

AGENDA
Town of Winchester
Meeting of the Board of Selectmen
P. Francis Hicks Room, 2nd Floor, Town Hall • 338 Main St., Winsted, CT

Tuesday, January 19, 2021

7:00 P.M.

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 January 4, 2021
5. PUBLIC HEARING/SPECIAL PRESENTATION
A) Winchester Public Schools-Superintendent, Melony Brady-Shanley
6. TOWN MANAGER'S REPORT
7. FINANCE DIRECTOR'S REPORT
A) Auditor Review from King, King and Associates
8. CITIZENS' COMMENTS
The Board of Selectmen welcomes public comment, speakers will be limited to three (3) minutes or less and may speak only once. Please call 860-738-6958 to make a public comment when we reach this agenda item. Please give your name and address.
9. CORRESPONDENCE
10. BOARDS AND COMMISSIONS
11. NEW BUSINESS
A) Discussion of Beaches & Parking-Selectmen, Melissa Bird
10. EXECUTIVE SESSION:
A) Town Manager Search
13. DISCUSSION POSSIBLE ACTION REGARDING EXECUTIVE SESSION:
A) Town Manager Search
14. 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 call 860-738-6958 to make a public comment when we reach this agenda item. Please give your name and address.
15. SELECTMEN'S COMMENTS AND REPORTS
16. ADJOURNMENT

FILED
CLERK'S OFFICE

JAN 14 2021

TOWN CLERK OF WINCHESTER
WINSTED, CT

**This meeting can be accessed remotely by selecting the "livestream" link
on the Town of Winchester website or at
<https://www.youtube.com/channel/UCT1ffiBjMTBQM5OEXSgKIqg/videos>**

Monthly
Meeting
Minutes

Town of Winchester
Board of Selectmen
Regular Meeting
January 4, 2021

Item 1. Call to Order

Meeting was called to order at 7:00 p.m. by Mayor Perez

Attendance: Sel. Arcelaschi, Sel. Bird, Sel. Bouchard, Sel. Bourque, Sel. Groppo, Sel. Perez and Sel. Sedlack. Town Manager, Bob Geiger and Finance Director, Bruce Stratford.

Item 2. Pledge of Allegiance

The Pledge of Allegiance was recited.

Item 3. Agenda Review NONE

Item 4. Approval of Minutes

A) Minutes of Regular Meeting on December 21, 2020.

Motion by Sel. Bouchard, seconded by Sel. Bird.

To approve the Minutes of the Regular Meeting on December 21, 2020.

UNANIMOUS

Item 5. Public Hearing/Special Presentation NONE

Item 6. Town Manager's Report.

The Town Manager, Bob Geiger, presented to the Board a preview of all meetings held between December 21st through December 28th. 2020. Long Term meetings included meetings to be held December 31 through January 18, 2020.

Item 7. Citizens' Comments Melony Brady-Shanley, Superintendent of Schools would like to make a presentation to the Board at their next meeting.

Sel. Perez asked that this be put on the agenda for the January 18th. Board meeting.

Item 8. Correspondence NONE

Item 9. Boards and Commissions

Sel. Sedlack placed into nomination Thomas Sullivan to Soldiers' Monument Commission.

Motion by Sel. Sedlack seconded by Sel. Bourque

To appoint Jeff Lippincott (R) to the Inland Wetlands and Watercourses Commission to fill the vacancy left by Rich Nalette term to expire 4/2022.

UNANIMOUS

Motion by Sel. Sedlack, seconded by Sel. Bouchard.

I move that we appoint Linda Groppo (D) to RRDD#1 as a full-term member term to expire 12/2023.

YES (6)

ABSTAINED (1) Sel. Groppo

Sel. Sedlack acknowledges that Carol Hewitt, did not seek another term.

Item 10. New Business

A). 21-01 Bid Waiver Request (Town Manager Geiger).

Motion by Sel. Sedlack, seconded by Sel. Bird

I move that the Board of Selectmen grant the bid waiver to the Winchester Senior Center.

UNANIMOUS

Item 11. Executive Session

A) Town Manager Search

Motion by Sel. Bouchard, seconded by Sel. Arcelaschi

To enter into Executive Session at 7:20 p.m.

UNANIMOUS

Meeting reconvened at 7:42 p.m.

Item 12. Discussion Possible Action Regarding Executive Session

Motion by Sel. Sedlack, seconded by Sel. Bird

To extend the contract with Bob Geiger as Town Manager until a replacement is found.

UNANIMOUS

Item 13 . Citizens' Comments NONE

Item 14 Selectmen's Comments and Reports

Sel. Perez noted that the Winchester 250 Committee will begin active planning again for the fall's indoor and outdoor events.

Item 15. Adjournment

Motion by Sel. Sedlack, seconded by Sel. Groppo

To adjourn the meeting at p.m. 7:46 p.m.

ATTEST:

Sheila S. Sedlack, CCTC, CMC

Boxes



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

OFFICE OF THE TOWN MANAGER

DATE: January 15, 2021

TO: Board of Selectmen

FROM: Robert Geiger
Town Manager

RE: Town Manager Update

LAST WEEK (January 4-January 7):

Monday:

- Police Chief updates
- Eversource regarding payment forgiveness plan

Tuesday:

- Public Works Director regarding repairs, budget and personnel

Wednesday:

- Public Works Director regarding personnel and civil service

Thursday:

- Candace regarding Main Street
- Tim Abbot and Jim Rollins regarding possible land grant
- Kim Kobersmith regarding AMP
- Library Meeting

Friday:

- Site visit to Sucker brook road & Vons Lane
- Police Chief updates
- Public Works project discussions

THIS WEEK (January 11 – January 15):

Monday:

- Police chief updates
- MIRA-Don Stein
- Town Manager search meeting
- Resident regarding blight on Brook Street
- Hinsdale School meeting

Tuesday:

- Police Chief updates
- Public works concerning lake issues

Wednesday:

- Met with Inland Wetland Commission
- Meeting with Noujaim's Bistro regarding expansion

Thursday:

- NWCog Meeting
- Citizen's issue with landlord
- Finance Sub Committee meeting

Friday:

- BOS Special meeting

NEXT WEEK (January 18-22):

Monday: closed

LONG-TERM:

February 1: Board of Selectmen

February 15: Town Hall Closed in Observation of President's Day

February 16: Board of Selectmen

Correspondence



WINCHESTER POLICE DEPARTMENT

Town of Winchester City of Winsted

338 Main Street

Winsted, Connecticut 06098

Telephone (860) 379-2721

FAX (860) 738-6957



International Chiefs of Police Association
Connecticut Chiefs of Police Association
Western Area Connecticut Chiefs of Police
National Association of Chief of Police Association
New England Chiefs of Police Association

William T. Fitzgerald, Jr.
Chief of Police

"Excellence through Community Partnerships"

January 4, 2021

Patrol Officer J. Waltzer
Winchester Police Department

Dear Officer J. Waltzer:

Last year, you volunteered to manage our department's Facebook page. Since that time, we have increased our viewership with continual proactive safety, crime prevention strategies, arrest logs and other critical information to the public. Communication to the public is so important to law enforcement to keep our resident properly informed on current incidents and safety precautions. Your dedication and innovation to the effort is commendable.

Your actions displayed a high degree of professionalism, dedication to duty and brought credit and distinction to yourself and the Winchester Police Department.

Respectfully,



Chief William T. Fitzgerald Jr

c/c file

Town Manager

Awards Committee



Town of Winchester~City of Winsted
POLICE DEPARTMENT
Detective Division
338 Main St., Winsted Connecticut 06098



January 8, 2021

Det. John Marchi (Retired)
Winchester Police Department
338 Main Street
Winsted, CT 06098

Dear John,

I would like to take this opportunity to congratulate you on your retirement from the Winchester Police Department and personally thank you for your dedication to service and professionalism as the department's second full time detective for the past four (4) years.

Being a detective for this department can be a daunting task especially considering there are only two full time detectives. The cases which we are called upon to investigate are no different than those in other jurisdiction, however larger agencies would respond with greater resources- more detectives, crime scene technicians, specialized equipment, etc. Detectives on this department need to be experts in all areas of investigations: search and seizure, crime scene processing, photographing, and interview and interrogation, and perform these responsibilities almost simultaneously. And call outs of course, always come at the most inopportune times, and we continue to be the only department employees required to return to work on our days off or even after personal leave time has been granted. This level of commitment is uncommon in today's day and age and we do it for the department, the profession, and most importantly to ensure that the victims of serious crimes and incidents receive the best possible attention so that the case will be successfully resolved.

You have performed your investigative duties and responsibilities admirably, professionally, and in a manner which made all of us proud. Your assistance to me and this department was highly valued and for that I am grateful.

Thank you again for your commitment to this department and the Detective Division and I wish you the best in your retirement.

Sincerely,

Sgt. Kevin Kinahan
Criminal Investigations Division
Winchester Police Department

Cc: **Personnel file**
Chief William T. Fitzgerald Jr.



Town of Winchester~ City of Winsted
POLICE DEPARTMENT
338 Main St., Winsted Connecticut 06098



TO: Robert Geiger, Town Manager
FROM: William T. Fitzgerald, Jr., Chief of Police
DATE: January 11, 2021
RE: Monthly Report – December 2020

I have the following are the monthly activities as to goals and accomplishment achieved by the police department:

Department Special Considerations:

- Vacation house check locations and updated weekly listing
- House checks directed patrols and walking patrols when time permits.
- Directed Patrols
- Walking Patrols
- Speed enforcement on Main Street and N. Main Street. Highland Lake
- Covid-19 pandemic continues to affect the operations of the Criminal Investigations Division as well as those of Patrol. Social distancing rules have limited face-to-face type interviews normally conducted.

Other Considerations:

There was a total of 5 arrests, 1 of which stemmed from a warrant service, 3 from domestic violence incidents, 1 criminal mischief.

Case # 20-8242- Home Invasion/Assault/Strangulation case. Arrest warrant applied, waiting for court to review.

Case # 20-8134- Burglary case, arrest warrant applied and served in December (day shift)

There was a combined total of **45** Medical Emergencies / Ambulance Request / well-being check calls, **7** Emergency committals, **5** Biohazard call (screened in for Covid-19), **4** Domestic Violence / Intimidation complaints and **26** General Inquiries.

COVID 19 Week	Calls for Service		All Shifts	
	2019	2020		
3/16-3/21	173	105	-39%	
3/22-3/27	145	57	-61%	
3/22-3/28	170	107	-37%	
3/29- 4/4	181	131	-28%	
4/5-4/11	179	144	-20%	
4/12 - 4/18	205	163	-20%	
4/19 - 4/25	164	181	10%	
4/26-5/2	152	152	0%	
5/3/-5/9	175	157	-10%	
5/10-5/16	170	155	-9%	
5/17-5/23	180	196	9%	
5/24-5/30	217	207	-5%	
5/31-6/6	205	208	1%	
6/7-6/13	222	202	-9%	
6/14-6/20	225	200	-11%	
6/21-6/27	215	243	13%	
6/28-7/4	241	223	-7%	
7/5- 7/11	227	195	-14%	
7/12-7/18	193	235	22%	
7/19-7/25	217	237	9%	
7/26-8/1	228	191	-16%	
8/2/-8/8	215	276	28%	
8/9-8/15	187	224	20%	
8/16-8/22	209	206	-1%	
8/23-8/29	202	159	-21%	
8/30-9/5	191	176	-8%	
9/6-9/12	222	201	-9%	
9/13-9/19	202	197	-2%	
9/20-9/26	210	299	42%	
9/27-10/3	240	178	-26%	
10/4-10/10	198	173	-13%	
10/11-10/17	181	195	8%	
10/18-10/24	231	188	-19%	
10/25-10/31	178	184	3%	
11/1-11/7	180	215	16%	
11/8-11/14	196	211	7%	
11/15-11/21	155	169	8%	
11/22/-11/28	195	147	-33%	
11/29-12/5	200	154	-30%	
12/6-12/12	174	129	-35%	

12/13-12/19	218	160	-36%
12/20-12/26	185	145	-28%
12/27-1/2/2021	177	148	-20%
	12469	11864	-5%
	2020	2021	
1/3-1/9	176	133	-32%

	Calls for Service	All Shifts	
COVID 19			
Monthly	2019	2020	
March	716	575	-20%
April	747	673	-10%
May	809	798	-1%
June	932	896	-4%
July	988	962	-3%
August	902	943	5%
September	901	815	-10%
October	895	777	-13%
November	736	739	0%
December	851	658	29%
January			
	8477	7836	8%

Medical Drop Off Box

Total since Implementation:

- 722.9 lbs. Ave -Weekly 13.4 lbs.

Overdose Calls

Calendar Year	OD Calls	Fatal	Narcan	
2014	1	0	0	
2015	16	0	0	
2016	25	1	11	36%
2017	31	4	18	19%
2018	14	1	12	-121%
2019	16	2	11	13%
2020	28	5	19	43%
2021				
	131	13	71	

Accomplishments:

- Officers continue to show enthusiasm and diligent work ethic during calls for service and case work. Excellent professionalism, proficiency, dedication to duty, and teamwork.
- Using teleconferencing calls for staff meetings

Roll Call Training

- Monthly policy review
- Monthly policy reviews completed as directed.

Training Unit

- Kinahan- Intoxilyzer certification, COLLECT/NCIC Recertification
- Marchi- None
- Whiteley- None
- **December 2, 2020:** Two policies were disseminated to the shift supervisors to review with their respective shifts. The policies were *1.1.16 Arrest Warrants and Legal Procedures* and *1.1.20 Police Response to Crimes of Family Violence*.
- **December 2, 2020:** Submitted training request to Sgt. Kevin Kinahan, Sgt. Chris Roy and Ofc. Dan Pietrafesa to complete online COLLECT/NCIC recertification training by 12/29/20.
- **December 4, 2020:** Evidence Officer Bruce Whitely completed COLLECT/NCIC recertification training. His new certification will expire December 2022.
- **December 8, 2020:** Contacted Jerry Tilbor, Operations Manager for the Blue Line Mobil Firearms Training Range, regarding his availability during February and March 2021.
- **December 8, 2020:** Received word from New Britain PD that the 17th session of the New Britain Police Academy, scheduled to begin December 2020 or January 2021, has been postponed. At this time, there is no anticipated date of reschedule.
- **December 9, 2020:** Sgt. Chris Roy completed COLLECT/NCIC recertification training. His new certification will expire December 2022.
- **December 18, 2020:** Contacted Captain Joann Peterson at POSCT requesting one seat (for Joy Mikulski) in 371st training session January 8, 2021 (Remote learning), however, no seats were available.
- **December 21, 2020:** Sgt. Kevin Kinahan completed COLLECT/NCIC recertification training. His new certification will expire December 2022.
- **December 23, 2020:** Registered Sgt. Kevin Kinahan and Ofc. Anthony Horton for Emergency Medical Responder (EMR) recertification training to be held at Waterbury PD training classroom February 10th, 11th, 12th, 2021.
- **December 26, 2020:** Researched armorer's course for our Remington 870 shotguns. Many classes are either canceled or located in areas of the country that make it impractical to

travel to. I emailed Remington Arms directly regarding their training schedule for 2021. I later learned Remington, riddled with debt, was forced to file bankruptcy and sold. As of this writing, there are no armorer's training courses scheduled for 2021.

- **December 28, 2020:** Ofc. Daniel Pietrafesa completed COLLECT/NCIC recertification. His new certification will expire December 2022.
- **December 31, 2020:** ACO Alicia Campbell met training recertification requirements and obtained her Animal Control Officer certificate issued by the State of CT. Department of Agriculture for the year 2021.

Functions Assigned:

Patrol Commander / Final Report Review: 875
Fleet: 92

Function Status Update:

Patrol Commander: No significant information during reporting period.

FLEET: No issues

Functions Assigned:

(932)- Communications
(932)- Scheduling

Function Status Update:

(932)- Communications- -Continuing to improve relations between PD and LCD.

- No in-house dispatcher mids or weekends

Functions Assigned: 2nd shift patrol command / school functions and safety programs /DARE / Medical Coordination and training.

Function Status Update: Medical supplies restocked, bags gone through. for cars.

CID

Special Considerations:

Det. Marchi's last day in the Detective Division was December 25, 2020. All issued items used in that position (i.e. car, cellphone, officer, crime scene equipment) have been returned in good order.

Functions Assigned:

Sgt. Kinahan- Supervision, pre-employment background investigations, case management, case assignment; Internal Affairs investigations, policy/use of force review.
Det. Marchi- Investigations.
E/O Whitely- Evidence, property management.

New Cases Assigned:

Untimely death due to fall.

Function Status Update:

Sgt. Kinahan- Untimely death investigation- victim died from fall: search warrant preparation, execution, attend autopsy, family interviews' process vehicle at headquarters; Use of force report on 20- 8243); continued pre-employment background investigation on certified candidate (recommended disqualification due to background), background on J. Mikulski.

Det. Marchi - Close out of two sexual assault investigations (20-6051, 20-7428); assisted with processing untimely death investigation scene (photographs, evidence collection); assisted with cellphone data extraction on same case; assist with background investigation (reference telephone calls); prepared for separation from service (clean out detective office, turn in car, keys, badge, cellphone, taser).

E/O Whitely- Evidence returns, processing, drug box cleanout- 33.0 lbs.

TRAFFIC

For the month of December 2020, the Winchester Police Department had a total of **31** motor vehicle stops. **22** verbal warnings, **3** infractions, **0** summons, **5** written warnings and the rest were no action. **1** motor vehicle stop lead to a DUI. Additionally, **11** parking tickets were issued.

There was a total of **28** motor vehicle crashes.

DARE/Crime Prevention- Sgt. Varasconi and Off. Pietrafesa instructors schools closed no DARE.

Juvenile Unit Liaison- Nothing to report

Animal Control

Animal Complaints	9
Dog Bites	0
Quarantine Animals	0
Follow Up Investigations	0
Roaming Dogs	0
Wildlife Calls	0
Written Warning Issued	0
Verbal Warning Issued	0
Infractions Issued	0
Other- Dog vs Dog	0

Note- ACO Campbell has been out on sick leave due to surgery on FMLA for 12 weeks. Covered by Patrol Division.

Monthly Overtime Cost Analysis: Fiscal Year

2020-21 Month	Amount	HOLIDAYS	TRAINING	Marine Patrol	DUI Grant	Special Detail	Cover Dispatch	Cover LCD	COVID 19	ACTUAL OT
July	\$42,298.53	\$4,934.97	\$2,602.31	\$2,651.89	\$0.00	\$3,033.26	\$7,433.40	\$2,129.20	\$0.00	\$19,513.50
August	\$31,528.48	\$420.34	\$3,053.12	\$1,880.34	\$0.00	\$0.00	\$	\$0.00	\$2,876.73	\$23,297.95
September	\$28,446.82	\$5,195.57	\$2,606.96	\$966.27	\$799.91	\$259.12	\$4,900.02	\$0.00	\$0.00	\$13,718.97
October	\$31,898.99	\$3,734.45	\$3,694.93	\$0.00	\$0.00	\$1,993.96	\$4,900.02	\$0.00	\$0.00	\$17,575.63
November	\$18,806.64	\$5,994.94	\$4,586.15	\$0.00	\$0.00	\$567.41	\$0.00	\$0.00	\$0.00	\$7,658.14
December	\$23,904.78	\$9,923.05	\$873.33	\$0.00	\$0.00	\$15,921.00	\$0.00	\$0.00	\$4,643.00	(\$7,455.60)
	\$176,884.24	\$30,203.32	\$17,416.80	\$5,498.50	\$799.91	\$21,774.75	\$17,233.44	\$2,129.20	\$7,519.73	\$74,308.59
Ave	\$29,480.71	\$5,033.89	\$2,902.80	\$916.42	\$133.32	\$3,629.13	\$3,446.69	\$354.87	\$1,253.29	\$12,384.77

Dispatch Transition to LCD	Cover Dispatch	Cover LCD	COVID 19	
	\$7,433.40	\$2,129.20	2876.73	\$12,439.33
	\$4,900.02		\$4,643.00	\$9,543.02
	4900.02			\$4,900.02
				\$26,882.37


Majority of OT was due to use of holiday, COVID 19 replacement of quarantine of officers and staff.

Calls For Service

	Days	Evening	Mid	Total	Ave
2020					
January	361	303	156	820	273
February	379	237	108	724	241
March	283	194	98	575	288
April	319	235	117	671	336
May	370	307	121	798	266
June	408	364	122	894	298
July	431	382	149	962	321
August	484	344	115	943	314
September	363	299	152	814	271
October	368	274	131	773	258
November	389	223	127	739	246
December	319	230	108	657	219
	4474	3392	1504	9370	3123.3

Monthly Ave	372.8333	282.7	125.3333	780.8	260.3
Weekly Ave	93.20833	70.7	31.3	195.2	65.1
Daily Ave	11.7	8.8	4	24.4	8.1
Per Off Shift	3.9	2.9	1.3	8.1	2.7
Meal break	1				
Shift Hrs	8				
Free time	1				
Est Call Time Per	3				
Proactive Time	1				
Report Time est	1.5				
Prelim Invest	1.5				
	8				

Respectfully Submitted,



Chief William T. Fitzgerald Jr

Chief William Fitzgerald

Boards & Commissions

NOMINATIONS

Date	Name	Board/Commission	Vote	Term Dates

APPOINTMENTS

Date	Name	Board/Commission	Vote	Term Dates
04/04/2021	Thomas Sullivan	Soldiers Monument		

RE-APPOINTMENTS

Date	Name	Board/Commission	Vote	Next Term Exp

RESIGNATIONS

Date	Name	Board/Commission	Term Expiration Date
01/19/2021	Mark Arcelaschi	Board of Assessment Appeals	10/2022

Mark Arcelaschi

74 Spencer Hill Road
Winsted, CT 06098
(860) 309-5429
Marcelaschi2@Gmail.com

January 7, 2021

Robert Geiger

Town Manager, Town of Winchester
338 Main Street
Winsted, CT 06098

Dear Robert,

This letter represents my official notice of my resignation from The Board of Assessment Appeals with The Town of Winchester, effective January 7th, 2021

I regretfully announce this decision due to personal reasons which have become too great for me to be able fulfill the requirements of my position on the Board, and I feel it is best for me to make room for someone who has the time and energy to devote to the job.

I have enjoyed my time serving on the board and am grateful for the experience. I will miss the interaction with my fellow board members and the community. Thank you so much for your understanding.

Respectfully,

Mark A. Arcelaschi