

# AGENDA

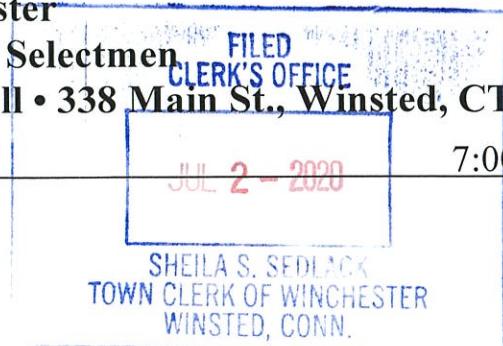
Town of Winchester

Meeting of the Board of Selectmen

P. Francis Hicks Room, 2<sup>nd</sup> Floor, Town Hall • 338 Main St., Winsted, CT

MONDAY, JULY 6, 2020

7:00 P.M.



1. CALL TO ORDER (Turn your cell phones off)
2. PLEDGE OF ALLEGIANCE
3. ADJOURN TO SPECIAL TOWN MEETING
  - A) Easement Request adjacent to 80 South Main Street (rear portion of 85 Rowley Street)
4. AGENDA REVIEW
5. APPROVAL OF MINUTES
  - A) Minutes of Regular Meeting on June 15, 2020
6. TOWN MANAGER'S REPORT
7. CITIZENS' COMMENTS

The Board of Selectmen welcomes public comments but 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. All guidelines listed for in-person meetings will apply.
8. CORRESPONDENCE
9. BOARDS AND COMMISSIONS
10. UNFINISHED BUSINESS
  - A) 20-018c Land Swap and Permanent Easement Request at 29 Bridge Street (tabled from 6/1/2020 Selectmen's Meeting)
11. NEW BUSINESS
  - A) 20-033 Refunds as Recommended by the Collector of Revenue (Town Manager Geiger)
12. CITIZENS' COMMENTS

The Board of Selectmen welcomes public comments but 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. All guidelines listed for in-person meetings will apply.
13. SELECTMEN'S COMMENTS AND REPORTS
14. ADJOURNMENT

**This meeting can be watched live on Spectrum Channel 194,  
accessed remotely by selecting the "livestream" link  
on the Town of Winchester website or at  
<https://www.youtube.com/channel/UCT1ffiBjMTBQM5OEXSgKIqg/videos>**

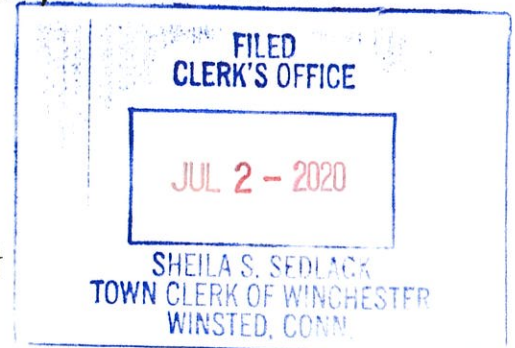
Town of Winchester

Board of Selectmen Special Town Meeting-7:00 p.m.

P. Francis Hicks Room, 2<sup>nd</sup> Floor, Town Hall

338 Main Street, Winsted, CT

July 6, 2020



## PUBLIC HEARING

ITEM 1: Call to order

ITEM 2: Discussion/possible action regarding Easement Request adjacent to 80 South Main Street (rear portion of 85 Rowley Street)

ITEM 3: Adjourn to Regular Board of Selectmen's Meeting

Town of Winchester  
Regular Meeting  
Minutes  
June 15, 2020

Item 1. Call to Order

The meeting was called to order via Zoom (because of the Covid19 pandemic) at 7:00p.m. by Mayor Perez.

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

Item 2. Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Perez.

Item 3. Agenda

No Changes

Item 4. Approval of Minutes

A). Minutes of Special Meeting on May 21, 2020.

Motion by Sel. Bouchard, seconded by Sel. Bird

To approve the minutes of the Special Meeting on May 21, 2020.

UNANIMOUS

B). Minutes of Regular Meeting on June 1, 2020.

Motion by Sel. Arcelaschi, seconded by Sel. Bourque

To approve the minutes of the Regular Meeting on June 1, 2020 as corrected.

(under Item 10. F. Public Works Monthly Report – Sel. Bouchard wanted it noted that minutes should reflect the report include wording “that we have a comprehensive written report from the Public Works Department regarding status of roads, sidewalks and bridges prior to the June 15 board meeting and quarterly thereafter”

UNANIMOUS

Item 5. Public Hearing/Special Presentation

Presentation by Public Works Director Jim Rollins regarding Capital Improvements.

The Director reviewed several spreadsheets highlighting road projects completed, underway or planned for the 2020 and 2021 fiscal years. The board was appreciative of the work and the presentation.

Item 6. Citizen’s Comments

None

Item 7. Town Manager’s Report.

Town Manager Bob Geiger presented to the Board an account of meetings held between June 1 through June 14 along with information about future meetings.

Item 8. Finance Director’s Report

Director of Finance Bruce Stratford reported that 100% of budgeted property taxes have been collected. Revenues and Expenditures are in line with the previous year.

Item 9. Correspondence

A letter was received from the W.L. Gilbert Trust Corp and discussed by the board. (Sel. Sedlack recused himself from the discussion because of his conflict and left the meeting for this item.)

#### Item 10. Boards and Commissions

Conor Ryan's name was presented as a candidate for an alternate position on the Economic Development Commission. It was noted that it is the responsibility of the town manager, as outlined in the Charter, to fill vacancies on EDC. He noted that he will consider Conor Ryan's candidacy as he also has another person under consideration for several vacancies on the Commission.

#### Item 11. Unfinished Business

A). 20-018b Land Swap and Permanent Easement Request at 29 Bridge Street (tabled from 6/1/2020 Selectmen's meeting)

The town manager reported that the back piece of land on Maple Street needs to be surveyed before the project can go forward. No action needed at this time.

#### Item 12. New Business

B). 20-031 Returning to In-House Board of Selectmen's Meetings

Mayor Perez surveyed the board as to when it would like to return to in-person meetings and the consensus was to begin on the second meeting in July (July 20).

C). 20-032 RFP Process Regarding the Building Adjacent to the former Mexican Grill located on Main Street.

Mayor Perez presented the concept of seeking developers to address the idea of filling vacant buildings such as the one next to 508 Main Street. Such a process was used in Torrington. The town manager agreed to consider the process and develop ideas to implementation over the next several months.

A). 20-030 Line Item Transfers (Town Manager Geiger).

Motion by Sel. Sedlack, seconded by Sel. Groppo

I move that the Board of Selectmen approve the line-item transfer of \$4,000 from Overtime (213-197-0000-0000) to Demolition of Buildings (213-860-0001-0000).

UNANIMOUS

Motion by Sel. Sedlack, seconded by Sel. Bourque

I move that the Board of Selectmen approve the line-item transfer of \$200 from Membership, Dues and Subscriptions (211-814-0000-0000) to Computer and Software (211-812-0000-0000).

UNANIMOUS

Motion by Sel. Bourque, seconded by Sel. Bird

I move that the Board of Selectmen approve the line-item transfer of \$2,500 from Training and Education (211-811-0000-0000) to Heating Fuel (211-823-0000-0000).

UNANIMOUS

Motion by Sel. Groppo, seconded by Sel. Bouchard

I move that the Board of Selectmen approve the line-item transfer of \$312 from Administrative Salary (148-190-0000-0000) to Training and Education (148-811-0000-0000).

UNANIMOUS

Motion by Sel. Sedlack, seconded by Sel. Bird

I move that the Board of Selectmen approve the line-item transfer of \$1,000 from Maintenance of Office Equipment (210-809-0000-0000), \$2,000 from Emergency Response Team (210-811-

0003-0000), \$10,000 from Clothing Allowance (210-818-0000-0000), \$6,000 from Vehicles: Gas, Oil & Grease (210-820-0000-0000), \$7,030 from Communication Equipment (210-825-0006-0000), \$1,596 from Maintenance of Equipment (210-826-0000-0000) and \$3,800 from NCIC Terminal (210-844-0000-0000) to Marine Patrol (210-843-0000-0000) in the amount of \$3,000, Maintenance of Vehicles (210-821-0000-0000) in the amount of \$5,000, Tires (210-846-0000-0000) in the amount of \$1,500 and Holiday Pay (210-197-0012-0000) in the amount of \$21,926.

UNANIMOUS

Motion by Sel. Bouchard, seconded by Sel. Bourque

I move that the Board of Selectmen approve the line-item transfer of \$250 from Office Supplies (129-806-0000-0000) and \$530 from Electricity (129-822-0000-0000) to Maintenance of Structures (129-827-0000-0000).

UNANIMOUS

Motion by Sel. Arcelaschi, seconded by Sel. Groppo

I move that the Board of Selectmen approve the line-item transfer of \$6,000 from Labor Counsel (119-845-0002-0000) to Outside Legal Counsel (119-845-0001-0000).

UNANIMOUS

Motion by Sel. Arcelaschi, seconded by Sel. Bird

I move that the Board of Selectmen approve the line-item transfer of \$1,500 from Maintenance of Structures (311-827-0000-0000) and \$2,500 from Memberships, Dues and Subscriptions (311-814-0000-0000) to Electricity (311-822-0000-0000).

UNANIMOUS

Motion by Sel. Groppo, seconded by Sel. Bird

I move that the Board of Selectmen approve the line-item transfer of \$193 from Office Supplies (120-806-0000-0000) to Supplies and Materials (120-825-0000-0000).

MOTION APPROVED 6-0; SEL. SEDLACK ABSTAINED

Motion by Sel. Arcelaschi, seconded by Sel. Bird

I move that the Board of Selectmen approve the line-item transfer of \$4,590 from Memberships, Dues and Subscriptions (311-814-0000-0000) to Water and Sewer Snow Removal (311-194-0001-0000) in the amount of \$4,050 and Sand (311-860-0000-0000) in the amount of \$540.

UNANIMOUS

Motion by Sel. Sedlack, seconded by Sel. Arcelaschi

I move that the Board of Selectmen approve the line-item transfer of \$30,000 from Labor (311-194-0000-0000) and \$5,000 from Maintenance of Structures (311-827-0000-0000) to Overtime (311-197-0000-0000).

UNAANIMOUS

Motion by Sel. Groppo, seconded by Sel. Bird

I move that the Board of Selectmen approve the line-item transfer of \$2,000 from Recreation Assisted Programs (812-841-0001-0000), \$367 from Recreation Celebrations (812-841-0000-0000) and \$50 from Training & Education (812-811-0000-0000) to Maintenance of Grounds (812-827-0000-0000).

UNANIMOUS

Motion by Sel. Groppo, seconded by Sel. Bourque

I move that the Board of Selectmen approve the line-item transfer of \$24,000 from Assessor Administrative Assistant (115-191-0000-0000) to Town Hall Water & Sewer Rent (127-824-0000-0000) in the amount of \$100, Town Hall- Electricity (127-822-0000-0000) in the amount of \$13,300, Town Hall Heating Fuel (127-823-0000-0000) in the amount of \$8,600 and Town Hall Medical Benefits (127-900-0002-0000) in the amount of \$2,000.

UNANIMOUS

Motion by Sel. Bouchard, seconded by Sel. Arcelaschi

I move that the Board of Selectmen approve the line-item transfer of \$700 from Community Planning & Development Administrative Salary (148-190-0000-0000) to Inland Wetlands Commission Secretary/Support Staff (136-193-0000-0000) in the amount of \$650 and Inland Wetlands Commission Fringe Benefits-FICA (136-900-0001-0000) in the amount of \$50.

UNANIMOUS

Motion by Sel. Sedlack, seconded by Sel. Bourque

I move that the Board of Selectmen approve the line-item transfer of \$1,300 from Purchasing Overtime (145-197-0000-0000), \$500 from Purchasing Memberships & Dues (145-814-0000-0000), \$629 from Purchasing Evictions (145-816-0000-0000) and \$2,000 from Accounting Intern & Temp Help (114-193-0001-0000) to Purchasing Data Processing (145-812-0000-0000) in the amount of \$2429 and Purchasing Maintenance of Equipment (145-809-0000-0000) in the amount of \$2,000.

UNANIMOUS

Motion by Sel. Bouchard, seconded by Sel. Bird

I move that the Board of Selectmen approve the line-item transfer of \$5,500 from Highways Heating Fuel (311-823-0000-0000) to Parks Contracted Services (810-830-0000-0000).

UNANIMOUS

Motion by Sel. Bouchard, seconded by Sel. Sedlack

I move that the Board of Selectmen approve the line-item transfer of \$21,000 from Crossing Guards Labor – Skilled and Professional (912-192-0000-0000), \$1,500 from Crossing Guards Fringe Benefits- FICA (912-900-0001-0000), \$5,000 from Retirement & Pension Contributions Defined Benefit Pension Contribution (918-230-0000-0000) and \$2,500 from Retirement & Pension Contributions Annuity – Town Planner (918-203-0008-0000) to Public Safety Dispatch Contracted Services - LCD (231-831-0001-0000) in the amount of \$11,500 and Police Pension - MERFB (210-900-0005-0000) in the amount of \$18,500.

UNANIMOUS

Motion by Sel. Bouchard, seconded by Sel. Sedlack

I move that the Board of Selectmen approve the line-item transfer of \$3,000 from Fire Telephone (211-807-0000-0000), \$5,000 from Fire Training (211-811-0000-0000), \$1,000 from Fire Electricity (211822-0000-0000) \$1,000 from Fire Water and Sewer Rent (211-824-0000-0000) and \$2,000 from Fire Maintenance of Structures (211-827-0000-0000) to Miscellaneous Transfer to Other Funds – CIP (910-804-0000-0000).

UNANIMOUS

Motion by Sel. Bourque, seconded by Sel. Groppo

I move that the Board of Selectmen approve the line-item transfer of \$6,000 from Assessor Assistant Assessor (115-191-0000-0000), \$30,000 from Community Planning and Development Administrative Salary(148-190-0000-0000), \$20,000 from Community Planning and Development Fringe Benefits-Medical (148-900-0000-0000), \$1,000 from Civil Service Commission Clerical and Office Support (150-193-0000-0000), Civil Service Commission Chief Examiner (150-832-0000-0000), \$1,000 from Civil Service Commission Fringe Benefits – FICA (150-900-0000-0000) and \$5,000 from Tax Collector Administrative Assistant (117-191-0000-0000) to Miscellaneous Transfer to Other Funds – CIP Road Repairs (910-804.0000-0000) in the amount of \$25,000 and Miscellaneous Transfer to Other Funds-CIP” Town Hall Equipment (910-804-0000-0000) in the amount of \$50,000.

UNANIMOUS

Motion by Sel. Arcelaschi, seconded by Sel. Bouchard

I move that the Board of Selectmen approve the line-item transfer of \$30,000 from Accounting Outside Services – Actuary (114-831-0000-0000), \$25,000 from Street Lighting Street Light Expenditures (320-383-0000-0000), \$20,000 from Deferred charges Sick & Vacation Accrual (911-202-0000-0000), \$5,000 from Municipal Insurance Municipal Insurance (919-381-0000-0000), \$40,000 from Municipal Insurance Workers’ Compensation (919-381-0000-0000) and \$5,000 from Board of Selectmen Secretarial/Support Staff (110-193-0000-0000) to Miscellaneous Transfer to Other Funds – CIP Road Repairs (910-804-0000-0000).

UNANIMOUS

Motion by Sel. Bouchard, seconded by Sel. Groppo

I move that the Board of Selectmen approve the line-item transfer of \$59,000 from Highways Salt (311-859-0000-0000), \$40,000 from Highways Fringe Benefits – Medical Benefits (311-900-0000-0000) and \$1,000 from Highways Engineering Services (311-851-0000-0000) to Miscellaneous Transfer to Other Funds – CIP Road Repairs (910-804-0000-0000).

UNANIMOUS

### Item 13. Citizens’ Comments

None

### Item 14. Selectmen’s Comments and Reports

Mayor Perez asked for a moment of silence on behalf of the memory of Neil Hunt who recently passed. He was an active citizen having served on boards and commissions and with the local VFW.

Sel. Bouchard noted that laurel was in full bloom and sad the Laurel Festival could not occur as planned.

Sel. Arcelaschi commented briefly on the national events of the last few weeks and commended the men and women of our local police force for all the good work they do in the community.

Sel. Bird acknowledged the deep systemic problem associated with racial unrest nationally. She voiced support for our local police as well.

### Item 15. Adjournment

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

To adjourn the meeting at 8:44 PM

UNANIMOUS

ATTEST:

Sheila S. Sedlack CCTC.CMC

*Correspondence*



## WINCHESTER POLICE DEPARTMENT

Town of Winchester City of Winsted

338 Main Street

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FAX (860) 738-6957



**William T. Fitzgerald, Jr.**  
Chief of Police

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July 1, 2020

**Patrol Officer J. Waltzer**  
**Winchester Police Department**

**Dear Officer J. Waltzer:**

I was recently advised that you were assigned to construction detail, and while you were at this detail a small child later identified as Ethan had offered his own lunch to you. It was later learned that Ethan has performed kind and selfless acts in the community. You later ascertained that Ethan's birthday was quickly approaching and that you wanted to do something special for his 10<sup>th</sup> birthday on June 30, 2020.

In the following days prior to his birthday, you reached out to Sarah Toomey, Greenwoods Community Outreach Coordinator to coordinate this special day for Ethan's birthday. A new bicycle and assorted gifts and a short parade in the front of his residence was made.

This is not the first time you have performed special acts of kindness and compassion to the community. Your actions exemplify the true meaning of a "community police officer". I am so proud and admire your compassion.

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



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**July 1, 2020**

**Patrol Officer Bryan Failla**  
**Winchester Police Department**

1A3

**Patrol Officer Failla;**

Sergeant Jason Hermenau submitted the following memorandum to me on June 30<sup>th</sup>, 2020 “I am writing to you to request commendation or other appropriate recognition for Officers Failla and Gagne, for their work on several recent burglary cases, to include the identification and arrest of the suspect involved. A narrative description of the events, and those officers’ efforts follows:

On 06/26/20 Officer Failla was assigned to investigate two overnight burglaries which occurred at separate businesses at 19 Rowley Street (refer: 20-2994, 3999). Failla conducted a thorough investigation(s), to include on scene examination, viewing and retaining on-premises video surveillance, and the seizure of physical evidence. Based on his investigation, Failla identified a potential suspect in the incident, an individual named “Matt” with whom this agency has had recent dealings with. There was limited information known about the suspect at that time, other than his first name, several known associates, and a possible residence in town.

On 06/27/20 Ofc. Waltzer was assigned to investigate an overnight burglary which again took place at 19 Rowley Street (refer: 20-4031). During his investigation Ofc. Waltzer had occasion to view on-premises surveillance video and identified the suspect in this incident as the same individual, “Matt”, identified by Ofc. Failla.

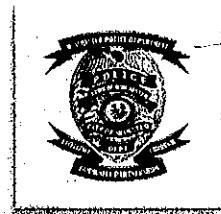
On 06/28/20, Officers assigned to the midnight shift, namely Officers Gagne and Failla, conducted continuous surveillance of the businesses at 19 Rowley Street, and other business establishments in town identified as likely additional targets. No further commercial burglaries were reported that evening, however at approximately 6:21AM, a Strong Terrace resident contacted police, reporting that she had observed a white male attempting to enter her vehicle at the residence (refer: 20-2069).

Officer Gagne immediately responded to the location and initiated his investigation. Ofc. Failla responded to the area to conduct a canvass for the suspect, who was reported to have fled on foot. Ofc. Gagne viewed home security video of the incident, and identified the suspect, through his clothing and physical appearance, to be the same individual, “Matt”, who was suspected of committing the previous burglaries. Ofc. Gagne noted that his clothing and



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footwear appeared to be identical to that of the suspect pictured in the on-premises surveillance videos of the previous incidents.

While searching the area, Ofc. Failla located an individual walking on Main Street which matched the suspect description. Ofc. Failla, with assistance of other on-duty officers, stopped and detained the suspect. Upon being questioned the suspect fled, leading officers on a very brief foot pursuit, before being taken into custody after a brief struggle. Ofc. Gagne positively identified the subject in custody as the same individual captured on the home security camera footage.

Upon his apprehension the suspect was identified as Matthew Vaichus (04/27/93) of 29 Chestnut Street. While on scene Ofc. Failla noted that the footwear Vaichus was wearing was identical to the footwear worn by the suspect in the previous burglaries. Vaichus and his belongings were transported to headquarters.

There Vaichus was processed for the arrest, and his property inventoried. Officer Failla, in conducting this inventory, discovered that Vaichus had in his possession, what can only be described as a "burglary kit", containing, among other things; additional clothing which matched what the suspect was wearing in the previous incidents, two additional sets of footwear, two hats, one of which was identical to the hat worn by the suspect in the other incidents, four sets of sunglasses, and burglars tools, including a chisel/ pry bar type instrument and several pocket sized "multi-tools". Additionally, Vaichus was found to be in possession of several items of suspected stolen property from victims who had not yet been identified, and/ or incidents which had not yet been reported. Further, Vaichus was found to have over \$500.00 in cash on his person. It was subsequently learned that he had no current employment or other source of income. Ofc. Failla seized all items as evidence and worked diligently to ensure same were all documented and secured appropriately.

During follow up investigation, Officers Gagne and Failla were also able to recover numerous bottles of liquor from the suspect's residence. The business owner(s) from the previous incidents were then contacted, and positively identified the bottles as having been stolen during the previous burglaries.

Subsequent investigation by these officers further identified two additional victims of other crimes perpetrated by Vaichus on or about 06/28/20.

Directly due to Failla and Gagne's tireless and extensive efforts, proficiency, and professionalism Vaichus was charged with crimes in three separate incidents and was later



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arraigned in Torrington Superior Court on same. Additional, again directly due to their efforts, he has been positively identified as the suspect in all three previous commercial burglaries, and arrest warrants are pending for same at this time.

Both officers should be commended for bringing Vaichus' "crime spree" to a swift and judicious end, and for recovering property for numerous victims. Their diligence and professionalism are in keeping with the highest standards and traditions of police work." I concur with his recommendations.

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

William T. Fitzgerald, Jr.  
Chief of Police

c/c file

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**July 1, 2020**

**Michael Gagne**  
Winchester Police Department

**Patrol Officer Gagne:**

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*JLB*

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# WINCHESTER POLICE DEPARTMENT

Town of Winchester ~ City of Winsted

338 Main Street

Winsted, Connecticut 06098

Telephone (860) 379-2721

FAX (860) 738-6957



William T. Fitzgerald, Jr.  
Chief of Police

*Excellence through Community Partnerships*

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

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3 of 3

arraigned in Torrington Superior Court on same. Additionally, again directly due to their efforts, he has been positively identified as the suspect in all three previous commercial burglaries, and arrest warrants are pending for same at this time.

Both officers should be commended for bringing Vaichus' "crime spree" to a swift and judicious end, and for recovering property for numerous victims. Their diligence and professionalism are in keeping with the highest standards and traditions of police work." I concur with his recommendations.

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

William T. Fitzgerald, Jr.  
Chief of Police

c/c file

Town Manager

Awards Committee

DK

Dear Board of Selectmen,

My name is Deborah Kolek and I reside at 451 Platt Hill Road in Winchester Center. I am writing to you today to express my concern, and the concern of my neighbors, regarding the proposed site on Platt Hill Road for the Solar Farm. I have attached the names and addresses of 71 residents that oppose this site for many reasons. We are worried about our property values as well as the environmental impact this project may have on our drinking water, Highland Lake, and Crystal Lake. We are worried this project will have a negative impact on birds and the animals that live here. We feel a commercial facility does not belong in this residential area. I, an abutting property owner, am disappointed no one has included us in any meetings Lodestar has had with the town. According to a narrative from Lodestar, LSE Pictor, on January 6<sup>th</sup> we were to be included. I am especially troubled that the owner of the property has had some negative comments on other proposed solar farms in our state such as water runoff and erosion problems. What is different about this proposed site??

The residents of this area want to protect our natural resources and would like the wetlands to remain untouched. We wish to protect this very special area for ourselves, as well as, our future generation. Hopefully you can help us to do just that.

Sincerely,



Deborah L. Kolek

WARNING: ALL SIGNATURES SHALL BE IN INK OR  
INDELIBLE PENCIL

We, the undersigned electors of the Town of Winchester, hereby present this petition under the provisions of the laws of the State of Connecticut requesting:

that the Solar farm proposed by LSE Pictor, LLC (LSE) a subsidiary of the Aven based renewable energy company Lodestar, and Steven Trinkaus, not be approved as a possible land site for Platt Hill Road in Winchester

2015

<u>SIGNATURE</u>	<u>PRINT NAME</u>	<u>ADDRESS</u>
1 <u>Deborah Kolek</u>	Deborah Kolek	451 Platt Hill Rd.
2 <u>Ricardo Kolek</u>	Ricardo Kolek	451 Platt Hill Rd.
3 <u>Colin Kolek</u>	Colin Kolek	451 Platt Hill Rd.
4 <u>Matt Saunders</u>	Matt Saunders	450 Platt Hill Rd.
5 <u>Mary Saunders</u>	Mary Saunders	452 Platt Hill Rd.
6 <u>Timothy Batchelor</u>	Timothy Batchelor	457 PLATT HILL RD
7 <u>Mary Guillet</u>	MARY GUILLET	114 Hollow Rd.
8 <u>Susan A. Addison</u>	Susan A. Addison	
9 <u>Sharon Brundli</u>	Sharon Brundli	311 Taylor Brook Road
10 <u>Kenneth Elsworth</u>	Kenneth Elsworth	115 Hollow Rd.
11 <u>Arnold Gray</u>	Arnold Gray	119 Ashlg Rd.
12 <u>Leo R. Ward</u>	Leo R. Ward	211 South Rd.
13 <u>Burton Anlipuro</u>	Burton Anlipuro	469 P lot Hill Rd.
14 <u>Milly Howard</u>	Milly Howard	354 PLATT HILL RD.
15 <u>Bruce Scovio</u>	Bruce Scovio	119 Preston Rd.
16 <u>Laura Jay</u>	Laura Jay	225 Grandville Rd.
17 <u>Kathleen A. Phillips</u>	Kathleen A. Phillips	472 Platt Hill Rd.
18 <u>John J. Phillips</u>	John J. Phillips	472 Platt Hill Rd.
19 <u>Elizabeth Faber</u>	Elizabeth Faber	130 Laurel Way
20		

I, Deborah Kolek, residing at 451 Platt Hill Rd, Winchester, am the circulator of the foregoing petition containing 71 signatures and that I am an elector of the Town of Winchester. Each person whose name appears on this petition page signed the same in person in my presence and is known to me or has been satisfactorily identified to me and the signatures are the persons whose names they purport to be. I HEREBY STATE UNDER PENALTY OF FALSE STATEMENT THAT THE FOREGOING STATEMENTS ARE TRUE.

6/18/2020  
Date  
Circulator D. Kolek

Signature of Deborah Kolek

**INDELIBLE PENCIL**

We, the undersigned electors of the Town of Winchester, hereby present this petition under the provisions of the laws of the State of Connecticut requesting:

3/5

that the Solar farm proposed by LSE Pictor, LLC (LSE) a subsidiary of the Avon based renewable energy company Lodestar and Steven Trinkaus, not be approved as a 'possible' site for Platt Hill R'd. in Winchester.

	<u>SIGNATURE</u>	<u>PRINT NAME</u>	<u>ADDRESS</u>
	<i>Mary Stevenson</i>	Mary Stevenson	102 Hollow Rd
2	<i>Terry Hedrickson</i>	TERRY HEDRICKSON	102 Hollow Rd
3	<i>Semifer Blawin</i>	Semifer Blawin	119 Preston Rd
4	<i>Bruce Blawin</i>	BRUCE BLAWIN	119 Preston Rd
5	<i>John P. Poleso</i>	John Poleso	331 Taylor Brook Rd
6	<i>Robert J. Pellegrini</i>	ROBERT PELLEGRINI	109 JENKINS RD.
7	<i>Dennis Hubert</i>	DENNIS HUBERT	107 SOUTH RD
8	<i>Marilyn Hubert</i>	Marilyn Hubert	107 South Rd.
9	<i>Almond B. Ritchie</i>	Almond B. Ritchie	117 South Rd
10	<i>William M. Ritchie, II</i>	William M. Ritchie, II	318 Taylor Brook Rd.
11	<i>Joan V. Ritchie</i>	Joan V. Ritchie	308 Taylor Brook Rd.
12	<i>Jack Brandt</i>	Jack Brandt	474 PLATT HILL RD
13	<i>Cosay Dilucra</i>	Cosay Dilucra	474 PLATT HILL RD
14	<i>Keith Bradshaw</i>	KEITH BRADSHAW	433 PLATT HILL RD
15	<i>Traci Roy</i>	Traci Roy	433 PLATT HILL Rd
16	<i>Jack Grazia</i>	JACK GRAZIA	315 TAYLOR BROOK RD
17	<i>Carolyn Grazia</i>	Carolyn Grazia	315 TAYLOR BROOK RD
18	<i>Karen Pavano</i>	Karen Pavano	365 Platt + Hill Rd
19	<i>Paul Pavano</i>	PAUL PAVANO	365 PLATT HILL RD.
20	<i>Matt Obdenski</i>	MATT OBDENSKI	109 NEWFIELD RD

I, Deborah Kolek, residing at 451 Platt Hill Rd, Winchester, am the circulator of the foregoing petition containing \_\_\_\_\_ signatures and that I am an elector of the Town of Winchester. Each person whose name appears on this petition page signed the same in person in my presence and is known to me or has been satisfactorily identified to me and the signatures are the persons whose names they purport to be. I HEREBY STATE UNDER PENALTY OF FALSE STATEMENT THAT THE FOREGOING STATEMENTS ARE TRUE.

\_\_\_\_\_  
 Date  
 Circulator  
 Deborah Kolek

Signature of  
 Deborah Kolek

**WARNING: ALL SIGNATURES SHALL BE IN INK OR INDELIBLE PENCIL**

4/15

We, the undersigned electors of the Town of Winchester, hereby present this petition under the provisions of the laws of the State of Connecticut requesting:

that the Solar farm proposed by LSE Pictor LLC (LSE) a subsidiary of the Avon based renewable energy company Lodestar, and Steven Trinkaus not be approved as a possible site for Platt Hill Rd in Winchester

	<u>SIGNATURE</u>	<u>PRINT NAME</u>	<u>ADDRESS</u>
1	<i>Charlene Emond</i>	CHARLENE EMOND	462 PLATT HILL RD
2	<i>Charles Sciner</i>	CHARLES SCINER	462 PLATT HILL RD
3	<i>Lori Snyder</i>	Lori Snyder	122 Newfield Rd
4	<i>Eric Lavne</i>	Eric Lavne	458 Platt Hill rd
5	<i>Michelle Louree</i>	Michelle Louree	458 Platt Hill Rd.
6	<i>Pat Reynolds</i>	Pat Reynolds	127 Newfield Rd
7	<i>Tom Reynolds</i>	Tom Reynolds	127 Newfield Rd
8	<i>Joe Dante</i>	JOE DANTE	151 WEST RD
9	<i>Pete Bristol</i>	Pete Bristol	471 Platt Hill Rd
10	<i>Pete Bristol</i>	Pete Bristol	471 Platt Hill Rd
11	<i>Theresa Bristol</i>	TERESA BRISTOL	471 Platt Hill Rd
12	<i>Dana Fordello</i>	Dana Fordello	115 West Rd
13	<i>Norman Kelly</i>	NORMAN KELLY	99 W 4
14	<i>Korraeey Beebe</i>	Korraeey Beebe	127 South Rd
15	<i>Milt Bottusa</i>	Milt Bottusa	122 WEST RD
16	<i>James D. Frost</i>	James D. Frost	235 Grantville
17	<i>Jenny Frost</i>	Jenny FROST	235 Grantville Rd
18	<i>John Wilbur</i>	John Wilbur	421 Platt Hill
19	<i>John Wilbur</i>	John Wilbur	421 Platt Hill Rd
20	<i>Joanne Berliniski</i>	Joanne Berliniski	444 Platt Hill Rd

I, Deborah Kolek, residing at 451 Platt Hill Rd Winchester, am the circulator of the foregoing petition containing \_\_\_\_\_ signatures and that I am an elector of the Town of Winchester. Each person whose name appears on this petition page signed the same in person in my presence and is known to me or has been satisfactorily identified to me and the signatures are the persons whose names they purport to be. I HEREBY STATE UNDER PENALTY OF FALSE STATEMENT THAT THE FOREGOING STATEMENTS ARE TRUE.

\_\_\_\_\_  
Date Kolek

Signature of Deborah Kolek

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505

We, the undersigned electors of the Town of Winchester, hereby present this petition under the provisions of the laws of the State of Connecticut requesting:

that the Solar farm proposed by LSE Pictor LLC (LSE) a subsidiary of the Avon based renewable energy company Lodestar and Steven Trinkaus not be approved as a possible site for Platt Hill Rd. in Winchester

<u>SIGNATURE</u>	<u>PRINT NAME</u>	<u>ADDRESS</u>
1 <u>[Signature]</u>	<u>Kristal Ensminger</u>	<u>Winchester Ct</u>
2 <u>[Signature]</u>	<u>Sarah Tappan</u>	<u>Torr Ct</u>
3 <u>[Signature]</u>	<u>DORIS H. LYNCH</u>	<u>144 Chapel</u>
4 <u>[Signature]</u>	<u>Betty Atkins</u>	<u>102 Nurfed Rd</u>
5 <u>[Signature]</u>	<u>Robin Diorio</u>	<u>177 Torrington St</u>
6 <u>[Signature]</u>	<u>LYNNE ANSTETT</u>	<u>113 Hollow Road</u>
7 <u>[Signature]</u>	<u>Dane Obeganski</u>	<u>113 Hollow Road</u>
8 <u>[Signature]</u>	<u>LAVINIA M GUTOWSKI</u>	<u>460 Platt Hill Est.</u>
9 <u>[Signature]</u>	<u>JOHN GUTOWSKI</u>	<u>460 Platt Hill Est</u>
10 <u>[Signature]</u>	<u>DONALD H TRUAX</u>	<u>441 PLATT HILL RD</u>
11 <u>[Signature]</u>	<u>Donna Batchelor</u>	<u>452 Platt Hill Rd</u>
12 <u>[Signature]</u>	<u>Vangi Truax</u>	<u>441 PLATT HILL RD</u>
13 _____	_____	_____
14 _____	_____	_____
15 _____	_____	_____
16 _____	_____	_____
17 _____	_____	_____
18 _____	_____	_____
19 _____	_____	_____
20 _____	_____	_____

I, Deborah Kolek, residing at 451 Platt Hill Rd, Winchester, am the circulator of the foregoing petition containing \_\_\_\_\_ signatures and that I am an elector of the Town of Winchester. Each person whose name appears on this petition page signed the same in person in my presence and is known to me or has been satisfactorily identified to me and the signatures are the persons whose names they purport to be. I HEREBY STATE UNDER PENALTY OF FALSE STATEMENT THAT THE FOREGOING STATEMENTS ARE TRUE.

\_\_\_\_\_  
 Date  
 Circulator Deborah Kolek Signature of Deborah Kolek

# Boards & Commissions

## NOMINATIONS

Date	Name	Board/Commission	Vote	Term Dates

## APPOINTMENTS

Date	Name	Board/Commission	Vote	Term Dates

## R.E-APPOINTMENTS

Date	Name	Board/Commission	Vote	Next Term Exp

## RESIGNATIONS

Date	Name	Board/Commission	Term Expiration Date
7/6	Chris Kiely	IWWC	4/2023

## Laurie Bessette

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**From:** linda groppo <l.groppo@sbcglobal.net>  
**Sent:** Tuesday, June 16, 2020 7:43 PM  
**To:** ssedlack; Candace Bouchard; Laurie Bessette  
**Cc:** Dennis Dressel  
**Subject:** Fw: Conor Ryan

This sender is trusted.

See the message from Conor Ryan and add to the next meeting packet.

As I mentioned I have contact info for new EDC member David Sartriana to add to the EDC roster phone: 860 806-0225.

----- Forwarded Message -----

**From:** Dennis Dressel <dennis.dressel@assuredpartners.com>  
**To:** Bob Geiger <rgeiger@townofwinchester.org>; David Sartirana <DavidSartirana <dsart3@hotmail.com>; Dewees Yeager <wdyeager3@gmail.com>; Gary Giordano <garyg617@gmail.com>; Jack Bourque <jjb06098@yahoo.com>; Jessica Tessman <jesstessman@gmail.com>; Jim Welton <jimwelton21@gmail.com>; Linda Groppo <l.groppo@sbcglobal.net>; Pam Colombie <pcolombie@townofwinchester.org>; Sheila Sedlack <ssedlack@townofwinchester.org>  
**Sent:** Tuesday, June 16, 2020, 07:36:28 PM EDT  
**Subject:** Conor Ryan

Unfortunately, Conor will not be joining us.

Dennis

**From:** Conor Ryan <conorqryan@gmail.com>  
**Sent:** Tuesday, June 16, 2020 6:48 PM  
**To:** Dennis Dressel <Dennis.Dressel@AssuredPartners.com>  
**Subject:** Re: Reminder - EDC meeting tonight

Hi Dennis,

I'm sorry to say this, but I'm actually going to have to rescind my nomination for the EDC. I've just let Jack know this as well. Out of the blue today I got a job offer for a position in Milford, CT that I can't pass up, which means I am going to have to move out of Winsted soon. I love this town and I'm going to miss being a resident, especially since I was looking forward to getting more involved with the daily goings on. I'm wishing you all the best with the future development of business in town. I'm going to try to encourage some of my friends here to get more directly involved, so that there's still a young perspective in the membership of the EDC.

All the best,

Conor Ryan

## Laurie Bessette

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**From:** Pam Colombie  
**Sent:** Monday, June 29, 2020 10:55 AM  
**To:** Sheila Sedlack; Candy Perez; Laurie Bessette  
**Subject:** FW: Wetlands..

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**From:** Pam Colombie  
**Sent:** Sunday, June 28, 2020 3:00 PM  
**To:** Christopher Kiely <[winstedboatguy@gmail.com](mailto:winstedboatguy@gmail.com)>  
**Subject:** RE: Wetlands..

Okay, Chris...thanks for the email. I will forward this on to the town clerk and Laurie Bessette. Have you advised Ric already?

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**From:** Christopher Kiely <[winstedboatguy@gmail.com](mailto:winstedboatguy@gmail.com)>  
**Sent:** Sunday, June 28, 2020 2:32 PM  
**To:** Pam Colombie <[pcolombie@townofwinchester.org](mailto:pcolombie@townofwinchester.org)>  
**Subject:** Wetlands..

This sender is trusted.

Hello Pam...

I apologize for the short notice.. effective immediately, I will no longer be serving on the Winchester Inland Wetlands Watercourse Commission.

Sincerely,  
Christopher Kiely

# Phillip Allen

80 Chestnut Street Apt 4U  
Winsted, CT 06098-1667  
860.459.1216 — text or voice  
phillip.the.weaver@gmail.com

June 29, 2020

Selectman Steven Sedlack  
Town of Winchester Board of Selectmen  
338 Main Street  
Winsted, CT 06098

Good day, Selectman Sedlack.

The recent passing of long-standing Zoning Board of Appeals member Neal Hunt leaves ZBA with a vacant seated position. Aubrey English is next in line of our alternate members to take a seated position, and he is willing to accept it. Please put this matter before the Board of Selectmen as best suits your calendar.

Thank you for your attention to this request, and thank the Board of Selectmen for their ongoing support for our Town's appointed Boards and Commissions.

Respectfully,



Phillip Allen  
Chairman  
Town of Winchester Zoning Board of Appeals



## BOARD OF SELECTMEN ACTION REQUEST

No.: 20-018c

Date: July 6, 2020

**Topic:** Unfinished Business (A)- Request for Land Swap and Permanent Easement at 29 Bridge Street (with attachments)

**From:** Robert Geiger, Town Manager

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**Previous Information:** The Department of Public Works has been closely examining the traffic at the intersection of Bridge Street and Charles Street. The property owner has been offered a “land swap” to relocate his driveway onto Maple Street and allow the Town to establish a one-way traffic pattern on Bridge Street.

The Town Attorney has reviewed the documents and has no objections to the request.

**Additional Background:** At their April 20, 2020 meeting, the Board of Selectmen referred the request to the Planning and Zoning Commission. At the May 28<sup>th</sup> meeting, the Planning and Zoning Commission reviewed and unanimously supported the proposed action.

During the Selectmen’s meeting on June 15<sup>th</sup>, the Board asked for more information. Please find attached a map highlighting the two (2) parcels being “swapped”.

**Requested Action:** The Board of Selectmen should consider proceeding to Step 5 of the attached Steps for Sale of Town-Owned Property. This step authorizes the Board of Selectmen to schedule a Special Meeting to act on the proposal.

**Fiscal Implications:** none

**Manager’s Recommendation:** I recommend that the Board of Selectmen schedule a Special Meeting on August 17<sup>th</sup> to act on the proposal.

**Recommended Motion:** *I move that the Board of Selectmen schedule a Special Meeting August 17, 2020 to act on the proposal.*

**Attachments:**

Steps for Sale of Town-Owned Property  
Property Survey Map (March 2020)

## **STEPS FOR SALE OF TOWN-OWNED PROPERTY**

1. Upon request to sell, lease, abandon or obtain an easement concerning Town-owned property, the Board of Selectmen reviews the request and determines if it is in the best interest of the Town.
2. If so, the Board of Selectmen refers the request to the Planning & Zoning Commission. In addition to the Planning and Zoning Commission, the Board of Selectmen may refer the proposed sale to any of the following agencies: Assessor, Inland Wetlands and Watercourses Agency, Department of Public Works, Winchester Land Trust, Chief of Police, Economic Development Commission, Winchester Housing Authority, Recreation Department, Community Planning and Development Office. Each Agency shall report back to the Board of Selectmen within thirty-five (35) days of the submission of the proposal. Failure of any agency to report back to the Board within thirty-five (35) days shall be taken as approval of the proposal. A disapproval of the proposal by an Agency shall contain the reasons therefore. The disapproval, however, shall not prevent the Board of Selectmen from continuing with the process to seek approval of the proposed sale.
3. After the agencies render their reports, or after the passage of thirty-five (35) days if no reports are submitted, the Board of Selectmen shall instruct the purchasing agent to place the sale of the property out to bid and shall notify in writing all abutting owners of the proposed sale. **If an easement or abandonment, skip to Step 5.**
4. In awarding the bid the Town may consider, in addition to price, the following: whether the bidder abuts the proposed parcel, whether the bidder will merge the proposed parcel to make it more conforming to Planning and Zoning Regulations, whether the bidder is current with all taxes and user fees due to the Town of Winchester, whether the proposed property and any other reasons the Board feels best promotes the well being of the Town, including long term use potential for the Town, the economic benefits or loss for the Town, the environmental value and the aesthetic value of the subject premises.
5. If the Board of Selectmen decides to accept the bid, it will schedule a Special Town Meeting to be held not less than thirty (30) days, nor more than forty-five (45) days to act on the proposal. Notice of the hearing shall be published in a newspaper having a general circulation in such municipality where the real property that is the subject of the hearing is located at least twice, at intervals of not less than two (2) days, the first not more than fifteen (15) days or less than ten (10) days and the last not less than two (2) days before the date set for the hearing. The municipality shall also post a sign conspicuously on the real property land that is the subject of the public hearing.
6. At the Town Meeting, an affirmative vote of a majority of those electors attending the special town meeting shall be sufficient to approve the sale.
7. The buyer must take title to the property within forty-five (45) days of the vote of the Special Town Meeting unless granted an extension by the Board of Selectmen. Should the buyer not take title to the property within forty-five (45) days and the Board of Selectmen not grant an extension, then the Board may accept the next highest competent bidder or may re-bid the property as it deems in the Town's best interest. The buyer must pay all closing costs of the town, including but not limited to attorney's fees and broker commissions.

## BOARD OF SELECTMEN ACTION REQUEST

No.: 20-033

Date: July 6, 2020

**Topic:** New Business (A)- Refunds as Recommended by the Collector of Revenue (with attachments)

**From:** Robert Geiger, Town Manager

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**Background:** The Town Collector of Revenue has recommended that the refunds described in the attached correspondence be authorized in accordance with Connecticut General Statutes Section 12-129.

**Requested Action:** The Board of Selectmen should authorize the Town Manager to approve the described refunds.

**Fiscal Implications:** The described refunds total \$1,748.55

**Manager's Recommendation:** I recommend that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue.

**Recommended Motion:** *I move that the Board of Selectmen authorize the refunds recommended by the Collector of Revenue in the amount of \$1,748.55.*

**Attachment:**

Grand List 2018 Refunds

The attached list represents taxes that have been corrected by authority of the provision of Section 12-129 of the General Statutes, and by the Assessor or Public Works Director of the Town of Winchester. The taxes/water and/or sewer amounts shown below have been paid and requests received for refunds of the same.



LIST #/GL YR	TAX TYPE	TAXPAYER	AMOUNT OF REFUND/REASON
251262	2018 MV VW CREDIT	1401 FRANKLIN BLVD LIBERTYVILLE, IL 60048-4460	\$103.91 C OF C
<b>MV TOTAL REFUNDS BY TYPE</b>			<b>\$103.91</b>
778	2018 RE CORELOGI C TAX	REFUNDS DEPARTMENT P O BOX 9202 COPPELL, TX 75019	\$1,644.64 DUPLICATE PAYMENT
<b>RE TOTAL REFUNDS BY TYPE</b>			<b>\$1,644.64</b>
<b>NUMBER OF REFUNDS</b>	<b>2</b>	<b>TOTAL REFUNDS</b>	<b>\$1,748.55</b>

It is recommended that refunds in the amount as stated above be made to the taxpayers listed, in accordance with the provisions of said General Statutes, Section 12-129.

7/2/2020

Date of Report

Halaree Monnerat, Collector of Revenue

APPROVED FOR PAYMENT:

DATED: \_\_\_\_\_

\_\_\_\_\_  
Town Manager

I have received from Town Accountant the above checks to cover the refunds as stated above.

Date:

\_\_\_\_\_  
Collector of Revenue

# Monthly Meeting Minutes

Filed  
with the  
Town Clerk during  
the month of  
June

# Winchester Housing

80 Chestnut Street, Winsted CT 06098



**Public Housing** (860) 379-4573

**Fax** (860) 379-0430

www.winchesterhousing.org



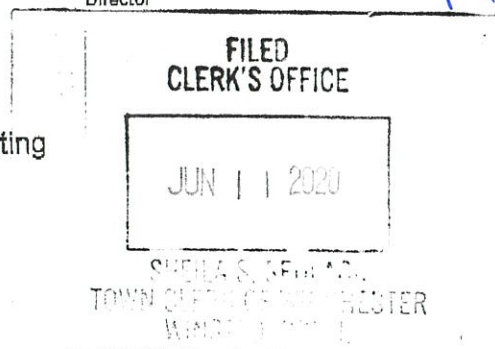
Equal Housing Opportunity

Anthony J. Paige, Chairman  
Neil R. Kelsey, Vice Chairman  
Joseph W. Lemelin, Treasurer

Betty Button, Resident Commissioner

Sally Mangione, Commissioner  
Jayne M. Martignoni, Executive Director

Amended  
Winchester Housing Authority  
Board of Commissioners Regular Meeting  
February 24, 2020  
3:00 p.m.  
80 Chestnut Street  
Winsted, CT 06098



## 1. Call to Order:

The meeting was called to order at 3:00 p.m. by Chairman Anthony Paige.

In attendance were: Chairman, Anthony Paige; Vice-Chairman, Neil Kelsey, Commissioner, Sally Mangione; Resident Commissioner, Betty Button; Board Liaison Linda Groppo and Executive Director, Jayne Martignoni.

Absent: Commissioner Joseph Lemelin

## 2. Approval of the Minutes of the Regular Board Meeting of January 27, 2020:

A Motion to adopt the January 27, 2020 Board Meeting Minutes, was made by Vice Chairman Kelsey, Seconded by Commissioner Button. All were in favor.

## 3. Report of Financial Budgets/Statements for January 31, 2020:

The Executive Director explained that currently, we are doing fine financially with line items and our budget so far for this fiscal year. The Director reported that there is a total of \$938,745.95 in all of the Winchester Housing Authority Accounts.

## 4. New Business:

- a. Laurel Commons: Resolutions from Attorney Stedronsky.

The Executive Director explained that the 15 year limit has been reached and the Winchester Housing Authority has the option of Right of First Refusal for Laurel Commons. The Winchester Housing Authority built Laurel Commons through Tax Credits and there is a Developer Fee of approximately \$400,000. that the Winchester Housing Authority is owed.

Page 2 of 5  
February 24, 2020  
Board Meeting Minutes

Winchester Housing Authority is being told that there are Promissory Notes that are not guaranteed and are pretty much worthless. Attorney James Stedronsky, who was representing the Winchester Housing Authority in the Laurel Commons matter, is now representing the Winchester Housing Development Corporation.

There are many unanswered questions at this point regarding the Laurel Commons Development on Gay Street, Winsted, CT.

- b. Vote to proceed for a second legal opinion regarding Laurel Commons.

The Winchester Housing Authority does not feel that Attorney James Stedronsky is acting in their best interest to represent them in this matter. A Motion was made by Commissioner Mangione, Seconded by Commissioner Button to get a second legal opinion by hiring another attorney for legal counsel to represent Winchester Housing Authority regarding the Laurel Commons property. All were in favor.

5. Old Business:

- a. Chestnut Grove Elevator Project Update:

The Executive Director explained that based on the price and the scope of service, and the Request For Proposal that we received, the Winchester Housing Authority and the Construction Manager has narrowed the search for Architects down to two for the elevator project at Chestnut Grove. Interviews are being conducted and a decision will be made after the second interview is conducted on February 25, 2020. The Architect will present the Board of Commissioners with a design for the elevator addition when it is ready.

- b. Update on the Rental Assistance Demonstration (RAD) Program:

The Executive Director explained that we received 11 responses to the recent Request For Proposal that was advertised for a Rental Assistance Demonstration consultant for the RAD Conversion.

- c. Board Resolution Approving the Winchester Housing Authority's Designated Housing Plan (DHP) from the U.S. Department of Housing and Urban Development:

The Executive Director explained that the Winchester Housing Authority's DHP submission to HUD was approved for two more years to keep 69 units designated as Elderly Only at Chestnut Grove and 11 units designated as Young Disabled at Chestnut Grove from a total of 106 Public Housing Units at Winchester Housing Authority.

Chairman Paige read the following Designated Housing Plan Resolution:

Page 3 of 5  
February 24, 2020  
Board Meeting Minutes

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**RESOLUTION  
DESIGNATED HOUSING PLAN**

**WHEREAS;** on February 24, 2020 an amended Designated Housing Plan was sent for approval to the U.S. Department of Housing & Urban Development.

**WHEREAS;** the amended Plan proposed to designate eleven units located at Chestnut Grove development, resulting in the designation of 69 units of elderly housing (62 years of age and older) of the 106 units or 69% of the Winchester Housing Authority's total public housing inventory.

**WHEREAS;** the amended Plan was reviewed in accordance with the requirements of Section 7 of the United States Housing Act of 1937, as amended, the Notice PIH-2010-28 (HA). Based on the information available to the Department of Housing & Urban Development, the amended DHP is approved and renewed

**WHEREAS;** the Plan will be in effect for 2 years from the day following the expiration of the current Plan.

**WHEREAS;** the Plan can be renewed in 2 year increments following PIH's receipt, review and granting of the PHA's written request.

**NOW, THEREFORE, BE IT RESOLVED THAT** on February 24, 2020 the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the Designated Housing Plan, as amended by the Winchester Housing Authority, and approved by the U.S. Department of Housing & Urban Development.

**ADOPTED** this 24<sup>th</sup> Day of February 2020.

\_\_\_\_\_  
Anthony Paige, Chairman  
Housing Authority Board of Commissioners

A Motion was made by Chairman Paige and Seconded by Vice Chairman Kelsey. to accept the Designated Housing Plan that was approved by the U.S. Department of Housing and Urban Development. All were in favor.

- 6. Board Resolution Approving the Flat Rent Schedule Increase from \$610.00 to \$713.00 for one-bedroom apartment at Chestnut Grove:

Page 4 of 5  
February 24, 2020  
Board Meeting Minutes

**AMENDED:** The Flat Rent Schedule Increase was approved at the February 25, 2019 Board Meeting and the Resolution was recorded was accepted and approved in the Board Minutes but that actual Board Resolution was not signed by Chairman Paige at that time.

*Hals*

**RESOLUTION  
FLAT RENT SCHEDULES  
INCREASE ONE BEDROOM APARTMENTS  
CHESTNUT GROVE**

**WHEREAS;** in accordance with 24 CFR Section 960.253, Flat Rent Schedules should be reviewed at least once a year and changed when necessary;

**WHEREAS;** on February 25, 2019 the Board of Commissioners of the Winchester Housing Authority, Winsted, CT voted to increase the Flat Rent Schedule for one bedroom apartments at Chestnut Grove, Winsted, CT from \$610.00 to \$713.00 per month;

**WHEREAS;** on February 25, 2019 the Board of Commissioners of the Winchester Housing Authority approve the increase for the one bedroom apartments at Chestnut Grove based on an analysis performed by Janet Wortman, C.P.A., L.L.C. for the U.S. Department of Housing & Urban Development and the Winchester Housing Authority, Winsted, CT;

**WHEREAS;** the analysis was based on 80% of the Fair Marker Rents and the State of Connecticut Utility Allowance;

**WHEREAS;** the Winchester Housing Authority must give each family the opportunity to choose between the two methods of determining that amount of tenant rent payable monthly by the family. Except for Financial Hardship cases, the family may not be offered this choice more than once a year. Public Housing families, who choose Flat Rents, must have a reexamination of family composition as least annually and a reexamination of family income at least once every three years;

**WHEREAS;** the flat rent increase for the one bedroom apartments located at Chestnut Grove, Winsted, CT will go into effect as of February 25, 2019 and will be updated in residents files at the time of their Annual Renewal or at the time of their admission to a one bedroom apartment at Chestnut Grove, Winsted, CT;

**NOW, THEREFORE, BE IT RESOLVED THAT** on February 25, 2019 the Board of Commissioners of the Winchester Housing Authority have voted to accept and approve the increase in the one bedroom flat rent schedules at Chestnut Grove.

**ADOPTED** this 25th Day of February 2019.

\_\_\_\_\_  
Anthony Paige, Chairman  
Housing Authority Board of Commissioners

Page 5 of 5  
February 24, 2020  
Board Meeting Minutes

7. Executive Director's Report:

There were no comments or questions regarding the Executive Director's Report.

50/5

8. Public Comments:

Liaison Commissioner Groppo asked for an explanation about the Winchester Housing Development Corporation. The Executive Director explained that it was developed when Laurel Commons was built because it is a Tax Credit Property.

9. Adjournment:

A Motion was made by Commissioner Mangione, Seconded by Vice Chairman Kelsey to adjourn the meeting at 3:27 p.m. All were in favor.

Respectfully Submitted,

Board of Recreation meeting minutes

18/2

March 4, 2020

**Call to order:** Kurt Williams at 7:02pm

**Members in attendance:** Brian Shaunessey, Diane Ransom, Jamie Duffy, Kurt Root, Allen Miller, Alesia Warner, Sean McGlynn, and Kurt Williams

Recreation Director: Tanya Risucci

Absent: none

**Approval of last meeting minutes:** Approval of January's meeting motioned by Diane Ransom, seconded by Brian Shaunessey.

Abstained: Jamie Duffy, Allen Miller, and Kurt Root

**Public Comment:** Linda Groppo and Melissa Bird Merging Laurel Parade and Pet Parade

- Laurel Festival June 6<sup>th</sup> or 7<sup>th</sup> from 1-4pm
- The ball will be held on Saturday East End Park
- Community Day –Rowley Field
- Army Corps of Engineer joining together to make a bigger outcome

**Agenda Review:** no changes

**Chairmen's Report:**

- March 14<sup>th</sup> Basketball banquet 12pm
- Kim Hubert will be joining the board in May
- Kristin Peterson resigned from the board in January
- Starting input on Baseball/Softball Schedule
- Schedules on the Recreation Website and Gilbert's Website
- Coronavirus taking precautions handling effectively

**Director's Report:**

- Basketball season ends on March 14<sup>th</sup>
- Men's basketball ends March 29<sup>th</sup>
- 80% online spring/summer programs
- Applying for camp counselor – 1 applicant being hired
- We are set on lifeguards
- Beaches need to be inspected by the state
- Buoys purchased to accommodate state regulations
- Tennis courts and basketball courts to be redone/finished
- P.O. made and signed



- Boy scouts working on new signs

2022

**Old Business:**

- By-laws are updated. Approval motioned by Alesia Warner and seconded Allen Miller. All in favor

**New Business:**

- Liaison – having children be a part of the board, committee
- Having a gilbert student as liaison (officers, student council, etc.)
- Alesia Warner will draft up a letter and submit to Gilbert in September

**Meeting Adjourned:** at 8:07pm motioned made by Alesia Warner seconded by Sean McGlynn

**Next Meeting:** Wednesday April 1, 2020 at 7pm

Respectfully submitted,

Jamie Duffy

Recreation Department Board Secretary

The above minutes have not been approved by the Recreation Board. Approval of these minutes will be made on our next regularly scheduled meeting.

FILED  
CLERK'S OFFICE

JUN - 9 2020

SHEILA S. SEDLACK  
TOWN CLERK OF WINCHESTER  
WINSTED, CT

**Town of Winchester  
Soldiers' Monument Commission**

P.O. Box 322 • Winsted, CT 06098 • [www.SoldiersMonumentWinsted.org](http://www.SoldiersMonumentWinsted.org)

**Mission Statement**

*The commission recognizes the historical importance and aesthetic value of the Soldiers' Monument, a symbolic icon of the town of Winchester. Our mission is to protect, preserve, and enhance this nationally-recognized landmark while providing a clean and safe park for all residents and visitors.*

**MINUTES**

**For the Monthly Meeting**

**Tuesday, May 12, 2020**

**Held at 5 P.M. via Zoom Conference Call due to COVID-19 restrictions.**

10/3

**Jack Bourque – Chairman  
Steve Dew – Vice-Chairman  
Deborah Kessler- Secretary  
Lynn Kessler –Treasurer  
Virginia Shultz-Charette**

**Noreen Marchand  
Sheila Sedlack  
Steven Silvester  
Douglas Werner**

**1. Call to Order**

The meeting was called to order at 5:13 P.M. by Jack Bourque.

The members in attendance were:

- Jack Bourque
- Steve Dew
- Deb Kessler
- Lynn Kessler
- Noreen Marchand
- Sheila Sedlack
- Doug Werner

Member(s) Absent and Excused:

- Virginia Shultz- Charette
- Steven Silvester

Member(s) Not Excused:

**2. Agenda Review:** None

**3. Public Comment:** None

**4. Approval of Secretary's Minutes for Thursday, March 12, 2020 - Deb**

Lynn made a motion to accept, Steve D. seconded. Noreen abstained. Unanimous approval.

**5. Treasurer's Report**

Lynn reviewed the following:

- Status of budget and restoration accounts
- Operating Budget and expenses through April

20/3

Encumbered expenses in 2018-19 budget – first floor window (status)

- Jack cancelled the Taylor Rental reservation for folding chairs for Memorial Day. A new PO has been created for the same amount to purchase a 5 year website management. (Office Supplies)

Status of store account – petty cash

Additional donations for restoration resulting from the funding request letter

- Additional donation of \$95. (Jack gave to Sheila.)

Steve D. made a motion to accept the Treasurer's Report, Doug seconded. Unanimous Approval.

#### 6. Communications:

- Mail or Email – website development and additional suggestion. Thank you notes for recent donations.
  - Jack provided Sheila with the information needed for the thank you notes.

#### 7. Monument and Grounds Activity Status Reports:

- Building status:
  - Interior conditions
    - Roof Inspection: report from Tremco – on-going changes. *No new information.*
    - Jack had a conversation with James. *Due to COVID-19 he is unable to hire any workers as they are receiving so much in terms of unemployment. He needs help to get the job done. The money is in the 18-19 budget and it will be lost. He states that he will get the job done on time. The job needs to be completed by June 30<sup>th</sup> given the money is being held over from the 18-19 budget. The window discussion is ongoing with Marvin Windows and hoping for a discount. Additionally, James is having difficulty getting the grates out of the frames.*
    - Doug asked if we could get an extension due to COVID-19. Steve Dew suggested having the funds put into escrow.
- Grounds status
  - Driveway and flag, trash removal – ongoing
  - Picnic Table is all set.
- Other: The Charter Oak tree descendant has been replanted. It was moved higher on the hill.

#### Old Business:

- Continued development of special "friends" group volunteer base. Deb
  - Ensuring active and new membership; posting on Facebook sites. *No new information.*
- New merchandise: pewter ornaments received and available. *Jack has them at home. We ordered 25. The person who was very interested in purchasing more has not been to Sheila's office recently.*
- Cemetery Walk for 2020 – Location, research, and confirm date: October 17<sup>th</sup> with a rain date, October 18<sup>th</sup>.
  - Scouting of Forest View/Rowley Street Cemetery, lower section to include the Gilbert Home – ongoing research
  - Cemetery plot map – secured; what location, sites. *Deb received the map which is proving very helpful in planning. Deb/Lynn had started research prior to COVID-19 restrictions but have been limited in the meantime. Also not having responses from past researchers. Noreen is not sure how much time she can give in terms of research this year.*
- Window replacement with James Pedrolini and Roland Goulet (Sullivan Glass)
  - Work status
- Highland Lake Association – *cancelled visit to the monument.*
- Cannon bases: continued discussion. *We will continue to discuss and consider a temporary fix.*
- Other

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**New Business:**

- Participation in Winchester 250 events – planning for special closing event on Saturday November 13, 2021. Jack is organizing; committee will begin to choose the top 12 to 14 historical characters from all the cemetery walks; begin to discuss with the actors/participants. Committee membership from commission to lead this participation. Emily Sullivan, director/producer (with help from all of us). Status: on-going. *Deb and Noreen to gather 14 characters before July 1<sup>st</sup>.*
- Suggestions for major summer event at the monument in 2020 –
  - Summer picnic, special band concert, FOMS participation ongoing discussion
- Memorial Day new plans for virtual remembrance
  - Participation by commission members
    - Jack has the script based on our prior ceremonies
    - He has been working with Dillon Avery and Cash Pac to prepare a YouTube for Memorial Day. It will incorporate all of our usual ceremony elements.
    - Filming via Zoom to take place throughout the week ahead.
    - Commission members will meet via Zoom to read the list of names, on Saturday, May 16 at 11 A.M.
    - One person submitted a poem. Gail Hochsby. Lynn will get the \$50 from petty cash for her.
    - Once completed the YouTube video will be available beginning early on Memorial Day.
- July 4<sup>th</sup> opening – TBD based on COVID-19 restrictions as we get closer to that date.
- Other: Perhaps have the next meeting at the monument or as a virtual meeting once again.

**Adjournment:** The meeting was adjourned at 6:30 P.M.

**Next Monthly Scheduled Meeting:**

- June 11, 2020

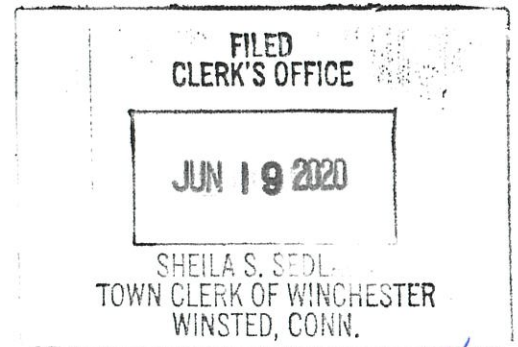


**TOWN OF WINCHESTER  
ZONING BOARD OF APPEALS**

**Held Remotely (Via Zoom) and was streamed live on YouTube:**

<https://www.youtube.com/channel/UCT1ffiBjMTBQM5OEXSgKlqg/videos>

**May 26, 2020 – 7:00PM  
Regular Meeting Minutes**



Chairman Phillip Allen called the meeting to order at 7:00PM.

**1. ROLL CALL:**

Mr. Allen noted that the following individuals were present in addition to himself: John Massicotte, John Pollack, and Alternates Aubrey English and Paul Marino.

It was noted that Neil Hunt and Hal Wilkes were absent excused. Mr. English and Mr. Marino were seated in their stead.

Also present for this meeting was Zoning Enforcement Officer/Building Official Marc Melanson.

**2. EXPLANATION OF PROCEDURE:**

Mr. Allen explained that applications would be reviewed the way they always are. He noted that the review of each application will include an opportunity to provide information regarding the application, a chance for the Board to question the applicant and/or representative as well as closing comments by the applicant. He explained that the public will have an opportunity to ask questions and make comments, too. Mr. Allen explained that an approval from this Board required four affirmative votes.

**3. PUBLIC HEARINGS – VARIANCE APPLICATIONS AND DECISIONS; APPEALS:**

**A. ZBA #20-5239 - Variance Location: 135 Shore Drive Applicant/Owner: Sally Carotenuti Proposal: Construct Garage, Covered Front Porch, 5.5'x5.5' Mudroom Addition, Enclose and Expand Existing Landing in Rear and 37'x4.5' Deck Expansion.** Sally Carotenuti appeared before the Board regarding this application. Mr. Allen reminded the Board that this application had been received at the April meeting and that this hearing was a continuation of that hearing. Ms. Carotenuti reviewed the modifications to the proposed plan that had been made since the previous meeting including reducing the impervious coverage achieved through the removal of the shed and overhang of the property. She noted that the size of the front porch had been scaled back along with the two expansions to the house that had been included for storage.

Mr. Pollack questioned the amount of square footage that had been removed since the previous meeting. Ms. Carotenuti indicated that over 350 square feet have been removed, or 4.2% of the previous proposal. She later noted that the shed with the overhang was 299 square feet and the change to the proposed front porch was 78 square feet. Mr. Marino questioned whether the connection between the home and proposed garage had been eliminated. Ms. Carotenuti indicated that it had not, explaining that the connection is an existing deck. She explained that she was proposing to construct the garage next to the deck in order to have access to the deck

Town of Winchester Zoning Board of Appeals  
May 26, 2020 Regular Meeting Minutes

from the back of the garage. Mr. Marino questioned whether the deck was currently covered or if there were plans to cover it. Ms. Carotenuti noted that she had no plans to cover it.

The Board reviewed the proposed elevation drawings for the garage as well as photos with a garage overlay to simulate the proposed development. Mr. English questioned the size of the front porch. Ms. Carotenuti indicated it would be 9'x26'. Mr. Marino questioned whether it would be a screened porch. Ms. Carotenuti confirmed but noted that she would like to put windows in for the winter months. Mr. Marino questioned whether the porch would have heat. Ms. Carotenuti indicated that she had no plans to add heat. Mr. Melanson reported that should a variance be granted, there would be nothing to prevent heat from being added to the space.

Mr. Massicotte questioned the hardship. Ms. Carotenuti noted that the hardship was a result of the district that the property is in, explaining that the house is already non-conforming and as a result she was unable to meet setbacks and land coverage.

Ms. Carotenuti noted that she had provided photographs to evidence the small impact that her proposal would have to the surrounding neighborhood.

The hearing was open to the public.

Clarice Stevens of 374 East Wakefield Boulevard spoke in favor of the application, noting that the garage appeared to be in harmony with the home and the neighborhood.

Mike Mirsky of 125 Shore Drive spoke in opposition of the application, noting that the property was non-conforming and urged the Board to protect the open space of the area.

Priscilla Podesta of 125 Shore Drive spoke in opposition of the application, noting that the value of her property would decrease without the view of the lake.

Mr. Allen read aloud a letter from Adriana Podesta of 125 Shore Drive, sharing her concerns with obstructing the lake view and potential effects to the value of her property.

The hearing was closed to the public.

Ms. Carotenuti addressed the concerns of her neighbors and how their views might be impacted, referring to a photograph from the furthest point in her yard at the border with 125 Shore Drive. Mr. Marino questioned whether the deck would be higher than what Ms. Carotenuti had shared. She noted that the deck was two feet higher than where she took the photograph. Discussion ensued about whether the view would be affected.

**MOTION:** Mr. Marino, Mr. Massicotte second, to approve Variance Application #20-5239, for a variance from Section II.G.b.ii, for a Front Yard setback variance of 46 feet, a North Side Yard setback variance of 23.8 feet, a South Side Yard setback variance of 31 feet, and an Impervious Surface coverage variance of 9%, for the purpose of building a 26'x9' one-story addition on the front of the house, a 6'x10.9' one-story addition on the southeast corner of the house, a 5'6" x 5'6" one-story addition on the Northeast corner of the house, a 4'6"x37' rear deck and a 22'x14' one-story garage, as per the drawings submitted, for the property located at 135 Shore Drive;  
*Motion failed with Mr. Allen, Mr. English, Mr. Marino, Mr. Massicotte, and Mr. Pollack opposing.*

The reason cited for denial of the variance was excessive building for the site and insufficient hardship.

2025

**B. ZBA #20-5243 – Special Exception Location: 376 East Wakefield Boulevard  
Applicant: Matthew Closson Owner: Ken Albino Proposal: Construct Covered Deck in  
Accordance with Submitted Drawings.**

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Matt Closson, accompanied by his clients Ken Albino and Maria Mele and their professional engineer, Rob Colabella, Principal of Laurel Engineering, appeared before the Board regarding this application. Mr. Albino read aloud a prepared statement sharing background, noting that the home was recently purchased and needed some corrections to identified shortcomings. He noted that the current non-conformities preexisted prior to this purchase. Mr. Albino reported that as the house lacked air conditioning, it was primarily used for its outdoor benefits. He explained that last summer's heat made it more difficult to enjoy the outdoors with little relief from the sun.

Mr. Closson reviewed the proposed structural work to be undertaken. He explained that the existing sunroom and deck would be removed, and a new deck would be extended 3.5'. The return walkway on the south side of the property will be replaced, according to Mr. Closson. He noted that enclosing the front porch was also a part of the proposal.

Mr. Colabella reviewed the low impact development improvements to be undertaken. He explained that the deck improvements will not increase any non-conformities. Mr. Colabella noted that the gravel driveways, which are subject to an easement for access to the neighboring property, comprise a substantial portion of the impervious surface coverage amount. Additionally, Mr. Colabella pointed out how a large impervious surface coverage that currently exists along the lake wall is going to be converted to pervious material and will include a vegetative buffer. Finally, Mr. Colabella described how the roof leaders on the garage will be improved with the addition of a rain garden.

Mr. Pollack questioned the square footage of the existing dwelling. Mr. Albino indicated it to be 1800 square feet. Mr. Pollack noted that many houses built in the 1940s, like the subject dwelling around the lake, have had air conditioning added to them and questioned whether that had been considered. Mr. Albino indicated that it may be considered for the second floor in the future. Mr. Pollack noted that he had the opportunity to visit the site, had observed the steep topography of the lot and had wondered about the removal of the trees there. Mr. Albino noted that the trees were very close to the home and that the bushes had been neglected and overgrown.

Mr. Marino questioned whether the covered deck was being extended. Mr. Closson reviewed the changes, referring to both the site plan prepared by Laurel Engineering and the survey prepared by DiCara Land Surveying.

The hearing was open to the public.

Clarice Stevens of 374 East Wakefield Boulevard spoke in favor of the application, appreciating the strong sun in this area of the lake and communicated her permission to Mr. Closson to allow him to traverse her property for access to the site during construction.

Mr. Allen read aloud letters of support from Heather and Moose Dzielak of 362 East Wakefield Boulevard. He also reported signatures from Tony Sandonato, Anne Lippincott, and Jeff Lippincott in response to a request for endorsement from the owners of the subject property. Mr. Allen noted a communication in support of the proposal from Jen Perga of 378 East Wakefield Boulevard.

Prior to the closing of the public, Mr. Albino noted that from the beginning of the process, the opinions of the neighbors were sought, and their concerns were strongly considered.

Hols

The hearing was closed to the public.

**MOTION:** Mr. Allen, Mr. Marino second, to grant a Special Exception for Application #20-5243 to allow the construction of a 30'2"x 11'6" covered porch, a 10' 6½"x 12' 6" covered porch, a 7'x 10' covered porch with stairs and enclose the existing 6'x 4' front covered porch, per the drawings submitted, for the property located at 376 East Wakefield Boulevard;

*Motion passed with Mr. Allen, Mr. English, Mr. Marino, and Mr. Massicotte voting aye while Mr. Pollack was opposed.*

The reason cited for the approval was reasonable request and reduction of non-compliance.

**C. ZBA #20-5244 – Variance Location: 404 East Wakefield Boulevard  
Applicant/Owner: Greg Simard and Annie Simard Proposal: Replace Lakeside Deck;  
Expand Cover for Existing Front Deck.**

Greg Simard and Annie Simard appeared before the Board regarding this application. Mr. Simard explained that they had recently purchased the cottage but needed improvements to be made as there was a safety concern. He explained that the front door had a very small overhang but that it was not functional and each time it would rain, they would get soaked as they tried to access it. Mr. Simard explained that the deck had been laid over cinder blocks.

Mr. Simard reported that the existing deck had been twelve feet from the lake and the proposed deck will be pulled back so that its closest point would be further away from the water than that. Mr. Pollack questioned what had happened to the existing deck. Mr. Simard explained that it was completely rotted and was taken down because of how unsafe it was.

The hearing was open to the public.

Clarice Stevens of 374 East Wakefield Boulevard spoke in favor of the application after having shared memories with the former family that had lived at the subject property. She recalled being on the deck and noted her concerns with the proximity of the deck to the lake.

The hearing was closed to the public.

**MOTION:** Mr. Allen, Mr. Massicotte second, to approve variance application # 20-5244, From Section I.G.d.ii. for a Impervious surface coverage variance of 2.3%, and from section I.G.d.iv for a 10 foot variance from a deck being a minimum of 20 feet from the lake shore for the purpose of putting a roof over the front entryway deck and building a 12'x24' deck with a 12.4'x 6' jog on the rear of the structure, as per the drawings submitted, for the property located at 404 East Wakefield Boulevard;

*Motion passed with Mr. Allen, Mr. English, Mr. Marino, and Mr. Massicotte voting aye while Mr. Pollack was opposed.*

The reason cited for the variance was reasonable request and a reduction in non-conformity.

Sols

**D. ZBA #20-5245 – Special Exception Location: 404 East Wakefield Boulevard  
Applicant/Owner: Greg Simard and Annie Simard Proposal: Expansion of Non-  
Conforming Structure Pursuant to Zoning Regulations Section III.C.6.b.i.**

Greg Simard and Annie Simard appeared before the Board regarding this application. Mr. Simard explained that the overhang is only to eliminate the water from flowing under the house.

The hearing was open to the public.

Clarice Stevens of 374 East Wakefield Boulevard noted that she had no objections to the application and indicated that she understood why it would need to be replaced.

The hearing was closed to the public.

**MOTION:** Mr. Allen, Mr. Marino second, to grant a Special Exception for Application # 20-5245 to allow the construction of a Roof over an existing 8'x 8' front deck, per the drawings submitted, for the property located at 404 East Wakefield Boulevard;

*unanimously approved.*

**4. OLD BUSINESS:**

None.

**5. APPROVAL OF MINUTES:**

**A. April 28, 2020 Regular Meeting.**

**MOTION:** Mr. English, Mr. Marino second, to approve the April 28, 2020 regular meeting minutes; unanimously approved.

**6. CORRESPONDENCE:**

None.

**7. OTHER BUSINESS:**

None.

**8. DISCUSSION WITH ZONING ENFORCEMENT OFFICER:**

None.

**9. ADJOURNMENT:**

**MOTION:** Mr. English, Mr. Allen second, to adjourn at 9:11PM; unanimously approved.

**Respectfully submitted,**

**Pamela A. Colombie  
Recording Clerk**

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Board of Recreation meeting minutes

May 28, 2020 ZOOM Meeting

**Call to order:** Kurt Williams at 11am

**Members in attendance:** Brian Shaunessey, Jamie Duffy, Kurt Root, Allen Miller, Alesia Warner, Sean McGlynn, and Kurt Williams

New Members – Ashley Alcott joined in April and Kim Huber joined in May

Recreation Director: Tanya Risucci

Absent: Diane Ransom

**Approval of last meeting minutes:** Meeting minutes will be approved on July 1, 2020 meeting as this meeting is a special Covid Update meeting.

**Public Comment:** none

**Agenda Review:** no changes

**Chairmen's Report:**

- Discussion/Review of Covid 19 precautionary guideline/requirements for Recreation Programs
- Take action(s) that Board deems appropriate to support guideline/requirements

Key outcome of this meeting will be a good understanding of the upcoming changes along with support that Tanya will need from the board moving forward with planning and execution of summer programs. Target is June 1 to begin registration activities.

- **Tanya:** If you could forward any pertinent information to members ahead of time that would be appreciated.

**Director's Report:**

- Wanted to give everyone a heads up with what is going on with recreation at this time.
- May 20<sup>th</sup> skate park basketball court and tennis courts will be opened. Groups of no more than 5 NO ORGANIZED SPORTS OR PRACTICES.
- Memorial day beaches will open, guards will start Saturday the 30<sup>th</sup> of May, as we will hire and train next week do meet guidelines, beaches will be half capacity until new guidelines come out, max 5 per group and social distancing of at less 6 feet will be applied, mask worn if close to staff or other people, NO MASK WILL



BE ALLOWED IN THE WATER, AS ITS HARD TO BREATH IF WET AND CAN BE HARD TO HEAR IF SOMEONE IS DROWNING AND CALLING FOR HELP.

- PLAYGROUND ARE CLOSED UNTIL FUTHER NOTICE.
- SUMMER CAMP WE PLAN TO HAVE ONE STARTING JUNE 29<sup>TH</sup>-AUGUST 14<sup>TH</sup> WORKING ON GUIDELINES AND HIRIND STAFF AND GETTING THINGS READY. HOPING TO HAVE REGISTRAION OPEN JUNE 1<sup>ST</sup>. WE WILL ALSO HAVE A SPORTS CAMP FOR GRADES 4-8<sup>TH</sup> THAT IS AVAIBLE TO SIGN UP FOR NOW.
- BEACH STICKERS WILL BE REQUIRED AS TOWN HALL IS STILL CLOSED TO THE PUBLIC YOU WILL NEED TO MAIL THE CHECK TO TOWN HALL WITH RETURN ADDRESS AND WE WILL MAIL ONE BACK FIRST COME FIRST SERVE.
- ALL OTHER PROGRAMS ARE IN THE WORK AND WAITING FOR MORE GUIDELINES TO BE RELEASED.
- Summer camp is allowed to happen under guidelines we will look to start June 29<sup>th</sup> for 7 weeks as of today because of guidelines we will not be able to go to the beach or field trips because of transportation. I was seeking recommendations if anyone knows any music, magic, or anything fun we can hire to come to camp and do things with the kids that involve social distancing. Please anything forward if you have or know someone that can provide a service to us.

**\*See Attached Covid Update Letter\***

**Old Business:**

- Easter Bunny event went well \*see attached flyer\*
- Liaison – having children be a part of the board, committee
- Having a gilbert student as liaison (officers, student council, etc.)
- Alesia Warner will draft up a letter and submit to Gilbert in September

**New Business:**

- Skate Park Renaming in honor of Travis Aakjar who passed away in a motorcycle accident. Family member reached out to Tanya in regards to this.

**Next Meeting:** Wednesday July 1, 2020 at 6:30pm Rowley Building

Respectfully submitted,

Jamie Duffy

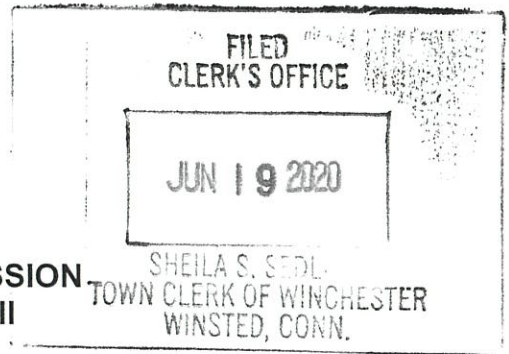
Recreation Department Board Secretary



The above minutes have not been approved by the Recreation Board. Approval of these minutes will be made on our next regularly scheduled meeting.



**TOWN OF WINCHESTER  
PLANNING AND ZONING COMMISSION**  
Town of Winchester Town Hall  
Held Remotely (Via Zoom)



and was streamed live on YouTube:

<https://www.youtube.com/channel/UCT1ffiBjMTBQM5OEXSgKlqg/videos>

May 28, 2020 – 6:00PM

**Special Meeting Minutes**

*Handwritten initials: H/A*

**1. CALL TO ORDER:**

Chairman George Closson called the meeting to order at 6:40PM.

**2. ROLL CALL:**

Mr. Closson noted that the following individuals were present: Peter Marchand, Jerry Martinez, Craig Sanden, and Alternates John Cooney (7:10PM) and Will Platt.

Art Melycher was absent excused. Mr. Platt was seated in his stead.

**3. PUBLIC COMMENT:**

No comment was received.

**4. AGENDA REVIEW.**

The agenda was modified to add *Discussion of Sign Request for Winsted Medical Associates/80 South Main Street* as Item E and *Continuing Executive Order 7MM – Legal Concerns* as Item F under *Other Business*. It was also modified to add *Solar Farm Project on Platt Hill Road* under *Other Business*.

**5. PUBLIC HEARINGS.**

None.

**6. OLD BUSINESS.**

None.

**7. NEW BUSINESS.**

**A. PZC#20-08 – CGS 8-24 Referral – 8 Charles Street Applicant/Owner: Town of Winchester Proposal: Boundary Line Adjustment with Property Owner of 29 Bridge Street to Enable Road Improvement, including Conversion of Bridge Street to One-Way Traffic.**

Department of Public Works Director Jim Rollins appeared before the Commission to discuss this application. Mr. Rollins reminded the Commission that a grant had been received for improvements to the Bridge Street, Willow Street and Depot Street intersection. He noted that the engineers have recommended converting Bridge Street to one-way, going up the hill. Mr. Rollins explained that to address concerns shared by emergency personnel, the Charles and Maple Street intersection will be widened. To accomplish the concerns of the owner at 29 Bridge Street, the Town is going to convey one half of 8 Charles Street, the western half, to provide him with adequate parking when Bridge Street is reduced to one-way.

Mr. Platt questioned what was planned to advise drivers of the change to Bridge Street. Mr. Rollins noted that as part of the project, the traffic will weave left and explained that the barriers will likely be vegetative in type. Mr. Marchand questioned whether the walkway reconstruction in this area will be part of the project. Mr. Rollins noted that there will definitely be work undertaken with the driveway at 29 Bridge Street but there had not yet been discussion about the sidewalks. Mr. Rollins reported that the new design will be mocked up with paint and cones to function as a trial-run prior to actual construction being undertaken.

Mr. Martinez questioned whether there would likely continue to be an ice problem in this area. Mr. Rollins opined that the conditions would be no worse than they currently are, noting that there is not a great deal of traffic that flows from Prospect Street taking a right onto Bridge Street. With the planned reconfiguration, Mr. Rollins noted that it was even less likely for traffic to travel that way.

**MOTION:** Mr. Closson, Mr. Sanden second, to forward a positive recommendation, pursuant to CGS 8-24, regarding PZC#20-08 – CGS 8-24 Referral – 8 Charles Street Applicant/Owner: Town of Winchester Proposal: Boundary Line Adjustment with Property Owner of 29 Bridge Street to Enable Road Improvement, including Conversion of Bridge Street to One-Way Traffic;

*unanimously approved.*

**B. PZC#20-09 – CGS 8-24 Referral – 85 Rowley Street Applicant/Owner: Town of Winchester Proposal: Aviation Easement to Winsted Medical Associates, LLC.**

Mr. Closson reported that he had conferred with Phil Doyle of LADA regarding this proposal. He noted that the heliport design had not yet been formally approved by the State. Mr. Closson explained that the request was for an easement to protect the approach which only extends 280' from the heliport, with Winsted Medical Associates, LLC owning 140' from the heliport to the property line. He noted that the easement area is for the remaining 140' on Town property. The area is cone-shaped and consists primarily of wetlands currently. However, if the land were to dry and tall trees were to grow, Winsted Medical Associates, LLC would have the right to maintain them to protect the approach through this easement.

**MOTION:** Mr. Sanden, Mr. Marchand second, to forward a positive recommendation, pursuant to CGS 8-24, regarding PZC#20-09 – CGS 8-24 Referral – 85 Rowley Street Applicant/Owner: Town of Winchester Proposal: Aviation Easement to Winsted Medical Associates, LLC;

*unanimously approved.*

**C. PZC#20-10 – Special Permit Location: 787 Main Street Applicant/Owner: Ahmed Ali One, LLC Proposal: Filling Station/Convenience Store.**

The application was scheduled for a public hearing on June 22, 2020.

**8. APPROVAL OF MINUTES: April 13, 2020 Regular Meeting.**

**MOTION:** Mr. Marchand, Mr. Platt second, to approve the April 13, 2020 Minutes;

*Motion passed with Mr. Closson, Mr. Marchand, Mr. Martinez and Mr. Platt voting aye while Mr. Sanden abstained.*

**9. COMMUNICATIONS.**

None.

**10. STAFF REPORT:**

Staff updated the Commission on Outdoor Dining resulting from the first phase reopening following the declared State of Emergency during the COVID-19 pandemic. She noted that not every restaurant has taken advantage of the Outdoor Dining provisions, but contact was made with each. Staff praised the assistance received in this respect from the Economic Development Commission, particularly Jim Welton, who was instrumental in visiting the establishments to bring them special temporary permit applications.

**11. OTHER BUSINESS:**

The agenda was further modified to take up *Discussion of Sign Request for Winsted Medical Associates/80 South Main Street* ahead of *POCD Discussion*.

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**A. Discussion of Sign Request for Winsted Medical Associates/80 South Main Street.**

Joan Pelletier, a representative from the Madison Sign Group, reviewed the sign package. Ms. Pelletier reviewed the branding planned for the front elevation as well as the EMERGENCY directional signage. She then reviewed the rear elevation, which functions as the main entrance to the building, with the Emergency and the awning signage and the mini canopy sign which was 5 square feet. The Commission was also presented with the internally illuminated, double-sided monument sign. She noted that only the copy will be illuminated. Mr. Closson questioned whether there might be additional signage possible for tenants on what was depicted as "Winsted Imaging". Ms. Pelletier confirmed. She explained that Hartford Healthcare does not typically like to identify too many services on their signs as they usually opt for just their branding at the top of it. Mr. Closson explained that the regulating is limited to the size of signage not the content.

Mr. Marchand questioned whether a permit was required for sight line from the State of Connecticut Department of Transportation. Ms. Pelletier noted that the signs will be located on the owner's property. She noted that the signs will meet the ten-foot setback requirements.

**MOTION:** Mr. Marchand, Mr. Sanden second, to find that the modifications, the signs, are minor in scope and thusly do not require a modification of the Special Permit;

*unanimously approved.*

**B. Solar Farm Project on Platt Hill Road (Trade Winds Parcel) – Petition to Siting Council**

Referring to the proposed location of a pending solar farm project, Mr. Sanden reminded the Commission that when a subdivision was being reviewed for this site, there were significant issues with the topography at this location. He noted that he had concerns with whether there would be any undergrowth under the solar panels and questioned whether there would be drainage issues there. Staff noted that there is a link on the Inland Wetlands and Watercourses Commission page of the town website to the full application before the State of Connecticut Siting Council. She reported that Attorney Marianne Barbino Dubuque, who is representing the Town in this matter, had been in contact as she was reaching out to various individuals including Mr. Closson.

Mr. Closson indicated that in speaking with Attorney Dubuque, he had suggested requiring a bond for the removal of equipment. He emphasized how critical the watershed is in his discussions with her. Mr. Closson noted that the Department of Energy and Environmental Protection will review the stormwater management plan. Mr. Marchand reported having spoken with Attorney Dubuque, too. Mr. Platt questioned whether there was still time to submit correspondence to her. Mr. Closson indicated that he would forward her contact information to him.

**D. POCD Discussion.**

Mr. Closson requested Mr. Martinez and Mr. Sanden submit their sections of the update to the 2011 POCD to him.

**E. Short Term Rentals Regulation Workshop – POSTPONED.**

As it was agreed that discussions would resume on regulating Short Term Rentals, Mr. Closson indicated that it should continue to be carried as an agenda item but that a workshop would be delayed until the Commission could meet in person rather than have the public try to participate on this matter via Zoom.

**F. Zone Changes – Various Properties on Beach Street, Walnut Street, Wetmore Avenue, Holabird Avenue, North Main Street, Strong Terrace, Old New Hartford Road, Main Street, Coe Street, Norfolk Road.**

Mr. Closson reminded the Commission about the earlier discussions regarding the parcels along Old New Hartford Road that had been zoned Town Gateway (TG) and the parcels on the western end of Main Street that were not zoned TG that ought to have been. He reported working with staff to identify parcels on the northern end of Route 8 that were zoned TG, including parcels along Walnut Street.



The Commission reviewed the GIS for these areas. The properties zoned as TG in the area of North Main Street and Torrington Road were reviewed. The Commission requested that the properties identified for zone changes be reviewed for whether they currently have single-family residences, two-family use, or multi-family use.

It was agreed that a public hearing would be scheduled for these zone changes for the Monday, June 22, 2020 regular meeting.

**G. Executive Order - Outside Dining - Possible Extension of Permits.**

Mr. Closson reported that after reviewing how the Executive Order relative to outdoor dining ends in September, he had contacted Lieutenant Governor Susan Bysiewicz who had put him in contact with their Deputy General Counsel, Doug Dalena. He had explained that an act of the legislature enables the governor to issue executive orders for a maximum period of six months. Attorney Dalena had noted that unless the legislature grants additional time, the order would expire at midnight of September 9, 2020. Mr. Closson noted that according to the email from Attorney Dalena, municipalities individually could extend the zoning approvals past that September 9<sup>th</sup> date based on the COVID-19 pandemic and if it is not extended, the establishments would need to go to Torrington Area Health District. He noted that if they had a liquor license, they would have to go to the Liquor Control Authority, too. Mr. Closson suggested that the Commission extend the temporary permits through the end of October.

The consensus of the Commission was that by extending the temporary permits, it would give the business establishments a chance to plan for a fall season outside and gives their patrons some sense of well-being if there remains concerns about being in a crowded restaurant.

**MOTION:** Mr. Closson, Mr. Marchand second, to authorize the temporary permits that are being issued under this Executive Order be extended through October 31, 2020;

*unanimously approved.*

**H. Continuing Executive Order 7MM – Legal Concerns.**

Mr. Martinez shared his concerns with the executive orders coming from Hartford and how they impact towns, noting that typically there is an opportunity for a hearing locally with land use matters. He noted that his research revealed that a governor is afforded the ability to grant executive orders as part of civil preparedness, such as the result of storms or natural event and public health. He noted that his review regarding the rate of deaths relative to COVID-19 is no different than the flu season of 2017-2018. Mr. Martinez noted that he had no objection to extending the provisions for outdoor dining but did have concerns when the next flu season breaks out. He shared his concerns with the viability of restaurants that are not able to function at 100%.

Mr. Martinez questioned whether the Town is protected from potential legal action that might result from a safety issue resulting from the new expanded outdoor dining approvals. Although he was not sure how the State could extend the coverage of municipalities in this regard, Mr. Closson recalled that there had been some directive in this respect. He requested staff consult with Attorney Kevin Nelligan to confirm this to be true.

**12. ADJOURNMENT:**

**MOTION:** Mr. Closson, Mr. Marchand second, to adjourn; unanimously approved. The Commission adjourned at 7:40PM.

**Respectfully submitted,  
Pamela A. Colombie  
Recording Clerk**

Town of Winchester - City of Winsted  
ECONOMIC DEVELOPMENT COMMISSION  
REGULAR MEETING

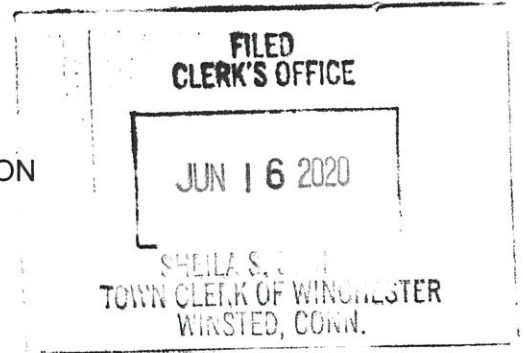
MINUTES

Tuesday, June 2, 2020, 7:00 PM

Conference Call

COMMISSION

Dennis Dressel, Chairman  
Deweese Yeager, Vice Chairman  
Jim Welton, Treasurer  
Jessica Tessman, Secretary  
Gary Giordano, Commissioner  
Bob Geiger, Town Manager  
Jack Borque, BOS Liaison  
Linda Groppo, BOS Liaison



1. Call to Order and Roll Call - Called to order at 7:03 pm by Dennis Dressel. On the call was Dennis Dressel, Jim Welton, Dewees Yeager, Jessica Tessman, Gary Giordano, Linda Groppo, with guests Connor Ryan and Pam Colombie.
2. Agenda Review - The Welcome Packet Initiative was added to Old Business. Motion to approve amended agenda by Dewees Yeager, second by Jim Welton. Voted 5-0.
3. Approval of Minutes of Previous Meetings: May 19, 2020, motion to approve by Gary Giordano as written, second by Jim Welton. Voted 5-0.
4. Treasurer's report -
  - a) Waiting upon approval for the \$500.00 towards our social media (boosting posts VIA Facebook).
  - b) The new budget was approved: \$8,500 starting July 1, 2020.
5. New Business
  - a) Review of Virtual Town Hall Meeting - Around 25 business owners attended the meeting. Dewees called restaurants and informed them about the virtual meeting. Discussion tabled for the next meeting to host another meeting at the end of the month. Pam: Restaurant owners may be available to attend on Mondays. Event will take place around noon.
  - b) What's happening in Town? Pam: Certain Restaurants are starting outdoor dining. Jim assisted businesses in getting registered. Jim suggested we could host an event at Crystal Peak, in the fall. The medical center is still under construction. Gary: King of Covers is going on the market.

6. Old Business

- a) Welcome Packet - Dewees: Many attendees from the Virtual Town Hall Meeting mentioned making information available for business owners in terms of signage, loan assistance, and guidance for who to call. There should be an Electronic and Hard Copy packet (available in the Town Hall). We can collaborate with ReCreative, Friends of Main Street, and other organizations. Dewees and Gary will work on this together.
- b) Photo Contest Update - Jess: The contest has officially ended, and 3 winners are receiving a gift card in the mail. Our social media is performing very well.  
Linda: Candy mentioned wanting to form a committee regarding enhancing the town's social media outlets. We will hold off on looking into an EDC Intern.
- c) The Western Connecticut Tourism District would like to address the EDC regarding their initiative. Jess will connect with Lara and invite her to the next meeting.
- d) Master List Update - Dewees: We are missing 70 emails. Dennis: We can connect with Whiting Mills to receive the business owners' emails. Jim assigned every EDC commissioner to a business.  
Dennis: We could do something similar like the Chamber of Commerce, where businesses are listed by types and alphabetically. Names, addresses, and phone numbers. Jim will work with Dewees on this.
- e) Business List for the town - In the future we can post names of businesses/addresses/phone numbers on our website. The list has around 240 businesses. Dewees will split the list up between the commissioners (besides Jim) to call businesses to check-in and update information. Jim will divide the Business Visitation list among commissioners.

7. Adjournment - 8:16 pm motion by Dewees Yeager, second by Jim Welton.  
Voted 5-0.

Town of Winchester - City of Winsted  
ECONOMIC DEVELOPMENT COMMISSION  
REGULAR MEETING

MINUTES

Tuesday, June 16, 2020, 7:00 PM

Conference Call

COMMISSION

Dennis Dressel, Chairman

Deweese Yeager, Vice Chair

Jessica Tessman, Secretary

Jim Welton, Treasurer

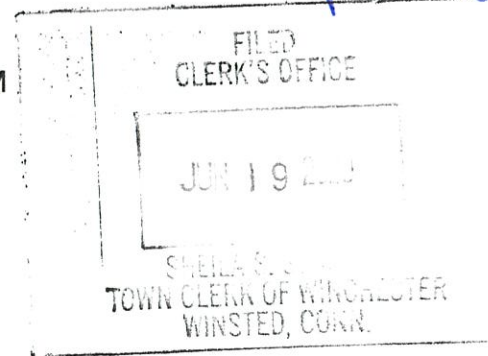
Gary Giordano

David Sartirana

Bob Geiger, Town Manager

Jack Borque, BOS Liaison

Linda Groppo, BOS Liaison



1. Call to Order and Roll Call - Called to order at 7:04 pm by Dennis Dressel. On the call was Dennis Dressel, Dewees Yeager, Gary Giordano, David Satirana, Linda Groppo, with guest Pam Columbie.
2. Agenda Review - Motion to approve agenda by Dewees Yeager, second by Gary Giordano. Voted 4-0.
3. Approval of Minutes of Previous Meetings: June 2, 2020, motion to approve by Gary Giordano as written, second by Dewees Yeager. Voted 4-0.
4. New Business
  - a) Lara from Western Tourism to discuss their initiative - she is unable to attend and will reschedule
  - b) Schedule another Virtual Town Hall Meeting ? - Consensus is that as of now there is no need to, but let's keep an open mind about it.
  - c) What's happening in Town ? Both Residential and Commercial RE showing strong interest with inventory low, Primo property under contract. Home improvements are busy. No new businesses yet though.
5. Communications - None
6. Old Business
  - a) Master List Update - Dewey: Individual tabs at the bottom of the list with each commissioner's name and the companies assigned to them have

been set up, the green highlighted area reflects Jim's Business Visitation List 3.0. Meg is working on a sort function to access Mastersheet businesses by type or name, a business sort key has been established. Mastersheet information will be set up on the WEDC website by company name and telephone number columns only, no full link.



- b) Use of Social Media to support local business - Dennis: I'll check and see what the status of the Hartford HC grant re social media help is and Dewey will reach out to Meg at reCreative about future collaboration possibilities after contract expiration..

- 7. Adjournment - 7:34 pm motion by David Sartirana, second by Gary Giordano. Voted 4-0.



TOWN OF WINCHESTER – CITY OF WINSTED OFFICE

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

FILED  
JUN 11 2020

SHEILA S. SEIDL  
TOWN CLERK OF WINCHESTER  
WINSTED, CONN.

*Minutes of Regular Meeting  
Water & Sewer Commission*

*P. Francis Hicks Room, Town Hall, 338 Main Street, Winsted  
June 9, 2020*

Chairman John Massicotte called the meeting to order at 6:05 p.m. This meeting was televised and streamed live; callers were invited to call in on 860-738-6958 for public comment. The following members were present: George Closson, Bill Hester, Joe Lemelin, John Massicotte and Tim Moran. Also present was Finance Director Bruce Stratford, Budget Analyst Caroline Brayne, Superintendent of Water Works Marty Cormier and First Selectman of Barkhamsted Don Stein. Director of Public Works Jim Rollins arrived late. This meeting respected all social distancing rules and attendees were well-situated throughout the meeting in the meeting room.

**Public Input** - none

**Approval of Meeting Minutes from May 12, 2020:** Motion by B. Hester to *approve the minutes of May 12, 2020*. Second by G. Closson. **Vote:** All in favor - *motion carried unanimously*.

**Approval of Meeting Minutes from May 26, 2020:** Motion by G. Closson to *approve the minutes of May 26, 2020*. Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimously*.

**Report from Finance Director:**

Mr. Stratford distributed copies of the year-to-date budgets along with checking and savings account statements through May 31<sup>st</sup>; proceeded to review information.

*Water:* Revenues: 92% (11 months) through the fiscal year, revenues total \$1,785,000 compared to \$1,798,000 last year; compared to last year, down \$13,000 but gained \$32,000 relatively speaking this year over last year; May was a collection month for January through March – pretty pleased with revenues; most of the gain was due to collection of \$53,000 in current water rents; concerns from last month were resolved. Expenditures: Water Works is at 75% of the budget; have a transfer request for \$1,500 from Emergency Repairs to Maintenance of Structures. **Motion by J. Lemelin to transfer \$1,500 from Emergency Repairs (317-925-0002) to Maintenance of Structures (317-827-0000)**. Second by B. Hester. **Vote:** All in favor - *motion carried unanimously*. Mr. Stratford said Crystal Lake has a purchase order which was mis-coded resulting in a negative in the unencumbered balance but will be resolved when corrected; Administrative Medical Benefits has a negative due to a change in coverage for an employee; have a fund transfer of \$15,000. **Motion by G. Closson to transfer \$1,500 from Municipal Insurance (321-381-0000), \$12,500 from Workers Comp (321-381-0001) and \$1,000 from Audit Fee (321-384-0000) to Medical Benefits (321-201-0000) in the amount of \$15,000**. Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimously*. Mr. Stratford continued his review noting the Water Commission is at 30% of their budget; analysis comparing last year to this year shows an increase of \$184,706 difference which reflects the auto flushers, Overlook water mains and pension. Chairman Massicotte asked about the pensions. Mr. Stratford explained the pension line and defined pension line. Discussion followed regarding advice from the Actuary. Mr. Stratford said made a payment last month – now fully contributed according to the actuarial determined employer calculation; defined pension plan is closed to new employees and is 62% funded

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– will be fully funded through employer contributions over the next 19 years and will be fully funded; operating account has \$717,492 and savings has \$573,078.

*J. Rollins arrived 6:10 p.m.*

**Sewer:** Revenues: 92% through the fiscal year, year to date revenues are down \$45,000 from last year but picked up \$26,000 in year over year – very pleased; Income from Investments will fall short due to drop in interest rates; received \$1,000 from Russ’ Septic leaving a balance of \$7,700. Expenditures: Sanitation Plant at 74% of their budget through 11 months; have a fund transfer request requesting money into Maintenance of Equipment to replace or repair various pieces of equipment. Mr. Rollins explained the planned equipment repairs and replacement. Mr. Stratford explained how those accounts can withstand the transfers. Mr. Rollins added this is the time of year that the big stuff happens. **Motion by B. Hester to transfer \$20,000 from Electricity (315-822-0000), \$17,000 from Heating (315-823-0000), \$2,500 from Telephone (315-807-0000) and \$10,000 from Engineering Services (315-851-0000) to Maintenance of Equipment (315-826-0000) in the amount of \$49,500.** Second by J. Lemelin. **Vote:** All in favor - *motion carried unanimous.* Mr. Stratford said Pumping Stations are at 73% of budget at this point; have a fund transfer request for Maintenance of Structures and Overtime. **Motion by J. Lemelin to transfer \$3,700 from Emergency Repairs (316-825-0002) to Maintenance of Structures (316-827-0000) in the amount of \$2,500 and Overtime (316-197-0000) in the amount of \$1,200.** Second by B. Hester. **Discussion:** Brief discussion followed regarding if that will be enough for overtime. **Vote:** All in favor - *motion carried unanimous.* Mr. Stratford said WPCA is at 63% of the budget through 11 months; the activity has been mostly Pump Station 8; noted have an outstanding purchase order totaling \$55,000. Discussion followed regarding other outstanding invoices for Pump Station 8 totaling \$5,000. Mr. Stratford directed Caroline Brayne to review with Mark Douglass and close this out; Debt Administration is at 98% of its budget – did make an annual principal and interest payment June 1<sup>st</sup>; total expenditures are at \$1,538,000 compared to \$1,551,000 last year; operating account has \$144,000 and savings has \$573,078.

**Pump Station 8 Landscaping in Spring 2020:** Mr. Rollins said planting shrubs; everything else is done. Brief discussion followed regarding holding the next meeting up there to recognize the hard work.

**Barkhamsted Interlocal Agreement:** Mr. Stein explained the owner of the plaza is anxious; time is of the essence as he has a tenant moving in in September and that’s dependent on getting the sewer service installed; have been working on this for 20+ years, near term for 5 years and working on this one about 3 years; looking to get a fair agreement for both parties; Selectmen and Wetlands Commission will vote on this Thursday; if the Board can approve this agreement has to go to attorneys but need to finalize this agreement; very close to workable for Winsted and for Barkhamsted. Mr. Rollins distributed the most recent proposed agreement; proceeded to review page-by-page. The following changes were reviewed:

Page 1: Septage - low pressure grinder pumps added to the definition

Page 2: #9 - temperature was changed to 20 degrees Celsius

Page 3: Added depreciation and replacement to Operation Costs; made it more specific that money transferred goes into Winchester Sewer Fund budget not just the Winsted budget.

Page 4: #C.3. – Mr. Rollins concerned with approved by the DEEP; never get this approved by the DEEP within 6 months. B. Hester said he researched this and the DEEP doesn’t need to approve it – just has to be acceptable to Barkhamsted and Winchester. Brief discussion followed regarding removing “...approved by DEEP”, adding Barkhamsted, etc.

Page 5: #4 – Mr. Rollins said made it 35,500 gallons per day to make it easier to understand; next section was one of the 2 biggest hurdles – how do we want metering to occur; proceeded to review the paragraph language and the following paragraph (4.A) – essentially billing them the way we bill our customers; asked does the Board want to throw the whole thing at Barkhamsted or offer to sub-contract it to a vendor; found 3 possible vendors – CT Water, Viola and Continental Utility Solutions; said he likes the upper of the 2 statements

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(allowing Barkhamsted to subcontract). G. Closson verified we do that for our customers. Discussion followed regarding billing it to Barkhamsted, base rates, connection fees, keep the same rules for Barkhamsted as we do for ourselves, etc. Mr. Rollins explained the process for a hook-up in Winsted – this allows us to be equal. Discussion followed regarding property maintenance, billing, leak detection, etc. B. Hester questioned if the term sewage flow should be water flow in the 1<sup>st</sup> sentence; felt should still have water meter on the lines and flow meter at the manhole. Mr. Cormier stressed if we're going to be this involved, need to stay consistent. B. Hester said this is like regionalization; Barkhamsted will do the initial work but the Town will eventually take over. G. Closson said this sets a good foundation. Brief discussion followed regarding Ledgebrook has individual meters and Mallory Brook should be the same way. Mr. Cormier said metering each individual premises is better. G. Closson suggested for the purpose of establishing total flow from Barkhamsted "...sewage flow shall be determined by the water meter". Brief discussion followed regarding removing the lower 4.A, keeping it as part of 4. Mr. Stratford asked if the total amount of billings will be a lump sum billed to Barkhamsted. Chairman Massicotte said that's the way it will be billed to Barkhamsted with an itemized sheet of costs. Mr. Rollins said he will add that.

Page 5 into 6: Mr. Rollins noted bottom of page 5 into 6, just added engineering to a list of other things they need to pay attention to. B. Hester suggested adding Automatic Grease Recovery Unit (AGRU) to the list in case a restaurant is added; suggested we inspect it or ask Barkhamsted to provide reports. Mr. Cormier said whatever the Winchester regulations are, Barkhamsted has to follow. Brief discussion followed regarding who would inspect that, DEEP regulations, bypass reports, etc. Chairman Massicotte noted this is getting to where we are taking over Barkhamsted's sewer system and we are going to approve the design, what needs to be incorporated into the sewer system and how it's going to get billed; any maintenance or subcontracting they would like Winchester to do for them would be taken up in discussion as far as cost or billing we can do to help.

Page 7: #1 - Mr. Rollins reviewed the paragraph; noted this is the old language. Brief discussion followed regarding this is as if the Town is taking over was the major intent. Chairman Massicotte said Barkhamsted shares a percentage of major repairs. Discussion followed regarding a lot has changed in 20 years, major upgrades covered in #2, delete or replace #1, Town is not maintaining anything on the low pressure system just doing water meter readings, connection fee included in 2A, cost sharing of upgrades, capital recovery fees, leaving the last sentence of #1, removing "including those portions" and "and equipment located in Barkhamsted", adding "and" between "pumping stations" and "gravity sewers", consistent with rates charged to Winchester customers, maintaining consistency, our rates will not include what Barkhamsted charges their customers, eliminate "shall" and keep "may", Barkhamsted shouldn't have to get Winsted's permission to add fees, etc.

Page 7: #2 – Mr. Rollins asked where the 1.30 MGD came from. Discussion followed regarding eliminating the entire yellow highlighted section. Brief discussion followed regarding 2.A. versus the Better 2.A. T. Moran asked how the current connection fee language in the Winchester regulations reads. Extensive discussion followed regarding using the first sentence of the Better 2.A. only, inspection fees, using the existing language from the Winchester regulations for the connection fee but payable by Barkhamsted, etc. Mr. Cormier expressed concern with the number of connections for a plaza. Discussion followed regarding the charge is for each connection. Chairman Massicotte questioned "multi-tenant housing". Discussion followed regarding condominium arrangements, proposed housing was not included in the original 20-year old agreement, the new agreement is supposed to include the housing but haven't voted to include it yet, concerned with engineering the housing, can as long as do not exceed the .0355 or will shut it down, can revise this agreement anytime, etc. ***Consensus is to use the language from the Winchester Sewer Regulations but paid by Barkhamsted as #2A.***

Page 8: Chairman Massicotte noted Attorney Nelligan suggested adding language to guarantee payment. Mr. Stein verified Barkhamsted will meet and if both parties are in agreement in principal, will tell the developer he has a 99% chance barring the attorneys don't come up with something we don't expect. Brief discussion followed regarding getting language from Attorney Nelligan regarding non-payment.

Page 8: 3.C. – Discussion followed regarding changing of proportional percentage for capital improvements, redundancy of earlier agreement language, etc.

Page 9: #4 – Mr. Rollins explained the additions. Extensive discussion followed regarding hook-up connections for each house, including the hook-ups on the engineering plans, weird to add specific requirements in a general provision paragraph, getting language from Attorney Nelligan regarding specifying a specific amount allowing Winchester residents to tie in with a 10-year sunset, this is an old paragraph, Winchester should collect that money, Barkhamsted is in agreement, addressing the installation, eliminating the paragraph, assessing Barkhamsted \$10,000, residents would have the \$1,000 hook-up when they do hook-in, residents carry the cost for the grinder pump, etc. when they hook-in, etc. **Consensus is get rid of the 2<sup>nd</sup> and 3<sup>rd</sup> paragraph of Section 4.**

Page 10: Fix the typo in F.1.

Page 11: G.1. – Mr. Rollins reminded Commissioners earlier we agreed to do meters at each location. Discussion followed regarding this is for quality control, changing “sewer” to “water”, remove the yellow highlighted text, etc.

Page 11: G.2. – Discussion followed regarding 45 days is reasonable to allow for meter reading and the billing cycle.

Page 11: H – B. Hester questioned what happens if an issue starts in Barkhamsted and creates a problem in Winchester. Discussion followed regarding this is a pressurized system, scouring rate is built into the pipe diameter and pumps, rags won’t make it out of the E-1 pumps, demanding a maintenance program, what that might entail, if that needs to be included in the agreement or in Exhibit B, etc.

Page 12: #1 – add “pronouncement”; added sections 3 & 4

Page 12: M – Discussion followed regarding keeping 10 years is consistent

Mr. Cormier asked about including a requirement requiring an odor suppression/charcoal system. Mr. Rollins said he would add that to Exhibit B.

*Mr. Stratford left the meeting at 8pm; Mr. Cormier followed at 8:05 p.m.*

Mr. Rollins said Exhibit A will be a drawing of the sewer service area including the housing. Chairman Massicotte said Barkhamsted is paying Winsted to hook up to the sewer system; original amounts were low; originally Barkhamsted would be paying Winsted \$66,000 but adjusted that to \$121,000; asked if should still charge that amount or waive it. Extensive discussion followed regarding taxes for the housing makes up the connection fee, just go with the connection fees, not good to go back and try to collect reparations, the Town hook-up fee was what killed the last agreement, shouldn’t charge Barkhamsted extra because we built the plant, the size of the plant was determined by government funding, go on the basis of current upgrades, Barkhamsted is buying into our system but it was pre-planned to include them, many sides to this, plant is pretty much worn out and ready to be replaced, this could be a benefit assessment for Barkhamsted, this would be a benefit to Barkhamsted who would get additional taxes, plant could use the funds, definition/specification of a major upgrade, cost of the sewer plant bridge, Barkhamsted residents should be included in rate increase public hearings, definition of upgrade should be referred to Attorney Nelligan, improvements are included in rates, where in the agreement the 1% charge to Barkhamsted is found, upgrades, agreement reads both ways, rate structure, 1% charge is based on the .0355 MGD referenced in Article E.2. but 1% is not specified anywhere, farm on original map was always considered affordable housing, planning 4 buildings with 5 units each, Barkhamsted has to stay under the daily limit, Commission should approve as long as the plant has the capacity, each apartment and store will have its own meter, etc. **Motion by J. Lemelin to accept the map (Lenard Engineering Concept Plan dated 3/26/2019) as the new Barkhamsted Sewer Service Area.** Second by G. Closson. **Vote:** All in favor except J. Massicotte (abstained) - *motion carried.* Mr. Rollins questioned the narrative on the old Exhibit A. Brief discussion followed regarding the necessity of the narrative since the old Exhibit A is replaced. **Consensus is no.**

Mr. Rollins explained Exhibit B is the design plans that have to be approved.

T. Moran complimented Mr. Rollins on putting this document together. **Motion by G. Closson to move forward on the agreement as modified.** Second by J. Lemelin. *Discussion:* Discussion followed regarding

*The Town of Winchester is an equal opportunity provider, employer and lender.*

sending the Board the final draft before sending to the attorney. **Vote:** All in favor except J. Massicotte (abstained) - *motion carried*. Mr. Stein verified he can go back to the developer.

**Consultant/Project Manager Appointment:** Chairman Massicotte said he was approached by Steve Vaill who offered to oversee and consult on certain projects at no cost; will have no responsibilities but will serve as eyes and ears. *Consensus is yes, thank you.* **Motion** by B. Hester to *take on Steve Vaill as the Project Manager at no cost*. Second by T. Moran. **Vote:** All in favor except J. Lemelin (abstained) - *motion carried*.

**Water & Sewer Budget for 2020-2021 Progress?** Mr. Rollins distributed copies of the budgets; explained the new format. T. Moran suggested a special meeting to review the budget.

**Bill Adjustments** – none

**Director's Report:** Mr. Rollins said nothing to add

**Old Business:**

- Bid packages for bridge repair at Sewer Plant ready to go out. Estimate cost to repair \$150,000. To go out with other Town bridge work. Complete 2022? Nothing new
- Follow Rules of State Revolving Fund – Water Tank & Water Main 25% Funding? Mr. Rollins said the consultants are on board, work is progressing, the State guy is super-efficient. Chairman Massicotte asked what year the work is planned and how to fund the balance. Mr. Rollins explained doing the preliminary engineering and define the job first to scale down the scope of work then go ahead with cost estimates. Chairman Massicotte asked how long we have to use the funding. B. Hester said USDA is at least 2 years; not sure about State Revolving Funds. Mr. Rollins said have picked 2 firms (1 for each project); paperwork is going beautifully well due to the guy at the State being efficiently fast and thorough; timing is not our problem.
- Discussion on National Register of Historic Places; hearing scheduled for June 2020: Mr. Rollins noted it's supposed to be scheduled this month
- Dams Report Repairs through USDA Funding – any movement in process?: Mr. Rollins said it's dependent on the hearing by the National Registrar of Historic Places.
- New sludge pump waiting on delivery: B. Hester said it's been delivered just not installed.
- Update on Water Regulations to Accept Use of High-Density Polyethylene: nothing new
- Tree Harvesting/Housatonic Valley Watershed Association offer: Mr. Rollins said forwarded information to the Housatonic Valley Association.
- Water Meters: Mr. Rollins explained new protocol has been put in place for house visits beginning next week.

**New Business:**

Chairman Massicotte quickly addressed the water tank replacement referenced in the Annual Water Quality Report.

Commission Secretary Laurie Bessette asked for coverage for the July meeting. Discussion followed regarding the July meeting will focus on reviewing the budget.

**Adjournment:** Meeting adjourned 8:26 p.m.

Minutes Respectfully Submitted,

/s/

Laurie Bessette  
Minutes Secretary

**Next Regular Meeting:**

Town Hall, 338 Main Street  
**Tuesday, July 14, 2020 @6:00 p.m.**