Housing Water Assistance Program (LIHWAP): Got the Winsted Water Works company set up in the system as vendor.
- Drug Take Back Day and NARCAN distribution. April 30, 2022. Twenty-two people turned in expired/unused drugs. Fifteen people requested NARCAN and received training. how to use it. All fifteen reported to friends/family of people with substance use disorder.
- MyHomeCT: Current initiative in progress. CHFA program can recover non-escrowed property taxes for those impacted by COVID among other things. 101 letters were sent on 5/22/22 to delinquent or late taxpayers to inform them of this program.
- Invited Melissa Garthwait, Resource Coordinator for Hartford Healthcare Center for Health Aging to present to our local Social Service team (Jen, Pam, myself, and Leo Ghio).
- Chief Fitzgerald and I are engaged in pilot program along with six other CT Towns, with Operation 2 Save Lives which is a pre-arrest diversion/deflection program. Winchester was invited to join this pilot program by the Litchfield County Opioid Task Force
- Applied for a grant through the Northwest Community Bank Foundation for the Resident Assistance Fund: Pending
- Weekly outreach on Tuesdays and Fridays and as needed.
- Development of policy and procedure manual for the Social Services Department: ongoing
- Met with a new resource UR Community **6/7/22**
- Quarterly COG Social Service meeting **6/21/22**
- Met with Northwest Community Bank and Bank of America regarding review of the use of The William C. Barclay Fund **6/8/22**
- Met with new resource Elara Caring **6/16/22**
- Submitted T-Mobile Grant Application for roof replacement at 44 Elm Street **6/23/22**

Training:

- 6/1/2022 National Association to End Homelessness Training New Resources for Maximum Impact on Ending Homelessness.

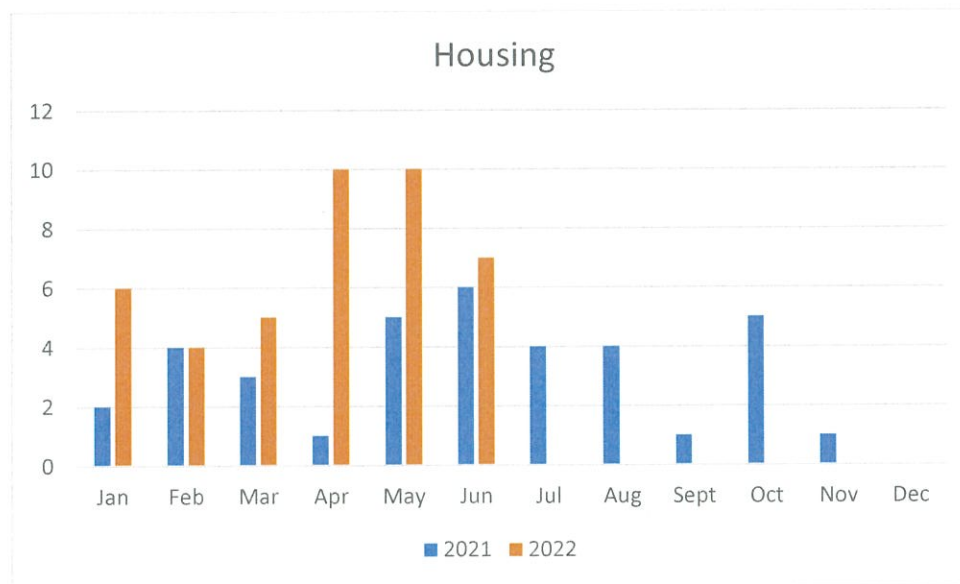
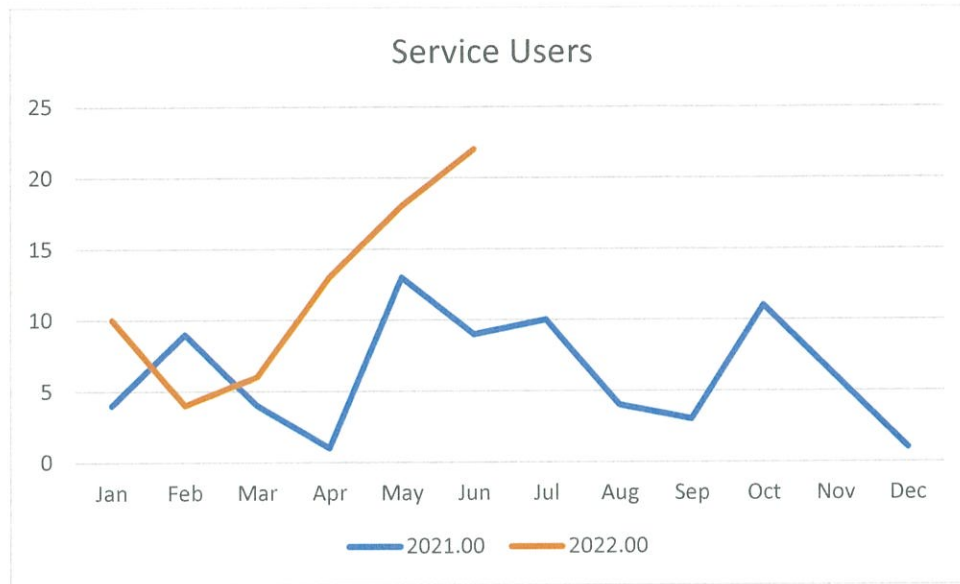
RAF requests:

- 6/3/22: Request for tow service. Granted
- 6/8/22: Request for assistance for clothing, household items. Granted some/others pending
- 6/9/2022: Request for camp registration. Granted
- 6/28/22: Request for tow service. Granted

Barclay requests:

- 6/2/2022: Request to replace hot water heater in home of three senior citizens (2 veterans). Granted

Internal data:



Regarding 211 data; I was able to reach someone at The United Way to discuss how they collect their data. Category data for example, housing, SUD, food, is collected for all three categories. If the caller called once for food and the next day food again, the caller would be counted twice. With this clarification, would the Selectman like me to include 211 data specifically for zip code 06098, or is not relevant data for your needs?

Dated: 6/13/2022

New Addition:

Section 711 – Town Clerk

The Town Manager shall hire and may remove, subject to such rules and regulations as may be adopted pursuant to the merit system provisions of Article XII of this Charter, and the State Statutes, a Town Clerk who shall perform such duties as may be prescribed by the State Statutes, the Board of Selectmen, or the Town Manager.

Original:

Section 801. SALARIES Salaries of all Directors and other employees of the classified service of the Town shall be determined by the Board of Selectmen, in conformity with a systematic pay plan for the positions involved, upon recommendation of the Town Manager, providing nothing herein shall be construed to limit the power of the Board of Education to fix the compensation of employees of the school system. The Town Clerk shall receive a salary in lieu of all fees, and such salary shall be determined by the Board of Selectmen.

Changes:

Section 801. SALARIES Salaries of all Directors and other employees of the classified service of the Town shall be determined by the Board of Selectmen, in conformity with a systematic pay plan for the positions involved, upon recommendation of the Town Manager, providing nothing herein shall be construed to limit the power of the Board of Education to fix the compensation of employees of the school system. ~~The Town Clerk shall receive a salary in lieu of all fees, and such salary shall be determined by the Board of Selectmen.~~

Original:

Section 1708. DEFINITIONS OF VOTERS AND ELECTORS As used in this Charter an “Elector” means any person who is an Elector of the Town or a property owner of the age of eighteen (18) years or more, who, jointly or severally, is liable to the Town for taxes assessed against him on an assessment of not less than one thousand dollars on the last completed Grand List, or who would be so liable if not entitled to a statutory exemption.

Changed:

Section 1708. DEFINITIONS OF VOTERS AND ELECTORS As used in this Charter an “Elector” means any person who is **a Registered voter in the Town of Winchester** or a property owner of the age of eighteen (18) years or more, who, jointly or severally, is liable to the Town for taxes assessed against him on an assessment of not less than one thousand dollars on the last completed Grand List, or who would be so liable if not entitled to a statutory exemption.

Original:

Section 601. BOARD OF TAX REVIEW There shall be a Board of Tax Review which shall consist of three (3) members. The Board of Selectmen shall, each October, appoint one (1) member to the Board of Tax Review for a term of three (3) years. Said Board of Tax Review shall have the same powers and duties and shall, in equalizing and adjusting valuations assessment lists, proceed in all respects as though elected by ballot for and on behalf of the Town of Winchester. Any member of the Board of Tax Review may be removed from office by the Board of Selectmen for cause after hearing but, in case of such removal, the Selectmen shall cause to be recorded in the records of said Board a statement of the reasons therefor.

Changed:

Section 601. BOARD OF TAX REVIEW/**BOARD OF ASSESSMENT APPEALS** There shall be a **Board of Assessment Appeals** which shall consist of three (3) members. The Board of Selectmen shall, each October, appoint one (1) member to the **Board of Assessment Appeals** for a term of three (3) years. Said **Board of Assessment Appeals** shall have the same powers and duties and shall, in equalizing and adjusting valuations assessment lists, proceed in all respects as though elected by ballot for and on behalf of the Town of Winchester. Any member of the **Board of Assessment Appeals** may be removed from office by the Board of Selectmen for cause after hearing but, in case of such removal, the Selectmen shall cause to be recorded in the records of said Board a statement of the reasons therefor. **Members shall serve without compensation.**

Original:

Section 602. ECONOMIC DEVELOPMENT COMMISSION There shall be an Economic Development Commission which shall consist of seven (7) regular members and four (4) alternate members who shall be appointed by the Board of Selectmen. Both the regular members and alternate members shall serve for terms of five (5) years and shall be appointed so that no more than three (3) regular terms or one (1) alternate term shall expire in any one year. The first alternate members' terms shall be appointed respectively for one (1), two (2), three (3) and four (4) years. Any vacancy in the membership of the Commission shall be filled for the unexpired portion of the term by the Town Manager. The members of the Commission shall receive no compensation for their services as such but shall be reimbursed for their necessary expenses incurred in the performance of their official duties. The Commission may appoint employees necessary for the discharge of its duties. The Economic Development Commission shall exercise all powers set forth in Chapter 97 of the Connecticut General Statutes. The Economic Development Commission is further designated as the Development Agency of the Town of Winchester and shall exercise all the powers granted to such agencies as set forth in Chapter 132 of the Connecticut General Statutes. All actions taken by the Economic Development Commission prior to the effective date of this Charter are hereby ratified.

Changed:

Section 602. ECONOMIC DEVELOPMENT COMMISSION There shall be an Economic Development Commission which shall consist of seven (7) regular members and four (4) alternate members who shall be appointed by the Board of Selectmen.

The intent of the Board is to fill the 7 regular and 4 alternate membership slots with individuals possessing skill sets and qualifications related to the economic development of the Town of Winchester, within the following categories:

- **Those representing the Winchester development community, commercial or residential**
- **Those representing the Winchester business community**
- **Those with land use or architectural expertise**
- **Those with marketing, public relations, communications, or tourism expertise**

Both the regular members and alternate members shall serve for terms of five (5) years and shall be appointed so that no more than three (3) regular terms or one (1) alternate term shall expire in any one year. The first alternate members' terms shall be appointed respectively for one (1), two (2), three (3) and four (4) years. Any vacancy in the membership of the Commission shall be filled for the unexpired portion of the term by the Town Manager. The members of the Commission shall receive no compensation for their services as such but shall be reimbursed for their necessary expenses incurred in the performance of their official duties. ~~The Commission may appoint employees necessary for the discharge of its duties.~~ The Economic Development Commission shall exercise all powers set forth in Chapter 97 of the Connecticut General Statutes. The Economic Development Commission is further designated as the Development Agency of the Town of Winchester and shall exercise all the powers granted to such agencies as

set forth in Chapter 132 of the Connecticut General Statutes. All actions taken by the Economic Development Commission prior to the effective date of this Charter are hereby ratified.

Original:

Section 603. PARK AND RECREATION BOARDS A. Membership. There shall be a Park and Recreation Board, hereinafter the “Recreation Board”, which shall consist of not fewer than nine (9) members nor more than thirteen (13) members appointed by the Board of Selectmen. A member of the Board of Selectmen, the superintendent of the town schools, the principal of the parochial school, and the principal of the Gilbert School shall be ex-officio members. Members shall serve for terms of six (6) years or until their successors are appointed except that the members of such Recreation Board first appointed shall be appointed for such terms that the terms of one-third of the members shall expire every two (2) years thereafter. Any vacancy occurring otherwise than by expiration of term shall be filled by the Selectmen for the unexpired portion of the term. The members shall serve without compensation. B. Rules and Regulations. Members of the Recreation Board shall elect their own chairman and secretary and all other necessary officers, each to serve for a period of one year. The Recreation Board shall have power to adopt rules and regulations for the conduct of all business within its jurisdiction. A majority of the members shall constitute a quorum for the transaction of business. C. Powers. The Recreation Board shall have power and authority to establish, maintain and conduct playgrounds, swimming pools, baths, bathing beaches, gymnasiums, recreation places, and public gardens and provide for entertainments, concerts and celebrations. It may use for these purposes any ground or building which the Board of Selectmen or Board of Education may from time to time, provide, acquire, authorize, offer, designate or set apart for such use by the Recreation Board. Said Recreation Board shall have the power, with the consent of the Board of Education and the trustees of Gilbert School likewise to use the school grounds, buildings or other facilities which may be offered either temporarily or permanently for playground and recreational purposes; and may receive donations and gifts from individuals, corporations or others for equipment, improvement, maintenance or supervision. Nothing contained in this paragraph shall be construed as taking away any powers of the Selectmen to establish, maintain, and conduct public parks, playgrounds, bathing beaches and other recreation places. D. Expenditures. All expenses incurred by the Recreation Board for the aforesaid purposes shall be payable from Town appropriations and from any private gifts that may be received. The Funds appropriated shall be credited to the Recreation Board account and may thereafter be expended by the Recreation Board with the approval of the Selectmen for the purposes enumerated above. Said Recreation Board, however, shall not expend or enter into any contract by which the Town shall become liable for any sum which shall exceed the total appropriation and credit.

Changes:

None

Original:

Section 604. ZONING BOARD OF APPEALS There shall be a Zoning Board of Appeals of the Town of Winchester, which shall consist of five (5) regular members and three (3) alternate members, also referred to as “the panel of alternates”. All members of this board shall be electors of the Town of Winchester and shall not be members of the Planning and Zoning Commission and shall hold no salaried municipal office. Such Board shall be appointed by the Board of Selectmen, terms of members shall be for five (5) years. Terms of office shall be staggered so that no more than one (1) regular term and one (1) alternate term shall expire in any one year. Members serving as of the effective date of this Charter shall continue to serve the remainder of their existing term. Said Board shall have those powers and duties conferred and imposed upon such Board by the Connecticut General Statutes. Members shall serve without compensation.

Changes:

Section 604. ZONING BOARD OF APPEALS There shall be a Zoning Board of Appeals of the Town of Winchester, which shall consist of five (5) regular members and three (3) alternate members, also referred to as “the panel of alternates”. All members of this board shall be **resident** electors of the Town of Winchester and shall not be members of the Planning and Zoning Commission and shall hold no salaried municipal office. Such Board shall be appointed by the Board of Selectmen, terms of members shall be for five (5) years. Terms of office shall be staggered so that no more than one (1) regular term and one (1) alternate term shall expire in any one year. Members serving as of the effective date of this Charter shall continue to serve the remainder of their existing term. Said Board shall have those powers and duties conferred and imposed upon such Board by the Connecticut General Statutes. Members shall serve without compensation.

Original:

Section 605. WATER AND SEWER COMMISSION

A. Membership. The Commission shall consist of five (5) electors of the Town of Winchester who shall be appointed by the Board of Selectmen and serve without compensation. The Term of each member shall be five (5) years. Members shall be appointed so that one (1) term expires at the end of each year. Whenever a vacancy occurs, the Selectmen shall appoint a successor to hold office for the unexpired portion of the term. A Commissioner shall continue in office until his successor is appointed. The Commission shall elect a chairman from among its own members at the first meeting and annually thereafter at the first meeting held after the first day of July in each year. The Commission shall appoint a clerk who need not be a member of the Commission, and may appoint an attorney and other such employees as it may deem necessary and shall prescribe and define their duties. The clerk shall keep a complete record of the proceedings of the Commission and shall file the same with the Town Clerk. All such records shall be open for public inspection at reasonable hours. Meetings of the Commission may be called by the Chairman or any two (2) members upon twenty-four (24) hours notice thereof.

B. Designation of the Water Pollution Control Authority. The Commission is designated as the Water Pollution Control Authority for the Town of Winchester. It shall exercise all powers accorded to Water Pollution Control Authorities by the Connecticut General Statutes, including the establishment of sewer rates.

C. Designation of Water Commission. The Commission is designated as the water commission to the Town of Winchester and shall exercise all powers as set forth in Article XIV of the Charter, including the establishment of water rates.

D. Finances. The accounts for the Winchester Water District and the Water Pollution Control Authority shall be maintained separately. The Commission shall maintain proper accounting and financial records and shall make an annual report to the Selectmen. The Commission shall prepare annually a budget of the estimated revenues and expenditures for the ensuing fiscal year.

Changes:

Section 605. WATER AND SEWER COMMISSION

A. Membership. The Commission shall consist of five (5) **water or sewer users who are** electors of the Town of Winchester who shall be appointed by the Board of Selectmen and serve without compensation. The Term of each member shall be five (5) years. Members shall be appointed so that one (1) term expires at the end of each year. Whenever a vacancy occurs, the Selectmen shall appoint a successor to hold office for the unexpired portion of the term. A Commissioner shall continue in office until his successor is appointed. The Commission shall elect a chairman from among its own members at the first meeting and annually thereafter at the first meeting held after the first day of July in each year. The Commission shall appoint a clerk who need not be a member of the Commission, and may appoint an attorney and other such employees as it may deem necessary and shall prescribe and define their duties. The clerk shall keep a complete record of the proceedings of the Commission and shall file the same with the Town Clerk. All such records shall be open for public inspection at reasonable hours. Meetings of the Commission may be called by the Chairman or any two (2) members upon twenty-four (24) hours notice thereof.

B. Designation of the Water Pollution Control Authority. The Commission is designated as the Water Pollution Control Authority for the Town of Winchester. It shall exercise all powers accorded to Water Pollution Control Authorities by the Connecticut General Statutes, including the establishment of sewer rates.

C. Designation of Water Commission. The Commission is designated as the water commission to the Town of Winchester and shall exercise all powers as set forth in Article XIV of the Charter, including the establishment of water rates.

D. Finances. The accounts for the Winchester Water District and the Water Pollution Control Authority shall be maintained separately. The Commission shall maintain proper accounting and financial records and shall make an annual report to the Selectmen. The Commission shall prepare annually a budget of the estimated revenues and expenditures for the ensuing fiscal year.

Charter Revision Commission – Draft Changes

Dated: 6/13/2022

Original:

Section 606. WINCHESTER HOUSING AUTHORITY The Commissioners of the Housing Authority of the Town of Winchester shall be appointed by the Board of Selectmen according to the provisions of the Connecticut General Statutes.

Changes:

None

Original:

Section 607. PLANNING AND ZONING COMMISSION

A. There shall be established a Planning and Zoning Commission of the Town of Winchester. The Commission shall consist of five (5) regular members and three (3) alternate members, who shall be electors of the Town of Winchester and who shall hold no salaried municipal office and who shall not be a member of the Town of Winchester Zoning Board of Appeals. The First Selectman and the Superintendent of Public Works shall be ex-officio members of the Commission. Both regular and alternate members of the Commission shall be appointed by the Board of Selectmen. All members shall each serve for terms of five (5) years, the regular and alternate members shall be appointed so that no more than one (1) regular term and one (1) alternate term shall expire in any one year. Members serving as of the effective date of this Charter shall continue to serve the remainder of their existing term.

B. Officers and Powers of Planning and Zoning Commission. Said Commission shall annually elect a chairman and a secretary, shall adopt rules for the transaction of business, and shall keep a public record of its activities. Said Commission shall have all powers accorded to Planning Commissions and Zoning Commissions by the Connecticut General Statutes. Members shall serve without compensation. All zoning ordinances in effect on the effective date of this Charter not inconsistent with the provisions of this Charter shall continue in full force and effect until modified, repealed or superseded by said Commission.

Changes:

Section 607. PLANNING AND ZONING COMMISSION

A. There shall be established a Planning and Zoning Commission of the Town of Winchester. The Commission shall consist of five (5) regular members and three (3) alternate members, who shall be **resident** electors of the Town of Winchester and who shall hold no salaried municipal office and who shall not be a member of the Town of Winchester Zoning Board of Appeals. The First Selectman and the Superintendent of Public Works shall be ex-officio members of the Commission. Both regular and alternate members of the Commission shall be appointed by the Board of Selectmen. All members shall each serve for terms of five (5) years, the regular and alternate members shall be appointed so that no more than one (1) regular term and one (1) alternate term shall expire in any one year. Members serving as of the effective date of this Charter shall continue to serve the remainder of their existing term.

B. Officers and Powers of Planning and Zoning Commission. Said Commission shall annually elect a chairman and a secretary, shall adopt rules for the transaction of business, and shall keep a public record of its activities. Said Commission shall have all powers accorded to Planning Commissions and Zoning Commissions by the Connecticut General Statutes. Members shall serve without compensation. All zoning ordinances in effect on the effective date of this Charter not inconsistent with the provisions of this Charter shall continue in full force and effect until modified, repealed or superseded by said Commission.

Original:

Section 608. FIRE DEPARTMENT The Board of Selectmen shall organize and regulate a volunteer fire department and provide for the enlistment of fire companies, and for the equipment, regulation and control of fire companies. Regulations may include provisions concerning all personnel matters and may provide that the authority for administering such matters be delegated by the Board of Selectmen to a person or persons within the Fire Department. The Board of Selectmen shall, solely on the recommendation of the members of the Fire Department, appoint a Chief of the Fire Department, who shall have charge of all engine houses, engines, hoses, tools and implements of every kind and character used for the purpose of extinguishing fires. Subordinate officers shall be chosen in accordance with fire department bylaws.

Changes:

None

Original:

Section 609. INLAND WETLANDS AND WATER COURSES AGENCY There shall be an Inland Wetlands and Water Courses Agency composed of nine (9) members who shall be drawn from electors at large, and who shall be appointed by the Board of Selectmen. Terms of office shall be of three (3) years and members shall be appointed so that the terms for three (3) members shall expire at the end of each year. In addition, the First Selectman, the Superintendent of Public Works, the Health Officer, and the Town Manager shall be ex-officio members of the Agency. The Agency shall have all the power and responsibilities as set forth in Section 22A-42 of the Connecticut General Statutes, as may be amended from time to time. Members shall serve without compensation

Changes:

Section 609. INLAND WETLANDS AND WATER COURSES AGENCY There shall be an Inland Wetlands and Water Courses Agency composed of nine (9) members who shall be **resident electors of the Town of Winchester**, and who shall be appointed by the Board of Selectmen. Terms of office shall be of three (3) years and members shall be appointed so that the terms for three (3) members shall expire at the end of each year. In addition, the First Selectman, the Superintendent of Public Works, the Health Officer, and the Town Manager shall be ex-officio members of the Agency. The Agency shall have all the power and responsibilities as set forth in Section 22A-42 of the Connecticut General Statutes, as may be amended from time to time. Members shall serve without compensation
